

**UNIVERSITY OF CAMBRIDGE**  
**COUNCIL AND GENERAL BOARD**  
**HUMAN RESOURCES COMMITTEE**

**10 November 2011**

There will be a meeting of the Human Resources Committee on  
Thursday 10 November 2011 at 2.00 p.m. in the Old Schools Meeting Room

Starred (\*) items will be treated as matters of straightforward business and, unless members make a specific request, will not normally be discussed at the meeting.

**AGENDA**

Apologies have been received from Dr Jonathan Nicholls and Professor Carol Brayne.

**1. Declarations of Interest**

**2. Minutes\***

TO CONFIRM, at 10/11/11/HR181, the Minutes of the meeting held on 06 October 2011.

**3. Matters Arising**

**4. VSS – Summary and Expected Savings** [Suzanne Fowler to present]

TO RECEIVE, at 10/11/11HR182, a paper on the results of the scheme.

**5. Consultation on a Future Retirement Policy**

TO RECEIVE, at 10/11/11HR183, a paper summarising the feedback received following the informal consultation with institutions, and the timetable for the Final Report.

**6. Online Pay Slips**

TO APPROVE, at 10/11/11/HR184, a paper recommending the introduction of online pay slips as an alternative to the current default method of paper pay slips.

**7. Combined Equality Scheme**

TO APPROVE, at 10/11/11/HR185, a paper outlining the amendments required to the University's Combined Equality Scheme<sup>1</sup> (CES) in response to the provisions of the Equality Act 2010.

**8. HESA Staff Data Requirements**

TO APPROVE, at 10/11/11/HR186, a paper summarizing the range of changes made by HESA to the Staff equality data fields with a proposal for how the University should respond to these changes.

**9. Fixed Term Contracts – Updated guidance**

TO APPROVE, at 10/11/11/HR187, a paper proposing revisions to the 'Ending of Fixed Term Contracts Procedure' in the light of legal changes and to align the document with the recently launched Redundancy Avoidance Policy.

**10. Screening Policy**

TO APPROVE, at 10/11/11/HR188, a paper proposing the introduction of an overarching screening policy to safeguard individuals, buildings, property, and assets through the processing of appropriate pre-employment checks.

**11. HR Director's Report**

TO RECEIVE, at 10/11/11/HR189, a report from the Director of Human Resources.

**12. HR Management Information**

TO RECEIVE, at 10/11/11/HR190, data for all staff in Council and General Board Institutions.

**13. Market Supplements (reserved)**

**14. Extensions beyond Retirement Age (reserved)**

**15. Voluntary Research Agreements (reserved)**

**16. AOB**

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<sup>1</sup> [www.admin.cam.ac.uk/reporter/201011/weekly/6207/section8.shtml#heading2-33](http://www.admin.cam.ac.uk/reporter/201011/weekly/6207/section8.shtml#heading2-33)

**17. Dates of meetings of the Committee in 20011/12**

Meetings of the Committee for 2011/2012 will be held on the following Thursdays at 2pm in the Old Schools Meeting Room.

08 December 2011	OSMR
09 February 2012	OSMR
22 March 2012	OSMR
24 May 2012	OSMR
21 June 2012	OSMR