

MINUTES of the meeting of the People Committee 9am 4 June L6FC Board Room

Present:	Chair – Jude Owens (JO) Kirk Lower (KL) and Alan Debenham (AD)	
In Attendance:	Wendy Stanger – Director of Governance (WS) Ann Wall Director of People and Wellbeing (AW) and observing Kerry Payne Principal Lowestoft Sixth Form.	
L/24/06/1	Membership and Apologies	Action
Apologies Tina Ellis (TE) and Paul Padda (Principal and CEO)		
L/24/06/2	Declarations of Interest	
There were no declarations of interest related to business on the agenda.		
L/24/06/3	To approve the minutes of the last meeting 13 2 2024 and any other matters raised previously not otherwise included in the agenda	
The minutes of 13 02 2024 were approved as a true record.		
L/24/06/4	To review the post meeting action log	
The action log was reviewed. L/22/05/03 Ensure reference to Differential Pay in the Pay Strategy – The Director of Governance advised that a joint People and Finance & General Purposes Committee was being scheduled in the 2024/25 governance timetable which would include consideration of the Pay Strategy. L/23/06/5 KPIs to be reviewed and revised for the next People Committee – The Director of People and Wellbeing advised that the suggested revised KPIs were included in the update report at item 5. The data and reports were still not all available, a data dashboard was being developed and additional staff were being trained in its use to ensure that there was not a single point of failure. A list of data requirements has been provided to the Deputy Chief Executive and the Projects Manager and a number of meetings held to discuss the requirements. Governors challenged whether the issues were due to the software company nor providing what was required or whether it was an internal implementation issue. The Director of People and Wellbeing advised that she was unclear of the full details of the contract, the College's project manager had changed twice during the project implementation, with the HR Manager taking over responsibility when the last one left. To support the system moving forward an HR Systems person had been budgeted for. L/24/02/8 Index and summary of policies to be produced and shared with the College Team – the Director of Governance advised that this had been drafted. Governors agreed the following actions: Contract - an assessment to be carried out of what was contracted and what was delivered, including reporting capability, and whether this was the most cost effective and efficient solution or could additional modules be purchased. Reporting - an update to be provided on when reports will be available. To include what will be available both for managers for their day to day management and the overall workforce planning reporting.		UR/AW UR

Internal Audit - an Internal Audit review be carried out regarding the HR system implementation to both understand the processes that were followed, what worked and what didn't and to see what lessons can be learnt for future projects.		UR
L/24/06/5	People Update	
L/24/06/5.1	Workload Survey	
L/24/06/5.2	New Starter Survey	
L/24/06/5.3	Inclusive Excellence Awards	
The Director of People and Wellbeing presented the report which was again data light due to the issues previously discussed regarding reporting from the HR system. An establishment review was currently taking place. There was a small number of staff at risk of redundancy, including proposed review of roles in some departments or fixed term contracts ending and alternative options were being explored for those affected. Governors discussed the proposed revised KPIs and suggested that a KPI to measure the number of staff that left in their first year of employment would be useful one. This would consider the quality of the hire, induction and support processes. Governors commented that there would need to be assurance of the data source for the KPIs, the ability to drill down and benchmarking to make them useful for assessing performance. The Director of People and Wellbeing advised that some benchmarking data was available from the FE Workforce returns, but this would need to be reviewed for its usefulness. Governors discussed the appraisal system changes proposed. It was agreed that change was needed as the present system was not working, and the talent assessment was not driving performance or development. The Director of Governance advised that changes had been welcomed by the Unions. The Senior Team will set team based and managers objectives linked to the College's KPIs and teachers' objectives to the ETF Professional Standards. An annual conversation will be implemented together with 'check ins' which will be logged via the HR system and can be instigated as frequently as a manager deems appropriate. These would consider day to day matters as well as performance and development. Training on the changes will happen shortly and a new annual conversation form has been developed. The Principal Lowestoft Sixth Form commented that as a teacher you should review your own performance including peer and manager feedback. The Director of People and Wellbeing advised that the Senior Team was concerned about the lack of manager observations and these were to be built into team objectives. Governors commented that participation in the annual conversations and check ins would need to be monitored. The Director of People and Wellbeing advised that these would be logged on the HR system and the frequency of these conversations will be reviewed with intervention where limited activity. Key to this change working was our managers buy in. Governors challenged if 360 reviews were to be used. The Director of People and Wellbeing advised that an inhouse holistic 360-degree reviews where to be implemented for managers. Colour Works assessment was also being considered to support the Senior Leadership Teams development. Governors queried whether an inhouse solution for 360-degree review would be objective and not subject to professional bias. The Director of People and Wellbeing updated on the staff voice. Staff listening groups had been held with a governor attended and an action list developed from it that is reviewed by the Senior Leadership team. The new Principal and CEO has introduced weekly SLG breakfast catch ups, Wider Leadership Group teams' meetings and monthly SMG coffee and cake drop-in sessions over lunchtimes at both campuses. These are well attended and give staff an opportunity to have informal discussions with SMG. This has all helped to develop a more inclusive and open culture,		

which could be reflected in the 300 nominations for this year's staff awards. Governors commented that these were positive changes and the Chair advised that she had attended one of the Staff listening groups which had been a very open and positive conversation.

Governors discussed the professional training offer and queried the engagement with it. The Director of People and Wellbeing advised that not all staff had engaged and timing and method of training were to be reviewed. The Emerging Leaders has been a positive in house programme and stepping into leadership training programme for six of our new and emerging leaders run by the Education and Training Foundation had also been introduced. The Advanced Teacher Practitioners continued to provide support and mentoring and the role provided a career development opportunity for staff.

Governors commented that recruitment was really positive with a low vacancy rate. The Director of People and Wellbeing advised that the "Try Before you Teach" recruitment events and the Recruitment Lead were examples of changes made in recruitment that had helped improve recruitment. Recent changes had also included moving to a shortened application form and CV with the full application completed only if shortlisted, an onboarding hub and a review of the induction. This supported by the positive onboarding which can be seen in the New Starter Survey results.

The Director of People and Wellbeing updated the committee on the Inclusive Excellence Awards and Accessable who had been engaged to assess the Lowestoft Campus for a range of accessibility needs. The Great Yarmouth would be assessed after the re-build.

Governors challenged what had changed as a result of the workload survey. The Director of People and Wellbeing advised that:

- Additional training has been provided on EHCPs and support offered on their completion. The Principal Lowestoft Sixth Form commented that it was a teacher's role to complete the EHCPs but it needed to be recognised that some staff had a higher proportion of EHCPs to complete.
- The risk assessments for trips have been reviewed and simplified and it hoped some of the sections can be pre-populated via MIS
- For attendance chasing an automated system which will send messages out to learners/parents/carers when a student is absent is being looked into. This though will rely on accurate and timely register marks. Governors noted that registers needed to be marked but that not all were electronic and suggested that a triage approach to attendance chasing should be considered.

Governors agreed the following actions:

- **KPI 'Survey results' to be clarified that it relates to the question would you recommend ECC as a place to work.**
- **College to consider using an external solution for manager's 360 reviews.**
- **College to consider a triage approach to attendance chasing.**

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L/24/06/6	To review the Risk Register	
- Has the risk register been reviewed - Yes, May 2024. - Is the Committee content that the risks are relevant and are being updated - Yes, the risks have been updated. The Committee agreed that the risk People Committee's and Governance, Remuneration and Search Committee's failure to sufficiently challenge and monitor the College's people and wellbeing activities should be increased as the committee was not able to have assurance without the data. - Is the Committee content that the risks are being mitigated - Yes, but assurance was difficult without the people data. - Where a red risk is the Committee assured that appropriate action is being taken - the red risk relating to sickness levels could not be reviewed due to lack of data. - Where does the Committee have significant concerns - The committee's main concerns were related to the new HR system and the lack of data and reporting.		
L/24/06/7	People Policies for Approval	
L/24/06/7.1	QD126 Flexible Working Policy	
L/24/06/7.2	QD126 Family Friendly Policy	
L/24/06/7.3	Special Leave Policy	
The Director of People and Wellbeing presented the policies and advised of the changes proposed. Governors advised that in section 12 of the Special Leave Policy the names of the reserve forces needed updating The Committee resolved to approve, subject to the equality analysis QD126 Flexible Working Policy QD126 Family Friendly Policy Special Leave Policy		
L/24/06/8	Agenda Planning	
Joint meeting on 25 th June with Finance and General Purposes re Pay.		
L/23/06/9	Review of Meeting	
- Confidential Items – HR Software contract details - Were Learners prominent in discussions? The impact on learners was discussed - Risk Management: any issues discussed which may require an additional Assessment: HR System and data and effect on risk. - Health & Safety: any issues discussed which may require an additional Assessment – Trips risk assessment - Equality & Diversity: any issues discussed which may require an additional Impact Pay Policies not yet reviewed so approved subject to the review. - Sustainability: any issues discussed which may require an additional Impact Assessment None - Media: any issues discussed to inform local media: Staff Celebration Event - How did the meeting go? A good meeting within the time allocated.		