



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee held via Teams on Monday 21 September 2020.

Present: Mrs L Batchelor, Mr K Conchie, Mr R Crossland (Chair), Ms D Skinnard and Mr M Tucker

Also Present: Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Mr T James (Personnel Officer), Mr K Lewis (Staff Development Co-ordinator), Ms L Maggs (Director of Operations, Penwith College), Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth

Item	Discussion/Decision	Action
20/15	<p>Minutes</p> <p>The Minutes of the meeting held on 10 February 2020 were APPROVED and signed as a correct record.</p>	
20/16	<p>Matters Arising</p> <p>16.01 Gatsby Benchmarks</p> <p>The Committee asked about implementation of the new Gatsby careers benchmarks and was pleased to note that although there had been inevitable delay due to the pandemic, developments were progressing well, led by the new Careers Advisor. The aim was to achieve full compliance by the end of 2020.</p>	
20/17	<p>Staff Development Annual Report for 2019/20</p> <p>The Committee considered the Staff Development Annual Report for 2019/20 and noted the intense activity to upskill staff to adapt to remote delivery at the start of the Covid lockdown. As well as training on the use of Teams, a range of online training and resources had been produced on topics such as use of technology for remote teaching and mental health awareness. Mandatory safeguarding, health and safety and other essential training had been completed remotely.</p> <p>In addition, an extensive programme of online CPD opportunities had been provided which was welcomed by staff with good take up rates.</p> <p>The increased use of online training and development had reduced the total expenditure on staff development and similar savings were anticipated next year.</p> <p>In response to questions, the range of e-safety and cyber security advice and training offered to both students and staff was explained.</p>	

<p>20/18</p>	<p>Staff Recruitment and Redundancy Update</p> <p>The Personnel Officer presented a recruitment analysis report providing data on the appointments completed in the year ending on 31 August 2020.</p> <p>Governors noted that 55 academic appointments and 101 support staff appointments had been made and a further 80 sessional/variable/bank staff had been appointed.</p> <p>During the year there had been one voluntary redundancy for a member of the academic staff.</p> <p>Governors noted that applications for vacancies had risen significantly with over 900 applications submitted in total, a rise of around 35% compared to the previous year. Although pay for teaching posts was generally higher in schools and higher education and for similar roles in the health service, interest in College vacancies remained positive.</p> <p>The Committee discussed the switch to online recruitment processes and agreed that alternative selection activities and remote interviews had been effective and worked well. The response to vacancies had been sustained throughout the Covid lockdown with more than 30 recruitment processes conducted online.</p>	
<p>20/19</p>	<p>Personnel Update – Pandemic Impact</p> <p>The Committee noted that a number of commercially-funded posts had been furloughed since April and all staff except a small number of the Premises Team had been working remotely.</p> <p>Throughout this period a range of wellbeing support guides and advice had been issued to staff and managers with regular bulletins from the Senior Management Team providing briefings on the latest position.</p> <p>The Committee was pleased to note that overall staff engagement and enthusiasm had remained high with lots of innovative practice and creativity solutions in response to the new mode of delivery.</p> <p>Governors asked how staff wellbeing and motivation had been maintained and noted that as well as offering CPD and other training opportunities, a Covid Support Hub had been created on the Intranet, bringing together a range of relevant resources. A virtual Health, Wellbeing and Sport programme was offered and the use of Teams had been encouraged for socialising and informal interaction. In addition, the sick pay arrangements had been made more favourable.</p> <p>Return to onsite working had been supported with specific guidance and arrangements tailored to individual circumstances with phased returns and additional safety measures as appropriate, on the basis of individual risk assessments and dialogue.</p> <p>The Committee also discussed the effect of delays in Covid testing, the impact of a potential increase in Covid-related absences and the contingency planning for various scenarios.</p>	

20/20	<p>Truro and Penwith College Business Update</p> <p>The Director of Partnerships presented a paper summarising the work to support employers and explained the new provision developed and delivered in response to the pandemic, including:</p> <ul style="list-style-type: none"> • training to support the transition of hospitality workers into the care sector (with NHS and industry experts) • enterprise workshops on social media and business planning to help businesses adapt and support employees • management coaching to support senior leaders to develop their business response • European Social Fund projects to provide free online training to enable under employed chefs to volunteer in care homes. <p>The Committee also discussed ongoing Apprenticeship developments such as the first cohort of Nursing Associates (which started training on site in June) and the further work with the Royal Cornwall Hospitals Trust to develop Level 6 Nursing Apprenticeships from September 2021. A number of other partnerships and funding bids were underway to create new apprenticeship opportunities.</p> <p>The Institute of Learning and Management (ILM) provision was also being expanded and developed with further bespoke courses and online resources to support businesses in their recovery.</p> <p>The Committee was pleased to learn that the Chamber of Commerce had renewed its business partnership arrangements with the College and welcomed the ongoing work, together with the LEP, to establish three peer networks to help support the local economic recovery.</p> <p>In response to questions, the Director explained that the Apprentices who had been furloughed since April had been able to continue their College-based training remotely, supported by online resources including video demonstrations of practical techniques.</p>	
20/21	<p>New Developments: T Levels and Institute of Technology (IoT)</p> <p>Institute of Technology (IoT) provision was progressing with successful achievement of recruitment targets for new T Levels starting this year and work towards expanding T Level provision in 2021 was underway. The pandemic had caused a slight delay and completion of the new IoT building was now expected in early Spring 2021.</p> <p>Governors asked about progress with the Skills Centre at Callywith and noted that the construction contract would be going out to tender during the autumn with completion due by early 2022.</p>	
20/22	<p>Update on Principal's Meeting with the Staff Unions</p> <p>The Principal briefed governors on his recent meeting with staff union representatives which had provided a helpful opportunity to discuss staff concerns about the implications of the pandemic and the College's response.</p>	

	<p>The Principal had explained the College's approach and safety measures were based on the latest guidance. He emphasised that Public Health England would determine the College's response in the event of a positive Covid test within the College community. He also outlined contingency plans to various scenarios and explained the individual risk assessments and additional safety measures for vulnerable staff.</p> <p>Overall the dialogue had been positive and helpful and ongoing communications would be maintained.</p>	
20/23	<p>Report from College Social Committee</p> <p>The Director of Studies explained that the Committee had been paused during the pandemic but that Team Days in July 2020 had gone ahead as virtual events with a range of innovative team building activities taking place.</p>	
20/24	<p>Cycle of Annual Business for 2021</p> <p>The Committee considered and APPROVED the proposed Cycle of Business for 2021.</p>	
20/25	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00 pm on Monday 8 February 2021.</p>	All to note