



PRELIMINARY FORMAL BUSINESS

1. Minutes of the meeting of the HRPC held on 3 April 2019

- 1.1 **Approved:** The Committee approved the minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 3 April 2019.

2. Matters arising from the Minutes

- 2.1 There were no matters arising from the minutes of the last meeting.

ITEMS FOR DISCUSSION

3. Proposal to imp Review and HRPC 3-1 (18-19) Development Scheme

- 3.1 **Considered:** The Committee considered the proposal to improve UCL's Appraisal, Review and Development Scheme at HRPC 3-1 (18-19). This paper outlined the proposed improvements to UCL's Appraisal, Review and Development Scheme. The suggested changes reflected a simplification of policy and process as well as updates to guidance and training to secure a strengthened focus on staff development and performance enhancement.

- 3.2 HRPC was generally supportive of the suggested improvements. The HRPC endorsed the proposal to introduce an appraisal season. It was noted that there were a number of basic matters that should be addressed in the first instance. These included: achieving a higher completion rate; providing additional training for appraisers; and ensuring that there was a unified appraisal system. The Committee also recommended that greater clarity be provided

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apply for additional resources in this area and that it should go through the Standard Operating Procedure (SOP) process. It was also suggested that the resource plan should be joined up with the Faculty Blueprint work, which was part of the Transforming our Professional Services (TOPS) programme.

4.4 **Resolved:** The following was agreed:

a) That the feedback from the HRPC on the update on the Wellbeing Strategy be noted, as outlined above.

b) The revised Wellbeing Strategy would be submitted to the HRPC for consideration in due course.

5. Post Graduate Teaching Assistant (PGTA) Code of Practice update **HRPC 3-4 (18-19)**

5.1 **Considered:** The Committee considered the Post Graduate Teaching Assistant (PGTA) Code of Practice update at HRPC 3-4 (18-19). At its meeting of 3 April 2019, the Human Resources Policy Committee (HRPC) had considered the PGTA Code of Practice document and approved it apart from deferring a decision concerning maximum working hours and affordability of an uplift in grade commencing academic year 2020 pending receipt of further information.

5.2 The Committee discussed the suggested wording concerning the maximum work load as set out in the paper. Members recommended that this should be more flexible to allow for the different needs of faculties. It was proposed that 180 hours should be a guideline and not a fixed maximum number of hours per year. It was also proposed that the average of 6 hours a week should be across the year overall.

5.3 The HRPC supported the recommendation that all PGTAs should be grade 6 from the start of the 2020-21 academic year.

5.4 **Resolved:** The Committee approved the following:

a) **Maximum Work Load**

- That the maximum work

agreed to follow this up with the Head of Reward.

6.3 It was noted that for some but not all of the criteria examples had been provided of how they could be met. It was agreed to provide examples

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