UNIVERSITY OF CAMBRIDGE
COUNCIL AND GENERAL BOARD
HUMAN RESOURCES COMMITTEE

22 March 2012

There will be a meeting of the Human Resources Committee on Thursday 22 March 2012 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

Apologies have been received from The Registrary, Professor Dame Athene Donald and Dr Jude Browne.

Professor Martin Daunton is on sabbatical leave.

1. Declarations of Interest

2. Minutes*

TO CONFIRM, at 22/03/12/HR217, the Minutes of the meeting held on 9 February 2012.

3. Matters Arising

4. North West Cambridge - Key Worker Housing
   [Roger Taylor & Heather Topel to attend for this item]

TO RECEIVE, at 22/03/12/HR218, a paper from the Director of the North West Cambridge Project. The current masterplan was last reviewed some 18 months ago, since when further work on layouts and importantly survey work on post-Doc requirements have been undertaken. The Syndicate has requested that the proposals are first considered by the Accommodation Syndicate and the HR Committee, in consequence of which a report will be presented to the former on 12 March, with the intention that it and any comments will be sent to the following HR Committee on 22 March. The report and comments from both bodies will be sent to the Syndicate meeting on 30 April.

TO CONSIDER and COMMENT on the report.
5. **Staff Review and Development – Annual update**

TO RECEIVE, at 22/03/12/HR219, a paper summarising progress made in taking forward the second stage of recommendations during 2011, together with information on the work to be carried out during 2012, subject to the approval of the HR Committee. A summary of appraisal activity in 2011 is also provided.

TO APPROVE the workplan for 2012.

6. **Draft Probation Policy**

TO RECEIVE, AT 22/03/12/HR220, a single probation policy for all staff and proposals for standardized probation periods for the different staff categories.

7. **Grade drift**

[Suzanne Fowler to attend for this item]

TO RECEIVE, at 22/03/12/HR221, a paper reviewing the control systems in place which assist in limiting grade drift and to consider additional recommendations.

TO APPROVE the recommendations in this paper.

8. **Staff Survey – update**

TO RECEIVE, at 22/03/12/HR222, an update on Staff Survey activity in the UAS, some NSIs and the Clinical School.

TO APPROVE a request to continue the Staff Survey Working Group.

9. **Equality Objectives**

TO RECEIVE, at 22/03/12/HR223, finalised University Equality Objectives for 2012-2016.

TO APPROVE the Equality Objectives for submission to the General Board and Council for formal University approval.

10. **HR Director’s Report**

TO RECEIVE, at 22/03/12/HR224, a report from the Director of Human Resources.

11. **HR Management Information**

TO RECEIVE, at 22/03/12/HR225, data for all staff in Council and General Board Institutions.
12. Extensions beyond Retirement Age and Voluntary Research Agreements (reserved)

13. AOB

14. Dates of meeting 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

15. Dates of meetings of the Committee in 2012

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

24 May 2012 OSMR
21 June 2012 OSMR