



# 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 11 February 2019.

Present: Mrs L Batchelor, Mr R Crossland (Chair) and Mr D Walrond

Also Present: Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mr K McCoag (Staff Development Co-ordinator), Mr D Haughton (Finance Officer), Mrs C Mewton (Director of Studies), Mrs L Scott (Personnel Officer), Mr A Stittle (Director of Teaching and Learning), Mr M Tucker (Director of Penwith College) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth, Mr K Conchie, Mr W Elliott and Ms D Skinnard  
Also, Mr M Wardle (Director of Curriculum)

Item	Discussion/Decision	Action
19/01	<b>Minutes</b> The Minutes of the meeting held on 4 June 2018 were <b>APPROVED</b> and signed as a correct record.	
19/02	<b>Matters Arising</b> <b>02.01 Student Destinations (Minute 18/14.03)</b> The Committee noted that due to data protection restrictions, the planned switch to an alternative company had not gone ahead and follow up surveys were being conducted in-house for 2018 leavers. <b>02.02 Update on National Negotiations and Review of Staff Pay (Minute 18/24)</b> In response to a question, the Principal reported that members of UCU and Unison at sixteen FE Colleges had taken strike action in January 2019 over the 2018/19 pay offer.	
19/03	<b>Staff Development Annual Report for 2017/18</b> The Staff Development Co-ordinator presented the Annual Report summarising the staff development budget and expenditure during 2017/18 as well as the range of activities that had taken place. In addition to three whole-College training days, a wide range of internal and external events were offered throughout the year, ensuring that any mandatory training was completed as required. The bank of qualified in-house trainers was continuing to grow and many staff development activities were delivered very cost-effectively, either internally or via online resources and webinars.	

	<p>Governors asked about training to support students with mental health difficulties and the Co-ordinator explained that Mental Health First Aid training was being rolled out across the College. A representative from every team had attended the full 2-day course and a shorter, half-day version was being offered to others. 140 members of staff had completed the training which was considered to be very effective and the Governor Safeguarding Lead (who had completed the training) endorsed this view. Although the qualified in-house trainer had recently left the College, it was hoped that they would be replaced.</p> <p>Governors noted that the Staff Development Day in March 2018 had been cancelled due to College closure as a result of snow and were assured that the planned training had either been deferred to July or had been delivered as twilight sessions.</p> <p>The Committee <b>NOTED</b> the comprehensive range of training and development opportunities offered during the year.</p>	
<b>19/04</b>	<p><b>Staff Development Cost Benefit Analysis for 2017/18</b></p> <p>The Committee considered a report summarising the costs of staff development activities and assessing the benefits. Governors noted that the overall budget had remained at £150,000 with allocations to individual programme areas based on the size and specific needs of the department (e.g. curriculum changes, new staff). As well as the direct expenditure on course fees and associated costs which totalled £117k, there were indirect costs (e.g. use of premises, loss of teaching time etc.) which were estimated to be in the region of £785k.</p> <p>The benefits of staff development were assessed in terms of impact on people, systems and operations based on a range of indicators. Student satisfaction with teaching and support (from surveys, student voice discussions and other feedback mechanisms) remained high. Feedback on the quality and effectiveness of training was also positive.</p> <p>The Committee <b>NOTED</b> the value of staff development activities and positive impact on student and College success.</p>	
<b>19/05</b>	<p><b>New Developments: T Levels and Institutes of Technology (IoT)</b></p> <p>The Director of Teaching and Learning provided an update and responded to questions about the new T Level qualifications. The College would be participating in a limited pilot, involving 45 learners in 2020/21. Detailed specifications were still awaited and the process of engaging employers and building capacity to secure the necessary work placements was underway.</p> <p>The Cornwall/Devon/Somerset consortium had submitted the detailed stage two IoT proposal. A great deal of work had been involved in preparing the submission which covered delivery arrangements and governance processes. Interviews would be conducted by the DfE this term before successful bids were confirmed.</p> <p>The Committee discussed logistical issues such as travel to work placements and noted that in addition to capital funding towards workshop facilities, it was expected that additional funding would be available which could be used to subsidise transport costs.</p>	

19/06	<p><b>Analysis of Apprenticeship Achievement Rates for 2017/18</b></p> <p>Governors noted the Overall Achievement Rates and Timely Success Rates compared to the previous 2 years which showed a continuing, positive trend and a good overall achievement rate of 80%, well above the national average of 69%.</p> <p>At this mid-year stage, the data indicated that improvements would be maintained in 2018/19 and a similar outcome was expected. However, 25% of apprentices were now following the new 'Standards' with end-point assessments which were challenging and meant projections were less certain. The register of approved independent assessment organisations had been published at a very late stage and was still incomplete which presented some difficulties. So far, it had been possible to organise the necessary assessments for all students.</p> <p>In response to questions about sector areas that had performed less well, the Director of Quality explained that in some cases the quality of the employers and inadequacy of work placements had made it difficult for apprentices to collate the necessary evidence. A more rigorous approach to the selection of employers had been adopted and placements would be carefully monitored.</p> <p>Governors asked about recruitment and noted that most growth was in 19+ apprentices as many employers preferred candidates to gain some experience before embarking on an apprenticeship.</p>	
19/07	<p><b>Truro and Penwith College Business Update</b></p> <p>The Committee considered a paper summarising latest developments. Successful new partnerships had been established with a number of major organisations and the Business Team was continuing to receive enquiries from local businesses.</p> <p>The Committee discussed the main concerns and priorities for employers and noted ongoing confusion about apprenticeships. The team was working hard to explain funding arrangements, employer contributions, end-point assessments and the 20% off the job training requirements. Other key issues were that many businesses were reducing their training budget which limited the number of employees able to take up professional development. Poor transport infrastructure also presented major challenges, especially for 16-18 year olds.</p> <p>The College was continuing to raise awareness with employers, to maintain high quality provision as well as refine processes and build capacity/expertise to enhance and grow provision.</p>	
19/08	<p><b>Staff Absence Data for 2018</b></p> <p>The Committee received staff absence data for 2018 which indicated a continuing low overall absence rate of 2.24% (a slight increase on the 2017 rate of 2.11%). This compared favourably to national benchmarks for colleges nationally and other sectors, suggesting a resilient, committed workforce.</p> <p>Governors noted that most absences were short term, lasting 1-3 days and there had been a decline in the number of multiple absences.</p>	

	<p>This was possibly due to intervention, which was triggered if there were more than five absences in one year. An extensive programme of Health, Wellbeing and Sport (HWS) activities and promotion of a healthy lifestyle was also thought to be having a positive impact.</p> <p>The Committee was pleased to <b>NOTE</b> that absence rates remained low, particularly in the context of increasing demands and pressures.</p>	
<b>19/09</b>	<p><b>Staff Turnover and Analysis for 2018</b></p> <p>The Committee received data on staff turnover, age profile and a breakdown of full and part time staff numbers.</p> <p>The College's turnover rate for full time staff had fallen slightly to 11.6% (from 12.1% in 2017) although the rate for all staff (including part-time) had risen due to a recent TUPE process transferring a number of part time staff from the College catering service to Caterlink.</p> <p>Members discussed the key reasons for leaving and noted that in many cases this related to fixed term contracts (e.g. summer estates staff), one year apprentices, maternity cover and EU- funded projects.</p> <p>The Committee considered the higher turnover rates amongst Learning Support Assistants, many of whom were employed for a fixed term to support an individual learner and therefore funded on a short term basis. The nature of the work and pay rates were also recognised as factors potentially contributing to turnover.</p> <p>The age profile and balance of full and part time lecturing staff was also reviewed. Concerns were identified.</p>	
<b>19/10</b>	<p><b>Anti-Slavery and Human Trafficking Statement</b></p> <p>The Committee reviewed the Anti-Slavery and Human Trafficking Statement and approved minor editorial amendments to ensure the Statement remained consistent with current legislation.</p> <p>In response to questions, the Committee noted that wherever possible the Crescent Purchasing Consortium for FE was used to find approved suppliers. No issues relating to slavery or human trafficking had been raised in relation to the College's supply chain.</p> <p>The Committee <b>APPROVED</b> the revised Statement (Appendix A).</p>	
<b>19/11</b>	<p><b>Update on Personnel Policies</b></p> <p>The Personnel Officer reported on a number of policies approved in 2014/15 that had been reviewed and required no changes, as follows:</p> <ul style="list-style-type: none"> <li>• Capability</li> <li>• Compassionate Fertility and Dependents</li> <li>• Ex-Offender</li> <li>• Fraud and Corruption</li> <li>• Grievance</li> <li>• Redundancy</li> <li>• Volunteer</li> <li>• Working from Home</li> </ul>	

	Following consideration, the Committee <b>APPROVED</b> amendments to staff employment contracts, in line with latest case law, relating to (a) calculation of daily pay deduction for strike action and (b) date a dismissal deemed to take effect.	
<b>19/12</b>	<b>Joint Consultative Committee (JCC)</b> <p>The Committee received and noted the minutes of the JCC meeting held on 4 December 2018. A range of issues including the College budget, FE funding and pay had been discussed.</p> <p>The JCC had also aired concerns about the rise in unconditional offers by universities and impact on student motivation and achievement. The College would continue to review this trend and noted the AoC was taking up the matter nationally.</p>	
<b>19/13</b>	<b>College Social Committee</b> <p>The Director of Studies reported on recent activities including an end of autumn term social and trip to the pantomime. The College's annual bowling event was due to take place in January but had been postponed until March due to snow. The Committee was continuing to organise events and provide opportunities for staff from across the College to socialise together.</p>	
<b>19/14</b>	<b>Cycle of Business for 2019</b> <p>The proposed cycle of Committee business for 2019 was reviewed and <b>AGREED</b>.</p>	
<b>19/15</b>	<b>Dates of Meetings in 2019/20</b> <p>Dates of meetings in 2019/20 were confirmed as 23 September 2019, 10 February 2020 and 8 June 2020.</p>	ALL to note
<b>19/16</b>	<b>Date of Next Meeting</b> <p>The Committee would meet at 5.00 pm on Monday 3 June 2019.</p>	ALL to note