

**MINUTES OF THE JCNC UCU MEETING HELD ON 7<sup>th</sup> JUNE 2018 2- 4pm**  
**BOARD ROOM, TALBOT CAMPUS**

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| <b>Present:</b>       | Tim McIntyre-Bhatty (Deputy Vice-Chancellor BU) (TMB) - Chair<br>Crispin Farbrother – (BU UCU Branch Chair - Senior Lecturer - Hospitality Management) (CF)<br>Jim Andrews (Chief Operating Officer BU) (JA)<br>John Vinney – (Vice-Chancellor BU) (JV)<br>Karen Parker (Associate Director HR BU) (KP)<br>Steph Allen – (BU UCU Branch Secretary) (SA)<br>Marian Mayer – (Vice Chair BU UCU) - MM<br>Antonia Steel – Minutes |
| <b>In attendance:</b> | Graham Beards – (Director of Finance & Performance) (GB)<br>Elaine Sheridan – (Reward Manager – HR) (ES)                                                                                                                                                                                                                                                                                                                      |
| <b>1. Apologies:</b>  | Scott Alexander (UCU Regional Support Official) (SAL)<br>Moray McAulay (UCU Regional Office – South) (MMc)                                                                                                                                                                                                                                                                                                                    |

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| <b>2.</b> | <b>Minutes of the Previous Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Action By</b> |
|           | The minutes were reviewed and agreed as accurate.                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
| <b>3.</b> | <b>Matters Arising</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
|           | IPPPM report – JA has now sent – complete.                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |
|           | Collective Grievance Policy – this has been finalised for implementation.                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
|           | Disabled Staff Guidance– KP advised that KB has now circulated a revised version of this following another meeting and has given a deadline for comments as 29 <sup>th</sup> June. UCU advised they have sent in their comments and are, waiting for UNISON feedback. It was agreed to put this on the Joint JCNC agenda.                                                                                                                                                  | <b>KP</b>        |
|           | Secondment Policy – this will be carried over to the next Joint JCNC in July                                                                                                                                                                                                                                                                                                                                                                                               |                  |
|           | Audit of SJP –complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
|           | Professional Support Staff PhD – comms sent to TU – complete                                                                                                                                                                                                                                                                                                                                                                                                               |                  |
|           | Gender Pay Gap – complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |
|           | Equal Pay Report – complete, Equal Pay Review 2018 to commence late Summer.                                                                                                                                                                                                                                                                                                                                                                                                |                  |
|           | Item 6 – Estates. The Giraffe report has now been circulated. Complete.                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
|           | Item 7 – Professional Staff & PhD – CF explained that this is still being viewed negatively and this was possibly around the language used. JA offered to send out comm's to explain that if a member of staff undertakes a course over multiple years then they would not have to re-apply every year. CF agreed, but also added that there is not parity/fairness across Faculties. JA suggested this could be contextual. MM explained that the problem arises when the |                  |

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|           | individual's Line Manager realises the time needed for the course and that a positive conversation around this would help. MM also added that it was acceptable to manage the individuals development and that if progress is not being made, absolutely appropriate to manage this. TMB suggested a proper discussion is needed within the relevant area. KP reiterated that details had been circulated to both TUs following the last JCNC. JA agreed to updates to the Staff Development Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | JA |
|           | Item 8 – Health & Safety committee – JA advised that this matter has now reached a solution and the H&S Committee is due to meet in June.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
|           | Item 12 – Environmental campaign – JA updated that David McQueen has been invited onto the SSG and has accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |
|           | Item 13 – Brightspace – TMB agreed that there have been teething problems in the year one cycle, however feedback has been taken into account to ensure they are rectified for the second cycle. CF asked if there will be a review and TMB answered that there will be, however there is no set date for this and that it is more a timing issue. There are some problems, for example, file submission and anonymous marking, that the supplier cannot solve straight away, therefore rather than try and implement in time for the next Academic year, they have been held back and a review would not be appropriate at that stage. CF totally agreed with this rationale and TMB reassured the meeting that all feedback is being collated and actioned immediately whenever it can be. CF thanked TMB for this common sense approach. MM asked if Brightspace training is mandatory because some Faculties are taking this stance, whilst others are not. TMB answered that making training mandatory is not the “BU way” however if a Dean interpreted it as necessary for their members of staff to do, then no doubt they only had their best interests at heart. MM suggested it would be helpful to look at the text around the benefits of doing the training in order to encourage staff. In other words, make the message clearer. JA added that there is a clear distinction between mandatory training, being strongly advised to undertake training etc. and that there is a piece of work being done by OD at present looking at this. JA added it is rare to make training mandatory, however sometimes it is essential i.e. GDPR, in order to protect the individual but also the organisation but that there is a balance in order to avoid over burdening people. |    |
| <b>4.</b> | <b>BU2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
|           | JA updated the meeting, advising that the plan was approved at the February Board and that a number of meetings had been held since then in order to discuss actions and implementation, which replaces delivery planning. He reported that after the next Board meeting In July, they will then be in a position to present at the next Joint JCNC. CF commented that the plan references change and potential disinvestment and structural change. TMB advised the BU2025 does say that departmental structures would be reconsidered and consideration is being given to what these could be via task and finish groups. He added that departmental structures will be examined in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |

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|           | <p>line with the academic footprints and may result in new departments. He said that for example, FHSS does not have a medical degree or school if BU is moving into this area of research and questioned whether staff in other disciplines need to move together. He added that perhaps there was also a need to revisit elements from the faculty consultation a few years ago, referencing the departments of sport and psychology as examples that were presented as possibilities as a result of which nothing changed at the time. He added that law was also referenced at the time and this did change. TMB added that there is an ongoing discussion on where staff feel aligned. MM advised that there are already rumours and that staff are alarmed about a re-structure for BU2025 and asked that UCU are given advance warning/early conversations if there are consultations. MM explained that members ask questions and they are unable to answer them. TMB and JA both replied that there are no proposals for consultation at present however in order to put some rumours to rest, some are answerable, for example TMB said there are currently only two Executive Deans, however, an advert is about to go out for an Executive Dean in the Faculty of Media and Comms. CF asked in terms of the 12 strands/working groups that were formed in March/April, have they now completed the tasks? JA responded that they were "ULT" discussions and weren't finished, rather ongoing. TMB added that the groups were formed in order to feedback to ULT meetings and to construct things in a different way. JA explained that they were primarily trying to start discussions on how to get away from the old delivery planning style and form themes of activity in order to engage people. CF understood and TMB added that it was just early thoughts from group work and had possibly been misconstrued. MM stated that transparency is very important and that important conversations were being fed back to ULT, but not UCU and that UCU could calm members down if they knew content. She added that feedback that UCU had received was that departments are too large and that people would welcome changes to this, so it was positive to hear. TMB added that there is a fine balance between putting out a message too early unless it can be delivered and that it was necessary to manage expectations. MM also added that UCU would like to send positive messages back to their members and JA asked that it would be useful to know what was being raised at the time in order to address anything promptly. CF agreed that this was very welcome. JA to take the implementation plan to the next Joint JCNC in July. JA asked CF if UCU would be happy to restrict the agenda in order to accommodate enough time for this and CF agreed.</p> | JA |
| <b>5.</b> | <b>Estates Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
|           | JA updated the meeting that the Estates Working Group had just met and that these meetings would continue every two months for the foreseeable future.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AS |
| <b>6.</b> | <b>Draft CEL policy on 20 credit units</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
|           | CF explained that CEL had presented a briefing paper and that there would be two pieces for assessment, no sub-elements just two summative pieces. CF explained that whilst it was not the correct forum to discuss pedagogic methods, it is now a foregone conclusion that it was being introduced and that UCU had not been consulted on this. JA expressed surprise that he had not                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |

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|  | <p>heard of this, however TMB had and that it should free up time for Academics and that there were a lot of benefits to this. CF agreed, however explained that members have expressed concern at the idea of more formative work. Two elements were causing concern in particular – 1/ details in order to “sell” it to members and 2/CF was surprised that there had not been discussion before it going out. CF went on to explain that the Deputy Dean of Education had decided that it was a foregone conclusion and had advised staff to implement changes in time for the next Academic year and that colleagues in the FoM were concerned that they would have to work all over the Summer to complete this. MM explained that at the UCU AGM the previous day, they had had to explain that they were not consulted about this. TMB replied that it was unfortunate that the fiestas had been held late in the Academic year and if they had been held earlier then a broader range of colleagues could have been involved. TMB went on to explain that this had not been done in isolation without the Academic community and that the paper had been presented to ASC three times and pushed back for amendment twice. It was therefore the responsibility of colleagues attending ASC to feedback to their Faculty. However, the paper is due to go to Senate and it may be that it is necessary to amend it again, therefore should not be seen as a “done deal”. JA added that there is a distinction between a consultation and when it is necessary. If it fundamentally looks to be a change a staff members T &amp; C’s then a consultation is appropriate, where it is an academic change, it is governed by Senate and does not require consultation. TMB explained that if every single change/update to ARPP was open to a consultation, it would simply be impossible to manage as there would be so many. CF agreed that it has been designed to reduce workload and TMB agreed that there are lots of facets to it, and that any formative assessment is always good. CF argued that by reducing summative, formative increases thereby not reducing workload, just more of one than the other. TMB summarised that overall it was “unfortunate if” some members of staff perceived it to increase workload and that rather it ought to simplify workloads. JA asked how it is being communicated and could that be a part of the issue. CF agreed it should give colleagues more freedom and possibly the members of staff are misinformed and just have loud voices. TMB suggested there is a need for more dialogue within Faculty to manage and engage with staff. MM reiterated that the fundamental point is that there should have been a consultation with the Unions on this and that the purpose of the JCNC forum was to work together. JA asked again if this affected people T &amp; C’s. MM answered that it was and had an effect and CF quoted it affects “workload on staff” from the paper. CF advised that it was welcome that it had been seen by ASC and that it would have been beneficial to know this in order to inform colleagues. JA did not understand why colleagues would go to ASC and then not feedback from the meeting. TMB advised that following ASC and Senate meetings, rather than publish minutes from the whole meeting, an idea had been to publish a one page summary of what had happened, including 3 or 4 key items. TMB added this should make it more accessible to all. MM again suggested that if members are affected, then UCU should have been consulted and that it could have been a short email in confidence to CF in order to avoid the situation at the AGM yesterday that had been dismaying to see. CF asked about the FoM issue and</p> |  |
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|           | <p>TMB answered that maybe the Deputy Dean felt it was beneficial to pilot the scheme in order to embed it early and that this was not necessarily problematic. CF asked what would happen to staff if they did not go to the meeting. MM replied that it had felt like a fait accompli and that if a member of staff asked UCU's advice then they would be advising them not to attend. JA answered that reviewing unit guides is always expected before the end of the Academic year then surely this was BAU. TMB agreed that it was basically more formative, less summative and therefore BAU. MM asked if this meant there was a failure to agree however TMB again reiterated that if they were asking to be consulted on every update to ARPP then they would be inundated. CF suggested that if it involved a unit re-write, then the whole team would have to meet and could involve a couple of weeks work. TMB answered that it was BAU and should not take that long. MM suggested that a simple solution in future would be to send the document to CF in confidence to inform members. MM asked again if this was a failure to agree. JA suggested a piece of work on what is coming up and use common sense and that CF and Derek Robbins meet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CF/DR               |
| <b>7.</b> | <b>Policies Review timeline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |
|           | <p>SA explained that the list of policies had been circulated by KP, but that dates next to each policy would be welcome in order to create a clear timeline. KP suggested that it should be discussed at the next Joint JCNC. However, KP added that there is a draft of the new maternity policy, the benefits of which have been enhanced as have those for adoption and paternity leave. KP added that the aim is to negotiate with both the TUs imminently, to reach agreement and hopefully implement on 1 August. JA agreed and explained that benefits have been doubled. CF welcomed this and advised that this had been discussed at the UCU AGM. KP said that she could arrange to send out a brief summary of current verses proposed changes with the three schemes so that the differences are clear..</p> <p>CEL – 20 credit unit – please see item 6.</p> <p>Intellectual Copyright – SA explained that when Maïke Helmer's was Chair, this was a topic under review, however recently it had reached an impasse and the recent introduction of both Brightspace and Panopto it would be welcome to open the conversation again. TMB suggested this is taken offline. MM added that there is an issue with the end user Licence Agreement in Panopto. Staff are asked to waive all rights to their work, therefore UCU were advising members not to agree to this. TMB answered that this is a standard legal agreement and perhaps comms could go out to re-assure staff. MM disagreed with this and explained that by signing the agreement, members were signing copyright over to BU. JA and TMB both advised that they could not comment. KP recognised the need to finalise the review of IP that was led by JF.</p> <p>Academic Advisor – Elaine Sheridan joined the meeting. KP advised that HR has raised this with MMc. Specifically, the proposed introduction of Academic Adviser into the negotiated documents. ES explained that the terminology had been questioned and that Corrina Lailla-Osborne has been reviewing this as the term is outdated and doesn't reflect the position. Therefore the cohort are keen to replace this term, in JD's as well, in order to correctly reflect the situation. CF welcomed this as positive and progressive however asked if it was</p> | <p>KP</p> <p>ES</p> |

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|           | a “box ticking” exercise. KP answered that it needs to be recognised and that MMc was due to speak about this at this meeting, therefore it was unfortunate that he had had to send apologies. CF asked if the paper could also be circulated to the other UCU colleagues and ES agreed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>8.</b> | <b>Change – BAIHM consultation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|           | KP updated that since this was discussed at the last meeting, the proposals for the future delivery of this are now out for consultation and the final document will be ready shortly. CF asked for a timeline and KP suggested in the next two weeks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>9.</b> | <b>Finance &amp; Admissions update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|           | <p>GB joined the meeting. CF had a number of questions. Firstly, in terms of budgeting, CF asked if GB is being pessimistic regarding the figures. GB replied that as Accountants, perhaps a more conservative stance is taken. Whilst there is an underspend of £400,000 in Estates, this can be explained as a timing issue and will swing back quickly. GB went on to explain that BU had received unexpected funds of approximately £500,000 from HEFCE, following it being disbanded recently. However this was to be used for Capital projects even though it had to be shown as income. GB explained that overall the picture can be more accurately forecast at this point in the financial year and that we should come closer to budget than originally anticipated. However, Estates have a lot planned over the Summer. CF asked if lighting was being addressed and JA confirmed it was and GB added with the additional income, additional work can be planned. CF asked if this was realistic and GB replied more “prudent”.</p> <p>CF then asked if applications are now complete and has the organisation “peaked”. JA answered that the applications are still down, however in 5 years when the cycle is on the up, it will continue upwards. CF asked if the downward trend would impact courses and if so, was VSS in place. TMB understood CF’s concerns, however explained that this is a medium to long term picture and they are playing the long term game with education and that the intention is to protect what they can and sometimes it is worth riding out academic cycles. KP added that the organisation will always try to mitigate against redundancy and that the VSS scheme is not the same for every situation. JA agreed that there is no “ongoing” scheme and that schemes are run when there is a “change” process. CF asked if the scheme in place at present will end and KP advised that it will and that the same scheme might not necessarily be the same in future. JA asked CF if this is something members have asked about and CF replied that it wasn’t, rather the BU2025 strategy, whilst positive and reflects growth, also has a few warnings in it, for example the three staff categories. JA explained in terms of differences, “other” is for training/development, established obvious, non-collection is PTHP, Lecturer Practitioners, Research Assistants on fixed term contracts or secondment. CF then asked about the percentage on staff pay cost and where BU are in the sector as a whole. GB answered that BU are 9 months into the financial year and that BU are about the same and JA agreed that it accounts for 51/52% and that it is interesting to see with the strategic plan, the percentage spend on staff will go over 50%. CF</p> |  |

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|            | <p>thanked GB. MM then asked about the Research income as RKEO is down 1% and what that means and is there any impact as it is disappointing to see it down and how much does it cost the organisation to bring in research. GB replied that BU have just started to look at research income and whilst this is being looked at from this point in time to year end, GB also explained that research income is looked at in terms of “orders” coming in to understand the budget moving forward. Research income is currenting £400,000 below budget, which can be managed given the surplus generated and the impact should only be £100,000, however research income is more a motivational factor in terms of increasing in line with BU2025’s strategic plan. GB advised that the FM&amp;C is nearly back on track for the future, SciTech have had their best year ever and if everyone performs well then next year’s anticipated research income would be £1.5m. GB added that there has been a lot of investment into how bids are written in order to actually win them and this is now being seen. In terms of how much it costs the organisation to bring in research, it could be explained via RKEO staff and existing pay and time, so not necessarily a cost, as expertise of the Academic. MM suggested that it is a complex issue and that the cost of bringing in research could be looked at. TMB advised that BU do keep track if research is not performing and this has been recognised in the BU2025 strategy, that a lot more needs to be done and differently, given the size of the organisation, a better return should be expected. MM asked if the organisation met the KPI and TMB confirmed that it did not, not even close.</p> |           |
| <b>10.</b> | <b>Redundancy COP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
|            | <p>CF advised that they have been through the policy and it is a positive document and reflects equality. CF asked where the EA is for this. KP advised that she will check but it is possible that as this has not been reviewed there is not a current version. She agreed to send one to the TU for comment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| <b>11.</b> | <b>RAA (Redundancy Avoidance Agreement)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
|            | Please see item 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| <b>12.</b> | <b>PSS Staff &amp; Qualifications/Doctorates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
|            | See matters arising item 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| <b>13.</b> | <b>WLP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
|            | <p>CF asked when the next meeting is scheduled for. JA apologised for not sending out the most recent document and once this is done, will set another meeting up.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>AS</b> |
| <b>14.</b> | <b>HPL Conversion 12 Months on</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
|            | <p>CF explained that this had been successful, and that the last review was March 2017, but would there be another review? KP explained that the current 2017/18 conversions are complete and that in 2018, there were 6. CF asked about percentages and KP suggested pulling some statistics together which could be shared at the next meeting. CF thanked KP and added that it is a very positive story to tell members. MM agreed that across the sector, BU has one of the best agreements and that the statistics will reflect the different routes i.e.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |

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|                      | profile or CV and will enable them to keep promoting with members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>KP</b>                         |
| <b>15. &amp; 16.</b> | <b>Grievances and Investigations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
|                      | <p>MM raised this because case workers are increasingly under more and more pressure and this has been raised a number of times at previous meetings. MM suggested a stand alone meeting in order to discuss this. KP asked if there are any new cases and MM replied there aren't, it is the ongoing cases. MM added that colleagues are being put off raising grievances due to the process. KP and JA both agreed to reviewing and KP raised from the previous meeting that CF was going to send back comments of the amended investigation plan. CF to send back documents with comments.</p> <p>MM then advised that with regard to investigation notes, was it correct that notes are destroyed before the process is complete as she had been told this by HR and that surely this was outside ACAS and GDPR guidelines. KP suggested this is discussed at the stand alone meeting.</p>                                                                                                                                                                                                                                                                                                                                                              | <b>CF</b>                         |
| <b>17.</b>           | <b>Academic Services Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   |
|                      | <p>CF advised the meeting that members are being asked to contribute to a review and is this correct? TMB answered that a review of study skills had been originally tasked to Mandi Barron, however Jacky Mack had taken this on but TMB did not know what was planned. CF asked the purpose of a review and whether UET were aware. TMB advised that this had been ongoing for sometime and was just a review. MM suggested that as a review, there was concern it could affect members T &amp; C's and asked to see it for an understanding as MM had been told it was confidential and that the Dean had been refused by UET. MM asked that it is minuted that it is a formal request from UCU to see it. JA suggested speaking to Jacky Mack and passing on the request. TMB added that this is assuming that it is a consultation. MM answered that it is a consultative piece of work. JA asked that they are given time to investigate and MM asked that it is agreed now at the meeting. JA replied that they do not know what stage it is at, if it is even at a "stage". TMB suggested that rather than let the conversation go round in circles, as it has done previously on this topic, that JA has a conversation with Jacky Mack first.</p> | <p><b>JA</b></p> <p><b>JA</b></p> |
| <b>18.</b>           | <b>GDPR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
|                      | <p>James Stevens joined the meeting. MM confirmed to the meeting that SA has met with JS to discuss managing the UCU membership email list as it is sensitive information and protected and it is a difficult list to manage. SA went on to explain that on the drop down of the email address, every member's name can be seen. JS replied that they are aware and unfortunately there is no quick fix, but they were working with IT to try and resolve this. MM asked if this is a data breach by BU. JS explained that in this context UCU are the data controller, whilst BU are the data processor. BU acts on behalf of UCUs instructions. JA suggested that UCU and UNISON could have their own system in order to avoid this and have more control over their membership list, however there would be a cost. JA also explained that UCU own the information, but by asking BU to do something with it, BU are the processor. MM asked if having a system was part</p>                                                                                                                                                                                                                                                                             |                                   |

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|            | <p>of the Facilities Agreement and JA replied that it was, however UCU could have their own system. In this instance, however, they would seek to resolve the issue, maybe replicating the configuration of the Exec mailing list in order to avoid the problem. MM asked that this is looked at urgently. JS replied that it could and a solution could be to delete all email groups from the BU system and for UCU Exec members to manage the lists them locally. This would make them completely private and only accessible by UCU. MM asked that JS liaise with SA straight away. JS agreed, however suggested Tom Hollingum is also a good person to start with, in order to manage locally and then look at a way to move forward as it is in both UCU and BU's interest. JA also added that case files held electronically is also a breach and suggested that this is taken offline. MM agreed, asap.</p> | <b>JS/SA</b> |
| <b>19.</b> | <b>Car parking permit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
|            | <p>SA thanked JA for organising a permit and just queried the need to re-new it on an annual basis. JA explained this applies to everyone and should not be a problem.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| <b>20.</b> | <b>AOB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
|            | <p>MM advised that with regard to facilities time, some additional rep's had been appointed at the recent AGM that there was an imminent Away Day that they would not be in post in time for, and would it be OK for them to attend. JA suggested that this is considered as staff training and therefore acceptable. JA asked that names are provided to KP off-line either today or tomorrow in order to communicate it and provide cover. MM asked about monitoring of PTHP and TMB suggested that MM email JA offline as the meeting had already over run.</p>                                                                                                                                                                                                                                                                                                                                                  | <b>MM</b>    |
|            | <p><b>Date of next Meeting – Joint JCNC UCU &amp; UNISON – 31<sup>st</sup> July 2018</b><br/> <b>JCNC UNISON meeting – 11<sup>th</sup> June 2018</b><br/> <b>JCNC UCU meeting – 20<sup>th</sup> September 2018</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |