

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON THURSDAY 10th NOVEMBER 2005 at 6.00 p.m. IN THE SPORTS CENTRE

Present: Sonia Cargan, Peter Freeman (Chairman), Melissa Gibbon, Neil Perry, Richard Schaverien and Chris Thomson

In Attendance: Maria Bailey, Anne Fielding Smith, Chris Nagle

The meeting was quorate.

Action

1. Apologies and Welcomes

Vote of thanks to Peter Freeman for chairing HR.
Apologies: LEP

2. Minutes of the Meeting held on 9th June 2005

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

File

3. Matters Arising (matters not included within the main agenda)

None

4. Terms of Reference

Approved

5. Joint Union Management Consultative Group (JUMCOG)

AFS reported that the constitution was signed. The composition of the Committee was outlined: SMT + UNISON + NUT.

The Committee is currently discussing policies and guidelines. Disciplinary (Misconduct and Capability) guidelines currently being worked on and looking at 'core time' which was proving controversial with some College managers.

CT clarified that there was no link twixt JUMCOG and Governors.

The report was noted.

6. Equality and Diversity: Governors' Responsibilities

It was confirmed that key College documents are available for visually impaired people in other formats.

The matter of age discrimination was raised: It was noted that the College had recently allowed a couple of staff to work beyond 65 and the minimum wage was exceeded for young staff. The Committee urged us to prepare an 'age discrimination' policy.

AFS

It was clarified we don't have an upper age limit in recruitment.

It was suggested that this paper should be placed in the Corporation and Governors' file.

LEP

7. Staff Reference Policy & Guidelines

CLN introduced the rationale of the policy which was to tighten up some loose practice and fall in line with current legislation.

Personnel will offer to guide staff writing personal references.

It was agreed that a disclaimer regarding liability should be inserted into the policy.

AFS

The policy was recommended for approval to the Corporation with amendment above.

8. HR Vital Statistics (including EDIMs) 2004-05

Grievances have dropped in number. The College is dealing with issues earlier. Further management training will also help to prevent issues getting to this point in the future.

Staff turnover figures were requested for next year. These will be supplied in either in the form of statistics or words to explain any patterns there may be. The College will also try to get other local data where it can (eg from the Accord).

AFS

The question of accuracy of the data (in relation to ethnicity) was raised. This is dependant on which of the staff was filling them in – but we must stick with that. We've begun asking for sexual orientation and religious belief. SMT don't feel the statistics show discrimination or need for positive discrimination. This was agreed.

9. AFS was thanked for the paper

10. Any Other Business

Peter Freeman has sent flowers on behalf of Governors to LEP.

11. Date of Next Meeting

Thursday 2 March 2006 at 6:00 pm

12. Reserved Business

Refer to separate minutes

**Louise Pennington
Clerk to the Corporation**

Chairman

Date