

Minutes of Personnel Committee Meeting

Monday 11 June 2018

Room C6, Richard Huish College, 5.30pm

Members Present: Ann Helsby (Chair), Barbara Barratt (Vice-Chair), John Abbott (Principal) and Moira Reynolds.

In attendance: Xanne Blythe (Clerk to the Corporation) and Ruth Walmsley (HR Director)

Apologies for absence: Duncan Alexander

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Declarations of Interest (agenda item 2)

No declarations of interest were received.

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Minutes of the Previous Meeting (agenda item 3 and 4)

RESOLVED: that the Personnel Committee minutes dated 30 January 2018 be agreed as an accurate record and be signed by the Chair.

Outstanding matters arising to be reported at the Search and Governance Committee.

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Senior Postholder – Deputy Principal Post (agenda item 5)

The HR Director informed the meeting that the designate Deputy Principal's start date was on 4 November 2018 to allow for a handover with the current Deputy Principal. The designate Deputy Principal would be spending a day at the College on 25 June 2018. The Principal had also invited her to attend the Corporation meeting on 2 July 2018 to give a presentation to Governors.

The Committee congratulated the HR Director and the HR Team for running the recruitment process.

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HR Annual Report for 2016-17 (agenda item 6)

The annual HR report covered the period from 1 September 2016 to 31 August 2017, it linked to developmental focus points listed in the Strategic Development Plan, provided evidence of success and measured the impact of learners. Staff were the most valuable resource and the foundation of the College's success was built on the expertise of the staff it employed, therefore, the recruitment, retention and development of staff remained key strategic drivers for the College.

During 2016-17 the report covered the following areas: recruitment statistics and costs, appointments, anonymised equal opportunities monitoring data using the nine protected characteristics, as detailed in the Equality Act 2010. Induction, probation, the percentage of Performance Review and Development (PRADs) completed, the number of staff on performance management, training and development, staff benefits, staff voice, staff retention, destinations of staff, sickness monitoring, use of HR policies, evidence of success and outcomes for students.

During discussion the following areas were highlighted in particular:

- advert costs for recruitment had declined, significant savings had been made by the increased use of social media e.g. Twitter, Facebook and LinkedIn,
- the increased staff turnover was due to the employment of cleaning staff, although this had

improved following a levy being put in place in respect of their DBS clearance payment if they left the employment within a three month period,

- PRAD, the process was a very effective vehicle for measuring staff performance and raising motivation, 99% of PRADs were completed during the reporting period. There was not a 100% completion rate due to the long term absence (and subsequent departure) of a senior member of staff with a large number of direct reports,
- retention statistics for staff turnover for the reporting period was 23%, compared to the previous year 24%. The College average used to be 14-15%, the reason for the increase was in the main due to the increased use of fixed term contracts and the fact that the College employs cleaning staff that were previously employed by an agency,
- the destination of teaching/support staff leavers had been analysed and were shown in pie charts, as previously requested,
- a pie chart to monitor staff sickness showed a decrease of 208 days for the reporting period compared to the previous year. The most recent AoC survey showed that an average sickness absence rate for Colleges was 7.99 days, the College average was 1.8 days,
- during the reporting period it had been necessary to instigate the Disciplinary procedure once.

RESOLVED: that the HR Annual Report for 2016-17 be noted.

PER 17 HR Policies and Procedures (agenda item 7)

(a) SPH Disciplinary Procedure

The procedure had been revised in light of the recent ACAS Code of Practice. Under the section 'Suspension During an Investigation', it was agreed that the member of staff's College email account could be suspended during a suspension from their duties when under investigation.

(b) SPH Grievance Procedure

The meeting noted that the AoC template had been used and further ACAS recommended practice guidance was awaiting publication. The procedure would be updated once the revised ACAS guidance was available. A number of small amendments were highlighted.

(c) Redundancy Procedure for all Staff

Under section 3.3, it was recommended to stipulate that the HR Director would be in attendance. Governors recommended that the staff support confidential contact be included in this procedure and other HR procedures/policies.

RESOLVED:

1. that the Senior Postholder Disciplinary procedure be recommended for Corporation approval,
2. that the Senior Postholder Grievance procedure be recommended for Corporation approval,
3. that the Redundancy procedure for all College staff be recommended for Corporation approval.

PER 18 Gender Pay Report 2017 (agenda item 8)

The HR Director presented a report on the new legislation introduced this year on the gender pay reporting legislation, which required employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap was between their male and female employees. The deadline to report was 30 March 2018. The payroll system had been updated and produced the required report and the narrative report on the College gender pay gap would be published on the external College website.

An additional gender pay gap extract report was tabled at the meeting to show hourly rate gaps, quartiles, the proportion of male and female employees per quartile, bonus gaps and bonus proportions.

In response to a Governors' query it was noted that the annual Support Standards Payment for support staff had been classed as a bonus for this report. A higher number of females in the lower mid quartile range was due to a higher number of female part-time assessors.

RESOLVED: that the gender pay report for 2017 be noted.

PER 19 **Calendar of Meetings for 2018-19/Committee's Terms of Reference Annual Review (agenda item 11)**

RESOLVED:

1. that the calendar of meetings for 2018-19 for the Personnel Committee be recommended for approval, and
2. that the Committee's terms of reference for the Personnel Committee be recommended for approval.

PER 20 **Any Other Business (agenda item 9)**

The Principal asked for the Committee to consider the re-designation of the Vice Principal – Finance as a third senior postholder, other College SPHs were the Principal and Deputy Principal. The VP-F worked for the Richard Huish Trust and the Richard Huish College. The reasons for the re-designation of this post was for clear contractual accountability and transparency reasons, and the VP-F's performance would be overseen by the Remuneration Committee.

Governors agreed to the re-designation of the VP-F post as a senior post-holder and asked for a report to be provided to the Corporation at their July meeting for a decision. **Princ**

Items for the next agenda: Code of Conduct for Staff, all Staff Grievance procedure.

The date of the next Personnel, Search and Governance Committee meeting was noted as 15 October 2018.

There being no further business the meeting ended at 6.00pm

Chair

Date
