

Meeting of the Policy & Resources Committee

Date:	6 December 2021	Room number	Via Teams
Present	Evelyn Carpenter (Chair), Carole Ditty (CD), Forhad Altafi (FA), Yvonne Kelly (Principal& CEO), Talha Ahmad (TA), Michael Going (MG)		
In attendance	Mark Bass (Corporation Chair) Graham Hough (Chief Finance Officer) (CFO) Victoria Eastwood (Chief Governance Officer) (CGO) Mel Price (Head of HR) (MP) – Up to agenda item 12 only		
Apologies	N/A		
Circulation	Policy & Resources Committee/Corporation		

1.	Welcome and apologies. The Chair welcomed all present to the meeting. Michael Going and Talha Ahmad were welcomed to their first meeting of the Committee. There were no apologies for absence.				
2.	Declarations of Interest Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.				
3.	Minutes of the Previous Meetings held on Monday 4 October 2021 The Minutes of the previous meeting held on Monday 4 October 2021 were agreed as a true and accurate record. Approved: The Minutes of the previous meeting held on Monday 4 October 2021 were approved as a true and accurate record.				
4.	Matters arising An update on the actions from the previous meetings was provided:				
	Agenda Item	Action	Responsibility	Timescale	Update
	c/f	Driving to Work Policy – reference to alcohol to be extended to include other substances.	SB	ASAP	Complete
	c/f	Threats to College Policy – reference to telephone to include all forms of communication.	SB	ASAP	Complete
	c/f	Food Safety Policy – completion of Director and Head titles required.	SB	ASAP	Complete
	c/f	Draft Statement of Intent to be presented at the first meeting of the academic year.	DOFE	November 2021	Complete

c/f	Copy of Permit to Work Template to be provided to the Committee.	SB	ASAP	Complete
c/f	Stress at Work and Safeguarding Policies to be provided to the Committee for reference.	SB	ASAP	Complete
4.	Outstanding actions from the July policy meeting to be addressed at the December meeting of the Committee.	CGO/Head of Health & Safety	6 December	Complete
5.	Vice-Chair of the Committee to be discussed at the next meeting.	CGO	6 December	Complete
8.	Agile Working Policy to be re-presented at the March meeting of the Committee to discuss impact, monitoring and effectiveness.	CGO/CTO	March 2022	Included within business cycle

The Chief Governance Officer (CGO) confirmed that all outstanding Health & Safety actions has been completed and the policies had been provided as evidence.

It was agreed that Agenda Item 12 would be taken at this point in the agenda to allow the Head of HR to present the report and then withdraw from the meeting.

12. People & Organisational Development Update

MP provided a detailed update on the following:

- Workforce data
- Focus on FTE's; retention and EDI to develop year on year data and trends
- 3-year diversity trend for staff
- 3-year trend for staff absence
- Updates on HR recruitment and challenges in specific areas e.g construction
- Campaigns to encourage industry staff to come into teaching
- Introduction of new recruitment software and number of appointments made
- Involvement in Kickstarter projects
- Learning and development
- Staff skills audit had taken place
- Interim consultant being recruited to look at skills and training needs analysis to ensure significant training to meet the needs of the College
- Current absences
- Legislation update including paternity rights and neonatal leave and pay

MB questioned where the wellbeing and support needs of staff were captured particularly in light of the recent loss of both staff and students. MP replied that external support was provided through an employer assistance programme, external counsellors and bereavement counsellors. A wellbeing champion was part of the HR department and champions were also placed across the organisation alongside internal councillors who worked with the teams.

FA asked how quickly recruiting individuals on projects took place. MP advised that agencies have previously been used for the short term but for the long term approach the College needed to contract people from industries.

	<p>CD questioned whether the improvement in absence rates was attributed to the agile working policy. MP stated that it was presently too soon to say as the policy had only been effective from the summer.</p> <p>The Chair highlighted the importance of pregnant women receiving the covid vaccine and asked whether HR promoted this message to staff. MP replied that this was a difficult situation as some staff found viewed undertaking the vaccine as a personal matter, however, new risk assessments were in place for pregnant staff in line with the guidance and changes had been made by the College to remove pregnant staff from front line and face to face contact. The Principal/CEO added that a survey had been issued to ask staff if they were vaccinated and the response had been quite positive. It had also been useful for the Principal/CEO to join the School Headteachers meetings to understand how schools were dealing with these issues.</p> <p>The Chair thanked MP for a clear, helpful and manageable report.</p> <p><i>MP left the meeting.</i></p>
5.	<p>Appointment of Committee Vice-Chair</p> <p>The CGO suggested that the appointment of Vice-Chair of the Committee be deferred to the next meeting to allow time for newer Governors to consider the position and better understand the workings of the Committee. It was noted that this would not be a time-consuming position as meetings would only take place without the Chair in very exceptional circumstances.</p> <p>Agreed: That the appointment of Vice-Chair of the Committee be deferred to the March meeting.</p>
6.	<p>Board Assurance Framework (BAF)</p> <p>MB reported that given the time constraints this year it had been agreed that himself and the CGO would take on board the comments provided on the initial spreadsheet created by Scrutton Bland and discuss this individually with each of the Committee Chairs and agree any changes.</p> <p>MB presented the section specific to the Policy & Resources Committee and advised that this would be populated after the meeting. It was noted that the BAF was a summary and would not replace any other assurance plans.</p> <p>CD queried who would own the document and be responsible for updating this. MB replied that the document was uploaded to a shared drive and different access levels could be provided, however the ultimate owner would be the CGO. CD stated that this was a great tool but only as good as the information and the input provided and it was therefore incumbent on each Committee to contribute.</p> <p>In response to a query from the Principal/CEO, MB clarified the assurance evidence, source and documentation to determine assurance.</p> <p>The Chair thanked MB for a useful update and it was noted that the BAF would be presented at the March meeting of the Committee once a meeting with the Committee Chair had taken place.</p> <p>Action: Board Assurance Framework to be presented at the March Committee meeting.</p>
7.	<p>Health & Safety Annual Report including Draft Statement of Intent</p> <p>The CFO advised the Committee on the following:</p> <ul style="list-style-type: none"> • New Head of Health & Safety in place • Training increased in specialist areas eg risk assessment, asbestos, manual handling • Increase in number of first aiders across site • 2020/21 reduction in incidents largely due to closure of the College due to Covid • Statement of intent • Review of priorities

The Chair noted that the Health & Safety Policy was well set out and the Statement of Intent was very clear and covered everything that was required. The Chair questioned how near miss reporting could be improved. The CFO replied that education was key to ensure staff were aware of what should be reported.

CD noted that it was pleasing to see a focus in the report on business as usual and not solely on covid related issues.

CD questioned whether there had been a large turnover within the Health & Safety team and how it could be guaranteed that the College's Health & Safety ethos would not be compromised. The CFO advised that the previous Health & Safety Manager left the College six months prior and the Health & Safety Assistant resigned in August 2021. It was decided to wait until the new Health & Safety Manager had been appointed before recruiting to allow them to recruit their own team. A new Health & Safety Assistant had now been recruited and the post had been increased from part-time to full-time.

In response to a query from MB, the CFO clarified the data provided was the number of training sessions that had taken place not the number of individuals. All new starters had an induction pack for training. The Chair added that the actual number of staff participating in training within different areas across the College would be useful for future reports. This was agreed.

FA stated that it was reassuring to see the decline in incidents and asked if there was a trajectory for this academic year to show if the College has heading in the right direction. The CFO replied that benchmarks for accidents were in place and a general trend analysis of what was taking place was ongoing.

After further discussion the Committee approved the Health & Safety Annual Report.

Action: Actual number of staff participating in training within different areas across the College to be included in future Health & Safety reports.

Approved: The Health & Safety Annual Report was approved.

8. Operational Deliverables & Balance Scorecards 20-21 and Balance Scorecard 21-22

The Principal/CEO advised that the operational deliverables and balance scorecard provided an indication of how the College operationalised strategic priorities, headline performance indicators and targets for the year. Work was taking place on review of trend data and in-year visualisation and this would be made available to Governors going forward.

The Principal/CEO clarified that within the operational deliverables 2021/22, the vision for Broadway and T-level implementation plan should be graded as green. The vast majority of deliverables were amber due to reactions to Covid and managing this process leading to some areas not being prioritised but these areas would now form part of the priorities going forward.

The Committee were referred to the Balance scorecard 2020-21 which included a high proportion of red areas. The Principal/CEO advised that the QAR was a combination of issues with retention and achievement; 16-18, apprenticeship timely and headline QAR had all fallen short of targets. Further discussion took place on:

- ELIOT scorecard - Work taking place to report against financial and people and organisational aspect
- Main issue recruitment of IoT
- OfS

The Chair noted a typo in appendix 6 'fifteen 'hundred' which required amendment. The Chair questioned why the target pass rate for 14-16 was very low. The Principal/CEO replied that the target for 2019/20 had been 23 and this had outturned at 27 due to the impact of covid on attendance which had significantly affecting progress and achievement. This had led to insufficient evidence to demonstrate performance.

	<p>The Chair stated that as the Link Governor for Young College she intended to visit this area. The Principal/CEO added that there were presently not as many Young College learners as there had been a shift to home elected learning and therefore the learners were only in College for part of the week.</p> <p>TA asked whether the College knew how it fared against other colleges or nationally with regard to Young College learners and emphasised the need to be careful not to downplay the prospects of these learners because of who they were. The Principal/CEO replied that this information had not been published and 5 year trend data would better explain the position. Nationally performance was low at Entry and Level 1 because the lower levels could not cope as well with online learning as the higher levels. Learning taking place now and banking evidence to prove progress was critical.</p> <p>The Principal/CCEO referred to the new KPI's included in the balance scorecard 2021/22: punctuality, continuation rates and targets based on type of provision, ethnicity pay. These were approved by the Committee.</p> <p>Approved: The new KPI's included in the 2021/22 balance scorecard were approved.</p>
<p>9.</p>	<p>Management accounts including key budget assumptions</p> <p>The CFO highlighted the following:</p> <ul style="list-style-type: none"> • Management accounts meeting had taken place to discuss format of management accounts and preferred format going forward agreed – December accounts to be in the new format for review. • MCA Cooper had undertaken a review of financial systems. The current system was no longer fit for purpose and there had been a dependency on manual processes. • A new integrated system was being explored • The College was running at a surplus • Accruing income based on budget – November accounts would have the first full ILR to provide a true year end forecast • No high risk elements so far <p>CD stated that in relation to the new system and in addition to understanding the cost benefit analysis, was there a need to upskil the finance team. The CFO replied that the new system would use automations to remove manual and the existing team would be more than capable of adapting to this.</p> <p>The Principal/CEO reported that 16-18 performance for 2022/23 would mean a shortfall in the allocation and this would be reported once confirmed.</p> <p>Agreed: That the current position be noted.</p>
<p>10.</p>	<p>Compliance against Financial Regulations</p> <p>The CFO reported that there had not been any major compliance issues of significant breaches and work was ongoing to ensure all staff understood their obligations.</p> <p>The Chair stated that it would be useful to have a full detailed report at a future meeting. This was agreed.</p> <p>Action: Detailed report on compliance against financial regulations to be provided at the March meeting.</p>
<p>11.</p>	<p>Capital Developments – Update</p> <p>The CFO informed the Committee of the following:</p> <ul style="list-style-type: none"> • General capital spend issued to successful departments • E-block – work commencing since 25th October 2021 and on track for 31 March 2021 target date <p>Agreed: That the current position be noted.</p>

12.	<p>People & Organisational Development Report <i>Discussed earlier in the agenda.</i></p>
13.	<p>Employer Engagement & Business Development Report The Principal/CEO provided an update and the following key points were discussed:</p> <ul style="list-style-type: none"> • New Assistant Principal External Engagement had now joined the College • Operational priorities • Work taking place on employer engagement and marketing strategy • Lot of services offered to employers and work taking place to expand this further • New developments and initiatives; shorted bite sized training; White Paper • Employment led was key • In work, online training • Levy vs non-levy employers • Sectors – predominantly construction • Need to grow L4/5 • Waiting for ILR return to confirm value but budget target for apprenticeships, carry in value was lower than in previous years • Objectives to grow and develop within the market • Additional posts – strategic account managers to maximise opportunities <p>The Chair queried why there had been an increase in advanced level apprenticeships. The Principal/CEO advised that this was partly when the Government had introduced the levy and standards. The framework had moved to standards which was an employer led approach giving employers standards to align to their needs. There had also been a shift in the market away from 16-18 year olds to adults.</p> <p>Agreed: That the current position be noted.</p>
14.	<p>Safeguarding Report The Principal/CEO presented the safeguarding report advising that issues had risen since lockdown and had become more prevalent due to learners challenging behaviours. Detailed discussion took place on the contents of the report.</p> <p>The Chair referred to the allegations against staff and queried whether the three members of staff currently subject to an ongoing Local Authority Designated Officer (LADO) investigation was high or low. The Principal/CEO responded that one allegation was about to be closed which featured two members of staff. The CFO added that the allegations were concerning behaviour at different colleges, not during their employment with BDC and there was likely to be no further action.</p> <p>The Chair noted that there was a statement in the report that sounded complacent – ‘concerns for young college seem to be on the low side given the vulnerable behaviour of this cohort.’ The Principal/CEO clarified that the intention of the statement was the opposite and highlighted the need for issues in this particular area to be further explored. It was agreed that this could be clearer.</p> <p>MB reported that the role of safeguarding governors was now much more actively pursued in Colleges and more frequent conversations were required. It was agreed that safeguarding and EDI were the responsibility of all Governors and should be factored into curriculum links for all areas with feedback to the Designated safeguarding governor. This was agreed.</p> <p>Agreed actions arising from the discussions were as follows:</p> <ul style="list-style-type: none"> • Safeguarding to feature further up the agenda for future meetings • Clarification to be provided in the next report on the Prevent case, specifically the type of extremism • Confirmation to be provided on the age of the learner referred to children’s services • Detail of how many allegations were under active criminal investigation

	<ul style="list-style-type: none"> • Safeguarding update to be presented to the December Board • Curriculum links scheme to ensure that Safeguarding and EDI were incorporated for all Governors. • Role of Safeguarding Governor to be strengthened. <p>CD expressed her appreciation for the staff who dealt with safeguarding and the Committee agreed that the team did a remarkable job. Thanks were recorded on behalf of the Committee.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Safeguarding to feature further up the agenda for future meetings • Clarification to be provided in the next report on the Prevent case, specifically the type of extremism • Confirmation to be provided on the age of the learner referred to children’s services • Detail of how many allegations were under active criminal investigation • Safeguarding update to be presented to the December Board • Curriculum links scheme to ensure that Safeguarding and EDI were incorporated for all Governors. • Role of Safeguarding Governor to be strengthened.
15.	<p>AoB – Evaluation of Meeting</p> <ul style="list-style-type: none"> • Safeguarding higher up the agenda • Quality of the reports is reflecting what is being asked – more precise • Very helpful reports • Clarification provided where needed
16.	<p>Date and time of next meeting – Monday 14 March 2022</p>

The Chair thanked all those in attendance for their contributions during this academic year. The meeting closed at 8.00pm.

Agenda Item	Action	Responsibility	Timescale	Update
5	Appointment of Vice-Chair to be discussed at the next meeting of the Committee.	CGO	March 2022	
6	Board Assurance Framework to be presented at the next meeting.	MB/CGO	March 2022	
7.	Actual number of staff participating in training within different areas across the College to be included in future Health & Safety reports.	CFO	March 2022	
10	Detailed report on compliance against financial regulations to be provided at the March meeting.	CFO	March 2022	
14	Safeguarding to feature further up the agenda for future meetings	CGO	March 2022	

14	<p>Safeguarding update to be presented to the December Board to include:</p> <ul style="list-style-type: none"> - Detail of how many allegations were under active criminal investigation - Clarification on the Prevent case, specifically the type of extremism - Confirmation to be provided on the age of the learner referred to children's services 	CGO/Head of Safeguarding	December 2021
14	Curriculum links scheme to ensure that Safeguarding and EDI were incorporated for all Governors.	CGO	January 2022
14	Role of Safeguarding Governor to be strengthened.	CGO	ASAP

Signed.....
 Evelyn Carpenter (Chair)

Date.....