

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON
TUESDAY 1st MARCH 2016

Present: Peter Freeman, Neil Jones, Lynn O'Meara (Chair in the absence of Neil Perry), Sue Smith, Chris Thomson

In Attendance: Shirley Brookes-Mills, Jutta Knapp, James Moncrieff, Louise Pennington

HR15/15 Apologies and Welcomes:

Apologies: Neil Perry, Samantha Smith and Chris Nagle (on a three month sabbatical).

It was resolved that in the absence of Neil Perry, Lynn O'Meara would take the Chair.

HR15/16 Minutes of the Meeting held on 10th November 2015

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

HR15/17 Matters Arising

The details incorporated into the Actions' Schedule were noted by the Committee and the following additional comments made:

- Item HR15/08 Recruitment and Retention of Staff: Ethnicity forms re recruitment to include explanation to support why College is collecting information – Jutta Knapp confirmed that she would check whether this had been actioned. **ACTION: Jutta Knapp**

It was recorded that all other actions had been completed or were on the Agenda.

HR14/18 Declaration of Interest

None.

HR15/19 Termly Update on HR Issues

Jutta Knapp gave an update of current HR matters to the Committee, noting the following:

- a) HR Manager, Chris Nagle has been on sabbatical for three months (due back at the end of March) and in her absence as the College was unable to recruit an interim HR Manager, having advertised twice, Emily Andrews, has been managing the role.
- b) The HR Department is very busy with staff recruitment and Heads of Faculty are working alongside the Department to ensure that the process runs efficiently.
- c) Emily Andrews is also working with the Finance Manager on the new HR/Payroll combined system implementation. In the future this will ensure that duplication of information is avoided along with risk of data entry errors etc
- d) Managers' Away Day – 11th March with Sean Blair who will lead the event focusing upon the management of effective meetings etc.
- e) NUT Planned Strike Action – Tuesday 15th March. It was noted that the letter from NUT notifying the College of the Strike contained some inaccuracies regarding staff numbers. Staff, Students and Parents will be notified of this and details regarding the day. The Committee was advised that the SFCA Council had met earlier today and had expressed concern regarding the timing and judgement regarding strike action, bearing in mind that confusion may be caused owing to the impact of the Area Based Review process and also noting the more favourable than expected recent Government Autumn 2015 CSR which place Colleges' finances in a stronger

position than initially expected. It was also that the strike would impact upon the HR Department as the pay deduction has to be implemented for those staff striking.

HR 15/20 SFCA Nationally Agreed Pay Rise – update re Teachers' Pay

Chris Thomson informed the Committee that the Teachers' pay award has now been agreed nationally for 2015/2016 being 1% backdated to September 2015. He reminded the Committee that the Corporation had resolved at its December 2015 meeting, that should a settlement be reached prior to the next Corporation meeting (March 2016), the terms should be implemented so long as they are within the existing College budgetary allocation, and it was confirmed that this was the case.

The HR Committee gave its support to the award and noted that the F & GP Committee would also be advised of the settlement at its meeting next week.

HR15/21 New Pay Scheme for Teachers

Shirley Brookes-Mills introduced the paper and various attachments (some of which had been emailed separately) to the Committee and also referred to Samantha Smith's points raised in her e mail, relating to differences in new to existing job descriptions, differences in expectations in behaviours/standards, training focus and general communication plans and follow up requirements to ensure two way dialogue between managers and staff and ensure clarity on expectations.

The following points were noted:

- 2 part consultation with staff, the first part of which was completed on 12th February regarding the proposed replacement job descriptions which should assist teaching staff to understand their professional duties and the new teachers' Standards introduced by the SFCA (Conditions of Service Handbook – The Red Book), as agreed with the Unions. The revised job descriptions should also assist future staff recruitment.
- The second part of the consultation process with staff relates to the new pay framework and the effect upon the PDR (Professional Development Review). The initial timings for this have been delayed and further information from the SFCA is expected at the SFCA Spring Term conference on 16th March. The contents of the timeline regarding the in house consultation process was noted and that PDR training would be given in June 2016 for Heads of Departments and Teachers.
- The contents of the various job descriptions were noted (Head of Department, Extended Project Qualification Manager, Head of Faculty), together with the standard appendices (Appendix 1 – Professional Duties and Appendix 2 – standards for SFC Teachers) attached to the Teacher's JD). Shirley Brookes-Mills explained that the revised job descriptions had been improved to assist interpretation. She advised that there had only been one minor query from a staff member.
- Regarding the new pay framework, Shirley Brookes-Mills compared the existing system and automatic progression along the pay scale once the PDR has been completed until the PSP levels are reached, to the proposed new system which has one pay scale for all levels and the strategy for movement along the pay scale has still to be resolved. The SFCA standards for this are awaited but in the meantime, BHASVIC may opt to introduce a strategy of its own which is more meaningful and challenging than that expected from the SFCA; Chris Thomson advised that he had already discussed this route with Peter Freeman and Will Baldwin (new Principal) and all were supportive. The College may also consider encouraging staff to set their own standards in liaison with their Head of department which are not linked to the pay scale, in order to encourage more effective and challenging standards of progression to be developed. SMT would like to encourage staff to engage actively in research using all the extensive information available. From this an action plan would be prepared for each staff member and once the action plan has been achieved, the staff member would then progress along the pay scale. Chris Thomson highlighted a number of key points including the management of risk:

capability procedures will need to be updated to cater for the changes in pay progression, particularly should pay be withheld in certain circumstances. Regarding the setting of standards, it was also noted that these may vary within and between Departments and a process of moderation would have to be incorporated accordingly. He suggested that it would be prudent to introduce any new scheme for a trial period for 1 or 2 years, with an option to revise the scheme should it be unsuitable. The Committee suggested that it would be useful to have the proposals, processes, identifiable risks and review period, in writing and it was resolved that a paper should be prepared for the Summer Term HR Committee. **ACTION: Shirley Brookes-Mills.**

The Committee approved the proposals as advised at the meeting, in principle.

HR15/22 Ethnicity at BHASVIC

Chris Thomson referred Governors to the last meeting minutes and the action arising, namely "identify whether ethnicity is an issue at BHASVIC and seek advice from a local agency". He confirmed that SMT had resolved to appoint Investors in Diversity to carry out one of their national schemes at BHASVIC, entitled Leaders in Diversity which is the more advanced option. The process which includes training and consultancy, will commence with an audit of the College followed by an action plan being issued for implementation, after which if successful implementation has taken place, a kite mark is awarded. The cost of the process is £8,850 plus VAT.

The Committee gave its support to the initiative.

HR15/23 Risk Assurance

Jutta Knapp presented the paper to the Committee and the list of risks were considered and reviewed. It was noted that only one risk scored 6 being the Inability to recruit staff of the required experience and expertise, including temporary cover. Furthermore it was agreed that notwithstanding the fact that there are recruitment issues with Teaching staff and to a lesser extent, Support staff, no further assurance was required by the Committee at this time and the risk remained "Green". The Committee were reminded that all risks were reviewed by SMT termly at the start of each term.

It was resolved that adequate assurance was obtained by the HR Committee in respect of the risks for which it has responsibility.

The Committee discussed the relevance of risk 41 Failure to review remuneration/salary levels within the College and on reflection it was agreed that it should be recommended to Audit Committee that the risk be removed from the Risk Register as it was no longer relevant. **ACTION: Chris Thomson**

It was also resolved to add to the Desired Controls section in respect of risks 38 Inability to recruit staff of the required experience and expertise etc and 39 Inability to retain staff, reference to the Remuneration Committee. **ACTION: Jutta Knapp**

Jutta Knapp confirmed that in future any changes recommended from the risk assurance review per Committee, would be made during the Summer Term Committee cycle.

HR15/24 JUMCoG (Joint Union Management Consultative Group)

Chris Thomson advised the Committee that JUMCoG had not met since the last HR Committee meeting but it was noted that SMT would be recommending that the Group be expanded to include non-Union members from Teaching and Support Staff areas. Chris Thomson agreed to update the Committee of progress with this next term.

HR15/25 Any Other Business

The Committee considered whether there had been sufficient challenge and debate during the meeting, despite the absence of the Chair and one other Committee Member and it was resolved that there had been a thorough discussion of each key item. Although the meeting was quorate, concern was raised whether there was sufficient HR expertise, owing to the absence of Neil Perry and Sam Smith. On reflection it was agreed that this was not an issue presently, noting that Sam Smith had submitted her thoughts to the Clerk and that both could respond to the draft minutes, prior to Corporation meeting, should there be any further issues identified.

There was no other business.

HR15/26 Date of Next Meeting

Tuesday 24th May 2016 at 6.00 p.m.

HR15/27 Reserved Business

It was resolved that all Staff Members of the Committee should remain at the meeting.

The Committee was informed that there were two cases arising from Staff Disciplinary Procedures and that Neil Perry had also been informed prior to the meeting. Should these progress, the Committee will be updated at the next meeting.

Louise Pennington

Clerk to the Corporation

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CHAIR

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DATE