

## MINUTES of the People Committee 9am 17<sup>th</sup> May 2022, virtually on MS Teams

<b>Present:</b>	Chair – Alan Debenham (AD), Tina Ellis (TE), Liz Howard (LH)	
<b>In Attendance:</b>	Wendy Randle, Interim Director of Governance (WR) and Ann Wall, Director of People and Wellbeing (AW)	
<b>L/22/05/1 Membership and Apologies</b>		<b>Action</b>
Apologies were received from Stuart Rimmer (CEO/Principal SR) and Wendy Stanger (Director of Governance). Jose Bamonde (JB) and Jude Owens (JO) were not in attendance.		
<b>L/22/05/2</b>	<b>Declarations of Interest</b>	
There were no declarations of interest in addition to those previously declared; the Director of People and Wellbeing reminded the Committee of their interest in agenda item L/22/05/7, Differential Pay.		
<b>L/22/05/3</b>	<b>To approve the Minutes of the last meeting 04 04 22 and any other matters raised previously not otherwise included in the Agenda</b>	
<p>The Director of People and Wellbeing referred to reference in the minutes regarding a policy for Differential Pay. Following a discussion, the Committee agreed to an amendment of the previous meeting minutes to state 'document' rather than 'policy'. The Committee requested reference to Differential Pay in the Pay Strategy.</p> <p>The Interim Director of Governance agreed to note the amendment for the April minutes, yet would leave the alteration to the Director of Governance to complete on their return in consultation with the Committee Chair.</p> <p>Subject to the amendment the minutes of 04 04 22 were agreed as a true record.</p>		<p><b>AW</b></p> <p><b>WS/AD</b></p>
<b>L/22/05/4</b>	<b>To review the post meeting action log</b>	
<p>The action log was reviewed with the following updates provided:</p> <p>L/22/04/4 - succession planning and structure; it was reported that the Strategic Management Group (SMG) had reviewed the implications and timescales of the restructure and agreed that implementing this effectively in time for the new academic year would not have the desired impact. The Director of People and Wellbeing is keen to ensure new roles being advertised and staff new in post have time to embed, and have therefore proposed a planned approach; commencing consultation in February and March 2023 and implementing in time for September 2023.</p> <p>The Committee supported the need to ensure a robust performance management process is followed by the College. In response to Governor challenge, senior managers have been supported with providing feedback and coaching for staff from an external trainer; this support is now being offered to other managers.</p> <p>L/22/04/4 - the College are interviewing for a new wellbeing lead on the day of this meeting.</p>		

<b>L/22/05/5</b>	<b>Best Companies Action Plan</b>	
<p>The Director of People and Wellbeing reported that the College have been shortlisted for the education sector and the large company awards with Best Companies; the outcome will be shared with the Governors once known.</p> <p>In response to a Governor question it was noted that the College continue to plan to leave Best Companies and move to Investors in People for the 2023/23 academic year. It was noted that the staff survey will be completed next year, yet without any external validation for 2022/23.</p> <p>The Director of People and Wellbeing updated on the Best Companies action plan noting the following:</p> <ul style="list-style-type: none"> <li>• Leadership visibility around the College remains an issue, with leaders encouraged to take lunch in the canteen on a Monday following their meeting and to continue to walk around the campus.</li> <li>• Action planning with managers has improved, likely due to the formal processes adopted with increased manager responsibility. The teams with the lowest outcomes in Best Companies will be targeted with support first.</li> </ul>		
<b>L/22/05/6</b>	<b>People Update</b>	
<p>The Director of People and Wellbeing updated on the People Update circulated, the following highlights were noted;</p> <ul style="list-style-type: none"> <li>• Absence data reflected the position in April; the highest absence is with ALS (Additional Learning Support), the HR advisor is working with the Curriculum Area Managers (CAM) in order to provide support.</li> <li>• The reasons for absence were noted; there was a loss of 88 days to Covid (though cases are now decreasing), stress and anxiety has reduced with an increase in muscular skeletal and colds.</li> <li>• The cost of absence remains consistent at between £25-£30k a month.</li> <li>• The year to date absence is currently exceeding the last two years; a significant proportion of the absence is due to Covid.</li> <li>• Details of long term absence management process were shared.</li> <li>• Vacancies and recruitment are at a more manageable level with some chronic vacancies starting to improve.</li> <li>• EDI year to date data reflects that the College is a female dominated organisation (60% female). It was noted that more female than male applications are received and that an application tracker is being used to ensure that adverts attract applications from both male and female candidates.</li> <li>• Protected characteristics data was shared, it was noted that a future focus for the College will be on inclusivity, to include disability; the College are a disability confident employer yet are not attracting applicants.</li> <li>• Governor noted the use of the data in informing the People Strategy.</li> <li>• Two disciplinary cases are in process, and five members of staff in informal capability and one in formal capability. Following discussion, societal changes and improved expectations for behaviour likely provide some explanation for the increase in student and staff disciplinaries.</li> <li>• There have been three LADO cases with no further formal action taken.</li> </ul>		



<b>The Committee requested an annual people report, to include EDI data, for the summer term 2023.</b>		<b>WS</b>
<b>L/22/05/8</b>	<b>Review the Risk Register</b>	
<p>The Director of the People and Wellbeing updated on two changes to the Risk Register:</p> <ul style="list-style-type: none"> <li>• Absence – the risk register rating has been increased due to the absence spike caused by Covid. A reduction in absence is anticipated and the College are now better at managing the triggers; Covid absence will not be a trigger until the next academic year.</li> <li>• Recruitment - risk register rating has increased due to the chronic vacancies, albeit improved, and the impact of the cost of living on support roles and the recruitment markets.</li> </ul>		
<b>L/22/05/9</b>	<b>Review of Meeting</b>	
<ol style="list-style-type: none"> <li>1. Confidential Items - L/22/05/7 Differential Pay Discussion.</li> <li>2. Risk Management - as detailed in the risk section.</li> <li>3. Equality &amp; Diversity - will require further end of year assessment and a plan to act.</li> <li>4. Health &amp; Safety - no additional assessment.</li> <li>5. Sustainability - no additional assessment.</li> <li>6. Media - any issues discussed to inform local media – the outcome from Best Companies awards.</li> <li>7. How did the meeting go – the meeting finished on time. The Committee agreed that the next meeting should take place in person.</li> </ol>		