

Minutes of the meeting of the Human Resources Committee held at 1.30 pm. on Wednesday 11th November 2009 in Room A1, Otley College.

Present: Roger Smith (Chair)
Bob Feltwell
John Hammond
Philip Winfield

In Attendance: Katina Chapman (Head of HR)
Kathryn Crossland (Welfare Officer)
Arthur Hicks (Clerk)

HR **Apologies for Absence/ Welcomes**
01 Apologies were received from John Negus. John Hammond was welcomed as a new Member of the Committee along with Kathryn Crossland who would present the Health and Safety report on behalf of John Negus.

The Chair recognised the outstanding contribution of James Stamper and Martin Holmes to the work of the Committee and requested that a letter of thanks was forwarded on behalf of the Committee.

HR **Disclosures of Interest**
02 There were no disclosures of Interest.

HR **Timing of the Agenda and Items of Other Business**
03 The timing and agenda were agreed.

HR **Minutes of the Previous Meeting**
04 The Minutes of the meeting held on 10th June 2009 were agreed as a correct record and signed by the Chair.

HR **Matters Arising from the Minutes**
05 There were no matters arising, however, members noted the Clerk would carry forward outstanding action in respect of the Health and Safety Policy and the review of the student handbook.

HR **Death in Service**
06 It was with extreme sadness that members received the news that two staff members had passed away over the summer holidays. Abbie Pennell, Course Administrator in Distance Learning, was killed in a car accident on Monday 3rd August 2009 whilst traveling to work and Mandy Newman, Instructor/Assessor in Workbased Learning, lost her battle against Cancer and died peacefully in her sleep in the early hours of Saturday 22nd August 2009. The Chair advised that the condolences of the Corporation had been passed on to the families.

HR
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Health and Safety Report

Kathryn Crossland presented the Health and Safety Report providing a review of activity. She reported on the staff development which had taken place since the last meeting and the arrangements in place for future training.

The Committee considered details of accidents for the year ending 2007/08 and comparative figures for the year 2008/09. Members were pleased to note a reduction of 33 accidents despite an increase in student numbers. Details of accidents in the current year were also received.

First Aid and Welfare: Kathryn Crossland (Welfare Officer) gave details of recent courses she had attended and reported activity undertaken to ensure the safety and well being of the students including Chlamydia and pregnancy testing.

She advised that there had been two reportable accidents since the last report both occurring on the sports field. RIDDOR reports has been sent to the HSE and accident reports to the LSC both have been acknowledged but to date no further information has been requested.

Members received the latest health and safety assurance visit by the LSC which took place on 25th August and focussed on previous development points measuring performance against objectives. The capacity of the College to fully implement 'HSG65 comparable management system' to sufficiently monitor the adequacy and consistency of H&S activity was flagged as a limiting factor in the College being able to move away from the LSC performance rating of "Satisfactory". The Principal reported that a senior manager is currently undergoing training and taking the necessary examinations in order to take on H&S responsibility for the curriculum areas. After much discussions **it was agreed:**

That the Principal would investigate the requirements of the HSG65 management system and develop an action plan to meet the requirements.

Kathryn Crossland left the meeting.

HR
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Annual Pay Award

The Clerk reported for information that subsequent to the Committees support of a 1% pay award on the 10th June 2009 which was the AoC recommendation at that time, the AoC increased the offer to unions to 1.5%. The Principal advised the Finance and General Purposes Committee at the meeting on the 8th July 2009 that in line with the AoC recommendation an award of 1.5% payable from the 1st August 2009 had been included in the budgets for 2009/10. The Committee resolved subject to the agreement of the Chair of Human Resources Committee to recommend the award to Corporation. With the support of the Chair of HR Committee and following due consideration Corporation approved a pay award to staff of 1.5% which was paid with effect from the 1st August 2009.

The report was received.

HR
09

Human Resources Report

Katina Chapman presented the Human Resources Report along with detailed performance indicators to measure performance against objectives. She reported that the College employed 400 staff which equated to 233 full time equivalent (fte). There are currently 4 vacancies. Sickness absence and the casework of the department were also discussed.

She gave a progress report on the HR Database which has been installed. The HR team has successfully transferred existing staff data on to the new HR database, including new fields for optional information on disabilities, religion and ethnicity. Comprehensive reports are now being produced from the database and shared at operational level.

Members received details of an all staff training event on Diversity and Mental Health Awareness in June 2009 and Safeguarding Training for all Curriculum staff in October 2009. The Corporate Induction was also updated to include a new focus on Safeguarding in addition to the existing presentation on diversity awareness and avoiding stereotypes.

She reported on the Self Assessment process and advised the overall grade for HR as 'Good' grade 2 and gave details of strengths and weaknesses which contributed to the overall assessment.

The report was considered and received.

HR
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Safeguarding

The Clerk reported that safeguarding had been added to the Terms of Reference for the Committee.

Members were advised that the Senior Management Team recognised the need to determine the effectiveness of the College policies and procedures in place to safeguard children and vulnerable adults and had commissioned the Internal Audit Service to undertake a review of the area. The field work for the audit which has been completed identified that the College failed to comply with the requirements of its own Criminal Records Bureau Policy in that CRB disclosures have not been obtained prior to the commencement of staff being employed. The subsequent risk assessments which should have taken place prior to the CRB disclosure being returned had not been carried out. As immediate remedial action is needed to rectify this failure the recommendation is deemed by the auditors to be fundamental. This categorisation is being challenged by the College as the College comply with all legal and statutory requirements with robust pre employment checks undertaken before anyone is appointed. Katina Chapman gave details of the pre employment processes and reported that action was taken to implement risk assessments immediately the issue was raised by the auditor. Members were disappointed at the findings of the audit and noted that the Final Report would be presented to the Audit Committee on the 20th November 2009.

The Principal confirmed that Safeguarding is a key priority for the college and will be embedded in the various policies and procedures that govern its operations.

No referrals have been made to Social Services this term.

The report was considered and received.

HR 11 **Staffing Establishment**
The Principal presented reports on the staffing establishment for the year ending July 2009 reflecting the staffing comparison at department level against the budget. Members were pleased to note that the outcomes were within the original budget forecasts and discussed reported variances.

The variances between the budget agreed in July 2009 and the period to September 2009 were discussed.

The report was considered and received.

HR 12 **Policies and Procedures**
Katina Chapman presented 2 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 Discipline, Capability and Grievance Policy which updates and replaces the previous policies covering these areas. The policy has been reviewed to ensure that best practise is demonstrated as set out in ACAS's new Code of Practise. After due consideration and subject to agreed amendments **it was resolved:**

To approve the Discipline, Capability and Grievance Policy.

Safeguarding within College policies, procedures and common practice:
Safeguarding is a key priority for the college and will be embedded in the policies and procedures that govern its operations. The policy contains reference to key areas of safeguarding activity which are: The Child Protection Policy, The Harassment Policy, The Criminal Records Bureau Policy, The Recruitment Policy, The Induction Process, The Health and Safety Policy, and Staff Development and Training. Following due consideration **it was resolved:**

To approve the Safeguarding Policy.

HR 13 **Risk Management**
Members received a report containing high, medium and low risks associated with Human Resources and Health and Safety following a full review of the Risk Register. The Clerk advised that following consolidation of a number of risks the Risk Register for 2009/2010 relevant to HR Committee now contains 15 risks; 2 high, 8 medium and 5 low. Members noted that Risk 1602 relating to staff interacting with young and or vulnerable learners prior to CRB reports being received has been increased from low to high following the Internal Audit on Safeguarding.

The report was considered and received.

HR 14 **New Legislation**
Katina Chapman reported on impending legislation changes including: the Apprenticeships, Skills, Children and Learning Bill, Review of Default retirement Age (DRA), Maternity and Paternity legislation changes, National Carers' Strategy, Welfare Reform Bill, the Equal Pay and Flexible Working Bill along with the Equality Bill 2008-2009.

Members discussed implications for the College and the actions being taken to ensure compliance.

The report was considered and received.

HR **Other Business**

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

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

16 The date of the next meeting was agreed as Wednesday 3rd March 2010 at 1.30 p.m.

Arthur Hicks
Clerk to the Corporation
November 2009