

Minutes of the Human Resources Committee held on the 11 November 2008

Present: Mr Phill Brown (Acting Chair)
Mrs M Hopwood
Mrs L Kent
Mrs J McAllister

In attendance: S Hooton (Assistant Principal – Learners and Learning)
J Stott (College Administrator)
S Shaw (Deputy Clerk)

As the College Administrator was attending the meeting as the College Administrator he explained that the Deputy Clerk would Clerk the meeting.

14/08 Disclosure of financial and/or personal interest

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

15/08 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

16/08 To approve the minutes of the meeting held on 10 June 2008

The minutes were approved.

17/08 Matters arising

There were no matters arising

18/08 Training item: A briefing on the introduction of the new Independent Safeguarding Authority (ISA)

The College Administrator introduced the item and explained the ISA is a new, improved checking and monitoring Scheme aiming to prevent unsuitable people from working or volunteering to work with children and/or vulnerable adults and that it will go live on the 12 October 2009.

He went onto cover the types of activity that will be covered and that when the scheme is fully rolled out it will be illegal for an employer to engage anyone in a regulated or controlled activity without checking their registration status with the ISA first.

He explained the cost of registration will be £64 which includes the cost of an Enhanced Disclosure Check with the CRB.

A discussion followed on whether the employer or the individual should pay the cost of registration. Members also discussed the employers duty to refer information to the ISA in certain circumstances, e.g. a dismissal, resignation before dismissal or where the employer has 'grave concerns'. Members raised their concerns over the last one and what is meant by 'grave concerns' and would the employee have a right of appeal.

The College Administrator was thanked for his presentation.

19/08 To consider a Diversity / Equal Opportunities Monitoring Report for September 2008

The College Administrator introduced the item and referred the meeting to the following:

- (i) Gender – the College retained a roughly 1/3rd male to 2/3rds female gender split
- (ii) Ethnicity – the number of staff from a minority ethnic background as a percentage of the total staff increased from 5% in September 2007 to 8.3% in September 2008. This represented an increase of 10 from 16 to 26.
- (iii) Disability – the number of staff with a declared disability remained stable at 4.2% compared with 4.1% in September 2007.
- (iv) Age – 13.1% of staff were aged under 30 in September 2008 compared to 9.1% in September 2007. The number of staff aged over 50 was maintained at roughly 39%.

The College Administrator then presented the Equal Opportunities Monitoring of recruitments between 1 September 2007 and 31 August 2008. It was noted that only 67% of Equal Opportunities Monitoring Forms had been returned at the recruitment stage so that the data provided was not a complete picture. It was suggested that one reason for this was the practice of using employment agencies, many of whom do not ensure that applicants complete the equal opportunities forms prior to interview. He explained that the equal opportunities monitoring form was now an integral part of the application form, which should result in more equal opportunity forms, being returned.

Following a discussion it was agreed to include the previous years recruitment figures in the report.

The College Administrator then presented the Diversity Monitoring Report which included the analysis by Gender, Declared Disability, Ethnicity and Age of all staff receiving Promotions or Regrades during the period 1 September 2007 to 31 August 2008. It was noted that there had been 30 regrades or promotions during this period.

The College Administrator then presented the Leavers Analysis for the period 1 September 2007 to 31 August 2008. It was noted that there had been 50 leavers during this period. The top three reasons for leaving were: personal reasons (including financial) (13); Retired (11); New/better paid job (8).

The Committee thanked the College Administrator for his very detailed reports.

20/08 To receive a report on the review and updating of the College's Publication Scheme as required by the Freedom of Information Act (FOIA) 2000

The College Administrator introduced the item and explained that under the FOIA the public have a right to access information held by public authorities.

He explained that the College's current Publication Scheme expires on the 31 December 2008 and as of 1 January 2009 there will be one approved model scheme for FE College's, which must be adopted. The College must also produce a guide to the information that they will publish.

Members went through the following documents:

- the Shipley College Publication Scheme
- the Model Publication Scheme (appendix A) produced by the Information Commissioner
- A guide to the information available

Questions were asked and answered regards the documents and the information in the guide.

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| Following the discussion members agreed to recommend to the Corporation the adoption of the model publication scheme, the College's Publication Scheme and the guide to information. |
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21/08 To consider a Sickness Absence Report for 2007-08

- (a) The College Administrator introduced the item, indicating that 3.56% of available working days had been lost due to sickness during 2007-08. This was down on 2006-07 (5.94%) and up on 2005-06 (3.21%).
- (b) It was noted that the top three (out of 18) notified reasons by working days lost were Depression/Stress (262 days); Flu/virus (195 days); Operation & recuperation (155 days).
- (c) It was noted that the top three (out of 18) notified reasons by spells of absence were Stomach/Gastro (76 spells); Flu/virus (65 Spells); Cold/throat infection (53 spells)
- (d) The meeting noted the number of days lost per spell had gone down to 4.12 in 2007/08 from 9.21 in 2006/07. The 2007/08 figure more closely resembled the 2005/06 figure of 3.94 and 5.03 in 2004/05.

The report was received

22/08 To undertake the annual review of the Human Resources Plan

The Principal introduced the item and took members through the progress achieved column.

The Principal expressed the view that the progress on the Human Resources Plan had been commendable. The Committee received the progress report on the Human Resources Plan.

She then took members through Human Resources Strategy 2007-10 and 2008/09 update of the HR Plan. The Principal drew members' attention to the updated objectives for 2008/09.

The Committee endorsed the Human Resources Plan for 2007-08.

23/08 (a) To review the Terms of Reference for the Committee

The Terms of Reference were agreed with no changes made.

(b) To identify any training needs for the Committee or individual Members

Members asked management to look into a presentation on a "pragmatic approach to managing workplace stress". The College Administrator agreed to investigate a suitable trainer for a meeting next year.

24/08 Any other business

(a) Date of scheduled meetings to December 2009

(i) Tuesday 9 June 2009 at 6.30pm

(ii) Tuesday 10 November 2009 at 6.30pm