

SOUTH WEST COLLEGE GOVERNING BODY

Minutes of a meeting of the **Staffing Committee**
held on Wednesday 31 May 2023 at 9.00 am
via Microsoft Teams

PRESENT: Mr Brian Ingram
Mrs Sandra Isherwood
Ms Alana Jones Campbell (Committee Chair)
Mrs Patricia McCaffrey
Ms Celine McCartan
Ms Anne McCleary
Mrs Gillian McDowell

IN ATTENDANCE: Mrs Camilla James, Head of People and Culture
Mrs Nicola Nugent, Executive Support Officer

1.0 APOLOGIES

No apologies were tendered.

2.0 CONFLICT OF INTEREST DECLARATIONS

No conflict of interest declarations were made.

Members wished Ms McCleary all the best on her forthcoming retirement from her substantive role.

3.0 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

PREVIOUSLY ISSUED to all members:

- Paper 03 Minutes of the Staffing Committee Meeting held on Wednesday 29th March 2023

There were no matters arising.

4.0 STRATEGIC PLANNING

PREVIOUSLY ISSUED to all members:

- Paper 04.01 RESET – Staff Briefing – May 2023
- Paper 04.02 Employee Engagement Results – May 2023 – DRAFT
- Paper 04.03 Employee Engagement Results – Comments

4.1 RESET/Change – Staff Briefing

With reference to Paper 04.01, Ms McCartan outlined the details within the RESET/Change Staff Briefings which took place on 2nd, 3rd and 4th May 2023.

Members commented favourably on the details within the presentation.

4.2 Employee Engagement Survey Results – May 2023

With reference to Papers 04.02 and 04.03, Ms McCartan outlined the contents of the Draft Employee Engagement Survey Results – May 2023. It was noted that this was identical to the January survey, to allow for benchmarking, with the addition of a comments section. This was issued to all staff on 15th May 2023 and in total, 293 responses were received (compared to 338 in January 2023). Overall, a marginal positive improvement was consistently recorded in the responses.

Discussion ensued regarding the comments, and it was agreed that Members would review and provide feedback to Ms McCartan.

Ms McCartan advised that the Change Team would review the documents and focus on actions arising from the survey.

5.0 MANAGEMENT REPORT

PREVIOUSLY ISSUED to all members:

- Paper 05 Management Report
- Paper 05.01 Health, Safety & Wellbeing Report
- Paper 05.02 Fair Employment Monitoring Return
- Paper 05.05 Absence Management Report
- Paper 05.06 Student Internship Policy

Mrs James outlined the details within the Management Report.

5.1 Workforce Development

Ref: Management Report Section 4.0

Mrs James drew attention to the update provided on the workforce development activities undertaken in April and May 2023 and it was noted that the Performance Management (Capability) Toolkit and the Sickness Absence Management Toolkit training was delivered to all line managers and had received very positive feedback.

Mrs James advised that the Return to Work procedure had been amended to take place after every sickness absence rather than after a 3 day period or more.

5.2 Policy Reviews – Student Internship Policy

Ref: Management Report Section 5.1 and Paper 05.06

Mrs James advised that the Student Internship Policy had been updated slightly.

In response to a query from Mr Ingram, Mrs James advised that the student internships were a mixture of both paid and voluntary and had proven successful; she confirmed that this would be clarified within the policy. It was noted that there were 2 Finance internship positions advertised at present and a number of voluntary positions available.

Ms McCartan confirmed that internships would be recompensed for at least lunch and travel in the case of voluntary positions and that all paid internships would be trawled.

In response to a comment from the Chair, Mrs James confirmed that HR staff would be made aware of internships' employment rights and ensure that they were adopted and practiced.

AGREED: that the Student Internship Policy be recommended to the Governing Body for approval subject to a clarification within the Policy on remuneration.

5.6 Outstanding Actions from Management Report – February 2023

Ref: Management Report Section 6.0

Members were advised that the Programme of Business to be reviewed to streamline reporting was ongoing.

6.0 REVIEW OF COMMITTEE’S PERFORMANCE IN 2022/23

PREVIOUSLY ISSUED to all members:

- Paper 06 Partially Completed Staffing Committee Self-Assessment Checklist 2022/23.

With reference to Paper 06, the Committee Chair advised that the self-assessment checklist had been completed, where a factual response was available, and sought members’ views on the remaining questions. The resulting review is attached at Appendix A.

7.0 SCHEDULE OF MEETINGS 2023/24

PREVIOUSLY ISSUED to all members:

- Paper 07 Schedule of Meetings 2023/24

NOTED

8.0 REVIEW OF OUTSTANDING ACTIONS

PREVIOUSLY ISSUED to all members:

- Paper 08 List of Outstanding Actions.

A review of the actions contained within Paper 08 was undertaken during which it was noted that one action was outstanding. A revised list of outstanding actions is contained within Appendix B.

9.0 ANY OTHER RELEVANT BUSINESS


None.

10.0 REFLECTION ON EFFECTIVENESS OF MEETING

Members commented favourably on the pace of the meeting.

The meeting went into confidential session and concluded at 11.49 am.

CONFIRMED AND ADOPTED BY THE GOVERNING BODY AT A MEETING HELD ON WEDNESDAY 21 JUNE 2023

CHAIR 

DATE 21/06/2023

REVIEW OF PERFORMANCE OF STAFFING COMMITTEE 2022/23

		Yes	No	Comments
Terms of Reference				
1	Does the Staffing Committee have written terms of reference?	✓		
2	Were the terms of reference reviewed by the Committee and approved by the Governing Body in this academic year?	✓		Reviewed by the Committee in September 2022 and February 2023 and approved by the GB in November 2022 and March 2023.
3	Has the Committee complied with the provisions of its terms of reference in its proceedings throughout the year?	✓		
Programme of Business				
4	Did the Committee agree a programme of business for the academic year?	✓		Agreed by the Committee at its September 2022 meeting.
5	Did the Committee cover all business listed in the programme of business?	✓		
6	Have all actions identified by the committee been satisfactorily delivered?	✓		
7	Was there any business that members feel do not need to be covered next year?		✓	Previously agreed that Safeguarding issues would be reported to Curriculum and Quality Assurance Meetings going forward.
8	Was there any additional business that members feel should be included next year?		✓	
Skills, Knowledge and Competences of Members				
9	Does the appropriate mix of skills, knowledge and competences exist within the Committee to perform most effectively?	✓		
Governing Body Key Performance Indicators				
10	Did attendance levels at Committee meetings average at least 65%?	✓		Average 93%
11	Did Committee meetings generally last no more than two hours?		✓	Average 2 hours 30 minutes
Additional Comments				
12	Sickness Absence to be scheduled for reporting on a cyclical basis. Appreciation to the Chair for excellent Chairmanship.			

SUMMARY OF OUTSTANDING ACTIONS

Meeting Date	Minute Ref	Action
29/03/2023	7.0	Programme of Business to be reviewed to streamline reporting.
31/5/23	4.2	Members to review Employee Engagement Survey Results – May 2023 and provide comments to Ms McCartan