Meeting of the Personnel Committee held on Monday 14th June 2010 at 5:30pm in Conference room 1, the Astral Centre

Confidential Minute

Present:

Kevin Howes	:	Chair/Corporation Member
Evelyn Hicks	:	Corporation Member
Bob Mee	:	Corporation Member
Ashley Reynolds	:	Co-opted Committee Member

In Attendance:

Ruth Harrison	:	Assistant Principal
Teresa Miller	:	Acting principal
James Myhill	:	Head of Human Resources
Charles Reynolds	:	Clerk to the Corporation

Agenda Item	Notes	Action
5.	**Workforce Planning Update** This verbal update was given by James Myhill who advised that Workforce Planning was still very much on the College agenda. Management were constantly reviewing the College staffing requirement, especially in terms of succession planning. A significant influence on workforce planning was funding and linking this to the College need in terms of roles and responsibilities. Teresa Miller advised members that there would need to be a review of the lecturer contracts if the College was to operate as efficiently as it could. Currently lecturers were contracted to work 792 hours annually. The nationally agreed rate with UCU, one of the lecturer unions, was 830 hours annually. The amount of holiday entitlement was also less. The intention would be to bring the College in line with national standards. In specific terms it would require a lecturer to do one extra hour per week. It was intended to hold a staff meeting shortly to make staff aware of the implications of this and related matters. Members were also advised by Teresa Miller that the curriculum plan for 2010/2011 had already taken into account the number of lecturer hours required to deliver it and requests for any additional staffing hours would need to be thoroughly justified. In general discussion it was recognised that the issue of renegotiating the lecturer contracts would not be easy. It was however recognised as important that it was done. The Chair observed that if it was possible to preserve the holiday entitlement then this would be helpful. All members agreed this item should be dealt with as a confidential minute.	

14.	**Legal Matters** James Myhill advised that 3 possible Employment Tribunal Cases against the College had all been withdrawn at no expense to the College. He also advised that, as a result of the current curriculum review 4 members of staff were at risk of redundancy although no compulsory redundancies were anticipated. Finally members were advised that nationally unions had put in a 6% pay claim. The outcome of national negotiations was yet to be determined but it was anticipated an agreement around 1/1.5%. It was Corporation Policy to pay nationally agreed rates where possible.	