

MINUTES of the People Committee 9am 4th May 2021 Video Conference Call

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| Present: | Chair – Alan Debenham (AD) Albert Cadmore (AC) Tina Ellis (TE) and for part of item 5 and 6 Debbie Pring (DP) | |
| In Attendance: | Wendy Stanger – Director of Governance (WS) and Ann Wall Director of People and Wellbeing (AW) | |
| L/21/05/1 | Membership and Apologies | Action |
| | Apologies were received from Stuart Rimmer (SR) and Gemma Head (GH) | |
| L/21/05/2 | Declarations of Interest | |
| | There were no declarations of interest | |
| L/21/05/3 | To approve the Minutes of the last meeting 2 2 21 and any other matters raised previously not otherwise included in the Agenda | |
| | The minutes of 2 2 21 were agreed as a true record. | |
| L/21/05/4 | To review the post meeting action log | |
| | The action log was reviewed and it was noted that items were not yet due for completion. | |
| L/21/05/5 | Best Companies Survey | |
| | <p>The Director of People and Wellbeing presented the survey report. The response rate, at 72% had been a lot higher than previous staff surveys. This was a result of the survey campaign that included the emerging leader's cohort, regular update emails, marketing video and donation to the foodbank for every survey completion.</p> <p>Governors commented that it was a very impressive report and the response rate demonstrated that with work response rates could be improved. It was pleasing that the College had 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, Given the journey the College had been on it was not surprising that the College had not achieved the top 100 list in its first attempt. The Director of People and Wellbeing advised that the College's actual position on the lists would be announced on 21/5/21. This would be shared with the College at an All Staff on 28th May.</p> <p>Governors discussed the use of the survey and the difficulties that the College had incurred. It was noted that this year had been a big learning curve and it was disappointing that Best Companies had removed the top 100 not for profit organisations list after the survey had closed. The Committee agreed that the survey had produced useful data and it was still the strategic aim to reach the top 100 employers list.</p> | |

The Director of People and Wellbeing commented that the survey would be re-entered in 2022 and the College would run it internally in 6 months to measure progress.

Governors discussed the departmental analysis which demonstrated clear differences between areas. It was important that it was reiterated to staff that the survey was confidential and that the College had not received any individual survey results. The Director of People and Wellbeing advised that all department managers will meet with the CEO and Director of People and Wellbeing to review all of their People metrics including the survey results, 9 Box ratings, performance management, absence rate, stability index and any recruitment issues. The outcome of this meeting would be a departmental action plan.

Governors discussed the detailed responses. It was excellent that 92% feel proud to work for the College and that it is run on strong values/principles. The results did highlight that there were some concerns about leadership and personal development. The Director of People and Wellbeing advised that there had been turnover in the Assistant Principal and Curriculum Manager roles and the results indicated that more leadership development was required. The College was working with AOC to produce a programme to address the technical aspects of this. The College did provide a great deal of personal development and support, including individual wellbeing calls during lockdown, but the survey results suggested that staff had high expectations of what should be available. There was also a need to ensure that the Senior Team including the CEO were visible in the College and seen to not just be telling but listening too.

The staff governor advised that the questions in the survey were appropriate and easy to understand.

Governors concluded that the survey had seen positive results but that it was disappointing that the list the top 100 not for profit organisations had been revoked after the survey had been completed. They recognised that the process to instigate the survey had been a difficult one and that feedback on this had been given to Best Companies. This was the first year that the College had used this survey and therefore it had been a learning experience for all and the Committee thanked the Director of People and Wellbeing for all her hard work. The Director of People and Wellbeing commented that a lot had been learnt from the first survey process which would be built on for future surveys. It was positive that the College had achieved a place on the top 25 Education and Training Providers to work for and the top 75 organisations to work for in the East of England and this and the detailed responses would be used as a benchmark for future years.

Governors agreed the following actions:

- **Report to be included as part of the People Committee's report to Corporation**
- **Survey action plan to be monitored by the People Committee**

WS

AW

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| L/21/05/6 | Trust and Transparency Email from UCU | |
| | <p>The Committee noted the letter and challenged if the financial position of the College was shared with the Unions. The Director of People and Wellbeing advised that the College's management accounts were shared and the Deputy Chief Executive had been invited to the next Union meeting to explain the financial position.</p> <p>DP left the meeting.</p> | |
| L/21/05/7 | <p>Independent Governors Only</p> <p>Establishment Review</p> | |
| | <p>The Director of People and Wellbeing presented the report and went through the areas of provision where staffing levels exceed curriculum planning learner numbers. With all the roles at risk, there are solutions to mitigate any compulsory redundancies, this will be shared with the Unions and a consultation process will be required to advise staff of this mitigation. It is hoped that learner numbers will increase so that staffing numbers are not affected in the future.</p> <p>Governors discussed the use of the catch-up funding and how staff could be utilised on this.</p> <p>The Director of People and Wellbeing presented the revised management structure. She advised that this was an interim solution. The post of Assistant Principal Quality and Innovation was being added in and this would also include responsibility for teacher training, as new teaching staff were not getting the support that they required.</p> <p>Governors commented that we couldn't lose site of the strategic aim of achieving outstanding and challenged if the proposed structure would assist in this. The Director of People and Wellbeing advised that the structure was an interim one that was still being discussed and costed. There would need to be additional changes to design a structure to help the College reach outstanding. It was important that the College took staff with it and that the College wasn't disrupted.</p> <p>Governors discussed the wellbeing of managers and how this was being supported. The Director of People and Wellbeing advised that the College was working with ETF to support and to provide development for manager's wellbeing. This included areas such as time management, healthy email culture and delegation. The areas covered by Curriculum Managers was also being reviewed with additional posts created in large teams and where there was expected curriculum growth, such Engineering and Civils.</p> <p>Governors challenged if the College's terms and conditions would need revising in order to recruit for more specialist roles such as the Civils Curriculum Manager. The Director of People and Wellbeing advised that it was likely that a market supplement would need to be applied to ensure a successful recruitment. A pay</p> | |

proposal would need to be reviewed as part of the recruitment and this would need to consider equal pay issues.

Governors discussed the proposed changes at L6FC. The Director of People and Wellbeing advised that due to a Director of Faculty resigning and one stepping back to teaching, the suggestion was to reduce to 2 faculties. The deputy roles would also be removed as they had not had a measurable effect on quality.

Governors discussed the maritime provision and establishment. It was noted that the situation in India meant that the next cohort would not be able to travel and the establishment was therefore being reviewed.

Governors agreed the following actions:

- **Report to be included as part of the People Committee's report to Corporation**

WS

L/21/05/8

Review of Meeting

1. Confidential Items – Survey results and establishment review until announced
2. Risk Management: no additional
3. Equality & Diversity: any issues discussed which may require an additional Impact Assessment – establishment review and differential pay
4. Health & Safety: any issues – no
5. Media: any issues discussed to inform local media – Best Companies
6. How did the meeting go – A good meeting

The Committee agreed to cancel the meeting that was planned for June.