

Preston's College

Redacted and Abridged¹ Minutes of the Resources Committee Meeting held on 6 May 2021 at 5.30pm Via Zoom

Present:

Mr J Taylor	Chair
Mr S Nixon	Interim Principal and Chief Executive
Mr J Boydell	
Mr S Browne	
Mr S Edwards	
Ms J Jones	

In attendance:

Mrs C Rayner	Clerk to the Board
Ms G Thornton	Head of Human Resources

Apologies: Mr S Anyon

1. Welcome and Apologies

The Chair noted that apologies had been received from Mr Anyon.

It was noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the previous meeting – 11 February 2021

The Committee agreed the Minutes of the Resources meeting on 8 October 2020 as a correct record.

Resolved: the minutes of the meeting held on 8 October 2020 were approved.

4. Matters arising

The Committee noted the report on progress of actions from previous meetings.

Resolved: The Committee noted the report on progress of actions from previous meetings.

5. Management Accounts

Mr Nixon, Executive Director Resources, presented his report on the Period 8 Management Accounts and commentary.

¹ Please note that any matters which the Corporation is satisfied should be dealt with on a confidential basis have been removed from these minutes.

The Committee noted the report and discussed the Management Accounts for Period 9.

Resolved: The Committee noted the Period 8 financial position and the Management Accounts commentary.

6. Performance Against KPIs

Mr Nixon presented his report on Performance Against Key Performance Indicators (KPIs) – Period 8 and the KPI summary report at Appendix A.

Members noted that the negative impact of lockdown had more adversely affected income streams in 2020/21 than 2019/20.

The Committee discussed the costs as a percentage of income ratio.

In response to a question on the impact on income of the University of Derby's cessation of its partnership with the College, it was noted that, subject to confirmation of the transfer of provision to the University of Central Lancashire from 2021-22, there should be no significant impact on income.

Resolved: The Committee noted the report of on Performance Against Key Performance Indicators (KPIs) – Period 9.

7. Employment Policy Review

a) Maternity Leave policy and Paternity Leave policy

Ms Thornton presented the Employment Policy Review report. Ms Thornton referred to the Committee's decision, at its meeting on 11th February 2021, to recommend to the Board adoption of the Smallest Things Premature Baby Charity's *Employers with Heart Charter*, subject to a caveat and provided further information.

In light of this update, the Committee considered the two options proposed, that the College:

The Committee discussed with Ms Thornton the importance of supporting an employee whose baby was born prematurely, potential impact on the College given the statistics and the principle of ensuing equitable paternity/maternity leave policies for staff. The Committee agreed to recommend to the Board that the College adopt the *Employers with Heart Charter* in full. It was noted that the Maternity Leave Policy and Paternity Leave policy would be updated to reflect this decision.

The Committee agreed to recommend to the Board the other proposed changes to the Maternity Leave Policy and Paternity Leave policy.

b) Career Break Policy

Ms Thornton reported that the Career Break Policy, at Appendix C, had been reviewed by management as part of the ongoing policy review cycle, and referred to the proposed amendments shown in track changes:

- changes to reflect changes to processes outlined in the relevant procedure;

- cosmetic changes to make the policy more user friendly.

Ms Thornton reported that the policy was used unfrequently. However, it had been used during 2020 to support an employee who needed to remain overseas for personal reasons.

The Committee requested that the list of nine protected characteristics described in the Equality Act 2010 was not deleted from the policy as it could be helpful for staff when referring to the policy. Subject to this amendment, the Committee recommended the Career Break Policy to the Board for approval.

c) Flexible Working Policy

Ms Thornton reported the Flexible Working Policy, at Appendix D, had been reviewed by management as part of the ongoing policy review cycle and referred to the proposed amendments shown in track changes:

- changes to reflect changes to processes outlined in the relevant procedure;
- cosmetic changes to make the policy more user friendly;
- an 'Aim and Scope' section had been added to align the format with other College policies.

Ms Thornton reported that the policy was used frequently. In response to a query, Ms Thornton confirmed that, in line with employment law, all employees could request changes to their permanent working pattern once per year. A governor commented his company were considering allowing employees to make more than one request per year in light of the more flexible approach required by employers during 2020 due to lockdown.

The Committee requested that the list of nine protected characteristics described in the Equality Act 2010 was not deleted from the policy as it could be helpful for staff when referring to the policy. Subject to this amendment, the Committee recommend the Flexible Working Policy to the Board for approval.

The Committee noted trade union consultation on the proposed changes to policies to date.

Resolved: The Committee agreed to recommend to the Board adoption of the Smallest Things Premature Baby Charity's *Employers with Heart Charter*; and proposed changes to the:

- **Maternity Policy and Paternity Policy,**
- **Career Break Policy;**
- **Flexible Working Policy.**

With retention of the list of nine protected characteristics in the Career Break Policy and the Flexible Working Policy.

8. People Strategy Action Plan Update

Ms Thornton presented her People Strategy Action Plan Update report. She referred members to an update against the People Strategy Action Plan 2019/20, at Appendix A, which had been approved by the Resources Committee for recommendation to Board on 20th June 2019. Members noted that the plan set out the main strategic HR projects for 2019/20 to deliver against the activities identified for completion in the People Strategy 2015 – 2020. The

Committee reviewed progress against the plan and noted where progress had been impacted of the pandemic.

Ms Thornton referred members to the People Strategy Action Plan 2020/21, at Appendix B, which included: strategic HR projects from both the People Strategy 2015 – 2020 and the College's Five Year Strategic Plan and activities carried forward from 2019/20.

Ms Thornton provided more detail on the College's participation in the DWP Kickstart programme to increase staffing resource in teams because of the impact of the pandemic and to create a talent pool for potential new employees and/ or learners/ apprentices.

The Committee discussed the People Strategy Action Plan and, following questions from governors and discussion with management, noted:

- the preparations for the implementation of the DWP's Kickstart programme at the College, which would develop further over the next six months;
- how the People Strategy Action Plan aligned with the Five Year Strategic Plan. It was noted that future Five Year Plan reports would include progress against key milestones;
- the Executive Leadership Team had reviewed the decision to include a high volume of high priority actions in the plan, and had agreed they were all key priorities.

Resolved: The Committee:

- **noted the People Strategy Action Plan Update;**
- **monitored progress against the People Strategy Action Plan 2019/20 including the impact of the pandemic on the progress of some activities; and reviewed the contents of the People Strategy Action Plan 2020/21 and agreed to recommend it to the Board for approval.**

9. Any Other Business

The Chair reported that this was his penultimate meeting and the Committee would need to think about appointing a new Chair for the 2021/22 academic year.

10. Date of Next Meeting

The Committee noted that the next meeting of the Resources Committee would take place on 7th June 2021.