

**HAVANT COLLEGE FURTHER EDUCATION CORPORATION**

**RE(09)M1**

**Remuneration and Employment Policy Committee**

**Minutes of the meeting of the  
Remuneration and Employment Policy Committee  
held on Tuesday, 9 June 2009 at 16.00 hrs**

Members present: Dr C Claridge (Chair)  
Mr W Archibald  
Ms S Hopkins

In attendance: Mrs B Billings (Clerk to the Corporation)  
Mr M Dennison (HR, Learning and Development  
Manager)  
Mr J McDougall (Principal)

**15-08/09 Apologies for Absence**

Apologies for absence were received from Mr D Todman.

**16-08/09 Minutes**

The minutes of the meeting held on 21 October 2008 were approved and signed as a correct record (RE(08)M3).

**17-08/09 Actions Taken or Outstanding**

The Committee noted a report on actions taken or outstanding since its last meeting (RE(09)1). It was noted that Mr M Dennison's job title was HR, Learning and Development Manager.

**18-08/09 Staff Pay and Conditions**

The Principal gave an oral update with regard to the national recommendations for staff pay and conditions for 2009/10. It was reported that the SFCF negotiations regarding national recommendations were to begin shortly and the SFCF had recently consulted colleges, via a questionnaire, prior to the commencement of these negotiations. The NUT appeared to be seeking a significant pay increase for its members and it seemed likely they would aim for at least the 2.3% that school teachers would be receiving. The inflation rate was currently 2.3% for the CPI and minus 1.2% for the RPI. The Committee agreed to defer further consideration of this matter until the national recommendations were available. It was commented that in recent years, because of the timing of the national negotiations, the pay award for the College was often decided after 1 September but then implemented with the award backdated to this date.

**19-08/09 Staff Satisfaction Survey 2008/09**

- (a) The HR, Learning and Development Manager reported that it was planned to undertake the staff satisfaction survey 2008/09 shortly. During the ensuing discussion the following points were made:
- (i) The value of undertaking this type of survey so frequently was open to question. The obtaining of more qualitative type data might be valuable; and
  - (ii) The survey should perhaps be undertaken every other year, alternating with the use of focus groups to obtain some qualitative, more detailed feedback.
- (b) The Committee agreed to recommend that the 2008/09 survey should not be undertaken but that instead focus groups should be used to obtain staff views and that the use of the survey should be reviewed again in 2010.

**Action: The Deputy Principal  
The HR, Learning and  
Development Manager**

**20/08/09 Staff Development Action Plan and Review 2008/09**

The HR, Learning and Development Manager introduced and the Committee noted the Staff Development Review and Action Plan 2008/09 (RE(09)2). The Committee agreed that in future when it was furnished with information reviewing staff development over the year it would welcome a paper with a more narrative format which highlighted key messages such as: the amount spent on training (including as a percentage of the total College budget); how the amount spent compared to other colleges; what training had been undertaken and by which staff groups; how training linked in with the College priorities and how effective had the training been in meeting its objectives.

**Action: The Deputy Principal  
The HR, Learning and  
Development Manager**

**21-08/09 Staffing Update – Starters and Leavers**

The Committee noted a paper updating the Committee on staff starters and leavers from October 2008 (RE(09)3; placed on the table). The Committee agreed that in future when it was furnished with information on starters and leavers it would welcome the paper include: the FTE value of the staff; why they had left/joined the College and, if possible, and indication of their age. The Committee suggested that staff should be offered the opportunity to have an exit interview with someone other than the HR, Learning and Development Manager.

**Action: The Deputy Principal  
The HR, Learning and  
Development Manager**

**22-08/09 Equality and Diversity Action Plan 2008/09**

The HR, Learning and Development Manager introduced and the Committee noted the Equality and Diversity Action Plan 2008/09 (RE(09)4). It was reported that it was still planned to have a presentation to all staff by the Special Branch in relation to the prevention of violent extremism even though the latter was not a particular problem for the College.

**23-08/09 HR Policies**

- (a) The HR, Learning and Development Manager introduced and the Committee noted updated Disciplinary Regulations for the College Staff (RE(09)5). He reported that the document had to be amended slightly to take into account the fact that certain categories of Corporation member no longer existed and that it still had to be considered by the LCC. The Committee agreed to recommend the Regulations to the Corporation for approval, subject to the amendment of the Corporation categories and any minor changes by the LCC.

**Action: The HR, Learning and Development Manager  
The Clerk**

- (b) The Clerk introduced and the Committee noted updated Disciplinary Regulations for the Designated Senior Postholders (RE(09)6). She reported that paragraph 8.2 needed amendment to read “The chosen companion may be a work colleague, a representative of a trade union ~~recognised by the College,~~ or an official employed by the trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker.” Subject to this amendment, the Committee agreed to recommend the Regulations to the Corporation for approval.

**Action: The Clerk**

- (c) The HR, Learning and Development Manager introduced and the Committee noted a Code of Conduct for Staff Working with Young Learners (RE(09)7). The Committee agreed to recommend the Code of Conduct to the Corporation for approval.

**Action: The Clerk**

**24-08/09 Terms of Reference**

The Committee noted its current terms of reference (RE(09)8) and agreed to recommend to the Corporation that the final bullet point be amended to read “ To receive and request regular reports on **workforce planning such as** staff sickness, absenteeism and other appropriate matters.”

**Action: The Clerk**

## **25-08/09      Review of Committee Performance**

- (a) The Committee noted a paper on reviewing its performance and processes for actioning priorities (RE(09)9). During the ensuing discussion the following points were made:
- (i) The Committee had fulfilled its duties as outlined in its terms of reference;
  - (ii) On the whole the Committee had addressed the priorities it had set itself for the year. It was hoped that the focus groups mentioned in minute 19-08/09 (b) would provide feedback on the impact of the increased student numbers at the College; and
  - (ii) The Committee had met twice so far during the session and its attendance had been an average of 62.5% (50% and 75%).
- (b) The Committee agreed the following:
- (i) that the performance indicators and targets detailed in RE(09)9 should again be used to assess the Committee's performance during 2009/10; and
  - (iii) its current processes for actioning priorities were satisfactory.

**Action:      The Clerk**

- (c) Members present completed a meetings evaluation form which was tabled.

## **26-08/09      IfL and GTC Registration**

With reference to minute 7-08/09 of RE(09)M3, it was reported that out of the College's ninety teaching staff approximately eighty had registered with either IfL or GTC.

## **27-08/09      Date of Next Meeting**

Tuesday, 20 October 2009 at 16.00 hrs (provisional) (Ms Hopkins presented her apologies for the meeting on 20 October).

## **28-08/09      Designated Senior Postholder Salaries 2009/10**

It was agreed to defer, pending the agreement of the national pay recommendations, consideration of the recommendation to make to the Corporation regarding the salaries of the Designated Senior Postholders for the year 2009/2010.

## **29-08/09      Appraisal and Salary of the Clerk to the Corporation 2009/10**

- (a) It was reported that arrangements were currently being made for the appraisal of the Clerk.

- (b) It was agreed to defer, pending the agreement of the national pay recommendations, consideration of the recommendation to make to the Corporation regarding the salary of the Clerk to the Corporation for the year 2009/2010.

**30-08/09      Staff Matters**

See confidential minute.

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G:R&EP/agend&mins/RE(09)M1