



# TRURO AND PENWITH COLLEGE CORPORATION



## Employment and Business Policy Committee

**Minutes** of the Employment and Business Policy Committee on Monday 5 February 2024 at Truro College.

Present: Mr K Conchie, Mrs L Batchelor, Mr M England, Ms D Skinnard (in the Chair), Mr R Townsend, Mr M Tucker and Ms J-A Sunderland

Also Present: Ms A Bull (Director of Curriculum Development), Ms J Cashmore (Director of Operations), Mr T James (Head of Human Resources & Employee Services), Mrs H McKinstry (Director of Partnerships & Apprenticeships), Ms V Pearson (Director of Teaching & Learning), and Miss W Randle (Head of Governance)

Item	Discussion/Decision	Action
24/01	<p><b>Apologies</b></p> <p>Apologies were received from L Briscoe (Director of Student Experience), L Maggs (Director of Quality) and K Ashworth.</p>	
24/02	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 25 September 2023 were approved as a correct record.</p>	
24/03	<p><b>Matters Arising</b></p> <p><b>Action 25.26</b> – The Co-ordinator agreed to check whether TES Develop offered governor training/resources – <b>update</b>, <i>HM to progress.</i></p> <p><b>Action 23/31</b> – The Committee was assured that in addition to skills development, training programmes included ‘soft skills’, careers support and work placements. Governors suggested that they could potentially play a part by offering interview coaching or other input. Also, some businesses might be willing to allow staff to volunteer their expertise or even contribute to part time lecturing – <b>update</b>, <i>the Director of Partnerships &amp; Apprenticeships has liaised with the careers team, Governors from this Committee will be invited to join careers conversations with students. KC expressed an interest in participating.</i></p> <p><b>Action 23/34</b> - The Committee reviewed the TOR – <b>update</b>, <i>the Committee agreed to recommend to Board to approval of the Committee Terms of Reference reviewed at the last meeting.</i></p>	<p>HM</p> <p>HM</p> <p>DS</p>
24/04	<p><b>Staff Absence Data for 2022/23 (paper attached: Associate Director of HRES to report)</b></p> <p>The Committee reviewed the report and the following points were highlighted by the Associate Director of HRES:</p> <ul style="list-style-type: none"> <li>▪ There has been a significant reduction of absence across a number of departments.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ A new structure and guidance to support staff with absence related queries has proved impactful, with external HR support accessed for absence management clinics.</li> <li>▪ Improvements have been made to support work life balance to include a hybrid working policy for support staff, dependent on their roles.</li> <li>▪ Referrals to occupational health have reported good intervention support.</li> <li>▪ There has been a cultural change linked to Covid absence resulting in a significant decrease in reporting.</li> <li>▪ Future developments to support absence management, to include a pilot to automate absence reporting, are being trialled.</li> </ul> <p>In response to Committee member questions, the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Further improvements in absence for 2023/24 are forecasted.</li> <li>▪ An explanation of the reasons for absence related issues in one department were shared.</li> <li>▪ Staff are encouraged to request occupational health support via the HRES team.</li> <li>▪ The Family Friendly policy enables staff to access up to 5 paid days off work with exceptional cases reviewed by the Principal.</li> <li>▪ Staff are signposted to the Health and Wellbeing offer, support services and are encouraged to share external clubs and activities.</li> </ul> <p>The Committee thanked the College for their proactivity and the outcomes achieved.</p>	
24/05	<p><b>Workforce Analysis for 2022/23 (paper attached: Associate Director of HRES to report)</b></p> <p>The Committee reviewed the report and the following points were highlighted by the Associate Director of HRES:</p> <ul style="list-style-type: none"> <li>▪ Turnover has reduced and appears to have stabilised in line with the sector, though remains slightly higher than the AoC benchmarking figure.</li> <li>▪ 59% of management are female.</li> <li>▪ The College received a good outcome from the Payroll audit.</li> <li>▪ Exit survey results were reviewed. Prior to leaving the College, staff receive an anonymous link to provide feedback and an offer to attend an exit interview with a member of the HRES team.</li> <li>▪ Pay, terms and conditions remain favourable within FE yet present a challenge when competing with schools and HE providers.</li> </ul> <p>In response to Committee member questions, the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ A difference in pay offers for some roles compared to a neighbouring college were noted; whilst the salaries offered by the College are favourable, elsewhere welcome payments are offered alongside teaching small group sizes which have attracted some staff. It was noted that Callywith College are also recruiting from a similar pool.</li> <li>▪ There is a process of due diligence to ensure leavers are not able to access IT systems once they have left.</li> <li>▪ The retention rate is not a concern, though some staff exits within some departments were regrettable; an update was provided regarding specific staff loss which has now been resolved.</li> <li>▪ A Committee member reflected on the proportion of staff over the age of 40, succession planning and areas of vulnerability. Whilst there are no immediate concerns, the organisational development plan is incorporating succession</li> </ul>	

	<p>planning to include areas of focus and plans to develop internal staffing solutions.</p>	
24/06	<p><b>Gender Pay Gap Report for 2022/23 (data attached: Associate Director of HRES to report)</b></p> <p>The Committee received the paper and were assured that salary is not determined by gender.</p>	
24/07	<p><b>Review of HR Policies (attached: Associate Director of HRES to report)</b></p> <p>The Committee reviewed the following four policies and noted the proposed amendments:</p> <ul style="list-style-type: none"> <li>▪ Hybrid working policy – following the successful pilot of this policy, the only amendment proposed is the change of pilot to permanent.</li> <li>▪ Probation policy – clarity on when and how probation periods are confirmed has been included.</li> <li>▪ Recruitment policy – amendments include social media sites checked as part of the Safe Recruitment process.</li> <li>▪ Social Media policy – additional social media sites included.</li> </ul> <p>In response to a Committee member question, relationships with Union reps at both campuses are good and that policies are shared with Union reps prior to Governors recommending approval of policies to Corporation.</p> <p>The Committee agreed to approve the policies.</p>	
24/08	<p><b>Update on new projects funded under Local Skills Improvement Fund (LSIF) and Shared Prosperity Fund (SPF) (paper attached: Director of Business Partnerships and Apprenticeships to report)</b></p> <p>The Director of Business Partnerships and Apprenticeships delivered a short presentation providing details of grant funded projects totalling £3.2m of mainly capital with some revenue funding. Project partnerships, funding allocations and potential outcomes to support skills development and meeting local needs, were shared.</p> <p>Details of future plans for the delivery of skills bootcamps, tailored to employer needs, were shared. The College have developed their offer from 5 to 9 proposals, noting the complexities in these offers and the positive impact and outcomes for adults.</p> <p>In response to a Committee member’s question on the funding secured from the SPF, it was noted the College hold good relationships with Cornwall Council, the fund programme holder, and the College will be able to apply to further SPF funding streams. The College continues to ensure funding aligns with strategic priorities.</p>	
24/09	<p><b>Analysis of Apprenticeship Success Rates 2022/23 (paper attached: Director of Business Partnerships and Apprenticeships to report)</b></p> <p>A summary of the apprenticeship data was shared with the Committee. It was noted that there is no scope to benchmark provision as data is not yet available.</p>	

	<p>The College were pleased to report securing DfE pilot Expert Apprenticeship Provider Status; the purpose of the programme is to reduce bureaucracy and support retention of apprenticeships for SMEs.</p> <p>In response to a Committee member’s observation on the Colleges performance on the QAR, it was noted that the impact of Covid continues to be felt within the data.</p>	
<b>24/10</b>	<p><b>Progress update on Strategic objective 5 – “Ensure that the college meets the needs of all local employers and continues to develop strong external partnerships”. (paper attached: Director of Business Partnerships and Apprenticeships to report)</b></p> <p>The Committee reviewed the progress made against the strategic objective noting the changes to adult skills delivery, discussions with Cornwall Council around high needs funding and value for money, and partnership arrangements. The Committee noted the future change in leadership of The Cornwall College Group.</p>	
<b>24/11</b>	<p><b>Update on meetings with Union Representatives.</b></p> <p>It was reported that no meetings have been requested or held with the Unions, yet the College remain available if needed.</p>	
<b>24/12</b>	<p><b>AOB</b></p> <p>In response to a Committee member question, an update was provided on the Economic Forum. It was reported that a Cornwall Enterprise board is being developed with the Chair holding a place on the Economic Forum.</p> <p>Details on a digital inclusiveness project (KIT 24) being delivered by Wildanet were shared. The project aims to encourage education providers to return IT kit to the project for reuse in local communities to support access to digital equipment to support studies.</p>	
<b>24/13</b>	<p><b>Meeting dates 2024/25</b></p> <p>To be confirmed.</p>	
<b>24/14</b>	<p><b>Date of Next Meeting</b></p> <p>Monday 17 June 2024, 5pm at the Truro campus.</p>	