

Chichester College

Minutes of the Meeting of the Human Resources Committee held on Thursday, 7 October 2010

Present:

Mr Alan Clark (Chairman)
Mr David Hett (Vice-Chairman)
Mrs Sue Ahern Mrs Anne Jenkins
Mr David Grove Mrs Shelagh Legrave
Miss Frances Russell

In Attendance:

Mrs Jo Miles, Acting Head of Human Resources
Mrs Julie Sleeman, Acting Chief Operating Officer
Mr David Smith, Clerk to the Governing Body
Miss Catherine Vinall, Senior Administrator, Committee Services

Alan Clark welcomed Anne Jenkins to this her first meeting of the Human Resources Committee. Alan also welcomed Shelagh Legrave to her first meeting of the Committee as a Governor of the College.

DECLARATION OF INTERESTS

1. The Chairman drew the attention of the Governors and those in attendance at the meeting to the requirement to declare any interests they might have in any of the items on the agenda, as detailed in the agenda sheet.

APPOINTMENT OF CHAIRMAN

2. The Committee noted that Alan Clark was appointed Chairman of the Human Resources Committee from 1 August 2010 at the Governing Body meeting which took place on 24 March 2010.

APPOINTMENT OF VICE-CHAIRMAN

3. The Committee confirmed the appointment of David Hett as Vice-Chairman of the Human Resources Committee in succession to Ali Cameron-Daw whose term of office as a Governor had ended on 31 July 2010.

MEMBERSHIP OF THE COMMITTEE

4. The membership of the Human Resources Committee was noted as follows:

Mr Alan Clark	Mrs Anne Jenkins
Mr David Hett	Mrs Sue Ahern (External Member)
Mr David Grove	Mrs Shelagh Legrave
Miss Frances Russell (Ex-officio)	

MINUTES

5. The Minutes of the meeting of the Human Resources Committee held on Thursday, 27 May 2010 were taken as a correct record and signed by the Chairman.

MATTERS ARISING

6. 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)

HUMAN RESOURCES STRATEGY AND OPERATIONAL PRIORITIES

i) Human Resources Strategy

7. The Committee received the Human Resources Strategy 2010 - 13 for consideration.

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

8. Jo Miles reported that the Human Resources Strategy had been produced to work alongside the College's vision and strategic objectives as well as the legal requirements of recruitment and employment. In response to a question from David Grove, Jo stated that the major change in the strategy was the addition of key performance indicators to measure the effectiveness of the strategy and underpin the overall College strategy. Jo confirmed that the strategy had recently been presented to the Staff Committee and would be communicated to staff through Directorate Team Meetings and the Human Resources pages on the intranet. David Grove noted that one of the key performance indicators was to reduce re-advertised roles by 25 per cent and noted that this was quite a high target. Jo stated that there were a number of reasons posts were re-advertised, one of which was that applicants going through the recruitment process did not always accept employment offers at the final stage. After a brief discussion it was

Resolved

That the Human Resources Strategy 2010 - 13, as set out at APPENDIX 2, be adopted.

ii) Human Resources Operational Priorities 2010 - 11

9. The Committee received the Human Resources Operational Priorities 2010 - 11 for consideration.

(Copy attached at APPENDIX 3 to the Minute Book copy)

10. Jo Miles stated that the key performance indicators outlined in the strategy would be achieved through addressing the operational priorities. Considerable work was taking place to implement the Single Equality Scheme and a report would be made on the scheme to a future meeting of the Committee. The team was also involved in a TUPE acquisition following the recent take over of Sussex Training. The team had also begun work to develop the Human Resources pages on the College intranet and would be looking at setting up an online Human Resources notice-board. In response to a question from David Grove, Jo confirmed that the Human Resources Team was working with the Marketing Team to look at the approach to advertising thereby reducing the need to use an external agency. Following a brief discussion it was

Resolved

That the Human Resources Operational Priorities 2010 - 11, as set out at APPENDIX 3, be adopted.

HUMAN RESOURCES POLICIES AND PROCEDURES

11. The Committee received for information a report on the new and revised policies and procedures, along with the new Sickness Absence Management Policy.

(Copy attached at APPENDIX 4 to the Minute Book copy)

12. Jo Miles reported that the suite of Human Resources policies had been reviewed over the summer period to ensure compliance with legal requirements and to simplify processes wherever possible. All policies had been impact assessed as part of the review. The Sickness Absence Management Policy had been circulated as this was a new policy which amalgamated the former Sickness Absence procedure, Sick Pay policy and Absence Reporting and Recording procedure into one policy.
13. David Hett stated that at a recent meeting of the Staff Committee there had been a discussion about the College's approach to intermittent sickness.

Particular concerns had been raised by staff working in the nursery, where staff had constant contact with young children and in Hospitality where staff were bound by restrictions placed upon them by health regulations. Julie Sleeman reported that the Human Resources Team worked with staff on an individual basis and the policy allowed for flexibility to deal with different circumstances. The key to the Sickness Absence Management policy was appropriate management locally. Shelagh Legrave stated that there had been a marked improvement in intermittent sickness levels since changes to the policy had been introduced in January 2009, although in the last year there had been an increase in long term sickness.

ANNUAL LEAVE PURCHASE SCHEME

14. The Committee received for consideration the draft Annual Leave Purchase Scheme.

(Copy attached at APPENDIX 5 to the Minute Book copy)

15. Julie Sleeman stated that the scheme had developed following discussions at the Staff Committee on the promotion of work life balance. The draft policy had been presented to the Staff Committee and had been well received. Staff Representatives had queried whether the policy would impact upon pension rights and Julie confirmed that it would not. Trade Union representatives had also welcomed the scheme and had queried whether staff would also be able to sell annual leave. This would not be an affordable option for the College and there was a clear policy in place to encourage staff to take the breaks available to them. After a brief discussion it was

Resolved

That the Annual Leave Purchase Scheme, as set out at APPENDIX 5, be adopted.

STAFF MONITORING 2009 - 10

16. The Committee received for information the Staff Monitoring reports for 2009 - 10.

(Copy attached at APPENDIX 6 to the Minute Book copy)

17. Julie Sleeman summarised the main features in the Staff Monitoring reports. Julie confirmed that the College profile remained steady. In line with the economic climate recruitment had slowed over the year and there had been a significant increase in the number of applicants for posts. This, in turn, had impacted upon the turnover of leavers. Julie stated that the College needed to be mindful of the Black and Minority Ethnic (BME) profile and the Human Resources Team would be monitoring the progression of BME

candidates through recruitment processes. With regard to the equal pay audit there did not appear to be pay discrepancies between ethnic groups. As previously mentioned, there had been an increase in long term sickness and it was acknowledged that the Human Resources Team were working with staff wherever possible to support them. Intermittent sickness continued to be well managed. Julie stated that the Association of Colleges (AoC) annual survey would be brought forward to the February Committee meeting and that the information in the staff monitoring reports could be benchmarked against other colleges. In response to a query Julie reported that the AoC did not collect information about Human Resources incidents but she would check whether FE Sussex routinely collected information about staff dismissals. In response to a question from David Grove, Julie said that she would check the total cost of the recent redundancy programme. Shelagh Legrave stated that the programme had been a direct response to the cut of funding for Adult Learner Responsive courses. It was not clear whether redundancy costs would be an ongoing expense, although it was hoped there would be some clarity following the publication of the Government's Comprehensive Spending Review later in October.

PERFORMANCE MANAGEMENT INCREMENTAL PROGRESSION SCHEME 2012

18. The Committee received for consideration the Performance Management Incremental Progression Scheme 2012.

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

19. Presenting the scheme for 2012 Julie Sleeman stated that the major change was the introduction of an extra days annual leave for staff who were at the top of their salary scale and assessed as good or outstanding. The incentive had been put forward following discussion at the Staff Committee about rewards and recognition for staff who were not eligible to receive an increment. The proposal was to introduce the reward in 2012 but also to amend the 2011 scheme to enable staff identified as good and outstanding the benefit of an extra days leave. In response to a question from David Grove, Julie Sleeman stated that the average full time lecturer received 37 days of annual leave, which was not as generous as some colleges. Annual leave for business support staff was comparable to public sector organisations. In response to a comment from Frances Russell, Shelagh Legrave stated that the Senior Management Team had debated whether to award staff who were assessed as outstanding only. The difficulties were that it was unusual for staff to be assessed as outstanding in every category, and that the criteria could result in over-grading. In response to a concern from Frances, Jo Miles stated that the team would look at the criteria for outstanding to assess whether they were achievable. Following further discussion it was

Resolved

- i) That the Performance Management Incremental Progression Scheme for 2011 be amended to reflect the award of an extra days annual leave for staff assessed as good or outstanding, and;
- ii) That the Performance Management Incremental Progression Scheme 2012, as set out at APPENDIX 6, be adopted.

STAFF SURVEY 2010

20. The Committee received for information an analysis of the Staff Survey results together with the initial Staff Survey Action Plan.

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

21. Julie Sleeman reported that there had been a slightly lower response to the staff survey than the previous year, with 62 per cent of staff taking part. Ratings had improved in comparison to the previous year with the exception of questions relating to resources. The survey indicated that there was work to be done in a number of areas, including the visibility of the Senior Management Team and flexible working. The Staff Survey working group had met in September and put together an action plan which had been presented to the Staff Committee and progress on the plan would be communicated to staff through the Staff Committee and Staff Briefings. In response to a question from Sue Ahern, Julie confirmed that the staff survey did include comments from staff and these were published with the results of the survey.

MANAGEMENT HEALTH CHECK

22. The Committee received a presentation from Shelagh Legrave on the Management Health Check which took place earlier in the year. Shelagh stated that this year the College had asked individual managers to complete a questionnaire. To follow up this up Shelagh had met with all members of the College Management Team. Summarising the results of the Health Check, Shelagh reported that it appeared that there were still issues to address in relation to the perception of fear and blame and possibly in relation to new initiatives, although neither of these areas had been raised during individual meetings. In response to a question from Sue Ahern, Shelagh confirmed that the Senior Management Team had not taken part in the survey. Shelagh stated that work would take place to follow through outcomes of the survey during the academic year 2010 - 11.

STRESS AUDIT SURVEY 2010

23. The Committee received for information the results of the Stress Audit Survey, undertaken during the summer term.

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

24. Julie Sleeman reported that the survey had followed the HSE format which would allow the College to benchmark results. Responses had shown that there were anomalies between information given in the staff survey and management health check. Responses to questions on demands and control revealed that teaching staff were clearly more affected by stress. Julie stated that the survey would be discussed at the College Management Team meeting on 15 October. Work on the stress audit would be amalgamated with the work of the Staff Survey working group. In response to a comment from Alan Clark, Julie stated that the survey had not clarified whether the issues relating to harassment and bullying were concerned with management, staff or student behaviour. Shelagh Legrave confirmed that the results of the survey would also be discussed with the College Trade Union representatives.

DATE OF NEXT MEETING

25. It was

Noted

That the next meeting of the Committee would be held on Thursday, 17 February 2011 at 3.00 pm.

CONFIDENTIAL BUSINESS

26. 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.

Chairman

Date