Committee Minutes

Committee:	**Admin, HR and Campus Management**
Date/Time:	23 January 2025, 2:00pm- 4:00pm
Chair/Members:	Chair: Associate Dean & Head of Quality Assurance – Dr Sheku Kakay (SK) (Bm) HR Manager – Shazina Taimoor (Administration, HR & Operation) (ST) Admissions & Retention Designated member – Sangeetha Durai (SD) (M) Teaching & Learning Designated member – Syed Raza Zaidi (RZ) (Bm) Student Support Designated member – Shria Begum (SB) (Bm) Admin, HR & Campus Management Designated member – Yasir Ijaz (YI) (Ld) Saqib Ayub (SA)(M) Registrar and Controller of Examinations Designated member – Dr Cristiana Shepherd (Bm) IT Support Designated member – Faheem Bhatti (FB) (Bm) Student Voice designated member – Ali Shan (AS) (M), Katarzna Bouglak
In attendance:	Director of Admissions & Marketing – Nabeel Sheikh (NS) Assoc. Dean for Health & Social Care – Dr Maxine Pryce-Miller (MPM) Head of HR- Ashok Kumar (AK) Dean- Joan Lockyer (JL) Associate Dean External Partnerships- Robert Hyland (RH) Registrar and Controller of Examinations Designated Attendee- Ayhan Ahmed (AAh) Clerk – Funmi Ekisola (FE)

Actions shown in bold.

1. Conflicts of Interest

The Chair explained conflicts of interest to all members. No conflicts of interest were declared.

Apologies

Apologies were received from RH

2. Protocols for the Meeting

SK reminded members to stay focused on the business of the meeting and to direct all comments and questions through the Chair. He also requested that all phones be switched off or set to silent mode.

3. Minutes of the previous meeting

The minutes of the meeting held on 15 October 2024 having been circulated prior to the meeting, were taken as read and were agreed.

4. Action Tracker

The committee reviewed the Action Tracker and RAG ratings for the actions previously agreed. Items where actions were outstanding were noted as follows

AHR27 – ST to present the balanced scorecard after consultations with Quality Assurance department

AHR30 & AHR32 - Promotions Policy & Remote Working Policy are part of the policies that are in the HR annual plan. These policies will be presented in batches at every meeting

AHR35 – This action has been completed. Academic staff now have a salary banding. HR will commence with the salary banding, criteria and role alignment for non-academic staff
ST to confirm at the next meeting if non-academic staff have been informed of the new salary banding

AHR36- There are vacancies in the teaching and learning team across the campuses. MPM is working with HR on strategy to fill these spaces efficiently and with the right people
MPM to update the committee on progress in the recruitment of teaching and learning staff.

AHR37- **ST to update the committee on outstanding positions by giving a report which will show the staff compliment for each department, positions filled, vacant positions, leavers and joiners.**

AHR42 – LTU does not have a formal policy around staff to student ratio. However, SSS is working towards the OfS standard of 35:1 staff to student ratio.

AH44- **ST to create training register which will encapsulate the training template created by quality assurance department. ST to update the committee on this action RZ & FB to spearhead creating on CRM, folders to input policies, trainings with limited right of access.**

All other actions were complete.

5. Matters Arising
AHR48 - HR to give a report on when information on salary banding will be cascaded down to all staff at the next meeting

6. Student Experience
There were no student representatives at the meeting

7. Strategic Update

a. Campus Management

(i) Bradford and Leicester campus management report will be taken at the next meeting
(ii) HR & Leicester strategic plan 2025 will be taken at the next meeting
(iii) FB presented IT strategic report and outlined its strategic plan, which consists of four key goals:
   1. Enhance system Integration
   2. Strengthen digital learning
   3. Improve cyber security
   4. Increase user engagement

The committee will be monitoring IT strategic plan on a quarterly basis.

b. HR Management

(i)   Staff training and CPD – HR to work with the Academic Development Unit on trainings for academic staff.

ST to update the committee on working with the Academic Development Unit on trainings for academic staff.

(ii)   Addressing outstanding policies – HR has built an annual plan for updating all outstanding policies and presenting them at the ADHR meeting. Three out of the several outstanding policies are to be presented at this meeting. The committee acknowledged HR's plan, amended the name of a policy and requested that Dignity Policy be drafted as a new policy for the committee's review.

ST to share annual policy review plan with the committee and present at least three HR policies to the committee at the next meeting.

(iii)   Approval of Policies- Loyalty Bonus Policy, Maternity Policy and Annual Leave Policy which were presented at the meeting were all approved
(iv)   Information on the salary bands of employees – discussions already taken under AHR35
(v)   Incentives for staff retention were discussed, but no actions were created
(vi)   Structure of staff bonuses, how is it managed? This agenda item was explained by ST, no action was created
(vii)   Cover for sick lecturers was discussed, but no actions were created
(viii) There is no update on the appointment of a mental health personnel
(ix)   Staff Awards- **MPM to develop a staff awards format after conducting an opinion survey on categories of awards.**
(x)   Staff satisfaction survey- the committee deliberate on the form and type of survey to be run.

ST to develop the staff satisfaction survey in conjunction with the Quality Assurance department

Fulfilling E6 conditions - Establishing a Counselling Support Unit- Recruiting Counselling and safeguarding officers (Team of three for each)

ST to give update at the next meeting on the establishment of the Counselling Support unit.

c.   Administration & Operations

(i)   Four policies have been identified as outdated and in need of review by Administration and Operations Unit.
1.   Value for Money Policy
2.   Risk Management Policy
3.   Waste Management
4.   Information, Advice & Guidance Policy

ST (Operations) to review and present all four policies at the next meeting for approval

d. Planning and Resource for Strategic Initiatives

(i) Resourcing the library and Library Services – availability of core textbooks, newsletters, journals, articles etc and any other library services that should be offered, computer accessibility (computer labs)

ST & MPM to investigate students' current library needs and explore opportunities to engage with publishing houses for free journals and additional resources. A designated person will be identified to liaise with publishing houses to obtain free/paid for books, articles, journals etc. for the library.

e. Staffing

The following agenda items were deferred till the next meeting:

1. Review of staffing - data per campus, per course vis—a-vis new student demand at each campus (Chair)- Review of student numbers, staff numbers, staffing costs, VL Pool
2. Review of LTU staffing requirements – What is HR doing to meet the staff: student ratios set by LTU and OfS
3. SSS staffing strategy – Plan for growth and replication of staffing and services in line with projected student number growth
4. Recruitment plans

f. Performance Appraisal

The Chair presented the performance appraisal form which was proposed to be used in conjunction with the 360. Performance appraisal form will be reviewed by HR to decide whether to add to 360.

Matters to report to Quality Audit Committee

Key items discussed are listed below to be reported to the Quality Assurance Committee

a. All departments reporting to the committee will be sharing their strategic plans with the committee
b. Committee will be measuring each department and campus manager by their strategic plan
c. Broad range of HR, Administration and Operations policies will be reviewed in the course of the year
d. Salary banding for all staff will be attended to this year
e. Other non-financial ways of sourcing the library are being reviewed
f. SSS strategy on staff to student ratios will be implemented
g. In fulfilment of E6 condition, establish a Counselling Support Unit- counselling and safeguarding officers

Annual Report from the Chair to the Academic Board

Not for this meeting.

Any other business

MPM raised students' complaints from the Birmingham campus regarding excessively cold classrooms. Additionally, concerns were raised about the unsuitability of the chairs and tables on the fifth floor, as they are unable to support the weight of students' laptops.

Administration and Operation to ensure that classrooms are conducive for students.

Date of next meeting

There being no further business, the meeting closed at 4.00 pm

The date of the next meeting is 8th April 2025 at 2.00 pm – 4.00 pm, Birmingham Campus, hybrid.

Action Table

Number	Action	Responsible	Deadline
AHR59	HR to confirm at the next meeting if non-academic staff have been informed of the new salary banding	ST	24/3/2025
AHR60	MPM to update the committee on progress in recruiting teaching and learning staff.	MPM	24/3/2025
AHR61	HR to update the committee on outstanding positions by giving a report which will show the staff compliment for each department, positions filled, open positions, leavers and joiners.	ST	24/3/2025
AHR62	HR to create training register which will encapsulate the training template created by quality assurance department. ST to update the committee in this action	ST	24/3/2025
AHR63	RZ & FB to spearhead creating on CRM folders to input policies, trainings	RZ & FB	24/3/2025

	with limited right of access.		
AHR64	HR to update the committee on working with the Academic Development Unit on trainings for academic staff.	ST	24/3/2025
AHR65	HR to share annual policy review plan with the committee and present at least three HR policies to the committee at the next meeting.	ST	24/3/2025
AHR66	MPM to develop a staff awards format after conducting an opinion survey on categories of awards.	MPM	24/3/2025
AHR67	HR to develop the staff satisfaction survey in conjunction with the Quality Assurance department	ST	24/3/2025
AHR68	HR to give update at the next meeting on the establishment of the Counselling Support unit.	ST	24/3/2025
AHR69	Operations to review and present all four policies to the next meeting for approval - 1. Value for Money Policy 2. Risk Management Policy 3. Waste Management 4. Information, Advice & Guidance Policy	ST	24/3/2025
AHR70	ST & MPM to investigate students' current library needs and explore opportunities to engage with publishing houses for free journals and additional resources. A designated person will be identified to liaise with publishing houses to obtain free/paid for books, articles, journals etc. for the library.	ST & MPM	24/3/2025

AHR71	Administration and Operation to ensure that classrooms are conducive for students.	ST	24/3/2025