

## HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 13 January 2016 at 8.30 a.m. in the South Wing Council Room

### MINUTES

*Present:*

Professor Michael Arthur (Chair)  
Ms Wendy Appleby  
Dame Nicola Brewer  
Professor Nick Brook  
Professor Andrew Brown  
Dr Mike Cope  
Professor Mark Emberton  
Professor Mary Fulbrook  
Mr Phil Harding  
Professor Graham Hart  
Mrs Lori Houlihan  
Mr Rex Knight  
Professor David Lomas  
Professor Charles Mitchell  
Professor Alan Penn  
Professor David Price  
Professor Geraint Rees  
Mr Tom Rowson  
Mr Mark Sudbury  
Professor Alan Thompson  
Professor Nigel Titchener-Hooker  
Mr Nigel Waugh  
Professor Jo Wolff

Apologies for absence were received from Dr Paul Ayris, Mr Simon Cane, Dr Celia Caulcott, Dame Hazel Genn, Mr Andrew Grainger and Professor Anthony Smith.

In attendance: Mr Jon Everard, Director, HR Systems Project (for Item 7), Mr Geoff Lang, Director of Policy and Planning HR, Ms Fiona McClement, Head of Equalities and Diversity (for Items 4 and 5) and Dr Marguerite Nolan, Committee Secretary.

*Key to abbreviations used in these Minutes:*

HOD	Head of Department
HRPC	Human Resources Policy Committee
JNC	Joint Negotiating Committee
UCEA	Universities and Colleges Employers Association

## PRELIMINARY FORMAL BUSINESS

### 1. CONSTITUTION, MEMBERSHIP AND TERMS OF REFERENCE OF THE HRPC FOR 2015-16 HRPC 1-1 (15-16)

- 1.1 **Received:** The Committee received and noted the Constitution, Membership and Terms of Reference of the Human Resources Policy Committee (HRPC) for 2015-16.
- 1.2 **Noted:** That the Constitution and Membership had been updated to include the Directors of Professional Services to take account of the change of membership of the UCL Senior Management Team this academic year.

### 2. MINUTES OF THE MEETINGS OF THE HRPC HELD ON 24 JUNE 2015 AND 1 JULY 2015

- 2.1 **Approved:** The Committee approved the minutes of the last two meetings of the Human Resources Policy Committee (HRPC) held on 24 June 2015 and 1 July 2015 and these were signed by the Chair.

### 3. MATTERS ARISING FROM THE MINUTES

- 3.1 **Received:** An oral update from the Executive Director of UCL Human Resources on matters arising from the minutes of the meetings of 24 June 2015 and 1 July 2015.
- 3.2 Minute 4.3 (24 June 2015) - Following approval by the HRPC at its meeting on 24 June 2015, Early Retirement, Voluntary Severance and Staff Redundancy costs were now centrally funded. As agreed by the HRPC, this process would be reviewed in two years.
- 3.3 Minute 11.6 (24 June 2015) - No agreement had been reached yet with the unions concerning the proposed changes to the Capability policy and work was ongoing in this area.
- 3.4 Minute 1.3 (1 July 2015) - report from the Academic Promotions and Reward Review Working Group at its last meeting on 1 July 2015, work was underway to implement the recommendations put forward by the Working Group.
- 3.5 Minute 3.4 (1 July 2015) - At its last meeting on 1 July 2015, the HRPC had approved the adoption approach to the implementation of the HR Systems Transformation Project. A paper was included on the agenda of this meeting to consider policy changes and other changes that were required to support the configuration and build of the system.

## ITEMS FOR DISCUSSION

### 4. HARASSMENT AND BULLYING – ANONYMOUS REPORTING HRPC 1-2 (15-16)

- 4.1 **Considered:** The Committee considered the proposal at HRPC 1-2 (15-16) for the development and implementation of a new UCL Anti-Harassment Campaign and Process.
- 4.2 UCL aspired to be the most inclusive university in the UK, yet there was evidence, both anecdotally and from the Staff Survey results and HR data, of unreported bullying and harassment in some departments.

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University of Oxford and Imperial College London who had introduced internal reimbursement schemes to allow staff to claim caring costs as an allowable expense.

- 5.5 It was noted that any future extension of the benefit must be affordable. The uptake of the benefit by RCUK grant holders would be monitored. The Finance Department would then be in a better position to undertake the necessary financial modelling to ascertain the cost of establishing an extended scheme. The Equalities Team would explore other means for determining likely uptake, for example through Athena SWAN surveys with faculties.
- 5.6 The Committee discussed the timescale for the development of a proposal for an internal scheme. It was agreed that this should be changed to early in the 2016-17 academic year rather than early 2017, as suggested in the paper. It was also proposed that the changes being introduced to UCL in January 2016, as noted above, should be referred to as a pilot scheme.
- 5.7 **Resolved:** The Committee resolved that a decision on the introduction of an internal UCL-wide scheme for reimbursement of childcare / caring costs would be taken in the autumn term 2016-17 when data would be available to support the development of the scheme.

## 6. MATERNITY LEAVE FUNDING

HRPC 1-4 (15-16)

- 6.1 **Noted:** Following the circulation of the meeting papers, this item and paper had been withdrawn from this meeting pending further consultation on risks and options. An updated paper would be submitted.

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