UNIVERSITY OF ABERDEEN

PARTNERSHIP NEGOTIATING AND CONSULTATIVE COMMITTEE

MINUTE OF MEETING HELD ON 1 MARCH 2017

Present: Professor J Kilburn (Convenor), Mrs C Inglis, Mrs D Dyker, Mr B Paterson, Mrs E Argo, Mr F Nicol, Dr F Pedersen, Dr D Marie, Mr F Nicol, Professor P Hannaford, Mr A Donaldson (part-time), Mr N Qamar (part-time), Mrs T White, C Cook (Clerk)

Apologies: Professor B MacGregor, Professor P McGeorge, Professor M Ross, Mr O Cox

1. MINUTES OF MEETING HELD ON 16 NOVEMBER 2016

1.1 The Minutes of the meeting held on 16 November 2016 were approved.

2. MATTERS ARISING

Equal Pay Audit

2.1 The results of the audit would be presented to the next PNCC meeting in May.

Korea Subject Areas

2.2 The broad themes were Business and Engineering, Oil and Gas Masters, Business MBA, however the specifics would change as the agreement had not yet been finalised.

35 Hour Working Week

2.3 The modelling for costing the impact of a 35 hour working week was being progressed and once this had been to the Senior Management Team meeting (SMT) it would go to the next Policy Review Group (PRG) or the next PNCC meeting.

Shuttle Bus

2.4 Mrs Inglis had raised this with Chris Osbeck, Transport and Waste Manager and he had been unaware of any issues of irregularity, however would now do regular checks. If there were further issues with the 9U bus service these should be reported directly to Mr Osbeck so he could follow them up.

3. HEATING

3.1 Mr Paterson said he was concerned about the temperature of buildings in the University, particularly on a Monday morning when the heating had been off over the weekend. In general it appeared there was a struggle to maintain the temperature in a lot of buildings e.g. the Rowett, the Atrium in IMS and in many of the labs the temperature was only 11 to 12 degrees. There were two key points 1. That the University had a legal responsibility to maintain temp at 18 degrees in offices and 2. Court had agreed that the temp in all buildings should be 20 degrees, where practical. Mr Paterson had toured the Meston building with Tristan Wolfe, Energy Manager and identified practical improvements. He was also concerned about the student experience at the University as he had seen students from warmer climates working in labs with coats, hoods and gloves on under their lab coat.

3.2 Mr Donaldson confirmed there was now an action plan for improving the temperature in the Meston building and this would be progressed. However he was not aware of wider concerns
about the temperature in offices and labs. The agreement was that heating would be provided from 8 am to 6 pm apart from buildings such as the library. The annual utilities bill for the University was in excess of £5M (not including halls of residence) which was £14K a day. If the University were to heat buildings out with the agreed core hours it would be very expensive and this would have to be balanced against the benefit for potentially small numbers or staff or students. Dr Pedersen said by contrast the Taylor building was too hot and people were falling asleep. Mrs Inglis said the relevant people needed to know about problems in order to address them and perhaps an action to raise the profile of reporting mechanisms for not just heating but faults too, was required.

**ACTION:** Raise the profile of fault reporting mechanisms Angus Donaldson

4. CCTV POLICY

4.1 Mr Donaldson was in attendance to discuss the CCTV policy.

4.2 Mr Donaldson said that the CCTV policy had been refreshed in line with recent advice. Professor Hannaford said there was no policy to cover recording of activities e.g. lectures or meetings without permission, and questioned whether this should be included. It was agreed this was a separate issue and Mrs Dyker said that it was more relevant to the Data Protection Policy.

**ACTION:** Professor Hannaford speak to Ian Gray

4.3 There was discussion around the use of covert surveillance in relation to criminal and disciplinary action and about monitoring done using CCTV on campus. Mrs Inglis explained the robust mechanism for approval of requests to access to CCTV footage. There were very few requests each year and even fewer where permission was granted.

5. HEALTH AND SAFETY POLICIES

5.1 Mr Qamar was in attendance to discuss the Health and Safety policies.

Fire Safety Policy

5.2 The existing policy had been revised with some minor updates from the previous version. The policy was approved.

Control and Management of Contractors Policy

5.3 This policy replaced the ‘Contractor Control’ guidance which was outdated. The policy was approved. It was also agreed that work would be done to make sure that speed limits signage and CCTV signage on campus was clear for students, staff and visitors.

**ACTION:** Mr Qamar to ensure speed limit and CCTV signage was in place.

5.4 Local managers needed to be made aware of the policy and that it applied to all contractors coming onto site. Mrs Dyker confirmed that once Court approval was granted there would be appropriate communication of the policy.

**ACTION:** Mr Qamar to deliver communication plan.

Drone Policy

5.5 This was a new policy which had been drafted to specify the roles, responsibilities, actions and processes necessary to ensure the use of drones on campus was controlled and managed. Professor Hannaford said that the University may also want to use drones and this should be included in the policy. It was agreed that Mr Qamar would look at adding a paragraph under section 6.
ACTION: Mr Qamar to update section 6

Overseas Travel Policy

5.6 There had been some amendments to the original policy approved in 2016. It was clarified that the policy applied to all staff including support staff and it was agreed that additional wording should be added.

ACTION: Mr Qamar to revise the wording.

6. TERMS AND CONDITIONS REVIEW

6.1 Mrs White said that the review had looked at four areas and had reached agreement on three. The fourth area Intellectual Property (IP), had been the topic of most discussion. There had been a useful discussion the previous day and UCU would be recommending a draft for approval and this would be considered for approval at the UCU General meeting (date to be agreed).

7. EMPLOYEE ENGAGEMENT

7.1 Mrs Dyker said this had been included in the papers as an update on the work of the Employee Engagement (EE) group. There was a draft strategy and action plan for comment. Dr Marie said underpinning all of this was reference to surveys and wanted to clarify that the data referenced fulfilled all it claimed to. Mrs Dyker clarified that the document was the output from the EE group and if that had not been captured appropriately then the strategy and action plan had to go back to the relevant groups for further input.

ACTION: Employee Engagement Strategy and Action plan to be further reviewed by EE group

7.2 Dr Marie commented that the work that had been undertaken was really admirable.

8. COURT COMPOSITION

8.1 There was discussion around Court Composition and union representation on Court and Operating Board and the need to ensure fair representation among the different unions and staff groups.

9. EQUALITY MAINSTREAMING REPORT

9.1 Mrs Dyker said the report had been pulled together through initial discussion at the Advisory Group of Equality and Diversity (AGED) and was a draft. The University had a duty to publish this by the end of April and the report was presented to PNCC for any further comments. It was noted that a few members of the committee sat on the AGED.

9.2 Dr Marie said she had some proposed amendments to the report, it was agreed she should refer these directly to Janine Chalmers.

ACTION: Dr Marie to speak to Janine Chalmers

10. TRADE UNION ACT (TU Act)

10.1 This paper was an update on the TU Act and the implementation of the Act would require further discussion and consultation. Mr Paterson commented that a lot of time spent on facilities time was led by management i.e. attendance at meetings. It was also commented it would need to be clear what the data would be used for.

ACTION: HR and Unions to discuss outwith meeting
11. STAFF SURVEY

11.1 UCU asked when the Staff Survey would be done and it was confirmed it was on hold at present. Mr Paterson commented that it was disappointing the survey did not go ahead as the data would have been useful for the Technician Review.

12. ANY OTHER BUSINESS

Door Access System

12.1 Mr Paterson had observed in his role in managing the door access system for a building that there were some inconsistencies in employee names e.g. where someone’s name had changed.

**ACTION:** HR to investigate

12. DATE OF NEXT MEETING

12.1 The date of the next meeting of the PNCC is 17 May 2017 at 10.30 am in room 100, University Office.