

HUMAN RESOURCES COMMITTEE

Minute of Meeting of 21 July 2015

The meeting commenced at 1030 hours.

PRESENT – S Brimmer, I Gossip, J Henderson, K Milroy, A Simpson, A Smith (Chair), S Smith, R Wallen, K Wetherall

IN ATTENDANCE – D Duthie, E Hart, P May, P Kesson

OBSERVER – J Thorne

The meeting was chaired by Mr A Smith, Vice Chair, in the absence of Ms Inglis. Mr Smith welcomed Ms Wetherall, Students' Association Regional President, to her first meeting of the Committee.

1. Apologies for Absence

Apologies were received from C Inglis.

2. Minute of previous Meeting

The Minute of Meeting held on 19 May 2015 was approved.

3. Matters arising from previous Meeting

There were no matters arising.

4. Report by the Principal

The Committee noted a report providing information on: the HR structure; HR Performance indicators; Vision and Values implementation; national bargaining; and pool cars.

Members noted that the Board of Management at its meeting on 08 June 2015 had agreed to sign up to the National Recognition and Procedures Agreement (NRPA).

It was noted that, currently, staff of the College have a contractual right to local collective bargaining and that a move to national bargaining would require contractual changes. Mr Wallen reported that he and the HR Manager had met with staff representatives who had stated that they would prefer to remain with local bargaining. Mr Wallen advised that he had therefore not yet signed the NRPA, but had asked staff representatives to consult those they represent and report back at the next meeting and, in the meantime, had sought legal advice from the College's solicitors.

The Committee noted that Mr Milroy and Mr Wallen will participate in a meeting of the Board of Colleges Scotland on 24 July to discuss the NRPA and related matters.

Mr Wallen advised that Members will continue to be updated on developments relating to National Collective Bargaining and the NRPA.

Mr Wallen also provided further information on the acquisition of four wheel drive pool cars to improve safety of staff having to undertake increased travelling between campuses.

Mr Gossip left the meeting at this time.

5. Matters for Decision

5.1 Sickness Policy

The Committee considered the draft Sickness Policy.

Members noted that the new policy was not substantively different from the policies of the former Aberdeen College and Banff & Buchan College, and that the staff representatives on the Local Joint Negotiating Committees had also been consulted on the Policy.

The Committee approved the Sickness Policy subject to clarity being included on the procedure to be followed by staff who have fallen ill outwith working hours and are unable to attend work.

It was agreed that the Policy would next be reviewed in April 2017.

5.2 Long Service Awards Policy

The Committee considered the draft Long Service Awards Policy.

Members noted that the changes suggested at the previous meeting of the Committee had been incorporated into the Policy and that staff representatives on the Local Joint Negotiating Committees had also been consulted on the Policy.

Ms Brimmer asked if there was any recognition for staff who have been employed at the College for 5 years or 10 years. Ms Hart said there was nothing in place but she would give consideration to the matter.

The Committee approved the Long Service Awards Policy and agreed that it next be reviewed in July 2017.

6. Matters for Discussion

6.1 HR Priorities and Strategy Implementation

The Committee considered a paper providing information on progress regarding the College's key HR priorities.

Ms Hart provided further information on 'Talent Link', part of the new recruitment strategy; the awarding of the Occupational Health contract to Alpha Health, the College's current provider; and a review of the Future Leaders Programme.

The Committee noted the contents of the report.

It was decided to discuss agenda item 6.3 at this time

6.3 Investors in People

The Committee considered a paper providing information on changes to the Investors in People (IIP) standard.

Information was provided on the IIP standards held by the former Aberdeen College and former Banff & Buchan College; the current position; the new assessment model; and costs.

The Committee noted that the Senior Management Team had agreed that the new assessment model offers the best options for the College going forward, and endorsed the decision.

Ms Hart confirmed that the Committee will be updated as the College progresses through the IIP assessment process.

6.2 HR Policies

The Committee considered a paper providing information on the development of the College's Human Resources policies.

Ms Hart commented that good progress continued to be made with the review and drafting of College policies and confirmed that a further update would be provided at the next meeting of the Committee.

The Committee noted the paper and were also advised that the Expenses Policy has been implemented.

6.4 Vision and Values

The Committee considered a paper providing an update on the implementation of the College's Vision and Values.

Information was provided on feedback from management workshops and a questionnaire to all staff; the 'One College' Project; next steps; and team workshops.

The Committee noted the paper and Mr Milroy welcomed and commended the approach taken to implement the Vision and Values throughout the College.

6.5 SFC Guidance on Severance Schemes and Settlement Agreements

The Committee considered a paper providing information on draft guidance on severance payments which had been issued by the Scottish Funding Council.

Information was provided on views being sought by Colleges Scotland; a summary of the guidance; and implications.

Members were advised that NESC has submitted a response to the consultation and that Colleges Scotland would also be submitting a response on behalf of the sector.

Mr Duthie commented that the involvement of the Board's Remuneration Committee may lead to a training requirement for Committee Members.

The Committee noted the information contained in the paper and also noted that a response was awaited to the consultation.

7. Matters for Information

7.1 Report on Organisational Development Activity

The Committee noted a paper providing information on the progress of activities undertaken by the Organisational Development Team during AY2014-15.

Information was provided on qualifications gained by staff; training; and initiatives and developments.

7.2 Key Health and Safety Performance Indicators

The Committee noted a paper providing information on key performance indicators relating to the College's Health and Safety function.

Information was provided on accident statistics; work placement visits; approved contractor list; workplace dust monitoring; food hygiene inspections; review on accident reporting variations; and arrangements for reporting incidents and near misses.

8. 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 15 September 2015 at 1030 hours.

Reserved Item of Business

9. Matter for Discussion

9.1 Update on Voluntary Severance

The meeting concluded at 1115 hours.