



HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 21 December 2016 at 10.00 a.m.
in the South Wing Council Room

MINUTES

Present:

Professor Michael Arthur (Chair)

Dr Paul Ayris

Dame Nicola Brewer

Dr Mike Cope

Professor Mark Emberton

Professor Becky Francis

Professor Mary Fulbrook

Professor Dame Hazel Genn

Mr Andrew Grainger

Mr Phil Harding

Professor Graham Hooper
Prof (or Dav)-6(i)5(d L)-7(om)]T T0(i)5-BDCBT1 0 0 1 345

Mr Rex Knight

Professor David Lomas

Professor Ivan Parkin

Mr John Parr

Professor (or Dav)-6(i)5(d L)-7(om)]T T0(i)5-BDCBT1 0 0 1 345

Professor David Price

PRELIMINARY FORMAL BUSINESS

1. Constitution, Membership and Terms of Reference of the HRPC for 2016-17 **HRPC 1-1 (16-17)**

- 1.1 **Received:** The Committee received and noted the Constitution, Membership and Terms of Reference of the Human Resources Policy Committee for 2016-17 at HRPC 1-1 (16-17). These had been updated to take account of changes in the membership of the UCL Senior Management Team this academic year.

2. Minutes of the meeting of the HRPC held on 22 June 2016

- 2.1 **Approved:** The Committee approved the minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 22 June 2016.

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OTHER BUSINESS FOR APPROVAL OR INFORMATION

7. Preparing for the TOPS Programme

7.1 **Received:** The Committee received an oral report from the Interim Executive Director of UCL HR concerning the HR preparations for the Transforming our Professional Services (TOPS) programme.

7.2 It was noted that the new HR system was due to be introduced in August 2017. In the meantime, and in preparation for the TOPS programme, there was a need to reduce radically the very high number of approved users of the current HR systems who were not based in the HR Division, as the current arrangement was too fragmented and inefficient. Once the new system was live, the focus of HR would quickly evolve to provide monitoring and enhanced support for the continuing users in faculties and professional services divisions. This would reduce significantly the amount of time that staff within the HR Division would need to spend checking data and offered the opportunity to improve MI provision. A new Interim Director of HR Services would be recruited to work with the HR admin teams and engage closely with faculties and professional services divisions.

7.3 The Committee endorsed the approach proposed by HR for implementing the HR system and managing the HR services.

8. Staff Survey Action Plans

HRPC 1-5 (16-17)

8.1 **Received:** The Committee received and noted the reviewed Faculties and Professional Services Action Plans and the UCL Corporate Actions as set out at HRPC 1-5 (16-17).

8.2 It was noted that UCL HR planned to submit the next six monthly monitoring reports on each action plan to the HRPC in July 2017.

9. Dates of future meetings in 2016-17

9.1 **Noted:** That meetings of the HRPC would be held on the following dates in the spring and summer terms 2017:

- 5 April 2017 at 10.00 a.m.
- 5 July 2017 at 10.00 a.m.

10. Any other business

Recruitment and Reward of Senior Academic Leadership Roles below the level of SMT

10.1 It was agreed that the Senior Management Team (SMT) would review the implementation of the revised process for the recruitment and reward of senior academic leadership roles below the level of SMT, which had been approved by the HRPC in 2015. This would be considered by the SMT in the spring term 2017.

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