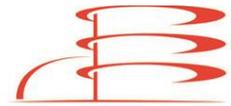


APPROVED:	Chair	DATED:
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OPEN MINUTES OF PERSONNEL COMMITTEE

Monday 18 May 2020 at 15:55 via Microsoft Teams



Bexhill 6th Form College

STANDING ITEMS

ATTENDANCE AND APOLOGIES

- Present:** Mike Boakes (Chair)
John Stebbing (Vice-chair)
Alison McInnes
Pat Strickson
- In attendance:** Karen Hucker (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 open and confidential minutes of the Personnel Committee held on 24 February 2020 were agreed and signed as correct.

MATTERS ARISING FROM PREVIOUS MEETING

In response to a query from the Committee Chair, the Principal updated that notification had been received to say that negotiations regarding the Pay Award for 2019/20 had been concluded.

A two-year award has been agreed for Support Staff and a one-year award for Teaching Staff as follows: Year 1 (support and teaching staff) increase of 1.5% from September 2019 and 1.25% from April 2020 which equated to an award of just over 2% for 2019/20. Implementation of this pay award had already been agreed by Governors. [Confidential note].

It was confirmed that the backdated pay award would be included in the June payroll run and staff had been informed.

MAIN AGENDA

PER19/23. APPOINTMENT OF CHAIR & VICE-CHAIR 2020/21

The Committee considered the appointment of Chair and Vice-Chair for 2020/21. It was reported that there had been no other expressions of interest and the current Chair and Vice-Chair were happy to continue in their roles for the forthcoming academic year. The Committee approved the appointments.

Resolved: The Committee resolved to approve the appointment of the Chair and Vice-Chair for 2020/21

PER19/24. STAFFING CHANGES (UPDATE)

The Director of Human Resources reported on the staffing Changes since March 2020.

[Confidential note].

In response to a query from Governors it was advised that this was a normal level of activity, or even slightly less than expected, for this time of year with May being the 'main' resignation date for teachers starting new positions in September.

APPROVED:	<i>Chair</i>	DATED:
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POLICIES

PER19/25. DIGNITY AT WORK POLICY PG2

The Director of Human Resources advised that minor amendments had been made to the policy as a result of changes to College working practices. The DoHR informed the Committee that the College had recently further highlighted behaviour expectations from all individuals who came into contact with the College through notices in reception and on emails and it was felt important this was included in the policy. The amendments to the policy reflected the wording that had been displayed around the College to make all individuals aware of expected behaviour and to highlight that unacceptable behaviour towards staff would not be tolerated.

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

- On page 2 of the policy, one Governor queried the phrase “Any examples of such harassment should be brought to the attention of the senior management team immediately” and suggested it be amended to “...should be **reported to** the senior management team...” to strengthen the action being taken.
- It was noted that the policy stated there were certain circumstances where the College may refuse to communicate with individuals and Governors queried whether this would be at odds with other College policies with regards to communications.
It was also questioned how it was made clear to individuals that their behaviour was unacceptable and that they were nearing the point where contact would be ceased. It was agreed that a form of words would be added to the policy to demonstrate the process that would be followed in circumstances where behaviour from an individual led to contact being ceased.
- Governors queried whether individuals who had contact with the College were aware of the policy and how it was communicated. It was advised that the policy was available on the Parent Portal and an automated message was also included on the bottom of all emails to state that behaviour that constituted harassment would not be tolerated; this was consistent with the message specified within the policy.
- One Governor queried whether the Director of Human Resources would receive any training to be able to offer the mediation specified within the policy as this could require some technical expertise.
- On page 6 of the policy it was agreed that the paragraph “Once an investigation has been initiated, all those involved should ensure that confidentiality is maintained...” would be amended to read “...**must** ensure that confidentiality is maintained...”

Subject to the above amendments, the Committee were happy to approve the Policy.

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

PER19/26. SEXUAL HARASSMENT POLICY PG19

The Committee considered the minor changes that were proposed to the policy which further clarified certain areas and reflected good practice from ACAS and other colleges.

During consideration of the amendments proposed, the following points were noted:

- It was considered that inclusion of the term “flirting” under behaviour that is considered to be sexual harassment needed to be clarified further as the term was open to interpretation. After discussion it was agreed that “Flirting in the workplace” would be included as a separate bullet within the list of behaviours.
- As with the Dignity at Work Policy, it was agreed that the paragraph on Page 4 of the policy should be amended to read: “Once an investigation has been initiated, all those involved **must** ensure that confidentiality is maintained...”

Subject to the above amendments, the Committee were happy to approve the Policy.

Resolved: The Committee approved the Sexual Harassment Policy PG19.

PER19/27. RISK REVIEW

Five risks were solely attributed to the Committee and two were attributed across three Committees (including the Personnel Committee). The Principal reported that no changes had been made to the risks allocated to the Committee at the Risk Management meeting in March 2020.

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One joint risk (5g) was a new risk and related to the impact of Covid-19 on the operations of the College. The Principal provided an update of actions that had been taken by the College as a result of the current situation with the Coronavirus, in so far as they related to the remit of the Personnel Committee during which the following points were noted:

- **College Reopening:** The next issue for consideration would be the re-opening of the College for students. Unlike Primary education, there was currently no specific instruction for Post 16 education to be open from 1 June. [Confidential note].

One Governor queried the College's Infections Diseases / Pandemic Illness Policy and whether this had been updated in line with Government guidelines. The Principal advised that the policy covered how a specific infections disease or pandemic that occurred within the College would be managed and who would need to be informed; it was a generic policy. The situation with the Coronavirus was different and therefore this specific policy had not been updated to reflect the current situation. It was reported that the College would, however, be developing a risk assessment for when the College was to re-open more broadly which covered Covid-19 specifically.

One Governor questioned whether it was still planned to offer the option to take exams in the autumn to those students who were not satisfied with their results for this academic year. The Principal advised that this was currently being consulted on and it would be for the awarding bodies to decide if they would be offering re-sit exams. At the moment the specifics were unknown and it was technically possible that every subject could offer a re-sit exam in the autumn term. The results of the consultation would be released on Friday 22nd May at which point it was anticipated that further guidance would become available. The College would then be able to look at the practicalities of offering re-sits which would need to be carefully managed.

PER19/28. REVIEW OF PERSONNEL COMMITTEE EFFECTIVENESS FOR 2019/20

The Review of Effectiveness for 2019/20 was noted without comment or amendment. It was noted that the Committee continued to meet all areas of its Terms of Reference with excellent attendance figures.

PER19/29. ANY OTHER BUSINESS

There was none.

The meeting closed at 4.35pm.

MEETINGS FOR 2020/21

Monday 9 November 2020, Monday 22 February 2021, Monday 17 May 2021. Remuneration Meeting scheduled for Monday 9 November 2020, 18.00. All meetings at 16.00 in the Principal's Office.