

People Committee Annual Report 2022/23

Introduction

This report covers the academic year 2022/23 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 which should for transparency be published and that these reports should be published.

Membership

Members who served on the East Coast College People Committee during the 2022/23 period were:

| | Attendance |
|--------------------------|-------------------|
| Kirk Lower (Chair) | 4/4 |
| Alan Debenham | 4/4 |
| Tina Ellis | 3/4 |
| Jude Owens | 4/4 |
| Jose Bamonde (Associate) | 2/4 |
| Liz Howard (Associate) | 2/4 |
| Stuart Rimmer | 2/4 |

This gave an overall attendance rate of 75% which is an improvement from 2022 when it was 67%. The Corporation's target is 80%

The Committee met on 4 occasions 8/11/22, 24/01/23, 01/06/23 and 5/6/23 all of which were quorate. The meeting of 5/6/23 was a joint meeting with Finance and General Purposes.

The Committee was chaired during 2022/23 by Kirk Lower. The Committee will be chaired in 2023/24 by Jude Owens.

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. These were reviewed at the November 2023 People Committee and approved at the December 2023 Board.

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 2022/23, the Committee put in place appropriate mitigation for managing its people risks particularly in light of issues with staff recruitment, retention and remuneration constraints.

People Updates

A people update has been reviewed at each of the main Committee meeting. This covered key areas such as absence, recruitment and vacancies, appraisals, professional learning, staff surveys and the People Team and systems.

Pay and Reward

The annual review of pay was carried out and a joint meeting held with Finance and General Purposes Committee. This review recognised the financial constraints that the College was working under and the impact that this had on recruitment, retention and industrial relations.

The gender pay report was reviewed including the actions that the College was taking to address the gender pay gap.

Leadership and Management

The Committee reviewed the Wider Leadership Succession Planning Heatmap and considered the mitigation that the Senior Team needed to put in place.

Staff Voice

Staff voice was considered through pulse surveys and the Best Companies survey.

The Best Companies survey had the highest response rate for 6 years at 77% and resulted in:



Self-Assessment

As part of the Corporation's self-assessment, committee members carry out an annual review of the Committee. This is included at appendix 2.

This concluded that the Committee is working well and had a wide range of current and past people skills and experience represented on the committee but that there are areas for improvement.

These improvements include:

- Data reporting to be improved – a new HR system is in the process of being implemented which should improve data reporting.
- Pay review to be carried out in conjunction with Finance and General Purposes – a joint committee meeting has been included in the governance schedule.
- Staff recognition and awards need to be considered as part of the overall reward package – to be included in the People updates in 2023/24.
- Staff's Learning, Development and Wellbeing issues need to be more of a focus of the Committee – to be included in the People updates in 2023/24.
- Staff surveys are well reported to the Committee but there needs to be more challenge of and follow up of the subsequent action plans

- Committee attendance – this improved in 2022/23 and will be monitored to ensure that this improvement continues

Conclusion

The Committee met its terms of reference and remit in 2022/23, this will be further reviewed during the External Board Review.

Appendix 1 – People Committee's Terms of Reference

Appendix 2 – People Committee's self assesment

APPENDIX 5

PEOPLE COMMITTEE

TERMS OF REFERENCE

Objective To oversee the strategic aim of the People Strategy and to support the College to deliver its vision, with people as a strategic driver of our positive change.

The People Committee is a committee of East Coast College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation.

The Corporation and its Committees at all time will have due regard to the Seven Principles of Public Life and the requirements of the guidance set out in HMT's 'Managing Public Money.'

Delegation does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

The Terms of Reference of the Committee may be varied at any time by agreement of the Corporation.

The Committee and the Corporation will have at the heart of its work the College's Strategic Plan and Accountability statement and will demonstrate through its meetings and decision making:

Our Purpose

- To transform individuals and build communities through education.

Our Values

- Aspirational – Being supportive, exploring potential and challenging ourselves daily.
- Respectful – Acting with compassion, being inclusive, and welcoming others in our learning community and to our environment.
- Professional – Putting team first, acting with integrity, developing our expertise and having a focused work ethic.
- Successful – Determining our ambition, achieving excellence and continually raising standards.

1. Membership

Not fewer than four members to include the Principal, and up to two associate governors.

Staff and student governors will be eligible for membership.

In the absence of the Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.

Persons who are not members of the Corporation but are deemed to have the skills required to enhance the responsibilities of the committee may be appointed as Associate Governors on the Committee but may not hold the position of Chair.

2. Terms of Office

Members shall normally serve for a period of two academic years and shall be eligible for re-appointment thereafter.

3. Appointment of Chair

The Chair of the Committee shall be appointed by the Corporation and shall normally serve for a period of two academic years and shall be eligible for re- appointment thereafter.

4. Quorum

A quorum shall be one third (rounded up) of the appointed members which includes Associate Governors, subject to a minimum of 2 independent governors who are members of the Corporation being present.

5. Clerking

The Director of Governance shall act as Clerk to the Committee.

6. Frequency of Meetings

Meetings shall be held a minimum of once a term.

7. Attendance at Meetings

The Director of People and Wellbeing shall attend and speak at meeting of the Committee (they will have no voting rights).

Senior managers shall attend and speak at meeting of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and where approved by the Committee participation, but not to vote.

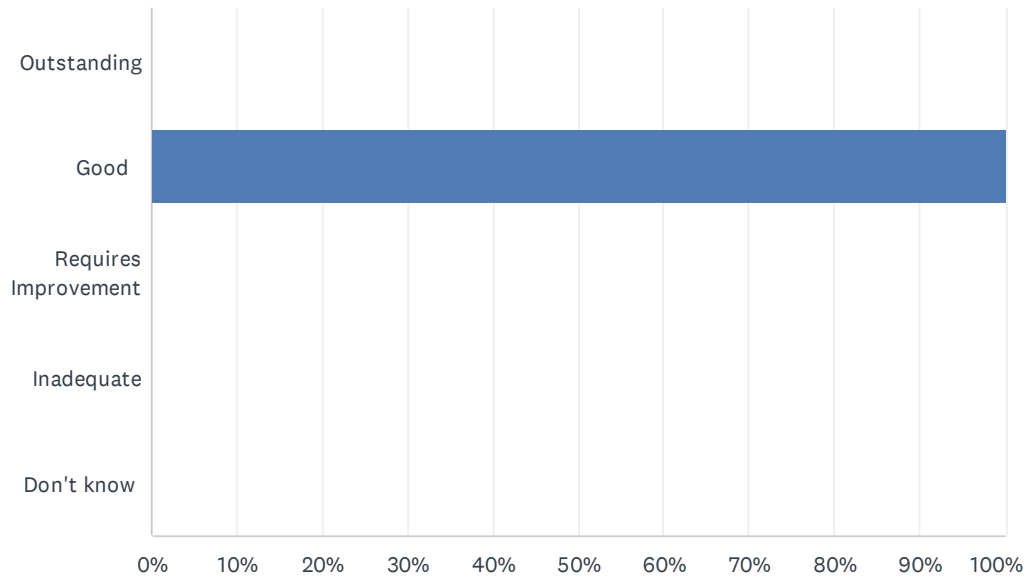
8. Reporting Procedures

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Corporation meeting and the minutes and action log of the meeting will be circulated to the Corporation.

| 9. Purpose of the Committee | Delegated |
|---|--|
| 1. Take a strategic view of the College's People policies and operations, ensuring that they contribute effectively to the delivery of the College's business needs, in line with the People Strategy, Strategy and Business Plan. | Delegated |
| 2. To have oversight and direction of the delivery of the People Strategy. | Delegated |
| 3. To review at least annually the Program and People Strategy and make recommendations to Corporation regarding any changes of direction. | Recommend to Corporation |
| 4. To consider, monitor and advise the Corporation on all matters connected with staffing of the College including current and projected staffing needs and recruitment policy. | Recommend to Corporation |
| 5. To review, monitor, evaluate and report to Corporation on matters such as employment law, Safeguarding and Equality & Diversity and to ensure, via annual reports that College policies and procedures comply with relevant and current legislation. | Recommend to Corporation |
| 6. To review, monitor, evaluate and report to Corporation on matters identified in staff surveys, Listening Group Feedback and Staff voice. | Recommend to Corporation |
| 7. Review College Strategies that relate to Staff's Learning, Development and Wellbeing issues. | Delegated |
| 8. To review, monitor, evaluate and report to Corporation the College's approach to Staff Professional Learning, Reward and remuneration (with the exception of the Senior Post Holders). | Recommend to Corporation and where applicable to Finance and Resources |
| 9. To monitor and review risk management for those areas that are the responsibility of the Committee. | Report to Audit Committee |
| 10. To agree, monitor and review KPIs relating to the work of the committee. | Delegated |
| 11. To monitor and review union consultation and to receive the minutes of the union consultation committee. | Delegated |
| 12. Conduct a Committee self-critique to inform the Governance Self-Assessment. | Report to Governance Remuneration and Search |
| 13. To consider any other specific issues referred by the Corporation and report their findings and recommendations back to the Corporation | Recommend to Corporation |

Q2 The People committee's terms of reference are fit for purpose (see the Governance Portal's resources standing orders section)How good are we at this?

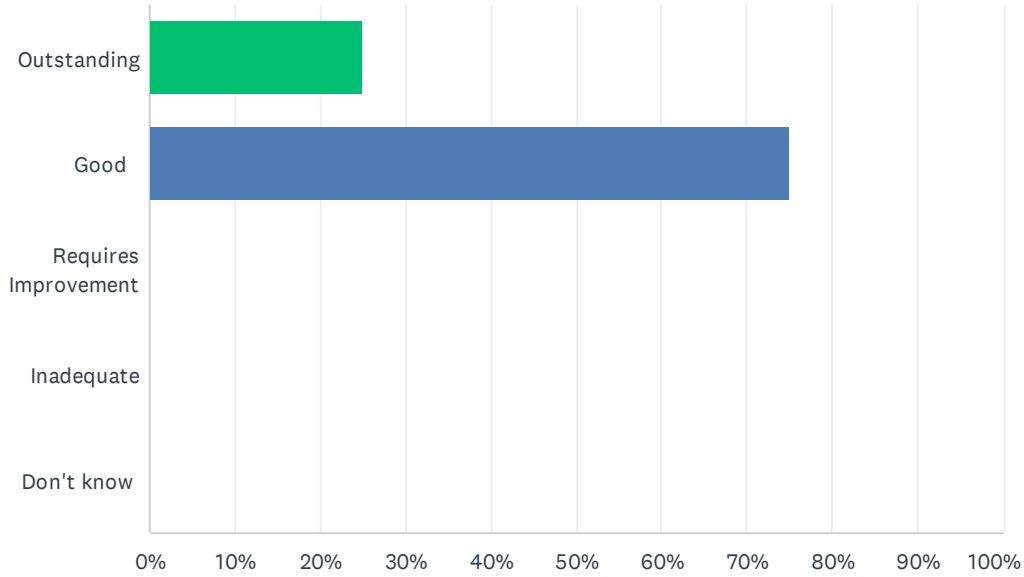
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | 16.67% | 0.00% | 0 |
| Good | 83.33% | 100.00% | 4 |
| Requires Improvement | | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q3 The People committee’s mix of skills and experience enables it to effectively fulfil its role (Code of Good Governance)How good are we at this?

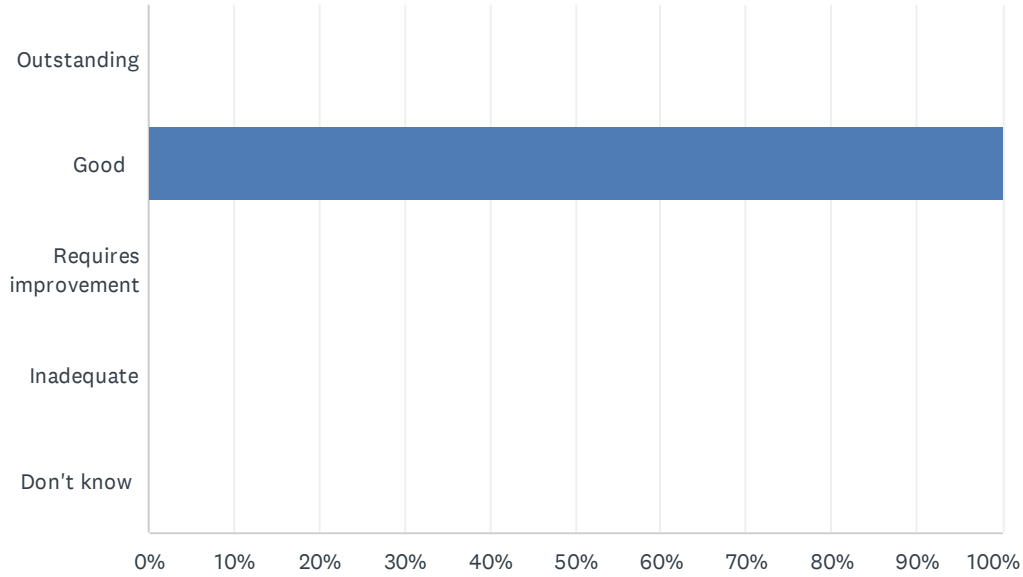
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| ANSWER CHOICES | 2022 | RESPONSES |
|----------------------|--------|-----------|
| Outstanding | 16.67% | 25.00% 1 |
| Good | 66.67% | 75.00% 3 |
| Requires Improvement | 16.67% | 0.00% 0 |
| Inadequate | | 0.00% 0 |
| Don't know | | 0.00% 0 |
| TOTAL | | 4 |

Q4 The People Committee know the strengths and weaknesses of the College's people related issues (Governance Guide and Code of Good Governance)How good are we at this?

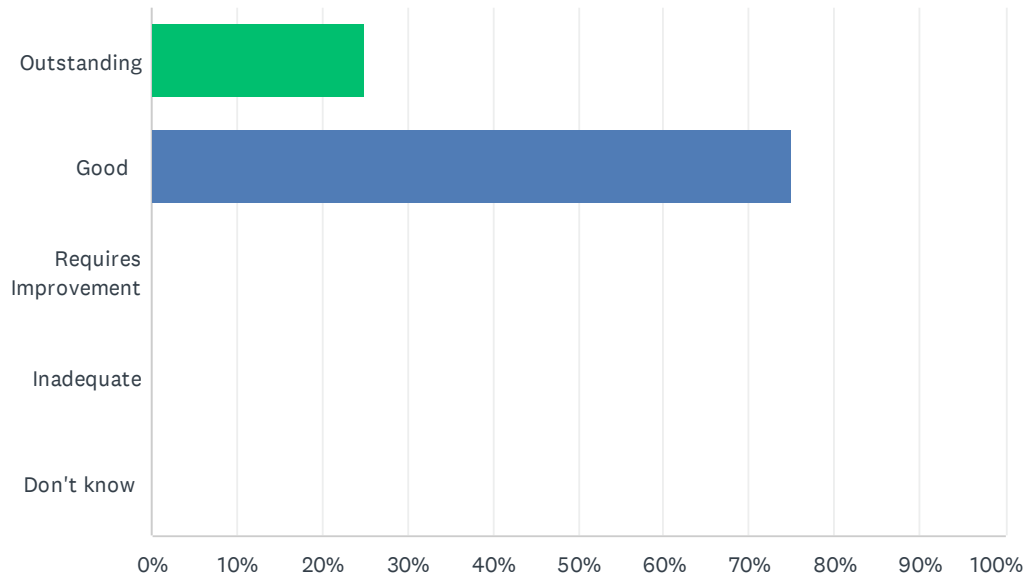
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | 33.33% | 0.00% | 0 |
| Good | 66.67% | 100.00% | 4 |
| Requires improvement | | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q5 The People Committee has recommended a People strategy that fosters quality improvement and promotes high expectations for staff. (Code of Good Governance)How good are we at this?

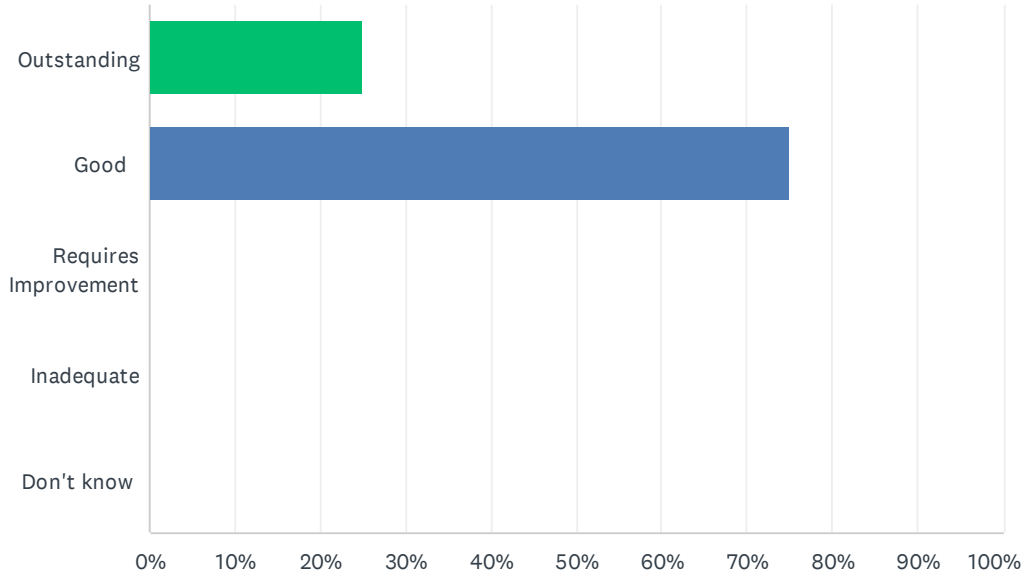
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | 33.33% | 25.00% | 1 |
| Good | 50% | 75.00% | 3 |
| Requires Improvement | 16.67% | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q6 The People Committee has ensured that the College has appropriate people policies and procedures that are regularly reviewed (Code of Good Governance and Governance Guide)How good are we at this?

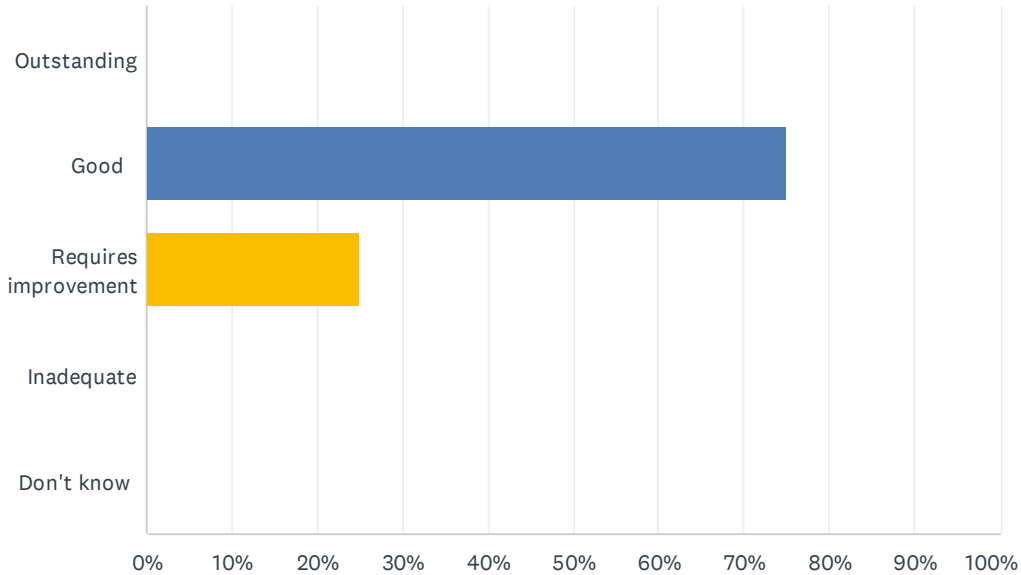
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | 33.33% | 25.00% | 1 |
| Good | 66.67% | 75.00% | 3 |
| Requires Improvement | | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q7 The People committee has confidence in the arrangements for the provision of accurate and timely people related information and receives up to date, concise and relevant people data (Governance Guide and Code of Good Governance)How good are we at this?

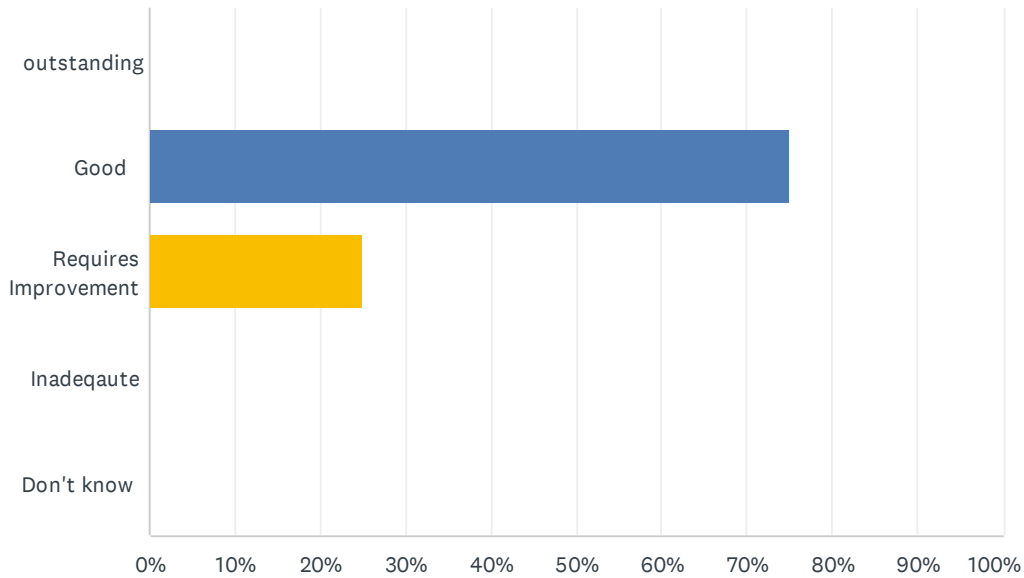
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | 16.67% | 0.00% | 0 |
| Good | 66.67% | 75.00% | 3 |
| Requires improvement | | 25.00% | 1 |
| Inadequate | 16.67% | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q8 People Committee monitors performance using key performance indicators (Governance Guide and Code of Good Governance)How good are we at this?

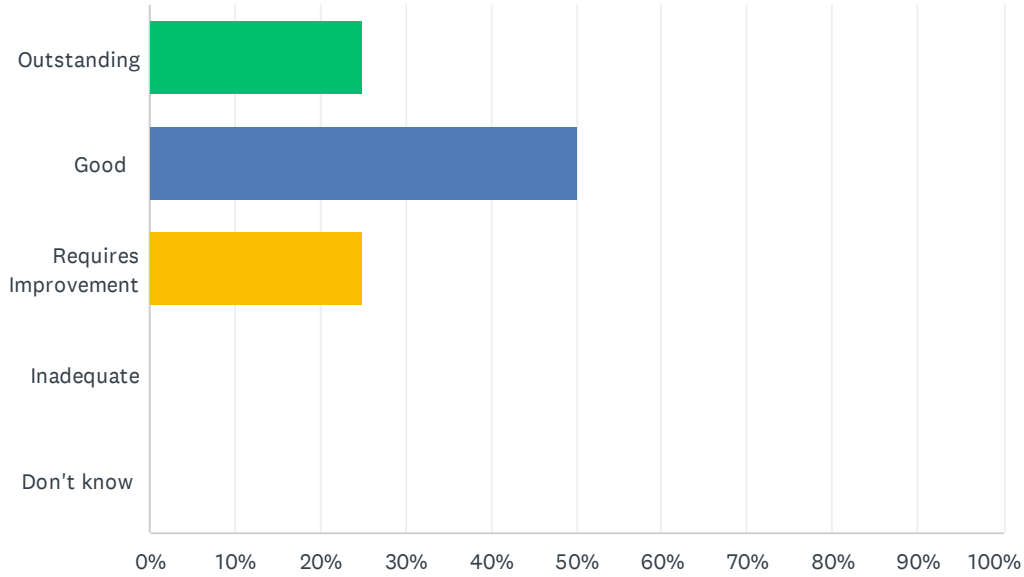
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| outstanding | 33.33% | 0.00% | 0 |
| Good | 50% | 75.00% | 3 |
| Requires Improvement | 16.67% | 25.00% | 1 |
| Inadeqaute | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q9 The People Committee review, monitor, evaluate and report to Corporation on the College's approach to Reward and remuneration (standing orders) How good are we at this?

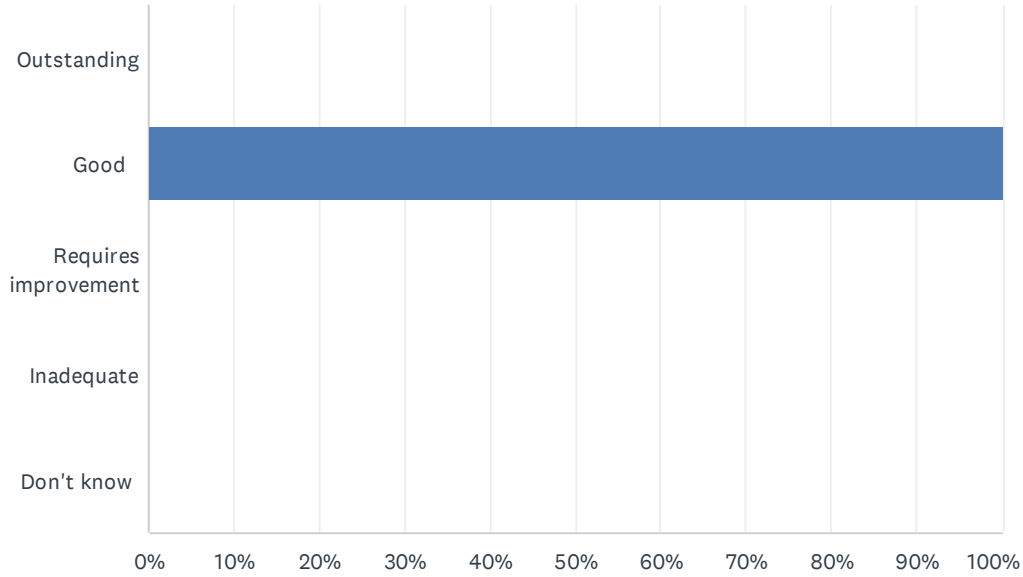
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | 33.33% | 25.00% | 1 |
| Good | 66.67% | 50.00% | 2 |
| Requires Improvement | | 25.00% | 1 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q10 The People committee reviews the results of staff surveys and other staff voice and monitors the resultant improvement actions (Standing Orders)How good are we at this?

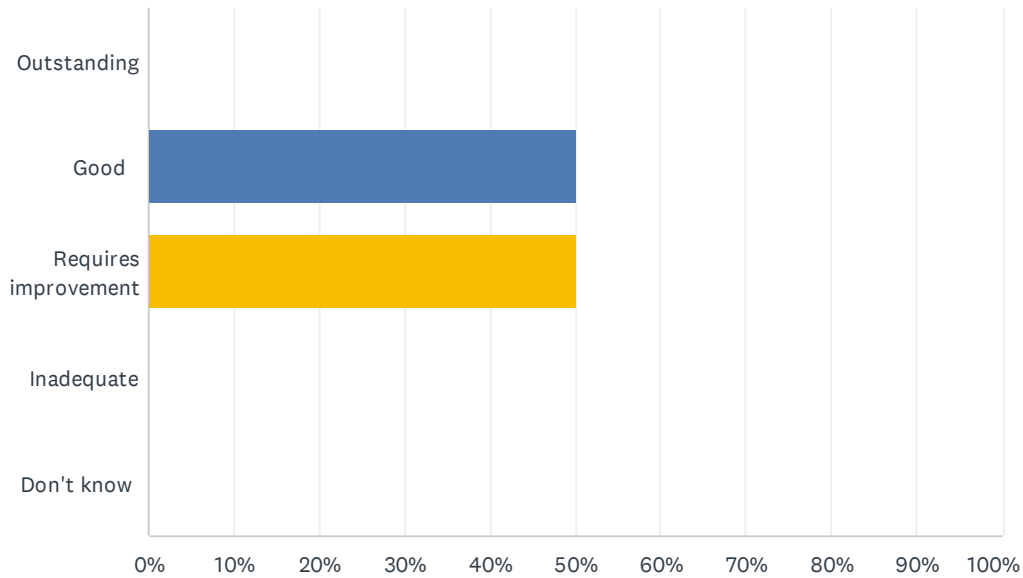
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|---------------|-----------|----------|
| Outstanding | | 0.00% | 0 |
| Good | 83.33% | 100.00% | 4 |
| Requires improvement | 16.67% | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q11 The Committee monitors and advises the Corporation on all matters connected with Staff’s Learning, Development and Wellbeing issues. (Standing Orders)How good are we at this?

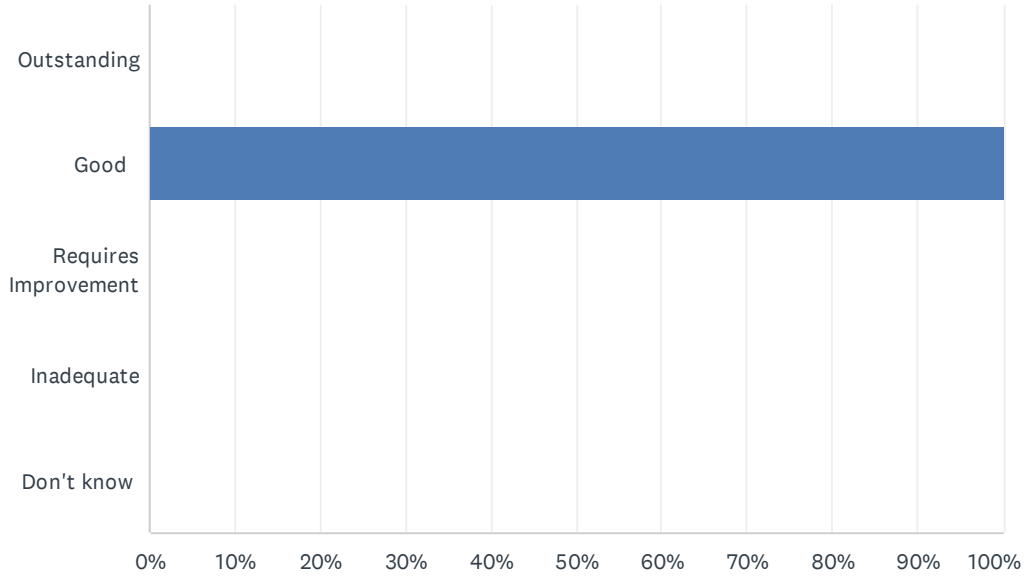
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|------|-----------|----------|
| Outstanding | | 0.00% | 0 |
| Good | 80% | 50.00% | 2 |
| Requires improvement | 20% | 50.00% | 2 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q12 People related risks are adequately identified, monitored and mitigated (Standing Orders and Governance Guide)How good are we at this?

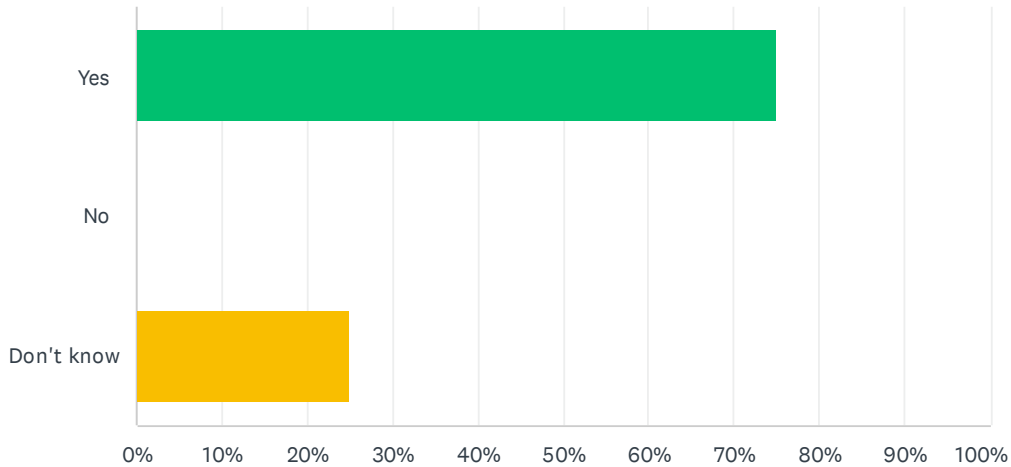
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|--------|-----------|----------|
| Outstanding | | 0.00% | 0 |
| Good | 83.33% | 100.00% | 4 |
| Requires Improvement | 16.67% | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q14 The committee receives appropriate updates and training (Code of Good Governance and Governance Guide)How good are we at this?

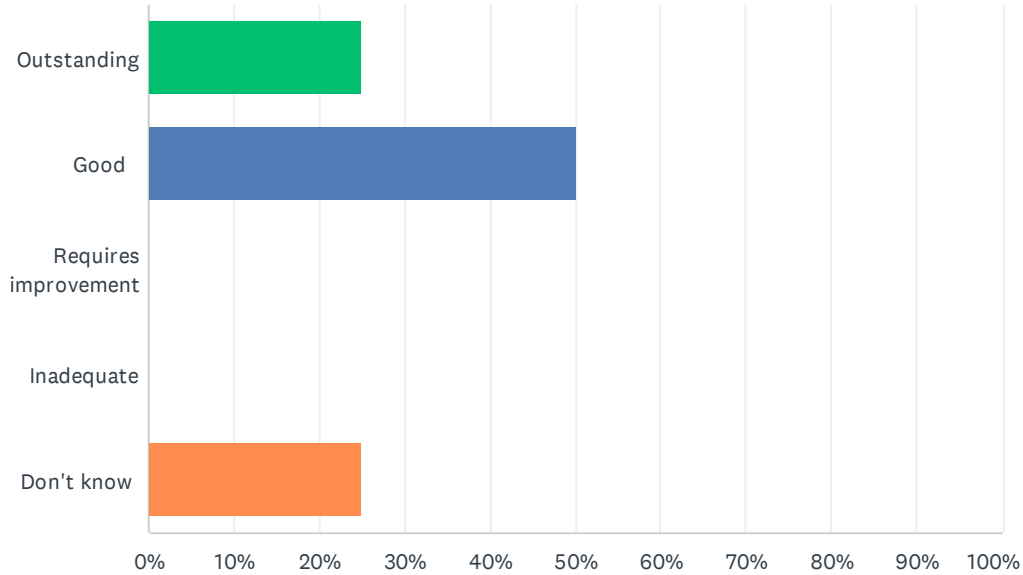
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------|--------|-----------|---|
| Yes | 83.33% | 75.00% | 3 |
| No | | 0.00% | 0 |
| Don't know | 16.67% | 25.00% | 1 |
| TOTAL | | | 4 |

Q18 Section 2 Committee ChairThe People Committee Chair chairs meetings effectively and efficiently, bringing impartiality and objectivity to the decision making process. (Standing Orders)How good is he at this?

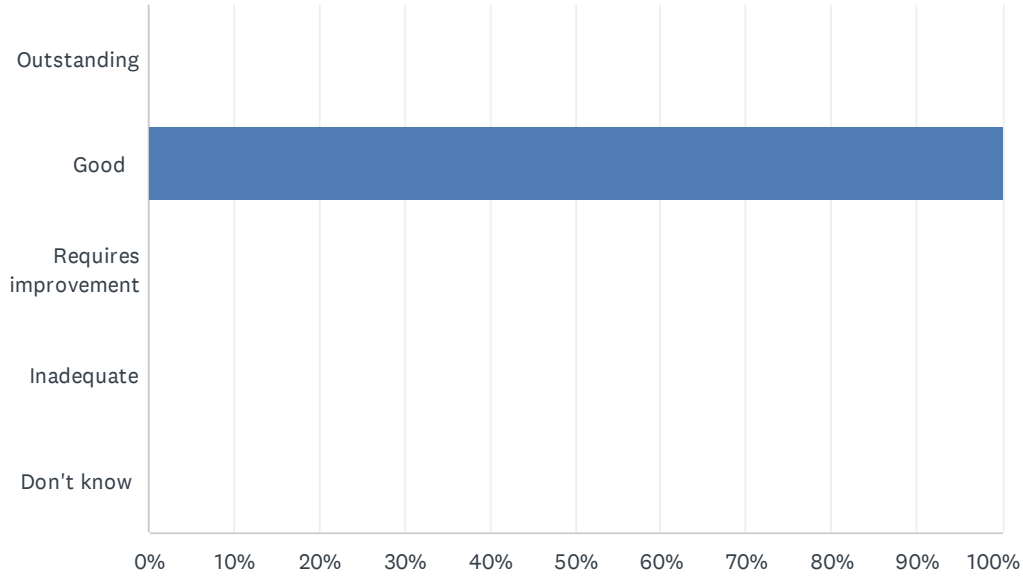
Answered: 4 Skipped: 0



| ANSWER CHOICES | 2022 | RESPONSES |
|----------------------|------|-----------|
| Outstanding | 20% | 25.00% 1 |
| Good | 80% | 50.00% 2 |
| Requires improvement | | 0.00% 0 |
| Inadequate | | 0.00% 0 |
| Don't know | | 25.00% 1 |
| TOTAL | | 4 |

Q19 The People Committee Chair ensures that Governors are fully engaged on the Committee and all can contribute to its work (Standing Orders)How good is he at this?

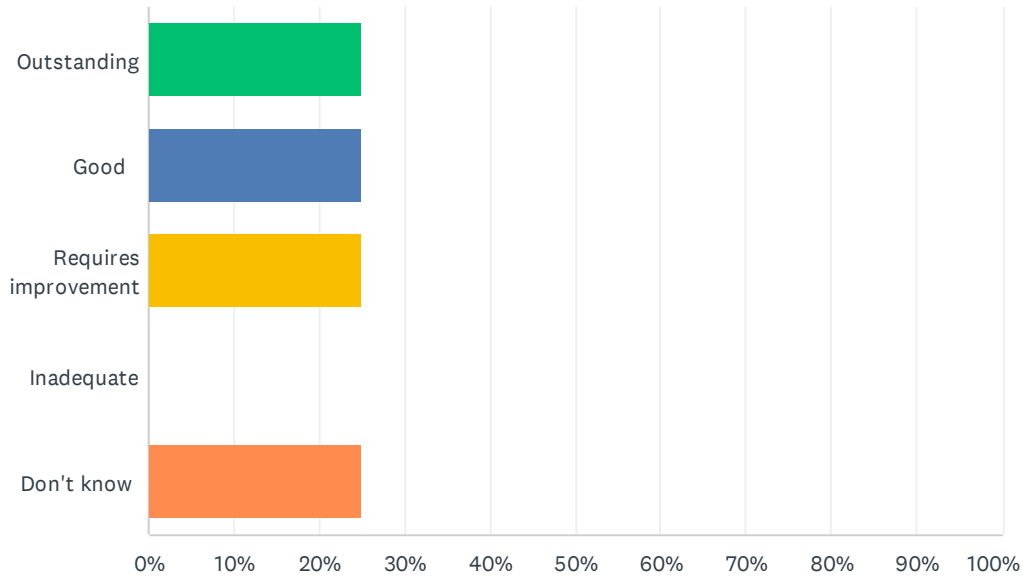
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| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|-------------|-----------|----------|
| Outstanding | | 0.00% | 0 |
| Good | 100% | 100.00% | 4 |
| Requires improvement | | 0.00% | 0 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 0.00% | 0 |
| TOTAL | | | 4 |

Q20 The People Committee Chair is an effective leader of the Committee How good is he at this?

Answered: 4 Skipped: 0



| ANSWER CHOICES | 2022 | RESPONSES | |
|----------------------|------|-----------|----------|
| Outstanding | 20% | 25.00% | 1 |
| Good | 80% | 25.00% | 1 |
| Requires improvement | | 25.00% | 1 |
| Inadequate | | 0.00% | 0 |
| Don't know | | 25.00% | 1 |
| TOTAL | | | 4 |