

**EMPLOYMENT AND WELFARE COMMITTEE MEETING**  
**Tuesday 7 November 2023 at 5.00pm**  
**MINUTES**

Chaired by: Ros Jones

Members Present: Amanda Borrett    Kieren Moore    Phil Rumsey    Ogba Onwuchekwa  
Heather Campbell    Clerk to the Corporation

1. **Apologies for absence**

Apologies were received from Lisa Dixon

The meeting was quorate with 5 members present.

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

None.

The Chair welcomed the new Parent Governor Ogba Onwuchekwa to the Committee.

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

a. **Minutes of the meeting**

The Minutes of the meeting held on 9 May 2023 were approved at the 23 May 2023 Corporation and signed by the Chair

The Chair asked members if they had any comments to raise in 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 all actions had been completed.

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

No matters raised.

4. **Receive Health & Safety Update**

*See confidential minute*

5. **Receive updated S6F Fire Risk Assessment April 2023**

*See confidential minute*

6. **HR Action Plan 2022**

*See confidential minute.*

7. **Receive GDPR Implementation Action Plan October 2023**

*See confidential minute.*

8. **Safeguarding**

*See confidential minute.*

9. **Receive Enrolment Report 2023**

*See confidential minute.*

10. **Receive updated Student Work Placement Policy and recommend to the Corporation**

The Chair referred to the Policy and noted that the amendments were highlighted in yellow and asked members if they had any questions.

A member enquired if the students that are planning to go on to do medicine, does the College have contacts in the NHS to get students on placement at the hospital.

The Principal confirmed that we do have contacts at the hospital, and we have an extensive data base of local employers that our Careers department use for setting up placements for students.

Another member referred to the Work Placement Agreement Form and asked does the College ask students if they have any convictions when they enrol at the College. She clarified that she was asking from the perspective of openness with the employers should any criminal activity happen by a student on placement with them.

The Principal advised that it was a good question to raise but we do not ask students if they have any convictions and don't ask the local schools for this information. We want students to feel comfortable when applying to the College and he feels asking about convictions spent or otherwise will deter them from applying. We do ask them on the placement form if they 'agree to the disclosure of personal data to the employer, including data about health and criminal records', which they are asked to sign that they do.

The members discussed the issue raised and the Chair suggested it might be a question for the Vice Chair of Corporation what his thoughts were on this matter.

Another member agreed that it was a tricky issue to address, but feels the College was already addressing criminal convictions in the Work Placement Form which was the appropriate thing to do.

The Chair noted if there were no further matters to raise, were members happy to recommend the Student Work Placement Policy to the Corporation for approval.

The members agreed.

#### **RECOMMENDATION**

That the Corporation approve the Student Work Placement Policy.

#### **ACTION AGREED**

Principal to ask the Vice Chair of Corporation what his thoughts were on asking students to disclose convictions when they enrol at the College.

### 11. **Receive updated Student Disciplinary Policy and recommend to the Corporation**

The Chair referred to Paper J and asked members if they had any matters to raise in the policy.

A member raised under Gross Misconduct last bullet point 'Cheating and plagiarism', has this increased at the College with students using AI, mobile devices etc.

The Principal confirmed there was a low level of plagiarism which is picked up very quickly by staff when they are marking students work and can spot any anomalies in the submitted work that is not in keeping with the level of previous work by the student.

As there were no further matters raised the Chair asked members if they were happy to recommend the Student Disciplinary Policy 2023 to the Corporation for approval and the members agreed.

#### **RECOMMENDATION**

That the Corporation approve the updated Student Disciplinary Policy 2023.

### 12. **Receive updated Trips & Visits Policy and recommend to the Corporation**

The Chair referred to Paper K and raised that she had a question on page 4 at the top of the page there is an asterix in the Minimum requirements for supervision box but no asterix reference to what this means.

The Principal suggested that it was likely that there should be an asterix at the beginning of the following paragraph which starts with 'Sensible and practicable levels . . .

As there were no further matters raised the Chair asked members if they were happy to recommend the updated Trips & Visits Policy to the Corporation for approval subject to the minor amendment on page 4.

The members agreed.

#### **RECOMMENDATION**

That the Corporation approve the updated Trips & Visits Policy 2023.

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

The Chair referred to List of Policies and noted that it is good to see the policies that required reviewing have been carried out with only five reviews deferred to early 2024.

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

Members considered their discussions and identified that Items 4., 5., 6., 7., and 9. be classified as confidential. Item 8. discussion to be classified as confidential and restricted.

15. **Any other Business**

None raised.

16. **Date of Next Meeting 6 February 2024**

There being no further matters raised the meeting closed at 6.15pm.