

**Approved Minutes of the Special Meeting of the Board of Corporation held on
Wednesday 10 July 2024 at 8:00am via Teams Conferencing**

Present: Louise Bradford, Vice Chair -South
Ian Brown
Pamela Dawson
Chris Jones
Susan Pollard
Alison Shaw, Vice Chair –North
James Stuart – Chair
Ellen Thinnesen – Chief Executive

In Attendance: Iain Nixon, Vice Principal Partnerships and Commercial
Naomi Robson, Vice Principal Resources
Donna Swan, Governance Officer

Bd/23-24/112 Apologies and consent for absence and declarations of interest

There were apologies for absence from Governors Doyle, Fox, O’Leary, and Sterling.

The Attendance Report was received and noted. There were no declarations of interest made.

Bd/23-24/113 Subcontracting

This item was deemed confidential with minutes maintained separately.

Bd/23-24/114 People and Organisational Development Policies

The Vice Principal, Resources (VPR) presented the Staff Capability Policy and the Staff Disciplinary Policy for approval and adoption for use from the start of 2024/25. The policies have previously been reviewed by the Executive Leadership Team, discussed with the trade unions, and reflect guidance from the Advisory, Conciliation and Arbitration Service (ACAS).

The VPR advised that the Capability Policy and Procedure had been reviewed with a view to:

- Providing a fair and thorough approach with the emphasis on development and support, giving staff the opportunity to improve performance and meet expected standards.
- Making the policy more succinct, with clear roles and responsibilities. The procedure provides a flow chart to clearly set out each stage in the process.
- Making the process less onerous for managers and reduces the number of appeals ensuring the process is managed swiftly within the relevant management structure.
- Empowering managers within the immediate management structure within their team frees up senior management time and ensures interventions are concluded in a timely manner.

The Disciplinary Policy has been reviewed with a view to:

- Providing a fair and thorough approach with an emphasis on providing managers with the opportunity to manage unsatisfactory conduct in a timely manner.
- Making the policy more succinct, with clear roles and responsibilities, and reduces the need for senior management involvement. The procedure is clearly set out within a flowchart.
- Ensuring the informal process is managed swiftly within the relevant management structure.
- Empowering managers within the immediate management structure to deal with conduct issues informally in the first instances, ensuring issues are dealt with in a timely manner.

The Board stated that these were important policies and commended the approach taken. Some minor amendments/modifications were suggested relating to:

- Capability Policy: para 5.7 (table) – text regarding extending the review period (3 weeks) to be made clearer,
- Capability Policy: consistent reference to timescales throughout the document as either working days or calendar days would be better,
- Capability Policy: Appendix 1 (Procedure flowchart) – reference to the “modified Ill Health Retirement procedure (Appendix 3)” is incorrect.
- For the purposes of both policies, it was suggested that a Register of Panel Members be maintained to include details of the training they have been provided with in connection with the role.

The Chair commented that he was delighted to see these policies revisited, observing that the right balance had been achieved between being true to our values and discharging our duty of care for our employees whilst retaining our ability to respond to issues around capability and discipline. He asked how the policies would be communicated and promoted to staff. The VPR advised that the following resources were available to managers using the policies:

- Specialised training,
- Individual coaching,
- Materials available on the People and Organisational Development SharePoint site,
- Presentation to the Leadership Excellence Team, and
- Announcement in the College Newsletter.

AGREED: to approve the Staff Disciplinary Policy and the Staff Capability Policy subject to the minor amendments/modifications and suggestions identified being made/resolved.

Bd/23-24/115 Any Other Business

There was no further business.

Bd/23-24/116 Date, time, and venue of the next meeting

The Board noted the arrangements for the next meeting as follows:

- Tuesday 1 October 2024 at 6:00pm (venue to be confirmed).

Bd/23-24/117 Meeting Wrap-up

The Chair asked members to reflect on the meeting and provide any feedback to the HCGP.

The meeting closed at 8:35am.

These minutes were approved by the Board of the Corporation at its meeting on 1 October 2024 pursuant to minute Bd/24-25/03.