

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 23<sup>rd</sup> JUNE 2009 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Sonia Cargan, Peter Freeman, Melissa Gibbon, Neil Perry, Richard Schaverien, Pippa Smith (Chair), Chris Thomson

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

The meeting was quorate.

#### **HR09.14 Apologies and Welcomes**

Apologies were received from Helen Andrews.

It was resolved that Pippa Smith would take the Chair.

#### **HR.09.15 Minutes of the Meeting held on 12<sup>th</sup> March 2009**

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

#### **HR.09.16 Matters Arising**

Item HR.09.03 (and HR.08.33), Anne Fielding Smith confirmed that she was continuing to search for a member of the teaching staff to become the Committee's teaching staff co-optee and noted that recommendations would need to be made for consideration by Search Committee on 9<sup>th</sup> July 2009. **ACTION: AFS**

Item HR.09.03 – DisabledGo – Sally Bromley updated the Committee on progress made to date and it was noted that the College had been visited by representatives of DisabledGo and that BHASVIC's details were now on their website, giving details about the College's disabled access and facilities. Following a recommendation by the Committee, Sally Bromley agreed to arrange for the DisabledGo website link to be included on BHASVIC's website and noted that it would be included in the latest prospectus. **ACTION: SLB**

Item HR.09.05 – Outstanding action – Sally Bromley to liaise with Leslie Ironside re certain Learning Support/E & D matters. **ACTION: SLB**

#### **HR.09.17 Declaration of Interest**

None declared.

#### **HR.09.18 Equality and Diversity Report**

Sally Bromley gave an oral report to the Committee, updating the Committee following the Annual E & D Report at the last Committee meeting in March 2009:

- a) The Action for Inclusion Project has made good progress and has received LSC funding for this. The peer mentoring service has proved successful with Paul

Atkins (acting head of learning support in the absence of Paul Keenan, who is on maternity leave) giving a workshop on this at a recent conference. The Autistic Spectrum Parents Group included a report on BHASVIC's work in its latest newsletter and a link has been included on BHASVIC's website for interested students/parents.

- b) The College's compliance with E & D legislation depends significantly upon the future of the Capital Project.
- c) A joint E & D project is underway within 2 curriculum departments – English and Modern Languages which is based upon the integration of E & D issues into the curriculum and the sharing of some teachers/students. In response to a request from the Committee, Sally Bromley agreed to arrange a 10 minute presentation on this, at the beginning of the next Committee meeting in November 2009. **ACTION: SLB**

### **HR.09.19 Flexible Working Policy**

Anne Fielding Smith presented the paper to the Committee and explained the main changes to the Policy wording (given in italics). The changes in legislation as included within the "scope" section of the policy were noted. The detailed procedures had not been included in the paper in this instance as only the Policy required Corporation approval.

The Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

### **HR.09.20 Staff Development Policy**

The Policy was introduced by Anne Fielding Smith and the Committee noted that minor changes which took account of the change in name of Personnel Department to Human Resources Department, an updated list of relevant policies and the revised Procedure for Overseas Travel for Staff, the latter of which was included as an appendix to the Policy. It was noted that the Procedure would also be appended to two other policies – Educational Visits and Marketing, the latter will be brought to the next term's Quality and Curriculum Committee.

Following the suggestions given by the Committee, it was agreed that the Appendix should be revised:

- Page 4 of the policy (page 13 of the papers), "The cost of meals will be reimbursed .... and a daily allowance will be agreed ....." change wording to "a daily allowance to include the cost of meals" It was also suggested that further investigation should be made regarding cost of living per trip in order to set a maximum amount in respect of the daily allowance, if possible. **ACTION: AFS/CLN**
- Page 3 of the policy (page 13 of the papers) – remove the words "travel agents" and replace with suitable alternative so as to include internet etc **ACTION: AFS**
- AFS to give add clarification regarding the allocation of costs, should a person/s who is/are not member of staff, intend to travel with the member of staff concerned. **ACTION: AFS**
- AFS to include statement within Policy wording to explain that the policy is applicable to all staff, including Senior Post Holders (e.g. cross-reference in related documents section). **ACTION: AFS.**

Subject to the following changes, the Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

### **HR.09.21 Staff References Policy**

The Policy was presented to the Committee by Anne Fielding Smith who explained the four policy revisions, namely: change in format to bring it in to line with standard College format; take account of Sixth Form Colleges' Forum (SFCF) advice; Personal Department change to HR Department; update relevant documents' section. Regarding the advice received from the SFCF, the section on general principles surrounding Prospective Employees has been extended. The majority of the changes relate to issues arising in respect of Safeguarding Children and Vulnerable Adults. The Committee noted that conflicting advice was being given to Colleges presently as a result of a difference in interests e.g. Independent Safeguard Authority (ISA) which helps prevent unsuitable people from working with children and vulnerable adults and the Information Commissioner's Office re the legal position regarding Data Protection Act etc. Chris Nagle and Anne Fielding Smith agreed to keep the Committee up to date with further developments. **ACTION: AFS/CLN**

Taking into account the reservations noted about and based on the best advice received from the SFCF, the Policy was recommended to Corporation for approval. **ACTION: AFS/LEP**

### **HR.09.22 Complaints Policy**

Chris Thomson presented the revised policy to the Committee explaining the key changes as detailed on page 20 of the papers. He also brought the Committee's attention to clause 4.5 "All paperwork connected with complaints, whether held by the Principal or other staff, will be destroyed after 3 years from the last action on the complaint in line with the Data Protection Act", explaining that although this was the current position arising from DPA legislation, from other aspects of the law and practice, particularly child protection issues, this time limit was not always applicable. A discussion was held by the Committee and it was resolved that the wording of clause 4.5 should be revised to include "normally destroyed after 3 years unless a safeguarding of children issue applies under ISA regulations". The Committee agreed that the final wording should be agreed via e mail communication to Chris Thomson/Anne Fielding Smith and Pippa Smith/Peter Freeman. **ACTION: CT**

Referring to the Appendix (clause 3.8), the Committee were reminded that in 2010 the LSC would no longer be responsible for managing the FE sector.

JUMCoG has considered the changes to the policy and have given their support to the changes agreed. It was also noted that certain policies were also reviewed by the Inclusivity Team in terms of E & D issues.

AFS agreed to change "Chair" to "Chair" for the next policy update. **ACTION: AFS**

The Policy was recommended to Corporation for approval, subject to the above changes. **ACTION: AFS/LEP**

### **HR.09.23 JUMCoG**

Chris Thomson reported upon the NUT motions passed at a recent NUT meeting on 5<sup>th</sup> June (page 28 of the papers) regarding part-time teaching staff contracts. The Committee were reminded of the staff consultation process on the College's future financial position (which commenced in Spring 2008 and has resulted in several papers being issued to staff for consultation) and in particular the need to address the high percentage of staff costs as percentage of total income. Generally from September 2009 full-time teachers will be teaching more lessons for the same salary, but within the

existing contract terms. At the same time, some part-time teachers will be teaching fewer lessons although the hours offered remain within the contracts which are based on a range of teaching contact time. The College has not only consulted staff on financial issues, it has also verified with the Sixth Form Colleges' Forum (SFCF) that any proposals for the next academic year are legal and usual within the sixth form sector. Sue Witham, SFCF has confirmed that the College's proposals are in order and that if there are issues arising from these changes, then they ought to be raised and discussed at a national sixth form level via the SFCF.

Regarding the second issue within the paper, in respect of the workload of full-time teaching staff, in which it is requested that an action plan on the implementation of the Working Practices Review Group, should be circulated to all teaching staff, Chris Thomson reported that the College had sought advice and it had again been verified that the increased workload for full-time teaching staff was also allowable within the existing teaching staff contracts. In the meantime, the action plan had been circulated to all teaching staff as requested.

The Committee noted Chris Thomson's on-going discussions with the Unions.

It was agreed that the paper should be passed to Corporation for information. **ACTION: LEP**

#### **HR.09.24 Committee Self-Assessment**

The Committee completed a review of its performance over the last academic year and made the following comments, having referred to the 9 questions given in the schedule on page 30:

Question 1 – the number of members is satisfactory with several members having HR expertise. It was noted that there was a vacancy for a teaching staff co-optee member and Anne Fielding Smith confirmed that she hoped to be able to recommend someone to the next Search Committee. **ACTION: AFS**

Question 2 – refer question 1. Anne Fielding Smith confirmed that SMT felt well supported by the HR Committee.

Question 3 – regarding training needs, it was noted that a training session had been arranged for the Autumn Term regarding E & D (see item HR.09.18).

The operation of the Committee was deemed to be efficient with a good level of information being provided to the Committee and going on to Corporation. It was noted that the Committee Chair met with Anne Fielding Smith for a pre-meeting which was very useful.

The terms of reference were reviewed and it was agreed that they should be recommended to Corporation unchanged, subject to changing any reference to "Personnel Department" to "Human Resources Department".

**ACTION: LEP**

#### **RH.09.25 Any Other Business**

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 staff pay rise for the next academic year in the draft budget, based upon current indications, namely 2.3%.

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.

b) Brighton Marathon – Sally Bromley is organising a group to train for next year’s Brighton Marathon (18/4/2010) and would welcome any Governors interested in joining in.

**HR.09.26 Date of Next Meeting**

**16<sup>th</sup> November 2009**

**HR.09.27 Reserved Business**

Refer to separate minutes.

**Louise Pennington  
Clerk to the Corporation**

Chair .....

Date.....