UNIVERSITY OF CAMBRIDGE
COUNCIL AND GENERAL BOARD
HUMAN RESOURCES COMMITTEE

12 December 2013

There will be a meeting of the Human Resources Committee on Thursday 12 December 2013 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

1. Declarations of Interest

2. Minutes

TO CONFIRM, at 12/12/13/HR328, the Minutes of the meeting held on 24 October 2013, with the following amendment to Minute 1504/13 as requested by Dr D Good.

1504/13 Report of the General Board on the establishment of the University Offices of Director and Assistant Director of Teaching

The Committee received paper 24/10/13/HR320, a paper proposing the establishment of two new Offices, together with Draft Regulations for those proposed new Offices.

The Committee noted that the proposals would provide a formal mechanism for establishing teaching-only Offices in a more consistent manner than the current practice of ad hoc arrangements. Appointments to these Offices would be as Director of Teaching (grade 10) or Assistant Director of Teaching (grade 9). The majority of teaching posts in the University would continue to be University Teaching Officerships. However, the creation of these new generic Offices with consistent grades and a career structure for these limited number of posts, would provide a proper appointment and promotions process for institutions and greater security and recognition for the teaching officers.

The Committee agreed the proposal could go forward to the General Board and Council, but that further consultation would take place with Schools before any formal decision is taken by the HR Committee.
3. **Trade Union Recognition (Minute 1506/13 refers)**

TO RECEIVE, at 12/12/13/HR329, a further paper following a formal request from the University and College Union (UCU) for recognition to represent academic, academic-related and research staff. At its October meeting the Committee received paper 24/10/13/HR322, re-attached for reference).

TO APPROVE, the recommendations in the paper.

4. **Dual Partner Support**

TO RECEIVE, at 12/12/13/HR330, a paper recommending the introduction of a new support scheme for non-academic and academic partners of academic and senior academic-related staff upon appointment.

TO APPROVE, the introduction of such a scheme and to note that a further paper will be brought to the HR Committee in Lent term to launch the scheme.

5. **Screening Policy**

TO RECEIVE, at 12/12/13/HR331, the final version of the Screening Policy which was approved by the University and Assistants’ Joint Board at their meeting on 5 November 2013.

TO APPROVE, the Policy.

6. **Consideration of Research Grant Applications for University Offices approaching Retirement Age**

TO RECEIVE, at 12/12/13/HR332, a paper in relation to the holding of VRAs, and seeking approval to take the paper to the Research Policy Committee for further consideration.

7. **Retirement Policy Annual Review**

TO RECEIVE, at 12/12/13/HR333, a paper reviewing the Retirement Policy, which was originally approved by the Committee on 10 November 2011 and reviewed on 15 November 2012.

TO NOTE, the updated employee analysis data and APPROVE the recommendations.

8. **HR Priorities**

TO RECEIVE, at 12/12/13/HR334, the HR Priorities paper covering the period 2013/14 to 2015/16.

TO AGREE the priorities.
9. **Statistical Information**

TO RECEIVE, at 12/12/12/HR335, statistical information relating to staff grades, additional payments and market supplements.

10. **People Matter Week**

TO RECEIVE, at 12/12/13/HR336, a paper seeking assistance in promoting People Matter Week to be held in June 2014.

TO AGREE the proposals in the paper.

11. **GAE – Benchmarking Project**

TO RECEIVE, at 12/12/13/HR337, a paper relating to Cambridge’s participation in a benchmarking exercise being undertaken by Global Academic Executive.

TO APPROVE, participation in the survey.

12. **HR Director’s Report**

TO RECEIVE, at 12/12/13/HR338, a report from the Director of Human Resources.

13. **Occupational Health Annual Report**

TO RECEIVE, at 12/12/13/HR339, the Annual Report of the Occupational Health & Safety Service.

TO APPROVE the Report.

14. **HR Management Information**

TO RECEIVE, at 12/12/13/HR340, data for all staff in Council and General Board Institutions.

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

TO CONSIDER, at 12/12/13/HR341, six applications for VRAs.
16. Dates of meetings of the HR Committee in 2013/14

Meetings of the Committee in 2013/14 will be held on the following Thursdays at 2pm in the Old Schools Meeting Room.

- 23 January 2014
- 13 March 2014
- 24 April 2014
- 12 June 2014