



Human Resources Committee
Wednesday 22nd October 2008
5 p.m.
Chief Executive's office

A G E N D A

Members are reminded of their obligation to declare openly any conflict of interest arising from a matter before the Committee.

1. Apologies for absence
2. Minutes of the meeting held on 12th June 2008 (attached)
3. Matters arising not covered elsewhere on the Agenda
4. To review the terms of reference of the Committee (attached)
5. To receive the minutes of the Safety Committee meeting held on 1st October 2008 (attached)
[Nigel Jeffery, Director of Finance, available if required]

Items for consideration

6. To consider the Annual Report of the Committee 2007-08 **PAPER 1**
7. To consider the outcome of meetings between the Chief Executive and college staff **PAPER 2**

Items for information

8. To receive a report on the outcome of the Performance Related Pay Review 2007-08 **PAPER 3**
9. To receive a progress report on Teaching Qualifications **PAPER 4**
10. To receive a report on the college's Employee Diversity Profile **PAPER 5**
11. To receive a report on the Health & Safety Award application to the British Safety Council **PAPER 6**

Reserved item

12. Industrial Relations Update
13. Any other business
14. Date of next meeting: 5 pm, Tuesday 20th January 2009

BEDFORD COLLEGE

Human Resources Committee

Wednesday 22nd October 2008
5.00 p.m.

Present: Mr. M. Whitlock (Chair)
Miss P.I. Barrett
Mr. J. Frost
Mr. B. Hundal
Mr. R. Whysall
Mr. I. Pryce

In attendance: Mrs. E. Nash, Director of Organisation Development
Mr. N. Jeffery, Finance Director [HR24-29/08]
Mrs. I. Lennox, Clerk to the Corporation

HR24/08 There were no apologies for absence.

HR25/08 The minutes of the meeting held on 12th June 2008 were considered, approved and signed.

HR26/08 There were no matters arising not covered elsewhere on the agenda.

HR27/08 Committee Terms of Reference

The terms of reference were thoroughly reviewed and it was agreed that they should include a clear remit to oversee staff development including specific plans for a management development programme. Reference to the committee's role in relation to student welfare would also be included and these amendments would be submitted to the November Board meeting for approval.

HR28/08 Safety Committee minutes

The minutes of the Safety Committee meeting held on 1st October 2008 were reviewed and the Director of Finance (NJ) updated members on the recent revision of membership and revised terms of reference. Members noted that a nomination from UNISON was not expected but would be kept open since it was a union recognized by the college. NJ responded to wide-ranging questions and was pleased to report on the new practice of monitoring actions arising out of the meetings, and on the pilot scheme relating to on-line training for staff. One of the key priorities for the Health & Safety Manager was the reduction of accidents amongst the new 14-16 cohort of students and the further development of a preventative approach concentrating on 'accidents waiting to happen'. Members queried the detailed nature of the minutes and noted the link between the committee and the college Executive had been strengthened.

HR29/08 Health and Safety Award

[Agenda item taken out of sequence with the agreement of members.]

Members gave their full support to the drive to obtain an award for health and safety management and noted the audit was scheduled for November. It would give a new impetus to the college's approach to health and safety. The Director of Finance reported that the college was working hard to obtain a grade 3*.

Members wished the college well in these endeavours, and Paper 6 was received.

HR30/08 Committee Annual Report

Members felt that the draft Annual Report submitted under Paper 1 was a true and accurate record of the work of the committee during the year. Its submission to the November Board meeting was approved.

HR31/08 Chief Executive Meetings with Staff

The Chief Executive (IP) explained about the organization of the meetings he had had with 300 college staff towards the end of the academic year and shared with members the outcomes and decisions taken as a result of the exercise, some of which related directly to the overall employment framework for staff, a responsibility of the Corporation.

Members were surprised at the variety of issues raised at the meetings and were pleased that almost all were felt to be positive. Although recent survey returns had reflected a high level of satisfaction amongst staff, this was a drive to become an even better employer; IP reported that some questions in the next staff survey would be designed to monitor the effect of the measures taken as a result of these meetings.

Some of the key issues raised by staff were discussed, including a more flexible approach to working patterns, more rapid progression and a more welcoming induction in the workplace, but others were felt to be fairly minor and not difficult to resolve. The Director of Organization Development had significantly increased the bank of associate staff in response to the problem of gaps between staff leaving and starting, a problem raised by many. Members noted the feedback provided to staff and hoped more follow-up would be provided through Update. They commended IP for embarking on this time-consuming but valuable exercise, and Paper 2 was received.

HR32/08 Pay Award 2008

The outcome of the 2008 Pay Awards detailed in the Chief Executive's report was thoroughly reviewed. Members felt the low number of appeals indicated how well the process was now embedded and noted that only two members of staff were judged as grade 4.

Ways in which promising staff could be retained were discussed. Support was given to the decision this year to reward those staff in the bottom 20% of each scale, subject to good attendance and at least a grade 2, with an additional award of up to 2%. Members noted this had been well received and commended IP for this initiative. Paper 3 was received.

HR33/08 Teaching Qualifications

Members were impressed by the significant increase in the number of qualified teaching staff over the past 3 years, currently at 84% against a national position of 52%. The number of qualified Senior Trainers and Instructors also far exceeded national benchmarks for 2006-07 but the Director of Organisation Development undertook to bring an update to the committee when 2007-08 statistics became available. Members wondered if the college could benefit in marketing terms by these impressive figures. They noted with interest the

payment incentive scheme associated with qualification, and Paper 4 was received.

HR34/08 **Employee Diversity Profile**

In a review of her report, the Director of Organisation Development (EN) drew members' particular attention to the college profile of Black and Minority Ethnic (BME) staff of 17% compared to a national workforce figure of 11%. Members were also pleased to learn that BME teaching staff had risen from 12% to 14% in the past year.

The current age profiles, gender balance and disability figures were also noted with interest. In discussion of the part-time/full-time split, members hoped that part-time members of staff were not discriminated against, although it was acknowledged that Associates could feel somewhat 'left out' due to the transient nature of their timetables. In response to questions, EN reported that turnover amongst BME staff in college was lower than average but undertook to bring a more detailed analysis of recruitment and turnover to the next meeting.

Members noted the reduction in managers over the past year but expressed concern about the significant rise in support staff. EN reported increases in Finance, Student Services and support assistants and drew attention to the new central sales team. Members asked for a breakdown of the 177 support staff in 2008 for the next meeting, and Paper 5 was received.

HR35/08 **Employee Relations**

The Director of Organisation Development gave a verbal update on employee relations, and updated the committee on the current position with regard to UNISON and UCU (the Universities and College Union, formerly NATFHE).

HR36/08 **Any Other Business**

The Director of Organisation Development reported that 53% of eligible staff would be receiving attendance vouchers for 2007-08. She informed members that the Childcare Voucher scheme had been introduced and raised the issue of the frequency of CRB checks on staff, to which members asked for a report to the next meeting.

After the Chief Executive reported on the outcome of the recent British Quality Awards at which the college was a finalist and runner-up in the Employee Satisfaction category, it was agreed that the Director of Quality report to the next meeting on the human resource issues raised in the feedback report.

HR37/08 **The next meeting** was arranged for Tuesday 20th January 2009.

