



**Minutes of the meeting of the Personnel Committee held on  
Tuesday 11 November 2008 at 5.00 pm in Room 3F099**

**Present:** Alison Birkinshaw  
Jenny Cook  
Bruce Gilbert (Chair)  
Carol Runciman  
Mr Peter Vaughan

**In Attendance:** Jennifer Conde, HE Student Governor  
Richard Hinde, Clerk to the Corporation  
Chris Leng, HR Manager  
Anne Tyrrell, Deputy Principal Resources

The meeting started at 5.05pm.

**08.23 Apologies for Absence / Declarations of Interest**

Action

Apologies were received from Terry Wolf. There were no declarations of interest. The Deputy Principal Resources was welcomed to the meeting.

**08.24 Minutes of Previous Meeting – 30 June 2008**

The minutes were approved as an accurate record and signed by the Chair.

**08.25 Matters arising**

The Action Summary sheet was considered and discussion took place about the possible declarations by Governors of any disabilities they may have. It was explained that it was an Equality and Diversity issue to encourage greater inclusion. Members of staff were requested to make such declarations and it was felt that it would set a good example if Governors were requested to do the same. There were no further matters arising.

(Jenny Cook joined the meeting at 5.10pm.)

**08.26 Committee Terms of Reference and Schedule of Business**

It was reported that at its meeting on 17 July 2008, the Governing Body had considered and approved the Personnel Committee's Terms of Reference and Schedule of Business for 2008/09, subject to further consideration by the Committee itself. Members were asked to review the existing Terms of Reference and proposed Schedule of Business for 2008/09 to ensure that they reflected the functions of the Committee, regulatory requirements and best practice.

The Personnel Committee **agreed** that its responsibilities should be amended to include an explicit reference to succession planning,

**Clerk**

and **endorsed** the proposed Schedule of Business for 2008/09.

**08.27 Health, Safety and Welfare Update**

The Deputy Principal Resources presented the Health, Safety and Welfare Report for the Summer Term 2008, which was considered by the Committee. The report included accidents statistics for the academic year 2007/08 and incidents reported to the HSE under RIDDOR. The results of Health & Safety Audits completed to date were also presented together with an update on other Health and Safety activity within College.

It was reported that three reviews had been carried out since the last Governing Body meeting and that four more were in hand. It was explained that policy reviews were carried out with staff involvement.

Concern was expressed in relation to the large number of reported accidents in the College's nursery and it was explained that this was due to changes in reporting procedures and the fact that every single incident had to be recorded no matter how minor.

It was confirmed that the College's reporting requirements were applied equally across both of its sites, and that Health and Safety officers regularly visited the College's Construction area at Osbaldwick.

**08.28 Employee Relations Update - Minutes of Latest Meetings with Trade Union Representatives**

The minutes of the previous meeting on 19 September 2008 were noted. The Deputy Principal Resources and Human Resources Manager explained that key themes arising from these meetings included: discussions and feedback regarding start-of-term activities and enrolment; post-16 developments in York; the College staff pay award; and other issues raised including annual leave, the Duets catering service and security cameras.

It was noted that the UCU trade union had voted unanimously at branch to reject the College's vision of moving from "Good" to "Outstanding" and further discussion took place in this regard. The Personnel Committee wished to record its strong support for the College and its stated vision, and to acknowledge that the majority of College staff also supported this vision.

Further consideration was given to the minute about student behaviour and the guidance, support and training available to staff to help them encourage high standards of behaviour. It was noted that the College had received a telephone call from Tesco earlier that day stating how impressed the store had been with the College's students' observance of the two minutes' silence for Armistice Day.

**08.29 College Staff Pay Award 2008/09**

This item was treated as confidential and a separate minute produced.

**08.30 Reports and Updates**

a) Workforce Profile Information

The Personnel Manager presented the report on the College's workforce profile as at 30 September 2008, which contained details of the staff numbers and Full Time Equivalents (FTEs); turnover; sickness absence; ethnicity; age; and length of service.

It was reported that staff numbers had remained stable over the preceding twelve months, with an increase in terms of FTEs of less than 2%. Turnover for the different categories of staff was between 9.7% and 11.5% which was lower than regional and national comparators. There had been a significant decrease in the number of fixed term support staff, and the number of staff disclosing a disability had increased.

It was reported that the overall College sickness absence rate for full time staff was 3.4%, and noted that this compared favourably with sickness absence rates in other FE colleges and the education sector as a whole. The Committee then considered the analysis of the reasons for College staff absence, and it was noted that a significant proportion were for "stress and anxiety", although this was not necessarily work-related. It was noted that the College's Well College Group was looking at initiatives to counter this, and that the College's new Staff Recognition Group would also be considering this issue. It was **agreed** that the Chair of the Committee would be provided with a draft copy of the College's Stress Policy. **HRM**

The Committee then considered the analysis of the number of episodes of absence that College staff had during the period, together with the average number of days lost per employee (by Division). It was noted that there was a significant discrepancy between Divisions. The Human Resources Manager then explained that a reorganisation of responsibilities had taken place within the HR department to improve management of this issue and identify solutions. The results of this exercise would be reported back to the Committee at a future meeting. **HRM**

The Committee considered the ethnic profile of the College in relation to the black and minority ethnic population figures for the City of York and other neighbouring local authorities. In considering the age profile of College staff, it was noted that 25% of staff were aged 55 or over, and it was queried whether consideration should be given to future succession planning.

b) Training and Development

The Deputy Principal Resources presented the report which covered Training and Development activity; Compliance; and Budget Management.

It was reported that the level of training and development had almost doubled at the start of this academic year, and this reflected the success of a number of internal training initiatives targeted at specific needs. CPD was being incorporated in to performance reviews and was being closely monitored. It was also noted that the Training and Development Budget was being administered centrally and the Committee felt this was a positive step. The Committee also felt that it would expect consideration to be given to the priorities for future training and development, and it was noted that a staff training week had been scheduled to take place towards the end of the summer term.

With regard to teachers' qualifications it was reported that of the full time and proportionate contract teaching staff only three staff had failed to meet the required level of teaching qualification. The reasons for this were considered and it was noted that one of these staff had left the College's employment. Further analysis was being undertaken in relation to the Colleges variable hours staff.

**08.31 Policy Developments**

a) Recruitment and Employment of Ex-Offenders Policy and Procedure

The Human Resources Manager presented the proposed Recruitment and Employment of Ex-Offenders Policy and Procedure, and explained that it was intended to formalise the College's commitment to ensure that ex-offenders were not unreasonably discriminated against when applying for jobs at the College. It highlighted the issues that must be considered to ensure that the College struck the correct balance between protecting staff and learners, and facilitating rehabilitation of offenders. Discussion then took place around the requirements for staff and learners to undergo Criminal Records Bureau (CRB) checks.

The Personnel Committee **resolved to approve** the College's Recruitment and Employment of Ex-Offenders Policy and Procedure.

b) Redeployment Policy and Procedure

The Human Resources Manager presented the College's proposed Redeployment Policy and Procedure which set out the measures to be followed when redeployment of staff was necessary. The Committee considered the document, and it was noted that it was intended to ensure there was a consistent approach to redeployment so that staff were treated fairly.

The Personnel Committee **resolved to approve** the College's Redeployment Policy and Procedure.

c) Recruitment and Selection Policy (amended)

The Human Resources Manager presented the College's Recruitment and Selection Policy which had been approved on 30 June 2008 but had now been amended in light of issues that had arisen in the interim.

It was reported that the College had recent experience of delays with the appointment of successful candidates which potentially could have adversely affected curriculum provision, at a critical time of the year. The delays were the result of a literal interpretation of the Policy, which originally provided that no new member of staff could commence employment until all pre-employment checks were completed.

The Policy had therefore been amended to strike a more appropriate balance between ensuring the correct paperwork was in order before a new starter could commence employment, and the business needs of having someone "in post" as soon as possible. The changes made had been checked against the January 2007 DFES publication "Safeguarding Children and Safer Recruitment in Education".

The Personnel Committee **resolved to approve** the College's amended Recruitment and Selection Policy.

d) Annual Leave Policy and Procedure

The Human Resources Manager presented the proposed Annual Leave Policy and Procedure which was considered by the Committee. It was explained that the Policy was prompted by a change to the way in which the College expressed and recorded the annual leave of part time staff. This had been done to ensure that all part time staff received the correct amount of annual leave on a proportionate basis to full time staff, including entitlement to bank holidays. It was noted that the College had a sympathetic approach to its treatment of religious holidays, and that the College's holiday entitlements, particularly for support staff, were generous.

The Personnel Committee **resolved to approve** the College's Annual Leave Policy and Procedure.

e) Special Leave Policy

The Human Resources Manager presented the proposed Special Leave Policy and explained that the College did not currently have a formal policy which gave staff and managers guidance on the College's approach to issues such as compassionate leave, dependent's leave and routine medical appointments. This Policy

was intended to ensure that a fair and consistent approach was used by all managers.

Having considered the document, the Personnel Committee **resolved to approve** the College's proposed Special Leave Policy.

The Committee wished to acknowledge the work that had gone into the production of these policies by the HR department, and complimented them on the quality of what they had produced.

**08.32 Any Other Business**

Discussion then took place about the College's treatment of personal data and whether its procedures were robust. It was noted that this issue had been discussed at an earlier meeting of the Finance & General Purposes Committee; that two members of staff were attending a conference on this subject the following day; and that the College was in the process of updating its procedures in this regard.

**08.33 Date of Next Meeting**

Monday 23 February 2009 at 5.00pm.

The meeting closed at 6.30pm.

**Signed:**

**Chair:**

**Name:**

**Date:**