

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON THURSDAY 15th MARCH 2007 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Sonia Cargan, Peter Freeman, Melissa Gibbon, Richard Schaverien (Chair), Chris Thomson and Jabu Xulu.

In Attendance: Maria Bailey, Anne Fielding Smith, Louise Pennington

The meeting was quorate.

1. Apologies and Welcomes

Apologies were received from Philip Anthony and Chris Nagle.

Non-attendance (no apologies received) – Neil Perry.

2. Minutes of the Meeting held on 20th November 2007

The minutes were approved unanimously and signed by the Chairman as a correct record of the meeting.

3. Matters Arising

Item 8. Recruitment and Retention of Staff (including EDMIS) 2005/06

It was noted that benchmarking data would not be forthcoming in the near future from FE Sussex. It was resolved that CT would raise this issue with the Accord.

4. JUMCoG Report

AFS reported upon the main subject matter under discussion at various JUMCoG meetings since the last HR Committee meeting as follows:

- a) Capability and disciplinary issues.
- b) Part-time staffing issues iro interpretation of FTE and the ability to cover all usual functions in the time given.
- c) Revised directed time guidelines.
- d) HODs (Heads of Departments) remission and responsibility points.
- e) Pay Policy – in particular revisions to this relating to payment of supply staff/full time staff who teach extra lessons/part time staff who increase their FTE. The final draft Pay Policy will be presented to HR Committee in June 2007 for review.

5. BHASVIC's Equality and Diversity Report

CT presented the report to the Committee, the contents of which were noted and the following points recorded:

Action

File

CT

- a) The overview of the legal requirements as detailed in Annex A was noted.
- b) The Scheme given in Appendix A was noted.
- c) It was recommended by CT that the three aspects identified, namely, race, disability and gender, should be incorporated into one scheme.
- d) It was also recommended that an action plan should be published annually (existing procedure) rather than move to a three yearly cycle as suggested in the guidance.
- e) The issues associated with impact assessment, for which CT and the E & D Officer are receiving training, were discussed and it was noted that all organisation were required to assess the impact of the requirements with reference to all of the institution's policies and procedures. To date the ESOL department has been able to assist in this regard. It was resolved that a new group should be established incorporating staff and students to take forward the collective issues applicable under the new legal requirements, together with any other appropriate issues, such as age, sexual orientation, religion etc.
- f) The College is also required to take advice from outside groups/agencies and to this end a meeting has been held with East Sussex Disability Group which has proved to be extremely helpful. CT advised that interaction with this Group would continue in the guise of "mystery shoppers" visiting the College to test its scheme. The Group has also suggested that the College might like to have a theme per academic year and it has been decided for the 2007/08 year to make this dyslexia.
- g) It was noted that with regard to applications for employment at BHASVIC, that separate ethnicity forms were included for optional completion by the candidates and that questions iro disability were included on the standard application form. The ethnicity form does not form part of the selection process however. Questions regarding gender or age are not standard questions on application forms.

CT/LEP

The Equality and Diversity Scheme, as detailed in Appendix A was recommended to Corporation for approval.

6. Any Other Business

There was no other business.

7. Date of Next Meeting

Monday 2nd July 2007

8. Reserved Business

Refer to separate minutes.

**Louise Pennington
Clerk to the Corporation**

Date.....

Chairman

DRAFT