

Joint Personnel and Search Committee Meeting

Held 12 June 2024

Present Mark Sterling (*Chair*), Raj Joshi (*Vice Chair*), Sarah Dawson, Aisha Benachour, Jacquie Carman and Helene Jones.

In attendance Rachael Charles (*Director of HR*)
Jennifer Sunter (*Clerk to the Corporation*)

Presentation on HR Dashboard:

Jacquie Carman shared with members a new HR Dashboard through Power Bi. This added to the work undertaken on the risk management dashboard, on which the College would now build. The dashboard allowed presentation and interrogation of real time data around the staff cohort including recruitment, demographics, pay bands, and absences.

Members commended this progress and asked key questions around measuring staff utilisation and productivity, measuring staff composition in relation to student composition and assurance on accuracy of absence reporting.

Jacquie Carman responded;

- that the College was developing its current approach to value for money reporting, which was wide reaching in its measures and could form the next part of the dashboard development
- that the College's student diversity remained consistently 70% white with continuous change in the 30% ethnicity composition of students and it was important to cultivate an environment which had role models for all students. The College was working with Colleges West Midlands and had also asked to extend the diversity work to include LGBT+.

Members also noted that internal promotions of staff could be added to the data as a measure.

1		Apologies
		Apologies were received on behalf of Joanne Chilton and Helene Jones. The joint meeting comprised members to meet quorum rules for both meetings should they have met separately.
2		Declarations of Interest
		All staff present declared their interest in agenda item 7, Staff Pay Update.
3	3.1	Minutes of Search Committee Meetings held 20 September 2023, 11 December 2023 and 11 April 2024.
		The minutes of the Search Committee meetings held 20 September 2023, 11 December 2023 and 11 April 2024 were approved as a correct record.
	3.2	Matters Arising
		Under matters arising actions from previous meeting held 20 September 2023, it was noted that the Skills Lead role descriptor had been updated.
	3.3	Minutes of the Personnel Committee meeting held 21 February 2024.
		The minutes of the Personnel Committee meeting held 21 February were approved as a correct record.

	3.4	Matters Arising
		There were none.
4		Membership, Recruitment and Appointments Report
		Members received the report from the Clerk as the foundation for addressing terms of office and appointments to committee roles. The Clerk outlined planned proposals.
		The Joint Committee recommended to the Corporation the following appointments, subject to their consideration, commencing 1 August 2024: Stuart Fisher and Mark Hammond be appointed for one year as governors and continue on the Finance and Resources Committee That Mark Sterling and Raj Joshi be reappointed as Chair and Vice Chair respectively of Personnel Committee for a period of two years. That Tiffany Harvey-Pallent be reappointed as Vice Chair of Audit Committee for a period of two years. That Andrew Hanson be reappointed as Chair of Finance and Resources Committee for a period of 2 years. That Oli Preece will replace Lee Smart as a member of the Students Curriculum and Quality Committee. That Aisha Benachour be appointed as the Vice Chair of the Students Curriculum and Quality Committee, and that Gail Rothnie to be reappointed as Chair. That Shabir Chagan joins the Audit Committee. That Alison Jarrett be asked to be Vice Chair of the Finance and Resources Committee
5		Teacher Manager Contracts
		Rachael Charles reported on the draft Heads of Terms document to support the commencement of discussions with union representatives regarding the teacher manager contracts. The College wanted to move forward, engendering greater trust and supporting manager development and autonomy, for positive working arrangements for staff, while meeting College business needs. Working hours and annual leave together with greater flexibility in working were key areas. Members discussed key points around class contact and cover time and equitable pay. Members also felt that the annual leave, wellbeing days and CPD provision should be highlighted as positive aspects to staff conditions at the College. Members also asked how impact of a new contract would be measured. Jacquie Carman noted tangible but subjective measures of morale, trust and teamwork and noted how these were important in the College's developing approach. Members noted the Heads of Terms regarding Teacher Manager contracts and commended the paper.
6	6.1	Flexible Working Requests Policy and Procedure
		Rachael Charles reported on the new policy, which replaced a previous version, to meet the updated law on the right to request flexible working. Employers are encouraged to look at flexible working favourably. The policy provided for a formalisation of the request process including grounds where a request may need to be declined. Members recognised the value of flexible working for staff and that this supported retention and recruitment. Members asked how the College was supporting managers to be confident in being able to help staff, but also in refusing where

		necessary. It was noted that there would be a range of staff development opportunities and that all policies were now highlighted through the staff bulletin to raise staff awareness.
		The Joint Committee approved the Flexible Working Requests Policy
	6.2	Flexi-Time Scheme for Support Staff
		Rachael Charles reported that the Flexi-Time Scheme for Support Staff was proposed following support staff consultation. A working group had devised the draft scheme, which was currently in consultation with Unison. The Committee noted the new Flexi-Time Scheme for Support Staff under consultation.
7		Staff Pay Update
		Jacque Carman reported that in a continuing approach of honesty and transparency, a response to the unions' heads of claim document to the AoC had been drafted. The College would like to use this response to support communication and understanding. With its underpinning People Strategy, the College was well placed in its current practice in many of the areas raised, including minimum starting salaries, workload, wellbeing and class sizes. The College would also not wish for any standardisation increments to disadvantage staff. The AoC had declared that no recommendation on pay would be forthcoming until a schoolteachers' pay settlement was given. The call for the General Election delayed processes, however it was agreed that any ensuing election outcome left Colleges as a low priority. Members discussed affordability, the budget and risks to the model, inflationary pay levels and the impact of the Foundation Living Wage. Also, in discussing administrative workload it was noted that a new role of Attendance and Behaviour Officer had been created for Trinity Point, with potential for broader provision. Modelling work regarding the impact of both Foundation Living Wage and Artificial Intelligence on staff deployment were raised and discussed. The Joint Committee noted the approach and the details of the pay claim.
8		Carer's Policy
		Rachael Charles detailed that following new legislation a new policy had been drafted to address statutory entitlement. The much publicised national situation of unpaid carers, with an estimated one in five people being an unpaid carer was noted. Members also noted that the overarching offer and support for staff being provided was compelling and Jacque Carman reported that the College would be providing staff with an overview of their non-financial benefits.
		The Joint Committee approved the Carers' Leave Policy.
9		Review of Committee Terms of Reference
		The Clerk to the Corporation outlined how the terms of reference had been expanded to incorporate the Search functions and had been further updated alongside the complete set of terms for all committees.
		The revised Personnel Committee Terms of Reference were recommended to the Corporation for approval.
10		Any Other Business
		There was none.

11	<p>Date of Next Meeting</p> <p>The date of the next meeting of the Personnel Committee is scheduled for 9 October 2024.</p>
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The meeting closed at: 7.07pm

Actions from the Search Committee meeting held 17 May 2023			Review
4a	<p>Membership, Recruitment and Appointments Report</p> <p>Key changes were to better reflect and capture business skills in the skills profile. A revised form will be provided for members to update. Addressed September 2023 – Closed.</p>	JSu	Autumn 2023
5a	<p>Succession Planning and Review of Committee Membership for 2023/2024</p> <p>The Committee further considered how to increase its reach to under-represented areas of the community. It was noted that there may be scope to raise the governance profile and opportunities to parents and to visiting agencies/speakers including information provided in front facing College outlets such as Reception and the Bistro. Addressed September 2023 – Closed.</p>	JSu	Autumn 2023
Actions from the Search Committee meeting held 20 September 2023			Review
5a	<p>Additional Roles Update</p> <p>The Skills Lead role descriptor would be further updated. Closed June 2024.</p>	JSu	Spring 2024