

UCU Executive Committee, 17 January 2017, B406, 1300-1430
Minutes (status draft)

Attendance

Member	20/09/16	04/10/16	01/11/16	06/12/16	17/01/17
Rebecca Lewis (RL)	P	P	P	P	P
Keith Simpson (KS)	A	P	A	P	P
Chris Flood (CF)	P	P	A	P	A
Morris Pamplin (MP)	P	P	P	A	P
Martin Chivers (MC)	P	P	P	P	A
Greg Wellington (GW)	P	P	P	P	P
John Saunders (JS)	P	P	P		
Chantal Hill (CH)	A	P	P	A	
Lorna Ryan (LR)	A	A	P	P	P
Sadie Wickwar (SW)	P	P	P	P	P
Alison Macfarlane (AM)	P	P	P	P	P
Leon Cuthbertson (LC)	P		A	P	A
Holly Powell-Jones (HPJ)	P	A	P	A	A
Rachel Cohen (RC)	A	A	P	P	P

1 Apologies

Apologies received from CF, MC, LC and HPJ.

2 Minutes of the last meeting

Item 4

RL confirmed that the President Paul Curran had agreed termly meetings with unions would be useful.

Item 5

LR reported that documents are to be circulated to establish a process for security sensitive research to be approved by Senate as part of Prevent. KS confirmed Equality Committee have asked for a report on Prevent but not yet received.

MP queried the action to check roles and responsibilities in contracts regarding Tier 4 students.

ACTION: MP to recirculate drafted guidance to members for publication.

Minutes were agreed.

3 SHS Workload Models

SW gave a report on the SHS school meeting on workloads. Divisional Leads are holding individual meetings with all staff. Staff welcome the prospect of fairer allocation of tasks but concerns about how models will be implemented and reviewed. CF suggested raising this with school management.

Researchers are being asked to fill in workload model forms but were not being invited to follow-up meetings so were not subject to the same procedures as academics.

RC queried mechanism of workload models – percentages or number of hours used to measure work? SW confirmed it is hours.

KS summarised the City context, workload models have never been discussed with the UCU and are now being implemented with great variety across the university. More information required from members about the types and extent of workload models in the Schools.

ACTION: MP to put together a list of departments and circulate to committee to identify members to consult.

ACTION: RL to set up a subgroup of the committee to engage with management on workload.

4 UKVI update

MP and RC met with Sharon Page, Interim Deputy Director of SAS in December. This was in response to publication of a revised Tier 4 Attendance Monitoring Policy and training sessions for staff and a request for more information on the procedures.

Sharon outlined the rationale for the policy and City's requirements under the UKVI regulations. The policy only applies to Tier 4 students, though ideally City would record attendance of all students, and a new policy will be developed for this. SAS had had to put something in place quickly. This was the reason the unions had not been consulted.

RC and MP raised the union's concerns about attendance monitoring and differential treatment of Tier 4 students giving rise to discrimination, as well as workload issues and staff being asked to perform tasks that could be outside of their duties. Sharon had raised the lack of resource for properly implementing this policy and recommended this was addressed. She also noted City's devolved structure and difficulties of implementing central policies in the schools.

UCU requested to be involved in development of the new policy. Sharon referred this to David Bolton as her post is interim.

5 JCNB report

MP gave a report on JCNB which met on 12 January.

- The draft Flexible Working policy is underway and JCNB agreed to aim for completion by March to allow unions to consult members and agree at the next JCNB in April
- Policies identified for review next:
 - Maternity/Paternity/Adoption
 - Sabbatical leave

- Recruitment
- Sickness absence

Richard Verrall noted the maternity policy would be reviewed as part of the Athena SWAN action plan

- UCU raised the new attendance monitoring policy, David Bolton returned that it is not new and had just been updated. He noted Sharon Page had been very surprised to be contacted by the UCU as she would have expected the union to be involved/informed well before this stage. DB acknowledge the unions should at least have been notified
- Andy Murray (Unite regional official) updated JCNB on the local dispute over AV Team shift patterns. Unite had submitted a statement of their position and were hopeful of resolution without having to refer the dispute to ACAS as previously proposed
- There was no update from HR on the staff survey results
- UCU raised the issue of support for EU staff and students again and questioned what City is offering in terms of support
- Three items were listed as being raised by UCU but were actually queries whether management would wish to raise them for discussion: emerging Research & Enterprise Strategy; proposals for an Annual Research Impact Measurement scheme; Student & Academic Services restructure. There were no updates offered on these

ACTION: MP to order Brexit/EU support publicity materials from UCU HQ

6 LGBT History Month

MC asked for volunteers to help organise an event during February. RL volunteered.

7 Women's March London

MC queried whether any committee members would be marching on 21 January.

8 TUC LGBT National Committee

MC was congratulated on being nominated by the UCU LGBT Members' Standing Committee for the TUC LGBT National Committee.

9 Recruitment

Walkaround and door knocking had been successful previously, RL requested repeating this.

KS noted Bunhill Row should be a priority.

SW noted staff in Myddleton Street do not have their own offices but she can distribute leaflets on desks.

The committee felt a printed newsletter would be useful to give to potential members.

ACTION: MP to recirculate branch information leaflet.

ACTION: MP to check on list of staff contacted last time and follow up.

ACTION: MP to email committee for volunteers for door-knocking on 19 and 26 January.

10 Any other business

GW reported that the Trans Policy is almost ready for publication.

RC noted that London Region meets on Saturday 28 January, 10am – 1pm at UCU HQ, Carlow Street. RC, KS and RL are going.

RC noted that HEC meets on 3 February for an emergency meeting to plan the 2017/18 pay claim.

Question re. appraisals that is not covered in the appraisals policy. KS noted we need to keep dialogue going on appraisals.

ACTION: RL to contact Mary Luckiram re. appraisals survey and next steps.

KS notified the committee formally that John Saunders has been made redundant and his appeal was not upheld. There is now a vacancy for the UCU on the Joint Health & Safety Consultative Committee. John's Health and Safety Rep post is also vacant, though the branch can have any number of H&S reps and should recruit more. UCU 3-day course is required.

ACTION: MP to email committee with link to course for circulation to committee and members.

LR updated on the situation in her Centre, where School management have informed staff the Centre is to be closed and form an independent unit sitting within the School. There are proposals for new role profiles, workload models and further wide-ranging changes. Staff have asked for the union to be involved in discussions which the School Dean has refused. RL is in communication with him.