

Preston's College

Minutes of the Human Resources and Remuneration Committee Meeting held at 6.00pm on 15 November 2016 in the Board Room at Preston's College.

Present:

Mr J Taylor (Chair)

Cllr R Boswell (Items 41-47)

Mrs L Butler

Dr A Jones

In attendance

Mr S Fell (Clerk to the Corporation)

Mr P McMellon (Assistant to the Clerk)

Dr E H Smith (Principal and Chief Executive) – Part 1 only

Mr S Nixon (Executive Director of Resources) – Part 1 only

Ms G Thornton (Head of Human Resources)

PART ONE

36. Welcome and Apologies

Apologies were received from Mr J Boydell.

37. Declarations of Interest

No declarations of interest were received from Committee members.

Dr E H Smith and Mr S Nixon declared interests in Items 33 and 34. The Committee agreed that Dr Smith and Mr Nixon would leave the meeting during discussion of those items.

38. Minutes of the Meeting (Parts 1 and 2) held on 5 July 2016

Resolved: That the Minutes be agreed as a true record and be signed by the Chair.

39. Matters Arising

There were no matters arising.

40. Health and Safety Annual Report 2015-16

Mr S Nixon presented the Annual Health and Safety Annual Report.

The Committee examined the Report and discussed matters raised in the Report.

It was noted that the most likely explanation for the increase in reported incidents was the smoother operation of improved reporting systems, together with better staff awareness, rather than any increase in risks. The impact upon the statistics caused by a disproportionately small number of learners (estimated at around 10 individuals) to the overall statistics was discussed.

Further detail on insurance claims was noted. Reasons for the higher level of incidents in Earnshaw Building were considered. It was also recognised that a significant volume of reported incidents actually occurred off campus and, although resulting in treatment on campus, were not

the College's responsibility. The degree to which use of social media (especially Facebook) contributed was discussed. This clearly represented a major challenge for the College.

Finally, Mr S Nixon agreed that future reports could be enhanced by the inclusion of comparative figures for the full College population (ie staff and students).

Resolved: That the Annual Health & Safety Report be received.

The Chair asked Mr Nixon to convey the Committee's appreciation to the staff involved in the provision of the College's health and safety services.

41. HR Annual Report 2015/16

Ms Thornton presented the 2015/16 Annual HR Report and drew the Committee's attention to the reported reduction in staff numbers (as per the College's Strategic Plan), the drive for more job applications from Indian heritage community, the slight rise in staff sickness levels (and the management thereof), the reduction in grievances from staff, the functioning of the iTrent facility and the successful implementation of a 'TUPE out' exercise (catering services). Ms Thornton also confirmed that the restructuring of the HR team had been completed. The Principal/CE confirmed that the service now provided by the HR Team was extremely beneficial for staff and for the management of the College. The Committee thanked Ms Thornton for all of her hard work in managing such significant and positive change.

REDACTED

The Committee noted that standing arrangements for the management of relations with the out-sourced service provider would include consideration of reports on various aspects of the arrangement by the Board's Business Planning Committee.

The Committee examined the Report and agreed that this represented a fair assessment of the College's and the HR Team's performance in 2015/16. The Chair thanked Ms Thornton and her Team for their sterling contribution to the management of the College.

Resolved: That the HR Annual Report (2015/16) be received.

42. Update on the People Strategy Action Plan 2016/17

The Committee examined the Action Plan. The explanation for the single 'Red' activity was noted. Although the Committee agreed that the general rate of progress was acceptable they felt that it would aid assessment if future tables indicated the direction/degree of progress for each activity. Ms Thornton confirmed that she had plans for enhancing reporting arrangements in this manner.

Resolved: That the contents of the People Strategy Action Plan 2016/17 update be noted.

43. Employment Policy Action Plan 2016/17

Ms Thornton reminded the Committee that the framework/action plan ensured that the College operated a timely and comprehensive process for the updating and introduction of HR policies in line with experience, best practice and new legislation.

She advised on the extent to which the recognised trade unions were involved. The Committee considered the merits of direct College management involvement. Ms Thornton confirmed that management involvement was among the options under consideration for enhancement of the existing arrangements.

Resolved: That the Action Plan, including progress to-date and plans for future reviews, be noted.

44. Investors in People – Reaccreditation 2016/17

Ms Thornton confirmed that reaccreditation of the existing award was due for March 2017. She advised that the College's interests lay in renewal under the *new* format and that consideration was currently being given to 'Silver' status under the new model.

The Committee discussed the reports on staff responses and perceptions, and it was agreed that Ms Thornton should proceed with preparation for renewal.

Resolved: That the report be noted.

45. Revision of Corporate Equality & Diversity Objectives – Scene Setting

Ms Thornton reminded the Committee of the context and background which had originally culminated in approval, in 2012, of the current Corporate Equality & Diversity Objectives. She explained how operation of the proposed cross-representative working group would work towards updated Objectives.

The Committee endorsed Ms Thornton's intentions. The functionality of Vacancy Filler was also discussed.

Resolved: That

- (i) the report be noted and**
- (ii) the proposal to submit the report to Quality & Standards Committee be endorsed.**

46. REDACTED

47. Date of Next Meeting

The Committee noted that its next meeting would be at 5.30pm on Thursday, 23rd February 2017.