



Minutes of a Meeting of the Personnel Committee held on 5 November 2009

Present: Ms Pat Hennessy Foundation Member (Chair)
Mr Jim Black Personnel Manager (Co-opted Member)
Miss Marlene Burt Foundation Member
Dr Jane Overbury Principal

In Attendance: Mrs Debbie Baldwin Personnel Assistant
Mr Jane Stroud Clerk

1. Apologies for Absence, Changes in Membership and Declarations of Interest

Apologies were received from Mr Rob McAuliffe, Vice Principal. There were no declarations of interest.

2. Minutes of the Previous Meeting held on 18 June 2009

The Minutes were **approved** and **signed** after Mrs Baldwin's title was corrected to Personnel Assistant.

3. Review of Terms of Reference of Personnel Committee and Appointment of Chair

The report was received from the Clerk. She proposed some changes to the terms of reference in order to tidy up the language, add monitoring of safeguarding and equal opportunities as they relate to staff, and distinguish between those policies that could be approved by the Committee and those which should be recommended for Governing Body approval. Her proposal was that strategic policies, and those with associated procedures which involved the Governing Body should be recommended to the Governing Body. Others should be approved by the Committee.

It was resolved to recommend the updated terms of reference of the Committee to the Governing Body.

It was resolved to appoint Pat Hennessy as Chair of the Committee, and Marlene Burt as Vice Chair, both for a two year period.

4. Record of Complaints to the College

The report was received from the Principal. Members were impressed that there were only seven complaints and that there were not any major issues.

It was resolved to note the report.

5. Review of Student Exclusion Policy

The report was received from the Principal. She highlighted the minor changes that had been made to the Policy.

It was resolved to approve the updated policy.

The Clerk queried whether in future this type of policy should not be approved by the Quality and Curriculum Committee. After a short discussion

It was resolved that further amendments be made to the terms of reference for the Personnel Committee, before presentation to the Governing Body, to make it clear that certain policies relating to students should also be included in the remit of this Committee.

6. Independent Safeguarding Authority Update and Action Plan

The report was received from the Personnel Manager. It was not necessary for the College to do anything immediately, but it had to prepare for the new Independent Safeguarding Authority regime which would operate in conjunction with CRB checks. The Principal also pointed out that OFSTED now treated Safeguarding and Equal Opportunities as limiting grades for the overall college grades on inspection. A Safeguarding checklist was tabled, with a broad remit that included the Every Child Matters agenda. The College was working through the checklist to ensure that it met compliance and best practice. This included checking policies, further developments of the internal vulnerable student list, additional training for staff, and confirming evidence with regard to CRB checks.

There was a discussion about the implications for governors. Governors would receive Safeguarding training at their Development Day in November. Currently there did not appear to be an absolute requirement that governors should be CRB checked as they did not have frequent and unsupervised contact with students, however it was felt that it would be a good precaution.

It was resolved to note the report, and to recommend to the Governing Body that governors with CRB checks for other organisations should produce these for logging by the Personnel Manager. It was also recommended that the Governing Body should agree that those governors who did not have current CRB clearance should obtain it at the College's expense. In addition it was recommended that Pat Hennessy continue to be the lead governor on Child Protection and Safeguarding issues.

7. Review of Conduct of Appeals

The report was received from the Clerk. Following a review of appeals procedures at the last meeting of the Personnel Committee these had been revised and brought back to the Personnel Committee. The Appeals Procedure for Students and Staff had been separated out into two procedures although the 'Conduct of Appeal – Order of Hearing' remained the same for both. The procedures took account of newly approved staff disciplinary and grievance procedures.

It was resolved to recommend to the Corporation the Student Appeals Procedure, the Staff Appeals Procedure, the terms of reference for the Special Committee, and the 'Conduct of Appeal – Order of Hearing' process.

8. Update on Support Staff Job Evaluation

A verbal report was received from the Principal. The College was now ready to launch the Sixth Form Colleges Forum (SFCF) job evaluation process for support staff. They would be briefed on both sites within the next week. The Head of Secretariat at SFCF would lead the exercise. An Evaluation Panel and an Appeals Panel were being set up populated with managers and support staff, and both panels would receive training. There would be explanatory meetings with staff, and then they would complete job evaluation questionnaires in January and February. Evaluations

would take place in February. Some jobs may be downgraded but would be protected for a period, the period to be confirmed depending on what was affordable.

It was resolved to note the report.

9. Staff Absences 2008/09

The report was received from the Personnel Manager. There was not a general problem with short term illness, and long term illness was being managed. The exemplary record of some departments was noted. Two teams had a particularly poor record and were being closely monitored.

It was resolved to note the report.

10. Staff Absence Policy

The report was received from the Personnel Manager who asked for comments on the nationally agreed policy. It was now under consultation with unions, support staff and teaching staff, and would be presented to the Governing Body for approval in December, as it was a new policy. He highlighted that there would be self certification from day 1 of absence, and the formalisation of how to manage frequent or long periods of absence.

Members endorsed the frequent use of the phrase 'supportive', and the emphasis on mutual responsibilities. They asked for the deadline for staff to phone in to say that they were ill to be consistent between this policy and the Staff Cover Policy. There were also several detailed suggestions on the wording of the appendices.

It was resolved to endorse the Policy with the comments made.

11. Staff Cover Policy

The report was received from the Principal. The Staff Cover Policy was an existing policy due for a review, and only minor changes were proposed. In answer to a question she said that no lesson was cancelled. Year 1 students would be supervised or sent to the Learning Resource Centre. In other classes the register would be taken and work previously set would be done.

It was resolved to approve the revised Staff Cover Policy.

12. Staff Equality and Diversity Impact Measures

The report was received from the Personnel Manager. It showed staff data by equalities measures for 2008/09. An analysis would be presented to the next meeting of the Committee.

It was resolved to note the report.

13. Matters Arising from the Previous Meeting

There were none.

14. Any Other Business

The revised SFCF model procedure for Ill Health Retirement was included with the papers. There were some minor amendments that had been agreed with the unions following the introduction of the ACAS Code of Practice 1: Disciplinary and Grievance Procedures.

It was resolved to approve the revised Ill Health Retirement Procedure.

Unconfirmed

15. Date and Time of Next Meeting

Thursday 28 January 2010 at 10am in the Principal's office.

The meeting ended at 11.40am.

Signed:  Chair Date: 28 January 2010