

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

**16 June 2011**

Present: Professor Ian White (Chairman), Professor Carol Brayne, Professor Martin Daunton, Professor Simon Deakin (until 3.15pm), Dr Ian Lewis, Professor Andrew Gamble, Professor Nigel Slater, Dr George Reid.

In attendance: Ms Rebecca McIntosh (Secretary), Mr Indi Seehra  
Ms Emma Stone. Ms Suzanne Fowler attended for item 1300/11.

Apologies: Mr Graham Allen, Dr Jude Browne, Dr Jonathan Nicholls.

Professor Dame Athene Donald is on sabbatical leave.

**DRAFT MINUTES**

**1296/11        Declarations of Interest**

There were no declarations of interest.

**1297/11        Minutes**

The minutes of the meeting held on 12<sup>th</sup> May 2011 were approved, subject to a correction to Dr Lewis' title.

**1298/11        Matters Arising**

**Voluntary Severance Scheme**

The HR Director reported that letters advising applicants of the outcome of their application under the scheme had been despatched. Employees whose applications had been successful were asked to accept the terms of the severance offer by 17<sup>th</sup> May; 197 had done so and only one employee had changed their mind. Over 200 queries had been resolved by VSS team following despatch of the letters.

The Chairman thanked the HR Staff involved for the smooth operation of a successful scheme.

### Pension Tax Relief – New Limits (Minute 1285/11)

The membership of the working group formed to look at the implications of the changes was confirmed. The first meeting of the group was being arranged.

### **1299/11 Equality and Diversity Training Requirements for Appointment Committees (Minute 1287/11 refers)**

The Committee considered paper 16/06/11/HR159, containing a proposal for Heads of Department to undertake Equality and Diversity training.

It was noted that:

- the proposal had been modified following discussion at the May HR Committee meeting.
- It is recommended that all Heads of Departments and equivalent individuals undertake the on line E&D Essentials module by October 2011.
- a good completion rate by Heads of Departments would establish some momentum for rolling training out to a wider group.
- It was vital to ensure that the communication of this decision to Head of Departments was handled sensitively.
- completion rates would be monitored and reported back to HR Committee in Michaelmas Term 2011.

The Committee agreed the proposal.

### **1300/11 Impact of the Agency Workers Regulations 2010 on the Temporary Employment Service's Supply of Temporary Workers to Third Parties**

The Committee received paper 16/06/11/HR160, proposing options on how to supply temporary workers to third party institutions in the light of the Agency Workers Directive.

It was noted that:

- after the Directive comes into force on 1 October 2011 the way in which the University Temporary Employment Service (TES) supplies staff to external organisations, including the Colleges, will need to change.
- the Directive requires that temporary staff placed for a period of 12 weeks or more should have equal treatment with the permanent staff of the host organisation.
- the colleges and other third parties have a wide range of terms and conditions thus to maintain placements that required matching of each institution's terms and conditions would present a significant administrative burden for the TES.
- the preferred option to ensure compliance with the regulations and to maintain a good level of service to third parties involved limiting the length of a placement with a third party to 8 weeks. This would allow TES to continue to supply temporary staff members on the same basis as currently applies.

The Committee discussed the importance of the purpose of the regulations in ensuring parity of treatment for temporary staff. The value of a flexible supply of

temporary staff was also considered very important for the smooth running of institutions.

The Committee agreed:

- to limit the supply of temporary workers in third parties to eight weeks (internal University placements to continue as normal).
- that the HR Division would review the terms and conditions offered to TES temporary workers on placements in third parties in comparison with the terms and conditions offered to permanent staff in the same institution to ensure that TES temporary workers were not being treated unfavourably.
- to review the policy 6 months after implementation.

### **1301/11          University's Approach to Wellbeing at Work**

The Committee received paper 16/06/11/HR161, outlining the proposed governance structure for a Wellbeing Steering Group.

It was noted that:

- there was a growing workload relating to work related stress which is a matter of concern to the trades unions
- the 'Wellbeing Steering Group' would build on the work already done and would provide a clear focus on the proactive management of stress within the University.
- the group would report to the HR Committee and to the unions on progress under current and new initiatives.
- membership should be set at a level that allows effective operation of the group but also includes sufficient departmental input through relevant staff managers. This might be achieved through a core membership with additional experts or advisers joining particular meetings as appropriate.

The Committee agreed:

- the proposed governance arrangements for the Wellbeing Steering Group.
- the group would hold its first meeting in the Michaelmas term 2011 and that it would provide an annual report to the HR Committee.

### **1302/11          Default Retirement Age – Update following consultation (Minutes 1283/11, 1266/11 refer)**

The Committee received paper 16/06/11/HR162, updating the Committee following consultation on options after the removal of the DRA.

It was noted that the consultation process launched by Notice in Reporter on 3 May 2011 had included:

- a Discussion in the Regent House on 17<sup>th</sup> May
- 4 open staff meetings during May. The notes of these meetings are available on the HR Division webpages
- a dedicated email address which had received 34 responses
- discussions were ongoing with the trades unions

The Committee noted the comments received by email set out at Appendix 1

While the consultation had not provided a very clear direction, there was generally some support for an EJRA for established officers. The DRA Working Group intended to draw up a document setting out the proposed approach to be considered by General Board. The paper would also be shared with the Colleges Committee and further legal advice would be taken on the proposals.

The terms of the proposal would be:

- an EJRA for all staff, with the exception of assistant staff.
- analogous procedures for all staff approaching retirement age (whether an EJRA or pensionable retirement age) to allow for a review of an individual's work plans and a procedure for staff subject to an EJRA to request an extension.

A further consultation period was intended on the proposals to be put forward by the Working group, from August to October to allow for greater engagement with staff, and particularly to draw out the views of faculties and departments.

#### **1304/11      HR Directors Report**

The Committee received paper 16/06/11/HR163, a report from the Director of Human Resources.

The Director provided an update to the Committee on:

- the intention to close the AXA Employee Support Helpline. Very low levels of usage against the cost of this service demonstrated that it did not provide value for money for the University, and that staff are clearly accessing other more local support services.
- progress on national pay negotiations through new JNCHES.
- the new Occupational Health Physician, Dr Paul Grime, had commenced work with the University OHS on 6 June 2011 under a service agreement with Addenbrookes NHS Trust.
- grant values under Voluntary Research Agreements; the value of grants held by VRA holders was 0.8% of the overall value of grants to the University.
- the Government's intention to review a number of employment practices under the banner of 'Modern Workplaces' was likely to require some changes to University policy and practice. The University would submit its views on these changes through UCEA as part of the consultation process.

The Committee approved the closure of the AXA helpline and noted the other items of report.

#### **1305/11      Revision to the Cambridge University Contributory Pension Scheme (CPS) – Draft Consultation (reserved)**

The Committee received paper 16/06/11/HR164, an update on revisions to the Contributory Pension Scheme.

### **1306/11 Freedom of Speech on Campus**

The Committee received paper 16/06/11/HR165, a copy of the UUK publication on Freedom of Speech on Campus, which had been discussed at the University Security Group.

The Committee took note of the recommendations contained in the report and expressed interest in how the Security Committee will take those recommendations forward and how that Committee feels it is relevant to the work of the HR Committee. Clarification is also sought from the Security Committee on who will be the senior responsible officer.

### **1307/11 Management Information**

The Committee received paper 16/06/11/HR166, data for all staff in Council and General Board Institutions.

### **Reserved Business**

### **1308/11 Extensions beyond Retirement Age**

### **1309/11 Voluntary Research Agreements**

### **1310/11 Any Other Business**

### **CURSA Accounts**

The Committee received the annual accounts of the Cambridge University Retired Staff Association for the period 1 November 2009- 31 October 2010.

### **Employee Self Service**

### **1311/11 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.

06 October 2011	22 March 2012
10 November 2011	24 May 2012
08 December 2011	21 June 2012
09 February 2012	