



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee held at Truro College, College Road, Truro on Monday 14 June 2021.

Present: Mrs K Ashworth, Mrs L Batchelor, Mr K Conchie, Mr B Crossland (Chair), Ms D Skinnard, Mr M Tucker and Mr P Wroe

Also Present: Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Mr T James (Personnel Officer), Ms L Maggs (Director of Operations, Penwith College), Mr K Lewis (Staff Development Coordinator for 21/16), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Item	Discussion/Decision	Action
	Welcome Peter Wroe (new Committee Member) was welcomed to his first meeting and introduced to those present.	
21/14	Minutes The Minutes of the meeting held on 8 February 2021 were APPROVED as a correct record.	
21/15	Matters Arising 15.01 Covid Update (Minute 21/03) A government announcement on the lifting of restrictions was awaited. On site open events had been organised but would need to be adapted if restrictions remained in place. Students and staff were continuing to complete regular lateral flow tests at home and a small number of positive results had been recorded in recent weeks. The huge task of generating Teacher Assessed Grades (TAGs) had been completed, evidence collated and grades submitted. 15.02 Staff Absence Data and Analysis (Minute 21/04) In response to questions the Personnel Officer confirmed that absence rates had fallen in 2021 after a rise in 2020 linked to the pandemic. 15.03 FE White Paper: Skills for Jobs – Lifelong Learning for Opportunity and Growth (Minute 21/07) The Principal reported that the College was working with an employer group convened by the LEP to take forward proposals in the White Paper. Also, the College had made a collaborative bid with The Cornwall College Group (TCCG) to a new Skills Accelerator Fund to support training and upskilling in renewable technologies.	

	<p>It was also noted that a new Curriculum Group had been set with TCCG to enable the two colleges to discuss curriculum plans and areas of potential competition/collaboration.</p> <p>15.04 Employability and Employer Engagement (Minute 21/08)</p> <p>Governors noted recent developments, including:</p> <ul style="list-style-type: none"> • a successful National Skills Fund bid to deliver Skills Bootcamps - first course (welding) was due to begin in July • award of ESF Bedrock Futures Project to deliver high level apprenticeships at Ottery (Bodmin) • approval to deliver the full Registered General Nurse qualification, following accreditation by the Nursing and Midwifery Council. <p>15/05 Apprenticeship Update (Minute 21/09)</p> <p>The Director of Partnerships explained that the double entries which had impacted on achievement rates would not occur again in future.</p> <p>15/06 2021 G7 Summit</p> <p>Governors noted that the College had provided hospitality training in preparation for Cornwall hosting the G7 Summit. It was disappointing that the planned visit to the College by a senior member of the government had been cancelled and activities such as a video presentation created by the College Eco Council on 'Ten Pledges for the Planet' had not gone ahead. It was hoped that the G7 had highlighted Cornwall's leading role in the low carbon economy which would enhance growth and career opportunities in this sector.</p>	
21/16	<p>Staff Development Needs Analysis and Plan for 2021/22</p> <p>The Committee considered the Staff Development Needs Analysis and Plan for 2021/22 and key priorities identified. Many of the training opportunities were focused on IT, providing technical support and training for e-learning and digital platforms. A user group had been established 'IT in the classroom' with representatives from curriculum areas to share good practice and take forward developments.</p> <p>During the pandemic a wide range of online CPD courses had been completed and following the return to onsite delivery, practical training in areas such as health and safety had restarted to ensure compliance.</p> <p>The programme of activities for the July Staff Admin Week included preparation for the delivery of new programmes including T Levels and vocational qualification frameworks.</p> <p>In response to questions, the Staff Development Coordinator explained the online application and tracking processes to ensure training records were maintained and automatic notifications issued when training updates were due. Remote delivery had been effective and would be continued in future, where appropriate.</p>	
21/17	<p>Health and Safety Annual Report 2020/21</p> <p>The Committee considered the Health and Safety Report and noted that during the year:</p> <ul style="list-style-type: none"> • Covid issues had dominated all areas of activity and measures to maintain a Covid secure environment, set up and administer mass testing and minimise virus transmission had been very effective 	

	<ul style="list-style-type: none"> • adherence to regular DfE updates, AoC briefing alerts, advice from Public Health England and the Council had been closely followed • only a small number of cases of Covid amongst students and staff had occurred and were due to contagion off-site • the Health and Safety Committee had met on five occasions to oversee arrangements – the Committee included representation from each department across the College • a spot check by the HSE to review Covid security had gone well • Health and Safety provision had been strengthened with a more substantial deputy post at Penwith and the First Responder role at Truro would be replicated at Penwith from September 2021 • upgrades to CCTV and car parking barriers this summer would help improve safety and safeguarding on campus • comprehensive training and development had been completed by staff with some catch up of the practical courses continuing • the summary of accident reports indicated that incidents at Truro had reduced, as expected, due to periods of remote delivery • reports of incidents at Penwith had unexpectedly risen – this was likely to be due to more thorough and timely reporting <p>Governors asked whether any trips and visits had been able to go ahead and noted that opportunities were severely curtailed during the pandemic and no residential trips had taken place. Some local trips were starting to run and a group had recently attended a theatre performance, adhering to the venue's Covid restrictions.</p> <p>The Committee was satisfied that thorough and effective health and safety procedures had been maintained and commended the high level of Covid-security which had been achieved by the College.</p>	
21/18	<p>Staff Wellbeing</p> <p>The Personnel Officer summarised ongoing activities and new developments to support staff wellbeing, including:</p> <ul style="list-style-type: none"> • an online wellbeing survey was currently underway seeking views and feedback from staff • positive stories had been shared online during 'Joyful June' • individual lifestyle assessment consultations were being offered to staff during the July Admin Week • menopause at work awareness training and policy was being developed and menopause champions nominated • new guides had been published for line managers providing basic information on topics such as induction and sickness absence • the College had recently been ranked 22 of the 100 most inclusive workplaces by the National Centre for Diversity • an online induction process was being developed. <p>In response to questions, Governors noted that most staff had returned to work on site from 8 March 2021. A small number of staff had completed a phased return, and adjustments were made in line with occupational health advice and individual risk assessments.</p>	

21/19	Investors in Diversity Award The Committee reviewed the report on the recent liD award assessment by the National Centre for Diversity and considered the recommendations arising from the review. The accreditation process had identified areas of good practice as well as aspects for further development. Some recommendations would be addressed this term and other action points would be taken forward during 2021/22 to advance a FREDIE (Fair, Respectful, Equal, Diverse, Inclusive and Engaging) culture throughout the College. Governors discussed the planned actions and new initiatives such as a reverse mentoring scheme and implementation of the Mindful Employer Charter. The Committee supported the nomination of a Lead Governor to strengthen board oversight and help promote EDI. The Committee welcomed the report and proposed actions.													
21/20	Review of Personnel Policies The Committee considered and APPROVED updates to the following policies: <table><tr><td>Staff Appraisal</td><td>Health & Wellbeing</td></tr><tr><td>Capability</td><td>Redundancy</td></tr><tr><td>Disciplinary for Senior Post Holders</td><td>Stress</td></tr><tr><td>Disciplinary Procedure</td><td>Volunteer Policy</td></tr><tr><td>Fraud & Corruption Policy</td><td>Whistleblowing</td></tr><tr><td>Grievance for Senior Post Holders</td><td></td></tr></table> Governors noted that a group of staff would be reviewing and proposing revisions to appraisal processes.	Staff Appraisal	Health & Wellbeing	Capability	Redundancy	Disciplinary for Senior Post Holders	Stress	Disciplinary Procedure	Volunteer Policy	Fraud & Corruption Policy	Whistleblowing	Grievance for Senior Post Holders		
Staff Appraisal	Health & Wellbeing													
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21/21	College Social Committee The Director of Studies reported that it had not been feasible to arrange in person cross-College events this year but online socialising and activities such as departmental quizzes had been taking place.													
21/22	Unions Update The Principal reported on the regular dialogue with the unions and staff representatives. Recent discussions had been mostly about Covid-related changes to working practices. There had also been consultation on the revised A Level and GCSE results publication dates and staff availability to process results and advise applicants and leavers. Staff had responded positively to the changed dates and agreed to work for the relevant period in August. Governors noted that due to the failure to implement the 5% pay award requested in 2020/21, the UCU was formally in dispute with the College and was balloting members on industrial action.													
21/23	Date of Next Meeting The Committee would meet at 5.00 pm on Monday 20 Sept 2022.													
21/24	Update on National Negotiations and Review of Staff Pay 2021/22 This confidential item is separately minuted.													