

UCU Executive Committee, 3 November 2015, AG02, 1300-1430
Minutes (status draft)

Attendance

Member	01/09/15	06/10/15	03/11/15
Keith Simpson (KS)	P	P	P
Chris Flood (CF)	P	P	P
Rebecca Lewis (RL)	A	P	P
Morris Pamplin (MP)	P	P	P
Greg Wellington (GW)	P	P	P
John Saunders (JS)	P	A	P
Chantal Hill (CH)	A	P	A
Martin Chivers (MC)	A	A	P
Grietje Baars (GB)	P		
Rachel Cohen (RC)	P	A	P
Alison Macfarlane (AM)	A	P	P
Leon Cuthbertson (LC)	P	A	P
Hayley McBain (HM)	A	P	P
Swetha Bobba (SB)	A		A

1 Apologies

Apologies received from CH and SB.

2 Minutes of the last meeting

In response to AM's request, UCU information from HR about the appointment of a part-time professor in SHS. Committee suggested we should draw up a model process for recruitment under exceptional circumstances.

Action: HM to raise at next SHS Athena SWAN meeting.

Action: CF to draft an email inviting the new recruit to join UCU.

3 Branch facility time

JS presented a proposal regarding allocation of facility time to HPVLs for union duties:

At the start of each year, when the new UCU committee distributes Facility Time to named branch representatives, the committee should set aside a minimum fraction of 0.1 FTE for

active certified representatives who are HPLs or part time employees and who cannot have their teaching and other duties reduced.

If no HPL or part time employee is eligible or wishes to take up Facility Time, this fraction should be distributed amongst other named branch representatives.

There was discussion around the intentions and consequences of the proposal. These are listed below as Q&A and comments.

LC. What would happen if multiple HPVLs needed facility time? Would they all be entitled to 0.1 FTE?

JS. No. A minimum of 0.1 FTE would be reserved for HPVLs if they wanted it.

KS. How are HPVLs defined?

JS. This should be defined as any staff who cannot take time away from work for union duties.

RC. Why implement this new proposal rather than try to claim for HPVLs' time?

JS. It is not documented that HPVLs are entitled to claim for union duties. If this were the case it would be excessively difficult and time-consuming to do so.

KS. Traditionally facility time has been allocated with 0.5 FTE going to the branch President and the rest being allocated as needed. Facility time has not been allocated by default to HPVLs. In previous years JS was allocated facility time based on his role on the committee, not his HPVL status. With a finite amount of facility time an automatic allocation to HPVLs would take time away from branch officers. The facility time should be allocated to those with specific duties rather than to compensate HPVLs' time.

JS. This is not how the Recognition Agreement says facility time should be used.

MP. The branch should be able to allocate facility time fairly without this proposal. That this was not done this year was a failure of the branch rather than a systematic mistreatment of HPVLs.

KS. In this transition year certain branch officers require facility time. With a view to succession the vice presidents and secretary require facility time.

JS. Had already indicated he would accept any allocation greater than 0 up to 0.2 FTE.

RC. Proposal.

- a. In future to ensure facility time is allocated transparently by August before the start of the new year
- b. To make claims for all HPVLs' attendance at all branch meetings
- c. As HPVLs are an under-represented group, campaign to build up the representation of HPVLs in the branch. A committee member could be allocated facility time to lead this campaign.

Action: JS to submit a new proposal to the next committee executive meeting, taking discussion points into account.

Action: JS to submit hours worked on union duties to KS, MP and SW to test making claims for HPVLs' time.

4 Recruitment

SW has increased her hours for the rest of 2015 to target recruitment.

Action: MP to send draft recruitment letters and contacts tree to KS.

5 Drop-in times

Drop in times have changed to Monday lunchtime, 12-2pm. RL encouraged all committee members to sign up to sessions if they can.

JS proposed to reduce the times to 1 hour but split over 2 hours, i.e. 12.30-1.30. A monthly email to be sent with details and how to contact the union at other times.

This was agreed by the committee.

Action: MP to change details and schedule monthly email.

6 VC/Council meeting

4 UCU, 2 Unite and 2 UNISON reps will attend this meeting on 26 November.

The VC will attend and has asked for discussion points to be submitted before the meeting.

Action: MP and KS to agree discussion points with Unite and UNISON and request specific examples of these from committee members of all unions.

7 SMCSE Strategic Plan meeting

KS and MP were due to meet with the Dean of MCSE and his leadership team on 4 November regarding the SMCSE strategic plan and possible consequences for staff and student numbers.

8 City INTO

KS reported the branch is still representing members at City INTO. The situation has not improved for staff there. An attempt to get union recognition had not progressed. City's future position as a partner in the venture was not certain.

9 Journalism HPVLs casework

KS reported on work with HPVLs in Journalism who have experienced inconsistent and unfair treatment. Multipliers have been implemented inconsistently, with staff hours changing at short notice and in some cases staff not being paid. Lawrence Solkin, the ADE for SASS had sent a report following a meeting between him, management in Journalism, SASS HR and KS. This included some improvements for the HPVLs but the situation must be monitored.

10 Branch meetings

RL made a proposal for more open branch meetings to allow members to meet the committee and discuss issues without necessarily taking on duties. A proposal for monthly informal meetings was agreed.

Action: RL and MP to take forward.

The proposed branch meeting for 5 November had been postponed as the guest speaker was not available. This date would also have clashed with USS briefings organised by City.

Action: RL to look for a new date; RC and JS offered to help.

11 Any other business

KS reported the union office should be relocated to the 4th floor of University building this month. We will be moving to managed print in the new office.

LC had received news of further changes in the PAF Maintenance team including a reduction in posts and a new apprenticeship.

Action: LC to contact Jordy Lea to request details.

JS had recently attended meetings and sent an email report to the branch committee:

- USS: Responsible and Ethical Investment, 7 October
- Legal Briefing on HPL Contracts, 21 October
- Joint Health and Safety Consultation Committee, 21 October
- TUC Lobby of Parliament, 2 November

RC notified the committee of a petition regarding boycotting of Israeli universities which she had signed.

Action: RC to send the link to committee members.

HM gave the news that she will be going on maternity leave from March 2016.

JS resigned from the Committee effective January 2016.