



## PART I MINUTES OF THE MEETING OF THE EMPLOYMENT & REMUNERATION COMMITTEE HELD 18 MAY 2010

Present: Ms C Guy  
Mr M Bonsier  
Ms L Clayton  
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

51. Apologies were received from Mr C Wright. There was no declaration of interest against any of the agenda items.

### MINUTES

52. **RESOLVED** That the minutes of the meeting held 2 February 2010 be approved and signed by the Chair as a correct record.

### SUMMARY ACTION LIST & MATTERS ARISING

53. The College report '*Summary Action List*' was received (copy attached to the signed minutes). It was confirmed that of the three action points are addressed through agenda items.

54. It was **RESOLVED** to note the Summary Action List.

### TERMLY MONITORING OF KEY OBJECTIVES IDENTIFIED IN THE MONITORING FRAMEWORK 2009/10

55. The following are due for review as confirmed in the Monitoring Framework 2009/10:

- Format of the Annual HR Report 2009/10
- 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:**

56. The Committee received the proposed format for Annual HR Report 2009/10 (copy attached to the signed minutes). It was agreed not to report on health & safety in the annual HR report but instead to report separately through making available an annual H&S Report.

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

57. It was confirmed that the annual service review of the Clerk has been completed with positive responses received from governors.

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

58 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 2010/11. The Committee agreed to this approach.

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

59. 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.

60. In discussions on staffing, the Committee again re-affirmed its support to the principle that if a sound business case is demonstrated where the level of staffing in any curriculum area is higher than the level required to deliver the curriculum, then the process of organisational change as outlined in the College policy should be pursued.

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

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

62. An action point arising from the last meeting was for the action plan to implement the Single Equality Scheme to be made available for the Committee to review. As the full implementation of the Equality Act has still yet to be assessed a position statement was made available for the Committee to review (copy attached to the signed minutes).

63. It was agreed that instead of the detail of an Single Equality Scheme action plan, the Committee would welcome assurances from management in the form of a short report that the College is, or is working towards, full compliance of the Single Equality Scheme and Equality Act. The report should also confirm how the new building fully complies with all the necessary equality legislation.

64. It was **RESOLVED** to note the progress update.

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

65. 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.

66. Against each of the agreed staff & human resources performance indicators, the assessment of '*No concern/risk*' was being reported to the Corporation.

67. 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>
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### **SCHEDULE OF COMMITTEE BUSINESS 2010/11**

68. The Committee agreed to adopt the same schedule of business for 2009/10 with the exception being a separate report on H&S at the autumn meeting of the Committee..

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

69. It was agreed that this agenda item would be declared a Part III confidential meeting of the Committee with minutes being recorded separately.

### **ANY OTHER BUSINESS**

70. There was no other business.

### **DATE OF NEXT MEETING**

71. Tuesday 2<sup>nd</sup> November 2010 @ 1830.

The meeting closed at 20.30.

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

**CURRENT SUMMARY ACTION LIST**

<b>MIN REF</b>	<b>DETAILS OF RESOLUTION/ACTION POINT</b>	<b>DATE OF REVIEW</b>
63	It was agreed that instead of the detail of an Single Equality Scheme action plan, the Committee would welcome assurances from management in the form of a short report that the College is, or is working towards, full compliance of the Single Equality Scheme and Equality Act. The report should also confirm how the new building fully complies with all the necessary equality legislation.	2/11/2010
69	To receive a separate report on H&S at the autumn meeting	2/11/2010