

GOVERNING BODY

EMPLOYMENT & ORGANISATIONAL DEVELOPMENT COMMITTEE

Minutes of the meeting held on Thursday, 21st October 2010 at 6:15 pm at the Richmond Business School, Richmond

Present:	Ms Louise Fluker (Chair) Cllr Sally Cole Ms Christina Conroy OBE, Principal and Chief Executive Mr David Sidonio
In attendance:	Ms Gabrielle Flint, Vice Principal (Curriculum & Quality) Ms Judith Potter, Vice Principal (Finance & Corporate Services) Mr Paul Coveney, Clerk to the Governing Body and College Secretary
Apologies:	Mr Chris Williams Ms Jane van Ammel, non-Governor member

The meeting remained quorate throughout.

Part 1: Non-Confidential Items

1. **MINUTES**

The minutes of the meeting on 27th May 2010 were approved as a correct record and signed by the Chair.

2. **MATTERS ARISING**

- Item 6: the Clerk confirmed that the details of the asbestos alert were circulated to the Committee on 29th June 2010: there was no asbestos involved in the incident concerned.

3. **DECLARATIONS OF INTEREST**

There were none.

4. **TERMS OF REFERENCE 2010 11**

- *The Committee received its terms of reference for 2010/11.*

5. **RACC STAFF RELATED POLICIES**

In presenting the policy review update, the Principal reported that the CPD and Appraisal policies and procedures for approval by the Committee were new: previously, the College had used a number of forms, but there had been no clear formulation of policies and procedures in these areas. The College also intended to develop a recruitment policy, and a draft would be considered by the SMT on the following day. Other policies and procedures intended for further review would be presented to later meetings. These included policy and procedure for managing the two types of College volunteers: those who were undertaking voluntary work in order to complete an NVQ, and those who were general volunteers providing services to the College. The Committee noted that the College wished to increase its volunteer force.

The Committee noted that the smoking policy and the Violence at Work Guidelines were obsolete as they were now contained in other policies, and should be removed from the staff general shared drive.

Clerk

The Committee noted that the College had updated several employment policies and procedures to reflect the revised Human Resources management structure, and to make minor editorial amendments, but that the substance of these policies and procedures remained unchanged from those previously approved.

The Committee considered a tabled paper relating to the HR department initial self assessment for 2009/10, and noted that the team had graded themselves as Grade 3,

but had clear aspirations to become better. Major areas for development included improving the underlying management systems, the general management of part-time staff, and obtaining an improved occupational health service. The Committee noted that the employment policies and procedures approved during the last year were important enablers for many of the identified action points. The Committee asked what training was planned for the HR department, to which the Principal replied that the Staff Development Officer was undertaking a programme which would lead to CIPD qualification, and morale was good. The Committee requested that an update on the HR action plan be reported to its next meeting.

Principal

Staff Development policy and procedure

The Committee approved the staff development policy and procedure, subject to minor drafting changes.

Appraisal policy and procedure

The Committee asked why there were so many forms, many of which seemed to be only minor variants of others. The Principal replied that the reason was largely historical: the College did need separate booking forms for both internal and external courses, but recognised that there needed to be only one form for appraisals, with guidelines on the form itself describing how it was to be used for full-time or part-time staff: the forms would therefore be rationalised along those lines.

Principal

The Committee asked why the College scheduled appraisals according to staff joining dates, rather than within a specified "window" to fit in with the College's planning cycle. The Principal agreed that this would be a better approach. After discussion, it was agreed that a period starting on 1st January would both fit in with the SAR cycle, and also be satisfactory for both teaching and business support staff: the College would modify the policy and procedure accordingly. There would also be a clear programme for who was responsible for conducting which appraisals.

Principal

The Committee requested the addition to the appraisal form of a single-sheet summary of agreed objectives for the year, as a clear statement of what was expected, as well as an extra question to ask how the appraisee had discharged his/her statutory duties with regard to Health & Safety, Safeguarding and Equality & Diversity.

Principal

Subject to the above amendments, the Committee approved the Appraisal policy and procedure.

6. TRAINING PLANS

In considering the training plans for 2009/10, the Committee noted that the Staff Development Officer had interviewed all College managers and conducted a training needs analysis. The resulting training plan was consistent with the business plan objectives for 2009/10, and had received budget approval from the Vice Principal (Finance & Corporate Services), with some contingency for unforeseen requirements.

The Committee noted the training plans for 2010/11 with approval.

7. STAFF PAYROLL REPORTS

The Vice Principal (Finance & Corporate Services) reminded the Committee that actual/budget comparisons early in the year could be misunderstood: the budget was annualised in twelve equal amounts, whereas teaching activity was low in the early months of the year. A year-to-year comparison was more indicative: and 2010/11 compared well with 2009/10 as at the end of September. The College was monitoring staff costs closely, with HR receiving a monthly payroll report. The College would continue to report payroll to the Committee at its future meetings.

JP

The Committee noted the payroll report.

8. BUSINESS PLAN AND RISK MANAGEMENT

The Committee noted that the business plan had been modified following the meeting of the Governing Body on 23rd September 2010: there were now 8 main themes, of which numbers 6 (High quality learning environments), 7 (Equality & Diversity) and 8 (Organisational Development) would be scrutinised by the Committee. The College Secretary reported that the initial 2010/11 risk assessment would be conducted by the

SMT the following day, and the risk register would then be updated accordingly. Clerk

The Committee noted the business plan and risk management update.

9. **HEALTH & SAFETY**

In considering the draft revised terms of reference for the College Health & Safety Committee, the Committee noted that paragraphs 3.4 to 3.11 of the Health & Safety Policy needed to be reviewed: these paragraphs should be consistent with the revised terms of reference, and also with the recent changes to the College structure. JP

Subject to the above, the Committee recommended the revised terms of reference for the College Health & Safety Committee for approval by the Governing Body.

The Committee noted that the Health & Safety Policy was for signature by the Principal and the Chair of the Governing Body, and requested that the revised policy be submitted to the next meeting of the Governing Body for approval. Clerk

The Vice Principal (Finance & Corporate Services) presented the Health & Safety Action Plan update report. She reminded the Committee that some of the actions effectively had to be repeated every year: to show them as incomplete at this stage of the year should not be interpreted as an indication of poor progress.

The Committee noted that progress on the risk assessments was the most important item for its consideration, to which the Vice Principal (Finance & Corporate Services) replied that the Estates and IT inspections had been completed for all classrooms, and the fire inspection was planned for the forthcoming half term. There were further assessments planned, which were prioritised by a combination of the hazards inherent in the course subject matter and the type of learner.

The Committee asked whether all risk assessments were conducted in-house, to which the Vice Principal (Finance & Corporate Services) replied that, with the exception of the fire risk assessment, they were conducted in-house: managers were being appropriately trained, for instance through IOSHH. Technicians were also IOSHH trained. The Vice Principal (Curriculum & Quality) reported that some arts students were given extra privileges if they volunteered to take lead roles in risk assessments for their classes.

The Committee noted the Health & Safety Action Plan progress report with approval.

The Vice Principal (Finance & Corporate Services) presented the accident report for 2009/10. She advised the Committee that, for 2010/11, the College planned to change the categorisation of incidents to comply with that used by the AoC London Health & Safety Group, which the College had joined.

The Committee asked what was the number of days lost in 2009/10, to which the Vice Principal (Finance & Corporate Services) replied that the College would consider including this information on future reports. JP

The Committee noted the accident report.

10. **EQUALITY & DIVERSITY**

The Committee noted that the College had reviewed the Equality & Diversity Policy to reflect a revised membership of the Equality & Diversity Committee. The substance of the policy remained unchanged from that previously approved.

The Principal advised the Committee that the decision to move to a Single Equality Action Plan had been a good one: there was now a single repository for all E&D related actions, which were allocated to strand champions for completion, who would be appraised on their achievements in this area.

The Committee noted the Single Equality Action Plan update report.

In considering the Autumn employment law update report, the Committee noted that

the full implications of the Equality Act 2010 in relation to indirect discrimination on the grounds of disability were not yet clear, and were unlikely to be so until the Act had been tested in the Courts. The Vice Principal (Finance & Corporate Services) reported that the College had considered the change in tax on benefits in respect of its salary sacrifice cycle scheme: the cycle hire period would be extended to four years, by which time the residual value would be very low. The Committee requested that further employment law update reports be presented to every meeting.

Principal

The Committee noted the employment law update.

11. ANY OTHER BUSINESS

The Committee noted that the remaining meeting dates for 2010/11 were:

- Thursday, 3 February 2011
- Tuesday, 7 June 2011

This part of the meeting ended at 7:45 pm.

CHAIR