

Minutes of the Meeting of the Human Resources Committee
held at 4pm on Tuesday, 16 October 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

In attendance

Ms K Boyce	Director of HR
Mr R Flatman	Executive Director of Finance
Mr S Hackett	Director of Student Services (<i>for minutes 1-9</i>)
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 David Longbottom and Phil Cardew.

Minutes

2. The minutes of the meeting held on 15 May 2012 were approved. The minutes were approved for publication subject to the proposed redactions.

Matters Arising

3. It was noted the paper on performance management (paper **HR.18(12)**) would be deferred for discussion at the next committee meeting.
4. The committee noted that the announcement of the Business Faculty restructuring had been circulated to the committee chair (minute 12 of 15 May 2012 refers).
5. The committee noted that the committee members' induction programme was under review by the Chair (minute 3 of 15 May 2012 refers).

Equality and Diversity Update

6. The committee discussed a report on the equality and diversity of the University's students and staff (paper **HR.16(12)**). The committee noted that

the Equality, Diversity and Inclusion plan for staff was currently being updated for 2012/13 and would be presented to the committee.

7. It was noted that following the staff diversity survey of 2011, data on the protected characteristics under the Equality Act 2010 is collected when staff join the University.
8. The committee noted that the data on students' protected characteristics was now collected when students enrol. It was noted that there were no areas for concern from the data. Trend analysis would be undertaken year on year.
9. It was noted that HEFCE required the publication of student data, which would be done in autumn 2013.
10. The committee noted both reports and requested the matter to be considered annually.

Mr S Hackett left the meeting.

Reorganisations update

11. The committee discussed an update on current reorganisations and reorganisations since 2009 (paper **HR.15(12)**).
12. The committee requested to be informed of any cases where the University was taken to an Employment Tribunal.

Work plan on the HR implications of the Corporate Plan

13. The committee noted the work plan for the Human Resources Department for 2012/13 in order to enable delivery of the Corporate Plan (paper **HR.17(12)**).
14. It was reported that a single full employee engagement survey would take place in May 2013, rather than pulse surveys. An aim of the survey would be to allow comparisons within the higher education sector and internally over time. Proposed questions would be circulated to the committee in advance of the survey.
15. The committee requested information at the next meeting on the numbers of staff not completing appraisal as this would indicate the level of staff engagement.

Human Resources Committee terms of reference

- 16. The committee recommended its amended terms of reference to the Board for approval (paper **HR.18(12)**).

Committee business plan

- 17. The committee noted its business plan for the academic year (paper **HR.19(12)**).

Confirmed as a correct record:

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Chair