

EMPLOYMENT AND WELFARE COMMITTEE MEETING
Tuesday 2 March 2021 at 5.00pm
MINUTES

Meeting conducted remotely via Teams

Chaired by: Hilary Ascott

Members Present: Kieren Moore Phil Rumsey

Also Present: Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

Apologies were received from Andy Bailey and Ros Jones

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 3 November 2020 were approved at the 15 December 2020 Corporation meeting and signed by the Chairman.

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

c **Action previously agreed.**

The Chair referred to the work in progress action 3-Nov-2020 8 – Phil to follow up incomplete third Data Mapping section and the GDPR Training with GDP officer.

Phil advised that he had followed this up with the GDP officer but she is on sick leave at the moment and will check progress with her on her return.

The Chair noted that the item remain as WIP and be picked up at the next meeting.

d **Matters arising not covered in agenda below – None**

4 **Receive Health & Safety Update**

The Chair referred members to Paper C Health and Safety Report and noted that Tania Exley-Moore, Assistant Principal had been managing health and safety on a temporary basis since the retirement of the Director of Resources in March 2020 and has now handed the role back to Lesley, the new Director of Finance & Resources. The main activities during this time are covered in Appendices 1 – 5.

Members considered the update and the following was raised:

Appendix 1 – Departmental Risk Assessments page 2 MIS department – Complete column – ‘without gent engineer’ – not clear what ‘gent’ means but suspect this may be a typo.

Appendix 2 – NYCC Health and Safety Site Inspection page numbered 7 High priority – Computers being left on – recommendation is to prevent potential fire computers are turned off when not in use – Status outstanding (IT argue that they need PCs to remain on for updating)

The Chair suggested that it might be a process that the computers are switched off at weekends and during the holidays to reduce the risk of fire.

Kieren advised that he was aware previously that updates are usually carried out overnight on a Wednesday and the computers need to be on to allow this but that may have changed.

Phil advised he would follow up the recommendation of switching the PCs off with the IT Manager but as Kieren said he also suspects that the PCs need to be left on so the overnight updates can be done before the next day’s teaching and learning.

Appendix 3 – NYCC Health and Safety Paperwork Evaluation – noted with no matters raised.

Appendix 4 – Risk assessing for Covid-19, setting up and managing College track and trace system – noted with no matters raised

Appendix 5 – Risk assessing, setting up and managing college Covid-19 testing centre – noted with no matters raised.

ACTIONS AGREED

The Clerk to follow up matters raised in the Health & Safety update with Tania.

Phil to follow up status outstanding re recommendation to switch off computers that are not in use.

No further questions were raised.

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

Members considered paper D 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.

6 **HR Action Plan Termly update**

Members considered Paper E HR Action Plan 2020-21 and the following was raised:

AP 1 – Progress to date – noted that the TES has been cancelled and first paragraph needs to be removed – Clerk to flag up first paragraph needs to be removed to HR manager.

AP5 – Safeguarding Training – Kieren raised that it states that all staff to have training every year but he does not remember doing any in the past year.

Phil observed that the most recent safeguarding training was all staff and governors were asked to read the updated Keeping Children Safe in Education September 2020 Part 1 and confirm in their PDR that they had read it and the governors were asked to confirm with the Clerk. Obviously training sessions in-house have not been able to go ahead due to the pandemic.

7. **Receive Mid-Year Student Tutorial Survey**

Members noted this was deferred due to Covid impact.

8 **Biennial Review of Committee's Performance including Terms of Reference**

Members noted this was also deferred due to Covid impact.

9 **Review new / updated HR Policies / Guidance and recommend policies to Corporation for approval**

a) Absence Management Guidelines

The Chair referred to Paper F and the following was raised:

- 3. During Employment – first bullet point – signed off as fit to work how early is the member of staff contacted to have a return to work meeting

Phil advised that once HR receive the fit to work note they arrange a return to work meeting with the member of staff.

- 3a. Dealing with short term sickness absence fourth bullet point, line 2 – ‘for Support Staff of Assistant Principal’ should read ‘for Support Staff or Assistant Principal’.

ACTION AGREED

Clerk to pick up the above correction to the wording with the HR Manager.

b) Safe Recruitment Guidelines

The Chair referred to paper G and the following was raised:

- Page 4 13. Checks for Individuals para 4 3rd line ‘when students are on site’ should read ‘when students are not on site’.
- Page 8 Appendix 2a Decision Making Meeting 7th tick ‘contact successful candidate to see if they accept position and check when referees can be contacted’ – what is the process if the candidate does not accept the post when contacted.

Phil observed that at the end of the formal interview all candidates are asked if they were offered the post would they accept. If they give back-word then usually the second highest scoring candidate would be contacted. If no other suitable candidate then we would re-advertise the post.

Kieren raised a question on Page 11 Appendix 3 Returned DBS Disclosure 3rd bullet point – ‘If any additional information is provided by police or if disclosure does not tie in with the Declaration Form’ – what would be the consequences of not disclosing the information.

Phil noted that he would have a conversation with the employee to clarify if their non-disclosure of the information was an error on their part and then decide with HR the appropriate action to take.

ACTION AGREED

Clerk to pick up correction to wording on page 4 of the Safe Recruitment Guidelines with the HR Manager.

c) Lone Working Policy

The Chair referred to paper G which has been produced by Tania, Assistant Principal and noted that it was reviewed and approved by the College Management Team. She asked if members had any matters to raise.

Kieren noted the document covered ‘lone working’ in College but in the current climate with staff having to work from home suspect lone working may apply to some of those staff. He advised that the Health and Safety Executive has guidance on this for employers and should this be included in the policy.

Phil advised he will follow up HSE guidance on employee lone working at home with Tania to update the policy.

The Chair asked if members were happy to recommend the Policy to the Corporation for approval subject to the inclusion of reference to HSE Lone Working guidance for employees to the document.

Members agreed.

ACTION AGREED

Clerk to pick up the HSE guidance to employers on Lone Working for employees working from home and refer to this in the policy.

RECOMMENDATION

That the Corporation approve the Lone Working Policy subject to the inclusion of HSE Guidance on Lone Working for employees.

d) Bomb / Suspicious Packages Threat Procedure

The Chair referred members to the procedure and asked if they had any matters to raise.

Kieren suggested that an electronic link to the Bomb Threat Checklist be added to the procedures

Members agreed.

ACTION AGREED

Phil to include an electronic link to the Bomb Threat Checklist.

e) Dynamic Lockdown Procedure

The Chair referred to Paper J and noted that considering the College is an open site she felt the procedure was fit for purpose.

Members considered the procedure and Kieren raised that on page 2 under Communications 3rd bullet point 'Ticker tape message on staff and students PCs' this no longer works since the PCs were updated with Microsoft Office 10 and an alternative system would be needed.

Phil advised he would pick up the above with the IT Manager.

ACTION AGREED

Phil to speak to the IT Manager set up a 'Ticker Tape' messaging system.

10 **Safeguarding Update**

The Chair referred to Paper K and members considered the update and no matters were raised. It was noted that the Safeguarding Update will be go to the next Corporation.

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

The Chair asked members if they felt any of the discussion items should be classified as confidential and/or restricted and members agreed that Item 10 Safe Guarding Update paper be classified as confidential and not shared with the Student Governor but can be shared with the Staff Governors.

12 **Any Other Business**

No other business was raised.

13 **Date of Next Meeting - 11 May 2021**

There being no further business the meeting closed at 5.40pm.