

Group :	PERSONNEL COMMITTEE	Date:	01/02/2010
Location:	CONFERENCE ROOM SHREWSBURY SIXTH FORM COLLEGE	Time:	6.15 pm
Attendees:	Assistant Principal – Resources Personnel Manager Clerk to the Corporation	Apologies:	Dominic Wilson
Membership:	Anne Dokov (Chair) , Chris Fountain, Penny Osborne, Martin Ward (Principal), Dominic Wilson		

14. **Declarations of Interest**

There were no declarations of interest

Minutes

15. **Resolved:**

That the Minutes of the meeting held on 16 November 2009 be approved as a correct record.

16. **Matters Arising**

There were no matters arising.

Independent Safeguarding Authority (ISA) – Update (Appendix 11/10)

The Personnel Manager submitted a report detailing meetings attended and documents received in respect of the new ISA regulations. She advised that clearer guidelines were needed in order to give accurate information to staff and provide suitable training.

Action had been taken to incorporate safeguarding issues in the College's policies and procedures and senior management would undertake training on Safer Recruitment. Particular reference was made to the change to reference request forms which, as a result of ISA, needed to be much more specific and detailed on matters of safeguarding.

The Principal advised that the Search Committee, which had met prior to this meeting, had recommended the Board that, in response to the ISA, all governors be required to undertake C.R.B. checks.

The Chair noted that the College's response to I.S.A. would affect and impact on OFSTED inspections/reports.

17. Resolved:

That the update on action taken in response to the Independent Safeguarding Authority (ISA) regulations be noted, in particular the review and updating of policies and procedures.

Equality and Diversity (Appendix 12/10)

The Assistant Principal, Resources submitted a report containing recommendations from the internal auditors in respect of equality and diversity. She advised that there were no matters of concern and that issues relating to recruitment had already been addressed in the new recruitment policy/procedures to be considered later on the agenda. The report would be considered by the Audit Committee.

18. Resolved:

That the recommendations of the internal auditors on equality and diversity, and the action taken in response to issues raised, be noted.

Mid Year Sickness/Absence Report (Appendix 13/10)

The Assistant Principal, Resources, submitted for information a report showing year to date sickness/absence figures which would continue to be updated on a monthly basis. It was intended to set up a workshop to advise support and line staff managers on how to manage absence. At the present time, there were no real issues of concern on the levels of sickness/absence and the small number of red 'trigger' points had been satisfactorily accounted for.

19. Resolved:

That the mid year sickness/absence report be noted and that the report be updated on a monthly basis.

Joint Working Agreement with Unions and ACAS

The Principal advised that, as part of the outcome of the meetings with staff unions and ACAS regarding term dates, it had been agreed that Staff unions and Senior Management establish meetings to agree future ways of working. The first workshop had been held on 29 January and lasted 2 hours. It comprised 4 members of management and 3 union representatives plus two ACAS representatives. The meeting focussed on establishing terms of reference and issues of trust, and common understanding. The next meeting would be looking at differences between consultation and negotiation, issues that it was appropriate for unions to be involved in and those that were for management to act on. The Principal reported that the first meeting had been helpful and constructive. It was noted that there was still no Unison representative although the Regional Unison representative would be kept informed of any important developments.

20. Resolved:

That the oral report of the Principal on the Workshop held with ACAS and staff unions be noted.

Term Dates 2010/2011

The Principal advised that, following the agreement with unions to consult them on the Autumn terms dates, the staff had voted not to have an extended autumn weekend and that the term dates for 2010/2011 would therefore be as originally proposed and published.

21. Resolved:

That the confirmation of the published term dates 2010/2011 be noted.

Policies and Procedures (Appendix 14/10)

The Assistant Principal, Resources, submitted updated policies and procedures in respect of Continuous Professional Development (CPD) and Recruitment.

In respect of the CPD policy, the Chair referred to paragraph 3.1. to the report and asked whether support staff were also required to complete a certain amount of training per year. The Personnel Manager advised that this was being worked. Although there were no specific requirements or number of hours that support staff had to record as part of their CPD it was an area that college would like to develop. Training was being organised for the remainder of the academic year, whilst individual members of support staff were encouraged to participate in any relevant training associated with their job role. The Principal stated that uniform training of support staff was difficult as many staff had different roles and needed specific training for their particular jobs.

With regard to the Recruitment policy/procedure, the Personnel Manager advised that the new ISA Regulations had been taken into account in these documents.

22. Resolved:

That the revised policies for Continuous Professional Development and Recruitment be approved.

Support Staff Pay Framework Project (Appendix 15/10)

The Assistant Principal, Resources, circulated a report progressing proposals for a Support Staff Pay Framework which had been discussed by the Personnel Committee as the last meeting.

She advised that the Senior Leadership Team had still to consider the report and were due to meet on 2 February.

The Chair expressed concern that it was not intended to carry out job evaluations as part of the Framework in line with the Equal Pay Act and that the framework could be challenged if this was not done. She confirmed that job evaluation could be carried out in-house and could be a simple model as long as it was factor based. The Principal and Assistant Principal Resources stated that they would be reluctant to carry out a job evaluation because of the anxiety it could create. A Governor suggested that a job evaluation could be carried out by a Panel which staff would not need to attend.

The Assistant Principal, Resources reported that she would not wish to proceed with the

Framework with a job evaluation without consulting the support staff.

It was noted that, notwithstanding the proposals, the College could be challenged on its existing structure as it had not been established on a job evaluation basis.

The Principal advised that the pay of support staff at the College was benchmarked and monitored across the sector to ensure that pay was in line with that of other colleges.

A member suggested that advice be taken from the Sixth Form College Forum on how to proceed.

23. Resolved:

(a) That, whilst agreeing the principle of the proposals, the concerns of the Committee regarding the Support Staff Pay Framework be reported to the Senior Leadership Team at its meeting on 2 February.

(b) That the advice of the Sixth Form College Forum be sought on how to proceed with the Support Staff Framework proposal having regard to the Equal Pay Act.

24. **Date of Next Meeting** – Monday, 21 June 2010 at 6.15 pm.