



Human Resource & Welfare

Minutes

Date of meeting: 1st March 2021

Duration of meeting: 14:00 to 16:00

Location: online Meeting through Google Meet

Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters arising
03	Staff Recruitment
04	Review of Policies
05	Right to work Check
06	Telephone Skills Training
07	Completion of Staff Files

Attendance:

Names	Occupation/ Directorate
Mr. Bilal Sheikh	Principal- Chairperson
Mrs. Sayeda Zain	Dean of Studies
Ms. Salma Shah	HR Officer – Secretary
Ms. Renata Kairiene	Finance Manager
Ms. Sharon Wood	HR Assistant
Ms. Hortense Alvarie Smith	Health & Social Care – April 2018

Apologies:

Names	Occupation/ Directorate
	None

Minutes of the Previous Meeting:

The Chairperson, Mr. Bilal, distributed the minutes of the previous meeting and everyone agreed to them.

ISSUED BY SS ON 1ST MARCH 2021

Matters Arising:

None

Staff Recruitment:

HR Officer welcomed HR Assistant Ms. Sharon Wood, who has recently joined. HR Officer reported that HR Assistant had been hired recently because of the increase in workload as more and more staff members are joining in. She also reported that four new teaching staff members recently joined HND Hospitality Management team. In addition, two teaching staff members joining the HND Health & Social Care team.

She also reported that mentors are assigned to all teachers for the time of six months so they can train these new staff members concerning college policies and procedures.

Review of Policies:

The members received the following policies in advance of the meeting to read. During the meeting, these policies were discussed and approved, namely:

- Staff Induction & Mentoring
- Staff Induction Record
- Recruitment and Selection Policy
- Teaching Staff Protocols
- Staff Hierarchy
- MRC Probationary Policy
- Framework of Staff Development
- Guidelines for remote working
- Gift and Hospitality Policy
- Staff Dress Code

Right to Work Check:

HR Officer also mentioned that her department had completed the right-to-work check. They are now updated concerning the new immigration laws and requirements and have developed a template as a checklist to be used before hiring someone who is not a British national.

Telephone Skill Training:

HR Assistant reported that on 9th February 2021. Telephone Skill Training was conducted for the Admission staff to improve the telephone attending skills because due to the lockdown, most of the work is either online or through the telephone; therefore, this is a priority.

Completion of Staff Files:

HR Assistant reported that the HR staff was busy for the past few weeks completing the hard copies of the staff files because many of them were hired during the complete lockdown. She confirmed that now all the files are complete.

Date of Next Meeting:

The meeting ended, and the next meeting is scheduled for 1st June 2021.

Person responsible	Actions