

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 9 FEBRUARY 2011

PRESENT:

J Tyler [Chair]
Graham Bowd

J Harding

Mark Dacey

Aled Evans

IN ATTENDANCE:

R Larcher [Clerk]

L Evans [HR 10/11: 017]

S Howells [HR 10/11: 018]

D Truman [HR 10/11: 017]

D Bennett [HR 10/11: 018]

S Daniels [HR 10/11: 022]

PART I – NON CONFIDENTIAL ITEMS

HR10/11: 014

APOLOGIES

**ACTION &
TIMESCALE**

Noted [i]: Apologies were received from:

K Tustin E Glew

HR10/11: 015

DECLARATIONS OF INTEREST

Noted [i]: There were no declarations of interest of Members and Officers present at the meeting.

HR10/11: 016

MINUTES [PART I] AND MATTERS ARISING

Noted [i]: The contents of the minutes of the meeting of the Human Resources Committee [Part I] held on 03.11.10.

Noted [ii]: There were no matters arising.

Resolved [i]: That the minutes of the meeting of the Human Resources Committee [Part I] held on 03.11.10 be approved.

**CLERK
09.02.11**

HR10/11: 017

RISK MANAGEMENT & CONTROL REGISTERS

Inclusive & Essential Skills

Noted [i]: The attendance of D Truman, Head of Inclusive & Essential Skills (IES) , who presented the register highlighting:

- The highest scoring risk is that related to having an inadequate number of Learner Support Assistants (LSA) available. However, a wide range of controls have now been put in place including the development of a bank of supply LSA which was detailed as being required.
- The imminent renewal of the Risk & Control Registers across the College is due to concluded by the end of March which will allow for amendments to be made, updates to be logged and risks re-assessed. The process will allow controls to be listed, the status of controls re-assessed and the overall control effectiveness also re-assessed. **IES MGR
31.03.11**
- The IES Manager talked through a large number of controls that have been implemented to mitigate the risk of having an inadequate number of Basic Skills teaching staff at peak times. The Chair highlighted that with this risk and others the risk score is likely to lessen due to controls in place now but not listed on the Risk Control Register. **IES MGR
31.03.11**
- The risk of lack of attendance by Alternative Curriculum/FLP learners has been widely addressed with a range of controls now in place. Considerable success has been achieved through offering six week vocationally based taster courses for 16-18 year olds living within the traveller community. This has led to very positive outcomes for learners and the College with 100 learners coming into NPTC and the procedures in place being recommended as best practice.
- The comment of the Committee that the Engagement Gateway may also be applicable when working with Alternative Curriculum/FLP learners. **IES MGR
31.03.11**
- The Chair's comment, on behalf of the Committee, recognising that the Risk Control Register is now superseded by newly implemented controls and a need for reassessment. Nevertheless, the Committee are happy with the verbal account of how highly scored risks are being addressed. **IES MGR
31.03.11**

Learner Resources

Noted [iii]: The attendance of L Evans, Learning Resources Manager, who presented the register highlighting:

The highest risk that space availability and demand for study/IT places diverge further due to increased learner numbers has been mitigated to some extent by the online booking system. A lot of pressure is

[Cont'd]

still felt on space and the turnover is very high as the Learning Resource Centre becomes a victim of its own success.

- The implementation of a wi-fi network, a working laptop loan system and enabling learners to bring their own lap tops into College has worked very effectively. Loan laptops have taken the pressure off the space constraints and are particularly useful for learners wishing to study in quiet whilst still using the technology.
- The Committee wished to recognise the success achieved with this whilst also noting the constraints inherent in the success of the Learning Resource Centre.
- The risk of losing stock due to non-return and/or theft has been mitigated greatly by the robust control measures in place. Very little stock is lost through theft with most being due to non-return by withdrawn learners. In addition, the process identified as required when the Risk Control Register was drawn up has now been implemented on both Neath and Afan campuses and adds to the robust controls in place.
- The risk that collections may not remain relevant and be responsive to curriculum changes has some effective controls. However, the additional control of involving Learning Resource staff in School meetings when curriculum content is discussed is providing patchy feedback. Whilst the process is improving it is still a long way from being very effective.
- The Chair's comment, on behalf of the Committee, that the Risk Control Register shows that the risks have been assessed and mitigated effectively within constraints and are happy to approve the report.

Resolved [i]: That the Risk Management & Control Register for Inclusive & Essential Skills is approved.

**HR CTTE
09.02.11**

Resolved [ii]: That the Risk Management & Control Register for Learning Resources is approved.

**HR CTTE
09.02.11**

HR10/11: 018

REVISED DRAFT MENTAL HEALTH POLICY

Noted [i]: The attendance of D Bennett, Learner Services Manager, and Sian Howells, College Counsellor, who presented this policy.

Noted [ii]: The policy had previously been brought to the Human Resources Committee on 03.11.10 but revisions were requested before final approval was given.

Noted [iii]: The following points were highlighted:

- The amendments recommended at the last meeting have now been incorporated.
- The draft policy has been taken through SMT for approval prior to being brought before the Committee.
- The Learner Services Manager now wishes to add a 'Procedure' or 'Protocol' section to the policy which would include a flow chart for actions.
- The Clerk advised that were that to happen now then the whole document would need to be reconsidered through the consultation and approval channels.

Noted [iv]: The Chair and Clerk advised that the policy should remain unaltered at this time therefore gaining Committee approval. However, the review period should be short at 12 months to enable the policy to be implemented immediately whilst the 'Procedure' is developed alongside implementation. This allows for the procedural system to be trialled prior to the amended / updated policy being brought forward for review.

Resolved [i]: That the Mental Health Policy is approved subject to the review period being 12 months.

**HR CTTE
09.02.11**

Resolved [ii]: The Mental Health Policy, including any revisions, additions or appendices, is to be submitted to the Human Resources Committee meeting in February 2012 (date to be confirmed).

**LRNR SRV
MGR
18.01.12**

HR10/11: 019

HUMAN RESOURCES REPORT

Noted [i]: M Dacey, Principal, presented this report on behalf of the Human Resources Manager in her absence, highlighting the following:

- Recruitment & advertising spend remain significantly below budget.

HR10/11: 019

HUMAN RESOURCES REPORT [Cont'd]

- The total percentage of lost days of absence for the quarter September 2010 to November 2010 was 3.51%, a fall from 4.32% in the same quarter in 2009. However, short term lost days of absence for September 2010 to November 2010 was 1.53%, a rise from 1.30% in the same quarter in 2009.

Noted [ii]: The Chair welcomed the submitted report. There followed a discussion by the Committee regarding the content of the report raising the following points:

- The data produced for Sickness Absence is informative in terms of rise and fall within the College over time and is appreciated for that.
- The significance of the report could be enhanced through comparative analysis being introduced. For example data compared to one or more of:
 - Performance Indicator
 - College sector
 - Private industry
 - Public sector
- Comparative data will allow consideration of targets being set for future years.
- Opportunities to connect the work of committees may be enabled through reporting which offers different perspectives from which to 'read' the data. For example:
 - How absences may impact learner results e.g. by carrying out comparative analysis of predicted grades versus actual grades in areas where high absences are recorded.
- The report could be improved to facilitate comparative analysis and enable illustration of and targeting for improvement against identifiable criteria.

Resolved [i]: The Human Resources Report is approved.

**HR CTTE
09.02.11**

Resolved [ii]: The Human Resources Manager is to consult and develop an improved format for reporting data (particularly absence data) taking into consideration the observations made by Members and submit for the next Committee meeting to be held 11.05.11.

**HR MGR
02.05.11**

HR10/11: 020

**HUMAN RESOURCES (INCLUDING CRB) INTERNAL
AUDIT REPORT**

Noted [i]: This report was presented by M Dacey, Principal, on behalf of the Human Resources Manager.

**HUMAN RESOURCES (INCLUDING CRB) INTERNAL
AUDIT REPORT [Cont'd]**

Noted [ii]: The report was from a recent internal audit carried out in December 2010, which highlighted the following:

- The audit was to assess the recruitment of staff, including the completion of CRB checks.
- The report had an overall score of GOOD (highest rating).
- The report concluded that *“the Board can take substantial assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective”*.
- The only recommendation was that verbal references should be obtained when written references can not be obtained, regardless of follow up requests. However, the HR department is currently piloting a procedure to obtain all written references for new members of staff prior to them commencing employment.

Resolved [i]: The Committee praise of the Human Resources Department’s outstanding achievement with the Internal Audit to be recorded and transmitted.

**CLERK
01.03.11**

WAG CORPORATE HEALTH STANDARD

Noted [i]: This report was presented by M Dacey, Principal, on behalf of the Human Resources Manager.

Noted [ii]: The report laid out the business case for the College adopting the new WAG initiative, the Corporate Health Standard.

Noted [iii]: The following points were highlighted:

- It is presented in bronze, silver, gold and platinum categories to organisations implementing practices to promote the health and well-being of employees.
- Once awarded, the Standard is retained for three years, but the College may re-apply to improve the level of award after six months.
- Following assessment, a report which will present suggestions for further action, thereby providing a stimulus for future development and re-assessment.
- The work to achieve the standard is consistent with the business excellence model, which drives quality and organisation development.

HR10/11: 021

WAG CORPORATE HEALTH STANDARD [Cont'd]

- Benefits include reducing levels of sickness and absence, associated financial savings, improved employee morale and status similar to Investors in People.

Noted [iv]: The Committee thanked the Human Resources Manager for arranging the preparation of the business case for the Corporate Health Standard and asked that the author, A Overment, Senior Officer: HR be congratulated on a thorough justification for progress. On the basis that there are sound financial reasons and good moral reasons for pursuing the Standard, the business case is made. Feedback on progress would be appreciated at the next meeting.

Resolved [i]: That Neath Port Talbot College implements the Corporate Health Standard.

**HR MGR
09.02.11**

Resolved [ii]: The Human Resources Manager presents a progress report to the next Committee meeting scheduled for 11.05.11.

**HR MGR
02.05.11**

HR10/11: 022

ANNUAL STAFF DEVELOPMENT REPORT

Noted [i]: The attendance of S Daniels, Staff Development Manager, who presented this report.

Noted [ii]: The following points were highlighted:

- Across all College departments and Schools an average of 86% of staff has taken part in some form of training or development.
- The total number of events for 2009/2010 was 621 with 2401 attendees.
- There were 465 external events with a total of 1675 attendees and 156 internal events (delivered by College staff) with a total of 726 attendees.
- The average number of events attended by managers was 7.38, by lecturers was 3.25 and by support staff 2.40.
- During 2009/2010 all but three lecturing staff were awarded a grade 2 or above in the internal inspections. Support measures were put in place and each of the three underperforming staff attended one-to-one sessions on lesson planning, resources, learning styles, assessment of learning and differentiation.

Resolved [i]: That the Staff Development Annual Report 2009/2010 is approved.

**HR CTTE
09.02.11**

SIGNED BY COMMITTEE CHAIRPERSON

Signature:.....

Date:.....