

MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 11 MAY 2011

PRESENT:

J Tyler [Chair] J Harding M Dacey G Bowd

IN ATTENDANCE:

E Glew S Kirby [Note Taker]
S Howells [HR 10/11: 030] D Bennett [HR 10/11: 030]

PART I – NON CONFIDENTIAL ITEMS

<u>HR10/11: 026</u>	<u>APOLOGIES</u>	<u>ACTION & TIMESCALE</u>
	Noted [i]: Apologies were received from: K Tustin A Evans R Larcher	
 <u>HR10/11: 027</u>	 <u>DECLARATIONS OF INTEREST</u>	
	Noted [i]: There were no declarations of interest of Members and Officers present at the meeting.	
 <u>HR10/11: 028</u>	 <u>MINUTES [PART I] AND MATTERS ARISING</u>	
	Noted [i]: The contents of the minutes of the meeting of the Human Resources Committee [Part I] held on 09.02.11.	
	Noted [ii]: HR10/11: 017 – J Harding advised the Committee that she had met with the Director for Learners and External Funding Manager regarding potential bids for Gateway courses for Travellers. However, there were some difficulties, including cultural issues, which may be difficult to overcome.	

**Resolved [i]: That the minutes of the meeting of the
Human Resources Committee [Part I] held on 09.02.11 be
approved.**

**CLERK
11.05.11**

HR10/11: 029

NURSERIES RISK MANAGEMENT & CONTROL REGISTER

Noted [ii]: Apologies from A Tregoning, Nursery Manager, who was unable to attend due to illness.

Noted [iii]: The presentation of the Risk Management & Control Register for Nurseries to be deferred until the next meeting of the Human Resources Committee in the Autumn Term 2011.

HR10/11: 030

COUNSELLING REPORT

Noted [i]: The attendance of D Bennett, Learner Services Manager, and S Howells, College Counsellor, who presented this report.

Noted [ii]: The report dealt with the period from 01.06.10 to 17.12.10 and highlighted the following:

- The increase in the number of referrals from 50 in 2009 to 90 in 2010 for the same period. However, this figure includes guidance talks presented to Construction learners.
- A total of 281 learners attended appointments. An increase from 194 in 2009.
- Waiting times have reduced from an average of 9 days in 2009 to an average of 2 days in 2010, which is put down to now having two counsellors. One counsellor was off on long term sick for 12 weeks, which impacted waiting times although some additional hours were supplied by another member of staff.
- There was an increase in the number of male learners accessing counselling. This may be due to the guidance talks given in the School of Construction. College Counsellor would like to undertake similar talks in other Schools.
- A Mental Health Policy was written and approved in February 2011.
- There have been 14 cases where learners have presented with suicidal ideation. All Learner Services staff will have received ASIST training to deal with such cases by the end of July 2011.
- There is now a dedicated Llamau counsellor for 14-19 year olds in the College two mornings a week and funding has just been approved for another academic year.

- The work being done with counsellors in secondary schools to help forge links with new learners due to come to the College and ease their transition.
- The forthcoming retirement of S Blackmore and the need to retain a male counsellor and the ability to offer counselling through the medium of Welsh.

Noted [iii]: The Committee noted the high number of referrals from the School of Maths and Science and queried if there was any link with the leap from GCSE to A Level. The College Counsellor advised that in such cases learners, where appropriate, would be directed to areas of help such as a learning coach etc.

Noted [iv]: The Committee raised a number of comments regarding the data available and the need to capture and report more detailed information.

Observations and recommendations included:

- Recording and merging data on presenting issues so a more detailed breakdown can be given, eg if suicidal ideation what was underlying cause.
- To show data where a client presents with more than one issue so can see if any trend.
- To start recording when requests for a male or female counsellor or the use of Welsh are made.
- Breakdown by age group and cross reference with presenting issues. Suggested age groups to use being up to 19 years, 19-25 years, 26 years and over.
- Record whether learner was full or part time.

Noted [v]: The College Counsellor advised that the Llamau counsellor used the YP-CORE database, which as well as recording presenting issues also recorded the effectiveness of the counselling given. The College has started to research using the same or a similar database.

Noted [vi]: The importance of data collection was highlighted by the Committee as it is vital for any business plan, funds application etc which need to contain fact based supporting evidence.

**LRN SERV
MGR
31.12.11**

Resolved [i]: That the Counselling Report is approved.

**HR CTTE
09.02.11**

Noted [i]: E Glew, Human Resources Manager, presented five new policies related to staff welfare and which were done as part of the Corporate Health Standard work.

ALCOHOL, DRUG & OTHER SUBSTANCES POLICY

- This proved difficult to write as it needed to strike a balance between support and discipline.
- The policy has been written with the emphasis being given to support and guidance with disciplinary measures coming into effect if the support is not taken up.
- The subject of random drug testing was discussed by SMT but it was agreed that testing would only take place if there was a strong suspicion.

BULLYING & HARASSMENT POLICY

- Previously there was a policy that covered both staff and learners.
- The policy gives guidance on support available.
- If the complaint is taken forward the Grievance Policy is then followed.
- A comment was made that reference needed to be made in 4.1.2 that the bullying could be from a learner as well as a member of staff.
- The numbering of the paragraphs on page 5 needs to be corrected.
- It was suggested that a more suitable title for the policy would be "*The Prevention of Bullying & Harassment Policy*".

**HR MGR
18.05.11**

**HR MGR
18.05.11**

**HR MGR
18.05.11**

NO SMOKING POLICY

- The policy applies to both staff and learners and as such it was noted that paragraph 3.2.3 needs to be amended to reflect this.
- The policy details the health benefits of stopping and where support can be obtained.
- It was recommended that the opening sentence in paragraph 3.1.1 be removed as it is not a policy statement.

**HR MGR
18.05.11**

**HR MGR
18.05.11**

FLEXIBLE WORKING & WORK LIFE BALANCE POLICY

- Flexible working will now be offered to all members of staff with 26 weeks continuous service.

- Types of flexible working arrangements include:
 - Flexi time
 - Job share
 - Part year contracts
 - Fractional hours
 - Compressed working weeks
 - Homeworking

POLICY ON RECRUITMENT OF EX-OFFENDERS

- All successful job applicants are required to complete an Enhanced Disclosure to the CRB and any offer of employment is conditional.
- If an offence is revealed the Human Resources Manager and a member of the College Executive Team will determine whether the appointment should go ahead.
- A query was raised whether these, and other policies, will also apply to any of the College's subsidiary companies.

**HR MGR
30.06.11**

<u>Resolved [i]:</u> That the Alcohol, Drug and Other Substances Policy is approved.	HR CTTE 11.05.11
<u>Resolved [ii]:</u> That the Bullying and Harassment Policy, given the amendments detailed above, is approved.	HR CTTE 11.05.11
<u>Resolved [iii]:</u> That the No Smoking Policy, given the amendments detailed above, is approved.	HR CTTE 11.05.11
<u>Resolved [iv]:</u> That the Flexible Working and Work Life Balance Policy is approved.	HR CTTE 11.05.11
<u>Resolved [v]:</u> That the Policy on the Recruitment of Ex-offenders is approved.	HR CTTE 11.05.11

Noted [i]: E Glew, Human Resources Manager, presented this report, highlighting the following:

- The spend on recruitment advertising remains well below budget.
- The total absence for the quarter December 2010 to February 2011 was 4.26%. A fall from 4.57% for the same period the previous year.
- There has been a rise in the short term absence for the quarter December 2010 to February 2011, up from 1.36% last year to 2.06%.

- The Human Resources Manager observed that there might be a correlation between the increase in short term absences with the recent change in the trigger interview process and staff not being put on review. This is being investigated further.
- Overall absence figures for Neath Port Talbot College compare favourably with figures from AoC.

Noted [ii]: Assessors for the Corporate Health Standard have visited the College and advised that they were confident that the College would be successful in obtaining the Silver Award.

Noted [iii]: One of the recommendations was that the College should design a logo to be used on wellbeing documentation, newsletters etc. The Committee agreed that this was not appropriate at this stage but should be considered when the Gold Award was achieved.

Noted [iv]: Further to the previous Committee meeting, the request for expanding the data on absences was discussed. In particular, whether staff absence is having an impact on learning results. Data between absence and results needs to be correlated. One suggestion was to pick a mix of academic and vocational courses. Also, whether long term absence has an affect on quality of delivery.

**HR MGR
31.10.11**

<u>Resolved [i]</u>: The Human Resources Report is approved.	HR CTTE 11.05.11
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SIGNED BY COMMITTEE CHAIRPERSON

Signature:.....

Date:.....