



CORPORATION PERSONNEL AND REMUNERATION COMMITTEE

MINUTES OF THE MEETING OF THE CORPORATION PERSONNEL AND REMUNERATION COMMITTEE HELD ON WEDNESDAY 9 FEBRUARY 2011

PART I

PRESENT :	Dr G Wilson	Chairman
	Miss V Herbert	
	Mr G Lesser	
	Mr I Standen	
	Ms W Wright	Principal
IN ATTENDANCE :	Mrs P Connell	Clerk to the Corporation
	Ms G Parton	Human Resources Advisor – part item 4/11 to 9/11 inclusive
	Ms N Zafar	Director of Customer Services and HR

ACTION

1/11 APOLOGIES FOR ABSENCE

There were none.

2/11 MINUTES

The Part I minutes of the meeting held on 1 November 2010 were confirmed as a correct record.

3/11 MATTERS ARISING FROM THE MINUTES

There were none.

4/11 HEALTH AND SAFETY COMMITTEE

The minutes of the meeting of the Health and Safety Committee held on 19 January 2011, which were contained within appendix Ai, were received and approved. Members also received the up-dated copy of the Health and Safety Action Plan for 2010/11, which was attached to the minutes.

Ms G Parton joined the meeting at this point.

Discussion ensued concerning the Well-Being Week which had been held at the College between 24 and 28 January. The Director of Customer Services and HR was pleased to report that this had been very successful. A wide range of cross-College activities had been included in the programme for the week, which had proven to be very popular with both staff and students. Members noted that it was planned to hold similar events on a more frequent

basis in future. The Director of Customer Services and HR felt that a promising start had been made in this area, although some more work needed to be undertaken to ensure that activities were scheduled at the most appropriate times to facilitate access by staff and students.

The Committee received the Incident Statistics for the period 1 August 2010 to 31 December 2010, which were contained within appendix Aii. It was noted that there had been no RIDDOR reportable incidents during this period. All incidents had been categorised as minor and had been recorded appropriately. Any required follow-up action had been taken, as necessary. **Members requested** that the figures for the following year should be reported on a similar basis, so that accurate comparisons between academic years could be made. **They invited the Director of Finance and Estates to ensure that an explanation was provided within the report, should any significant variation in the number of incidents occurring be recorded.**

JF

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5/11 HR INFORMATION

The Committee received a written report from the HR Advisor, which was attached as appendix B. Members reviewed the data under the following headings:

- i **Workforce Composition.**
- ii **Recruitment and Retention.** Discussion ensued concerning the impact of the economic recession on these figures. There appeared to have been an improvement, overall, in the calibre of applicants applying for posts, probably because of the increased competition caused by the reduction in the number of positions being advertised.
- iii **Attendance.** The overall rate of absence from 1 January 2010 to 31 December 2010 stood at 3.11%, slightly above the performance indicator of 3% approved by the Corporation. However, this figure compared favourably with the latest one received from the Association of Colleges (3.82%).
- iv **Healthy Workforce.** Members noted the recent health care initiatives which had been introduced, namely free flu vaccinations for staff, free eye sight tests on site, the Well-Being Week described above and the provision of monthly Occupational Health Clinics at the College.

6/11 HR STRATEGY ACTION PLAN 2010/11

The Committee received the above document, which was attached as appendix C. Members reviewed progress made in the current academic year against the corporate objectives in the HR Strategy previously approved by the Corporation.

There was a lengthy consideration of the impact of the measures which had been taken. The Director of Customer Services and HR drew Members' attention to progress in the following three areas:

- i the induction packs provided to new members of staff. Feedback had been very positive.
- ii the Principal's Training Hour. Much improved attendance rates had been recorded at individual sessions.
- iii the CMT training programme launched by the Deputy Principal, which had proven to be very successful.

Members commended the progress made to date and looked forward to receiving further reports, as appropriate.

7/11 **DEFAULT RETIREMENT LEGISLATION**

The Committee received a written report from the HR Advisor, which was attached as appendix D. Members discussed at length the implications of the changes to the statutory retirement processes ie the removal of the default retirement age (the DRA) from 1 October 2011 and the introduction of the employer justified retirement age (EJRA). They considered whether it would be desirable for the governing body to establish an employer justified retirement age for staff employed by the College. The HR Advisor spoke on the guidance for employers which had been produced by ACAS. **Members supported** management's suggestion that further training should be provided for the CMT, with a specific section on the removal of the DRA.

NZ

In conclusion, **it was agreed that a formal recommendation should be made to the Corporation meeting of 29 March 2011** that, following review of the changing statutory requirements, a compulsory retirement age should not be maintained for staff employed by the College ie an employer justified retirement age should not be adopted. **It was further resolved that** the report contained within appendix D should be distributed with the Corporation papers for the meeting on 29 March 2011, for the information of all Members of the governing body.

PJC

8/11 **EMPLOYMENT IMPLICATIONS OF THE EXTRA BANK HOLIDAYS ON 29 APRIL 2011 AND 5 JUNE 2012**

The Committee received a written report from the HR Advisor, which was attached as appendix E.

Members noted the employment implications for the College of the additional bank holidays on 29 April 2011 and 5 June 2012 approved by the government. **They supported the proposal contained within the report from the HR Advisor and formally recommended it for approval, in relation to both dates (ie 29 April 2011 and 5 June 2012), to the Corporation meeting of 29 March 2011.**

9/11 **DATE OF NEXT MEETING**

This would be held on Wednesday 22 June 2011, at 9.30 am.

Pamela J Connell
Clerk to the Corporation
14 February 2011