

**The College of West Anglia
MINUTES OF EMPLOYMENT POLICY COMMITTEE
15 October 2008 – 9.30 am Boardroom**

Present:	Derek Stringer	Chair
	Sharon Cambridge	
	Di Atkinson	
	Sandy Willatt	
	David Pomfret	Principal
Attending:	Nicky Rowland	Head of Human Resources
	Peter Dixon	Chair of Governors (part)
	Jill Francis	Executive Director, Customer Services and Cambridgeshire Liaison (part)
	Danny Huddleston	Health and Safety Officer (part)
	Hilary Reid	Clerk to the Corporation

1 Apologies

Kate Barnett.

2 Minutes of last Meeting – 25 June 2008

The Minutes of the meeting of 25 June 2008 were agreed as an accurate record and signed by the Chair.

3 Matters Arising

(i) Page 2 item 4 Staffing Profile

The Head of Human Resources advised that, over the summer period, a number of younger people had been appointed. However, age profile issues remained in some key areas.

4 Election of Vice Chair

The Clerk invited nominations for the position of Vice Chair from within the membership of the Committee.

Di Atkinson proposed Sharon Cambridge, seconded by Sandy Willatt.

There being no other nominations, **Sharon Cambridge was duly appointed Vice Chair of the Employment Policy Committee for a further year.**

Danny Huddleston joined the meeting at 9.40 am.

5 Health and Safety Policy Review and Annual Report for the period September 2007 to August 2008

The Health and Safety Officer presented the Annual Report commenting on a successful year and marked improvements. In particular, he highlighted the following:

- Accident performance had decreased significantly over the year from 164 to 106.
- More appropriate levels of supervision of students were being applied.
- The Health and Safety Adviser at Fenland had impacted on safety levels there and good practices had been delivered.
- The drive now was for departments to take responsibility for Health and Safety in their areas, with the officers' roles becoming more consultative.
- The audit process – initially targeting Land based and Technology Faculties – had impacted on the number of low level accidents being reported, reducing them significantly.
- Reporting and recording of issues had been improved and problem areas targeted.
- Benchmarking within the sector was difficult. Nationally, the average was 23.5 accidents per 100k people; the College's statistics were 0.5 in every 100k. It was of note that students were categorised within national data as members of the public, not employees.
- Students attending College from local schools were well supervised and their safety record was good.
- Changes to the timing of the assessment process for students with special needs had caused some difficulties resulting in the need to meet a high level of demand for adaptations at the commencement of the academic year. This was to be reviewed and changed again for next year.
- The number of accidents in Technology and Land based Faculties had reduced – down from 35 last year to 26 in 2007-08.

The report was noted.

Danny Huddleston left the meeting at 10.00 am.

Peter Dixon left the meeting at 10.02 am.

6 Summary of Joint Negotiating Committee Meetings and Activities

The Principal presented a report summarising the JNC meetings and the agenda items covered during the 2007/08 academic year. He confirmed that relationships with the trade unions were very positive.

In response to queries, the Principal explained that UCU had a membership of about 30%, Unison less than this, within the College. The Head of Human Resources advised that Job Evaluation remained under consideration. Officers had recently received a presentation on the AoC National model (already accepted by the trade unions). This year, 2008-09, had been set aside for the College to determine whether to implement in 2009/10 and if so establish which model and process to adopt. The costs were high in terms of time and resources.

The report was noted.

Jill Francis joined the meeting at 10.20 am.

7 Equality and Diversity Impact Measures (EDIMS) 2008

The Executive Director, Customer Services and Cambridgeshire Liaison, presented the EDIMS targets and actions for 2008 and beyond. She explained that, following training with staff in February 2008 and taking into account feedback from the sessions, the EDIMS had been drafted with curriculum and Human Resources staff. Managers had been asked to incorporate the EDIMS into their self-assessment process and operational plans. It was noted that some achievement and impacts would take a short time to achieve.

In response to questions raised by the Chair, the Executive Director advised that:

- (i) In terms of increasing the ratios of disadvantaged students beyond society norms, the College was already above those norms as a result of its responses to disadvantage and the number of specialisms on offer.
- (ii) Targeting gender and age imbalances in staff recruitment and effective implementation of in-house coaching had been included to challenge society's standard expectations of gender in career or work choices.
- (iii) Joint work was to be undertaken with Marketing to promote the actions to support achievement of the goals set.

The Committee noted the report and acknowledged it as a very valuable document.

Jill Francis left the meeting at 10.45 am.

8 Proposed Senior Management Team Structure Changes

The Principal presented a paper outlining proposals to restructure the Senior Management Team together with the strategic rationale and timescales for consultation.

He explained that changes had been made in recent months to identify someone to take the strategic lead of the Big Build project and to adjust the workload of the Executive Director of Finance.

Further adjustments were proposed, not a radical overhaul of the Senior Management Team, which took account of the future direction of the College. The key drivers had been to increase management capacity, re-allocation of the work undertaken by the Assistant Principal, Curriculum Development, and the development of a strategic approach to 14-19 work.

Other changes proposed were to place emphasis on the curriculum and teaching and learning and involved changed reporting lines for Heads of Faculty.

The Principal confirmed that there were no financial implications contained within the proposals nor any changes to the number of designated senior postholders, currently the three Executive Directors.

Consultation on the proposals was on-going and the finalised structure was expected to be put in place in November 2008.

Governors commented as follows:

- (i) Titles of postholders should be regularised to become "Directors".
- (ii) It was sensible to retain flexibility within the Senior Management Team and not to fix resources at this time.
- (iii) The risk in the large span of control for the Executive Director, Curriculum and Learning, was recognised and should be monitored.
- (iv) The model was sound and removed fragmentation.

Di Atkinson proposed, seconded by Sharon Cambridge that, following detailed discussion and examination of the proposals, the Committee recommends the proposed structure of the Senior Management Team to the Corporation. Agreed.

Di Atkinson left the meeting at 11.25 am.

9 Any Other Business

- (i) SC shared a public perception that, because the waste disposal site had been re-located, the public believed that the College build was about to start.
- (ii) DS/DP: Feedback from governors in response to the training CD for new teaching staff had been generally positive.
- (iii) Clerk: Confirmation sought from the Committee of preferred start time for future meetings. 8.30 am confirmed for all future meetings.

10 Chair's items for Briefing to Corporation

- Health and Safety Annual Report
- Proposals for the restructure of the Senior Management Team

11 Date and time of next meeting

To be advised. (Next scheduled meeting 8.30 am, 18 March 2009)

The meeting closed at 11.30 am