

## HUMAN RESOURCES COMMITTEE

### *Minute of Meeting of 15 September 2015*

The meeting commenced at 1030 hours.

**PRESENT:** K Anderson, I Gossip, J Henderson, C Inglis (Chair), K Milroy, S Smith, R Wallen

**IN ATTENDANCE:** E Hart, P May, P Kesson

**OBSERVER:** C Beattie

#### **1. Apologies for Absence**

Apologies were received from S Brimmer, A Simpson, and A Smith.

#### **2. Minute of previous Meeting**

The Minute of Meeting held on 21 July 2015 was approved.

#### **3. Matters arising from previous Meeting**

##### **3.1 Long Service Awards Policy**

Ms Hart informed Members that she has ascertained that giving recognition to staff who have been employed at the College for 5 or 10 years does not meet with HMRC guidelines.

#### **4. Report by the Principal**

The Committee noted a report providing information on The Royal Society for the Prevention of Accidents (RoSPA) President's Award; staff briefings; and restructure of Quality and Organisational Services.

Mr Wallen provided additional information on the staff briefings he had undertaken at the start of AY2015-16 and commented on the positive nature of questions posed by staff.

Referring to the restructure of Quality and Organisational Services Mr Wallen confirmed that quality will retain a high profile throughout the College despite the decision to not replace the post of Head of Quality. Members were advised that the changes would be communicated to all staff shortly.

In response to a question Mr Wallen said that he had found that College staff are enthusiastic and committed to the student experience. This was endorsed by Mr Smith.

The Committee formally recorded its thanks and congratulations to Mr Beattie and the College's Health and Safety Team on the RoSPA President's Award.

#### **5. Matters for Discussion**

##### **5.1 HR Priorities and Strategy Implementation**

The Committee considered a paper providing an update on progress on key HR priorities.

In response to a question about Performance Management Ms Hart said the system was under review and the Committee would be updated at its November meeting.

A discussion was held on training needs and succession planning. Ms Hart advised that work was currently being undertaken in relation to the role requirements and competencies for Faculty Managers and Curriculum and Quality Managers, following which development plans will be created. Ms Hart also advised that issues relating to the staff development budget would shortly be considered by the SMT.

Members were advised that a Leadership Team had been established and Mr Wallen explained the rationale, membership and remit of the Team.

In noting the paper the Committee asked to be kept updated on the progress of addressing the training needs of middle managers.

## **5.2 Data Cleansing of the HR and Payroll System**

The Committee considered a paper providing an update on progress regarding the data cleansing of employee information held on the College's HR and Payroll System (TeamSpirit).

It was noted that this paper had been considered by the Finance and General Purposes Committee at its meeting earlier in the day and would also be considered at a meeting of the Audit Committee later in the day.

Ms Hart confirmed that all the previously identified issues had been resolved and said that the exercise to verify personal information held on staff is currently underway.

The Committee noted the contents of the paper.

## **5.3 National Bargaining**

Mr Wallen gave an oral update on the position re national bargaining, advising that unions have said that a 1% non-consolidated pay offer is unacceptable and have indicated that they will be balloting members.

It was noted that NESCol is the only college where staff have indicated that they do not want to participate in national collective bargaining. Mr Wallen advised that he had not yet signed the NRPA and would shortly be meeting with staff representatives to discuss this and related matters. Mr Wallen added that he had raised the issue of adopting the NRPA against the views of staff with both the Scottish Government and the SFC.

Mr Wallen reported on he would be meeting with the Cabinet Secretary for Education and Lifelong Learning the following day to discuss various issues, including national collective bargaining, governance and the upcoming Spending Review.

# **6. Matters for Information**

## **6.1 HR Policies**

The Committee noted a report providing information on the development of HR policies for the College.

Information was provided on the number of policies completed and approved; the policies currently in draft format; the policies outstanding; and details of responsibility for approving the various policies.

Members were advised that the implementation of national collective bargaining will require the introduction of a suite of national staff policies, but that NESCol will continue to review and development its own policies until this is enforced.

## **6.2 Key HR Performance Indicators**

The Committee noted a report providing information on Key Performance Indicators for the period 01 April to 30 June 2015 relating to the College's Human Resources function.

Information was provided on the background to the report; recruitment of staff, including turnover and vacancies; and staff attendance and reasons for absence.

Ms Hart was requested to check to ensure that RM are disabling the accounts of staff who have left the College.

Ms Inglis commented that it was good to see that many of the managerial posts were being filled from within the organisation.

## **6.3 Report on Organisation Development Activity**

The Committee noted a report providing information on the planned activities for the Organisational Development Team during AY2015-16.

Information was provided on qualifications; training; and initiatives and developments.

It was agreed that internal opportunities for promotion, and investment in staff development should be highlighted in the new online staff newsletter.

## **6.4 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.

Information was provided on accident statistics; work placement visits; approved contractor list; workplace dust monitoring; food hygiene inspections; RoSPA President's Safety Award 2015; procedure updates; and Central Health and Safety Committee.

With regard to accident statistics Mr Beattie assured the Committee that all activities in relevant classes are being carried out under proper supervision and with appropriate personal protection equipment (PPE). Mr Beattie added that where staff take the precaution of sending students to hospital, these accidents must be notified to the Health & Safety Executive.

In response to a query from Ms Inglis, Mr Beattie confirmed that the health and safety culture throughout the College is very strong.

## **7. 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 on Tuesday 17 November at 1030 hours.

**Reserved Item of Business**

**8. Matter for Discussion**

**8.1 Update on Voluntary Severance**

Ms Hart provided an oral update on the College's Voluntary Severance Scheme and reported that a total of 93 staff have left College during the course of the scheme, at an annual saving of £3.05m.

Ms Hart said that the Scheme will close on 31 December 2015 and staff have been informed that expressions of interest must be received by 31 October 2015.

The meeting concluded at 1130 hours.