

Item 3 of these minutes are deemed to be CONFIDENTIAL by virtue of Instrument 14(4) and 16(2) as they contain business sensitive. These minutes are not available for public circulation and are held separately by the Clerk to the Corporation.

MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON WEDNESDAY 24 MAY 2023

Present

Antony Ball	Governor
Angela Briggs	Governor
Paul Scanlon	Governor
Mark Swales	Governor
Andrea Ward	Governor

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

In attendance

Sharon Harmon	Clerk to the Corporation
Rachel Maguire	Chief Operating Officer, People & Information
Sally Senior	Director of Wellbeing, Inclusion, Safeguarding, Prevent
Lee Green	Head of Transformation and Culture
Neil Lancaster	Head of HR
Scott Wilson	Associate Director Wellbeing, Inclusion, Safeguarding & Prevent
Terry Hutchinson	Director Curriculum Support & Governance

The meeting was held via MS Teams and commenced at 5.00pm.

Item	Minute	Action
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1 Apologies

Apologies for absence were received for Lee Walker and John Rees.

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.

No declarations of interest were made.

3 Confidential Item

This item is considered confidential and kept as a separate record by the Clerk to the Corporation.

4 Minutes of the People & Transformation Committee meeting held on 13 March 2023

The minutes of the People & Transformation Committee meeting held on 13 March 2023 were approved as a true and accurate record for signature by the Chair.

Matter Arising

COOP&I to discuss with the Clerk and the Audit and Risk Committee the appropriate reporting of recurring compliance data.

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Item 3 – The Clerk confirmed that the Committee’s request that the Audit and Risk Committee discuss a potential audit of DNCG supply chain and services to identify risk of modern slavery occurring would be raised at the next A&R Committee meeting.

Item 3 – The Clerk confirmed that the Terms of Reference (ToRs) for the committee had been reviewed to ensure it captures the fact that student pastoral services now sit under People Services and fall within the remit of the committee. The ToRs are on today’s agenda for approval.

Item 4 - The COOP&I confirmed that the safeguarding incidents report would be updated from July to include the number students reporting as a percentage of the cohort.

Item 4 - The COOP&I updated on what comparable safeguarding data for similar institutions is available. The COOP&I reported that the local authority had been consulted and explained the challenges in finding and using comparable data.

Item 4 - The COOP&I noted there would be an update on students accessing emotional support in today’s report.

Item 4 - The COOP&I confirmed that the number of students engaging in the surveys will be included in the cover report for future reports.

Item 12 - The COOP&I noted that the EDI QIP was in today’s meeting papers.

5 Culture & Engagement Update

Members received an update report from the Head of Culture and Transformation (HC&T) providing an overview of Cultural Transformation work carried out following Barrett values workshops.

Members noted the details of how feedback was collated, streamlined, focussed and how the College intends to respond to the feedback via strategic intervention projects. Members noted the details of key projects and of future cultural activity.

Members noted the details of a pilot of a new value-focused Personal Development Review (PDR) approach. Members noted that initial feedback from the new approach was positive, and more work will be done to increase completion rates.

Members thanked the HC&T for the comprehensive report.

Noted: The HC&T left the meeting.

6 Update to EDI Annual Report

Members received an update to the Equality Diversity & Inclusion Annual Report 2021/22 from the Director of Wellbeing, Inclusion, Safeguarding, Prevent (DWISP) providing an overview of some of the improvement strategies implemented to minimise achievement gaps identified following analysis of the College’s 2021/22 Equalities Performance Data. Members noted the update was provided to address questions raised by the People and Transformation Committee at its meeting on 13 March 2023.

Members noted and discussed the contents of the report. Members clarified the position around HE provisions. Members noted and supported the actions that the report identifies for 2022/23 and 2023/24.

Item	Minute	Action
	<p>Members thanked the DWISP for the detailed and very helpful report.</p> <p>Resolution: Members approved the update to the Equality Diversity & Inclusion Annual Report 2021/22 for recommendation to the Corporation Board for approval.</p>	
7	<p>Annual Operational Data Report</p> <p>Members received the Annual Operational Data Report providing summary information on operational data and activity for 2022/23 across the People Services Team, including Human Resources, Safeguarding, Equality, Diversity, Inclusion and Prevent and Culture & Transformation.</p> <p>Members noted and discussed the to contents of the report.</p> <p>Members thanked the People Services Team for the informative report.</p>	
8	<p>HR Highlight Report</p> <p>Members received and Human Resources Highlight Report from the Head of HR providing highlights of the key HR activities undertaken over the past twelve months. Members noted and discussed the contents of the report.</p> <p>Members discussed the outcomes of the cost improvement plan and were provided with a detailed breakdown of were saving were achieved. Members noted the project to Align, Pay Terms & Conditions (APTC) for all staff across the group would be finalised in June. Member congratulated the HR team on the successful delivery of an extensive project. Members discussed and noted the initiatives underway to address recruitment and retention challenges, particularly in Engineering.</p> <p>Members thanked the Head of HR for the informative report.</p>	
9	<p>Curriculum Support Update</p> <p>Members received a Curriculum Support updated report from the Director Curriculum Support & Governance (DCS&G) providing an overview of the department and an update on the ongoing work of the department. Members noted that the Curriculum Support Department is now part of People Services.</p> <p>The DCS&G outlined the ongoing work on improving data quality and audit compliance in collaboration with curriculum areas.</p> <p>Members thanked the DCS&G for the comprehensive report and for all the hard work of the Curriculum Support Department.</p> <p style="text-align: center;"><i>Noted: the DCS&G, Head of HR and the DWISP left the meeting.</i></p> <p>Member discussed the reporting of the Curriculum Support Department workstream within the committee structures. The COOP&I agreed to have further discussion with the Audit and Risk Committee and the Clerk to the Corporation to clarify recurring compliance reporting.</p> <p>Action: The COOP&I to follow up with the Audit and Risk Committee and the Clerk to the Corporation to confirm appropriate reporting of recurring compliance data.</p>	COOP&I
10	<p>Committee Workplan and Terms of Reference 2023/24</p>	

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Members reviewed the Terms of Reference for the People and Transformation Committee.

Members agreed an update to Clause 1.4 to update with the People Services portfolio relevant to the committee.

Resolution: Members approved the committee's Terms of Reference 2023/24 for recommendation to the Corporation Board for approval with agreed updates.

Members reviewed the proposed Cycle of Business for the Committee for the forthcoming academic year 2023/24. Members agreed to remove the termly People Services Highlight Reports from the agendas and to add the Annual Operational Data Report to the agenda for the June meeting.

Resolution: Members approved the Committee's Cycle of Business 2023/24 for recommendation to the Corporation Board for approval with agreed updates.

11 Risk Register Review

Members reviewed the College Risk Register. Members noted the committee had oversight of one risk which is 'Failure to attract, develop and retain the best staff to support the Group's vision and values.' Members noted that this risk currently sits above the target risk appetite score. Members agreed the risk rating should remain at the current score. Members suggested the focus of the risk should be narrowed to failure to attract Engineering staff specifically, as retaining and developing staff in other areas is not viewed as a red risk currently. The shortage in engineering was noted as the key area of concern.

Member noted that a new format to the Risk Register is currently being finalised.

12 Committee Risks for Reporting to Corporation Board

Members considered the business of the meeting and noted key items and any changes to strategic risks identified for feedback to the Board in the Committee Chair's Report to Corporation Board. Members agreed to highlight:

- The upcoming pay negotiations and associated risks.
- The continuing challenge with Engineering staff shortages and associated risks.

13 Any Other Business

No other business was recorded.

14 Date and Time of Next Meeting

Member noted that the meeting dates for 2023/24 have yet to be confirmed.

The meeting closed at 7.07 pm

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS

Date	Item	Action	Responsibility	Date Due
24/05/2023	9	COOP&I to discuss with the Clerk and the Audit and Risk Committee the appropriate reporting of recurring compliance data.	COOP&I	July 2023