



## **MINUTES OF THE MEETING OF THE EMPLOYMENT & REMUNERATION COMMITTEE HELD 24 MAY 2011**

Present: Ms C Guy  
Mr M Bonsier  
Mr D Goodlet

In Attendance: Mr J Allen -Clerk to the Corporation  
Ms T Trotter -Vice Principal Finance & Resources

The meeting commenced at 1830

### **APOLOGIES & DECLARATION OF INTERESTS**

37. Apologies were received from Ms L Clayton and Mr C Wright. There was no declaration of interest against any of the agenda items.

### **MINUTES**

38. It was **RESOLVED** to approve the confidential minutes of the meeting held 8<sup>th</sup> February 2011 as a correct record and to authorise the Chair to sign the minutes.

### **MATTERS ARISING**

39. The minutes recorded that any proposals for restructuring following the Comprehensive Spending Review funding announcements would be discussed at the Governor's strategy day held 21<sup>st</sup> May with formal support for any proposals being sought from this Committee. It was confirmed that at the strategy day agreement was reached on a strategy of growth to offset future funding cuts.

### **TERMLY MONITORING OF KEY OBJECTIVES IDENTIFIED IN THE COMMITTEE'S SCHEDULE OF BUSINESS FOR 2011/12**

40. The following are due for review as confirmed in the Schedule of Business:

- Format of the Annual HR Report 2010/11
- Review of the services of the Clerk
- Annual Review of the framework for remuneration and conditions of College staff

- Staff Recruitment & Manpower Planning for Next Year

#### **Format of the Annual HR Report:**

41. The Committee received the proposed format for Annual HR Report 2010/11 which is scheduled to be received at the November meeting (copy attached to the signed minutes). No changes to the proposed format were required.

#### **Annual Service Review of the Clerk:**

42. It was confirmed that the annual service review of the Clerk will be undertaken during June with all governors being invited to participate in the review process by completing a questionnaire that will be issued to them.

#### **Annual Review of the Remuneration & Conditions of Service of College staff:**

43 The College report '*Annual Review of the Framework for Remuneration and Conditions of College Staff*' was received (copy attached to the signed minutes). The report confirms that the College follows nationally recommended pay awards and pay structure negotiated by the SFCF, subject to the College being able to afford the pay award, and it is proposed that this practice continues for 2011/12. The Committee agreed to this approach.

#### **Staff Recruitment & Manpower Planning for Next Year:**

44. The Principal provided the Committee with a verbal update and circulated a summary sheet on recruitment against vacancies (copy attached to the signed minutes). Overall recruitment has gone well with good progress made in making appointments. The Principal confirmed that recruitment during the year has strengthened the staff base.

45. It was **RESOLVED** to note all of the monitoring reports.

#### **SINGLE EQUALITY SCHEME (SES)**

46. The Committee received a report on the progress made to date in relation to the College's Single Equality Scheme (SES) (copy attached to the signed minutes). The report outlined the specific duties arising from the Equalities Act 2010.

47. The Executive has accepted the following recommendations from the College's Equality & Diversity Group regarding action needed to ensure that the College complies with required duties arising from equality legislation

- a) All College managers to take responsibility for equalities analysis (previously known as impact assessment) of the policies they author. This will be checked as part of the approval process for the policy.

- b) Training on equalities analysis to be included in the College training plan for 2011/11; and
- c) Equalities information collection to be extended from August 2011 to include student's religion/belief.

48. It was **RESOLVED** to note the progress report and it was **AGREED** to make available to governors at the December 2011 Corporation meeting training on equalities analysis.

**MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK**

49. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Corporation has agreed a framework for the monitoring of College performance. The E&R Committee is responsible for monitoring the area of staff & human resources. Assessments are carried out at each meeting of the E&R Committee through a standing agenda item '**Monitoring of College Performance**' with an overall assessment being made available to the Corporation.

50. Against each of the agreed staff & human resources performance indicators, the assessment of '*No concern/risk*' (green) was being reported to the Corporation with the exception of employment tribunal where an amber assessment was agreed as there is still one pending submission that could result in a financial liability against the College depending on the outcome of the process.

51. Based on this assessment it was **RESOLVED** to approve the following overall assessment for the area of staff & human resources:

|                                    |                        |
|------------------------------------|------------------------|
| <b>Staff &amp; Human Resources</b> | <b>No concern/risk</b> |
|------------------------------------|------------------------|

**SCHEDULE OF COMMITTEE BUSINESS 2011/12**

52. The Committee agreed to adopt the schedule of business for 2010/11 (copy attached to the signed minutes)

**ANNUAL REVIEW OF THE SALARY OF THE PRINCIPAL**

53. It was agreed to recommend that the Board agrees to the recommendation that any pay award given to staff for 2011/12 would also apply to the post of Principal.

54. The Clerk confirmed that the annual appraisal of the Principal will take place in either September or October with the outcomes reported to the November meeting of the committee.

**ANY OTHER BUSINESS**

55. There was no other business.

**DATE OF NEXT MEETING**

55. TBC

The meeting closed at 19.30.

Signed: ..... Date: .....

**CURRENT SUMMARY ACTION LIST**

| <b>MIN REF</b> | <b>DETAILS OF RESOLUTION/ACTION POINT</b>   | <b>DATE OF REVIEW</b> |
|----------------|---|-----------------------|
| 48             | To make available to governors at the December 2011 Corporation meeting training on equalities analysis.  |                       |
| 54             | The annual appraisal of the Principal will take place in either September or October with the outcomes reported to the November meeting of the committee. | 11/11                 |