



11/003 **ITEM 3 MINUTES – 1 JULY 2010**

The minutes of the 1 July 2010 were approved as a true record and duly signed by the Chairman of the Employment Policy Committee.

11/004 **ITEM 4 MATTERS ARISING**

It was reported that the AoC Pay Award had been agreed at 0.2% or £50, whichever was the greater and therefore the College's Pay Award of 0.5% was above the recommended award for 2010 / 2011.

11/005 **ITEM 5 VOLUNTARY SEVERANCE SCHEME**

The Assistant Principal - Human Resources presented an update on the Voluntary Severance Scheme following its approval by the Governing Body on the 4 October 2010.

Details of the Voluntary Severance Scheme were discussed along with the dates that the window opened up to all staff - dates agreed were from Thursday 25 November 2010 to 31 July 2011 (*revised from 17 December 2010*). After discussion on the salient points in the report, the Employment Policy **endorsed** the proposed dates and welcomed the up-date on the Voluntary Severance Scheme and its implications.

An up-date in relation to the number of Voluntary Severances Applications was noted for information, as this had already been reported to the Governing Body on the 20 December 2010.

11/006 **ITEM 6 JOINT CONSULTATIVE & NEGOTIATING COMMITTEE UP-DATE**

The Assistant Principal - Human Resources and Principal / Chief Executive presented an up-date in relation to the JCNC minutes of the 18 June, 6 July (*extra ordinary meeting*), 9 July (*extra ordinary meeting*), 17 September and 8 October 2010 respectively.

A number of issues were shared with the Employment Policy including:

- Resource Planning - Redundancies / Restructuring.
- Performance Appraisals.
- Progression Scale for Lecturers.
- Casework Issues (Estates Team review).
- Pay Award.

- Voluntary Severance.
- Stress Working Party.
- Union Abatement.
- Policy Updates.
- Management Walk Throughs.
- Student Behaviour.
- College Business Updates.

During discussions, it was also **agreed** that:

- the Employment Policy Committee would receive the latest version of the JCNC minutes as soon as they are made available for circulation.

One other issues was raised and that was in relation to the work being undertaken to address some concerns with Staff Workrooms and what actions are needed in the short, medium and long term. This was being led by the Deputy Principal - Corporate Services.

The report was considered and received with other issues raised.

11/007 **ITEM 7 MIDDLESBROUGH COLLEGE HUMAN RESOURCE STATISTICAL REPORTS 2009 / 2010**

**7.1 Term 3 (1 May 2010 to 31 July 2010)**

The Human Resource Statistical Report for the period 1 May to 31 July 2010 (term 3) was considered and received for information with some discussion centred around starters and leavers and the recruitment statistics.

The Employment Policy Committee noted the other aspects of the report.

The Employment Policy Committee welcomed the reduction in the overall sickness Absence Rate to 3.62% despite the increase in staffing during 2009 / 2010. It was noted that this data is now benchmarked favourably against other sectors, as detailed below.

<b>College</b>	<b>CIPD Survey</b>	<b>CIPD Public Sector</b>	<b>CIPD Private Sector</b>
3.62%	3.4%	4%	2.94%

It was also reported that the absence data is collected and collated on a weekly basis but better sharing of data needs to take place with managers.

During discussions, it was also **agreed** that:

- the Employment Policy Committee would receive the Term 1 Statistical Report, as soon as it is ready.

The report was considered and received

11/008 **ITEM 8 POLICIES UP-DATE**

The Assistant Principal - Human Resources and Principal / Chief Executive presented an up-date on the progress being made to the Human Resource policies and it was noted that there had been a significant increase in casework, as noted below:

- Grievances - Informal 4 - Formal 4.
- Disciplinarys - Formal Hearings 10 - Pending 1.
- Employment Tribunals 2 (ET1's).
- Competencies - Informal 15 - Formal 5.
- Compromise Agreements 2.
- Redundancies 11.  
(7 made redundant)  
(4 were offered redeployment)
- Absence / Health Management 8.

It was reported that the Human Resources Department is currently in the process of updating its policies with regard to Performance Management as detailed on the attached flowcharts in the report ie Managing Employees in the Workplace and Performance Tools for Managing Employees. The Employment Policy Committee discussed the detail and welcomed the efforts in pulling together the complex issues.

11/009    **ITEM 9    WORKFORCE DEVELOPMENT ANNUAL REPORT  
2009 / 2010**

The Workforce Development Annual Report for 2009 / 2010 was considered and received for information with no issues raised.

11/010    **ITEM 10    DATE OF NEXT MEETING**

The Employment Policy Committee will meet as follows in 2010 / 2011.

- Thursday 30 June 2011 at 2.30 pm.

11/011    **ITEM 11    ANY OTHER URGENT BUSINESS**

None.

The meeting closed at 5.05 pm.

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**Circulation**

Mrs A V Haskins	College Governor
Mr T Arnold	College Governor
Mrs S Bates	College Governor
Mr R Brady	College Governor
Mr M Hopkins	Principal & Chief Executive
Mrs C A Wheatley	College Governor
Mr B H Whitfield	College Governor
Mrs V Howey	Assistant Principal - Human Resources
Mrs Z Lewis	Deputy Principal - Corporate Services