

	<p>RUNSHAW COLLEGE CORPORATION</p> <p>MINUTES OF THE REMUNERATION AND ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING</p> <p>WEDNESDAY 20 JUNE 2018</p>
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Present Ken Lee, Joshi Jariwala (Chair), Simon Partington, David Sherliker, Diane Bourne

In attendance Fatema Hussein (Clerk to the Corporation), Tracey Croft (HR Director)

Meeting began 4.00 pm

Meeting closed 5.50pm

Attendance 100%

1. APOLOGIES FOR ABSENCE

There were no apologies to receive.

2. DECLARATION OF INTEREST

Governors were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting

No interests were declared.

3. MINUTES OF THE MEETING HELD ON 12 MARCH 2018

3.1 Approval of the Minutes

Agreed that: the minutes are approved as a correct record and authorised for publication.

Subject to:

Item 8.6 - add; "the Grievance Procedure was recommended to the Board for approval"

3.2 Matters Arising from the Minutes

Item 3.2 Health, Safety and Well-Being

The Clerk reported that the matter had been raised at the Audit Committee meeting and a follow up audit of all open items had been undertaken. This had confirmed that all of the recommendations from the original Health & Safety audit had now been implemented.

A Governor suggested that any areas where a fundamental recommendation was given or are considered high risk should be audited every year.

ACTION:

Clerk to raise with Audit Committee

Item 3.2 Data Protection Policy

The HR Director reported that updated data protection guidance had been released very recently and College wanted to benchmark its current policy against others before updating it. The policy would be reviewed next year.

Item 5 Gender Pay Gap Reporting

It was confirmed that the amendments requested by the Committee had been made and the report published within the report timescales.

Item 8 Policies

The HR Director reported that all policies had been approved by the Unions and communicated to staff.

Item 10 Risk Register

The Committee was informed that a number of actions had been taken in relation to Business Continuity Planning and details had been included in the Health & Safety monitoring report.

4. PAY AWARD 2018

The HR Director explained that:

- AOC had reopened pay discussions with Trade Unions who were seeking a pay award of 5% or £1,000, whichever was higher
- College had considered whether August was the correct time to review pay as recruitment would not be confirmed until September
- It was proposing that the date of the award was moved to January 2019, and a number of Colleges had done this
- The Unions had expressed some concern as to whether the pay award would be backdated to August 2018
- An alternative option was to make the award from 1 August 2018 for 17 months
- This would then provide the option to move the date of the next award to January 2020

The Principal stated that:

- The next 12 months would be financially difficult for the F.E. sector
- There was a likelihood that core funding for F.E. may increase in 2020 but it was important for College to be financially stable until 2020
- Caution was therefore required in setting the 2018/19 budget
- Savings would have to be made and this would include a reduction in staffing
- In order to safeguard jobs, it would be prudent to move the date of the award to January 2019

The Committee discussed the proposal and it was suggested that it would be better to find a solution that moved the pay date to January but without penalising staff

RESOLVED:

Following a discussion, it was agreed that:

- The Committee would recommend to the Board that a maximum award of 1% was made subject to affordability from 1 August 2018 until January 2020
- The Committee requested that further clarification / detail on the proposal was provided for the Board meeting

ACTION:

- HR Director to amend the report
- Clerk / Board Agenda

5. TRADE UNION FACILITY TIME REPORT

The HR Director explained that:

- The Trade Union Regulations required the College to publish the total cost of paid facility time before 31 July
- The information must be published on the College website and a UK Government website
- Legal advice had been sought on the requirement to report
- Trade Unions representatives were not technically included under the regulations and only four out of the eight members of staff were Union Representatives
- The College would be over reporting and was correct in what it had reported
- 260 hours had been allocated to Trade Union duties to support all staff at the College

RESOLVED:

The Committee noted the Facility Time Report

6. EMPLOYMENT LAW UPDATE

The Committee reviewed the report and it was noted that:

- There was a national issue in connection with the calculation of annual leave for staff on variable hours and had gone to an employment tribunal
- Guidance had been issued which stated that employers needed to start preparing for this
- College was waiting to see if the ACAS guidance changed

7. STAFF CHARTER

The HR Director explained that the Staff Charter had been reviewed with the aim of making it more concise and to have a stronger link to Runshaw's values.

The Committee suggested that the order in which the key values were listed needed to be reversed and that the wording was amended slightly to incorporate the College's values on diversity.

ACTION:

HR Director to amend Charter as agreed

8. STRATEGIC PLAN 2017/18 MONITORING REPORTS

The Committee considered the monitoring reports which set out key actions required to meet targets contained in the Strategic Plan and indicated progress to date with them.

The following points were noted:

8.1 Chapter 9 – Staffing

- There had been problems with the implementation of the new HR and Payroll system and it was uncertain whether it was fit for purpose
- It was unclear whether the implementation would go ahead
- The problems had occurred as a result of the provider experiencing staffing issues and losing knowledgeable staff
- There was one other College who was using the same system and had experienced similar problems

Governor Questions

Q. How much had College paid for the system so far?

A. £75,000 had been paid so far, of which £38,000 was for a three-year subscription for licenses. The College had stopped paying any further invoices

Q. Did the issue need to be raised with the Audit Committee?

A. Audit Committee were aware of it

Q. What was the worst case scenario and would it be possible to continue operating with the current system?

A. The current system could continue to be used as there was no end of life and it was more of a cost rather than operational issue

Q. Why had College committed more than the required amount to the training levy?

A. College had utilised all of its levy but as further Apprentices were to be appointed, additional monies had been allocated to the levy fund

8.2 Chapter 12 – Health, Safety & Wellbeing

- Most actions were on track to be completed but the staff absence rate was slightly higher this year at 2.8%

Governor Questions

Q. Was an analysis undertaken of how many staff and number of days of sickness this equated to?

A. This was done and the data was available

The Committee stated that it was important to establish whether this was an increasing trend.

8.3 Chapter 10 – Equality & Diversity

- Lancashire Home Office were to deliver free Prevent training to staff 2018/19
- All mandatory staff training would in future be undertaken online apart from Professional Boundaries

9. POLICY REVIEWS

9.1 Data Breach Policy

The Committee was informed that this was a new policy based on model guidance issued by the AoC and described the procedure to be followed in the event of a data breach.

Governor Questions

Q. Was the Data Protection Officer aware of his personal legal liability for any data breaches?

A. College had not been made aware that the Data Protection Officer would be held personally accountable

Governors requested that legal advice was sought to clarify this.

ACTION:

Clerk to clarify and report back

The Committee reviewed the policy and some minor amendments were suggested.

RESOLVED:

The Data Breach Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.2 Safer Recruitment and Engagement Policy

The policy had been reviewed in light of the statutory guidance 'Keeping Children Safe in Education' issued by the Department for Education which is expected to be updated from September 2018.

RESOLVED:

The Safer Recruitment and Engagement Policy was approved, subject to consultation with the recognised trade unions.

9.3 Recruitment and Selection Policy

Key changes to the policy included an updated list of related policies including the new Employee Privacy Notice; reference to being a Disability Confident Employer, and an updated section on data protection to reflect GDPR.

RESOLVED:

The Recruitment and Selection Policy was approved, subject to the amendments proposed consultation with the recognised trade unions.

9.4 Parental Leave Policy

It was noted that one minor change was being proposed to the policy.

RESOLVED:

The Parental Leave Policy was approved, subject to consultation with the recognised trade unions.

9.5 Purchase of Additional Annual Leave Policy

It was noted that minor changes were being proposed in relation to contractual earnings and eligibility criteria.

RESOLVED:

The Purchase of Additional Annual Leave Policy was approved, subject to consultation with the recognised trade unions.

9.6 Local Recognition and Procedural Agreement

RESOLVED:

The Local Recognition and Procedural Agreement was approved, subject to consultation with the recognised trade unions.

9.7 Dealing with Allegations of Abuse against made against Staff, Volunteers and Governors

The Committee requested that some amendments were made to the wording to provide greater clarification.

The Clerk advised that there was a policy in place for the Removal and Suspension of a Governor and the Committee agreed that this needed to be referred to.

RESOLVED:

The Dealing with Allegations of Abuse against made against Staff, Volunteers and Governors Policy was approved, subject to the amendments proposed and consultation with the recognised trade unions.

10. SUCCESSION PLANNING

The Committee considered the report and it was noted that:

- 70% of staff had identified successors against 84% in the previous report
- There were some roles where there was a single individual in post and it may be possible to get short term cover for those

The Committee commented that the percentage of MMT posts (54%) with identified successors was quite low and requested that this was verified. It was suggested that a further update was provided at the next meeting.

ACTION:

- HR Director to clarify
- Clerk / Agenda

11. RISK REGISTER

The Committee reviewed the register and noted the increase in risk of strike action. The risk had been increased as there was currently strike action being taken in a number of Colleges.

12. RESERVED BUSINESS

Access restricted to Corporation Members (excluding Staff and Student Members)

12.1 Minutes of Reserved Business at meeting held on 12 March 2018

Agreed that: the minutes are approved as a correct record.

12.2 Matters Arising from the Minutes

None.

13. TEAM SELF REVIEW

Committee members undertook a review of the meeting and returned the completed forms to the Clerk.

14. MEETINGS SCHEDULE

Monday 19 November 2018 at 4.00pm