

## HUMAN RESOURCES COMMITTEE

*Minute of Meeting of 20 January 2015*

The meeting commenced at 1030 hours.

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

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

### 1. Apologies for Absence

Apologies were received from S Smith.

### 2. Minute of previous Meeting

The Minute of Meeting held on 18 November 2014 was approved.

### 3. Matters arising from previous Meeting

#### 3.1 National Collective Bargaining

Mr Wallen provided an update on recent National Collective Bargaining discussions and developments. Members were informed that a draft Recognition and Procedures Agreement (RPA) had been finalised and it was hoped that it would now be considered and agreed by each of the 13 regions by the end of March 2015.

### 4. Report by the Principal

The Committee noted a report by the Principal providing information on the HR Team; Vision and Values; Investors in People (IIP); and English for Speakers of Other Languages (ESOL) qualifications.

Members were informed that the SMT Vision and Values Workshop scheduled for the previous day had been postponed but that it would be rescheduled as soon as possible. Mr Wallen added that a series of staff sessions on the College's Vision and Values was being planned.

In response to a question regarding the post of Head of HR, Ms Hart said that two sets of interviews had been held but that no suitable candidate had been identified. Ms Hart confirmed that the post would be re-advertised shortly.

### 5. Matters for Discussion

#### 5.1 HR Priorities and Strategy Implementation

The Committee considered a paper providing information on progress regarding the key HR priorities, and on implementation of the HR Strategy which was approved at the previous meeting of the Committee.

In response to a question from Mr Henderson on succession planning and identifying key posts over the next five years, Mr Wallen said that the College has in the past endeavoured to recruit from within the organisation. It was noted that key roles will become available in the near future and that the College would also look to fill these from within existing staff.

Ms Hart advised that the Occupational Health contract was working well across all campuses and informed Members that she would start work on the new contract in the near future.

Mr Gossip requested that the priorities progress table be amended to show start and planned completion dates for each priority.

The Committee noted the contents of the report.

### **5.2 Report on the Usage of Protocol National Staff and their Professional Training**

The Committee considered a report providing information on the usage of the contract for temporary lecturing staff within the College and also the training undertaken by these staff.

Information was provided on the numbers, utilisation, and teaching qualifications of Protocol staff.

Mr Dunn provided additional information on the wider quality arrangements for Protocol National (PN) staff and on his own positive experiences with using and supporting PN staff.

The Committee noted the contents of the report.

### **5.3 Professional Development Targets**

The Committee considered a paper on professional development targets and actions to achieve them.

Ms Hart informed Members that the targets had been considered by the SMT and confirmed that it had been agreed that they are achievable. Ms Hart also advised that performance against targets will be monitored.

The Committee noted the professional development targets for the three year period 2014 to 2017.

## **6. Matters for Information**

### **6.1 HR Policies**

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

Members noted that the policies on Discipline; Grievance; Capability; Flexible Working; Leave in Special Circumstances; and Time Off in Lieu (TOIL) have all been finalised and issued.

Members noted the ongoing work in accordance with the policy schedule. Ms Hart was requested to include an additional column in the schedule showing the start dates for each policy.

Mr Smith informed Ms Hart that ASET had an established Anti-Corruption and Bribery Policy. It was agreed that the College's Anti-Corruption and Bribery Policy be cross referenced with ASET's Policy.

Mr Wallen summarised discussions related to policies which the Unions have highlighted as those which should be determined through national collective bargaining processes.

Mr Wallen said he would report back to the next meeting of the Committee on the possible future requirement for colleges to develop policies related to the Government's Prevent Strategy.

## **6.2 Health and Safety Performance Indicators**

The Committee noted a paper providing information on key performance indicators relating to the Health and Safety function and an update on health and safety activities and strategy.

Information was provided on accident statistics; workplace dust monitoring; and kitchen inspections. In relation to two accidents involving the use of safety glasses Mr Wallen said he would follow up on the outcome of a review of the type of glasses required.

Members were informed that a combination of issues had led to problems in the kitchens at Fraserburgh Campus, and that a review of the catering contract across all campuses will shortly be undertaken by an external contractor.

The Committee noted its thanks to the Health & Safety Team for the rigorous procedures in place.

## **7. 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 is scheduled to take place on Tuesday 17 March 2015.

Mr Dunn and Ms Gravells left the meeting at this time.

## **8. Reserved Items of Business for Discussion**

### **8.1 Update on Harmonisation**

### **8.2 Voluntary Severance**

## **9. Reserved Item of Business for Information**

### **9.1 Affordable Housing for Staff**

The meeting concluded at 1125 hours.