



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE  
MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON  
TUESDAY 7<sup>th</sup> NOVEMBER 2017**

**Present:** William Baldwin (Principal), Neil Perry (Chair of HR Committee), Sandra Prail (Vice-Chair of Governors), Samantha Smith (Co-opted Committee Member)

**In Attendance:** Alison Cousens (Assistant Principal), Jutta Knapp (Assistant Principal), James Moncrieff (Deputy Principal), Chris Nagle (HR Manager), Louise Pennington (Clerk)

**HR17/01 Apologies and Welcomes:**

Apologies: Peter Freeman (Chair of Governors), Neil Jones (Co-opted Committee Member – Teaching Staff), Sue Smith (Governor-Support Staff), Veronica Jinks (Governor – Parent)

The meeting was quorate.

**HR17/02 Minutes of the Meeting held on 24<sup>th</sup> May 2017**

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

**HR17/03 Matters Arising**

The contents of the Actions' Schedule were noted by the Committee and that there were no outstanding items except for the Supreme Court ruling issue regarding SFCs and treatment of strike pay which Chris Nagle confirmed would be covered in her termly update below.

**HR17/04 Declaration of Interest**

None.

**HR17/05 Termly Update on HR Issues – Chris Nagle**

**Strike Pay Update from Matters Arising:** Chris Nagle reminded the Committee members that the Supreme Court judgement regarding strike pay was that it should be based on 365 days per year and not the 260 days per year applied by the SFCs which has resulted in effect to a breach of contract by the SFCs. Each striking member of staff is entitled to be refunded the strike pay and associated costs plus interest (8%) including NI, pension costs in respect of the difference in days. Management has met with NUT and ATL representatives and explained how BHASVIC would manage the process which they agreed. It was also noted that there had also been some recommendations from SFCs which the College has discounted (e.g. settlement for every claims regardless of strike). The Finance Department has had to calculate the refunds due to staff over the last 6 years where there has been 4 strike days overall, calculating each staff member's claim taking into account the relevant tax rate and pension calculation at the time too. The overall cost to the College is in the region of £7,000 although this does not include the additional cost of HR and Finance Departments' time to resolve the matter.

William Baldwin confirmed that he was in communication with the Union members regarding the payment time frames but there were no other issues or concerns raised.

**Apprenticeships:** The Committee members were informed that the College had recruited 3 apprenticeships, who started working last week. Accordingly the College has paid the apprenticeship levy of £1,500 per month approximately. All 3 apprentices are doing work at administrative level 2, within three different areas of the College –

1) Marketing, Lettings and IT, 2) HR, Finance and Reception and 3) Student Services. It was also noted that the sector was developing a teaching apprenticeship option for someone without the usual teaching qualification who may be interested in moving into the profession.

At this point it was decided to take item HR17/09 – refer minute below.

### **HR 17/06 Recruitment and Retention of Staff**

The contents of the Report were noted by the Committee and Jutta Knapp highlighted two key issues from this, namely

- the gender balance in Teacher Managers, where there is a significantly higher proportion of males in this role which has also been picked up on the Gender Pay Gap report (refer below). SMT has discussed the issue which will also be incorporated within the College's Risk Assurance work.
- Turnover of support staff which has increased year on year with most job adverts achieving no more than 2 to 3 applicants. Chris Nagle advised that the HR Department has assessed that this was almost certainly predominantly caused by low remuneration. The Committee discussed various options to make the adverts more appealing including in some roles the option for professional training fees to be covered by the College and the potential for some flexibility in working hours. The pay issue was discussed further noting that unless government funding improves, there is unlikely to be any option to improve support staff salaries. However it was advised to the Committee that the SFCA will aim to review the support staff pay spines in the near future, having already reviewed those for Teachers.

The Committee commended the concise and relevant nature of the Report.

### **HR17/07 Staff Absences and Wellbeing Report**

Jutta Knapp and Chris Nagle gave a brief summary of the Report to the Committee, the contents of which were noted. Other than a few cases of longer term sickness, there are not deemed to be any issues with general staff sickness which is within the normal range compared to other Colleges.

The more comprehensive wellbeing report for this year was also welcomed, noting the positive responses received from staff with 88% of staff participation in the recent wellbeing day and achieving 100% satisfaction. The College intends to continue with the wellbeing day on an annual basis.

With reference to wellness screening which has also been welcomed by staff, the analysis shows that the BHASVIC staff are healthy compared to the national average.

### **HR17/08 Gender Pay Gap Report and Analysis**

This item was taken before HR17/06.

The paper was presented by Jutta Knapp and Chris Nagle and the following key points were recorded:

- Gender Pay Gap data analysis presented to last HR Committee Meeting in Summer Term 2017. Following this and in response to instructions from the Committee, the HR Department has prepared a final version of the analysis together with accompanying narrative explaining some of the information, noting that the analysis and narrative would be uploaded to the College's website, once approved by Corporation on the recommendation of the HR Committee.
- The explanatory note which will be included to explain the way in which term time only support staff are paid (40 weeks' employment but paid over a 12-month period) was highlighted and BHASVIC had sought legal advice but were informed that the College could not factor this in to the required calculation owing to the fact that the HMRC methodology has to be followed.
- It was also noted that only the "All Staff" information would be uploaded to the Department for Education portal as this has been prescribed in a standard format/content (page 33) – deadline 31<sup>st</sup> March 2018. The

Principal will be required to sign the final submission confirming that it is a true and accurate reflection of our current gender pay gap.

- It was noted that some College had already uploaded their gender pay gap information to their websites. On request from the Committee, Jutta Knapp and Chris Nagle confirmed that they would seek benchmarking information from other similar SFCs, but noting that only a few SFCs had the staff numbers (excess 250) to meet the requirements of the gender pay gap notifications. **ACTION: Jutta Knapp/Chris Nagle**
- William Baldwin confirmed that he would be including a report on this analysis to staff at an all staff meeting in January 2018 to ensure that Staff are informed and that this would be done before uploading the information to the website. **ACTION: William Baldwin**
- A link to the full report on the College's website will be included in the information uploaded to the Government portal. **ACTION: Jutta Knapp/Chris Nagle**
- The reference to the Pay Spine MS9 will be removed from the final report uploaded to the website. **ACTION: Chris Nagle**
- The Committee discussed the timing of the information being uploaded to the website and it was resolved that as this would be an annual requirement, although it will be 3 months earlier than required (31/3), it would be practical to upload the updated information annually during January along with the Annual Report and Financial Statements, the latter of which is also approved annual by Corporation at its December meeting. **ACTION: Jutta Knapp/Chris Nagle**
- It was also resolved that the Gender Pay Gap Report would not need to be taken to Corporation annually for approval, unless there are significant changes which SMT decide should be brought to Governors' attention. **ACTION: SMT**

#### **HR17/09 JUMCoG Report (Joint Union Management Consultative Group)**

William Baldwin informed the Committee that no JUMCoG meeting had been held since the last HR Committee meeting as there were no significant agenda items.

#### **HR17/10 Risk Assurance**

The Committee was reminded that there were no risks on the Risk Register where the responsibility rests with the HR Committee which have a high risk score of either 6 or 9.

The Committee's attention was drawn to risk 5.1 Inability to recruit and retain staff of the required experience and expertise at all levels leading to shortfalls in capacity and delivery – Taking into account the comments made above regarding the difficulty in the recruitment of some support staff, it was agreed that the likelihood should be increased from 1 to 2. The Committee confirmed that to date it had received sufficient assurance from SMT that the relevant Committee risks were being managed and Jutta Knapp was requested to report to Audit Committee accordingly.

**ACTION: Jutta Knapp**

#### **HR17/11 Any Other Business**

There was no other business.

The Committee Members acknowledged that a significant amount of work had been accomplished over the last few years including various HR policies with many improvements to these. However it was noted that following the Governance Review that the Committee business was likely to be subsumed within a Resources Committee in future, subject to Corporation approval in December. The benefits of this proposal have been presented to staff by SMT.

#### **HR17/12 Date of Next Meeting – Thursday 1<sup>st</sup> March 2018**

As reported above, it was confirmed that subject to the outcome of the Governance Review at Corporation's December 2017 meeting, and following discussions held at the Governors' Strategy Event on 4<sup>th</sup> November, it was noted that the HR Committee may be disbanded or the HR business may be transferred to the Finance & General Purposes Committee (to be renamed Resources) with effect from 1<sup>st</sup> January 2018. It was also agreed that a Governor with HR expertise should be appointed to the new Committee.

It was also agreed that minutes from this meeting should be signed by the Chair once the draft minutes have been seen and agreed by all Committee members who were present. **ACTION: Neil Perry/Louise Pennington**

**HR17/13 Confidential or Reserved Business**

None

Louise Pennington

Clerk to the Corporation

.....CHAIR

.....DATE