**JNC(UCU)/17/2/M**

**UCU Joint Negotiating Committee**

**Minutes of the meeting held at 2.00pm on 21 February 2018**

**in the Sussex House Committee room**

**Present:**

**University Management:** Stephen Shute (SS), Pro-Vice-Chancellor; Philip Harris (PH), Head of School; Sheila Gupta (SG), Director of HR.

**UCU representatives:** Chris Chatwin (CC) President - Chair; Rumy Hassan (RH); Tony Baden (TB).

**In attendance:** Sarah Cox (SC) - Management Joint Secretary; Mike Moran (MM) – UCU National Officer.

**1. Welcome, introductions & apologies for absence**

There were no apologies.

**2. Minutes of the meetings held on 11 October 2017 (JNC(UCU)17/1/M)**

CC requested that a footnote were added to the USS pension item to clarify that the deficit was a projected shortfall for the year 2038. Subject to this change the minutes were agreed.

**3. Matters arising**

**3.1 Request for increase in UCU remission time (para 3.4)**

RH said that he had sent an email comparing staff numbers from 15 years ago to now and there had been a big increase. UCU reps put in more time than the 1FTE that was currently allocated. SC said that UCU had not provided all the requested information to support their request for an increase.

**ACTION – SC to re-send the email listing the required information on facility time/membership numbers.**

**3.2 Joint JNC planning (para 5)**

SG said that Unite and Unison had also agreed to the proposal to set up a Joint JNC planning meeting at their CJNC. A first meeting would be set up in April.

**ACTION – University to arrange joint JNC planning meeting**

**3.3 Equal pay (para 12)**

The equal pay workshop had not yet been arranged, but would be so after the publishing of the University’s gender pay gap data.

**ACTION – University to arrange equal pay workshop**

1. **Industrial action**

Industrial action was due to commence the following day, as part of the USS pension dispute. CC said that relations between the University had been noticeably more friendly and cordial than on previous occasions, and thanked SG. CC said that there was some friction around action short of a strike (ASOS), as members were worried that they may get 100% of their pay deducted for ASOS, but UCU would wait to see what the University decided to do about this.

SG thanked CC for his kind words. She acknowledged that making a 100% deduction for ASOS would have a big impact on UCU members. The University Executive Group would be making a decision on this matter imminently, and UCU would be informed when it was made.

MM agreed that the matter had been handled cordially and the University had taken a different approach than it had in the past. SS said that matters surrounding the industrial action would be handled in a straightforward, amicable and cordial way where possible.

1. **USS update**

It was agreed that there was no further information to provide or discuss on the current situation with the USS pension.

1. **Gender Pay**

This item had been covered under matters arising.

1. **Staff Survey**

RH said that UCU were concerned that the University was no longer running a staff survey. SG said that UEG had agreed that a pulse survey would be run this autumn. Detailed proposals were being developed to take to Council in the autumn based on good practice on full surveys and real time surveys to run in 2019, and that the University would engage with all the campus unions as the proposals were developed.

1. **Grievance Procedure**

CC said that in UCU’s view, the University’s Grievance Procedure did not work. Their members did not want to use it because they did not trust it. As far as UCU were aware there had never been a successful grievance. If the University wanted to stop bullying they would need to introduce an effective procedure, via which some grievances would be upheld.

SG said that review of the Grievance Procedure was a substantial piece of work which would should be included in the discussion at the joint JNC planning meeting. With regard to bullying and harassment, Liz James (Head of School HAHP) was chairing a group looking at Dignity & Respect with a view to replacing the University’s current Policy to Prevent Bullying & Harassment.

1. **Task and finish committee membership**

CC said that there was no-one from UCU on the Task and Finish group from the last staff survey. UCU were unclear what the group did and what they had done.

SG said that she was happy to share their work with UCU. A lot of it was covered in her recent email to all staff.

CC asked if a report had been produced. SG said that a report had been sent to Council, and offered to send it to UCU.

**ACTION – Report to Council on the activities of the Staff Survey Task and Finish Group to be sent to UCU.**

1. **Occupational health (JNC(UCU)/17/2/1)**

CC said that a number of issues had been raised with UCU about Occupational Health. A UCU rep had met with Occupational Health to discuss their procedures. UCU would like to see a policy document about how a referral to Occupational Health operates, to prevent inconsistency and bad behaviour from managers.

SG said that the University could look at the guidance provided to managers when carrying out an Occupational Health referral and review if necessary.

1. **Sickness Absence & Medical Incapacity Procedure (JNC(UCU)/17/2/2)**

CC said that one of the UCU members had submitted suggestions about how the University’s Sickness Absence Management policy could be improved. They had provided a copy of the policy used at the University of Brighton as an example.

SG said that this could be added to the agenda for the JNC joint planning group.

1. **New Life Sciences building**

CC noted that after he had asked for this item to be included on the agenda, a news item had appeared on the staff pages that confirmed the plans for the New Life Sciences Building would not go ahead.

SS said that the existing project was coming to a close and a new project would be initiated, which would consider making the new building more flexible to cater for other Science Schools, and to be used for research rather than research and teaching. A new business case would be sent to Council.

TB said that UCU would like to be updated about progress on this and would like this item included as a standing item on the agenda.

1. **Shared Parental Leave policy**

CC said that a UCU member had raised the issue that Shared Parental leave was paid at the statutory rate and not enhanced, as with Occupational Maternity Pay.

SG said that this was something that was could be put on the agenda for the joint planning meeting.

1. **Workload Allocation Model pilot**

SS said that the pilot had taken place in 5 Schools and had been successful. The intention was to roll the pilot out to the rest of the Schools, for a second pilot. A report on the pilot would be going to the next Senate meeting.

1. **University funding**

MM referred to the review of post-18 education announced by the Prime Minister on 19 February 2018. This was not something that UCU welcomed, as it could have potentially serious consequences for Universities. SS said that the University would use any opportunities provided via UUK and other avenues to provide input into the review. The University would not welcome a reduction in fees or cap on student numbers.

1. **Any other business**

None

1. **Date of next meeting**

30 May 2018 14.00 – 15.00 (subsequently changed to 27 June 2018 14.30 – 16.00).

Sarah Cox

14 June 2018