



## **MATTERS ARISING**

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

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

### **Minute 121: Implications of Funding Allocations 2011 - 12**

5. Andy Green stated that the target for 16 - 18 enrolments for the current year was 4020. To date a total of 3781 students had enrolled, with more students yet to enrol. Andy stated that this was up on numbers for the previous year and he was confident that the College would exceed its target. With regard to 19+ students 1891 students had enrolled. The target for 19+ students was different as it related to cash rather than student numbers. A clearer picture on the 19+ position would be available in early November.

### **Minute 131: Capital Build Update**

6. Julie Sleeman stated that the SFA had recently announced two new capital grants. The first was a small grant of £100,000 for which the College was eligible and would need to match fund with £200,000. The College was also eligible to bid for the second grant for funding of up to £1.9m, which again the College would need to match fund. Bids for the larger grant needed to be submitted to the SFA by 9 November 2011 and there were a number of conditions attached to the funding. A further update would be given at the next meeting of the Staff Committee.

## **CHANGES TO THE COLLEGE CLEANING CONTRACT**

7. Julie Sleeman gave a presentation on the changes to the College cleaning contract.

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

8. Julie reported that the cleaning contract was one of the largest contracts let by the College. The current contract cost approximately £800,000 a year and research had shown that this was high in comparison to other colleges in the sector. The contract had been tendered over the summer and of the five companies who had bid for the contract, Nviro had been selected to continue to provide cleaning services. Given the need for the College to secure savings throughout the year there would be changes to the cleaning service. It was also hoped that the new approach would encourage staff and students to recycle more waste.
9. Summarising the changes to cleaning services, Julie stated that offices and classrooms would no longer be cleaned on a daily basis, instead cleaning would take place where it was needed with all offices and

classrooms being cleaned once a week. There would be a slight reduction to cleaning in the cleaning of the halls of residence and a new approach to waste disposal in offices and classrooms. New central points for general waste and recycling would be introduced across the College. Day time cleaners would remain available on call and cleaning stations would be introduced where staff could access cleaning equipment if required. Staff Representatives expressed concerns that classrooms would not be cleaned daily and that this could impact upon teaching staff, Julie confirmed that standards would be monitored carefully and any concerns should be reported to the Estates and Facilities Team. In response to a question from Elisabeth Edney, Julie stated that food waste should be disposed of in the general waste which would not be emptied daily but would be cleared more than once a week. The Estates and Facilities Team were in the process of allocating general waste bins and would be discussing locations for bins with teams. In response to a further question from Elisabeth, Julie confirmed that separate recycling waste would be recycled and the College was looking to work with a company called Closed Loop to improve its rate of recycling. In response to a question from Stevie Edmund-Jones, Julie confirmed that equipment at cleaning stations would be PAT tested and safety instructions on using the equipment could be made available for staff. Kate Stenning stated that in some areas bins had already been removed but new facilities were not yet in place. Julie asked that where this had happened information should be passed to Estates and Facilities. In response to a question from Miranda White, Julie confirmed that the College had achieved a saving of 20 per cent on the cleaning contract.

10. After further discussion, David Hett requested that an update on the impact of changes to the cleaning contract be given to the next meeting of the Staff Committee.

Tracy Fisher joined the meeting

### **PERFORMANCE MANAGEMENT SCHEME 2013**

11. The Committee received for information the Performance Management Scheme for 2013.

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

12. Julie Sleeman stated that minor changes had been made to the scheme to clarify the criteria for staff assessed as outstanding and those judged to be good. Under the section for teaching staff the matrix had been altered to account for the changes regarding the Institute for Learning and impending Government review. No questions were raised and Julie reported that the scheme would be presented to the next meeting of the Human Resources Committee for adoption.

## REWARD AND RECOGNITION

13. Julie Sleeman stated that reward was recognised in a variety of different ways at the College, for example through the long service awards, Chairman's Award, Stars and an extra day of annual leave for staff assessed as good or outstanding at appraisal. The College also had a process to recognise a 'Team of the Month' which had been in place for a number of years. Julie asked the Committee for feedback on how the process could be refreshed or new ideas to recognise teams or individuals.
14. Following discussions a number of suggestions were put forward including:
  - The need to clarify that Team of the Month could be nominated by any member of staff, not only managers;
  - Recognition of special work done by teams needs to be flexible so groups of staff who would not normally work together but who might have undertaken a special project could be nominated;
  - There need to be more opportunities to recognise individuals, some teams nominate a person of the week;
  - Suggestion raised that a reward to individual staff members could be cashed in for time off in lieu;
  - Any award should be in recognition of staff working above and beyond their usual duties rather than fulfilling their day to day job;
  - Suggestion that a Star of the Month could be nominated which would feed into Star of the Year award;
  - College voucher scheme should be extended to include other services.
15. Julie thanked groups for their contribution and stated that Kate Hardy would review the feedback given and report back to a future meeting of the Committee.

## STAFF CONSTITUENCY AREAS

16. The Committee received for consideration proposed re-organisation of the Staff Constituency areas, together with a table of the current Staff Constituency areas.

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

17. Catherine Vinall stated that work had been undertaken to look at the organisation of the Staff Constituency Areas. This had been as a result of recent organisational changes and feedback from the Communication Working Group that some staff had suggested that they would prefer the constituency areas to be mixed groups of staff represented by the area in which they work rather than divided into teaching and business support

staff. The proposed list put forward a total of 23 constituency areas. Specific business support areas remained but where administrative or support staff were clearly working in a curriculum area the proposed groups included teaching, support and business support staff.

18. Following discussions the majority of Staff Representatives present stated that they welcomed the integration of business support and teaching staff. It was noted that although the constituent numbers in most areas had been re-balanced, some areas remained large such as First Steps and further thought needed to be given to representation from First Steps.
19. Catherine stated that she would work with Human Resources to confirm the numbers of staff in the proposed areas and speak to Representatives not present at the meeting for any feedback. After a brief discussion it was

**Resolved**

**That the proposed Staff Constituency Areas, as set out in APPENDIX 4, be adopted in principle.**

**DATE OF NEXT MEETING**

20. It was noted that the next meeting of the Committee would be held on Monday, 7 November 2011 at 4.30 pm, venue to be confirmed.

**ANY OTHER BUSINESS**

**University of Chichester Bus**

21. Miranda White stated that she understood that staff working for West Sussex County Council did not have to pay to use the University of Chichester bus service. College staff were able to use the service but had to pay. Julie Sleeman agreed to look into the matter further.

**REVIEW OF THE BUSINESS OF THE MEETING**

22. David Hett invited members to consider whether any items of business in the meeting could have been dealt with in a different or more appropriate manner and to submit any comments they had to himself or Catherine Vinall.

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Chairman

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Date