

UNIVERSITY OF CAMBRIDGE
COUNCIL AND GENERAL BOARD
HUMAN RESOURCES COMMITTEE

21 June 2012

Present: Professor Jeremy Sanders (Chair), Professor William Brown, Professor Simon Deakin, Professor Andrew Gamble, Mrs Anne Jarvis, Professor Judith Lieu.

In attendance: Mr Graham Allen, Mrs Rebecca Starling (Secretary), Mr Indi Seehra, Ms Jane Ridley.
Mr Nick Smith attended for minute 1409/12.
Dr Martin Vinnell attended for minute 1412/12.

Apologies: Professor Carol Brayne, Dr Jude Browne, Professor Dame Athene Donald, Dr Jonathan Nicholls, Dr George Reid, Professor Nigel Slater.

Professor Martin Daunton is on sabbatical leave.

MINUTES

1406/12 Declarations of Interest

There were no declarations of interest.

1407/12 Minutes

The minutes of the meeting held on 24 May 2012 were approved.

1408/12 Matters Arising

There were no matters arising.

1409/12 Implementation of Auto-Enrolment for Pensions

The Committee received paper 21/06/12/HR239, containing options with regard to the provision of pension arrangements for eligible job holders in response to Government legislation on pension auto-enrolment.

It was noted that:

- The University's staging date for auto-enrolment is 1 March 2013.
- Currently there are 832 individuals who are eligible jobholders under auto-enrolment legislation.
- There are a number of potential solutions to meeting the requirement and market analysis has been undertaken to better understand these options before a tender process is commenced in early August.

The Committee supported the proposed next steps for the project including the completion of the market review and the identification of a preferred provider, and noted that a further report would be received during Michaelmas term 2012.

1410/12 Head of Department Payments – Revised

The Committee received paper 21/06/12/HR240 proposing a revision of the schedules for Head of Department payments, following consultation with the Schools. This work had commenced at the request of the Schools, following a number of structural changes and mergers over the years since the schedule was introduced.

During the discussion it was noted that:

- It is proposed that the revised schedules are implemented from 1 October 2012. Where a Department goes up a schedule, the increased payment will be made from this date.
- If a Department goes down a schedule the existing payment level will be retained for the current period in role and for any extensions.

It was agreed that:

- It was important to maintain a pay differential between Heads of Department or Chairs of Faculty and Heads of School in order to attract individuals to the Head of School roles.
- The limit of Band 1 would be changed to be drawn under Chemistry (Band 1).
- Further work would be undertaken to review payments under Schedule X which governs payments to Chairs of Faculty.
- Further work would be also be undertaken with regard to payments made for Heads of Centres.

The Committee agreed the revised schedules which will now be sent to Council and General Board for approval.

1411/12 Supporting New Starters at the University of Cambridge

The Committee received paper 21/06/12/HR241 which proposed a number of options to improve support for staff joining the University of Cambridge.

Benchmarking research and a survey of new starters had been undertaken which highlighted a number of areas where additional provision was required, namely:

- More proactive communication of the existing support available.
- Accommodation support.
- Immigration support.

- Support for any partner and family in settling into the Cambridge area.

Separately, the Committee also noted that staff with limited leave to remain in the UK may experience difficulties in obtaining a mortgage and that work was being undertaken in this area.

The Committee agreed the actions outlined in the paper and noted that it was supportive of a solution being found to address the mortgage issue.

1412/12 Revised New Employee Health Assessment Process

The Committee received paper 21/06/12/HR242, proposing revisions to the staff health screening process for new employees to comply with current legislation.

The Committee noted that the health screening process would only take effect after an offer of employment had been made. It was further noted that the proposed procedure consisted of two separate processes for new joiners of all categories of staff:

- A simple work health declaration for those who do not require specific health screening or health surveillance relating to their work exposures.
- In addition to the above, and if determined as necessary following the completion of a Job Hazard Evaluation Form, then Occupational Health would be notified by the Department to ensure that baseline health screening or surveillance would be conducted on commencement of employment.

The Committee agreed to conduct a three month pilot of the proposed process as outlined in the paper, prior to a wider rollout of the proposed changes.

1413/12 Academic Appraisal Guidance – Revised

The Committee received a verbal update on the academic appraisal guidance, following further consultation with Schools.

It was noted that:

- The feedback confirmed that the guidance would be important in supporting the work on improving the academic gender balance, and career development more generally.
- Suggestions had been received for a number of adjustments to the guidance to: reduce the length; explain early on in the document the positive reasons for undertaking appraisals; emphasise that appraisal discussions focus are separate to the Senior Academic Promotions processes and also note that they are separate to REF submission discussions.
- The appraisal training available for academic staff could also benefit from a review.

The Committee agreed that the draft guidance should be revised in line with the feedback received and a version brought to a Michaelmas meeting of the Committee,

1414/12 HR Director's Report

The Committee received paper 21/06/12/HR243, a report from the Director of Human Resources.

It was noted that:

- Staff survey response rates had been confirmed for the latest survey exercises in four institutions in the University and that results were currently being disseminated.
- Pay negotiations were continuing and that a mediation process was being considered to assist with resolving the ongoing dispute with the Unite Union.
- The Counselling Service was experiencing a 12% increase in demand for its services this year and that action was being taken to mitigate any negative effect on waiting list lengths.

1415/12 HR Management Information

The Committee received paper 21/06/12/HR244, containing data for all staff in Council and General Board Institutions.

Reserved Business

1416/12 Extensions beyond Retirement Age and Voluntary Research Agreements

The Committee received paper 21/06/12/HR245, inviting consideration of two applications from members of academic staff due to retire in September 2012 and September 2013.

The Committee received paper 21/06/12/HR246, inviting the Committee to consider two applications for Voluntary Research Agreements.

1417/12 Any Other Business

The Committee thanked Professor Willy Brown and Professor Andrew Gamble for their contribution to the Human Resources Committee.

1418/12 Dates of meetings of the HR Committee 2012/2013

Meetings of the Committee in 2012/13 will be held on the following Thursdays at 2pm in the Old Schools Meeting Room:

11 October 2012	OSMR	21 February 2013	OSMR
15 November 2012	OSMR	18 April 2013	OSMR
13 December 2012	OSMR	13 June 2013	OSMR
17 January 2013	OSMR		