



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee on Monday 17 June 2024 at Truro College and on MS Teams

Present: Katie Ashworth, Linda Batchelor, Kim Conchie, Mark England, Daphne Skinnard, Robert Townsend (in the Chair), Martin Tucker (Principal) and Julie-Anne Sunderland

Also Present: Lisa Briscoe (Director of Student Experience), Adele Bull (Director of Curriculum Development), Jane Cashmore (Director of Operations), Tristan James (Associate Director of Human Resources & Employee Services), Hayley McKinstry (Director of Business Partnerships & Apprenticeships), Lucy Langdon (Chief Finance Officer), Vicky Pearson (Director of Teaching & Learning), and Wendy Randle (Head of Governance)

Item	Discussion/Decision	Action
1	<p>Apologies and declarations of interest</p> <p>There were no further declarations of interest to those contained on the register.</p> <p>Robert Townsend chaired the meeting on this occasion.</p>	
2	<p>Minutes</p> <p>The minutes of the meeting held on 5 February 2024 were approved as an accurate record of the meeting.</p>	
3	<p>Matters Arising</p> <p>The Committee received the matters arising report.</p>	
7	<p>Staff Development Needs and Analysis Plan for 2024/25</p> <p>This agenda item was taken first.</p> <p>The Staff Development Coordinator highlighted the following points:</p> <ul style="list-style-type: none"> ▪ All staff are required to complete the mandatory SEND awareness training programme; SEND focus fortnight is planned and information has been shared with staff and Governors. It was noted that Governors have a SEND/High needs training session planned for 02/07/24. ▪ A Mental Health and Wellbeing strategy has been developed by the College and relevant training delivered to staff. All staff can undertake mental health first aid training and suicide awareness training and a Governor is scheduled to undertake this training. ▪ The Educational Exchange programme will adopt a more targeted approach next year, with some activities becoming mandatory to increase participation. ▪ Additional pedagogical training for all staff is planned; some will be mandatory. <p>In response to a Committee member question, some departments focus more on compliance based training whilst others are more active in their CPD. It was noted that there is a requirement for occupational development for current practice, and staff are</p>	

	required to spend time in their relevant industries to embed current practice into their teaching.	
4	<p>Progress against Strategic Objectives</p> <p>The Committee received the update on progress made against three objectives from the Strategic Plan which will be reviewed by this Committee. The Principal reported that the SMT are reviewing the Strategic Plan with a revised version planned for review by Corporation in the new academic year.</p> <p><u>Objective 1</u> - Increase in student recruitment across Further Education, Higher Education and Apprenticeship programmes. Sustain a high-quality personal development offer for all students. <i>Update - applications to the College are flat compared to last year and HE student numbers have been maintained by nursing.</i></p> <p><u>Objective 5</u> - Ensure that the College meets the needs of all local employers and continues to develop strong external partnerships. <i>Update - the College continue to work with local and regional employer groups and scope for increased further Governor engagement is being explored.</i></p> <p><u>Objective 7</u>- Develop people management systems that promote a positive and productive workforce. <i>Update - significant work is being undertaken to automate systems for both students and staff; the desired longer term impact on a reduction in workload was noted.</i></p>	
5	<p>Risks related to the Committee</p> <p>The Principal updated on the new way of reviewing risks by both SMT and Committee, the introduction of improved risk management tools for the autumn term and the linkages to strategic objectives.</p> <p>Following a discussion on AI risks and opportunities in Cornwall, to include education, the College agreed to put forward an AI champion as suggested by a committee member.</p>	JAS/LM
6	<p>HR Strategy</p> <p>The Director of Curriculum Development updated on development of the HR Strategy to support organisational development. The College have reviewed external practice in many areas to support the development of the strategy and noted the need to implement an effective IT HR system to support the team. A draft plan will be reviewed with SMT and OMT and a task and finish group will be set up for Governor engagement.</p> <p>A Committee member noted the need to reflect on the opportunities presented by AI noting the common concerns around role reductions and the scope for impact on workload. It was noted that a new AI task and finish group has been set up by Governors to receive updates and support progress in this area.</p>	WR
8	<p>Staff Wellbeing update including workload</p> <p>The Associate Director of HRES provided highlights from the paper circulated:</p> <ul style="list-style-type: none"> ▪ Team day – this year staff can choose whether to attend this day, work from home or take leave. ▪ An increase in referrals for staff counselling was noted, with cognitive behaviour therapy supported for nine members of staff. ▪ Occupational Health referrals remain consistent to previous years. ▪ Absence management continues to be supported by NEO people where needed. ▪ There has been a significant upward trend in the participation in the College’s health and wellbeing offer. ▪ The Home Working policy introduced in April 2023 is effective with participation likely higher than recorded. ▪ A workload steering group has been implemented and there has been a good breadth of staff participation. 	

	<ul style="list-style-type: none"> ▪ The College continue to support staff attendance. It was noted that absence rates are at 2.02% and when compared to other colleges this is low. Feedback from staff is that the College follow a supportive process. <p>In response to a Committee member question, a variety of staff surveys are undertaken and staff can provide feedback using various methods including staff voice sessions and coffee with the Principal. Changes made following staff suggestions were shared and the College are reporting 'you said we did' on the Intranet.</p> <p>In response to a Committee member question, there are no trends in occupational health referrals and staff are more aware and better informed in engaging with the offer.</p>	
9	<p>Review of HR Policies</p> <p>The Committee reviewed the four policies circulated in advance of the meeting, including the paper which provided an update on the proposed amendments primarily linked to statutory changes.</p> <p>The Committee approved the below policies:</p> <ul style="list-style-type: none"> ▪ Leave of Absence Policy ▪ Maternity, Adoption and SPL Policies ▪ Paternity Policy ▪ Flexible working Policy 	
10	<p>Update on meetings with Staff Unions</p> <p>Detail contained in the confidential minutes.</p>	
11	<p>Health and Safety Annual report</p> <p>The Committee received the report. The Director of Operations noted that the organisation remains low risk, that the Health and Safety offer has been aligned with the Estates team and a new IT system introduced.</p> <p>A Committee member shared how health and safety management has been distributed within their workplace's senior management team and compliance reporting undertaken.</p> <p>It was noted that Health and Safety reporting to Governors will move to the Audit Committee cycle of business from the new academic year.</p>	
12	<p>Accountability Statement</p> <p>The Director of Business Partnerships and Apprenticeships updated on the Accountability Statement shared in advance of the meeting. It was noted that there will be links to the Economic Forum priorities once these have been agreed and a review of progress will be undertaken at the December Board meeting.</p> <p>The Head of Governance shared plans to further increase Governor engagement in areas contained in the Accountability Statement.</p> <p>The Committee agreed to recommend to Board the approval of the Accountability Statement.</p>	RT
13	<p>Business and Employer Engagement update</p> <p>The Director of Business Partnerships and Apprenticeships noted the following highlights from the paper:</p> <ul style="list-style-type: none"> ▪ The expansion of the Seaton building is progressing on target with course delivery planned to commence in September. Programmes are focussed on retrofit, 	

	<p>renewables and modern methods of construction. In response to a Governor suggestion an Open Event will be planned.</p> <ul style="list-style-type: none"> ▪ Expenditure of the second tranche of capital investment in courses and facilities development is underway, the College have worked with employers to ensure the facilities remain fit for purpose. ▪ The 'share your skills' recruitment campaign has had a positive impact with applications received. ▪ Developments of the new Curriculum Offer for 2024/25, directly linked to the LSIP were shared. These include future leaders, retrofit readiness and property maintenance. ▪ Details on the new skills bootcamps were shared; the positive outcomes and progression into employment or other courses were noted. <p>The Committee were reminded of recent achievements;</p> <ul style="list-style-type: none"> ▪ Two staff were successful winners at the Cornwall Chamber of Commerce 30 under 30 awards, reflecting the ongoing investment and value in the staff; 123 entries were received with 80 candidates shortlisted. ▪ The College are the highest performing College in Cornwall and Devon for apprenticeships. The College are reporting a 72% achievement rate to date for this year. ▪ The College are one of five colleges who hold expert providers status and are working closely with the DfE to influence apprenticeship funding for employers. <p>The Chair recently attended the launch of the College's Partnership Pledge; an initiative to support work experience opportunities for all students via placements, curriculum design and careers conversations. Details of the Partnership Pledge will be shared with Governors to share with their networks.</p> <p>A Committee member reflected on the review of the Economic Strategy being undertaken by the new Cornwall Economic Forum Chair and the possible opportunity for the College to become involved in the Homes in Cornwall strategy.</p>	HM
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14	<p>Future Skills Strategy and IoT update The Committee received the paper.</p>	
15	<p>Confidential update on National and Local Pay Negotiations and Review of Staff Pay 2024/25 Detail contained in the confidential minutes.</p>	
16	<p>AOB The Committee reflected on the membership of the future CEO of the Chamber of Commerce. This will be considered by the Search and Governance Committee.</p>	S&G
17	<p>Meeting dates 2024/25 Tues 24 September 2024 Tues 4 February 2025 Tues 17 June 2025 All meetings in Valency, Truro campus, starting at 5pm</p>	