



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 19 June 2023.

Present: Mrs L Batchelor, Mr K Conchie (left after item 23/32), Mr M England (left after item 23/32), Ms D Skinnard (in the Chair), Ms J-A Sunderland (left after item 23/32), Mr R Townsend, Mr M Tucker

Also Present: Mrs L Briscoe (Director of Student Experience), Mr T James (Head of Human Resources and Employee Services), Mr K Lewis (Staff Development Co-ordinator – for item 23/14 only), Mrs H McKinstry (Director of Apprenticeships and Partnerships), Mrs V Pearson (Director of Teaching and Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth

Item	Discussion/Decision	Action
23/12	<p>Minutes</p> <p>The Minutes of the meeting held on 6 February 2023 were APPROVED as a correct record.</p>	
23/13	<p>Matters Arising</p> <p>There were no issues that would not be raised elsewhere on the agenda.</p>	
23/14	<p>Staff Development Needs Analysis and Plan for 2023/24</p> <p>The Committee considered the Staff Development needs analysis and priorities for 2023/24. An extensive range of opportunities would be provided internally and with external providers on dedicated staff development days and throughout the year.</p> <p>The Committee asked questions and noted that:</p> <ul style="list-style-type: none"> • around 23 PTLs/Heads of teams were taking part in the Leadership Development Programme • take up had been very good for the new Educational Exchange Programme twilight sessions to support teaching and learning • July ‘Admin Week’ this year would include an Industry Emersion Day providing staff with valuable experience and wider understanding of employer needs - more than 80 staff from both vocational and A Level departments had been matched with relevant employers • new technologies such as AI were encompassed within the Use of Technologies for Improved Quality of Education course • relevant staff had completed the full 2 day Mental Health First Aid (MHFA) training and others had taken part in MH awareness half day course (provided free by Healthy Cornwall) 	

	<ul style="list-style-type: none"> • the Orange Button Scheme helped identify a staff member who had completed MH training and was able to signpost to appropriate services and support • the lead time for the roll out of additional T Levels was relatively short and training was being provided to help prepare staff who would be delivering T Level qualifications for the first time in September 2023 • carbon literacy/environmental sustainability were part of the staff development menu and training was being developed to enhance the offer • the first SEND Focus Fortnight would be taking place in June/July 2023 offering a wide range of courses and training with the aim of boosting skills and increasing SEND knowledge across all areas. 	
23/15	<p>Staff Wellbeing</p> <p>The Head of Human Resources and Employee Services (HRES) summarised the provision and strategies to support staff wellbeing which included:</p> <ul style="list-style-type: none"> • an extensive Health, Wellbeing and Sport (HWS) programme encompassing a wide range of varied sports and recreational activities throughout the day – the HWS programme had been accessed by 470 staff this year • the College’s counselling service was available to staff and around 46 were currently receiving support (compared to 21 last year) – the rise was thought to be due to greater awareness of provision and increased willingness to seek support • the charity Education Support was also available to provide mental health and wellbeing support for teachers • the College had changed to a new occupational health (OH) service provider this year and 49 referrals had been made (38 last year) – advice from the OH service had been clear and useful • arrangements for more flexible working arrangements, opportunities to revise working hours, shift to fractional contracts or to adopt hybrid working were being offered – requests were worked out on an individual basis to ensure a workable solution. <p>The Committee asked about trends and changing attitudes to work and noted that the pandemic had prompted many individuals to re-evaluate their work-life balance and opportunities to reduce or to work more flexibly had been welcomed by staff. A number of lecturers had retired from full time roles but then returned to teach in a part time capacity. The potential for flexible working arrangements was also being promoted in recruitment advertising.</p>	
23/16	<p>Review of HR Policies</p> <p>The Committee reviewed and APPROVED the following updated policies:</p> <ul style="list-style-type: none"> • Absence Management • Grievance Procedures • Leave of Absence Policy • Paternity Policy • Probation – no changes 	

	<ul style="list-style-type: none"> • Sickness – no changes • Staff Pay Policy • Maternity Policy <p>The Committee considered proposed improvements to the enhanced maternity pay (EMP) and following discussion, AGREED to adopt option 1, in line with the NHS scheme, subject to confirmation of the estimated additional annual costs.</p> <p>Committee members also asked about the potential payment of performance rewards or enhancements, particularly for hard to recruit roles and noted that the College operated standard pay scales and additional payments were not usual in the sector. Governors SUGGESTED consideration of non-financial rewards and enhancements.</p>	<p>TJ to confirm estimated costs</p> <p>For further consideration</p>
23/17	<p>Health and Safety Annual Report 2022/23</p> <p>The Committee considered the Health and Safety Report and noted the proactive approach, continual monitoring and improvements to ensure a healthy and safe workplace. Governors asked questions and discussed:</p> <ul style="list-style-type: none"> • the College’s response to a recent bomb threat, how well the critical incident processes worked and modifications as a result of this experience • the expertise provided by First Responders at the Truro and Penwith sites who were able to deal with complex incidents and had helped deliver training and re-design processes • ongoing upgrades and improvements such as dust suppression measures for the ceramics studio and organisation of a SharePoint site to catalogue relevant materials and documents • the comprehensive programme of training to ensure appropriate knowledge across the College and additional qualifications achieved by the Deputy Health and Safety Officer • all necessary risk assessments had been completed for student trips and visits, including complex arrangements for international travel and learners with additional needs • the summary of accidents indicated some fluctuations from year to year but increases were likely to be caused by improved reporting – overall, the records indicated a low level of accidents given the size and nature of the institution. <p>Governors sought clarification on the near miss investigations and asked for the specifics of the two RIDDOR events.</p> <p>The Committee asked about the key priority for 2023/24 and management explained the focus on improving campus security, consideration of buildings access systems and measures to improve safeguarding. Increasing security was complicated across the College’s open and extended sites, with staffing and cost implications.</p>	<p>JC to provide info for next meeting</p>
23/18	<p>Local Skills Improvement Plan (LSIP) and Accountability Agreement</p> <p>The Committee reviewed the Local Skills Improvement Plan (LSIP) and considered the College’s response to local and national skills priorities which was summarised in its Accountability Statement.</p>	

	<p>In accordance with requirements, the College's Accountability Statement had been submitted to the ESFA by the 31 May deadline and published on the College's website.</p> <p>The Committee recognised the potential arising from the LSIP and discussed the importance of raising awareness of the quality and range of training available in key sectors and the opportunities to progress into high level jobs within Cornwall. Governors hoped that the LSIP would be a catalyst to boost aspirations, skills and progression.</p> <p>Governors asked about funding and the Principal explained that a Local Skills Improvement Fund (LSIF) had been established to provide revenue and capital funding to support delivery. The College was preparing a funding application in collaboration with The Cornwall College Group (TCCG) and other providers.</p> <p>The Committee also discussed what success would look like to employers and how the Accountability Statement would be monitored going forward. The Principal explained that the Accountability Statement would be a key document externally and that progress updates would be reported to governors as plans developed.</p>	
23/19	<p>Business and Employer Engagement</p> <p>The Committee noted the ongoing course developments, events and initiatives to address sector requirements and employer needs. As well as a range of specific courses and qualifications in key areas such as Renewables/Retrofit, Engineering, Mechatronics and Telecoms, new Bootcamps were being developed for 2023/24.</p> <p>During discussion Governors asked about courses at the STEM and Health Skills Centre at Bodmin (Ottery) and noted that provision would be largely for 19+ learners and that flexible/hybrid delivery was being explored. The curriculum offer was based on skills gaps identified by key businesses and the Bodmin Chamber of Commerce.</p> <p>The Committee was pleased to note that apprenticeship recruitment remained strong, (particularly in Nursing, Hospitality and Construction) and a funding bid to establish the Cornwall Construction Skills Hub in collaboration with TCCG and Cornwall Council had been submitted to the Shared Prosperity Fund.</p>	
23/20	<p>Update – South West Institute of Technology (SWIoT)</p> <p>The SWIoT had applied for re-licencing and further development of Higher Technical Qualifications (HTQs) were paused pending approval.</p>	
23/21	<p>VTCT Excellence Awards 2023</p> <p>Governors congratulated staff on being shortlisted for the VTCT College of the Year Award for Hairdressing, Beauty Therapy, Hospitality and Catering. The results would be decided in July 2023.</p>	
23/22	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00 pm on Monday 25 Sept 2023.</p>	
23/23	<p>Update on National Negotiations and Review of Staff Pay 2022/23</p> <p>This confidential item is separately minuted.</p>	