

**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE**  
**MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON**  
**TUESDAY 15<sup>th</sup> NOVEMBER 2016**

**Present:** Will Baldwin, Peter Freeman, Neil Jones, Neil Perry, Sandra Prail, Samantha Smith

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

**HR16/01 Apologies and Welcomes:**

**Apologies:** Sue Smith

**HR16/02 Minutes of the Meeting held on 24<sup>th</sup> May 2016 (main and confidential)**

The minutes were approved and signed by the Chair as a correct record. Furthermore it was resolved that the confidential minutes no longer required to be confidential and should be re-classified. **ACTION: Louise Pennington**

**HR16/03 Matters Arising**

The details incorporated into the Actions' Schedule were noted by the Committee and actions updated accordingly.

In response to a query from Samantha Smith regarding the contact information at the Institute of Employment Studies which she'd passed to Neil Jones in the Summer Term and possible assistance to the English Department regarding various proposed action research projects, she confirmed that the contact was Penny Tamkin and Neil agreed to progress the matter. Peter Freeman advised that a new Governor had recently been recruited, Gill Hampden-Thompson, Professor of Education at Sussex University who would also be interested in offering assistance to teachers regarding action research projects.

Reference was made to item HR15/065 "Termly Update Guidance Managers: Feedback from Students re new Guidance system to Committee when Student Survey completed" and to James Moncrieff's paper on pages 8 and 9 which summarised the outcomes recorded. He highlighted the headlines from the paper including the fact that although more students in 2016 (compared to 2015) had agreed that access to support from the guidance manager was easily accessible, as more students had opted out of responding by selecting the "not applicable" option, it was not clear to what extent the new guidance arrangements had improved access for students, from the students' perspective. Neil Perry reported on his recent links visit which included spending time with some of the Guidance Managers and the assurance he had gained from the new guidance system. In response to a question from Corporation, James Moncrieff confirmed that further more focused work was required, mainly to be gained via the various Student Voice mechanisms in place at College, including tutorials. In conclusion it was resolved that any further developments with this item would be reported via the Quality and Curriculum Committee. **ACTION: James Moncrieff ( via Q & C Committee).**

**HR16/04 Declaration of Interest**

None.

**HR16/05 Termly Update on HR Issues – Chris Nagle**

Chris Nagle gave an oral update of current HR matters to the Committee, noting the following:

- HR software update (HR and Payroll) – following numerous and unresolvable issues with HR Select's project to integrate the College's HR and Payroll records, combined with a lack of confidence in the delivery of the final project outcome, SMT has decided to discontinue the project and retain the two existing separate systems. This will have an impact on some HR Department analysis but Chris Nagle and Jutta Knapp gave assurance to the Committee that the existing customised HR systems would remain adequate for the College's needs. The reasons for the decision will be included in the College's IT Strategy to ensure that such issues are not repeated.

### **HR 156/06 Recruitment and Retention of Staff (including HR Equality and Diversity Implementation Measures (EDIMS))**

Jutta Knapp presented the paper to the Committee, the contents of which were noted and the following additional points made:

- The annual report analyses compared in a similar way to that produced in previous years
- There are no specific recommendations arising from the report
- As identified in previous years, the gender imbalance in respect of Teacher Managers has continued (with more male than female teachers in management posts), although by reference to a national report (School Workforce Report), there are more female teachers in secondary schools (62.4%) so it seems that gender imbalance appears to be a national issue. Staff are reminded of this imbalance prior to any further recruitment of teacher/managers, so that this may be taken into account.
- Support Staff turnover has continued to increase and has done for the last three years, whilst the HR Department will continue to monitor this issue so should a trend appear to be emerging, action may be taken should this be necessary.
- Ethnicity – the analysis appears to indicate that the College broadly reflects the ethnic profile of the local population. However the proportion of College Managers who are white or prefer not to say is 100%. Alison Cousens explained to the Committee that she had taken over the E & D role since her appointment as Director of Student Services and she informed Governors that the College will progress its work in this area with the introduction of a Leaders in Diversity questionnaire; staff and governors will be invited to submit responses during the New Year. The aim will be to analyse the information received and develop an action plan details of which will be reported to the HR Committee in the Summer Term. **ACTION: Alison Cousens**
- Leavers' questionnaires – the differences between teachers and support staff responses were noted, particularly that the least positive response in respect of support staff was career progression.
- Further investigation is underway in respect of how the College may assist staff recruitment from those living outside the area in terms of the high cost of living in Brighton and Hove. Although this is high compared to many other areas in the Country, it is not classified as such to receive an additional salary weighting. It was noted that the College may in some instances consider whether to supplement remuneration.

The contents of the Report presented by Jutta Knapp were considered by the Committee and the following points made:

- Previously this information was provided to the Committee via the HR SARAP (Self-Assessment Report and Action Plan).
- Latest benchmarking information from the SFCA and AoC relates to 2013/2014 with no further information available since.
- Sickness absence is generally below the national benchmark and also remains consistent overall year on year at the College. Referring to page 27 (summary of all absences), the cost of sickness absence for support staff has increased since 2013/2014 whilst the cost in respect of teaching staff has reduced and the Committee was advised that some of the information in the analysis would be taken forward for further investigation. Following a question from the Committee Chris Nagle confirmed that the HR Department reviewed the information to ensure that there was no double counting in respect of individual staff members with both teaching and support responsibilities.
- The College offers various staff well-being options including cycle to work scheme and occupational health checks.

#### **HR16/08 Staff Satisfaction Survey**

The Committee noted the findings from the survey carried out in June 2016 with approximately 50% of staff responding in approximately equal numbers of teaching and support staff. Although there were some important issues to be investigated further, owing to the changes within the Senior Management Team, including a new Principal, it was intended that the survey be repeated in June 2017 in order to determine the impact of the new SMT.

Jutta Knapp confirmed that staff would be informed both about the June 2016 survey analysis and SMT's plans to repeat the exercise next year.

#### **HR16/09 Transition to New Pay Spines and PDR Process**

Will Baldwin and James Moncrieff reported on the new pay spines and PDR process and reference was made to the contents of the paper. The following key points were highlighted:

- There are three pay spines: main spine, management spine and national leadership spine; the main spine and leadership spine are nationally agreed but there is the option for Colleges to make certain alternatives within the management spine, which BHASVIC proposes to do via the use of "responsibility allowances".
- Overall annual cost of implementing the new pay spines will be in the region of £60,000 but may increase gradually over time, when taking account incremental pay rises.
- No member of teaching staff will be in a worse position under the new scheme with all teachers either protected or moving to a higher pay level.
- As resolved at previous meetings, the College will go with one year implementation rather than an alternative phased approach to which the Unions and almost all staff have given their support, following a consultation process. There will be mid-year transition with back dated pay and increments that were postponed for September 2016, such as PSP, will move to the expected pay spine point via transition.
- Once staff reach the top of the main scale (NSP9) future increases in pay will be solely owing to cost of living pay rise agreed nationally.
- The nationally agreed 1% pay rise for 2015/2016 has been included in the analysis but not in respect of 2016/2017 which remains under negotiation with the SFCA and the Unions.

- The Finance and General Purposes will have the responsibility for reviewing the figures, particularly cost impact and then making recommendations to Corporation.
- The new PDR system is in place for this academic year, details of which are included within the PDR Handbook (refer papers). The existing PDR policy (and any associated policy and procedures e.g. capability procedures) will be reviewed and revised later this year and the HR Department will work with CQT to develop the online PDR tracking system, with associated training being provided for staff. The two PDR elements of capability and pay progression were discussed, combined with the additional but optional element of action research to be included within some PDR targets; details of this were reported at the last HR Committee Meeting and remain work in progress. As advised under Matters Arising, Governors were reminded that the new Governor, Gill Hampden-Thompson may be able to assist the College with action research projects. At this point reference was also made to Samantha Smith's earlier recommendation to Neil Jones, noting that assistance may also be gained via this contact.
- Thanks were recorded to the HR Department for their work on this project.

Subject to confirmation of the cost implications from the F & GP Committee, the HR Committee recommended to Corporation that the transition as set out in the paper, be adopted. It was also resolved that the Committee would be interested in receiving an updated report on the various aspects which have not yet been finalised, including PDR and Capability. **ACTION: Will Baldwin/James Moncrieff**

#### **HR16/10 JUMCoG Report**

Will Baldwin brought the Committee up to date on progress since last term and explained that he had held two workshop style meetings with the NUT with the aim of improving the discussion process at JUMCoG and that he intended to meet more regularly. Future items for consideration will include a Social Media Policy, Directed Time (teaching staff) and guidance observations.

#### **HR16/11 Risk Assurance**

Jutta Knapp reminded the Committee about the risk assurance process led by the Audit Committee and referred to the relevant sections of the newly formulated Risk Register in respect of HR risks for which the Committee has responsibility. Although all the HR Risks have been included in the paper, only the high risks (scoring 6 or above) need to be considered at this Committee. The Committee therefore considered risk "Inability to recruit staff of the required experience and expertise at all levels", which has a score of 6 and the associated controls as set out on page 53 of the papers. The Committee concluded that it was able to confirm to the Audit Committee that it has adequate assurance from management in respect of this risk. **ACTION: Jutta Knapp**

#### **HR16/12 Any Other Business**

- a) Guidance Managers – observations: James Moncrieff recorded his thanks to Alison Cousens and Neil Jones who led on the tutorial observation process.
- b) SFCA Nationally Negotiated Annual Pay Review – Will Baldwin informed the Committee on progress this year regarding the annual pay review in respect of support and teaching staff which has not yet been agreed in respect of the latter.
- c) Academisation – Peter Freeman summarised the discussions held at the recent Special Corporation Meeting on 9<sup>th</sup> October. He also reported upon one new development since the meeting -Jutta Knapp had been advised by Lloyds Bank that it would be unable to offer borrowing facilities to BHASVIC if it converted to an Academy as the College would have transferred from the private sector to public sector classification which was not allowable within the existing banking rules; this was a national issue affecting all sixth form colleges which the SFCA will be investigating further.

**HR16/13      Date of Next Meeting**

**Thursday 9<sup>th</sup> March 2017**

**HR16/14 Confidential or Reserved Business**

None

Louise Pennington

Clerk to the Corporation

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CHAIR

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DATE