

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 8 October 2015 in The Finance Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness and Paul Munro
NTEU – Jenny Whittard, Lance Dale and, Samantha Harcombe
CPSU – Jann Jeffries, Michelle Woodhouse and, Cathy Turner

APOLOGIES:

CPSU – Nick Koster
NTEU - Margaret Clarke and David Rambaldi

Chair – Michelle Woodhouse
Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE – STANDING ITEM

1.1 Change Processes

The Associate Director, Employee Relations, Paul Munro provided an update of organisational change processes in Financial Services, International Office (UON Global) and Strategy, Planning and Performance (SPP) as follows:

- Financial Services – of the 24 detached staff members, 13 have elected VSP, 9 have elected redeployment in University and, 2 have not yet decided;
- International Office – of the 16 detached staff members, 5 elected VSP and, 11 chose redeployment in the University; and
- SPP – the 2 detached staff members have elected redeployment in the University.

In response to the NTEU request regarding information on the age profile of staff members affected by organisational change, the Director, People and Workforce Strategy, Sharon Champness reported the following:

- Financial Services – average age of staff electing VSP was 47 years spanning from 35 to 64 years of age; and average age of staff members electing redeployment was 52 spanning 43 to 59 years of age;
- International Office – average age of staff electing VSP was 44 years spanning 36 to 56 years of age; and average age of staff members electing redeployment was 42 spanning 31 to 59 years of age; and
- Median age of UON workforce 45.2 years.

Discussion followed on an evaluation of change processes and interest in electing the option of redeployment outside the University with career transition support. Union representatives requested that the University consider how best to review the change processes.

NTEU representatives commented regarding the International Office change that some positions, particularly Engagement Officers had not been filled internally and were now being advertised externally. In addition, due to staff leaving, other positions were now vacant. With all these positions vacant, NTEU representatives expressed concern regarding who would complete the work required. University representatives undertook to follow up on the recruitment of Engagement Officer positions.

NTEU representatives flagged that the fixed-term contracts for staff that transitioned to the University from the controlled entity UON Services are soon to expire and enquired as to further employment of the staff members. University representatives will follow up on this item

Action 1.1: (i) University – Consider review/evaluation of change processes.
(ii) University – follow up on the recruitment of Engagement Officer positions in UON Global;
(iii) University – follow up on employment contacts for UON Services staff transitioned to University employment.

2. REDEPLOYMENT PROCESS

The Associate Director, Employee Relations, Paul Munro provided an update on developing a guideline for detached staff seeking redeployment. Mr Munro noted that Union representatives had forwarded information and a draft document is being considered by the University.

CPSU representative, Jann Jeffries recommended that a guideline be implemented to assist managers apply the suitability assessment process of redeployed staff members. Ms Jeffries further suggested that each redeployed staff member should be assigned to an individual case manager to better support retention of redeployed staff. The meeting attendees discussed the resourcing that would be required for this and acknowledged that this may not be achievable.

The Director, People and Workforce Strategy, Sharon Champness undertook to consider the suggestions within available resources and agreed that there would be value in providing a document to detached staff members seeking redeployment.

Action 2: University – consider development of guideline for detached staff seeking redeployment and further recommendations made by Union representatives.

3. FLEXIBLE WORKING ARRANGEMENTS

In response to a query regarding flex-time and other alternative working arrangements for professional staff, the Director, People and Workforce Strategy, Sharon Champness indicated that there had been no central directive given for changing arrangements.

The Associate Director, Employee Relations, Paul Munro referred to clauses 54.11 and 54.12 of the Professional Staff Enterprise Agreement whereby proposals for alternative working arrangements may be submitted by staff directly to be considered by the Director, People and Workforce Strategy.

4. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

The Director, People and Workforce Strategy, Sharon Champness advised the Committee that the Secondment-Professional Staff Policy is to be updated to better reflect secondment being an opportunity for staff development.

NTEU representatives commented that the Policy does not include a review process for staff on long term secondment. NTEU representatives will provide comments and suggestions regarding the policy for consideration.

Action 4: Unions – provide comment and suggestions for consideration regarding
Secondment-Professional Staff Policy.

5. ENTERPRISE AGREEMENT (EA) IMPLEMENTATION – PROFESSIONAL SPECIFIC

NTEU representative, Lance Dale provided an update from the Voluntary Rotation Working Group and noted that the Union has communicated to members regarding expressing their interest in a pilot job swap scheme.

There was discussion regarding opportunities for the working group to also look at other secondments arrangements.

6. ANY OTHER BUSINESS

Union representatives requested that information from the Mystery Shopper exercise requested from the August meeting be held over.

Meeting closed approximately 11.15am