

**Notes of meeting no 11 of the special, combined JNC held on Friday 7 May 2020**

**Present (virtually)**: Stephen Shute, Pro Vice Chancellor, (Planning and Resources) (SS) (chair); Tim Westlake, Chief Operating Officer (TW); Bridget Edminson, General Counsel and Director of Governance and Compliance (BE); Peter Brook, Interim Director of HR (PBr); John Hallam, Interim Assistant Director of HR (ER) (JH); Andrew Chitty (UCU) (AC); Joanne Paul (UCU) (JP); Jo Pawlik (UCU) (JPk); Paula Burr (UNITE) (PB); Daniel Hyndman (UNITE) (DH); Elaine Stephen (UNISON) (ES); Holly Foster (UNISON) (HF); Caroline Fife, (UNISON) (CF).

**Apologies**: Adam Tickell; Chris Chatwin; Alan Mayers; Claire Colburn; Mike Moran.

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|  |  | Actions |
| 1/11 | **Notes of the previous meeting (no 10, 010520)**  These were noted and agreed. Joanne Paul asked that her full forename be used in the notes. |  |
| 2/11 | **Return and Recovery Plan**  Bridget Edminson (BE), General Counsel and Director of Governance and Compliance gave a presentation on preliminary plans for return and recovery following the covid-19 lockdown. It was noted the Prime Minister would be making a statement on Sunday evening about plans for relaxing the lockdown.  BE noted the return to campus would be a complex process with multiple issues to consider. Return would need careful planning and risk assessment. Work teams might gradually return working in alternating or staggered A and B teams. Staff health, safety and welfare, safe working practices / social distancing would be prioritised. Caring for dependents, public transport, car parking, as well as any individual anxieties about returning to work would also need to be considered. Plans would need to review not just how to return safely but also if things could potentially be done differently / better. BE assured colleagues that planning would proceed carefully and with appropriate consultation. It seemed likely that for the foreseeable future, many would continue to work from home. BE noted that Government advice had always been and currently remained as ‘work from home if you can and if you can’t then go to work as long as it is safe.’ BE noted that it was not possible for laboratory staff to work from home and so the University was currently exploring how a return could best be achieved for laboratory staff.  BE said the current circumstances were unique, having never been experienced before, so there was a need for plans to remain agile and flexible. The process of return would be a large collaborative exercise to secure the best outcome for all the University community. BE said she was happy for participants to have a copy of her slides (these were shared as part of the meeting and also circulated subsequently) but she asked that the slides were not disseminated further beyond SCJNC members at this point.  JP and AC asked what resources would be made available to support home working and how options and plans for teaching would be developed and appraised for the following academic year. SS said these issues would need to be considered carefully as part of the return process. SS noted that parts of the University were multiply occupied by several Schools which added to complexity but returns would only be sanctioned when it was safe to do so. |  |
| 3/11 | **Update on VS**  SS said that following a number of further consultative meetings a joint statement about the proposed VS scheme had now been agreed. The new joint statement now comprised two parts – the first part of the University referencing the scale of the financial challenge with the second part setting out a statement by the SCJNC regarding the process undertaken to develop the VS scheme and noting the requirement for UEG and Council approval. |  |
| 4/11 | **Update on Furlough**  PBr said that UEG was giving further consideration to the furlough proposals and noted that the main concern at present was accurately identifying the funding source (i.e. whether each submission could reasonably be made based on an assessment of the extent of ‘public funding’). Submission to HMRC was a ‘once only’ event for each month. Submissions would be audited – so it was important these were as accurate as possible. PBr said the draft furlough FAQs would be circulated to the trade unions for comments shortly. He also re-confirmed that, as yet, no staff had been furloughed.  JP asked if staff unable to work due to having caring responsibilities would be furloughed. PBr said this could be a criterion - managers had a responsibility to consider carer responsibilities with or without furlough. PBr also noted carer / dependant responsibilities were also covered in the covid FAQs. CF asked if individual staff would be consulted about being furloughed. ES asked how staff would be informed. PBr confirmed this would be the case – staff would be sent a letter confirming an intention that they be furloughed and they would then have 7 days before the submission was then made. JP asked if furlough requests would be backdated. PBr said this was not something for staff to worry about as furlough was more about reimbursing the employer – staff would continue to be paid irrespective of the furlough process. |  |
| 5/11 | **Fixed Term Contract Staff / FRGs**  AC raised the issue of FTCs being ended before their term. TW said no FTC had been ended early. He could not speak for academic staff but certainly no PS FTC staff contracts had been ended prematurely. There was an advance, rolling month on month process of review for PS staff as FTC came to term –but this was normal process. TW said, to date, he had scrutinised each individual case for PS staff for April, May and June. AC asked if Saul Becker could give an update at the next SCJNC on academic FTCs. This was agreed. AC said the ‘covid-justice’ campaign by the three trade unions was that all FTCs should be renewed for the duration of the covid crisis. AC said there were some 880 staff on FTCs. PBr noted that if this figure was correct this would be a ‘headcount’ figure not a FTE. SS said he expected the majority of these FTCs would be doctoral tutors. AC asked if an EIA had been completed for the FRGs. PBr said he would check on this and report back. | JH  PBr |
| 6/11 | **Car Parking Charges**  PBr reported that UEG had now confirmed that car parking charges would be reimbursed back to 17 March 2020. |  |
| 7/11 | **Other agenda items**  SS suggested the other agenda items be dealt with at the next meeting on Friday 15 May. These were:   * Doctoral Tutors * TU Facility Time * Marking Time * Autumn Teaching mode * Recording of on-line seminars. |  |
| 8/11 | **Date of Next Meeting**  Friday 15 May 2020 @ 14.00 |  |

**Human Resources**

**12/05/20**

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