

Minutes of a meeting of the Personnel Committee (PER1011-5)
held on Monday 27 June 2011
at 5.30 pm in Room C108

Action

Present:

| | | | |
|-------------|-----------|-------------|-------------------|
| David Wood | Chair | Guy Adams | Foundation Member |
| Ann Helsby | Apologies | Hollie King | Member |
| Peter Avery | Apologies | | |

In attendance:

Clerk to the Corporation

The meeting opened at 6.22 pm and was quorate throughout

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

Apologies of members are recorded above. The Personnel Director also sent her apologies for absence.

2. Minutes of the Meetings held on Friday 1 April 2011 PER1011-3 and Friday 27 May 2011 PER1011-4Special

The Minutes of both meetings were agreed and signed as a correct record.

3. Matters Arising

There were no matters arising which are not dealt with under the agenda for the current meeting.

PART II: ISSUES FOR THE MEETING**1. Staffing Update**

The Committee received the information appended in the papers for the meeting. It was noted that the newly-appointed LRC Manager has considerable experience of working in a challenging and high-profile learning environment at a large London college.

2. Update on National Pay Award 2011-12

The College has always remained party to the national pay framework for sixth form colleges. In responding to the recent questionnaire from the Sixth Form Colleges Forum in respect of how the College anticipates its position in respect of any pay award for 2011-12, the College has given a response indicating the difficulty it would experience in meeting any award. The indicative income and expenditure budget in respect of 2011-12 currently has provision in respect of incremental drift, increased national insurance obligations, and changes to the pension scheme. Dependent upon the outcome of any national pay negotiations, the Committee would defer to the Finance and General Purposes Committee in respect of any decision about the College ability to pay any nationally agreed award. Such a decision could impact on whether the College could remain party to the national pay framework.

In respect of the impending day of industrial action on Thursday 30 June, members noted that the Principal had written to all members of staff indicating the practical and contractual arrangements for the day. As it is anticipated that the College will not be able to offer teaching across the full range of its curriculum on that day, classes have been suspended and students offered a range of options in respect of how use of the day can be optimised.

3. Development of a Succession Planning Policy

In consideration of the draft Policy, members noted that although the College has in place a robust system of day-to-day management, it is incumbent upon the Corporation to ensure that in the event of any unforeseen circumstance, there are clear lines of authority within the senior management structure.

The following was agreed in respect of the draft Policy:

- The Policy should contain provision for it to normally be invoked in cases of absence in excess of three weeks
- The following provision should be included:

'should the Chair of Corporation deem that there is an urgent or pressing need to invoke the Policy by reason of the timing of any absence of the Principal, taking into account the time of year and the exigencies of the Principal's duties, then the Corporation should be informed of such action as soon as possible.'
- In section 3, the text should be amended to read *'...the anticipated time that the Principal will be unable to carry out his duties, and the demands of the post at that time.'*
- In respect of remuneration for any temporary acting principal, it will be agreed by the Corporation on advice from the Remuneration Committee and in consultation with the Director of Personnel.
- In respect of Quality Management, the Policy will be reviewed after any instance of its invocation.

Subject to the above changes, David Wood recommended that the Succession Planning Policy be approved by the Corporation, seconded by Guy Adams, and agreed *nem con*.

4. Review of the Recruitment and Selection Policy and Procedure

There had been some minor amendments to the Policy to reflect a recent Internal Audit Service recommendation. The amendments are in respect of exceptions to the procedures in section 3.5 Advertising.

Members sought clarification about whether retention of all interview records should be for a period of twelve months.

Subject to some other minor updating of the Policy and Procedure, David Wood recommended approval of the Policy and Procedure, seconded by Hollie King and agreed *nem con*. The Policy and Procedure is to be reviewed on a bi-annual basis.

5. Review of Professional Review and Development

In the Principal's absence from the meeting, there was no information available about progress against the agreed annual target in respect of Professional Review and Development.

6. Calendar of Governance for 2011-12

In reviewing the calendar of governance, members were satisfied that the business of the Committee could be carried out in a timely and effective manner.

7. Any Other Business

There was no other business.

8. Date of Next Meeting

The date of the next meeting is subject to the calendar of governance approved by the Corporation at its July meeting.

The meeting closed at 7.17 pm.

Signed as a correct record.....

Date.....