



**Employment & Personnel Committee – Part I**

Minutes of the ninety-second meeting of the Brockenhurst College Employment and Personnel Committee held on Thursday, 12 May 2022 via Zoom.

<b>Present:</b>	<b>Governors</b>		<b>Meetings attended</b>
	Mrs D Hawkins	Chair	(2 out of 3)
	Mrs X Li-Bloodworth		(2 out of 3)
	Ms H Coast		(3 out of 3)
	Dr K Webb	Interim Principal	(1 out of 1)
	Mr S Williams	Joined at 5.45pm	(1 out of 1)
	<b>In attendance:</b>		
	Mr S Lovegrove	Vice Principal, Curriculum and Quality	
	Mr L Feingold	Vice Principal, Finance	
	Mrs J Munro	Assistant Principal, Learning and Quality	
	Mr G Francis	Assistant Principal, A-Levels	
	Mr S Jenkin	Assistant Principal, Vocational	
	Mrs L Payne	Clerk to Corporation	(3 out of 3)

**Meeting commenced at 5.30pm**

Agenda item	Paper title	Action
92.1	<b>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</b> The Chair welcomed everyone to the meeting. Apologies had been received from Mr Graham Beards and Mr Gary Cooper.  No member declared any conflict of interest with the agenda.	
92.2	<b>COMMITTEE BUSINESS</b>	
92.2.1	<b>Minutes of the meeting held on 3, February 2022</b> The minutes of the meeting held on 3, February 2022 having been previously circulated to members were agreed as a true record and would be signed electronically by the Chair. <b>All Members were agreed.</b>	
92.2.2	<b>Matters arising from 3, February 2022</b> It was noted all Matters arising had been actioned or would be covered within the agenda.	
92.2.3	<b>Review of Effectiveness of Committee</b> As part of the process of continuous self-assessment, the Chair of the Committee and members of the committee, were asked to complete the annual evaluation on the review of the effectiveness of the Employment and Personnel committee. Members considered the questions and agreed the committee had done well adhering to the Terms of Reference, and praised the effective chairing of the committee in the academic year, enabling members to express their views openly. <b>The report was noted.</b>	
92.2.4	<b>Terms of Reference</b> Members were asked to consider the current Terms of Reference for this committee. The Clerk informed members there were no proposals to change any of the Terms of Reference. <b>Members unanimously agreed the Terms of Reference and agreed to recommend them to the Board for approval.</b>	<b>Refer to Corporation</b>

92.3	<b>HR</b>	
92.3.1	<p><b>AoC Employment and Personnel Updates since February 2022</b></p> <p>The Vice Principal, Finance highlighted the AoC Employment and Personnel updates since last term. In particular, he referred to the increase in the minimum wage paid to those under age 23. He also highlighted the National Trade Unions Pay Claim for 2022-2023 and that the proposal for a 10% increase. He reminded members that Colleges were not beholden to follow the AoC guidance on pay awards and could make their own decisions on a pay claim based on the College finances and other related matters.</p> <p>The Chair of the Committee asked what resources were in place to support women during the menopause and what the college was doing to address this. The Vice Principal, Finance would look into it and present a report at the next meeting.</p>	<b>VP-F agenda item next meeting</b>
	The Chair informed members that in relation to the item on Policies she would be taking all Policies 'as read' and approval sought en bloc, unless the policies had 'significant' changes and then a summary of the changes would be presented.	
92.3.2	<b>Policies</b>	
92.3.2.1	<p><b>Absence Management and Sick Pay Policy and Procedure (deferred from May 2021)</b></p> <p>Members noted there were no changes to the Absence Management and Sick Pay Policy and Procedure and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
92.3.2.2	<p><b>Critical Incident Policy</b></p> <p>The Vice Principal, Finance informed members the College's Health and Safety policy include guidance for dealing with emergencies due to Fire, but there was now a need to consider steps to be taken due to other types of Critical incident that would have an impact on the College. He confirmed the policy had been reviewed by the Senior Management Team and the following key changes had been made;</p> <ul style="list-style-type: none"> <li>i) There was inclusion of the Director of Digital Innovation to the College's Key personnel</li> <li>ii) The location of First Aid responses for all College sites had been updated</li> <li>iii) The Homestay Contingency Plan had been amended to reflect the fact that the breakdown in relationship was not limited to learners but could also be as a result of host issues.</li> </ul> <p>Members noted the changes to the Policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
92.3.2.3	<p><b>Grievance Procedure for Employees</b></p> <p>Members noted there were no changes to the Grievance Procedure for Employees and agreed to recommend to the Board for approval. <b>All Members were agreed.</b></p>	<b>Refer to Corporation</b>
92.3.2.4	<p><b>International Assignments Policy</b></p> <p>The Vice Principal, Finance informed members that the policy was applicable for employees who were employed specifically to work in one of the College's partner schools for at least a year. He confirmed it also covered employees who may be based abroad at one of the College's partner schools on a short term basis for less than three months. The Vice Principal, Finance advised members that in light of the College no longer recruiting staff directly to work in the partner school in China, the Policy had become outdated and the rewritten policy related to employees already working for the College who would undertake an assignment on a secondment basis. The Policy had been reviewed and significantly updated and amended to reflect the current practice. Members agreed to recommend to the Board for approval.</p>	<b>Refer to Corporation</b>

	<b>All Members were agreed.</b>	
92.3.2.5	<b>Joint Agreement on Guidance for Regulating Working Hours in Further Education Colleges</b> Members noted the minor changes to the Joint Agreement on Guidance for Regulating Working Hours in Further Education Colleges and agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>
92.3.2.6	<b>Parental Leave Policy</b> Members noted there were no changes to the Parental Leave Policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>
92.3.2.7	<b>Redundancy Policy</b> Members noted the minor changes to the Redundancy Policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>
92.3.2.8	<b>Shared Parental Leave (Adoption) Policy</b> Members noted the minor changes to the Shared Parental Leave (Adoption) Policy and agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>
92.3.2.9	<b>Shared Parental Leave (Birth) Policy</b> The Vice Principal, Finance informed members that the policy outlined the process that needed to be followed when an employee requested shared parental leave following the birth of a child. An amendment had been made to Section 5.1 to include reference to a form the employee needed to complete to apply for Shared Parental Leave. Members noted the change and agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>
92.4	<b>HEALTH &amp; SAFETY</b>	
92.4.1	<b>Minutes of the meeting held on 23, March 2022.</b> The minutes of the Health and Safety meeting held on 23, March 2022 were noted. The Vice Principal, Finance informed members that Gary Cooper as Health and Safety Link Governor had been at the Health and Safety meeting. At the meeting there was good discussion around the Covid update, Staff absences and College timetable. The Vice Principal, Curriculum and Quality spoke about the difficulties getting invigilators and the Chair of the Committee acknowledged there was a shortage of invigilators nationally.	
92.4.2	<b>AoC Health &amp; Safety updates since January 2022</b> The updates were noted.	
92.4.3	<b>Policies</b>	
92.4.3.1	<b>Health and Safety Policy</b> The Vice Principal, Finance informed members there were minor changes to the policy, mainly related to the College site now being a smoking site as opposed to a non-smoking site as there was now a small smoking area on the College premises. Members agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>
92.4.3.2	<b>Environmental and Sustainability Policy and Plan</b> Members noted that no changes had been made to the policy but the action plan had been updated to reflect all ongoing initiatives. Members agreed to recommend to the Board for approval. <b>All Members were agreed.</b>	<b>Refer to Corporation</b>

92.5	<b>OPERATIONAL MATTERS</b>	
92.5.1	<p><b>Critical Incident Report</b></p> <p>This item was presented by the Vice Principal, Finance. Members were informed that in critical incidents occurring at the College such as fire alarms, evacuations and other significant disruptions to College activities the College's response to these incidents was set out in the College Critical Incident Policy. The College needed a clear procedure for dealing with major incidents and needed to take lessons from any major incidents that occurred. He referred specifically to the incident whereby Highwood Nursery was temporarily closed on Monday 21 March 2022 due to staff shortages but that provision nevertheless continued for children of keyworkers and vulnerable children. He said there had also been two accidental activations of the fire alarm system on the 11 March 2022 and 12 April 2022 although on both occasions the evacuation of staff, students and visitors took place without incident.</p> <p><b>Members noted the report</b></p>	
92.5.2	<p><b>Covid update (if applicable)</b></p> <p>The Assistant Principal, A-levels, informed members that the College was no longer required to track Covid cases and staff and students did not need to report when they had Covid.</p> <p><b>The report was noted.</b></p>	
92.5.3	<p><b>Stewardship Day 2022 (date change/update)</b></p> <p>The Clerk informed members that Stewardship Day was due to take place on 10, June alongside the College's Governors' Strategy Day. The Chair of the Board had felt that this did not set aside enough time to acknowledge staff achievement and it was agreed to move the Stewardship Day which would be specifically related to staff achievement and staff related members to another day in the summer. The current new date set for Stewardship Day is 4, July 2022.</p>	
92.6	<p><b>Evaluation of Meeting</b></p> <p>Members were pleased that the papers were sufficient to inform them and that they had received them in good time to read for the meeting. The meeting was well conducted by the Chair of the committee and members added value with their contribution and made appropriate challenge.</p>	
92.7	<p><b>AOB (to be notified to Clerk in advance of meeting)</b></p> <p>No other business was raised.</p>	
92.8	<p><b>Date of next meetings</b></p> <p><b>Thursday, 6 October 2022 at 5.30pm</b></p>	

**Meeting ended at 6pm.**