

R U N S H A W C O L L E G E <hr style="border: 1px solid red; width: 100px; margin: 5px auto;"/>	RUNSHAW COLLEGE CORPORATION MINUTES OF THE REMUNERATION AND ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING WEDNESDAY 13TH MARCH 2019
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Present Joshi Jariwala (Chair), Simon Partington, Diane Bourne, Louise Myers, Gill Davies

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

Meeting began 4.00pm

Meeting closed 6.20pm

Attendance 100%

1. APOLOGIES FOR ABSENCE

There were no apologies to receive.

Louise Myers and Gill Davies were welcomed to the meeting.

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 19 NOVEMBER 2018

3.1 Approval of the Minutes

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

3.2 Matters Arising from the Minutes

Item 9 Data Breach Policy

The HR Director reported that College had obtained a quote for additional cover to protect against malicious acts by employees. However, the premium was quite substantial and management were of the opinion that the risk was quite low.

Item 10 Succession Planning

It was noted that succession planning would be discussed at the next meeting of the Committee.

ACTION:

Clerk / Agenda

Item 4.2 Financial Planning App

The HR Director reported that the Employee Assistance Programme provided financial advice and guidance to staff. Details of free financial planning Apps had also been provided in the Staff Update.

4. HUMAN RESOURCES MONITORING REPORTS

4.1 Staff Turnover 2017-18

The HR Director presented the report and the following points were noted:

- Staff turnover was 13.5% in 2017-18 which was a slight increase compared to the previous year which was 12.6%
- The majority of leavers were support staff, 65% of whom were manual staff
- Voluntary resignation remained the most common reason for leaving (64%) and redundancy accounted for 13% of leavers
- A fifth of all leavers departed during their first 2 years of employment

Governor Questions

Q. Was College able to fill the vacant posts when staff left?

A. Most of the roles could be filled but it was occasionally difficult to recruit male workers as Education Support Workers where duties involved intimate and personal care

Q. Were the reasons for staff leaving collated and analysed?

A. The information was collected as part of exit interviews and the vast majority of staff left for progression onto other posts

Q. Was there a reason why a large number of staff seemed to leave after 5 to 10 years of service?

ACTION:

HR director to clarify and report back

A Governor suggested that it would be useful to breakdown the data by different categories of staff.

ACTION:

HR Director to clarify and provide a more detailed breakdown

4.2 Industrial Action, Grievances and Whistleblowing

The HR Director presented the report and advised that:

- Industrial relations within the F.E sector and at Runshaw had been good in recent years
- Pay was always an issue that generated a lot of discussion including the date of the next pay review
- Workloads and contact hours were an issue in some Colleges
- The UCU had requested an agreement on local issues and a memorandum of understanding had been signed last year
- There had been two grievances and no whistleblowing cases since the last report

5. IIP ACCREDITATION

The HR Director presented the report and advised that:

- Runshaw was first accredited with IIP in 1995 and had renewed the standard every three years since then
- During the last three assessments, the College had achieved IIP Gold under Generation 5 of the IIP framework, achieving full marks by meeting all 196 indicators

- The next review was due to take place in July 2019 and would be on the new Generation 6 IIP framework
- The new Generation 6 IIP framework was more rigorous than earlier versions and involved a development visit every 12 months as opposed to one at 18 months
- The views of the College Management team were that IIP did not add significant value to the people management practices and strategies of the college and was costly
- College had four options available to it and these had been outlined in the report

A Governor stated that their recent experience of the IIP accreditation was very positive and it had provided a clear framework and guidance as to what the key requirements were from an employer's perspective.

Governors discussed the costs, benefits and added value of continuing to be assessed formally against the IIP standard and how it would assist the College with continuous development. It was noted that the new framework was different and would provide some additional stretch and challenge.

Governor Questions

Q. To what extent had IIP helped with the development of the HR strategy?

A. It had helped to some degree and in particular with the development of the vision and values

Q. Would an explanation be provided to staff if College decided not to apply for the re-accreditation?

A. The HR Director confirmed that this would be done

Q. Would an alternative to IIP be utilised instead?

A. College had considered applying for the Sunday Times Best Companies to Work For but this was only valid for a year and very expensive

Q. Did other high performing Colleges have the IIP accreditation?

A. This would need to be checked

Q. What was the purpose of having the accreditation for Runshaw and did it provide added value for the staff?

A. There was no statistical evidence to indicate that it had benefited College with recruiting and retaining staff. It had however assisted with the development of leadership and management within the College

RESOLVED:

The Committee considered the options outlined in the report and **Agreed** that the preferred option for the College was to assess against the Generation 6 IIP framework without any external validation.

Governors also endorsed the use of other frameworks such as Mindful Employer, regular surveys and subsequent actions which were driven by the continuous development culture within the college rather than just the IIP standard.

6. PENSIONS LIFETIME / ANNUAL ALLOWANCE LIMIT

The Principal informed the Committee that:

- The current pensions lifetime allowance limit was £1. million
- Due to methodology used to calculate the technical value of pensions, this was beginning to affect staff in the public sector
- Anyone who exceeded the limit would face a very large tax bill if they continued to pay into pension scheme
- Some staff within the health sector had decided to leave the sector due to the tax implications
- If staff left the pension scheme, they would also lose the death in service benefit

- Trying to secure alternative health insurance at an older age could be problematic and expensive
- Some Colleges had put alternative arrangements in place that didn't disadvantage individuals affected by this

The HR Director stated that College had provided, via external experts, financial education including pensions to members of staff including senior management.

The Clerk advised that:

- She had sought the views of her Clerk colleagues to ascertain how this was being addressed in other Colleges
- Many Colleges has taken the approach that any employees affected by this would be advised to seek independent professional advice from a pensions expert
- Some were of the view that this could have all sorts of implications for example; favouring SPHs over other staff, and the fact that it was a personal tax issue and not related to the college.
- There had also been a case in Wales where the Audit Office had ruled that two councils had acted unlawfully by letting chief executives opt out of a pension scheme to avoid potential tax payments
- The Chief Executives in question had had been given cash payments in lieu of employer pension contributions.

The Committee considered the issue and commented that this may be a matter that needed to be considered nationally especially if many staff in senior positions within the education sector could be affected by it.

RESOLVED:

The Committee agreed that the matter was discussed further at the next meeting and that a paper outlining the key issues was provided for consideration

ACTION:

- HR Director / Clerk to provide a paper at the next meeting
- Clerk / Agenda

7. AOC SENIOR STAFF REMUNERATION CODE

The Clerk advised that:

- Following consultation, AOC had published the Colleges Senior Staff Remuneration Code
- The code was a voluntary initiative which Boards were encouraged to adopt
- One requirement of the code was for the Chief Executive / Principal to not be a member of the Remuneration Committee
- If adopted, the remuneration of the Chief Executive / Principal would need to be separately justified, published and related to the remuneration of all staff within the organisation
- College would also have to publish a readily accessible annual statement which must contain the following information:
 - the pay multiple of the Chief Executive / Principal and the median earnings of the institution's whole workforce, illustrating how that multiple had changed over time and, if it was significantly above any published average, an explanation of why

Governors discussed the matter and it was noted that:

- College had a fair and transparent process in place for senior Postholder pay
- Senior Postholders at Runshaw were paid below the sector norm on appointment and progression on the pay scale was subject to meeting performance targets and sustained and satisfactory progress
- The process had worked well and College would want to continue with this even if the code was adopted

- The remit and membership of the Remuneration Committee and Organisational Development Committee may have to be reviewed as a key requirement of the code was that the Principal was not a member of the Committee

It was suggested that a separate meeting made of appropriate members was held to solely consider remuneration matters in line with the code. It was recognised the next pay award date was January 2020.

RESOLVED:

The Committee agreed that adoption of the code was discussed further at the Autumn term meeting

ACTION:

Clerk / November Agenda

8. GENDER PAY GAP REPORT

The HR Director presented the report and the following points were noted:

- The pay gap had risen slightly to 21.9% from 19.2% last year
- College had a predominantly female workforce (72%) across all of the pay quartiles, with women dominating the lower and lower middle pay quartiles (over 80%)
- At the same time, the majority of staff (65%) at Runshaw continued to work part time, although this was much more prevalent amongst non-teaching staff where 73% of staff worked part-time
- The majority of catering posts were held by women and there weren't many male applicants for these posts
- College had allocated additional funding to address the lowest paid posts
- A high proportion of females were also in management roles at the College
- Roles that were part-time and term time only tended to attract female employees as, in line with societal norms, they fitted in with other family commitments

RESOLVED:

The Committee noted the report and confirmed that they were satisfied that the data had been reported clearly and the reasons for any variations explained

9. EQUALITY & DIVERSITY ANNUAL REPORT 2017/18

The HR Director presented the report and it was noted that:

- There had been an increase in the number of requests for flexible working last year and College was very fair in addressing these requests
- Consideration was being given to voluntarily reporting on disability, mental health and well-being in next year's report in accordance with a recent Government initiative.

RESOLVED:

The Committee agreed that the report was very comprehensive and positively reflected on the extensive work undertaken by College to promote equality and diversity.

Governors requested that their thanks were passed to all staff involved in compiling the report.

10. STRATEGIC PLAN 2018/19 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:

10.1 Chapter 9 – Staffing

- The Principal had written to the Chief Executive of Advanced to agree terms regarding an exit strategy
- Legal advice had also been sought in relation to reclaiming monies that had already been spent by College
- The product that College was intending to purchase had now been withdrawn from sale until staffing issues at Advanced are addressed
- College had now received a response from Advanced so that it could be released from its contractual obligation

Governor Questions

Q. Had any progress been made during the last six months when payments had been withheld?
A. It was confirmed that it had not due to staffing difficulties at Advanced

Q. What was College planning to do with regard to the implementation of a new system?
A. College was now considering continuing with the current JANE HR system given recent developments which had enhanced functionality.

Q. Had any monies been committed to implementing the JANE HR system?
A. The HR Director was reviewing the costs and whether the system could continue to meet College requirements

A Governor suggested that it may be worth utilising a consultant to source and procure a suitable system as an alternative way forward.

The Committee requested that an update was provided at the next meeting.

ACTION:

- Clerk / Agenda
- HR Director to investigate use of a consultant should it be decided to depart from JANE HR.

10.2 Chapter 10 – Equality & Diversity

- Work was continuing to be undertaken on mindfulness and a session was to be undertaken on supporting staff with mental health issues
- An emergency first-aid course had also been offered to staff

10.3 Chapter 12 – Health, Safety & Wellbeing

- Two internal Health and Safety audits (risk assessment procedures and legionella) were behind the planned programme
- The internal auditors had however undertaken a detailed Health and Safety Audit in February and no issues had been raised regarding risk assessments (which were all in date) or legionella (which had also been externally reviewed by a specialist in January with no actions outstanding).

11. POLICY REVIEWS

11.1 Whistleblowing Policy

The Clerk reported that the policy had been review and some small amendments were proposed.

Governors suggested a few additional amendments to the policy.

RESOLVED:

The Committee approved the Whistleblowing policy subject to the amendments suggested and recommended it to the Board

ACTION:

Clerk to amend and include on Board agenda

11.2 Employee Privacy Notice

The Committee was informed that minor amendments were being proposed to the Employee Privacy notice.

RESOLVED:

The Committee approved the Employee Privacy notice

12. RISK REGISTER

The relevant section of the risk register was reviewed and it was noted that the risk of adverse publicity had been increased in light of recent events at the College.

13. RESERVED BUSINESS

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

13.1 Minutes of Reserved Business at meeting held on 19 November 2018

Agreed: that the minutes are approved as correct record.

13.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

13.3 Senior Postholder Mid-Year Review

Discussed under reserved business.

14. TEAM SELF REVIEW

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

15. DATE OF NEXT MEETING

Monday 24th June 2019 at 4.00pm