

Report from the Organisational Development and Remuneration Committee – Meeting 29 September 2010

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Main Paper

- 1 The first meeting was held on 29 September. The Committee reviewed and agreed slightly revised **terms of reference** (attached). A DfE observer would be invited to future meetings. The main areas of responsibility would be:
 - a. Communications
 - b. HR policies
 - c. Organisational Development
 - d. Pay and remuneration
 - e. Equality and diversity
- 2 The Committee was briefed on the current **communications** structure and activities of the YPLA. The constraints on YPLA communications of current Government policy were noted. The possibility of working further through partners would be explored. Advertising for Learner Support had been suspended, but so far there had not been an impact on take up. While there was anecdotal positive feedback on YPLA, the Committee supported the development of more formal stakeholder feedback arrangements, when possible. The team would explore offering media training to Committee members, to act as spokespeople for YPLA.

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- 3 In terms of better communication with **board members** ideas supported included an extranet site; sending members the YPLA stakeholder bulletin; support for attendance at meetings or events; and improved guidance on status of papers and consultations.
- 4 The Committee discussed and supported a draft **Organisational Development Implementation Plan**, which set out the activities for development which would be available at whole organisation, team and individual level. It was noted that there was budget available this year for the formal elements of the plan. The plan would be further revised and then published to staff.
- 5 An early draft of the **Workforce Inclusion Plan** was agreed to be a strong start in support of the Single Equality Strategy. The final plan would need to include statistical underpinning, clear measurement and targets, and a policy on religious observance.
- 6 The Committee supported the next **Climate Survey** (staff attitude survey), and offered comment on some of the questions. The Committee encouraged the executive to seek Investors in People Champion status.
- 7 The Committee agreed to comment on forward reviews of a range of **HR policies** – pay and reward, performance management, recruitment and selection, absence management, apprenticeship recruitment.
- 8 Progress was noted on the **Organisational Review** which had concluded the evidence gathering phase and would move next to options. The Committee asked that the review look into staff required per unit of growth or decline; the risk of a finite budget and cadre against growing business need; and the impact of funding simplification.
- 9 The committee received **HR Management Information**, which would be presented regularly.

Organisational Development and Remuneration Committee:

1 Terms of Reference

The Organisational Development and Remuneration Committee will:

- consider and advise on ways of embedding organisational mission, vision and values, including developing partner relationships;
- consider and advise on communication and employee engagement strategies;
- consider and advise on ways of working, organisational structure including organisational and job design, resource planning and business readiness;
- approve an Equality and Diversity HR Action Plan, and monitor and evaluate its implementation and impact;
- review and advise on the framework and policy for the appointment, pay and performance of staff of the YPLA;
- subject to any determination relating to the Chief Executive's appointment made by the Secretary of State, to review and make recommendations to the Chairman on any revisions to the Chief Executive's terms and conditions of employment, including remuneration;
- to assist the Chairman in monitoring annually the performance of the Chief Executive against the annual performance plan and, in light of that performance appraisal to advise the Chairman on any performance-related pay increase or bonus to be paid;
- to approve frameworks for managing performance, career development, establishing performance and conduct standards, expectations and organisation competencies;

2 Membership

The organisational development and remuneration committee should have at least five members of whom three should be members of the Young People's Learning Agency (YPLA) Board, one of who will be the chair of the committee. Independent members may be appointed by the Chair of the YPLA Board in consultation with the Chair of the Organisational Development and Remuneration Committee.

An observer from the Department for Education should be invited to committee meetings.

The YPLA chief executive may be requested to attend committee meetings when necessary.

3 Meetings

The committee should meet at least **three** times a year and should report formally to the YPLA Board at least once a year. The Chair of the Committee should meet regularly with the Chair of the YPLA Board and the Chief Executive of the YPLA. Minutes of Committee meetings shall be presented to the YPLA Board at the next appropriate Board meeting.

4 Quoracy of Meetings

The committee meetings will be considered quorate if three or more members are present; one of whom must be the Chair.

5 Minutes of the Meeting

The minutes shall be drafted by the Committee Clerk and distributed to members once approved by the Chair. The minutes of all meetings will also be distributed to the next appropriate YPLA Board meeting.

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