



CORPORATION PERSONNEL AND REMUNERATION COMMITTEE

MINUTES OF THE MEETING OF THE CORPORATION PERSONNEL AND REMUNERATION COMMITTEE HELD ON MONDAY 1 NOVEMBER 2010

PART I

PRESENT :	Dr G Wilson	Chairman
	Miss V Herbert	
	Mr I Standen	
	Ms W Wright	Principal
IN ATTENDANCE :	Mrs P Connell	Clerk to the Corporation
	Ms G Parton	Human Resources Advisor – items 28/10 to 32/10 inclusive
	Ms N Zafar	Director of Customer Services and HR

ACTION

21/10 APOLOGIES FOR ABSENCE

An apology was received from Mr G Lesser.

22/10 MINUTES

The Part I minutes of the meeting held on 16 June 2010 were confirmed as a correct record.

23/10 MATTERS ARISING FROM THE MINUTES

12/10 Health and Safety Committee. The Principal reported on the action which had been taken, since the last meeting of the Committee, concerning the ventilation issues raised under Health and Safety Committee minute 18/10. The advice of a company specialising in this field had been solicited and confirmation had been obtained that appropriate facilities were already in place in the laboratory. It was intended, however, to put additional vents in some of the doors, windows and walls to improve air circulation even further. In future, arrangements would be put in place so that students conducted the type of experiment in question, which was only undertaken on an annual basis, in the fume cupboard. The Committee supported this proposal and the action taken by management to resolve this matter.

24/10 HEALTH AND SAFETY COMMITTEE

The minutes of the meeting of the Health and Safety Committee held on 6 October 2010, which were contained within appendix Ai, were received and approved.

Members noted the discussion which had taken place at the Health and Safety Committee and commended the Committee's continued vigilance to

maintain the highest standards. **They received and reviewed the Accident Statistics for the period 1 August 2009 to 31 July 2010, which were contained within appendix Aii.** Members welcomed the condensed version of the new format of the report and noted that all injuries reported during the period had been categorised as minor in nature. There had been no RIDDOR incidents to report and the College had sustained its excellent record with regard to health and safety matters. All incidents had been recorded appropriately and remedial action taken, where necessary.

The Committee received the proposed Health and Safety Action Plan for 2010/11, which was contained within appendix Aiii. It was noted that the plan had been reviewed and supported by the Health and Safety Committee. The Director of Customer Services and HR spoke on the content of the plan, advising that a number of the actions were repeated annually, as a matter of best practice, but new items were added to the plan, as appropriate. **Members approved the document contained within appendix Aiii,** subject to two further actions being taken. These were as follows:

- i a review should be conducted routinely of minor accidents to ensure that measures were in place to mitigate any risk of their escalating into more serious incidents
- ii some further data relating to employers' premises should be added to future reports.

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25/10 **HEALTH AND SAFETY ANNUAL REPORT AND REVIEW OF THE HEALTH AND SAFETY GENERAL STATEMENT**

The Committee received the Health and Safety Annual Report, which was contained within appendix Bi.

The Director of Customer Services and HR spoke on the work which had been undertaken over the last twelve months. The Committee noted that health and safety matters continued to have a high profile at the College and there had been a sustained effort throughout this period to promote and adopt best practice. Members were particularly pleased to note the successful action which had been taken to recruit and train additional numbers of first aiders.

In conclusion, the Committee commended the report contained within appendix Bi to the Corporation meeting of 14 December 2010.

Members undertook their Annual Review of the College's Health and Safety General Statement and recommended the format contained within appendix Bii to the Corporation meeting of the 14 December 2010, for approval. It was felt that the date of signature should be added to the document in future.

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26/10 **EQUALITY AND DIVERSITY**

The Committee received a written report from the Principal, together with the proposed action plan for the current year. Both documents were contained within appendix C.

The Principal spoke on her report, drawing Members' attention to the four

equality objectives which had been identified for 2010/13, in compliance with the requirements of the Single Equality Scheme approved by the Corporation in July. It was noted that three of these priorities would also be adopted by Macclesfield High School, thus enhancing the coherent approach embraced across the Learning Zone. The Principal advised that the action plan had been drawn up in support of the four objectives but was not limited to them. It was also envisaged that it would contribute to the achievement of certain targets within the Cheshire East Children and Young People's Trust Plan 2010/11. The plan currently remained in draft format until the views of Park Lane Special School had also been obtained and consultation would also take place with staff, students and parents before it was finalised.

Discussion ensued concerning the colour coding of the document, which Members had requested at their last meeting. **It was agreed that** items should be colour coded green if they had been achieved or were on schedule to be achieved by the target date. Items causing any concern or, also, not expected to meet the target date should be colour coded amber. Red should be adopted for any items which were not expected to be achieved.

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In conclusion, Members commended the work undertaken by the Equality and Diversity Committee and looked forward to receiving further progress reports later in the year.

27/10 STAFF DEVELOPMENT REPORT

The Committee received the Staff Development Report for 2009/10, which was contained within appendix D.

The Director of Customer Services and HR spoke on her report, which summarised the staff development activity which had taken place during the previous academic year and, in particular, gave details of training provided during Staff Development Week in July 2010. It was noted that considerable progress had been made in measuring the impact of training provided against each of the corporate priorities identified in the plan at the beginning of the academic year. Feedback had been obtained through a variety of means, including the appraisal process. The Committee considered at length the extensive range of training activity which had been undertaken by both teams and individual members of staff. The Director of Customer Services and HR advised that this had been of a very high quality, with sessions being led by both internal and external providers. The cost of the former was less easy to evaluate. It was acknowledged that actual total expenditure on training was, in fact, significantly more than the figures in the report suggested, since they did not include the cost of staff time for delivering or attending training sessions.

In conclusion, Members commended the excellent work which had been undertaken over the previous year to deliver a high quality staff development programme in support of corporate priorities approved by the Corporation.

The Human Resources Advisor joined the meeting at this point.

28/10 HR INFORMATION

The Committee received a written report from the Human Resources Advisor, which was contained within appendix E.

Members reviewed the data under the following headings:

- i **Workforce composition.** It was noted there had been a slight decrease in the workforce headcount in comparison with the figure for the end of September 2009. This was mainly due to a decrease in the number of part-time hourly paid contracts given to staff. The Human Resources Advisor reported that it was now much easier to make accurate comparisons between the data for different academic years because of the improved reporting facilities provided by the introduction of CIPHR. Efforts were being made to recruit more men to the workforce since they comprised a smaller number of the College's staff. Figures relating to ethnicity remained relatively unchanged and the figures relating to the number of staff who had declared themselves to have a disability also remained stable.
- ii **Recruitment and Retention.** Members noted that most of the positions advertised between 1 May and 30 September 2010 had been filled, although difficulties were still experienced in recruiting to certain areas, reflecting the picture across the sector. Turnover figures for permanent staff had increased slightly. The Association of Colleges was due to publish benchmark data for the sector in January 2011 and a further report would be made to the Committee at its next meeting in the spring term.
- iii **Attendance.** The overall rate of absence at 3.43% was slightly above the Corporation's agreed performance indicator of 3%, but still remained below the national average figure reported by the CBI in June 2010 and the sector average figure reported by the Association of Colleges. Return to work initiatives and referrals to the Occupational Health Service were operating well.
- iv **Healthy Workforce.** Several health care initiatives had been introduced recently. These included the offer of a free flu vaccine to staff, free eye sight tests on site, a Well-Being week planned for 24 – 28 January 2011 and targeted healthy lifestyle training.

In conclusion, Members thanked the Human Resources Advisor for her report and looked forward to receiving further information at their meeting in the spring term.

29/10 REVISED DISCIPLINARY PROCEDURES

- i **Disciplinary and Capability Procedure – Principal, Senior Post-Holders and Clerk to the Corporation**

Members received and considered the above document, which was contained within appendix Fi.

The Human Resources Advisor spoke on the proposed procedure, which had been reviewed by Eversheds, the College's solicitors. It was noted

	<p>that both the capability and disciplinary procedures had been combined in the one document, in relation to the Principal, Senior Post-holders and the Clerk to the Corporation, on the basis of advice from Eversheds. Members supported the proposed procedure and recommended it to the Corporation meeting of 14 December 2010 for approval. It was agreed that the timescale of 'three working days' in paragraph 9.6 should be reviewed before the document was submitted to the Corporation and extended, if necessary.</p>	ACTION
	<p>ii Disciplinary Procedure – Staff</p> <p>Members received and considered the above document, which was contained within appendix Fii.</p> <p>The Human Resources Advisor spoke on the above procedure, which had, also, been reviewed by Eversheds. Members supported the proposed procedure and recommended it to the Corporation meeting of 14 December 2010, for approval. It was agreed that, as in the case of (i) above, the timescale of 'three working days' in paragraph 9.6 should be reviewed before the document was submitted to the Corporation and extended, if necessary.</p>	GP/PJC
30/10	DEFAULT RETIREMENT LEGISLATION	
	<p>The Committee received a written report, which was contained within appendix G, from the Human Resources Advisor.</p> <p>The Human Resources Advisor spoke on her report, which concerned the phasing out of the default retirement age from April 2011. Members considered at length the Government's proposals and the likely implications for the College. It was noted that further advice on the repeal of the statutory procedure was not expected until early in 2011. It was agreed, therefore, that a further progress report should be presented to the Committee at its spring term meeting, to ensure that action could be taken in a timely manner. In the meantime, it was further resolved that the paper contained within appendix G should be recommended to the Corporation meeting of 14 December 2010, for the information of all Members of the Governing Body.</p>	GP PJC
31/10	PAY ARRANGEMENTS	
	<p>The Committee received a written report from the Principal, which was contained within appendix H.</p> <p>The Principal spoke on her report, apprising Members of any developments since the meeting of the Corporation in July. The Government had imposed a two year public sector pay freeze in June and, although this could not be imposed upon colleges, the Department for Business, Innovation and Skills had called upon colleges to apply restraint in this area. In addition, pay awards had always been agreed in the College 'subject to affordability' and current funding cuts made the payment of any pay award unaffordable. The Corporation had approved a budget in July, which made no provision for the payment of any pay award in 2011. The recommendation from the</p>	

ACTION

Association of Colleges to colleges for a pay award in 2010/11 had now been finalised. This was for a 0.2% increase on all salaries and allowances, or the sum of £50, whichever was greater.

Discussion ensued concerning the recommendation to be made to the meeting of the Corporation on 14 December 2010. **It was agreed that** Members of the Corporation should be invited to confirm, on that date, the position in the College Budget that no staff pay award should be made for the 2011 calendar year.

32/10 DATE OF NEXT MEETING

This would be held on Wednesday, 9 February 2011, at 9.30 am.

Pamela J Connell
Clerk to the Corporation
4 November 2010

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