



**PERSONNEL COMMITTEE
MINUTES OF A MEETING HELD ON TUESDAY 22 OCTOBER 2019**

Present: Phil Taylor (Chair), Paul Britton (Principal & Committee member), Ruth Dönmez, Steve Sellers (Committee member)
In attendance: Jenny Anderson (HR Manager), Chris Herring (Assistant Principal & Designated Safeguarding Lead)
Clerk: Fiona Bagchi

1 Apologies for absence

There were no apologies for absence.

2 Declaration of interests

There were no declarations of interests.

3 Election of the Chair & Vice-Chair of the Committee

Phil Taylor was elected as Chair of the Personnel Committee for 2019/20: proposed Steve Sellers, seconded Ruth Dönmez.

Steve Sellers was elected as Vice-Chair of the Personnel Committee for 2019/20: proposed Phil Taylor, seconded Ruth Dönmez.

Minutes & matters arising

4 Minutes of meeting held on June 2019, incl. the confidential minutes

The minutes of the meeting held on June 2019, including the confidential minutes, were approved with the following amendment: on page 2, the word 'network' was missing from the end of the sentence at action 4 and should be added.

Action: Clerk

5 Matters arising and action table

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 The HR Manager confirmed that, following the full implementation of the new HR system, Cascade, being later than originally anticipated, the first report on staff absences in percentage terms would be made to the Committee in Oct. 2020 (4).

Action: JEA

- 2 The Clerk reported that issues relating to password changes and College e-mail addresses experienced by some members trialling the system had been addressed. The Clerk would therefore distributed College e-mail addresses to other Corporation members (4).

Action: Clerk

- 3 The Clerk reported that longer-serving members had completed refresher training in 2018/19, some newer Corporation members had online training to complete and the next cycle of refresher online training would begin for

longer-serving members (4).

Action: Clerk

- 4 It was noted that proposed changes to the Committee's 2019/20 standing agenda item list approved at the Committee's June 2019 meeting had not been presented to the Sept. 2019 Corporation meeting due to an oversight but the Corporation had agreed at that meeting that its committees should in future approve their own standing agenda item lists. The Committee's revised list had therefore been attached as at Appendix A to the action plan attached June 2019 minutes for approval by the Committee (4).

The Committee approved its 2019/20 standing agenda item list, which had been revised as agreed at the Committee's June 2019 meeting.

Action: Clerk

- 5 The revised Staff Code of Conduct approved by the Committee was in force (10).
- 6 The revised Grievance Procedure approved by the Committee was in force (11).
- 7 The revised Whistleblowing Policy approved by the Committee was in force (12).

The Clerk would speak to IT concerning making policies/procedures available to staff to access remotely.

Action: Clerk

- 8 It had been noted at the Committee's June 2019 meeting that the College was fully compliant with the HR sections of the College's website mandatory and non-mandatory draft checklists for 2018/19. The final version of the checklist, including non-HR sections, would be presented to the Audit Committee's Dec. 20219 meeting (18).
- 9 Meeting dates for 2019/20 had been be e-mailed to members (21).

It was noted that the Feb. 2019 Committee minutes had been amended as agreed at the June 2019 meeting.

Safeguarding & counselling

6 Annual review safeguarding policies & procedures, including the Prevent Duty

The Committee noted that, under the Personnel Committee's standing agenda item list, the Committee reviewed the following safeguarding policies and procedures annually, recommending any revisions to the Corporation for approval:

- *Safeguarding & Child Protection Policy* (Sept. 2019)
- *Safeguarding Vulnerable Adults Policy & Procedure* (Feb. 2014)

(a) Safeguarding & Child Protection Policy

Chris Herring (Assistant Principal & Designated Safeguarding Lead) reported that:

- The Sept. 2019 Corporation meeting had noted that the Department for Education (DfE) had published a revised version of *Keeping Children Safe in Education* in June 2019, effective from Sept. 2019, which was available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>.
- The Corporation had also noted that the College had updated its *Safeguarding & Child Protection Policy*, taking account of the revised DfE guidance in force from Sept. 2019;

- The Corporation had approved the revised College policy, with additional amendments notified at the meeting.

(b) Safeguarding Vulnerable Adults Policy & Procedure

The Committee noted that the College's *Safeguarding Vulnerable Adults Policy & Procedure* had last been approved by the Corporation in Feb. 2014, with the latest versions of the Hull and East Riding referral forms, together with minor updating changes to the policy to reflect this, added as appendices following review by the Personnel Committee in Nov. 2018. It was noted that copies of the policy and procedure had been included in the Information Pack accompanying the agenda. Chris Herring (Assistant Principal & Designated Safeguarding Lead) confirmed that no further amendments to the policy and procedure were being proposed.

The Committee completed its annual review of the College's safeguarding policies and procedures, agreeing that no amendments were required.

7 Annual safeguarding report &

8 Counselling report

Chris Herring (Assistant Principal & Designated Safeguarding Lead) reported that, following the introduction of the CPOMs online safeguarding system, the format of the annual safeguarding report was being developed for presentation to the Committee.

The Committee noted that the annual safeguarding and counselling reports would be presented to the Committee's Feb. 2020 Committee meeting.

Action: CH

Staffing matters

9 Staffing update

The HR Manager, Jenny Anderson, presented the report for October 2019 on staff joining and leaving the College, maternity/adoption leave, sickness absence, and employee relations.

The Committee received the staffing update for Oct. 2019.

10 Staff equality and diversity report - staff profile

The HR Manager presented the College's annual report on the staff profile on gender, disability, race and age, which was considered.

Members noted that:

- Excluding casual staff (e.g. invigilators, casual drivers, sports coaches, supply staff), the College currently had 194 employees i.e. 99 members of support staff and 95 teachers;
- Of these 194 employees, 62% were recorded as female and 38% as male, with greater gender balance amongst teaching staff (i.e. 53% of teachers were recorded as female and 47% as male) but with 72% of support staff recorded as female and 28% as male, with catering and cleaning staff recorded almost exclusively as female.

It was noted in discussion of the staff gender split that, were casual staff to be included in the statistics, the College would be just below the 250 employee threshold at which organisations were required to publish their gender pay gap figures annually.

With reference to disability, the HR Manager reported that around 2% of staff had formally declared themselves as having a disability on the College's new HR system, with a number of other staff receiving support from the College for health conditions which were likely to qualify as a disability under the Single Equality Act 2010.

The HR Manager reported that 5% of staff had declared a nationality other than White British. It was noted in response to members' questions that: around 9% of the College's student population had declared themselves to be Black & Minority Ethnic (BME); around 11% of the local population had been recorded as BME in the 2011 census; the College advertised job vacancies with the Hull All Nations Alliance (HANA).

The Committee noted that the median age of staff was 45, with the HR Manager reporting an increase in the number of staff in the younger and older age groups compared to previous years. It was noted that College minibus drivers tended to be in the higher age groups, as the shift patterns and the driving licence requirements meant the role appeared to attract applicants who were semi-retired, with the College having successfully recruited to vacancies during summer 2019.

The Committee received the College's 2019 staff profile report on gender, disability, race and age.

11 Staff absence report

The HR Manager presented the staff absence report for 2018/19, which was discussed.

Members noted that:

- A total of 541 working days had been lost due to sickness absence in 2018/19 (2017/18: 725 days. 2015/16: 876 days. 2014/15: 714 working days);
- The number of episodes of sickness absence for 2018/19 had been 146, lower than 2017/18 (168) and 2015/6 (166);
- Longer absences accounted for 60% of the total number of working days lost, with longer absences tending to fluctuate between around 40% and 60 annually;
- Longer periods of absence had been mainly stress or non-work related musculoskeletal issues;
- The number of staff for whom sickness absence had been recorded was similar to previous years;
- The mean amount of sickness per employee was 2.8 days in 2018/19 against a national average of 6.6 days (8.5 for the public sector), noting, however, that parameters for measurement differed in some cases e.g. the College recorded working rather than calendar days lost, medical appointments were recorded separately.

It was noted in response to members' questions that: data for 2016/17 had not been included in the trend report as it was not comparable due to data collection differing during this period; [*confidential minute*]; with reference to stress, managers would be trained in 2019/20 in mental health issues, with resources made available on the College intranet to help managers support staff.

The Committee received the 2018/19 staff absence report, noting the fall in the number of working days lost due to sickness absence.

12 Staff pulse survey report

The HR Manager presented a report on the outcome of the QDP based staff pulse surveys undertaken during autumn term 2018 and spring and summer terms 2019.

The Committee noted that:

- During autumn term 2018, 3 pulse survey questions had been asked (i.e. concerning recommending the College as a good place to work, understanding one's role within the College, the College's support for individual staff development in the previous year);
- The question on understanding one's role had been replaced in the spring term 2019 survey with a free-text question about ways to enhance staff well-being;
- In the summer term 2019 survey, the 3 pulse survey questions had been repeated with the addition of questions from the Ofsted staff survey;
- After each survey, the responses had been collated and discussed by the College's senior management team (SMT), with a report on actions arising presented by the Principal at the full staff meeting at which the next survey was launched;
- The pulse survey scores had increased in the third survey to 91%, 98% and 84% (overall score 91%).

Members noted the usefulness of the QDP Red-Amber-Green (RAG) rated reports to readers.

It was noted in response to members' questions that the next staff pulse survey would be undertaken after the autumn 2019 half-term holiday.

The Committee received a report on the 2018/19 pulse survey.

13 Staff performance management report

The HR Manager presented a report on staff performance management during 2018-19, which was considered.

Members noted that:

- 2018/18 had been final year in which Performance and Development Reviews (PDRs) had been conducted using the PDR portal record, with PDRs now being conducted using the College's new HR system, Cascade;
- Levels of compliance with completing the reviews had been good, with the College concentrating on the quality assurance process;
- As the cascade of PDRs from the Principal down the line management chain had been found to be restrictive, managers had instead been asked to record the College-wide strategic priorities to which each target related.

The Committee received the College's staff performance management report for 2018/19.

14 Staff development report

The HR Manager presented a report on staff development activities for 2018/19, including external courses attended and internal training provided. It was noted in response to members' questions that the Venn Partnership Ltd also provided staff development activities.

The Committee received the College's staff development activity report 2018/19 and agreed that the College's 2019/20 staff development schedule should be presented to the Committee's Feb. 2020 meeting for information.

Action: Clerk

15 Annual complaints report (staffing matters)

The Clerk reported that the extract from the annual complaints report relating to staffing matters would be presented to the Feb. 2020 Personnel Committee meeting i.e. after review of the full complaints report by the C&Q Committee in Nov. 2019.

Action: Clerk

16 Verbal update on progress, if any, on 2019 staff pay award negotiations

The HR Manager reported that the sixth form colleges' employers had made an offer to teachers which had been rejected, with strikes in some colleges and trade union members re-balloted on strike action in other colleges. Members noted that the strikes were against the Secretary of State for Education rather than individual colleges.

The Committee noted that, in addition to pay negotiations, work on modernising the support staff pay structure was continuing.

Members noted that the Corporation had made provision, when approving the 2019/20 budget, for a pay award of up to 2%.

The Committee noted that the 2019/20 staff pay award remained to be agreed at a national level.

Employment law update

17 Employment law update

The HR Manager presented a briefing on employment law, together with a review of the latest

Sixth Form Colleges' Association (SFCA) Employment Law update i.e. the update for summer term 2019.

The HR Manager drew members' attention to the Parental Bereavement (Leave and Pay) Act 2018 which provided parents, who had lost a child below the age of 18, with a right to be paid for a minimum of 2 weeks' leave at the statutory rate, noting that this right would come into effect in April 2020 and might require the College's Leave Policy to be amended to reflect the legislation.

Action: JEA

The Committee received, for information, an employment law update.

Policies & procedures I

18 Policies and procedures review schedule

(Paul Britton, Principal and Personnel Committee member, joined the meeting during this item).

The Clerk presented the updated review schedule for personnel and cross-College policies and procedures which were either approved by the Personnel Committee, under delegated authority from the Corporation, or by the Corporation.

Members noted changes made to the schedule since the Committee had reviewed it in June 2019, noting in particular the following changes which had been highlighted:

- Policies/procedures reviewed/approved by the Personnel Committee in June 2019 e.g. the revised Staff Code of Conduct, Grievance Procedure and Whistleblowing Policy;
- Policies/procedures due for review at the Oct. 2019 Personnel Committee meeting;
- Policies/procedures due for review in 2019-20.

The Committee received, for information, the updated HR and cross-College policies and procedures review schedule.

19 Revised Flexible Working Policy and 20 Revised Staff Harassment Policy

The Committee noted that: under the Articles of Government, the Corporation was responsible for setting a framework for the pay and conditions of service applying to staff (Article 3(1)(f)) but this was, however, a delegable responsibility and the Corporation had delegated approval of HR policies and procedures to the Personnel Committee; the normal review cycle for HR policies and procedures was following legislative or other change or every 5 years, if that was sooner.

The Committee considered the College's revised Flexible Working Policy (which had last been approved by the Personnel Committee in Jan. 2014) and the revised Staff Harassment Policy (which had last been approved by the Personnel Committee in June 2014).

The HR Manager confirmed that the revised policies had been considered at a meeting of trade union representatives held on 18 Oct. 2019, with the representatives present indicating that they were happy with the proposed revisions, but with it also being agreed, however, that the representatives would contact the HR Manager by email after the meeting concerning one further addition, with any comments to be received by the HR Manager before the current Personnel Committee to allow consideration of all revisions at the Oct. 2019 Personnel Committee meeting.

(i) Revised Flexible Working Policy

The Committee discussed the policy, agreeing the following amendments: under the Policy Guidelines heading, section d) should state that any change in pattern or manner of work would be considered a permanent change to the staff member's terms and conditions of employment, unless otherwise agreed 'in writing' between the parties and at section s) that the staff member 'should' informally discuss the change with their line manager prior to making a formal application; under the Procedure heading, the addition of a statement reflecting the expectation that the staff member would have discussed the application with their line manager; under the

Right of Appeal heading, the addition of a statement that the appeal meeting would normally be arranged within 10 working days of receipt of the appeal.

(ii) Revised Staff Harassment Policy

Members considered the revised policy noting it had been renamed the Staff Bullying and Harassment Policy. The concept of what constituted harassment was discussed in detail, including harassment as a civil cause of action and as a criminal offence, noting also in discussion the concept of what a reasonable person would consider to be harassment.

The Committee considered amendments to the policy, agreeing the following: under the Formal Procedure heading section a) should be amended to note that a complaint of harassment against the HR Manager, should be made to another member of the senior management team (SMT) and that section c) should be amended to clarify that suspension was intended as a neutral act and did not imply any judgement of guilt or otherwise; under the Complaint Not Upheld heading, 'malicious' should be replaced with 'vexatious'.

The Committee approved the College's revised Flexible Working Policy and the revised Staff Harassment Policy, amended as noted above, for consultation with the College's trade unions.

Action: JEA

Committee matters

21 Annual review of Committee checklist & PIs

The Clerk reported that, under its standing agenda item list, the Personnel Committee reviewed annually its performance checklist relating to the previous academic year and its performance indicators (PIs).

Members reviewed its 2018/19 performance checklist, noting that the Committee had a determined membership of up to 6 members, with the Committee having had 5 members in 2018/19. The Clerk reported that the Committee currently had 4 members, following the retirement from the Corporation of John Shipley in Sept. 2019. The Clerk reported that a Corporation member who had expressed an interest in joining the Committee from autumn 2019 was now unable to do so due to relocation.

The Committee reviewed its PIs for 2018/19, noting that although quoracy had been 100% in 2018/19, attendance had been below the agreed target of 75%. Members noted that figures for dispatch of papers would be presented to the Feb. 2020 meeting.

Action: Clerk

The Clerk proposed that papers should in future be sent to members following review by the College's SMT with the PDF for use at the meeting produced shortly before the meeting, noting that this had been successfully trialled by the Finance & General Purposes (F&GP) Committee from 2019/20.

The Committee reviewed and agreed its 2018/19 performance checklist and reviewed its performance indicators.

Action: Clerk

Governance matters

22 Actions arising from ESFA letter (June 2019)

The Committee reviewed, with reference to recommendations concerning the operation of the College's student Behaviour Management Policy, a letter dated 13 June 2019 from the Education & Skills Funding Agency (ESFA), which had been considered at the Corporation's Sept. 2019 meeting. It was noted that the Sept. 2019 Corporation meeting had agreed that the Personnel Committee and the C&Q Committee should consider any actions arising from the ESFA recommendations which related to their remit.

The Principal, Paul Britton, and Chris Herring (Assistant Principal & Designated Safeguarding

Lead) confirmed that the College had accepted all the recommendations made in the ESFA's letter and that, where relevant to the student Behaviour Management Policy, this had been revised accordingly.

The Committee noted in discussion of the ESFA's letter that the ESFA had agreed that the College's student Behaviour Management Policy did not include a zero tolerance policy, with the Principal, Paul Britton, and Chris Herring (Assistant Principal & Designated Safeguarding Lead) confirming in response to members' questions that the College neither had nor operated such a policy.

The Committee considered a proposal from the Clerk that, as part of its regular policy schedule review of Corporation/Committee approved policies/procedures, the Personnel Committee should also receive the list of College approved policies, for information, and should review, as relevant, College policies where there was correspondence with policies within the Committee's remit (e.g. policies including appeals to the Corporation) to ensure that the College and Committee approved policies were aligned.

The Committee agreed that the list of College approved policies should be included as part of the Committee's regular policy review from Feb. 2020 and that, from 2020/21, there should be an annual review of how relevant College and Committee approved policies were aligned at the annual review of appeals committee procedures which took place at the Committee's summer term meeting.

Action: Clerk

The Committee agreed that the new College policy/procedure cover sheet, showing responsibility and approval levels and date, should apply to all policies/procedures where approval fell within the remit of the Corporation and its committees.

Action: Clerk/JEA

The Committee noted that some non-HR policies included Corporation involvement in the appeals process e.g. the procedure applicable to the Corporation's Admissions Appeals Complaints Committee, which considered procedural complaints relating to failure by the Principal to follow the College's Admission Appeals Policy when reaching a decision on an applicant's appeal. The value of a similar internal procedural review by a Corporation committee before an appeal to an external body such as the ESFA, with possible reference to other policies/procedures, was considered in discussion.

The Committee noted in discussion that: the Sept. 2019 Corporation meeting had noted that, under the Articles of Government, following consultation with student representatives, the Corporation was responsible for making rules concerning the conduct of students, including procedures for their suspension and expulsion (including expulsion for an unsatisfactory standard of work or other academic reason) (Article 18(3)); this was a delegable responsibility and the Corporation's practice had been to delegate this to the Principal, which delegation had been confirmed at the Corporation's Sept. 2019 meeting; under the Articles of Government, the Principal was responsible for maintaining student discipline and, within the rules and procedures provided for within the Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons (Article 3(2)(f)).

Members considered possible future monitoring by the Committee of how the Principal carried out the above delegated responsibility to consult with student representatives concerning rules relating to the conduct of students, including procedures for their suspension and expulsion, noting that the Principal had confirmed that in future consultation would be with the Student Association Executive.

The Committee considered recommendations arising from an ESFA letter dated 13 June 2019 concerning the operation of the College's student Behaviour Management Policy and related matters concerning the Committee's remit in relation to review and/or approval of relevant College policies and procedures.

Annex A

- 23** *It was noted that agenda items 4-5 (minutes & action plan) and 22 (Governance matters) had been considered earlier on the agenda.*

Documents from ESFA, SFCA, DfE, & other outside bodies

- 24** Documents from ESFA, SFCA, DfE, & other outside bodies

It was noted that there were no items to be considered under the above agenda item.

Final matters

- 25** Any other business

There was no other business not already on the agenda.

- 26** Risk management – risks identified at the meeting

No new items of risk had been identified at the meeting.

- 27** Date of next meeting

It was noted that the Committee was next scheduled to meet on Tues. 4 Feb. 2020 at 4.30pm.

Fiona Bagchi
Clerk to the Corporation

**PERSONNEL COMMITTEE
MINUTES OF A MEETING HELD ON TUESDAY 4 FEBRUARY 2020**

Present: Phil Taylor (Chair), Paul Britton (Principal & Committee member), Steve Sellers (Committee member - attending by telephone conferencing)
In attendance: Jenny Anderson (HR Manager), Chris Herring (Assistant Principal, Student Experience, & Designated Safeguarding Lead (DSL))
Observers (Aspiring Leaders scheme): Jo Clemas (Teacher Computing), Leanne Stone (PA & Admin Supervisor)
Clerk: Fiona Bagchi

1 Apologies for absence

Apologies for absence were received from Committee member Ruth Dönmez.

2 Declaration of interests

There were no declarations of interests.

Minutes & matters arising

3 Minutes of meeting held on 22 Oct. 2019

The minutes of the meeting held on 22 Oct. 2019 were approved.

4 Matters arising and action table

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 Minutes of June 2019 amended, as agree (5).
- 2 The HR Manager confirmed that a report on staff absences in percentage terms would be made to the Committee in Oct. 2020 (5).
- 3 The Clerk reported that further issues relating to password changes and College e-mail addresses experienced by some members trialling the system had been addressed. The Clerk would therefore distribute College e-mail addresses to other Corporation members (5).

Action: Clerk
- 4 Some newer Corporation members had online training to complete and the next cycle of refresher online training would begin for longer-serving members, which the Clerk would follow up with Leanne Stone (PA & Admin Supervisor) (5).

Action: Clerk
- 5 The Committee's 2019/20 standing agenda item list was in force (8).
- 6 Safeguarding and counselling reports were on the agenda (8).
- 7 With reference to making policies/procedures available to staff to access remotely, it was noted that this would be considered as part of a general review of College policies (5).

Action: Principal/HR Manager/Clerk

- 8 The staff development schedule for spring 2020 was on the agenda (14).
- 9 The extract from the annual complaints report relating to staffing matters was on the agenda (15).
- 10 With reference to the provisions of Parental Bereavement (Leave and Pay) Act in effect from April 2020, the College's revised Leave Policy was on the agenda but the HR Manager was awaiting guidance from the Sixth Form Colleges Association as to whether this change would require any change to staff terms and conditions (17).
- 11 Following consultation with the College's trade unions, the College's revised Flexible Working Policy and the revised Staff Harassment Policy, amended as agreed, are in force (19 & 20).
- 12 Figures for dispatch of papers presented under the action plan heading (21).
- 13 The list of College approved policies was on the agenda (22).
- 14 It had been agreed, that, from 2020/21, there should be an annual review of how relevant College and Committee approved policies were aligned at the annual review of appeals committee procedures which took place at the Committee's summer term meeting (22).
- 15 It had been agreed that the new College policy/procedure cover sheet, showing responsibility and approval levels and date, should apply to all policies/procedures where approval fell within the remit of the Corporation and its committees (22).

Action: Clerk

Safeguarding & counselling matters

5 Annual safeguarding report

It was noted that: the Corporation, as the governing body of Wyke Sixth Form College, had a duty to ensure that the College met its statutory responsibilities in relation to safeguarding, having due regard to any relevant guidance issued by the Department for Education e.g. *Keeping Children Safe in Education*; under the Personnel Committee's terms of reference approved by the Corporation, the Committee was responsible for reviewing 'policies and procedures relating to the safeguarding of children and vulnerable adults annually and to receive reports on issues relating to the safeguarding of children and vulnerable adults'; review of the College's safeguarding report was therefore an annual standing agenda item for the Personnel Committee.

Chris Herring, Assistant Principal (Student Experience) and Designated Safeguarding Lead (DSL) presented the College's safeguarding report for 2018/19.

The Committee considered the report and noted that:

- The College had introduced the CPOMS safeguarding system in Sept. 2018;
- 38 of the 44 secondary schools that sent students to the College used CPOMS and, when a student joined the College, the schools automatically transferred the CPOMS records electronically;
- The 2018/19 report highlighted safeguarding incidents which had been recorded within the CPOMS safeguarding system
- The College's safeguarding team and tutors had piloted the CPOMS system from Nov. 2018 to Jan. 2019, with the system going 'live' to all staff in Jan. 2019 and all staff receiving CPOMS training and access to the system.

Chris Herring confirmed that it, as a result of the introduction of the CPOMs system, it had not been possible to compare data for 2018/19 with the data for 2017/18 i.e. before the introduction of CPOMs, a member of staff would have reported an incident to the DSL and it would be at the DSL's discretion whether to log it but, under the new system, the member of staff logged the incident via CPOMS and everything was then triaged by the safeguarding team, which had resulted in a significant increase in the number of reported incidents. It was noted in response to members' questions that the new system was considered to be a more robust way of collecting incident concerns, as the responsibility did not sit with one person

It was agreed, in response to members' questions concerning Looked After Children (LAC), that Andy Dunne, who was the College's designated LAC co-ordinator could be invited to a future meeting of the Committee to present a report his work.

Action: Clerk/CH

The Committee reviewed and received the College's safeguarding report for 2018/19, agreeing that it would also be presented to the Corporation for information.

Action: Chair

6 Annual counselling report

It was noted that, under the Personnel Committee's terms of reference approved by the Corporation, the Committee was responsible for monitoring 'the level of support provided to students through the College's counselling service at a strategic level, receiving an annual report'; review of a report on counselling was therefore an annual standing agenda item for the Personnel Committee.

Chris Herring, Assistant Principal (Student Experience) and Designated Safeguarding Lead (DSL) presented the College's counselling report for 2018/19.

The Committee considered the report and noted that: 2 counsellors were employed by the College on a part time basis of 13 hours per week, term time only, which was an increase of one hour per week for each counsellor, which had allowed time for the counsellors to liaise with each other and with their line manager and the safeguarding officer but had also been useful as extra time to fit in clients when demand for the service had peaked; a new addition to the report was data on waiting times e.g. 76% of clients were seen within a month of referral, which was significantly shorter than the waiting times of local external agencies; in addition to normal counselling provision, counsellors had also been able to offer drop in sessions on Tuesdays, Wednesdays and Thursdays, which had enabled them to respond to clients who needed a single session to deal with an immediate crisis or worry.

Chris Herring reported in response to members' questions concerning how the College counselling service was related to the College's safeguarding work that: as DSL, he was the counsellors line manager; the counsellors maintained clients confidentiality but Chris Herring would discuss whether it would be possible for the safeguarding team to be informed when a student was receiving counselling.

The Committee reviewed and received the College's counselling report for 2018/19.

Staffing matters - Part I

7 Staff equality and diversity report: equal opportunities monitoring - recruitment 2019

It was noted that: under the Personnel Committee's terms of reference approved by the Corporation, the Committee was responsible for considering 'equality and diversity issues in relation to the College staff and advise the Corporation on its policies and equality schemes and monitor at a strategic level the operation of those policies and equality schemes'; review of the College's annual equal opportunities monitoring (recruitment) report was therefore an annual standing agenda item for the Personnel Committee.

The HR Manager presented the College's equal opportunities monitoring (recruitment) report 2019.

The Committee noted that for the calendar year, Jan. to Dec. 2019, 28 roles had been advertised by the College, resulting in 27 appointments (2018: 28 appointments), plus a number of invigilator roles, with a total of 436 equality monitoring forms submitted by applicants.

Members discussed the report with particular reference to the ethnicity of applicants, noting that: overall the racial diversity of applicants had been lower than in 2018 with 7.5% (8.9% in 2018) of applicants declaring an ethnicity other than White British; no non-White candidates were among the 27 candidates appointed in 2019; as noted when reviewing the College's staffing profile in Oct. 2019, 5% of the College's staff were recorded as Black, Asian & Minority Ethnic (BAME), which was significantly lower than the comparable figure for the student population which was closer to the percentage for the local population of 11% recorded in the 2011 census.

Members noted that: all externally advertised posts had been uploaded onto the College website; teaching posts had been advertised nationally in the TES; most support posts had been advertised via online jobsites; e-mail alerts had been sent to those who had registered an interest in a particular job category through the College website; adverts had been sent to the University of Hull careers team and put on the Wyke Jobs Facebook page. The HR Manager reported that sending adverts to groups such as the Humber All Nations Alliance (HANA) had not appeared to be particularly effective in increasing the diversity of applicants. It was noted that the use of paid websites which aimed to promote the diversity of applicants might be considered.

The HR Manager reported that future actions planned to help enhance current recruitment processes included members of the College's senior management team (SMT), and managers who had undertaken safer recruitment training, receiving unconscious bias training. In response to the question of the diversity of interviewing panels, the HR Manager reported that for the 7 years prior to Sept. 2018, panels had included a BAME member.

The Committee received the equal opportunities monitoring (recruitment) report 2019, noting that it would also be presented to the Corporation.

8 Annual review of Single Equality Scheme (SES)

The Committee noted that:

- Some of the Corporation's responsibilities derived from the general law e.g. its responsibility under the Equality Act 2010 to eliminate discrimination and harassment on the grounds of certain protected characteristics (namely sex (including pregnancy and maternity leave), marriage and civil partnership status, race, disability, sexual orientation, religion or belief, age and gender reassignment) and to promote equality';
- The College's Single Equality Scheme (SES), which was last approved by the Corporation in March 2015, set out the Corporation's commitment to ensuring equality and embracing diversity for staff and students;
- Under the Personnel Committee's terms of reference approved by the Corporation, the Committee's responsibilities included a duty to 'advise the Corporation on its policies and equality schemes and monitor at a strategic level the operation of those policies and equality schemes';
- Review of the SES was therefore an annual standing agenda item for the Personnel Committee;
- The HR Manager was proposing updating revisions to the SES for review by the Committee.

The Committee noted in discussion that: one of the updating revisions proposed was a change of title from 'Single Equality Scheme' to 'Equality and Diversity Policy'; the HR Manager had yet to take the proposed revisions to the College's trade unions but, should the Committee decide to recommend the updated policy to the Corporation for approval at its Feb. 2020 meeting, the HR Manager would notify the Corporation at the meeting of any further amendments proposed as a result of consultation with the trade unions in the interim.

The Committee agreed to recommend to the Corporation the approval of updating

revisions to the College's Single Equality Scheme (SES), including changing the document's title to 'Equality and Diversity Policy', subject to the HR Manager notifying the Corporation meeting of any further amendments proposed as a result of consultation with the College's trade unions in the interim.

Action: Chair/HR Manager

9 Annual review of SES action plan

It was noted that receipt and review by the Corporation's Personnel Committee of the College's Single Equality Scheme (SES) action plan was one way in which the Corporation fulfilled its oversight of the College's arrangements for eliminating discrimination and promoting equality.

The Committee received the SES updated action plan 2018-2021, noting that the first section of plan listed the College's overarching equality aims and the second section provided details of past actions and achievements requiring ongoing monitoring, with progress against actions being RAG (Red-Amber-Green) rated.

Members noted that the College included one overarching equality aim relating to students and one to staff in the annual SES update e.g. in the version of the plan being considered these were:

- Put strategies in place to help students to close gender gaps in those subjects where one gender performs significantly better than the other;
- Promote openness amongst staff about mental health problems and ensure there is support available where needed.

It was noted in response to members' questions that: should a staff member be concerned about a colleague's mental health they could report their concerns to the HR Manager who would discuss how to approach the staff member with their line manager and/or occupational health could be involved, as appropriate; the College's staff page included various mental health resources; the College employed a counselling service available to staff and students; mental health training was being provided for managers.

The Committee also noted, with reference to student mental health that, the action plan recorded that actions taken during the current year included access to the online mental health support service The Big White Wall, changes to the way the counselling service was structured to maximise the number of students that could access it, making the safeguarding team more visible and accessible, and training the whole tutor team in mental health.

The Committee noted with reference to the shorter term target of ensuring that Corporation's gender balance was no worse than the sector average of 40% female representation that, as a result of retirements from the Corporation during autumn 2019, female representation was currently 32%, which would be considered by the Corporation's Search & Governance Committee.

The Committee reviewed the College's Single Equality Scheme (SES) action plan 2018-2021 and agreed to present it to the Corporation for information, noting that, if the Feb. 2020 meeting of the Corporation agreed that the SES should be renamed the Equality and Diversity Policy, the action plan title would also need to be renamed.

Action: Chair/HR Manager

(The Chair thanked Jo Clemas for attending the meeting. Jo Clemas left the meeting).

Employment law update

10 Employment law update

It was noted that the Committee received an update from the HR Manager at each meeting to ensure that members were aware of developments in employment law which were relevant to its remit.

The Committee considered the Sixth Form Colleges Association (SFCA) HR/Employment Law Update (Autumn Term 2019), noting the following issues highlighted by the HR Manager:

- In the case of *Ali v Capita Customer Management Ltd* and *Hextall v Chief Constable of Leicestershire Police* (CA May 2019), the Court of Appeal had held that there was no direct or indirect sex discrimination and no equal pay claim when men on shared parental leave did not receive the same enhancement of pay as women on maternity leave;
- In *Phoenix House Limited v Stockman* (EAT July 2019), the employment appeal tribunal held that there were circumstances when it would be acceptable for an employee to covertly record a meeting without that behaviour constituting misconduct e.g. if the recording was not undertaken to entrap or gain a dishonest advantage but done to keep a record, protect the employee from any risk of being misrepresented or to enable the employee to obtain advice from a union or elsewhere;
- Taking into account the above judgement, the SFCA was recommending that colleges holding formal meetings might want to ask at the outset whether the employee was recording the meeting;
- Following a consultation, the Government had committed to ensuring that redundancy protection applied from the point an employee notified the employer of pregnancy, whether orally or in writing, extending the redundancy protection period for six months once a new mother had returned to work and following a return to work from adoption leave and extending redundancy protection into a period of return to work following shared parental leave (SPL);
- In *WM Morrison Supermarkets Plc v various claimants* (CA October 2018), the High Court and Court of Appeal held that Morrison was vicariously liable for the misuse by a staff member of employees' private information because there was a sufficiently close connection between the staff member's employment and their wrongful conduct.
- Permission had been given in the above case for Morrison's to appeal to the Supreme Court;
- With reference to the Morrison case, it was noted that employers who were able to demonstrate that they had taken reasonable steps to communicate standards to staff (e.g. through policies) and to train staff to achieve such standards were unlikely to be held responsible for an individual employee's actions.

The Committee received, for information, an employment law update from the Sixth Form Colleges Association (SFCA).

Policies & procedures - Part I

11 Policies and procedures review schedule

The Clerk presented the updated review schedule for personnel and cross-College policies and procedures which were either approved by the Personnel Committee, under delegated authority from the Corporation, or by the Corporation.

Members noted changes made to the schedule since the Committee had reviewed it in Oct. 2019, noting in particular the following changes which had been highlighted in the schedule:

- Policies/procedures reviewed/approved by the Personnel Committee in Oct. 2019 and/or corrections to the list reviewed in Oct. 2019;
- Policies/procedures due for review in 2020;
- Policies/procedures due for review at the current meeting e.g. the Single Equality Scheme and the LGPS scheme.

It was noted that the following documents had been attached to the above schedule for information: Annex B (Corporation approved or delegated policies and procedures i.e. non-HR policies/procedures); Annex C (College approved policies).

The Committee received, for information, the updated policies and procedures review schedule.

12 College Statement of Policy on the Local Government Pension Scheme

The Committee noted that:

- The College's support staff were eligible to join the Local Government Pension Scheme i.e. the East Riding Pension Fund (ERPF);

- Under section 60 of The Local Government Pension Scheme Regulations 2013, (<http://www.legislation.gov.uk/ukxi/2013/2356/regulation/60/made>) the employer (i.e. the Corporation) must prepare a written statement of its policy concerning the exercise of discretionary functions under the LGPS;
- Under the Personnel Committee's standing agenda item list, an annual review of the Statement of Policy on the Local Government Pension Scheme ratified by the Corporation in July 2014 was an annual standing agenda item for the Committee, with any revisions considered necessary being recommended to the Corporation for approval;
- No amendments to the policy statement were being proposed by the HR Manager.

The Committee reviewed the College's Statement of Policy on the Local Government Pension Scheme, agreeing that no revisions were required.

(The Chair thanked Leanne Stone for attending the meeting. Leanne Stone left the meeting).

Documents/links from outside bodies

13 Documents/links from the DfE, ESFA, SFCA & other outside bodies

The Committee received the Sixth Form College Association (SFCA) teaching pay award update (Jan. 2020), together with the SFCA employment law update for Dec. 2019 which had been considered at agenda item 10 above and included a report on teaching & support staff negotiations. The Principal reported that the National Joint Council (NJC) negotiations on the support staff and teachers' pay awards for 2019/20 were ongoing, with the possibility of a 2 year deal being considered for support staff.

The Committee received SFCA updates for Dec. 2019 and Jan. 2020 on national negotiations on the 2019/20 staff pay awards.

Staffing matters - Part II

14 Staffing update

The Committee noted that a staffing update was a standing agenda item for each scheduled meeting of the Committee. The HR Manager, Jenny Anderson, presented the report for Jan. 2020 on staff joining and leaving the College, maternity/adoption leave, sickness absence, and employee relations.

The Committee received the staffing update for Jan. 2020.

15 Annual review of complaints relating to staff matters

The Committee noted that: receipt and review by the Corporation's Personnel Committee of an annual review of complaints relating to staff matters was one way in which the Corporation fulfilled its responsibility for oversight of the College's activities under the Article 3 of the Articles of Government; the full College complaints report was considered annually by the Corporation's Curriculum & Quality Committee.

The Principal reported that: a complaints procedure had been introduced during the previous year; logs were kept of all complaints; the 2018/19 extract being presented to the Committee showed the date of the complaint, who had complained (e.g. parent, student); the course or issue complained about; any change of practice arising from the complaint; there had been no complaints concerning staff in 2019/20 year to date which would appear in the table.

The Committee received and reviewed the annual review of complaints relating to staff matters for 2018/19.

16 Staff Development Schedule

It was noted that: under its standing agenda item list, the Personnel Committee received a report in staff development activities during the previous year; the Committee had received a report on staff development activities in 2018/19 at its Oct. 2019 meeting and it had been agreed that a report on the 2019/20 staff development schedule should be presented to the

Committee's Feb. 2020 meeting.

The HR Manager reported that: the College provided staff development opportunities for all staff termly; while a schedule of staff development opportunities was compiled at the of the academic year, it was discussed and refined before each termly staff development day; in addition, in 2019/20, the colleges of the Venn Partnership Ltd which had also held a joint staff development day.

The Committee reviewed and received, for information, the Jan. 2020 staff development day schedule for teaching and support staff.

Policies & procedures - Part II

17 AoC guidance on senior post-holder severance payments

The Committee noted that:

- The Sept. 2019 Corporation meeting had resolved to adopt the Association of Colleges (AoC) *The Colleges' Senior Post-holder Remuneration Code* (Dec. 2018) (the *Code*), which was available at: <https://www.aoc.co.uk/funding-and-corporate-services/governance/governance-resources/colleges-senior-post-holder>
- The Dec. 2019 meeting of the Remuneration Committee had considered the guidance on senior post-holder severance payments at Appendix A to the *Code*, agreeing that it should be considered as guidance for use by the Remuneration Committee and the Corporation when considering any senior post-holder severance payments, subject to review of the guidance and its formal recommendation to the Corporation by the Personnel Committee.

The Committee reviewed the guidance on senior post-holder severance payments at Appendix A to The Colleges' Senior Post-holder Remuneration Code (Dec. 2018) and agreed to recommend it to the Corporation for approval.

Action: Chair

18 Review of College student appeals policies with reference to Corporation's procedures

It was noted that the above review would take place at the Committee's June 2020 meeting (see also agenda item 4.14 above).

Annex A & Annex B

19 It was noted that agenda items 3-4 (minutes & action table), 13 (documents), and 16 (staff development schedule) had been considered earlier on the agenda.

Final matters

20 Any other business

There was no other business not already on the agenda.

21 Risk management – risks identified at the meeting

No new items of risk had been identified at the meeting.

22 Date of next meeting

It was noted that the Committee was next scheduled to meet on Tues.16 June 2020 at 4.30pm.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation

**PERSONNEL COMMITTEE
MINUTES OF A SPECIAL MEETING HELD ON
WEDNESDAY 6 MAY 2020 BY VIDEO CONFERENCING**

Present: Phil Taylor (Chair), Steve Sellers (Committee member), John Wilson (temporary Committee member)
In attendance: Jenny Anderson (HR Manager)

Items to note

1 **Apologies for absence**

Apologies for absence were received from Committee member Ruth Dönmez (Committee member) and from Paul Britton (Principal & Committee member).

2 **Declaration of interests**

There were no declarations of interests.

3 **Minutes of the previous meeting**

The Committee noted that as the current meeting was a Special meeting, the minutes of the previous meeting were not due to be considered.

Items for information

3 **Staffing update**

The Committee noted that a staffing update was a standing agenda item for each scheduled meeting of the Committee. The HR Manager, Jenny Anderson, presented the report for Apr. 2020 on staff joining and leaving the College, maternity/adoption leave, sickness absence, and employee relations.

It was noted in response to members' questions that: the College now had 4 premises assistants; premises assistant duties included first aid, opening and locking up the building, manual handling, and maintenance work; most staff were working from home as a result of the national Covid-19 lockdown; the HR Manager was not aware of any staff having tested positive for Covid-19.

The Committee received the staffing update for Apr. 2020.

4 **Pay award update: support staff award progress report**

The HR Manager presented the National Joint Council (NJC) circular which advised that Unison was consulting with members on a two year pay offer for support staff in sixth form colleges which also included the introduction of a revised NJC support staff pay spine. The Committee noted that the NCJ circular had also been considered by the Corporation's Finance & General Purposes (F&GP) at its meeting on 30 April 2020, with the Director of Finance reporting that the cost of the proposed support staff award would be within the provision made within the 2019/20 budget. It was noted that, to date, the teaching side had not accepted the proposed 2019/20 pay offer.

The Committee received a progress report on the 2019/20 staff pay award.

5 **Documents from outside bodies**

It was noted that there were no documents or links from outside bodies to consider

under this heading.

6 Updated schedule of policies & procedures

The Clerk presented the updated review schedule for personnel and cross-College policies and procedures which were either approved by the Personnel Committee, under delegated authority from the Corporation, or by the Corporation. It was noted that the normal review cycle for HR policies and procedures is following legislative change or every 5 years, if that is sooner.

Members noted changes made to the schedule since the Committee had last reviewed it in Feb. 2020, noting in particular the following changes which had been highlighted in the schedule:

- Policies/procedures reviewed by the Personnel Committee and approved by the Corporation in Feb. 2020 and additions/corrections made to the table since Feb. 2020;
- Policies/procedures due for review in 2020;
- Policies/procedures due for review at the current meeting.

It was noted that the following documents had been attached to the above schedule for information: Annex B (Corporation approved or delegated policies and procedures i.e. non-HR policies/procedures); Annex C (College approved policies).

The Committee received, for information, the updated policies and procedures review schedule.

Items for approval

Revised policies: agenda items 7-11

It was noted that under the Articles of Government, the Corporation was responsible for setting a framework for the pay and conditions of service applying to staff (Article 3(1)(f)) but this was, however, a delegable responsibility and the Corporation had delegated approval of HR policies and procedures to the Personnel Committee.

The HR Manager reported that she had consulted with the College's trade union representatives on the attached revised policies, which were being presented to the Committee for consideration on approval.

Members noted that the cover sheet of each of the revised policies stated the reason for the proposed revisions i.e.

- **Engagement of Volunteers Policy:** Minor changes to job and policy titles and the addition of further information on pre-employment checks and reference to Recruitment and Selection Policy added as suggested by audit
- **Leave Policy:** Addition of parental bereavement leave in line with new legislation, further details on the process for requesting compassionate leave, minor amendments regarding parental leave
- **Sickness Absence Policy:** Minor amendments to job titles, form names and processes, minor changes to return to work processes, including references to Trade Unions, clarification about attendance hearings and potential outcomes, amended information about medical suspension.
- **Recruitment of Ex Offenders Policy:** Minor clarifications of wording and a reference added to the Disclosure & Barring Service (DBS) Privacy Policy disclosure
- **Recruitment & Selection Policy & Procedure** - minor updating changes, including details of the policy's review date and details of the circumstances in which an appointee may commence their employment prior to receipt of all pre-employment checks by the College, as suggested by the College's internal auditors.

7 Revised Engagement of Volunteers Policy

The Committee reviewed and agreed the College's revised Engagement of Volunteers

Policy, with the following amendment: removal of the phrase 'or indications' from the policy.

Action: JEA

8 Revised Leave Policy

The Committee reviewed and agreed the College's revised Leave Policy.

Action: JEA

9 Revised Sickness Absence Policy

The Committee reviewed and agreed the College's revised Sickness Absence Policy.

Action: JEA

10 Revised Recruitment of Ex Offenders Policy

The Committee reviewed and agreed the College's revised Recruitment of Ex Offenders Policy.

Action: JEA

11 Revised Recruitment & Selection Policy & Procedure

The Committee reviewed and agreed the College's revised Recruitment & Selection Policy & Procedure.

Action: JEA

Final matters

12 Any other business

(i) Impact of Covid-19 lockdown on staffing matters

It was noted in response to members' questions concerning staff pay that all staff remained on full pay and none had been furloughed. Members discussed the likelihood of schools and colleges re-opening before Sept. 2020.

13 Risk management – new items of risk identified at the meeting

The Committee considered whether there had been any new items of risk identified at the meeting, noting in response to members' questions concerning the need for staff risk assessments in the context of the future re-opening of the College that the HR Manager had contacted staff asking for information on whether they or a partner were on the Government's shielding list and was considering the need for a risk assessment to be carried out for first aiders.

For decision

14 Date of next scheduled meeting

It was noted that the Committee was next scheduled to meet on Tues. 16 June 2020 at 4.30pm by video-conferencing.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation



**PERSONNEL COMMITTEE
MINUTES OF THE MEETING HELD ON 29 JUNE 2020
BY VIDEO CONFERENCING**

Present: Phil Taylor (Chair), Paul Britton (Principal & Committee member), Steve Sellers (Committee member), John Wilson (temporary Committee member)
In attendance: Jenny Anderson (HR Manager),
Clerk: Fiona Bagchi

Items to note

1 Apologies for absence

Apologies for absence were received from Committee member Ruth Dönmez.

2 Declaration of interests

There were no declarations of interests.

PART I: Items for approval

3 Minutes of the Feb. & May 2020 meetings

The minutes of the meetings held on 4 Feb. & 6 May 2020 were approved.

4 Matters arising and action table

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

1 The HR Manager confirmed that a report on staff absences in percentage terms would be made to the Committee during autumn term 2020 (4) (May 2020 minutes).

2 All Corporation members had now accessed their Corporation e-mail addresses (4) (May 2020 minutes).

3 Some newer Corporation members had online training to complete and the next cycle of refresher online training would begin for longer-serving members (4) (May 2020 minutes).

Action: Clerk

4 How policies/procedures were made available to staff to access remotely had been reviewed as part of the general policies review to be considered later on the agenda (4) (May 2020 minutes).

5 The Leave Policy had been revised and approved at the Committee's May 2020 meeting (4) (May 2020 minutes).

6 Comparative Committee performance indicators would be presented to the Committee's autumn term meeting (4) (May 2020 minutes).

Action: Clerk

- 7 It had been agreed that, from 2020/21, there should be an annual review of how relevant College and Committee approved policies were aligned at the annual review of appeals committee procedures i.e. during the summer term (4) (May 2020 minutes).
Action: Clerk
- 8 It had been agreed that a new College policy/procedure cover sheet, showing responsibility and approval levels and date, should apply to all policies/procedures where approval fell within the remit of the Corporation and its committees. This had been completed with reference to the policies approved by the Committee in May 2020. The future use of the cover sheet and the format of College policies would be considered at agenda item 11 (policy review) (4) (May 2020 minutes).
- 9 It had been agreed that Andy Dunne should be invited to present a report on looked after children (LAC) to the Committee (5) (May 2020 minutes).
Action: Clerk
- 10 The 2018/19 safeguarding report had been presented to the Corporation, as agreed (5) (May 2020 minutes).
- 11 The Feb. 2020 meeting of the Corporation had approved the College's revised Single Equality Scheme (SES), including change of title. The College's trade unions had been consulted on the revisions before the meeting, with no amendments suggested (7) (May 2020 minutes).
- 12 The Feb. 2020 meeting of the Corporation had agreed that the SES should be renamed the Equality and Diversity Policy, with the action plan title also to be changed accordingly (7) (May 2020 minutes).
- 13 The Feb. 2020 meeting of the Corporation had approved the guidance on senior post-holder severance payments at Appendix A to The Colleges' Senior Post-holder Remuneration Code (Dec. 2018), which had now been included as an annex to the Corporation's senior post-holder remuneration policy (17) (May 2020 minutes).
- 14 The revised Engagement of Volunteers Policy had been amended, as agreed (June meeting: item 7) (June 2020 minutes).
- 15 The Committee had approved the following revised policies/procedures: Engagement of Volunteers Policy, Leave Policy, Sickness Absence Policy, Recruitment of Ex Offenders Policy, Recruitment & Selection Policy & Procedure. The approved revised policies had been notified to and made available to staff (7-11) (June 2020 minutes).

PART II: Items for information

5 Staffing update

The Committee noted that a staffing update was a standing agenda item for each scheduled meeting of the Committee. The HR Manager, Jenny Anderson, presented the report for Jan. 2020 on staff joining and leaving the College, maternity/adoption leave, sickness absence, and employee relations.

It was noted in response to members' questions that: no staff had tested positive for Covid-19 to date [*confidential minute*]; the pandemic did not appear to have affected numbers applying for teaching posts.

The Committee received the staffing update for June 2020.

- 6 Employment law update: CIPD Coronavirus (COVID-19) advice for UK employers**
The HR Manager presented, for information, a Chartered Institute of Personnel Development (CIPD) employment law fact sheet *Coronavirus (COVID-19) advice for UK employers*, which had been issued in May 2020, noting that the sections on the Government's furlough scheme did not apply to the College, which had no staff on furlough.

The Committee received an employment law update.

- 7 College guidance for staff: Staff Coronavirus information & guidance & re-induction on site**
The HR Manager presented, for information, guidance issued to staff concerning returning to College i.e. *Staff Coronavirus information & and guidance & re-induction on site*. Members noted that a previous draft of the document had also been presented to and considered by the Corporation's Covid-19 Governance & Leadership Group.

It was noted in response to members' questions, with reference to the return of some staff for the final part of the summer term, that: the guidance instructed staff who were extremely clinically vulnerable (shielding) or living with someone who was shielding to continue to work from home and discouraged those who were clinically vulnerable from coming onsite, although they could do so if they wished and were able to adhere to strict social distancing and hygiene practices; the Government's shielding scheme was due to end on 1 Aug. 2020; the reaction of staff who had returned to the site was positive; staff and students could only currently come into College by invitation.

The Committee received, for information, guidance issued to staff concerning returning to College i.e. the College's Staff Coronavirus information & and guidance & re-induction on site document.

- 8 Pay award 2020/21: verbal update**
The Principal reported that an increase in support staff pay rates of 2.5% from 1 Jan. 2021 had been agreed as the second year of the 2-year support staff pay national agreement but that there was as yet no national agreement on a teaching staff pay award for 2020/21.

The Committee received a verbal update on the 2020/21 staff pay award.

- 9 HR sections of website: mandatory/non-mandatory items checklist**
The Clerk reported that: during summer term 2018, the Personnel Committee had reviewed the development of a checklist of items where there was a mandatory requirement for information/documents to be published/placed on the College website (e.g. a Department for Education (DfE), an Education & Skills Funding Agency (ESFA), or other legal requirement); the Committee had considered the checklist with particular reference to HR items; the checklist had later been further developed to include all items included in the DfE guidance *What academies, free schools and colleges should publish online* (Oct.2016, updated May & Oct. 2018).

The Clerk also reported that a separate table showing items which the DfE recommends/ encourages colleges to publish online had also been developed and showed that: the College had implemented the recommendation that colleges should publish their complaints policy online; the College had not implemented the recommendation that colleges should publish their whistleblowing policy online i.e. the June 2019 meeting of the Personnel Committee had agreed the policy should not be published online as whistleblowing or public interest disclosure policies derive from the Public Interest Disclosure Act 1998 which provides protection for employees who are whistleblowers from detrimental treatment by their employer. i.e. a whistleblowing policy was a staff policy; as with other employment policies and procedures, the whistleblowing policy was made available online to staff through the College's intranet; non-staff wishing to raise an issue would use the College's Complaints & Comments Policy, which was already available on the College website.

The Committee noted that the College was fully compliant with the HR sections of the

checklist of items which it was mandatory to place on the College website in 2019/20.

10 Documents from outside bodies

It was noted that there were no documents/links to be considered under this heading.

11 Progress report on policy review undertaken by consultant

The Committee noted that the Principal had commissioned a consultant to review College and Corporation (including Corporation committee) approved policies during summer term 2020, considering the resulting report together with an initial draft action plan formulated by the Principal's PA. The Committee considered the report, the proposed standard policy template, the new policy flowchart and the sample policy register.

Members noted that:

- Recommendations in the report included improving consistency through use of a standardised policy template (including standardised equality impact assessment), listing policy responsibility according to staff roles rather than staff names, introducing a common naming policy for documents, putting in place a test to be passed before a new policy was produced, including a trigger for policy reviews after significant events (e.g. after policy use) in addition to periodic reviews, publication of all policies in PDF format in the same place for internal use, considering whether to create separate documents for policy and operational guidance, introducing an integrated policy register;
- Specific recommendations included making the student admissions policy a Corporation policy, which was currently a requirement for schools and academies although not for statutory corporations.

It was noted in response to members' questions that: the Clerk considered that the senior post-holder HR policies and procedures should remain separate from the relevant policies and procedures for other staff; policies were currently made available through the College intranet. Members queried whether the policy on student pregnancy should form part of the College's safeguarding policy.

The Committee received a report on the policy review, noting that recommendations would be taken forward in 2020/21, including, where appropriate, policy review and approval by the Personnel Committee and/or recommendation to the Corporation.

Action: Clerk/HR Manager/Principal

12 Updated schedule of policies & procedures

The Clerk presented the updated review schedule for personnel and cross-College policies and procedures which were either approved by the Personnel Committee, under delegated authority from the Corporation, or by the Corporation. It was noted that the normal review cycle for HR policies and procedures was following legislative change or every 5 years, if that was sooner.

Members noted changes made to the schedule since the Committee had last reviewed it in May 2020, noting in particular the following changes which had been highlighted in the schedule:

- Policies/procedures reviewed/approved by the Personnel Committee in May 2020;
- Policies/procedures due for review in 2020.

It was noted that the following document had been attached to the above schedule for information: Annex B (Corporation approved or delegated policies and procedures i.e. non-HR policies/procedures).

The Committee received, for information, the updated policies and procedures review schedule.

PART III: Items for review &/or recommendation

- 13 Periodic review: senior post-holder capability, disciplinary, grievance procedures**
It was noted that: the senior post-holder capability, disciplinary and grievance procedures, which were subject to approval by the Corporation, had last been reviewed by the Personnel Committee in March 2015, with revisions approved by the Corporation at its July 2020 meeting; the Clerk was recommending no revisions to the attached senior post-holder procedures.
- The Committee completed its 5-yearly review of the senior post-holder capability, disciplinary, grievance procedures, agreeing that no revisions were required.*
- 14 Annual review: Appeals Committee terms of reference**
It was noted that: the Committee reviewed annually Corporation's Appeals Committee terms of reference, making recommendations on any revisions to Corporation; the Clerk was recommending no change to the Corporation's Appeals Committee terms of reference.
- Members noted in particular that, as the review of College student appeals policies with reference to Corporation's procedures had been deferred to the Personnel Committee's autumn term 2020 meeting in order to allow the review to be undertaken as part of the College's wider policies review work, the Clerk was recommending that the reference to student appeals should be retained in the Appeals Committee terms of reference pending further review during autumn term 2020.
- The Committee completed its annual review of the Appeals Committee terms of reference, agreeing that no revisions were required.*
- 15 Annual review: senior post-holders Appeals Committee procedure**
It was noted that: the Committee reviewed appeals procedures for senior post-holders annually. making recommendations on revisions to the Corporation; the procedures were attached as Annexes B and C to Corporations' Disciplinary Procedure for Senior Post-holders; any appeal against suspension or against formal disciplinary action short of dismissal was made to the Corporation's Appeals Committee; any appeal against dismissal was made to the Corporation; the Clerk was recommending no revisions to the senior post-holder appeals procedures, which had last been revised and approved by the Corporation in July 2015 and last reviewed by the Personnel Committee at its June 2019 meeting
- The Committee completed its annual review of the senior post-holder Appeals Committee procedure or the procedure for senior post-holder appeals to Corporation, agreeing that no revisions were required.*
- 16 Annual review: Corporation's staff Appeals Committee terms of reference**
It was noted that: the Committee reviewed Corporation's Appeals Committee procedures for staff (other than senior post-holders) annually and, since February 2012, could approve any revisions under delegated power from the Corporation; the current Appeals Committee procedures for staff (other than senior post-holders) had last been revised and approved by the Personnel Committee in June 2015 and had last been reviewed by the Personnel Committee in June 2019; the Clerk was recommending no changes to the above procedures.
- Members noted that, when completing its annual review of the staff Appeals Committee procedures, the Personnel Committee would normally also review student Appeals Committee procedures but that, in 2020, the review of College student appeals policies with reference to Corporation's procedures had been deferred to autumn term 2020 in order to allow the review to be undertaken as part of the College's wider policies review work.
- The Committee completed its annual review of the Appeals Committee procedures for staff other than senior post-holders, agreeing that no revisions were required.*

Items for review &/or approval

16 Annual review: Committee standing agenda item list

The Committee completed its annual review of its standing agenda list, agreeing the minor updating changes recommended by the Clerk.

Action: Clerk

17 Annual review: Corporation Admissions Appeals Complaints Committee Procedure

The Committee reviewed the Corporation Admissions Appeals Complaints Committee Procedure, noting that the Clerk was recommending that no change was required as a result of the annual review of this procedure. The Committee noted, in this context, the recommendation at agenda item 11 above that the College's admissions policy should in future be a Corporation approved policy, noting that, should this recommendation be adopted, it could have implications for the Corporation Admissions Appeals Complaints Committee Procedure.

Action: Clerk

The Committee completed its annual review of the Corporation Admissions Appeals Complaints Committee Procedure, agreeing that no revisions were required.

Deferred items

18 Deferred to autumn 2020: review of College student appeals policies with reference to Corporation's procedures (*to be undertaken as part of policies review work*); review confidential minutes for 2019/20 (*to undertaken at year end*).

Action: Clerk

Final matters

19 Any other business

There was no other business.

20 Risk management – new items of risk identified at the meeting

No new items of risk had been identified at the meeting.

21 Date of next year's meeting

Dates of next year's meetings would be e-mailed to Committee members.

Action: Clerk

Fiona Bagchi
Clerk to the Corporation



**PERSONNEL COMMITTEE
MINUTES OF THE MEETING HELD ON 20 OCTOBER 2020 BY TELECONFERENCING**

Present: Phil Taylor (Chair), Paul Britton (Principal & Committee member), Steve Sellers (Committee member)
In attendance: Jenny Anderson (Human Resources (HR) Manager), Chris Herring (Vice-Principal, Pastoral), Tony Douglass (Corporation member as an observer)
Clerk: Fiona Bagchi

Items to note

1 Apologies for absence

There were no apologies for absence.

2 Declaration of interests

There were no declarations of interests.

PART I: Items for decision

3 Election of Chair & Vice-Chair

Phil Taylor was elected as Chair of the Personnel Committee for 2020/21: proposed Steve Sellers, seconded Paul Britton.

Steve Sellers was elected as Vice-Chair of the Personnel Committee for 2020/21: proposed Phil Taylor, seconded Paul Britton.

PART II: Items for decision &/or approval

- 4** Minutes of the June 2020 meeting
- 5** Matters arising from the above minutes and action table
- 6** Review of confidential minutes 2019/20
- 7** Review of committee annual performance indicators & checklist

It was agreed that agenda items 1 - 4 should be considered later on the agenda.

PART II: Items for review &/or recommendation

8 Annual review of safeguarding children and vulnerable adults policies and procedures

It was noted that, under the Personnel Committee's terms of reference approved by the Corporation, the Committee was responsible for reviewing 'policies and procedures relating to the safeguarding of children and vulnerable adults annually'.

Chris Herring (Vice-Principal, Pastoral and Designated Safeguarding Lead (DSL) presented the annual review of safeguarding children and vulnerable adults policies.

(a) Safeguarding & Child Protection Policy

It was noted that the following documents had been sent out with the Information Pack accompanying the agenda for the meeting: a copy of the safeguarding information on the College website; the College's *Safeguarding & Child Protection Policy* (Sept. 2020), which was also available on the website at: <https://wyke.ac.uk/policies/safeguarding/>

Members noted that the meeting of the Corporation held on 1 Oct. 2020 had agreed that:

- The College's *Safeguarding & Child Protection Policy* should be divided into 2 Parts, with the Corporation responsible for approving sections 1-3 (i.e. Part 1 (Policy)), which

contain overarching principles, with the caveat that the detailed staff and corporation member list at section 2.1 (Wyke Safeguarding Team) might be updated by the College's senior leadership team (SLT) to reflect changes in personnel as required without requiring specific Corporation approval;

- The Corporation had delegated approval of the rest of the document (i.e. Part 2 (Detailed Definitions & Procedures) to the College's SLT i.e. the sections of the policy which are likely to need to be revised more frequently.

The Committee received the above report and noted, for information, the College's Safeguarding & Child Protection Policy (Sept. 2020).

(b) Safeguarding Vulnerable Adults Policy & Procedure

It was noted that: the Corporation had not delegated approval of the College's *Safeguarding Vulnerable Adults Policy & Procedure*, which had last been approved by the Corporation in Feb. 2014: updated Hull and East Riding referral forms, together with minor updating changes to the policy to reflect this, had been added as appendices following review by the Personnel Committee in Nov. 2018.

Chris Herring, as DSL, reported that the College had updated the *Safeguarding Vulnerable Adults Policy & Procedure* which was being presented to the Personnel Committee for consideration on recommendation to the Corporation.

The Committee considered the College's revised and updated Safeguarding Vulnerable Adults Policy & Procedure and agreed to recommend it to the Corporation for approval.

Action: Chair

PART II: Items for information (enc.)

9 Annual safeguarding report (including Prevent & wellbeing team reports)

It was noted that, under the Personnel Committee's terms of reference approved by the Corporation, the Committee was responsible for reviewing 'reports on issues relating to the safeguarding of children and vulnerable adults'.

Chris Herring (Vice-Principal, Pastoral and Designated Safeguarding Lead (DSL) presented the College's 2019/20 safeguarding report, highlighting the new format of the annual report, which was more data driven. It was noted that a safeguarding and well-being reports were now produced monthly and made available to the College's SLT and the College Leadership Team (CLT), with the reports for Sept. 2020 attached to the annual safeguarding report being presented to the Committee.

The Committee considered the data dashboard at page 2 of the report, noting that:

- The College continued to use the CPOMS data management system to record safeguarding incidents;
- Since Jan. 2019, safeguarding incidents reported had been risk assessed into High, Medium and Low risk categories, although reporting had been disrupted from spring 2020 due to the need to support students during the Covid-19 pandemic;
- Cases classified as High risk were reviewed as part of the monthly reporting process;
- There had been an increase in the number of incidents reported compared to the previous year, with the number of students referred remaining similar despite an increase in the student population;
- Emotional issues were the most common reason for a safeguarding referral;
- Female students were referred at a higher rate than males and Year 1 students at a higher rate than Year 2.

Use of the College's risk category systems was discussed. In response to members' questions, it was noted that, where a safeguarding incident had arisen at a student's school prior to enrolling at the College, this information could be transferred to the College by the school (e.g. where the school and college both used the CPOMS system) or it might be recorded at enrolment.

With reference to the Prevent duty and Channel referrals, members noted that the information

provided in the report demonstrated that this remained a low risk area for the College. The Committee noted, in this context, the process for referrals, including the possibility of notification of previous referrals by schools, where appropriate. Members noted external partnerships with reference to safeguarding, the Prevent duty and Channel.

Members considered the outcomes and recommendations arising from two audits which had been completed in 2020 noting that:

- A review of safeguarding had been undertaken by the College's internal auditors, AuditOne, and the report arising from the review, which recorded an overall grade of Good assurance, had also been considered by the Corporation's Audit Committee;
- Good assurance had also been identified as a result of use by the College of a Hull City Council audit tool designed to allow educational institutions to self-assess how they were meeting the requirement to safeguard children as outlined in the Department for Education (DfE) guidance *Keeping Children Safe in Education* and the Education Act 2002.

Members considered, with reference to the report arising from Hull City Council self-assessment audit tool, the College's arrangements for children who were looked. The number of students in receipt of vulnerable bursaries over the 3 year period 2017/18 to 2019/20 on page 2 of the report was also noted.

The Committee considered the report on staff training in safeguarding, noting that:

- Staff compliance with safeguarding training was high, noting actions being taken to ensure that all staff confirmed electronically that they had read relevant policies;
- The provision of future staff briefings on relevant topics (e.g. on radical groups, criminal exploitation, county lines etc) was being considered, as noted in the actions section of the Hull City Council audit tool report;
- The report recorded training undertaken by the safeguarding team and the Safeguarding and Well-being Lead.

Chris Herring reported on the establishment of the College's wellbeing service, reporting that:

- The counselling service had always been an integral part of the Wyke student support structure and continued to offer a professional counselling service to both staff and students;
- Taking into account the counselling service waiting list and data showing that the majority of CPOMs records had been assessed as low risk as they related to emotional well-being, the College had appointed an emotional wellbeing officer who now worked alongside the College Counsellor and the Safeguarding and Well-being Lead as part of College's new wellbeing team;
- The College Counsellor continued to work with higher risk students;
- Digital resources were also made available to students e.g. Togetherall (formerly Big White Wall), Kooth and the Wyke wellbeing blogspot;
- There was a student support wall outside the tutor office and opposite the main office and business cards and wellbeing leaflets had also been created and were available across the College in all classrooms and work rooms.

Chris Herring reported on the College's response to safeguarding during the Covid-19 pandemic, including the national lockdown which began in March 2020, reporting that:

- This had proved challenging for the safeguarding team and the College's more vulnerable students;
- Although 'normal service' had been disrupted, the safeguarding team had ensured that students stayed safe and well supported;
- Relevant safeguarding addenda were added to the College's *Safeguarding & Child Protection Policy*;
- Staff were briefed and students were communicated with regularly;
- All students that were monitored as high risk were contacted at least twice weekly by the College's Safeguarding and Well-being Lead and other vulnerable students were contacted at least weekly by the Additional Learning Support (ALS) or tutorial teams;
- Vulnerable students were a priority when the College reopened in June 2020;
- There had been no major incidents during lockdown.

It was noted in response to members' questions that: with reference to 3-year trend data from the CPOMS systems, a different data collection system had been in place in 2017/18; the COMPS data management was working well but the College was continuing to learn how to use it to best advantage; the emotional wellbeing officer had a social work background.

The Committee considered the College's annual safeguarding report 2019/20 and agreed that it should be presented to the Corporation.

Action: Chair

(Chris Herring left the meeting).

PART II: Items for decision &/or approval

4 Minutes of the June 2020 meeting

The minutes of the June 2020 Personnel Committee meeting were confirmed.

5 Matters arising from the above minutes and action table

(Matters Arising, below, are numbered according to their position in the action points table appended to the end of the previous minutes. The reference to the item where the action can be found in the previous minutes is given in brackets at the end of the action).

- 1 The staff absence report was on the agenda and included percentages (4).
- 2 The Clerk gave a progress report on online training for newer members and of refresher training for longer-serving members, noting that they had been informed of the need to complete the training. A further progress report would be given at the Committee's spring term meeting (4).
Action: Clerk
- 3 Comparative Committee performance indicators were on the agenda (4).
- 4 With reference to the annual review of how relevant College and Committee approved policies were aligned at the annual review of appeals committee procedures, this would now take place as part of the policies review work (4).
Action: Clerk
- 5 Data on looked after children and the College's arrangements for supporting them had been included in the safeguarding report which was on the agenda (4).
- 6 A verbal update on the policy review progress was on the agenda (11).
- 7 The Committee standing agenda item list had been updated, as agreed (16).
- 8 Whether the College's admissions policy should in future be a Corporation approved policy would be considered as part of the policy review (17).
Action: Principal/Clerk
- 9 A review of the College's student appeals policies with reference to Corporation's procedures would be undertaken as part of policies review work - see also actions 4 and 8 above (18).
Action: Clerk
- 10 The annual review of the Committee's confidential minutes was on the agenda (18).

6 Review of confidential minutes 2019/20

The Committee completed its annual review of confidential minutes and agreed that those arising from the Personnel Committee meetings held in Nov. 2019 and June 2020 should remain confidential as they included references to staff who were potentially identifiable.

7 Review of committee annual performance indicators & checklist

It was noted that, under its standing agenda item list, the Personnel Committee completed, at the first autumn term meeting of the year, the performance checklist relating to the previous academic year and reviewed its performance indicators.

The Committee noted that while the Committee was fully compliant with its 2019/20 performance checklist, quoracy had been maintained at the May 2020 meeting as a result of the appointment of a temporary member for the summer term. It was noted that the Committee currently had 3 members and two vacancies.

Members noted, with reference to the Committee's performance indicators, that: targets for attendance, quoracy and completion of the checklist had been met or exceeded; 94% of standing agenda items had been considered at the relevant meeting; the target for timely dispatch of papers had not been met.

The Committee completed and agreed its 2019/20 performance checklist and completed its review of its 2019/20 performance indicators.

PART II: Items for information (continued)

10 Staffing update (including performance management report)

The Committee noted that a staffing update was a standing agenda item for each scheduled meeting of the Committee. The HR Manager, Jenny Anderson, presented the report for Jan. 2020 on staff joining and leaving the College, maternity/adoption leave, sickness absence, and employee relations.

Members noted that:

- There had been a significant number of new appointments in 2020 compared with previous years;
- Following the return of staff and students to the College's site, additional capacity for agency staff had been needed as a result of staff isolating in line with procedures for those who had tested positive or had been in contact with someone who had tested positive for Covid-19;
- With reference to teaching cover, the agency staff providing cover would normally be in the classroom while the class teacher, who was self-isolating, would provide lessons remotely;
- Due to the increased use of agency staff, the College had employed a Cover Supervisor for the first time;
- Staff turnover, which was historically low, had been significantly below the UK median;
- The number of employee relations issues and long term absences remained low and comparable to previous years ;
- All staff performance development reviews (PDRs) had been completed with the following exceptions: the Chair and Vice-Chair of the Corporation had to complete the Clerk's PDR; the Principal and Clerk's PDRs remained to be placed on the online system, noting that the Chair of the Corporation did not currently have access to the online system.

Action: Chair/Clerk

The HR Manager reported that the format of the staffing reports was being developed e.g. to provide more data and less narrative.

The Committee received the staffing update for October 2020.

11 Staff absence report

The HR Manager, Jenny Anderson, presented the annual staff absence report, which outlined the level of staff absence during the 2019/20 academic year and how this compared with national benchmarks.

Members noted that:

- Staff absence levels remained below the national and education sector averages;
- The levels had been significantly affected by a small number of long-term absences;
- Very few members of staff had frequent short-term absences.

It was noted, with reference to levels of sickness absence during the Covid-19 pandemic, that:

- The national lockdown from March 2020 had meant that staff absence levels were lower than they might otherwise have been, as no sickness absences had been reported during this period;
- At the start of the 2020/21 academic year, absence levels were elevated due to the need for staff to self-isolate, although the majority of staff self-isolating were able to carry out their roles to some extent from home, with agency cover being provided on-site where possible;
- The above absences were not being recorded as sickness absences, however, as the staff members were well enough to work and in most cases were working from home but they were being recorded for reporting purposes;
- The use of trigger points for sickness review meetings continued;
- In cases of long periods of staff absence, the College continued to endeavour to keep in regular contact (where appropriate) with the staff members concerned;
- All managers were being asked to attend training in Nov. 2020 on supporting their team members with mental health issues, with resources also available on the intranet;
- *[Confidential minute]*.

The Committee received the staff absence report 2019/20.

12 Staff equality and diversity report: staff profile

The HR Manager, Jenny Anderson, presented the annual staff profile on gender, disability, race and age, which was considered. It was noted that the report was produced to aid the College's monitoring of the protected characteristics listed, with any concerns feeding into the College's Equality and Diversity Policy action plan and/or workforce plans.

Members noted that:

- As few staff members completed the sections on religion/belief and/or sexuality, no reports had been provided in the report on these areas;
- Excluding casual staff (e.g. invigilators, casual drivers, sports coaches, supply staff), the College had 212 staff in 2020/21 (2019/20: 194);
- 60.4% of staff were recorded as female in the 2020/21 report (2019/20: 62.4%);
- The gender split was more even amongst teaching members of staff than amongst support staff, where there tended to be a more stereotypical gender split in certain staff groups e.g. in driving, catering and cleaning staff groups;
- 95.8% of staff identified as White British in 2020/21 (2019/20: 95.4%);
- Black & Minority Ethnic (BME) representation amongst staff was therefore lower than the local population as recorded in the 2011 Census i.e. BME representation was recorded as 10.86% for Hull and 4.9% for East Riding of Yorkshire in the 2011 Census.
- In 2020/21, 1.4% of staff had formally declared themselves as having a disability (2019/20: 2.1%).

The Committee discussed the number of male teachers shown in the report for 2020/21(43.75%) compared to 2019/20 (47.4%) i.e. a small decrease was recorded in the report for 2020/21.

The HR Manager reported that:

- With reference to the number of males teachers specifically and the overall staff figures generally, the number of employees could vary slightly throughout the year;
- The College no longer advertised job vacancies with the Hull All Nations Alliance (HANA);
- With reference to the number of disabled staff recorded in the report, it was likely that more staff had health conditions which would qualify as a disability under the Single Equality Act 2010 than were identified in the report, with some receiving support from the College.

It was noted in discussion of the staff gender split that, were casual staff to be included in the statistics, the College would be just below the 250 employee threshold at which organisations were required to publish their gender pay gap figures annually.

The Committee received the College's 2020 staff profile report on gender, disability, race and age.

13 Report on staff development

The HR Manager presented a report on staff development activities, outlining the quantity and type of staff development undertaken by the staff team during the 2019/20 academic year.

Members noted that:

- A comprehensive program of staff development had been planned for the 2019/20 academic year;
- Teaching and support staff had been put into different development strands e.g. the HR Manager had worked with the support staff managers to plan development for all the support teams;
- The table presented to the Committee showed staff development activity undertaken, i.e. on the development days in Nov. 2019, Jan. 2020 and June 2020, together with development undertaken between those days;
- Staff were encouraged to log their development activities on the Cascade HR system during the 2019/20 academic year and college-funded activity had to be booked through the system;
- 375 separate activities were logged, adding up to 1,273 hours of development across the academic year;
- 80% of staff said that they had been supported to develop in the previous year in the spring term 2020 Staff Pulse Survey.

It was noted in response to question arising from the Committee's review of the slides providing an overview of the teaching, learning and assessment (TLA) continuing professional development (CPD) provided for teaching staff in 2019/20, that this had included a programme for the development of teachers' at the start of their careers.

The Committee received the College's staff development activity report 2019/20 and noted the College's plans for staff development in 2020/21.

14 Update on staff pay award 2020/21

It was noted that the budget approved by the Corporation at its July 2020 meeting had included provision for:

- All agreed movements in pay scales that had been agreed for 2019/20 for both teaching and support staff;
- The second year of the 2-year support staff pay agreement agreed at national level i.e. an increase in pay rates of 2.5% from 1 Jan. 2021;
- A pay increase for teaching staff of up to 3.0% for 2020/21 (subject to the outcome of national negotiations and Corporation approval if above 3%);
- Any uplift in the National Living Wage.

The Principal reported that:

- National negotiations on the teaching staff pay award for 2020/21 were ongoing;

- If a better award were to be agreed for teachers, support staff could re-negotiate their 2020/21 pay award.

The Committee received, for information, a report on the 2020/21 teaching and support staff pay awards,

15 Employment law update

The HR Manager presented a briefing on employment law, together with a review of the latest Sixth Form Colleges' Association (SFCA) Employment Law update (i.e. the update for August 2020), which was to advise management teams on key updates to employment law which might affect colleges.

The HR Manager drew members' attention to the following recent employment law issues which were relevant to the College:

- From April 2020, employers had been legally required to provide a written statement of employment particulars to all workers (not just employees) on or before their start date;
- The requirement to issue statements of terms and conditions on or before the first day of employment rather than within 8 weeks of the start date, was particularly relevant to the College as casual workers were often recruited at short notice and this was now an additional step that had to be in place before they started employment, with the College having created a suitable template using an SFCA model;
- The Supreme Court had granted Harpur Trust permission to appeal the Court of Appeal's decision in Harpur Trust v. Brazel on calculating annual holiday pay for part-year workers, the outcome of which could affect educational institutions employing term time only staff.

The Committee receive the Sixth Form Colleges' Association (SFCA) Employment Law update (August 2020) for information and noted recent employment law issues which were relevant to the College.

16 Review of schedule of policies & procedures

The Clerk presented the updated review schedule for personnel and cross-College policies and procedures which were either approved by the Personnel Committee, under delegated authority from the Corporation, or by the Corporation.

Members noted changes made to the schedule (Annex A) since the Committee had reviewed it in June 2020, noting in particular the following changes which had been highlighted:

- Policies/procedures reviewed/approved by the Personnel Committee or the Corporation in June 2020 or later;
- Policies/procedures due for review in 2020 e.g. the safeguarding policies & procedures which had been considered earlier on the agenda;
- Policies/procedures due for review in 2021;
- The review of the Corporation Admissions Appeals Complaints Committee Procedure and student appeals committee procedure, which would be reviewed as part of the College's general policy review process.

The table of Corporation approved or delegated policies and procedures (i.e. non-HR policies/procedures) included at Annex B was noted for information.

The Committee received, for information, the updated HR and cross-College policies and procedures review schedule.

17 Verbal progress report on policies review

The Principal provided a verbal progress report on the College's ongoing policy review process arising from the review by a consultant of the College and Corporation (including Corporation committee) approved policies during summer term 2020.

Members noted that:

- A brief progress review meeting had been held earlier on 20 Oct. 2020, noting progress

made on recommendations arising from the review, including improving consistency through use of a standardised policy template;

- The first group of policies would be reviewed at the College Leadership Team (CLT) meeting to be held on 21 Oct. 2021;
- Final agreed versions of policies would be placed on the Staff section of teams;
- Policies where approval from the Personnel Committee was required would be presented to the Committee according to their normal review schedule.

The Committee received, for information, a progress report on the College's ongoing policy review process.

18 Documents/links from outside bodies

It was noted that there was nothing to consider under this item.

Deferred items

- 19 *It was noted that the review of the following had been deferred to a subsequent meeting: review of College student appeals policies with reference to Corporation's procedures (to be undertaken as part of policies review work).***

Final matters

20 Any other business

There was no other business.

21 Risk management – new items of risk identified at the meeting

No new items of risk had been identified at the meeting.

22 Date of next meeting

It was noted that the Committee was next scheduled to meet on Tues. 9 Feb. 2021 at 4.30pm.

Fiona Bagchi
Clerk to the Corporation