



## HUMAN RESOURCES COMMITTEE

*Minute of Meeting of 20 May 2014*

The meeting commenced at 1030 hours.

**PRESENT** – B Cruickshank, I Gossip, C Inglis (Chair), M Melvin, K Milroy, A Simpson, A Smith, R Wallen

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

### 1. Apologies for Absence

Apologies were received from B Dunn, D Cobban, S Smith.

### 2. Minute of previous Meeting

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

### 3. Matters arising from previous Minute

There were no matters arising.

### 4. Report by the Principal

The Committee noted a report providing information on post-merger developments in the College relevant to the Committee.

Information was provided on structural reorganisation; organisational and staff development; Investors in People (IiP); catering contract; and equality and diversity.

Mr Wallen and Ms Hart provided additional information on the College's reaccreditation of the IiP standards.

### 5. Matters for Discussion

#### 5.1 HR Policies and Procedures in North East Scotland

The Committee considered a paper providing information on the development of HR policies and procedures for North East Scotland College.

Ms Hart explained the rationale for the proposed approach and noted that three new policies would be developed. Ms Hart confirmed that the complete suite of HR policies would be implemented by December 2014.

Members noted the urgency to update and create a suite of family friendly policies.

The Committee approved the proposed approach to the standardisation of HR policies and procedures and agreed that an equality and diversity policy should be considered alongside the suite of family friendly policies.

#### 5.2 HR Priorities and Strategy

The Committee considered and noted a paper providing information on the key HR priorities for the short, medium, and longer term and how these will be used to develop the College's HR Strategy.

Ms Hart advised that consideration was being given to a new structure for the HR Team, and that this included the identification of any skills deficits in the current Team.

Mr Wallen informed the Committee that in the interim a consultant had been appointed to provide assistance to the College's HR Team.

Ms Hart advised that a Senior Management Team Away Day, focussed on the College's vision and values, was being arranged and suggested that outcomes from the Day's discussions are considered at the Board's Planning Event in October 2014.

Ms Hart provided additional information on the job evaluation process and the development of new pay grades. Mr Milroy commented that national developments relating to pay and collective bargaining will need to be considered as they occur.

In response to a query from Ms Inglis on the implementation of new pay grades in line with job evaluation, Mr Wallen said that a very few staff of the former Aberdeen College will receive a conserved salary for three years, and that most staff of the former Banff & Buchan College will benefit from salary increases.

The Committee agreed that the HR priorities contained in the paper were appropriate.

#### **5.3 Implementation of New Structures Progress Report**

The Committee considered and noted a paper providing information on the process of implementing new staffing structures within each reporting area of the Senior Management Team, and the steps to be taken following evaluation of job descriptions.

The Committee noted that the new structures had been implemented as agreed pre-merger and commended the work undertaken to ensure they were in place by the agreed deadlines.

#### **5.4 North East Scotland Weighting**

The Committee considered and noted a paper providing information on regional pay levels.

Information was provided on the background to the situation; the current situation in North East Scotland College; and steps being taken by organisations to produce a report to be used as the basis for trying to secure a weighting payment for staff based in the north east of Scotland.

Ms Hart advised that she was a member of a working group, including NHS Grampian and Aberdeen City Council, convened to develop a business case for a North East Scotland weighting, and that she would provide updates to the Committee as appropriate.

#### **5.5 Health & Safety**

The Committee considered and noted a paper providing information on the overall approach adopted by the Senior Management Team to issues of health and safety.

Ms Simpson commented that the information contained in the paper was very reassuring.

#### **5.6 Equality and Diversity in North East Scotland College**

The Committee considered a paper providing information on equality and diversity within the College.

After some discussion the Committee agreed to the proposal to create an Equality and Diversity Strategy Group, subject to the amendment of the terms of reference to include equal pay audits and gender pay gap analysis.

It was suggested that the Equalities Committee should be renamed to avoid any possible confusion with Board of Management Standing Committees.

It was also agreed that approaches for embedding equality impact assessment across the College should be revisited by the Committee at its next meeting to ensure that best practice has been adopted.

#### **5.7 North East Scotland College and the Referendum on Scottish Independence**

The Committee considered the College's position in relation to the forthcoming referendum on Scottish independence and endorsed the proposed statement clarifying the College's position.

### **6. Matters for Information**

#### **6.1 Key HR Performance Indicators and Update**

The Committee noted a report providing information on key performance indicators relating to the human resources function.

Information was provided on headcount and full-time equivalent numbers; sickness absence; recruitment and selection; labour turnover; and employee relations.

#### **6.2 Key Staff Development and Continuing Professional Development Performance Indicators and Update**

The Committee noted a paper providing information on key performance indicators and dialogue relating to staff development and continuing professional development.

Information was provided on Teaching Qualification in Further Education (TQFE); new awards for new lecturing staff; assessment and verification qualifications for lecturers and for instructors and vocational teaching assistants; teaching qualifications for instructors and vocational teaching assistants; development activities; and planned training activities.

#### **6.3 Key Health and Safety Performance Indicators and Update**

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

Information was provided on accident statistics; work placement visits; approved contractors; workplace dust monitoring; food hygiene inspections; Health and Safety Committee; and the BSI OHSAS 18001 audit.

### **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 be held on Tuesday 15 July 2014.

It was noted that this would be Mr Cruickshank's last attendance at the Committee and Mr Wallen thanked him for his services and wished him well for the future.

Mr Cruickshank and Mr Smith left the meeting at this point.

### **8. Reserved Item of Business for Decision**

#### **8.1 Updated Voluntary Severance Scheme**

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

#### **9.1 Recognition and Procedure Agreement**

**10. Reserved Items of Business for Discussion**

**10.1Working Hours and Flexibility**

**10.2Update on Voluntary Severance Scheme**

**10.3Harmonisation of Salaries and Terms and Conditions**

The meeting concluded at 1150 hours.