

**Notes of meeting no 19 of the combined JNC held on Friday 3 July 2020**

**Present (virtually)**: Stephen Shute, Pro Vice Chancellor, (Planning and Resources) (SS) (chair); Tim Westlake, Chief Operating Officer (TW); Siobhan O’Reilly, Director of HR (SOR); Peter Brook, Interim Director of HR (PBr); John Hallam, Interim Assistant Director of HR (ER) (JH); UCU: Jo Pawlik (JPk); Andrew Chitty (AC); Joanne Paul (JP); Vivak Soni, Doctoral Tutor (VS); UNITE: Paula Burr (PB); Daniel Hyndman (DH); UNISON: Caroline Fife (CF);); Holly Foster (HF); Claire Colburn (ClCol).

**Apologies**: Bridget Edminson (BE); Mike Moran (MM); Elaine Stephen (ES).

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| 1/19 | **Notes of Previous Meetings**  Notes of the meeting of 26 June 2020 were agreed as a correct record subject to the following amendments:  3/18 (VS SA): PB asked that it be noted that UNITE did not have any objection to use of the term ‘disparagement’ in the VS SA.  PB also asked that the minutes should record, where appropriate, comments made in the ‘chat bar’ during the course of the meeting. | JH |
| 2/19 | **Welcome and Introductions**  SS welcomed SOR, the new Director of HR to her first SCJNC meeting. SOR introduced herself and said that she hoped to meet up virtually with members of the SCJNC shortly. |  |
| 3/19 | **Covid 19 / Campus Return Update**  TW said that the H&S Committee was meeting every two weeks, with representation from each union. Government advice remained to work from home if possible. However, there were a range of people for whom this was difficult. The latest guidance on social distancing was ‘1m +’ and the practical application of this was being evaluated. TW said that the H&S Committee would be considering a first tranche of risk assessments the following week. At present return to campus was voluntary / as required - there is a formal request process. TW said he was aware that a very small number of staff had felt pressured to return to work. The H&S Committee would advise further on principles to follow to assist with such decisions. Transport was another issue. Jayne Townsend, Contract Manager in Facilities, was preparing a paper for the H&S Committee to consider. TW noted that the workload and range of factors was significant and so a real issue was the capacity of colleagues to manage the volume.  CF asked if management would be organising a survey of staff pre-return to campus to establish views, concerns and any specific considerations, including for example, options for flexible working. TW said that SOR / HR would be undertaking a review of the University’s approach to flexible working. Senior managers would also be looking with HR at the issues of the return to campus and managing risks. SOR said that she wished to develop some key principles first on flexible working for ‘the new norm’ which would then inform policy development. SOR said she was keen to avoid a large number of flexible working requests being submitted and that the new way of working offered up opportunities to consider new ways of working and possibly new ‘default’ positions.  AC asked SOR if this meant that staff members who were ‘shielding’ would not be required to return to campus. SOR said that she was not yet in a position to respond to this detailed point AC asked TW if any decision had yet been reached on a free cycle scheme to reduce the use of public transport and also on-campus parking. TW said there were a number of issues and challenges with a free cycle scheme that would need to be assessed – not least procurement - but he noted that there is an existing cycle to work scheme which is available to staff.  PB welcomed the review of the University’s flexible working policy and said that any new arrangements must operate consistently. SOR said consistency of application - in the context of the current complexity - would be an important policy principle.  JPk asked if the CJNC would be consulted on the review of the flexible working policy as they wished to review and scrutinise. SS confirmed the trade unions would be consulted. | SOR  TW  SOR |
| 4/19 | **VS Update**  PBr gave an update on VS. The scheme had now closed and the central VS decision making panel would be convened next week. Letters would be sent out to confirm decisions. Where applications were not accepted feedback would be offered. Those staff that were accepted would have access to the Outplacement service provided by LHH. PBr noted that HR had responded to over 200 email questions. The application portal was now closed but the FAQS would be left up for the moment so that applicants could still access these.  VS Settlement Agreement template: PBr asked if UCU was still uncomfortable with the mutual ‘non-disparagement’ clause given UNISON and UNITE did not object. AC confirmed UCUs view remained the same – they wished ‘non-defamation’ to be used instead of ‘non-disparagement.’ AC said UCU viewed the non-disparagement clause as ‘unusual.’ CF said that in her experience a mutual non-disparagement clause was normal in SAs she had agreed.  PBr acknowledged UCU’s position and agreed to take this away for further consideration. He also noted that acceptance of revised wording for the VS SA would not prejudice the on-going use of ‘non-disparagement’ in normal SAs. ‘Non-disparagement’ was the term preferred by the University’s legal advisers.  CF noted that Thompsons would generally turn SAs around quickly but this might be impacted by the holiday season. In response to a question from CF about the timing of draft SAs being issued, PBr noted that the VS panel would be meeting on 7 and 8 July. The aim was to get ‘offer’ letters out in the following week. Draft SA would follow on from the letters. | PBr |
| 5/19 | **Furlough Update**  PBr reported that the University had now received its first furlough payment reimbursements from HMRC, following the submissions made. As reported previously, 303 staff had been submitted as furloughed for the period March to May. Attention had now turned to the submissions to be made for June and July. Slightly amended rules applied from July – it was now possible for staff to be furloughed part-time. PBr said he was happy to keep the trade unions updated. A draft furlough Policy had been drawn up as a recommendation from the auditors review. This would be shared with the trade unions before the next meeting.  JP asked how strike deductions might impact on furlough. SS and PB confirmed that furlough would not make any difference to existing policy as staff had been paid in full as normal. Strike pay deductions would therefore be applied as appropriate in the phased way previously set out. | PBr |
| 6/19 | **Academic Promotions / Discretionary Pay Review (DPR)**  SS confirmed that both academic promotions and the DPR process had been formally paused by UEG. SS acknowledged that this was a difficult decision but one that was necessary in these exceptional circumstances. AC said the VC had only very recently said in his update message to staff that the position was possibly not as severe as originally thought. AC said this was a very demoralising decision at a time when everyone was working ‘above and beyond.’ JPk supported this. JPk said that UCU had not been consulted. SS acknowledged that everyone was working very hard. This was not in question. UEG had decided this was the prudent thing to do and that decision had been endorsed by Council. There would be a review of the decision in the autumn.  JPk asked if there had been an equality (impact) analysis (EA) of this decision prior to it being made. What would the impact be on the Gender Pay Gap (GPG)? SS said that an EA would be completed by the autumn and in sufficient time to inform the review of this decision.  JPk said that the letter stated that applications would be retained for possible later review. It was not clear what the practical implications of this were. Would applications be considered without opportunity for further review or re-submission? SS said any revised process to be followed would be detailed at the time. JPk asked who would be undertaking the review? SS confirmed the review would be undertaken by UEG and would be guided by the financial needs of the University.  Following further discussion it was clarified that the pause did not currently extend to ‘automatic’ increments. It was noted that cost of living increases (CoLI) are part of the national bargaining system undertaken by UCEA / JNCHES. Discussions on this for 2020/2021were underway and would continue in the autumn as part of national negotiations. A first national JNCHES pay review meeting was being held the following week.  SS said the decision to pause was purely about financial prudence. TW said that last year’s DPR awards cost around £700,000. |  |
| 7/19 | **DT / AT / ST Contracts**  AC said he had made a proposal to Saul Becker about DT contracts / funding for 20/21 when SB attended the SCJNC (15/5/20). SB had said this proposal would be considered and modelled. AC asked for an update. SS said he did not have any update and he would take up with SB outside of the meeting. AC asked that a response be given at the next SCJNC meeting. | SS |
| 8/19 | **Academic Workload / Next Semester**  JP asked how academic workload would be managed in a transparent way in the autumn. Academic staff were being told that that Academic Workload Plan (AWP) was fixed and cannot be changed. SS said that, as UCU knew, he had been closely involved with the development and trials of the PAWS system and that he was personally very committed to transparency of academic workloads. SS noted that in the current circumstances teaching had to be given priority over research. The reasons for this were well understood. SS said that the PAWS model worked on a basis of full-time academic hours being 1,650 – no one was expected to do more than this. If more hours of managed time than this were allocated to academics, then a discussion would need to take place. SS said PAWS was continuing to be assessed on a trial basis and that data within PAWS would be analysed. Key objectives of PAWS were transparency and equity. JP said she had concerns about the accuracy of data within PAWS. SS said PAWS was designed to be a practical tool by which the ebb and flow of workloads could be managed in a flexible way. SS said that workloads would need to be discussed in the autumn and priorities adjusted as required.  JPk and AC expressed concern that UEG was not listening to or consulting with staff. AC said the VS scheme process had been an example of successful consultation and joint working. However, UEG needed to consult more and listen more.  SS recognised and acknowledged that the current circumstances were difficult and taxing for everyone – but the position and difficulties in the wider economy were plain to see. SS said that there had been a lot of listening and meetings had been held specifically with the SCJNC to discuss such issues as evening working and teaching in the autumn. SS said he would nevertheless feedback the views from the SCJNC. | SS |

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| 9/19 | **Alternating Chairing of Meetings / SCJNC Membership**  The trade unions requested that the Charing of the CJNC should be rotated, as was the case with the ‘normal’ JNC / CJNC. SS said that his position on this had been made clear at the last meeting and was recorded in the minutes. JPk introduced VS as a proposed observer to future CJNC meetings. JPk said that UCU wished to have a BAME representative on the SCJNC but also to serve the purpose of widening the pool of experience to the SCJNC processes. SS welcomed VS to the meeting and apologised that he had been unaware of his presence and that his attendance had become a discussion item.. SS apologised to VS but confirmed that the agreement on membership was set out clearly on each agenda. This was that membership for each trade union was limited to three for each union, including full time / regional officers. SS said he wished to operate the meetings within this. |  |
| 10/19 | **Change of Meeting Cycle**  It was agreed that the June SCJNC meetings should move to a fortnightly cycle alternating with the H&S Committee. Revised meeting dates would be re-confirmed as appropriate. | JH |
| 11/19 | **Race Equality Charter**  PBr said that the REC work was a very important undertaking. SB had sought nominations from the trade unions for a single member to represent all the trade unions to join the REC Self Assessment Team (SAT). AC said the unions would be discussing this further between themselves and would confirm a nominee in due course. JPk said that the decision on academic promotions and DPR would undermine and cut across equalities work. ClCol agreed that the REC work was of crucial importance to the University. | TUs |
| 12/19 | **Draft Budget**  AC noted that a draft budget for 20/21 had now been circulated to Council. He asked that a briefing be arranged for the SCJNC by Allan Spencer, Director of Finance on the proposed budget. SS said this would be arranged. | JH |
| 13/19 | **Matching Extensions – PGR scholarships / UKRI extensions**  JPk said UCU wished to raise this to ensure parity between PGR scholarships / students (predominantly BAME) and UKRI students (predominantly white). SS said that the budget was fixed at £250,000 and could not be adjusted. A discussion with Heads of School and Directors of Doctoral Study was ongoing as how best to allocate the funds but agreement on a way forward had not yet been reached. SS said he believed a decision might be reached by next week. The issue had also been discussed with Senate and the Doctoral Studies Committee. | SB |
| 14/19 | **Any Other Business**  Recording of on-line seminars: AC raised the issue of recording of on-line seminars, discussed in previous meetings. He reported that his own Department (Philosophy) had decided they would not record seminars. SS said he had not heard back further from KC on this but he would follow this up. AC said he remained keen to have the University’s position confirmed. | SS |
|  | **Dates of future meetings**  To be confirmed  Note: Allan Spencer, Director of Finance is confirmed for the budget briefing at the scheduled CJNC for **24/7 @ 2.00.** |  |

**Human Resources**

**07/07/20**

**FINAL**