

Minutes of the meeting of the Human Resources Committee  
held at 4pm on Monday, 24 February 2014  
in Room 1B27, Technopark, London Road, London SE1

**Present**

Anne Montgomery	Chair
Prof David Phoenix	Vice Chancellor
Steve Balmont	

**Staff Governor Observer**

Professor Jon Warwick

**In attendance**

Katie Boyce	Director of Human Resources
Prof Phil Cardew	Pro Vice Chancellor (Academic)
Richard Flatman	Chief Financial Officer
Satwant Kaur	Interim Senior Organisational Development & Equalities, Diversity and Inclusion Manager
Ian Mehrtens	Executive Director of Corporate Services
Prof Mike Molan	Executive Dean, Faculty of Arts and Human Sciences
Michael Broadway	Governance Officer

**Welcome and Apologies**

1. Apologies had been received from Hilary McCallion, Mee Ling Ng and James Stevenson.

**Declarations of Interest**

2. Members of the executive declared an interest in the item on revised procedures for suspension and dismissal of senior post holders (minutes 15-16).

**Minutes of the meeting held on 28 February 2013**

3. The minutes of the meeting held on 22 October 2013 were approved (paper **HR.01(14)**).

**Matters Arising**

4. There were no matters arising not covered elsewhere on the agenda.

## **Update on Consultation: Developing our Structures**

5. The committee noted an update on the current consultation with staff entitled “Developing our Structures” (paper **HR.02(14)**). This outlined the final composition of the seven schools and proposed new professional service groups. The committee noted that the Board would receive a presentation on the proposed changes at their next meeting on 20 March 2014. Around 400-500 staff had attended meetings relating to this stage of the consultation. In addition, staff at the Havering Campus and the Students’ Union had been consulted.
6. It was reported that engagement was taking place with members of the executive and senior management impacted by the changes. Consultation on the formal change proposals with the Deans and Pro Deans had begun.

## **Equality Act 2010 Briefing**

*Satwant Kaur joined the meeting*

7. The committee noted a briefing on the Equality Act 2010 which set out the public sector equality duties with which the University was required to comply. It was noted that compliance with the act was regularly reviewed by management and progress on the action plan would be reported to the next meeting. It was noted that there was an opportunity for LSBU to promote itself as an inclusive organisation.

*Satwant Kaur left the meeting*

## **Deputy Vice Chancellor recruitment update**

8. The committee noted an update on the recruitment of the Deputy Vice Chancellor (DVC) (paper **HR.03(14)**). The advert for the DVC role and for the six Deans of Schools would appear in Times Higher Education on Thursday 27<sup>th</sup> February 2014.

## **Strategic HR Matters**

9. The committee noted a report on strategic HR matters (paper **HR.04(14)**), which updated the committee on a review of redundancy consultation procedures; national pay negotiations for 2014/15; the organisational development strategy; and performance management.
10. The committee discussed the issue of national pay negotiations for 2014/15. The committee noted that the briefing paper setting out background

information and outline key issues likely to arise in the forthcoming negotiating round had not been received by the University. The committee requested the recommendation by the Executive on national pay bargaining to be circulated to committee members prior to its consideration at the Board meeting of 20 March 2014.

### **London Pension Fund Authority 2013 Fund Valuation**

11. The committee discussed an update on the London Pension Fund Authority (LPFA) 2013 fund valuation (paper **PR.07(14)**). The LPFA pension scheme is offered to support staff and has 555 LSBU active members. It was noted that the issue of pension scheme deficit is a key item on the risk register due to its impact on future financial sustainability.
12. It was reported that following the fund valuation for 2013 the University's annual cash contribution could potentially rise from £3.8m to £6m, affecting the University's cash flows and impacting investment plans. The increase in cash contribution is due to a reduction in the deficit recovery period and the downgrading of all universities to category C1 from category A which has resulted in a lower discount rate and hence higher value liabilities.
13. The executive are in negotiations with the LPFA over the valuation and further updates will be provided to the Policy and Resources Committee and the Board of Governors.

### **Behavioural Framework**

*Mike Molan entered the meeting*

14. The committee discussed the proposed behavioural framework (paper **HR.05(14)**), which articulated the expected behaviours of all staff irrespective of grade or role. The committee welcomed the framework and the proposed behaviours.

*Mike Molan left the meeting*

### **Senior Post Holders Disciplinary Procedures**

15. The committee discussed the proposed disciplinary procedures for senior post holders (paper **HR.07(14)**). New procedures were required as the current procedures were embedded in the Articles of Association which were currently being revised. The proposed procedures were based on the ACAS framework.

16. The committee recommended the proposed procedures to the Board for approval, subject to the Director of HR reviewing the section authorising members of the Board to take action against the Vice Chancellor.

**Date of next meeting**

17. The date of the next meeting was confirmed as Tuesday 1<sup>st</sup> April 2014 at 4pm.

*Secretary's note: the next meeting was subsequently rearranged for Wednesday 18 June at 3pm.*

**Confirmed as a correct record:**

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**Chair**