

UNIVERSITY OF CAMBRIDGE
COUNCIL AND GENERAL BOARD
HUMAN RESOURCES COMMITTEE

8 December 2011

Present: Professor Jeremy Sanders (Chairman), Mr Graham Allen, Professor William Brown, Dr George Reid, Professor Nigel Slater

In attendance: Ms Rebecca McIntosh (Secretary), Mr Indi Seehra
Ms Emma Stone

Apologies: Professor Carol Brayne, Dr Jude Browne, Professor Simon Deakin, Professor Dame Athene Donald, Professor Andrew Gamble, Dr Ian Lewis, Dr Jonathan Nicholls

Professor Martin Daunton is on sabbatical leave.

Mr Allen left the meeting at 3.30 p.m

Draft MINUTES

1345/11 Declarations of Interest

Professor Sanders declared an interest relating to a retirement extension request

1346/11 Minutes

The minutes of the meeting held on 10 November 2011 were approved.

1347/11 Matters Arising

On line payslips

Following discussion at the November meeting of the Committee to make on line payslips the default delivery option, further work had been undertaken to ensure that staff would be able to opt back in to receiving paper payslips if this was their preference. This would be achieved by a single phone call from the member of staff to the CHRIS helpdesk. The trade unions would be consulted prior to implementation, which was planned for summer 2012.

Modpay

The University has recently been notified by HMRC of proposed changes to the treatment of tax for casual academic workers; this will require alterations to the new

'Modpay' system being developed but timescales would broadly remain as previously advised.

1348/11 Contracts of Employment

The Committee received paper 08/12/11HR195.

1349/11 CPS Pension Revisions

The Committee received paper 08/12/11HR196, a report summarising the recent CPS consultation process.

It was noted that:

- The post consultation report had been discussed at the Special Joint Negotiating Committee (SJNC) on 8 December 2011 and has also been made available on the University website
- A further meeting of the SJNC would be held week commencing 12 December 2011, focussing particularly on the 'Areas for consideration' set out in the post consultation report
- It was hoped that a finalised proposal could be put to the UAJB in February 2012

1350/11 Future retirement policy

The Committee received paper 08/12/11/HR197, the Joint Report of the Council and the General Board on a future Retirement Policy for University staff.

It was noted that the Joint Report had been approved by General Board (subject to some minor changes) on 30 November, and would be considered by Council at its meeting on 12 December 2011.

1351/11 Staff Survey – update on approach

The Committee received paper 08/12/11/HR198, an update on the Staff Survey Project.

It was noted that the Schools had been consulted on the proposal to run a staff survey across the University however this was generally not considered to be a priority at the current time.

The Committee agreed that there would not be a University wide staff survey but the HR Division would support the UAS and the School of Clinical Medicine in implementing a survey of their staff. In both cases this was likely to be in the Lent term 2012.

1352/11 Supporting Senior Leadership Development - Progress

The Committee received paper 08/12/11/HR199, an update on the Senior Leaders Succession Programme.

The first cohort had successfully completed, and the second cohort had started the programme. Heads of Schools would be approached in the near future to nominate candidates for a third cohort. The Committee discussed the importance of evaluating the programme over time, and noted that the Leadership Foundation had expressed interest in putting forward this initiative for a HE Sector Award.

1353/11 Market Supplement Review

The Committee received paper 08 /12/11/HR200, summarizing the recommendations made by the Market Supplement Review Group at its meeting on 12 November 2011.

1354/11 Equality and Diversity Data Report

The Committee received paper 08/12/11/HR201, the Equality and Diversity Data Report.

The Committee noted the legal requirement under the Equality Act (2010) to publish certain equality and diversity data. It approved the report subject to clarification of the staff grade 'other' used in the data tables.

1355/11 HR Director's Report

The Committee received paper 08/12/11/HR202, a report from the Director of Human Resources.

1356/11 Management Information

The Committee received paper 08/12/11/HR203, providing data for staff in Council and General Board institutions.

The Committee noted that the fall in assistant staff headcount (graph A5) was predominantly due to leavers through the Voluntary Severance Scheme. It also noted that the turnaround time for contract production had increased during the summer months due to the seasonal peak in workload but was that this was reducing into November.

Reserved Business.

1357/11 Extensions beyond Retirement Age

1358/11 Voluntary Research Agreements

13459/11 Any Other Business

Professor Sanders advised the Committee that this was Dr Lewis' last meeting as a member of the Committee and thanked him in his absence for his contribution. Mrs Anne Jarvis, University Librarian, would join the Committee in the New Year.

1360/11 Dates of Meetings of the Committee in 2011/12

Meetings of the Committee for 2011/12 will be held on Thursdays at 2.00 p.m in the Old Schools Meeting Room.

09 February 2012

22 March 2012

24 May 2012

21 June 2012