

## SOUTH CHESHIRE COLLEGE

### MINUTES OF A MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE HELD AT EDLESTON ROAD ON THURSDAY 22 OCTOBER 2009 AT 3.00 PM

#### **Present:**

J Bache (Chair )  
P Swift (Principal & Chief Executive)  
U Koch  
R Jones  
D Wright

#### **In Attendance:**

S Salter (Director of Organisational Development)  
E Davies-Jones (Clerk to the Corporation)

The Clerk confirmed that the meeting was quorate.

#### **OD**

##### **15/09 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Kate Newbould.

#### **OD**

##### **16/09 DECLARATIONS OF INTEREST**

At this point in the meeting the Chair asked the members attending this meeting to declare any personal or prejudicial interests and the nature of that interest, in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item. No declarations of interest concerning items to be discussed at this meeting were made by the members attending this meeting.

#### **OD**

##### **17/09 APPROVAL OF MINUTES OF LAST MEETING AND MATTERS ARISING**

The minutes of the meeting held on 16 June 2009, a report of which had been submitted to the Corporation meeting on 24 July 2009, were considered. Members agreed that this Committee remains committed to achieving the aim set by the former Chair of the Committee i.e. that the business of this Committee should operate on a paperless basis. The Chair of the Committee suggested that the date for achieving this objective should be set for the end of 2010.

***IT WAS RESOLVED that the minutes were a true and accurate record of the meeting and were signed accordingly by the Chair.***

#### **MATTER ARISING:**

#### **OD**

**17/01/09 Min No: OD 09/02/09: New Policy: use of Force to Control or Restrain in FE**

The Director of Organisational Development presented the paper and the proposed new policy outlining the legal context and the guidance to staff in the event of the need for force to be used to control or restrain students. In answer to questions raised by members, she confirmed that the Professional Development Unit would be allocating time to staff training on the content and application of the policy

***IT WAS RESOLVED to recommend that the Corporation approve and adopt the new policy in the form presented at this meeting.***

There were no other matters arising from the minutes of the last meeting not covered elsewhere in the agenda.

**OD**

**18/09 ANNUAL REPORTS**

**OD**

**18/01/09 HEALTH AND SAFETY ANNUAL REPORT 2008/09**

The Director of Organisational Development presented the annual health and safety report for 2008/09. She emphasised the responsibility which the governing body has for ensuring that the college is a healthy and safe place in which to work, study and visit and the statutory obligation it has to ensure that a written statement of the general policy on health and safety is prepared and revised regularly.

Members considered the report which included a summary of the College's operational plan objectives for health and safety for 2008/09 and the performance against those objectives. The report also detailed the number and type of accidents which had occurred during the year, which included 13 reportable accidents under RIDDOR. The Director of Organisational Development informed members that a full investigation was carried out into each accident and reports with recommendations were prepared. She informed members that the College retains the services of a Health and Safety Consultant and that he is currently looking at certain areas where there have been a number of accidents occurring. The consultant has also advised the College following a fire drill practise.

***IT WAS RESOLVED to receive the annual health and safety report.***

**OD**

**18/02/09 CRITICAL INCIDENT ANNUAL REPORT 2008/09 & SCCPOL 05 Critical Incident Policy**

The Principal informed fellow members that there had been no critical incidents during 2008/09. He went on to present the updated policy explaining that the amendments which had been made were minor at this stage, updating contact details. He informed members that the policy is to be re-written for the new campus building.

***IT WAS RESOLVED to receive the report and recommend that the Corporation approve and adopt the updated Critical Incident Policy (SCCPOL 05)***

**OD**

**18/03/09 EQUALITY AND DIVERSITY (STAFF) ANNUAL REPORT 2008/09**

The Director of Organisational Development presented the annual report which summarised the key activities relating to staff and provided an update on the key legislative work undertaken during 2008/09.

***IT WAS RESOLVED to receive the report and note measures taken and being implemented to promote Equality and Diversity***

**OD**

**18/04/09 STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES ANNUAL REPORT 2008/09**

The Director of Organisational Development presented the annual report summarising the level of activity under the college disciplinary and grievance procedures. She

informed members that, following informal discussion relating to the conduct of a member of staff in September 2008, the line manager had issued an informal oral warning.

Members were informed that no grievances had been raised during the period.

***IT WAS RESOLVED to receive the report and note the level of activity under the disciplinary and grievance procedures***

**OD**

**18/05/09 STAFF SICKNESS 2008/09 & BENCHMARKING**

The Director of Organisational Development presented a report giving details of sickness absence of staff for the period 1 August 2008 to 31 July 2009. She informed members that absence rates (long term and short term) have decreased in 2008/09 and that this reflected across most categories of staff with the exception of long term absence for management which has increased and short term absence for teachers which remains unchanged.

***IT WAS RESOLVED to receive the report***

**OD**

**18/06/09 STAFF DEVELOPMENT AND TRAINING**

**Annual Report 2008/09**

The Director of Organisational Development presented a report summarising staff development activity in 2008/09. The paper highlighted a number of key and recurring themes which included the use of Advanced Practitioners and Subject Learning Coaches in improving the quality of teaching and learning, behavioural management, health and safety, personalised learning, Every Child Matters, Equality and Diversity and ILT.

***IT WAS RESOLVED to receive the Staff Development Annual Report for 2008/09***

**OD**

**18/07/09 PROTOCOL NATIONAL ANNUAL REPORT 2008/09**

The Director of Organisational Development presented the report setting out the use, by the College, of staff engaged to provide services through Protocol National. Members were informed that, during the year, 36,360.95 hours had been delivered by Protocol National Associates at a total cost of £835,738.30.

***IT WAS RESOLVED to receive the report***

**OD**

**18/08/09 RECRUITMENT /RETENTION UPDATE 2008/09**

The Director of Organisational Development presented details of staff recruitment and retention for 2008/09. Members were informed that there had been 19 staff had retired during the course of the year and that staff turnover during the year was 8.0% which was below the national FE average of 15.0% and below the national average of 15.7%.

***IT WAS RESOLVED to receive the recruitment and retention update.***

**OD**

**19/09 POLICIES AND PROCEDURES**

**In addition to the new policy considered earlier in the meeting (ref: minute no: 17/01/09 above) the following policies and procedures were considered by the committee:**

**OD**

**19/01/09 SCCPOL 25 Continuing Professional Development Policy**

The Director of Organisational Development presented the paper informing members that the policy had been reviewed and that minor additions have been included to reflect the increasing importance of safeguarding, HE provision and IfL requirements. Applications for long courses are now required to be submitted by 1 June rather than 1 July with the Principal chairing the panel.

***IT WAS RESOLVED to recommend that the Corporation approve that the updated policy SCCPOL 25 "Continuing Professional Development" as presented to this meeting.***

**OD**

**19/02/09 SCCPOL 28 Dealing with Unwanted Persons**

Members were informed that no incidents had arisen in 2008/09 and that there are no proposed amendments to the policy.

***IT WAS RESOLVED to recommend that the Corporation approve that the policy SCCPOL 28 "Dealing with Unwanted Persons" Policy continue in its present form.***

**OD**

**20/09 RACE EQUALITY SCHEME & ACTION PLAN 2008-2011**

The Director of Organisational Development presented the paper informing members of the current state of progress against the College's objectives as set out in the three year Race Equality Action Plan. She informed members that the plan presented last year had been updated to show that the college is a recognised Centre for Hate Crime Reporting with a group of staff trained accordingly. She went on to inform members that the College intends to prepare a single equality scheme.

***IT WAS RESOLVED to receive the report.***

**OD**

**21/09 PERFORMANCE INDICATORS**

Members considered the performance indicators which the Committee had resolved to monitor at its meeting in March 2001

***IT WAS RESOLVED to note and advise the Corporation of the performance indicators a copy of which is appended to these minutes.***

**OD**

**22/09 STAFF SURVEY & ACTION PLAN**

The Director of Organisational Development presented the paper providing members with a report on the outcomes of the staff survey conducted in April 2009. She informed members that the survey results show wide variations in the level of satisfaction between faculties and functional areas and overall lower levels of satisfaction in eight key areas compared with results from three and half years ago. She went on to inform members that these results, together with the lower levels of

satisfaction recorded by younger staff, staff with six to ten years service and teaching staff will be explored further in focus groups conducted by members of the senior management team the outcome of which will inform an action plan. She did draw members' attention to the fact that compared to benchmark data from 61 providers in the FE sector, college staff had recorded higher levels of satisfaction in all but two areas, namely health and safety and working conditions. The results of the survey are due to be tabled at the Staff Forum which is taking place after the autumn half term break.

***IT WAS RESOLVED to receive the report***

**OD**

**23/09 STAFF BONUS 2008/09 & ELIGIBILITY CRITERIA FOR 2009/10**

The Principal informed members that an allocation had been included within the Budget to allow for payment of a discretionary bonus for 2008/09 for those College staff who are not members of the senior management team, subject to eligibility criteria approved by the Corporation on 27 March 2009. Members noted that payment of the bonus would be at the sole discretion of the College.

Members then went on to consider the eligibility criteria to be used should the College choose to exercise its discretion to make a bonus payment for the year 2009/10.

***IT WAS RESOLVED to recommend that the Corporation approve:***

- ***the payment of a discretionary bonus to College staff in December 2009 relating to the year 2008/09; and***
- ***the eligibility criteria for a discretionary staff bonus scheme for 2009/10***

**OD**

**24/09 RISK MANAGEMENT 2009/10**

Members considered the risk register for 2009/10 which had been approved by the Corporation at its meeting on 24 July 2009, with updating comment where appropriate. Members were informed that the college's internal auditors have agreed to lead a workshop on 9 November at which the reporting of the risk register will be reviewed.

***IT WAS RESOLVED to receive the report***

**OD**

**25/09 COMMITTEE ANNUAL REPORT 2008/09**

Members considered the Committee's draft annual report summarising its activity in 2008/09.

***IT WAS RESOLVED to approve the report, which will be submitted to the meeting of the Corporation as part of the Governors' Self Assessment Review on 11 December 2009.***

**OD**

**26/09 COLLEGE HEALTHTRUST SCHEME**

The Director of Organisational Development presented the paper informing members that the College has offered health insurance to College employees (and for their dependants at cost) since August 2001. This provision was initially through the Colleges' Healthtrust, then through BUPA for one year from 1 December 2006 to 30 November 2007 and through PruHealth since 1 December 2007. She informed members that the PruHealth scheme is age related and therefore details of claims are not available. However, PruHealth has indicated that claims paid since December

2007 have exceeded premiums received under the current age related scheme and that PruHealth will not provide renewal terms and the scheme will end on 30 November 2009.

Members considered the paper presented which detailed 3 options with regard to the College's future health insurance provision. The Director of Organisational Development tabled a paper which provided further information received from the three independent brokers identifying a preferred provider. All three insurance brokers had indicated that affordability and sustainability are key considerations in going forward with a need to contain costs and claims. Members were informed that the proposal to achieve these aims includes the underwriting of new members, reducing the amount of outpatient treatment and the inclusion of an excess. Members were informed that the quotes received did fall within the budget allocated for this provision for 2009/10.

The Principal informed fellow members that the continuation of a private health scheme in future years may not be sustainable given the budget restraints to which the College will be subject.

***IT WAS RESOLVED to recommend that the College enters into a one year contract as from 1 December 2009 with BUPA Select on the best terms which can be negotiated and to request that the Chair execute a Chair's Action in order that the contract with BUPA Select is concluded and commences on 1 December 2009 in advance of the Corporation meeting on 3 December 2009.***

**OD**

**27/09 DATE OF NEXT MEETING**

Tuesday 15 June 2009 at 4.00 pm

There being no further business, the meeting concluded at 4.45 pm

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(Chair)

Production: 26 October 2009  
Chair's approval: 26 October 2009  
Committee's approval: 15 June 2010  
Reported to Corporation: 3 December 2009

**Ref: Minute No: OD 21/09 PERFORMANCE INDICATORS**

<b>INDICATOR</b>	<b>2004/5</b>	<b>2005/6</b>	<b>2006/7</b>	<b>2007/8</b>	<b>2008/09</b>
Size of College (£000)	17710	18223	19846	21133	21405
Teaching Staff (FTE)	147.89	148.97	157.33	153.45	149.91
Support Staff (FTE)	144.64	144.92	129.24	131.65	130.49
Management Staff (FTE)	53.41	48.81	51.81	52.81	48.17
Agency Teaching Staff (FTE)	39.66	41.72	46.24	20.85	22.70
Agency Non-Teaching Staff (FTE)	-	-	-	13.51	12.40
Staff costs as a % of income	65.7	66.3	64.7	65.4	66.0
Working day lost through sickness	3977	3100	2542	2866	2031
Annual turnover of perm staff (%)	9.2	10.6	6.5	8.2	8.0
No of FTE students per FTE college staff	10.7	10.7	11.7	11.7	12.3
No of FTE students per FTE teaching staff	22.0	23.4	25.2	25.7	27.1