

**GOLDSMITHS**  
**University of London**

**COUNCIL**

**JOINT NEGOTIATION AND CONSULTATION COMMITTEE**  
**Minutes of the meeting held on 8 October 2013**

**OPEN BUSINESS**

Present:

Mrs Liz Bromley (Chair) – Registrar and Secretary  
Professor Jane Powell – Pro Warden, Research and Enterprise  
Dr Des Freedman – UCU  
Mr John Wadsworth – UCU  
Miss Sally Townsend - Director of Finance  
Ms Kath Clarke – Director of Human Resources  
Ms Ellen Tsang – Head of Operations, Human Resources  
Mr Peter Austin (temporary Secretary)

Apologies:

Ms Suzanne Stead – UNISON  
Ms Dail Francois – UNISON

In attendance:

Mr Terry Coleing - Finance Liaison (VT Project) (for item 6)  
Mrs Geni Hughes-D'Aeth, VT/AT HERA Assimilation Project Manager (for item 6)

**1 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP**

The JNCC received the terms of reference, composition and membership of the committee for the year 2012-13 (13-335).

**2 CONFLICTS OF INTEREST POLICY**

The JNCC received the College Policy on conflicts of interest (13- 301).

### **3 STANDING ORDERS**

The JNCC received the College standing orders (13-300).

### **4 MINUTES**

#### **Resolved:**

That the minutes of the meeting held on 1 May 2013 be approved.

### **5 VISITING TUTOR (HOURLY PAID STAFF) ASSIMILATION PROJECT**

Regarding the assimilation of the former Visiting and Associate Tutors, Terry Coleing informed the committee that his team would ensure that as many of them as possible would be on the payroll by October 2013. Following that, their contracts would then be issued. Mr Coleing explained that there were three phases to the process. He added that the aim was to have Phases 1 and 2 processed by 09 October 2013.

There have been issues with the practice-based departments (Art, Social Therapeutic and Community Studies, Music and Educational Studies) and these will be processed in Phase 3.

The Department of Design's information should be updated by Friday. Mr Coleing and his team have been centrally managing the processes for the Design department, which is a one-off to get them through the assimilation process. Phase 1 and Phase 2 is going through for October. There have been issues with the practice-based departments (Art, Social Therapeutic and Community Studies, Music and Educational Studies) and these will be processed in Phase 3.

UCU colleagues asked what would happen to those people who were given old style contracts as a holding position for Phase 3.

The Registrar and Secretary commented that staff in departments processed under Phase 3 will for now be issued old-style contracts. In some departments they will issue old style VT contracts but they would be superseded by their new contracts. The Registrar and Secretary informed the committee there have been former members of staff and that former members of staff who applied for back pay would receive written confirmation of their entitlement from the College.

It was confirmed that current members of staff were being informed through the website. Mr Coleing confirmed that union colleagues had agreed with the unions that the website was the best way to communicate it, although some departments had sent the information out to people.

The Registrar and Secretary stated that it was hoped that some departments had already communicated with former staff and reiterated that communication through the website was agreed by all parties.

Mr Coleing added that new contracts would be sent out this week; he also added that a meeting was held with Phase 3 departments and that conversations with them would continue.

The Head of Operations, Human Resources, raised the example of different rights and arrangements for those not employed directly by Goldsmiths – for example, visiting speakers or those running Master-classes. Finance would offer guidance on these issues.

## **6 AUTO-ENROLMENT**

The Director of Finance informed the committee that good progress had been made against the Auto-Enrolment project and that the College is actually quite restricted in terms of which schemes to put people into – Universities Superannuation Scheme (USS) or London Pensions Fund Authority (LFPA). For most members of staff there would be no change to their current arrangements. The Director of Finance anticipated low take-up of the new scheme.

The Director of Finance stated that if staff members opt out of the pension scheme being offered by the College, then those individuals would have to engage with the pension provider directly. That would be part of the communications and will go out in the letter as well as being hosted on the website.

The Registrar and Secretary queried what would happen to those who had not read the information, but then wanted to opt out. The Director of Finance informed the committee that the onus was on the individual to act quickly and properly to receive a refund.

UCU colleagues asked whether there was a minimum earnings threshold and the Director of Finance replied that it was £5,000 to £8,000 per annum.

## **7 FINANCIAL STATUS UPDATE**

The Director of Finance informed the committee that the 2012-13 out-turn was being audited, but so far it was £3.7m against the forecast £2.3m. The forecast surplus was accurate.

There was an upturn in recruitment in 2013-14. The number of home/EU students exceeded predictions, international recruitment hit its targets and post graduate recruitment was slightly less than previous. With the additional fees an

improved surplus of £200,000 (from £1.5m to £1.7m) was predicted - additional revenue would be allocated to student spend where appropriate.

The Director of Finance added that the Director of Student, Alumni and Library Services would consider external grants, to help improve non-fee income. It was sought to raise the business and income of the Residences, Catering and Conference Services by using the location for filming opportunities.

UCU questioned whether the sum set aside for VT assimilation would be entirely used. The Director of Finance said she was less confident it would have an impact on the 2013-14 figures, but it may do in future.

UCU colleagues raised concerns about post graduate recruitment and asked whether the University had done anything to alleviate the decline in applications at post graduate level. The Pro-Warden for Research and Enterprise responded that the College had established a working group to tackle this issue. She said it was a sector-wide issue not just applicable to the College, but an important area for the College to address strategically.

UCU colleagues queried an apparent over-reliance on international post graduate recruitment. The Pro Warden assured the committee that this was a very high strategic priority and noted that Goldsmiths' most successful post graduate courses are those which slot into a career track.

## **8 STRATEGIC PROJECTS OFFICE UPDATE (PREVIOUSLY GOLDSMITHS' 2015 UPDATE)**

The Director of Finance informed the committee that existing Goldsmiths 2015 projects would be taken forward by the Strategic Projects Office - recruitment for a Head of Strategic Projects was underway.

It was confirmed that Simon Donahue had set up the Strategic Projects Office at Leeds University and is bringing his considerable experience to the College. The Strategic Projects Office would be based in St James Hall alongside other project hubs, including IT projects.

The Registrar and Secretary informed the committee that the College has access to up to 40 days' worth of consultancy as part of the College's SUMS membership benefits.

## **9 ZERO HOURS CONTRACTS**

The Committee were informed that there was no update available for this item.

## **10 ESTATES UPDATE**

The Registrar and Secretary reported on behalf of the Director of Estates that all Library works were complete and the café was open. The work on 286 NX Road was due to finish by the week ending 13 October 2013; the Refectory café was due for completion soon. The Registrar and Secretary also advised that works to the Education Building were complete, the Lockwood Building roof was almost complete and the teaching rooms at 32 Lewisham Way were due to be completed soon. Also completed were 12-14 Laurie Grove and 31 Laurie Grove which had been decorated. External repairs to the Deptford Town Hall Building to the rear were now completed.

Regarding the scaffolding on the Whitehead Building, the Director of Finance assured the committee that the College is looking into getting those repairs done under guarantee as the original work was done recently.

## **11 NATIONAL PAY**

UCU colleagues informed the committee that UNISON had voted in favour of strike action. He told the committee there would be some form of industrial action but could not confirm the date. UCU colleagues would send an email to the Director of HR to keep parties updated on any strike action.

## **12 HR UPDATE**

The Head of Operations, Human Resources, informed the committee that there were two final HR policies to go on the website and there was an inventory of the next few policies to go online. She told the committee that she was aware that policies needed to be completed without delay, however, as soon as there was a policy officer in place this would be their focus.

The Head of Operations, Human Resources assured the committee that most policies were on the website. With regard to the change management policy, that could be sent to anyone who requests it but at this stage it had not been finalised.

## **13 PROFESSIONAL SERVICES RE-STRUCTURE**

The Registrar and Secretary confirmed that Phase 1 was already completed with people in post for her direct reports, with the exception of a Chief Information Officer. At this stage the CIO role is being filled by the Registrar and Secretary so that it can be considered whether there is internal capacity that could be developed to fill the role. Phase 2 was to begin the restructures and the Registrar and Secretary confirmed that Phase 2 was underway.

It was confirmed that the Communications team had recruited a Press Officer and a Communications Graduate Trainee (a one year role).

The Director of Finance informed the committee that the Head of Strategic Planning had been appointed and was in the process of getting his staff in place, including two internal appointments.

Catriona Boulton had been appointed as permanent Director of Estates and there was now a recruitment process underway for the Head of Strategic Projects.

The Registrar and Secretary advised the committee of her intention to continue in her role as interim CIO until Christmas 2013. It was expected that the recruitment process for a permanent role would start after Christmas.

The Director of HR stated she really valued the support the trade unions have given the College over the last few months at the fortnightly meetings. She added that people are now starting to accept the restructure through voluntary severance.

UCU colleagues raised concerns, with reference to a specific case, over the amount paid by College for lawyers' fees. They also voiced concerns about the apparent reduction of the amount offered to support/professional services staff taking compromise agreements for legal advice (£250 rather than the £350 which has been Goldsmiths custom and practice for some years).

After discussion it was suggested by the Registrar and Secretary, and agreed by the union representatives and the Director of HR, that as this apparent reduction in the legal fee limit was part of the specific HR Voluntary Severance scheme, itself a ring fenced one-off activity, Goldsmiths would agree to revert to the custom and practice level of £350 going forward.

## **14 ANY OTHER BUSINESS**

### **Pensions**

The Director of Finance updated the committee on pensions. There has been an under-payment of pension for any staff in USS, averaging £85 per individual. It affected approximately 450 staff although the College has already paid USS on behalf of the individual, so it is for the College to obtain the deficit from individuals. The money would be taken from individuals' pay packets over a period of ten months. Finance would be communicating with staff directly to inform them of the process going forward. The Director of Finance explained to the committee this mistake was due to an individual's error. That person has now left the College.

John Wadsworth told the committee that this meeting would be his last as his tenure as Goldsmiths' UCU President would end; the committee thanked for his contribution over the years.

**15 DATE OF FUTURE MEETINGS:**

13 February 2014 at 2pm (Room 110, DTHB)

13 May 2014 at 2pm (Room 110, DTHB)