

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

**23 January 2014**

There will be a meeting of the Human Resources Committee on  
Thursday 23 January 2014 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.
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**AGENDA**

Apologies have been received from Professor Martin Daunton, Professor Simon Deakin and Professor Judith Lieu.

To welcome Professor Fiona Gilbert to her first meeting as a member of the HR Committee.

**1. Declarations of Interest**

**2. Minutes**

TO CONFIRM, at 23/01/14/HR342, the Minutes of the meeting held on 12 December 2013.

**3. Review of Academic Titles**

TO RECEIVE, at 23/01/14/HR343, a paper seeking to set up a working group to review academic titles at the University.

TO APPROVE, the proposal to set up a working group to review academic titles, and the membership of that group.

**4. Additional Remuneration - Horizon 2020 Research Grants.**

TO RECEIVE, at 23/01/14/HR344, a paper seeking a decision on the award of bonus payments under new EU grants.

To APPROVE, the recommendations in the paper.

**5. Review of investigations supporting formal HR procedures**

TO RECEIVE, at 23/01/14/HR345, a paper which discusses areas of concern in the investigation process and puts forward proposals to improve practices.

TO APPROVE, the recommendations in the paper.

**6. Sickness Absence Policy**

TO RECEIVE, at 23/01/14/HR346, the draft Sickness Absence Policy which has been developed to provide a consistent approach across the University.

TO APPROVE, the Sickness Absence Policy subject to final consultation with the trade unions.

**7. Staff Review and Development – Annual update**

TO RECEIVE, at 23/01/14/HR347, a paper summarising appraisal activity since the last report in 2012 together with a proposal for on-going work in 2014.

TO APPROVE, the proposed actions for 2014.

**8. HR Systems update**

TO RECEIVE, at 23/01/14/HR348, a report on projects that have been undertaken by HR Systems, together with a work plan for the 2013/2014 academic year.

TO NOTE, the progress to date and the workplan.

**9. HESA Data Capture**

TO RECEIVE, at 23/01/14/HR349, a paper setting out proposals for a new business process for the collection of data for the HESA annual staff return.

TO APPROVE the proposed new process.

**10. Total Reward Calculator**

TO RECEIVE, at 23/01/14/HR350, a paper which proposes the introduction of an online total reward calculator which has been developed for staff.

TO APPROVE, the introduction of the online Total Reward Calculator.

**11. HR Director's Report**

TO RECEIVE, at 23/01/14/HR351, a report from the Director of Human Resources.

**12. HR Management Information**

TO RECEIVE, at 23/01/13/HR352, data for all staff in Council and General Board Institutions.

**13. UCU Industrial Action commencing 23 January 2014**

TO RECEIVE, at 23/01/14/HR353, a paper following UCU notice of industrial action.

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

TO CONSIDER, at 23/01/14/HR354 one application for a VRA.

**15. Dates of meetings of the HR Committee in 2014**

Meetings of the Committee in 2014 will be held on the following Thursdays at 2pm in the Old Schools Meeting Room.

13 March 2014  
24 April 2014  
12 June 2014