

## **Preston's College**

### **Minutes of the Human Resources and Remuneration Committee Meeting held on 5th November 2015 at Preston's College.**

#### **Present:**

Mr J Taylor (Chair)

Cllr R Boswell  
Dr A Jones

Mrs L Butler

#### **In attendance**

Mr S Fell (Clerk to the Corporation)

Mr D Foy (Health and Safety and Environmental Manager) (in part)

Mr S Nixon (Executive Director of Resources)

Ms G Thornton (Head of Human Resources)

#### **1. Welcome and Apologies**

The Chair welcomed Mrs L Butler to her first meeting as a member of the Board and of the Committee following her appointment at the last Board meeting.

No apologies were received.

#### **2. Declarations of Interest**

No declaration of interest were received.

#### **3. Appointment of Chair and Deputy Chair**

**Resolved:** That Mr J Taylor be appointed as Chair and Dr A Jones as Deputy Chair.

#### **4. Committee Terms of Reference**

Councillor Boswell questioned whether the Committee's quorum should be lowered from three given the current membership of four. Mr Fell explained that he did not anticipate the quorum being problematic given that meetings were now planned well in advance. He added that reducing the quorum below 3 was less than ideal from a governance perspective, particularly given the greater decision making powers the Committee had under the new governance framework.

**Resolved:** That the Terms of Reference be noted and the quorum remain at three for the time being.

#### **5. Health and Safety Annual Report**

Mr Foy presented the Health and Safety Annual Report and talked through its key aspects. In response to a query from the Committee Mr Foy briefly outlined the general nature of the Health and Safety incidents that had occurred within the College during the period and cited a number of specific examples.

The Chair commended the College on its positive health and safety record for the period.

Mr Foy confirmed that the College was considering purchasing a further 2 defibrillators, particularly due to the activities taking place within the iStem Centre. He closed by stating that he was in

regular contact with the Health and Safety representatives and other members of the relevant Unions, together with the College's internal Health and Safety Committee.

**Resolved:** That the report be received.

## **6. HR Annual Report**

Gill Thornton presented the 2014/15 Annual HR Report and REDACTED. She confirmed that the College aimed to increase the number of job applications it received from Indian heritage/Black and Minority Ethnicity background, with a target of 8%.

Ms Thornton explained that the number of grievances instigated by staff had reduced and that this was partly due to more robust filters and procedures being implemented. REDACTED .

**Resolved:** That the report be received.

## **7. Workforce Equality and Diversity Strategy - Scene Setting**

The Committee received a report setting out the background in relation to the development of a Workforce Equality and Diversity (WED) Strategy. Ms Thornton confirmed that the draft Strategy would include reference to gender and take account of anti-slavery legislation.

**Resolved:** That i) the report be noted; and

ii) a draft WED Strategy be presented to the next meeting;

iii) that a report on anti-slavery legislation be presented to the next meeting and the draft Strategy amended as appropriate.

## **8. Revised Family Friendly Employment Policies**

The Committee received the report and the appended Policies. The Committee briefly considered the Equality and Diversity section within the Career Break Policy and agreed that it could be strengthened.

The Committee agreed that page 2 of the proposed Employment Policy be amended to replace "business needs of the company" with "business needs of the institution".

The Committee agreed that the references within section 3.1 of the Policy be amended to ensure that they were completely inclusive.

**Resolved:** That, subject to the amendment to the Employment Policy as detailed above, the Policies be approved.

## **9. Any Other Business**

### **Date of Next Meeting:**

5:30pm on 25th February 2016