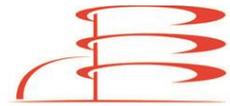


APPROVED:	<i>Chair</i>	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE

Monday 22 February 2021 at 16:00 via Microsoft Teams



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
 John Stebbing (Vice-Chair)
 Marie-Ange Coxhead
 Alison McInnes
 Pat Strickson
- In attendance:** Karen Hucker (Principal)
 Dave Brown (Vice-Principal) (in part)
 Elisabeth Lawrence (Assistant Principal)
 Debbie Vockins (Director of Human Resources)
- Minutes:** Alison Dennett (Clerk to the Corporation)
- Apologies:** None

WELCOME AND INTRODUCTIONS

Marie-Ange Coxhead was welcomed to the meeting as a new Committee member.

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 9 November 2020 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

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

MAIN AGENDA

POLICIES

PER20/10. FLEXIBLE WORKING POLICY (FAMILY FRIENDLY) a-h PG10

The Director of Human Resources advised that amendments had been made to the policies as follows:

- 10a: Flexible Working Policy. Minor amendments made based on the operation of the Policy.
- 10b: Maternity Leave and Pay Policy. Minor amendments made to clarify the repayment of occupational maternity pay.
- 10c: Paternity Leave and Pay Policy. Minor amendments made for clarification and to reflect legal updates.
- 10d: Adoption Leave and Pay Policy: Amendments made to reflect legal updates regarding statutory adoption. [Confidential Note].
- 10e: Parental Leave Policy: Minor amendments made to reflect legal updates as to the eligible reasons for taking parental leave.
- 10f: Shared Parental Leave Procedure: No changes made other than to advise staff to seek advice from HR at the earliest opportunity due to the complexities involved. It was advised that the College had not yet had cause to apply the policy in practice.
- 10g: Request for Time Off Policy: Minor changes made including specifying that staff were required to speak to a member of SLT before leaving the College to deal with an emergency. [Confidential Note].

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- 10h: Parental Bereavement Leave Policy: A new policy based on legal requirements which had come into force from April 2020. [Confidential Note].

Resolved: The Committee approved the Flexible Working Policy (Family Friendly) a-h PG10.

PER20/11. GRIEVANCE PROCEDURE PG12

The Director of Human Resources advised that minor changes had been made to the policy to reflect further clarifications on elements of the process based on use of the policy in practice. Updates had also been made to the wording around employees making every attempt to attend hearing meetings, and the rescheduling of those meetings, based on best practice recommended by ACAS.

Resolved: The Committee approved the Grievance Procedure PG12.

PER20/12. STAFF CHARTER PG20

The Principal outlined that the Staff Charter set out clear expectations for all staff. The document had received minor update, given the current situation, to reflect the expectation for staff to keep up to date with College developments through use of emails and by watching or attending briefings.

Resolved: The Committee approved the Staff Charter PG20.

PER20/13. STAFF SATISFACTION SURVEY

The Vice-Principal gave the Committee an outline of the results received as part of the annual Staff Survey. [Confidential Note].

The Committee were pleased to note the report and the positive responses received through both the Staff and the IT Survey.

PER20/13. STAFF TRAINING AND DEVELOPMENT REPORT 2019/20

The Principal introduced the report which highlighted the staff training and professional development activity undertaken in the last academic year.

It was reported that, despite spending most of the year dealing with a global pandemic, a significant amount of training had been undertaken by College staff. The effect of the pandemic and the advances that had been seen in the virtual world with more online training, meant that staff had found it easier to access training as the need to travel to attend training was removed. It was hoped that this was something that would continue post Covid-19.

[Confidential Note].

PER20/14. STAFFING CHANGES (UPDATE)

The Director of Human Resources reported on the staffing Changes since December 2020. It was noted that, in line with previous years, the number of staffing changes were small at this time of year.

[Confidential Note].

PER20/15. APPRAISAL REPORT

The Principal gave an outline of the key points within the Appraisal report.

[Confidential Note].

It was reported that both the Teaching and Support Staff Pay Awards had now been agreed and implemented.

The Committee were pleased to note the report.

PER20/17. RISK REVIEW

The Principal reported that no changes had been made to the risk ratings for those risks allocated to the Committee at the Risk Management meeting in January 2021, although the comments for some risks attributed to the Committee had been updated.

Updates to the risk commentary were discussed by the Committee as follows:

- 2c: NTA.
- 2d: NTA.
- 2e: NTA.
- 4a: NTA
- 4e: addition made to risk commentary with regards to the use of BCC on group emails.

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- 5c (shared risk): NTA.
- 5g (shared risk): additional comments had been included to demonstrate how the College was responding to Covid and the risks it presented and was aware of the demands being placed on staff at this time.

PER20/18. ANY OTHER BUSINESS

There was none.

NEXT MEETING

The next meeting of the Personnel Committee is scheduled for Monday 17 May 2021. The Agenda will close on Thursday 13 May 2021.

An update on the format of future meetings would be given at the April Corporation meeting.

The meeting closed at 5.00pm.