

## Oxford & Cherwell Valley College

### Further Education Corporation

**MINUTES** of a meeting of the Human Resources Committee held on 30 June 2011 at 5.30 pm in Board Room at Oxford Campus.

**Present:** S Donaldson (2/2) (Chairman)

P Miller (3/3), S Dicketts (2/3) (absent for items 5,8 and 9)

**In attendance:** E Thompson, Clerk to the Corporation  
L Nicholls, VP 14-19  
C Cox, HR Advisor

**1. Apologies for absence**

D Wharton and H Bottomley.

**2. Declaration of interests, gifts and hospitality**

None.

**3. Minutes, 28 February 2011**

The minutes of the meeting held on 28 February 2011 were approved as a correct record and signed by the Chairman.

**4. Matters Arising**

**Safeguarding:** it was noted that registration to the vetting and barring scheme had been halted as part of the Coalition Government's review but that the ISA's barring responsibilities which were introduced in October 2009 were still in force.

In response to the proposals, the College had adopted the policy that Governors would not receive a CRB check unless they were working with students. However, the College retained the right to change its position should it feel that HR would not have sufficient visibility to oversee this.

**Whistleblowing:** in accordance with the recommendation made by the HR Committee, a short leaflet for issue at staff induction was being prepared.

### **RESOLVED**

To note the progress made on both items.

**5. Approval of Policies/Procedures**

- (a) Social media policy**
- (b) Transgender policy**

**RESOLVED**

To approve the Social Media Policy subject to broadening the definition of 'social media, the rectification of a typographical error on page 3 and completion of the equality and diversity statement.

To add a review date of typically 2 years from date of approval to the College policy model template.

To approve the Transgender Policy.

**6. Staff terms and conditions – see Confidential Annex**

**RESOLVED**

The Committee supported the principle of looking at revised working patterns in light of the introduction of the new curriculum model which would trial the approach and document what had changed, why and the implications.

To re-submit the paper at the next meeting.

**7. Staff Pay Award 2011-12 – see Confidential Annex**

The Committee was informed of the outcome from the national pay settlement.

**RESOLVED**

To support the pay award being proposed by the executive. Whether the final settlement would be consolidated or unconsolidated should be agreed by the senior management team in line with budget constraints.

**8. Approval of procedures**

**RESOLVED**

To approve the model template of procedures for consideration of complaints against the Corporation, Board Members and the Clerk for recommendation to the Corporation.

**9. Calendar of Meetings and Key Agenda Items for 2011-12**

**RESOLVED**

To approve the calendar of meetings for 2011-12 and the list of key agenda items for each meeting.

To include those policies to be considered by the HR Committee when advised by Policy Group.

**10. Key performance indicators**

It was recognised that the collection of data remained work-in-progress and that significant improvements had been made in the College's ability to collect the data and assess potential trends, however, the amount of data being presented was difficult to analyse.

It was reported that any metrics used should link to the College's workforce strategy and workforce costs and map back to the HR Strategy. Further clarification was sought on benchmark data and what the College was aiming towards. The Committee had authorised the purchase of the i-Trent system to enable the College to generate the relevant data but this had to be presented in a meaningful way to allow Governors to interpret what was being presented to them. It would be useful if some of the data could be shown visually.

The Committee asked that an additional indicator be considered for inclusion. The Committee initially wanted to be reassured that staff appraisals were being undertaken and in the longer term invited the College to present information regarding the quality of staff development which would support the College's aspiration to be outstanding.

The Committee was advised that the College had been making good progress towards measuring quality as it now had a bank of behavioural aspects against which staff could be measured to improve the quality of personal development and training.

The Chair confirmed that she would be happy to share best practice in respect of HR metrics.

**RESOLVED**

To receive the termly HR performance indicators.

To hold a planning meeting in August 2011 in preparation for the next HR Committee in September to determine the best approach to presenting the metric data and discuss forthcoming items.

**11. Response to funding cuts – see Confidential Annex**

**RESOLVED**

To agree the process being adopted by the College.

**12. Development of Group HR service**

It was noted that the introduction of Group HR services had been delayed until January 2012.

**13. Date of next meeting**

27 September 2011, 5.30 pm, Oxford campus.

Chairman .....Date .....