

People Committee Annual Report 20 21

Introduction

This report covers the academic year 20/21 of the East Coast College's People Committee.

The Code of Good Governance state that:

The Search committee should produce an annual report, which describes the work of the committee, including the Board's recruitment policy and practices, a description of its policy on equality and diversity and any measurable objectives that it has set together with progress in their implementation. If there is not a separate report then the college's annual report should cover these areas.

It was agreed by Corporation that this remit should be expanded to include an annual report for all Committees for the period 20/21.

Membership

Members who served on the East Coast College People Committee during the 20/21 period were:

	Attendance
Alan Debenham (Chair)	3/3
Tina Ellis	3/3
Gemma Head	1/3
Debbie Pring	2/3
Albert Cadmore	3/3
Stuart Rimmer	1/3

The Committee was chaired during 20/21 by Alan Debenham.

The Committee met on 3 occasions, 10 11 20, 22 21 and 4 5 21 all of which were quorate.

The Committee was clerked during the year by the Director of Governance Wendy Stanger.

A copy of the Committee's term of reference are included at appendix 1.

An extract of the 'supporting our people' Strategic Plan summary is contained at appendix 2 and this has been used to focus the Committee's work.

Risk Management

The Committee received the Tactical risk register relating to its role and reviewed it in line with the Audit Committee set questions. These are:

1. Has the risk register been reviewed
2. Is the Committee content that the risks are relevant and are being updated
3. Is the Committee content that the risks are being mitigated
4. Where a red risk is the Committee assured that appropriate action is being taken
5. Where does the Committee have significant concerns.

During 20/21, the Committee put in place appropriate mitigation for managing its people risks particularly in light of the ongoing pandemic which included individual risk assessments for staff, working at home policy, staff meetings held virtually and additional staff wellbeing support.

Our People

Reports have been received on areas of development these include:

People Strategy Progress Review

The Committee reviewed progress with the People Strategy. Progress had been detrimentally affected by both the pandemic and the vacancy in the People Manager role. The College had been proactive in supporting staff during the pandemic and this had been positively received by staff as demonstrated through the various staff surveys the Committee reviewed. Work in 21/22 will be focused on meeting the targets set in the Strategic Plan 2020-2030.

Pay and Reward

The annual review of pay was carried out and the Committee made recommendations to the Corporation that included the College meeting its aim of becoming a real living wage employer and an increase in the lecturer grade bands.

The Committee approved a Pay Strategy 2020-30. The strategy's aim is to enhance recruitment and retention of high performing, highly motivated employees through a fair and equitable package of reward and benefits. Given the changes in the recruitment market the pay and reward strategy will require review in 21/22.

Staff Recruitment

The Committee received reports on recruitment and how this compared to previous years. During the height of the pandemic the College recruited and inducted staff remotely and recruitment was not seen as a high-risk area. The recruitment market has subsequently changed and recruitment and retention has become a higher risk. The Committee are to review strategies for addressing this in 21/22.

Appraisals and Talent Assessment

Appraisals and the 9-box grid talent assessment were considered by the Committee and it was noted that not all areas were fully complying with the process. Changes were made to the timeline to improve compliance and management moderation added to the talent assessment.

Succession planning was reviewed together with the College's policy of 'growing our own.' Given the changes in the recruitment market this will be a focus for the Committee in 21/22.

Staff Wellbeing

Support provided to staff was reviewed in light of the pandemic and in general. The College had provided support for all staff during the pandemic including individualised support plans, welfare calls, regular all staffs and recreational activities and a health and safety review of working at home. Working with ETF the College was providing support for manager's wellbeing development and capacity was being addressed through additional posts.

The Establishment review included solutions to mitigate any compulsory redundancies and full consultation with Unions and the staff affected.

Best Companies Survey

The main staff survey reviewed by the Committee was the Best Companies Survey. The staff response rate was 72.16% the highest annual staff survey response in the past 4 years. The College made the top 25 Education and Training Providers to work for list and the top 75 organisations to work for in the East of England. Next steps were agreed with the Committee that included a College action plan and the CEO and Director of People and Wellbeing meeting with all department managers to discuss their area's people metrics and to agree a department engagement action plan. Progress with the College action plan will be reviewed in 21/22.

Conclusion

The Corporation overall self-assessed Governance as good in 20/21 and this was reviewed by the Governance Remuneration and Search Committee at its October meeting.

The People Committee's self-assessment was completed by 4 governors and this highlighted that there was a need to increase the knowledge and expertise on the Committee whilst maintaining discussions at a strategic level, a better focus was required on strategy and challenge of existing policies and practices, including pay and reward, to enable the College to achieve outstanding, staff productivity, capacity and succession planning needed additional consideration, the people KPIs needed analysis, benchmarking and monitoring and the people data needed to be forward focused rather than retrospective. These will be picked up in the Governance QIP.

Appendix 1 – People Committee's Terms of Reference

Appendix 2 – Strategic Plan 2020-2030 extract