

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 22 JUNE 2010 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Sonia Cargan, Peter Freeman, Neil Jones, Pippa Smith (Chair), Chris Thomson

In Attendance: Sally Bromley, Anne Fielding Smith, Debbie Murray

The meeting was quorate.

#### **HR10/14 Apologies and Welcomes**

Apologies were received from Helen Andrews, Chris Nagle, Neil Perry, Louise Pennington, Richard Schaverien & Sue Smith

#### **HR10/15 Minutes of the Meeting held on 9 March 2010**

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

#### **HR.10/16 Matters Arising**

HR.09/05 a) It was noted that Leslie Ironside's occupation was 'Child and adolescent Psychotherapist' **ACTION: DAM/LEP**

SLB confirmed that the review of the College's policies to ensure that the issues of mental health is also addressed and will be in the next cycle of College policy review. Marketing posters relating to key messages re inclusivity are only in one language. The ESOL department will be capturing information about students who have English as a second language.

**ACTION:SLB/ND**

HR09.33

Staff Development – Following a query from Neil Jones regarding the lack of benchmarking statistics for sixth form Colleges, Chris Nagle confirmed that she would raise the issue again at the next meeting at FE Sussex. **ACTION: CLN**

#### **HR10/17 Declaration of Interest**

None declared.

#### **HR10/18 Equality & Diversity Report**

SLB presented this report to the committee. The report is in three sections. SLB worked with ND and where there are areas of weakness, these will be highlighted and targeted for next year. It was felt it was better to do the on-line E&D training as a team rather than as an individual, as it encourages a better discussion.

#### **HR10/19 Professional Development Review**

Anne Fielding Smith introduced the policy to the Committee and noted that this was a revision to an existing policy with the minor changes highlighted in italics. The Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

#### **HR10/20 Whistleblowing Policy**

AFS introduced the policy to the Committee which was last reviewed in July 2008. The policy has been considered by SMT and JUMCoG. Following a query from PF, AFS confirmed that to date the policy had never been applied. The Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

#### **HR10/21 JUMCoG Report – ORAL REPORT FROM CT**

It was felt that it was time to review the membership of the committee as the UNISON member was retiring. The Committee discussed various scenarios including various members of staff sitting on the Committee from time to time. SMT will discuss this shortly.

### **HR10/22 Committee Self-Assessment & Review of Terms of Reference**

#### **Review of Terms of Reference**

The following amendments were made to the Terms of Reference, Under Purpose 1) change all ref to LSC to YPLA. 3) liaise to liaison. 4) & 5) change personnel to Human Resources

**ACTION: DAM/LEP**

#### **Committee Self-Assessment**

The following amendments were suggested: 1 & 2: As Sonia was leaving the Committee, it was felt that any new member of the Committee could have Trade Union experience. PF said he would be happy to have a discussion with Derek Betts. Sonia offered to email work colleagues who she would recommend. 3: Training needs were identified as E& D and Trade Unions. 5 & 6: Yes. 7: It was felt that Governors should be more involved with the day –to-day work of the College, although PF reported that new guidelines had been produced recently which had led to some very positive Governor visits. The Committee felt it has carried out its duties as required.

### **HR10/23 Any Other Business**

The Chair thanked Sonia for all her hard work and contributions to the Committee over the 5 years Sonia had been with us, she will be missed.

a) National Pay Awards – Anne Fielding Smith advised the Committee that discussions were continuing at a national level and that the College had included a small staff pay rise for the next academic year in the draft budget. The Committee agreed that it should be recommended to Corporation that the College follow the national pay agreement once it has been reached, subject to budgetary constraints. If this was not the case, then AFS would need to come back to the committee. This was approved. **ACTION: AFS/LEP**

b) CT had emailed the Governors at all stages regarding the possibility of teachers taking strike action. He confirmed that there is still work to be done to find ways of reducing workload. There has been a recent review of the BHASVIC calendar to look at ways of giving teaching staff more time to carry out non-teaching duties. CT was thanked by the Chair for keeping the Governors well informed.

### **HR10/24 Date of Next Meeting**

To be advised

### **HR10/25 Reserved Business**

No staff were asked to leave

Refer to separate minutes.

Debbie Murray (in the absence of Louise Pennington)

Chair .....

Date.....