

THE UNIVERSITY OF NEWCASTLE

PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 10:00 am on Thursday 16 April 2015 in The Canberra Room, The Chancellery.

PRESENT:

University – Sharon Champness, Paul Munro
NTEU – Margaret Clarke, Lance Dale
CPSU – Nick Koster, Jann Jeffries

APOLOGIES:

University – Greg Kerr
NTEU – Fran Munt, David Rambaldi, Jenny Whittard
CPSU – Michelle Woodhouse, Jodie Ryan, Catherine Turner, Dale Crowther

Chair – Sharon Champness – University representative
Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE – STANDING ITEM

NTEU representatives requested information regarding the following organisational change items:

1.1 Update of change management processes

Mr Paul Munro, Associate Director Employee Relations reported that the organisational change for CTL was complete. Union representatives enquired as to why two staff members were made redundant in the change process however, the same positions had been advertised externally. Mr Munro responded that the positions advertised through an agency were not at the same level, had different PDs and were not ongoing positions.

Mr Munro reported that the change processes for Council Services and UoN Students were almost complete with a small number of staff remaining detached. Union representatives expressed concern with outstanding location and accommodation issues regarding the UoN Student change that are placing staff under stress.

The Director, People and Workforce Strategy, Ms Sharon Champness noted that an intervention at Committee level is only available where the issues have been unsuccessfully dealt with at local level. Union representatives suggested that a meeting be arranged for staff to discuss their concerns with the Deputy Vice-Chancellor (Academic) Professor Andrew Parfitt and the Academic Registrar, UoN Students Ms Gail White.

Concerns were raised by staff representatives that the UON Students change process had been difficult for staff who had experienced colleagues becoming detached and were working alongside them during the redeployment period. Ms Champness noted that detached staff now have the

option of seeking employment outside the University with specialist career transition assistance and that this may be preferred by many detached staff to move forward focusing on the future.

Union representative, Ms Margaret Clarke enquired as to why a HEW7 position in Student Central that had not been filled internally by the restructure was now being advertised externally. University representatives commented that were not familiar with the circumstances.

Mr Munro advised that the proposed change for Financial Services had progressed to the Proposal Paper stage on 15 April 2015. In addition, the Consultation Paper for the International Office was presented to staff on 9 April 2015.

Union representatives expressed concern with the Finance change particularly the potential for forced placement of staff into fixed-term positions and the difficulties of aligning existing staff into the new staff structure. Union representatives enquired as to the University's approach to staffing the new structure commenting that it should be grade by grade. Further comment was made regarding the level of consultation with other areas of the University not directly impacted by the change.

Union representatives enquired about a potential change process for IT. Ms Champness responded that she was aware of discussions at a high level, however, there has been no progression to a formal change paper. Union representatives expressed concern regarding a schematic document that identified IT positions that would be advertised externally prior to entering into an organisational change process. Mr Munro advised that he was not aware of positions being advertised and requested that Union representatives report back at the next meeting if more information becomes available.

General discussion followed on the amount of organisational change and the drivers of that change at the University. Ms Champness commented that change was primarily being driven in response to the University's NeW Directions plan and the need for change to deliver the strategic outcomes. The value of ongoing incremental change delivering continuous improvement was also discussed in contrast to major organisational change processes.

Action 1.1: Unions – report back at next meeting (11 June 2015) if more information available regarding advertising of IT positions prior to change process.

1.2 One-person change process

Union representatives requested the University to follow up from discussion of this item at the February 2015 PSCC meeting. Union representatives commented that there appeared to be no standardised approach to consulting the Unions for a one-person change process. It was also noted that there is no apparent mechanism to ensure that the change is a genuine one-person change.

It was agreed that a checking mechanism for one-person change processes would remain as an action item for future meetings.

Action 1.2: University – Consider the implementation of a checking mechanism of the potential broader implications where one person change processes are being considered.

1.3 Staff evaluation of change processes

The Associate Director, Employee Relations, Mr Paul Munro reported that a survey had been conducted, responses were being collated and a report is expected to be available next week regarding the UoN Students change process. Union representatives questioned the appropriateness of including a survey question relating to Union input in the change process.

1.4 Redeployment pool

The Associate Director, Employee Relations, Mr Paul Munro reported on the number of staff currently detached resulting from change management processes. NTEU representatives sought information on whether the number of staff choosing VSP was included in these numbers. Mr Munro undertook to contact the HR Business Partners regarding the number of detached staff, clarify the number of staff that have chosen VSP and report back at next meeting.

1.4 University – report back at next meeting (11 June 2015) on number of detached staff including staff electing VSP. NTEU also seeking information on the number of redeployments and redundancies over the past 6 months.
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2. REVIEW OF POLICIES AND PROCEDURES - STANDING ITEM

No items listed for discussion.

3. IMPLEMENTATION OF A RECOGNISED EXTERNAL JOB EVALUATION METHOD

As requested a copy of the university Mercer Points/Work Value table was provided to Ms Jann Jeffries, CPSU representative given that she is accredited in the Mercer system.

In response to a request by Union representatives Ms Sharon Champness, Director, People and Workforce Strategy, agreed that an information session will be arranged to build understanding of how the Mercer system works. Ms Champness commented that the information session could also be an opportunity to explore the interaction of the HEW level descriptors and the Mercer system for evaluating positions at the University.

Union representatives indicated that they would have approximately 12 staff and officials interested in attending and requested a choice of dates to ensure availability. University representatives agreed to follow up with Unions regarding availability to attend an information session on the Mercer job evaluation system.

Action 3: University – follow up with Unions regarding availability to attend an information session on the Mercer job evaluation system.
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4. ENTERPRISE AGREEMENT (EA) IMPLEMENTATION – PROFESSIONAL SPECIFIC

As requested by Union representatives at the February 2015 meeting, University representatives distributed an EA Implementation Plan document that the University had developed that lists the actions, the timeline and status of EA implementation items.

Union representatives wished to follow up on the implementation of the Voluntary Rotation Scheme in the Professional Staff Enterprise Agreement 2014. The Director, People and Workforce Strategy, Ms Sharon Champness advised that discussions had commenced with the Workforce Strategy and Transformation team regarding the Voluntary Rotation Scheme. Discussion took place regarding similar schemes in place at other Universities. Union representatives suggested that it may be useful to have a joint working party to consider the complexities and how the Voluntary Rotation Scheme might work. University representatives will follow up on the Voluntary Rotation Scheme with Workforce Strategy and Transformation and report back at next meeting.

Action 4: University – follow up with Workforce Strategy and Transformation team on the Voluntary Rotation Scheme and report back at next meeting (11 June 2015).

5. UON WEBSITE ACCESS

Union representatives, Ms Jann Jeffries, Ms Margaret Fullick and Mr Lance Dale requested access to the University's website. The Director, People and Workforce Strategy, Ms Sharon Champness agreed that the Union representatives may have affiliate access as had been provided to Union representatives previously. University representatives will send affiliate registration forms to Unions to complete.

Action 5: University – email copy of affiliate IT user form to Unions to apply for access to University website.

6. TIME RELEASE FOR STAFF MEMBER REPRESENTATIVES

Union representatives noted that an issue pertaining to time release for a staff member representative had been progressed with the staff member having been released from usual duties to attend today's meeting. The Director, People and Workforce Strategy, Ms Sharon Champness welcomed the staff member's participation. Unions representatives requested that time release be provided to attend future meetings.

7. SCHEDULE OF FUTURE PSCC AND CSCC MEETINGS FOR 2015

Union representative, Ms Jeffries requested that the revised schedule of PSCC and CSCC meetings showing meetings now being held on Thursdays be sent to her as she had not received the previous email and attached schedule.

Action 7: University – Send copy of PSCC and CSCC meeting schedule for 2015 to Ms Jann Jeffries.

Meting closed approximately 2.30pm