

Minutes of the meeting of the Human Resources Committee held at 9.30 a.m. on Monday 17<sup>th</sup> November 2008 in the Deben Room at the Farmhouse Business Centre, Otley College.

**Present:** Roger Smith (Chair)  
Bob Feltwell  
Martin Holmes  
James Stamper  
Philip Winfield

**In Attendance:** Katina Chapman (Head of HR)  
John Negus (Head of Facilities)  
Arthur Hicks (Clerk)

HR **Apologies Absence**

9.00 Apologies for absence were received from Jenny Pavey.

HR **Disclosures of Interest**

9.01 There were no disclosures of Interest.

HR **Timing of the Agenda and Items of Other Business**

9.02 The timing and agenda were agreed.

HR **Presentation from the Human Resources Team**

9.03 Governors received a presentation from members of the Human Resources department detailing their roles and responsibilities within the department. A question and answer session followed. The Chair thanked the team for their informative presentation.

HR **Minutes of the Previous Meeting**

9.04 The Minutes of the meeting held on 18<sup>th</sup> June 2008 were agreed as a correct record and signed by the Chair.

HR **Matters Arising from the Minutes**

9.05 There were no matters arising not covered by the agenda.

HR **Health and Safety Report**

9.06 John Negus presented the Health and Safety Report providing a review of activity. He reported on the staff development which had taken place since the last meeting and the arrangements in place for future training. Members noted that a member of staff was undertaking training for the NEBOSH certificate in Health and Safety to provide cover in the absence of the Health and Safety Manager. He gave details of the activities undertaken by the Welfare Co-ordinator to improve the health and welfare of staff and students. Governors noted her concerns at the number of learners who had been identified as suffering from Diabetes but who had failed to disclose this fact when

completing their application and enrolment forms.

**The Clerk was requested to confirm enrolment procedures at the next meeting of the Committee.**

The Committee considered the details of accidents which had occurred since June 2008 and noted that reports had not been received from the PFS department. John Negus reported that there had been no occurrences of reportable accidents under RIDDOR since the last report. Governors were advised that the HSE report following their investigation into the accident in the equine unit had been received, systems had been found to be robust and procedures followed, no prohibition actions had been made. The one recommendation was to record the repair or disposal of damaged tack. This recommendation had already been implemented. Governors noted the findings in the report and asked that the Principal pass on their support to members of the Equine department during a difficult period.

The report was received.

John Negus left the meeting.

**HR Human Resources Report**

9.07 Katina Chapman presented the Human Resources Report. Members discussed the table of starters and leavers and were advised of the appointments of the advanced practitioners and their roles within the College. She gave a progress report in respect of the department Self Assessment Report which had scored an average of 1.8 with 1 being outstanding to 3 being satisfactory. A document 'How to be an even better Manager' had been produced by the department and was available to staff on the intranet, a copy was distributed for information. Updates on staff training and the development of the staff Information and Consultation Group were also given.

Members were advised that the Criminal Records Bureau (CRB) had withdrawn the Colleges status to carry out Criminal Record checks due to not meeting CRB's requirement to carry out a minimum of 100 checks per year. Following review of the College policy with regards to the frequency of CRB checks, an appeal made against the CRB decision was upheld and the College status reinstated. As a result the College will now implement a rolling programme of CRB checks which will mean existing staff will be reviewed approximately every 3 years, the additional costs would be approximately £1,800 per annum. The alternative to this was to outsource the checks to an external umbrella body although slightly cheaper it was felt the benefits of keeping the function in house outweighed any savings made.

In conjunction with this the Committee heard that College investigations had revealed that there is a demand for a competent umbrella body within the local area and that the College would be well placed to carry out this function. Should the College apply and be successful in obtaining this status the College would be able to levy a charge to local organisations. After due consideration the Committee **resolved with one abstention:**

**To Approve**

- a) **The College maintain its status to carry out CRB checks; and**
- b) **to further investigate the potential for becoming an umbrella body and to report back to the next meeting of the Committee.**

HR **Staffing Establishment**

9.08 The Principal presented a report on the staffing complement to July 2008. Members were pleased to note that the outcomes were well within the original budget forecasts and discussed reported variances.

The report was considered and received.

HR **Annual Pay Award**

9.09 The Committee received a report advising that in consultation with the Chair and following a recommendation from the Finance and General Purposes Committee the Corporation had approved a recommendation of a pay award to College staff (excluding Senior Postholders) of 3.2% from 1<sup>st</sup> October 2008. The Committee also received for information the AoC Briefing with regard to Pay Negotiations confirming the award was in line with the AoC recommendations which had been accepted by the unions.

The report was considered and received.

HR **Policies and Procedures.**

9.10 Katina Chapman presented a number of policies for approval which had been revised as a result of legislation or audit recommendation. Members were advised that the opportunity had been taken to combine policies where appropriate.

The Committee received the Absence Policy which updates and replaces the previous Sickness Absence Policy and Critical Illness Policy and included new sections on all types of absence from work including Annual Leave, Compassionate Leave, Jury Service and Severe Weather. After due consideration **it was resolved:**

**To approve the Absence Policy**

Members reviewed the CRB Policy; they noted the amendments to the policy to take account of recommendations made by the CRB. The potential for the Head of HR to review and renew CRB disclosures for Curriculum based and other groups of staff as appropriate every three years was discussed. Following due consideration **it was resolved, subject to a review of Clause 5:**

**To approve the CRB Policy.**

The Committee considered the revised Equality & Diversity Policy and were advised that the 7 strands of equality, Age, Disability, Race, Religion/Belief, Sex, Sexual Orientation and Trade Union membership, had been merged into one Single Equality policy. **Members noted the responsibilities of Governors contained in the policy and requested the Clerk to include details of such to the next meeting of the Corporation. It was resolved:**

**To approve the Equality and Diversity Policy.**

Members received the Family Friendly Policy and noted that the policy combined all family related areas into one policy, including Parental Leave, Dependants Leave, Adoption, Maternity and Paternity Leave and Pay. Governors were pleased to note that maternity and paternity sections have been updated to reflect current recommended good practise **and resolved to:**

**To approve the Family Friendly Policy.**

Members considered the revised Recruitment & Selection Policy which had been updated to reflect current practise and includes a new section on criminal record checks. **After due consideration it was resolved:**

**To approve the revised Recruitment & Selection Policy.**

HR **Risk Management**

9.11 Members received a report containing all risks associated with Human Resources and Health and Safety. Members noted that although controls were in place the 1 high risk was related to control over pay costs.

The report was received.

HR **New Legislation**

9.12 Katina Chapman reported on impending legislation in respect of Repeal of Dispute Resolution Procedures, National Minimum Wage, Maternity Rights Amendments and Agency Workers reform. She confirmed that all staff were paid above the level of the minimum wage.

The report was received.

HR **Any Other Business**

9.13 A paper detailing the Benefits of working at Otley were distributed to Members for information.

HR **Date and Time of the Next Meeting**

9.14 The date of the next meeting was agreed as Wednesday 4<sup>th</sup> March 2009 at 1.30 p.m.

The meeting closed at 11.10 am

Arthur Hicks  
Clerk to the Corporation  
November 2008