



CORPORATION PERSONNEL AND REMUNERATION COMMITTEE

MINUTES OF THE MEETING OF THE CORPORATION PERSONNEL AND REMUNERATION COMMITTEE HELD ON WEDNESDAY 22 JUNE 2011

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

ACTION

10/11 APOLOGIES FOR ABSENCE

An apology was received from Mr G Lesser.

11/11 MINUTES

The Part I minutes of the meeting held on 9 February 2011 were confirmed as a correct record.

12/11 MATTERS ARISING FROM THE MINUTES

4/11 Health and Safety Committee. Members noted that the reporting of Incident Statistics would be in the format requested by the Committee for the following academic year. The Deputy Principal would chair the meeting of the Health and Safety Committee in future, since the post of Director of Finance and Estates had now been made redundant.

13/11 HEALTH AND SAFETY COMMITTEE

The minutes of the Health and Safety Committee held on 18 May 2011, which were contained within appendix A, were received and approved.

Members noted the matters which had been considered at that meeting. The Principal advised that a risk assessment had been conducted concerning evacuation procedures and the recommendations of the Fire Service were to be implemented. Initial Health and Safety training for students was carried out during induction. Reporting procedures concerning RIDDOR were being reviewed to ensure that the College continued to comply with best practice. The Deputy Principal would continue to monitor progress concerning the Health and Safety Action Plan to ensure that it was effectively implemented.

In conclusion, Members wished to record their gratitude to Miss Herbert for her offer to serve on the College's Health and Safety Committee. The Corporation would be invited to approve her appointment at its meeting on 12 July 2011. It was also agreed to recommend to the Corporation

that the minutes of the Health and Safety Committee should not, in future, be reported routinely to the Personnel and Remuneration Committee, but that the Annual Report should continue to be submitted to the Committee and to the Governing Body. This would ensure consistency with the reporting framework for Equality and Diversity.

14/11 EQUALITY AND DIVERSITY

The Committee received the written Annual Report from the Principal, who chaired the Equality and Diversity Committee. The report was contained within appendix B.

The Principal spoke on her report, apprising Members of the progress which had been made in this area over the last year.

She reminded Members that the Committee had received and supported the Equality and Diversity Action Plan at its meeting in the autumn term. (Personnel and Remuneration Committee minute 24/10 referred). For the first time, this annual plan had reflected, but was not confined to, the equality objectives laid down in the College's Single Equality Scheme. Since these objectives were designed to be achieved over a three year period, the Equality and Diversity Committee had been concerned with the achievement of milestones, as at the summer term 2011, rather than achievement of the full target. An up-date on the Action Plan for 2010-11 was attached to the Principal's Report, as annex 1. This had been colour coded in the 'traffic light' system, as previously requested by the Committee. Members noted that, of the thirteen targets included in the Plan, six had already been fully achieved. The Principal gave a detailed account of the measures taken to achieve these six targets, as follows:

- i **AP1.1.** School students had attended vocational sessions in Engineering and Hairdressing to counter the traditional stereotypes about careers in those areas.
- ii **AP 1.3.** A very successful programme had been undertaken in conjunction with Park Lane School. Students in LZ6 undertaking leadership awards had organised joint sporting activities. The College's Programme Area Coordinator for Sport was investigating whether the programme could be extended throughout 2011-12.
- iii **AP 3.1.** Macclesfield Learning Zone student enrolments post 16 and Macclesfield High School enrolments 11-16 had been analysed and reviewed by the Equality and Diversity Committee. No concerns had arisen concerning ethnicity, age or disability or overall enrolments by sex. However, post 16 subject choices had reflected national trends.
- iv **AP 3.2.** Student performance had been analysed by sex, ethnicity, age, disability and, also, in terms of whether or not students received Additional Learning Support. Analyses had been completed and the outcome followed up. The only concern related to some apparent under-performance by males over 19 at the College in comparison with females. However, detailed analysis revealed no meaningful trends but rather small differences on a range of programmes. Further analysis at programme level did not identify any systematic under performance in this category. Members commended the detailed work which had been conducted in this area to ensure that the Corporation's stated policy of advancing equality and diversity was actively promoted.

- v **AP 3.3.** The outstanding equality and diversity impact assessments had been completed and a working group had been established to determine how the new equality analyses required by the Equality Act 2010 would be conducted.
- vi **AP 3.4.** A review of the role of ALS in supporting students with LDD had been undertaken. Students with ALS were very positive about the support which they received. Additional work was being conducted to establish how learner support could further improve retention, particularly at Level 1 and Entry Level. More work was also being undertaken to identify how ALS could more effectively raise the success rates of students with study skills disabilities.

The Committee noted that a further five targets were on schedule for achievement. Discussion ensued concerning these targets. Equality and Diversity training was to be provided for line managers during Staff Development Week. This was to focus upon the requirements of the Equality Act 2010. Targets relating to narrowing the gap between disadvantaged learners and their more advantaged peer group had been derived from the objectives within the Single Equality Scheme. The milestones set for the end of the current academic year would all be met. Members noted that this objective was also a high priority for the Children's Trust across East Cheshire of which the Principal was a member. It was hoped that protocols could be agreed in the near future for the sharing of certain categories of data with the Trust which would also lead to further improvements in supporting these students. The milestones to the end of the 2010/11 academic year for diversifying the College workforce over a three year period had been met. A full equality analysis of staff recruitment and selection every year was, in future, to be provided to the Equality and Diversity Committee each September. A physical access audit had been conducted across the Learning Zone and the College's audit by the Disability Information Bureau was expected to be completed by the end of June.

The Principal advised that the two remaining targets had been partially achieved. Work was continuing on a number of ways to integrate Park Lane sixth formers more fully into LZ6. A conference with input from Park Lane was scheduled for tutorial induction day in September. Work with the David Lewis Centre had also been significantly extended. A transition project for David Lewis Centre students to prepare to enrol on College courses was showing promising results. Substantial efforts had been made throughout the year to increase the enrolment of adults drawn from disadvantaged areas. The milestone of a 2% increase in learners had not been achieved but progress had been made and a bid had been made for further funding for the next academic year. Training during the year had focussed on the Equality Act 2010 and sessions had been attended by members of the Equality and Diversity Committee and by governors. A training programme for all staff was planned for delivery in Staff Development Week.

Members thanked the Principal for her report and commended the extensive efforts made during the year to promote best practice in this area and to deliver the objectives approved by the Corporation in the Single Equality Scheme.

The Committee reviewed the Policy on the Use of Employer's Discretion for the Local Government Pension Scheme and received an accompanying written report from the HR Advisor. The documents were contained within appendix C.

Members approved the proposal that the policy should remain unchanged for a further year.

16/11 HR INFORMATION

The Committee received a written report from the HR Advisor which was contained within appendix D. Members reviewed the data under the following headings:

- i Workforce Composition.** The data represented a snap-shot view as at 30 April 2011. There was a decrease in the number of full-time equivalent posts for part-time hourly paid teachers, together with a decrease in the number of senior managers. Both had resulted from the need to generate increased efficiency savings.
- ii Recruitment and Retention.** It was noted that between 1 January 2011 and 30 April 2011 the College had advertised five permanent posts and two part-time lecturing posts. The turnover across permanent staff had increased slightly. This had resulted from an increase in the number of employees leaving against a rationalisation of the workforce.
- iii Attendance.** Members noted that the overall absence rate for the period 1 May 2010 until 30 April 2011 was 3.55%, which was slightly above the Corporation performance indicator of 3%, although below the average figure published by the Association of Colleges. The figure had improved from that recorded in the previous year (3.84%). The Principal advised that, in fact, more recent figures revealed a further improvement. It was felt that the occupational health clinics were making a positive impact in promoting a healthy workforce and, also, a number of initiatives had been held during the year to promote the health and well-being of staff. These would continue into Staff Development Week.

17/11 TERMS OF REFERENCE

The Committee received a written report from the Clerk to the Corporation which was contained within appendix E. Members conducted their annual review of their terms of reference. They supported the Clerk's proposal that no further amendments to the terms were necessary at the current time and, therefore, no formal recommendation needed to be made to the Corporation meeting of 12 July 2011.

18/11 ASSOCIATION OF COLLEGES' BULLETINS

Members received the list of the Association of Colleges' Employment Bulletins published since they were last reviewed by the Committee in June 2010. The list was contained within appendix F. It was noted that any of the bulletins were available to members for further review, upon request to the Principal's PA.

19/11 DATE OF NEXT MEETING

ACTION

This would be determined when the calendar of meetings for the forthcoming year was approved by the Corporation in July.

Pamela J Connell
Clerk to the Corporation
27 June 2011

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