

# Chichester College

## Minutes of the Meeting of the Staff Committee held on Monday, 7 November 2011

### Present:

Mr David Hett (Chairman)	
Mr John Goble (Vice-Chairman)	
Mr Ray Bolch	Mr Christian Notley
Miss Jan Dougharty	Mr Dave McCall
Mrs Elisabeth Edney	Miss Caroline Ponto
Ms Sam English	Mrs Carole Richardson
Miss Alison Gray	Miss Frances Russell
Mr Tim Hier	Mrs Debby Steven
Mrs Lisa Humphries	Mrs Kate Stenning
Mrs Shelagh Legrave	Mrs Miranda White
Mr Miles Northey	Mr Matt Wright

### In Attendance:

Mr Andy Green, Deputy Principal  
Mrs Kate Hardy, Head of Human Resources  
Mrs Julie Sleeman, Chief Operating Officer  
Miss Catherine Vinall, Clerk to the Governing Body

### WELCOME

23. The Chairman welcomed new Governor, Christopher Chapman, to the Staff Committee. Christopher was attending to observe the meeting as part of his induction.

### APOLOGIES FOR ABSENCE

24. Apologies for absence were received from Stevie Edmund-Jones, Tracy Fisher, Steve Gennings, Julie Harrison, Tina Holley, Sarah James and Dee Watkins.

### DECLARATION OF INTERESTS

25. 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

26. The Minutes of the Meeting of the Staff Committee held on Monday, 3 October 2011 were taken as a correct record and signed by the Chairman.

## MATTERS ARISING

27. 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 127: Staff Survey Working Group

28. The Committee received for information the notes from the meeting of the Staff Survey Working Group which took place on Tuesday, 25 October 2011.

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

29. Shelagh Legrave summarised the actions which arose from the first meeting of the Staff Survey Working Group and asked Staff Representatives to pass any further suggestions to herself or Julie Sleeman. In response to a question from John Goble, Shelagh confirmed that the results of the survey were published on the intranet, and extracts were used in the Principal's Briefing to staff at the beginning of the academic year. Shelagh confirmed that the results could be broken down by area and one manager had used that information to discuss further with their team. Shelagh felt this could be a beneficial exercise for other teams but agreed that discussions needed to be dealt with sensitively and reiterated that specific responses could not be attributed to individual members of staff.

### Minute 5: Implications of Funding Allocations - Enrolments

30. Andy Green reported that 3833 16 - 18 students had enrolled to date, against a target for the year of 4020. 2257 19+ students had enrolled, which was slightly down on the previous year, although the target was measured by cash as opposed to numbers. 16 - 18 enrolments were slightly above in comparison to last year.

### Minute 10: Changes to the College Cleaning Contract

31. In response to a comments from Staff Representatives, Julie Sleeman stated while that individual rubbish bins remained in some areas, the schedule for replacing bins with recycling facilities was rolling out across the College. It was reported that where the new system was in place there appeared to have been an increase in recycling.

### **Minute 19: Staff Constituency Areas**

32. Catherine Vinall updated the Committee on the re-organisation of Staff Constituency Areas. Following feedback from staff at Brinsbury it had been agreed that all staff working at Brinsbury would be allocated to a Staff Representative also based at the Brinsbury campus. Discussions had taken place with Sue Carpenter regarding representation from the nurseries and it had been agreed that where nurseries did not have a Staff Representative a member of staff would be nominated to liaise with the Staff Representative for First Steps Chichester. Numbers of staff in all other constituency areas had been confirmed and Human Resources were working to update the HR system with the new areas. Information from the HR system would then filter through to update staff contact information on the intranet. Each member of staff would then be able to see which constituency area they belonged to and the name of their Staff Representative. Catherine confirmed that the vacancy in Hospitality and Tourism had been filled, leaving two further vacancies. Training for new Staff Representatives had been set up for 5 December.

### **Minute 21: Chichester University Bus**

33. Julie Sleeman agreed to check the terms of use for staff working for West Sussex County Council.

### **CAPITAL PLANS UPDATE**

34. Julie Sleeman gave a presentation to update the Committee on Capital Plans for Chichester and Brinsbury.

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

35. Julie confirmed that work at the Brinsbury campus to convert the former Halls had been completed and staff and student areas were fully operational. The new Equine classroom block had also been completed and was in use. The next stage of the capital strategy was to look at bringing facilities based at Terminus Road to the Chichester campus and a new build for the Animal Care Centre at Brinsbury.
36. Consultation meetings had taken place with staff currently based at Terminus Road and in line with the lengths of leases for building at Terminus Road it had been agreed to relocate Construction first. The plan was for a new four storey building of approximately 4400m<sup>2</sup> adjacent to the main car park at the rear of the campus. The College would be submitting a bid to the SFA for £1.9m funding to support the development of G Block. Julie confirmed that the College was also eligible for a smaller grant of £100,000 from the SFA, which would need to be match funded by £200,000. It had been agreed to use this funding to replace the A and B Block lifts and refurbish the main link corridor at the Chichester campus.

37. In response to a question from John Goble, Julie confirmed that the plans for G Block were not dependent on funding from the SFA. The rationale for bringing facilities back from Terminus Road was that the College could build more versatile teaching areas and money currently committed to lease buildings at Terminus Road could be released to support a mortgage. The move would also mean that students would be able to access the facilities and support services based on campus. In response to a question from Dave McCall, Julie stated that the development would affect two car parking spaces and the motorcycle parking area which would be relocated, although there may be an impact on the car park during the build.
38. Turning to the Brinsbury campus, Julie stated that plans for the new Animal Care Centre would include Animal Care, Veterinary Nursing, Dog Grooming and Floristry. The plan was for a new two storey building with paddocks which would be based behind the rear car park at Brinsbury. With regard to the next steps, Julie confirmed that further discussion regarding the Brinsbury development would take place at the next meeting of the Finance and General Purposes Committee. The bid for the SFA grant would be submitted on 9 November and it was hoped that planning permission for G Block would be submitted before Christmas. Decant plans needed to be considered as would the communication and consultation strategy. An update would be given at the next meeting of the Committee.

#### STAFF MONITORING REPORTS 2010 - 11

39. The Committee received for information the Staff Monitoring Reports for 2010 - 11.

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

40. Shelagh Legrave stated that the reports revealed some interesting information relating to staff recruitment, turnover, motivation and morale. On average there had been a decrease in the number of applications for College posts, the number of resignations from staff in their first year of employment at the College were high and although there had been an improvement in the number of staff who felt valued, 17 per cent of staff still did not feel valued in their role. Shelagh asked for feedback from the Committee on three questions:

- What ideas were there to encourage more people to apply to College posts?
- What could be done to improve recruitment processes so less staff left within their first year?
- What could be done to make staff feel more valued?

41. Following group discussions a number of suggestions were put forward including:
- Breaking down information on vacancies between business support and teaching staff to target advertising;
  - Include information from the staff survey in job packs to give an idea of what it is like to work at the College;
  - Target apprentices when recruiting to vacancies;
  - Ensure that staff undergo a thorough induction in their area of employment
  - Recognition from managers is key to making staff feel valued;
  - Need to look at processes and communication to ensure that staff feel valued.
42. Shelagh thanked the Committee for the suggestions put forward and agreed to report actions back to a future meeting of the Staff Committee.

#### **EPAYSLIPS**

43. The Committee received for consideration a report by Steve Coulthard on the proposal to introduce ePayslips.

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

44. Kate Hardy stated that the HR information system included a facility which would allow staff to access their personal information and payslips securely online. A working group from Finance, CSU and Payroll had looked at the moving to online payslips. A number of benefits had been identified including easy and secure access to payslips, reduction in environmental impact in terms of paper and energy used to produce payslips and an efficiency saving with respect to the administrative cost of producing and distributing payslips. Kate reported that Northbrook College had successfully moved to online payslips earlier in the year.
45. Staff Representatives welcomed the proposal but stated that there were staff who did not have a log-in for the College IT system and there may also be staff who did not have access to a PC either at work or home. It was suggested that there should be an option for staff to opt out if they did not have access the system. In response to a question from the Committee, Kate confirmed that in exceptional circumstances a paper payslip could be produced, for example for a mortgage application. In response to a question from Ray Bolch, Kate stated that it would not be possible to email payslips to personal email addresses as there would not be the same level of security as logging on to the HR system. In response to a question about communication, Kate stated that the proposal would be communicated through payslips. Kate asked for any further feedback to be passed to her, including information on staff who did not have a log

in or members of staff who did not have access to a PC. After further discussion it was

**Resolved**

That the proposal to introduce ePayslips, as set out at APPENDIX 5, be taken forward and that an opt out should be included for staff who either did not have a log-in or were unable to access a PC.

**COMMUNICAITON WORKING GROUP**

46. Elisabeth Edney updated the Committee on the work of the Communication Working Group. The Group put forward the following recommendations to the Staff Committee:

- A summary of the College policies under development or review should be presented regularly to Staff Committee to allow members of the Committee to choose which policies should come forward to Committee for consultation;
- There should be one Staff Briefing to all staff each half term;
- Any issues relating to smoking and car parking should be taken up directly either with the appropriate managers or Estates and Facilities Team, where it was necessary an annual review of smoking and car parking arrangements would take place at Staff Committee;
- Each Staff Representative should commit to taking part in one working group per year;

47. After a brief discussion it was

**Resolved**

That the recommendations from the Communication Working Group, as set out above, be adopted.

**DOCUMENT MANAGEMENT**

48. Julie Sleeman gave a presentation to introduce planned developments to the College document management systems.

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

49. Julie stated that the current electronic storage system was being replaced as it would soon be unsupported and did not have the space requirement needed for the future. The current H drive did not represent the structure of the College and there were multiple areas where data stored by staff could be held, in total there were

approximately 3.1 million staff data files held on the current system. The new storage system would allow staff have one personal area, one shared staff area and one classroom area and would be accessible at both Brinsbury and Chichester. Julie confirmed that the move to the new system would begin in February 2012 and only relevant and required data could be moved over, as a result a considerable data cleansing exercise needed to take place.

50. Julie stated that a working group of Staff Representatives and members of the wider College Management Team would be set up to take the project forward. Sam English, Miles Northey, Caroline Ponto, Alison Gray, Jan Dougharty and Carole Richardson agreed to join the working group. Julie confirmed that an update would be given at the next Staff Committee meeting.

#### **STAFF GOVERNOR REPORT**

51. Christian Notley gave his termly report to the Staff Committee. Christian reported that he had been involved in a Governor Working Group looking at the development of the new Strategic Plan for 2012 - 15. Proposals for the revised mission, vision and strategic objectives had been put forward to a Governor Strategy event in October and would be presented to the next meeting of the Staff Committee. Christian had also attended the curriculum area SAR validation meeting for Engineering and had taken part in the self assessment of governance.
52. Christian stated that as a result of his involvement in Worldskills he had been involved in looking at its legacy. The plan was hold an annual national skills competition bringing together all competition areas.

#### **STAFF COMMITTEE ANNUAL BUSINESS PLAN**

53. The Committee received for consideration the revised annual business plan for the Staff Committee.

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

54. Catherine Vinall stated that the business plan had been revised following the revision of the Committee's terms of reference earlier in the year. The aim of the business plan was to act as an aid when planning Committee meetings. Lisa Humphries suggested that the Committee should receive a report from the Student President during the summer term. After a brief discussion it was

Resolved

That the Staff Committee Annual Business Plan, as set out at APPENDIX 7, be adopted, with the inclusion of an annual report from the Student President during the summer term.

DATE OF NEXT MEETING

55. It was noted that the next meeting of the Committee would be held on Monday, 30 January 2011 at 4.30 pm, in the Fishbourne and Bosham Rooms.

REVIEW OF THE BUSINESS OF THE MEETING

56. 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