

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 6 August 2015 in The Finance Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness, Paul Munro and Greg Kerr

NTEU – Margaret Clarke, David Rambaldi, Fran Munt, Jenny Whittard, Lance Dale

CPSU – Jann Jeffries and Michelle Woodhouse

APOLOGIES:

CPSU – Nick Koster

Chair – David Rambaldi – Union representative

Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE – STANDING ITEM

NTEU representatives requested information regarding the following organisational change items:

1.1 Change Processes

NTEU representative, Lance Dale advised that he had recently attended a meeting regarding the Financial Services change. Mr Dale noted the significant impact of this change with potentially 20 positions being made redundant. Discussion followed in relation to experiences of staff involved in this change including concern with interview performance of affected staff, development of systems to support the change process, reluctance of some staff to apply for positions in the new structure, and profile of staff exiting as a result of the change process.

The Director, People and Workforce Strategy, Sharon Champness noted that a process improvement team has been introduced in Finance to consider process issues. In response to a query as to whether the Finance change would be evaluated similar to the staff survey for Student Central, Ms Champness advised that the appropriate method for this evaluation will be considered. Ms Champness indicated that such a review could also consider the profile of staff exiting and reasons for leaving.

CPSU representative, Jann Jeffries enquired as to whether a guideline could be implemented that provided information on the redeployment process for staff detached by organisational change, particularly how placements are managed. NTEU representatives indicated that work had been undertaken on this previously including development of a Detachment Guidelines document, a Checklist and draft policy. Ms Champness responded that clarity is important and asked the Union representatives to provide copies of the work previously done so that they could be considered.

The Associate Director, Employee Relations, Paul Munro reported on the status of organisational change processes including: submissions have been received regarding the Consultation Paper for the Strategy, Planning and Performance (SPP) unit and a Consultative Committee meeting is scheduled for 12 August 2015; UON Global is almost complete; and IT Services will commence consultation in the next week.

1.2 One Person Change Process

The Associate Director, Employee Relations Paul Munro presented a diagram/flow-chart to map the One-Person Change process. Committee members provided feedback and suggested changes to sections of the diagram. Mr Munro will re-draft the document and circulate to members.

Action 1.1: University – update process map of one person change process and distribute to Committee members.

2. REVIEW OF POLICIES AND PROCEDURES - STANDING ITEM

No items listed for discussion.

3. REVIEW OF SERVICES

The Director, People and Workforce Strategy, Sharon Champness requested that this item be transferred to the Combined Staff Consultative Committee scheduled at 1.00pm as the Director, Infrastructure and Facilities Services, Alan Tracey will be attending and is informed to lead such discussion.

4. UNIFORM BENCHMARKING

Union representatives requested information regarding the data that is collected for Uniforum. The Director, People and Workforce Strategy, Sharon Champness advised that the University participates in this survey which is conducted by an external group who collect data across the sector. The analysis compares the proportion of time that professional staff spend on different functions. The information is not granular or sensitive in nature and can be used to understand how work is undertaken across the University.

5. “MYSTERY SHOPPER” EXERCISE

Union representatives sought information on the “mystery shopper” exercise involving staff in Student Central. The Director, People and Workforce Strategy, Sharon Champness responded that to the best of her understanding, this was an activity that was run across the sector at a particular time and the University was invited to participate. Union representatives requested that, given the exercise occurred during a time when the area was undergoing organisational change, sharing positive feedback from the report would be appreciated.

Action 4: University – follow up with Student Central managers regarding sharing information from mystery shopper report.

6. ENTERPRISE AGREEMENT (EA) IMPLEMENTATION – PROFESSIONAL SPECIFIC

The Director, People and Workforce Strategy, Sharon Champness advised that a Working Group had been established to explore staff initiated job swap/voluntary rotation arrangements. Members reported that they had experienced a productive and positive first meeting.

7. ANY OTHER BUSINESS

Meeting closed approximately 11.30am