

THE UNIVERSITY OF NEWCASTLE

COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)

Notes of a meeting of the **Combined Staff Consultative Committee** held at 1:00 pm on Tuesday 16 December 2014 in The Canberra Room, The Chancellery.

PRESENT:

University – Sharon Champness, Paul Munro, Greg Kerr

NTEU – Sue Hodgson, John Lewer, Lance Dale, Jenny Whittard

CPSU – Sue Freeman, Nick Koster, Jann Jeffries

APOLOGIES:

University- Jackie Fox (Secretary)

NTEU – Suzanne Ryan, Margaret Clarke, Fran Munt, Tom Griffiths

CPSU – Jodie Ryan, Catherine Turner

Chair - Sharon Champness

Note-taker – Greg Kerr

Introductions were made for the two new union representatives, Nick Koster and John Lewer.

1. ORGANISATIONAL CHANGE – STANDING ITEM

Many of the detailed matters under this item had been discussed at the Professional Staff Consultative Committee meeting held earlier in the day. Additional issues raised:

- CPSU wished to discuss the processes and transparency around the implementation of the 2014 Organisational Change processes.
- Union representatives raised concern about how the merit selection process had been implemented in recent change processes and asked for discussions in advance so that the process is clearly understood.
- University will ensure that where a change process includes the transfer of a function to another organisational area, that clear and specific arrangements are made for implementation of the transfer.

1.1 FACULTY REVIEW / RESTRUCTURING PROPOSALS – NEW ITEM

NTEU representatives noted that they have had persistent concerns from staff regarding a review of Faculty/School structures and in particular the potential future for the Faculty of Science and IT.

University representatives advised that there is likely to be a restructure of the Faculties and Schools, however, there are no plans or briefing papers as yet. At this point, the University is trying to engage staff in the conversation about the overall structure.

Union representatives had concerns about how Professional Staff will fit into the changed structure and the impact on UON students.

Ms Sharon Champness, Director, People and Workforce Strategy advised that the University has a preference to not restructure areas that have recently gone through change such as UON Students and there would need to be a very compelling reason to do so.

Union representatives requested to be consulted on the directions before the commencement of the change process.

Ms Champness explained that the Vice-Chancellor is actively encouraging people to put forward their views.

Union representatives noted that concern is being increased by senior positions not being filled on a permanent basis. Ms Champness responded that it would not be appropriate to fill certain positions permanently at present, as although there was no firm proposal, it was clear that some changes will be likely.

2. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

2.1 OUTSIDE WORK POLICY

Discussion took place regarding the University's draft Outside Work Policy distributed prior to the meeting.

Ms Champness reported the following:

- The overall principles of the policy have not changed.
- The categories of outside work have not changed but there has been some tightening and clarification, especially in regard to the use of University resources and how arrangements may be structured.
- Outside Directorship as a form of permitted outside work is new.
- There is a new category of outside work allowed referred to as 'unrelated outside work' which is no longer part of the exemption, as this has previously caused confusion. This only requires notification to the supervisor to check, but not to disclose as such. This is required by the Auditors.
- The draft policy has gone to the Executive Committee, however, will not be implemented until January to allow the unions and staff to provide comment. The new policy needs to be launched by late January 2015 to fit in with the declaration cycle.

Discussion followed on the issue of the requirement to advise supervisors of unrelated outside work and union representatives raised concerns re privacy.

NTEU representatives noted that they will need to consult with their members and won't be able to provide comment before the end of January 2015.

Ms Champness advised that she would be happy to delay the communication and implementation of the new policy until towards the end of January 2015 to allow for feedback and the University will also invite staff to provide feedback at the time of communication which can be considered for future amendments. Ms Champness explained that it was not possible to delay the implementation further as it is necessary to report to Council that implementation has occurred in response to outstanding audit actions. The unions acknowledged that feedback would be required by mid-January 2015 to be considered.

Action 2.1: Unions will provide feedback on draft policy for University consideration.

2.2 CLOSED CIRCUIT TELEVISION (CCTV) POLICY – D14/147721

Discussion took place regarding the University's Closed Circuit Television (CCTV) Policy - D14/147721 and Closed Circuit Television (CCTV) Procedure – D14/148116 distributed prior to the meeting.

NTEU representatives noted they had raised an industrial dispute in place regarding the University's lack of consultation on the development of the policy and stated that they believed staff briefings should be provided.

There was a general discussion around privacy and the cameras being used for improper purposes, and the potential for use of CCTV footage alone to found misconduct action.

2.3 STRATEGIC PLAN - CONSULTATION

The University tabled a document titled '*Summary of the NeW Futures consultation process and assessments/evaluations of NeW Directions*', prepared by Strategy, Planning and Performance in response to the NTEU's request for information on the NeW Futures consultation process.

Union representatives expressed concerns around the University's lack of consultation/evaluation of the NeW Directions Strategic Plan before launching into the new Strategic Plan.

Ms Champness explained that 2015 is the last year of the NeW Directions Strategic Plan and the NeW Futures Strategic Plan will start in 2016. Discussion around the evaluation of the NeW Directions Strategic Plan will take place in 2015.

Union representatives asked whether there will be specific metrics for the evaluation of the achievement of the NeW Directions Strategic Plan.

Ms Champness advised that consultation and feedback opportunities had already been provided to staff in relation to NeW Futures and that this will continue during the first half of 2015 as the plan is developed.

NTEU representatives noted that Teachers were not mentioned in the plan once again.

2.4 PARENTAL LEAVE GUIDELINE

Union representatives will provide their comments by e-mail.

Action 2.4: University will consider Union comments on draft Guidelines when received.

3. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The University tabled a document providing a summary on the on the usage of the EAP during the first six months of 2014.

NTEU representatives indicated that it would be helpful to know:

- the source of the issue (work/personal);
- how many attendees are reaching the cap and how many extensions there are (raw data/analysis would be helpful)
- locations from where the use is coming.

Ms Champness noted that while further information would be sought, there may be issues with potential identification of users from detailed data.

University representatives advised that the University intend to review the EAP and Providers, the range of services, and reporting in 2015.

Action 3: The University will seek additional data on usage of the EAP service and provide to unions.

4. YOUR VOICE SURVEY RESULTS

NTEU representatives requested an update on the results for the Your Voice Survey of staff in October.

Ms Champness reported that the results were received only in the last couple of days and they will be communicated to staff in February and March 2015. Pro Vice-Chancellors and Directors will be given the results for their areas before the Christmas Closedown and the results circulated to other senior leaders in February. The University will hold all-staff briefings in 2015.

The response rate was higher than 2013 and the results for almost every dimension were more positive than 2013. This was a good result especially in view of the extent of change. Action plans will be developed across the University in response to the survey results.

5. BUDGET BRIEFING

Ms Champness provided an overview of the 2015 budget indicating that revenue was relatively flat compared to 2014 and that costs were increasing with salary increases and CPI. This means that most leaders will need to make some choices in relation to their expenditure during 2015 but initial indications were that this was unlikely to have a significant impact of staff.

6. FEDERAL GOVERNMENT POLICY CHANGES

There was brief discussion on the University's development of its position on the impact of Government policy. Ms Champness advised that the University was analysing its market to ensure that the University is well positioned and well prepared for any Government policy changes.

7. ENTERPRISE AGREEMENT TRAINING SESSIONS

The CPSU advised that it will be presenting information sessions for members.

Ms Champness advised that the University had already begun providing information sessions for managers, particularly at more senior levels.

Union representatives believe that problems arise at levels below HOS/Associate Directors and suggested information sessions be provided at these levels also.

Action 7: University will consider the extent of its program of information sessions for managers on the new EAs.

8. SCHEDULE OF NEXT MEETINGS

Consultative Committee members agreed to hold the next PSCC and CSCC meetings on Tuesday 10 February 2015.

Action 8: University – Schedule the next PSCC and CSCC meetings on Tuesday 10 February 2015.

9. OTHER BUSINESS

9.1 EQUITY POSITION

Union representatives asked about the status of the University's equity position.

University representatives advised that Jannell Rowe, Manager, HR Services Team is covering the position while it is vacant. It is expected that the position will be filled early in the New Year.

9.2 CONSULTATIVE COMMITTEE E-MAIL LIST

NTEU representatives asked that Sue Hodgson be put back on the mailing list for the Combined Staff Consultative Committee.

Action 9.2: University – Update Consultative Committee e-mail list.