

**MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON WEDNESDAY 25 MAY 2022**

**Present**

Antony Ball (Chair)	Governor (via MS Teams)
Angela Briggs	Governor
Mick Lochran	Chief Executive
Alan Rayment	Staff Governor (via MS Teams)
Paul Scanlon	Governor
Mark Swales	Governor
Lee Walker	Governor

The quorum for the meeting was four Members, at least two of whom must be external governors. The Interim Director of Governance confirmed that the meeting was quorate.

**In attendance**

Joanne Platt	Interim Director of Governance / Clerk (via MS Teams)
Rachel Maguire	Chief People Officer
Lee Green	Head of Transformation and Culture

The meeting was held at Doncaster College and via MS Teams and commenced at 5.30 pm

Item	Minute	Action	Date Due
<b>1</b>	<b>Apologies</b>		
	Apologies for absence were received from Andrea Ward and Sharon Smith.		
<b>2</b>	<b>Declarations of Interests</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.		
	There were no declarations of interests.		
<b>3</b>	<b>Minutes and Confidential Minutes of the People &amp; Transformation Committee meeting held on 2 March 2022 and any Matters Arising</b>		
	It was noted that the date shown on the minutes was incorrect and needed to be amended to 2 March 2022. Subject to this correction, the minutes of the meeting held on 2 March 2022 were agreed as a correct record for signature by the Chair.	<b>J. Platt</b>	<b>May 2022</b>
	In relation to actions, it was confirmed that Action 4 was complete. Action 5 is on-going. Action 7 will be progressed by the Interim Director of Governance in consultation with the Chief Finance officer. Actions 8 and 9 will be on the agenda for the next meeting.		
	The confidential minutes of the meeting held on 2 March 2022 were agreed as a correct record for signature by the Chair.		

Item	Minute	Action	Date Due
4 / 5	<p><b>Presentation DNCG Barrett Values and Barrett Workshops for Managers</b></p> <p>The Chief People Officer presented the results of the Barrett Values survey, noting that the detailed scores have not been shared with staff, although headline results had been shared and were the subject of workshops now being held with individual teams.</p> <p>The Committee noted that the survey aims to align personal, current and desired values across the organisation by asking staff to select their most important 10 values for each category from a list of approximately 100 values for each.</p> <p>It was noted that there were almost three times as many responses to the survey than the last staff survey and feedback from staff on the process was very positive.</p> <p>Although the overall culture score was disappointing and lower than the average, an evaluation of the detailed responses provides a clearer picture of the issues the College needs to address.</p> <p>Overall, the top potentially limiting values that appear in all three categories i.e. personal values, current values and desired values are shown as hierarchy, confusion and bureaucracy.</p> <p>Work is already underway to understand how each team can address these potentially limiting values, and workshops facilitated by the Culture Team have been well received by staff and managers alike.</p> <p>Teams are working together to develop actions to address the issues relating to their own area, which is fostering ownership of both the issues and the solutions. The Culture Team is working across all teams to ensure that any issues that require input and / or actions from SLT are brought to their attention.</p> <p>The Committee reviewed a 'heat map' showing results from each area and then discussed the workshops that are now taking place and a case study from Animal Management, Sport and Public Services, noting that best practice identified by that team was already being shared with other teams.</p> <p>The Committee agreed that the process has provided a benchmark of the current culture which will prove useful when measured again over time.</p> <p>Next steps include all teams presenting their actions plans and a series of celebration events.</p> <p>In response to questions from Governors, it was confirmed that teams are given the opportunity to work with the Culture Team without their managers being present and that issues that cannot be agreed between teams and their respective managers will be escalated for a resolution.</p>		

Item	Minute	Action	Date Due
	<p>The Committee noted that the Leadership Development Programme was proving very successful with lots of good practice emerging from the workshops, that have arisen from the programme.</p> <p>It was confirmed that the Culture Team have set touch points to monitor progress towards delivering action plans and are also collating organisation wide actions and sharing good practice across teams as they are identified.</p> <p>It was noted that the next survey will be done at the end of May 2023, which will give 18-months to see a change. That survey will be undertaken at location rather than team level, with another full survey at team level being undertaken in 2-years.</p>		
	<p>The Committee thanked the Chief People Officer for the presentation, and it was agreed that the slides would be shared with members of the Committee.</p>	<b>R. Maguire</b>	<b>June 2022</b>
<b>6</b>	<b>People &amp; Transformation Committee Workplan / Terms of Reference 2022/23</b>		
	<p>The Committee considered a report on its Terms of Reference and cycle of business for the forthcoming year.</p> <p>It was noted that there are no proposed changes to the Terms of Reference and it was agreed that the existing Terms of Reference for the Committee be carried forward and be recommended for approval by the Corporation Board at its meeting in July.</p> <p>The cycle of business proposed was based on the one for the current year. The Committee asked that the Barrett Values follow up survey results be added to the May 2023 meeting. In relation to the 13 March 2023 meeting, Item 5 can be removed.</p> <p>There may also be a need to add items on risk, following input from the Audit and Risk Committee.</p>		
	<p>It was agreed that the review of risks be added to the cycle of business for the first meeting of each Committee in 2022-23</p>	<b>J. Platt</b>	<b>June 2022</b>
	<p>It was agreed that any further changes will be finalised in consultation with the Chief People Officer before submission to the Corporation Board for approval.</p>	<b>J. Platt and R. Maguire</b>	<b>June 2022</b>
	<p>The Chief People Officer asked that the Committee be involved and have an input into the risk assessment of any budget proposals that impact on staff before the budget is considered by the Finance and Resources Committee.</p>	<b>B. Shipley / J. Platt</b>	<b>June 2022</b>
	<p><b>Resolved:</b> That the Committee's Terms of Reference be recommended to the Corporation Board for approval at its meeting in July.</p>		

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**Resolved:** That the Committee's cycle of business for 2022-23 be finalised in consultation with the Chief People Officer, before submission to the Corporation Board for approval at its meeting in July.

**7 Incomplete QIP Actions / Areas**

The Interim Director of Governance advised the Committee that a new approach and a new QIP was to be developed with the Chair and Vice Chair of the Corporation over the summer, based on a gap analysis against the Association of Colleges Code of Good Governance for English Colleges and the Board Self-Assessment, and that this will replace the existing QIP, which was now largely delivered.

The Committee noted the final position with relation to its QIP.

**8 Any Other Business**

There were no items of other business.

**9 Date and Time of Next Meeting**

The meeting dates for 2022/23 have yet to be confirmed.

The meeting closed at 6.57pm.

**Joanne Platt**  
Interim Director of Governance / Clerk

Signed: ..... (Chair)

Date: .....

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
25 May 2022	3	Amend date of meeting on minutes from the last meeting.	J. Platt	May 2022
2 March 2022	5	Review internal marketing of EDI with CLT. Share EDI report with CQP members	S. Smith and R. Maguire	End July
	7	All SLT Committee papers to introduce a mitigation commentary against risks presented	J. Platt and B. Shipley	Next cycle of meetings
	8	ADR presentation by L. Green at the next meeting	L. Green	Next meeting
	9	Balanced Scorecard at the next meeting.	R. Maguire	Next meeting

<b>TABLE OF ACTIONS</b>				
<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date Due</b>
25 May 2022	<b>4 / 5</b>	Share the slides on the results of the Barrett Values survey and workshops with members of the Committee.	<b>R. Maguire</b>	June 2022
	<b>6</b>	Add the review of risks to the cycle of business for the first meeting of each Committee in 2022-23	<b>J. Platt</b>	June 2022
	<b>6</b>	The Committee be involved in the risk assessment of any budget proposals that impact on staff before the budget is considered by the Finance and Resources Committee.	<b>B. Shipley / J. Platt to advise if a meeting of the P&amp;T committee is needed once the budget proposals are known</b>	June 2022