

**GOLDSMITHS
University of London**

COUNCIL

**JOINT NEGOTIATION AND CONSULTATION COMMITTEE
Minutes of the meeting held on 1 May 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 Dail Francois –UNISON
Miss Sally Townsend – Director of Finance
Ms Kath Clarke - Director of Human of Resources
Ms Ellen Tsang – Head of Operations, Human Resources
Miss Uche Madukwe – (Secretary)

Apologies: Regional Officer – UNISON
Branch Secretary - UNISON

In attendance:

Mrs Rosemary Bidwell, Interim HR Project Manager (for item 9)
Ben Levitas, UCU (for item 6)
Mrs Geni Hughes D'Aeth, VT/AT HERA Assimilation Project Manager (for item 6)
Mrs Patricia McIhare, Interim HR Project Manager (for item 7)
Mr Greg Barnett – UCU

1 MINUTES

Resolved:

that the minutes of the meeting held on 16 January 2013 be approved.

2 MATTERS ARISING

Received:

a paper entitled Amendments to CCTV Policy (13-176).

A paper on this subject was discussed at the JNCC meeting of 16 January 2013 (13-4). It was noted that Union colleagues had made amendments by correspondence since that meeting and the finalised version was now published on the College website, on the CCTV page of the Data Protection Policy. The correspondence also set out the principles underlying the publication of retention schedules at Goldsmiths, in the context of the system of web-based delivery of the instruments of governance established in 2006.

3 PROCEDURE FOR PRIVATE RECORDINGS

It was noted that the Committee had agreed by correspondence, in response to paper 13-141 circulated to Union colleagues since the last meeting, to raise no objections to a proposal being made to Academic Board and Council that the General Regulations should be changed, with effect from 1 September 2013:

- (i) to allow, without permission of those being recorded, recordings of teaching sessions for private study purposes only, provided that the recordings obtained would not be for publication (on the internet or elsewhere);
- (ii) to remove the prohibition on private recordings when an official recording was being taken (as this might impede private study due to the time-lag for publication of an official recording);

4 FINANCIAL STATUS UPDATE

The Director of Finance confirmed that as previously discussed, whilst 2012-13 undergraduate recruitment was relatively strong, postgraduate recruitment had been weak and significantly below budget across the College. As a result of this under-recruitment, the current forecast showed that income was below budget. Expenditure was also showing below budget – particularly depreciation costs and contingency amounts that Goldsmiths had been able to release.

The Director of Finance also confirmed that conditions for winning research grants remained challenging. The net impact of the above was a forecasted outturn in line with Goldsmiths' budget. These forecasts included an unchanged estimate provision for the potential cost of the transfer of Visiting Tutors onto the HERA framework.

The Director of Finance also confirmed that obtaining live and detailed income data reports remained a challenge to the production of timely forecasts. However, the intention was that the upgrade to Agresso and changes to the interface between the student records system would assist with remedying that challenge.

The College needed to start thinking about recruitment for the academic year 2014-15.

5 GOLDSMITHS 2015 UPDATE

Received:

a document entitled Project Manager's highlight report(13-206.)

The Director of Finance confirmed that any ongoing work carried out by the G2015 Projects office would be transferred to the Strategic Projects Office. A year-end report would be prepared for G2015 to document the achievements. The Director of Finance also confirmed that there would be the likelihood of permanent posts being made available within the new Strategic Projects Office.

6 VISITING TUTOR (HOURLY PAID STAFF) ASSIMILATION PROJECT

Regarding the Visiting Tutor (Hourly paid staff) Assimilation Project, the VT/AT HERA Assimilation Project Manager explained that an agreement had been reached in principle, for staff currently employed as Visiting/Associate Tutors. The draft document had been sent to the Trades Unions for comments. This document would then go to the local and Regional Trades Union representatives and then to the College Senior Management Team. It was expected that a final agreement would be reached by June 2013. It was confirmed that all the planning for its implementation was being prepared behind the scenes in order to be as ready as possible for rolling-out at a suitable point.

UCU colleagues confirmed that the paper on hourly-paid staff was intended to be an Appendix to the Framework Agreement and that the work on job families should eventually be completed as part of the Framework Agreement, in order to ensure that career pathway routes were made available also for Professional Services' staff.

7 AUTO-ENROLMENT PROJECT

The Interim HR Project Manager, Patricia McIlhare reported that the Director of Human Resources and the Director of Finance were the project sponsors of the above. Mrs McIlhare also confirmed that she and the Head of Financial Accounting & Services were the project leads. She explained that the project was being sponsored by the Director of Finance and the Director of HR. She explained that the Staging date for Goldsmiths' go live on auto-enrolment was 1 September 2013. The Project Plan had been agreed and the project leads planned to carry out an initial assessment of the workforce to determine which staff were categorised as a 'worker' under the legislation and who was eligible for auto-enrolment. She confirmed that there were plans to accommodate the additional costs in the 2013-14 budget.

In terms of communication, Mrs McIlhare explained that the plan was to send early communication to Heads of Department and staff. In addition, there was a dedicated email address for staff queries and a section on the website with Frequently Asked Questions. Union colleagues stated that they preferred communication to be sent out at them at the end of each stage of the project, which meant four or five updates between now and September 2013.

Mrs McIlhare explained that the College was considering the use of 'Postponement' of its Staging date, but that would be confirmed in due course and after the initial assessment of the workforce.

A query was raised regarding who would be the alternative provider for staff who did not fit with the normal established working categories and the Director of Finance responded that this was applicable to only a minority of individuals, most of those people were suppliers who have a contract to perform work or services personally (not as part of their own business) who would be entitled to request pension scheme

membership but would not be eligible for Universities Superannuation Scheme or London Pensions Fund Authority.

8 OUT OF HOURS WORKING IN ITSERVICES

Received:

a document entitled Brief Outline of the Situation Relating to (Time-Off in Lieu) TOIL in IT Services (13-207)

Union colleagues stated that they were concerned that recent custom and practice had effectively changed working practices without formal discussion with Trades Unions. Union colleagues wanted to know how this had occurred. The Registrar and Secretary confirmed that she would be personally leading I.T services from mid-June 2013, following the departure of the current Director of IT Services, and once she had settled into the role, she would be in a position to look into these claims and establish appropriate expectations going forward.

9 HR POLICIES UPDATE

Following the previous notion in regard to the possibility of arranging an internal secondment in HR for the interim role of HR Business Partner (Policy and Practice), the Interim Project Manager, Rosemary Bidwell, confirmed that it had taken place. She confirmed that during the two-month secondment, much progress had been made with agreements on the principles and much drafting of the policies. UCU thanked both the seconded temporary HR Business Partner (Policy and Practice) and the Interim Project Manager for their efforts in maintaining the necessary momentum during that period.

In regard to the Managing Change Policy, UCU raised their belief that there could be value in being involved at some level in more strategic planning, prior to any restructuring consultation being launched. Union colleagues had requested that a sub-committee of the JNCC should be set up to identify any potential funding and organisational issues affecting Goldsmiths, and to consider strategic planning initiatives and budget projections likely to affect job security. The specific intention was to avoid redundancies and mitigate any negative effect upon staffing levels generally. The Director of Human Resources responded that rather than set up an extra sub-committee for this, regular communication should take place with the recognised Trade Unions within the current meeting systems, including the JNCC, and the strategic update meetings which take place at least termly with the Warden and the Registrar and Secretary.

For the Managing Change Policy, important questions were outstanding regarding the length of pay protection and the amount of possibly enhanced redundancy pay that staff would be eligible for. The Head of Operations, Human Resources explained that Union colleagues had formerly requested a 12 month pay protection period and enhanced redundancy pay of 3 months on top of statutory redundancy pay. She had taken this request formally to SMT this year, and the agreement was to grant 12 months' pay protection but no enhanced redundancy payments.

UNISON members could be more adversely affected than other Union members, by receiving only statutory redundancy pay as their members tended to fall amongst the lower grades within Goldsmiths and therefore were unlikely to receive the benefit of pay protection. UNISON would circulate a paper about this. UCU colleagues asked for the Managing Change Policy to explicitly state that the College would accommodate voluntary redundancy to reduce the need for overall job losses. They requested that such redundancy pay needed to be at an enhanced rate. The Head of Operations, Human Resources, confirmed that the Voluntary Severance Scheme had been offered about twice in the past six to seven years. The Registrar and Secretary requested for a form of wording to be provided (by Union colleagues) and sent to Human Resources; the Registrar and Secretary also suggested that she could then meet with the Trade Unions outside this process to discuss it, together with the Director of Finance and the Director of Human Resources.

10 SENIOR STAFF SALARIES – COST OF THE NEW SENIOR MANAGEMENT

Union colleagues requested the release of information on the cost of employing the new six Associate Pro-Wardens, including the cost of the honorarium payments, and the back-fill for their substantive posts (where relevant). Union colleagues also requested information on the cost of employing the five most senior members of senior management (including the Warden and Deputy Warden). The Pro Warden, Students and Learning Development queried whether Goldsmiths could compare such salaries with those of senior managers in similar institutions and the Director of Finance confirmed that such information would be in annual reports, particularly as the salaries of senior managers and vice-chancellors are listed separately.

11 PROFESSIONAL SERVICES RE-STRUCTURE

The Registrar and Secretary explained that once the new heads of service had been appointed, they would be expected to start restructuring their departments. The Registrar and Secretary confirmed that Phase 1 was almost finished and that the Director Human Resources and the Director of Organisation and Strategic Services had been appointed. The Director of Stakeholder Relations had also been appointed and recruitment for the new Student and Alumni Services Director was underway; the appointment for the new Chief Information Officer was expected to be made by the end of the year.

The Registrar and Secretary explained that staff had given positive feedback about proposed changes - there had been a lot of interest shown in interim roles and secondments. The Registrar and Secretary added that competency-based job descriptions would enable staff to transfer their skills much more easily across roles. The job descriptions which could be most easily updated would be done first. The Director of Human Resources confirmed that there were inconsistencies in job descriptions and that it would be a major piece of work to resolve, however, it was in the HR Plan to do so.

The Director of Human Resources confirmed that the Job Families' project needed to be sufficiently resourced and planned as this was a major exercise, otherwise Goldsmiths ran the risk of stop-starting work on this, as shown previously with the Visiting Tutor project. This would need to be approved through the SMT, with project criteria and milestones being identified up-front.

12 WORKSHOP IN COLLABORATION WITH THE HIGHER EDUCATION ACADEMY

The Pro Warden, Students and Learning Development, explained that a Higher Education Teaching Staff development workshop was scheduled for 14 June 2013. It was entitled 'Higher Education Academy (HEA) Consultation Day at Goldsmiths' and the National Chair of UCU would contribute to the event. The focus would be on recognition, promotion and staff development.

RESERVED BUSINESS

13 EQUALITIES DATA

Received:

a document entitled 'Academic titles and promotion awards 2011/12 Equality and Diversity statistics and promotions and progression 2013' (13-174).

Union colleagues thanked Human Resources for circulating the updated statistics. They further requested that the data be amplified to reflect what proportion of those applying for a particular grade had been successful in their application; the current data only showed a comparison of the applicants against the overall number who were successful across all grades.

Union colleagues also asked for a clearer representation of the data in relation to male and female applicants and their success rates.

14 DATE OF FUTURE MEETINGS:

8 October 2013 at 4pm (Room 110, DTHB)
13 February 2014 at 2pm (Room 110, DTHB)
13 May 2014 at 2pm (Room 110, DTHB)

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Summer Term 2013