

APPROVED Minutes of the Human Resources Committee held on Tuesday, 10th June 2008

Present: Mr Phill Brown
Mrs Lynne Kent
Mrs M Hopwood
Mrs J McAllister

In attendance: J Stott (Clerk)
S Shaw (Deputy Clerk)

Apologies: None

Quorum = 3
Vacancies = 1

Meeting commenced: 18:50 pm
Meeting closed: 20:05 pm

The Clerk opened the meeting.

01/08 Disclosure of financial and/or personal interest

There was no disclosure of financial and/or personal interest.

02/08 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

03/08 To appoint a Chair and Vice Chair to the Committee

The Clerk asked for nominations.

- (i) Phill Brown was nominated and accepted the position of Chair of the Committee.
- (ii) Lynne Kent was nominated and accepted the position of Vice Chair of the Committee.

04/08 To approve the minutes of the meeting held on 23rd November 2007

The minutes were approved.

05/08 Matters arising

- (i) At page 1, item 18/07, the Principal explained that work on a Single Equality Scheme had not been started but that it remained an objective for future action. At this stage it was considered that reporting on separate schemes was a useful exercise in embedding and monitoring good practice in equal opportunities.
- (ii) In the context of promoting a more diverse workforce, at page 3, item 19/07 (b) Governors considered it would be useful to have a

report on ethnicity at different stages in the job application process from the receipt of initial applications, to shortlisting, to interviewing and appointment. They also felt that information on the recruitment channels used to advertise each appointment would also be useful.

It was agreed that this information could be provided to the November Committee meeting and that this would be appended to the annual monitoring report.

- (iii) At item 23/07, the Chair of the Committee wished to compliment the College and all those concerned with the organisation of the November Awards Evening.

19:05 The Deputy Clerk took over the position of Clerk to enable the Clerk to present the following report in his role as College Administrator.

06/08 Training item: To receive a briefing on the changes to the Local Government Pension Scheme that took effect from 1st April 2008

The College Administrator referred Members to his detailed paper outlining the changes to the Local Government Pension Scheme and summarised the main changes.

Members thanked the College Administrator for his clear report. In response to a question, the College Administrator confirmed that general staff acceptance of the changes had been good. There were no further comments or questions.

19:09 The College Administrator took back his role as Clerk to the meeting.

07/08 To consider the HR Strategy and contribute to its updating

The Principal introduced the item and explained that the extract of the HR Strategy had been taken from the Strategic Plan for 2007-2010. She asked Members for their comments.

At item (d) on page 1 of the extract, it was agreed to amend the wording to read "Maintain efficient and effective human resource management arrangements" and to delete "for the College".

The Principal drew Members' attention to the "significant areas for development in the period of the 2007-2010 plan" listed at page 2 of the extract. She indicated that progress had been made on introducing staff development / CPD portfolios for support staff and that a meeting had been held with support staff to introduce the concept.

At page 3 of the extract, first para, the Principal drew members' attention to the need to update the figure for the number of full-time and proportional staff now with an appropriate level of teaching qualification.

In respect of 5(d)ii of the extract, the Chair of the Committee asked the Clerk, in his capacity as College Administrator with responsibility for Human Resource issues, what key issues would need to be considered now in addition to the Fixed Term Working Directive and age discrimination legislation. The Clerk responded that he would be doing a review of forthcoming legislation with this in mind.

The Principal explained that the College had recently undertaken an audit of teaching staff qualifications with a view to being able to clearly indicate the number of staff vocationally competent at a particular level. She explained that the number of vocationally competent staff was an important element for achieving the Teaching Quality Standard (TQS). This was now specifically mentioned in the relevant Sector Development Plans.

In response to a question, the Principal explained that the qualification framework for FE lecturers was becoming more stringent. This was seen as a positive move. The College was working to ensure that all lecturers were registered with the Institute for Learning (IfL).

At 5(d)iii, it was noted that the Government requirement is for 30 hours of continuing professional development (CPD) but that the College has allowed 95 hours since the mid-90s.

At 5(d)iii, it was agreed to insert a sentence about the requirement for learning and development portfolios and the requirement for IfL registration.

At 5(d)iv, the Principal drew Members' attention to key strategic objectives that would be pursued. In particular, the College would continue to gear up to the requirements of a demand-led approach for FE, in particular for Employer Responsiveness. For example, further opportunities to create Instructor posts had been pursued. This would continue. Additionally, to address key LSC priorities for 16-19 and adult work, a new Sector was to be created, called the "Essential Skills" Sector. The departure of the Head of Sector for General Education had led to the merger of this Sector (comprising most Entry Level and the ESOL / Skills for Life provision) with the Learning Support Service. The Principal explained that the new Sector Head post had been advertised externally. An internal candidate had been successful.

The Principal considered that another key area for the College in the coming year would be the continuing need to focus on a balanced age profile and to develop diversity within the workforce.

Members concurred with this assessment.

In response to a question from the Committee, it was agreed that a section should be inserted about the College's staffing strategy in the light of the Property Strategy.

19:35 The Deputy Clerk took over the position of Clerk to enable the Clerk to present the following report in his role as College Administrator.

08/08 To consider national recommendations and settlements / offers for the pay of staff and the Committee's advice to the F&GP Committee

The College Administrator presented a paper outlining progress to date with pay negotiations. It was noted that an updated AoC offer of 3% from October (equating to a 2.5% across the entire year) had been rejected by the Trade Unions.

19:38 The College Administrator took back the role of Clerk.

Members then debated the nature of the recommendation to be made to the F&GP Committee. Different views were put forward.

The Principal explained that by July, the College would have a clearer view about a likely settlement but that usually a pay rise was implemented over the summer. This had not happened in summer 2006 due to financial constraints. She explained that the College had always tried to implement or better the AoC recommendation. She explained that 2.5% had been budgeted for in the accounts and that each 0.5% increase would cost the College around £26k over a 12 month period.

There was further discussion about the nature of the recommendation to be made.

The following recommendation on pay of staff for 2008-09 was agreed to be put to the F&GP Committee: that a 2.5% rise be implemented with effect from 1st August, as budgeted, but that the Corporation should endeavour to better this, subject to affordability.

20:00 The Clerk presented the next item on the agenda.

09/08 To receive a report on the nature of the external activities of the Principal

The report was received.

In response to a question, the Principal confirmed that the Colleges would be represented on the new Local Strategic Partnership by the Vice Chancellor of the University of Bradford.

10/08 (a) To receive a report on Employment Issues and Developments

The report, prepared by the College Administrator, was presented by the Principal. She drew Members' attention to new legislation concerning a centralised vetting system for people working with children and vulnerable adults. It was noted that a full briefing on this and the new Independent Safeguarding Authority would be given to the HR Committee at their meeting on 11th November 2008.

In response to a question from a Member, the Clerk confirmed that the College had in place liability insurance cover for Governors.

The report was received.

(b) To receive a report on Health and Safety Issues and Developments

The Principal presented the report from the new Health and Safety Officer.

The report was received.

11/08 To agree the format for the Committee's annual report to the Corporation

The Clerk presented the item. The format was agreed.

12/08 (i) To review the Terms of Reference for the Committee

The Clerk presented the item.

The Terms of Reference were agreed without change.

(ii) To identify any training needs for the Committee or individual members

A briefing on the new Independent Safeguarding Authority would be given at the November 2008 meeting.

13/08 Any other business

(a) Date of scheduled meetings to December 2008

Tuesday 11th November 2008 at 6.30pm

The meeting closed at 20:05pm.