

APPROVED:	Chair	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE
Monday 15 May 2017 at 18:30 in the Principal's Office



STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
Sue Adams
Carole Shaves
- In attendance:** Karen Hucker (Principal)
Debbie Vockins (Director of Human Resources)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** John Stebbing (Vice-chair)

NOTIFICATION OF ANY OTHER BUSINESS
There was none.

DECLARATION OF INTERESTS
No interests were declared.

MINUTES OF PREVIOUS MEETING
The open and confidential minutes of the Personnel Committee held on 27 February 2017 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING
[Confidential Note]

MAIN AGENDA

1. **APPOINTMENT OF CHAIR & VICE-CHAIR 2017/2018**
The Committee considered the appointment of Chair and Vice-Chair for 2017/18. It was reported that there had been no other expressions of interest and the current Chair, Mike Boakes, and Vice-Chair, John Stebbing, were happy to continue in their roles. The Committee approved the appointments.
Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2017-18

2. **STAFFING CHANGES**
The Director of HR reported on staff changes since February 2017 including new staff appointed and leavers.

[Confidential Note]

The Director of HR was thanked for her update.

3. **POLICIES**
 - 3.1. **SEXUAL HARASSMENT POLICY PG19**
Changes had been made to the policy as part of the update which took place on a three-year cycle to ensure it remained effective. Improvements had also been made to the policy using examples of best practice in place at other Colleges, universities etc.
During consideration of the policy, the following points were noted:
 - Page 2, under Introduction: reference to harassment of a sexual nature related to gender reassignment had been added.
 - Page 2, under What Is Sexual Harassment: final sentence of first paragraph to be amended to read "...which are not exhaustive."

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- Page 3, first bullet point at the top of the page to be amended to read "...personal details of **one's** own private life."
- Page 3, new bullet point 7 to be amended to include: "or any other method of electronic communication (WhatsApp, Skype, etc.)"
- Page 3, previous bullet point 6 be amended to read: "Serious forms of harassment may be a criminal offence **in which case the College will take appropriate action.**"
- Page 4, third paragraph down to be amended to read: "...the names of any witnesses and what was said **or** done."

The Committee Chair queried the inclusion of reference to both staff and learners; on discussion it was agreed to remove reference to learners within the policy as it was primarily aimed at staff.

Resolved: The Committee approved the Sexual Harassment Policy PG19.

3.2. DIGNITY AT WORK POLICY PG2

Changes had been made to the policy as part of the update which took place on a three-year cycle and took account of reflections on using the policy within the College and to incorporate any changes in legislation.

During consideration of the policy, the following points were noted:

- Page 2, fourth paragraph down to be amended to read: "...will involve the Disciplinary Procedure being **invoked.**"
- Page 3, under Definition and Examples of Bullying and Harassment: reference to fair criticism of staff or student performance not being considered to be bullying or harassment had been added.
[Confidential note].
- Page 5, first bullet point: "you are" to continue to be included within the sentence for clarification. [Confidential note].
- Page 6, sixth paragraph down be amended to read: "If bullying or harassment is proven, this will often be gross misconduct and the appropriate disciplinary action will, therefore, be summary dismissal. **It is the duty of the College to report severe harassment to the Police.** In addition, staff need to understand that under the Protection from Harassment Act 1997, a person **found** guilty of harassment faces **or could face** a maximum penalty of six months' imprisonment and/or a fine..."
- Page 6, new paragraph inserted above Staff Bullying Students to be amended to read: "**The principal focus of a complaint would usually be** in relation to an event, or series of events that has occurred in the previous three months. **However,** the College may apply discretion on timescales in some circumstances." The Committee felt this amendment covered scenarios where incidences of bullying may not be reported when they first occur and instead several incidences may be experienced before a report is made.

The Committee discussed whether references within the policy to students should remain; the Principal advised that the policy was included within the Student Handbook and it was available on the student portal. The issue of bullying and harassment was dealt with in tutorial and there was also a question within the Student Questionnaire asking if students know what to do if they felt bullied or harassed. It was therefore agreed to keep references to students within the policy.

Resolved: The Committee approved the Dignity at Work Policy PG2.

4. RISK REVIEW

The Principal reported that four of the five risks solely allocated to the Committee (5a, 5b, 5c and 7b) had remained unchanged at the Risk Management meeting held in April.

The fifth shared risk allocated to the Committee (8c) had received no amendment to the risk score; however, amendment had been made to the wording of the risk to clarify its impact. The amended wording was demonstrated within the Risk Register for the Committee.

5. REVIEW OF PERSONNEL COMMITTEE EFFECTIVENESS FOR 2016/17

The Review of Effectiveness for 2016/17 was noted without comment or amendment.

As an amendment to the 2016/17 process, Committee specific questions had been removed from the Corporation Self-Assessment Review and were included within the individual Committee Effectiveness Reviews for completion by the Committees. The questions for the Personnel Committee to consider were as follows:

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- The contribution of managers present at meetings enables and assists effective governance

STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
✓			
The presence and contribution of managers is positive and useful, enabling the Committee to understand and appreciate the background to reports etc. presented for consideration.			

- Meetings are conducted in a manner in which I can raise matters of concern, ask constructively challenging questions and rigorously test out information provided in reports and any recommendations

STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
✓			
All matters are treated seriously and answers given with clarity and honesty.			

- There is a complaints policy in place which is effective and regularly updated

STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
	✓		
The College Complaints Policy is updated and considered by the Committee on a three-year cycle. The Committee is invited to contribute fully to the Policy.			

- What key contribution do you think this Committee has made to the College's success in the last 12 months?
 - How could you evidence that this has made a difference to the running of the College? Could the Committee be more effective in this area?

The Committee's work in supporting the move to the new pay structure for teaching staff was particularly useful. The work of the Personnel Committee helps to keep a check on continuity of staffing of quality to overall benefit of the College.

6. ANY OTHER BUSINESS

The meeting would be used to renew the Chair and Vice-Chair position and to note the Review of Effectiveness for the Remuneration Committee.

APPOINTMENT OF CHAIR & VICE CHAIR 2017/18

The Committee considered the appointment of Chair and Vice-Chair for 2017-18 for the Remuneration Committee. The Chair, John Stebbing, and Vice Chair, Mike Boakes, were happy to continue in their current roles and the Committee approved the appointments.

Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2017-18.

REVIEW OF REMUNERATION COMMITTEE EFFECTIVENESS FOR 2016/17

A part of the Effectiveness Review for 2016/17, the questions for the Remuneration Committee to consider were as follows overleaf:

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- Meetings are conducted in a manner in which I can raise matters of concern, ask constructively challenging questions and rigorously test out information provided in reports and any recommendations

STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
✓			
All concerns are treated seriously. [Confidential note].			

- What key contribution do you think this Committee has made to the College's success in the last 12 months?

Forensic examination of pay scales and other remuneration matters to ensure fairness and equality. [Confidential note].
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The meeting closed at 7.10pm.

MEETINGS FOR 2016-17

Monday 13 November 2017, Monday 19 February 2018, Monday 21 May 2018. Remuneration Meeting scheduled for Monday 13 November 2017. All meetings at 18.30 in the Principal's Office.