



# TRURO AND PENWITH COLLEGE CORPORATION



## Employment and Business Policy Committee

**Minutes** of the Employment and Business Policy Committee held on Monday 7 February 2022 via Teams.

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

Also Present: Mrs L Briscoe (Director of Student Experience), Ms J Cashmore (Director of Operations), Mr T James (Head of Human Resources and Employee Services), Ms L Maggs (Director of Operations, Penwith College), Mrs H McKinstry (Director of Partnerships and Apprenticeships) Mrs V Pearson (Director of Teaching and Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth

Item	Discussion/Decision	Action
22/01	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 20 September 2021 were <b>APPROVED</b> as a correct record.</p>	
22/02	<p><b>Matters Arising</b></p> <p><b>02.01 Staff Recruitment Analysis Report 2020/21 (Minute 21/31)</b></p> <p>The Committee discussed ongoing housing difficulties which were impacting on recruitment. Governors supported the county-wide campaign to promote the development of accommodation for workers.</p> <p><b>02.02 Covid Update (Minute 21/32)</b></p> <p>The College was continuing to implement DfE guidance and adapt to the latest situation. Covid-related absences were still widespread amongst students and staff and covering lessons had been very challenging at times. Additional pop-up vaccination clinics at both Truro and Penwith this month had received a good response.</p>	
22/03	<p><b>Staff Absence Data and Analysis for 2021</b></p> <p>The Committee reviewed the data which indicated a rise in the overall absence rate from 2.46% in 2020 to 2.73% in 2021. This equated to 5.5 days per employee annually, slightly above AoC national and South West averages.</p> <p>Governors noted wide variations in absence rates across departments and the possible reasons for this were discussed. The Foundation Studies team accounted for more than a quarter of all absences which was a concern although the large number of Learning Support Assistant's (LSAs) engaged in close, one-to-one work with highly vulnerable learners clearly impacted on illness and absences, particularly during the pandemic.</p>	

	<p>Around 10% of absences across the College were attributed to the Coronavirus pandemic and included a small number of Long Covid cases. Paid dependents leave had also increased significantly due to childcare responsibilities associated with Covid and self-isolation. Absences due to psychiatric reasons had increased to 25% which was consistent with the rise in mental health issues observed nationally during the pandemic.</p> <p>A comprehensive range of support was provided for staff including advice from occupational health, phased returns to work, counselling services and a programme of Health, Wellbeing and Sport (HWS) activities to promote a healthy lifestyle.</p> <p>Governors <b>NOTED</b> that absences were being monitored and addressed as appropriate with a range of absence management measures.</p>	
<b>22/04</b>	<p><b>Staff Workforce Analysis 2021</b></p> <p>The Committee considered an analysis of the staff age profile, gender, turnover and a breakdown of full and part time staff numbers.</p> <p>No significant changes in the age profile were identified and the gender split remained at two thirds female, which was typical for the FE sector. The College advertised vacancies widely in order to attract a broad range of applicants.</p> <p>The turnover rate for full time staff in 2021 had increased following a period of very low turnover during the height of the pandemic. Exit interviews conducted with leavers had produced very useful and positive feedback with no specific concerns identified. The reason for leaving most frequently mentioned by respondents was dissatisfaction with pay and the best aspect of working at the College was identified as their team/colleagues.</p> <p>Governors asked a number of questions, and during discussion it was noted that the pandemic had caused many individuals to reconsider their work/life balance and were seeking greater flexibility or reduced hours. A process was in place to enable staff to request changes.</p> <p>Although the College was continuing to attract good applicants for most roles, it was important to explain the wider benefits of working for the College and favourable conditions as it was impossible to compete with the higher salaries offered in some other sectors.</p>	
<b>22/05</b>	<p><b>Analysis of Gender Pay Gap Data for 2021</b></p> <p>The Committee considered the gender pay gap report which provided a snapshot of the position on 31 March 2021.</p> <p>The mean pay gap of 11.33% remained well below benchmarks for the public sector and education and the underlying cause of the difference in pay was the roles in which men and women work in the College and the salaries these jobs attract.</p> <p>Governors <b>CONFIRMED</b> a commitment to equal pay for the same or equivalent work, noted the underlying factors causing a gender pay gap and the ongoing monitoring and developments to address this.</p>	

22/06	<p><b>16-19 Catch Up Recovery Funding</b></p> <p>As part of the Government’s post-Covid catch-up plans, colleges would be expected to increase guided learning hours by 40hrs annually per learner from 2022/23, taking study programme hours from 540hrs to 580hrs. Confirmation was awaited about whether the 40hrs/extra funding was a temporary measure or a permanent change. It was essential that whatever solution was implemented would be auditable and meet funding requirements.</p> <p>The Committee <b>NOTED</b> that additional hours would be challenging to deliver in relation to timetabling, logistics and staffing and a range of options to maximise the impact for learners were being considered. The current intention was to use the extra time to consolidate learning and support revision/exam preparation through online pre-recorded sessions followed by exercises/assignments. Staffing implications and workload were being addressed.</p>	
22/07	<p><b>Employer Engagement and Student Employability Update</b></p> <p>An update was provided on recent developments, including:</p> <ul style="list-style-type: none"> <li>• <u>Cornwall and the Isles of Scilly Green Technology Skills Centre</u> Following a successful bid to the Strategic Development Fund, (in partnership with The Cornwall College Group), Skills Accelerator projects were underway to establish a Green Technology Skills Centre (within Valency) and deliver Green Skills Technology Pathways in electric vehicle technology.</li> <li>• <u>Future Skills Institute</u> A re-branding of 19+ provision to provide greater clarity both internally and externally would be launched in early summer. The overarching Future Skills Institute would encompass the University Centre Truro and Penwith (HE provision and higher technical qualifications) and Career and Professional Development (part time qualifications and recreational courses).</li> <li>• <u>Employer Engagement</u> Recent activity included work with employers across a range of sectors on new initiatives, including curriculum steering groups focusing on qualifications for industry, consultation with the Cornwall Manufacturing Group addressing skills gaps and staff shortages, opportunities with the Eden Project to upskill the workforce and Skills Bootcamps to improve sector specific skills. Employer Engagement Week had helped hospitality businesses to promote the sector and launch a new Level 4 Hospitality Apprenticeship. The College was continuing to work with Cornwall Council to provide ESOL programmes for asylum seekers.</li> </ul> <p>Governors asked questions and noted the College’s pro-active response to the Skills and Post-16 Education Bill as well as the government’s Levelling Up Strategy.</p> <p>The recent Ofsted 2-day thematic review of the Welding Bootcamps had gone well and feedback was very positive.</p>	

22/08	<p><b>Apprenticeship Success Rates and Destinations 2020/21</b></p> <p>The Committee noted that 221 of the 350 apprenticeship leavers in 2021 had successfully completed. The pandemic had caused delays in end point assessments and many of the remaining apprentices were expected to complete in 2021/22. Assessments had been particularly impacted in Hospitality, Construction and Health sectors.</p> <p>The Apprenticeship Achievement Rates for 2020/21 were above national benchmarks for sectors where end point assessments had not been delayed, but the College's overall success rate of 62% (73% in 2020) was slightly below the national rate of 67%.</p> <p>Destination data indicated that 65% of apprentices remained in full time employment with their employer or became self-employed and 23% had progressed into higher study.</p> <p>The Committee noted that improved tracking and data collection processes were being introduced to provide more comprehensive information and enable the effectiveness of each programme, success rates and progression to be analysed.</p>	
22/09	<p><b>Update on Meetings with Teaching Union Representatives</b></p> <p>The Principal reported that relations with the teaching unions remained positive and dialogue was open and useful.</p> <p>Recent discussions had primarily related to the latest changes to Coronavirus measures. Representatives had also been informed of the College's intention to provide an opportunity for support staff to request a reduction or change to working hours.</p>	
22/10	<p><b>College Social Committee</b></p> <p>The Committee was pleased to hear events were being planned and would include colleagues at Callywith College. The postponed bowling evening had been rescheduled.</p>	
22/11	<p><b>Dates of Meetings in 2022/23</b></p> <p>Dates of meetings in 2022/23 were confirmed as:</p> <ul style="list-style-type: none"> <li>• Monday 26 September 2022</li> <li>• Monday 6 February 2023</li> <li>• Monday 19 June 2023.</li> </ul>	ALL to note
22/12	<p><b>Date of Next Meeting</b></p> <p>The Committee would meet at 5.00 pm on Monday 20 June 2022.</p>	ALL to note