



## HUMAN RESOURCES COMMITTEE

Minutes of the meeting of the Human Resources Committee held on 17 April 2019 at 0900 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p><b>Present:</b> Ann Bell – Chair Susan Elston John Henderson – Vice Chair Abha Maheshwari Liz McIntyre Gwen Watt</p> <p><b>In attendance:</b> Kimra Donnelly, Director of HR &amp; Organisational Development Elaine Reid, Senior HR Business Partner Pauline May, Secretary to the Board Zoe Burn, Minute Secretary</p>
01-19	<p><b>Apologies:</b> Apologies were presented for K Godsman and K Milroy.</p>
02-19	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b> No potential conflicts of interest were declared.</p>
03-19	<p><b>Minutes of Previous Meeting – 10 October 2018</b> The minutes were approved as a true and accurate record.</p>
04-19	<p><b>Matters Arising from the Previous Meeting</b> Members noted the matters arising report.</p> <p>K Donnelly advised that staff had been made aware of the new Professional Standards for Lecturers and that they had been highlighted in conjunction with the publication of the College's new Employee Code of Conduct.</p> <p>No further matters were raised.</p>
	<p><b>Matters for Discussion</b></p>
05-19	<p><b>Gender Pay Gap Report</b> The Committee considered a paper highlighting key findings from the College's Gender Pay Gap Report for 2018. Members were reminded of the requirement for the College to produce and publish the Report under the Equality Act 2010.</p> <p>E Reid presented the Gender Pay Gap Report to the Committee.</p> <p>E Reid summarised reductions in the College's gender pay gap in terms of both mean and median. Members were advised of a number of factors which have contributed to the reductions, including the appointment of a female Principal.</p>

	<p>It was noted that it would be helpful for the College to consider its contractors' gender pay gap information.</p> <p>A discussion followed with a number of considerations to be explored linked to the College's gender pay gap noted, including, flexible working, job sharing and the advertising of posts. It was agreed that an update from focus groups planned as part of the HR &amp; OD Equalities Action Plan should be prepared for the next meeting of the Committee.</p> <p>L McIntyre stated that she believed NESCol to be an open, inclusive, equality driven organisation which seeks</p> <p>K Donnelly advised that the College is looking to improve progression opportunities for part-time staff, including the possibility of job sharing arrangements for senior posts and the exploring of potential barriers stopping staff members who may wish to transition into and out of part-time working.</p> <p>A Maheshwari queried the decision to report under only two categories - male and female - noting that gender is now viewed by many as fluid and non-binary. E Reid advised that the College had used only these categories to meet guidance issued on the reporting requirements for organisations gender pay gap reports. E Reid added that information provided for Agenda item 06-19 highlighted that the College's Equal Opportunities Form, under the heading of gender, includes the options of: male; female; other, but that no staff indicated they were in the "other" category during the period covered by the Staff Equality Profile for 2018.</p> <p>It was noted that the Gender Pay Gap Report would be included as an appendix to the College's Equality Mainstreaming Report and as such would be shared with all Board Members as part of the papers for the Board's upcoming Strategy Event.</p>
06-19	<p><b>Staff Equality Profile 2018</b></p> <p>Members considered a paper highlighting key findings from the College's Staff Equality Profile for 2018.</p> <p>E Reid presented the Staff Equality Profile to the Committee.</p> <p>E Reid highlighted a number of key protected characteristics statistics, noting where significant changes had occurred in comparison to 2017.</p> <p>An increase in non-declaration in relation to staff members; protected characteristics was highlighted. It was noted that this should be considered when interpreting the data as the Staff Equality Profile was therefore 'incomplete'. E Reid advised of actions to be undertaken to help address the non-declaration rate. Members were also advised of actions to be taken to address unconscious bias and gendered wording in recruitment,</p> <p>L McIntyre advised that the availability of detailed equality data provided the College with opportunities to explore perceptions, barriers etc and to increase awareness of challenges the College currently may have regarding issues related to specific protected characteristics.</p> <p>A discussion was held relating to the College's current recruitment processes and opportunities being sought to address unconscious bias. Members commenting that it would be helpful to explore if applicants felt discriminated against at any point of the recruitment and selection process, and the reasons</p>

	<p>behind individuals choosing not to disclose their protected characteristic status. S Elston also suggested that it would be beneficial to seek feedback from managers following an appointment process to explore if bias may have occurred at any stage and to potentially help to challenge staff awareness and perceptions.</p>
<p>07-19</p>	<p><b>HR &amp; OD Enhancement Plan AY2018-19 – Progress Update</b></p> <p>The Committee considered a paper providing information on progress made against the HR &amp; OD Enhancement Plan for AY2018-19.</p> <p>K Donnelly advised of some challenges experienced with the provider of the new HR and Payroll System and their impact on project timelines. It was noted that a number of issues had now been resolved and that the provider had given assurances for the approach to be taken going forward. It was reported that some challenges remained regarding the full implementation of the HR aspect of the System but that this was being managed to ensure the College has a system in place which delivered in terms of required levels of functionality and reporting.</p> <p>Members were provided with additional information regarding the awarding of the College's new Occupational Health contract to a new provider - Icarus. K Donnelly advised that following commencement of the new contract, the College's HR &amp; OD Team would be undertaking a role in the promotion and monitoring of wellbeing.</p> <p>K Donnelly advised Members that opportunities for the College's Organisational Development function to work together more closely with the Students' Association were being sought and an update on this would be provided at the next meeting of the Committee.</p>
<p>08-19</p>	<p><b>HR &amp; OD Management Information Report</b></p> <p>A verbal update was provided with K Donnelly giving an overview of key HR &amp; OD management statistics, including leavers and absences. It was noted that written reports would, as previously, be provided to the Committee following full implementation of the new HR System.</p> <p>It was reported that the majority of leavers, 23, in 2017-18 were through the voluntary severance scheme which operated until the end of July 2018.</p> <p>L McIntyre noted an issue previously highlighted in relation to turnover of new lecturers. It was agreed that feedback on actions implemented to help address this issue would be shared with the Committee at its next meeting.</p> <p>An overall reduction in the number of absences was reported, with the main reasons for both short term and long term absences highlighted.</p> <p>S Elston enquired if declarations relating to stress differentiated between influencing factors at home and work. K Donnelly advised that the system did not currently report on these instances in that way but that it was hoped that, once fully developed, the new HR System would enable this level of reporting. K Donnelly added that reported instances of stress related absence were explored on an individual basis to ensure any appropriate additional support is provided to staff members where required.</p>

	<b>Matters for Information</b>
09-19	<p><b>National Collective Bargaining Update</b> The Committee were provided with a verbal update on recent developments relating to National Collective Bargaining.</p> <p>K Donnelly advised Members on the current status of national job evaluation and work to be completed by the College for the deadline of 30 June 2019. Members were advised that the software to be used for by the Sector for evaluation purposes was FEDRA and that this was already used by NESCol. K Donnelly summarised the process that would be undertaken in terms of the College's input required by 30 June 2019, adding that the next stages of the sector wide process and related timescales were still to be agreed and issued to all colleges. It was noted that the management of staff expectations in relation to outcomes of the national job evaluation process was important.</p> <p>L McIntyre provided an update in relation to the status of the ongoing dispute regarding the lecturers' pay award and related industrial action, including further planned strike days and action short of strike. Members were advised that an emergency meeting of the Employers' Association was planned for the following week. Members noted that to date the impact of strike action at NESCol had been minimal and that services to students had been maintained on strike days. It was however noted that support for industrial action had been significantly higher at a number of other colleges.</p> <p>L McIntyre assured Members that they would be kept up-to-date on any significant developments.</p>
10-19	<p><b>Organisational Development Update</b> Members noted a paper providing information on benchmarking data on lecturers' attainment of qualifications, and details of training and activities undertaken by the Organisational Development Team in the last 12 months.</p> <p>Members were advised that NESCol had a higher proportion of its lecturers holding the TQFE in comparison to the sector average.</p> <p>K Donnelly provided additional information on lecturer registration and regulation, noting that its implementation may cause some challenges for the College. In response to a query from J Henderson Members were advised that the lecturers' would be required to pay the registration fee themselves.</p> <p>Members were advised of a planned review of the College's Organisational Development structure and that an update on this would be provided at the next meeting of the Committee.</p> <p>The development of a new Staff Induction Programme was noted with members again advised that an update would be provided at the next meeting.</p> <p>Following a discussion a on the topics focused on at the January Staff Development Day, it was agreed that an update on the College's Mental Health Working Group would be shared with Members at the next meeting. L McIntyre added that the Scottish Government planned to allocate additional funds to assist schools, colleges and universities in relation to mental health but that guidance on the criteria for how these potential monies are to be utilised was awaited. It was reported that the Board at its upcoming Strategy Event would receive a presentation on developments relating to the College's</p>

	Annual Priority on a mentally-healthy College and that Members' views of the provision of counselling services were likely to be sought.
	<i>K Donnelly and E Reid were thanked for the excellent standard of papers prepared for the meeting.</i>
11-19	<b>Any Other Business</b> No other business was noted.
	<b>Summation of Business and Date of Next Meeting</b> The Secretary gave a summation of the business conducted. The next meeting of the HR Committee is expected to be scheduled for October 2019 and will be confirmed at the June Board Meeting when the Programme of Meetings for AY2019-20 is approved.
	Meeting ended 1020 hours

Agenda Item	Actions from Human Resources Committee 17/04/19	Responsibility	Deadline
05-19	Committee to be provided with feedback from focus groups planned as part of the HR & OD Equalities Action Plan.	K. Donnelley	In due course
07-19	Update on the College's Organisational Development function and the Students' Association working together more closely to be provided.	K. Donnelley	Next meeting of Committee
08-19	Information on actions implemented to address increased turnover of new lecturers to be prepared.	K. Donnelley	Next meeting of Committee
10-19	Update on review of Organisational Development structure to be prepared.	K. Donnelley	Next meeting of Committee
10-19	Update on new Staff Induction Programme to be provided.	K. Donnelley	Next meeting of Committee
10-19	Update on the work of the College's Mental Health Working Group to be provided.	K. Donnelley	Next meeting of Committee

Signed:.....

Date: .....