

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 14 OCTOBER 2009

PRESENT:

J Tyler [Chair] M Dacey J Harding A Evans

APOLOGIES FOR ABSENCE:

G Bowd R Larcher

IN ATTENDANCE:

D Bennett [HR09/10: 007] E Glew
S Howells [HR09/10:007] S Kirby (Note Taker)

PART I – NON CONFIDENTIAL ITEMS

		<u>ACTION & TIMESCALE</u>
<u>HR09/10: 001</u>	<u>DECLARATIONS OF INTEREST</u> <u>Noted [i]:</u> There were no declarations of interest of Members and Officers present at the meeting.	
<u>HR09/10: 002</u>	<u>MINUTES [PART I]</u> <u>Noted [i]:</u> The contents of the minutes of the meeting of the Human Resources [Part I] held on 29.04.09 were approved as a true and fair record.	
<u>HR09/10: 003</u>	<u>MATTERS ARISING</u> <u>Noted [i]:</u> Reference HR08/09: 031, Resolution [i]; the Committee noted their wish to alternate Human Resource Committee meetings between morning and afternoon, and between the Neath and Afan Campuses.	

Resolved [i]: That the next meeting of the Human Resources Committee scheduled for 20.01.10 be held at 9:00am on the Afan Campus.

**CLERK
20.01.10**

HR09/10: 004 **EXCEPTIONS REPORT [PART I]**

Noted [i]: The contents of the report were noted by the Committee. No resolution passed.

HR09/10: 005 **RISK & CONTROL MANAGEMENT REPORT –
HUMAN RESOURCES**

Noted [i]: The contents of the Human Resources Risk & Control Management Report and the comments of E. Glew, Human Resources Manager.

Noted [ii]: The steps that have been taken to mitigate the impact of sickness and absence leave on remaining staff. This includes the use of a database for supply lecturing staff. A similar database is being looked at for admin staff.

Noted [iii]: The observation of the Committee that the control and protection of personal data is not covered in the Risk and Control Management Report.

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

**HR CTTEE
14.10.09**

Resolved [ii]: That the control and protection of personal data be included in the next revision of the Risk and Control Management Report for Human Resources.

**HR MGR
31.03.10**

HR09/10: 006 **HUMAN RESOURCES REPORT**

Noted [i]: The contents of the Human Resources Report and the comments of E. Glew, Human Resources Manager.

Noted [ii]: The collection of data had been changed to improve records.

Noted [iii]: That terminations were particularly high during July 2009 and August 2009 which was due to the voluntary severance scheme but that overall numbers were down.

Noted [iv]: There will be a significant increase in the numbers of staff due to the large enrolment numbers this academic year which will have a negative effect on the budget for 2009/2010.

Noted [v]: The significant saving in advertising costs of £30,664 for the year 2008/2009 due to the fall in recruitment and a move away from press advertisements.

Noted [vi]: A full annual report on absence will be presented at the next Human Resources Committee on 20.01.10. However, figures have remained fairly static at just below 3%.

Noted [vii]: In answer to the Committee's question it was confirmed that to date the College has not had any noticeable impact from swine flu. An action group had been set up for contingency plans should the need arise.

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

**HR CTTEE
14.10.09**

Noted [i]: The attendance of D. Bennett, Learner Services Manager, and S. Howells, College Counsellor and the contents of the Report on Counselling Services End of Term Report December 2008 to June 2009.

Noted [ii]: The service is now two years old so comparative data is becoming available.

Noted [iii]: There was a high number of cases at the start of the Autumn Term in September 2009 and a separate paper containing a breakdown of the data of these cases was tabled at the meeting and presented to the Member.

Noted [iv]: Good relations have been built up with Social Services and can liaise with them. However, not being able to access CAMHS due to learners being a college student even though under 18 years of age has been a long standing issue.

Noted [v]: For the first time Learner Services have been able to identify looked after children.

Noted [vi]: There have been a lot more self referrals which suggests that the service being offered by the College is well received.

Noted [vii]: A new Risk Behavioural Protocol by Neath Port Talbot County Borough Council is being launched on 22.10.09 and the Learner Services Manager is attending.

Noted [viii]: The comments of the Chair on the invaluable work that Learner Services and the College Counsellor provide and the thanks of the Committee.

<u>Resolved [i]:</u> That the Counselling Report be approved.	HR CTTEE 14.10.09
<u>Resolved [ii]:</u> To link in with the School Based Counsellors of Neath Port Talbot County Borough Council.	LNR SERV MGR 20.01.10
<u>Resolved [iii]:</u> The Learner Services Manager to link up with Director for Quality regarding Social Emotional Aspects of Learning (SEAL).	LNR SERV MGR 20.01.10
<u>Resolved [iv]:</u> To share statistical data with Gordon Andrew, Economic Development, Neath Port Talbot County Borough Council, who is researching the impact of the recession.	LNR SERV MGR 20.01.10
<u>Resolved [v]:</u> To arrange contact meeting between Learner Services Manager and the new Child & Vulnerable Adult Officer at Neath Port Talbot County Borough Council once they are in post.	A Evans 20.01.10

SIGNED BY COMMITTEE CHAIRPERSON

Signature:

Date:.....