

**Minutes of the Personnel Committee Meeting held on Monday 8<sup>th</sup> February 2010 at  
5:30pm in Conference room 1, the Astral Centre**

**Present:**

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

**In Attendance:**

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

The Chair welcomed all to the meeting.

<b>Agenda Item</b>	<b>Notes</b>	<b>Action</b>
	<p><b>Apologies for absence:</b></p> <p>Apologies for absence had been received from Teresa Miller who was unwell. In her absence James Myhill would present the relevant agenda items,</p>	
<b>1.</b>	<p><b>Disclosures of Interest</b></p> <p>There were no disclosures of interest relevant to the agenda items.</p>	
<b>2.</b>	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the Personnel Committee Meeting held on 9<sup>th</sup> November 2009 were agreed to be a correct record and were signed by the Chair.</p>	
<b>3.</b>	<p><b>Matters Arising</b></p> <p>There were no matters arising that weren't covered by agenda items.</p>	
<b>4.</b>	<p><b>Correspondence</b></p> <p>There had been no items of correspondence relevant to the work of the committee.</p>	
<b>5.</b>	<p><b>Workforce Planning Update</b></p> <p>Presented by James Myhill who reminded members that the issue of workforce planning had been introduced at the last meeting. The purpose of this presentation was to expand on the previous discussion and present the 'pillars' seen as central to the strategy. These were identified as a Talent Management Strategy, People Management Strategy and a Planning Strategy. Making reference to the meeting paper each 'pillar' was explained in detail.</p>	

	<p>Responding to the introduction Bob Mee observed that Performance Management ran all the way through an organisation as well. He did however feel that the strategy was coming together well and was looking forward to seeing how the pillars fitted together. The Principal added that there should also be significant emphasis on ‘people management’ and the need for managers to be clear that managing staff well is key. Ashley Reynolds asked whether the College had any issues with staff retention. He also advised that in his role he had often queried whether he had lost staff from his organisation that he would have liked to keep. It had however been pointed out to him that it was just as important to ask whether any staff who had stayed should, for the benefit of the organisation, have left.</p> <p>Returning to the meeting paper Bob Mee asked whether there was a need for a “fourth” pillar which dealt with “Leadership”. In view of the likely external demands for change and the unstable environment in which the College would be likely to operate, he felt the issue of Leadership was likely to become very important. It was agreed in discussion that perhaps “Leadership” was a more appropriate title for the “People Management” pillar.</p> <p>In discussing wider issues related to Workforce Planning attention was also drawn to current concerns regarding the appraisal system, where they were and were not being carried out, and their use, especially from a leadership perspective in integrating systems and informing the planning process. It was the Principal’s view that whilst the current system looked good on paper it was in fact very difficult if not in some areas impossible to deliver because of the numbers of staff some managers had to appraise. Whilst the system was an “on-line” one which reduced the level of paperwork, it did require significant discussion time. Ashley Reynolds agreed believing a “quality” appraisal could take up to 2 hours per member of staff. Evelyn Hicks described how they were completed in schools adding that the maximum number of staff any one Manager had to appraise was eight. The Chair believed it important for the College to adopt an action plan of how the current system could be made to work. This was important as both Ofsted and Investors in People would monitor the appraisal system.</p> <p>In the absence of any further discussions of questions members noted this update report with thanks.</p>	
<p><b>6.</b></p>	<p><b>Human Resources Data Report</b></p> <p>James Myhill referred members to the very detailed meeting paper and accompanying appendices which provided additional information from exit interviews and posts advertised or filled.</p> <p>In reviewing the paper with members James Myhill confirmed the current staffing levels by category (contracted FTEs and casual), headcount, ethnicity, gender, disability and age. Sickness absence levels were also presented. Where possible relevant benchmark data was provided.</p>	

	<p>Bob Mee asked whether, with regard to levels of disability, it was possible to compare the number of staff who had declared a disability with that from similar Colleges. This might be helpful in determining what action should be taken to encourage staff with a disability to come forward.</p> <p>He was also concerned about how the committee could demonstrate that, in response to the data presented, it could show it had take action where this was deemed necessary. Finally he requested that at the next Search Committee meeting, a review of Corporation membership also took place to ensure it reflected that of the College staff and communities served.</p> <p>Referring to the age profile of the staff and specifically those in the Local Government Pension Scheme, the Principal identified a potential significant cost to the College if staff over 50 were made redundant. Whilst this was a general point and no plans for this to happen were in place it did highlight a significant potential issue.</p> <p>With reference to the content of the report members were asked about the level of detail provided and if it met needs. Members confirmed that it did and thanked James Myhill for his report.</p>	<p><b>JM</b></p> <p><b>Clerk</b></p>
<p><b>7.</b></p>	<p><b>Strategic Planning – Monitoring of HR Key Performance Targets 2009/10</b></p> <p>Again presented by James Myhill. Members were reminded of the Key Performance Targets which related to the College HR Strategy. These were to have 100% of full time staff/fractional and relief staff either appropriately qualified or in training. In discussion it was acknowledged that unless newly appointed staff were automatically listed as in training, it would be impossible to achieve the externally set target except possibly at the end of the academic year.</p> <p>The second target was to have a clear succession strategy and it was noted that this had already been discussed. The final KPT relevant to the HR strategy was to keep the staffing budget at a level no more than 68% of income. Currently the figure was at 63.16%.</p> <p>In addition to the above there were a series of KPTs agreed by Personnel Committee. These were to reduce the average levels of sickness to 7.5 days over the year, achieve substantial assurance at the next internal audit of HR and to achieve re-accreditation of the Investors in People Standard. The progress on each was reviewed and seen as satisfactory.</p> <p>With reference to absence days Ashley Reynolds asked whether a target of 7.5 days was ambitious enough compared to the previous year's outturn 7.65 days. Responding James Myhill believed it was as the College's new Absence Management procedure was probably more accurate in recording days lost and that last year's figures were likely to be lower because of under reporting. Therefore he believed the current target was probably indicating a bigger reduction than would have at first seemed to be the case.</p> <p>James Myhill was thanked for his report which was noted.</p>	

<p><b>8.</b></p>	<p><b>Equality and Diversity Annual Report</b></p> <p>Before receiving this report an additional paper on staff development in terms of Equality and Diversity was circulated to members.</p> <p>Presented by James Myhill who took members through both sets of meeting papers.</p> <p>Members were advised of the Personnel Committee's role in monitoring the target of having a staffing profile which reflected the local population served by the College.</p> <p>With regard to recruitment members were updated about the College use of the "Disabled Go" website in recruiting staff with disabilities, the training managers and staff had received on Equality and Diversity, links with Shaw Trust and Access to Work, and work in ensuring an appropriate ethnic, gender and age balance in terms of staff numbers.</p> <p>It was noted that there was still work to do in ensuring College staff reflected the local community. However good progress was being made.</p> <p>Finally members were advised of the work of the College Staff Equality Group and the Equality Impact Assessment Group. Members noted the report which was received with thanks.</p>	
<p><b>9.</b></p>	<p><b>Staff Development Update</b></p> <p>Presented by Ruth Harrison who took members through the detail of the meeting paper and especially Appendix A which outlined the progress to date in delivering the staff training plan.</p> <p>It was confirmed that the plan had 2 aims. The first was to improve teaching and learning. The second was to improve the organisation's development. Ruth Harrison advised that every training activity was evaluated for effectiveness immediately by staff. Following a period of three months post the training an impact assessment was also carried out. All information was shared as appropriate with the relevant members of the management team. The report being reviewed reflected the first term's activity.</p> <p>Responding to the presentation members acknowledged that it was really good to see the amount of training taking place and also that it was cost effective.</p> <p>Members thanked Ruth Harrison for her report which was noted.</p>	
<p><b>10.</b></p>	<p><b>Employment Law – Verbal Update</b></p> <p>James Myhill confirmed there was at this stage nothing to report.</p>	

<p><b>11.</b></p>	<p><b>Any Other Business</b></p> <p><b>11.1 Vice-Chair of the Committee</b></p> <p>The Chair advised that following Sheila Keenan's retirement there was a vacancy for Vice-Chair. Following discussion members agreed to add this as an agenda item for the next meeting.</p> <p>Corporation also needed to be advised of a vacancy on the committee.</p> <p>Part 2 Confidential Items</p>	
<p><b>12.</b></p>	<p><b>Legal Matters</b></p> <p>James Myhill advised there were no issues or matters to report.</p>	
<p><b>13.</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>The next Personnel Committee Meeting will take place on Monday 14<sup>th</sup> June 2010 at 5.30 pm. The venue will be Conference Room 1 in the Astral Centre.</p>	