

# Chichester College

Minutes of the Meeting of the Human Resources Committee  
held on Thursday, 26 May 2011

Present:

Mr Alan Clark (Chairman)  
Mr David Hett (Vice-Chairman)  
Mrs Sue Ahern                      Mr David Grove

In Attendance:

Mrs Jo Miles, Acting Head of Human Resources  
Mrs Julie Sleeman, Chief Operating Officer  
Miss Catherine Vinall, Clerk to the Governing Body

## **APOLOGIES FOR ABSENCE**

62. Apologies for absence were received from Anne Jenkins, Shelagh Legrave and Frances Russell.

## **DECLARATION OF INTERESTS**

63. 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.

## **MINUTES**

64. The Minutes of the meeting of the Human Resources Committee held on Thursday, 17 February 2011 were taken as a correct record and signed by the Chairman.

## **MATTERS ARISING**

65. 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 50: UCU Dispute

66. Julie Sleeman stated that it was likely that UCU would ballot for further action. Teaching unions had also balloted members for action in protest at changes to the pension scheme. In response to a question from David Grove, Julie confirmed that disruption resulting from the action on 24 March had been minimal. Cover for lessons had been provided locally and it had not been necessary to cancel lessons. The College had not been greatly affected by industrial action in the past and a standard contingency plan in place.

## IMPLICATIONS OF FUNDING ALLOCATIONS 2011 - 12

67. The Committee received for information a report by Julie Sleeman providing an update on the implications of funding allocations for 2011 - 12.

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

68. Julie Sleeman stated that, as reported to the previous meeting of the Committee, the College had received a cut in funding allocations for 2011 - 12. As a result work was taking place to reduce both pay and non-pay costs. A total of 55 staff had been consulted with including management, business and academic staff. Of these 25 members of staff had been identified as no longer at risk of redundancy, 10 had accepted alternative roles or reduced hours, eight members of staff had been accepted for voluntary redundancy and 12 members of staff had been made compulsorily redundant. During the last week consultations had also commenced with a further eight members of staff. Julie stated that the total expected savings as a result of the redundancy programme was over £1 million, £800,000 of which was linked to the FE funding stream. In response to a question from Alan Clark, Julie confirmed that the College had worked hard to identify alternative employment for staff where possible and vacancies had been ringfenced for staff involved in the redundancy programme. Julie stated that feedback from the Staff Committee was that staff were generally accepting of the situation. Some staff had reported that the process had seemed drawn out and, as with previous occasions, a review of the process would take place once it had been completed. Julie stated that the College would need to keep a careful watch on student numbers in September to ensure that the right resources were in place for the academic year. David Hett stated that feedback from other colleges seemed to indicate that more extensive programmes to reduce staffing costs had been undertaken. Julie stated that the College had undertaken redundancy programmes in previous years and had kept a tight control on staffing costs. The curriculum planning process had focussed on delivery hours which had helped to focus the approach.

## STAFF SURVEY

69. The Committee received for information an analysis of the 2011 Staff Survey results.

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

70. Julie Sleeman reported that there had been a considerable increase in responses in comparison to the 2010 survey. In total 866 responses had been received, an increase of 16 per cent on the previous year, which represented 72 per cent of the workforce. Overall responses showed that there was an improvement in the majority of approval ratings in comparison to the previous year. Questions regarding identification with the College core values and a climate of mutual respect both showed positive responses. Julie stated that she was disappointed in the response to the question regarding staff awareness of flexible working opportunities. Julie felt this could reflect the fact that some members of staff had stated that they would like a more flexible approach to the working day. Julie confirmed that a discussion about this would be take place at the next meeting of the Staff Committee. There was also work to do to raise the profile of Staff Representatives, although it appeared that the Representatives in place were communicating well with the constituency areas.
71. Julie stated that a lot of comments had been put forward by staff, many of which were positive. Work had already begun to take forward some of the improvements which had been suggested by staff. Julie confirmed that the survey would be published in full on the College intranet. Alan Clark thanked Julie for her report and stated that he was pleased so see such an improvement in the response rate to the survey.

## MANAGEMENT DEVELOPMENT

72. The Committee received for information an update on the College approach to Management Development.

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

73. Julie Sleeman stated that there was a firm commitment to investment in the College management team. All managers had completed both phases of the development centre. There was also a programme for aspiring managers to help staff identify the skills needed to move into management. Julie confirmed that work was taking place to develop programmes for Curriculum Team Managers and Section Leaders. Alongside this a third stage of the development centre was being developed.

## PAY AWARD 2011 - 12

74. The Committee received for information the Joint Union Pay and Conditions Claim for 2011 - 12.

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

75. Julie Sleeman stated that the Trade Unions were suggested a pay increase of 4 per cent. As yet it did not appear that the AoC were taking a lead and, unlike in previous years, they had not made a recommendation to colleges on the pay award for 2011 - 12. Julie confirmed that the College had budgeted for a pay increase of 0.5 per cent, which matched the increase for the current year. After a brief discussion it was

### Resolved

That a pay award of 0.5 per cent be made to all staff on College contracts with effect from 1 August 2011.

## HUMAN RESOURCES OPERATIONAL PRIORITIES UPDATE

76. The Committee received for information an update on the Human Resources Operational Priorities.

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

77. The Committee noted the considerable work taking place in the Human Resources Team. In response to a question from the Committee, Jo Miles stated that the team had been affected by the recent redundancy programme as two posts had been lost. In response to a question from David Grove, Jo reported that the pace of legislative change had eased a little with the change in government. Some legislative changes which were coming through had not had a significant impact on the College.

## CALENDAR OF MEETINGS 2012

78. It was

### Resolved

That the following calendar of meetings for the Human Resources Committee for 2012 be adopted:

Thursday, 23 February 2012, 3.00 pm  
Thursday, 17 May 2012, 3.00 pm  
Thursday, 11 October 2012, 3.00 pm

**ANY OTHER BUSINESS**

79. The Committee noted that this was likely to be the last meeting for Jo Miles in her capacity of Acting Head of Human Resources. The Committee thanked Jo for her work in leading the team and reporting to Committee.

**DATE OF NEXT MEETING**

80. It was

Noted

That the next meeting of the Committee would be held on Thursday, 6 October 2011 at 3.00 pm.

**CONFIDENTIAL BUSINESS**

81. 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