

Minutes of the meeting of the Human Resources Committee held at 1.30 pm. on Wednesday 10<sup>th</sup> June 2009 in Room T11, Otley College.

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

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

HR **Apologies Absence**

9.30 Apologies were received from Jenny Pavey and James Stamper.

HR **Disclosures of Interest**

9.31 There were no disclosures of Interest.

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

9.32 The timing and agenda were agreed.

HR **Presentation from the Human Resources Team**

9.33 Governors received a presentation on Diversity from Katina Chapman. The presentation covered legislation, types of discrimination and an exercise where members identified areas where discrimination could occur. Members were also advised of their responsibilities as Governors.

The Chair thanked Katina for her comprehensive and informative presentation.

HR **Minutes of the Previous Meeting**

9.34 The Minutes of the meeting held on 4<sup>th</sup> March 2009 were agreed as a correct record and signed by the Chair.

HR **Matters Arising from the Minutes**

9.35 Members were advised that all the recommendations made by the Committee were approved by Corporation at their meeting of the 25<sup>th</sup> March 2009.

Minute 9.21: Deputy for Health & Safety Officer.

The Principal advised that the person who would provide cover in the absence of the Health & Safety Officer had taken examinations towards achieving an appropriate qualification, the results were awaited.

HR **Health and Safety Report**

9.36 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. A short presentation was to be made to staff at the welcome back event in September.

He gave an update on the actions outstanding from the previous meeting in respect of a review of the student handbook by the College Health and Safety Committee and the acknowledgement from staff that they have read and understood their responsibilities under the Health and Safety Policy. Members were concerned that the actions were not lost and asked that they be completed as soon as possible.

The Committee considered details of accidents during March April and May for both 2008 and 2009. They were advised that all accidents, including very minor incidents, are recorded and were pleased to note the reduction in April and May against the previous year. John Negus reported that there had been no occurrences of reportable accidents under RIDDOR since the last report.

Members received a copy of the LSC guidance document 'Self assessment of health safety and welfare' which contained details of the focus being placed on "Safeguarding" under Framework for Excellence and that a cohesive approach towards staff and students was needed. The Principal advised that Angela Carter (Interim Vice Principal Curriculum and Quality) was the nominated safeguarding Officer for the College and is undergoing appropriate training. The following **actions were agreed:**

**The Interim Vice Principal Curriculum and Quality and the Director of Quality to receive a copy of the Self assessment guidance for information.**

**The Clerk to include 'Safeguarding' as a standard agenda item for HR Committee meetings.**

**The Clerk to carry forward outstanding actions review of the student handbook and the acknowledgement from staff that they have read and understood their responsibilities under the Health and Safety Policy**

The report was considered and received.

John Negus left the meeting.

HR **Match Fit Actions**

9.37 The Principal presented the action points relevant to Human Resources Committee extracted from the overall College match fit action plan. He gave details of progress made against each action. Members noted the HR database had been purchased and installed and the positive impact of this on a number of related actions. He advised that Stephen Holley was assisting with the job evaluation process.

The report was considered and received.

HR **Annual Pay Award**

9.38 Members received the AoC Briefing Negotiations 08/09 containing details of the Joint Trade Unions' pay claim for 2009/10 as submitted to the National Joint Forum along with the response by the AoC. No agreement had been reached and negotiations between the unions and the AoC continued.

The Principal advised that the current financial climate precluded the award of anything but a modest pay rise for staff. He believed that good progress had been made this year as a result of the efforts of staff. He advised that a draft deficit budget for 2009/10 which contained provision for a 1% pay rise was considered and approved in principle by the College Finance and General Purposes Committee on the 20<sup>th</sup> May 2009.

Members of the Human Resources Committee were keen that staff should be aware that their work and commitment during a difficult and uncertain period was recognised by the Corporation. The College should fairly reward hard work and that subject to affordability the annual pay award should be based on the AoC recommendations. **It was resolved:**

**To recommend and support that a 1% pay award is made to staff.**

HR **Human Resources Report**

9.39 Katina Chapman presented the Human Resources Report. Members considered the movement of staff from the February report and noted that at May 2009 the College employed a total of 430 people, which equated to 239 full time equivalents of which 269 were on contract and 161 were sessional or casual staff.

She gave a progress report on the HR Database which has been installed and initial training delivered. The majority of data has been transferred electronically however; some data such as sickness absence could not be transferred from the payroll system. The HR team has been transferring details of any absence since 1<sup>st</sup> January 2009 by hand; 33% has been input, the remainder will be transferred over the Summer holiday period. The standard reports available are already proving useful especially for analysing departments and organisation charts. The opportunity to run a data cleanse has been taken with all staff asked to check the data held on them, update any missing areas and provide optional information on disabilities, religion and ethnicity.

A staff summer celebration is to be held on June 26<sup>th</sup> with training on diversity and mental health issues planned for the morning, there will be opportunities for departmental teams getting together to build relationships in the afternoon.

Training has been arranged for drivers and lone workers with presentations being made to staff from a variety of organisations such as Suffolk Constabulary, RAC, Suzy Lumplugh Trust and the Advanced Driver Association. The training will be used as an opportunity to raise awareness of safe driving and lone working.

The report was considered and received.

HR **Staffing Establishment**

9.40 The Principal presented a report on the staffing establishment to March 2009 reflecting the staffing comparison at department level against the original budget. Members were pleased to note that the outcomes were within the original budget forecasts and discussed reported variances.

The report was considered and received.

HR **Risk Management**

9.41 Members received a report containing the 1 high risk associated with Human Resources and Health and Safety following a full review of the Risk Register. The Clerk advised that risk 1300 loss of key/senior staff had been reviewed as requested by the Committee. A new risk had been created to cover the concerns of the Committee in respect of the reduced number of senior post holders. This would be monitored by the Remuneration Committee.

The report was considered and received.

HR **Terms of Reference 2009/10**

9.42 The Clerk presented revised Terms of Reference for the Committee for 2009/10. Members noted the forthcoming retirement of two senior members of the Committee and requested that Search and Governance Committee take this into account when considering committee membership. After due consideration **it was resolved:**

**To recommend that Corporation approve the Terms of Reference for Human Resources Committee.**

HR **Committee Self Assessment**

9.43 The Committee considered its own performance during 2008/09 and completed the questionnaire circulated by the Clerk. **It was agreed:**

**To approve the Committee self assessment of performance.**

HR **Training Needs Assessment**

9.44 The Committee discussed training needs. They considered the presentations received prior to each meeting worked well and identified a presentation on College funding streams would be of benefit to Members. **It was agreed:**

**That Members would consider any individual training needs and advise the Clerk accordingly.**

HR **Other Business**

9.45 There being no other business the meeting closed at 2.40 p.m.

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

9.46 The date of the next meeting was agreed as Wednesday 11<sup>th</sup> November 2009 at 1.30 p.m.

Arthur Hicks  
Clerk to the Corporation  
June 2009