



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee held on Monday 6 February 2023 at Truro College

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

Also Present: Mrs L Briscoe (Director of Student Experience), Mrs A Bull (Director of Curriculum Development), 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: Mr K Conchie

Item	Discussion/Decision	Action
23/01	Minutes The Minutes of the meeting held on 26 September 2022 were APPROVED as a correct record.	
23/02	Confidential Update on Industrial Action This confidential item is separately minuted.	
23/03	Staff Absence Data and Analysis for 2021/22 The Committee reviewed the data for 2021/22 which indicated a rise in the overall absence rate from 2.73% in 2020/21 to 3.96% this year. This was the highest rate recorded by the College. a similar increase was being reported by benchmarking colleges. There had been a significant rise in the number of short absences (1 - 3 days) with a large proportion attributed to Covid and other infections. Following a review of the short term absence management processes, a new procedure was being introduced. Governors discussed the wide variations in absence rates across departments and noted that the Foundation Studies team accounted for around a quarter of all absences. The large team of Learning Support Assistant's (LSAs) engaged in close, one-to-one work with highly vulnerable learners led to high illness and absence rates. Around 20% of absences across the College were attributed to Covid. Although the national guidance recommended self-isolating for 5 days, the College was allowing additional days where individuals were still testing positive	

	<p>In response to questions, the Head of HRES explained the triggers to invoke absence management processes and noted that PTLs addressed absences of more than 10 days and HRES staff usually became involved when an absence had extended beyond 20 days. All absences were recorded and individuals could track their own attendance record via the HR portal.</p> <p>The comprehensive range of support available to staff included 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. Staff were also able to access other leave (dependents/unpaid/compassionate) and this had increased.</p> <p>Governors NOTED that absences were being carefully monitored and addressed as appropriate with a range of support and absence management measures.</p>	
<p>23/04</p>	<p>Staff Workforce Analysis 2021/22</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.</p> <p>The turnover rate for full time staff in 2021/22 had increased following a period of very low turnover during the Covid restrictions and time away from the workplace enabling individuals to re-evaluate work/life balance and career options. Exit interviews conducted with leavers produced useful feedback about reasons for leaving which was overwhelmingly positive with no specific deficiencies identified.</p> <p>Governors asked whether departmental variations in turnover indicated any underlying issues and noted in some cases fixed term contracts and the completion of funded projects caused elevated turnover rates. A thorough analysis had not identified any particular concerns.</p>	
<p>23/05</p>	<p>Analysis of Gender Pay Gap Data for 2022</p> <p>The Committee considered the gender pay gap report which provided a snapshot of the position on 31 March 2022.</p> <p>The mean pay gap of 10.72% remained well below benchmarks for the education sector and was attributed to the difference in pay for the roles in which men and women work in the College and the salaries these jobs attract.</p> <p>Governors CONFIRMED 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>	
<p>23/06</p>	<p>Review of HR Policies</p> <p>A number of policies had been reviewed and revised to take account of latest guidance, changes to legislation and current practice. The Committee considered and APPROVED the following policies:</p> <ul style="list-style-type: none"> • Working and Additional Hours Policy • Adverse Weather and Unforeseen Circumstances Leave Policy • Disciplinary Procedure for Senior Post Holders 	

23/07	<p>Truro & Penwith College: Future Skills Strategy</p> <p>The Committee considered the proposed skills strategy summarising the College’s pro-active response to local, regional and national skills priorities. The Strategy explained the College’s ambition, objectives and actions to deliver the skills strategy as well as the performance measures to assess progress.</p> <p>Governors asked questions about engagement with employers, the target sectors and noted that a wide range of collaborative partnerships and employer steering groups were in place and were vital for the codesign and codelivery of the curriculum. Labour market intelligence data was being used to inform the future skills strategy and identify emerging employment needs in areas such as sustainable construction skills and electric vehicles. Actions to further embed career progression into all programmes and to prepare learners for work or further study were outlined.</p> <p>The strategy was closely aligned to the Local Skills Improvement Plan (LSIP) which was currently under development by the Federation of Small Businesses.</p> <p>Apprenticeship recruitment was continuing to grow and new courses were coming on stream with Wave 4 Bootcamps awaiting the go ahead. Ways of bridging the funding gap once European funding ceased at the end of 2023 and the Shared Prosperity Funds which becomes available from March 2024 were being explored.</p> <p>Following discussion, the Committee ENDORSED the Future Skills Strategy and developments to meet skills needs.</p>	
23/08	<p>Apprenticeship Success Rates and Destinations 2021/22</p> <p>The Committee reviewed apprenticeship success rates which were currently 64% (compared to 62% last year) and above the national rate. However, achievement generally remained below pre-pandemic rates due to continuing delays with end point assessments. Current predictions indicated that in total, around 75% of apprentices would complete by the end of the year.</p> <p>Apprenticeship recruitment was continuing to grow and there had been 368 new starts during 2022/23. Improved tracking processes were enabling each programme to be more closely monitored.</p> <p>The Committee was pleased to NOTE good progress.</p>	
23/09	<p>College Social Committee</p> <p>The Committee was pleased to hear events were being planned and would include colleagues at Callywith College. The recent bowling evening had been a great success. A range of outdoor and sports activities were being planned for the spring/summer and the July Team Day would focus on celebrating 30 years since the establishment of Truro and Penwith College.</p>	
23/10	<p>Dates of Meetings in 2023/24</p> <p>Dates of meetings in 2023/24 were confirmed as:</p> <ul style="list-style-type: none"> • Monday 25 September 2023 • Monday 5 February 2024 	ALL to note

	<ul style="list-style-type: none"> Monday 17 June 2024. 	
23/11	Date of Next Meeting The Committee would meet at 5.00 pm on Monday 19 June 2023.	ALL to note