

MINUTES of the People Committee 10.30am 10th November 2022 Video Conference

Present:	Chair – Kirk Lower (KL) Alan Debenham (AD) Jose Bamonde (JB) Tina Ellis (TE). Jude Owens (JO)
In Attendance:	Wendy Stanger – Director of Governance (WS) Ann Wall Director of People and Wellbeing (AW) and David Blake (Corporation Chair)
L/22/11/1 Membership and Apologies	Action
<p>Apologies were received from Stuart Rimmer (CEO/Principal SR) and Liz Howard (LH)</p> <p>Kirk Lower, the new Chair of the People Committee, welcomed everyone to the first meeting of the academic year.</p>	
L/22/11/2	Declarations of Interest
<p>Wendy Stanger and Ann Wall declared an interest in agenda item 9 and the committee agreed that this did not preclude them from the item.</p>	
L/22/11/3	To approve the Minutes of the last meeting 17 5 22 and any other matters raised previously not otherwise included in the Agenda
<p>The minutes of 17 5 22 were agreed as a true record.</p>	
L/22/11/4	To review the post meeting action log
<p>The action log was reviewed.</p> <p>The Director of People and Wellbeing advised that the appraisal process had just closed. All departments were to be reviewed to see if a more tiered approach would aid succession and retention.</p> <p>The Committee discussed internal progression and recruitment and how this utilised the talent management assessments. Governors noted there was a need to ensure that all recruitment was open and transparent with the appropriate checks and balances.</p>	
L/22/11/5	Annual People Update
<p>The Director of People and Wellbeing presented the report which covered workforce data, Absence & Wellbeing, disciplinary and grievances, recruitment, professional learning and best companies.</p> <p>Governors noted that the number of leavers had increased and discussed the reasons for this. The Director of People and Wellbeing advised that this had been for a variety of reasons including lifestyle choices, higher pay and wanting to work more flexibly. Recruitment to fill vacancies was challenging with few applicants. The College has tried to mitigate this by being more inclusive in its recruitment, using differential pay, employing a Recruitment Lead who proactively searched for applicants and looking at internal succession. The College uses a value-based recruitment process but the risk with a small applicant field was that candidates were employed who did not meet all of the criteria. To address this additional support was being provided by the Advanced</p>	

	<p>Teaching Practitioners. These posts were appointed for a 2 year period, and will be reviewed at the end of this period and then advertised for a further 2 year term</p> <p>Governors challenged the reasons for the high absence rates and what mitigation the College was putting in place to address it. The Director of People and Wellbeing advised that the main reasons had been mental health and covid with operations that were postponed during Covid also increasing. Covid, in agreement with the Unions, was now included as an absence trigger. Support was provided to staff through the Staff Wellbeing Lead, Occupational Health, the Employee Assistance Programme and further signposting. It should be noted that the majority of mental health issues were not work related. Proactive support had also been provided with the NHS on site carrying out over 40s health checks, leisure centre and gym membership and through staff groups such as the walking group.</p> <p>The Director of People and Wellbeing advised that staff were also being affected through covering for staff absences, student's mental health issues and student behaviour.</p> <p>The Committee discussed disciplinary and grievance matters and the Director of People and Wellbeing advised that these had increased over the past academic year, due to the introduction of a new policy and increased management awareness. These were though still low.</p> <p>Governors challenged how the inclusive approach covered in the presentation to the October Board was being rolled out across the College. The Director of People and Wellbeing advised that session had been held with the wider leadership group and they are to roll it out to their teams with targeted education in areas that required the most improvement. Coaching and management of people needed to be led from the top so that a professional approach was seen cross College.</p> <p>Governors discussed appraisals and talent assessments. It was noted that there were a number not yet signed off by the employee or manager but that completion had improved and that the talent assessments seemed more realistic. The Director of People and Wellbeing advised that to ensure that the talent assessments were not made in isolation the manager had to agree their team's assessments with their manager prior to the individual appraisals. The wider leadership group had also been reminded of how to sign the appraisals of.</p> <p>Governors challenged if any of the appraisals were being disputed and the Director of People and Wellbeing advised that a small number of the appraisals were being disputed and these had therefore not been signed off. The talent assessments were not negotiable but it should be noted on the appraisal if the appraisee did not agree with the assessment.</p> <p>Governors congratulated the College on the Best Companies result and the response rate. Historically the response rate had been low and it was good to see the staff engaging with the survey and the College receiving a place on the Top 100 best large companies list which had been an ambition in the Strategic Plan 2020-2030.</p>	
L/22/11/6	To Review the Risk Register	
	<p>The committee reviewed the risk register.</p> <p>1. Has the risk register been reviewed</p> <p>The committee noted that the review was November 22.</p>	

[Redacted text block]

- [Redacted list item 1]
- [Redacted list item 2]
- [Redacted list item 3]
- [Redacted list item 4]
- [Redacted list item 5]
- [Redacted list item 6]
- [Redacted list item 7]
- [Redacted list item 8]
- [Redacted list item 9]
- [Redacted list item 10]

[Redacted text block]

[Redacted text line]

- [Redacted list item 1]
- [Redacted list item 2]

[Redacted text line]

- [Redacted list item 1]
- [Redacted list item 2]
- [Redacted list item 3]
- [Redacted list item 4]
- [Redacted list item 5]
- [Redacted list item 6]

[Redacted text in right margin]

L/22/11/9.1	Joint Negotiating and Consultative Committee Minutes	
The Committee noted the minutes.		
L/22/11/10	Review of Meeting	
<ol style="list-style-type: none"> 1. Confidential Items – agenda item 9 pay review 2. Risk Management: any issues discussed which may require an additional Assessment – red risks and their mitigation to be reviewed at January Committee. 3. Health & Safety: any issues discussed which may require an additional Assessment -none 4. Equality & Diversity: any issues discussed which may require an additional Impact Assessment – pay review 5. Sustainability: any issues discussed which may require an additional Impact Assessment - none 6. Media: any issues discussed to inform local media – none currently 7. How did the meeting go – a good detailed discussion of people issues 		