

UNIVERSITY OF CAMBRIDGE
COUNCIL AND GENERAL BOARD
HUMAN RESOURCES COMMITTEE

11 March 2010

Present: Professor Carol Brayne, Professor Martin Daunton, Professor Simon Deakin, Professor Athene Donald, Professor A Gamble, Dr Ian Lewis, Professor Nigel Slater, Professor Ian White (Chair)

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

Apologies: Mr Graham Allen, Dr Jonathan Nicholls, Dr George Reid, Dr Emma Wilson

MINUTES

1155/10 Declarations of Interest

None stated

1156/10 Minutes

The minutes of the meeting held on 11 March 2010 should be amended to include the following who were present; Dr George Reid, Dr Ian Lewis and Professor Simon Deakin. An apology was made to members for the omission. Subject to the above amendments, CONFIRMED the minutes of the meeting held on 04 February 2010.

1157/10 Matters Arising

None

1158/10 Proposed Introduction of an Internships Scheme

APPROVED, at 11/03/10/HR46, the introduction of an internship or 'work-experience' scheme.

NOTED that:

- Interns may assist institutions in addressing some workforce planning issues since they can be used as a flexible resource.
- It was acknowledged that some institutions already run similar schemes and that some students already work through TES.

- Career experience opportunities are provided to the students but in view of the small numbers of likely participants (20 FTE), the Education Committee would not require sight of the proposal at the current stage. This is a scheme to undertake activity based on business requirements and is not a student based activity.
- The small resource requirement noted in the paper could be an internship opportunity. This requirement will be assessed once the scheme is operational.
- The scheme will be run by the Careers Service and TES.

1159/10 North West Cambridge Project – Report on University Housing Proposals (Mr Roger Taylor attended for this item)

RECEIVED, at 11/03/10/HR45, a paper on updated accommodation proposals for the North West Cambridge Site following discussions with the local authority and the Accommodation Syndicate.

NOTED, that:

- The Accommodation Division reports a high demand for 1 and 2 bed flats and a low demand for shared housing therefore suggest a change to the proposals.
- Financial appraisals of the viability of the scheme are being undertaken.
- Data was provided to illustrate the proposed reduced cost (75%-80% of market rate) of Key Worker furnished units. Rental levels will be agreed with the Local Authority.
- Draft accommodation policy produced. The Local Authority concern is that the accommodation will be used for Academic / Researcher staff and there will be insufficient access for Assistant staff who are the category of staff most likely to require social housing.
- A specific concern of the Local Authority relates to the arrangements that will be made when individuals reach the end of their contract / leave the University or retire.
- Tenants must be employees of the university and tenancies will be for a fixed term; for example, limited to 1-3 years.
- The Scheme is not viable if rapid turnover of tenant is not allowed since new units would not be available for incoming staff (particularly new joiners).

PROVIDED the following guidance in response to the advice sought in 11/03/10/HR45:

- The prioritization and eligibility criteria should be clarified to include specific reference to Research staff as part of the Key Worker category.
- For key worker housing, priority may be given to the lowest graded staff which could help address Local Authority concerns on the pressure on social housing. This criterion would be one of the decision making criteria that would be used to prioritize applications for housing. These criteria would need to be defined in advance as it is envisaged that the accommodation would be oversubscribed.
- It is acceptable that the size of the units reflects market sizing instead of the sizing used by social housing (which in practice is 10% larger).
- There should be Assistant staff as well as Research staff accommodated in North West Cambridge; it is a chance to build a special community for a

group of staff who otherwise might not feel strongly to be part of the University. An indicative percentage for the likely use of Key Worker Housing for Assistant staff may be a maximum of 25%.

- The University should not be obliged to renew any accommodation contract and would typically not seek to renew after a maximum of 3 years.
- In the event that an individual leaves the University and all units are full or there is a waiting list, they should be required to leave the accommodation after a defined notice period (e.g. 2 months). In the case of retirement, this could be extended to 6 months.
- Agreed that the rental levels as indicated are acceptable relative to salary levels.

1160/10 (Not for further circulation)

1161/10 On-line learning – update

RECEIVED, at 11/03/10/HR48, a paper detailing progress made towards the development and implementation of online, blended and face to face learning.

NOTED that:

- Induction and Health & Safety online learning modules have been delivered and are available from the HR intranet pages. A series of communications have been planned to increase awareness of these modules.
- Some Academic Practice development of on-line learning has been undertaken.
- Some testing of new technologies for online learning has been undertaken and feedback is being sought.
- Online learning forms part of the blended learning approach and offers a cost effective method of delivering learning. A mixed model of multiple learning methods is essential.
- The issues surrounding the financing of Personal and Professional Development will be brought to a future meeting of the Committee.

1162/10 Career Pathways - Pilot Project Report

RECEIVED, at 11/03/10/HR49, an update on the pilot with mechanical technicians and departmental librarians.

APPROVED the extension of the pilot to include administrators and agreed that work can commence to explore the link between career pathways and the staff review and development (SRD) scheme.

1163/10 Recruitment Project Systems Developments

RECEIVED, at 11/03/10/HR50, a paper on the use of IT systems in the future recruitment process, along with details of initial systems developments which will result in earlier delivery of benefits.

NOTED that:

- Changes relate to local data entry of leaver data and of the preferred applicant. This will remove forms from the process and will avoid rekeying of data which it is hoped will reduce the error rate.
- Once web recruitment is implemented, part 3 of the application form containing media and equal opportunities monitoring would be revised as proposed. Online applications will allow the system to separate this data from the main application so the recruiter does not see the media and equalities data. For paper versions that will be in use until the introduction of web recruitment, part 3 of the existing form will be used.

APPROVED the revised application form and application cover sheet that will support the necessary systems developments.

1164/10 SAP Review Group – interim report

RECEIVED, at 11/03/10/HR51 a paper submitted to General Board in December 2009 on the initial recommendations of the SAP Review Group.

NOTED that:

- A further paper will be submitted by the group in due course. It was envisaged that the group might next meet in Easter Term 2010.
- Issues arising from the previous year's appeals process related to the use of the criteria, method of ranking and the lack of communication and feedback opportunities. These needed to be included in the review.

1165/10 Equal Pay Review 2009

RECEIVED, at 11/03/10/HR52, a modified Equal Pay Report and Notice following comments from General Board and Council. A covering note is attached to highlight the key points arising from these discussions.

NOTED that:

- The Equal Pay Review Report was not passed by Council in February. Queries related to the statistical methods used and expanding on the 'next steps' paragraph.
- The arithmetic average mean data provided will be accompanied by medians and quartile data.
- The covering note that is provided reviews actions, feedback and notes the introduction of a high level steering group to permanently guide the outcomes from the equal pay reviews.

1166/10 HR Director's Report

RECEIVED, a verbal update from the Director of Human Resources on the CPS Pension Scheme and Staff Survey.

NOTED that:

- The CPS valuation for the scheme has been completed and is currently being signed off by the actuary. The Finance Committee are finding ways of managing the risk of the growing deficit in the fund. There are a number of strands of work and the results have been shared with the Trade Unions. The HR Committee will be kept updated on this piece of work which is being led by the Finance Committee.
- Work is ongoing with the Staff Survey; further interviews have been completed and detailed work on the survey questions in being undertaken.

1167/10 HR Management Information

RECEIVED, at 11/03/10/HR53 staff data for all staff in Council and General Board Institutions.

1168/10 Extension beyond Retirement Age

FORWARDED the extension requests to the General Board for approval as the competent authority.

1169/10 Other Business

None

1170/10 Dates of Meetings of the Committee in 2009/10

REPORTED that meetings of the Committee during 09/10 will be on the following Thursdays at 2.00 p.m:

29 April 2010
10 June 2010

Old Schools Meeting Room
Old Schools Meeting Room