

Extraordinary HR Committee MINUTES

Date	27 November 2018	Time	15.00
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Venue	Conference Room, Tyler House Eastbourne
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Chair	Peggy Hall
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Membership: Peggy Hall (Chair), Simon Hubbard (Vice Chair), Steve Baldry, Clive Cooke (CEO); Robert Mee, Joanne Rogers

In attendance: Tim Hulme (Executive Director Resources and organisational development), Mel Price (Director of HR); Ra Hamilton-Burns (Governance advisor)

Apologies: Robert Mee

	Item	Action
1)	Apologies Apologies had been received from Robert Mee and Clive Cooke.	
2)	Declarations of Interest Simon Hubbard is an employee of Hastings Borough Council.	
3)	Chair's introduction and welcomes Peggy Hall thanked the Committee members for attending this extraordinary meeting to discuss the restructure at a critical time for Human Resources in the College.	
4)	<p>Minutes of the meeting held on 16 October 2018</p> <p>AGREED: The Committee agreed that the minutes were an accurate record.</p> <ul style="list-style-type: none"> • Members asked if there had been any adjustment to staff attitudes in the legacy SDC sites. Tim Hulme responded that this will be dealt with under the restructure item. • Staff survey timing – this will be set by the College as there is no statutory requirement for this. • Staff Code of Conduct – this has been amended as requested and has gone to the Board with a recommendation to approve it. • Health and Safety Team – Debbie Leslie has recruited two consultants to help with particular specialisms. This gives assurance that all areas are covered. • HR Risk register – governors asked if the site-based structure is working. Tim Hulme responded that the 'talent strategy' will allow each of the leads 	

	<p>to have one area of particular responsibility cross-Group in addition to their local responsibilities. Mel Price explained that Dylan Moorcraft, for instance, is managing on recruitment strategy.</p>	
5)	<p>HR report on programme of priorities and re-structure</p> <p>[confidential item]</p>	
6)	<p>Item 14.1 Update on recruitment of teachers, single register and restructure</p> <p>The new talent management strategy was split into three sections:</p> <ul style="list-style-type: none"> • Here and now • Medium-term • Long-term strategy <p>Here and now</p> <ul style="list-style-type: none"> • To boost recruitment of teachers the Group has taken out a half-page ad in the TES last week. The Group is talking to agencies, searching internationally or on a fee basis paid by results • The Group continues to work on how to retain teachers – are teachers equipped to support students with mental health issues or indeed to harness digital technologies? It is conducting outreach visits to other colleges to witness best practice. Some colleges are looking at performance-related pay around Key Performance Indicators which will be considered • Staff referrals for new colleagues are also to be introduced • Appropriate induction before teachers are put in classrooms is key to attracting and retaining staff. <p>Governors asked if the Group appoints mentors to new staff. Melanie Price commented that this is the case in some departments and added that if HR can have a week with new staff before they commenced their teaching commitments, the HR team could support them better.</p> <p>Medium term</p> <p>Plans for this include:</p> <ul style="list-style-type: none"> • International recruitment • Graduate teachers – incentives with accommodation packages • Fast-track LSAs into PGCE programmes <p>Simon Hubbard said that Hastings Borough Council would welcome discussions about how they could help with the housing element and he felt other Local Councils would too. He added that the local councils are investing in new stock which could potentially form part of such a programme.</p> <p>Tim Hulme said that strengthening the reputation and brand of the Group will be key to attracting both staff and students.</p>	

	<p>Simon Hubbard commented that on reviewing the talent strategy he could fully appreciate the short -term elements but the medium-term objectives are extremely ambitious. Tim Hulme agreed but added that there are no easy solutions but the Group needs to think creatively. One example is that the number of students at colleges delivering silver-service training outnumbers the number of restaurants and hotels offering employment. The future of catering is casual dining – the Group is working with EBC to discuss relocating its catering faculty to Devonshire Park. The Group will look to significant local providers to provide co-delivery of catering training in all of its locations</p> <p>Governors suggested talking to other colleges about how they recruit staff. The most pressing vacancies at ESCG are in STEM, law and digital areas.</p> <p>The Committee recognised that this talent plan is a good start and looked forward to updates at future meetings.</p> <p>Single Central record At the point of merger, SDC had a practice that some posts were not DBS checked. When the record was combined to create a single central record, many gaps were identified and 190 staff had no DBS certificate. The Group’s policy is that all staff are DBS checked and the HR department has started work to ensure that this is completed as soon as possible. Vic Kempner, Safeguarding Lead Governor, meets with the HR team regularly.</p>	
7)	<p>Whistleblowing policy Members ask that the distinction between grievance and whistleblowing will be made clear in future iterations.</p> <p>The Committee asked how this policy will be communicated. Tim Hulme explained that it would be presented to managers and cascaded. He added that the Group is reviewing the performance policy to ensure that it is fit-for-purpose.</p> <p>AGREED: THE COMMITTEE AGREED TO RECOMMEND THE WHISTLEBLOWING POLICY TO THE BOARD.</p>	
7)	<p>Any other business Melanie Price explained that the elections of two staff governor members to the main Group Board are now complete and that these new governors will join the Board on 4 December.</p> <p>The elections for staff members to the Local College Boards are still underway and will close on 7 December 2018.</p> <p>The meeting closed at 16.10</p> <p>The next meeting will take place on Tuesday 5 February 2018</p>	