

APPROVED:

Chair

DATED:

OPEN MINUTES OF PERSONNEL COMMITTEE
Monday 8 February 2016 at 18:30 in the Principal's Office



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
John Stebbing (Vice-chair)
Carole Shaves
- In attendance:** Karen Hucker (Principal)
Linda Johnson (Vice Principal)
Debbie Vockins (Director of Human Resources)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** None

NOTIFICATION OF ANY OTHER BUSINESS

There was none.

DECLARATION OF INTERESTS

No interests were declared.

MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Committee held on 12 October 2015 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

MAIN AGENDA

1. **STAFF TRAINING AND DEVELOPMENT REPORT 2014/2015**
The Vice Principal took the Committee through the report and highlighted the following key points:

[Confidential note]

2. **STAFFING CHANGES (UPDATE)**
The Director of HR reported on staff changes since 12 October 2015 including new staff appointed and leavers.

Staff Appointed:

Interim Finance Director
Clerk to the Corporation
Nursery Playworker
Cleaner

Current Recruitment:

Nursery Apprentice (replacement)

There followed a short discussion about the reasons for the non-replacement of leavers for certain posts.

The Director of HR was thanked for her update.

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3. POLICIES

3.1. Age Equality in Employment Policy PG1

The Director of HR reported that the Policy had not been changed substantially and that the changes made had been to tidy up the language and formatting used.

In response to a query from one Member, it was noted that the College had not been required to use the Policy in practice.

Resolved: The Committee approved the Age Equality in Employment Policy (PG1).

3.2. Probationary Period Policy PG15

The Director of HR reported that a number of changes had been made to Policy although the overall substance had not changed.

Reference to the 'Bexhill Way' had been included in the Policy and Members considered that this needed to be more specific in terms of the timescales involved for completion. It was agreed that this would be achieved by adding "...within their first term" to the end of the second sentence of the Policy.

One further minor amendment to the Policy was also agreed.

Resolved: The Committee approved the Probationary Period Policy (PG15), subject to the above amendments.

4. PAY AWARD UPDATE

The Principal gave an update on the pay award for teaching staff for 2015/16 and transition to the new pay structure.

[Confidential note].

RESOLVED: The Committee agreed to recommend the pay award for teaching staff, if confirmed at up to 1%, to Corporation.

5. PSP AND APPRAISAL REPORT

The Principal highlighted the following key points within the PSP and Appraisal report:

[Confidential note].

6. RISK REVIEW

The Principal reported that a new risk register had been introduced in September 2015 with risks now being linked to updated strategic objectives. Previous risks had all been reviewed with some being carried forward to the new risk register and some removed.

In the new risk register, four new risks had been allocated to the Committee: 5b, 5c, 5d and 7c. The details and implications of these risks were discussed by the Committee and the following points were noted:

- The risk level for 5b and 5c had not changed since the risk register was developed as, although these issues were being monitored, it was felt they still represented pertinent risks to the College.
- 5b represented the highest risk allocated to the Committee although it was noted that the level had not increased due to activity to address this risk.

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- Work had been undertaken to address risk 5c to ensure that there were no staffing positions within the College where the work could not be covered if required.
- The risk level for 7c had not changed as the impact of this risk was significant.
- The risk level of 5d had decreased.

7. ANY OTHER BUSINESS

There was none.

The meeting closed at 7.50pm.

The next Personnel Committee is scheduled for Monday 16 May 2016 in the Principal's Office. The Agenda will close on Thursday 12 May 2016.