MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON WEDNESDAY 2 MARCH 2022

Present

Antony Ball	Governor
Angela Briggs	Governor
Mick Lochran	Governor
Alan Rayment	Staff Governor
Paul Scanlon	Governor
Mark Swales	Governor
Lee Walker	Governor

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

In attendance

Jo Garrison	Director of Governance / Clerk
Rachel Maguire	Chief People Officer
Sharon Smith	Principal / Deputy CEO
Sally Senior	Head of EDI and Safeguarding
Lee Green	Head of Transformation and Culture
Neil Lancaster	HR Advisor

The meeting was held via MS Teams and commenced at 4.32pm

Item	Minute	Action

1   Apologies

Apologies for absence were received from Scott Wilson and Andrea Ward. A Ball sent apologies and explanation that he would be late to the meeting. It was agreed prior to the meeting that M Swales would chair the meeting in the capacity of Vice Chair to the P&T Committee until the arrival of A Ball.

2   Declarations of Interest

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.

3   Minutes of the People & Transformation Committee meeting held on 10 November 2022

The minutes were approved remotely as a true and accurate record.

4   Annual Pay Award

This item is considered confidential and kept as a separate record by the Director of Governance / Clerk.

5   Gender Pay Gap Report

R Maguire informed members that the Gender Pay Gap Report had been approved in November 2021, this was due to the pandemic and the delay in 2020/21 reporting. The report presented during the meeting is the 2021/22 report. Members were assured that the report had captured the richness of data and brought this to life as members had requested.

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A Briggs enquired where the report is published, and R Maguire advised it is published on the website and to government as an out facing report. A Briggs further enquired if the report is discriminating men as there are gender pay gap issues. R Maguire acknowledge the points but assured members the report to government is with regards the female gender pay gap reporting.

Members praised R Maguire and the team for the excellent detail in the report. L Walker raised one point of revision to the photograph on the front cover and suggested a more inclusive shot be incorporated. S Senior thanked L Walker for the observation and assured the point would be considered.
Members were asked to recommend the Gender Pay gap report for Board approval.

Resolution: Members unanimously recommended the report to Board for approval.

6   Annual EDI Report

R Maguire thanked S Senior and her team for the extensive work within the EDI report, which now demonstrates the richness of data held by DNCG and highlights how EDI has been promoted within the group. Members were informed it is a legal requirement to publish and report the EDI report.

S Senior informed members the report sets out the flow of EDI and protected characteristics through the group and demonstrate our compliance to gender and gender identity.

EDI training with staff has increased significantly over the past year and continuous monitoring to ensure equality objectives are updated and no negative impacts are identified. Members were reminded that apprentices from British Steel had also engaged alongside the group's student parliament on the anti-bullying policy. Members were assured the group is in a positive position on demographic profile, on disability and gender.

Prevent coaches were praised and A Rayment is also a coach. A Rayment echoed the excellent work undertaken across the group and the academic services team.

A diversity calendar runs through the whole academic year and feedback sought throughout that period. The group's aspiration to continue to be an employer of choice.

P Scanlon joined at 5.07pm

A Briggs praised staff on an excellent report and noted a meeting with M Lochran earlier in the week has informed the employment of an external consultant to review IT systems from a security perspective and A Briggs wondered if external review was sought for EDI. S Senior gave assurance to members that has been done in previous years. A student with a hearing impairment had been asked to undertake an activity of support on site and asked for feedback of their experience. The feedback was most positive and insightful to the team. Feedback is also sought from parents and the local communities engage in the sharing of EDI policies and procedures to benchmarking, receive feedback from peers and share best practice. S Smith suggested working with R Maguire on internal marketing and strategy for EDI and possibly engaging with CLT to widen further. S Smith further added she is working with L Tillman (Link governor-data) on deeper analysis around protected characteristics and whilst the EDI report comes to P&T it could be shared with CQP members.

SS/RM

Members were asked to recommend the EDI report for Board approval

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Resolution: Members unanimously recommended the EDI report for Board approval.

7   **Alignment of Pay, Terms & Conditions Report**

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8   **Culture and Transformation Update**

R Maguire introduced L Green and thanked him and his team for the continued work on culture and transformation across the group. Members were informed of the huge piece of work ongoing to ensure the mental health and well-being of staff and notwithstanding the importance of pay, terms and conditions, but the holistic offers to support staff to enhance their experience with the group.

L Green informed members of the three pillars of wellbeing, physical, mental, and emotional wellbeing. Members were informed of exciting things being offered to staff, such as wellness Wednesday and chair yoga to financial advice and support. Also, a new scheme around car leasing, childcare vouchers, free eye tests etc.

Staff are currently working on the Barratt values and PRINT workshops so SLT can bring together culturally staff values and behaviours that leads into the balance scorecard. 818 staff members have completed the survey. The results will align to desired values and looking at what the group's cultural entropy is in the current culture. The expectation will be to identify departments, people and relationships that are operating unproductively. The first activity will be to look at the group's cultural entropy through workshops to look at ways to support the cultural rollout and identify cultural ambassadors and coached to support the leadership development programme. Additionally, 400 staff have already completed the PRINT activity. The new values will be used to set strategy and be captured in the scorecard. Members were assured this isn't about picking new values but the insight from our staff that's values based.

A Briggs asked about PDR and the entitlement of staff to have professional development and appraise performance. R Maguire informed members that further work will be undertaken on the HR21 systems which will enable staff to update their own CPD and feel valued with the new framework. R Maguire suggested a presentation on the ADR framework by L Green at the next meeting.

                 RM/LG

HR21 systems will enable workflow notifications to support connectivity to staff and PDP and the vital conversations for staff to feel valued. The new reporting will enable monthly reporting about behaviours and ambitions. R Maguire is working closely with S Smith to change CPD and the ADR needs to fit into the business planning process of the group to provide training needs analysis data for every member of staff and this will be monitored through the balance scorecard.

9   **Balance Scorecard**

R Maguire informed members of the three critical success factors and KPI's of the balance scorecard for people services but noted this will be presented in depth at the next meeting and review the key products, key targets, and key performance indicators. Members were asked to inform R Maguire of anything currently that causes concern or requires further assurance.

                 RM

Members suggested the strategic objectives be noted at the top of the balance scorecard for alignment. The area of the critical success factors could also be noted within the cover report.

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10   Link Governor Update

There were no link governor updates.

11   QIP and Emerging Risks

Members were reminded the P&T QIP is a new governance QIP that is a live document that can be revised throughout the academic year. Members were informed the QIP will be aligned to the balance scorecard for the next academic year 2022/23.

12   Any Other Business

No other business was recorded.

13   Date and Time of Next Meeting

The next meeting of the People and Transformation Committee is scheduled for 25 May 2022, 5.30 pm, North Lindsey College / Doncaster College Hybrid.

The meeting closed at 6.00 pm

Jo Garrison
Director of Governance / Clerk

Signed: ………………………………… (Chair)   Date: …………………….

TABLE OF ACTIONS			
Date	**Item**	**Action**	**Responsibility**
02/03/22	4	Pay Award paper to cover a full briefing and understanding of challenges to the proposed award	RM
02/03/22	5	Review internal marketing of EDI with CLT Sharing of EDI report with CQP members	SS/RM
02/03/22	7	All SLT committee papers to introduce a mitigation commentary against risks presented.	RM/SLT
02/03/22	8	ADR presentation by L Green at the next meeting	RM/LG
02/03/22	9	Agenda item, Balance Scorecard at the next meeting	RM