



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Remuneration & Personnel Committee meeting held on 25th May 2021
via Zoom.

Unconfirmed Minutes

Present: Ms R Drury (Chair) Ms L Summers, Mr K Webb and Mr J Dawson (attendance: 80%)
In attendance: Ms M Dean, Mr M Smith-Connor (for agenda items 1- 5), Ms A Williams (for agenda items 1- 7) Ms L Secker (for agenda items 1- 8)
Clerk: Mrs C Coupland

1. Apologies for Absence/ Declaration of Interest

Late apologies for absence were received from Ms Sivori

There were no declarations of interest from Committee Members.

2. Minutes from Meeting held on 25th May 2021

Resolved:

- That these be accepted as a true record of the meeting, subject to agreed amendments under agenda item 5

3. Matters arising

Equality, Diversity and Inclusion Annual Report 2020: Update.

Ms Secker advised members that the E&D management committee had considered points raised from the last committee meeting and have agreed to no longer identify BAME applicants to recruiting managers only those identifying themselves as disabled.

Strategic plan 2021-24

The committee noted that the recommended KPIS for strategic priority 4: people had been approved by the corporation at its meeting on 22nd April 2021.

Staff Pay Awards:

The committee noted that the corporation, at its last meeting 22nd April, had approved the revised pay settlement for support staff. Ms Williams confirmed that it was implemented in the may payroll.

Ms Drury, advised the committee that action points relating to confidential matters were to be addressed under agenda item 8.

Staffing matters (R&P members, staff in attendance and Clerk) :

4. Strategic Overview of CPD Review 2020/21

Members were mindful that the extended remit of the Remuneration committee now enables Governors to further support, shape and interpret data trends and statistics on staff training and CPD going forward.

Ms Dean advised the committee that the college's approach to training and development continues to be driven by the College's strategic objectives and the EIF. The main areas related to Development and Training during this academic year have been :

- To review subject specific support in the light of recent curriculum changes, such as the introduction of Linear A Levels.
- To continue to develop the pedagogy of teaching staff, to remain research-aware and to share good practice.
- To invest in the development of outstanding leadership and management.
- To continue to invest in the professional development which supports and promotes and supports outstanding T&L practice.

- To harness the talent and creativity of all staff, especially in the ongoing response to COVID 19.

Ms Dean explained that the CPD plan for all staff outlines the CPD provision that had been put in place. It was explained that the ongoing updates to the College IP system continue to better identify and link staffs' requests for training to strategic business priorities or individual training plans as well as maintaining ongoing records of the impact of learning outcomes on skill sets.

On closer scrutiny of the strategic overview, members were satisfied that all different staff groups have had access to and budget allocated for ongoing CPD and training. The committee however were of the view that future editions of this report should be colour coded to provide easier visual assurance of this being the case. Furthermore, members asked for the CPD vision to also be revisited to clearly reflect its inclusive nature for at present it focuses more on teachers needs and does not accommodate for support staff.

The committee agreed with the emerging themes that had been identified throughout 2020/21 for the next academic year, especially in response to the two years of disruption caused by COVID 19.

Mr Smith-Connor took this opportunity to present the College's One HNC strategy which is intended to support the college's achievement of the goals set out in 2021-24 strategic plan; specifically goals 1-3 (curriculum, quality and student support). He explained that the One HNC Strategy recognises that in September 2021, HNC will be welcoming a cohort of new and returning students who have experienced unprecedented disruption to their personal and academic development because of the global pandemic. To enable these students to flourish, the strategy outlines how HNC needs to collectively ensure that students are supported and challenged to develop both personally and academically so that they progress to their planned and aspirational next steps.

Those present agreed that the One HNC Strategy clearly demonstrates that the CPD framework is at the heart of the colleges response to helping students and staff recover from the pandemic by addressing the significant gaps in learning and social skills, caused by the dislocated learning experienced to date. It was resolved by the committee that all governors should be briefed on the One HNC Strategy at its next meeting in July 2021.

Resolved:

- **That the report be received.**
 - **For future editions of the strategic overview to have all different staffing groups colour coded and for the CPD vision to be revisited to reflect the inclusivity of provision of CPD ad training.**
 - **For all governors to be briefed on the One HNC Strategy at its next meeting – for the Clerk to include on meeting agenda.**
- 5. BAF : Poor continuous professional and leadership development of staff including succession planning.**

The Committee considered the assurance review presented for this individual risk.

From discussions had, members were of the opinion that the risk continues to be managed well by the college as captured within the comprehensive updates to the report.

Members agreed that an overall green assurance level shall be assigned to the risk. The committee asked for the recent DfE guidance paper on 'Remote Education good practice' to be cited as external assurance for endorsement of HNC's CPD practice.

Resolved:

- **To assign Green overall assurance**
- **For the Clerk to update the Master BAF**

Ms Dean and Mr Smith-Connor left the meeting at this point.

6. Staff Code Conduct.

Ms Secker advised the committee that the Staff Code of Conduct has recently been updated in line with the ongoing review of the college's Strategic Plan with Governors, and in response to feedback received from our professional associations during individual case work. All members of staff have been requested to confirm that they have read and understood the staff code of conduct via Moodle. The staff code of conduct is also emailed to all new staff, as part of the new starter induction pack.

Ms Secker also explained that a staff survey was recently undertaken to gauge staff understanding of the associated behaviours linked to the colleges values underpinning the revised vision and mission. Following the survey results, it was determined that there was no need for senior leaders to be more prescriptive within the staff code of conduct about expected behaviour at work every day.

The committee welcomed the news that staff remain aware of the colleges values and that there is a high level of agreement as to how these should define work behaviour. It was noted that it would be sensible to explain with the Staff Code of Conduct that HNC will periodically sense check what appropriate behaviour looks like. It was agreed appropriate for a staff survey to be repeated every 3 years in line alongside the formal review of the strategic plan, vision, mission and values.

Resolved:

- **To receive the staff code of conduct**
- **For the staff survey on associated behavioural values to be issued every 3 years alongside the review of the college's strategic plan, vision, mission and values.**

7. Staff Framework and Pay Awards : Update

Ms Williams reminded the committee that they are delegated to oversee the framework for the pay and conditions of service for all staff on behalf of the Corporation.

Ms Williams took this opportunity to brief the committee on the restructure of the curriculum into Faculties from August 23rd 2021 onwards. The Head of Faculty curriculum was presented to the committee. Ms Williams explained that this restructure necessitated a review of the existing criteria for Head of department and Course Leader remuneration – now to be known as Criteria for Head of faculty (or cross college equivalent roles) and course leader remuneration.

The committee was asked to note the monetary changes shown to the remuneration criteria and allowances reflects the NJC teacher pay award 2020-21.

The committee thanked Ms William for the update.

Resolved:

- **That the Criteria for Head of faculty (or cross college equivalent roles) and course leader remuneration be received and for the changes to be noted.**

Ms Williams left the meeting at this point.

Remuneration matters (R&P members only and Clerk. HR Director present for item 8 only):

8. Principal Recruitment – Update (Confidential item).

9. Annual review of the Senior Post Holder Remuneration Policy and Procedure

The Clerk reminded the committee that good governance requires that the Corporation has in place a policy and arrangements for determining the pay of senior post holders which both ensure that such staff are appropriately remunerated in terms of their recruitment, retention and motivation, and which at the same time are seen by the college's stakeholders (both internal and external) as robust and proportionate in their use of funds. The Corporation and the Remuneration & Personnel Committee therefore has a clear role to play in protecting the college's reputation and to ensure that any pay decisions taken are, and can be seen to be, justified, fair and equitable.

The Clerk advised the committee that no changes are required to the existing framework post review.

The committee agreed that the current arrangements, continues to satisfy the Codes overall principles and provides assurance that the Remuneration & Personnel Committee already demonstrates leadership and stewardship in relation to remuneration; with sound and defensible recommendations being made for fair and appropriate pay awards for all SPH's.

Resolved:

- **To note that the annual review of the SPH Remuneration Policy and Procedure has been undertaken and no changes are required.**

10. Self- Assessment of Committee Work/Business and annual review of Terms of Reference.

The Committee reflected upon its work throughout the academic year and agreed that it is fully covering its terms of reference.

Time was taken to collectively consider how the Committee's work had impacted/ contributed to the overall work of Governing Body during this academic year. The clerk asked members to email any additional thoughts to her to be inserted into the committee's self-assessment report which will be later distributed to all Governors.

Resolved:

- **That the Committee has complied with its terms of reference**
- **For members to email the Clerk with any additional impact statements by the end of term.**

11. Any other Business.

There was no other business to be considered.

13. Learner Impact Reflection

The impact of discussions and scrutiny of the College's work in improving the outcomes and experience for all learners was considered and the following agreed:

- Scrutiny of the College's CPD staffing report ensures Governors' focus, challenge and support in improving teaching and learning experiences for Students.
- To ensure that HNC continues to succeed and is able to continue to deliver a high quality of student outcome and experience.
- Effective senior leadership is critical in enabling HNC to continue to provide the best learning experience and enrichment opportunities for all students and thereby improve their life choices and their life chances
- Assurance received that the College continues to provide a welcoming, safe and supportive environment for all staff to develop personally, academically and professionally.
- Assurance that the Remuneration & Personnel Committee is able to fulfil its delegated responsibilities.
- The corporation is committed to demonstrating its leadership and stewardship in relation to remuneration and in doing so helps to protect the college's reputation and provide greater assurances to key stakeholders and partners, including the student community and wider society.

14. Determination of confidentiality

It was determined that the minutes relating to agenda item 8 are to remain confidential. The supporting papers regarding agenda items 5 and 8 should also remain confidential.

15. Date of next meeting: To be confirmed.