

HUMAN RESOURCES COMMITTEE

Minute of Meeting held on 21 January 2014

The meeting commenced at 1030 hours.

MEMBERS PRESENT- B Dunn, I Gossip, C Inglis (Chair), J McKendrick, M Melvin, K Milroy, A Smith, R Wallen, R Woods

IN ATTENDANCE – B Cruickshank, A Hay, P May, P Kesson

1. Apologies for Absence

Apologies were received from A Simpson, Board Member.

2. Minute of Meeting of 26 November 2013

The Minute of Meeting held on 26 November 2013 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: organisation development; progress with re-structuring; staff newsletter; contract for temporary lecturing services; and catering services contract.

Principal Wallen informed Members that following a recent workshop for the Senior Management Team, facilitated by Dr Douglas Young, a similar workshop would be arranged for newly appointed middle management.

Mr Wallen also informed Members that an all College Staff Development Day would take place on 18 February to bring together teams which are based in all areas of the College.

Members were pleased to note that the recent appointments to posts of Faculty Managers and Curriculum Quality Managers had created promotion opportunities for staff.

Mr Wallen confirmed that the review of the Human Resources structure would be undertaken when the new Vice Principal, Human Resources takes up her post in March 2014.

Mr Cruickshank reported that a student survey on catering services at Fraserburgh Campus had been carried out. He was requested to pass the results of the survey to Ms Hay.

5. Papers for Discussion

5.1 Update on National Pay Bargaining

Mr Milroy provided the Committee with an oral update on the progression of plans to implement national pay bargaining. He said that he was one of a number of Regional Leads who had been involved in discussions which had resulted in an agreement by all parties for a structure through which national pay bargaining can take place.

Mr Milroy said that, at this point in time, it is merely for the Committee to note that national pay bargaining will impact significantly on colleges' pay policies. He said that it was important for the College to be involved in the current discussions on national pay bargaining, particularly to highlight the key economic drivers in the North East and their impact on salaries in the region. It was noted that at present there is no national body to represent management interests. Mr Milroy suggested that Colleges Scotland would best be able to undertake this role.

Principal Wallen informed Members that he had met with staff representatives at the Aberdeen and Fraserburgh Campuses to update them on matters relating to national pay bargaining. They had indicated that they did not see national collective bargaining as beneficial.

5.2 Human Resources Strategy

The Committee noted a report providing information on the current Human Resources Strategy and the context for developing a Human Resources strategy for the new College.

Members noted the priorities that will need to be addressed as part of the development of a revised strategy. It was also noted that the review of the current strategy will commence after Ms Hart takes up her post of Vice Principal, Human Resources in March 2014.

Members agreed that the strategy developed as part of the Merger Proposal Document will continue to operate in the interim.

5.3 Voluntary Severance Update

Ms Hay provided an oral update on the operation of the discretionary Voluntary Severance Scheme.

Members were informed that, since the Scheme opened in June 2013, there had been 77 applications received. Of 43 offers made to date, 17 staff are based at the Aberdeen Campuses and 26 staff at Fraserburgh Campus. A total of 19 staff have left the College to date. The leaving dates of staff who have accepted voluntary severance have been phased as appropriate.

The College's first claim to the Scottish Funding Council for funding to support the Scheme has resulted in an allocation of £479,000. Members discussed the timescale for using transitional funds and it was suggested that the closing date for applications to the current Voluntary Severance Scheme should be reconsidered.

The Committee noted the information provided on the operation of the Scheme.

5.4 Key HR Performance Indicators

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

Information was provided on: sickness absence; benchmarking; recruitment and selection; labour turnover; and employment relations.

Ms Hay informed Members that as information on sickness absence in the two former Colleges was not comparable and no trend data is available from the former Banff & Buchan College, reporting of sickness absence would move forward with a common form of collection of data.

Ms Hay said there was not an issue with the College's level of sickness absence. However, she suggested that occupational health activities at the Fraserburgh Campus could be increased and added that she was currently looking at the provision of this occupational health across the whole College.

Ms Hay provided updated information on employment relations matters.

It was agreed that trend data from the former Aberdeen College would be included in future versions of this paper.

5.5 Key Staff Development and CPD Performance Indicators

The Committee noted a report providing information on key performance indicators relating to the Staff Development and Continuing Professional Development (CPD) functions.

Information was provided on TQFE; benchmarking; assessment and verification qualifications for lecturers; the Post Graduate Certificate in Adult Guidance; a skills audit; and achievements in the period 01 August to 30 November 2013.

Ms Hay informed Members that 89 lecturers waiting to join the TQFE programme would be treated as a priority and that a formal action plan will be drawn up to ensure this.

It was noted that at 76%, the College is currently below the SFC benchmarking figure of 93% of full-time permanent teaching staff holding a teaching qualification. Ms Inglis commented that the Committee needed to keep sight of progress in relation to TQFE and staff development, and that it should be considered as a key part of the development of the new Human Resources Strategy.

5.6 Key Health and Safety Performance Indicators

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

Information was provided on: accident statistics; work placement visits; the approved contractor list; workplace dust monitoring; food hygiene inspections; the College's online driver training course; and the Health and Safety Committee.

Ms Hay informed Members that the Facilities Manager at Fraserburgh Campus would assume the post of Health & Safety Co-ordinator with effect from 01 February 2014.

Ms Hay also informed Members that actions had been identified at the Fraserburgh Campus to ensure that it meets the requirements of the BS18001 Standard.

Members noted that a pro-active approach to health surveillance would be undertaken for people working in particular groups.

It was suggested that consideration should be given to the timetabling of relevant staff to undertake the College's Online Driver Training Course.

5.7 Environmental and Sustainability Report

The Committee noted a report providing information on the approach that has been taken to environmental and sustainability management and the plans to extend this to the whole of North East Scotland College.

Information was provided on: Environmental Management System ISO14001; Environmental Policy Statement; Registers; Management Review Group; various

initiatives being undertaken in the College; Environmental Management System Data Tracking; bicycle lockers; and the car share scheme.

Ms Hay provided additional information on the setting of targets and the proposed extension of ISO 14001 to the Fraserburgh Campus.

5.8 Proposed Reports to be considered by the Human Resources Committee

The Committee noted a paper providing information on reports which it is proposed are submitted to the Human Resources Committee in the period March to September 2014. It was agreed that papers relating to developments at a national level would be submitted to future meetings of the Committee as appropriate.

Ms Inglis suggested that a new Recruitment and Selection Policy was required. Ms Hay informed Ms Inglis that all the policies were available in draft form and could be taken forward at any time.

Ms Hay informed Members that performance management had not previously been undertaken at the former Banff & Buchan College, and it was now proposed to extend performance management across the College. She said that staff who have accepted promoted posts in the new structure have accepted performance management in their contracts.

The Committee agreed to a suggestion by Principal Wallen to convene a separate single-issue meeting to consider the complete set of Human Resources policies.

6. 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 18 March 2014.

The meeting concluded at 1135 hours.