

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
WEDNESDAY 24th MAY 2017

Present: Will Baldwin, Peter Freeman, Veronica Jinks, Neil Jones, Neil Perry (Chair), Sandra Prail, Sue Smith

In Attendance: Alison Cousens, Jutta Knapp, James Moncrieff, Chris Nagle, Louise Pennington

The meeting commenced with a pre-Committee Training Session given by Chris Nagle on the College's Job Evaluation process for Support Staff, following by a question and answer session.

At this point James Moncrieff joined the meeting.

HR16/28 Apologies and Welcomes:

Apologies: Samantha Smith

HR16/29 Minutes of the Meeting held on 9th March 2017

The minutes were approved and signed by the Chair as a correct record. **ACTION: Louise Pennington**

HR16/30 Matters Arising

The contents of the Actions' Schedule were noted by the Committee and the following updates given:

- HR16/03 New Pay Scheme for Teachers – Neil Jones advised that he had spoken to Penny Tamkin (IES) and that they would be meeting during the first week of June to discuss possible options for assisting the College with regard to action research projects. **ACTION: Neil Jones**
- HR16/06 The E & D Action Plan would be developed now that the Leaders in Diversity survey had been completed by staff. **ACTION: Alison Cousens**
- HR16/20 Pay Policy – refer also JUMCoG item below – James Moncrieff updated the Committee on some additional changes to the Policy since approval at Corporation owing to on-going discussions with JUMCoG – removal of links between pay progression and disciplinary matters which the Committee endorsed. **ACTION: James Moncrieff**

HR16/31 Declaration of Interest

None.

HR16/32 Gender Pay Gap Data

Jutta Knapp and Chris Nagle introduced the College's data on the gender pay gap, recording that from 2017 any organisation with 250 or more employees, is required to publish and report specific gender pay gap information, together with a written statement within one year (i.e. first due 30th March 2018).

The Committee consider the College's statistics and interpretations of the various requirements but also noted that further work would be required by SMT before the final analysis was generated in readiness for inclusion on the College's website, next year.

The following points were noted/discussed:

- The HR Department has used HMRC recommended calculations in all cases, but has also included in the report an alternative calculation to reflect more accurately, the College's standard terms and conditions. The explanation for adjustments made in the calculations as detailed on page 10 of the meeting papers, were noted, in respect of support staff (term time only but pay calculated over full year) and teaching staff (directed

time) and Chris Nagle provided a reminder to the Committee of the way in which staff were paid by the College. However it was recognised that there would only be the option to publish the required HMRC calculation (All staff combined figures) and any supporting information would have to be included within the published narrative. It was recognised that this may present a misleading picture for BHASVIC once sector benchmarking analysis was produced.

- Other than BHASVIC, very few SFCs meet the criteria of 250+ staff, so it's not been possible to discuss queries regarding interpretation of analysis required and at this stage, there is no guidance available from the SFCA. However it was suggested that the AoC could be contacted for advice should this be necessary, as many General FE Colleges will also be large enough to be included in the disclosure requirements.
- Chris Nagle will be attending an Eversheds Employment Law training update on 6th June, so will raise any queries regarding this.
- The mean gender pay gap in respect of all staff combined as given on page 10 showed that this was 11.79% (HMRC calculations) or 8.23% (adjusted to reflect Teachers' directed time and Support term time only arrangements). At this point the Committee was informed that the gap was affected significantly by the greater number of male members of staff within senior management including SMT (where the Principal and Deputy Principal are both male).
- The Committee suggested that the HR Department's calculations and methodology should be audited by the College's internal auditors and Jutta Knapp agreed to raise the matter when finalising next year's Audit Plan.

ACTION: Jutta Knapp

Progress on the analysis of data and accompanying narrative will be reported at the Autumn Term HR Committee meeting for recommendation to Corporation prior to the March 2018 deadline for publication. **ACTION: Jutta Knapp/Chris Nagle**

HR 16/33 Leaders in Diversity Survey Findings

Alison Cousens presented the outcomes from the Leaders in Diversity Report Survey (staff, students and other stakeholders) to the Committee and Governors were reminded that this was part of the requirements to achieve Leaders in Diversity accreditation which was likely to take approximately 18 months to achieve. She highlighted the key findings summarised in the report and the following additional points were noted:

- New E & D Officer, Aoife Tobin who is leading on this project, assisted by the Inclusivity Group which has been re-established this year.
- Staff have been informed of the key findings from the survey. Students will receive feedback via the tutorial system and it is intended that the Student Union will be involved planning EDI (Equality, Diversity and Inclusion) going forward.
- An action plan is in the process of being developed and will be considered by SMT in June 2017 prior to the next visit by the Leaders in Diversity Advisors.
- A further survey will be made early in 2018 in order to determine progress as a result of the action plan implementation.
- Survey responses comprised 87 staff (less than third) and 1,167 Students (less than half) and the Committee consequently discussed the validity of the results. Alison Cousens confirmed that in some areas further investigation would be necessary prior to finalising the action plan. Although Heads of Department had been asked to set aside time for teaching staff to complete the survey, it was agreed that further emphasis would need to be placed on this to encourage more staff to participate in future.
- The 32 accounts of inappropriate behaviour/discrimination/bullying and harassment cases identified and reported by staff would require further investigation as there was insufficient detail to make an accurate assessment.
- The additional training requests from staff were noted and would be taken forward and included in the Action Plan and the issue of tension between teaching and support staff, caused by professional prejudice was also discussed, noting that this had been reported to this Committee in the past.
- The lack of benchmarking information was raised by the Committee, recognising that this would be necessary to provide a meaningful assessment of the outcomes and it was agreed that this information should be sought from the Leaders in Diversity organisation. **ACTION: Alison Cousens**

HR16/34 JUMCoG Report

Will Baldwin brought the Committee up to date on progress since the last term and explained that at the last JUMCoG meeting, the final versions of the Pay Policy and PDR Policy were discussed and agreed (revised since Corporation to remove link between pay progression and any disciplinary matter) – also refer to Matters Arising item above.

Additionally the Group discussed various options to tackle workload issues, role of course leaders and Teaching Groups (single or shared Teachers); discussions will be progressed further at the next meeting.

At this point Will Baldwin also reported to the Committee on the Supreme Court ruling out today following a dispute on pay deducted by SFCs in respect of strike days. Historically SFCs have deducted an amount equivalent to 1/260th of a teacher’s annual salary proportionate to the number of working days in an academic year. The Supreme Court has overturned the Court of Appeal decision, so that SFCs may only deduct an amount equivalent to 1/365th of a teacher’s annual salary; this will bring SFCs in to line with primary and secondary schools’. The impact of this on the College will be investigated once the final judgement has been issued. **ACTION: Will Baldwin**

HR16/35 Risk Assurance

Following the presentation of the paper by Jutta Knapp, the Committee agreed that there was no change in the adequacy of the assurance given and confirmed that the Audit Committee should be updated accordingly. The Committee noted that since the change in the score for the key risk 5.1 “Inability to recruit and retain staff of the required experience and expertise at all levels leading to shortfall in capacity and delivery”, there were no high level key risks currently scoring 6 or 9 resting with the HR committee. **ACTION: Jutta Knapp**

HR16/36 Committee Self-Assessment and Review of Terms of Reference

The Committee considered the various self-assessment questions and agreed that overall the Committee functioned well and that it was useful to have external HR expertise within the Committee’s membership. The Members were reminded that the Spring Term meeting date was provisional and only confirmed once the Chair had agreed that there was sufficient business to merit a meeting at that time.

Terms of Reference – no change, except revise the references to SMT titles within the attendance section. **ACTION: Louise Pennington**

HR16/37 Any Other Business

There was no other business

HR16/38 Date of Next Meeting

To be advised

HR16/39 Confidential or Reserved Business

None

Louise Pennington

Clerk to the Corporation

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CHAIR

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DATE