

NEW COLLEGE, SWINDON

Minutes of the Personnel committee held on Thursday 8<sup>th</sup> February 2018

Present: Peter O'Brien (Chairman), Simon Cove, Charlotte Mannion, Graham Taylor, Jim Webster

With: Sarah Church – Prospective Governor  
Maureen Debbage, Tracy Scaife

948 Apologies for absence – none received.

949 Disclosures of Interest – none.

950 Minutes of the last meeting held on 31<sup>st</sup> October 2017 – agreed as a correct record.

951 Matters arising – raised as follows:

(a) 943 New College Employee Benefits Platform (through Sodexo Motivation Solutions) – the Director of HR advised that the scheme has been launched successfully and a number of staff have signed up.

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

The main risks linked to the committee were outlined. It was noted that there is a risk associated with the loss of senior staff; the loss of senior postholders could pose a significant risk to the knowledge at the top of the organisation decreasing. Pay and non-pay cost increases are also a concern. SMT is monitoring all replacement and new posts and capping pay costs wherever possible. The introduction of Assistant Curriculum Managers has been a significant cost but is seen as an investment in quality.

953 Human Resources and Professional Development Report 2017 – received and noted.

The Director of HR presented the report to the meeting. Concerns were raised about the increase in academic turnover for the year compared to the previous year. This was mainly due to Personal Tutors leaving as well as the expected turnover. Wellbeing Solutions, an employee assistance programme was introduced for staff. The tender for the HR/payroll system is being prepared and will be sent out at Easter; it is hoped that the new system will be installed over the summer.

The committee thanked the Director of HR and her team for all their work over the year.

954 Gender Pay Gap – report by Director of HR received and noted.

The Director of HR tabled a copy of the report that will be uploaded to the college website in line with the legal requirement. As an employer with more than 250 employees the college is required by the Government to publish its gender pay gap annually. It is required to publish mean gender pay gap, median gender pay gap, median bonus gender pay gap, proportion of males to females receiving a bonus payment and proportion of males and females in each quartile band. For 2016 the gender pay gap was 18%. For 2017 the mean gender pay gap is 11.8% and the median is 29.7%.

955 Starters and Leavers – report by Director of HR received and noted.

956 Any other business – none.

957 Date of next meeting – Tuesday 18<sup>th</sup> June 2018 at 1800 (approx.).