

**GOLDSMITHS
University of London**

COUNCIL

**JOINT NEGOTIATION AND CONSULTATION COMMITTEE
Minutes of the meeting held on 16 January 2013**

OPEN BUSINESS

Present:

Mrs Liz Bromley (in the Chair) – Registrar and Secretary
Professor Jane Powell – Pro-Warden, Research and Enterprise
Dr Michael Young – Pro-Warden, Students and Learning Development
Mr Des Freedman – UCU
Mr John Wadsworth - UCU
Ms Suzanne Stead – UNISON
Ms Dail Francois - UNISON
Miss Sally Townsend – Director of Finance
Ms Kath Clarke - Director of Human of Resources
Ms Ellen Tsang – Interim Director of Human Resources
Mr Greg Barnett – UCU
Miss Uche Madukwe – (Secretary)

Apologies: Ms Ruth Levin – UNISON

In attendance:

Mrs Rosemary Bidwell, Interim HR Project Manager

1 MINUTES (JNCC 16)

Resolved:

that the minutes of the meeting held on 17 October 2012 be approved, subject to the correction of minor typographical errors.

2 MATTERS ARISING

(i) The status of the Visiting Tutor (VT) Assimilation Project

The Interim Director of HR confirmed that negotiations had begun and the plan was to get the Visiting Tutor Assimilation project concluded as soon as feasible. There had been four VT negotiation meetings to date, with various proposals being considered. SMT was particularly anxious that agreement would be reached shortly after an update that week. Union colleagues reminded the JNCC that any agreement would need to be signed off by the UCU Regional Office.

(ii) Reward Incentives for First Aiders and Fire Wardens

The Director of Finance confirmed that it was not the practice in the sector to pay a financial reward to Fire Wardens. The Registrar and Secretary and Director of Finance also confirmed that there was no plan to offer a financial reward to First Aiders. It was noted that there were a sufficient number of First Aiders in the College.

(iii) Equalities Data

Union colleagues requested that previous data submitted at the last JNCC be represented in percentages. The Interim HR Project Manager agreed to obtain this and supply this information to union colleagues before the next JNCC meeting.

[Secretary's Note: this was later circulated - paper 13-174: categorised as Reserved Business (and not available in the all staff access version of the committee archive) due to the small numbers involved and the possibility that individuals could be identified.]

3 INTRODUCTION TO DIRECTOR OF HUMAN RESOURCES, KATH CLARKE

The Director of Human Resources introduced herself to the attendees.

4 FINANCIAL STATUS UPDATE

The Financial Statements for the year ended 31 July 2012 had been published and were available on the website. The Director of Finance confirmed that there was currently a surplus in the budget, but it was not yet known how the College surplus measures against that of others in the sector. The Quarter 2 re-forecast would take place in the next month or so. It was also confirmed that 2012-13 undergraduate recruitment was strong and exceeded (prudent) budget assumptions, but there were increased efforts to ensure that a high number of post-graduate and overseas students would be recruited

5 COLLEGE RECRUITMENT

The Registrar and Secretary confirmed that the Head of Admissions had provided a report regarding the number of Home-EU students. From last year's records, it was clear that there were high application rates from international students, but it was important to ensure that conversion rates remained high. It was discussed that other institutions required a deposit from prospective overseas students. The Pro-Warden, Students and Learning Development added that targets for conversion rates varied depending on the subject area.

Union colleagues asked for a view on the English Baccalaureate, which would in future not include Art in its curriculum, in view of Goldsmiths having a strong offering on Arts-related courses. The Pro-Warden, Students and Learning Development responded that the Deputy Warden had submitted a formal response as part of a consultation response to the Department for Education.

The Pro-Warden, Students and Learning Development would circulate the relevant document before the next JNCC meeting.

[Secretary's Note: this was later circulated - paper 13-172]

6 GOLDSMITHS' 2015 UPDATE

Received:

a summary paper on the Goldsmiths' 2015 Project, circulated at the Value for Money Sub-Committee (13-171).

The Director of Finance circulated a paper from the Value for Money Sub-Committee (13-171). The Director of Finance confirmed that the Goldsmiths 2015 project was in place to improve ways of working, rather for the sole purpose of making financial savings. The Goldsmiths 2015 project would fall under the remit of the Strategic Project Office in future.

Union colleagues raised concerns that some employees were still unable to access their details using Payroll Self-Service. The Registrar and Secretary suggested that information about this, together with instructions should be featured in the next staff Newsletter as a reminder to all staff.

7 UPDATE ON THE PROFESSIONAL SERVICES RE-STRUCTURE

The Registrar and Secretary explained that the five senior Director level job descriptions would be completed and sent to the Trade Unions by 31 January 2013. It was planned that meetings with the Trade Unions would then take place in February 2013. The Registrar and Secretary added that information about the restructure was now available on the website.

8 GOLDSMITHS AS A LEARNING ORGANISATION

As a result of discussions about the restructure of Professional Services, it was decided that to engage with staff, Goldsmiths would aim to work towards being a more active 'learning organisation' for staff as well as students. The Registrar and Secretary wanted to form a policy to cover staff and students, ensuring fairness and access to professional development relating to their current role. The Director of HR acknowledged that further details would be added, as discussions could not start without adding more detail. Union colleagues explained the importance of Learning Representatives – UNISON had recently identified a learning representative, subject to induction and training.

It was agreed that the College would set up an appropriate working learning group to enhance Goldsmiths as a learning organisation. The Pro-Warden, Students and Learning Development asked if College employees could study free of charge and the Acting Director of HR agreed to circulate current information to JNCC members on the staff scholarship scheme.

9 ACADEMIC PROMOTION AND PROGRESSION

Received:

a document entitled Promotions and Progression 2013 Guidance Notes (13-173)

The Interim HR Project Manager confirmed that the deadline for applications for promotion would be 28 February 2013. Union colleagues explained that they had only received the updated procedure (13-173) on 14 January and that there had been insufficient time to read

and consider it. The Acting Director of HR explained that it would continue to be a working document and comments were welcome at any time.

Union colleagues were particularly concerned about paragraphs 37 and 38 of the guidance on Promotion, Award of Titles and Pay Progression in relation to promotion to Reader. Union colleagues were of the opinion that approximately two years ago it had been agreed to separate promotion to Reader from REF requirements. The Pro-Warden, Research and Enterprise clarified that submitting someone's work for REF was not intended to have an impact on whether or not that person is granted promotion. The Pro-Warden, Research and Enterprise agreed to make changes needed to clarify the issue. The Interim HR Project Manager would speak to the HR Manager (Systems & Information) and they would both make the necessary changes if there was still the possibility of doing so, in order that communications could still reach staff by 31 January 2013. Following this, union colleagues would respond to the new draft within one week.

13

The Interim HR Project Manager explained that guidance was being updated on the application processes for Accelerated Incremental Progression and Discretionary Progression Beyond the Contribution Threshold. Union colleagues asked for a consideration of progression between grades which they asserted could not be achieved without job families.

RESERVED BUSINESS

11 CCTV

Received:

an extract from the College website on the Data Protection Act and CCTV (13-4)

In a recent incident on campus, it had been necessary to carry out initial investigations to help identify whether a criminal offence had been allegedly committed by an individual, but that had not been possible without viewing the Closed Circuit Television recording. The Registrar and Secretary asked the JNCC to consider whether they would pragmatically support looking at CCTV footage to see if a criminal offence had possibly been committed. Union colleagues were of the opinion that the CCTV section of the Data Protection Policy should be amended, as its current wording implied that footage would be examined if the individuals were already identified as perpetrators of crime. Union colleagues also indicated that there was a need to clarify how long the College would retain its CCTV footage.

12 POLICIES UPDATE

The Interim Director of Human Resources explained that the previous temporary HR Business Partner (Policy & Performance) had vacated the post just before her contract ended, but there was sufficient budget to extend the post to someone else for a further two months. HR was in the process of seeing whether an internal Secondment could be facilitated. The Director of Human Resources confirmed that the outstanding policies were a priority and she was particularly aware of the gap in policy relating to Health and Well-Being.

13 PAY PROTECTION

Union colleagues highlighted the fact that within the policy on Managing Change, pay protection provisions needed to be set out as a matter of urgency. Union colleagues asked for an interim agreement on pay protection provision, pending the finalisation of the Managing Change policy.

14 COMPASSIONATE LEAVE

UNISON expressed concern over the apparent inconsistency in the interpretation and application of this provision across various College departments; UNISON were particularly concerned about potential equalities issues this could raise. UNISON would come back to the next JNCC to highlight the issues, and this would be at the top of the next agenda.

15 LEWISHAM HOSPITAL

It was confirmed that SMT had publicised College support for the campaign to keep the hospital open; the Head of Communications and Public Relations would be the point of contact for queries to the College about this.

UM Winter 2012-13