

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE FINANCE & GENERAL PURPOSES (HR) COMMITTEE MEETING HELD ON Wednesday 25 May 2022 at 16.30

Present: Mrs Ann Donoghue, Mr Dan Lodge (Principal), Mr Paul Mittendorfer, Mr Will Power, Mr Stephen Avery

In attendance: Members of SMT - Mr Ian Dumbleton (FD), Rob Hussey (VP Curriculum), Mr Steve Martell (DP)
Mrs Russha Sellings (Clerk)

In the Chair: Mrs Ann Donoghue

2456. Apologies for Absence: received and accepted from Mr Lawrence, Mrs Hobday, Dr Skipp and Co-optee Mr Wakefield. The meeting was declared quorate from the outset.

2457. Chair's Introductions and Declaration of Interests

Attendees were welcomed to the meeting and Mr Hussey was thanked for producing the report for Item 7 which would be the focus of discussions. The Chair advised of an item to be covered under AOB following an email from a member regarding inflationary pressures on staff pay. Members confirmed they were content with the policies presented as consent items, which in the main, had been reviewed with minor amends. There were no declarations specifically raised, although it was noted there were agenda items relevant to employees present at the meeting.

2458. Minutes of the meeting held on 8 March 2022 were approved without amendment.

2459. Matters Arising

To be covered at the next meeting due the focus on HR matters, however the Chair felt it important to acknowledge the first meetings of the two appointed Working Parties which had taken place earlier this month and explain the next steps. The outcomes would be fully reported at the next meeting and prior to this, Working Party members would facilitate group discussions on their relevant area at the forthcoming Upper Managers' Away Day.

2460. Pay

Papers: Gender Pay Gap report, Pay Policy

a) Gender Pay Gap report

Members received the annual report as a consent item for which there were no comments raised.

b) Pay Policy 2022-23

Members received the policy as a consent item for which there were no comments raised.

Recommendation: The Governing Body approve the Pay Policy 2022-23

c) SPH/SMT/Clerk composite pay report

The Chair provided a brief verbal update on behalf of the Chair of the Remuneration Committee, Mrs Hobday, who was unable to attend the meetings including Remuneration just prior to the F&GP Committee. *The Remuneration Committee would be reconvened to complete the agenda items and outcomes reported at the next F&GP Committee meeting (Action Clerk).*

2461. HR Policies

Papers: HR policies

HR Policies:

i) Staff Disciplinary Policy

ii) Staff Grievance Policy

iii) Appeals Procedures (Staff)

Members received the statutory policies. It was highlighted that subject to acceptance of the Clerk's proposed changes to section 3.1 of the Appeal Procedures, there would be a requirement to reflect this in the relevant sections of the Staff Disciplinary Policy. HR advice had been sought and this would ensure consistency with employment contracts.

Recommendation: The Governing Body approve the Staff Disciplinary Policy and Appeal Procedures with agreed adjustments and the Staff Grievance Policy with minor updates.

iv) Leave of Absence Policy

A discussion took place on the main policy updates covering sabbaticals and career breaks. Mr Hussey said the DfE had planned to address this prior to the pandemic. It was important to clarify the legal differences in the meantime and the Principal advised the proposed changes included the position on annual leave which could only be accrued during a sabbatical. Members raised questions regarding career breaks and qualifying for continuous service; it was confirmed this would not apply where someone was re-employed due to the break in contract. Furthermore, there was also no guarantee of re-employment, which was at the discretion of the College depending on the individual case.

Resolved: The F&GP Committee approved the Leave of Absence Policy.

v) Staff Bullying & Harassment Policy

vi) Sickness Management Policy

vii) Staff Recruitment Policy

viii) Stress Management Policy

ix) Staff Welfare Statement

There were no comments in the remaining policies which were approved as consent items.

Resolved: The F&GP Committee approved the policies.

2462. HR Report (s) (other) inc:

Papers: HR Report, SMCG Minutes 11-03-22

Mr Hussey explained in future, the report would be under the jurisdiction of the DP and would develop over time as an HR Strategy with corresponding annual update.

The current report covered the following items and Mr Hussey invited questions:

a) Performance & Dev inc:

- i) Appraisal
- ii) Probation
- iii) Staff Absence
- iv) Staff Development
- v) Staff disciplinary, capability, retention

b) Recruitment, staff profile & retention strategy incl:

- i) Exit interviews
- ii) Staff E&D report
- iii) Staff Recruitment
- iv) Staff Utilisation
- v) Staff survey results

- Members remarked on the appraisal process, in particular, opportunities for performance to be assessed holistically. Mr Hussey said appraisals fed into the College SAR and QIP, however acknowledged that due to the number of cross College SARs and QIPs, this may not cover all aspects. The appraisal cycle needed revisiting to align with the QA process, which it was hoped would strengthen the overall reporting.

- It was also observed that 31% of support staff had not yet had their targets signed off in April and some context behind the headline data on this may be useful for members.
- Members also commented on the positive feedback via exit interviews and suggested that retirees be omitted from the data, enabling more focus on assessing areas for retention.
- It was noted that feedback from staff surveys was very specific and detailed by department. Mr Hussey stated this was shared with the relevant managers and also with Governors, in part to meet the requirement for balanced reporting.
- A question was raised about benchmarking canteen charges and the FD responded this exercise had been completed against other colleges in the sector. It was important to cover costs, although currently the College was also absorbing inflationary increases and he alerted members that this may have to be revisited again to ensure it was sustainable.
- Members queried staff equality where the staff profile was observed as 68% female which was considered typical for sixth form colleges. Mr Hussey informed members the College retention rate was high, especially among teaching staff which explained the majority age range, although there were also some trainee and Early Qualified Teachers. A higher complement of experienced teachers was overall positive, however the Principal cautioned that as 85% were on the top pay bands, this exacerbated the inflationary pressures on pay.

Members concluded that it would be useful to consider separating data for teaching and support staff. Furthermore, ensure measures in the report to focus on meaningful data linked to KPIs.

c) Minutes of meeting of Staff Management Consultative Group (11-03-22)

Members received the last set of minutes, the minutes of this month's meeting would be presented in June.

The Principal provided updates on the reduction in Covid measures since the drop in the number of cases and confirmed the two largest unions were satisfied with the College's approach.

Future considerations to pay were anticipated and further discussions took place under AOB.

2463. AOB

Paper: AoC letter (tabled) and circulated electronically to all members following the meeting

The AoC had recently written to the SoS urging him to consider the issues faced by the sector. The Government's 2% funding increase would not address the current trajectory of inflation and most colleges were having to meet the need for additional increases in the coming years. The FD provided an update with regard to specific pressure points; individual budgets were currently manageable thanks to maintaining the surplus level, however there would be a cumulative effect over time. *Members requested further updates on mitigating the short and medium term risks and the Principal agreed to share the letter with the MP for Horsham at a forthcoming meeting (Action FD/Principal).*

There were no other matters raised under AOB.

2464. Meeting Assessment: nothing to record.

2465. Date of Next Meeting: Tuesday, 28 June 2022 at 16.30

The meeting ended at 17.35

Chair

Date

RRS 01-06-22