

<p style="text-align: center;">R U N S H A W C O L L E G E</p> <hr style="border: 2px solid red; width: 150px; margin: 10px auto;"/>	<p style="text-align: center;">RUNSHAW COLLEGE CORPORATION</p> <p style="text-align: center;">MINUTES OF THE REMUNERATION AND ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING</p> <p style="text-align: center;">WEDNESDAY 17TH JUNE 2020</p>
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Present: Joshi Jariwala (Chair), Simon Partington (Principal), Louise Myers, Pam Pye, Diane Bourne

In Attendance Fatema Hussein (Head of Governance), Tracey Croft (HR Director), Clare Russell (Principal Designate), Pauline Odulinski (Observer)

Meeting began 4.00pm

Meeting closed 5.50pm

Attendance 100%

1. APOLOGIES FOR ABSENCE

There were no apologies to receive.

Pauline Odulinski was welcomed and introduced to the meeting.

2. DECLARATION OF INTEREST

Governors / Members were invited to declare any direct, indirect, pecuniary, personal or prejudicial interest relating to any item on the agenda for the meeting

There were no declarations of interest.

3. MINUTES OF THE MEETING HELD ON 11TH MARCH 2020

3.1 Approval of the Minutes

Agreed that: the minutes are approved as a correct record and authorised for publication.

3.2 Matters Arising from the Minutes

The action progress log was reviewed, and the following points were noted:

Remuneration Committee Membership & Terms of Reference

The Head of Governance explained that:

- The Board had considered the proposal to give the Remuneration Committee delegated powers to approve Senior Postholder pay and performance objectives, but had agreed that they continued to be approved by the Board

- The Terms of Reference for the Remuneration Committee had been amended to reflect this
- The revised Committee structure would come into effect on 1 September 2020

Policy on Income Derived from External Activities for Senior Postholders

The Chair of the Committee advised that a query had been raised at the Board meeting on whether staff undertaking paid external work should have their own professional indemnity insurance in place.

The HR Director stated that College had always provided professional indemnity insurance to staff undertaking work as Examiners or Ofsted Inspectors. Expecting staff to take out their own policy would be a barrier to them undertaking this work which College greatly benefitted from.

A Governor advised that as long as the activity had been declared to the Insurer, there would be no issues if a claim was made.

Policy Reviews

The HR Director reported that all policies had been approved by the Unions and communicated to staff.

3.2.1 Staff Turnover – 3 Year Trend Data

The HR Director presented the report and the following points were highlighted:

- In 3 out of 5 years, more BME staff had left compared to the College profile
- The differences were slight and feedback from other indicators (exit interviews, staff surveys, Equality and Diversity Champions, grievances etc.) indicated that the College applied its Equality and Diversity Policy fairly
- Only in 1 out of 5 years, more staff with a disability left compared to the whole college
- More staff in the 20-29 years' age group left compared to the College profile.

Governor Questions

Q. What was the main reason for BME staff leaving?

A. It was mainly due to career progression

4. STAFF SURVEYS/ BUSINESS RECOVERY / WORKING ARRANGEMENTS

The HR Director presented the report and explained that:

- Since Friday 20th March, all staff had been working from home delivering the current remote, on-line learning model on all courses
- The main focus had been on successfully managing the transition to remote working, supporting mental health and wellbeing and ensuring that there was regular communication of the 'new normal' in order to prepare staff for their eventual return to work.
- A guide has been produced and circulated to all staff on how to home work if they had never done it before
- The Staff Update continued to promote health and wellbeing with a range of articles such as how to stay fit working at home and sharing useful sites for home schooling materials, and update of government guidance
- The Cycle to Work Scheme has been relaunched given the need to avoid public transport wherever possible

- Managers had been signposted to numerous webinars and other resources to support their staff with their mental health and possible feelings of isolation, including MIND Wellness Action Plans
- Referrals to occupational health were continuing albeit via on-line consultation
- 48 catering staff had been 'furloughed' from March under the Coronavirus Job Retention Scheme given the significant reduction in commercial income
This was via voluntary agreement with individual staff and a Furlough Collective Agreement with the recognised trade unions
- Staff had been consulted on new risk assessments to support remote working
- Appropriate adjustments were being made to HR policies and practices to support remote working
- Cases were proceeding on managing performance issues, ill-health, disciplinary cases etc. on the proviso that a fair procedure could be conducted, taking into consideration any grounds for reasonable objections
- Mental Health Champions were continuing to support colleagues whilst working remotely
- A new Home Working Policy had been devised to provide a framework to deal with future requests, with the need to more formally assess DSE and workstations as College moved from the emergency working at home phase
- Two staff surveys had been conducted whilst working remotely
- A safe return to work assessment was to be conducted for all staff, with those at greatest risk having an individual risk assessment.
- The Working from Home Survey had a high average satisfaction rating of 4.5/5
- Line managers were currently addressing feedback, with IT equipment and suitable workspace being common themes

Governor Questions

- Q.** Had measures been put in place to ensure that social distancing could be implemented when College partially re-opened in June and onwards?
- A.** Yes, social distancing is a key control measure in the college COVID-19 risk assessment and includes actions such as one way systems, no large gatherings, maximum room occupancy. There would be limited number of students on campus each day and staff would also continue to work from home where practical to do so
- Q.** Was Test and Trace going to be available for at risk groups?
- A.** The College was in the process of being registered for the employer referral portal so they could refer staff who are classed as essential workers for a COVID-A9 test.
- Q.** What was the College policy on extremely vulnerable staff?
- A.** The College was following Government guidance and expecting vulnerable staff to continue shielding and working from home.
- Q.** Could vulnerable staff be offered alternative roles?
- A.** This was being considered for September, recognising that if these staff cannot work from home, they should be offered the safest available on-site roles.

5. SUCCESSION PLANNING REPORT

The HR Director presented the report and the following points were noted:

- There had been some notable successes this academic year, with two management colleagues promoted to Principal and Deputy Principal posts

- Areas where there were no successors, tended to be in specialist roles, often in small areas of the curriculum
- 77% of management posts had an identified successor compared to the overall target of 80%

It was noted that the Committee had requested this information to be provided on an annual basis so that any issues could be identified and addressed in a timely manner.

6. FACILITIES TIME REPORT

The HR Director explained that:

- The Trade Union (Facility Time Publication Requirements) Regulations 2017 required the College to publish the total cost of paid facility time
- The report must be published on the College website and a UK Government website by 31 July, but the deadline had been extended to 30 September 2020 due to the COVID-19 pandemic

The Committee reviewed the report and it was noted that there were no areas of concern.

7. STRATEGIC PLAN 2019/20 MONITORING REPORTS

The Committee considered the monitoring reports which set out key actions required to meet targets contained in the Strategic Plan and indicated progress to date with them.

The following points were noted:

7.1 Chapter 9 – Staffing

- There had been a delay with the implementation of the new HR portal
- College was confident that the new system would be operational before the end of July

Q. Had College had any discussions re costs due to the delay and had this delay resulted in any increase in costs?

A. College had only paid for additional consultancy days and these were not related to the delay

Governor Questions

7.2 Chapter 10 – Equality & Diversity

- College had signed up to the AOC mental health charter
- A mental health champions group had been set up
- Training on mental health first aid had been provided to staff
- Some staff were experiencing mental health issues due to the lockdown

7.2 Chapter 12 – Health, Safety & Wellbeing

All actions were on track to be completed.

8. RISK REGISTER

The Principal presented the relevant section of the risk register and reported that the number of risks had increased over the last two months and there were now 16 high risks on the register. High risks were being monitored by the Senior Management Team and it was pleasing to note that only 3 parental queries and 1 student complaint had been received during the lockdown.

9. POLICY REVIEW

The Committee reviewed the policies with the key changes highlighted by the HR Director.

9.1 Alcohol and Substance Misuse Policy

A Governor suggested that the following amendments were made to the policy:

- College had the right to screen or test staff to check if they were under the influence of drugs or alcohol
- The right to send staff home immediately if they tested positive
- Staff to be mindful of drinking at lunchtimes and ensure that they kept within the legal limits

ACTION: HR DIRECTOR

RESOLVED:

The Alcohol and Substance Misuse Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.2 Appraisal Policy

RESOLVED:

The Appraisal Policy was approved, subject to consultation with the recognised trade unions.

9.3 Home Working Policy

It was noted that this was a new policy, which set out the criteria and arrangements for home working, and provided a framework for a consistent approach.

Governors suggested that:

- A link to the information on the HSE website in relation to homeworking was included in the policy
- The example provided in section 4.3 of the policy was amended

ACTION: HR DIRECTOR

RESOLVED:

The Home Working Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.4 Maternity Leave Policy

RESOLVED:

The Maternity Leave Policy was approved, subject to consultation with the recognised trade unions.

9.5 Parental Bereavement Leave

A Governor suggested that reference to the Paternity leave policy was included.

RESOLVED:

The Parental Bereavement Leave Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.6 Shared Parental Leave Policy

RESOLVED:

The Shared Parental Leave Policy was approved, subject consultation with the recognised trade unions.

9.7 Special Leave Policy

A Governor suggested that reference to the new Home Working policy was included.

ACTION: HR DIRECTOR

RESOLVED:

The Special Leave Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.8 Wellbeing at Work Policy

RESOLVED:

The Well-being at work Policy was approved, subject consultation with the recognised trade unions.

10. Contracts of Employment

The Committee was informed that all contracts of employment had been updated to include Day 1 rights and were based on the AOC model contracts pack which had been reviewed by the law firm Irwin Mitchell. The Academic contract was provided as an exemplar of the changes made.

10.1 Academic Contract

Governor Questions

Q. Would it be appropriate to ask staff to declare any other conflicting interests?

A. Staff were required to declare this via the exclusivity of service application form. They completed this when making a request to undertake work elsewhere

RESOLVED:

The academic contract was approved as a model to update all contracts of employment..

11. EMPLOYMENT LAW UPDATE / CONSULTATIONS

The Committee reviewed and noted the update that had been circulated.

Governor Questions

Q. Was College intending to use the flexible furlough scheme for the catering staff?

A. It would be difficult for the College to use this as most catering staff had term time only contracts

Q. Had all of the furlough agreements been documented?

A. It was confirmed that all of the required paperwork had been completed, including individual agreement and a signed Furlough Collective Agreement.

12. RESERVED BUSINESS

12.1 Approval of the Reserved Business Minutes 11th March 2020

Agreed: that the minutes are approved as a correct record

12.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

13. NEW SENIOR POSTHOLDERS PROGRESS AND SUPPORT ARRANGEMENTS

Discussed under reserved business.

14. GOVERNANCE IMPACT STATEMENT

- Review and discussion on home working arrangements
- Governor suggestions re policy amendments
- Monitoring and review of succession planning data

15. DATE OF NEXT MEETING

Monday 16th November 2020 at 4.00pm

The Chair thanked Pauline Odulinski for attending the meeting and the Committee looked forward to receiving her feedback.

It was noted that this was the Principal's last meeting of this Committee and Governors led by the Chair thanked him for his dedication and hard work in leading the College over the last few years.

The Principal thanked all Committee members for the support provided to the College and the Senior Management team.