

EMPLOYMENT AND WELFARE COMMITTEE MEETING
Tuesday 25 February 2020 at 5.00pm
MINUTES

Chaired by: Trish Hawkyard

Members Present: Ros Jones Phil Rumsey

Also Present: Rowan Johnson, VP Students Services for Item 7.

Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

Apologies were received from Hilary Ascott and Andy Bailey. The meeting was quorate with 3 members being 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 19 November 2019 were approved at the 10 December 2019 Corporation meeting and signed by the Chair.

b **Updates from Clerk or College Management** – None.

c **Action previously agreed.**

Members noted that all of the actions had been completed.

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

The Clerk advised that a Staff Governor election had been held and 2 nominations were received. An election was held and Kieren Moore, member of support staff had been elected by staff. His nomination will go to the Search Committee on 10 March to consider and recommend appointment as Support Staff Governor at the Corporation on 31 March for approval. The Clerk highlighted that if Kieren is approved he would be a member of the EWC.

4 **Receive Register of Interest Schedule**

Members noted the Register of Interest Schedule as information and no matters were raised.

5 **Receive Health & Safety Update**

The Chair referred members to the College's NYCC Health and Safety Advisor's Inspection Report and considered the outstanding Recommended Actions and noted the deadline dates for completion. Trish enquired if the 9.2 Lockdown procedure currently under review will come to the governors once it is finalised. Phil advised it would and he asked the Clerk to pick this up with Rowan.

ACTION AGREED

Clerk to pick up with Rowan sharing of Lockdown Procedure with the governors.

No further matters were raised.

6 **Receive Health, Safety & Wellbeing Policy Statement and Recommend to the Corporation**

Members considered the Health, Safety & Wellbeing Policy Statement and agreed it was fit for purpose and to recommend it to the Corporation for approval.

RECOMMENDATION

That the Corporation approve the Health, Safety & Wellbeing Policy Statement.

7 **Receive updated Safeguarding Quality Improvement Plan and recommend to the Corporation**

The Chair asked Rowan to give members an update on Safeguarding.

Rowan advised that there is one area of the QIP that was not complete which was the Counter Terrorism but management are in the process of taking advice on this and she gave the following update:

- Linda has drafted a Dynamic Lockdown procedure which management are looking at
- PC John Fawcett who is part of the Counter Terrorism team has been on site and carried out a full site security survey and management are awaiting his report
- Counter Terrorism event (scenario training) held at CUS – our Estates staff attended this and said that it would be good for all staff to do it so management are looking into arranging this and suggested it would be good for Trish as Safeguarding Governor to attend.

Ros highlighted that when she attended the last EWC meeting she omitted to mention that she was asked by a member of staff if they could help her and took her to Reception to sign in so this highlights that staff are challenging people they don't know.

Rowan observed that we do not have mature students studying at the College so it does make it easier to spot someone on site who is older.

No further matters were raised and members agreed to recommend the updated Safeguarding QIP to the Corporation for approval.

RECOMMENDATION

That the Corporation approve the updated Safeguarding Quality Improvement Plan.

Rowan left the meeting at this point.

8 Review HR Policies / Guidance

a) Staff Code of Conduct Guidance

Members considered the Guidance and Ros raised a question on the individual gift value of £50 under 11. Hospitality and Gifts and if this was excessive. Phil advised that it was based on the NHS guidance and was about the norm.

There were no further matters raised and the members agreed the guidance was fit for purpose.

b) Staff Special Leave Policy

Phil advised that the policy was a safeguard for both the College and staff and minor amendments have been made to the following:

- 2 Compassionate leave – up to 5 days for the death of a member of immediate family is not set in stone and would be at the discretion of the Principal
- 3 b Jury Service – Staff will be asked to advise the College of the Juror Allowance they have claimed so this can be deducted from their salary.

Members noted the updated Policy and agreed to recommend it to the Corporation for approval.

RECOMMENDATION

That the Corporation approve the updated Staff Special Leave Policy.

9 Received GDPR Action Plan Update

Members noted the updated and no matters were raised.

10 Consider any discussion items to be classified as “Confidential & Restricted”

The Clerk asked members if they felt any of the discussion items should be classified as confidential and/or restricted and members agreed there were none.

11 **Any Other Business**

Trish raised if members felt that Rowan's attendance to give Safeguarding update at every EWC meeting was necessary. Members discussed and agreed that it wasn't necessary for Rowan to attend in person, as Trish as the Safeguarding Link Governor meets with Rowan every half term to discuss Safeguarding and would be able to report and update the committee on any issues. Safeguarding should continue to be an item on every EWC meeting agenda.

Trish agreed she would discuss this with Rowan.

12 **Date of Next Meeting 5 May 2020**

Trish advised that she is unable to attend this meeting as she is on holiday.

The Clerk observed she would look at an alternative date for the meeting.

There being no further business the meeting closed at 5.45pm