

HUMAN RESOURCES COMMITTEE

Minute of Meeting of 14 March 2017

The meeting commenced at 1133 hours.

PRESENT – S Cormack; J Gall; I Gossip; C Inglis (Chair); R McGregor;
L McIntyre; K Milroy

IN ATTENDANCE – E Hart; E Reid; P May; S Lawrance

OBSERVER – M Wilson

1. **Apologies for Absence**

Apologies were received from A Bell and J Henderson.

2. **Minute of previous Meeting**

The Minute of Meeting held on 24 January 2017 was approved, subject to the correction of the third paragraph of 5.2 to state that the data related to all permanent staff.

3. **Matters arising from previous Meeting**

The Committee noted the matters arising report.

Members were advised that the demonstration of the College's new intranet had been re-scheduled for the Board's Mid-year Planning Event in May 2017.

Ms Hart advised that a meeting with the College's catering contractors had been scheduled to discuss pricing and other ongoing concerns and the Members would be updated at the next meeting of the Committee.

It was noted that staff focus groups in relation to the gender pay gap had not yet been organised.

Ms McIntyre advised that the updated Voluntary Severance Scheme had been submitted to the SFC for approval and that a response was awaited.

It was agreed that an update on the development of a Wellbeing Policy would be provided to the Committee by the end of the academic year.

4. **Matters for Discussion**

4.1 Staff Equality Profile Report 2016

The Committee noted a report providing information as to the equalities profile of the staff of the College by protected characteristic. Ms Reid summarised the key findings from the Report.

Members were advised that the analysis was conducted annually with a legal requirement for a bi-annual report to be produced. It was noted that the recommendations highlighted within the report will feed into an action plan which will accompany the College's new Equality Outcomes. The Committee

requested for this action plan to be submitted for discussion at a future meeting. It was noted that more detailed action plans to support the high-level Equality Outcomes Action Plan will also be developed to address specific areas of improvement.

A discussion was held on the recruitment process for staff in relation to applicants from BME backgrounds and those with disabilities. Correlation between gender and employment status was also highlighted.

An upcoming Board training session on unconscious bias was noted.

The importance of considering College equalities data in comparison to the local population was noted.

Members commended steps taken to address staff non-disclosure.

4.2 Key HR Performance Indicators

The Committee noted a report providing Key Performance Indicator data for the period October to December 2016 (Quarter 4).

4.3 Key HR Performance Indicators – Annual Report 2016

Members noted a report providing Key Performance Indicator data for the period January to December 2016.

Members noted the figures provided for long term absence and a discussion followed, including the cost to the College in terms of lost days. It was noted that the new HR system will greatly assist HR in gleaning more meaningful data relating to absence.

A discussion was held around the significant increase in the number of working days lost to long-term absence related to stress. Potential contributing factors linked to stress were noted, with the Committee acknowledging support offered to staff, including a comprehensive Occupational Health Service. It was agreed that the Committee would continue to closely monitor this measure, Members noted that it would be helpful to identify the financial impact of stress-related absences.

4.4 Key Health and Safety Performance Indicators

The Committee noted a report providing information on key performance indicators relating to the College's Health and Safety function.

Members noted the accident statistics and a discussion followed. It was noted that although there is inherent risk in some subject areas, every practical activity is thoroughly assessed and health and safety inductions provided as appropriate before commencement.

In response to a query, Ms Hart advised that near miss reporting is undertaken at the College. Members requested that consideration be given to including this information in future reports.

The Committee were advised that an OHAS Audit had recently been undertaken with a reported outcome of 'strong'.

4.5 HR Priorities and Strategy Implementation

The Committee noted a paper providing an update on progress regarding the key HR priorities and strategy implementation.

Members were advised that a new framework for Employee Engagement was being developed and would be submitted to the next meeting of the Committee.

In relation to the tender process for the new HR/Payroll System, Members were advised that bids had been received from 5 interested parties.

The Committee noted that consultation activities are to be carried out in relation to the College's performance review process and that paper on a review of the process would be submitted to the Committee in due course.

Mr Milroy requested that the Board of Management receive a presentation on the new Protocol contract.

4.6 National Bargaining and Workforce for the Future Update

The Committee noted a paper providing an update on the current status of National Collective Bargaining and Workforce for the Future.

Mr Milroy summarised discussions from a meeting of the Employers' Association held the previous day.

5 Matter for Information

5.1 Report on Organisational Development

The Committee noted a report providing an update on the key activities of the Organisational Development Team, which focused on the Professional Development Day held in January 2017.

The relatively low turnout of staff participating in the Professional Development Day was noted, including potential reasons for this.

Ms McIntyre informed Members of an upcoming Informal Training Day planned for June 2017, including proposed plans and the rationale behind its introduction.

6 Summation of Business and Date and Time of Next Meeting

The Secretary gave a summation of the business conducted. The next meeting of the Human Resources Committee is scheduled to take place at 1130 hours on Tuesday 16 May 2017.

J Gall; R McGregor; E Reid; S Lawrance and M Wilson left the meeting at this time.

Reserved Items of Business

7 Matters for Decision

7.1 Settlement Agreement

7.2 Redundancy

8 Summation of Reserved Items of Business

The Secretary gave a summation of the reserved items of business.

The meeting concluded at 1255 hours