

HR policy briefing

25 May 2023

Agenda

- Industrial Action update
- Reporting outside appointments
- Revised policy concerning relationships between staff and students
- Visitor guidance and agreements
- Bullying and Harassment – funder requirements
- Harpur v Brazel update
- Reward updates
- General Updates
- Communications / Poll

Industrial Action – update



- ASOS 20 April-30 Sept

“Working to contract; not undertaking any voluntary activities; not covering for absent colleagues; removing uploaded materials related to, and/or not sharing materials related to, lectures or classes that will be or have been cancelled as a result of strike action; not rescheduling lectures or classes cancelled due to strike action; and **undertaking a marking and assessment boycott.**”

- Full details see [UCU Industrial Action | HR Support \(ox.ac.uk\)](#)
- Position statement [University’s position on UCU industrial action | HR Support \(ox.ac.uk\)](#)

Reporting outside appointments

OA1

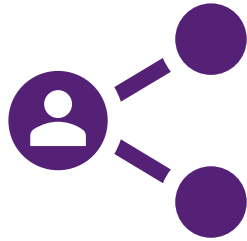
Reminders:

- Academic and academic-related staff must complete form OA1 every time they want to take on an outside appointment or consultancy [Holding outside appointments | HR Support \(ox.ac.uk\)](https://hrsupport.ox.ac.uk/holding-outside-appointments).
- If consultancy arranged via OUI, OUI will make sure form completed.
- If not arranged via OUI, please input details to PXD for annual HE-BCI returns: [scenariofactsheet-outsideappointmentspdf \(ox.ac.uk\)](https://scenariosheet-ox.ac.uk/outsideappointmentspdf).

Revised: Staff-student relationship policy

- [Policy concerning relationships between students and staff | HR Support \(ox.ac.uk\)](#)
- Cascade of 1 March 2023
- New emphasis
 - **Prohibits** staff from entering into an **intimate relationship** with a student for whom they have any responsibility
 - **Strongly discourages** any other **close personal relationship** between a staff member and student for whom they have any responsibility that transgresses the boundaries of professional conduct
- Any member of staff who is in, (or who has had) a relationship of this kind must notify their Head of Department **by 17 June** at the latest.
- HoD must undertake risk assessment of potential conflict of interest and put mitigations in place (for guidance for HoDs see [Annex 4 of the policy.](#))
- Relates to all University staff, inc joint appointments, casual paid workers, visiting academics and graduate students with teaching, pastoral or supervisory roles.
- Please bring to the attention of your departments regularly.

Policy reviews



Thanks to our volunteer reviewers who have been working through some policies.



Updates coming soon.

Visitors – COMING SOON



- Revised guidance – thanks to all those who have shared their experience
- Highlights:
 - Much more information on visitors in one place
 - Includes key points from the visitor agreement guidance notes
 - When to use a short form agreement/long form agreement
 - When to seek HRBP advice
 - Making it clear (for you to pass onto colleagues!) that there is a lot of work to set up a visitor properly – suggested minimum term of one month
- Revised template agreements.

Bullying and Harassment – reminder of funder requirements

- Some funders (in partic WT, BHF, CRUK and NIH) have strict requirements to be notified about B&H and/or sexual harassment allegations
- Where formal complaints received please always check funding source asap
- Discuss with HRBP and Head of RSO
- If a report is to made to a funder – record keeping is key
- WT audit. Additional requirements later in the year

PERS(19)03

Research funder policies and requirements on bullying and harassment

- [Preventing Harm | Staff Gateway \(ox.ac.uk\)](#)

HR Audit (self-assessment and data collection)



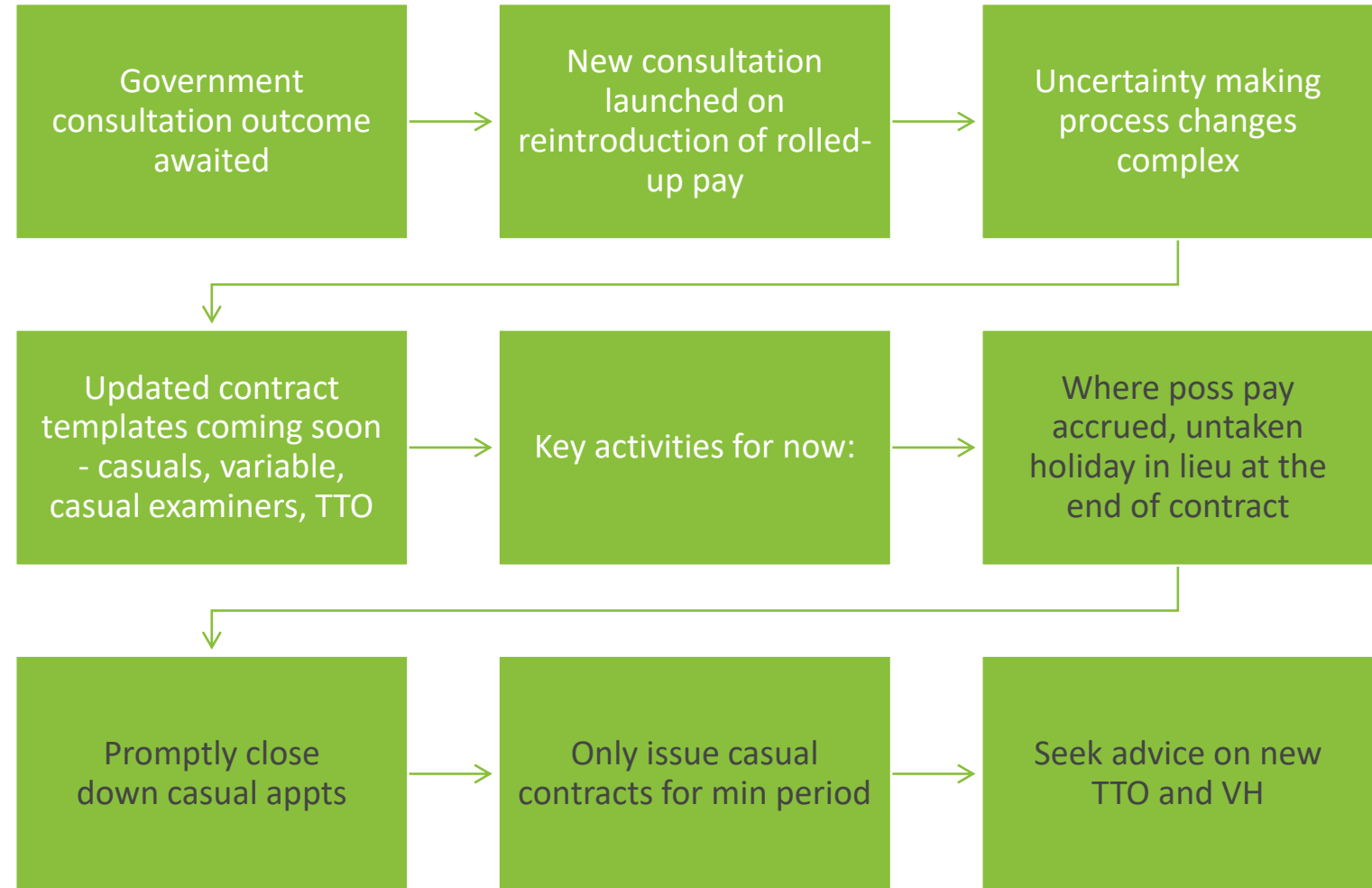
- Annual exercise:
 - Self-assessment checklist of operational requirements
 - Data collection survey on a range of HR issues
- Paused for 2023
- Reviewing to understand better how it's working
- In the meantime:
 - Staff survey
 - Survey related to Harpur V Brazel and holiday pay
 - NWW pulse survey being re-run in the summer
- Any comments kate.butler@admin.ox.ac.uk

Part-week starter and leaver dates

- PXD uses a Mon-Sun 7 day week and pro-rates against that regardless of working pattern
- For part-week workers if the start or end date is recorded as first or last actual working day this can result in shortfall.
- Eg Wed-Fri work pattern
 - Employee works their complete full week (Wed to Fri) and therefore due full 60%FTE salary for week
 - But employment recorded as starting on Wednesday and not Monday
 - PXD will pro-rate as if only part of the part-week hours had been worked
 - See HR Systems pdf [Record appointment start and end dates](#)



Harpur v Brazel - update



Harpur Trust v Brazel



To update guidance we need to know more about how you are engaging part-year workers



Survey coming soon



One response per department



Looking for details of how you are currently dealing with holiday pay for:

Casuals
Casual teachers
Variable hours staff
Term-time only



Look out in the Cascade

HR Analytics



HESA – Higher Education Statistics Agency collects data on students, staff, finance and estates



The team are moving into intense HESA data quality checking phase



They may be contacting you for information



Grateful for your assistance



[HESA data entry background](#)
[| HR Systems \(ox.ac.uk\)](#)

Reward updates



Awards for Excellence Scheme

- Annual gathered field review element of the Reward and Recognition scheme for academic-related and support staff
- Taking place in Trinity term - payments to be made from August 2023
- Review period - 12 months to date of scheme launch
- Full scheme guidance inc criteria, nomination and payroll forms available from webpage [Reward and Recognition Scheme | HR Support \(ox.ac.uk\)](https://www.ox.ac.uk/hr-support/reward-and-recognition-scheme)

Grading triage

- 3 month grading triage now ended
- Initial recommendations will be implemented in June

Vice Chancellor's review of pay and conditions

- Professor Irene Tracey, has commissioned a review of pay and conditions:
- Purpose: to conduct a comprehensive analysis on the total reward and benefits offer for all staff groups across the University
- Objectives include:
 - Benchmarking pay
 - Considering full employer value proposition (inc benefits, learning and development opportunities etc)
 - Looking at salary structures, progression and recognition
 - Considering ways to reduce % of staff on FTC
- The first Steering Group meeting will be held on 19 June. Reporting findings to Council in MT.
- See new webpage for future updates: [Pay and Conditions Review | HR Support \(ox.ac.uk\)](https://payandconditions.ox.ac.uk)

General updates

Student ambassadors

- Casual letter of engagement template available (from Templates webpage)
- Use for minimum period required but max 11 months
- Where possible pay accrued, untaken holiday in lieu at end (using 12.07% calculation)

Career break scheme updated

- holiday accrued during break now paid but statutory only – pro-rata to 28 days

Menopause

- Teams channel now has around 200 members
- New case studies being added including two teaching staff



HR self-service and personal details

Please remind staff (inc casuals) to keep personal details up to date:

- E&D data important to help us achieve our targets
- Home address essential for pensions, payroll and also if staff are AWOL
- Important to remind upcoming leavers to check their home address **before** they leave (P45 and final payslip - NB P45s are **NOT** available in HR Self-Service)
- (known issue with email field)

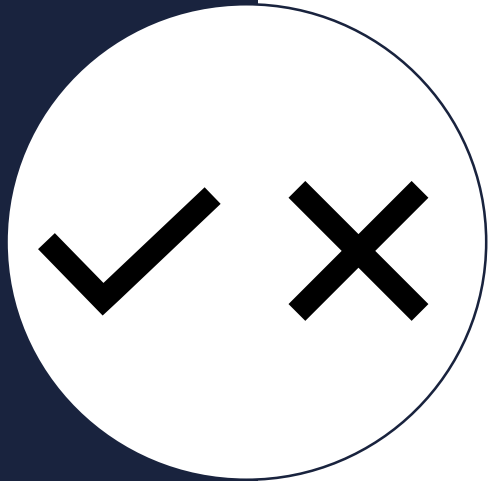


Policy team communications



- No longer using circulars and instead:
 - Cascade for updates to policy/process
 - Admin-personnel mailing list for comms direct to HR teams
- Please ensure robust process for prompt cascading within dept
- Briefings and Newsletter – now just HR policy issues
- Broader HR issues coming in new HR-wide newsletter
 - Twice per term
 - To: administrators-personnel mailing list
 - Using click-through email format, like Bulletin
 - Covering news from all central HR teams
- HR Conference

Polls



1. HR Policy Briefings
 - Do you continue to find these briefings useful, with the operational focus?
2. Policy team Newsletter for HR colleagues
 - Would you prefer to receive this in another format?
3. Policy team Staff Updates doc
 - Do you still want this?
4. HR Conference
 - When is the best time to hold this?