

**UCU Executive Committee, 3<sup>rd</sup> February 2015, AG06 Time 13:00-14:30**  
**Minutes (status draft)**

**Attendance**

Member	02/09/2014	26/09/2014	07/10/2014	04/11/2014	02/12/2014	06/01/2015	03/02/2015
Keith Simpson (KS)	P	P	P	P	P	P	P
Chris Flood (CF)	P			P	A	A	P
John Saunders (JS)	P	P	P	A	P	P	P
Swetha Bobba (SB)	P	P	P	A		P	A
Andrew Lack (AL)	P	P	-	-	-	-	-
Greg Wellington (GW)	P	P	P	A	P	A	A
Morris Pamplin (MP)	P	P	P	P	P	P	P
Rebecca Lewis (RL)	A	P	P	P	P	P	P
Suzanne Reece (SR)							
Jon Eilenberg (JE)			P			P	A
Aljosha Schapals (AS)		-	-	-	-	-	-
Olivia Fox (OF)	A	A	P	P	P	P	P
Rachel Cohen (RC)	P	A	P	P	P	P	P
Alison Macfarlane (AM)	P	P	P	P	P	P	P
Leon Cuthbertson (LC)	P		P	P	P	P	P
Chantal Hill (CH)	P	A		P	A	A	A
Grietje Baars (GB)	A		P	A			

**1 Apologies**

Apologies received from GW, JE and SB.

**2 Minutes of last meeting**

These were approved. Matters arising:

**USS Special Branch Meeting:** JS and MP couldn't attend USS meeting as it was in Manchester.

**PSR2 and restructuring:** MP has been in touch with staff in SASS to get update on grade 7 roles. There will continue to be four grade 7 roles in SASS.

**Pulse survey:** KS and MP have been in touch with HR and a date to meet to discuss survey is to be agreed.

### **3 DARO**

MP and LC reported back on meetings with DARO on restructure of the department. This department was formed a year ago post PSR. There are 15 staff in fundraising team with 10 jobs at risk. 9 members of staff want to take voluntary redundancy. This will impact negatively on fundraising. Staff in the department had been told that they had been performing well.

**Action: JS recommended writing a brief report on why DARO restructure was handled badly and send to University Secretary to report to Council.**

### **4 HR Meetings**

KS distributed provisional timetable for meetings with HR for 2015. KS had previously asked for informal meeting to discuss the timetable of meetings which had been declined. KS has asked to discuss timetable at today's scheduled informal meeting with HR. JCNB is scheduled for 16 March. The committee agreed that if KS available to attend JCNB on 16 March then this meeting should go ahead as we will be able to get a team together from committee to attend.

**Action: For discussion at Informal HR meeting on 3<sup>rd</sup> February.**

- KS to ask for replacement for January's formal meeting.
- Confirm who is going to chair JCNB. Committee agreed that until independent chair found that David Bolton or Richard Verrall could chair.
- KS to ask for update on plans for Research Office and International Office.
- Establish purpose and chairing of formal meetings.
- Committee agreed that representatives from UCU could minute (bullet point) informal meetings.
- Request update on workstream dealing with workload allocation models.
- Request separate survey for VLs as full Pulse Survey not appropriate.

### **5 REF Analysis**

MP pulled together feedback from committee members and leaflet to present a draft of REF Analysis. Committee thanked MP for his work on this.

**Action: MP to circulate draft via OneDrive for editing and rewriting.**

**Action: AM and CF to provide detail on how SHS submissions changed between 2008 and 2014**

**Action: AM to locate gender inequality stats in 2014 REF**

**Action: RC to locate gender balance targets for City**

**All actions on REF due by 13 February.**

### **6 Annual Congress**

Annual Congress will take place over spring bank holiday 23-25 May in Glasgow. We need to register two delegates by 24 April. Motions to be submitted by 13 March.

**Action: MP to circulate dates to Committee to request delegates and attendance to be agreed at next committee meeting.**

### **7 HE Sector Special Conference**

HE sector special conference will take place in Manchester on 24 February from 1-3:30. RL and KS to attend.

## 8 Recruitment

GW and MP met to discuss establishing Recruitment sub group. The remit of this group would be to:

- Set up recruitment events and organise staffing for these,
- contribute to organisation of branch meetings,
- take responsibility for communications around branch meetings,
- develop posters and leaflets and provide the newsletter on a termly basis,
- preparing all staff communications for approval by the President or Vice President of the Committee.

This group will also work to revitalise the departmental reps network and activists list. This sub group would report back to the Committee.

Discussion on how this sub-group would work with the plan to have more of a tree structure to get people together locally. RC was concerned that the recruitment sub-group would supersede this work.

Committee agreed that recruitment sub group should be set up and reviewed after 3 months. Sub group to include: GW, MP, LC. RC also said she is happy to be involved, when teaching commitments allow.

**Action: MP to check with CH if she would like to join the group.**

## 9 Any other business

**AGM: Action: MP and recruitment sub group to set up AGM.**

**Academic related staff meeting:** There is a UCU meeting for academic related staff on 11 March.

**Action: MP to check with Kate Kelsey if she would like to attend. MP also to attend this meeting.**

**Cass PhD Meetings:** LC reported that the Cass research society were holding PhD meetings and events. This group would be happy to have UCU attend to speak at the start of an upcoming meeting.

**Anti-casualisation meeting:** There were no volunteers for anti-casualisation meeting.

**Health and Safety:** KS reported that SR is leaving the University. JS reported on Health and Safety meetings and how UCU are trying to find to be more included in this meetings and consulted on matters of concern.