

RE(08)M3

Remuneration and Employment Policy Committee

**Minutes of the meeting of the
Remuneration and Employment Policy Committee
held on Tuesday, 21 October 2008 at 16.00 hrs**

Members present: Dr S Claridge (Chair)
Mr D Todman

In attendance: Mrs B Billings (Clerk to the Corporation) (Except for
minute 14)
Mr J McDougall (Principal)
Mrs L Siddall (Deputy Principal)

1-08/09 Election of Chair

Dr S Claridge was elected Chair of the Committee for the Session 2008/09.

2-08/09 Committee Membership

The Committee noted that Mr David Todman had kindly agreed to join the Committee and he was welcomed to his first meeting.

3-08/09 Apologies for Absence

Apologies for absence were received from Mr W Archibald and Ms S Hopkins.

4-08/09 Minutes

The minutes of the meeting held on 10 June 2008 were approved and signed as a correct record (RE(08)M2).

5-08/09 Actions Taken or Outstanding

The Committee noted a report on actions taken or outstanding since its last meeting (RE(08)14). During the ensuing discussion the following points were made:

- (a) With reference to minute 28-07/08 of RE(08)M2, the Principal reported that the College was in the process of restructuring the College HR function. Ms Louise Shannon had been appointed as the HR Administrator, whilst Mr Martin Dennison was currently Acting HR Manager. In future the HR Manager role would have certain responsibilities for the area of staff continuing professional development; and

- (b) With reference to minute 32-07/08 of RE(08)M2, the Principal reported that Ms Diane Read had now been appointed as the College Examinations Officer and Ms Heather Blagdon as Examinations Assistant.

6-08/09 Staff Pay and Conditions

- (a) The Principal gave an oral report concerning the staff pay award 2008/09. During the ensuing discussion the following points were made:

- (i) The support staff national recommendation had now been agreed at 2.45%;
- (ii) It appeared likely that the teaching staff national recommendation would also be 2.45%. The National Union of Teachers did appear to be trying to reopen the negotiations, however the NASUWT and ATL seemed not to have agreed to the NUT's request for them to support the re-opening of pay negotiations and these two unions had accepted the Employers' offer and effectively 'outvoted' the NUT; and
- (iii) The Principal was currently awaiting written confirmation of the national recommendations.

- (b) The Committee agreed the following:

- (i) To recommend to Corporation that, subject to the written confirmation being received, the national recommendations should be implemented;
- (ii) That as the costs involved did not exceed the provision in the budget for 2008/09, as approved by Corporation; the Corporation Chair should be asked to approve the implementation of the national recommendations via Chair's Action;

Action: The Principal

- (iii) That, if practicable, both sets of national recommendations should be implemented simultaneously.

Action: The Principal

(Note by the Clerk: since the meeting the Principal has received written confirmation that the support staff settlement is as follows:

- a 2.45% increase across the pay spine with the exception of points 8 and 9 which have each been increased by 3.6%
- an increase in the Support Staff Standards Payment to £320 per annum
- the basic annual leave entitlement will increase (with effect from the next annual leave year) to 22 days per annum increasing to 25 days after five years' service

and its implementation has been approved by the Corporation Chair via Chair's action).

7-08/09 Staffing Update

The Deputy Principal introduced and the Committee noted a paper updating the Committee on staff matters such as recent staff appointments to the College and staff leavers from it (RE(08)15). The Deputy Principal highlighted the fact that on 1 September 2007 regulations had been introduced requiring teachers in FE colleges to register with the IfL and demonstrate 30 hours of continuous professional development; the deadline for Sixth Form college teachers to be registered with IfL or GTC was March 2009. To date some 49 staff members at Havant College had registered and a reminder letter would shortly be sent to the remainder. The Committee requested that it be kept up to date with regard to the number of staff registering.

Action: The Deputy Principal

8-08/09 Continuing Professional Development (CPD) Strategy

The Deputy Principal introduced and the Committee noted a paper on the College's CPD Strategy (RE(08)16). During her introduction she outlined: the Inset activities which had taken place during 2007/08; how the staff performance management reviews informed the College's CPD strategy and the staff development action plan for 2008/09. It was commented that the Committee would receive further progress reports on this topic in due course.

Action: The Deputy Principal

9-08/09 Investors in People (IiP)

The Deputy Principal gave an oral progress report concerning the Investors in People Action Plan. It was reported that the IiP moderator would be visiting the College in December 2008 to assess progress with regard to the four criteria it still had to meet. The Deputy Principal outlined the work undertaken to help meet these criteria.

10-08/09 Committee Priorities for the Forthcoming Year

The Committee gave consideration to its priorities for the forthcoming year and agreed that they should be as follows:

- Formulation of the recommendations to make to the Corporation regarding the staff salaries (including those of designated senior postholders and the Clerk to the Corporation) for 2009/010;
- Consideration of updated employment policies for the College;
- Consideration of the outcomes of the application for continued accreditation of the College as part of the Investors in People Scheme;
- Monitoring the possible development of a competency based performance review system;

- Monitoring of teacher registration with the IfL; and
- Monitoring of the impact of the increased student numbers at the College in 2008/09.

11-08/09 Date of Next Meeting

It was agreed to decide, in early 2009, whether to hold a meeting on Wednesday, 25 February 2009 at 16.00 hrs. It was suggested that a meeting might only be necessary if there were any new/updated HR policies to be considered.

Action: The Clerk

12-08/09 Industrial Tribunal

See confidential minute.

13-08/09 Appraisal of the Principal

See confidential minute.

14-08/09 Appraisal of the Clerk

See confidential minute.

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