

Colchester Institute Corporation

*Minutes of a Meeting of the Personnel Committee
held on 29 June 2010
at The College at Braintree*

Present

Beth Smith, in the Chair
Danny Clough
Lesley Cook
Michael Dew

Patrik Minder
David Priest
Daren Shinnick

In Attendance

Linda Cox Director of Human Resources and Projects
Hazel Paton Clerk to the Governors

Apologies for absence were received from Jordan Newell

PART 1

1. Declaration of any conflicts of interest regarding any items on the agenda

None.

2. Minutes of the Meeting 23 February 2010

The Minutes of the meeting held on 23 February 2010 (CIC/PC/10/2/1) were received and confirmed. The Chairman signed the minute book.

3. Action Sheet and Matters Arising

None, other than on the agenda.

4. Health and Safety Committee

CIC/PC/10/2/2, minutes of the Health and Safety Committee held on 18 May 2010, were received and considered.

It was noted that judgement had been found against the College in a H&S related insurance claim. A student had slipped and hurt her back after an archaeologist working on site in wet conditions had trod mud into the refectory. The Committee questioned the responsibilities placed on third parties using College facilities and whether consideration had been given to making a counter claim against the insurance company of the archaeologist. They were advised that it is not normal practice for contractors to be allowed on site to use College facilities, but in this instance it was permitted as the archaeologists did not have their own facilities. It was agreed to following up with the College's insurers the possibility of making a counter claim.

Noting that there had been a number of reported incidents of theft and criminal damage, the College questioned whether this was a particular problem for the College, and whether appropriate security measures were being put in place, such as locking computer rooms when not in use. The Director of Human Resources and Projects reported that she was

currently heading up a project looking at the use of ID badges, and also looking at site security, including closing down the perimeters to make the site more secure. However, the need for a secure site needs to be balanced with the need for a welcoming campus for all users.

5. **Time off for Training of Study**

CIC/PC/10/2/3, Right to request time to train policy and procedure, was received and presented by the Director of Human Resources and Projects. The policy has been drawn up to meet a new legal right to request time to undertake study and/or training which came into force on 06.04.10. However, it was noted that the College already has an established staff development policy which enables all staff to develop skills and expertise relevant to their individual needs and it is anticipated that the majority of training needs will be covered by this policy. Training needs are identified through the existing PDR process.

The Committee APPROVED the policy.

6. **Date of Next Meeting**

Tuesday, 19 October 2010 at 4.30 pm.

7. **Any Other Urgent Business**

None.

Part II - these minutes are non-confidential although some of the associated papers may be.

8. **Part II Minutes**

The Part II Minutes of the meeting held on 23 February 2010 (CIC/PC/10/2/4) were received and confirmed. The Chairman signed the minute book.

In response to a question it was reported that the launch event for The College at Braintree had not been as well attended as the College would have hoped. However, it is thought that those who had attended had found the event useful and worthwhile, and supported the work that had been undertaken to build relationships with local Head Teachers. The Committee acknowledged the work that the current Director of Development and Operations (West) had undertaken in this area and questioned how the momentum will be maintained with his imminent retirement. They were advised that there will be a phased hand over to his replacement while he familiarises himself with the role, and that in the interim the Director of Quality and Operations (East) will represent the College on the Area Planning Group.

9. **Child Protection Issues**

CIC/PC/10/2/5, report from the Designated Person for Child Protection on Child Protection issues, was received and noted. The Committee noted that there had been a rapid increase in the number of recorded cases since the last meeting, which suggested a greater level of awareness among staff following the roll of Safeguarding training for all staff and governors since February 2010.

The Chair reported that she had attended a training day earlier that term in her capacity as designated Governor for safeguarding, and commented that the demands being made on

staff appear to considerable. The session had included staff from social services and local voluntary groups as well as College staff.

The Clerk confirmed that governors who had been unable to attend the safeguarding training in April are being encouraged to attend one of the sessions being run for staff.

10. **2010 Pay Review**

CIC/PC/10/2/6, report on the AoC pay offer for 2010, was received and presented by the Director of Human Resources and Projects. It was noted that the annual AoC survey of colleges had indicated a strong business case for a 0% increase in pay, but that Colleges would want to be able to reward staff. The AoC had therefore proposed a non-consolidated pay award of 0.2%, which has been rejected by the unions. A further meeting is scheduled of 01.07.10.

The Principal reported that the SLMT has discussed the recently announced pay freeze for public sector employees. It is unclear whether colleges, as incorporated bodies, are regarded as public sector, and whether the pay freeze is effective from 2010 or 2011-12. It was noted that teachers will receive a previously agreed 2.3% award, which will widen the gap between the salaries of FE lecturers and school teachers from 13% to 15%.

The Committee was concerned that staff should be kept informed of the outcome of negotiations, not only through meetings with the unions, but through CLMG staff and Insight.