

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON TUESDAY 18th NOVEMBER 2008 at 6.00 p.m. IN THE SPORTS CENTRE CAFE

Present: Peter Freeman, Pippa Smith (Chair), Chris Thomson

In Attendance: Sally Bromley, Anne Fielding Smith, Tracy Hancock, Louise Pennington

The meeting was quorate.

HR08.29 Apologies and Welcomes

Apologies were received from Sonia Cargan, Melissa Gibbon, Neil Perry, Richard Schaverien,

In the absence of Richard Schaverien, it was resolved that Pippa Smith would take the Chair.

HR.08.30 Minutes of the Meeting held on 24th June 2008

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

HR.08.31 Matters Arising

There were no matters arising.

HR.08.32 Declaration of Interest

None declared.

HR.08.33 Terms of Reference

The Committee considered the terms of reference and resolved to recommend them to Corporation unchanged.

It was noted that there remained a vacancy for a member of the Committee from the teaching staff and in the first instance, prior to review by the Search Committee, that SMT would give some consideration to this. **ACTION: AFS/LEP**

HR.08.34 Equality and Diversity Scheme Annual Report

Sally Bromley gave an oral report to the meeting as follows:

- a) E & D implementation measures (EDIMS) will be reported at the Quality and Curriculum Committee in March 2009.
- b) The policy wording revision in respect of the E & D Policy, Race Equality Policy and the E & D Scheme have been reviewed by the Staff Inclusivity Team and will be considered by JUMCoG in due course, before being presented to HR Committee in March 2009.
- c) A signing interpreter was recruited to assist at the last Open Evening during Chris Thomson's speech and was very well received, giving a sense of inclusivity to the College.
- d) £10,000 funding for Action for Inclusivity Project, has been received. An external

trainer has been brought in to initiate work in this area to provide training to Nicky Deakin (E & D Officer) and two other members of staff. It is intended that the training will cascade through to other members of staff to raise awareness of inclusivity issues. It is also hoped to extend this to student mentors to cover a range of learning and support needs throughout the College. Paul Keenan, Head of Learning Support, will be commencing maternity leave shortly and Paul Atkins will take over as Acting Head of Learning Support in the interim. He will become involved and help to progress the work in this area.

- e) The College's Self-Assessment Report (SAR) will be considered by Q & C Committee next week and SLB explained some of the changes identified within the EDIMs within the report: slight change in students from non-white origin which is showing a 2% reduction in student numbers, compared to previous years; male:female student ratio has also changed this year from 45:55 for 2006/07 to 43:57 for 2007/2008. It was noted that once further research had been completed into the main statistical changes, consultation with others within the 14-19 curriculum groups will take place to see if this is a cross city changing trend.

HR.08.35 Staff Development SARAP 2007-2008

AFS presented the report to the Committee which was noted.

Referring to page 12 of the papers (page 7 of the report), it was noted that the results had been downgraded from a grade 1 to a grade 2 on the basis that the previous action plan had not been fully achieved owing partly to the Chris Nagle's, (HR Manager) absence from College owing to ill health, since March 2008. Chris Nagle is due back next week.

Sally Bromley reported that the College had exceeded the liP standards set for the year relating to certain areas of staff development, namely – management training and induction, NQT (newly qualified teachers) training.

The Committee also noted the change of names which better reflects terminology within many other institutions: Division Managers have become Faculty Heads and Student Provision Team (SPT) has become Curriculum and Quality Team (CQT).

Regarding page 13 of the papers Section 5: Action Plan, PF queried the exploration of the feasibility of 360 degree appraisals for SMT, Heads of Faculty, HOD's and SSMG and AFS confirmed that this proposal would be considered at SMT in the first instance.

HR.08.36 Staff Development Plan 2008-2009

The Committee noted the contents of the Staff Development Plan for 2008/2009.

AFS explained that some courses provided by various institutions for staff were free and that travel costs were allocated to a different budget within the College.

The Committee that more training was allocated to teaching staff compared to support staff owing to the fact that priority had to be given to training connected to improving the quality of student provision.

A discussion was held regarding the provision of joint courses co-ordinated between the other local colleges and AFS explained that this had been tried in the past but there were difficulties in finding a date that suited all three Colleges. Some courses were, however, advertised to staff in the other two Accord Colleges.

The majority of training needs are identified via the annual PDR (Professional Development Review) cycle with the Staff Development Team monitoring all training requests.

HR.08.37 Recruitment and Retention of Staff (including HR EDIMS) 2007-2008

Anne Fielding Smith presented the paper to the Committee which noted the contents.

- a) Page 31 of the papers (page 9 of the report) – Table 14, “Mental Ill Health” – entry for 2007/2008 should be “2” and not “11”. **ACTION: AFS**
- b) Thanks were passed on to the HR Team for the extensive amount of time spent collecting data.
- c) The Committee noted the conclusions given on page 25 of the papers (page 3 of the report) and in particular that although staff turnover overall is only slightly higher than the average for Education, when broken down it reveals a concern about support staff turnover which remains high at 18.4% (20.8% in 2006/2007). Changes have been made to the Support Staff Pay Spine and it is hoped that the rate will continue to decline in due course.
- d) The Committee noted that with regard to ethnicity the College appears to reach a wide range of applicants broadly in line with the local population ethnic profile. The College continues to ensure that advertisements for staff are placed in the most appropriate publication. AFS explained that the College was also aiming to reach more people with disclosed disabilities and a new website entitled “disable go”) was being considered for advertising vacant posts.

HR.08.38 JUMCoG

Chris Thomson gave an oral report to the Committee. He reported that the three policies included on the HR Committee’s agenda have been considered and approved by JUMCoG. It was noted that the Group provides a valuable way in which policy wording is established within the College with agreement being reached by all parties involved.

HR.08.39 Absence Management Policy

Anne Fielding Smith presented the revised policy to the Committee which reflects up to date HR terminology.

The full and detailed procedures are not attached but these are in place to support the policy’s implementation and are available to staff on BHASVIC Central.

The Policy was approved and recommended to Corporation. **ACTION: AFS/LEP**

HR.08.40 Disciplinary (Misconduct and Capability) Policy and Procedures

Anne Fielding Smith introduced the Policy to the Committee advising that the revisions identified in italics, were minor changes. The procedures have been adapted from model procedures provided by the Sixth Form Colleges’ Forum and the Association of Colleges.

It was resolved to replace bullet point 4 on page 5 of the policy (page 42 of the papers) within the Gross Misconduct part 2 section “theft of employer’s or colleagues’ property” with “ theft of property from the College or a member of the College community”.

The Policy was approved by the Committee and recommended to Corporation, subject to the removal of the term “formal” throughout the policy and the recommended change above.

ACTION: AFS/LEP

HR.08.41 Grievance Policy and Procedures

Anne Fielding Smith presented the Policy to the Committee.

A few minor changes have been made to the Policy which has been reviewed by HR, SMT and JUMCoG and is based on a model procedure provided by the Sixth Form Colleges' Forum. AFS advised that in due course the procedures would be reviewed in more details by JUMCoG, and would include the new recommended procedures issued by ACAS which have an emphasis upon mediation.

Peter Freeman mentioned the local provisions offered by Brighton Independent Mediation Services and he agreed to pass on the contact details to AFS. **ACTION: PF**

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

HR.08.42 Any Other Business

a) Committee Training Needs

The Committee considered training needs and LEP reported that following discussions at last week's Chairs' Committee, a recommendation would be made to Corporation to introduce an Individual Governor self-assessment exercise during the summer term, which would include the identification of training needs.

HR.08.43 Date of Next Meeting

Thursday 12th March 2009

HR.08.44 Reserved Business

Refer to separate minutes.

**Louise Pennington
Clerk to the Corporation**

Chair

Date.....