



HUMAN RESOURCES COMMITTEE

Minutes of the meeting of the Human Resources Committee held on 18 April 2018 at 1400 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p>Present: Josh Gall John Henderson – Vice Chair (Chair) Robin McGregor Liz McIntyre Ken Milroy</p> <p>In attendance: Kimra Donnelly, Director of HR & Organisational Development Pauline May, Secretary to the Board Zoe Burn, Minute Secretary</p>
01-18	<p>Apologies: Apologies were presented for Ann Bell and Ian Gossip.</p>
02-18	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items There were no declarations of potential conflicts of interest.</p>
03-18	<p>Minutes of Previous Meeting – 17 October 2017 The minutes were approved as a true and accurate record.</p>
04-18	<p>Matters Arising from the Previous Meeting Members noted the Matters Arising Report. The Principal and Mr McGregor provided additional information relating to the 'All Staff Conference' held in January 2018, including the effective organisation and running of the Event, the role played by the Leadership Team, and positive feedback received from staff. No further matters were raised.</p>
	<p>Matters for Discussion</p>
05-18	<p>Performance Reporting – Annual HR KPIs The Committee noted the report on annual management statistics relating to College staff, including headcount, turnover, vacancies, appointments, absence, qualifications and employee relation cases. Ms Donnelly summarised key issues highlighted by the statistics, and a discussion was held on the reporting of stress.</p>
06-18	<p>HR & OD Enhancement Plan AY2017-18 – Interim Review Members considered the HR & OD Enhancement Plan for AY2017-18.</p> <p>Ms Donnelly explained the need to delay the implementation of the new HR & Payroll System, but highlighted that testing to date had not identified any significant issues.</p>

	<p>In noting that to date no progress has been made against the action to develop an effective succession planning procedure, Ms Donnelly advised that the new HR & Payroll System would help with this by providing reliable data. Ms McIntyre added that structural changes being implemented as of 01 August 2018 will also inform a new approach to succession planning.</p>
07-18	<p>Presentation – New HR Strategy</p> <p>The Committee received a presentation from Ms Donnelly on the development of the College’s new People Strategy. Members were updated on key achievements against the HR Strategy 2014-17 in relation to Recruitment, Organisational development, HR/Payroll system and processes, and Employee engagement. Ms Donnelly presented five proposed key people themes for the new Strategy – Equalities, Culture enhancement and change, Leadership and management, Flexible workforce, and Improved efficiency. Members were also advised of four proposed key ambitions for the Strategy based around attracting, supporting, developing and retaining staff.</p> <p>In response to a query from Mr Milroy, Ms Donnelly commented that the biggest challenges currently being faced by the College in relation to staff are the harmonisation of national bargaining and staff resilience.</p> <p>Members were advised that the new Strategy would be presented to the Committee at its first meeting in AY2018-19.</p>
	<p>Matters for Information</p>
08-18	<p>National Collective Bargaining Update</p> <p>Members were updated on the progress of National Collective Bargaining and how these developments will impact the College.</p> <p>The Principal explained the Implementation Note for the November 2017 National Joint Negotiating Committee (NJNC) Agreement. Members were advised that the College Calendar had been adjusted to incorporate the additional two days of annual leave for lecturing staff and that these changes included reverting to a two week break at October. It was noted the changes had been received positively by the majority of staff. Members were also advised that the change to class contact time would be addressed through improved staff utilisation.</p> <p>In relation to support staff, the Principal provided further information on the organisational change proposal, noting that this was not currently included in the NRPA.</p> <p>Mr Milroy advised of recent Employers’ Association changes and proposed future developments. Members were also advised of the new validation role the SFC is to undertake in relation to National Collective Bargaining, and of concerns which have been raised regarding national job evaluation processes.</p> <p>It was noted that the Regional Chair and Principal remain involved with the Employers’ Association and will continue to update both the HR Committee and the Regional Board accordingly.</p>
09-18	<p>Organisational Development Update</p> <p>The Committee was provided with information on Organisational Development activities undertaken to date in AY2017-18, including teaching qualifications, the College’s new Performance Review System (iCON), Induction and Compliance Training, and the ‘All Staff Conference’.</p>

	<p>Ms Donnelly advised of considerations currently being given as to how to improve the accuracy of data provided in relation to teaching qualifications.</p> <p>The Principal advised that discussions would shortly be held regarding the College's current and possible future approach to teaching staff qualifications and registration.</p>
10-18	<p>Any Other Business In acknowledging work currently being undertaken in relation to staffing structures and roles, the Principal advised that the Regional Board would be updated on related developments and proposals at the Strategy Event scheduled for 25 April 2018.</p>
11-18	<p>Summation of Business and Date of Next Meeting The Secretary gave a summation of the business conducted. The next meeting of the Human Resources Committee will be scheduled following discussion of the Programme of Meetings for AY2018-19.</p>
	<p>Reserved Items of Business – Matter for Information</p>
12-18	<p>Vice Principal Finance & Resources - Recruitment Members were provided with information and a timeline on the recruitment process for the Vice Principal Finance & Resources. Ms Donnelly summarised the approach being taken, advising that onboarding opportunities for the new appointee would be sought which would include handover activities with the current post holder.</p> <p>Mr Milroy advised that the retirement of Mr Scott would be acknowledged by the Regional Board.</p>
13-18	<p>Summation of Reserved Items of Business The Secretary gave a summation of the reserved business conducted.</p>
	<p>Meeting ended 1500 hours</p>

Agenda Item	Actions from Human Resources Committee 18/04/18	Responsibility	Deadline
07-18	New HR Strategy to be presented at first meeting of HR Committee in AY2018-19.	K Donnelly	Mid-September 2018