



HUMAN RESOURCES COMMITTEE

Minute of Meeting of 24 January 2017

The meeting commenced at 1130 hours.

PRESENT – A Bell, S Cormack, J Gall, I Gossip, J Henderson, C Inglis (Chair), R McGregor, L McIntyre, K Milroy

IN ATTENDANCE – E Hart, P May, C Mackie, E Reid

OBSERVER – S Betty

It was noted that A Bell would be joining the meeting at a later stage. Members agreed to postpone consideration of agenda item 5.1 until her arrival.

1. Apologies for Absence

There were no apologies received.

2. Minute of previous Meeting

The Minute of Meeting held on 15 November 2016 was approved.

3. Matters arising from previous Meeting

Members noted the matters arising report.

Mr Milroy commented on the importance of the link between Health, Safety and Wellbeing that had been highlighted at the recent SCDI annual lecture.

Following a short discussion and in the absence of any response from the HSE, the Committee agreed to close off the matter relating to feedback on the incident reported to the Health & Safety Executive.

It was agreed that a presentation on the College's new intranet would be scheduled for lunchtime on the day of the March Committees.

In response to a query regarding the completion of a single set of Terms and Conditions of employment for staff, Ms Hart reported that a deadline had not been set. Ms McIntyre advised she would meet with Ms Hart to discuss the matter further.

4. Report by the Principal

The Committee noted a report providing information on HR PIs; Staff Dismissal; Employers' Association Representation; Living Wage Accreditation; HR and Payroll System Tendering Exercise; and Catering Contract renewal.

The Principal welcomed feedback from the Committee on the types of items they would like to see within the Principal's Report in the future.

Members were informed of the detail of the letter received from Ms Somerville, Minister for Further Education, Higher Education and Science, regarding Living Wage accreditation.

Ms Hart confirmed that appropriate workarounds remained in place to ensure that the delay on the implementation of the College's new payroll system did not cause any issues.

The Committee noted the renewal of the catering contract. Ms McIntyre advised of feedback in relation to catering which had been captured as part of the programme of College Conversations, including differences in provision and pricing of catering across campuses.

Ms McIntyre also advised of ongoing and planned dialogue in relation to the College's external contracts and noted that staff and student satisfaction levels would be reflected upon as appropriate.

5. Matters for Decision

5.1 Health and Safety Strategy

The Committee considered a paper providing an update on progress regarding the Health and Safety Strategy.

After some discussion it was agreed that the Strategy would be renamed the Health, Safety and Wellbeing Strategy.

It was also agreed that consideration should be given to how this Strategy, in conjunction with the HR Strategy, is operationalised to ensure wellbeing is comprehensively addressed. Members also requested that consideration was given to the development of a Wellbeing Policy and the associated supporting actions.

5.2 Gender Pay Gap Report

The Committee considered the Gender Pay Gap Report 2016, noting the considerable work undertaken to collate and analyse the required information.

Members discussed the extent of the College's gender pay gap, noting the mean gender pay gap of 14%, the mean full time gender pay gap of 11%, and the mean part-time gender pay gap of 23%.

Members were advised that the data presented was for full-time staff only and did not include any staff engaged via the agency route.

A discussion was held on how the College and the Committee should respond to the information. It was agreed that an implementation plan should be developed. The Principal advised that the intention was for a number of staff focus groups to be facilitated to support this work.

5.3 Occupational Segregation – Gender Report 2016

Note was made that NESCol figures in relation to occupational segregation are consistent with wider community but that there is limited benchmarking data within the College sector. It was agreed that the Equality Challenge Unit should be asked if benchmarking data is available for the English college sector and that consideration be given to other potential benchmarking data sources, such as the NHS or local authorities. The review of data from international organisations was also suggested.

The Principal advised that consideration of flexible and family-friendly policies had been identified as a priority in relation to mitigating the extent of the pay gap.

It was agreed that consideration needs to be given to how best the information from the Gender Pay Gap Report and Occupational Segregation Reports is used, monitored and communicated. It was noted that actions identified through the Reports would be reflected in the College's new Equality Outcomes as appropriate, and that information on the next steps to address issues identified would be presented to both the Committee and the Board in due course.

The Committee noted both its and the College's commitment to reducing the gender pay gap. It was agreed that a press article would be prepared to promote the College's ambitions in addressing the gender pay gap ahead of the publication of sector statistics at the end of April 2017. Members commended the work undertaken to date in relation to data gathering and analysis.

5.4 Occupational Segregation – Race/Ethnicity Report 2016

The Committee considered and approved the occupational segregation report in relation to Race/Ethnicity.

Note was made that 12.7% of staff chose not to disclose their ethnicity and therefore data that can be published is limited and of limited value. The Committee were advised that reasons for low disclosure figures in terms of staff protected characteristics will be explored with the aim of improving disclosure rates.

5.5 Occupational Segregation – Disability Report 2016

The Committee considered and approved the occupational segregation report in relation to disability.

Note was made that 14.2% of staff chose not to disclose whether they had a disability and therefore data that can be published is limited and of limited value.

It was confirmed that a summary paper on the Occupational Segregation Reports will be brought to the Board at its meeting in February, with the full Reports being made available online for Board Members to view.

5.6 Equal Pay Statement and Policy 2017

The Committee considered and endorsed the College's Equal Pay Statement and Policy ahead of its consideration by the Board of Management at its February meeting.

6. Matters for Discussion

6.1 HR Priorities and Strategy Implementation

The Committee noted the contents of the HR Priorities report.

It was noted that the end date for the HR and Payroll Systems Replacement Project would be amended to October 2017.

6.2 National Collective Bargaining and Workforce for the Future Update

The Committee considered the report on National Collective Bargaining and Workforce for the Future.

7. Matters for Information

7.1 Report on Organisational Development Activity

The Committee noted the contents of the Organisational Development Activity Report.

In relation to the Investors In People (IIP) Interim Report, particular note was made of the observation that 'resilience in staff is being stretched'. Members were advised that an IIP Assessor would be visiting the College in February to help with the development of an action plan to address the areas of improvement highlighted in the Report.

The Committee recognised and congratulated the College on the progress highlighted in comparison to the previous Report.

7.2 Key Health and Safety Performance Indicators

The Committee noted the contents of the report on Key Health and Safety Performance Indicators.

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 14 March 2017.

Reserved Items of Business

9. Matters for Decision

9.1 Voluntary Severance Scheme 2017-18

10. Matter for Information

10.1 Pension Errors

11. Summation of Reserved Items of Business

The Secretary gave a summation of the reserved items of business.

The meeting concluded at 1310 hours