

EMPLOYMENT AND WELFARE COMMITTEE MEETING
Tuesday 3 November 2020 at 5.00pm
MINUTES

Chaired by: Ros Jones

Members Present: Phil Rumsey Kieren Moore

Also Present: Heather Campbell Clerk to the Corporation

1 **Apologies for absence**

Apologies received from Hilary Ascott and Andy Bailey.

The meeting was quorate with 3 members present

The Clerk observed that Trish Hawkyard, Vice Chair of the committee had resigned from the Board of Governors, therefore subject to the meeting being quorate a member present could be appointed as Acting Chair.

Ros confirmed she was happy to be Acting Chair.

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 25 February 2020 were approved at the 7 July 2020 Corporation and signed by the Chair.

b **Updates from Clerk or College Management**

None.

c **Action previously agreed.**

Action on 25 February 2020 Item 5. Sharing of Lockdown procedures with governors. It was noted this was a work in progress and will be picked up by management when they review the Site Security and costings which has been deferred to 2021.

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

None raised.

4 **Register of Interests (Schedule)**

Members noted the Staff Register of Interests with 3 governors as yet to complete their registered. One of which was Ros. She signed hers at the meeting, which left Hilary Ascott and Michael McCluskie outstanding.

ACTION AGREED:

Clerk to follow up completion of forms with Hilary and Michael.

5 **Received Health & Safety Inspection Report (NYCC Feb 2020)**

Ros referred members to the Outstanding Status items and the following was noted:

- Pg. 9 Medium Priority – Sports Hall lighting – awaiting contractor and will be included in the upgrade for energy efficiency lighting
- Pg. 10 Medium Priority – cluttered areas beneath some staff desks – Phil advised that the Heads of Departments were asked to carryout Risk Assessments for their departments to highlight areas of risk and address the issue raised in the report.
- Pg. 11 Low Priority – Site Security – Phil advised that management feel that the current open site is a safer option and will review this when looking at Site Security early next year.

Ros noted that it was a good quality report and asked if there were any further questions.

No further matters were raised.

6 **Covid-19 Report for Governors November 2020**

Ros referred members to the report and asked Phil if he had anything to update the committee on in respect of Covid.

Phil advised that notification of positive tests have increased slightly but there are no major concerns. 105 students and 3 members of staff were isolating up to yesterday and that number are coming down with staggered return days for students and staff this week. All positive tests reported are external i.e. in the home or socialising with friends over half term and no positive test linked to having been transmitted when in College.

7 **HR Action Plan 2020-21**

Members had received the HR Action Plan 2019-20 prior to the meeting and Phil observed there was no HR matters he needed to raise with members and that the paper was for information.

Members noted the report and no matters were raised.

8 **Receive GDPR Implementation Action Plan October 2020**

Ros referred members to the Action Plan and noted that the third Data Mapping section and the GDPR Training were incomplete and asked Phil if these were work in progress actions.

Phil observed he was not sure why the Data Mapping had not been completed but would follow this up with the GDPR officer and with regard to the GDPR Training for staff we are looking at writing our own training guidelines to enable training of the staff.

ACTION AGREED

PMR to follow up incomplete Data Mapping action with GDP officer.

9 **Receive Data Breach Policy and recommend to the Corporation**

Members had received the Policy prior to the meeting and the Clerk advised it is reviewed annually. It went to the College Management meeting in September with no amendments made and the committee is asked to consider the Policy and recommend it to the Corporation for approval.

Members considered the Data Breach Policy and the Data Breach Notification Procedure at Appendix 1. There were no matters raised and agreed to recommend the Policy to the Corporation for approval.

RECOMMENDATION

That the Corporation approve the Data Breach Policy.

10 **Receive the Subject Access Policy (GDPR) and recommend to the Corporation**

Ros referred members to the Subject Access Policy (GDPR) and highlighted that Phil had communicated at the last Corporation that there had been one access request in relation to the Central Assessed Grades and asked if there had been any more requests.

Phil observed that there had only been the one and not inundated with requests as we thought we might be.

Members noted the Policy with no further matters raised and agreed to recommend the Policy to the Corporation for approval.

RECOMMENDATION

That the Corporation approve the Subject Access Policy (GDPR).

11 **Receive Outcome from Staff Survey and provide to Corporation**

See confidential minutes.

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

Members consider their discussions and identified that Item 11. Staff Survey should be classified as a confidential item.

13 **Any other Business**

No matters were raised.

14 **Date of Next Meeting 2 March 2021**

There being no further business the meeting closed at 5.30pm