

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON THURSDAY 2nd MARCH 2006 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Philip Anthony, Peter Freeman (Chairman), Melissa Gibbon, Chris Thomson.

In Attendance: Anne Fielding Smith, Chris Nagle, Louise Pennington

The meeting was quorate.

Action

1. Apologies and Welcomes

Sonia Cargan, Neil Perry, Richard Schaverien and Maria Bailey.

It was agreed that Peter Freeman should chair the meeting in the absence of Richard Schaverien.

2. Minutes of the Meeting held on 10th November 2006

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

File

3. Matters Arising

AFS reported that many HR policies already made reference to age discrimination matters and it was agreed that a specific Age Discrimination Policy would not be necessary. It was agreed that all HR policies should be reviewed to ensure that appropriate wording is included in respect of age discrimination.

It was recorded that the College's job application forms do not require age/date of birth to be disclosed. It was also noted that the College relied upon advice given nationally by the Sixth Form Colleges.

AFS/CLN

4. Review of Committee Members' Training Needs

It was resolved that this matter should be deferred until the next meeting owing to the absence of three Committee Members.

LEP

5. CRB (Criminal Records Bureau) Checks for Staff and Governors

AFS presented the paper to the Meeting and reported that a lengthy discussion had been held at a recent SMT meeting and it had been recommended that all existing and new Staff and Governors should be checked (enhanced CRB check). The contents of the paper were noted by the Committee and in particular that it would cost in the region of £6,000 to check everyone, with the costs being met by the Principal's Contingency Fund.

It was also noted that:

a) National guidelines were unclear, although more Colleges were now planning to CRB check their staff owing to recent press coverage relating to child protection.

b) JUMCoG (Joint Union of Management Consultative Group) supports the proposal to CRB check all staff.

c) Student Governors would not be CRB checked or Governors reaching the end of their final term of office.

d) It was recommended that invigilators would be CRB checked if they formed part of the core team of invigilators. It was agreed that it would be important to ensure that any invigilator not CRB checked would not be left unsupervised with a student/group of students at any time.

The Committee resolved to recommend the paper to Corporation for approval

AFS/PF/LEP

6) Staff Development Policy

AFS presented the paper to the Committee and explained that this was a policy which had been completely re-written in order to introduce a policy with separate guidelines. The previous Staff Development Policy was a practical handbook.

It was noted that a Staff Development Team had been created, comprising 5 individuals with the responsibility for implementing the Policy. The Team members may be changed annually.

AFS/PF/LEP

The Policy was recommended to Corporation for approval, subject to inserting the word "facilitate" to point 3.2 Policy Aims, after the word "and".

7) Equality and Diversity at BHASVIC Annual Report 2004-2005

CT presented the paper to the Committee who noted the contents of the Report and the following points were made:

- a) When the current DDA works have been completed, the poor access within College House remains an issue.
- b) Specific DDA training for staff is necessary with regard to the most appropriate way to cater for those with known disabilities.
- c) Details of the DDA enhancements to some of the College's buildings may be included within the next prospectus.
- d) Looking at devising Learning Support Alert System to assist staff. AFS agreed to raise this issue with Alan Jenkins, Varndean at their next meeting as they have a new learning support facility.

AFS

8) Any Other Business

There was no other business.

9) Date of Next Meeting

Thursday 15th June 2006 at 6.00 p.m.

10) Reserved Business

Refer to separate minutes.

**Louise Pennington
Clerk to the Corporation**

Chairman

Date.....