



CORPORATION PERSONNEL COMMITTEE MINUTES OF MEETING HELD 8 JUNE 2009

Present: Mary-Rose Hardy (Chair), Gail Burrows, Sarah Kimemia, Richard Smith
Clerk: Fiona Bagchi
In Attendance: Mike Rogerson (Vice-Principal, Students and Staff), Carolyn Salt (Personnel Officer).

1 Apologies

There were apologies from George Coyle.

2 Declaration of interests

It was noted that Mary-Rose Hardy had asked for her membership of East Riding of Yorkshire Council to be a standing declaration.

3 Minutes of meeting held on 19 January 2009

The minutes of the meeting held on 19 January 2009 were approved.

4 Matters arising and actions

(Actions, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action's title).

1 The College's well-being policy was yet to be formulated and would be presented to the Committee for information, when produced (4).

Action: Clerk/JD

2 Minor amendments had been made to the College's safeguarding children and vulnerable adults policies, as agreed at Corporation in December 2008 and the font had been standardised as Arial (4).

3 Carolyn Salt has contacted Zia Salik of HANA, as agreed, to discuss good practice in encouraging applications from Black and Minority Ethnic job applicants, and a report was on the agenda (6).

4 Mary-Rose Hardy was awaiting a reply from the East Riding of Yorkshire Council on examples of good practice in encouraging applications from Black and Minority Ethnic job applicants and would report to the Committee once this was received (6).

Action: MWR

5 As noted at 3 above, a report on actions arising from the January 2009 meeting of the Committee relating to staff race equality monitoring was on the agenda (6).

6 The updated Disability Equality Action Plan was on the agenda (6).

7 The College would consider the need to provide a disability awareness update for staff (6).
Action: MWR

8 The first draft of the College's Single Equality Scheme (SES) was on the agenda (6).

9 An example of an equality and diversity impact assessment was on the agenda (6).

10 The Committee's annual Report had been presented to the February 2009 meeting of Corporation as agreed (8).

11 The item on the revised senior post-holder disciplinary and grievance procedures had been deferred to the autumn meeting of the Committee (8).

Action: Clerk

5 Annual review of confidential minutes

The Committee noted that there were no confidential minutes arising from Personnel Committee meetings held during 2008/09 and therefore nothing to review under this item.

6 Staffing issues

(i) Staffing Update

Mike Rogerson, Vice-Principal (Student and Staff Support) and Carolyn Salt, Personnel Officer, spoke to the staffing update.

Members discussed the report, noting in particular:

- new staff members joining the College in September 2009, noting that the Learning Tutor post noted in the report was now vacant as the individual appointed had withdrawn since the report was compiled;
- internal and external tutor appointments made as a result of the establishment of the new tutorial system for 2009/10;
- that staff turnover was low but could increase in future years as more staff were likely to retire;
- that the College was currently advertising part-time maternity cover posts in PE and IT;
- that the College ensured that it remained in regular contact with staff on long-term sick leave.

The Committee considered the staffing update report.

(ii) Verbal update on 2009 staff pay award

The Committee received a report from the Principal on the 2009 staff pay award, noting that:

- ***the Sixth Form Colleges Forum (SFCF) was beginning consultations on the 2009 pay award;***
- ***the school teachers' pay review body was recommending a pay increase of 2.3% for 2009 and that pay awards agreed by the SFCF for teaching staff were generally in line with those agreed for school teachers.***

7 Equality and Diversity

(i) Staff equality and diversity monitoring: staff profile

Carolyn Salt spoke to.

The Committee discussed the 2009 staff profile report, noting that:

- the equality and diversity report on the staff profile was a standing agenda item for the June meeting of the Personnel Committee;
- the College had 173 staff members;
- the College had no Black and Minority Ethnic (BME) staff members
- the majority of part time staff were female across all levels of staff;
- as previously noted, female staff were under-represented at senior management level;
- female teaching staff were under-represented on the management salary ranges and female support staff were under-represented at pay levels above point 28 (equivalent to point 1 on the teaching scale);
- the College appointed to posts on merit but was continuing to monitor the under-representation of female staff at management level and reviewing what actions could be taken, noting that 2 female staff members were attending NorVic middle/senior management training.

The Committee received the annual equality and diversity monitoring report on the staff profile, noting the continuing lack of Black and Minority Ethnic (BME) staff and the continuing under-representation of female staff at management levels, noting in the latter cases actions being taken to address the situation.

(ii) Race Equality monitoring: BME staff – verbal report on actions arising from the January 2009 meeting of the Committee

Carolyn Salt reported that, as agreed at the Committee's January 2009 meeting, she had contacted Zia Salik of HANA to discuss possible approaches to improving BME under-representation amongst staff.

Members noted in discussion that:

- the local BME population was estimated to be 8-9%;
- 8.98% of the College's student population in 2008/09 were classified as Black and Minority Ethnic (BME);
- there was a shortage of BME teachers locally so it could be difficult to attract BME teaching staff;
- like most employers, the College stated in its adverts that it was an equal opportunities employer but also stating that it welcomed applications from BME staff might be helpful;
- HANA had advertised vacancies for the police and Hull City Council in its Newsletter and would be willing to do the same for College vacancies and e-mail alerts;
- the police had used BME volunteers in administrative roles which had allowed people to gain useful experience which had helped them with job applications;
- the College did not currently use volunteers, other than Corporation members, but would whether it would be possible to offer this type of work experience; **Action: RTS**
- the College might indicate to the Universities of Hull and York that it would particularly welcome BME trainee teachers; **Action: MWR/MR**
- as a longer term action, the College should consider encouraging its students, including BME students, to consider teaching as a career.

The Committee considered actions which could help to address the lack of BME staff at the College.

(iii) Example of equality and diversity impact assessment

The Committee considered, for information, an example of a recent equality and diversity impact assessment carried out by the College, noting that:

- completion of the impact assessment form was the first stage of the impact assessment process and, if any issues were identified during completion of the form, they would be referred for further consideration to the Single Equality Group and the Opportunities Group;
- the Single Equality Group and the Opportunities Group which would consider whether wider consultation was necessary.

The Committee considered an example of an equality and diversity impact assessment recently undertaken by the College.

(iv) Draft Single Equality Scheme and Action Plan

(v) Annual review of Disability Equality Scheme Action Plan

(vi) Annual review of Gender Equality Scheme Action Plan

Mike Rogerson spoke to the first draft of the Single Equality Scheme (SES).

Members noted in discussion that:

- the first draft of the SES had been compiled Mike Rogerson, Carolyn Salt and Margaret Cordeaux together with a Single Equality Action Plan, which had not been sent to members;
- noted that it was intended that the SES and its action plan would replace the separate Race equality policy, Disability and Gender Schemes and action plans in advance of the coming into force of the Equality Act;
- the Equality Bill had been published in April 2009 and it was currently anticipated that it would become law in 2010;
- the Equality Bill aimed to harmonise existing discrimination law and provided for existing public sector duties covering race, disability and sex to be rolled into one and extended to cover age, religion or belief and sexual orientation;
- existing law required triennial reviews of Disability and Gender Equality Schemes, with the first triennial review of the former due in December 2009.

It was noted that the Single Equality Scheme (SES) included separate sections on race, disability and gender equality and it was agreed that the College would consider whether separate sections were also required on sexual orientation, age and religious belief.

Action: MWR/CS

The following minor amendments to the draft SES were agreed:

- ***the reference in the fifth paragraph on page 3 to “cover” page 3 should read “covert”,***
- ***the ante-penultimate paragraph on page 4 should refer to “mental health conditions or problems” rather than “mental conditions”***

Action: CMWRCS

It was agreed that the Clerk would e-mail the draft SES action plan to members for comments.

Action: Clerk

It was noted that page 2 of the SES stated that the College’s approach to equality would be brought to the attention of all staff through induction and training and it was agreed that the College would consider whether it would also be appropriate to

include equality training for student leaders e.g. student members of the Opportunities Group, members of the Student Executive.

Action: RTS/MWR

The Committee received an update on the College's disability and gender equality action plans and considered the College's draft Single Equality Scheme, agreeing that it should be returned to the November 2009 meeting of the Committee together with its accompanying action plan for further review.

8 Corporation policies and procedures: for consideration/recommendation

(i) Revised Staff Disciplinary and Grievance Procedures

Mike Rogerson spoke to the revised Staff Disciplinary and Grievance Procedures, reporting that:

- the revised, simpler procedures had been produced by Carolyn Salt taking into account recent guidance from ACAS;
- the procedures had been presented to representatives of the College's recognised professional associations and trade unions for comment.

The Committee agreed to recommend the College's revised Staff Disciplinary and Grievance Procedures to Corporation for approval.

Action: Clerk/Chair

(ii) Senior post-holder disciplinary and grievance procedures

It was noted that the College's current senior post-holder disciplinary and grievance procedures were based on models issued by the Association of Colleges (AoC) before 1.1.08 and agreed that the Clerk would consult with senior post-holders on incorporating the revisions recommended in the version of the models produced by the AoC after 1.1.08. It was agreed that, following consultation, the draft revised procedures should be presented to the autumn 2009 meeting of the Committee for consideration.

Action: Clerk

9 College policies and procedures: for information

(i) Policy for the support of students who become pregnant during their course

Mike Rogerson spoke to the *Policy for the support of students who become pregnant during their course*, reporting that:

- the policy was a College policy and had now been approved by the College Management Team (CMT);
- the policy was designed for the use of staff;
- the development of the policy by the College had first been considered by the Finance and General Purposes (F&GP) Committee as part of its regular review of the College's health and safety arrangements;
- the F&GP Committee had agreed that, when developed, the policy should be presented to the Personnel Committee for information;
- the policy would be reviewed annually by CMT.

The Committee reviewed the College's Policy for the support of students who become pregnant during their course and recommended that, when the College Management

Team next reviewed the policy, it should consider the inclusion of a reference to home study or tutoring.

Action: MWR/Clerk/JEW

10 Corporation and Committee procedural matters

(i) Annual review of Personnel Committee term agenda item list

The Clerk that:

- The Committee reviewed its standing agenda item list and terms of reference annually at its summer term meeting, making recommendations on any revisions to Corporation;
- the Clerk was recommending no changes to the above documents.

The Committee reviewed its standing agenda item list and terms of reference and agreed that no changes were required.

(ii) Annual review of Corporation's Appeals Committee terms of reference and Appeals Committee procedure

The Clerk reported that:

- Committee reviewed the terms of reference of the Appeals Committee and the Appeals Committee procedures for student and staff appeals annually at its summer term meeting, making recommendations on any revisions to Corporation;
- the Clerk was recommending no change to the Appeals Committee terms of reference but was recommending that the reference at paragraph 3.7 to the right for an appellant to be accompanied by a "friend" in the Appeals Committee procedures for staff appeals should be removed as it was no longer required under the Articles of Government in force from 1.1.08 and removal would bring the procedure into line with the revised Disciplinary Procedure considered above.

The Committee completed its annual review of the Appeals Committee terms of reference and the Appeals Committee procedures for student appeals and agreed that no changes were required.

The Committee completed its annual review of the Appeals Committee procedures for staff appeals and agreed to recommend to Corporation that the reference to the appellant's right to be accompanied by a friend at paragraph 3.7 should be removed while the references to the appellant's right to be accompanied by a trade union representative or fellow-worker should be retained.

Action: Clerk/Chair

11 Employment law update

The Committee received the following employment law updates:

- (i) Martineau Education Bulletin: Equality Bill, May 2009
- (ii) Eversheds Education HR e-briefing: Equality Bill published, February 2009
- (iii) Developments on the work of the Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) update, April 2009

The Committee received at the meeting a copy of the report arising from the internal audit service's review of the College's policy and procedures for carrying out Criminal Records Bureau (CRB)

checks on members of staff and relevant students (e.g. students undertaking certain placements or work experience), noting that:

- the report would be considered by the Audit Committee meeting to be held on 15.6.09 as part of its review of the internal audit service Block 2 reports;
- the internal auditors' review had been designed to investigate whether the College had clear policies in place with regard to CRB checks and that checks were carried out on a timely basis on all new staff and relevant students;
- the internal auditors had stated that they were able to offer significant assurance that the College had effective processes in place to enable CRB checks to be carried out in a timely manner;
- no recommendations were deemed necessary as a result of the review, which was a tribute to the system put in place by Carolyn Salt;
- the report had noted that the College had experienced delays with the return of some CRB checks, which, while out of the College's hands, resulted in additional cost for the College as additional measures such as supervision of new staff had to be put in place until a satisfactory disclosure had been received and the College had lodged a formal letter of complaint with the CRB to this effect;
- in future, providing supervision for staff whose checks were not received before they were due to start work would not, however, be a possibility under the new ISA checking procedures.

The Committee received a copy of the report arising from the internal audit service's review of the College's policy and procedures for carrying out Criminal Records Bureau (CRB) checks on new members of staff and relevant students, noting that the internal auditors had been able to offer significant assurance that the College had effective processes in place to enable CRB checks to be carried out in a timely manner.

12 Any other business

It was noted that there was no other business.

13 Date of next year's meetings

Members noted the following provisional meeting dates for 2009/10:

- ***Monday 2 November 2009,***
- ***Monday 1 February 2010,***
- ***Monday 14 June 2010, all at 4.15pm.***

It was agreed that the Clerk would e-mail the above dates to members and consult on members' availability.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation
5.07.09

ACTIONS ARISING FROM THE PERSONNEL COMMITTEE MEETING HELD ON 8.6.09

No.	Action for:	Action:	Status of Actions:
1	Clerk/CS	College to present staff Well-being policy to the Committee for information, when produced – <u>2009/10</u>	Policy not produced to date. Will be presented to Committee, for information, when available.
2	MRH	Investigate whether the East Riding of Yorkshire Council had any examples of good practice in promoting job applications from BME groups – <u>Nov. 2009.</u>	Done. Information from MRH on how E. Riding of Yorkshire Council's recruitment strategy supported its corporate equality targets was forwarded by Clerk to MWR & CS on 15.6.09.
3	MWR	Consider the need to provide a disability awareness update for staff – <u>Nov. 2009.</u>	Decided that there should not be a separate update on disability but disability would be included as part of staff introduction to the SES.
4	Clerk	Revised senior post-holder disciplinary and grievance procedures – <u>Nov. 2009.</u>	On agenda.
5	RTS/MWR	The College did not currently use volunteers, other than Corporation members, but would consider whether it would be possible to offer this type of work experience – <u>Nov. 2009.</u>	The College currently has work experience volunteers working in PE, English teaching practice but further discussion with HANA was needed to encourage BME applicants.
6	MWR/MR	The College might indicate to the Universities of Hull and York that it would particularly welcome BME trainee teachers – <u>Nov. 2009.</u>	Recruitment had already taken place for 2009/10 but action would be followed up for 2010/11.

No.	Action for:	Action:	Status of Actions:
7	MWR/CS	It was noted that the Single Equality Scheme (SES) included separate sections on race, disability and gender equality and it was agreed that the College would consider whether separate sections were also required on sexual orientation, age and religious belief – <u>Nov. 2009.</u>	It was decided that the format of the SES should remain unchanged until after the Single Equality Act was introduced.
8	MWR/CS	The following minor amendments to the draft SES were agreed: <ul style="list-style-type: none"> • the reference in the fifth paragraph on page 3 to “cover” should read “covert”, • the ante-penultimate paragraph on page 4 should refer to “mental health conditions or problems” rather than “mental conditions” <p style="text-align: right;">- <u>Nov. 2009</u></p>	Done. Revised SES is on the agenda.
9	Clerk	It was agreed that the Clerk would e-mail the draft SES action plan to members for comments – <u>June 2009.</u>	SES action plan was presented to the July 2009 meeting of Corporation.
10	RTS/MWR	It was noted that page 2 of the SES stated that the College’s approach to equality would be brought to the attention of all staff through induction and training and it was agreed that the College would consider whether it would also be appropriate to include equality training for student leaders e.g. student members of the Opportunities Group, members of the Student Executive – <u>Nov. 2009.</u>	Students will attend the NorVlc Student Association Forum in York in Nov. 2009 which will include relevant sessions.

No.	Action for:	Action:	Status of Actions:
11	MWR/CS	Produce a draft Single Equality Scheme & Action Plan: <u>initial review in June 2009 & further review in Nov. 2009 meeting</u>	On the agenda.
12*	Chair/Clerk	Recommend the College's revised Staff Disciplinary and Grievance Procedures to Corp. for approval – <u>July 2009.</u>	Done. Approved by Corporation, July 2009.
13*	Clerk/Chair	The Committee completed its annual review of the Appeals Committee procedures for staff appeals and agreed to recommend to Corporation that the reference to the appellant's right to be accompanied by a friend at paragraph 3.7 should be removed while the references to the appellant's right to be accompanied by a trade union representative or fellow-worker should be retained – <u>Sept. 2009.</u>	Done. Approved by Corporation, Sept. 2009.
14	Clerk	E-mail provisional dates for 2009/10 to members and consult on members' availability.	Done.

* Items marked with an asterisk show actions which will be completed by/at Corporation or a Corporation Committee other than Personnel.