

# STRATFORD-UPON-AVON COLLEGE CORPORATION

## MINUTES OF GENERAL PURPOSES COMMITTEE TUESDAY 23 NOVEMBER 2010

<b>Present:</b>	Elaine Rowlands	Chair
	Martin Penny	Principal
<b>In attendance:</b>	Charles Anderson	Deputy Principal
	David Jackson	Clerk to the Corporation
	Hazel Skwirzynska	Vice Principal Corporate Services
	Kay Taylor	Vice Principal Business Development
	Rosie Herbert	Head of Learner Services (Item 10 only)

### 1. APOLOGIES

Apologies were received from Satnam Bhogal, Geoff Thompson and Charles Anderson.

The Clerk declared the meeting inquorate. It was agreed by those present that in accordance with Standing Orders the meeting would progress and when they were presented to the Corporation attention would be drawn to the inquorate nature of the meeting.

### 2. DECLARATION OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which there were no declarations of interest.

### 3. MINUTES OF THE PREVIOUS MEETING

It was resolved **THAT:**

The Minutes of the General Purposes Committee Meeting held on 12 July 2010 be regarded as correct and signed by the Chair.

### 4. MATTERS ARISING

#### Item 4.3 Well-being Survey

It was resolved that the meeting note the rescheduling of the Well-being Survey to Well-being Week which commences on 29 November.

#### Item 4.4 Policies and Procedures

Members worked through each of the policies enclosed with the Agenda clarifying a number of matters and making a small number of suggestions for change, following which

It was resolved **THAT:**

a) The Group agree to recommend to the Corporation the:

- Staff Code of Conduct
- Dignity at Work Policy
- Grievance Procedure
- Mentoring and Peer Support Scheme
- Adoption Leave Policy
- Maternity Policy
- Parental Leave Policy
- Paternity Policy
- Religion and Belief Equality Policy
- Sexual Orientation Policy

be approved, having previously been agreed with the Trade Unions.

- b) The Adoption Leave Scheme be approved subject to removal of all references to policy.
- c) The Race Equality Scheme be approved subject to 12a) and 12b) being merged into one paragraph.
- d) The revised policies, when approved by the Corporation, will appear on the College website and Governors' attention will be drawn to them as they are published to comply with the policy.
- e) Whilst recommending the Adoption Leave Policy College Management be asked to look at the issue of pensions and report back to the next meeting.

**5. REDUNDANCY POLICY AND PROCEDURE – JOINT AGREEMENT**

Members reviewed the proposed revisions to the Redundancy Policy and Procedure Joint Agreement and considered that it did reflect the views of members following operational experience.

It was resolved **THAT:**

The revised Redundancy Policy and Procedures be recommended to the Corporation as the basis for discussion with the Trade Unions subject to footnote 1 at 6.2 being amended to read "Senior Postholder".

**6. SUPPORT FOR STAFF WITH LEARNING DIFFICULTIES OR DISABILITIES.**

After review it was resolved **THAT:**

The information on support available to employees and students with learning difficulties be recommended to the Corporation subject to paragraph 7 being revised to reflect that there is no finance window.

**7. HR STATISTICS**

Following consideration of the HR statistics as presented.

It was resolved **THAT:**

The Group consider there to be no issues emerging from the statistics.

**8. LABOUR RELATIONS ANNUAL REPORT 2009/10**

The Vice Principal Business Development presented the Labour Relations Annual Report for 2009/10 and the Group questioned some aspects and explored the quality of the relationships with the Trade Unions. Members learned that both Union Officers had left the services of the College as part of the redundancy programme, which would mean that new relationships needed to be built.

It was resolved **THAT:**

The Report be noted.

**9. STAFF DEVELOPMENT ANNUAL REPORT 2009/10**

The Group reviewed the 2009/10 Annual Report. Commenting on the shift towards more internal training in 2009/10 the Committee commented that they agreed with this approach in the current climate. They went on to discuss the value of external training and agreed that where budgets allowed and where specialist skills were required external providers should continue to be used as this provided a good balance.

It was resolved **THAT:**

The Staff Development Annual Report be received and the College Management keep under review the balance between internal and external provision.

**10. EQUALITY AND DIVERSITY**

The Head of Learner Services presented the Equality and Diversity Report stating that significant progress had been made to ensure that all policies and procedures were impact assessed. The implications of the Equality Act 2010 were to be explored at a Conference, specific to Colleges, and issues would be reported back to the next meeting. In response to questions members learned that the One World Programme would be involving international students and there was still some inconsistency in getting information from schools on those with special needs when arriving in College. The College was working in the community with Stratford-on-Avon District Council on Equality and Diversity issues.

Following further discussion.

It was resolved **THAT:**

The Group were encouraged by the work being carried out in this area and note the General Purposes Committee will receive at its next meeting a report on Impact Measure 6 in relation to staff.

**11. HEALTH AND SAFETY ANNUAL REPORT 2009/10**

The Vice Principal Corporate Services presented the Health and Safety Annual Report 2009/10, drawing to the attention of the Committee the fall in accidents in 2009/10, which it was considered was mainly due to awareness training. The Group discussed the targets for 2010/11 and felt that they were appropriate and took account of issues raised by staff as part of the appraisal process.

It was resolved **THAT:**  
The Group recommend the Health and Safety Annual Report to the Corporation.

**12. HEALTH AND SAFETY TERMLY REPORT**

The Group reviewed the Termly Report and felt there were no issues which required highlighting.  
It was resolved **THAT:**  
The Group note the report.

**13. MARKETING REPORT**

The Marketing Report was presented by the Vice Principal Corporate Services who drew attention to the key features and commented specifically on the website and the need to ensure that staff were encouraged to keep the site up to date. The .tell domain had been looked at following the last meeting but it was felt that this was not a high priority for the College at the present time.  
It was resolved **THAT:**  
The Group note the report.

**14. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS**

It was resolved **THAT:**  
The next meeting receive the following:  
a) A Marketing Strategy and Action Plan  
b) A report on One World Week

**15. ANY OTHER BUSINESS**

There was no other business.

**16. DATE OF NEXT MEETING**

To be agreed.

**CONFIDENTIAL ITEM**

**17. SAFEGUARDING REPORT**

The Group reviewed the Safeguarding Report for 2009/10 noting the increase in cases on the previous year. The reasons for this appear to be improved staff training and greater awareness in the wider community. Systems were in place and working well when matters were identified which caused concern. The Group were pleased to see that the majority of students affected by safeguarding matters went on to complete their courses. However the amount of staff hours required to deal with safeguarding issues was significant. The Chair questioned the support available to students in Rugby and Masons Road and the arrangements were outlined to the Corporation.

It was resolved **THAT:**  
The Group receive the report and note the upward trend in safeguarding cases and potential costs which may be an issue for the Finance Committee in due course.

Signed : .....(Committee Chair)