

**CITY OF WOLVERHAMPTON COLLEGE**

**Minutes of the meeting of the Human Resources Committee of the Board of Governors held on Monday 29 June 2009 at 5.00pm in Room 255, Wellington Road**

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**PRESENT**

Mr R Landman (Chair)      Mr WA Parker  
Mr I Millard

Ms S Meddings (Clerk)

**IN ATTENDANCE**

Mr I Cowdale (for item 6)  
Ms L Cross (for item 7)  
Mr P Polowyj  
Ms S Prince  
Mr J Stretton  
Ms V Wynter

In the absence of the Chair, Ms C Boughton, it was agreed that Mr R Landman would chair the meeting.

The Chair suggested a re-ordering of the agenda items to enable report presenters to leave the meeting early. It was agreed to take items 7, 4 and 6 first.

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms R Bansal.

**07/09 MINUTES OF THE PREVIOUS MEETING – 23 MARCH 2009**

**Resolved:**

That the minutes of the previous meeting held on 23 March 2009 be approved as a correct record.

**08/09 MATTERS ARISING**

**Interim Report on the Pacific Institute**

Arising on Minute No 02/09, the Principal reported that the College was currently reviewing when to undertake the follow up staff surveys in order to analyse any changes in the College's culture. He also reported that benchmarking data was now available to use as a comparison with the results of the follow up surveys.

## **Sickness Absence Monitoring Report**

Arising on Minute No 04/09 it was reported that the College's current annual level of sickness absence was 4.46%, which was just below the public sector average of 4.5%.

The Committee congratulated the college on achieving this level of sickness absence and requested that a target for sickness absence should be considered and included within the next Staff Monitoring Report.

### **09/09 ANNUAL REVIEW OF THE COLLEGE'S CHILD AND VULNERABLE ADULTS PROTECTION FRAMEWORK 2008/09**

Governors considered the 2008/09 annual review of the College's Child and Vulnerable Adults protection framework in the context of the Committee's delegated responsibility for overseeing the arrangements and monitoring the policy and procedures on an annual basis.

It was reported that the annual monitoring report for 2008/9 aimed to demonstrate the College's compliance with its policies and procedures in this area and covers the following areas:

- Name(s) of designated senior member of staff responsible and details of training received; Name of designated governor. How training, advice and support has been provided to staff
- How records of referrals, complaints and concerns are recorded;
- How parents and learners are made aware of the policy
- How employers and schools are made aware of the policy.
- Which other policies and procedures have been revised to safeguard children and vulnerable adults, for example safe recruitment practices put in place.
- Brief detail on the impact the policy has had through statistics. i.e. number of under 18 and vulnerable adult referrals for the year covered by the report.
- An identification of any amendments to the College's policies/procedures in relation to the protection of Children and vulnerable adults.

In receiving the report, the Committee noted and endorsed the proposal that the designated SMT member should be John Stretton.

The Committee further noted that amendments to the policy and procedure had been made, to include two new designated members of staff for the Sport Centre, as outlined in the Designated Staff List. An additional appendix 4 had been added to outline the application of procedures for children attending sports facilities.

### **Resolved:**

**That the Human Resources Committee has considered the annual monitoring report on the College's Child and Vulnerable Adult Protection Framework and recommends the approval of the amended Child and Vulnerable Adult policy and procedure to the Board of Governors.**

*Ms L Cross left the meeting.*

#### **10/09 LECTURER CONTRACT OF EMPLOYMENT - UPDATE**

The Committee received a work in progress update on the consultations on the College's lecturer contract of employment.

It was reported that the aim of the proposed changes was to have a lecturer contract which was fair and equitable and which would allow the College to work flexibly with its staff to deliver a more professional service to students and to achieve the agenda demanded of FE colleges.

The Committee noted the current position in respect of the consultation with UCU and further noted the main areas of contention raised by UCU. It was reported that further meetings to discuss these areas were scheduled and that a letter was to be sent to all teaching staff outlining and explaining the rationale for the changes.

In receiving the progress report, the Committee agreed to wholly endorse the approach taken by the Senior Management Team in discussions with UCU and to request the Senior Management Team to continue the discussions with a view to implementation of the revised lecturer contract during the autumn term.

*Mr J Stretton left the meeting.*

#### **11/09 HEALTH AND SAFETY - ANNUAL REPORT 2008/09**

The Committee received and noted a summary of the College's health and safety performance in 2008/09.

It was reported that the annual health and safety report summarises the work of the College Health and Safety Adviser, the joint College/Trade Union Safety Committee, College policy developments, accident statistics and general initiatives. Key issues of note were:

- Outcomes from the follow-up inspection by the Fire Service
- Summary of work undertaken by the College Safety Committee
- Changes in the law regarding Corporate Manslaughter
- Accident statistics
- Summary of training delivered and planned
- New initiatives undertaken

The Committee further received the 2009/10 Health and Safety Policy which included the following proposed amendments:

- i. Paragraph 10.0. Identification of the new post of Director of HR post and their contribution to the management of safety and health.
- ii. Paragraph 13.5. Acknowledgement that First-Aid training is delivered in line with the recently updated guidelines.
- iii. Paragraph 13.6. Further information on how fire precautions are managed on significant College sites as required by the Fire Safety Reform order 2005.

- iv. Paragraph 13.21. Addition of peak sound pressure values to the average values as listed in the Control of Noise Regulations.

In noting the health and safety report and in endorsing the proposed amendments to the Health and Safety Policy, the Committee

**Resolved:**

**That the amendments to the Health and Safety Policy be endorsed and recommended to the Board of Governors for approval.**

*Mr I Cowdale left the meeting.*

**12/09 STAFF MONITORING REPORT ON DISCIPLINE, GRIEVANCE, HARASSMENT/BULLYING (DIGNITY AT WORK) AND CAPABILITY**

The Committee received and noted a staff monitoring report on cases relating to discipline, grievance, harassment/bullying and capability for the period 1 August 2008 to 12 June 2009 broken down by gender, age, ethnicity, disability and contract (i.e. lecturer, support, management).

It was reported that this was the first time this level of detail had been captured and that it was the intention, in future, to provide this information as part of the annual staff monitoring report and to provide a comparison in terms of year on year trends as the data was analysed.

The Committee noted that a conscious effort was being made to resolve issues in a way which avoids formal processes being instigated so that matters could be resolved in a less time consuming manner. Linked to this was a programme of training, planned for 2009/10, to equip managers to deal with the emerging number of complex employment issues being raised and to facilitate the effective handling of people management issues.

**13/09 CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) 2009/10**

The Committee received and noted the draft CPD Plan for 2009/10 and the key activities and targets within the Plan.

It was reported that the draft Plan was driven by the College's Strategic Priorities, outcomes from the College Performance Management Scheme and Initial Teacher Training to meet LLUK legislation. The draft Plan would be further informed by an evaluation of 2008/09 CPD activity in July and August 2009. The Plan would be finalised in the autumn term and reported to Governors at that time.

**14/09 LEGAL MATTERS**

The Committee received a report on the status of 7 current legal cases.

In respect of case 1, which had been reported to each Committee meeting since 2003, the Committee were pleased to note that an out of court settlement had been agreed and that this case was now closed.

Of the 7 cases reported to Committee, 5 have been concluded. The two outstanding cases were currently being processed.

**15/09 CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING – 23 MARCH 2009**

**Resolved:**

That the confidential minutes of the previous meeting held on 23 March 2009 be approved as a correct record.