



# TRURO AND PENWITH COLLEGE CORPORATION



## Employment and Business Policy Committee

**Minutes** of the Employment and Business Policy Committee on Monday  
26 September 2022 at Truro College.

Present: Mrs K Ashworth, Mr J Burnett, Ms D Skinnard, Mr R Townsend (Chair)  
and Mr M Tucker

Also Present: Mrs L Briscoe (Director of Student Experience), Ms A Bull (Director of  
Curriculum Development), Ms J Cashmore (Director of Operations), Mr  
T James (Head of Human Resources & Employee Services), Mr K  
Lewis (Staff Development Co-ordinator), Ms H McKinstry (Director of  
Partnerships & Apprenticeships), Ms V Pearson (Director of Teaching  
& Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs L Batchelor, Mr K Conchie, Mr P Wroe, Mr S Cryer (Director of  
Finance), and Ms L Maggs (Director of Operations, Penwith College)

Item	Discussion/Decision	Action
22/25	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 20 June 2022 were <b>APPROVED</b> as a correct record.</p>	
22/26	<p><b>Matters Arising</b></p> <p><b>26.01 Update on National Negotiations and Review of Staff Pay (Confidential Minute 22/24)</b></p> <p>Governors were aware that following a revised recommendation from the AoC, the Corporation had agreed a staff pay award of 2.5% and a non-consolidated payment of £750 for 2022/23. Also, following the Government U-turn on the National Insurance increase expected from November 2022, the Chairs' Standing Committee had agreed to pass on this saving to employees. This equated to 1.25%.</p> <p>The Principal provided an update on the University and College Union (UCU) demand of a 10% rise and 10 day strike action during September/October. The strike had caused considerable disruption to teaching and generated significant complaints from parents and students. The Principal was continuing to maintain dialogue with the local UCU representative and to manage the impact of the strike.</p>	
22/27	<p><b>Staff Development Annual Report for 2021/22</b></p> <p>The Staff Development Coordinator presented the annual report summarising the extensive range of development activities and training opportunities during the year.</p> <p>As well as generic training and mandatory updates, bespoke assistance had been provided to support IT developments and new initiatives (eg. new CPOMS safeguarding software).</p>	

	<p>Support for Level 2 Maths/English delivery had been a focus at every Staff Development Day and the achievement of teaching qualifications by unqualified staff also remained a key priority.</p> <p>In response to questions, Governors noted that 80+ staff had taken part in an Industry Immersion Day enabling them to return to the workplace to refresh their skills. The scheme had been well received and would be repeated during 2022/23. The strategies to build in-house training capacity and increase the use of technology to deliver training were also discussed.</p> <p>Governors noted the staff development budget for 2021/22 and suggested that as well as summarising course expenditure, it would be useful in future to quantify the total investment as a result of covering absences and other hidden costs.</p>	
<b>22/28</b>	<p><b>Business/Employer Engagement Update</b></p> <p>The Director of Business Partnerships and Apprenticeships provided an update on new developments and new partnerships across a range of sectors, particularly Engineering and Construction linked to the SW Institute of Technology (IoT). Employers were involved in co-designing curriculum to meet skills needs.</p> <p>The Committee was pleased to note that apprenticeship recruitment was flourishing with around 240 new starts in September 2022 and a forecast of 480+ enrolments during 2022/23.</p> <p>Retention and success rates were reviewed and the Committee discussed the retention challenges caused by part qualified learners being attracted into lucrative employment before completion. Success rates for End Point Assessments (EPA) remained high (87% passed first time), well above national benchmarks.</p> <p>In response to questions about market share, the Director explained the planned growth whilst maintaining a continued focus on ensuring effective, high quality provision to meet business needs.</p>	
<b>22/29</b>	<p><b>Ofsted Update – Impact on Local/Regional/National Skills Agenda</b></p> <p>Governors considered the changes to the Ofsted Education Inspection Framework (EIF) and increased emphasis on meeting skills needs. The inspection process was discussed and the Committee noted the assessment of how well skills needs were being met would impact on the overall Leadership and Management judgement.</p> <p>A new platform (Navigate) had been introduced to enable students to log work experience, enrichment and employment-related activities with structured awards to demonstrate progress.</p> <p>Governors asked about the strategies to obtain employment market intelligence and identify future skills needs as well as the ways in which learners were supported with progression. It was also suggested that it would be beneficial to invite another employer/business representative to join the Committee.</p>	S&G Committee to consider
<b>22/30</b>	<p><b>South West Institute of Technology (SWIoT) Update</b></p> <p>Governors reviewed the range of qualifications available and enrolments across three key areas: Engineering, Nursing, Digital &amp; IT.</p>	

	Industry steering groups were helping to shape provision and inform curriculum developments.													
	<p>The Committee noted that:</p> <ul style="list-style-type: none"> <li>• a number of new qualifications were going through external approval processes</li> <li>• additional staff appointments had been made to provide the skills and capacity to grow provision</li> <li>• key employers were being selected to form a skills advisory body for Engineering provision within the IoT and at the College's new STEM and Health Skills Centre in Bodmin (Ottery)</li> <li>• Nursing courses were continuing to be very popular and successful</li> <li>• an effective partnership with the Royal Cornwall Hospitals Trust had been established with close collaboration on developments</li> <li>• Digital and IT programmes (eg. Cyber Security) had been developed in response to the Cornwall Digital Skills Report</li> <li>• delivery of 10 credit 'micro credentials' were being explored</li> <li>• the College was working in partnership with Petroc on an FdSc Software Engineering programme to meet industry requirements</li> </ul>													
<b>22/31</b>	<p><b>Staff Recruitment Analysis Report 2021/22</b></p> <p>The Head of Human Resources and Employee Services (HRES) presented an analysis of recruitment activities. The Committee noted that overall there had been a 10% decline in the total number of appointments this year (76 academic appointments, 169 support staff appointments and a further 129 sessional/variable/bank staff).</p> <p>Applications data indicated a good response to most posts although some vacancies were harder to fill, including the high numbers of Learning Support Assistants (LSAs) required.</p> <p>During the year there had been six voluntary redundancies, one compulsory redundancy and one staff member had been redeployed due to changes to provision and the mothballing of Haven House.</p> <p>Most applications were submitted in response to online promotion and social media and the reliance on printed was continuing to decline. Employee benefits and facilities, such as the Health, Wellbeing &amp; Sport (HWS) programme, were being highlighted to promote the College as an attractive place to work.</p> <p>The development of a fully online application process was underway.</p>													
<b>22/32</b>	<p><b>Review of HR Policies and Procedures</b></p> <p>The Committee considered and <b>APPROVED</b> updates to the following policies, based on latest legislation and best practice:</p> <table border="0"> <tr> <td>Bullying &amp; Harassment</td> <td>Leave of Absence</td> </tr> <tr> <td>Staff Code of Conduct</td> <td>Mentoring</td> </tr> <tr> <td>Disciplinary for Senior Post Holders</td> <td>Recruitment</td> </tr> <tr> <td>Disciplinary Procedure</td> <td>Social Media</td> </tr> <tr> <td>Flexible Working</td> <td>Whistleblowing</td> </tr> <tr> <td>Additional Hours</td> <td></td> </tr> </table>	Bullying & Harassment	Leave of Absence	Staff Code of Conduct	Mentoring	Disciplinary for Senior Post Holders	Recruitment	Disciplinary Procedure	Social Media	Flexible Working	Whistleblowing	Additional Hours		
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	<p>Governors noted that the Recruitment Policy had been amended to include the facility to undertake social media checks on applicants (in line with sector guidance) and the best way to complete this was being investigated. An external checking agency was likely to be used.</p> <p>The Head of Human Resources and Employee Services (HRES) confirmed that employee representatives/staff unions were kept informed of proposed changes to policies.</p>	
<b>22/33</b>	<p><b>Update on Principal's Meeting with the Staff Unions</b></p> <p>The Principal briefed governors on recent dialogue with the staff unions and confirmed that pay deductions during the current 10 day UCU strike would be at the rate of 1/365<sup>th</sup> but would in future be at the standard daily rate of 1/260<sup>th</sup>.</p>	
<b>22/34</b>	<p><b>College Social Committee</b></p> <p>The Director of Student Experience summarised the recent social activities across Truro and Penwith, including a charity hike in which 45 staff took part. Christmas activities were also being planned.</p> <p>In response to questions, the Principal confirmed that the College's main fundraising provided long term support for the Boom Shewula Wula charity supporting orphans in the Shewula district of E-Swantini.</p>	
<b>22/35</b>	<p><b>Cycle of Annual Business for 2022</b></p> <p>The Committee considered and <b>APPROVED</b> the proposed Cycle of Business for 2022.</p>	
<b>22/36</b>	<p><b>Date of Next Meeting</b></p> <p>The Committee would meet at 5.00 pm on Monday 6 February 2023.</p>	ALL to note