

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 3 FEBRUARY 2010

PRESENT:

J Tyler [Chair]
G Bowd

M Dacey
K Tustin

J Harding

A Evans

IN ATTENDANCE:

R Larcher [Clerk]
A Tregoning [HR09/10: 018]

E Glew [HR Manager]
S Daniels [HR09/10: 021]

PART I – NON CONFIDENTIAL ITEMS

		<u>ACTION & TIMESCALE</u>
<u>HR09/10: 013</u>	<u>APOLOGIES</u> Noted [i]: There were no apologies.	
<u>HR09/10: 014</u>	<u>DECLARATIONS OF INTEREST</u> Noted [i]: There were no declarations of interest of Members and Officers present at the meeting.	
<u>HR09/10: 015</u>	<u>MINUTES [PART I]</u> Noted [i]: The contents of the minutes of the meeting of the Human Resources [Part I] held on 14.10.09 were approved as a true and fair record.	

Resolved [i]: That the minutes of the Human Resources Committee held on 14.10.09 were approved.

**CLERK
03.02.10**

HR09/10: 016 **MATTERS ARISING**

Noted [i]: There were no matters arising.

Noted [i]: The Clerk, Raine Larcher, referred Governors to the report previously circulated.

Noted [iii]: 141009/7/5 -The Child & Vulnerable Adult Officer at Neath Port Talbot County Borough Council is Amanda Hinton.

Resolved [i]: The due date for the Staff Perception survey is amended to fall due by 30.01.12 in the Exceptions reporting Database.

**CLERK
12.02.10**

Resolved [ii]: That the Learner Services Manager be informed of the name of the new Child & Vulnerable Adult Officer at Neath Port Talbot County Borough Council so that a meeting can be arranged.

**CLERK
12.02.10**

Noted [i]: Andrea Tregoning, the Nursery Manger, presented the Nurseries Risk & Control Management Report, highlighting the following points:-

- The Register was drawn up by the previous Manager who covered most aspects so only scores have been amended so far, although a full review will be undertaken in March when it is likely some extra controls will be added.
- The impact of the recession has been huge on the Neath campus, less so on Afan campus while Pontardawe seems little affected. Staff are chasing parents using the Neath campus for payments on a weekly basis.
- Payment by monthly Direct Debit is too inflexible to be used as parents may have extra hours during a week or snow days mean provision is not offered leaving an accounting difficulty.
- Cost and income are assessed each week including staff rotas and whether provision can be more economically serviced through moving staff around.
- Staff are recruited through the student base of modern apprentices who must follow the normal application and interview process.
- Staff turnover is very low resulting in continuity for parents using the service for siblings.
- Bilingual provision is offered.

Noted [ii]: The observation of the Governors that the scores here are amongst the lowest received before the Corporation Committees indicating the risks are being managed very well for which thanks and appreciation are offered to the Nursery Manager.

Resolved [i]: That the Risk and Control Management Report for Human Resources be approved.

**HR CTTEE
03.02.10**

Resolved [ii]: The Governors recommend that Risk Ref. 1 should not be in that position and should be moved lower down the order.

**NSRY MGR
31.03.10**

HR09/10: 019**HUMAN RESOURCES REPORT**

Noted [i]: In view of the next Agenda Item, the Chair requested that the Human Resources Report be presented without the Absence Data as he wanted to examine that content alongside the Annual Absence Data 2008-09. Eleanor Glew, Human Resources Manager, proceeded to present the report in accordance with the Chair's request highlighting the following:-

- The expected increase in appointments during September and October 2009 drifted into an increase in November 2009 as attempts were made to fill vacancies remaining unfilled since the start of the Autumn Term.
- The recruitment advertising budget remains well within budget though more newspaper advertising has been done due to the higher number of managerial post vacancies.
- The introduction of the new Vetting & Barring Scheme will have to be introduced alongside the Criminal Records Bureau checking system.
 - The Human Resources Department has been undertaking awareness raising sessions throughout the College.
 - Those on work experience and students undertaking placements will also need to go through the Scheme. This excludes 16-18 year olds, although they will still need to be CRB checked.
 - The cost is £64 per individual which includes a first CRB check fee.

Noted [ii]: An audit of the College Disciplinary & Grievance Procedure was undertaken in December 2009 the results of which include the key finding – *‘There is no standard form which needs to be completed at the start of the grievance process detailing the case to ensure consistency’.*

Noted [iii]: The process was deemed adequate by the internal auditors who concluded - *‘Taking account of the issues identified, in our opinion the Corporation can take adequate assurance that the controls upon which the organisation relies to manage this risk, as currently laid down and operated, are effective’.*

Noted [iv]: Absences within the Human Resources Department during the Christmas term meant that key processes of the service were just covered. Proactive developments and initiatives, e.g. Human Resources Perception Survey, Cholesterol Tests and Healthy Heart Tests have been placed on hold until staffing returns to full capacity

Resolved [i]: That the Human Resources Report be approved.

**HR CTTEE
03.02.10**

Resolved [ii]: That links be established between the Human Resources Manager and Governor Jill Harding for practice exchange and information sharing on the new vetting and barring scheme.

**HR MGR/
J Harding
19.02.10**

Noted [i]: Eleanor Glew, Human Resources Manager, presented the Annual Absence Report discussing with Governors the content and the latest update on absence included in the last agenda item. She highlighted the following:-

- Short Term absence showed a slight increase in 2008/09 rising to 1.79% from the 2007/08 figure of 1.66%.
- A reduction in the length of allocated time slots for Occupational Health appointments led to an increase in the number of appointments offered from 144 in 2007/08 to 194 in 2008/09.
- The three strands of counselling support for long term absentees continues with the in-house Counsellor strand to be bolstered in the future as funding has become available for a second in-house Counsellor.

- The third strand of support offers a 24 hr telephone helpline called the Employee Assistance Programme, which has received only 4 calls in the twelve months to 31.07.09, may not continue, subject to College Management decision, as the cost at £3,000 per annum make it an unviable option.
- Total absence for the year has fallen from 3.73% in 2007/08 to 3.21% in 2008/09 which remains below average for the sector.

Noted [ii]: The Chair highlighted that the Total Absence quarterly figure for September 2009 – November 2009 (shown in the Item 7 HR Report) had increased considerably over the same quarter in 2008 rising from 3.28% to 4.32%. The graphs included in the report identify the increase to be particularly noticeable in the Faculty of Technology & Innovation. The HR Manager informed the Committee that absences explained by stress had slightly increased though of those currently documented only one is recorded as work related stress The short term absence for the period. September to November 2009 shows an improvement over the same quarter in 2008 when 1.67% was recorded compared to 1.28% in the current year.

Resolved [i]: That the Annual Absence Report 2008/2009 be approved.

**HR CTTEE
03.02.10**

Noted [i]: Sue Daniels, Staff Development Manager presented her report highlighting:-

- The benefits gained through the increased budget allocated to Staff Development, the highest percentage of which (69%) has been spent on Course fees for management and lecturers which include, for example, MA studies or specialist courses for supporting dyslexia or autism
- The high level of Strategic and Operational Objectives achieved during the year 2008 to 2009.

- Key priority for the next year is driven by the Learner Voice agenda and concentrates on Learner Support development for all lecturing staff to be succeeded in the following year by Learner Support development for relevant support staff.

Noted [ii]: In response to questions the Staff Development Manager informed the Committee that the benefits from a member of staff undertaking development are assessed at appraisal. Benefits of development for underperforming staff are monitored through post-development reassessment.

Noted [iii]: In response to Committee questions, the Staff Development Manager confirmed that staff receiving financial (fees) support for post graduate study must repay such costs if they leave the employment of the College.

Noted [iv]: The Chair reiterated that the budget was increased to adhere to the sector average and the Committee now seeks to quantify the value added

Noted [v]: The Chair and Committee congratulated the Staff Development Manager on the results achieved over the year.

<u>Resolved [i]:</u> The Staff Development Report 2008/2009 is approved.	HR CTTEE 03.02.10
<u>Resolved [ii]:</u> The Committee would in future wish to see some analysis of the beneficial; impact of the investment being made in staff development and particularly around underperforming staff and improvement made following development.	SD MGR 25.02.11
<u>Resolved [iii]:</u> The Committee would in future wish to see how investment was made, decisions on spending and on what/who to support link back to the strategic visions.	SD MGR 25.02.11

Noted [i]: Raine Larcher, Clerk to the Corporation presented the report outlining the options to the Committee for which option b) was favoured.

**Resolved [i]: The next HR Committee meeting is to be held
on Tuesday 27.04.10 at 4:30pm to 6:30pm on the Afan
Campus.**

**HR CTTEE
03.02.10**

SIGNED BY COMMITTEE CHAIRPERSON

Signature:

Date