

## BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

### MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 9<sup>th</sup> MARCH 2010 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Helen Andrews, Peter Freeman, Neil Jones, Pippa Smith (Chair), Sue Smith, Chris Thomson

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

The meeting was quorate.

#### **HR10/01 Apologies and Welcomes**

Sue Smith was welcomed to her first meeting.

Apologies were received from Sonia Cargan, Neil Perry and Richard Schaverien.

#### **HR10/02 Minutes of the Meeting held on 16<sup>th</sup> November 2009**

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

#### **HR.10/03 Matters Arising**

a) Item HR09.05 Learning Support/E & D issues – Sally Bromley confirmed that she'd had a discussion with Leslie Ironside earlier this term both with reference to Leslie Ironside's occupation as a Psychologist and a Governor and to gain his views with regard to the College's own environment in relation to E & D issues. She advised that the accommodation was noted as continuing to be a major issue as a College's buildings can assist inclusivity with regard to E & D. He suggested that more E & D representative posters or paintings would be useful to reflect an inclusive environment, but also noting the limitations of an educational institution, combined with the need to ensure that nothing offensive is displayed. Sally Bromley advised that she would be meeting with the Marketing Department to improve inclusivity but also review the College's policies to ensure that the issues of mental health is also addressed. **ACTION: Sally Bromley**

b) HR.09.35 Staff Satisfaction Survey Results 2009 – Pippa Smith invited SMT to comment on progress and Chris Thomson confirmed that he was progressing the response analysis with Support Staff and that once further feedback had been received, the results would be discussed with the SSMG (Support Staff Managers Group). Regarding the teaching staff analysis, Chris Thomson reported that there were 3 particular areas requiring further investigation, with one in particular having been identified as an urgent issue, namely – the quality of consultation – it is assumed that this relates to the on-going consultation with staff regarding the financial consultation and that in fact the consultation itself seems to be satisfactory, it is the detail of the consultation subject matter which is of great concern to staff. Again Chris Thomson has invited further clarification from staff but to date he has only received two responses, one of which was not relevant and the other being a nil return. It was noted that SMT remained concerned regarding the staff level of understanding of the College's financial implications and the required actions to resolve these and that it was likely to be caused by many staff not reading the consultation papers properly.

c) HR09.36 Safeguarding – Peter Freeman and Pippa Smith completed their Safeguarding training with Anne Fielding Smith earlier this term. Peter Freeman advised that he had written to Jo Lyons, Assistant Director of the Children & Young People’s Trust regarding apparent gaps in knowledge in respect of affected students, following their transition from Secondary Schools to Sixth Form Colleges. Currently there is no obligation upon Schools to advise Colleges whether a child may be on the Child Protection Register/Looked After Children Register etc. He advised that Jo Lyons had passed on the College’s query to the new head of Brighton and Hove’s Safeguarding Board. It was noted that Anne Fielding Smith was the named member of teaching staff with responsibilities for Safeguarding but that the Senior Tutors fulfilled the role of identifying Safeguarding issues in respect of students within their Tutor Group. It was noted that all teaching and support staff had received safeguarding training in November 2009 and that teaching staff had received additional training on Preventing Violent Extremism with an external trainer.

d)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. **Chris Nagle.**

#### **HR10/04 Declaration of Interest**

None declared.

#### **HR10/05 Recruitment of Ex-Offenders Policy**

Anne Fielding Smith presented the new Policy to the Committee noting that it had been prepared to ensure that as an equal opportunities employer, those applying for jobs at BHASVIC are not unfairly disadvantaged and that any information disclosed with regard to past criminal convictions, are treated confidentially. Candidates would only be refused employment if it was felt by the interview panel, that the past conviction would make them unsuitable for working involving access to children etc. The Policy takes into account the new Safeguarding legislation.

Clause 3.1 “frequent and intensive” – safeguarding legislative definition and would apply to those on site or visiting the site (either employed/volunteers/contractors etc), at least once per week.

Clause 1.2 “need to know basis” – this means that the information will be made available to the Chair of the interview Panel, the details of which will be kept on the candidate’s file in a sealed envelope.

Clause 3.3 – “no longer than 6 months” for retaining CRB information on file – this is a legal specification within the Data Protection Act.

The Policy was recommended to Corporation for approval. **ACTION: Anne Fielding Smith/Louise Pennington**

#### **HR10/06 Children of Staff on Site Policy**

Anne Fielding Smith introduced the policy to the Committee which noted that this was a revision to an existing policy with the minor changes highlighted in italics.

Sue Smith queried the restrictions given in section 2 of the guidelines (page 10) and she agreed to direct her queries to Richard Tabor the Health and Safety Manager. It was noted that the Committee was not required to approve the guidelines. Furthermore, regarding the requirement for members of staff to complete a risk assessment when bringing children on site, it was noted that the single page form had to be completed at Reception and that should there be any

uncertainty regarding the information to be provided, the Reception team would contact Richard Tabor or the staff member's line manager to clarify the details. Again it was noted that Sue Smith, as a Staff Governor, would liaise with Richard Tabor to resolve any queries regarding the assessment of the adequacy of risk assessment returns made by staff. **ACTION: Sue Smith**

The Policy was recommended to Corporation for approval. **ACTION: Anne Fielding Smith/Louise Pennington**

### **HR10/07 Staff Recruitment and Selection Policy**

The Committee considered the above revised Policy which was presented by Anne Fielding Smith, noting the amendments given in italics.

- a) Clause 1.2 – “DFES document on Safeguarding Children etc” – to avoid confusion with new Government Department DCFS, it was agreed to add “DfES January 2007 – the date at which the document was issued.
- b) The document also includes updates relating to new Safeguarding legislation.
- c) Further details regarding the processes involved in recruitment such as notifying unsuccessful candidates, are included within the College's guidelines to the policy, which is not included here and does not need Corporation approval.

The Committee recommended the Policy to the Corporation for approval. **ACTION: Anne Fielding Smith/Louise Pennington**

### **HR10/08 Pay Policy**

Anne Fielding Smith presented the revised Pay Policy to the Committee which noted the following key changes:

- a) Updates job titles and roles,
- b) Remove pay spine details which change annually (refer to BHASVIC Central for current details)
- c) Include a methodology for paying staff who take on extra marking without additional teaching (NUT have endorsed this)
- d) Clarify the methodology for staff who take unpaid leave of absence (with details given in Appendix 4).
- e) Update list of related policies and documents/terminology.

Anne Fielding Smith also agreed to amend the following - Page 23 item 3.3.2 replace “division managers” with “Heads of Faculty”.

The Policy was recommended to Corporation for approval. **ACTION: Anne Fielding Smith/Louise Pennington**

### **HR10/09 JUMCoG**

Chris Thomson gave an oral report to the meeting which noted that JUMCoG had been involved with the process of considered new or revised HR policies.

It was agreed that the second part of Chris Thomson's report should be regarded as confidential and should be included in the reserved business minutes.

### **HR10/10 Any Other Business**

There was no other business.

**HR10/11 Date of Next Meeting**

**Tuesday 22<sup>nd</sup> June 2010**

**HR10/13 Reserved Business**

Refer to separate minutes. It was resolved that owing to the confidential nature of the business Sue Smith and Neil Jones should leave the meeting when issues relating to individual members of staff in more senior positions, would be discussed.

**Louise Pennington  
Clerk to the Corporation**

Chair .....

Date.....

