

**MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON WEDNESDAY 8 NOVEMBER 2023**

**Present**

Angela Briggs	Governor
Ruth Brook	Governor
Sue Craggs	Governor
John Rees	Governor
Mark Swales	Governor (Chair)
Andrea Ward	Governor
Lee Walker	Governor

The quorum for the meeting was four Members, at least 3 external. The meeting was quorate.

**In attendance**

Sharon Harmon	Clerk to the Corporation
Rachel Maguire	Chief Operating Officer, People & Information (COOP&I)
Lee Green	Director of Organisational Development (DoOD) (Items 1-3 only)
Barrie Shipley	Chief Operating Officer, Finance & Infrastructure (COOF&I)

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

Item	Minute	Action
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**1 Apologies**

There were no apologies for absence.

**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.

There were no declarations of interest made.

**3 Presentation of Current Transformation Projects**

The Director of Organisational Development (DoOD) provide the committee with a presentation on current Transformation Projects covering the following projects:

- PDR pilot and PDR rollout
- AEB data
- Staff and room utilisation
- SharePoint pages for capital projects and People Services Department
- Onboarding/offboarding process
- Staff Development Day (sign in process and recording)
- Education Visit process

Members discussed staff development and training requirements and how opportunities are offered to staff. The COOP&I provide further detail on how training is analysed and allocated.

Item	Minute	Action
	Members thanked the DoOD for the informative presentation.	
	The DoOD left the meeting.	
<b>4</b>	<b>Election of Chair and Vice Chair 2023-25</b>	
	Following the resignation of the previous Chair of the People and Transformation Committee from the Corporation Board, the Clerk called for a vote on the appointment of a new Chair of the committee. Members were asked for expressions of interest in the role prior to the meeting. The Clerk advised that Mark Swales had been nominated as Chair of the committee.	
	Mark Swales left the meeting for the vote.	
	<b>Resolution:</b> The People and Transformation Committee elected Mark Swales as Chair of the committee for a two-year term of office.	
	Mark Swales re-joined the meeting, and his appointment was confirmed.	
	Following the appointment of Mark Swales as Chair of the committee, as previously Vice Chair of the Committee, the Clerk called for a vote on the appointment of a new Vice Chair of the People and Transformation Committee. The Clerk advised that Lee Walker had been nominated as Vice Chair of the committee.	
	Lee Walker left the meeting for the vote.	
	<b>Resolution:</b> The People and Transformation Committee elected Lee Walker as Vice Chair of the committee for a two-year term of office.	
	Lee Walker re-joined the meeting, and his appointment was confirmed.	
<b>5</b>	<b>Minutes and Confidential Minutes of the People and Transformation Committee Meeting held on 24 May 2023</b>	
	The minutes and the confidential minutes of the People & Transformation Committee meeting held on 24 <sup>th</sup> May 2023 were approved as a true and accurate record for signature by the Chair.	
	Members noted the action arising from the last meeting had been completed and there were no further matters arising.	
<b>6</b>	<b>Risk Register – Review of Committee’s Risks</b>	
	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 noted that the shortage in engineering staff nationally and filling other hard to recruit vacancies was a key area of concern.	
	The CEO updated on the position with recruitment and retention of engineering staff and assured members the recruitment challenges had not impacted continuity of service.	

Item	Minute	Action
	<p>Members discussed strategies for attracting staff, improving recruitment and mitigations to the risk. The COOP&amp;I outline the strategies and actions currently underway. The COOF&amp;I outlined the impact on the Group's financial position.</p> <p>Members agreed that the current scoring of this risk is appropriate.</p>	
<b>7</b>	<b>Review of Committee Performance 2022/23</b>	
	<p>Members considered the performance of the Committee in 2022/23 and the committee Terms of Reference. Members considered any improvements which could enhance the People and Transformation Committee for 2023/24.</p> <p>Members agreed the committee had been effective in meeting its responsibilities. Members noted that following the establishment of the Strategic Plan implementation projects the committee's cycle of business will be updated to include reporting on those projects.</p> <p>Members agreed there has been an improvement on reporting and scrutiny of data sets and agreed this should continue going forward. Members further agreed that the improved scrutiny of EDI data filter down to other committees as relevant.</p>	
<b>8</b>	<b>Modern Slavery and Human Trafficking Statement 2023</b>	
	<p>The COOP&amp;I presented the Modern Slavery &amp; Human Trafficking Statement 2023 to the Committee. The COOP&amp;I advised that the Modern Slavery and Human Trafficking statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes DNCG's (and its subsidiaries) slavery and human trafficking statement for the financial year ending 31 July 2023. It sets out the preventative steps that DNCG is taking (and intends to take) to avoid the risk of modern slavery occurring within its supply chain or services.</p> <p>Members noted that the statement has been reviewed in line with the latest government guidance. Each year, DNCG should and do assess whether it meets all criteria outlined below in the guidance.</p> <p>The Committee noted the contents of the statement. Members discussed the measures the Group takes to avoid the risk of modern slavery occurring within its supply chain and considered whether enhancements could be made. The COOF&amp;I assured members that the Group adhered to standard practice across the sector following the appropriate procurement code.</p> <p>Members recognised and supported the actions of the Modern Slavery &amp; Human Trafficking Statement 2023.</p> <p><b>Resolution:</b> Members approved the Modern Slavery &amp; Human Trafficking Statement 2023 for recommendation to the Corporation Board for approval.</p>	
<b>9</b>	<b>Gender Pay Gap Report</b>	
	<p>The COOP&amp;I presented the DN Colleges Group (DNCG) &amp; Optime Support Limited (OSL) Gender Pay Gap Report 2023 providing the committee with detailed information and action in relation to the Group's statutory Gender Pay Gap Reporting requirements for 2023/2.</p> <p>Members noted the contents of the report. Members remarked that it was an excellent detailed report.</p>	

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	<p>Members noted the Gender Pay Gap data was presented and discussed at Optime Support Board meeting on 16<sup>th</sup> October 2023.</p> <p>The COOP&amp;I reported that North Lincs Council recently awarded the Group the Outstanding Employer Award for the Group's work to support staff through the menopause. Members congratulated the team on the achievement.</p> <p>Members recognised and supported the actions that the Gender Pay Gap Report identifies for 2023/24.</p> <p><b>Resolution:</b> Members approved the Gender Pay Gap Report 2023 for recommendation to the Corporation Board for approval.</p>	
<b>10</b>	<b>Recruitment Update</b>	
	<p>Members noted the Recruitment update report, and the discussion of this report was covered under item 6 (Risk Register).</p>	
<b>11</b>	<b>People Services Annual Report</b>	
	<p>The COOP&amp;I presented the People Services Annual Report 2022/23. Members noted the contents of the report which highlights the key achievements and successes of the People Services team over the past year as well as providing detail about the future focus of the team and its services.</p> <p>Members discussed the success of the Job Evaluation project, which included a £1.8 million investment in harmonising pay, terms, and conditions across the group.</p> <p>Members commented on the quality and quantity of wellness activities across the Group and the benefits of Vivup programme.</p> <p>Members discussed areas of future focus and noted the link with the implementation of the Group Strategic Plan.</p> <p>Members agreed it would be helpful for all governors to receive the report for information.</p> <p><b>Action:</b> Clerk to circulate the People Service Annual Report 2022/23 to Corporation Board for information.</p> <p>Members thanked the COOP&amp;I for the report and congratulated the People Services team on all their achievements over the past year.</p>	
<b>12</b>	<b>Committee Feedback Report to Corporation Board</b>	
	<p>Members considered the business of the meeting and recorded key items and any changes to strategic risks identified for feedback to the Corporation Board in the Committee Chair's Report. The following items were highlighted for inclusion:</p> <ul style="list-style-type: none"> <li>• Recruitment update.</li> <li>• Presentation and assurances received on Transformation Projects.</li> <li>• Modern Slavery &amp; Human Trafficking Statement 2023 recommended to the Corporation Board for approval.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Gender Pay Gap Report 2023 recommended to the Corporation Board for approval.</li> </ul>	

**13 Any Other Business**

There were no items of any other business.

**14 Date and Time of Next Meeting**

The next meeting of the People and Transformation Committee is scheduled for Wednesday 6<sup>th</sup> March 2024, 5.30 pm at Doncaster College.

The meeting closed at 6.54 pm.

**Sharon Harmon**  
**Clerk to the Corporation**

Signed: ..... (Chair)

Date: .....

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
08/11/23	11	Circulate the People Service Annual Report 2022/23 to Corporation Board for information.	Clerk	Nov 23