

**EDUCATION EMPLOYMENT SUB
COMMITTEE
12 OCTOBER 2022
5.30 - 5.56 PM**



Present:

Councillors Allen (Chair), Mrs L Gibson and Leake

Apologies for absence were received from:

Councillors Wade, Bhandari, Neil and Porter

Non-Voting Co-optee Present Virtually:

David Allias, UNISON

6. Declarations of Interest

There were no Declarations of Interest.

7. Urgent Items of Business

There were no Urgent Items of Business.

8. Minutes

RESOLVED that the minutes of the meeting held on the 8 July 2020 were approved as a correct record.

9. Schools HR Policy Review - Organisational Change Policy

The programme of review for Schools HR policies and procedures was ongoing with updates to the Organisation Change Policy for Schools being brought to the Committee.

The last update to the Policy has been made in 2021, which had been mirror changes. This review was to ensure all employment responsibilities were included within the policy.

No significant changes had been made to the policy, and the policy had been through the relevant consultation process with Schools and the Schools Trade Unions. Any comments received had been included within the updated policy.

Arising from the Committees comments and questions, the following points were made:

- The previous update was in regard to wording rather than significant policy changes.
- It would be useful to have a track change document for policies going forward.
- The policy changes included changes to the steps of consultation, clarity of roles and responsibly and clearer on steps should the Council need to go through a redundancy process in schools.
- Going forward there would be a listing of the changes within the policy, or a tracked change document.

- There was nothing specific that had triggered requirement to make the changes to this policy. HR had asked for some clarification on points when going through the process in schools.
- The second policy on the agenda was a brand-new policy.
- HR support was provided to Local Authority maintained schools and a number of Academy Schools in Bracknell. HR support was not provided to Greenshaw Academy Schools or Kings Group Academy Schools as there was an HR function within these Trusts.
- The School's HR Services was often at the top of list of services to schools and scored very highly.

RESOLVED that the Committee review and agree the updated procedures for Organisation Change Policy for Schools.

10. **Schools HR Policy Review - Low Level Concerns Policy**

The programme of review for Schools HR policies and procedures was ongoing with the Low Level Concerns Policy for Schools being brought to the Committee.

This was a brand-new policy and was a statutory duty under the 2021 Keeping Children in Education guidance.

This wasn't an investigation or formal process but set out what schools needed to do where low level concerns were raised. It set out how to record, report and investigate these concerns, and where necessary report the concerns to the designated Local Authority Officer.

Arising from the Committees comments and questions, the following points were raised:

- Members were pleased to see policy
- When multiple low level concerns were raised, trends and frequencies would be monitored. Each concern would be recorded and investigated. The onus was on schools, to undertake monitor, the investigation and report any issues to the designated officer.
- This policy was not a procedure, it was how to record low level concerns and use as evidence to proceed to a formal disciplinary or the designated officer.
- It was raised that there needed to be a point where multiple low level concerns should be raised as a disciplinary matter and that there should be a link between this policy and the disciplinary policy.
- There was a list of examples of low level concerns within the report.
- It was emphasised that there was a clear link between the Low Level Concerns Policy and the Disciplinary Polices and would stand alongside the Disciplinary Policy, and would supplement the policy.
- It was raised that the Disciplinary Policy needed to make reference to this new policy.
- As part of the policy review, the procedures were being updated and amended.
- This policy formalised and ensured all low level concerns were documented which currently didn't always happen.
- The policy would be shared with schools for adoption following agreement of this Committee.

RESOLVED that the Committee review and agree the procedures for Low Level Concerns Policy for Schools.

CHAIRMAN