

Minutes of a meeting of the Personnel Committee (PER1112-1)
held on Monday 10 October 2011
at 5.30 pm in Room W108

Action

Present:

David Wood	Chair	Guy Adams	Foundation Member
Ann Helsby	Member	Hollie King	Member
Peter Avery	Ex Officio		

In attendance:

The Personnel Director

Clerk to the Corporation

The meeting opened at 6.38 pm and was quorate throughout

PART 1 : MEETING FORMALITIES**1. Apologies for absence**

There were no apologies for absence.

2. Minutes of the Meeting held on Monday 27 June 2011 PER1011-5

The Minutes of the meeting held on 28 June 2011 were agreed and signed subject to an amendment of the date 28 June to 27 June 2011.

3. Matters Arising

Reference PER1011-5/II/2, it was noted that classes were suspended during the day of industrial action on 30 June 2011. There was no impact on provision of teaching, and some savings were made in respect of the staffing budget. There is a further day of industrial action planned for 30 November 2011. The additional participation of Unison members and the timing of action may have a more significant impact on the College on this occasion.

4. Review of Items Retained as Closed Business During 2010-11

There were no items of closed business which were excluded from publication.

PART II: ISSUES FOR THE MEETING**1. Staffing Issues****Update on Pay Award Consultation for 2011-12**

Members noted that the budget for 2011-12 does not include any provision for a cost of living increase. Annual incremental payments, included in budgetary provision, have already been implemented. The College is not subject to any statutory pay freeze, and would derive benefit from any recommendation by the Sixth Form Colleges Forum in respect of a 0% award nationally.

The Committee noted a number of implications in respect of College membership of the two sector representative bodies, the Association of Colleges and the Sixth Form Colleges Forum. In recent times, the Association of Colleges has strengthened the services which it provides to member organisations; the Sixth Form Colleges Forum is less consistent in the services it offers to its constituents. Guy Adams proposed that the College should be free to decide appropriate membership of representative organisations, seconded by David Wood and agreed *nem con*. Information about arrangements for nationally agreed pay settlements could be sought from other colleges

Staffing

Current staffing arrangements are as planned, but with two imminent vacancies in respect of the LRC and College Information Systems. A number of options are under consideration for replacement appointments, including an apprenticeship.

The Senior Management Team with the Personnel Director has started a process of review in respect of staffing.

2. Annual Human Resources Report

The Personnel Director presented the summary report which now also includes monitoring information in respect of governors. The following points were noted in discussion:

- The number of staff appointments shows little variation year-on-year
- There has been a significant increase in responses received from on-line advertisements for vacancies. The use of national newspaper advertising will be kept under review
- Applicants applying for jobs on-line very often fail to complete the equal opportunities monitoring form, giving rise to a skew in results. The Personnel Director will consider making it mandatory to receive the completed form as part of the application process, although this in itself could deter certain applicants from proceeding with an application
- The programme of induction for staff is working well
- Days taken as sickness have decreased by 514 – impacted by a reduction in long-term sickness. There are no members of staff absent due to stress/anxiety. The Personnel Director will review the categorisation of sickness days
- The budget in respect of training and development is being managed effectively, with the Senior Management Team deciding priority areas through a rigorous review of all applications. Some savings have been secured through only one member of staff attending any particular course, staff members being encouraged to use the College car whenever possible and management training organised in-house. The budget will be subject to a further reduction.

3. Review of the Job Sharing Policy

The Policy has not been subject to invocation for a number of years and has therefore not been subject to practical testing. It was agreed that any Personnel policy not subject to invocation for a period of five years or more should not be subject to routine review by the Committee but retained on file until such time as it is invoked before further review takes place.

4. Review of the Whistle Blowing Policy and Procedures

The Policy had not been invoked since its last review. It was noted that the Whistle Blowing governor should now be Harry Hodgkin. The Policy/Procedures will be revised to reflect a reference to the Bribery Act. It was agreed that the Policy should be subject to annual review. Guy Adams recommended the Whistle Blowing Policy/Procedures for approval by the Corporation. This was seconded by David Wood and agreed *nem con*.

5. Review of the Redundancy Policy

The Redundancy Policy had recently been subject to invocation, and had worked well in practical testing. There was concern, however, that dependent upon the timing of any future redundancy consultations there was the potential for the process to become unnecessarily protracted. With this in mind, there were a number of proposed revisions to the Policy/Procedure removing the requirement for 'working' days to 'days', and reducing the timescale in each case. It was also agreed that there would be a caveat inserted indicating that the timescales quoted were a guide and could be subject to change by mutual agreement. Ann Helsby recommended the Policy/Procedure for approval by the Corporation with the following changes, seconded by David Wood and agreed *nem con*:

- 3.6 amend to five days and remove 'working' in all instances
- 3.14 delete 'working'

- 3.16 include 'or nominated governor representative' after 'Chair of the Personnel Committee'. Change five days to three days in each instance, and remove 'working' in each instance
- 3.17 amend 'Principal' to read 'Chair of Hearing'
- 3.18 amend 'ten working days' to 'five days'
- 3.20 amend 'ten working days' to 'five days'

6. Professional Review and Development

The Principal reported that the recent cycle of professional review and development had achieved an improved completion rate against the target of 100% completion, with between 73-84% achievement against target, dependent upon completion of paperwork. There was evidence that the process was being usefully deployed in the management process. The Committee noted that the process should continue to be used as an effective tool in the personal development process.

7. Any Other Business

There was no other business.

8. Date of Next Meeting

Due to issues over quoracy, the date of the next meeting was agreed as 4 January 2012.

Signed as a correct record.....

Date.....