

Chichester College

Minutes of the Meeting of the Human Resources Committee
held on Thursday 6 November 2008

Present:

Mr David Hett (Chairman)
Mrs Ali Cameron-Daw (Vice Chairman)
Mr Alan Clark Dr Richard Parker
Mr David Grove Miss Frances Russell
Mr Mark Vickers

In Attendance:

Mr David Smith, Clerk to the Governing Body
Mr John Bates, Deputy Principal
Mrs Jenny Brooker, Deputy Clerk
Mrs Jayne Roberts, Staff Governor
Mrs Shelagh Legrave, Chief Financial Officer
Mrs Julie Sleeman, Head of Human Resources

CHAIRMAN 2008-09

1. On the nomination of Mark Vickers, seconded by David Grove, it was:

Resolved

That David Hett be appointed as Chairman of the Human Resources Committee for the period 2008-09.

VICE CHAIRMAN 2008-09

2. On the nomination of David Hett, seconded by Frances Russell, it was:

Resolved

That Ali Cameron-Daw be appointed as Vice-Chairman of the Human Resources Committee for the period 2008-09.

MEMBERSHIP OF THE HUMAN RESOURCES COMMITTEE 2008-09

3. The membership of the Human Resources Committee for 2008-09 was noted as follows:

Mrs Ali Cameron-Daw
Mr David Grove
Mr David Hett
Dr Richard Parker

Mr Mark Vickers
Mr Alan Clark (External)
Miss Frances Russell (Ex-officio)

MINUTES

4. The Minutes of the meeting of the Human Resources Committee held on 5 June 2008 were taken as a correct record and signed by the Chairman.

MATTERS ARISING

5. The Committee received and noted a schedule outlining responses to action points from the Minutes of the previous meeting.

(Copy attached at APPENDIX 1 to the Minute Book copy)

Minute 135: Recruitment

6. Julie Sleeman stated that a draft recruitment procedure had been approved by the SMT and would be implemented over the coming months.

EMPLOYMENT LAW TIMETABLE

7. The Committee received for information a schedule of employment law changes.

(Copy attached at APPENDIX 2 to the Minute Book copy)

8. Julie Sleeman highlighted the employment law changes which would have a particular impact on the College. These were the introduction of a new points based immigration system, an increase in the minimum statutory holiday entitlement and the introduction of a centralised vetting system. Julie confirmed that the College had five years in which to register its existing staff under the centralised vetting system. Registration would cost £64 for each member of staff. New staff appointed after 12 October 2009 would have to be registered or their records checked before they commenced their

employment. These checks had to be carried out in addition to CRB checks which cost £34.

HUMAN RESOURCES OPERATIONAL PRIORITIES

9. The Committee received for information a schedule outlining the progress achieved against each of the Human Resources Operational Priorities for 2007-08 together with a schedule setting out the proposed priorities for 2008-09.

(Copies attached at APPENDICES 3 & 4 to the Minute Book copy)

10. Julie Sleeman stated that the focus of the Human Resources Department for 2008-09 was training and development, supporting managers, recognition and performance management.
11. Julie stated that the College had recently been re-accredited with the Investors in People award. She stated that recommendations made by the assessor included monitoring the impact of management development and the development of appraisal and induction processes. Richard congratulated Julie and her team for the achievement of the re-accreditation.

STAFF COMMITTEE

12. The Committee received and noted the Minutes of the Staff Committee meetings held on 23 June and 22 September 2008.

(Copies attached at APPENDICES 5 & 6 to the Minute Book copy)

POLICIES AND PROCEDURES

13. The Committee received for consideration a report on new and revised policies.

(Copy attached at APPENDIX 7 to the Minute Book copy)

14. Julie provided an overview of new policies requiring approval. These were 'Acceptable use of Computers and Telephones', 'Flexible Retirement', 'Leave' and 'Succession Planning'. Referring to the 'Acceptable use of Computers and Telephones' policy, Mark Vickers suggested that staff familiar with the use of social networking sites could provide operational guidance to other staff.
15. Shelagh Legrave stated that the 'Flexible Retirement' policy reflected changes to the local government pension scheme and set out the processes that staff in the scheme would need to follow if

they wished to take flexible retirement. Julie stated that the 'Leave' policy brought together existing practices into one policy and the policy on 'Succession Planning' had been developed with a view to identifying and developing talented staff within the organisation. She stated that procedures for implementing the policy needed to be developed. Upon consideration it was

Resolved to Recommend:

That the 'Flexible Retirement' policy, as set out at APPENDIX 7, be adopted.

16. It was further

Resolved:

That the 'Acceptable Use of Computers and Telephones', 'Leave' and 'Succession Planning' policies, as set out at APPENDIX 7, be adopted.

17. Julie provided an overview of proposed amendments to various policies and procedures. Upon consideration it was

Resolved:

That the amendments to the Sick Pay Policy, Absence Reporting and Recording Procedure, Retirement Policy and Procedure, Overtime and Time Off in Lieu, Capability Procedure and Guidelines for the Determination of Lecturing Staff; as set out at APPENDIX 7, be adopted.

STAFFING MONITORING INFORMATION 2007-08

Staffing Information

18. The Committee received a report on staffing information for 2007-08.

(Copy attached at APPENDIX 8 to the Minute Book copy)

19. Julie Sleeman stated that the ratio of variable to full time posts was appropriate, the number of new starters had reduced and the service profile had remained static. The number of enquiries and applications for job vacancies had increased and this was attributed to the current economy. With regard to the gender profile, Richard Parker stated that the balance of the management team had changed dramatically over the last ten years with increased female numbers.

Staff Turnover

20. The Committee received for information a report on staff turnover during 2007-08.

(Copy attached at APPENDIX 9 to the Minute Book copy)

21. Shelagh Legrave stated that 418 staff had left the College during 2007-08 of whom 205 were permanent staff. 80% of staff who resigned had less than five years service and the numbers overall were similar to the previous year. More lecturers had been retained in 2007-08 compared to the previous year. The increase in dismissals during 2007-08 was attributed to closer performance management.

(Richard Parker and John Bates left the meeting at this point)

Staff Sickness

22. The Committee received for information a report on staff sickness absence during 2007-08.

(Copy attached at APPENDIX 10 to the Minute Book copy)

23. Shelagh Legrave stated that the number of sickness occurrences had increased in 2007-08 and this was attributed to a significant increase in long term sickness.

(Richard Parker returned to the meeting at this point)

24. Shelagh stated that the number of short term sickness occurrences had reduced by 5.4% against the previous year's figures. The number of days lost due to short term sickness had reduced by 11%. In response to Ali Cameron-Daw, Shelagh confirmed that best practice was shared in the management of sickness absence.

STAFF DEVELOPMENT

25. The Committee received for information a report on plans for Staff Development for the 2008-09 academic year along with a copy of the 2008-09 staff training programme.

(Copies attached at APPENDICES 11 & 12 to the Minute Book copy)

26. Shelagh Legrave provided an overview of the training and development activities planned for delivery during 2008-09. She stated that an annual budget of £0.4m was spent on training and development costs and confirmed that the impact of staff training

was measured through performance management, appraisals and teacher observations. David Smith emphasised that the budget did not include the cost of staff time in participating in development and training activities.

REWARD STRATEGY

27. The Committee received for consideration a range of proposals with regard to a reward strategy for staff.

(Copy attached at APPENDIX 13 to the Minute Book copy)

28. Julie Sleeman stated that she had researched and considered the development of a College reward strategy to ensure that staff were recruited, retained and performed effectively. Julie stated that upon consideration she did not feel it an appropriate time to reconstruct the current pay structure but the College needed to embed a recognition strategy for its staff and ensure a consistent approach was taken to performance management.

(John Bates returned to the meeting at this point)

29. It was agreed that any reward package for staff needed to be at a sufficient level to motivate staff and non-financial rewards needed to be considered such as ways to reduce teacher workload. It was noted that assessors received incentive payments due to the nature of their role but it was felt that consideration should also be given to rewarding staff who had taken or proposed action to reduce expenditure. The Committee felt that all staff should benefit when the College performed effectively and ways of doing this should continue to be explored. It was also emphasised that managers needed to provide personal recognition to staff who performed above expectations. After further discussion and upon consideration it was

Resolved

- (i) *That the Committee agree in general with the conclusions regarding a College reward strategy, as set out at APPENDIX 13, and*
- (ii) *That an update on the development of a College reward strategy be provided at the next meeting of the Committee.*

TERMS OF REFERENCE

30. The Committee received for consideration a report which proposed alterations to the Terms of Reference of the Committee and a

schedule of items considered by the Committee over the past two years.

(Copy attached at APPENDIX 14 to the Minute Book copy)

31. It was noted that new and substantial changes to policies should be submitted to the Governing Body for approval on the recommendation of the Committee and the Committee had delegated approval of non-substantial alterations to existing policies. Subject to 'approval of the management guidelines' being removed from the terms of reference it was

Resolved to Recommend:

That the Terms of Reference of the Human Resources Committee, as set out at APPENDIX 14, be adopted.

ANNUAL BUSINESS PLAN

32. The Committee received and noted the annual business plan for the Committee.

(Copy attached at APPENDIX 15 to the Minute Book copy)

DATE OF NEXT MEETING

33. It was noted that the next meeting of the Committee would be held on Thursday 12 February 2009 at 3pm.

REVIEW OF THE BUSINESS OF THE MEETING

34. David Hett invited Governors to consider whether any items of business discussed at the meeting might have been dealt with in a different or more appropriate fashion. He asked that Governors contact David Smith or Jenny Brooker with any thoughts they had on this issue.

CONFIDENTIAL BUSINESS

35. It was

Resolved:

That, in view of the confidential nature of the business to be dealt with, the Minutes for the remainder of the meeting be recorded on a confidential basis and remain so

unless and until they become public in the ordinary course of the Corporation's business.

[Mrs Roberts withdrew from the meeting at this point].