

CRS Forum 17 **February 8th, 2005**

Present: Ruth Ayres (CAP), Abdel Berkaoui (Statistics), Chris Coe (SHSS) minutes, **Mairi-Ann Cullen (CEDAR) Acting Chair**, Michelle Ellefson (Psychology), Marie Garnett (CAP), Phillip Gould (Biological Sciences), Jenny O'Leary (Careers) Mark Potter (Physics)

Apologies: Ewart Keep (WBS), Sara Dahl (Institute of Education)

1. Minutes from the last Meeting

It was agreed that the notes represented an accurate record of discussion at the last meeting.

2. Matters arising

Mairi-Ann Cullen reported that the proposed meeting in CEDAR /Institute of Education with CRS was abandoned as no CRS staff attended. No feedback was forthcoming.

3. Claire Smith (Personnel)

Claire was invited to talk to the forum as part of the Job Evaluation project team. The move towards job evaluation is an initiative being undertaken by many government sector bodies and not just higher education. The aims of job evaluation are to design a single pay spine based on the principle of equal pay for equal work, using a single job evaluation scheme. Claire outlined the complexity of the project and explained that a pilot project was underway, evaluating 250 job roles, representing approximately a third of the university staff.

This initial modelling would use the Hay scheme. Job evaluation produces a numerical scale, which will then be applied to the pay scale, on the basis of the computer modelling carried out previously. Other posts will then be matched to those originally evaluated. If they can't be matched to a post that has already been evaluated, they will go through the full Hay evaluation process. The current timescale for implementation is August 2006.

Claire reported that under the new scheme there may well be two separate terms and conditions: "Academic" and "Support", whereby CRS staff would be graded as 'Support' rather than 'Academic' which the Forum found rather alarming. This is because they are currently on academic-related or research pay scales rather than on academic scales. The forum requested that Claire feed back our views as they felt this may not best represent their roles.

Claire offered to return to a future meeting to update the forum.

4. Letter from Stuart Palmer

No reply had been received from the second letter sent 21st October 2004. After some discussion it was decided that Marie would raise the subject at the next ASDAC meeting (scheduled for 14th March) and report to the forum at their next meeting.

5. Update on research skills training

Marie reported that 7/8 focus Groups had been completed, with approximately 40 CRS. The aim of this exercise was to ascertain from CRS what they consider to be the most appropriate level, content and focus of a 'skills training' programme, which will soon become a requirement for Research Council-funded CRS.

The next step is to put together a group of staff drawn from the Graduate School, Careers, RSS, CAP, academic staff and research staff to advise on proposals for the format and content of the skills training.

The research council recommendations suggest that CRS staff should have 10 days training per year, some discussion followed as to what constituted 'training'. Jenny suggested that a proforma to record training (in its broadest sense) undertaken may be useful and offered to look at producing one for CRS.

6. Chris McClelland (personnel) Q&A

Chris McClelland (Acting Deputy Director) answered questions from the forum.

- Regarding redundancy pay, he confirmed that CRS would be entitled to redundancy pay having completed at least two years of service, and depending on age and length of service.
- He confirmed that the pilot project was underway to review all staff working on fixed term contracts who had had a minimum of 8 years service. It was anticipated that the work would be complete by the end of the year.
- Chris promised to liaise with Mairi-Ann re a specific case where 'change of status of contract' had taken place
- Chris promised to get back to the forum regarding an update of funds currently available for study leave for CRS.

7. CROS 2005

Marie reported that Warwick had agreed to take part in this survey for one more year. This would run from 7th – 24th March. The forum agreed to help publicise the event by raising awareness in the dept, putting up posters etc. The University are considering an on line survey for supervisors.

8. Social Events for CRS

Mark reported a successful social event in Physics and suggested a university event. The open space between the Maths/ Medical school was suggested as a possible venue. All agreed to canvas opinion/ ideas for discussion at the next meeting.

9. AOB

Jenny drew attention to the Careers Seminar for CRS, March 23^d 9.30 - 4.30

10. Date of next meeting

Wednesday 20th April, 12-2pm, @ University House.

Marie & Ruth to Chair/Minute