

EMPLOYMENT AND WELFARE COMMITTEE MEETING
Tuesday 7 November 2022 at 5.00pm
MINUTES

Chaired by: Ros Jones

Members Present: Amanda Borrett Phil Rumsey

Also Present: Heather Campbell Clerk to the Corporation

1. **Apologies for absence**

Apologies received from Kieren Moore and Lisa Dixon.

The meeting was quorate with 3 members present.

2. **Declaration of personal conflicts of interest**

None.

3. **Minutes of the previous meeting.**

a **Minutes of the meeting**

The Minutes of the meeting held on 10 May 2022 were approved at the 24 May 2022 Corporation and signed by the Chair

The Chair asked members if they had any comments to raise on the minutes and no matters were raised.

b **Updates from Clerk or College Management**

None.

c **Action previously agreed.**

The Chair referred members to the Actions Agreed and noted that all actions had been completed.

d **Matters arising not covered in agenda below.**

No matters raised.

4. **Receive Health & Safety Update**

The Chair referred to tabled Paper C Accident & Near Miss Update Report from the Director of Finance & Resources which also includes the Summary of Accident Book Recordings 2022-23 and the Key to the Accident Book Summary for information.

The Clerk advised that the DoFR acknowledges that members have not had time to consider the Report prior to the meeting but if there are any questions or matters raised, she is happy to answer these via email or a phone call.

Members briefly considered the Report and the position since the last update to EWC and noted that the new Accident Policy has improved the process for investigating. Sporting activities are the Biggest contributor to accidents, other than that there are no emerging patterns or areas of concern requiring further follow up.

The Chair asked members if there were no further matters to raise, were they happy to receive the Accident & Near Miss Update Report.

Members agreed they were.

5. **HR Action Plan 2022**

See confidential minute.

6. **Receive GDPR Implementation Action Plan October 2022**

The Chair referred to the Action Plan and asked the Principal for an update on the implementation of CCTV system in line with the security of the College being an open site.

The Principal advised that our CIF bid was successful and part of the bid was for site security part of which is a full CCTV system as we currently have some cameras in crucial areas i.e. student car park, staff car park and a couple of other areas. We went out to tender making us reliant on a third party but cannot seem to tie down a company to come in and fit it.

The Chair observed if there were no further comments were members happy to receive the GDPR Implementation Action Plan October 2022

Members agreed.

7. **Review of Safeguarding**

- i) Receive and approve the updated Safeguarding & Child Protection Policy & Procedures and recommend to the Corporation

The Chair referred to the Policy and noted that the updates and amendments were highlighted in red. She asked members if they had any matters they wished to raise.

One member enquired if the Key Contacts details were correct.

The Principal confirmed that they were relevant to the current members of staff responsible for monitoring safeguarding.

There being no further comments the Chair asked members if they were happy to recommend the Safeguarding & Child Protection Policy & Procedures to the Corporation for approval.

Members agreed.

RECOMMENDATION

That the Corporation approve the Safeguarding & Child Protection Policy & Procedures.

- ii) Receive Annual Safeguarding Report 2022 and Recommend to the Corporation

The Clerk advised that the safeguarding lead and safeguarding team were working on the Report and that she expects to finalise the Report in time to go to the Corporation in December rather than wait till the next EWC meeting.

The Chair confirmed this would be appropriate.

8. **Receive New Student Learner Voice September 2022**

The Chair referred members to the New Students Learner Voice report and asked members if they had any matters to raise.

Members noted the very positive responses to the questions the Vice Principal asked the new intake of students in September. She spoke to 69 students and asked if they were enjoying College and if they felt safe and all 69 said yes.

The Chair asked the Clerk to share the Report with all the governors at the Corporation in December.

A member observed that staff should be congratulated for making the students feel safe and enjoying College.

ACTION AGREED

Clerk to share the New Student Learner Voice September 2022 report at the Corporation meeting in December.

9. **Receive updated Confidential Reporting Policy ("Whistleblowing") and recommend to Corporation for approval**

The Chair referred to the Policy and noted that the updates made by the Vice Chair of Corporation were highlighted. She asked members if they had any comments or questions and there were no matters raised.

The Chair asked members if they were happy to recommend the Confidential Reporting Policy ("Whistleblowing") to the Corporation for approval.

The members agreed.

RECOMMENDATION

The Corporation approve the Confidential Reporting Policy ("Whistleblowing")

See confidential minutes for items 10., 11., 12. and 13.

14. **Annual Review of Terms of Reference for the EWC**

The Chair asked members if they felt there were any amendments required to the Terms of Reference for the Employment & Welfare committee

The members concurred that there were none and the Terms of Reference were fit for purpose.

15. **Receive List of College Policies the committee is responsible for**

The Chair referred to List of Policies the committee is responsible for and invited comments from the members.

There were no matters raised other than the Chair noted that progress is being made and that the Comments September 2022 needed updating to reflect the reviews that had been completed.

ACTION AGREED

Clerk to update the List of College Policies Comments section.

16. **Identify any discussion items Classified as “Confidential & Restricted”**

Members considered their discussions and identified that Items 5, 10, 11, 12 and 13. be classified as confidential. There were no confidential and restricted items.

17. **Any other Business**

None raised.

18. **Date of Next Meeting 7 February 2022**

There being no further business the meeting closed at 6.20pm.