

## Minutes of the Personnel Committee Meeting

Monday 14 October 2019

Conference Room, Richard Huish College, 5.30pm

**Members Present:** Ann Helsby (Chair), Barbara Barratt (Vice-Chair), John Abbott (Principal), Moira Reynolds and Victoria Harrison (Co-opted Governor).

Also in attendance: Ben Malik Managing Director of Rebecca Bevins HR Consultancy and Xanne Blythe (Clerk to the Corporation).

Apologies were received from Duncan Alexander.

The Committee Chair welcomed new co-optee Victoria Harrison and Ben Malik College HR advisor to the meeting.

<b>Min PER 1</b>	<b>Declarations of Interest (agenda item 2)</b>	<b>Actio n</b>
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Victoria Harrison declared an interest as she was a personal friend of, and had previously worked, with Ben Malik at Rebecca Bevins HR Consultancy.

<b>PER 2</b>	<b>Minutes of the Previous Meeting (agenda item 3)</b>
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**RESOLVED:** that the previous meeting notes dated 17 June 2019 and formal minutes dated 27 August 2019 be agreed as an accurate record.

<b>PER 3</b>	<b>Safer Recruitment Post Audit Action Plan Update – Sept 2019 (agenda item 4)</b>
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(a) Safer Recruitment – Internal Audit

A safer recruitment audit had been undertaken on 21 June 2019 by an HR Consultant. A full report had been considered by SLT and a post audit action plan produced. College Managers had met on several occasions in June and July, the HR team, led by the Principal, had met regularly to monitor progress against actions. An updated post audit action plan was presented to the Committee with actions completed and a small number of actions were to be finalised by early September 2019. It was recognised that some actions would continue into the autumn term where significant human resources were required to migrate system information from one MIS to an updated system.

Governors discussed the action plan in detail and the following points were raised in particular:

- the number of DBS renewals completed, including Governors,
- processes and procedures around the pre appointment vetting checks for various categories of visitors on the College site had been reviewed by SLT and the HR Team, such as regular contractors and sports coaches,
- letters were sent to volunteers rather than a welcome pack, the letter explained the volunteer's responsibilities around safeguarding, a summary from the Keeping Children Safe in Education (KCSIE) statutory document Sept 2019 had been copied in the volunteers' form with a requirement for them to sign,
- the Acceptable Use Policy needed updating by the IT Manager, to include social networking, the use of mobile devices, taking images of students, cyber bullying, how to report misuse etc., it was agreed that the updated policy would be presented to the next Personnel Committee meeting in February 2020,
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- the College Educational Trips and Visits procedure had been updated, the software to record approvals of educational trips would provide a list of trips for Governors. This would be circulated to Governors as part of the SLT report and annually to provide an overview of disadvantaged students attending College trips.
- The HR consultant would return to College in December 2019 to follow up the recommendations contained in the safer recruitment audit and this would be reported to the next Personnel Committee meeting in February 2020.

**RESOLVED:**

1. that the RHC Acceptable Use Policy be submitted to the February 2020 Personnel Committee, and **Princ**
2. that the safer recruitment audit follow up report, following the HR consultant's December visit, be reported to the February 2020 Personnel Committee meeting. **Princ**

**PER 4 Staff Well Being Questionnaire Results for 2018-19 (agenda item 5)**

The College staff questionnaire was circulated to the Committee. It was non-mandatory, 51 members of staff had completed the survey in June 2019, out of 260 staff members. The plan going forward was to group the concerns raised in the survey and take these to the Staff Voice Group meetings, and then ask for staff to redo the questionnaire again after Easter 2020.

The following areas were highlighted in particular:

- Governors discussed question 8 – 'Safeguarding arrangements are effective at this provider' where one person strongly disagreed to this statement,
- Communication had been raised in the questionnaire, weekly briefings were made available electronically and copies of SLT meetings notes were made available,
- staff workload, well- being, training and development, and the College buildings were covered, as highlighted in the report,
- the low response rate and how to maximise the response rate, once the concerns had been addressed.

It was NOTED that SLT would address the concerns through the Staff Voice meetings and maximise staff engagement with the staff questionnaire for a rerun after Easter 2020. **Clerk**

**RESOLVED:** that the recirculated staff questionnaire be represented after Easter 2020 to the Personnel Committee in June 2020.

**PER 5 HR KPI Annual Report 2018-19 (agenda item )**

(a) HR KPI Annual Report 2018-19

The Committee received a report for the period 1 Sept 2018 to 31 August 2019. The report linked to the developmental focuses listed in the Strategic Development Plan and provided evidence of success and strived to measure the impact on the learners.

The Committee noted the low number of PRADs completed for the period and asked for the PRADs to be completed and for the Principal to update the Chair of the Committee when these had been finalised.

The Performance Management policy and procedure was highlighted, it had been operational since 2013 and a more streamlined process was required for stage 2 (Formal Performance Management Procedure).

(b) HR Policy Review

The following policies, required renewal, and were circulated in advance of the meeting with highlighted amendments. The Committee Chair and Vice-chair made a number of additional amendments to the policies.

- Job Sharing Policy

- Stress Management Policy
- Probation Procedure, it was recommended that this policy's detail be checked and be resubmitted to the next Personnel Committee for approval,
- Special Leave of Absence Procedure
- Disciplinary Procedure, the appeals process remained with College SLT rather than the Corporation Governors, the Principal was asked to check whether the PILON clause (payment in lieu of notice) was applicable.

An absence management policy was being drafted to work across the College and Trust schools, this would need to be scrutinised by Governors. It was due to be discussed at the RHT Headteachers' Forum meeting in November 2019 and would be submitted to the subsequent Personnel Committee meeting.

**RESOLVED:**

1. that the following RHC policies be approved, subject to the amendments as discussed.
  - Job Sharing Policy
  - Stress Management Policy
  - Special Leave of Absence Procedure
2. that the RHC Disciplinary Procedure and Probation Procedure be submitted to the next Personnel Committee in Feb 2020.

**PER 6 FE and Sixth Form Governance Guide (agenda item 7)**

The Chair of Governors, at a Corporation meeting dated 23 September 2019, had requested that each Committee review its individual compliance with governance arrangements. The Audit Committee had received an annual compliance check list on the adopted AoC Code of Good Governance (29 April 2019) and it was proposed that the AoC Code be used as the annual governance self-assessment tool for 2018-29.

The FE and Sixth Form Governance was an additional guide and detailed the legal and regulatory requirements and recommended practice applicable to FE and sixth form corporations. This guide replaced the 'College Governance: a guide', published by the Department of Business, Innovation & Skills (BIS) in 2014. The guide should be read in conjunction with the Instrument and Articles of Government, standing orders and the AoC Governance Code adopted by the Corporation in 2015.

The Clerk informed the meeting of a number of updates to include the AoC Remuneration Code to be reviewed for adoption by the Corporation in December 2019, and the introduction of the HMRC Fit and Proper Persons check for Governors and managers to be included on the annual self-assessment declaration of interest and eligibility form. The definitions of related parties (per FRS 102) and close family had been updated on the annual declaration form going forward.

**RESOLVED:** that the compliance check list against the FE and Sixth Form Governance Guide (June 2018) be noted.

**PER 7 Confidential – RHC SNT and Group Management Structure – Strategic Planning Overview (agenda item 8)**

*The minutes for this item were confidential*

**PER 8 Any Other Business (agenda item 9)**

- (a) The Principal updated the meeting on the NEU Industrial strike action on the 17 October, 5 and 20 November 2019, trade dispute with the Secretary of State in relation to pay, working condition and security of employment of NEU members in the sixth form sector.

- (b) The Committee joined the Vice-chair in thanking the Committee Chair for her time as a Governor from 2007, and wished her a happy retirement from her governor role in December 2019.

The date of the next meeting was noted as 24 February 2020.

There being no further business the meeting ended at 6.45pm

Chair

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Date

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