

NEW COLLEGE, SWINDON

Minutes of the Personnel committee held on 23rd October 2018

Present: Peter O'Brien (Chairman), Dennis Bridges, Simon Cove, Carole Kitching, Charlotte Mannion, Jim Webster

With: Maureen Debbage – Vice Principal Human Resources
Eileen Treanor – HR and Training Manager
Tracy Scaife – Clerk to the Corporation

958 Appointment of Chair 2018/19 - the meeting receive a nomination in respect of Peter O'Brien and this was duly seconded. No further nominations were received.

RESOLUTION: that Peter O'Brien be appointed as Chairman of the Personnel committee for the 2018/19 academic year until the first meeting of the 2019/20 academic year.

959 Apologies for absence –received from Sarah Church.

960 Disclosures of Interests – none.

961 Minutes of the last meeting held on 8th February 2018 – agreed as a correct record.

962 Matters arising – raised as follows:

(a) 953 Human Resources and Professional Development Report 2017 – it was noted that little progress has been made regarding the purchase of a new payroll and HR system. The Vice Principal Human Resources advised the meeting that the current system is still being maintained but it is no longer possible to have any new add-ons. The main problem appears to be sourcing a system that not only does payroll and HR but also finance. The meeting discussed this and the possibility of looking at compatible systems rather than one system for all three areas. Jim Webster agreed to speak to the Vice Principal Finance and Resources.

ACTION: *Jim Webster to discuss payroll, HR and finance systems with VP Finance and Resources.*

963 Risk Management update – verbal report received from the Director of HR.

The main risks linked to the committee were outlined. One of the main risks currently is the turnover of senior staff. It was noted that consultants have been appointed to deal with the recruitment for a Vice Principal Finance and Resources and the Deputy Principal Curriculum and Quality. The Vice Principal advised that the college has experienced difficulties in recruiting to other senior positions across the college, a problem that is being experienced nationally. Advertisements for vacancies and the relevance of qualifications requested for positions was discussed. It was further noted that the college offers a range of flexible working options and family friendly policies.

964 Human Resources and Professional Development Report 2018 – received and noted.

The Vice Principal Human Resources presented the report to the meeting. Concerns were raised with regard to the increase in the number of tribunal claims over the past three years. The Vice Principal Human Resources advised the meeting that taking a claim to tribunal is now free and also

the Unions are encouraging staff to challenge employers. The awareness of mental health has also had an effect on staffing. The workforce needs to be flexible to respond to changing staffing needs. Staff turnover is generally at the sector norm and staff utilisation at the college is excellent, currently at 98.4%.

The meeting noted that there are concerns with regard to the Personal Tutor role at the college. There is a high turnover, recruitment is difficult and sickness absence is higher than average for the college.

Measures have been put in place to close the gender pay gap and have been very successful. A full report will be submitted to the committee in March 2019.

The wellbeing service is being well used with 49 staff using it last year. The service is a self-referral service and offers a wide range of service.

The meeting thanked the Vice Principal Human Resources for the comprehensive report.

965 Senior Staff update – verbal report by Vice Principal Human Resources received and noted.

Advertisements are currently out for the Vice Principal Finance and Resources and Deputy Principal Curriculum and Quality roles and for a Faculty Manager. Governors will be involved with the recruitment processes.

966 Starters and Leavers – report by Vice Principal Human Resources received and noted.

967 Terms of Reference - received and noted.

RESOLUTION: that the Terms of Reference for the Personnel committee be presented to the Corporation meeting on 29th November 2018 for approval.

ACTION: *TS to present ToR for Personnel committee to Corporation on 29.11.2018*

968 Any other business – raised as follows:

(a) UCU Ballot – the Vice Principal Human Resources advised the meeting that a recent ballot by the UCU for action re. the latest pay claim has been successful. It is not known what the action will be but it is expected that it will be strike action.

(b) Merger – the Chairman asked if there was any update on merger talks. The Clerk agreed to contact the Chairman after the meeting with an update.

ACTION: *TS to contact Chairman and update re. merger*

969 Date of next meeting – Tuesday 5th February 2019 at 1800 (approx.).