

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

**29 April 2010**

There will be a meeting of the Human Resources Committee on  
Thursday 29 April 2010 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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**1. Declarations of Interest**

**2. Minutes\***

TO CONFIRM, at 29/04/10/HR56 the Minutes of the meeting held on 11 March 2010.

**3. Matters Arising**

**4. Combined Equality Scheme on Race, Disability and Gender**

TO RECEIVE, at 29/04/10/HR57 a revised combined equality scheme on race, disability and gender, which was originally considered at the February meeting of the Committee. Feedback from members of the Committee have been incorporated into the revised document.

TO APPROVE the publication of the policy on the University web pages.

**5. Staff Survey**

TO RECEIVE, at 29/04/10/HR58, a paper proposing a draft staff survey questionnaire, outlining rollout options and proposing that a pilot survey be undertaken during early July 2010.

TO APPROVE that work on the investigatory phase of the staff survey project continues and that a pilot survey is undertaken.

**6. Salary Scale Ghost Points**

TO RECEIVE, at 29/04/10/HR59 a paper proposing options for the future treatment of Ghost Points.

TO APPROVE that discussions are commenced with Trade Unions regarding the discontinuation of ghost points for new starters.

**7. Review of the revised re-grading and contribution increment scheme for academic-related and assistant staff in grades 1-11**

TO RECEIVE, at 29/04/10/HR60, a paper proposing changes to the contribution increment scheme to allow for single payments to recognise one-off exceptional performance by academic related and assistant staff.

TO APPROVE in principle the proposed changes to the scheme and that work can continue on the design of the recommended option.

**8. Publication of the HERA points ranges for each band within grade 12**

TO APPROVE, at 29/04/10/HR61, the publication, by Grace, of the HERA points ranges for each band within the grade 12 range.

**9. The Introduction of an Overarching Screening Policy**

TO APPROVE, at 29/04/10/HR62, a draft Screening Policy which has been developed as an overarching statement of the University's approach to safeguarding individuals, buildings, property and assets through the processing of appropriate pre-employment checks.

**10. HR Director's Report**

TO RECEIVE, at 29/04/10/HR63, an update from the Director of Human Resources.

**11. HR Management Information**

TO RECEIVE, at 29/04/10/HR64, data for all staff in Council and General Board Institutions.

**12. Market Supplement Review Process – April 2010**

TO APPROVE, at 29/04/10/HR65, the recommendations from the first meeting of the Market Supplement Review Group (MSRG) for all cases equivalent to Grade 11 or below or where the market supplement is 10% of basic salary or under.

**13. Any Other Business**

**14. Dates of meetings of the Committee in 2009/10**

The following date have been agreed for 2009/10. Meetings of the Committee will be on Thursdays at 2.00 p.m.

10 June 2010	Old Schools Meeting Room
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**15. Proposed dates of meetings of the Committee in 2010/2011**

The following dates have been proposed for 2010/11  
. Meetings of the Committee will be on Thursdays at 2.00 p.m.

14 October 2010	Old Schools Meeting Room
09 December 2010	Old Schools Meeting Room
10 February 2011	Old Schools Meeting Room
24 March 2011	Old Schools Meeting Room
12 May 2011	Syndicate Room
16 June 2011	Old Schools Meeting Room