

**MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON WEDNESDAY 10 NOVEMBER 2021**

**Present**

Antony Ball	Governor
Angela Briggs	Governor
Mick Lochran	Governor
Alan Rayment	Staff Governor
Mark Swales	Governor
Andrea Ward	Governor
Lee Walker	Governor

The quorum for the meeting was four Members, at last 2 external.

**In attendance**

Jo Garrison	Director of Governance / Clerk
Rachel Maguire	Chief People Officer
Sharon Smith	Principal / Deputy CEO
Sally Senior	Director of Safeguarding, Prevent and Inclusion
Lee Green	Head of Transformation
Neil Lancaster	Special Advisor – People Services
Scott Wilson	Head of HR

The meeting was held via MS Teams and commenced at 5.01pm.

Item	Minute	Action
<b>1</b>	<b>Apologies</b>	
	Apologies for absence were received by Paul Scanlon.	
<b>2</b>	<b>Declarations of Interest</b>	
	Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.	
<b>3</b>	<b>Terms of Reference and Cycle of Business 2021/22</b>	
	Member were asked to review the suggested Terms of Reference and Cycle of Business for the pilot year of the P&T Committee. The meeting was postponed from September and members were informed that the suggestions for the initial term 1 meeting would be the usual cycle of business for future years.	
	Members did not request any revision to the documentation and were asked to recommend approval to the board.	
	<b>Resolution:</b> Members approved recommendation to request board approval of the P&T terms of reference and cycle of business 2021/22	
<b>4</b>	<b>Introduction to People Services</b>	
	R Maguire thanked members for forming the additional P&T committee to shape the People agenda of the Group. R Maguire stated she had completed a review of People Services, competencies and capabilities of the functions and teams in order to deliver the People agenda.	

Item	Minute	Action
	<p>Members were introduced to the Heads of Service who are responsible for functions within People Services including transformation, safeguarding and inclusion, and HR Operations.</p>	
	<p>New roles have been created within functions to develop new staff opportunities and to transform employee engagement to ensure the employee journey from hire to retire</p>	
	<p>There is also a leadership development specialist to support the leadership development programme.</p>	
	<p>R Maguire informed members that the Director of Safeguarding and Inclusion is still looking at the structure which is a work in progress to support the EDI agenda. Counselling and safeguarding support is in place for staff to ensure mental health and wellbeing. Members were advised that this has become a growing risk during Covid 19 for staff and students.</p>	
<b>5</b>	<b>Gender Pay Gap Reports</b>	
	<p>R Maguire presented the Gender Pay Gap reports to members, informing members that the deadline for the reports needed to be submitted by the end of October. Members were assured the report would be more robust moving forward once a better understanding was obtained and the action plan would underpin the report to ensure continued activity in this area of the Groups responsibilities.</p>	
	<p>Members were asked to approve the Gender Pay Gap report:</p>	
	<p><b>Resolution:</b> Members unanimously approved the Gender Pay Gap Report.</p>	
<b>6</b>	<b>People Strategy Year One Road Map</b>	
	<p>The People Strategy has been drafted in conjunction with the executive team's and aligned to the current organisational strategy. It is felt it is not the time to launch the new People Strategy and it will be redrafted to align to the organisational strategy in 2022. Members were informed the Road Map would be launched and assured that key projects and timescales outlined within the Road Map will be delivered by the end of the year and align to the current strategy.</p>	
	<p>Members asked if dates within the Road Map are on track and assured, they are on track and no risks associated to the timescales at this time. L Walker enquired if the road map is aligned to the People strategy to deliver and R Maguire confirmed yes, it's aligned.</p>	
	<p>A Briggs asked if staff would see the positive impact and was assured key areas including Staff Pay, Terms and Conditions and CPD days. It was also acknowledged that the Barret Culture survey will ensure every members of staff forms part of the organisation and people strategies going forward.</p>	
<b>7</b>	<b>Maturity Model</b>	
	<p>R Maguire advised members the Maturity Models intend to set out the progress of each service by self-assessing current level of development with sight of what a 'mature' service would look like.</p>	
	<p>Delivering all elements of the People Strategy and understanding by People Services of critical self-assessment with ambitious achievable targets will have a positive effect</p>	

Item	Minute	Action
	<p>on recruitment and retention which will ensure continuity of teaching with highly skilled and motivated staff.</p> <p>The Maturity Models are used predominately by the Chief People Officer to manage delivery targets and KPIs and will be communicated to the committee only to demonstrate distance travelled. Members were asked to feedback whether they felt the models were of benefit to the committee.</p> <p>Members asked for a list of acronyms for the committee. The templates used in the documentation provided have been tested in other organisations and created directly from the ESFA model. Members explored the model asking the significance of the colour coding within the documentation to risks/scoring matrix and distance travelled. R Maguire assured members this was an early draft and the risk/scoring structure and distance travelled are the next stages in the process of development and members will see this grow over time. Members welcomed the models presented as this removes the requirement of heavy documentation and provides a more visual and agile assurance.</p>	RM
<b>8</b>	<b>Highlight Reports</b>	
	<p>Members were presented with the first highlight reports for the P&amp;T Committee. The Highlight Reports are to inform the Committee of work undertaken in previous term and planned work for next term in pursuance of the achievement of the Year 1 Road Map and the People Strategy.</p> <p>Members were asked to review and feedback to R Maguire. R Maguire informed members the termly project plans will underpin the Year 1 Road Map and progress of the last term and forward activities of the next term, which will be risk and rag rated. Members were also informed these will become a useful indicator for management and their team's performance. It will enable tracking and monitoring of the pace and activity within the whole function providing robust KPI reports for the SLT.</p> <p>A Briggs proposed to members that for future meetings, whilst all information is required during this pilot year selecting one area within the report to focus and obtain a better understanding would be beneficial for members.</p> <p>Members were informed the team has been renamed to People Services and created logos for the team and to ensure cross engagement across the field. As already identified earlier in the meeting, members were informed Safeguarding and Inclusion will sit within the People Services team.</p> <p>S Senior discussed the Safeguarding and Inclusion report to provide an example of the content the reports will cover. Members asked questions to explain the report to gain a firmer understanding and knowledge of its function. Members welcomed the report and requested a further breakdown at future meetings to provide a broader assurance as the committee evolves. Members did acknowledge this is a work in progress and this will evidence where to scrutinise and where to celebrate over time. M Lochran informed members these will be reflected in the work plans and manage exceptional, good and concerning areas. This will flesh out concerns i.e recruitment in the College currently and enable SLT and staff to review these trends and improve areas timely.</p>	RM
<b>9</b>	<b>Policies for Approval</b>	
	i. Grievance	
	Members were asked to review the Grievance Policy, R Maguire informed members the policy has been revised for the immediate period and this will be	

**Item****Minute****Action**

reviewed in six-months' time and brought back to this committee to further review and re-approve when ready

Members were asked to approve the Grievance Policy.

**ii. Disciplinary**

Members were asked to review the Disciplinary Policy, R Maguire informed members the policy has been revised for the immediate period and this will be reviewed in six- months' time and brought back to this committee to further review and re-approve.

Members were asked to approve the Disciplinary Policy.

**Resolution:** Members approved the Grievance Policy and Disciplinary Policy

**10 QIP and Emerging Risks**

Members were informed the QIP had been revised and would be presented to the S&G committee with recommendations for board approval. A QIP has been developed for the P&T committee to monitor its objectives within the academic year and track progress. Members were advised the QIP was include for information only at this time and this would become a working document from Term 2 onwards that would be managed by the Chair and DoG.

**11 Any Other Business**

No other business was recorded.

**12 Date and Time of Next Meeting**

The next meeting of the People and Transformation Committee is scheduled for 2<sup>nd</sup> March 2022, 4.30 pm on MS Teams

The meeting closed at 5.59pm

**Jo Garrison**  
**Director of Governance / Clerk**

**Signed:** ..... (Chair)

**Date:** .....

<b>TABLE OF ACTIONS</b>			
<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
10/11/21	7	Provide a table of acronyms	RM
10/11/21	8	Selection of one Highlight report to present in detail to members at the next meeting	RM