

Minutes of Personnel Committee Meeting

Monday 30 January 2018

Room C6, Richard Huish College, 5.30pm

Members Present: Ann Helsby (Chair), Barbara Barratt (Vice-Chair), John Abbott (Principal) and Guy Adams (part).

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

Apologies for absence: Duncan Alexander, Asiya Andrews and Sasha Burns.

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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 16 October 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.

At the request of the Chair it was agreed to bring forward agenda item 6, to enable Guy Adams to be part of the Senior Postholder recruitment discussion.

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HR Policies and Procedures (agenda item 6)

** Guy Adams joined the meeting**

(a) Disciplinary Procedure for College Staff

The policy had been revised in light of the recent ACAS Code of Practice. Under section 10 'Gross Misconduct' there were a number of offences listed that the College considered to be gross misconduct, this list was not exhaustive or exclusive and it was suggested to include safeguarding to the list. Under section 6 '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. It was recommended that the investigating officer would be appointed by the HR Director, or if unavailable, another member of SMT should appoint the investigating officer. The Committee agreed that the Principal should not be involved during the investigation process to allow for his impartiality, if required, at a later stage in the process.

The Senior Postholder Disciplinary procedure would be reviewed at the next Committee meeting.

(b) Recruitment of Ex-offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Richard Huish College complied fully with the DBS Code of Practice and undertook to treat all applicants fairly. The purpose of this policy was to ensure that the College did not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information received.

The effectiveness and usage of the policy would be reported in the annual Human Recourses Quality Report.

(c) Review of HR Policies/Procedures

At the request of the Committee a list of the HR policies/procedures was provided with a schedule for renewal. It was noted that procedures for Senior Postholders for Disciplinary, Grievance and Redundancy would be brought to this Committee. The procedure for the Management of Allegations of Abuse against Staff, was in place and would be added to the list. The Committee asked for the inclusion of SPHs to this procedure.

(d) Sixth Form College Association – Pay Scales

The Corporation was responsible for setting a framework for the pay and conditions of service of all staff. This Committee had looked at the new framework in detail with the associated pay scales for teaching staff at a meeting dated 17 October 2016 for a proposed implementation date of September 2017.

The Corporation had, since the incorporation of Colleges in 1992, recommended that, subject to affordability, the College should remain in line with the nationally agreed terms and conditions adopted by the Sixth Form Colleges Association [SFCA]. This would ensure that salaries remained competitive, in line with school teachers, and therefore attractive to a wider pool of applicants.

The HR Director informed the meeting that the new SFCA payscales had been implemented, as agreed, in September 2017. The College 2017-18 budget for pay costs had been set at 1%.

RESOLVED:

1. that the Disciplinary procedure for College staff be recommended for Corporation approval,
2. that the Recruitment of Ex-offenders Policy be recommended for Corporation approval,
3. that Senior Postholder's procedures for Disciplinary, Grievance, Redundancy and for the Management of Allegations of Abuse against Staff be brought to the next appropriate Committee meeting,
4. that the nationally agreed terms and conditions update, for adoption by the Sixth Form College Association be noted.

PER 10 Appeals Committee Terms of Reference (agenda item 7)

The meeting noted that the old terms of reference were drafted to consider and determine appeals against decisions to dismiss on the grounds of redundancy, the revised version provided an appeal mechanism for dealing with any disciplinary, redundancy, grievance or complaint that arose, following the normal procedures adopted by the College.

For consistency Appendix A made reference to the relevant College appeal procedures for Disciplinary, Grievance, Redundancy and Complaints. The meeting noted that there would be no appeal process for dismissals during the probationary period. Appendix B gave an example procedure for a disciplinary meeting.

The Committee Chair's and HR Director's amendments had been highlighted in the document with tracked changes.

The meeting noted that the Appeal Committee would comprise at least three eligible and impartial governors. The Appeal Committee had delegated powers to act on behalf of the Corporation in relation to the defined terms of reference and any decisions made by the Appeal Committee would be final, notwithstanding the employee's right in law.

RESOLVED: that the Appeals Committee Terms of reference be recommended for Corporation approval.

**PER 11 CONFIDENTIAL ITEM (CLOSED BUSINESS)
Senior Postholder Recruitment and Timeframe (agenda item 5)**

The current Deputy Principal, a senior postholder, was retiring at the end of December 2018. A report covered the requirements of the Instruments and Articles when recruiting a senior postholder, the recommended timescales for the recruitment process and the costs incurred should the Committee decide to engage the services of an agency to conduct an executive search on behalf of the College.

The Personnel Committee recommended that the advert for the Deputy Principal post should be advertised nationally and an executive search agency only be used in the unlikely event of a poor response from the national advert.

The current postholder had confirmed that he would remain in post until 30th December 2018. To ensure a meaningful handover period, a commencement date in mid-October - early November 2018 was desired for the successful candidate. Notice periods would differ depending on the 'level of notice period' of the successful candidate and their sector. To achieve a start date of mid-October/November, and bearing in mind a candidate may have to give six months' notice, the appointment needed to be confirmed by the end of April 2018. The following timescales were therefore recommended to the Committee:

ACTION	DATE
Appoint a selection panel of at least 3 members of the Corporation	By the end of January
Confirm dates in dairies for panel to meet to discuss/decide on the recruitment process	By the end of January
HR Director to prepare draft advert/recruitment pack in preparation for the panel meeting[s]	During February
Placing of advert and start of executive search if a decision is made to conduct one	12th March 2018
Closing date	13th April 2018
Meeting to agree longlisting/shortlisting	16th April
Two day assessment	During the week 23rd April 2018

At the last Personnel Committee meeting it was proposed that the Corporation would seek advice from professional recruitment consultants with a view to them conducting an executive search for possible candidates. The HR Director had contacted a number of recruitment consultants.

The College was hosting a Sixth Form Colleges' Association (SFCA) training event for around 40 aspiring College principals from up and down the country on 6 February 2018 over a two day period, as part of the SFCA National Leadership and Development programme. Members of the SMT would be delivering some of the programme content. The Committee saw this as a further opportunity to advertise the SPH post.

The selection panel of the Principal and at least three other members of the Corporation were discussed. It was agreed to recommend the Chair of the Corporation, one of the Corporation Vice-chairs, Ann Helsby (Chair of Personnel Committee), Guy Adams and David Tomaney (as a reserve Governor). The meeting discussed other potential internal and external attendees for inclusion as part of the two day SPH assessment. A recently retired governor was recommended for the leadership interviews and another principal for the curriculum interviews.

It was agreed to take a report to the Corporation meeting on 9 February 2018, under a confidential business item, for a decision by the Corporation. The Committee recommended the following for Corporation approval:

RESOLVED:

1. that the advert for the post of Deputy Principal (Senior Postholder) be advertised nationally, and that an executive search agency only be used in the unlikely event of a poor response to the national advert,
2. **Information on the post's salary has been exempted under Section 43 (2) of the Freedom of Information Act 2000.** This paragraph was redacted due to a commercially sensitive information exemption, to be reviewed in 12 months.
3. that the selection panel be appointed, comprising the Principal and at least three other members of the Corporation, - Chair of the Corporation, one of the Corporation Vice-chairs, Ann Helsby (Chair of Personnel Committee), Guy Adams and David Tomaney (as a reserve Governor),
4. that the members of the selection panel be appointed to:
 - (i) decide on the arrangements for selecting the applicants for interview;
 - (ii) interview the applicants; and
 - (iii) where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.

If the Corporation approved the recommendation of the selection panel, that person would be appointed. If the members of the selection panel were unable to agree on a person to recommend to the Corporation, or if the Corporation did not approve their recommendation, the Corporation could make an appointment itself of a person from amongst those interviewed, or it may require the panel to repeat the steps, with or without first advertising the vacancy.

PER 12 Any Other Business (agenda item 8)

The HR Director updated the Committee 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 HR Director informed the meeting that the payroll system had been updated and was capable of producing the required report and a report on the College gender pay gap would be published on the external College website.

The date of the next Personnel, Search and Governance Committee meeting was noted as 11 June 2018.

There being no further business the meeting ended at 6.20pm

Chair

Date
