UNIVERSITY OF CAMBRIDGE
COUNCIL AND GENERAL BOARD
HUMAN RESOURCES COMMITTEE

13 October 2016

There will be a meeting of the Human Resources Committee on Thursday 13 October 2016 at 2 p.m. in the Syndicate Room, The Old Schools

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. If you wish to unstar a specific agenda item, please advise the Secretary at least 24 hours in advance.

AGENDA

Apologies have been received from the Registrary.

1. Declarations of Interest

2. Minutes

TO CONFIRM, at 13/10/16/HR506, the Minutes of the meeting held on 6 June 2016.

3. Matters Arising

   Retirement Policy

   Further to approval of the draft Report of the Review Group by Council at its meeting on 11 July 2016, a Notice was published in Reporter on 21 September 2016 proposing minor changes to the University Retirement Policy to take effect from 1 October 2016. A circular was sent to Heads of Schools and Institutions on 9 September 2016 informing them of the outcome of the review and changes to the policy. The revised policy is live on the HR Division website.

   2016/2017 Pay Award

   Implementation of the National Pay Award was approved by circulation to members of the HR Committee during the long vacation and will be paid in the November payroll (backdated to 1 August 2016), subject to a Grace being approved on 14 October. The increase is for 1.1% on all scale points other than points 13-19 in Grades 1 and 2 where higher increases apply.
SECTION A - PEOPLE STRATEGY

4 People Strategy

TO RECEIVE, at 13/10/16/HR507, a paper setting out an early draft of the emerging People Strategy for the University.

TO DISCUSS the People Strategy for further development prior to consultation with Heads of School and other key stakeholders.

5. Strategic Work Streams

TO RECEIVE, at 13/10/16/HR508, a summary of progress made by each of the work streams during 2015/16 and indicative timeframes for taking work forward.

TO NOTE progress over the last 12 months and the planned timeframes for implementation.

6. Remuneration Working Group

TO RECEIVE, at 13/10/16/HR509, a paper proposing the remit and membership of the Remuneration Working Group to progress the work of the Market Pay Working Group and to consider more broadly remuneration issues across the University.

TO APPROVE the remit and membership of the Remuneration Working Group.

7. Recruitment Working Group: Proposals

TO RECEIVE, at 13/10/16/HR510, a paper proposing changes to the recruitment process for academic officers.

TO APPROVE the recommendations for consultation on the proposals before a Report is drafted for consideration by the central bodies.

8. Equality & Diversity Strategy


TO APPROVE the Strategy and Action Plan for submission to Council for final approval and adoption.

SECTION B – POLICY & OPERATIONAL BUSINESS


TO RECEIVE, at 13/10/16/HR512, the Equal Pay Review 2016.
TO APPROVE the Equal Pay Review Notice and Report, including recommendations for action, for submission to the General Board and Council and publication in Reporter.

10. Staff Survey

TO RECEIVE, at 13/10/16/HR513, a paper summarizing the findings of recent staff surveys carried out in the Schools and non-school institutions.

TO NOTE the findings together with the action taken and planned to address those findings. TO APPROVE the recommendation for consultation with stakeholders on taking forward a University-wide survey.

11. Annual Work Plan

TO RECEIVE, at 13/10/16/HR514, the HR Division workplan for 2016/17.

TO AGREE the plan and make any recommendations on priorities for activity over the next 12 months.

12. Salary Supplement in lieu of Pension

TO RECEIVE, at 13/10/16/HR515, a paper proposing the introduction of a salary supplement in lieu of pension for those impacted by recent tax changes.

TO AGREE the recommendations and proposed next steps for approval by the General Board and Council and implementation in Michaelmas term 2016.

13. Implications of EU Exit

TO RECEIVE, at 13/10/16/HR516, papers on staff related matters considered by the University EU Working Group.

TO NOTE the key issues and current actions to support staff.

14. Shared Equity Scheme – Stamp Duty Land Tax

TO RECEIVE, at 13/10/16/HR517, a paper summarising the position on Stamp Duty Land Tax (SDLT) and impact on participants in the shared equity scheme.

TO NOTE the options available and agree amendments to the scheme guidance.

SECTION C - RESERVED BUSINESS

15. Market Pay Data *

TO RECEIVE, at 13/10/16/HR518, data on recently approved market pay applications. This is a standing item on the agenda.
16. Management Information

TO RECEIVE, at 13/10/16/HR519, key management information.

17. Voluntary Research Agreements*

* Full documentation for these applications is available from the Secretary to the Committee on request.

18. Other Operational Matters

The Director of Human Resources will report.

19. Any other business

20. Dates for HR Committee Meetings 2016/2017

The following dates have been agreed for meetings of the HR Committee 2016/2017, Thursdays at 2pm.

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<th>Date</th>
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<tr>
<td>Thursday 24 November 2016</td>
<td>Syndicate Room</td>
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<tr>
<td>Thursday 26 January 2017</td>
<td>Council Room</td>
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<tr>
<td>Thursday 2 March 2017</td>
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<td>Thursday 13 April 2017</td>
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<tr>
<td>Thursday 15 June 2017</td>
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