

London South Bank University

	PAPER NO: HR.14(12)	
Board/Committee:	Human Resources Committee	
Date:	16 October 2012	
Paper title:	Minutes of the meeting of 15 May 2012	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Executive sponsor:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Recommendation by the Executive:	That the committee approve the minutes of its last meeting and the suggested redactions.	
Aspect of the Corporate Plan to which this will help deliver?	N/A	
Matter previously considered by:	N/A	N/A
Further approval required?	N/A	N/A
Communications – who should be made aware of the decision?	Published on the University's website	

Executive summary

The Committee is asked to approve the minutes of its meeting of 31 January 2012 and the suggested redactions (in grey) for publication. Minutes in the confidential session of the meeting will not be published.

Minutes of the Meeting of the Human Resources Committee
held at 4pm on Tuesday, 15 May 2012
in Room 1B33, Techno Park, London Road, London SE1

Present

Ms A Montgomery	Chair
Mr S Balmont	
Prof M Earwicker	Vice Chancellor and Chief Executive
Mr D Longbottom	

In attendance

Ms K Boyce	Director of HR
Dr P Cardew	Pro Vice Chancellor (Academic)
Mr R Flatman	Executive Director of Finance
Mr J Stevenson	University Secretary and Clerk to the Board of Governors
Mr M Broadway	Governance Officer

Welcome and Apologies

1. Apologies had been received from Maggie Semple and Jim Snaith.

Minutes

2. The minutes of the meeting held on 31 January 2012 were approved. The minutes were approved for publication subject to the proposed redactions.

Matters Arising

3. The committee noted an induction plan had been drafted for approval by the Chair.

Work Plan on HR Implications of the Corporate Plan

4. The committee discussed a work plan on the HR implications of the Corporate Plan (paper **HR.08(12)**), which summarised at a strategic level HR projects which

were currently underway to help deliver the Corporate Plan. Key matters were discussed later in the meeting.

5. The committee welcomed the report and requested that it be a standing item on the agenda.

Employee Engagement Strategy

6. The committee approved an employee engagement strategy to address the results of the employee engagement survey of 2011 (paper **HR.10(12)**). It was noted that the next survey would be conducted in 2014 and that pulse surveys were being organised for 2013. The committee requested to review the questions and process for the next pulse survey.
7. It was noted that further work was needed to develop performance management and appraisal within the University. The committee requested a paper at its next meeting on performance management.
8. The committee discussed the staff's perception of career progression. The Vice Chancellor emphasised that career progression was not dependent on length of service but ability to do the job.

Equality and Diversity Update

9. The committee considered an update report on the equality and diversity of the University's students and staff (paper **HR.11(12)**). The committee deferred discussion of the paper to its next meeting and requested further details of how the statistics in the paper related to governors' duties under the Equality Act 2010.

Confidential Items

10. The meeting then went into confidential session and has been minuted separately.

Confirmed as a correct record:

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Chair

Confidential Items – not for publication

Restructuring

11. The committee discussed a confidential paper outlining proposed restructuring in four University departments: Faculty of Business; Education Department; Residences and Catering Department; and the National Bakery School. It was noted that a broader proposal to outsource catering would be considered by the Policy and Resources Committee and the Board of Governors in July 2012.
12. The committee expressed concern about the method of restructuring in the Business Faculty, which had a redundancy pool of 300 for a reorganisation of senior roles. The committee requested the Executive to review the process. The Director of HR agreed to circulate the announcement to the chair of the committee.

TUPE Transfer of staff to SBUEL

13. The committee discussed confidential proposals to transfer employees of the University engaged in enterprise activity to the University's commercial company, South Bank University Enterprises Ltd (SBUEL) under the Transfer of Undertakings (protection of employment regulations 2006 (TUPE) (paper **HR.12(12)**). The committee noted that the proposals would affect 11 employees. The Vice Chancellor explained that the driver was to create a commercial culture within SBUEL.
14. It was noted that the transferring staff would be offered participation in a new pension scheme (minutes 16-17 refer). In addition, the remuneration of the staff would include an incentive element, which reflected a sales culture.
15. The committee recommended the proposal to the Board of Governors. The committee noted that the University Enterprises business plan would be considered by the Policy and Resources Committee and the Board of Governors in July 2012.

New Defined Contribution Pension Scheme

16. The committee discussed a proposed new defined contribution pension scheme with a two-tiered contribution structure for employees of the University's enterprise subsidiary, South Bank University Enterprises Ltd. The committee noted that Lane, Clark and Peacock LLP had been appointed as advisers on the

new scheme. The Committee approved the proposed structure and that next steps would be to procure the actual pension provider.

17. The committee recommended the proposal to the Board for approval.

Confirmed as a correct record:

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Chair

HR Committee – 15 May 2012

Action Sheet

Minute	Action	By whom	Status
2.	Publication of redacted minutes	Sec	Completed
5.	Work plan on HR implications of Corporate Plan to future HR Committee meetings	HR Dir	On committee plan
7.	Paper on performance management to Oct HR committee meeting	HR Dir	On agenda
9.	Updated Equality and Diversity paper to Oct HR Committee meeting	HR Dir / PVC(A)	On agenda
11.	Proposal to outsource catering to P&R and Board in July 2012	VC	Approved by Board in July 2012
12.	Circulate announcement of restructuring to committee members	HR Dir	
15.	Proposals for TUPE transfer to May 2012 Board meeting	HR Dir	Approved by Board in July 2012
17.	Proposed pension scheme to May 2012 Board meeting	EDF	Approved by Board in May 2012