

**The College of West Anglia
Minutes of
The Employment Policy Committee
3 June 2020
10.30 am
Remote Meeting – Microsoft Teams**

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| Present: | Andrew Cave Chris Ashman David Pomfret | Governor (Chair) Governor Governor (Principal) |
| Attending: | Nicky Rowland Stephen Halls | Head of Human Resources Clerk to the Corporation |

In the absence of Sharon Cambridge, Andrew Cave, as committee vice-chair, had been asked in advance to chair the meeting.

1 Apologies

Apologies for absence were received from Sharon Cambridge.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the previous meeting – 9 October 2019

The Minutes of the meeting held on 9 October 2019 were agreed as being an accurate record.

4 Matters Arising

The progress against the outstanding matters from previous meetings was summarised in the report for item 4. There were no questions or concerns raised.

5 Coronavirus Pandemic – Impact on Staffing

This item was deemed “confidential.”

6 Curriculum Impact Report

This item was deemed “confidential.”

7 Recruitment of Staff - Technology

This item was deemed “confidential.”

8 Policy Reviews

The Head of HR outlined 2 policies for governor review:

- i. Disciplinary Policy – there had been no changes to this policy but as it had not been reviewed since March 2013 the Committee had asked for it to be presented to this meeting.

Under 5.1, the Chair asked how the end of the 9 month period for a warning on file was monitored. The Head of HR explained that the details were recorded on the system which automatically provided an alert at the end of the 9 month period.

It was noticed that there was no section 9.2 therefore subsequent sections needed to be re-numbered.

ACTION-HoHR

- ii. Job Evaluation Policy – this new policy, introduced as a result of the pay review in 2019 detailed the processes to be followed once the initial job evaluation process had been completed, expected 1 August 2020. The Chair asked for assurance that the processes and the policy had all been checked for legal accuracy. The Head of HR explained that UNISON had been involved throughout the process and had been present at each grading review meeting to ensure consistency during the review of all posts. In due course, the policy would be reviewed by UNISON's national body for sign-off. The Principal said that the major challenge as a result of this new policy was the cost implication which was now being worked on together by the Head of HR and the Head of Finance.

The Disciplinary Policy and Job Evaluation Policy were noted.

9 Legal Updates and Potential Impact

The Head of HR advised there were 2 matters to raise, both having a minor impact on operations:

- i. Terms & Conditions – Provision of Information to Successful Applicants – from April 2020 employers were legally required to give new starters a written statement of their employment particulars either before or on their first day of work. Governors asked about the risk in adhering to this new requirement. The Head of HR explained that the risk was minimal and should there ever be a complaint raised for non-conformance, the penalty incurred would be minimal.
- ii. Bereavement Leave – this had been extended to specifically cover the loss of a child. There were no questions or concerns raised.

The legal updates were noted.

10 CWA Gender Pay Gap Report – 31 March 2019

The Head of HR noted that this report had been considered previously by the Board at its meeting in December 2019. The mean and median pay gap had increased on the previous year. The Head of HR considered that the job evaluation process would improve the pay statistics in the next review, noting that a high number of women, generally, were in the support roles at the lower end of the pay scale. The College did not discriminate by a person's gender and there were female employees at all levels within the College. The Principal advised that he was also expecting to see an improvement in the next set of statistics following the job evaluation process.

The report was noted.

11 Annual Pay Settlement

This item was deemed “confidential.”

12 DBS Compliance, Safeguarding and PREVENT Training Update

It was agreed that safeguarding and other similar matters had been discussed during other items in the meeting. There were no further points to raise.

The report was noted.

13 Strategic Targets 2019/20 Progress Review

The Chair expressed his delight that there were no targets with a RED indicator and that most targets were on course to be achieved in the current year.

Governors asked about the reduction in Agency spend as reported in target 3.3. The Head of HR explained that much of the savings made were achieved during the autumn term following a strong stance not to engage agency staff. The Principal reminded the Committee that agency expenditure had been a particular concern raised by Susan Brady, HR Consultant, during her pay review in 2019, and that a strong response had been expected from managers.

The report was noted.

14 Any Other Business

There were no items of other business.

15 Chair’s items for Briefing to Corporation

- Coronavirus Pandemic – Impact on Staffing: noting that staff were being supported during the current situation;
- Recruitment of Staff – Technology: After review, the challenges faced by management in recruiting to this particular faculty were understood;
- Annual Pay Settlement – the Committee’s recommendation would go to the Corporation for approval.

16 Date and time of next meeting

Wednesday, 7 October 2020 at 8.30 am.

The meeting closed at 11.55 am