

**The College of West Anglia
Minutes of
The Employment Policy Committee
5 June 2019
8.30 am
Meeting Room, Principal's Suite, King's Lynn Campus**

Present:	Sharon Cambridge	Governor (Chair)
	Chris Ashman	Governor
	Andrew Cave	Governor
	David Pomfret	Governor (Principal)
Attending:	Nicky Rowland	Head of Human Resources
	Susan Brady	External HR Consultant (part)
	Stephen Halls	Clerk to the Corporation

1 Apologies

No apologies for absence were received.

The Chair thanked Chris Ashman for temporarily serving on this committee, noting that Matt Walsh would be attending from the autumn 2019 term.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the previous meetings – 10 October 2018 and 8 May 2019 (special meeting)

The Minutes of the meeting on 10 October 2018 were agreed as an accurate record. The Principal asked for 2 amendments to the minutes for the special meeting on 8 May 2019 which were then agreed. Both sets of minutes were then signed by the Chair.

4 Matters Arising

The progress against the outstanding matters from previous meetings were summarised in the report for item 4. These were accepted by the committee and there were no questions raised.

5 Policy Review

Code of Conduct – the Head of Human Resources reported that this particular policy had been recently reviewed to take into account the necessary changes caused by the use of social media within the college and data protection where clarity was needed. Trade unions had been involved with the policy changes and in particular the University & College Union (UCU) who encouraged the changes regarding social media. The Principal added that a number of staff were now engaging with students via Buzz (online software) for messaging and that the use of social media for communications would only increase, hence the need for improved guidance.

The Chair questioned whether or not the term of “Holders of Public Office” used on page 1 of the document was correct. The Head of Human Resources advised that this would be changed back to “Employees” in the final version. The other alteration to note was the removal of “Employee” on the final signature page, as the document was now called “Code of Conduct.”

Governors asked if there was a need to highlight social media to staff. The Head of Human Resources advised that this was covered in a number of ways within the college, including the IT Acceptable Use Policy.

The committee was advised that the code of conduct formed part of an employee’s contract of employment as was covered as part of the first day induction process for all new staff.

Capability Process – this policy had been reviewed following the college’s closer working arrangement with the Grimsby Institute and for teachers particularly, linked directly with learning walk observations. The Head of Human Resources explained that the unions had noted some concerns with the policy especially as the college’s sickness policy was considered to be severe. The Head of Human Resources stated that the non-payment of company sickpay was to assist in keeping staff at work, not to reduce costs. The Principal added that the capability process should be seen as a support process for staff, providing help to individuals and to improve quality. The Head of Human Resources noted that this particular policy was still subject to further review before finalisation.

The committee noted the report.

6 Curriculum Impact Report

This item was deemed “confidential.”

7 CWA Gender Pay Gap – March 2018 (Published Spring 2019)

The findings in the report were noted. The Chair accepted from the report that the college’s own gender pay gap was not caused by gender but by other issues, such as term time working, employment profile and the insourcing of the cleaning contract. The Head of Human Resources stated she was confident that there was not an equal pay concern at the college. The committee considered if it was necessary for this report to be reviewed by the Corporation. The Clerk responded that it was appropriate for all Governors to have sight of this report.

The committee noted the report.

Susan Brady joined the meeting at 9.15 am

8 Annual Pay Settlement

This item was deemed “confidential.”

Susan Brady left the meeting at 10.00 am

9 Staff DBS Compliance/Safeguarding and Prevent Training Update

The Chair expressed her delight with the results in the report, noting that everyone employed by the college had a current DBS check. The Head of Human Resources added that the department was fully in control of the safeguarding process in term of staff recruitment.

The report was noted.

10 Strategic Targets 2018/19 Progress Review

The specific strategic targets for the summer term, as monitored by the committee, were reviewed. There was one target currently with a “red” rating – to reduce voluntary staff turnover for those with less than 2 years employment by 5%. The Principal advised that this target had not been achieved due to the high numbers of new support staff not remaining at the college. The Head of Human Resources added that the retention of support staff was becoming a concern and that the review of pay bands would certainly help to alleviate the problem.

The Chair thanked the Principal and Head of Human Resources for the good progress made on the targets.

The report was noted.

11 Any Other Business

- i. Training Day - 5 April 2019: All college staff were involved in taking part in various sessions throughout the day, with the exception of maths & English staff who had their own specific training activity. Good feedback had been received from participants. It was noted that the administration for the day had been co-ordinated by Callum Stevenson, an apprentice within the HR department.
- ii. Teachers’ Conference – 9 July 2019 – to note that this event would be taking place, with details to follow in due course.
- iii. EPC & F&GP Merger – the Chair mentioned a suggestion from the Clerk of merging the Employment Policy Committee with the Finance & General Purposes Committee, to become a Finance & Resources Committee. This would be discussed in more detail at the next meeting of the Search & Governance Committee (17 June 2019).

12 Chair’s items for Briefing to Corporation

- i. The Pay Review – final report to be brought to the Corporation with revised recommendations.

13 Date and time of next meeting:

Wednesday, 9 October 2019 at 8.30 am.

The meeting closed at 10.47 am