



## **Employment and Business Policy Committee**

**Minutes** of the Employment and Business Policy Committee held at Truro College, College Road, Truro on Monday 5 February 2018.

**Present:** Mrs L Batchelor, Mr R Crossland (Chair), Ms D Skinnard (left during item 18/07) and Mr D Walrond

**Also Present:** Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mrs S Dickinson (Director of Finance), Mrs C Mewton (Director of Studies), Mrs L Scott (Personnel Officer), Mr A Stittle (Director of Teaching and Learning), Mr M Tucker (Director of Penwith College) and Mrs A Winter (Clerk to the Corporation)

**Apologies:** Mrs K Ashworth, Mr K Conchie and Mr W Elliott  
Also, Mr K McCoag (Staff Development Co-ordinator) and Mr M Wardle (Director of Curriculum)

<b>Item</b>	<b>Discussion/Decision</b>	<b>Action</b>
<b>18/01</b>	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 18 September 2017 were <b>APPROVED</b> and signed as a correct record.</p>	
<b>18/02</b>	<p><b>Matters Arising</b></p> <p><b>02.01 Management Information System (Minute 17/31.01)</b></p> <p>The Committee noted that good progress had been made with the new MIS and key functions were effective. Some further developments and adaptations were being made to enhance processes.</p> <p>In response to questions about Capita, members noted that an internal reorganisation had restricted the availability of a specialist but there had been no other problems.</p> <p><b>02.02 EU-Funded Projects (Minute 17/33)</b></p> <p>Members noted that although bids had been reviewed by the LEP's Integrated Territorial Investment (ITI) Board, there had still been no decision on a number of applications. A delay in the start date meant that projects would need to be completed within a shorter time span.</p>	
<b>18/03</b>	<p><b>Staff Development Cost Benefit Analysis for 2016/17</b></p> <p>The Committee considered a report summarising the costs of staff development activities and assessing the benefits. As well as the direct expenditure on course fees and associated costs, investment in staff development included indirect costs (e.g. use of premises), opportunity costs (e.g. lost teaching time) and organisational costs</p>	

	<p>(e.g. management). The budget for staff development in 2016/17 had remained at £150k and actual costs were approximately £115k.</p> <p>The benefits of staff development were assessed in terms of impact on people, systems and operations based on a range of indicators. Student satisfaction with teaching and support (from surveys, discussions and other mechanisms) remained high. Staff satisfaction with the quality and effectiveness of training was also good.</p> <p>Governors asked about expenditure by programme area and noted that training needs varied from year to year depending on staff turnover and curriculum changes. Costs were balanced out overall and supplemented from the central fund as necessary. There was an increasing emphasis on internal training which was more cost effective, although attendance at external events continued to be supported where appropriate.</p> <p>The Committee <b>NOTED</b> the positive value of staff development activities and impact on student and College success.</p>	
<b>18/04</b>	<p><b>Staff Absence Statistics for 2017</b></p> <p>The Committee received staff absence data for 2017 which indicated a very low overall absence rate of 2.11% which compared favourably to national benchmarks for colleges nationally and other sectors suggesting a resilient, committed workforce. The detailed breakdown of data and reasons for absences were reviewed.</p> <p>During discussion members asked about the absence monitoring processes, referrals to occupational health and signposting to other external sources of support. An extensive programme of Health, Wellbeing and Sport (HWS) activities and promotion of a healthy lifestyle were also having a positive impact.</p> <p>The Committee was pleased to <b>NOTE</b> that College absence rates remained very low, particularly in the context of increasing demands and pressures and acknowledged the well-managed processes.</p>	
<b>18/05</b>	<p><b>Staff Age Profile, Turnover and Analysis of FT/PT Numbers</b></p> <p>The Committee received data on age profile and noted that the average age of the whole workforce was 44 years (unchanged since 2013) with the average for academic staff slightly higher at 46 years and for support staff slightly lower at 41.5 years.</p> <p>The College's staff turnover rate had risen slightly to 12% (10% in 2016) but still remained well below the sector average of 18%. Members discussed the reasons for leaving. In many cases this related to fixed term contracts, one year apprentices, maternity cover and end of EU-funded projects. Also, during 2017 a significant number of staff had transferred to Callywith College. The College's terms and conditions compared favourably to the FE sector but were not as good as HE.</p> <p>The numbers of lecturers on full time contracts had reduced from 285 in 2016 to 271 in 2017 whilst the number of part time lecturers had remained almost the same (51.5 in 2016 and 53 in 2017).</p> <p>Members <b>NOTED</b> the data with interest.</p>	

18/06	<p><b>Student Progression and Employment Destinations</b></p> <p>A report on the destinations of students who finished courses in 2017 was provided. Members noted that of the 2,711 leavers, 1207 progressed into higher education and details of the various HE institutions and courses chosen was provided. 282 students had progressed to Russell Group universities and 12 had accepted places at Oxford or Cambridge. A significant proportion of students had remained at the College or within the South West.</p> <p>A breakdown of the available employment data showed the sectors in which former students were employed and salary levels. It was noted that only 8% of those in full time employment were earning £15,000+ compared to 20% in 2016 and the numbers earning below 15,000 had risen. This was thought to be an indication of the local job market.</p> <p>Of the 256 apprentices who had successfully completed an apprenticeship programme in 2017, 78% had gained employment, a rise from 70% in the previous year.</p> <p>The Committee considered the feedback provided by former students about the usefulness of their course and also discussed the disappointing response rate to the telephone survey conducted by an external company, J2Profit. Further consideration would be given to the value and benefit of the survey work and information obtained.</p> <p>Overall, governors were pleased to <b>NOTE</b> very positive outcomes for large numbers of learners.</p>	
18/07	<p><b>Student Employability Update – New Developments</b></p> <p>An update was provided on national policy developments including the Government’s new Careers Strategy launched in December 2017. The key aims of the Strategy were to ensure young people would have access to good advice and guidance about the full range of post-16 opportunities. New, statutory guidance had also been introduced in January 2018 which required all providers to offer a programme of independent careers advice and guidance (in line with the Gatsby Benchmarks). A central theme of the Strategy would be embedding career development and employability within course delivery and linking course content to progression into employment and higher education.</p> <p>Another major national initiative was the introduction of new technical qualifications which would be phased in from 2020. The new T Levels would present significant logistical challenges as a key component was a 45 day work placement. Truro and Penwith College had been involved in the pilot for Construction and Child Care and was providing feedback from the experience during the consultation phase. It was not yet clear whether existing vocational courses would be withdrawn. It would be a huge challenge to identify, vet and monitor the necessary work placements for around 3,000 learners.</p> <p>Governors <b>NOTED</b> the major challenges presented.</p>	

<b>18/08</b>	<b>Analysis of Apprenticeship Success Rates</b> Governors noted the Overall Success Rates and Timely Success Rates for January 2018 compared to the previous two years which were positive. At this mid-year stage, the data indicated that the significant improvements made last year would be maintained in 2017/18 and success rates would exceed national benchmarks.  In response to questions, the Committee noted that improvements were particularly due to a fall in early withdrawals as a result of changes implemented over the last year and a more selective approach to employers.	
<b>18/09</b>	<b>College Social Committee</b> The Director of Studies reported on recent activities including a pre-Christmas get together in Truro and individual team activities. The College's annual bowling event was due to take place on 2 February with fourteen teams from Truro, Penwith and Callywith taking part.	
<b>18/10</b>	<b>Joint Consultative Committee (JCC)</b> The Committee received and noted the minutes of the JCC meeting held on 17 October 2017. Concerns about the new MIS, the outcome of the Area Review process, FE sector pay and other issues were discussed.  The Committee was due to meet again on 6 February 2018.	
<b>18/11</b>	<b>Dates of Meetings in 2017/18</b> Dates of meetings in 2018/19 were confirmed as 24 September 2018, 11 February 2019 and 3 June 2019.	ALL to note
<b>18/12</b>	<b>Date of Next Meeting</b> The Committee would meet at 5.00 pm on Monday 4 June 2018.	ALL to note