



Workforce and Development Committee Meeting

Minutes of the Meeting held on

Tuesday 30th November 2021

via Microsoft Teams

Present: Anja Beriro (Chair) (AB))
 Mary Carswell (MC)) External members
 Carole Thorogood (CT))
 Andrew Unitt (AU))
 Nick Proverbs (NP) Staff governor

In attendance: Martin Sim (MS) Interim Principal / CEO
 Andy Comyn (AC) Deputy CEO / CFO
 Mohammed Ramzan (MR) Deputy Principal Curriculum, Quality and Student Experience
 Debbie Hinbest (DH) Director of People and Development Services
 Gary McGinty (GMG) Director of Estates and Capital Projects
 Rachel Robson (RR) Director of Governance
 Jo Welham (JW) Governance and Corporate Support Manager

1	APOLOGIES 001 Apologies were received from Patricia Harman.
2	DECLARATIONS OF INTEREST 002 No declarations of interest were received.
3	APPOINTMENT OF THE CHAIR/VICE CHAIR 003 The Committee elected AB as Chair. The Committee resolved to leave the Vice Chair position vacant for the time being.
4	TERMS OF REFERENCE AND BUSINESS SCHEDULE 004 The Committee received the Terms of Reference and Business Schedule for the Committee, distributed as W&D.301121.002.

	<p>005 The Committee discussed whether Health and Safety reporting should be taken here or by Finance and Assets Committee. It concluded that Health and Safety sat most naturally with Finance and Assets Committee but that any staff impacts of Health and Safety would need to be reported to this Committee.</p> <p>The Committee resolved that Health and Safety should sit primarily with Finance and Assets Committee, with any staff impact of Health and Safety to be reported to this Committee.</p> <p>006 MS asked the Committee to consider oversight of staff performance management, because the Terms of Reference for this Committee did not seem to include this specifically. The Chair of the Learning and Quality Committee commented it does and should have oversight of measures that seek to enhance the craft of teaching, but that performance management of individuals should sit with the Workforce and Development Committee across all areas of the college.</p> <p>Action: RR to add staff performance to point 1 of the Committee’s responsibilities in its Terms of Reference and change Health and Safety references to reflect the split in responsibility between this Committee and the Finance and Assets Committee.</p> <p>007 A governor asked whether the reporting on progress with the college workforce development plan, listed in the Terms of Reference, would include reporting on the progress of achieving the 65% benchmark set by the FEC for staff costs as a proportion of income.</p> <p>Action: DH to add progress towards the staff costs as 65% of income target to the regular People Services report for the Committee.</p> <p>The Committee resolved to recommend the Terms of Reference and Business Schedule to the Board for approval, subject to the amendments itemised above.</p>
5	<p>PEOPLE SERVICES TERMLY REPORT</p> <p>008 The Committee received the People Services termly report (distributed as W&D.301121.003). DH explained that the content of the report could be adjusted to ensure it was of most use to the Committee. The college was experiencing recruitment challenges, in common with all other employers presently. Work is ongoing in overcoming these, and the joining and leaving well conversations implemented recently were providing useful information. The CPD day on 20th October had received really good feedback and detailed plans were already underway to ensure the one on 4th January is as successful. There is ongoing work to ensure all staff have completed all mandatory training and this will be reported on further at the next meeting of the Committee. Pay and recognition has been a recent key focus and a paper on this will be brought to the Board meeting on 13th December.</p> <p>009 Governors commented that the data in the report would be more meaningful if set within the context of numbers as a proportion of staff overall, and an indication of trends with certain themes. For example, whether the desire for flexible working features more in leaving well conversations than it did before the pandemic, or how absence is distributed across the staff body as a whole.</p> <p>010 Another governor commented that it was important to have a clear view of the college’s current position when devising the People Strategy, as well as where the college is moving to.</p>

	<p>011 A governor asked whether there were any issues anticipated with respect to any pay and recognition changes in the coming months. DH responded that there were issues that needed to be addressed and that this would be done within the parameters of the college's financial recovery plan.</p>
6	<p>FREDIE UPDATE</p> <p>012 The Committee received the update report on Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE), distributed as W&D.301121.004. The report covers the period between 1st May and 31st October 2021. Work is being undertaken with the college's recruitment partner to ensure those people with protected characteristics recruited by the college are paid fairly and are not hindered by the college's recruitment processes. There was a focus on EDI for all staff on the CPD day on 20th October.</p> <p>013 The Chair commented that it would be useful to have a link between staff performance review and the college's EDI objectives to be able to confirm that senior managers are actively pursuing and supporting diversity.</p> <p>014 One governor commented that there is a lot of action with EDI and it would be useful to see targets and trend information to understand what was going well and where there are challenges.</p> <p>015 Another governor commented that the college should look at the diversity of the population of working age that is living in and travelling into the city to understand what the ethnic breakdown of the college's staff group should look like. MS responded that this is likely to differ between the college's different centres across the city.</p>
7	<p>SAFEGUARDING AND PREVENT</p> <p>016 The Committee received an update on staff Safeguarding and Prevent training, distributed as W&D.301121.005. A new Future Ready induction passport has been launched for new staff with a significant emphasis on Safeguarding. There is an ongoing focus on mandatory training to ensure that all staff are completing this.</p>
8	<p>HEALTH AND SAFETY</p> <p>017 The Committee received W&D.301121.006, the Health and Safety annual report for 20/21. Covid safety has been a considerable focus of the last academic year. Cases are monitored daily and there are no outbreak concerns at present. Incidents and accidents were not appreciably different in 20/21 when compared with the previous year.</p> <p>018 Mask wearing in college communal areas has been reintroduced from today in line with new legislation and government guidance. One governor asked whether there were challenges with compliance. GMG commented that while there was some resistance, staff and students in the main were agreeing to wear masks again.</p>
9	<p>POLICIES</p> <p>Performance Improvement Procedure</p> <p>019 The Committee received the revised Performance Improvement Procedure (W&D.301121.007). A governor pointed out that there was repetition of some sections, and lack of specificity in others relating to the circumstances under which a staff member might be accompanied and who by. Clarity needs to be provided where procedures overlap with one another. DH confirmed that the procedure had been scrutinised by union colleagues.</p>

	<p>The Committee resolved to recommend the procedure to the Board for approval, subject to the amendments discussed and proof-reading.</p> <p>Management of Change Procedure 020 The Committee resolved to recommend the Management of Change procedure (W&D.301121.008) to Board for approval, subject to proof-reading.</p> <p>Grievance and Dispute Resolution Procedure 021 The Committee resolved to recommend the Grievance and Dispute Resolution procedure (distributed as W&D.301121.009) to Board for approval.</p> <p>Disciplinary Policy 022 The Committee resolved to recommend the Disciplinary Policy (W&D.301121.010) to Board for approval, subject to the correction of inconsistencies around timeframes and appeal officers' titles.</p> <p>LGPS Discretions Policy 023 The Committee resolved to recommend the LGPS Discretions Policy (W&D.301121.011) to Board for approval.</p>
10	AOB
11	<p>DATE OF THE NEXT MEETING</p> <p>024 The next Workforce and Development Committee meeting will take place on Monday 21st February 2022 at 5.00pm via Microsoft Teams.</p> <p>The Chair closed the meeting at 6.38 pm.</p>