

## EMPLOYMENT POLICY COMMITTEE

### MINUTES OF MEETING HELD ON TUESDAY 31<sup>st</sup> MARCH 2009

#### **PRESENT:**

**Committee Members** Hazel Charlesworth (Chair), John Barker, Gill de Bourcier, Dave Kelly and Derek Lyon.

**In Attendance** John Shields (Head of Staffing)

**Clerk** Ed Elvish

#### **Apologies:**

#### **1 Conflict of Interest**

Members confirmed that they had no conflict of interest with the business of the meeting as detailed in the Agenda.

#### **2 Minutes**

##### **Documents received;**

- Minutes of the meeting held on Tuesday 13<sup>th</sup> January 2009

The minutes of the meeting held on 13<sup>th</sup> January were accepted with the correction of the spelling of Siona Kelly's name.

#### **3 Matters Arising**

There were no matters arising other than those to be covered in the next agenda item.

#### **4 Staffing Report**

John Shields reported that Kayleigh Bewley had obtained a post at Blackpool Sixth Form College. He also announced the retirement of Brenda Jefferson, one of the longest serving and much respected members of the cleaning staff.

#### **5 Inspection Issues**

##### **Document previously distributed;**

- BSFC Inspection Report March 2009

There was a full discussion of those issues which had arisen in the course of the inspection which related to staffing and personnel matters. The Committee was pleased to note the positive view taken by inspectors of the way in which staff were seen as the most valuable asset of the college and were managed accordingly. The only matter of significant concern was that the appraisal system, whilst viewed as satisfactory, was judged to be in need of more rigour.

Other issues reported on and presently being discussed in relevant college fora were noted by the Committee as follows;

1. For teaching staff the need for more detailed and informative data on performance
2. The assessment of members of the Senior Management Team against role descriptions
3. The use of 360 degree elements in management appraisal and assessment

In response to a question, John Shields indicated that the preference of the College, as with most other sixth form colleges, was to develop internal performance indicators and other assessment techniques rather than seek direction from organisations like Capita