People and Culture Committee

Wednesday 22 November 2023, 2pm -3.50pm

Minutes

Present Members:
Kate Brooks; Georgina Cade; Aimie Chapple; Sara Collins; Donna Dalrymple
(Chair); Professor Peter Fonagy; Felipe Fouto; Lesley Houfe; Megan Gerrie;
Professor Alison Koslowski; Fiona Naughton; Professor Kimberley Trapp; Professor
Anthony Smith; Alison Saunders; Tania Trosini; Michael Walls; Joanne Wilkes.

Apologies:
Professor Kathleen Armour; Dr Tim Beasley-Murray; Paul Clark; Marie Gallagher;
Professor Paola Lettieri; Professor Martin Oliver; Professor Geraint Rees; Professor
Jolene Skordis; Martin Wedlake; Donna Williamson; Professor Steve Wilson.

In attendance:
Sharron Alexander; Angela Clark; Rebecca Edwards; Loleta Fahad; Kate
Fernandes; Helen Fisher; Charles Marson; Vincent Preece; Mark Rice; Lorren Rea;
Barbara Robertson; Catherine Stow; Sarah West; Dr Kathryn Walsh

Officer(s):
Ms Hannah Swallow (Secretary)

Part I: Preliminary Business

1. Minutes (4

(4-02)

2.1.   Donna Dalrymple, Chief People Officer (Chair) confirmed the updates which
have been made to the membership. The new members (Alison Koslowski,
Michael Walls and Kimberely Trapp) introduced themselves to the committee.

Part II: Strategic Items for Discussiot II:

3.1.   Exempt from publication, please see confidential minutes.
3.2.   Exempt from publication, please see confidential minutes.

4.   Confidential: Talentlink   the first 12 months (4-05)

4.1.   Exempt from publication, please see confidential minutes.
4.2.   Exempt from publication, please see confidential minutes.

5.   Guidance on Contracts, Hiring Workers and Third Parties (4-06)
5.1.   Lorren Rea, Head of Employment Policy presented the new guidance. The
following points were made during the presentation:
   a.   It was advised that 18 months ago, procurement and HR were asked to
provide more guidance on contracts, workers and third-party suppliers. An
overview of the different ways of employing at UCL needed to be provided
with more comprehensive guidance for managers.
   b.   The Employment policy team have worked closely with commercial and
procurement, recruitment and legal services. If PCC approve this new
guidance, there will be a roadshow and briefing across faculties and
services for hiring managers to publicise and utilise the new guidance.

5.2.   The following points were raised in discussion:
   a.   It was asked whether the guidance covers the employment of
students. It was agreed that although the guidance does cover
Unitemps which is how we typically recruit students. It could be
more explicit. This can be edited to included mention of students.
   b.   It was asked whether a flowchart or decision tree could be helpful to
include. However, it was raised that there are often accessibility
issues around these types of diagrams. It will be considered
whether it is possible to create an accessible version. It was also
noted that the guidance does signpost to the HMRC CEST tool
which can be helpful.

People and Culture Committee approved the guidance.

6.   Centralised Ambassador Programme (4-07)
6.1.   Sarah West, Head of Marketing, Communications and Experience presented
the update on the centralised ambassador programme.

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c. There would need to be an ambassador manager recruited who would assist with allocating shifts, and HR administration. Individual departments or schemes would still do the training, but the allocation of the shifts would be done centrally. This would mean there would be consistency.

d. The work is planned to happen in 4 phases: phase 1   the event ambassadors, phase 2   widening participation ambassadors, phase 3 marketing brand and content ambassadors and finally, phase 4   faculty ambassadors.

e. It was noted that many institutions already have a centralised ambassador programme.

f. The committee was asked for feedback and a final paper would be brought to PCC in February next year.

6.2.   The following points were rarketing brand andck arketing brand anght to PCC in Fe.2.

c. It was raised that with automated systems. It is hoped that it will continue to improve. Declaration of interests has now been included in the appraisal process.

d. It was noted that the KPMG report is limited to declaration of interest rather than conflict of interests. This is still at amber/red and is being worked on.

e. It was noted that declaration of interests has now been added to the inside UCL app.

f. It was advised that there is a continuous improvement exercise happening on these issues. With work to address GDPR complexities as there is often sensitive information, how the data can be released.

7.2. The following points were raised in discussion:

a. It was advised that the declarations of interest are not always linked appropriately in terms of grade and job roles.

b. It was noted that there is work being undertaken on second jobs guidance too.

c. It was raised that it can be difficult to access staff members declaration. It was explained that this can be due to access and the system needs to be automated so the correct people can have access. This will be done through identity management capabilities in the system.

People and Culture Committee noted the report.