UNIVERSITY OF ABERDEEN

PARTNERSHIP NEGOTIATING AND CONSULTATIVE COMMITTEE

MINUTE OF MEETING HELD ON 20 NOVEMBER 2013

Present: Mr B Paterson (Convener), Professor S D Logan, Professor P McGeorge, Professor M Ross, Mrs C Inglis, Mrs D Dyker, Dr A Sim, Ms F Stewart, Mrs C McLeod, Mrs P Burnett, Mrs E Argo, Mrs D Massie, Mrs P Williams and Mrs H Crabb (Clerk)

Apologies: Professor B MacGregor, Professor M Greaves

The Convener noted that Mr Alexander Godfrey-Brown had stepped down from his position on the Committee as UCU representative. It was agreed that the Committee's gratitude and appreciation for the work he had undertaken over recent years should be formally recorded as part of the minute.

1. MINUTES OF MEETING HELD ON 12 SEPTEMBER 2013

The Minutes of the meeting held on 12 September 2013 were approved.

2. MATTERS ARISING

2.1 Security Arrangements for Extended Library Opening Hours

The Committee was advised that discussions had taken place between representatives from the Library and Estates Sections and Vigilant and that the services provided would be kept under review. The Committee was also advised that the Estates Section had previously undertaken an analysis of shift patterns and resources, which had identified that it was not feasible to provide a static patrol for the Library building.

2.2 TU Facilities

The Committee was advised that a short life working group would be convened to review the facilities which are made available to Trade Union representatives within the University. The Committee anticipated receiving further updates.

ACTION : Clerk

2.3 Rate Your Lecturer Website

The Committee was advised that the Principal had raised the concerns about the website which had been expressed at the previous meeting with colleagues at Universities Scotland. The UCU representatives agreed to give consideration to the suggestion that UCU may wish to enter into direct correspondence with Universities Scotland to highlight the key issues and concerns.

ACTION : UCU Representatives

2.4 Zero Hours Contracts

The Committee was advised that a short life working group would be convened to review the use of zero hours contracts within the University. The Committee anticipated receiving further updates.

ACTION : Clerk
2.5 National Pay Negotiations

The Committee received a copy of correspondence between UCEA and UCU at national level and noted from this that attempts were being made to arrange further discussions regarding the ongoing dispute.

3. ALLOWANCES

The Committee noted the proposal which had been presented in relation to acting up allowances, additional responsibility allowances, honoraria and on call payments. It was noted that the proposal outlined in Section 4.2. regarding the rate of pay which would apply to members of staff already in receipt of a Contribution Point would require to be reworded. It was agreed that further discussions on the proposal should take place within the Policy Review Group and the Committee anticipated receiving further updates.

ACTION : Policy Review Group

4. USS AGREEMENT ON FRAMEWORK TRANSFERS

The Committee noted the correspondence which had been received from USS and agreed that receipt of the USS position was a positive step forward. However, concerns were expressed that a number of points contained within the correspondence required further clarification. The Committee was advised that discussions would take place with individuals in USS and the UASLAS Board of Trustees to ensure that the necessary steps were taken to clarify and subsequently implement the appropriate procedure.

5. TRAVEL MATTERS

Intercampus Travel Arrangements

The Committee was advised that most of the points which had been raised in the letter which had been received from UCU were being addressed at School level. The Trade Union representatives highlighted that the lack of a dedicated TU travel budget presented a challenge in relation to funding travel by taxi to attend meetings. It was agreed that the cost of taxi travel to facilitate attendance at meetings by TU representatives in their Union capacity would be met by a central budget in going forward.

Concerns were also expressed by the TU representatives that it appeared that consideration of options had thus far centred around the requirements of the student body, and highlighted that some members of staff also had intercampus travel needs. In addition, concerns which had previously been raised regarding the number of disabled taxis within Aberdeen and the University’s Green Travel Policy were also highlighted. Information on how the University was now disbursing revenues received from the car parking charges was also requested.

It was agreed that the Travel Plan Co-ordinator would be invited to provide a report on these points for discussion at the next meeting.

ACTION : Travel Plan Co-ordinator

Car Parking

The Committee was advised that the statement which had been issued to staff had indicated that reverse parking was “preferred” and that the situation would be reviewed upon the conclusion of the pilot. It was agreed that it would be recommended that consideration should be given for a statement to be circulated to members of both staff and student communities highlighting the importance of health and safety considerations which should be taken into account when walking across car park areas.

ACTION : Health & Safety Adviser
6. **DATA SHARING AGREEMENT**

The Committee noted the Data Sharing Agreement for TU recruitment purposes which was in place at the University of St Andrews. The Trade Union representatives were advised that the University had a number of concerns regarding the implementation of data sharing of this nature. It was agreed that the Union representatives would review the TU information packs and cover letters which were being issued to new members of staff and that, therefore, a formal Data Sharing Agreement would not be necessary at this time.

*ACTION: TU Representatives*

It was agreed that some points which arose during the discussion in relation to the protection of personal information and the use of University IT facilities during the ongoing period of industrial action would be taken forward outwith the meeting.

7. **TECHNICAL QUALIFICATIONS**

The Committee agreed that the current agreement regarding qualification criteria for appointments to Technical posts required updating. It was agreed that the new equivalent qualification levels for ONC/HNC/SVQ/NVQ certificates would be identified and recruitment literature updated as appropriate.

*ACTION: Convener/Director of HR*

8. **MINUTE OF JNCC MEETING HELD ON 29 OCTOBER 2013**

The Committee was advised that the minute of the meeting was still in draft form and that discussions with a view to reaching agreement on the outstanding section were still ongoing.

9. **FAMILY FRIENDLY POLICIES**

The Committee noted the work which had been undertaken by the Policy Review Group and agreed to recommend that the revised Maternity, Paternity/Co-Maternity and Adoption Procedures be approved. It was agreed that rather than make specific reference within the Procedures to surrogacy situations, it would be more appropriate for such cases to be dealt with on a case-by-case basis.

10. **NHS GRAMPIAN SMOKING POLICY**

The Committee noted the work which had been undertaken, in partnership with NHS Grampian, in relation to the Smoking Policy for the Foresterhill campus. The Committee was advised that over 340 members of University staff had responded to the NHS questionnaire and that discussions regarding the NHS Grampian policy were still ongoing. The Committee noted that the implementation of the Policy would be challenging and anticipated receiving further updates.

*ACTION: Clerk*

11. **PROMOTION EXERCISE 2014**

The Committee noted the timetable underpinning the launch of the Promotion Exercise 2014. The Committee was advised that the development of draft Role Descriptors for Professional Staff in Grades 5-9 was ongoing. The Committee agreed to recommend that the outcome of applications received for promotion from Academic Related staff in the 2014 Exercise should be used to test the draft Role Descriptors.

*ACTION: Promotion Review Working Group*
12. ANY OTHER BUSINESS

Greenburn Nursery

The Committee was advised that the Greenburn Nursery, which was utilised by a number of staff based at the Rowett Institution of Nutrition and Health on the Bucksburn site, was facing closure due to financial pressures. The Committee noted that discussions had taken place between the Board of Trustees of both the Greenburn and Rocking Horse Nurseries regarding potential employment opportunities for staff following the closure of the Bucksburn site. It was agreed that the Committee would note the concerns which had been highlighted, but that the investigation of solutions did not fall within the PNCC remit.

Appraisal Review

The Committee was advised that a review of the pilot scheme would be undertaken and that a further report would be submitted to the Operating Board for consideration. It was agreed that it would be important for work taking place in other areas e.g. development of Role Descriptors and the Promotion Procedures, to be taken into consideration as part of the review of appraisal.

ACTION: Appraisal Review Working Group

13. DATE OF NEXT MEETING

The date of the next meeting of the Partnership Negotiating and Consultative Committee is 16 January 2014 at 10am.