

UCU Executive Committee, 5 January 2016, AG02, 1300-1430

Minutes (status draft)

Attendance

Member	01/09/15	06/10/15	03/11/15	01/12/15	05/01/16
Keith Simpson (KS)	P	P	P	P	P
Chris Flood (CF)	P	P	P	P	P
Rebecca Lewis (RL)	A	P	P	P	A
Morris Pamplin (MP)	P	P	P	P	P
Greg Wellington (GW)	P	P	P	A	
John Saunders (JS)	P	A	P	A	A
Chantal Hill (CH)	A	P	A	A	P
Martin Chivers (MC)	A	A	P	P	P
Grietje Baars (GB)	P				
Rachel Cohen (RC)	P	A	P	A	P
Alison Macfarlane (AM)	A	P	P	P	P
Leon Cuthbertson (LC)	P	A	P	P	P
Hayley McBain (HM)	A	P	P	A	
Swetha Bobba (SB)	A		A		

1 Item

Apologies received from RL and JS.

2 Minutes of the last meeting

Action: MP to circulate to the committee UNISON's notes from meeting with Chair of Council.

Action: MP to organise members' update (carried over from December as not yet sent).

Action: MP to check with RL on status of rota for drop-in times for 2016.

RC queried whether a shared drive or online file store could be set up for the committee to share files.

KS reported that Richard Murphy did join UCU after his invitation email.

Action: MP to circulate new poster files to the committee.

3 2016 budget and staffing cuts

KS had forwarded to the committee the emails he had sent to the Director of HR and the Chief

Financial Officer, questioning rumours about budget cuts for 2016/17 in the light of the meeting union reps had had with the CFO in which he did not mention upcoming budget cuts when questioned. The CFO had responded to KS to say that his statement in the meeting had been correct but more specific information has since emerged. KS has followed up with questions about more specific proposals.

The committee questioned how far it is possible to go public with news of cuts. If by the end of Friday 8 January no responses have been received to KS's emails a publicity campaign will be launched via email and posters.

Action: all to send MP any further ideas for poster slogans.

Action: all to send KS ideas for making cuts relevant to academics.

Action: KS to contact the THES to offer a statement on the budget cuts in light of the VC's knighthood.

4 Prevent Agenda update

MC distributed the UCU's most recent guidance on the Prevent Strategy, presenting a report on Prevent and the University's progress in implementing it.

The university did not appear to have substantially addressed the Prevent Strategy to date. The Visas Team had taken on most of the work and this was reflected in stress and overwork in that team.

The UCU has distributed in its guidance a sample letter to university management requesting an update on progress on implementing the Strategy and copies of any risk assessments performed so far.

The committee considered the sample letter and did not recommend taking it forward. Instead the committee recommended drafting a new letter reiterating the UCU's democratically-elected position of opposition to Prevent.

Action: MC to prepare a draft letter.

RC attended the most recent HEFCE dinner and Prevent was mentioned as a specific concern for universities to address. City appeared to be behind in implementation. The branch must not let Prevent go unchallenged without prompting work to implement it.

KS asked how students could be engaged in a campaign.

Action: MP to contact Issy Cooke for a meeting.

5 HR/UET meeting dates 2016

MP had been invited to a meeting with Laura Melville and Peter Brooks, to agree a meeting schedule for 2016. It was not possible to agree this on behalf of the three unions; further, the purpose and scope of the meetings needed to be agreed before dates were secured.

The committee considered the request and agreed a date for the outstanding JCNB needed to be found before further meetings could be arranged.

The Regional Officers' availability would also need to be considered before the meetings could be arranged.

The progress made at the last TU/HR/JET scoping meeting, in agreeing a list of priorities and the formation of an Employee Relations Sub-group to JCNB, also needed to be taken forward.

Action: MP to reply to HR with a request for rescheduled JCNB, and take forward points raised by the committee.

6 Recruitment

MP noted the members' update was still outstanding and needed to be sent this week in order not to clash with any communications next week.

To be added to topics already included in the update:

- RC agreed to draft a short blog post on current issues of national political importance to the HE sector and to UCU

Action: RC to draft blog article

- MP to invite members to February's open committee meeting

Action: MP to organise logistics for meeting and include in members' update

- MP and KS to draft a paragraph on current progress with academic staff performance measurement

Action for MP and KS

7 Facility time

KS updated the committee on work to clarify how facility time is allocated.

JS had responded to KS's most recent email stating he would reply more fully in due course.

Action: KS and MP to respond to JS and clarify the situation once he has replied.

8 Casework

KS raised the need to keep more accurate records on casework carried out by branch officers, committee members and branch members. Information should be easier to share, with a view to eventually sharing casework more equally among the branch committee.

KS would like to introduce a process for recording and monitoring what casework is being done. He distributed to the committee a pro-forma that reps and members can use to gather initial information when starting casework. The following process should then be followed:

- Fill in the pro-forma for any casework, i.e. any discussion with a member which goes beyond a single discussion
- Securely store the form yourself as a record
- Inform Sara Wilkinson that you are undertaking the case, sending details on the first part of the form to her
- These will be input into a database for storing information about what casework is underway

Action: MP and KS to write up the process as a document

Action: MP to look into options for a database

Action: KS to write to all members requesting details of all current casework being undertaken

9 Any other business

KS reported there were no further developments regarding plans to restructure the Research and Enterprise Office, which had been announced to the staff before Christmas.

KS reported the new TUs office should be opening on 28 January.

Action: MP and KS to consider a launch event for the new office.

KS reported Pete Woodward had been elected as the new Visiting Staff Senator. RC has been nominated for Senior Senator.

LC gave an update on news at Cass. Jo Silvester has been appointed Deputy Dean for Cass alongside Marianne Lewis as the new Dean. Paul Long will remain COO for another year. Professional Service staff meetings are to be reinstated, and are to be run by staff rather than senior management. LC will try to get an invitation for the union to attend a meeting.

JS sent a written update on his work:

Health and Safety

JS attended H&S meetings at MCSE and Law. A useful meeting was held on building access (especially Myddelton) with PAF, OH and some of our disabled staff.

The JHSCC members are still not receiving the ExCo University H&S decisions and minutes on a regular basis.

Pensions

JS attended an LGPS meeting. The local event on Ethical Investment of USS funds had low attendance but was worthwhile promoting.

Christmas and occasional bank holidays

There is no common policy for all schools and services regarding extra holidays around Christmas. JS recommended negotiating with HR to ensure this is centrally agreed each year and to ensure HPVLs are included.