

## MEETING TITLE: EEC Monthly Meeting

<b>DATE &amp; TIME:</b>	06/12/2017 @ 15:30 – 17:00
<b>LOCATION:</b>	A108
<b>ATTENDANCE:</b>	Alex Cohen / Jodie Dimond-West / Gerrie Hanshaw / Gill Yates / Forhad Altafi / Holleigh Marsh / Kayleigh Williams / Olabisi Mosaku / Olu Agbedejobi / Sameer Huda
<b>APOLOGIES:</b>	Candice Terrelonge / Matthew Holland / Lee Demmel

Item No	Agenda Item	Notes
1	<i>Previous Minutes / Actions</i>	The Microsite has been launched and JCB sent out our induction email to all staff. Some members of staff have started to introduce themselves to the teams they are down to represent. No Emails in the EEC inbox as of yet. This is monitored throughout the week.
2	<i>Feedback from SLT</i>	<ul style="list-style-type: none"> <li>SLT would like us to conduct Focus Groups and ‘Deep Dive’ into the data from the Staff Survey. Find out why staff have answered the way they have, if it’s not all positive, let’s work together to find a practical solution.</li> <li>Staff Party – proposals for an end of year quiz to be included. Liaising with Laurence Johnson/Michael Smith to see if we can get some kind of digital quiz going.</li> <li>SLT want to hear from staff. Speak to our delegated area and find out what they feel SLT should be doing more or less of. SLT want to know.</li> <li>IIP survey. SLT &amp; EEC have both conducted the survey. There was a difference in perception and the results show that there is a gap. The EEC’s survey was conducted by the EEC staff and not the views of all college staff. Further investigation shows that the wording of the questions could have resulted in skewed answers. Members of the EEC will meet with IIP when they come in as part of the assessment.</li> <li>EEC to actively remind staff of the positives the college does and that there is a reason for everything we do. Sometimes it’s about looking at the bigger picture and understanding why the college has practices. The College wants to work for all staff, and feel that if staff use the EEC to communicate, staff morale could improve.</li> <li>SLT would also like the EEC to update our terms of reference and membership. AC &amp; JDW will action this before the next SLT meeting and get it uploaded to the Microsite</li> </ul>
3	<i>Feedback from Team Meetings</i>	<p>Not everyone has had the chance to gather feedback, but some feedback was discussed. EEC members to have made contact with their areas <b>by 17/01/17.</b></p> <p><b><u>College Safety Procedures</u></b></p> <ul style="list-style-type: none"> <li>There is a need for a duty manager to be onsite at the College in the Evenings</li> <li>Examples of recent incidents discussed where a duty manager was not physically present.</li> </ul> <p><b><u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>Lack of urinals in A Block</li> <li>Toilets in A Block are too open, especially in Advice Street. If the toilets get blocked, the smell carries as there is no barrier.</li> <li>D Block cubicles, locks are broken/don’t line up so they cannot be used.</li> <li>A block 1<sup>st</sup> &amp; 2<sup>nd</sup> Floor hand-dryers are too noisy and is not great for breakout areas and adjacent classes.</li> </ul> <p><b><u>Absence &amp; Disciplinary – BSS</u></b></p>

		<ul style="list-style-type: none"> <li>• There is a lack of transparency and reporting on sickness/absences for BSS</li> <li>• Return to work interviews and processing is not looked at/not happening</li> <li>• AC mentioned that there is a Performance Table that is sent out to Managers which should identify what needs to be carried out if missed. But no EEC member present was able to confirm this.</li> </ul> <p><b><u>Access to D Block rooms</u></b></p> <ul style="list-style-type: none"> <li>• Curriculum staff find it very difficult logistically to access classroom in D Block as the process for collecting and returning keys conflicts and contradicts College procedures and policies.</li> <li>• Range of staff complained and gave examples</li> </ul> <p><b><u>Incident at Front of House</u></b></p> <ul style="list-style-type: none"> <li>• JCB was not aware of an incident where a member of the public had use threatening behaviour to FOH and others, proposes the question, when are Exec made aware of incidents? Does the incident report get discussed at Exec?</li> </ul>
4	<i>Common Issues</i>	<ul style="list-style-type: none"> <li>• Duty Manager / Incident reporting – AC/JDW to feedback to SLT. <b>By 30/01/18</b></li> <li>• Toilets – AC/JDW to speak to Estates regarding D Block cubicle doors as a matter of urgency. Also discuss hand dryers / urinals and doors on A Block toilets. <b>By 17/01/18</b></li> <li>• D Block Keys – AC/JDW to speak to estates/SLT to find out what solution there is. EEC understand there is proposed work to D Block which could be preventing this, but temp measure must be considered or timeframe of when solution is available. <b>By 30/01/18</b></li> <li>• Absence &amp; Disciplinary – AC to speak to HR to understand the process and feedback to EEC. <b>By 17/01/18</b></li> </ul>
5	<i>Staff Survey</i>	EEC had a quick look through the report JCB provided to SLT to see where there were gaps. Majority of questions saw a positive increase, but some still showed less than 50% positive responses. EEC looked at a couple and decided it would require deeper diving to get to the bottom of 'why?'. Members mentioned confusion on resourcing as SLT had informed us of an underspend on 'non pay' yet staff struggle to get stationary etc.
6	<i>Our Roles</i>	AC & JDW expressed what the role of the EEC was and how the members needed to be 'positive solution focused thinking individuals who believe they can bring about change that will benefit staff'. The EEC is not a moaning party but a group for change. Membership is by self-nomination so if staff cannot commit the time/energy/resource, they always have the right to step down from the role.
7	<i>A.O.B / Date of next meeting</i>	<p>The next EEC meeting is Wednesday 17<sup>th</sup> January 2018 15:30 – 17:00</p> <p>The next SLT meeting where EEC will attend is Tuesday 30<sup>th</sup> January 2018</p>