

Agenda No: 01



PEOPLE COMMITTEE – MAIN MINUTES

Thursday 16 October 2025 – 3.30pm to 5.00pm

Microsoft Teams

Governors	Type	Initials	Attendance	Apologies
Lisa Crichton-Jones	Chair of Committee – Independent Governor	LCJ	X	
Michael Williams	Committee Member – Independent Governor	MW	X	
Aneela Ali	Committee Member – Independent Governor	AA	X^	
Peter Francis	Committee Member – Independent Governor	PF	X	
David Alexander	Committee Member – Principal / CEO	DA	X^	
Clerk				
Nicola Taylor	Director of Governance & Compliance	NT	X	
Presenters / Attendees				
Katy Malia	Staff Governor	KM	X	
Vicki Casey	Director of People & OD	VC	X	
Sarah Judson	Deputy Principal Finance and Resources	SJ	X	
Lori Casson	Head of People	LC	X	

^Attended for part of the meeting

P/081 1. Chair's Welcome, Apologies and Conflict of Interest

The Chair welcomed the attendees.

No apologies were received. The Committee **agreed** that the meeting was quorate.

No conflicts of interest were declared at the start of the meeting and members were reminded to declare any conflicts that arose during the discussions in the meeting.

P/082 1.1 Appointment of Vice Chair

Expressions of interest had been sought from Committee members for the role of Vice Chair in advance of the meeting. One expression of interest had been received.

The Committee **approved** the appointment of PF as Vice Chair of the People Committee.

P/082 2. Minutes of the People and Remuneration Committee

A. 15 May 2025 – Main Minutes

The Committee **reviewed** the main minutes from the previous meeting and **agreed** that they were a true and accurate reflection of the meeting.

B. 15 May 2025 – Confidential Minutes

The Committee **reviewed** the confidential minutes from the previous meeting and **agreed** that they were a true and accurate reflection of the meeting.

The minutes were approved.

P/083 3. Matters Arising / Action Log

VC presented the action log and provided the following updates:

- The action relating to the appointment of a Vice Chair would now be closed.
- Recruitment targets were hoped to be in place by May 2026.

All other actions marked as closed or complete.

The report was noted.

P/084 4. Strategic Annual Report – People

DA joined the meeting.

VC presented the report and highlighted the following:

- Significant progress had been made against the objectives with lots of collaborative working across the College. Key achievements linked to the following:
 - Reduction in turnover and increase in staff retention.
 - Recruitment, specifically the increase in the number of applicants per vacancy.
 - The maintenance of the College's engagement score in the annual staff survey.
 - Progress made in relation to equality, diversity, inclusion and belonging.
- KPIs met the thresholds agreed, apart from mandatory training which was slightly below the threshold. VC reiterated the need for a learning management system to ensure robust data collection and reporting.
- Priorities were proposed for 2025/2026, focusing on *Developing Our People*, *Attracting and Recruiting Talent*, and *The Evolving Workplace*.
- Risks related to pay, ongoing recruitment challenges, digital, mental health absence and data compliance / systems.

The Committee **noted** the level of work undertaken and **noted their thanks** to the staff for their work in this area.

The Committee **discussed** and **queried** the following:

- In relation to recruitment, the increase in the number of applications per vacancy and whether this resulted in an increase of applications meeting the shortlisting criteria, seeking assurance that the resource spent to increase the number of

applicants was having the desired impact. It was confirmed this would need to be explored.

- How inclusivity was brought to life across the College and its processes.

AA left the meeting

- How the strategy would evolve and respond to environmental, political and landscape changes.

AA rejoined the meeting.

- The wording of the themes of *An Inclusive Culture* and *The Evolving Workplace*, considering whether they were action orientated enough.
- Recognition of the data and digital improvements required.
- Key risk and challenges, specific to digital skills and industrial relations.

The Committee noted the progress made and approved the priorities for 2025/2026.

The Committee approved the continuation of the Committee and Board KPIs with no changes proposed.

The report was noted.

P/085 5. Director of People and Organisational Development Update

VC presented the report and highlighted the following:

- The College were working with the national roadmap relating to the Employment Rights Bill, including working on an action plan for implementation.
- *Covered under a confidential minute.*
- A national industrial campaign was also running alongside this, expecting to close in mid-November. The national ask related to a 10% or £3000 increase in pay (whichever is greater), meaningful action on workload and a joint position to bring fully funded national bargaining, with binding outcomes to the FE sector.

The Committee **discussed** and **queried** the following:

- The working relationships with local union representatives – it was suggested there was positive working relationships with good communication in place.

The report was noted.

P/086 6. Annual HR Report 2024/25

LC presented the report and a short presentation, highlighting the following:

- The College's staff profile and how this had changed over the past two years with the College now having two thirds of staff sitting within a curriculum role.
- Staff turnover and the continued downward trend over the past five years.
- Planned action relating to strengthening career development and progression, improving support for new starters, enhancing the exit interview process, analysing staff survey data for early leavers and targeted departmental action.
- Length of service, with this being largely consistent over the past three years and planned action relating to succession planning, strengthening onboarding

support, retention focus for new starters, fostering a positive and inclusive culture, and enhancing ongoing development opportunities.

- Rates of sickness absence and the decrease over the past two years with planned action to expand wellbeing, increase awareness of mental health support, improve line manager capability, promote accessibility and reasonable adjustments, and refine the absence reduction plan.
- Highlights relating to the College's work in Equality, Diversity, Inclusion and Belonging.

The Committee **discussed** and **queried** the following:

- The declining absence related to mental health and the impact of the supportive work in this area. It was noted the proactive approaches were specific to supporting absence and early intervention, rather than preventing staff taking time off where needed.
- The College's focus on equality of opportunity, and the next steps of ensuring equity of opportunity.
- The financial impact of the reduction in sickness absence and turnover, noting it would be positive for the Committee to have an understanding of this. Some initial costing had been undertaken with it the reduction in sickness absence believing to be in the region of £650k.

The Committee **supported** the need for strategic planning around the College's aging workforce.

The report was noted.

DA left the meeting.

P/087 7. Annual Health and Safety Report 2024/25 and Policy

VC presented the report and highlighted the following key achievements:

- Maintenance of high compliance rates for mandatory health and safety training (91%) and 100% completion of safety tours, inspections, and work placement vetting requests.
- The achievement of a 'Strong' rating in the external Health and Safety audit by Wylie & Bisset, highlighting good working practices and the Health and Safety function as an area of strength.
- The achievement of high satisfaction scores in staff (8.5/10) and learner (96.3% agreement) surveys regarding safety at the College.
- Successful implementation of the new Health and Safety Management Audit System to streamline compliance tracking and reporting.
- The advancement of the digitalisation of safety data capture and reporting, enabling more proactive and insightful health and safety management.
- Testing of the College's Business Continuity Plan via two tabletop exercises.

VC noted the report set out a 6% reduction in risk assessment completion compliance and provided reassurance that the implementation of new Health and Safety Management Audit System would improve the compliance of this.

There was an increase in recorded accidents, however this had been explored and there was no trend data, instead this was believed to be attributed to the increase in learner numbers.

The Committee **discussed** and **queried** the following:

- The assurance provided by the 2024/2025 health and safety monitoring indicators and whether these needed to be reviewed to provide more stretch.
- The severity of the RIDDOR reportable accident and if this level of information could be included going forward.

Action: SK to include severity of RIDDOR reportable accidents going forward (November 2026).

The Committee **recommended** the Health and Safety Policy for Board approval.

The report was noted.

P/088 8. HR Case Work – Verbal Update

Covered under a confidential minute.

The report was noted.

P/089 9. Strategic Risk Register

SJ presented the report and highlighted the following:

- A revised risk framework had been developed over the summer period and was due to be presented to Audit Committee in November 2025. Revisions had taken account of Committee and governor feedback, ensuring accessibility and digestibility.
- The current risk register was provided for information, noting additional work had been undertaken on the horizon scan which provided greater information of potential future risk.

The Committee **welcomed** the updated Horizon Scan.

The report was noted.

10. Policy / Statement Update

P/090 10.1 Policy Updates

The People Committee is asked to recommend the following policies, subject to any changes following trade union feedback, for Board approval.

- Recruitment and Selection Policy
- Redundancy Policy

LC presented the report, noting the following policies were presented for recommendation for Board approval:

- Recruitment and Selection Policy
- Redundancy Policy

LC confirmed that the union consultation period had now passed, and no changes were required.

The Committee **discussed** and **queried** the following:

- The process / procedure for recruitment in the instance there was a lack of EDI amongst shortlisted candidates or a selection panel. It was suggested that this would be covered as part of internal guidance.

The Committee **recommended** the following policies for Board approval:

- Recruitment Policy
- Redundancy Policy

Action: VC to progress Recruitment Policy and Redundancy Policy for Board approval.

The report was noted.

P/091 10.2 Modern Slavery and Human Trafficking Statement

VC presented the report setting out the updated version of the Modern Slavery and Human Trafficking Statement, with amends linking to the strengthening of language, enhanced detail, clearer definition of roles and responsibilities, and further refinements regarding due diligence.

The Committee **queried** how the College were assured that organisations they worked with complied with the prevention of modern slavery and human trafficking. SJ confirmed that a new supplier process was being implemented which addressed this and any larger scale procurement was done through contracting tenders.

The Committee **recommended** the Modern Slavery and Human Trafficking Statement for Board approval.

Action: VC to progress Modern Slavery and Human Trafficking Statement for Board approval.

The report was noted.

P/092 11. Any Other Business

N/A

P/093 12. Date of Next Meeting:

The date of the next meeting was confirmed as Thursday 19 February 2026 at 4.00pm.