



HUMAN RESOURCES COMMITTEE

Minute of Meeting of 26 January 2016

The meeting commenced at 1030 hours.

PRESENT: K Anderson, I Gossip, J Henderson, C Inglis (Chair), K Milroy, A Simpson, A Smith, R Wallen

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

OBSERVER: S Webster

1. Apologies for Absence

Apologies were received from S Brimmer.

2. Minute of previous Meeting

The Minute of Meeting held on 17 November 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: Investors in People (IIP) Reaccreditation; Staff Excellence Awards; HR Performance Indicators; and Staff Equality Group and Equality Outcomes.

Mr Wallen confirmed that it was intended that the Staff Excellence Awards will become an annual event and Ms Hart advised a working group would consider feedback and lessons learned from the event. Ms Hart said she would give consideration to the suggestion that the Board might want to recognise a particular award category.

Ms Webster provided further contextual information on equality training and awareness sessions.

Mr Wallen informed Members that the Committee would consider the full final report of the recent IIP reaccreditation in due course.

5. Matters for Discussion

5.1 HR Priorities and Strategy Implementation

The Committee considered a paper on progress regarding the key HR priorities.

Members noted problems being encountered with the functionality of the current payroll system. Ms Hart advised that work would be undertaken to scope the requirements and related costs for a new payroll system and that this would then be considered as part of the College's overall IT Projects Plan and Budget.

Ms Inglis requested that the Committee receive a demonstration of the new Electronic Staff Handbook in due course.

5.2 National Bargaining

Mr Wallen provided an update on recent developments with National Collective Bargaining.

Members were informed that the support staff unions had accepted the pay offer of 1% (or £300) and that as part of the process of being accepted by the unions, the pay rise would be backdated to 01 April 2015, paid in March 2016. It was noted that the offer included two days' non-consolidated holiday entitlement.

Mr Wallen said that the EIS had rejected the offer and had indicated they would be balloting their members on industrial action, including strike action. In response to a query, Mr Wallen confirmed that the College has put contingencies in place to mitigate the effects on any strike action.

6. Matters for Decision

6.1 Report on Organisational Development Activity

The Committee considered a report providing information on the key activities undertaken by the Organisational Development Team.

Information was provided on: Teaching Qualification in Further Education (TQFE) for Lecturers; Equality Impact Assessment Training; Prevent; and Investors in People.

Mr Wallen provided further information on 'WRAP' training and said that feedback has shown that the College is further ahead of most areas in the public sector in terms of numbers of staff who had completed the training.

Ms Webster confirmed that College contractors have been asked to identify key staff for 'WRAP' training. Ms Webster added that Protocol National (PN) are also carrying out training with their staff but PN staff are also welcome to attend the College's training sessions. It was noted that the Students' Association have also been involved in the training.

In noting the report Members endorsed the revised target for TQFE to 85% for end of AY2016-17 and agreed that it next be reviewed in two years.

6.2 Recruitment and Selection Policy

The Committee considered the draft Recruitment and Selection Policy.

Members ratified the Policy subject to the inclusion of the statement "Where it is deemed appropriate by the VP Human Resources and SMT, posts will be advertised externally in order to ensure a viable short list".

The Committee decided that the Policy will next be reviewed in January 2018.

7. Matters for Information

7.1 HR Policies

The Committee noted a paper providing an update on the development of HR policies for the College.

Information was provided on the number of policies completed and approved; the policies currently in draft format; and details of responsibility for approving the various policies.

7.2 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; approved contractor list; workplace dust monitoring; and food hygiene inspections.

In response to a query, Mr Wallen commented that the College has a strong health and safety culture which can be demonstrated through the achievement of various awards and standards.

Members noted a higher instance of accidents at the Fraserburgh Campus in comparison to Aberdeen Campuses and it was agreed that the Committee should monitor this to ensure that there are no underlying issues which are contributing to this trend.

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 March at 1030 hours.

Reserved Items of Business

9. Matters for Discussion

9.1 Voluntary Severance Scheme 2016

9.2 Final Update on Voluntary Severance Scheme to 31 December 2015

10. Summation of Reserved Items of Business

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

Mr Wallen drew Members' attention to the tabled update to page 21 of the Post-Merger Monitoring and Evaluation Report.

The meeting concluded at 1135 hours.