

1b. Declaration of Interests

1b.1 The Chief Operating Officer declared an interest in item 9 on the agenda of this meeting and it was noted that she would not be attending for that item. Her husband has a business association with Qlearsite.

1c. Minutes of the last meeting held on 10 July 2019 and the special meeting held on 9 October 2019 (Paper HRPC 2-1a&b, 2019-20)

1c.1 **Approved:** The Committee approved the Minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 10 July 2019 and the Minutes of special meeting held on 9 October 2019.

2. Matters arising from the minutes

2.1 There were no matters

set out in Paper HRPC 2-2, 2019-20. This would be funded centrally from faculty and department contributions.

4. London Living Wage Accreditation (Paper HRPC 2-3, 2019-20)

4.1 **Considered:** The Committee considered the London Living Wage Accreditation paper which recommended that UCL should seek accreditation as a London Living Wage employer. Although UCL was not currently accredited, it had committed to paying the London Living Wage (LLW) to its employees and contracted workers. To achieve accreditation UCL would need to review existing contracts to ensure that all on-site contracted staff were paid the London Living Wage and would have to complete the application process.

4.2 The Committee was

from those that applied in response to the advert. This could reduce the process of advertising by at least 2.5 weeks.

5.2

7. **Safeguarding Children and Adults at Risk Policy and Procedure**

(Paper HRPC 2-6, 2019-20)

7.1 **Considered:** The Committee considered the Safeguarding Children and Adults at Risk Policy and Procedure. This revised policy replaced two safeguarding policies: Working with Vulnerable Groups Policy; and Safeguarding Policy for Applicants and Students.

7.2 The main changes to the revised policy and procedure included:

One policy and procedure to cover both staff and students;

The introduction of designated safeguarding officers, their roles and responsibilities and how to contact them;

Much clearer procedures on what would happen when a disclosure or report was made;

Updated terminology, for example, Adult at risk instead of vulnerable adult.

7.2 **Resolved:** The Committee approved the Safeguarding Children and Adults at Risk Policy and Procedure as set out in Paper HRPC 2-6, 2019-20.

8. **UCL's commitment to address UK skills shortage**

(Paper HRPC 2-7, 2019-20)

8.1 **Considered:** The Committee considered the paper on UCL's Technician Commitment to address UK skills shortage. The Committee discussed the suggested short-term and long-term interventions to address this shortage as outlined in the paper. The Committee noted the importance of the proposal to carry out a survey of technical staff at UCL as a first step. Members discussed the problems encountered with the current de-centralised apprenticeship funding and delivery model. The HRPC supported in principle the longer term aim to introduce a centralised governance model for the recruitment of technical apprentices.

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the Technical Managers Group (TMG) to take forward the short-term interventions listed in the paper. This would start with the launch a bespoke skills and capabilities survey in March 2020 of UCL technical staff.skills and capabilitiesS

- b) That a working group be set up to formulate more detailed proposals for the establishment of a centralised governance model for the recruitment of technical apprentices, in collaboration with the TID 14>BDC 842.04 reW*nBTF1 12 Tf1 0

completed and it was noted that it would be submitted to the Senior Management Team for consideration in January 2020.

10.4 **Resolved:** The following was agreed:

- a) The Committee approved the Strategic Themes of the Mental Health and Wellbeing Strategy as set out in Paper HRPC 2-9, 2019-20.
- b) The refocussed Mental Health and Wellbeing Strategy would be submitted to the Senior Management Team in January 2020 for approval.

Part III: Other Business for Approval or Information

11. **Constitution, Membership and Terms of Reference of the HRPC for 2019-20**
(Paper HRPC 2-10, 2019-20)

11.1 **Received:** The Committee received and noted the Constitution, Membership and Terms of Reference of the HRPC for 2019-20.

12. **Date of next meeting**

12.1 **Noted:** That the next meeting of the HRPC would be held on Wednesday 1 April 2020 from 10.00 a.m. to 12.00 noon.

13. **Any other business**

13.1 There was no other business discussed.