

Minutes of Personnel Committee Meeting

Monday 15 October 2018

Room C6, Richard Huish College, 5.30pm

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

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

Min PER 1	Declarations of Interest (agenda item 2) No declarations of interest were received.	Actio n
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PER 2	Minutes of the Previous Meeting (agenda item 3 and 4) RESOLVED: that the Personnel Committee minutes dated 11 June 2018 be agreed as an accurate record and be signed by the Chair. Outstanding actions on the matters arising report had been completed.	
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PER 3	HR Policies and Procedures (agenda item 5) 3.1 RHC Grievance Procedure (all College staff) The grievance procedure had been based on the national procedure agreed by unions. Following discussion the following minor changes were recommended: <ul style="list-style-type: none">- Section 1.2, add redundancies to the list of procedures, when the grievance procedure could not be used to challenge formal outcomes of other procedures.- Section 3.9 'may consider it appropriate to appoint an external consultant to investigate the grievance' should be attributed for all grievances, not just SPH grievances. The term 'Chairman' would be referred to as 'Chair'.- The HR Director agreed to check on the standalone SPH Grievance procedure as discussed at the June 2018 Personnel Committee and if appropriate merge the procedures with the flexibility to use for all staff and senior post holders.- Section 3.16 Post Employment Procedure –The HR Director agreed to check if this was still a requirement.	
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3.2 RHC Code of Conduct for College Staff

The meeting discussed whether this Code of Conduct covered residential students. It was agreed to add in the introduction the following sentence. 'This Code of Conduct was intended as a guide to help all College staff *when working with students in all situations/or when representing the College*'.

The following minor points were referred to:

- 3.1.4 single designated smoking area
- 3.2.3 Other Absence – the second bullet point required the addition of 'in conjunction with their line manager'
- 3.3.3 Parking – park private vehicles in the allocated car park.

The Staff Code of Conduct would be uploaded onto the 'My Concern' software along with the

Keeping Children Safe in Education statutory guidance, the College's Safeguarding/Prevent Policy and other connected documents. All staff had log-ins and confirmed electronically to reading these key documents.

3.3 RHC Probation Procedure

The HR Director informed the meeting that this procedure had received a greater overhaul and was more prescriptive. The contents list required updating. The meeting noted that this procedure would include the additional requirements for Oak House with the completion of probationary reports brought forward to one month, followed by a three and six months review. Questions within the probationary document had been amended for residential staff. References throughout the document would be realigned with sections.

Under Appendix 1 section 6 – The Decision 'The person conducting the hearing will deliberate in private *with the HR adviser*' to be inserted.

RESOLVED: that the following procedures with amendments be recommended for Corporation approval.

- RHC Staff Code of Conduct
- RHC Staff Probation Procedure

**RWI
Clerk**

RWI

The RHC Grievance Procedure for staff would be combined with the SPH version and recirculated to the Personnel Committee.

PER 4 RHC Teachers' Pay and Pensions (agenda item 6)

It was announced in July that teachers in schools would be in line for a pay rise from September, part-funded by the government. Those on the main pay scale would get 3.5 per cent, while those on the upper ranges would receive two per cent and leaders would get 1.5 per cent. The teachers' pay grant was worth £187 million in 2018-19 and £321m in 2019-20; it assumed that institutions had already budgeted for a one per cent rise.

While 16-19 maintained schools and academies were eligible for the increase, sixth-form colleges were not covered. The decision meant that those sixth-form colleges that converted to become academies would receive DfE funding, while those that did not would miss out. About 30 institutions had converted to academies to date. They also benefited from not having to pay VAT, unlike incorporated colleges.

The College had budgeted for a one per cent teachers' pay rise and affordability was discussed. Further negotiation was needed between unions and the Sixth Form Colleges Association (SFCA) for a resolution by December 2018.

The Committee discussed the government's academisation programme and noted the degree of uncertainty and asked for updates on the outcome.

RESOLVED: that the verbal update on the College teachers' pay and pensions be noted.

PER 5 AoC Colleges Senior Staff Remuneration Code Consultation (agenda item 7)

A report with a link to the consultation survey and the following documents were circulated in advance of the meeting. Clerk

- Annex - The specific wording of the amendment to the AoC Code of Good Governance for English Colleges
- Colleges Senior Staff Remuneration Code
- Appendix to the Remuneration Code – Explanatory and Guidance Notes

The Colleges Senior Staff Remuneration Code consultation was now open. Member and stakeholder responses were invited via the online survey by 23 November 2018.

The AoC Code of Good Governance for English Colleges (AoC Code) was introduced in March 2015 and adopted by the College. This consultation had also triggered a proposed amendment to the AoC Code at Section 9 Good Governance, Remuneration of Senior Post Holders (9.9 and 9.10) which introduced a Colleges Senior Staff Remuneration Code (Remuneration Code).

Whilst every indication was that Senior Post Holder pay was well controlled in colleges and that governors were making decisions in appropriate ways, in the light of Office for Students (OfS) registration requirements, new regulatory regimes and considerable political debate and media coverage (predominately around Vice-Chancellor's pay), the Association of Colleges was planning to introduce this amendment to the AoC Code.

This was a voluntary Remuneration Code for colleges, developed by AoC Governor Council. The Colleges Senior Staff Remuneration Code aligned with, equated to and largely originated from the HE Committee of University Chairs (CUC) Code dated May 2018 'The CUC Remuneration Code'.

In May 2018 the AoC Governors' Council formed a working group to develop an amendment to the AoC Code to include the Remuneration Code. The amendment to the AoC Code was a voluntary initiative which boards were encouraged to adopt. The aim was to help governing boards meet and exceed basic governance requirements, demonstrating that the sector had robust arrangements to govern and manage their own affairs. As autonomous bodies it was for individual colleges to take forward this amendment to the AoC Code.

The Remuneration Committee would also be consulted and forward any recommendations to the Board for adoption post the consultation period. It was agreed to forward the following comments to the Remuneration Code consultation by the deadline and review the final Remuneration Code once published:

- clarity in the document was needed between senior staff and senior postholders,
- the statement 'The Remuneration Committee must be independent' required further definition. This was interpreted as the Remuneration Committee membership not including staff or student governors.
- Under the recommended Remuneration Committee's terms of reference - An annual report could be included within the annual Members' Report and Financial Statements, although it wouldn't have the level of detail that was recommended by the AoC's Remuneration Code.

The Committee noted the RHC Members' Report and Financial Statements for July 2017 and note 6 entitled 'Senior Staff Emoluments' for current SPH remuneration reporting.

RESOLVED: that the above comments be forwarded to the AoC Remuneration Code consultation, by 23 November 2018 following the Remuneration Committee's electronic consideration.

PER 6 Any Other Business (agenda item 9)

The Clerk agreed to circulate the Personnel Committee self-assessment for 2017-18 electronically to feed into the Governance Self-Assessment Report for 2017-18.

There being no further business the meeting ended at 6.18pm

Chair

Date
