

MINUTES OF A MEETING OF THE PEOPLE AND TRANSFORMATION COMMITTEE HELD ON WEDNESDAY 6TH MARCH 2024

Present

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

The quorum for the meeting was 40% of membership to include at least 3 external members. The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Rachel Maguire	Chief Operating Officer, People & Information
Sally Senior	Director of Well-being, Inclusion, Safeguarding and Prevent (For items 4&5)
Karen Dainty	Associate Director APP (For items 4&5)

The meeting was held on MS Teams and commenced at 5.30 pm.

Item	Minute	Action
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1 Apologies

Apologies for absence were received from Barrie Shipley, Chief Operating Officer, Finance & Infrastructure.

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 Minutes of the People & Transformation Committee meeting held on 8th November 2023

The minutes of the meeting of the People & Transformation Committee held on 8th November 2023 were agreed as a true and accurate record with one minor amendment to item 6 agreed and made.

Matters Arising

Item 11 – The Clerk confirmed that the People Services Annual Report 2022/23 had been circulated to the Corporation Board for information.

Members discussed the agenda for the meeting and agreed to move the items covering the Annual Safeguarding Report and the Annual Equality & Diversity Report to the start of the meeting.

Item	Minute	Action
4	<p>Annual Safeguarding Report</p> <p>Members received the Annual Safeguarding Report. Members noted the contents of the report which provides detailed information and outlines actions in relation to Safeguarding activity across the College in 2022/223.</p> <p>Members asked for further explanation around Local Authority Designated Officer (LADO) referrals. The Director of Wellbeing, Inclusion, Safeguarding and Prevent (DWIS&P) explained reporting to the LADO and the role of the LADO.</p> <p>Members asked for further information on wellbeing coaches. The DWIS&P provided the committee with further detail on wellbeing coaches and their roles. Members noted the role was part of the support for student wellbeing. Members acknowledged the success of the wellbeing centre.</p> <p>Members asked for more detail about the digital alerts process. The COOPI explained the process for managing and supporting students around digital alerts.</p> <p>Members asked that reference to the involvement of Governors in safeguarding be included in the report, including the role of the Link Governor for Safeguarding and governor safeguarding training. Member also requested that any acronyms in the report be expanded upon.</p> <p>Members had no further questions and acknowledged the strong safeguarding culture within the College and recognised and supported the actions that the Safeguarding Report 2022/23 identifies.</p> <p>Resolution: The People and Transformation Committee approved the Safeguarding Report 2022/23 for recommendation to the Corporation Board for approval.</p>	
5	<p>Annual Equality & Diversity Report</p> <p>Members received the Equality and Diversity and Inclusion Report 2022/23. Members considered and discussed the contents of the reports.</p> <p>Members agreed it was a comprehensive report and noted the achievements and improvements set out in the report.</p> <p>Members discussed the data on learners and strategies for supporting access to learning from a diverse range of learners.</p> <p>Members discussed the staff data and strategies for ensuring equality and supporting staff diversity.</p> <p>Members agreed it would be useful at the next P&T Committee meeting in June to have a detailed breakdown of learners and staff by protected characteristic to consider any insight into new learners, retention and staff recruitment, promotion, leavers and complaints where data is available.</p>	
	<p>Action: The COOPI to provide requested EDI data report to the next meeting of the committee for information.</p>	<p>COOPI</p>

Item	Minute	Action
	<p>Members had no further questions and agreed the Diversity and Inclusion Report 2022/23 was very comprehensive and recognised and supported the actions that the report identifies.</p> <p>Resolution: The People and Transformation Committee approved the Equality and Diversity and Inclusion Report 2022/23 for recommendation to the Corporation Board for approval.</p> <p style="text-align: center;">Note: The DWIS&P and the Associate Director APP left meeting.</p>	
6	Pay Review All Staff (verbal)	
	<p>The COOP&I provided the committee with an update on pay negotiations. Members noted proposals were under consideration by staff and that the consultation with staff ends on 22nd March. Members noted the next steps should an agreement not be reached.</p>	
7	Risk Register Review	
	<p>Members reviewed the College Risk Register. Members noted that the committee has 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 in the main due to difficulty to recruit to some hard to fill vacancies.</p> <p>The COOP&I updated on the position with recruitment and retention of staff. Members noted the position had improved with recruitment and retention. Members agreed the actions and strategies ongoing to improve recruitment and retention are having a positive effect. Members agreed significant progress has been made particularly in curriculum areas that suffered from high levels of vacancies. Members were advised that SLT will continue to review fully the impact of the actions and the impact on the risk level.</p> <p>Members recorded their thanks for all the work in reaching the improved position and mitigating the risk.</p>	
8	Health & Wellbeing Audit Report	
	<p>Members received the Staff Health & Wellbeing Audit Report. Members noted the contents of the report. Members noted the report highlights a positive view of the support that People Services teams provided to staff. Members were assured by the encouraging findings of the audit report.</p>	
9	Norh Lincs Council Annual Safeguarding Audit Report	
	<p>Members received the Norh Lincolnshire Council Safeguarding Children in Education Annual Safeguarding Audit Report 2023. Members noted that this audit is carried out annually by North Lincolnshire Council and covers all aspects of the College's safeguarding practise and procedures.</p> <p>Members welcomed the outcomes and the high level of assurance provided by the audit report and the feedback from Norh Lincolnshire Council.</p> <p>Members noted that the Doncaster City Council will be conducting a Safeguarding audit this month and the audit report will be shared with committee.</p>	

Item	Minute	Action
10	Updates to Employment Law	
	<p>The COOPI provide the committee with a detailed update on upcoming changes to employment law. The COOPI provided a 2024 UK employment law timetable and set out the Colleges responses to the current and expected changes in law. Members noted that the relevant College policies and procedures were being updated to ensure they are in line with, and implemented according to, any changes in law.</p> <p>Members confirmed that where appropriate the College receives external legal advice in relation to employment law. Members were provided with assurances about changes to international staff and student visas and managing the impact on the small number of international staff and students.</p> <p>Members recorded their thanks for the comprehensive update report.</p>	
11	Update on Barrett Values Work (Verbal)	
	<p>The COOP&I provided an update on the progress of planned actions ensuing from the result of the Barrett Values survey. Members acknowledged the amount of positive changes underway across the Group. Members noted the Barrett survey would be rerun in July to measure the impact of actions.</p> <p>Members discussed Governor participation with the Barrett Values and agreed to add this as an item for discussion at the Search and Governance Committee.</p>	
	<p>Action: The Clerk to add Governor participation with the Barrett Values to the agenda of the next Search and Governance Committee meeting for discussion.</p>	Clerk
	<p>Members thanks COOP&I for the comprehensive update report.</p>	
12	Committee Risks for Reporting to Corporation Board	
	<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"> • Annual Safeguarding Report 2022/23 reviewed and recommended for approval. • Annual EDI Report 2022/23 reviewed and recommended for approval. • Positive work on recruitment and retention of staff. • Positive results of North Lincs Safeguarding Audit (note Doncaster City Council Safeguarding audit will be conducted this month). 	
13	Any Other Business	
	<p>No other business was recorded.</p>	
14	Date and Time of Next Meeting	
	<p>The next meeting of the People and Transformation Committee is scheduled for Wednesday 19th June 2024, 5.00 pm, MS Teams.</p>	

The meeting closed at 7.03 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS				
Date	Item	Action	Responsibility	Date Due
06/03/24	5	The COOPI to provide requested EDI data report to the next meeting of the committee for information.	COOPI, R Maguire	June 2024
06/03/24	11	The Clerk to add Governor participation with the Barrett Values to the agenda of the next Search and Governance Committee meeting for discussion.	Clerk, S Harmon	May 2024