



## HUMAN RESOURCES COMMITTEE

*Minute of Meeting of 17 November 2015*

The meeting commenced at 1030 hours.

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

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

**OBSERVER:** K Donnelly

### 1. Apologies for Absence

Apologies were received from K Anderson.

### 2. Minute of previous Meeting

The Minute of Meeting held on 15 September 2015 was approved.

### 3. Matters arising from previous Meeting

#### 3.1 Staff Development

Ms Hart confirmed that work was in progress to review the staff development budget.

#### 3.2 Disabling of Accounts

Ms Hart confirmed that work has been undertaken to disable the accounts of staff who have left the College.

### 4. Report by the Principal

The Committee noted a report providing information on BS OHAS 18001 Standard; Staff Excellence Awards; and Investors in People (IIP) Reaccreditation.

In response to a query from Ms Inglis, Mr Wallen confirmed that he had no areas of concern leading up to the forthcoming IIP Reaccreditation Visit. Ms Hart added that the Visit would highlight areas of good practice and areas for development. Mr Milroy commented that the IIP is a useful strategic tool and that the report and any subsequent action plan from the Visit will be a useful reference for both the Board and Human Resources Committee going forward.

The Committee recorded its congratulations to staff on the achievement of the 18001 Standard.

### 5. Matters for Discussion

#### 5.1 HR Priorities and Strategy Implementation

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

Information was provided on the Performance Management Review Scheme which was introduced in October 2014. Ms Hart reported that the new Scheme had got off to a good start but that work remained to be undertaken.

Ms Hart commented on the work of the One College project teams; advised that e-Recruitment training had been completed and that the next vacancy arising in the College would be advertised on 'My Jobs Scotland'; and reported that the College's Payroll is now operating smoothly.

It was agreed that the end date for completion of Phase 2 of the Payroll Project would be extended to January 2016.

In response to a query raised by Mr S Smith, it was agreed that the removal of the 'blue zones' from staff salary scales would be re-communicated to all staff.

The Committee noted the paper.

## **5.2 National Bargaining**

A copy of a Colleges Scotland briefing paper on National Bargaining was tabled.

Mr Wallen provided an oral update on National Collective Bargaining and confirmed that he had now signed the National Recognition and Procedures Agreement.

Mr Wallen provided information on the pay offer and the response by unions. Members were informed that because some colleges have a pay rise start date of April, instead of August, it had been conceded that the pay offer for 2015-16 would, to align all colleges, be backdated to take effect from 01 April 2015. This would entail a large unbudgeted cost in the College's accounts up to 31 July 2015.

Ms Inglis said it was important to communicate positively with staff. A discussion followed and Mr Wallen advised that the SMT would circulate good news stories about the College to all staff. Mr Wallen and Ms Hart said they would also be meeting with staff representatives shortly.

The need to contingency plan for possible industrial action was stressed. Potential negative impacts on College contracts and the reputation of the College were noted. In relation to reputation, Mr Wallen commented on the success of the recent Open Day at the City Campus.

## **6. Matters for Information**

### **6.1 HR Policies**

The Committee noted a report providing an update on the development of Human Resources policies.

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.

It was noted that the start and finish dates for the development of the Drug and Alcohol Policy would be amended, and that the Recruitment and Selection Policy would be submitted for consideration to the January meeting of the Committee.

Members recorded their thanks for the work undertaken to develop the suite of HR Policies.

## **6.2 Key HR Performance Indicators**

The Committee noted a report providing information on Key Performance Indicators for the period 01 July 2015 to 30 September 2015 relating the Human Resources function.

Information was provided on the background to the report; recruitment; and attendance.

Members agreed that turnover data should now be provided on an annual basis alongside management information on equalities in January of each year.

After some discussion it was agreed that the new Recruitment and Selection Policy should clarify the College's position on staff vacancies being advertised internally and externally, taking into account the need for succession planning.

In response to a question from Ms Inglis, Ms Hart explained the process of supporting staff returning from a period of long term absence. Members requested that separate data be provided on days lost through absence of one week or less, and data on absences lasting more than one week. Ms Hart said this would be undertaken for the January meeting of the Committee.

## **6.3 Report on Organisational Development Activity**

The Committee noted a report providing information on the key activities undertaken by the Organisational Development Team since the start of the academic year.

Information was provided on Teaching Qualification in Further Education (TQFE) for Lecturers; Assessment and Verification Qualifications for Lecturers; Instructors' Qualifications; Guidance Tutors; and Induction Review.

A discussion was held in relation to TQFE and it was confirmed that all permanent lecturers must undertake the qualification as a condition of employment. The College's approach to supporting staff to complete the qualification was clarified in terms of timetabled study slots and opportunities to request further study leave ahead of assessments.

It was agreed that TQFE data should be split into length of service categories in future papers. It was also agreed that targets for the achievement of qualifications would be reviewed.

## **6.4 Key Health and Safety Performance Indicators**

The Committee noted a report providing information of key performance indicators relating to the Health and Safety function.

Information was provided on accident statistics; work placement visits; approved contractor list; workplace dust monitoring; food hygiene inspections; and OHSAS 18001 Health and Safety Standard Recertification Audit.

## **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 26 January 2016 at 1030 hours.

**Reserved Item of Business**

**8. Matter for Discussion**

**8.1 Update on Voluntary Severance**

The meeting concluded at 1145 hours.