

Minutes of Personnel Committee Meeting

Monday 8 April 2019

Conference Room, 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)

		Action
Min PER 7	Declarations of Interest (agenda item 2) No declarations of interest were received.	
PER 8	Minutes of the Previous Meeting (agenda item 3 and 4) RESOLVED: that the Personnel Committee minutes dated 15 October 2018 be agreed as an accurate record and be signed by the Chair. Outstanding actions on the matters arising report had been completed.	
PER 9	SFCA Pay Policy – NJC Support Staff Agreement 2018-19 (agenda item 5) Confirmation had been received on 29 March 2019 from the National Joint Council (NJC) for Staff in Sixth Form Colleges on the support staff pay agreement for 2018-19. An agreement had been reached, within the National Joint Council (NJC) Support Staff Committee, on pay increases for all support staff to take effect from 1 st September 2018. The agreement included targeted additional increases for lower paid staff to take account of statutory minimum wage requirements and to balance pay differentials at the bottom of the NJC pay spine. The NJC had agreed the following from 1 September 2018: <ul style="list-style-type: none">• The bottom pay point on the spine would increase by 5.79% to £16,000• Pay point 13 and pay point 16 would be deleted• Pay points 15 to 20 inclusive would receive increases of up to 3.6%• Pay points 21 to 28 inclusive would receive increases of 1.5% with tapering at pay points 29 to 32 inclusive with increases of 1% to 1.4%• Pay point 33 and above would increase by 1% . Whilst the Support Staff pay award for this year had now been finalised, the Teaching Staff pay award continued to be unresolved through the national negotiations. A complicated and contentious area made even more so with the pay awards made to teachers and other public sectors. An update on the Teaching Staff pay would be available once the negotiations were finalised. The Support Staff Standards Payment (SSSP) payment remained unchanged at £320 per annum. The Principal informed the meeting that Support Staff had been sent a letter asking them to make a collective contribution to the financial challenges of the College by volunteering to relinquish their SSSP payment. The College was not moving away from the nationally agreed pay scales. There was a necessity for both support and teaching colleagues to be increasingly flexible about their areas of work to avoid forced reductions.	

PER 10 HR Policies and Procedures (agenda item 6)

The following documents and policies were discussed:

- the recruitment and selection procedure aligned with the Keeping Children Safe in Education Guidance dated 2018, the application and guidance notes were also appended for additional information,
- the RHC probation procedure for all staff, and
- the Recruitment and Ex-offenders Policy.

The HR Director thanked the Committee Chair and Vice-chair for their valued input on the above documents.

The meeting discussed that some policies/procedures could be delegated to certain Committees, the Clerk had started a piece of work to alleviate the Corporation of certain policies and procedures. This could be finalised by the July Corporation meeting and referenced in Committees' Terms of Reference.

The Committee noted and thanked the Committee Chair, Committee Vice-chair and the designated Governor Lead Karuna Tharmananthar for attending the Local Authority's Safer Recruitment Training in 2019. Action plans had been produced as part of the training and certificates received.

PER 11 HR Expert Advice and Guidance (agenda item 7)

The HR Director informed the Committee that advice and guidance was received from the Association of Colleges and the Sixth Form College Association, both subscription fees totalled circa £25K. The College's solicitor was contacted in relation to specialist HR enquiries. Weekly updates were received from a Safeguarding specialist and circulated to all staff and governors.

PER 12 AoC Colleges Senior Post Holder Remuneration Code 2019 (agenda item 8)

A report with a link to the recently published AoC Colleges Senior Post Holder Remuneration Code was circulated.

The AoC Code of Good Governance for English Colleges (AoC Code) had been adopted by the College in 2015. The new Remuneration Code had triggered an amendment to the AoC Code at Section 9 which introduced the Remuneration Code.

The voluntary AoC Colleges SPH Remuneration Code (the Code) aligned with, equated to and largely originated from the HE Committee of University Chairs (CUC) Code dated May 2018 'The CUC Remuneration Code'. The Code's 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.

The Remuneration Committee had been consulted and had recommended to the Corporation that the Code be observed and followed in principle. Work had been undertaken to ensure that the College's practices around SPH remuneration were aligned with the recently published Code and it was not necessary to adopt the voluntary Code.

RESOLVED: that the Corporation be recommended to note the voluntary AoC Colleges SPH Remuneration Code dated 2019, and note that work had been undertaken to align the College's practices with the published Code.

PER 13 Any Other Business (agenda item 9)

The date of the next meeting was noted as 17 June 2019. The RHC HR Annual Report for 2017-18 would be on the agenda with the College's statement of procedures for dealing with allegations of abuse against staff.

There being no further business the meeting ended at 6.10pm

Chair

Date
