Personnel Committee

Wednesday 04 March 2026, 5:30-6:45pm
Block 1 Boardroom (1.204)

Meeting papers link: 04 March 2026

Committee members:
Joanne Chilton
Raj Joshi (Committee Vice Chair)
Mark Sterling (Committee Chair)
Dawn Woods – first meeting (confirmed)

Officers in attendance:
Jacquie Carman, CEO & Principal
Heather Kelman, Director of HR
Steph Morley, Director of Governance

APPROVED MINUTES

Item	Discussion	Action

1 **Welcome**

The Chair opened the meeting and welcomed all in attendance, in particular D. Woods who was attending her first meeting as a committee member.

S. Morley advised the two candidates due to be interviewed as part of the meeting's agenda had withdrawn from the process – one permanently and one temporarily due to the situation in the Middle East preventing their return to the UK. She confirmed Governors for Schools had been made aware.

2 **Procedural matters**

2.1 Apologies

Apologies were received and accepted from S. Dawson.

2.2 Declarations of interest

There were no declarations of interest for this meeting.

2.3 Confidential items

There were no items to be discussed in Confidential session.

2.4 Minutes of last meeting (12 November 2025) and actions/matters arising

The Committee **approved** the general and confidential minutes (subject to the agreed amendments) of the meeting held on 03 December 2025 as a true record.

The following updates were provided for outstanding actions from past meetings:

- Ref 3, Intersectionality: it was confirmed intersectionality analysis had been incorporated into SCQC reports and would be reflected within HR data reports wherever possible/appropriate
- Ref 7, Risk: it was confirmed the risk dashboard was in the process of redevelopment, including a review of the format of the risk action plan

All other actions were reported as completed/closed.

2.5 Actions/decisions taken since last meeting

The Chair advised, since the last meeting, a panel of members had interviewed two governor candidates and recommended their appointment to the Corporation. Both appointments had been approved.

3 Staffing

3.1 Workload monitoring highlights

H. Kelman provided an update on the work to monitor the workload of teaching staff in response to the concerns raised by unions. She reported the review had gone well and data was now being collected to ensure workload could be monitored on an ongoing basis. She informed the Committee the annual leave agreement had been updated in response to the identified disparities and work was underway to look at how protected time and working from home could be more effectively managed and monitored.

The Committee asked if any further concerns had been raised by the unions in relation to this matter – J. Carman confirmed they had not. She informed the Committee there had been a request to reduce weekly (but not annual) teaching hours, which had not been granted for staff deployment reasons.

The Committee noted the request and reason for its refusal, and asked how the college compared regarding weekly working hours for teaching staff. J. Carman confirmed the college remained one of the lowest in the area. The Committee asked if any staff members worked over the weekly figure – it was confirmed some sessional staff did but not without being remunerated and only with prior agreement between both parties. J. Carman advised the levels of deployment throughout the college were being looked at and discussed with Curriculum Directors where inconsistencies were identified. She reported 25-26hrs of a 38 hrs per week contract were typically allocated to teaching, with the remaining hours given for desk time. Where workload was higher for some staff members due to marking responsibilities, this had been acknowledged accordingly.

The Committee **noted** the update provided and welcomed updates at future meetings regarding workload monitoring. **HK**

3.2 Industrial relations

J. Carman provided an update on recent meetings with union representatives, which had focused on staffing matters related to accommodation moves.

H. Kelman reported fortnightly meetings took place to listen and address related issues and advised additional needs of affected staff had been collated in advance of their relocation to ensure everyone was ready for the new academic year. J. Carman added that accommodation changes were being communicated to all staff via the weekly staff bulletins.

The Committee **noted** the update provided.

3.3 HR annual reporting template

H. Kelman presented the proposed annual reporting framework, which had been developed following the discussion at the previous meeting. She advised the framework aimed to provide meaningful data at appropriate points in the academic year, including comparisons and benchmarking data where available.

The Committee supported the introduction of the proposed framework and emphasised the importance of using benchmarking data wherever possible and the inclusion of narrative that provided insights based on the data analysis. Examples of visual representations would be shared by committee members. **DW**

The Committee asked if feedback from staff members would be included within the HR reports – H. Kelman confirmed it would where possible. The Committee asked if the same previous staff survey would be used – governors were informed there was a commitment to do this differently but what this would look like had not yet been decided. J. Carman advised good responses had been received during this year's staff engagement activity and one of the changes to be implemented would be more mini consultations/engagement exercises.

The Committee requested breakdowns based on EDI groups for all data and the incorporation of occupational health referrals (numbers and reasons). H. Kelman confirmed EDI breakdowns would be included where appropriate and that occupational health information would be part of the Summer/ Wellbeing report.

The Committee **supported** the proposed reporting framework for HR reporting, subject to the additions discussed above and the continued access to the PowerBi dashboard for governors.

4 Delivering the strategic plan

4.1 <u>Performance against targets</u>

H. Kelman referred to the PowerBi performance dashboard and highlighted the following:

- There had been little change compared to the update provided at the previous meeting
- Sickness absence had fallen by almost 0.5% over the last month
- Recruitment overall was positive and challenges were specific to particular posts, eg Chemistry teaching staff
- Due to the introduction of the new Construction courses, work was underway to ensure new staff were in place for a September 2026 start
- An increase in both volume and quality of applications for senior positions had been noted
- Gender and Ethnicity Pay Gap data was currently being collated and would be presented to the Committee at its next meeting **HK**

The Committee **noted** the update provided and it was acknowledged that the data dashboard would need to be updated over time to reflect the new HR reporting framework.

4.2 Committee allocated risks

H. Kelman presented the dashboard for the risks allocated to the Personnel Committee. She highlighted the following risks assessed as High and informed the Committee about the mitigating action that had been taken:

- Recruitment of new staff
- Retention of existing staff
- Loss of key staff members

The Committee suggested the scores for the risk areas discussed did not fairly reflect the mitigating action undertaken. A discussion then took place regarding whether either the risk descriptors, the risk score or both should be revised to provide a more realistic picture of the college context and how risks were being addressed. It was noted the systemwide review of the risk dashboard provided the perfect opportunity for this to be done. **JCa & HK**

The Committee **noted** the update provided, in particular the mitigating action being taken to reduce the risks above the appetite threshold.

5 Compliance and policy review

5.1 HR policy review update

H. Kelman provided an update on the work underway to review and update the college's HR policies. She advised the updated Staff Sickness Absence Policy was presented for approval under the next item and the next policies to undergo review were the Disciplinary, Grievance & Paternity/Parental Leave policies.

The Committee **noted** the update provided.

5.2 Staff Sickness Absence Management Policy

H. Kelman presented the Staff Sickness Absence Management Policy, which had been previously reviewed by the Committee and subsequently updated to reflect the feedback received during the agreed consultation process.

The Committee **approved** the Staff Sickness Absence Management Policy.

6 Governance update

6.1 Skills audit refresh

S. Morley presented the refreshed Corporation Skills Audit and highlighted the following:

- A difference in previously used templates had been identified, which had resulted in some gaps in the data (as shown)
- Overall, the audit had not highlighted any significant gaps and evidenced a good broad range of skills, experience or expertise across the Corporation
- Proposed next steps included the incorporation of newly appointed governors, analysis at committee level, filling in the missing data caused by template differences and using the final audit to identify training needs at individual, committee and corporation level

The Committee noted the results and analysis of the refreshed Skills Audit, including the areas listed for strengthening where possible. The Committee supported the suggestion for the inclusion of a training item focused on SEND and inclusion as part of the agenda for the Corporation's strategic review session in June 2026. **SM**

The Committee **noted** the refreshed Skills Audit and **supported** the proposed next steps as outlined above. **SM**

6.2 Membership, recruitment and succession planning

S. Morley referred the Committee to the section of her report relating to re-appointments and recruitment.

The Committee:

- **noted** the updates provided regarding recruitment and succession planning; and
- **recommended** the re-appointment of G. Johnson for a three-year term **MS**

7 Any other business

7.1 Senior Postholder Remuneration Code - consultation draft

S. Morley referred the Committee to the briefing paper produced in response to the AoC's publication of a consultation draft for an update to the Senior Post Holder's Remuneration Code. She advised her request to extend the short consultation deadline had not been granted; however, feedback could be submitted the day following the Corporation meeting on 17/03/26. She confirmed the consultation draft would be discussed at the upcoming Finance & Resources Committee meeting (same membership as Remuneration Committee), followed by the Corporation the following week.

The Committee acknowledged the consultation draft did not place any new requirements onto colleges and that the update primarily reflected the change in the sector since the publication of the last version of the Remuneration Code; however, members expressed disappointment in the AoC's refusal to grant an extension to allow considered discussion and feedback from colleges.

The Committee**:**

- **noted** the briefing paper provided; and
- **agreed** to send feedback for inclusion with the Corporation's formal response to the consultation draft **Govs**

7.2 LGBTQ+ conference

J. Carman informed the Committee about the success of the first regional student-focused LGBTQ+ conference, which she had opened as Chair of the Colleges West Midlands LGBTQ+ Committee. She reported the feedback and insights from the conference were being analysed to inform and improve practice across the college.

There was no further business for discussion and the Chair closed the meeting at 6:45pm.

2025/26 meeting calendar:

- ~~17 September 2025 (special meeting)~~
- ~~11 November 2025~~
- ~~04 March 2026~~
- 13 May 2026

Actions from this meeting:

Personnel Committee – 04 March 2026				
Ref		**Action**	**Owner**	**Deadline**
1	3.1	Incorporate workload monitoring into reporting framework	HK	Jul26
2	3.3	Share examples of SPC charts with HK	DW	Mar26
3	4.1	Present Gender and Ethnicity Pay Gap reports to the committee	HK	Next mtg
4	4.2	Revise the risks allocated to the committee in relation to risk description and score after mitigation	JCa & HK	Jul26
5	6.1	Add SEND training to the Corporation strategic review agenda	SM	Mar26
6	6.1	Implement the next steps of the Corporation skills audit	SM	Next mtg
7	6.2	Propose GJ’s reappointment to the Corporation	MS	17/03/26
8	7.1	Send feedback on SPH RemCode to SM	Govs	13/03/26