UNIVERSITY OF CAMBRIDGE  
COUNCIL AND GENERAL BOARD  
HUMAN RESOURCES COMMITTEE  

24 May 2012  

There will be a meeting of the Human Resources Committee on Thursday 24 May 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 and Professor Judith Lieu.

Professor Martin Daunton is on sabbatical leave.

1. **Declarations of Interest**

2. **Minutes***

   TO CONFIRM, at 24/05/12/HR228, the Minutes of the meeting held on 22 March 2012.

3. **Matters Arising**

4. **Market Supplement Review 2012**

   TO RECEIVE, at 24/05/12/HR229, a paper confirming the recommendations of the Market Supplement Review Group Meeting held on 4 April 2012.

   TO APPROVE the recommendations made in the paper.

5. **Job Evaluation and Monitoring Grade Drift**

   TO RECEIVE, at 24/05/12/HR230, a revised paper recommending administrative improvements in the job evaluation process and reporting on levels of grade drift.

   TO APPROVE the recommendations made in the revised paper.
6. **Staff Review and Development for Academic Staff**

TO RECEIVE, at 24/05/12/HR231, a draft paper on academic appraisal.

TO APPROVE the draft paper and agree that further consultation takes places with Heads of Schools and Heads of Departments. A final version of the paper will be considered at the June meeting of this Committee.

7. **Pay and Reward – Update on Working Group Recommendation**

TO RECEIVE, at 24/05/12/HR232, a paper summarising the progress made by the Pay and Reward Working Group.

TO APPROVE the decisions taken by the Pay and Reward Working Group to date.

8. **Secondment Policy**

TO RECEIVE, at 24.05/12/HR233, a paper proposing a secondment policy.

TO AGREE that the policy can be taken for discussion with the trade unions at the Partnership Working Group.

9. **CPS Revisions – Update**

TO RECEIVE, at 24/05/12/HR234, a paper outlining the final proposals for revisions to the CPS scheme which have been approved by the Finance Committee and the General Board.

10. **HR Director’s Report**

TO RECEIVE, at 24/05/12/HR235, a report from the Director of Human Resources.

11. **HR Management Information**

TO RECEIVE, at 24/05/12/HR236, data for all staff in Council and General Board Institutions.

12. **Extensions beyond Retirement Age and Voluntary Research Agreements (reserved)**

TO CONSIDER at 24/05/12/HR237, 3 applications from members of staff due to retire by September 2012.

Under the procedure the Human Resources Committee are required to scrutinise any applications to ensure consistency of treatment, and that proper process has been followed before forwarding to the General Board for approval as the competent authority.
13. AOB

14. 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.

21 June 2012 OSMR

15. 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