

Colchester Institute Corporation

**Personnel Committee
Annual Report to the Board
2010-11**

1. **Introduction**

This report covers the work of the Personnel Committee for the period 1 August 2010 to 31 July 2011.

2. **Membership**

The Committee comprises a minimum membership of six, including ex officio the Chair of the Corporation Board and the Principal. Actual membership at 31.07.11 was nine:

Membership during 2010-11:

	Date appointed	Date ceased to be a member
Beth Smith (Chair)		
Danny Clough		
Lesley Cook		
Michael Dew		
Ron McKay		
Patrik Minder		
Jordan Newell		31.07.11
David Priest		
Daren Shinnick		

3. **Attendance of Non-Members**

Committee meetings are normally attended by the Director of Human Resources and Projects.

4. **Clerking**

All meetings of the Committee were clerked by the Clerk to the Governors, Hazel Paton.

5. **Quorum**

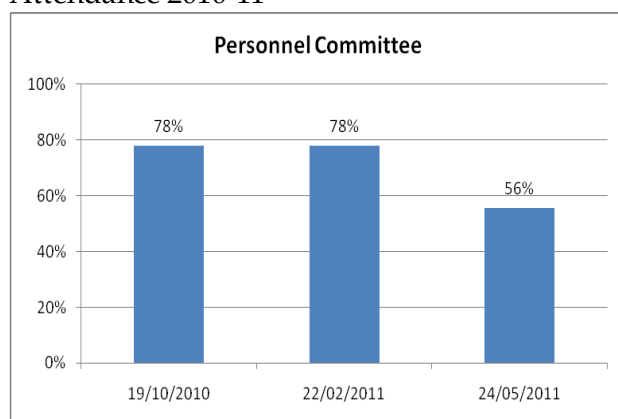
The quorum for meetings of the Committee is four members, and must include the Committee Chair or his/her nominated deputy for the meeting or the Chair of the Corporation Board. All meetings were quorate.

6. **Meetings and Attendance**

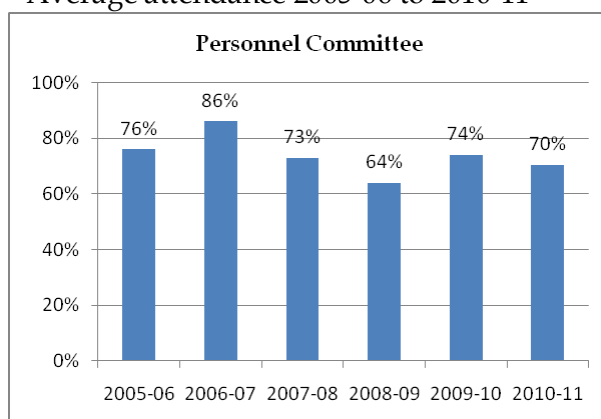
The Committee met on three occasions:

19 October 2010
22 February 2011
24 May 2010

Attendance 2010-11



Average attendance 2005-06 to 2010-11



7. Terms of Reference

The Terms of Reference were reviewed and revised by the Committee in May 2011. New responsibilities include advising the Board on rules and procedures relating to staff grievance, conduct, suspension, dismissal and appeals.

8. Major Items Considered during the Period under Review

8.1. HR Plan

The Committee receives and considers a comprehensive HR Plan at its first meeting each academic year. The plan contains an analysis of the College's human resources for the year in comparison with previous years and outlines the action to be taken to address the HR gaps identified.

Budget planning and in year monitoring of the staffing budget was explored, particularly the part-time hourly paid staff and overtime budgets which were exceeded by every department in 2009-10. It is recognised that over spends on part-time staff are usually balanced by under spends on core staff, but the Committee hopes to see more accurate budget planning in future.

The Committee looks at staff turnover. Administrative areas see a higher level of resignations than teaching staff. The high turnover at Braintree was believed to be partly due to the merger; the Committee would be concerned if this trend continues in the future. The reasons given for voluntary resignations do not appear to indicate any cause for concern.

8.2. Staff Development and Training

All training and development activity undertaken by staff is done so in support of Colchester Institute's strategic priorities. At its first meeting each academic year, the Committee reviews the impact of training and development activities undertaken during the previous year, mapped against Colchester Institute's strategic training priorities, and agrees the strategic training priorities for the year ahead. Key development areas for 2010-11 were leadership and equality and diversity. There was also a series of mandatory learning and teaching development days for teaching staff.

8.3. **Equality and Diversity**

The Committee considers a comprehensive equality and diversity (E&D) report annually. This provides an overall summary of developments in E&D, detailed monitoring data for staff and students, and an action plan.

The Committee is pleased to see the innovative work that is being undertaken in this area; particularly the E&D DVD entitled Mindset. Produced entirely in house using actors from Music and Performing Arts and “sets” in Hairdressing, Motor Vehicle, Catering and Construction, and edited by students and staff from Video Production who also wrote the scripts, Mindset is a learning resource based on five scenarios: cyber bullying; hidden disabilities; sexism; homophobia and race and immigration.

8.4. **Health and Safety**

Health and Safety is a standing agenda item. The Committee noted that attendance at the Health and Safety Committee is an issue and is pleased that this is being tackled with membership reviewed on an annual basis and members with a poor attendance record replaced on the Committee.

8.5. **Sickness Absences**

Sickness absence levels are reviewed annually. The Committee was concerned to note a significant increase in absence due to stress in 2009-10. It is believed that uncertainty over the merger with Braintree College may have been a contributory factor to this increase. This will be monitored by the Committee.

8.6. **Staff Survey**

The staff survey was carried out in 2010 with a return rate of 53%. An area of concern to the Committee, which was explored at length, was staff at the Colchester campus being pressurised to work long hours. It is believed increased work following the merger, prior to the introduction of new management structures, and preparations for the anticipated inspection, may have contributed to this result.

8.7. **Safeguarding**

Safeguarding is a standing agenda item, with termly reports from the Designated Officer for Safeguarding. The Committee is of the view that there is a clear system for dealing with safeguarding issues, which appears to be working well. The College’s Safeguarding and Child Protection Policy has been identified as exemplary by the local Stay Safe Group.

8.8. **Policies and Procedures**

The Committee considered for recommendation to the Board the following revised/new policies and procedures:

- Safeguarding and Child Protection Policy
- Student Disciplinary Policy
- Staff Discipline Procedure
- Whistleblowing policy/procedure
- Gifts and corporate Hospitality Policy
- Paternity Leave Policy/Procedures

- Equality and Diversity Policy
- Student Union Constitution

Beth Smith
Chair, Personnel Committee
October 2011