Staff Handbook
2018/19
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1. INTRODUCTION

This Handbook is intended as a reference document containing information on what members of the College staff need to know, should know, or may wish to know about the College and their employment. It may also pre-empt queries, and provide advice on how to find out more about the College and its organisation. It will help employees to appreciate their responsibilities to the College and to their fellow employees, as well as their individual rights. It emphasises that all employees will receive fair and consistent treatment at work with regard to standards of performance and conduct.

The Handbook refers to and complies with current employment, health and safety, and discrimination legislation. As it is to be used as a reference document within the meaning of legislation, the Handbook is required to be kept up-to-date. Amendments will therefore be issued from time to time – like this main document – with the authority and approval of the College Council. It will also be supplemented, as necessary, by policy instructions and notices which will normally be communicated through heads of departments.

The Handbook applies to all employees of the College but does not form part of the terms and conditions of employment except where expressly stated. In the event of conflicting provisions, the employee's terms and conditions of employment shall prevail. However, this Handbook should be particularly helpful to new members of the College staff, who can read it at their leisure, and help them to avoid misunderstandings, errors, discontent and conflict. The College has a reputation for a friendly, family atmosphere. It is important that everyone works hard to maintain it.

Words of the masculine gender in this Handbook shall import the feminine unless this interpretation is excluded expressly or by necessary implication.
2. HISTORY OF THE COLLEGE

The College owes its existence to a single benefactor, the late Sir David Robinson. The founder was born in Cambridge in 1904. After attending the County School, he worked for some years in his father's bicycle shop; in 1930, however, he took over a garage in Bedford and soon developed it into a large and prosperous firm. In the early fifties he was one of the first to venture into the new television business. In 1954 he founded Robinson Rentals, which thrived and became the basis of a considerable fortune. In 1966 he moved to Newmarket, where he had already set up a highly successful racing stable; he was for several years the country's most successful owner.

Planning for a college began in 1973 when Trustees were appointed. As the result of a limited competition organised by the Royal Institute of British Architecture, Gillespie, Kidd and Coia of Glasgow were appointed design architects. The contract for constructing the College was let after competition by tender to two local firms, William Sindall Ltd and Johnson & Bailey Ltd, operating under the name of 'Joint Venture'. The College was formally opened by Her Majesty the Queen on 29 May 1981, in the presence of Prince Philip, the Chancellor of the University. The College received the 1983 award for architectural excellence from the RIBA for buildings completed between 1976 and 1980.

Academic activity started in Thorneycreek and 5 Adams Road when a small number of graduate students were admitted in 1977; a few more followed in 1978 and, in 1979, the first 20 undergraduates joined the College. The first large entry of undergraduates (154), however, was admitted in October 1980. The College now has over 80 Fellows, who jointly cover a wide range of subjects, and over 600 junior members; it is still the most recent foundation of the 31 Colleges which together make up the University of Cambridge. The majority of junior members are in residence for about 60% of the year, but the Fellows and some 200 postgraduate students work in and from the College throughout the academic year.

In the University vacations, when the majority of undergraduates are not in Cambridge, the College provides facilities for residential conferences. The main College building was designed to facilitate such conferences, and there are frequently two or three major conferences taking place in the College at the same time. The standards achieved have earned the College staff a well-deserved and very high reputation for efficiency, courtesy and quality of service. In 2015, the College added a non-residential conference facility – the Crausaz Wordsworth Building – which offers space all year round to support the term-time day conference business in the main College building.
3. OBJECTIVES AND GOVERNMENT OF THE COLLEGE

The ultimate authority for the government of the College is vested in the Governing Body, which consists of the Warden and all Fellows. However, on their behalf, the College Council exercises the day-to-day administration of the affairs of the College and the management of its property and income. The Council has four ex officio members and twelve elected members of the Governing Body, together with three resident student members; it meets regularly during term-time if there is business to discuss, and on two occasions in the Long Vacation.

The powers of the Council are assigned to them by College Statutes. After the College had first become an Approved Foundation within the University, the Queen granted a Charter of Incorporation to which were annexed about 40 Statutes for the government and organisation of the College. The College became a Registered Charity in August 2010, having formerly been an Exempt Charity. Revision of College Statutes may be only altered by submission to the Privy Council, who will consult the Charity Commission.

The Warden exercises a general superintendence over the affairs of the College. He presides ex officio at all meetings of the Governing Body and of the College Council. He has the power, unless the Statutes provide otherwise, to make such provision for the good government and discipline of the College as he thinks fit. Together with the Senior Tutor and Finance Bursar, the Warden is one of the Senior Officers of the College.

A Deputy Warden is elected by the Governing Body from among their members, and ranks at all times in seniority next to the Warden and has the same powers and duties in his absence. The Senior Tutor has overall responsibility for the academic life of the College and the welfare of all its students. The Finance Bursar has overall responsibility for support of the College, including financial management, and through the College Steward: the management of Conference and Catering; Housekeeping; Maintenance; Gardens; IT Departments; the Porters' Lodge; and HR. The HR Manager is responsible for providing HR support to the College. The College Steward, together with the Fellow Chairman of the Health and Safety Committee, has overall responsibility for Health and Safety. The Chaplain is available to everyone in College, whether or not they are of any religious persuasion. Anyone may talk to the Chaplain in confidence about any matter of concern.

The objectives of the College are set out in the Charter:

" • To advance education, religion, learning and research in the University;
 • To provide for men and women who shall be members of the University a College wherein they may work for degrees of the University or may carry out postgraduate or other special studies at Cambridge, provided that no member of the College or any candidate for membership thereof shall be subject to any test of a political, racial, religious or social character;
 • To acquire and take over the properties and liabilities now vested in or belonging or attaching to the Trustees of the said Approved Foundation;
 • To apply the monies of the College including any monies acquired or taken over as aforesaid to the purposes of the College with power to invest as prescribed in the Statutes of the College;
 • To administer any trust or scheme for purposes connected with the objects of the College;
 • To do all such things as are incidental or conducive to the carrying out of the above objects."
4. CONDITIONS OF EMPLOYMENT

Pay
Salaries are paid by bank transfer monthly in arrears. Any overtime payments will be paid with the first normal monthly pay after information is received by the Payroll Assistant (this may be up to 6 weeks after the overtime is actually worked).
Salaries and wages are agreed by the Finance Committee of the College and will be notified in writing by the HR Manager.

Scale
Most members of staff are paid on the College’s Scale.

Salary Increases
The College will normally consider making a general cost of living adjustment to salaries on an annual basis.

Re-grading: From time to time the College may consider individuals for re-grading, either as part of a reorganisation/restructuring or for other reasons. Proposals may be made by a Senior Officer or a Departmental Head. Consideration of such proposals will be undertaken in the first instance by the Finance Bursar, with advice from the HR Manager, and will then be subject to final approval by the Finance Committee. Proposals maybe brought forward at any time of the year.

There is no appeal process on pay. However, members of staff have access to the Individual Grievance Procedures (Section 18).

Bonus Payments
If the College decides, in its discretion, to pay a bonus in any year, it does not mean that there will be any contractual right to a bonus.

The following represents the general methodology when the College considers bonus payments:
- It is a College Bonus payable to reward the hard-work, loyalty and dedication of the staff in all aspects of the College’s work.
- It is a non-contractual bonus.
- Bonus payments are non-pensionable.
- Any bonus payment will generally be paid with the November pay.
- Staff who leave for reasons other than retirement at the normal retirement age prior to the 30 November will not generally be considered for a bonus.
- Staff who retire at their normal retirement age will be considered for a pro rata payment.
- Staff who have completed less than 12 months continuous permanent employment at 30 September will not be considered for a bonus.
- Staff who have been employed for between one and two years at 30 September will be considered for a pro rata bonus.
- Staff whose contract is for fewer than 37 hours/week will only be considered for a proportion of a bonus.
- The amount awarded is not linked to salary.
• Bonus payments are not used when calculating the amount due for College Maternity Pay. 
  SMP is not affected by this.
• Bonus payments for staff on maternity and paternity leave are considered in exactly the same 
  way as for other staff.
• Heads of Department are consulted on bonus payments.
• The College does not reveal how a bonus figure has been calculated, but it is linked to the 
  type of job and may be varied according to an individual’s commitment to the College, 
  disciplinary procedures, attendance and other such matters.
• Bonus payments are not taken into account when calculating any holiday pay.

Hours of Work and Times of Duty
The normal working week for all full-time members of the College staff is 37 hours. However, hours 
of work for each member of staff are agreed with the Senior Officer responsible for the department 
to which the member of staff may from time to time be assigned. It is the responsibility of the head 
of department concerned to decide times of duty as well as the nature of duties required.

Overtime
Overtime will be worked only with the consent of the head of department and only when in his/her 
opinion it is in the interests of the College. Whenever possible, overtime will be compensated by time 
off in lieu, and payment should be made only when time off in lieu is not a satisfactory compensation. 
During the week, (i.e. Monday – Friday) enhanced rates will be paid only in excess of the College’s 
normal working week of 37 hours, unless the employment contract states otherwise. For Saturdays, 
time-and-a-half is to be paid and, for Sundays, double time. These increased weekend rates are 
payable only on hours in excess of the normal working week of the member of staff, and do not apply 
to members of staff working a 5/7 contract. Thus if weekend working is part of the normal rostered 
hours (whether 37 or fewer), extra payments will not be paid.

Overtime Holiday Payments
All types of overtime, including voluntary but excluding lieu time, will be included when calculating 
employee’s statutory holiday pay entitlement, apart from overtime that is only worked on a genuinely 
occasional and infrequent basis.
It is based on the 20 statutory day’s holiday and not Bank holidays or the additional College holiday 
entitlement. This is calculated by working out the average number of overtime hours worked in the 
previous 12 weeks and is multiplied by their average hourly rate, over the previous 12 weeks.

Lieu Time
Lieu time should generally be taken as soon after it is earned as possible, though for operational 
reasons this is often impossible. However, lieu time cannot accumulate indefinitely and generally it 
will not be converted in to pay when a member of staff retires or resigns. Heads of department keep 
records of overtime and lieu time accumulated in one leave year must all be taken by March of the 
following year, unless the College Steward has approved a further extension of the period. If there is 
no approval, accumulated lieu time will be forfeited.
Holidays

Full time College staff are normally entitled to 25 working days' holiday per year, plus 8 Bank Holidays, this will be pro rata for part time College staff. Extra days holiday will be allowed for staff with long service - one extra day is allowed after 6 years’ service, 2 after 9 years, 3 after 12 years, 4 after 15 years and 5 (the maximum) after 18 years.

The actual dates on which leave may be taken will be agreed with the head of department after consultation with the College Steward if necessary. The head of department will usually need to determine any days when holiday may be embargoed and may operate a first come first served system to ensure the fair allocation of holidays. Staff members are responsible for ensuring that they take their full holiday entitlement at a time convenient to the smooth operation of the College. Generally speaking no more than 2 weeks’ leave (10 working days, or the equivalent of two working weeks for part time staff) will be granted for a holiday (particularly at busy times). If a longer break is being requested the head of department must be consulted as early as possible, but approval will only be by exception. Leave taken by each member of staff in each leave year must be recorded in the HR Leave System on the College intranet.

The leave year follows the academic year, i.e. from 1 October to 30 September. Annual holidays and any additional leave should be taken before 30 September in each year. At the discretion of the Senior Officer concerned, up to 5 days may be carried forward up to the end of December (or the equivalent of one working week for part time staff), although not beyond without the written permission of the College Steward. Payment for any untaken part of the holiday entitlement is only made on an exceptional basis and requires the direct authorisation of the Finance Bursar.

An employee appointed after the beginning of an academic year will be entitled to that proportion of annual leave with pay which is the same as the proportion of the year for which he has worked.

An employee whose employment is terminated by notice (either by the College or by the employee) during the course of the academic year, except in cases of serious misconduct, will be entitled to take any balance of annual leave due to him. Where an employee’s employment is terminated by the College without notice in circumstances of gross misconduct, payment will be made only in respect of any outstanding statutory holiday entitlement under the Working Time Regulations 1998. The amount of annual leave will be calculated as a proportion of the year already worked. At the discretion of the Finance Bursar, salary in lieu of leave may be paid if it is impracticable for the holiday entitlement outstanding to be taken as leave before employment ends. However, payment is not offered as an alternative to leave.

Bank Holidays

The number of staff members required to work on a Bank Holiday is to be kept to a minimum. Staff who are required by the College to work on a Bank Holiday will be paid at double time for the hours worked. However, if less than 5 hours are worked, or the 'normal' shift is not completed, double time is to be paid only on the hours worked. Members of staff may not elect to work on a Bank Holiday by their own choice in order to take the holiday at another time.
Unpaid Leave
In exceptional circumstances a head of department may agree to allow a member of staff to be absent on unpaid leave, subject to the approval of the HR Manager who shall consider each particular case on its own merits. Such leave will be subject to the needs of the department and be recommended for approval in advance.

Compassionate Leave
Paid compassionate leave, normally up to a maximum of 5 working days, will be granted only when a close relative dies, is very seriously ill or is in urgent need of help through unforeseen circumstances. The College defines a close relative as a child, parent, spouse or sibling. Staff should ensure their head of department is aware as soon as is practical when they intend to be off and indicate how long they anticipate this being for.

Time off for Emergencies Involving Dependants
Employees may take a reasonable amount of paid time off for incidents such as:-

- To provide assistance for a dependant who falls ill, is injured or gives birth (unless the circumstances fall within the College’s Maternity, Paternity and Parental Leave provisions, when they will be covered by Sections 10 - 14 below).

- To arrange for the provision of care for an ill or injured dependant in the event of unexpected disruption or termination of care arrangements for a dependant.

- To deal with an incident involving a child of the employee occurring during school hours.

These are examples only and each request will be judged separately entirely on its specific merits. Except in circumstances which the College judges to be wholly exceptional, employees may not take more than one or two days’ leave at any one time for these kinds of emergencies. Employees are required to give as much notice as possible of any necessity to take emergency leave. Where it is impossible to give notice employees must contact the College as soon as possible to explain the circumstances necessitating the taking of emergency leave. **It should be noted that any leave taken will be deducted from annual leave entitlement.**

Staff Reviews
All members of staff will normally have an Annual Review, this will generally be carried out by the head of department or the designated line manager. Details are in Section 31.

Probation
Generally the first three months of employment will be a “Probationary Period”. Transfer to the permanent staff will be confirmed in writing by the HR Manager after satisfactory progress has been confirmed by the head of department.
Dress Code
In most Departments, there is dress code for all members of staff. It is a condition of employment that the applicable dress code is followed. The dress code varies from department to department; members of staff should check with their head of department as to what is required.

In most departments the use of headphones and personal stereos/iPods/MP3 Players/and the like is not permitted during working hours.

Professional Conduct
The College aims to provide a working and learning environment which will enable staff and students to fulfill their personal potential. It is recognised that in a healthy working environment staff and students form mutually rewarding relationships. The College wants to protect students and staff from allegations of actual or perceived conflicts of interest and avoid complaints of harassment and grievance or disciplinary action.

Staff should conduct themselves at all times in ways that are consistent with College policy and procedures and acknowledge their professional and ethical responsibility to protect the interests of students and accept the obligations and constraints inherent in that responsibility. To maintain the relationship with students based on trust, confidence and equal treatment, staff are strongly advised not to enter into close relationships with students. Such relationships can lead to perceived or actual conflicts of interest. Please also see Section 33 Relationships in College.

Notice of Termination of Employment
The notice required to be given by or to an employee of the College to terminate his/her employment should be at least one week if he/she has been continuously employed for one month or more. However, if a specific period is included, the notice will be in accordance with the contract of employment.
5. PENSION SCHEMES

From April 2014 staff will automatically be enrolled into the College pension scheme unless they opt out. The scheme is administered by NOW pensions. Your head of department can you provide you with an information booklet and if you have any further questions the College Payroll Assistant can help.

For members of staff joining after 1 July 2009, the College will not contract out of the State 2nd Pension (S2P).

**Scheme Details**
The Payroll Assistant can provide details of the Scheme on request.

**Closed Schemes**
Some staff retain rights under CCFPS, which is closed to new members.
6. FACILITIES AND AMENITIES

Catering
• All full-time members of staff are entitled to have lunch in the Garden Restaurant free of charge; in addition, any member of staff required to work either a minimum of 30 hours per week or to work across lunch time and thereafter, e.g. starting before 1.00pm and also working up to past 2.00pm during the same shift will be entitled to lunch without charge. Snack lunches are available from time to time in the Red Brick Café as an alternative facility.

• At the discretion of the HR Manager in consultation with the College Steward, members of staff who are required to work unsocial hours (i.e. late at night or early hours of the morning) or where their working hours preclude them from having a meal at home, may have entitlement to free meals. Such meals may be taken at a convenient meal period (breakfast or dinner) in the Garden Restaurant during an unpaid break during or at the start or end of their shift. For clarity, such staff members would be expected to be present in College for the extra time of the unpaid break – it is only the meal that may be an entitlement, not the break time.

• Facilities for hot beverages are available to members of staff without charge; hot and cold drink vending machines are also available in various locations in the College.

Personal Property and Vehicles
• Whilst the College will take all reasonable precautions, it is unable to accept responsibility for personal property, including vehicles, brought on to the site. Valuables should not be brought to work, and essential belongings should either be kept on the person or secured in a locker or other safe place.

• Lost and found property should be reported immediately to the Porters' Lodge.

• Provision for car parking is available either in the underground car park or outside car parks; a waiting list is maintained for members of staff for the car parks. Vehicles must not be parked in any place on the College’s property other than that which has been allocated for the purpose, and must not be parked in a way which could cause inconvenience to our neighbours. The Head Porter issues car park stickers to members of staff allocated spaces in a College car park. Cars should not be parked in the College car parks without displaying the appropriate sticker. Further information on how staff can apply for car parking, can be found in the staff Car Parking policy. The policy is available on the College Intranet or a copy can be requested from the Head Porter or HR.

• Vehicles must be driven with great care on the site and due regard must be paid to any notices displayed, and to other traffic and pedestrians.

Staff Purchases
• Facilities exist for members of staff to purchase products from the College’s suppliers on condition that the goods are paid for promptly and are not for resale.
• From time to time, members of staff may also purchase items of College property, plants etc. which are for sale.
7. EXPENSES

All expenses incurred by members of staff wholly and exclusively on College business will be refunded on production of receipts, as appropriate, and on completion of the relevant claim form.

Travel

- In general, it is the policy of the College not to pay travel expenses between home and College, being the normal commute for staff. However, under exceptional circumstances, determined by the College exclusively, where attendance is extraordinarily required by College, travel expenses may be paid on the following basis. Such expenses must be approved by the Finance Bursar in advance of making the journey.

- The College will reimburse travel expenses where authorised Business Travel is undertaken. Business travel means journeys that employees make to or from a place they have to attend in the performance of their duties but not normal commuting travel from home to a College site.

- Journeys over 25 miles should normally be undertaken by rail and the second-class train fare reimbursed.

- Car mileage and/or first-class train fares will be paid only when the journey could not reasonably be carried out by second-class rail.

- Parking at railway stations will be reimbursed to permit the main part of journeys to be completed by rail.

- In some cases, car hire can be a cheaper method of travel than claiming mileage allowance and should always be investigated.

- For some local journeys (e.g. Romsey Terrace) there is a standard distance that may be claimed. Please see the Accounts Clerk for details.

- Where travel by private car is authorised the following rules apply:
  - The College will pay a mileage allowance where employees use their car or motorcycle for business travel.
  - The rates of mileage are as follows:

<table>
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<th>Travel by car (irrespective of size)</th>
<th>45p a mile up to 10,000 miles</th>
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<td>25p a mile thereafter</td>
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| Travel by Motorcycle               | 24p a mile                     |

- If the employee travels direct from home, the mileage should be the lower of:
  - The mileage actually incurred or
  - The mileage that would have been incurred if the journey had started and finished at the normal place of work.
When using a vehicle for business travel the employee must ensure that their personal insurance allows business use of the vehicle.

College Credit Cards
Some staff may be issued with a College credit card as needed for their specific role within College. It should be noted that these cards are not for personal use but only for the purchase of goods or services for Robinson College.

Business Travel Accommodation and Sustenance
Some staff are required to travel and stay away from home overnight on College business. Under such circumstances, the following general principles will apply:

- Overnight accommodation will usually be in a budget hotel – e.g. Premier Inn – though it is understood that exceptions may be made subject to the purpose of the travel (e.g. the employee is entertaining on behalf of the College). Similarly, exceptions may apply where the arrangements are made outside the employee’s/College’s control (e.g. the employee is attending an event where the accommodation venue is dictated by others).
- Dinner arrangements will usually be taken in the hotel and should be limited to a two course meal with soft drinks. Again, it is understood that exceptions may be made subject to the purpose of the dinner (e.g. the employee is entertaining on behalf of the College).
- Lunches away from College should normally be kept to a light/snack meal.
- Such expenditure should be agreed with the Department Head in advance of being committed.
8. ABSENCE THROUGH SICKNESS OR INJURY

When a member of the College staff is unable to perform his/her duties on account of illness, injury or disability which is not due to his/her own cause or default, payment in lieu of salary or wages will be in accordance with the following rules:

Notification

• The cause of incapacity and its expected duration is to be notified to the line manager as soon as possible before the start of the employee’s working day. Employees should seek to speak to their supervisor at least one hour before they are due to start. If a voicemail message has to be left, then the member of staff should ring later in the day to speak directly with their HOD/Supervisor. During the call employees must state the reason for the absence and the expected duration or return date. Employees who are not able to work but are too ill to telephone must arrange for a relative or friend to telephone on their behalf. When an absence extends to more than one day, regular phone calls to the line manager are required to ensure that the College is aware of progress.

• The employee must complete with the line manager an Employees Personal Sickness Certificate and Return to Work Form, immediately on returning to work after any period of absence due to sickness of up to and including 7 calendar days. Sickness on Saturdays, Sundays and Public Holidays (including alternative rest days) must be included as part of the period of sickness.

• If the period of sickness continues beyond 7 calendar days, an Employees Personal Sickness Certificate and Return to Work Form will still be required to be completed on return to work, but after the seventh day a doctor’s statement (or statements) (Form Med 3, 5 or 10 etc.) is to be sent to the line manager without delay to cover all further absence beyond the seventh day. Failure to submit a Form Med 3 (Fit Note) may result in the employee’s absence being treated as unauthorised i.e. the employee may not be paid for such time.

• GPs will issue a modified F Med 3 which indicates whether a person could be “fit to work” if various temporary adjustments could be made. It is imperative that such information when provided by a GP is communicated to the line manager without delay – by telephone or email. The line manager will consult with the HR Manager to consider whether a return to work can be arranged. Failure to pass on such information may result in the payment of College Sick Pay being reviewed.

• When more than one period of sickness of seven days or less occur within a 28 day period, the College requires a doctor’s statement; failure to produce a certificate will result in only Statutory Sick Pay being paid for each period. Note: Special rules for SSP apply for so called “linked” periods of sickness, details are available from the Payroll Assistant.
Elective Surgery
It is recognised that from time to time members of staff will wish or need to have surgery to improve their lives; such elective surgery should, where possible, be timed to minimise inconvenience to the College. Timings should be agreed with the head of department and the overall absence be agreed in advance, with advice from the College's own medical resources. There is no right to College Sick Pay for elective surgery. Whether College Sick Pay or SSP will be payable will be considered following consultation with the relevant GP and the College's own medical resources. Where College Sick Pay is not paid, a member of staff may be able to use accumulated lieu time, annual holiday entitlement or SSP.

Travel to Work
It is a member of staff’s responsibility to get himself/herself to work. However, a situation may arise when a member of staff who is otherwise fit to undertake normal duties is unable to travel to work because of an injury or other ailment (e.g. is unable to drive). A member of staff in this position should contact their head of department without delay so the College can consider how best it can help and/or advise; getting a lift from a fellow member of staff, working from home or even getting a taxi are all options. In such circumstances there will be no automatic right to College Sick Pay.

Payments
Where College Sick Pay is agreed (see above for situations when, notwithstanding general rules, College Sick Pay may not be payable) amounts of payment in lieu of salary or wages will accord with the following:

- Those employees whose average earnings are above the National Insurance contributions limit, and are therefore eligible for Statutory Sick Pay (SSP), and who have been in continuous service with the College for more than one year as at the first day of absence due to sickness, will receive a maximum of 13 weeks' payment in any one period of 12 months. This is calculated by counting the days of absence for 12 months prior to the first day of sickness. Periods of sickness may be linked using the same rules as for SSP. This means that periods of sickness separated by less than 56 days will count as a single period.

- If your sickness absence continues beyond 12 months, no further College Sick Pay will become due to you.

- If during the first 12 months’ of employment, a member of staff’s sickness record is judged to be poor, the College reserves the right to extend the period for which only SSP is paid; the member of staff will be advised prior to the start of the 2nd year.

- Those employees whose average earnings are above the National Insurance contributions limit, and are therefore eligible for Statutory Sick Pay, and who have been in continuous service with the College for less than one year as at the first day of absence due to sickness, shall receive Statutory Sick Pay only.

- The amount of payment for the relevant number of weeks will be the employee’s basic salary or wages. Any Statutory Sick Pay to which the employee is entitled shall be deemed to be included in the amount payable. After the expiry of the relevant number of weeks of sickness,
the employee will receive only the amount of Statutory Sick Pay to which he/she is entitled. However, in exceptional cases, the maximum periods specified may be extended at the discretion of the College authorities.

The maximum periods specified above will include all periods of absence from work due to sickness for one day or more, but will exclude:

- Absences of less than one working day, provided that the number of such absences does not exceed five in any one period of 12 months;
- Absence through injury sustained by an employee in the discharge of his/her duties except when the employee is at fault.

The following further rules concerning the amount of payment in lieu of salary or wages will apply:

- Those employees whose average earnings are below the National Insurance contributions limit, and are therefore not eligible for Statutory Sick Pay.
- Where there is evidence that absence on grounds of sickness is due or attributable to:
  - an employee's misconduct
  - injury whilst working for private gain in his/her own time whether for himself/herself or for another employer
  The College reserves the right to reduce or discontinue any payment in lieu of salary or wages.
- If an employee is absent from work as a result of incapacity for which a third party is liable (whether in full or in part) then he/she will not be entitled as of right to sick pay or other remuneration during such absence and any payments made by the College in the period of the absence shall be an interest-free loan. If the employee recovers damages he/she will repay the College any sums received as compensation for loss of remuneration for this period but limited to the amount of the interest-free loan. If no damages are received the employee will not be required to repay the loan or any part of it. Typically, this section will apply to an employee involved in a car accident and he or she is injured but is the innocent party in the accident.
- Should an employee, under any circumstances, be required to claim Sickness Benefit he/she must inform the head of department of any amount he/she receives under the National Insurance Acts. Such sickness benefits received by the employee will then be offset against any payment due from the College under these rules.
- For the purpose of these rules, an employee shall be deemed to be entitled to the normal statutory benefits for himself/herself and his/her dependants unless he/she shows proof to the contrary. Failure to make a claim in the prescribed manner will not be accepted as constituting loss of entitlement to benefit.

**Long-Term Ill Health**

When an employee is ill for a long time, the difficulties of continuing without that employee become increasingly apparent. Eventually, the College may have to decide to take action to terminate employment; such a decision will depend on the circumstances of each case. Any employee who has
frequent absences, or a single prolonged absence on account of sickness, may therefore be required to authorise the College authorities to seek further information from the employee’s doctor, to be given access to health records and medical reports, or to agree to be examined by a doctor nominated by the College. If the employee withholds consent a decision about the employee may have to be made without the relevant information. Please see Managing Attendance policy for further information, regarding the formal process. This policy is available from your HOD or HR.

**Sickness on Annual Leave**

Sickness occurring during any period of annual leave must be reported as sickness, in line with the College notification procedure and medical evidence should be provided. In such circumstances, re-crediting of annual leave may be agreed if a failure to do so would deprive an employee of statutory holiday due under the Working Time regulations.

**New Employees**

New employees who have been issued with a linking letter from DSS which indicates that they have been in recent receipt of State Benefit or a Form SSP1 (L) from a previous employer regarding recent receipt of Statutory Sick Pay must submit these documents to the head of department within 7 calendar days of commencing employment with the College.

During a new employee’s probation period, in the event that the employee’s sickness/absence has created cause for concern, the College reserves the right to temporarily suspend payment of calculated advance pay i.e. payment for days anticipated to be worked which would normally be made on 20th of the month. Under such circumstances, the College would explain the situation to the employee and make suitable arrangements for an advance of pay as necessary.
9. TIME OFF AND ABSENCE

In addition to absence due to approved holidays, personal sickness and maternity leave, the College appreciates that members of staff may be unable to attend work from time-to-time for good reasons.

Statutory Time off (Paid)
- Recognised union and accredited safety representatives may take reasonable time off to attend to their duties and undergo training.
- Pregnant women may take time off for ante-natal care.
- Employees under notice of redundancy, who have at least two years' service with the College, may take reasonable time off to seek work or arrange training.

Statutory Time Off (Unpaid)
- Union members may take reasonable time off to take part in official union activities.
- The holders of certain public offices may take reasonable time off to fulfil their duties.

As much notice as possible should be given in respect of statutory time off.

Special Leave
In addition, staff may be granted paid time off at the discretion of the relevant head of department or Senior officer as follows:

- Dentist/Doctor/Optician visits, with confirmation of appointment if necessary (these are expected to be booked, where possible, at the beginning or end of the day to minimise disruption to the working day. Where appointments involve more than an hour, leave or lieu time must be used).
- Study leave for examinations for an approved course of study.
- Compassionate leave, for bereavement or other domestic crises (see Section 4).
- Territorial Army training, up to one week per year.
- Training as a member of the Reserves of the Armed Forces.
- Jury service/court appearances as a witness (basic pay less any payments made by the court).
- Urgent temporary leave of absence, if asked for, will not be unreasonably withheld, but prior permission of the head of department will always be required.
Special leave will be authorised by the head of department, or appropriate Senior officer if necessary, and may be paid or unpaid leave according to circumstances or may be taken from annual holiday entitlement.

**Unauthorised Absence**
Absence from work without leave or adequate explanation is a breach of discipline and may lead to disciplinary action.
A member of staff who is absent without authorisation, within their probation period, may only be paid for hours actually worked within that pay period.

**Monitoring and Review of Absences**
Levels of absence need to be contained at a minimum level because the work of all members of staff is important. Heads of departments therefore maintain a reasonable summary of each individual's attendance records in order to monitor any potential problems or highlight good aspects. These records are retained on staff files.

Any member of staff whose frequency or length of absence is at an unacceptable level (whether certified or not) will be interviewed and reviewed over a period when a substantial improvement will be sought. Failure to attain and sustain the standard required could result in disciplinary action being taken in accordance with the College’s disciplinary procedures. Whenever ill-health problems result in a poor attendance record and no matter how genuine the absence may be, there comes a time when the College's need for employees to attend work regularly is greater than the need to provide secure employment. It becomes a question of whether the employee is fit enough to undertake the duties required by the College or whether termination of employment has to be considered (see Section 8 (Long-Term Ill Health)).

Further details can be found in the Colleges Managing Attendance Policy and Procedure, copy available from your HOD or HR.
10. MATERNITY POLICY

This Section forms part of employees' terms and conditions of employment.

The College's maternity policy, in certain respects, exceeds the statutory requirements relating to maternity rights. A Government leaflet, Pregnancy and Work – what you need to know as an employee, setting out the statutory regulations is available from the Payroll Assistant. (Note: regulations are updated regularly, check with the HR Manager for latest information).

All staff regardless of their length of service are entitled to take up to one year's (52 weeks) maternity leave. This is made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave. All contractual benefits continue except for salary or wages. Maternity leave should normally commence no earlier than 11 weeks before the expected week of birth, and must extend to at least two weeks after the birth.

A member of staff may choose not to begin her maternity leave until shortly before the expected date of delivery. If the baby is born before she has begun her maternity leave, the maternity leave and pay commences on that earlier date.

A member of staff who is on sick leave because of a pregnancy-related illness at the fourth week before the expected week of childbirth (EWC) will commence her maternity leave at that date and will transfer from sick pay to maternity pay; if she becomes sick with a pregnancy-related illness after the beginning of the fourth week before the expected week of birth, her maternity pay and leave will commence on the first day of illness.

If the baby is born before the 11th week before the EWC, the maternity leave and pay commences immediately. Staff should inform their Head of Department and the HR Manager as soon as possible after the birth.

If a pregnancy ends in a stillbirth after the 24th week of pregnancy, a member of staff is entitled to maternity leave and pay.

Notification of Pregnancy

By the end of the 15th week before her expected week of childbirth (EWC), a member of staff should notify the College in writing, through her head of department, of her intention to take maternity leave including the following:

- A statement that she is pregnant.
- The expected week of childbirth, given in a medical certificate (MATB1).
- The date on which she intends her maternity leave to start.
- Whether she intends to return to work after the period of maternity leave.

The College will acknowledge correctly provided notification within 28 days.
College Maternity Pay

An employee of the College who becomes pregnant will be eligible for maternity pay subject to the following conditions:

- She is employed by the College continuously for 26 weeks by the 15th week before EWC.
- Notification has been given correctly (as above).
- Notification is given at least 28 days before the date of absence. The dates of absence may be changed provided 28 days’ notice is given.
- She is still pregnant at the 15th week before the expected week of childbirth.
- She continues to be employed until fourteen weeks before the expected week of childbirth.
- The employee undertakes to inform the HR Manager or her deputy if at any time during her Maternity Pay Period she goes abroad outside the European Community or is taken into legal custody.

Pregnant employees who meet the conditions above will be entitled to enhanced maternity pay paid by the College.

For pregnant employees who do not meet this qualification, maternity allowance may be payable through the Job Centre and the College will provide the employee with form SMP1 in order that she can make a claim.

If all the above requirements are satisfied, and providing the employee has stated that she will be returning to work following maternity leave, College maternity pay will be granted as follows:

- 18 weeks’ pay at normal salary followed by,
- 21 weeks’ pay at the Statutory Maternity Pay rate or 90% of average weekly earnings, whichever is the lower.
- 13 weeks unpaid maternity leave.

These payments will be deemed to include any payments to which an employee is entitled under the Statutory Maternity Pay scheme. Payments will normally be made on the employee’s normal pay day and at her normal pay interval. If prior to maternity leave a member of staff has stated that she will not be returning to work following maternity leave, maternity pay will be granted in accordance with the Statutory Maternity Pay scheme provided that she meets the statutory requirements for eligibility. Average earnings for the purpose of Statutory Maternity Pay are calculated in accordance with Inland Revenue rules.

Payment will normally be made on the employee’s normal pay date.

If the employee does not return to work or leaves her employment within three months of returning to work following the end of her Maternity Leave, she must agree to repay such proportion of Maternity Pay in excess of the statutory entitlement, as is requested by the College; this will normally be the total sum which has been paid in excess of Statutory Maternity Pay. The 3-month period excludes any period of accrued annual leave taken after maternity leave has come to an end.
**Time off for ante-natal care**
Pregnant employees are entitled to take reasonable amounts of paid time off during normal working hours to receive ante-natal care, although wherever possible appointments should be arranged at the start or end of the working day. Ante-natal care includes appointments with the GP, hospital clinics, parent-craft classes and relaxation classes.

**Risk Assessment**
Risk assessments of working environments in the College are routinely carried out in order to be able to protect the safety of any pregnant member of staff. Should her working environment or her duties pose an unacceptable threat to her health and safety, all reasonable steps will be taken to modify her duties or find alternative work of a suitable nature. Should this not be possible, she will be suspended from work on full pay on medical grounds.

**Keeping in Touch**
A member of staff on maternity leave is encouraged to stay in touch with the College and the College will send any important new information about the College to such an employee to her home.

Regulations allow for members of staff on Maternity Leave to work or to attend training days for up to 10 days (Keeping in Touch- KIT) in the College without jeopardising the Maternity Pay. The College is not obliged to offer this work nor is the member of staff obliged to accept any offer of work.

An employee will receive full pay (at the appropriate rate according to their salary scale point), inclusive of statutory maternity payment, for the hours worked during a KIT day. Therefore, any payment made depends on when during maternity leave the KIT day is worked, as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first 18 weeks (if taking contractual maternity pay)</td>
<td>No additional payment.</td>
</tr>
<tr>
<td>During the SMP period</td>
<td>Paid for the hours worked less any SMP for that day.</td>
</tr>
<tr>
<td>During nil pay</td>
<td>Full pay for the hours worked</td>
</tr>
</tbody>
</table>

**Return to Work**
The College will notify the employee of the date when leave will end.

A member of staff granted maternity leave must inform her head of department if she intends to return to work before the end of her Maternity Leave Period, by giving 8 weeks’ notice.

A member of staff granted maternity leave must inform her head of department if she does not intend to return to work at the end of her Maternity Leave Period, by giving 8 weeks’ notice.

If a member of staff wishes to change the date of return to work, again 8 weeks’ notice must be given.

A member of staff granted Ordinary Maternity Leave will, on the completion of her leave, be re-employed in her previous job unless a redundancy situation has arisen.
A member of staff taking Additional Maternity Leave will, on the completion of her leave, be re-employed in her previous job unless a redundancy situation has arisen. If, however, there is some reason other than redundancy which makes it not reasonably practical for the College to have her back in her original job, she will be offered suitable alternative work.

An employee who is appointed to a post temporarily vacated by a member of staff on maternity leave, and is so informed in his/her letter of appointment, may be dismissed with one week’s notice when the member of staff returns from maternity leave.

**Non-return to work**
If a member of staff is unable to return to work at the end of their maternity leave because she is medically unfit, she should report her sickness absence and submit medical certification in the usual way. She will transfer from maternity leave to sick leave. Subsequently the normal sickness procedures will be followed.

If the member of staff does not return to work following a period of maternity leave, and has not notified the College of the reason, her absence will be treated as unauthorised absence under the College’s disciplinary policies for that category of staff.

**Annual Leave**
During Maternity Leave annual leave accrues at the same rate as normal. An employee may not take annual leave during Statutory Maternity Leave; an employee must therefore take any untaken annual leave before and/or after her Statutory Maternity Leave. Annual leave earned in this way should normally be taken in the leave year in which it is earned and where practicable, preferably prior to the employee returning to work. Leave may be carried forward to the next leave year in exceptional circumstances only and with the permission of the College Steward, and in all cases should be taken by the following 31 December. An employee cannot normally be paid in lieu for any untaken statutory annual leave unless the employment contract is terminated.

**Repayment**
If a member of staff does not return to work after maternity leave, or returns to work but does not subsequently continue in the employment of the College for a period of at least three months, the College has the right to reclaim any contractual maternity pay that she received that is in excess of any SMP that she has received.

If the member of staff returns to work but does not subsequently continue in employment for a period of at least three months, the amount deducted will be a proportion of the excess pay as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Proportion of Maternity Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one month</td>
<td>All enhanced maternity pay</td>
</tr>
<tr>
<td>One month up to two months</td>
<td>Two-thirds of enhanced maternity pay</td>
</tr>
<tr>
<td>Two months up to three months</td>
<td>One-third of enhanced maternity pay</td>
</tr>
</tbody>
</table>
11. ADOPTION POLICY

Pre-placement appointments
From 5 April 2015, an employee who has a child placed with him/her for adoption will be allowed to take time off to attend adoption appointments. Paid time off will be given to a primary/sole adopter for up to five appointments of up to 6.5 hours each to make contact and bond with the child. For joint adoptions, only one adopter may take paid time off; the other adopter may attend up to two appointments, unpaid. We ask that such employees give us as much notice as possible of these appointments, and provide evidence of the appointments.

Adoption Leave
Employees who are matched with a child for adoption on or after 1st April 2007 will be eligible, subject to satisfying certain criteria, to receive statutory adoption pay and adoption leave.

Adoption leave is available to one parent only of a couple. Therefore, where a child is placed with a couple who both work for Robinson College, one employee only will be entitled to adoption leave and pay. The other employee may be entitled to Paternity Leave (see Paternity Leave Policy). (Note: regulations are updated regularly, check with the HR Manager for latest information)

Statutory Adoption Leave is 52 weeks. It’s made up of:

- 26 weeks of Ordinary Adoption Leave
- 26 weeks of Additional Adoption Leave

An employee is entitled to adoption leave if he/she has been continuously employed for not less than 26 weeks at the date notification is received from the adoption agency that an adoption will take place.

When can employees commence their adoption leave?
Employees can start their adoption leave on:

- The date the child is placed with the employee; or
- A date which is up to 14 days before the date the child is due to be placed with the employee and no later than the date of placement.

Notification Requirements
In order to claim statutory adoption leave and pay, employees must inform the HR Manager, through their head of department, in writing no later than 7 days after they have been notified by the adoption agency of the placement or, if this is impossible, as soon as is practicable after that date.

The notice should specify:

- That they will be absent because of adoption;
- The date the child is expected to be placed with them; and
- The date that they wish to start adoption leave;
- Whether they intend to take additional adoption leave as well as ordinary adoption leave.
A form for notification purposes can be obtained from the HR Manager. Employees should make sure that when they return that form to his office, they also enclose a document or documents issued by the adoption agency stating:

- The name and address of the agency
- The name and date of birth of the child
- The date the employee was notified that he/she had been matched with a child
- The date the agency expects to place the child.

Once the date the employee wishes to start adoption leave has been approved, the employee may change the start date by giving not less than 28 days’ notice before the new date proposed.

**College Adoption Pay**

College staff taking adoption leave, who have been continuously employed for not less than 26 weeks at the date notification is received from the adoption agency that an adoption will take place, will receive enhanced adoption pay, starting from the first day of leave, as follows:

- 18 weeks' paid leave during which they will receive their normal rate of pay.
- 21 weeks' during which they will receive Statutory Adoption Pay (if entitled).
- 13 weeks unpaid adoption leave.

Payment during the first 18 weeks consists of a contractual adoption pay provision and any Statutory Adoption Pay (SAP) to which s/he is entitled. If the amount due is less than the SAP provision, only SAP will be payable.

College staff may opt to hold over the 18 weeks contractual adoption pay that is in excess of her/his statutory entitlement and receive this pay in full once s/he has returned to work for a period of not less than three months.

Adoption pay is subject to the condition that no work is undertaken during the paid period of leave (up to 39 weeks) outside ‘Keeping in touch days’ (see below).

Payment will normally be made on the employee’s normal pay date.

**Benefits during Adoption Leave**

When employees are absent on adoption leave, providing they have given the required notice as detailed above, they will be entitled to all their usual terms and conditions of employment, with the exception of salary, and will be bound by all the usual obligations of their terms and conditions of employment.

**Keeping in Touch**

A member of staff on Adoption Leave is encouraged to stay in touch with the College and the College will send any important new information about the College to such an employee to their home.
Regulations allow for members of staff on Adoption Leave to work or to attend training days for up to 10 days in the College without jeopardising the Adoption Pay; the College is not obliged to offer this work nor is the member of staff obliged to accept any offer of work.

College Staff will receive full pay (at the appropriate rate according to their salary scale point), inclusive of statutory adoption payment, for the hours worked during a KIT day. Therefore, any payment made depends on when during adoption leave the KIT day is worked, as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first 18 weeks</td>
<td>No additional payment.</td>
</tr>
<tr>
<td>During the SAP period</td>
<td>Paid for the hours worked less any SAP for that day.</td>
</tr>
<tr>
<td>During nil pay</td>
<td>Full pay for the hours worked</td>
</tr>
</tbody>
</table>

Returning from Adoption Leave

The College will notify the employee of the date when leave will end.

Employees returning from ordinary adoption leave will return to the job which they left with their terms and conditions of employment preserved.

Where possible employees returning from additional adoption leave will return to the job which they left with their terms and conditions preserved. However, in certain circumstances, employees will return to an appropriate alternative position within the College on not less than their previous level of remuneration.

If it is not possible for an employee to return to his/her job due to redundancy, where possible the College will offer alternative employment.

Employees may return to work before the end of their adoption leave by giving the College 8 weeks’ notice of their intention to return. Where an employee fails to give 8 weeks’ notice, the College may postpone the employee’s return until 8 weeks’ notice has been received.

A member of staff granted adoption leave must inform his/her head of department if s/he does not intend to return to work at the end of the Adoption Leave Period, by giving 8 weeks’ notice.

Non-return to work
If a member of staff is unable to return to work at the end of their adoption leave because s/he is medically unfit, s/he should report their sickness absence and submit medical certification in the usual way. S/he will transfer from adoption leave to sick leave. Subsequently the normal sickness procedures will be followed.

If the member of staff does not return to work following a period of adoption leave, her/his job remains open and s/he does not automatically lose their right to return. However, their absence will be treated as unauthorised absence under the College's disciplinary policies for that category of staff.

Annual Leave
During Adoption Leave annual leave accrues at the same rate as normal. An employee may not take annual leave during Statutory Adoption Leave; an employee must therefore take any untaken annual leave before and/or after her Statutory Adoption Leave. Annual leave earned in this way should normally be taken in the leave year in which it is earned and where practicable, preferably prior to the employee returning to work. Leave may be carried forward to the next leave year in exceptional circumstances only and with the permission of the College Steward, and in all cases should be taken by the following 31 December. An employee cannot normally be paid in lieu for any untaken statutory annual leave unless the employment contract is terminated.

**Repayment**

If a member of staff does not return to work after Adoption Leave, or returns to work but does not subsequently continue in the employment of the College for a period of at least three months, the College has the right to reclaim any contractual adoption pay that s/he received that is in excess of any SAP that s/he has received.

If the member of staff returns to work but does not subsequently continue in employment for a period of at least three months, the amount deducted will be a proportion of the excess pay as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Proportion of Excess Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one month</td>
<td>All enhanced adoption pay</td>
</tr>
<tr>
<td>One month up to two months</td>
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</tr>
<tr>
<td>Two months up to three months</td>
<td>One-third of enhanced adoption pay</td>
</tr>
</tbody>
</table>
12. PATERNITY LEAVE

Paid Paternity Leave of up to two weeks has been available for some years after the birth or adoption of a child or children to a qualifying employee.

From 3 April 2011 Additional Paternity Leave and Pay may also be available to members of staff who qualify. This Section outlines the arrangement and the qualifying criteria, though further clarification should be sought from either the HR Manager or the Payroll Assistant.

Birth of a Child or Children

Qualifying Conditions

An employee will qualify for paternity leave to care for a child or support the child’s mother if:

- The employee has been continuously employed for not less than 26 weeks at the end of the 15th week before the expected week of childbirth (EWC), or has been continuously employed for not less than 26 weeks at the date notification is received from the adoption agency that an adoption will take place.

and

- The employee is the father of the child due on or after 3 April 2011.

or

- The employee’s wife partner or civil partner is pregnant and due to give birth to a child on or after 3 April 2011.

or

- The employee and partner receive notification that they have been matched with a child for adoption on or after 3 April 2011.

or

- The employee’s spouse, civil partner or partner is adopting a child from overseas and the child enters Great Britain on or after 3 April 2011.

Ordinary Paternity Leave Entitlement

An employee may take either one week’s leave or two consecutive weeks’ leave. This entitlement does not increase if more than one child is expected from the same pregnancy of the mother.

The leave may be taken within a fifty-six day period only, starting with the day the child is born.

The employee may choose to begin the period of leave on:

- The date on which the child is born; or
- A certain number of days after the birth as has been specified by the employee in the Notification (see below); or
- Another specified date as specified by the employee in the Notification.

Notification

An employee must give notice of intention to take paternity leave (Notification) in or before the 15th week before the EWC or (if that is not possible) as soon as reasonably practicable thereafter. The Notification must be in writing and state:
- The expected week of the child’s birth.
- Whether the employee has chosen to take one week’s leave or two consecutive weeks.
- The date the employee has chosen for the period of leave to begin.

The date may be varied by the employee giving at least 28 days’ notice before the original intended date.

**Pay during Ordinary Paternity Leave**
During the period of paternity leave, an employee that meets the College criteria (i.e. that satisfactory arrangements can be made to cover for the absence at no extra cost to the College) shall receive their contractual rate of pay for up to 2 weeks of Ordinary Paternity Leave.

**Additional Statutory Paternity Leave Entitlement**
Additional Paternity Leave is for a maximum of 26 weeks. If an employee’s partner has returned to work, the leave can be taken between 20 weeks and one year after their child is born or placed for adoption. The employee may be entitled to receive Additional Statutory Paternity Pay during their partner’s Statutory Maternity Pay, Maternity Allowance or Adoption Pay period.

Additional Statutory Paternity Pay is paid to an employee if:

- They take Additional Paternity Leave

and

- They are earning at least the lower earnings limit (LEL) for National Insurance contributions in force at the end of the qualifying week.

To be paid Additional Statutory Paternity Pay an employee’s partner must also meet certain criteria that are set out below:

The mother or adopter must have:

- Returned to work
- Stopped claiming any relevant maternity/adoption pay, with at least two weeks of unexpired Statutory Pay period remaining
- The College employee must intend to care for the child during their Additional Statutory Paternity Pay Period.

Note: Additional Statutory Paternity Pay is only payable to an employee during the period of their partner’s 39 week Maternity Allowance, Statutory Maternity or Statutory Adoption Pay period.

The College will need documentary proof that these criteria have been met.

**Terms and Conditions during Paternity Leave**
An employee who takes paternity leave has the benefit of all terms and conditions of employment except salary.

At the end of the paternity leave, the employee will return to the job in which the employee was employed before the leave began (except in certain circumstances).
13. SHARED PARENTAL LEAVE

Mothers of babies expected on or after 5 April 2015, or an employee who is matched with a child for adoption on or after this date, may be able to convert part of his/her statutory maternity/adoption leave and pay into “shared parental leave” (SPL) and “shared parental pay” (ShPP) provided the eligibility requirements are satisfied. It will be up to the mother or adopter to decide whether to continue his/her maternity/adoption leave or to opt to end this early and take shared parental leave instead. Employees may choose to opt into shared parental leave at any time, as long as there is still some untaken maternity/adoption leave left to share.

The parents may take time off together if they wish, or may take it in turns to have periods of leave. Their leave does not have to be taken in one continuous block each. Sensible forward planning is therefore essential to ensure leave and cover arrangements are effectively managed.

The entitlement to statutory maternity leave, statutory maternity pay, statutory adoption leave, statutory adoption pay, and to take KIT days remain.

Shared parental leave - SPL - eligibility

To be eligible for SPL, both individuals must have caring responsibility for the child. Eligible individuals include employees or self-employed earners who are the biological father or the mother’s husband, civil partner or partner.

In addition:

- The mother/primary adopter seeking to convert the maternity/adoption leave into shared parental leave must have at least 26 weeks' continuous service with his/her employer at the 15th week before the baby's due date/week in which he/she was notified of having been matched with a child for adoption and must still be working for that same employer when he/she intends to start the leave.

- The other parent/carer must also have worked (on an employed or self-employed basis) for any 26 out of the 66 weeks preceding the baby's expected date of birth/expected placement date and have earned at least £30 (gross) pay per week for any 13 of the 66 weeks.

- If the mother/primary adopter does not qualify for maternity/adoption leave, his/her partner will not be eligible. (So for example a male employee whose wife does not work will not be entitled to take shared parental leave.)

Shared parental leave SPL - commencing leave

Birth: SPL may commence at any time following the mother’s period of compulsory maternity leave, subject to the required notice being given and the leave being agreed. The mother chooses to end her maternity leave early and to convert the untaken balance of SML (up to 50 weeks in total) and SMP (up to 37 weeks in total) to SPL and ShPP. The mother does not need to return to work before her partner takes SPL as the balance is shared between the two of them.

Adoption: employees who are adopting (or the parental order parent in a surrogacy arrangement) must take at least two weeks of adoption leave before it can be ended and converted into SPL.
Births and adoptions: any SPL must be taken within 52 weeks of the child’s birth/adoption. The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first wish to use any entitlement to paternity leave entitlement (as statutory paternity leave or pay may not be taken after any SPL or ShPP).

SPL can be taken by both parents separately or together, and it does not need to be taken in consecutive blocks. There is a maximum of three blocks of leave (per parent). Each block must be a minimum of one week (which may start on any day of the week), and must be taken as complete weeks, unless we agree otherwise. A maximum of three notifications of leave or variations of planned leave (per parent) is therefore permitted unless we agree otherwise.

Shared parental leave - SPL - notification requirements
Notice to end maternity/adoption leave: the mother/adopter must give his/her employer eight weeks’ notice to end the entitlement to maternity/adoption leave early, which will then enable both parents to take advantage of the shared parental leave regime. This notice can be given before or after the birth/placement. If it is given after the birth, the notice is binding; if it is given before the birth, the mother may withdraw the notice up to six weeks after the birth.

Declaration of entitlement: both partners must first of all sign a declaration that they intend to take shared parental leave (this is most easily done using HMRC’s form ShPL1, and must be done at least eight weeks before any shared parental leave may start). A copy of the child’s birth certificate (in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption) and the name and address of the partner’s employer must be provided within 14 days of any request to do so.

Leave request: an employee who is entitled to and who intends to take shared parental leave must then give a separate written notice at least eight weeks before the start of any proposed period of SPL. The notice can be given at the same time as the declaration above, or later. Each employee is permitted to make three separate leave requests. We will aim to respond promptly to a leave request.

Continuous leave: if the employee asks for a single continuous period of leave, he/she may take this on his/her chosen dates.

Discontinuous leave: if the request is for discontinuous periods of leave, this is subject to a two-week discussion period during which we may agree, refuse or propose alternative dates. Such requests will be carefully considered, but if we cannot reach agreement on a requested pattern of leave, the employee must either take that period of leave in a single block starting on a date of his/her choice, or withdraw the request for leave (in which case it will not count towards his/her three permitted requests). The employee has 19 days from the date his/her request was made to us to choose when this leave period will begin, but the leave cannot start earlier than the initial notified start date. Note that requests for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.
Once agreed, we will confirm the details in writing. The leave may then only be varied in certain circumstances (e.g. if the relationship breaks down or on the death of either the mother or her partner). In the former case, both parties need to agree to the change. However, if the mother gave notice of her intention to take SPL before the birth, she can change the details within six weeks of the birth, provided that she gives us at least eight weeks’ notice before her period of SPL starts. Otherwise a request to change the dates must provide eight weeks' notice and will count as one of the three requests.

Different notification requirements apply if the baby is born early (i.e. before the beginning of the expected week of childbirth) and the parent had booked shared parental leave/pay to be taken in the eight week period following the expected week of childbirth (EWC). In this case, the parent may prefer to take the booked leave and pay after the actual birth. He/she should provide us with notice to vary his/her shared parental leave and pay as soon as practicable following the birth. This flexibility does not apply to shared parental leave or pay booked to start eight or more weeks after the EWC, or does it allow the parent to vary the number of weeks of leave or pay booked. (The latter would count as one of the three notices, and would require eight weeks' notice of the variation.)

Shared parental leave - SPL - work and contact during SPL
In addition to the usual 10 KIT days for employees on maternity/adoption leave, employees who take shared parental leave are eligible to take 20 SPLIT days each, without this bringing their period of SPL to an end or affecting their ShPP.

SPLIT days may be taken at any time during the period of shared parental leave, subject to the employee and his/her manager agreeing work to be covered. There is no obligation to attend or to provide SPLIT days. Any SPLIT days worked will not extend the period of SPL.

Employees on SPL are encouraged to keep in touch with us and we will continue to make reasonable contact with them during their period of leave.

Enhanced Shared Parental Pay (EShPP)
College staff who are eligible to take Shared Parental Leave are entitled to 18 weeks Shared Parental Leave at full pay, minus any weeks enhanced maternity/adoption or paternity pay they have already received.

EShPP is inclusive of any Statutory Shared Parental Pay (ShPP) to which the employee is entitled. If the amount due is less than the ShPP to which the employee is entitled, only ShPP will be payable. The amount payable cannot be more than the employee’s usual weekly earnings.

ESShP is subject to the condition that no work is undertaken during the paid period of leave other than ‘SPL in touch days’ (see ‘SPLIT days’ above).

Payment will normally be made through the payroll on the employee’s normal pay date.
Where an employee chooses not return to work for a minimum of three months after a period of SPL they will be required to repay any ESShP that they have received. An employee may opt to hold over any EShPP that is in excess of their statutory entitlement and receive this as back pay owing to them once they have returned to work for a period of not less than three months.

Repayment
If an employee decides not return to work after taking SPL, or returns to work but subsequently decides not to continue in the employment of the College for a period of at least three months, the College has the right to reclaim any EShPP that they received that is in excess of any ShPP that they have received.

If the member of staff returns to work but does not subsequently continue in employment for a period of at least three months, the amount deducted will be a proportion of the excess pay as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Proportion of Excess Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one month</td>
<td>All EShPP</td>
</tr>
<tr>
<td>One month up to two months</td>
<td>Two-thirds of EShPP</td>
</tr>
<tr>
<td>Two months up to three months</td>
<td>One-third of EShPP</td>
</tr>
</tbody>
</table>

Shared parental leave - SPL - contractual benefits
During SPL, the employee’s normal terms and conditions of employment are maintained, except those relating to pay. Employees remain entitled to all contractual benefits (such as use of a College mobile phone and annual leave).

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. The employee’s contributions will be based on his/her actual pay, whilst our contributions will be based on the salary that the employee would have received had he/she not been taking SPL.

Shared parental leave - SPL - returning to work
The employee is entitled to return to his/her original job if he/she has been absent for no more than 26 weeks in total (either as one block or in aggregate and including any time on maternity, paternity or adoption leave), and to return to a job that is similar and suitable if the absence is longer than 26 weeks.

An employee who wishes to return to work earlier or later than his/her expected return date should make a written request to do so, giving at least eight weeks’ notice of the proposed date of return. This will count as one of the three permitted requests. If the employee has already used all three notifications to book/vary leave, then we will consider the request but are not obliged to accept it.

Shared parental leave - SPL - additional information
Because shared parental leave may involve more than one period of leave, and more than one employer, we encourage employees who intend to take such leave to plan early and to discuss their initial intentions with us on an informal basis as soon as possible. This will enable us to plan more effectively for this, to discuss what may/may not be practical and therefore may also prevent the employee from using one of his/her three requests for an arrangement that is unlikely to be
accepted. We will always give full consideration to requests, but discontinuous periods of leave will be subject to us being able to arrange suitable cover for the absences.

**Managing annual leave**

Employees on maternity/adoption/paternity/additional paternity/shared parental leave continue to accrue their full contractual holiday. If this is untaken at the end of the holiday year it will be carried forward. In addition, some employees may wish to take unpaid parental leave, which is a separate entitlement.

Therefore it is advisable to plan how they will take their annual holiday entitlement for the whole period. In order to avoid returning with a large amount of leave accrued over two holiday years, it may be sensible to take any remaining entitlement for the current holiday year before starting the leave, and also to take some of the following year's leave prior to returning to work.
14. PARENTAL LEAVE

The College offers Ordinary Parental Leave to eligible employees in order to balance work and family commitments.

18 weeks’ unpaid Parental Leave will be available in respect of each child born or adopted of an employee who meets the following criteria.

- The employee has one year’s continuous employment with the College
- The employee is the parent of a child under the age of 18 (father, mother or other person with formal parental responsibility for the child)

An employee will have parental responsibility if he/she has parental responsibility within the meaning of the Children’s Act 1989, or is registered as being the father on the child’s birth certificate.

NB: Parental Leave for part-time employees will be prorated, e.g. a “week’s leave” for an employee working three days a week will be three days.

Conditions for taking Parental Leave

- Periods of unpaid Parental Leave must be taken in blocks of one week, unless the child is disabled. Due to the difficulty of managing Parental Leave of less than a full week, if an employee with parental responsibility of a child who is not disabled chooses to take less than a full week’s leave, a full week will nonetheless be deducted from the employee’s entitlement.
- A maximum of 4 weeks’ Parental Leave can be taken in any year. (A year for the purposes of this policy being 12 months commencing with the child’s birthday, or the anniversary of the date on which the employee accrues one year’s continuous employment if this is later.)
- Employees can take the leave any time up the child’s 18th birthday

Notice Requirements

- The employee must give at least 21 days’ written notice of any Parental Leave that he/she wishes to take, where possible specifying the exact dates on which the period of leave is to begin and end.
- If College business would be particularly disrupted were the employee to take Parental Leave on the dates requested, the College may postpone the leave for up to six months (except where the employee has given notice to take Parental Leave immediately after the birth or placement for adoption of the child).
- The College may request reasonable evidence to confirm an employee is the parent of, or has formal parental responsibility for the child, which may include the birth certificate, adoption papers confirming the date of placement or an award of disability living allowance in the case of a disabled child.

Terms and Conditions of Employment

- The employee’s contract of employment will continue during Parental Leave in all respects.
- The employee will remain employed during the Parental Leave and continue to accrue continuity of service.
15. REQUESTS FOR FLEXIBLE WORKING

Flexible working
An employee is entitled to apply to work flexibly if he/she has been continuously employed for not less than 26 weeks at the date of the application.

Applications
Employees wishing to be considered for flexible working should make an application in writing, through their head of department, to the HR Manager. The application should include:

- The date they wish the flexible working to commence
- The flexible pattern of working they wish to have considered
- The effect they believe the proposed change will have on the employer and how this effect may be dealt with
- Whether any previous applications have been made
- Employee’s signature and date

Meeting to discuss application
Within 28 calendar days of receiving the application, a meeting will be convened with the HR Manager to discuss the application, unless the application has been agreed before this date. A colleague may accompany the employee to this meeting. Following this meeting written notice will be sent to the employee within 14 calendar days stating whether the application has been agreed or refused.

Application can be refused on the following grounds:
- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality or performance
- Insufficient work during periods the employee proposes to work
- Planned structural changes

If the application is refused on one of the above grounds, the notice will provide an explanation as to why these grounds apply and set out the appeal procedure also outlined below.

If it has been agreed, the notice will state the date the flexible working pattern will commence. This working pattern will be a permanent change to the employee’s terms and conditions of employment.

Right to Appeal
See Appeals Procedure Section 19.
16. EQUAL OPPORTUNITIES AND DISCRIMINATION

The College has a Policy on Equal Opportunities and associated Codes of Practices. These were approved by the College Council in May 2002 and modified to reflect new legislation on age discrimination, and underpin what appears below. On 1 October 2010 the new Equality Act 2010 came into force. The main effect of the Act was to reinforce earlier legislation on prohibiting discrimination on grounds of:

Age, Disability, Gender re-assignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

In addition the Act widens the definition of discrimination to include discrimination which might arise because of someone’s association with a person with a protected characteristic or where a person thinks someone has a protected characteristic even if they don’t (for example, discrimination because a person’s child is gay or because you think a person is gay even if they are not).

The College is an equal opportunities employer. In order to promote an environment within which the widest possible range of knowledge, skill and experience can be called upon, as well as ensuring compliance with the relevant legislation and codes of practice, the College is committed to achieving and maintaining a workforce which represents the population within its recruitment area in terms of race or colour, nationality or ethnic origins, sex, sexuality, marital status, age or disability.

To this end, the College reviews regularly the operation of its recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If, at any time, members of staff feel that they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter with their head of department or the HR Manager.

The perpetrator of any proven instance of discrimination will be subject to disciplinary action and may be dismissed.

Recruitment and Selection

The staffing process is governed by the College's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge, skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The College will, where appropriate, recruit from within through promotion.
- The capability of the individual to perform in the position will be the major selection criterion, but the ability to work with others, trainability and potential will also be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
Training and Development
The College aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. The College will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics, in order to meet the needs of the College and the individual. Further details can be found in the Training and Development Policy and Procedure.

Employee Relations
To create a productive and satisfying staff relations climate, the College’s business objectives and the interest of its employees are recognised. Efforts will continuously be directed towards finding mutually acceptable solutions to workplace problems and issues. To this end, the following basic principles apply:

- Achieve high performance standards by encouraging staff commitment and teamwork, and promoting an attitude of trust.
- Maintain a work environment in which the personal dignity of each individual is respected, and discrimination and harassment are not tolerated.
- Provide employment conditions that are competitive.
- Communicate regularly with members of staff about the College's aims and objectives, performance and significant developments.
- Recognise the right of every employee to present a complaint, to appeal against a decision and to receive a response within a reasonable period of time.

It is not a condition of employment in the College that an employee should be a member of a trade union, but an employee has the right to belong or not to belong to any trade union of his/her choice and, where he/she is a member, the right at any appropriate time to take part in the activities of the trade union.

Dignity at Work - Bullying and Harassment Policy
The College is committed to creating and maintaining a working, living and learning environment for students, staff and Fellows, free from all forms of discrimination, and to fostering mutual respect and consideration. The College wishes to ensure that all employees are treated with dignity and respect whilst at work. The College will not tolerate physical or verbal abuse on the grounds of race, religion, sex, sexuality, age or disability. Interpretations of harassment differ; differences of attitude or culture and the misinterpretation of social signals can mean that what one sees as harassment may not seem so to another. The defining features of harassment are that the behaviour is offensive or intimidating to, and unwanted by, the recipient or group of recipients, even if offence is not intended. All members of the College should therefore be sensitive to the feelings of others at all times. Complaints of harassment will be responded to sympathetically, thoroughly, and with all possible speed. The College will respect the particular sensitivity and confidentiality of such matters.
Anyone feeling that he/she is being subjected to harassment should not hesitate to seek advice from the Chaplain, College Nurse or HR Manager who have all received training or have some experience in dealing with such situations. They will advise on a further course of action, and endeavour to resolve the matter informally, taking the matter further only with consent.

**Use of Internet Social Media such as Facebook, Youtube or Twitter**

Publishing information on the Internet is widespread and it is recognized that many employees will use this medium to communicate with friends and family and more generally with the outside world. However, in any form of publishing the law is quite specific about certain matters and care must be taken to stay within the law and also to comply with the College’s Policy:

Employees must not use the Internet and/or social media in either work or personal time to:

- Post information that is confidential or that constitutes intellectual property;
- Make comments that are negative about the College, its Fellows, members of staff, students, conference delegates, or visitors;
- Bring the College into disrepute;
- Bully or harass other members of staff or other parties; or
- Make comments that are discriminatory

Staff should be aware that publishing such information only on “private” pages of Facebook etc. offers no protection from action.
17. DISCIPLINARY PROCEDURE

Disciplinary rules and procedures are necessary for promoting fairness and consistency in the treatment of all employees and in the conduct of industrial relations. They also assist an organisation to function effectively. Rules set standards of conduct at work; procedures help to ensure that the standards are adhered to and also provide a fair method of dealing with alleged failures to observe them. The Employment Rights Act 1996 now requires written information to be available to all employees about certain aspects of any disciplinary rules and procedures and, in particular, of the likely consequences of breaking rules. From 6 April 2009 the Statutory Disciplinary Procedures were repealed and replaced by a new Acas Code of Practice. The College procedures detailed below comply with that Code of Practice.

Many potential disciplinary or grievance issues can be resolved informally. A quiet word is often all that is required to resolve an issue. However, where an issue cannot be resolved informally then it may be pursued formally. The Acas Code sets out the basic requirements of fairness that will be applicable in most cases; it is intended to provide the standard of reasonable behaviour in all instances.

Heads of Department should keep a written record of any disciplinary cases they deal with, even informal matters.

Whenever a disciplinary is being followed by the College it is important to deal with issues fairly. The Acas Code includes a number of basic elements:

- Employers and employees should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.
- Employers and employees should act consistently.
- Employers should carry out any necessary investigations, to establish the facts of the case.
- Employers should inform employees of the basis of the problem and give them an opportunity to put their case in response before any decisions are made.
- Employers should allow employees to be accompanied at any formal disciplinary or grievance meeting.
- Employers should allow an employee to appeal against any formal decision made.

The Procedures set out overleaf incorporate these elements.
ROBINSON COLLEGE PROCEDURES

I. Establish the facts of each case
It is important to carry out necessary investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some cases this will require the holding of an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others, the investigatory stage will be the collation of evidence by the College for use at any disciplinary hearing.

In misconduct cases, where practicable, different people will carry out the investigation and disciplinary hearing. Generally, the College Steward will appoint a head of department who is not the head of department of the employee to undertake the investigation and prepare a report.

If there is an investigatory meeting this should not by itself result in any disciplinary action. Although there is no statutory right for an employee to be accompanied at a formal investigatory meeting, generally, the College will afford this facility at any formal investigatory meeting.

If the College decides that a period of suspension with pay is necessary, this period will be as brief as possible, will be kept under review and it will be made clear that this suspension is not considered a disciplinary action.

II. Inform the member of staff if there is no case to answer
If the Investigation Report indicates that there is no disciplinary case to answer the member of staff will be informed through his/her head of department without unnecessary delay.

III. Inform the member of staff of the problem
If the Investigation Report indicates that there may be a disciplinary case to answer, the member of staff will be notified of this in writing. This letter will contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the member of staff to prepare to answer the case at the disciplinary meeting. Normally the College will provide copies of any written evidence and copies of any witness statements, with the notification letter.

The notification will also give details of the time and venue for the disciplinary meeting and advise the member of staff of their right to be accompanied at the meeting. The letter will advise who will chair the meeting, but generally, this will be the head of department, College Steward or a Fellow appointed by the Warden.

IV. Hold a meeting with the member of staff to discuss the problem
The disciplinary meeting will be held without unreasonable delay whilst allowing the member of staff reasonable time to prepare their case.

The member of staff (and their companion) must make every effort to attend the meeting. At the meeting the Chair will explain the complaint against the member of staff and go through the evidence that has been gathered. The member of staff will then be allowed to set out their case and answer any allegations that have been made. The member of staff will also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They will also be given an opportunity
to raise points about any information provided by witnesses. Where the College or member of staff intends to call relevant witnesses they are required to give advance notice that they intend to do this.

V. Allow the employee to be accompanied at the meeting
Workers have a statutory right to be accompanied by a companion where the disciplinary meeting could result in

- A formal warning being issued; or
- The taking of some other disciplinary action; or
- The confirmation of a warning or some other disciplinary action (appeal hearings).

The chosen companion may be a fellow worker, a trade union representative, or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

To exercise the statutory right to be accompanied workers must make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However, it would not normally be reasonable for workers to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for a worker to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

The companion should be allowed to address the hearing to put and sum up the worker’s case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not, however, have the right to answer questions on the worker’s behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

VI. Decide on appropriate action
After the meeting the head of department, College Steward or Fellow chairing the meeting will decide whether or not disciplinary or any other action is justified and inform the member of staff accordingly in writing within 5 working days of holding the meeting.

Where misconduct is confirmed or the member of staff is found to be performing unsatisfactorily it is usual to give a written warning. A further act of misconduct or failure to improve performance within a set period will normally result in a final written warning.

If a member of staff’s first misconduct or unsatisfactory performance is sufficiently serious, it may be appropriate to move directly to a final written warning. This might occur where the member of staff’s actions have had, or are liable to have, a serious or harmful impact on the College.

A first or final written warning will set out the nature of the misconduct or poor performance and the change in behaviour or improvement in performance required (with timescale). A warning will remain on the member of staff’s personal file for 12 months. The member of staff will be informed of the consequences of further misconduct, or failure to improve performance, within the set period following a warning. For instance that it may result in a further or final warning, dismissal or some other contractual penalty such as demotion or loss of seniority.
A decision to dismiss will only be taken by the College Steward, the Warden or a College officer designated by the Warden; therefore a meeting chaired by a head of department can only recommend dismissal. The member of staff will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

In exceptional circumstances, employees may be dismissed without notice or warning if it has been established, after investigation and after hearing the member of staff’s explanation, that there has been an act which constitutes gross misconduct. Examples of action which may constitute gross misconduct include:

- Gross insubordination
- Serious breach of the College's health and safety rules
- Theft or fraud from the College, any other employees of the College or any senior members, students or visitors
- Malicious damage to property of the College or any of its Fellows, students, staff or visitors
- Being under the influence of drink or illegal drugs at work
- Disorderly or threatening conduct on College premises
- Contravention of the equal opportunities and discrimination rules including harassment
- Unauthorised disclosure of personal data
- Unauthorised absence
- Bringing the College into disrepute

Where a member of staff is persistently unable or unwilling to attend a disciplinary meeting without good cause the College will make a decision on the evidence available.

VII. Provide employees with an opportunity to appeal
See Appeals Procedure Section 19.

VIII. Overlapping grievance and disciplinary cases
Where a member of staff raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.
**18. INDIVIDUAL GRIEVANCE PROCEDURE**

Statutory Grievance Procedures were repealed on 6 April 2009 and replaced by an Acas Code of Practice. The College procedures detailed below reflect the Acas Code.

A member of staff with a personal grievance relating to his/her employment by the College should first discuss the matter with his/her head of department.

If it is not possible to resolve a grievance informally members of staff should raise the matter formally and without unreasonable delay with the HR Manager, unless the HR Manager is the subject of the grievance, in which case the matter should be raised with the College Steward. This should be done in writing and should set out the nature of the grievance.

I. **Hold a meeting with the member of staff to discuss the grievance**

The College will arrange for a formal meeting, chaired by the College Steward. If the College Steward is conflicted because of direct involvement or for other reasons, the Warden will nominate a Fellow of the College to hear the Grievance, to be held without unreasonable delay after a grievance is received. Generally the meeting will be held within 10 working days of receipt of the grievance and at a time convenient to the member of staff.

The complainant (and their companion) should make every effort to attend the meeting. The complainant will be allowed to explain their grievance and propose how they think the matter should be resolved. Consideration will be given to adjourning the meeting for any investigation that may be necessary.

II. **Allow the member of staff to be accompanied at the meeting**

Workers have a statutory right to be accompanied by a companion at a grievance meeting which deals with a complaint about a duty owed by the College to the worker. So this would apply where the complaint is, for example, that the employer is not honouring the worker’s contract, or is in breach of legislation.

The chosen companion may be a fellow worker a trade union representative or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.

To exercise the right to be accompanied a worker must first make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However it would not normally be reasonable for workers to insist on being accompanied by a companion whose presence would prejudice the hearing nor would it be reasonable for a worker to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.

The companion should be allowed to address the hearing to put and sum up the worker’s case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not however, have the right to answer questions on the workers behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.
III. Decide on appropriate action
Following the meeting the College Steward, Warden or Fellow designated by the Warden will decide on what action, if any, to take. The decisions will be communicated to the member of staff, in writing, without unreasonable delay, usually within 5 working days, and, where appropriate, will set out what action the College intends to take to resolve the grievance. The member of staff will be informed that they can appeal if they are not content with the action taken.

IV. Taking the grievance further if not resolved
See Appeals Procedure Section 19.

V. Overlapping grievance and disciplinary cases
Where a member of staff raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.
19. APPEALS PROCEDURE

The procedure allows for appeals to be considered where a member of staff may need to formally exercise their right to challenge decisions made regarding their employment.

The procedure aims to ensure fairness and consistency in the application of the Colleges HR procedures. Staff have the right to appeal against:

- A formal grievance outcome
- Formal action taken in regards to disciplinary/ performance issues
- Termination of Employment
- Redundancy
- Flexible working request outcome

Roles and responsibilities

- An appeal must be made in writing to the HR Manager within 5 working days of the date of notification of the formal sanction/ decision. It must clearly state why the action is too severe, inappropriate or unfair
- The Appeal Panel will be made up of members of the College Council or Governing Body and be chaired by the College Steward or Warden or a Fellow designated by the Warden.
- The HR Manager is expected to provide advice and guidance on the application of the procedure and may attend the appeal hearing where appropriate
- A meeting of the Appeal Panel will be set up within a reasonable period to discuss the appeal.
- The employee has the right to be accompanied to the appeal hearing by a fellow worker, a trade union representative or an official employed by a trade union

Appeal consideration

The panel will consider the following before making a decision:

- Whether the original matters/ allegations were adequately considered/ investigated
- Whether the College procedures were fairly and correctly implemented
- Whether the decision/ action taken was reasonable

Appeal decision

The Appeal Panel will make one of three decisions:

- To uphold the appeal
- To substitute a different outcome
- To dismiss the appeal

The panel’s decision will be final and will be given in writing as soon as is reasonably practicable after the appeal hearing.
20. HEALTH AND SAFETY AT WORK

The College places the greatest importance on health and safety matters and undertakes to conduct its activities in such a way as to ensure the health and safety of all its employees, students, visitors and members of the general public. To this end, the College will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety, and which encourages all employees to participate in developing and practising safe working methods, and to have a regard for the welfare of themselves and others. The College is confident that all employees will comply with their obligation to act in a safe manner, and will fully co-operate with the College authorities in matters of health, safety and welfare.

Policy
Responsibility for and management of health and safety rests with the College Steward and the Fellow Chairman of the Health & Safety Committee. The College Safety Adviser is the Facilities Manager and he, together with heads of department and members of the Health & Safety Committee assist in devising and implementing the Health & Safety Policy statement, and in advising the College Council on any new safety or health hazards that may arise and measures adopted to deal with them. The Safety Policy can be viewed on the College website - http://www.robinson.cam.ac.uk/sites/production.robinson.cam.ac.uk/files/siteassets/Health%20and%20Safety%20Policy.pdf

Management and Supervision
All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Members of staff with a management or supervisory role will:

- Ensure that on joining the College all new employees are given training in health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions and the location of first-aid equipment

- Provide adequate information, instruction, training and supervision to ensure the health and safety of employees

- Ensure that all staff are familiar with the College’s Health & Safety Policy Statement.

- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections

- Review the safe operation of all work equipment

- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices
to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of potentially dangerous articles and substances

• With relevant staff members, prepare, record and maintain risk assessments for all area, locations, systems, procedures, equipment, etc within their area of responsibility.

All Staff
Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work, and to co-operate with the College on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the Health and Safety at Work Policy, procedures and rules of the College. Where Personal Protective Equipment is required for particular tasks or jobs, it will be provided by the College and employees are required to make proper use of the equipment.

Health and Safety Committee
Members of the committee have particular responsibilities and duties details of which can be found in the Health and Safety Constitution document, which is shown at Appendix 1 below.

Accident or Injury at Work
An accident is any unplanned event that results in injury or ill-health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity. A near miss is any unplanned event/incident/accident or emergency which did not result in an injury.

It is College policy that both should always be reported. In the event of accident or injury or a near miss to an employee during the course of duty, the line manager concerned must be notified immediately and the appropriate first aider contacted; an accident or near miss report form will be completed. When she is in attendance in College, the College Nurse should always be consulted.

All accidents and serious near misses and any damage will be investigated by the head of department who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

First Aid
First-Aid equipment is available at various points in the College, and a number of members of staff have been trained to deal with accidents. Every employee should ensure that he/she knows who has been appointed as the first aider for the area of work and the location of first-aid equipment for the department.

Smoking
Since 1 July 2007, smoking is not permitted in virtually all indoor areas of the College. Smokers are to be particularly conscientious in observing the restrictions, not only to reduce the fire risks but also to give consideration to the health risks to other members of staff. Where smoking is permitted in the gardens and in some of the Courts, smokers should have regard to the wishes of non-smokers. A smoking policy, endorsed by the College Council, is included at Section 27.
Display Screen Equipment
Members of staff who are regularly required to work with display screen equipment, usually part of a computer system, will be given information, advice and assistance (e.g. seating, additional lighting) as required to prevent or reduce any problems working with such equipment. If necessary, eyesight tests at College expense will be arranged.

Protective and Safety Clothing
The College provides overalls and other protective clothing to members of staff in departments in which the nature of the work requires it. For some jobs and in some areas, safety clothing/footwear is obligatory; failure to observe the requirements may result in disciplinary action. All clothing should be laundered/cleaned regularly and worn as smartly as possible.

Emergency Procedures
The College emergency procedures are detailed in the Management of Incidents Policy which sets out the initial emergency response plan and details action to be taken in the case of specified occurrences. Staff may be required to undertake emergency action and will be directed as required in such an event. Policy documents can be found on the College intranet.

Evacuation Procedure
- A no-notice staff evacuation procedure is practised at least once a year.

- If the alarm bells are sounded in the main College building, all occupants are to vacate the building as quickly as possible in accordance with the instructions contained on Fire Notices displayed throughout the College, ensuring that any visitors also leave the building.

- The assembly points for members of staff are currently in Front Court and the Garden. Staff dealing directly with conference delegates in College at the time the alarm is raised should escort delegates to the appropriate assembly point in Front Court to await further instructions or assistance.

- Note: An alternative Assembly Point will normally be specified by temporary signs when the marquee is installed in Front Court – this will generally be the Library Car Park.

- The alarm bells are tested monthly.

Fire Precautions
The following simple but important fire precautions are to be observed by all members of staff:

- Memorise the evacuation procedure, emergency exits and assembly point in case of fire.

- Note the positions of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.

- Keep fire exits, routes and access to firefighting equipment clear from any obstructions; do not wedge fire doors open.
• Keep working areas free of waste as far as possible and in particular those areas which are not easily accessible.

• Observe the no smoking areas.

**Head of Department/Staff Fire Warden Duties**
There are particular duties that HODs and/or Fire Wardens carry and these are detailed in the Policy document shown below at Appendix 2.

**Fire Risk Assessments**
There are detailed fire risk assessments covering all areas of the college, especially high risk areas such as the main kitchens. They are reviewed annually. Staff members should be familiar with the provisions of the risk assessments — access is available to the documents on the shared drive or through your Head of Department.
21. SECURITY

All employees, both during and after their employment, are expected to co-operate to the fullest extent in maintaining the security of the buildings and of their contents. No information concerning the affairs of students, Fellows or of a general College nature is to be divulged to outside persons except as may be required by law.

Thefts
From time to time, incidents of thefts of property from members of staff, students and delegates have occurred in the College. All staff should be extra vigilant in noting strangers or unusual incidents, and should report any matter, however apparently trivial, to the Porters’ Lodge. Additionally, all employees should be extra careful to secure property at all times – both personal and College items – and not to leave temptation in people’s way.

Right of Search
In the interests of security, all College employees are required to agree, on request from an authorised person, to a search of their outer clothing, bags, lockers and vehicles etc. whilst on site. The employee may have a colleague in attendance on such (rare) occasions.

CCTV
Employees should be aware that CCTV is used extensively throughout the College and is installed for security purposes only.

Emergency Procedures
The College emergency procedures are detailed in the Management of Incidents Policy which sets out the initial emergency response plan and details action to be taken in the case of specified occurrences. Staff may be required to undertake emergency action and will be directed as required in such an event.
22. USE OF IT FACILITIES

Computers and networks are powerful technologies which enable College members to access, use and distribute the College’s and University’s information and knowledge. As such, they are critical to the College’s continued existence. With the privilege to use the information resources of the College and the University come specific responsibilities. These are defined by:

- University rules: http://www.admin.cam.ac.uk/committee/isss/rules/isss.html
- College policies: http://www.robinson.cam.ac.uk/academic/computing/rules.php

This chapter summarises key points. For more detail, please refer to the resources listed above. Failure to comply with policy will lead to disciplinary action.

Summary
All members of staff are responsible for:
- Protecting and properly using the College’s IT facilities and information resources.
- Respecting the rights of other users.

General Rules of Conduct
- Except as specifically set out in “Personal use” below, College IT systems are solely for the conduct of College business.
- You may not use College IT systems for personal gain.
- You may not share your IT account(s) or login details with other users.
- You must raise any training needs in relation to IT with your head of department. A lack of required IT skills is likely to lead to serious consequences for the College.
- If you become aware of a problem with an IT system, you must notify the IT Helpdesk promptly.
- You may not send, view, receive or distribute unsuitable material; this is material which may be judged to be illegal, defamatory, intimidating, offensive, pornographic, explicit or abusive. Please be aware that the offensiveness, or abusiveness, of material is judged by its effect upon the person offended.
- You may not send, receive or distribute material which is of an extreme political nature.

Email and instant messaging
Email is not a private means of communication. Emails which you send or receive may be intercepted and read by the College, the University, and other parties, such as hackers or intelligence services. Also see “Privacy” below.

In addition, emails are considered to be official College documents, admissible in a court of law. You should bear the following in mind:

- Never commit to email anything which you would not be comfortable putting in an official College letter.
- Rude or ‘joke’ emails are not suitable in a place of work.
- Never send a password or other confidential information via email.
• Emails and their attachments may contain malicious software (e.g. viruses). If you are at all suspicious of an email, please contact the IT Helpdesk before opening it or clicking on its attachment.
• Do not click on links in emails unless you are absolutely certain that they come from a trusted source and are work-related; if in any doubt, contact the IT Helpdesk.
• If you receive an email intended for someone else, you must immediately return it to the sender, informing them that it was wrongly delivered. The contents of a wrongly delivered email must not be disclosed or used.

Instant messaging (IM) is often considered to be a more informal method of communication than email; however, be aware that records of IM conversations may be treated in the same way as emails.

The Web
Employees must at all times be aware of the uncontrolled and unregulated nature of the Web and websites. In addition to being a valuable and vital resource, they contain a vast amount of material unsuitable for viewing at work.

Use of the Web is generally subject to the rules given in this chapter. In addition:
• Be wary of advertisement links in web pages; they may lead to virus download sites.
• The College recommends the use of a modern and fully up-to-date web browser (such as Firefox).
• A record of the websites you visit may be retained by the College’s systems; this is a normal behaviour of computers.
• Viewing of offensive images is strictly forbidden. If you accidentally come across offensive material, especially images of abuse, you must inform the IT Helpdesk immediately and refrain from using your computer until authorised.

Data Protection
Please be aware that the Data Protection Act 1998 requires everyone handling data relating to a living individual (e.g. a student’s records, or a Fellow’s home address) to protect this data and use it only for the purposes for which it was collected. There are eight Principles in the Act, all of which are mandatory.

The General Data Protection Regulation come into effect in May 2018. These adds duties and responsibilities to the College and therefore to its staff. Training and briefing of relevant staff will be provided as required.
The details of how the College handles data are laid out in the Data Protection Policy which is available through your head of department.

Copyright
Do not send, receive, store or distribute any material (including pictures obtained from the Internet) which is in breach of confidence, or copyright. This includes music, videos, and games.

Privacy
Anything you store on the College’s IT systems, as well as your IT-based activities (e.g. web usage, emails and other messages you send or receive) may be recorded and accessed by authorised College
staff. However, access to this type of information will only take place under specific controlled circumstances and must be authorised; the Regulation of Investigatory Powers Act 2000 forbids casual viewing or searching of material such as home directories and emails (including searching for unspecified unauthorised activity, or ‘fishing expeditions’).

You must not attempt to obtain information which you are not authorised to have, or to access systems or accounts which you are not authorised to access. You must not assist or abet others in this type of activity. If you become aware that such activity is taking place, or that it is likely, you must inform your head of department.

Installing/downloading programs to College computers
Some College computers may permit the installation of programs by certain staff. If this is possible for you, it is your responsibility to ensure that anything you install will have no negative impact upon the operation of the College’s IT systems, or the privacy and integrity of its data. Frivolous programs (such as games) are not to be installed on College systems. Programs must be installed in accordance with their copyright restrictions.

Leave or absence from the office
The College requires that all incoming correspondence be seen and acted upon as necessary, even if the intended recipient is out of the office or otherwise unavailable.

With regard to emails, you must either:

- Arrange for your incoming emails to be forwarded to another member of staff.

or:

- Set up an out-of-office message which replies to email senders with information on an alternative contact if the matter will not wait.

Personal use
You may use the College’s IT system for limited personal purposes (as defined in the Contract of Employment) subject to the following conditions:

- Personal use is permitted for a few minutes per day during working hours, or during the whole of official break periods (e.g. the lunch break).
- Personal use must not interfere with the proper performance of employees' duties.
- Employees’ computer use may be subject to monitoring as part of the College-wide monitoring system (see ‘Privacy’).
- Personal use is strictly subject to the understanding that the system is not private.
- All other rules still apply- for example, use for personal gain, or to handle unsuitable material, is still forbidden.
- The College’s IT system is not guaranteed to be secure. Any online payment or other activity is therefore at risk of fraud or other abuse.
Social Media
All staff using social media must adhere to the standard of behaviour as set out in this guidance.

Staff should not use social media to infringe on the rights and privacy of colleagues or make ill-considered comments or judgments about staff.

Digital communications by staff should be professional and respectful at all times and in keeping with this guidance. Unacceptable conduct, (e.g. defamatory, discriminatory, offensive, harassing content or a breach of data protection, confidentiality, copyright) will be considered extremely seriously by the College and will be reported as soon as possible to a relevant member of staff, and escalated where appropriate. The College will take appropriate action when necessary.

Where conduct is found to be unacceptable, the College will deal with the matter internally. Where conduct is considered illegal, the College will report the matter to the police and other relevant external agencies, and may take action according to the Disciplinary Policy.

The College permits reasonable and appropriate access to private social media sites. However, where we suspect excessive use, and consider this use to be interfering with relevant duties, we may take disciplinary action.

The following general guidelines apply to staff posting content via social media:

The Do’s

- Use a disclaimer when expressing personal views
- Use an appropriate and professional tone
- Be respectful to all parties
- Ensure you have permission to ‘share’ other peoples’ materials and acknowledge the author
- Express opinions but do so in a balanced and measured manner
- Think before responding to comments and, when in doubt, get a second opinion

The Don’ts

- Don’t make comments, post content or link to materials that will bring the College into disrepute
- Don’t use College branding on personal accounts
- Don’t publish confidential or commercially sensitive material
- Don’t breach copyright, data protection or other relevant legislation
- Consider the appropriateness of content, and don’t link to, embed or add potentially inappropriate content
- Don’t use social media to air internal grievances
23. REGISTER OF INTERESTS

The College no longer maintains a Register of Interests. However, it is incumbent on all members of staff authorised to handle money or to place orders on behalf of the College to declare if there may be a conflict of interest. For example, when a contractor is being considered and a member of staff has either a financial interest or a personal interest in that potential contractor, he or she should declare it. If there is any doubt, members of staff should consult their head of department or the Finance Bursar.

Members of staff may be offered gifts by students, visitors, potential contractors, contractors or suppliers. Refusal of a gift will usually cause offence; generally, small/low-cost gifts may be accepted. As a means of self-protection, it is advisable to record such gifts in some way, perhaps in a Departmental hospitality book. There will be scope for discretion, but substantial personal gifts or lavish individual hospitality should be accepted only with caution, and advice taken prior to accepting.

There is no intention to preclude external relationships with tradespeople and suppliers. However, it is important to ensure that any such arrangements are conducted openly and do not become the subject of adverse comment by other members of staff. Furthermore, judgement and discretion will need to be used when deciding whether refusal of any invitation might be likely to cause offence, or possibly hinder the proper discharge of customer/supplier relationships.
24. ENGAGEMENT OF CASUAL STAFF

The College's business and other operations require that maximum flexibility within its workforce has to be achieved, to enable quick and positive reactions to be made to changing conditions and demands. The College will therefore usually use Casual Workers (usually referred to as “Casuals”).

The engagement of Casuals is governed by two main principles:

- The costs are affordable within the budget of the relevant department.

- The staff genuinely meet the legal definition of a Casual Worker; this means that the College is under no obligation to offer work and the Casual is under no obligation to accept any work offered. This does not mean that Casuals cannot work for the College over many years, and indeed many do.

Casuals are paid in accordance with pay rates agreed by the Finance Committee from time to time; they will normally be paid monthly by Bank Transfer.

Subject to employment law rules, Casuals will be entitled to both Statutory Sick Pay and Statutory Maternity Pay and Statutory Paternity Pay. Further details are available from the HR Manager.

Casuals will be paid holiday at a rate of 12.07% of earnings; this will be paid twice a year, in the August payroll and the December payroll.
25. CHANGES IN PERSONAL CIRCUMSTANCES

Confidential manual records of the current address and telephone number, together with details of next of kin in case of accident or emergency, are maintained for each member of the College staff. If, by change of name, address or other details, this information becomes outdated, it is the responsibility of each individual member of staff to advise the HR Manager of the changes as soon as possible.

No information is released to outside bodies without the express permission of the employee concerned.
26. WHISTLEBLOWING

Whistleblowing is when a worker reports suspected wrongdoing at work. Officially this is called ‘making a disclosure in the public interest’. Every member of staff has a legal right to alert the College to any problems of the kind listed below, which are or may be occurring in the workplace, without being penalised for doing so. The right is provided under the Public Interest Disclosure Act 1998 which aims to protect workers who are placed into a crisis of conscience by the acts of their employer or of fellow employees. From 25 June 2013 a new law (the Enterprise and Regulatory Reform Act 2013) states that a whistle-blower should also believe that their disclosure is in the public interest.

A worker can report things that aren’t right, are illegal or if anyone at work is neglecting their duties, including:

- Someone’s health and safety is in danger
- Damage to the environment
- A criminal offence
- The company isn’t obeying the law (like not having the right insurance)
- Covering up wrongdoing

If a staff member becomes aware of any such problem, he or she is encouraged to report it as soon as possible. Any such report will be taken seriously.

The following procedure will be followed to ensure that the handling and settlement of these issues is done properly. The procedure is not contractual and is intended for use only as a guide. The aim of the procedure is for the College to consider and, where appropriate, to investigate the report fully and to ensure that those reporting a problem in good faith on the basis of a reasonable belief do not suffer any detriment for having done so.

All records must be kept confidential between the parties concerned. The staff member is entitled to request access to records held about his or her disclosure.

Informal Stage

A report of a problem should normally be made in the first place to the staff member’s head of department or, if he/she is not available and the matter is urgent or involves the head of department themselves, to the College Steward. Alternatively, if the matter involves Health and Safety Issues, the staff member may wish to raise the matter with the College Safety Adviser (Facilities Manager), the Fellow Chair of the Health & Safety Committee or Department Health and Safety Representative.

If this discussion does not or is not likely to resolve the matter, the staff member may request (in writing) the head of department to proceed to the more formal First Stage set out below.
Formal Stage 1
The head of department involved in the informal stage shall hold a meeting with the staff member within 5 days of the disclosure being made (or of the request to proceed to Formal Stage 1) or otherwise as soon as is reasonably practicable. The staff member shall be given the chance to report fully and to have his or her say about the matter. The meeting will be minuted. The staff member shall be informed within 5 days of the meeting whether or not the disclosure is being investigated or whether other action is being taken (although he/she is not entitled to know the details of any action to be taken).

Formal Stage 2
If the staff member has reasonable grounds for concern that his or her disclosure is not being treated seriously, he or she may request (in writing within 7 days of the first meeting) that the matter be referred to Formal Stage 2. This request shall be made to the College Steward, who will hold a meeting within 5 days of the request being received from the staff member or otherwise as soon as is reasonably practicable. The person who dealt with the original grievance may be called to attend this meeting. The meeting will be minuted. The minutes of the First Stage meeting should be available and the staff member shall be given the chance to report fully or to expand on his or her previous report. The staff member shall be informed within 5 days of the meeting or otherwise as soon as is reasonably practicable whether any action is to be taken. The staff member is not entitled to know the details of any action to be taken.

Final Formal Stage
If the staff member continues to have reasonable concerns that his or her disclosure is not being treated seriously then he or she may request (in writing within 7 days of any Stage 2) for the matter to be referred to a Third and Final Stage. This request shall be made to the Warden who will obtain copies of the minutes of previous meetings. He will hold a meeting within 5 days of the request being received or otherwise as soon as is reasonably practicable. The meeting will be minuted. The staff member will again have the opportunity to report or expand on previous reports and shall be informed within 10 days of the meeting (or as soon as is reasonably practicable) of whether or not the disclosure is to be investigated and whether or not any other action will be taken (without details of such action being given).

Victimisation
No staff member should be penalised in any way for making a disclosure in good faith on the basis of reasonable belief. If any person believes they have been or are being subject to any detriment because of reporting a problem they should raise this through the College’s grievance procedure.

Victimisation of a staff member who has protection under the Act will be regarded seriously and may be the subject of disciplinary action.

Repeated allegations made after the matter has been investigated may be regarded as unreasonable if there are no further grounds or evidence to justify making the allegations again. Repeating allegations without further grounds or evidence after the investigation has been concluded or making the allegations otherwise than by using these procedures without proper justification may be regarded as misconduct and be the subject of disciplinary proceedings.
27. DATA PROTECTION POLICY

Introduction
The College needs to process information about staff and other individuals ("data subjects"). In so doing, it must comply with the Data Protection Act 1998 and the General Data Protection Regulation, which came into force in May 2018.

All staff or others who process or use any personal information must ensure that the law under the Act and Regulation are fully implemented. In order to facilitate this, the College has developed a policy and guidance notes on data protection which are available through heads of department. Breach of the policy will be regarded seriously and could lead to disciplinary action. Unauthorised disclosure of personal data could be considered gross misconduct.

The Robinson College Data Protection Policy and Staff and Senior Members Privacy Statement are available to view on the College website http://www.robinson.cam.ac.uk/about-robinson/data-protection.

References
College policy is in general to respect the confidentiality of references. However, for practical purposes staff must assume that the College can neither guarantee confidentiality in respect of references received by us nor expect that those the College provides will remain confidential.

No references will be provided unless it is at the wish of the member of staff. Written confirmation of this will be required before a reference will be given. Any reference request received from either a member of staff or a former member of staff must be passed immediately to the HR Manager for action. (See also Section 30 about the Provision of References)

Further information
Further information and advice is available from the designated data controller, the College Steward.
28. STAFF INFORMATION AND CONSULTATION

Robinson College believes in providing excellent staff communications and this Section of the Staff Handbook provides details of how this is achieved.

Heads of department all have a responsibility to ensure that information from the College Management is passed to all members of staff. Conversely heads of department have a responsibility to convey questions, concerns and suggestions from their staff to the College Management. Whilst the College wishes to promote the informal free flow of non-confidential information, there is a formal system for staff information and consultation. The policy for this was agreed following a consultation exercise carried out in March 2007 and ratified by College Council in May 2007.

In October 2013 the Staff Meeting, formally made up mainly of Heads of Department was disbanded and reformed as the Staff Information and Consultation Committee (SICC) with a new membership, first meeting in February 2014. The membership is now made up of staff rather than managers. The purpose of the SICC is to facilitate communication, consultation, and discussion with staff on matters relating to the operations of the college and their employment.

In order to deliver this policy the College will arrange for:

- The Warden to deliver an annual update and question/answer session to which all staff will be invited. Further updates on the College’s finances or other matters may be given from time to time, either by The Warden or by the College Steward.
- A SICC meeting to be held once a quarter, chaired by the College Steward.
- All Members of the SICC to be encouraged, prior to each meeting, to consult with their colleagues, for example by soliciting information and questions.
- All Members of the SICC to be encouraged, following each meeting, to disseminate minutes and any other comments amongst their colleagues.

**SICC Membership**
The members of the Committee shall consist of:

<table>
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<tr>
<th>College Steward (ex officio)</th>
<th>Chair</th>
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<tr>
<td>HR Manager (ex officio)</td>
<td>Secretary</td>
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*Representative(s) elected by and from the following staff departments:*

- Admissions and Tutorial: one representative
- College Office, IT and Library: one representative
- Development and Warden’s Office: one representative
- Gardens: one representative
- Maintenance: one representative
- Porters Lodge: one representative
- Catering: two representatives
- Housekeeping: two representatives

Further information can be found in the documents, Constitution of SICC and Composition of SICC.
Staff Social Committee

A sub-set of the SICC is the Staff Social Committee which is made up of volunteer staff members and which operate as set out below. If members of staff would like to volunteer to join the Committee, they should speak to either their head of department or the Chaplain to seek more information and express their interest.

Aims

- To organise social events through the course of the year to include the Christmas party, a summer staff event and other events such as quizzes.
- To consult as widely as possible with all staff members of Robinson College in order to ascertain the nature of activities that might be attractive and therefore supported by staff.
- To decide in Lent Term of each year what entertainment should be booked for the staff Christmas Party that takes place at the end of that year.
- To make arrangements during Easter Term for the summer event expected to be held in August.
- To plan and organise other events throughout the year as the budget and support dictate.

Membership

- The committee shall be comprised of one member of staff representing each department in the College, the Chaplain and the Deputy Catering Manager.
- Each department shall send a representative to attend committee meetings.

Management

- The committee will be administered by a Chairperson, to be elected by the other members of the committee.
- The committee shall meet at least three times a year, before the beginning of each academic term. The Chair will plan and coordinate the meetings.
- The Chair shall confirm the annual budget with the College Steward on an annual basis and before each meeting.
- The Chair will ensure that appropriate rooms and facilities are booked as required through the Conference Office and will ensure appropriate communication and planning with the Deputy Catering Manager.
- The Chair will liaise with the SICC and the College Steward as required.
29. SMOKE-FREE PREMISES – COLLEGE SMOKING REGULATIONS

Under the Smoke-free England regulations*, it is illegal to smoke indoors in “public” places. Smoking will not be permitted in:

- Any private or public room of the College,
- Any staircase, hallway, walkway or balcony,

There are 4 exceptions:

- The existing designated area outside the Party Room by Bin Brook (only available when Party Room booked for a student function)
- The Long Court and Front Court from the bottom of the steps leading to High Court to the start of Herschel Court (8am to 11pm only).
- Within the smoking shelter, located outside the entrance to Service Yard during working hours (Staff Only). Smoking is only permitted within the smoking shelter and not in any other area of the College including the Service Yard unless authorised by the College Steward.
- The gardens/grounds in general for junior members, conference delegates and members of staff during designated authorised breaks. Note, care should be exercised in not smoking near open windows or intakes for ventilation systems.

Staff and College Members may not smoke on the public pavements around the entrances to the College at Burrell’s Walk and the Porters’ Lodge (junction of Grange and Herschel Roads). Staff who wish to smoke in the designated areas should only do so within their authorised break times.

Junior Members who ignore the regulations and do smoke in their bedrooms will be charged a cleaning fee of £25/term for specialist cleaning and may receive an automatic £100 fine. Interference with smoke detection equipment in bedrooms or elsewhere will result in an automatic £250 fine.

Staff are only allowed to visit the designated smoking places during designated breaks. Staff who ignore the regulations or who interfere with smoke detection equipment will be subject to disciplinary action.

The College Nurse will be happy to advise staff and junior members on giving up smoking.

On-site Hostels
The above rules apply.

YOU SHOULD NOTE THAT IN MANY INSTANCES THE COLLEGE IS OBLIGED TO IMPOSE THESE NO SMOKING RULES BY LAW

* Health Act 2006
30. PROVISION OF REFERENCES

Employment legislation has highlighted the need for employers to ensure that references - offered on behalf of a College - contain accurate, factual information and do not include comments which could be construed as discriminatory or negative. The legislation applies to references for previous employees as well as existing personnel. Data protection issues are also a matter of concern.

In order to comply with the new legislation, the College will adopt the following policy in dealing with future requests for College references for existing or previous employees, and this policy will apply whether the reference is for a potential new job or for any other purpose e.g. mortgage applications:

- Any information given about another employee that is produced on the College’s letterhead or other stationery is defined as a “College reference”.

- All College references must be provided in writing and not given verbally over the telephone or in person. We will try to respond quickly to any urgent requests.

- Copies of all requests for College references should be forwarded to the HR Manager so that factual details can be provided from employee files for the head of department to produce a reply.

- As a general rule, references should be of a factual nature (e.g. confirmation of employment dates, position, etc.). If there is any doubt, refer to the HR Manager.

- Copies of College references should be given to the HR Manager for filing on individual personnel files (whether for an existing or previous employee).
31. STAFF REVIEWS - GUIDANCE NOTES

Every member of staff is required to take part in an Annual Review. This will occur sometime between January and the end of March each year. The Reviewer will normally be the head of department or direct line manager of the member of staff being reviewed.

Applicability
All permanent employees of Robinson College will be subject to an Annual Review unless they are serving their notice or are within 3 months of their agreed retirement date at the time a review would normally take place. Newly appointed staff may have their Review Date deferred.

Aims of the Annual Review
To give staff and managers an opportunity to think about and discuss:

- The individual’s achievements over the past year and their strengths and potential weaknesses in their job;
- Possible career development opportunities;
- The objectives of the individual and those of the department and College;
- The expectations of the College and any areas where the individual or the circumstances may be preventing the achievement of these expectations;
- Ways in which performance can be improved;
- Areas where a lack of resources (time, staff, training, equipment etc.) require attention and what potential action should be taken to improve the situation;
- Retirement plans – see Section 32.

What happens in the Review?

- The Reviewer will agree with the member of staff the place, date and time of the review meeting at least two weeks in advance.
- The Reviewer will ensure that the member of staff has the Review Form and these Guidance Notes and is clear about what they are expected to do.
- The member of staff will complete their parts of the form in draft and return the form to the Reviewer one week before the meeting.
- The Review Form will then be used as the basis for discussion in the meeting and amended where necessary. The completed form will be signed by both parties as an accurate record/reflection of the meeting. A copy can be kept by the member of staff if they wish. The Reviewer’s copy will be filed in the member of staff’s personnel file.
- Progress on the objectives and action points agreed in the form should be discussed by the Reviewer and member of staff no later than six months after the review meeting.
Confidentiality and Retention of Forms
When completed, the Review Forms will be confidential and will be passed to the HR Manager to be retained in the staff member’s personnel file for three years. After three years they will be shredded. The document shall not be passed to a third party unless there is written consent from the person concerned. As part of normal line management responsibilities the Reviewer may need to discuss elements of the form with others in the line management chain; this shall be allowed.

Disputes
Should a Reviewer and the member of staff being reviewed not be able to agree on the content, the Reviewer’s head of department shall be consulted. If no resolution can be found the HR Manager may be consulted. In extremis the College’s Individual Grievance Procedure detailed in Section 18 of the Staff Handbook may be appropriate.
32. RETIREMENT

Retirement Policy
Robinson College is aware that without a default retirement age there may be some confusion about retirement. This section sets out the policies of the College and details the actions that members of staff, head of departments and the College personnel staff should take. It also sets out pension arrangements and the required notice for drawing a pension.

Default Retirement Age (DRA)
From 1 October 2011 employers are not normally able to set a default age for members of staff retirement. The exception to this is where an “Objective Justification” has been established for maintaining such a position either for all or a section of the staff. Until 30 September 2011 the College had a DRA of 65. Until September 2011 the College was required to write to all staff approaching their DRA telling them that the College would be retiring them on their 65th birthday. Members of staff could request to continue beyond and there was an appeal process for those whose request was refused. After September 2011, the College will not be writing to staff prior to their 65th birthday. However, this does not mean that staff can NOT retire at 65; they can, of course, retire at any time by giving notice in writing as required by their individual contracts of employment (typically this is 4 weeks to 3 months).

Pension Age
Members of staff who are members of one of the 3 pension schemes in use in College can claim their pensions in accordance with the respective scheme rules – at the time of writing these are as follows:

- CCFPS (closed to new members) – age 60 or later
- USS – age 60 or later
- CCDBS – age 55 or later

As a general rule it takes about 3 months from notification to the Payroll Assistant for the pension to become payable. In other words, a member of staff needs to give 3 months’ notice of a retirement date if they wish the pension to become payable immediately after retirement.

Annual Reviews
Following consultation, a staff review system was introduced in 2007 and now all staff should be reviewed by their head of department on a regular basis (at least annually). A review is an opportunity for staff members to talk through career plans, aspirations, training needs and also retirement plans with their head of departments. Staff who raise the subject of retirement need not fear that by discussing the matter that this will commit them to a particular date for retirement. Only by providing formal written notice will a staff member be committed. Clearly it is helpful to the College to understand a staff member’s plans even if these may be many months, or even years, away, so staff are encouraged to raise the matter at the earliest moment.

Continuing in Employment
Staff who wish to continue to work beyond pension age (College or State Pension age), will be treated by the College in exactly the same way as other employees, including being provided with training, being considered for advancement and/or merit rises, and being provided with sick pay. However, it
is possible some insured benefits associated with some pension schemes will not be available after the age of 65.

Flexible working
Very often as members of staff move towards retirement they may think that a move to part-time or more flexible working would help with the transition; the College would always be keen to listen to proposals. As well as the Statutory right to request Flexible Working (as detailed at Section 15), the College will consider applications outside the narrow definition of the employees entitled to apply. Of course, the College cannot guarantee that such proposals will always be accepted.

The One Year’s Notice Scheme
College Council has agreed to fund a scheme to assist retirement. The One Year’s Notice Scheme is designed to allow a smoother transition into retirement for the employee whilst allowing the College to have a measured approach to staff planning.

For staff members who are planning to retire and are members of a pension scheme or becoming eligible to draw their State Retirement Pension, the eligibility criteria and the scheme rules are as follows:

- The member of staff is required to give written notice of resignation of a minimum of 12 months
- They must have at least 5 years’ service on the day on which they wish to retire
- They meet the minimum age requirement for drawing their College pension and have made an application to the Trustees to do so when they submit their resignation because of retirement;
- The date of leaving would have to be aligned with the date their College pension starts.
- In return for this 12 months’ notice, the College would allow a reduction of 10% in hours worked in the first 6 months of the 12 months’ notice period.
- A 20% reduction in working hours would apply for the final 6 months of employment.
- **There would be no reduction in salary paid and thus full pension contributions would continue to be made.**
- This scheme is available only for those giving 12 months’ notice and who are retiring and who will be drawing a College pension or the State Retirement Pension.
- Overtime working during the year would not normally be available; if exceptionally overtime working is approved, the payment would be on the basis of actual hours worked.
- Normally the reduction would be an agreed fixed half day each week for the first six months, followed by one agreed fixed day off each week for the final six months; however, if a member of staff has a different proposal the College would consider the matter.
- Part-time employees: Note: If College approves an application to reduce your working week, any reduction will be pro rata based on hours.
- **The Scheme does not form part of the terms and conditions of employment and acceptance onto the Scheme is subject to College agreement.**

Help for those Retiring
Planning for retirement is often an exciting time, but it can also be difficult, even traumatic, as it usually means a reduction in income and the missing of friends in the workplace. Many former
members of staff stay in close contact with former colleagues and also take advantage of the occasional College function where former members of staff are invited. We are always pleased to see former staff in the College and will usually be able to offer lunch in Garden Restaurant at the normal members’ price. The College can also assist by putting members of staff in touch with financial planners, volunteer organisers (who often recruit retired people for charitable work).

**Retirement on Ill-Health Grounds**
Where a member of staff becomes unable to continue working because they are ill or not fit to do so, then the College will normally work with that member of staff to consider options. College Sick Pay (full pay) can continue for 13 weeks and Statutory Sick Pay (SSP) is payable for up to 28 weeks. After this period employment may continue (without pay) if it is likely that the person concerned will become fit to work again within a reasonable period. The College may also consider a transfer to another role if their health would allow this and a suitable post is available. However, if no other solution is available dismissal on the grounds of capability may be considered. Normally someone dismissed in such circumstances will be able to claim Employment and Support Allowance (ESA) from the Government.
Introduction
Working in a College means that you will have contact with many different categories of people over and above other staff members. Having appropriate relationships with each of these is important to ensuring a harmonious environment in College.

Relations with Other Staff
Working closely alongside others is usually a rewarding experience but it can from time to time be challenging. We all need to recognise each other’s skills, strengths and value as individuals and as members of the department and College team. When we disagree or don’t understand why colleagues behave or react in a particular way, it’s worth pausing and discussing the issue a little more in order to gain mutual understanding and respect of the other’s point of view. Please remember the College policy on equality at work as detailed in Section 16. EQUAL OPPORTUNITIES AND DISCRIMINATION.

If a family member(s) of a staff member become employees (contracted or casual) of the College, this may carry the potential for conflicts of interest. It is the responsibility of the staff member to declare any such relationship to the HR Manager to ensure that there are no opportunities or possibilities for conflicts of interest to arise.

Relations with Students
Our roles as members of staff is to provide domestic, safety and security, administrative and technical support, service and facilities to enable our students to make the very best of their opportunity here at Robinson and in Cambridge. Many of us will come into quite close and regular contact with students and we need to recognise that the relationship we have with them needs to be kept professional at all times and in accordance with this Code of Conduct.

A professional relationship between staff and students, in the College setting, is defined as one which involves any of the following: providing a service such as cleaning rooms, maintaining facilities, serving food or providing administrative or technical support. Welfare support is generally outside the professional relationship for most staff members as there are welfare support services available in College through specified departments and academic staff. However, it is recognised that, through close contact over a considerable time, we may get to know students very well and they may well look to staff members for a confidant or someone with whom they can talk or consult quite personally. We all need to be careful to ensure that the relationship remains professional and does not stray into anything that could be regarded as inappropriate. Examples of inappropriate relations could include non-college related social activity, overly domineering and or aggressive behaviour, romantic or sexual relationship or any kind of personal financial dealings (lending or borrowing money to/from a student). These may raise serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may have a negative impact on the college environment for other students and colleagues, and may carry a serious reputational risk for the College.

Implicit in the professional status and role of staff members is a moral obligation to ensure that any conflicts of interest and associated reputational risk for the College do not occur, and that
relationships with students with whom a staff member has contact remain strictly professional in nature. Staff members have a professional and ethical responsibility to protect the interests of students in this way, to respect the trust involved in the relationship, and to accept the constraints and obligations inherent in that responsibility. This applies to graduate students as well as to undergraduates, and holds irrespective of age or status within the College of the staff member concerned. Staff members are strongly advised not to enter into any inappropriate relationship with any student.

Although the College regards it as unprofessional for any staff member to seek to initiate or pursue such a relationship without regard to the problems that may ensue, it also recognizes that such relationships may develop. In the very unlikely event of such a relationship developing, it is the staff member’s responsibility to declare the relationship to the College Steward/Senior Tutor/Warden. The College Steward/Senior Tutor/Warden will consult confidentially within the College, as necessary, in order to make an assessment of the best means of protecting the interests of the student and staff member concerned. The College will then institute arrangements within the College to ensure that the staff member is removed from all direct professional and working contact with the student concerned, as far as is reasonably possible. Details of the course of action to be adopted will be agreed in writing between the College and the staff member concerned; the student concerned should also be involved in the process, insofar as it is considered to be appropriate. Should circumstances require disclosure, the failure of a staff member to disclose a relationship of this kind, such that action can be taken to protect the interests of the student concerned and of other students who may be affected, and of the College, may lead to disciplinary action within the College in accordance with the College Disciplinary Policy.

Students who are, or who have been involved in an inappropriate relationship with a staff member and who do not consider their involvement to be, or to have been, truly consensual, have the right of complaint under the College’s complaints policy.

If family members of a staff member become students in this College, this may also carry the potential for conflicts of interest, although of a different kind. Again, it is the responsibility of the staff member to declare any such relationship to the College Steward/Senior Tutor/Warden to ensure that he or she has no direct professional responsibility for the family member concerned.

All information and disclosures made under this Code of Conduct will be treated in confidence unless otherwise agreed by the parties involved and/or there is a formal obligation on the College to disclose such information to an external regulatory body.

**Children and Vulnerable Adults**

Whilst in general our students are over the age of 18, there are a few instances where we may have children and/or vulnerable adults in College with whom staff may have contact. The general policy covers the overall position of the College and is published on the website at:


Additional to this, each department reviews its own incidence of contact and accordingly drafts its own policy. Staff should consult with their Head of Department to determine any policy that may be in place.
In respect of any concerns relating to how children or vulnerable adults are treated by staff in College, the policy above outlines how staff should go about reporting any suspicions and/or allegations.

**Prevent**

Under Section 26 of the Counter-Terrorism and Security Act 2015, The University (and through it the College) has a statutory duty to have ‘due regard to prevent people from being drawn into terrorism’. This is known as the Prevent Duty.

Robertson College is strongly committed to the principle of freedom of speech and expression. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a constructive and peaceable way. The College also acknowledges its statutory duties in protecting its members and other people from “radicalisation”, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.

The College has detailed policies for the management of internal and external events held in College, which include procedures for booking, and risk assessment of such events. The following activities shall not be permitted in Robertson College.

- Speeches or activities directly or indirectly promoting violence or which may promote or advance the radicalisation of College members (in this context ‘radicalisation’ refers to the act of inciting others to support terrorism or commit acts of terrorism).
- The presence of any speakers, visitors, or guests whose influence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of any University member(s) and/or any member(s) or of the general public.
- Activities of any kind which disregard the safety of participants and/or onlookers.

Additional to these processes, both on the college website and in the Junior Members Handbook, students are made aware of a Code of Conduct they are expected to follow and a Code of Practice Governing Meetings held on College Premises.

Key staff members undertake Prevent Training to increase their awareness of the risks of radicalisation and the signs that may be observed. In general, staff should be aware of changes that they may see in a student’s behaviour, or perhaps posters or literature that may be evident in a student’s room. These may not be of any importance but nevertheless, it is worth mentioning your observations to your Head of Department who can bring the matter to the attention of the College Steward. If you are in any doubt, about whether what you have seen is relevant, please report it and let others make the decision.
Appendix 1  Health and Safety Committee Constitution

1. Objectives of the committee
   a. To promote a culture of continuous improvement to Health and Safety in Robinson College for its staff, Fellows and students.
   b. To consider Health and Safety issues in Robinson College and make appropriate recommendations for addressing those issues.

2. The Objectives will be met by

   Consultation: The Health and Safety Committee is a forum for consultation with workforce on
   - changes in procedure, type of work, equipment, premises and ways of working that could have a substantial effect on health and safety
   - information on risks and on precautions that need to be taken
   - planning of health and safety training
   - health and safety consequences of introducing new technology
   - health and safety communication and publicity in the workplace
   - emergency procedures

   Monitoring: The Health and Safety Committee will consider
   - risk assessments
   - accident statistics, investigations, and subsequent actions
   - standards of health and safety
   - adequacy of health and safety communication and publicity
   - reports from the health and safety representatives
   - health and safety audit reports and inspection reports
   - effectiveness of training

   Reporting: The Health and Safety Committee will report in the following ways
   - committee meeting minutes will be taken and sent to
     - committee members
     - Secretary of Heads of Departments (HODs) meeting for consideration at quarterly HOD meeting focused on health and safety
     - Secretary of College Council as starred item for College Council Agenda
     - Noticeboard outside Maintenance Office
   - the Chairman will report annually to the Governing Body of Robinson College

   Making Recommendations: The Health and Safety Committee will consider health and safety issues and
   - discuss if action is needed
   - make and keep minutes of recommendations for agreed action
   - follow up and review issues at a later date
3. Composition
   a. Employee representatives and number

<table>
<thead>
<tr>
<th>Group of Departments</th>
<th>Number of Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Tutorial</td>
<td>One</td>
</tr>
<tr>
<td>Catering</td>
<td>Two</td>
</tr>
<tr>
<td>College Office, IT, Library</td>
<td>One</td>
</tr>
<tr>
<td>Development and Warden’s Office</td>
<td>One</td>
</tr>
<tr>
<td>Gardens</td>
<td>One</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>Two</td>
</tr>
<tr>
<td>Maintenance</td>
<td>One</td>
</tr>
<tr>
<td>Porters’ Lodge</td>
<td>One</td>
</tr>
</tbody>
</table>

   b. Management representatives

   The Fellowship representative and the College Steward are both management representatives and are listed below as Ex Officio.

c. Co-opted and ex-officio members

<table>
<thead>
<tr>
<th>Job Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship representative</td>
<td>Ex Officio Chairman</td>
</tr>
<tr>
<td>College Steward</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>College Nurse</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>Co-opted</td>
</tr>
<tr>
<td></td>
<td>Amy Brown, College Administrator</td>
</tr>
<tr>
<td>Vice-President RCSA</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Women’s Officer RCSA</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>MCR Representative</td>
<td>Ex Officio</td>
</tr>
</tbody>
</table>

d. Method for obtaining members (appointment, election, etc.)

   Email and noticeboard notification of vacancies for election. If no volunteers come forward managers from the appropriate group of departments will recommend an appointee.
4. Election procedure
   a. Organised by Chairman and Secretary
   b. When period of office comes to an end in the next quarter year
   c. Qualification of candidates and voters: Candidates must be current College staff members. Preference will be given to candidates who are not Heads of Department.
   d. Nominations by email to Secretary with one proposer and one seconder
   e. Voting arrangements by secret ballot within the appropriate group of departments if there are more candidates than vacancies in that group of departments. Secretary to produce ballot papers.

5. Period of office and arrangements for their retirement
   The period of office will be a multiple of three years. After each three year period of office candidates can retire from the committee or can, if they wish, offer themselves for re-election.

6. Officers of committee: chairperson, secretary
   The chairperson of the committee is the Fellow Member. The secretary of the committee will be an administrative assistant from the Tutorial Office or other appropriate College Department.

7. Meeting arrangements
   a. Frequency and advance notice
      Meetings will be held quarterly in Week 2 of each full term and four weeks after the end of the Easter term.
      Those dates are a few weeks before the Health and Safety focused HODs meetings which will allow minutes to be an agenda item and recommendations to be considered by HODs.
   b. When and where held
      Meetings will be held at 10:30 on Thursdays in the Linnett Room
   c. Procedure for placing items on the agenda
      Secretary will email committee members two weeks in advance of the meeting for agenda items to be added
   d. Minutes arrangements
      To be taken by the Secretary and agreed with the Chairman
   e. Quorum
      Two of Chairman, College Steward and Facilities manager and four other committee members
   f. Duration of meetings
      No more than 1 hour 30 minutes

8. Facilities for committee members
   a. Time off for liaising with constituents
      Heads of Department will allow time to liaise with their constituents
   b. Payment while attending meetings
      Time spent attending committee meetings is counted as time at work
9. Reporting arrangements  
   a. Publication of minutes  
      The secretary and chairman will publish minutes as soon as practical after each meeting to committee members for comment.  
   b. A copy of the minutes to go to the secretary of the HODs meeting as an agenda item on the Health and Safety focused quarterly meeting and to the secretary of the College Council (as starred agenda item)  
   c. The Chairman will report annually to the Governing Body of Robinson College  
   d. A copy of the minutes will be posted on the noticeboard outside the Maintenance Office  
   e. Committee members will report back to their constituents

10. Method of altering constitution  
    Every year the Committee will consider whether the constitution remains fit for purpose. If half or more of the committee members consider that a review of the constitution is required then the Chairman will refer the matter to College Council with a suitable recommendation.  
    College Council can force a review of the constitution if it is deemed necessary.
Appendix 2 - Heads of Department – Responsibilities and Duties

Fire Safety Checks:

HODs have legal responsibilities under HASAWA 1974 and they play an important part in supporting:

- The safety of colleagues within his/her area of responsibility
- The evacuation of colleagues in the event of the Fire Alarm sounding

The way they carry out their duties will vary from department to department – some may do these themselves, others may appoint departmental Staff Fire Warden(s) or other staff to cover varying elements.

The safety of colleagues within his/her area of responsibility:

The following areas should be considered in order to promote general fire safety within the workplace. This may be largely about encouraging everyone who works in the area to be observant and make a point of consciously “checking” on a day by day basis. HODs need to be aware of the potential for complacency to creep in. There is a need to avoid thinking everything is in order only to find that when staff go to use a fire safety device, system, route, that they can’t.

- Periodically check:
  - corridors, walkways and all fire escape routes to be kept clear of hazards/obstructions.
  - fire doors kept closed and not wedged open.
  - push bars on exit doors operate freely.
  - combustible materials e.g. rubbish, papers, boxes, should not to be stored under stairwells or within other risk areas.
  - posters should only be displayed on notice boards provided for that purpose.
  - fire extinguishers and fire blankets (where appropriate) to confirm that they are located correctly on their brackets, and that seals and pins on the extinguishers are intact.
  - visual check of the Manual Call Points (MCP) to ensure they are clearly signed, and encourage colleagues to be aware of their location.
  - check that Fire Action notices (N1) and Fire Exit signs are in place.

Any matters arising from the general observations and checks should be reported immediately to the Head of Department for attention.
The attached Safety Checks Report should be completed and submitted quarterly to the Head Porter.
Heads of Department – Responsibilities and Duties

Evacuation of Staff in the event of the Fire Alarm Sounding:

The Fire Alarm is indicated by a loud ringing bell throughout the College. It can be activated for the Main College by smoke/heat detectors, by Manual Call Points (MCPs) located throughout the College and from the Porters’ Lodge.

On hearing the fire alarm the HOD or designated deputy should take the following action:

- Immediately leave his/her office with list of on-duty staff (to be maintained daily), and alert others present to evacuate.
- Alert the occupants of other offices close by (where applicable) to the alarm as he/she exits. Close doors and windows during exit and direct other people accordingly.
- Leave the building as quickly as possible by the nearest available safe route and proceed to the designated Fire Assembly Point Front Court/Rear Gardens
- Carry out a roll call of colleagues at the Fire Assembly Point against the list held and keep colleagues in departmental/office order. Advise the Head Porter/Duty Porter of the result of the roll call, to include details of any colleagues missing
- Do not re-enter the building until declared safe to do so. Await further instructions from the Head Porter or Fire Service Officer.
- The ‘All Clear’ will normally be signified by the Fire Alarm being silenced

Issued by College Steward.
**Heads of Department – Responsibilities and Duties**

**QUARTERLY SAFETY CHECKS REPORT:**

Periodic checks have been undertaken throughout the quarter covering:
- Corridors, walkways, fire escape routes clear of hazards/obstructions.
- Fire doors kept closed.
- Push bars on exit doors operate freely.
- No combustible materials stored under stairwells or within other risk areas.
- Fire extinguishers located correctly on brackets, seals/pins intact.
- Fire blankets located correctly.
- Manual Call Points (MCP) clearly signed, colleagues aware of their location.
- Fire Action Notice (N1) and Fire Exit signs in place.

Observations made during the quarter are noted below and have all been resolved:

Matters arising from the checks which have not been resolved - enter details of any deficiencies noted and action required:

HOD to check and sign to verify that the Safety Checks have been carried out in accordance with the Fire Risk Assessment:
HOD name, signature, date:

PASS COMPLETED FORM TO HEAD PORTER AT QUARTER END