

Group :	PERSONNEL COMMITTEE	Date:	21/06/2010
Location:	CONFERENCE ROOM SHREWSBURY SIXTH FORM COLLEGE	Time:	6.15 pm
Attendees:	Assistant Principal – Resources Personnel Manager Clerk to the Corporation	Apologies:	Chris Fountain
Membership:	Anne Dokov (Chair) , Penny Osborne, Martin Ward (Principal), Dominic Wilson		

25. **Declarations of Interest**

There were no declarations of interest

Minutes

26. **Resolved:**

That the Minutes of the meeting held on 01 February 2010 be approved as a correct record.

Matters Arising:

27. **Independent Safeguarding Authority (ISA) – Update (Resolution 17)**

The Personnel Manager confirmed that the proposals relating to the Independent Safeguarding Authority (ISA) had been suspended by the new Government but that Governors would still be required to be CRB checked. She undertook to liaise with the Clerk to ensure forms were forwarded to Governors. The Chair suggested this could be done at the next Board meeting.

Verbal Update on Joint Working Agreements with Unions and ACAS

The Principal advised that the Vice-Principal and Personnel Manager had held regular meetings with staff to discuss, in particular, changes to the timetable for 2010/11 and that agreement had been reached. Particular issues of concern had been worked through, including the need to make provision for moderation of coursework. Term dates for 2011/12 had also been discussed and this issued was on the next agenda for the Joint Consultative Negotiating Committee.

The Principal stated that a meeting had also been held with the unions and ACAS regarding the changes to the timetable and that a further meeting would be held before the end of term.

28. **Resolved:**

That the verbal update given by the Principal on joint working agreements with unions and ACAS be noted.

Policies and Procedures (Appendix 16/10)

The Assistant Principal - Resources/Personnel Manager submitted updated policies and procedures in respect of the following:

- (i) Age Discrimination and Planned Retirement Policy
- (ii) Whistleblowing Policy & Procedure
- (iii) Code of Conduct Policy

Governors acknowledged the need for increased staff awareness regarding appropriate behaviour and the use of social networks, mobile phones and other communication methods which, if used by staff and teachers, could be misinterpreted. The Assistant Principal, Resources, advised that a training day had been arranged with specific activities which would inform and advise staff on these matters to ensure they used their professional discretion at all times.

Particular reference was made the Code of Conduct Policy, para. 9 Copyright and Registrable Designs. A Governor suggested that this paragraph should be mirrored in the terms and conditions of employment of an employee and that it would be preferable to leave the paragraph out of the Code but make reference to it being included in the terms and conditions of employment..

In response to a Governor's query, the Personnel Manager confirmed that the Code of Conduct covered Governors. The Clerk to the Corporation stated that Governors had an approved Code of Conduct and that she would liaise with the Personnel Manager to ensure it was compatible with the newly revised Code.

29. Resolved:

That the updated policies and procedures in relation to the following matters be approved:

- (i) Age Discrimination and Planned Retirement Policy
- (ii) Whistleblowing Policy & Procedure
- (iii) Code of Conduct Policy

Mid Year Sickness/Absence Report (Appendix 17/10)

The Assistant Principal, Resources, submitted for information a report showing year to date sickness/absence figures up to April 2010.

With reference to training on the Return to Work interviews, the Personnel Manager advised that this had been successful and had raised awareness with staff that the interviews were intended to support staff and did not represent a threat.

The Chair commented that it would be helpful if future reports could include comparatives with other Colleges.

30. Resolved:

That the mid year sickness/absence report be noted and that future reports include comparatives with other colleges.

Staffing Plan 2010-11/SLT Re Structure (Appendix 18/10)

The Principal submitted a report detailing the staffing plan for 2010/11 and the impact of the SLT re-structure.

In response to the Chair's query, the Principal stated that the Senior Leadership Team had been extremely professional and diligent in carrying out their jobs and paid tribute to their attitude at a difficult time. There was some anxiety from other line management staff as to the impact the loss of a Senior Leadership Team post would have on their workload.

31. Resolved:

That the staffing plan for 2010/11 and the proposed SLT re-structure be noted.

CPD Framework for 2010/11 (Appendix 19/10)

The Assistant Principal, Resources, submitted a report highlighting the importance of CPD within the college and setting out a CPD framework for 2010/11. She advised that, unfortunately, it had been necessary to cut the budget for CPD by £5000 next year and that it was intended to do as much in-house training as possible.

32. Resolved:

That the CPD Framework for 2010/11 be noted.

Support Staff Pay Framework Proposal (Appendix 20/10)

The Assistant Principal, Resources submitted a report following up the previous report submitted to this Committee at its last meeting. She advised that the revised principles made the proposal more affordable and would not destabilise current differentials too much. It was proposed that the average salary from Sixth Form Colleges in the Midlands would be used as a basis for allocating individuals to pay bandings. The Principal commented that, at the present time, teaching staff were appointed on a banding system whilst support staff were appointed at a fixed point and were given an annual Christmas bonus after one year's service. The proposal translated this system into a point system in line with the teaching staff and was a more modern approach.

The Chair, whilst supporting the principle of the proposals, stated that she was not comfortable that the scheme was not being carried out without a job evaluation and felt that the College would be vulnerable to challenge if questioned about what evidence its bandings were based on. She felt unable to support the proposals without evidence being provided on how jobs were being measured. She also considered that it would be necessary to carry out an Equality Impact Assessment.

The Principal stated that he would be reluctant to carry out a job evaluation because of the anxiety it would create and that it was hoped that the proposals could be implemented with the goodwill of support staff. The next step would be to write to all support staff setting out the proposals and assessing their response.

33. Resolved:

(a) That the proposed Support Staff Pay Framework be agreed in principle but that further research be carried out to ensure that the measurement/evaluation of jobs for the bandings is robust and not open to challenge

(b) That the need to carry out an Equality Impact Assessment as part of the proposals be noted.

34. **Risk**

There were no areas of risk arising from the meeting

35. **Date of Next Meeting** – Monday, 01 November 2010 at 6.15 pm.