# London South Bank University

## Minutes of the meeting of the Human Resources Committee
held at 4pm on Wednesday, 14 October 2014
in Room 1B16, Technopark, London Road, London SE1

**Present**

Anne Montgomery          Chair
Prof David Phoenix        Vice Chancellor
Steve Balmont
Mee Ling Ng

**Staff Governor Observer**

Prof Jon Warwick

**In attendance**

Prof Pat Bailey          Deputy Vice Chancellor
Mandy Eddolls            Interim Executive Director of Human Resources and
                         Organisational Development
Richard Flatman          Chief Financial Officer
James Stevenson          University Secretary and Clerk to the Board of Governors
Michael Broadway         Governance Manager

### Welcome and Apologies

1.    Apologies had been received from Hilary McCallion and Katie Boyce.

2.    The committee welcomed Pat Bailey to his first meeting of the committee.

### Declarations of Interest

3.    No interests were declared on any item on the agenda.

### Minutes of the meeting held on 18 June 2014

4.    The minutes of the meeting held on 18 June 2014 were approved (paper
      **HR.13(14)**).  The redactions were approved for publication.

### Matters Arising

5.    Matters arising were covered elsewhere on the agenda.

**Update on HR aspects of the change programme**

6.      The committee noted an update on HR aspects of the change programme. The two key HR aspects of the change programme were 1) implementing a culture change through leadership development and performance management; and 2) workforce planning.  The HR department would review workforce requirements in early 2015 following the approval of local delivery plans.  The committee would receive regular updates on the leadership development change programme project.

7.      The committee requested to be kept informed of any risks to the implementation of the changes due to staff reaction.

**Equality, Diversity and Inclusion**

8.      The committee discussed an update on equality, diversity and inclusion (paper **HR.14(14)**), divided into three parts: 1) assurance report; 2) analysis of workforce; and 3) staff recruitment data.

9.      The committee noted that the workforce data was incomplete due to data collection and systems issues.  It was anticipated that the planned staff census of November 2014 would improve the quality and quantity of staff data on protected characteristics.

**Organisation and People key priorities, 2014/15**

10.    The committee noted the key priorities of the Organisation and People professional service group for 2014/15 (paper **HR.15(14)**).  The key priorities for the year were:
   a. HR systems – design, develop and implement a sustainable solution for providing stable HR data;
   b. Senior Leaders' Development – develop a programme of development for the Executive team and Operations Board;
   c. Work force planning – ensure the shape of the organisation is modern, fit for purpose and efficient;
   d. Performance management – increase productivity and quality of service by focusing on performance management;
   e. Professional HR service – ensure HR operates on a proactive business partnering model; and
   f. Equality, Diversity and Inclusion initiatives.

11. The committee noted that HR analytics were being developed during the year and requested a paper on the proposed analytics and their reporting to the committee at the next meeting of the committee.

**Terms of Reference**

12. The committee recommended its amended terms of reference to the Board for approval (paper **HR.16(14)**).

**HR Committee business plan**

13. The committee noted its business plan (paper **HR.17(14)**). The committee noted that the governance effectiveness review would include a review of the Board's committees.

**Date of next meeting**

14. The date of the next meeting was confirmed as Tuesday 25 March 2015 at 4pm.

**Confirmed as a correct record:**


**………………………………….**
**Chair**

*{Secretary's note: this is the final meeting of the committee. The Board closed the committee on 14 May 2015 as part of the governance effectiveness review}*