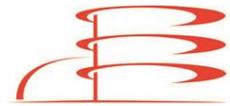


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OPEN MINUTES OF PERSONNEL COMMITTEE
Monday 27 February 2017 at 18:30 in the Principal's Office



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:** Sue Adams

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 1 December 2016 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising that would not already be covered as part of the Agenda for the meeting.

MAIN AGENDA

1. **STAFF TRAINING AND DEVELOPMENT REPORT 2015/2016**
The Staff Training and Development Report for 2015/16 had been presented in the form of the SAR for the PDC. The Vice Principal guided the Committee through the salient points of the report which highlighted the work the PDC Manager had undertaken in the individual sections and across the College, and why it was believed the work of the PDC was outstanding.
[Confidential note].
The Committee noted the positive report.
2. **STAFFING CHANGES (UPDATE)**
The Director of HR reported on staff changes since 1 December 2016 including new staff appointed and leavers.
[Confidential note].
3. **POLICIES**
- 3.1. **REDUNDANCY POLICY PG17**
Changes had been made to the Policy to ensure it remained user friendly and effective for all parties. During consideration of the Policy, the following minor amendments were agreed:
 - Page 3 of the Policy, under Procedure: removal of reference to unpaid leave in bulleted list.
 - Page 4 of the Policy, under Consultation with Individual Employees: second paragraph to be amended to read "Where the College propose to make fewer than 20 employees redundant,

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there is no legal requirement to undertaken collective consultation the College will ensure individual consultations will be for a period of up to 30 days depending on the circumstances.”

- Page 7 of the Policy, under Redundancy Pay: first sentence to be amended to read “Employees who have been selected for redundancy and who have been continuously employed for at least two years (*part time or full time*) (at the date the redundancies become effective) will be entitled to receive a statutory redundancy payment.”

[Confidential note].

It was questioned whether it was a requirement to make a whole College announcement once the need for redundancies had been identified; the Head of HR and Principal advised that announcements across the College were not always required and would depend on the number of redundancies identified to be made.

In recommending the Policy for approval, the Committee noted that it represented a fair method of approaching redundancy and one that meant that the rationale behind decisions taken could be clearly explained to Governors.

Resolved: The Committee recommended the Redundancy Policy PG17 to the Corporation for approval.

3.2. ENGAGEMENT OF CONTRACTORS POLICY PG6

The Director of HR introduced a new Policy to the Committee which covered the engagement of contractors within the College.

A flow chart was included within the Policy in order to help determine the most appropriate contractual relationship to be put in place.

One Governor questioned the bulleted list on page 3 of the Policy and whether it should be amended to be more specific as to whether all or most of the features in the bulleted list applied. The Director of HR advised that this would be amended to be more specific although it was difficult area.

[Confidential note].

Resolved: The Committee recommended the Engagement of Contractors Policy PG6 to the Corporation for approval.

4. PAY AWARD UPDATE

The Principal gave an update on the pay award for 2016/17.

[Confidential note].

5. PSP AND APPRAISAL REPORT

The Principal gave the Committee an outline of the key points within the PSP and Appraisal report. It was noted that this year the appraisal process had also involved transferring to the new pay framework for teaching staff which had added to the complexity of the process and costs.

During discussions the following points were noted:

Teaching Staff

- Pay progression was no longer automatic and was now based on performance assessment: staff needed to secure an assessment of Good or Outstanding in order to progress up the pay spine. This was the first year that this approach had been taken although it had been trialed in the previous year

[Confidential note].

Support Staff

- A specific appraisal process was in place which incorporated the Support Staff Standards Payment. A successful appraisal which, this year, included assessment against the criteria of the Support Staff Standards Payment led to a one off payment each year (pro rata if part time). An eligibility criteria was in place for the Support Staff Standards Payment as well as an attendance criteria which had to be met in order for the payment to be granted.

[Confidential note].

6. RISK REVIEW

The Principal reported that at the Risk Management meeting held in January 2017 the risks allocated to the Committee had been reviewed.

At the meeting it had been agreed that four risks allocated to the Committee, 5a, 5b, 5c and 7b, would remain unchanged, with no changes made to the risks or the risk level score.

One new risk (8c) had been added to the register, attributed to three Committees including Personnel.

[Confidential note].

One Governor questioned whether the rating for this risk had been set too high; the Principal responded that the appropriate rating had been applied at the time of the Risk Management meeting in

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January. The rating would be looked at again at the next Risk Management meeting and reduced if appropriate.

7. **STAFF SATISFACTION SURVEY**

The Principal reported the results of the annual staff satisfaction survey which was completed in January each year. Results could be analysed for all staff as well as for different staff/section groupings.

Through discussion of the generally positive responses, the following points were noted:

- 141 members of staff had completed the survey: 70 teaching staff, 49 support staff and 22 who did not declare an area of work. The Principal and Director of HR confirmed that the College was happy with the response rate received.

[Confidential Note].

On the whole the results were considered to be positive which was reflective of the good set of managers that were in place across the College who made sure staff were supported and informed.

8. **ANY OTHER BUSINESS**

There was none.

NEXT MEETING

The next meeting of the Personnel Committee is scheduled for Monday 15 May 2017. The Agenda will close on Thursday 11 May 2017.

The meeting closed at 7.40pm.