

**The College of West Anglia  
MINUTES OF EMPLOYMENT POLICY COMMITTEE  
16 June 2010 – 8.30 am Boardroom**

<b>Present:</b>	Derek Stringer	Chair
	Kate Barnett	
	Sharon Cambridge	
	Sandy Willatt	
	David Pomfret	Principal
<b>Attending:</b>	Hilary Reid	Clerk to the Corporation
	Nicky Rowland	Head of Human Resources
	Arlene Clark	Executive Director Curriculum and Learning

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**1 Apologies**

None – all members present.

**2 Minutes of last Meeting – 24 March 2010**

The Minutes of the meeting of 24 March 2010 were agreed as an accurate record and signed by the Chair.

**3 Matters Arising**

**(i) Page 3 item 6 Staff Survey – Key Themes**

Action had been limited because of other work pressures. However, the Principal reported a new approach to communicating across all campuses had been trialled with a video of his recent staff meetings being made and published on the intranet. An interview with the Principal by the Staff governor was being arranged with in-house Springboard TV which was also to be videoed.

A group photograph of governors at the next Corporation meeting was proposed. The Clerk to arrange.

**Action: HR** (*Actioned 21/6 with Paul O'Shea*)

**4 Annual Pay Settlement**

This item was deemed to be "Confidential".

Arlene Clark and Richard Williamson joined the meeting at 8.55 pm.

**5 Restructure Consultation Proposals**

This item was deemed to be "Confidential".

## 6 Health and Safety Update

The Head of Human Resources reported verbally to update the Committee on activity since the last meeting. She highlighted the Fire Service inspections at Austin Fields and King's Lynn. The Fire Officer had not initially been satisfied with the conditions at Austin Fields but the problems identified had since been rectified. The inspection at the King's Lynn campus took place over a number of days and resulted in a call for the College to develop an action plan within one month.

The Principal added that the Tower Block was subject to some significant actions. Some of the work was fundamental to the core of the building – the lift, lift shafts, fire-stopping – and the scale of the remedial action would require students being decanted out; a detailed asbestos survey; and the commissioning of a fire engineer survey. Pick Everard and Fusion were aware of the outcomes of the visit and were building them into the proposals for the accommodation strategy.

Governors asked whether a recent fire audit had been carried out at Isle Campus.

**Action: NR**

Further, that their appreciation of the hard work of the Health and Safety Officer, the Head of Human Resources and other staff involved in the recent incident on campus investigated by the HSE, be recorded and passed on to them.

**Action: DP/NR**

The Head of Human Resources continued her report, noting the following:

- An Environmental Health inspection of the kitchen at Plaxtole House resulted in it being described as “an exemplar kitchen”.
- The Industrial Tribunal had found in favour of the College in relation to the pig incident.
- A significant number of fire evacuations had taken place over a number of recent weeks attributed to vandalism. Steps had been taken to increase security at certain times of the day.
- Health Fairs for staff had been run at King's Lynn and Isle.
- Building issues with the brickwork marquee were on-going. The location was to be changed in the autumn term.
- Issues at Austin Fields were to be resolved by the autumn term.
- Problems with boilers on the King's Lynn campus had been experienced.
- King's Lynn campus had been subject to a risk assessment prior to it being used as a Polling Station in May.
- Power-out problems were being experienced at Isle and Wisbech campuses due to the condition of the buildings.

The following Health and Safety investigations had occurred:

- An art student had been injured by a crank handle whilst adjusting lighting.
- A student fell through one of the glasshouses in Wisbech but had been protected from serious injury by his clothing.

- A member of staff at Isle was injured in an explosion when working on an engine and was taken to hospital with minor injuries.
- A complaint had been received from an employer attending a teaching session about a possible asbestos risk which had been ruled out following investigation.

**The report was noted.**

## **7 Annual Report: Recruitment/Staffing Profile/Sickness Absence Analysis/ Equal Opportunities Monitoring**

The Head of Human Resources referred governors to her report and the attached data relating to recruitment activity January to December 2008 and 2009.

In general, she reported a decrease in the number of recruitment campaigns but an increase in the number of applicants. The number of female applicants increased as did those from non-white and disabled applicants but this increase was not necessarily reflected in the success for those groups.

Other points of note were:

- The majority of employees continued to be in the age group 45-50.
- Turnover increased as a result of the restructure in 2009.

Governors requested turnover figures excluding restructure be provided.

**Action: NR**

- New absence monitoring procedure introduced in September became embedded during the autumn term and was beginning to impact.
- Long term sickness absence continued to be of concern, particularly stress-related absence. Health and Safety Committee were to consider how the College might respond.
- A high number of disciplinary actions had taken place during the year. Currently, five people were suspended, three of whom were subject to police investigations.
- There had been two cases of employment litigation during the period, one of which went to tribunal.

**The report was noted.**

## **8 Appointments/Resignations**

A tabulated report providing detail of staff in post and current vacancies was presented by the Head of Human Resources. She queried whether governors wished this to continue to be a standing item on the Committee's agenda.

Governors confirmed they would wish the report to be included for perusal at each meeting.

**Action: NR/Clerk**

**9 Any Other Business**

- (i) The Chair, on behalf of the Committee, thanked the Clerk for her support and help, said she would be missed and wished her good fortune and happiness.
- (ii) Sharon Cambridge proffered apologies for absence for the meeting of 13 October.

**10 Chair's items for Briefing to Corporation**

- Pay settlement
- Consultation

**11 Date of next Meeting(s)**

Week commencing 2 August 2010 (*confirmed for 4 August 2010*)  
Next scheduled meeting - 13 October 2010

**The meeting closed at 10.50 am**