

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 4<sup>th</sup> JULY 2006 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Philip Anthony, Sonia Cargan, Peter Freeman, Melissa Gibbon, Neil Perry, Richard Schaverien (Chair), Chris Thomson, Anthony Young.

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

The meeting was quorate.

#### Action

#### 1. Apologies and Welcomes

There were no apologies.

Non-attendance (no apologies received) – Anthony Young.

#### 2. Minutes of the Meeting held on 2<sup>nd</sup> March 2006

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

File

#### 3. Matters Arising

Item 7 Equality and Diversity – CT/AFS to review draft prospectus to ensure that DDA enhancements are detailed.

CT/AFS

Item 5 CRB Checks for Staff and Governors – it was noted that once submitted the CRB checks were taking several weeks to be completed.

#### 4. Review of Committee Members' Training Needs (deferred from previous meeting)

A discussion was held and the following points made:

- a) PF to pass Brighton and Hove scheme for school Governors' training to RS/LEP.
- b) Child Protection training
- c) Appeals training will be offered to Committee Members as necessary
- d) PF completing PDR (professional Development Review) training tomorrow with CLN.
- e) SMT to ensure that specific HR training issues are raised with the HR Committee as they arise.

PF

SMT

#### 5. Complaints Policy

AFS presented the policy to the Committee and the following points were noted:

- a) Policy first written in 2003, but the version presented to Committee

is very different.

- b) JUMCoG (Joint Union Management Consultative Group) and SMT have reviewed and approved document.
- c) The document comprises the policy, procedures/guidelines (appendix) and complaints procedure flowchart. The appendix and flowchart will be issued to students and parents as a booklet.
- d) Training will be given to key staff, including personal assistants, being those most likely to receive initial complaints.
- e) Aim is to only pass on serious complaints to the investigation stage - CT will act as the gate-keeper.
- f) Further guidelines (not issued within this Committee paper) and not therefore part of the Policy, will be issued to all staff. **AFS**
- g) AFS agreed to liaise with MG to ensure harmony between the examination boards' complaints procedure and BHASVIC's Policy.
- h) Section 3.2 (page 8 of the papers) is included partly as a checking mechanism for malicious claims against members of staff.
- i) The time limit of 10 days is given in which a response will be made to any complaint and in some cases a resolution will be reached during this time period (section 2.1 and 3.7 of the Appendix). **CT**
- j) It was agreed that a section should be added to item 4 of the Policy wording, regarding the requirement to present an annual report of complaints to the Corporation, via the HR Committee. It was noted that the complaints logged formally are in respect of those reaching Stage 2. **AFS**
- k) The flowchart has been amended and it was agreed that the final version should be included with the paper submitted to Corporation for approval. **AFS/RS/LEP**

The Policy was recommended to Corporation for approval.

## **6. Professional Development Review Policy**

AFS presented the policy to the Committee and the changes in italics were noted. **AFS/RS/LEP**

The Policy was recommended to Corporation for approval.

## **7. Equality and Diversity Report**

CT gave a report to the Committee:

- a) Official opening of the DDA ramp and lift which improves the disabled access to the main building, was held in June.
- b) Training has been given to key support staff in how to deal with students/members of the public, who have some form of disability. The training will be extended to all staff in due course.
- c) By December 2006 the College will be required to have completed a Disabled Equality Scheme (DES) detailing how the College plans to implement equality to all. This will include a means to achieve positive discrimination in respect of those with disabilities. The College aims to seek guidance from disabled groups with the relevant experience.
- d) The College has achieved Positive About Disabled Status, following a

meeting held by CLN/AFS.

**8. Any Other Business**

a) Child Protection Policy

AFS reported that the new policy had been recommended to Corporation for approval at its recent meeting. Certain key areas will have relevance to the HR Committee's work, namely recruitment of staff and where staff are accused of abuse, the Child Protection Policy dovetails with the Disciplinary Policies.

It was noted that there were still some issues to resolve relating to procedures to deal with the protection of staff from malicious allegations and the College is seeking external advice on this.

b) Anthony Young

Vote of thanks was given to Anthony Young for his role on the Committee as Parent Governor (term of office ceases 31<sup>st</sup> August 2006).

**9. Date of Next Meeting**

**Monday 20<sup>th</sup> November 2006 at 6.00 p.m.**

**8. Reserved Business**

Refer to separate minutes.

**Louise Pennington  
Clerk to the Corporation**

Chairman .....

Date.....