

#Agenda No: 02



## **PEOPLE AND REMUNERATION COMMITTEE**

**TUESDAY 11 OCTOBER 2022**

**Report: Minutes of the meeting held on Tuesday 21 June 2022**  
**Author: Clerk**  
**Action: Approve**  
**Status: Open**

**Present:** Claire-Jane Rewcastle (CJR – Chair)  
David Alexander (DA - Principal & CEO)  
Lisa Crichton-Jones (LCJ)  
Sarah Stewart (SS)

**In attendance:** Nadine Hudspeth (NH – Director of Marketing, Communications, Estates and Health & Safety)  
Ivan Jepson (IJ – Director of Business Development & Innovation)  
Sara Reay (SR - Senior People and Organisational Development Business Partner)  
Julie Skinner (JS – HR Strategic Consultant)  
Richard Ward (RW - Head of Quality Improvement)  
Emma Moody (EM – WBD, Clerk)

### **PR/104 Chair's Welcome, Apologies and Conflict of Interest**

The Chair welcomed everyone to the meeting. No apologies were received.

No conflicts of interest were declared at the start of the meeting and members were reminded to declare any conflicts that arose during the discussions in the meeting.

### **PR/105 Minutes of the People and Remuneration Committee meeting dated 10 March 2022**

The minutes of the meeting on Thursday 10 March 2022 were agreed as a correct record.

### **PR/106 Matters Arising**

The action log was noted. EM confirmed that it was intended that safeguarding training would be delivered through an online module to Governors.

### **PR/107 Review of Committee Terms of Reference**

An updated version of the Committee Terms of Reference was presented by EM, for review.

The Committee was content that the "tone of voice" had now been addressed in the re-drafting.

Members then discussed the distinction between 3.1 and 3.2 of the ToR and agreed there needed to be clarity around the degree of delegation to the Committee. It was agreed this would be reviewed to ensure that the scope of delegated authority (versus what was a matter for Board approval) was clear.

LCJ also suggested that going forward consideration could be given to the ToR also specifically making reference to recruitment, retention and succession planning being within the remit of the Committee, given workforce development is a key issue now and likely to be so in the future.

SS also noted the recent challenge experienced by F & GP Committee in relation to the achievement of quorum for meetings where one or more members were unable to attend at quite short notice.

It was agreed that Committees that were inquorate should be able to co-opt Governors as members to achieve quorum on the date of the meeting itself, without seeking further Board approval and that EM would look to amend the ToR for all Committees to reflect this and seek Board approval for the change on 6 July.

*Action: EM and CJR and DA to work through the Committee ToR offline 1. To clarify level of delegated authority; 2. To add recruitment, retention and succession to the remit; and in due course bring these back to this Committee for further consideration.*

*Action: To propose to amend the quorum provisions within the rules of each committee to provide flexibility to enable committees to co-opt Governors to the committee in order to ensure meetings could proceed on a quorate basis – to be approved by the Board at its meeting on 6 July.*

***The updated Terms of Reference were approved.***

## **PR/108 Core People KPI Update**

The report was presented by IJ and SR.

LCJ asked for clarity on actions and timeframes for further development and delivery of KPIs and associated information. IJ advised there was internal project plan and more information would be provided on this at the next meeting for Committee members for reassurance.

DA spoke about providing assurance through the KPIs going forward. These would be reviewed and re-worked, with work being undertaken to assess how the Committee could be given assurances across all areas, using a dashboard against baseline targets, supported with system generated data. An update would be provided to the Committee in September.

*Action: an update would be brought to the Committee in September regarding the development of KPIs against the strategic plan objectives and the presentation of the same.*

SR updated the Committee on the initiatives being undertaken to support the College's recruitment activity.

CJR asked if any of the vacancies would impact on curriculum delivery next year. IJ said the College data thus far did not confirm length of time a vacancy had been unfilled and that this was in the process of being reviewed. However, the College did have visibility on areas of particular challenge for recruitment. IJ said that at present there were no specific gaps in recruitment nor any areas where the College delivery could not be achieved due to failures to recruit.

CJR asked if staff absences were a consequence of failures to recruit and resulting workloads. IJ confirmed that this did not appear to be the case based on evidence available as to reason for absence. The College was not seeing specific trends, but departures and sickness from the College was in the cases concerned for very specific reasons.

LCJ encouraged the College to be clear about the purpose for which data is being collected – in terms of the impact on delivery, finance or otherwise. This would allow the Committee to understand the risk in reviewing any particular KPI (level).

JS highlighted the College's challenges in terms of what it could afford to pay versus what industry might pay – staff were leaving the College to move to private sector. The College may have to look at all options in this regard. DA also confirmed that the College would continue to discuss collaboration on use of staff resources across colleges and with employers.

***The report was noted.***

#### **PR/109 Mandatory Training Update**

The report was presented by JS.

The work was nearing completion and further reports would be on compliance in the future.

CJ asked for reassurance that the training package was not only legally compliant, but also compliant from an OFSTED training perspective. JS confirmed it was, and also noted the additional non mandatory training for staff which was extensive as would be taken into account by OFSTED on any inspection.

LCJ confirmed her support, and felt that this now gave the Committee a high level of assurance.

***The report was noted.***

#### **PR/110 Staff Development**

The report was presented by RW and SR.

LCJ queried the level of investment the College made in relation to staff development and whether this was appropriate for the College, bearing in mind its size. IJ felt that the core training budget could be an area for additional investment going forward, but there were also other training budgets within the College which supported learning and development (including CPD).

SS said that the Committee should understand where investment was required to support the College to deliver its strategy as this is where the Governors were interested in ensuring that the support in place was adequate.

IJ confirmed the data would provide a better breakdown of expenditure on learning and development in the future.

DA said the College was also supporting staff development across the College in relation to EDI as all colleagues would be given two days over the coming weeks to complete training in this area and be able to undertake it no matter their role.

*The report was noted.*

#### **PR/111 Equality and Diversity Report and Statement**

The report was presented by NH, together with the statement circulated prior to the meeting.

Members discussed the timing of the report and agreed that the timing of its preparation and presentation would be considered alongside other reports of this nature, in light of the point in the year when data would be available in support.

LCJ asked about the setting of targets for each of the statements made in the report. LCJ felt there were opportunities to operate regionally (consulting accordingly) in relation to work in this area. DA said that work on objectives and targets would continue in relation to areas outlined in this report and statement. He confirmed the executive would reflect on next year's format and timing for production.

*The report was noted and approved for publication.*

#### **PR/112 Recruitment Update**

A verbal update was given by JS.

JS confirmed that the new Director of Governance and Compliance had been selected and pre recruitment checks were now underway.

The appointment of a new Director of People and OD had been unsuccessful and the College was now engaging **THIS ITEM IS CONFIDENTIAL AND NOT FOR PUBLICATION** to support the second round of this recruitment. Interviews would likely take place in September. Members discussed availability over the Summer and did not wish to lose potential candidates through a rushed process. Committee members agreed with the timeframes on the basis the window for recruitment was wide enough to capture a broad range of candidates.

*The report was noted.*

#### **PR/113 Strategic Risk Register**

The report was presented by IJ.

*The report was noted.*

#### **PR/114 Draft Board Calendar 2022/23**

The report was presented by EM.

IJ confirmed that the exec would be looking over the Summer at functionality of HR systems and a paper would be brought to the September meeting in this regard.

*Action: paper on HR system functionality to be brought to September meeting.*

***The report was noted.***

*Nadine Hudspeth, Sara Reay and Richard Ward left the meeting following this agenda item.*

**PR/115 Potential / Current Employment Tribunal Case Update**

A verbal update was given by IJ.

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***The report was noted.***

**PR/116 College Pay Update**

A verbal update was given by DA.

The College would be entering into discussions with Unions in relation to this. The College was keen to reward the commitment and loyalty of staff, but within financial parameters which were achievable in the context of the next College budget. Members agreed the rising costs of living being borne by College staff and noted the importance of this process in the coming months, ensuring staff felt valued and fairly rewarded.

***The report was noted.***

**PR/117 Senior Post Holder Remuneration**

A verbal update was given by DA.

DA would report to the Committee at the first meeting of the next year covering: a) delivery of objectives for the year, b) setting of objectives for next year.

***The report was noted.***

**PR/118 Any Other Business**

There was none

**PR/119 Date of Next Meeting**

The date of the next meeting is 20 September 2022.