

**Board of Management  
HUMAN RESOURCES COMMITTEE  
Meeting of 18 March 2014**





## **NOTICE OF MEETING**

There will be a meeting of the Human Resources Committee on Tuesday 18 March 2014, 1030–1130 hours in Room G25 at Aberdeen City Campus.

### **MEMBERS OF THE BOARD OF MANAGEMENT**

Mr. D Cobban  
Mr. B Cruickshank  
Mr. B Dunn  
Mr. I Gossip  
Ms. C Inglis (Chair)  
Mr. J McKendrick  
Prof. M Melvin  
Mr. K Milroy  
Ms. A Simpson  
Mr. A Smith  
Mr. R Wallen

### **IN ATTENDANCE**

Ms. E Hart, Vice Principal Human Resources  
Ms. P May, Secretary to the Board of Management  
Ms. P Kesson, Minute Secretary

---



## **Meeting of 18 March 2014**

### **AGENDA**

#### **1. Apologies for Absence**

#### **2. Minute of the Previous Meeting**

- 2.1 Meeting of 21 January 2014 (paper enclosed)

#### **3. Matters Arising from Previous Meeting**

- 3.1 To be raised at meeting

#### **4. Report to the Committee by the Principal (paper enclosed)**

#### **5. Papers for Discussion**

- 5.1 Key HR Performance Indicators (paper enclosed)
- 5.2 Key Staff Development and CPD Performance Indicators (paper enclosed)
- 5.3 Key Health and Safety Performance Indicators (paper enclosed)
- 5.4 Key Environmental and Sustainability Performance Indicators (paper enclosed)
- 5.5 Identification of Training Needs (paper enclosed)

#### **6. Papers for Approval**

- 6.1 Recognition and Procedures Agreement (oral update)

#### **7. Summation of Business**

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

- 8.1 Voluntary Severance

#### **9. Date and Time of Next Meeting**

---



## **Draft 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.

## **Report to the Committee by the Principal**

### **1. Introduction**

- 1.1 The purpose of this report is to provide information to the Committee.

### **2. Restructuring**

- 2.1 New structures for promoted teaching staff, Marketing, and Health and Safety came into effect on 01 February 2014.
- 2.2 New structures for Student Services, Finance and Organisational Services will come into effect in February and March 2014.
- 2.3 A new structure for Human Resource Management and Development will be considered in due course by Ms E Hart, Vice Principal, Human Resources.

### **3. Organisational Development**

- 3.1 A series of workshops to consider organisational culture and values have been arranged for staff appointed to promoted posts in the new management structures for North East Scotland College.
- 3.2 Four workshops for promoted teaching staff were arranged for 12 and 28 February and 06 and 07 March 2014.
- 3.3 These were run by Dr Douglas Young.

### **4. Catering Service Audit**

- 4.1 The College carries out regular audits of the catering services on all campuses and uses an external consultant – Ideal Catering Consultancy - to carry out audits.
- 4.2 The contractor in Aberdeen is Aramark and in Fraserburgh is Sodexho.
- 4.3 An audit of provision on the Fraserburgh Campus was carried out in November 2013 and achieved a score of 69.5%. The summary comment by the auditor was "Overall an average to good service currently but with a hot food offer that really does require a complete overhaul to improve and modernise. An action plan for improvement has been implemented and a further audit will be carried out in 2014".
- 4.4 An audit of provision on the Aberdeen Campuses was carried out in January 2014. The overall score was 84%. The summary comment by the auditor was "A very good overall score and with continued input to addressing some of the inconsistencies then another 5% is available!".
- 4.5 The current contracts for catering services expire in July 2014 and the College is in the process of finalising the specification prior to advertising the service and inviting tenders.

### **5. Fraserburgh Campus – BSI 14001 Environmental Management Standard Audit**

- 5.1 On Wednesday 22 and Thursday 23 January 2014, the Fraserburgh Campus was externally assessed by BSI. The objective of the assessment was to ascertain the Campus's progress towards implementing an Environmental Management System in line with the former Aberdeen College's BSI 14001 Standard. Now, as North East Scotland College, all campuses must meet with this standard.
- 5.2 Fourteen nonconformities were identified.

- 5.3 The Environment and Sustainability Manager will ensure all nonconformities will be addressed as a matter of priority through fortnightly site visits. All paperwork will be brought fully up to date over the next 4 months and working practices will be addressed where necessary and practical advice given on how improvements can be made.
- 5.4 The next assessment visit has been arranged for 17 and 18 July 2014 with the objective being to conduct a certification assessment to ensure the requirements of the environmental management standard are met across the College. All nonconformities will require to have been addressed by this time.

## **6. Temporary Lecturing Services Contract**

- 6.1 The contract for temporary lecturing services expires on 31 July 2014.
- 6.2 Following a tendering process Protocol (the current provider) has been appointed as the contractor for the period 2014-17.

## **7. Staff Development Day**

- 7.1 A staff development day for the College was arranged on 18 February 2014. A programme of events was available including team building activities for teams in the new promoted teaching structure.

## **8. Recommendation**

- 8.1 It is recommended that the Committee notes the content of this report.

**Rob Wallen**  
Principal

## Key HR Performance Indicators

### 1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to the Human Resources function.

### 2. Sickness Absence

- 2.1 The table below shows the average number of days' sickness absence by employee in the period 01 August 2013 to 31 January 2014:

| Year                             | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|----------------------------------|---------|---------|---------|---------|---------|
| Average No. of Days per Employee | 6.60    | 6.48    | 3.84    | 5.96    | 3.22    |

- 2.2 Because there was no comparative historical data from the former Banff and Buchan College the data above for the years 2009-10 to 2012-13 relate to sickness absence levels in the former Aberdeen College. The data for 2013-14 relates to the whole of North East Scotland College.

- 2.3 In the period 01 August 2013 to 31 January 2014, 36 staff were absent on long-term sick leave. Of these, 12 remain absent, 18 are back at work and 6 members of staff have left the College.

### 3. Benchmarking Information

- 3.1 The CIPD Absence Management Report 2013 showed that the average number of days' sickness absence across the UK was 7.6 days per employee per year.
- 3.2 The report found that sickness absence levels were higher in the public sector where 8.7 days per employee per years were lost. Absence was lowest in the manufacturing and production sector at 6 days per employee per year.

### 4. Recruitment and Selection

- 4.1 In the period 01 August 2013 to 31 January 2014, 73 vacancies were advertised.
- 4.2 In the same period 50 appointments were made (4 posts withdrawn/on hold).

### 5. Labour Turnover

- 5.1 Labour turnover is normally expressed as the total number of staff who leave an organisation as a percentage of the total number employed in a given period.
- 5.2 The labour turnover rates for the period 01 August 2013 to 31 January 2014 are noted below with comparative data from previous years:

| Category  | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|-----------|---------|---------|---------|---------|---------|
| Lecturers | 7.1%    | 8.3%    | 13%     | 17.5%   | 7.0%    |
| Support   | 11.7%   | 25.1%   | 14.6%   | 8.7%    | 6.1%    |

- 5.3 Because there was no comparative historical data from the former Banff and Buchan College the data above for the years 2009-10 to 2012-13 relate to labour turnover levels in the former Aberdeen College. The data for 2013-14 relates to the whole of North East Scotland College.

- 5.4 An analysis of leavers by staff category in the period 01 August 2013 to 31 January 2014 is as follows:

| Category of Staff                       | 2013-14   |
|---|-----------|
| Lecturers (includes promoted lecturers) | 39        |
| Instructors                             | 5         |
| Managers                                | 9         |
| Professional/Administrative/Clerical    | 12        |
| Technical                               | 2         |
| Library                                 | 0         |
| Ancillary/Manual                        | 2         |
| <b>Total</b>                            | <b>69</b> |

- 5.5 An analysis of the reasons for leaving is as follows:

| Reasons for Leaving                         | 2013-14   |
|---|-----------|
| Deceased                                    | 1         |
| Job Dissatisfaction                         | 0         |
| Termination of Contract                     | 3         |
| New challenge/change in career/career break | 11        |
| New Job                                     | 11        |
| No return from Maternity Leave              | 2         |
| Personal/Domestic                           | 5         |
| Relocation                                  | 3         |
| Retirement                                  | 5         |
| Travel Difficulties                         | 1         |
| Voluntary Severance                         | 27        |
| <b>Total</b>                                | <b>69</b> |

## 6. Benchmarking Information

- 6.1 The CIPD survey on Resourcing and Talent Planning 2013 showed that the median labour turnover level for the UK public sector was 9.4%. However, this did not include voluntary leavers who accounted for 4.2% of the overall turnover.

## 7. Employment Relations

7.1 Information on numbers of cases in the period 01 August 2013 to 31 January 2014 with comparisons from previous years is noted below:

|   | 2011-12 | 2012-13 | 2013-14 |
|---|---------|---------|---------|
| Grievances  | 0       | 0       | 1       |
| Disciplinary Cases                                    | 2       | 4       | 2       |
| Workplace Mediation Cases                             | 0       | 4       | 1       |
| Capability Cases                                      | 0       | 0       | 0       |
| Termination of contract following probationary review | 0       | 0       | 0       |
| Whistleblowing Cases                                  | 0       | 1       | 0       |
| Harassment Cases                                      | 0       | 0       | 0       |

## 8. Recommendation

8.1 It is recommended that the Committee notes the content of this report.

**Rob Wallen**  
Principal

**Alison Hay**  
Vice Principal



## Key Staff Development and Continuing Professional Development Performance Indicators

### 1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to Staff Development and Continuing Professional Development.

### 2. Teaching Qualification in Further Education (TQFE) - Lecturers

- 2.1 The following table shows the number of lecturers who hold and are working towards a TQFE or equivalent teaching qualification in the period 01 August 2013 to 31 January 2014:

| No. of Lecturers | No. with TQFE or Equivalent | No. Working Towards TQFE | No. to Join TQFE | Left without Qualifying |
|------------------|-----------------------------|--------------------------|------------------|-------------------------|
| 346              | 260                         | 21                       | 59               | 6                       |

- 2.2 At present 81% of lecturers hold or are working towards a TQFE.

- 2.3 Since the last Committee meeting work has been carried out by staff in both Fraserburgh and Aberdeen on improving the accuracy of data held on staff qualifications. This accounts for the differences in data presented at the previous meeting. It is the intention to continue to improve the reliability of the data by carrying out a skills audit and monitoring staff qualifications during the Spring term.

### 3. Benchmarking Information

- 3.1 The Scottish Funding Council (SFC) publishes a range of performance indicator data relating to Scottish further education colleges. This includes information on the number of teaching staff who hold a teaching qualification.
- 3.2 The most recent information published by the SFC relates to 2010-11. According to this data 93% of full-time permanent teaching held a teaching qualification.
- 3.3 The figures in 2.1 above relate to all lecturers employed by North East Scotland College. The total number of full-time permanent lecturers employed by North East Scotland College is 277 and of these 86% hold a recognised teaching qualification.

### 4. Assessment Qualifications – Lecturers

- 4.1 The following table shows the number of lecturers who hold or are working towards a relevant assessment qualification in the period 01 August 2013 to 31 January 2014:

| No of Lecturers | No with Assessment Qualification | No Working towards Assessment Qualification | No to Undertake Assessment Qualification | No left without qualifying |
|-----------------|----------------------------------|---|--|----------------------------|
| 346             | 239                              | 16  | 87                                       | 4                          |

- 4.2 At present 74% of lecturers hold or are working towards an assessment qualification. There are no national figures relating to assessment qualifications to use for benchmarking purposes.

## 5. Verification Qualifications – Lecturers

5.1 The following table shows the number of lecturers who hold or are working towards a relevant verification qualification in the period 01 August 2013 to 31 January 2014:

| No of Lecturers | No with Verification Qualification | No Working towards Verification Qualification | No to Undertake Verification Qualification | Left without Qualifying |
|-----------------|------------------------------------|---|--|-------------------------|
| 346             | 200                                | 14  | 125  | 7                       |

5.2 At present 62% of lecturers hold or are working towards a verifier qualification. There are no national figures relating to verification qualifications to use for benchmarking purposes.

## 6. Teaching Qualifications – Instructors and Vocational Training Assessors (VTAs)

6.1 This group of staff are not required to obtain a TQFE. However, current practice is to develop these staff by taking them through an introductory teaching qualification or a qualification in training/presentation. The following table shows the number of Instructors/VTAs who hold and are working towards an appropriate qualification in the period 01 August 2013 to 31 January 2014:

| No. of Instructors/VTAs | No. with appropriate qualification | No. Working Towards qualification | No. to undertake qualification | Left without Qualifying |
|-------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------|
| 67                      | 37                                 | 4                                 | 25                             | 1                       |

6.2 Currently 61% of Instructors/VTAs hold or are working towards an appropriate teaching/training qualification.

## 7. Assessment Qualifications – Instructors/Vocational Training Assessors

7.1 The following table shows the number of Instructors/VTAs who hold or are working towards a relevant assessment qualification in the period 01 August 2013 to 31 January 2014:

| No of Instructors/VTAs | No with Assessor Qualification | No Working towards Assessor Qualification | No to Undertake Assessor Qualification | No left without qualifying |
|------------------------|--------------------------------|---|--|----------------------------|
| 67                     | 37                             | 7   | 22                                     | 1                          |

7.2 At present 66% of Instructors/VTAs hold or are working towards an assessment qualification. There are no national figures relating to assessment qualifications to use for benchmarking purposes.

## 8. Post Graduate Certificate in Adult Guidance

- 8.1 The following table shows the number of Guidance Tutors and Student Advisers who hold and are working towards a qualification in adult guidance in the period 01 August 2013 to 31 January 2014:

| No. of Guidance Tutors | No. with Qualification in Adult Guidance | No. Working Towards Qualification | No. to Join Programme |
|------------------------|--|-----------------------------------|-----------------------|
| 13                     | 13                                       | 0                                 | 0                     |

- 8.2 Currently 100% of Guidance Tutors hold a qualification in adult guidance. There are no national figures relating to guidance qualifications to use for benchmarking purposes. Please note these figures relate to the Aberdeen and Altens Campuses only.

## 9. Staff Development Priorities

- 9.1 Plans are in hand to ensure that staff who do not currently hold relevant professional qualifications such as TQFE, assessment and verification qualifications are supported to gain these.

## 10. Recommendation

- 10.1 It is recommended that the Committee notes the content of this report.

**Rob Wallen**  
Principal

**Alison Hay**  
Vice Principal



## Key Health and Safety Performance Indicators

### 1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to the Health and Safety function.

### 2. Accident Statistics

- 2.1 Accident statistics for the period 01 August 2013 to 31 January 2014 are noted in the table below with comparative information for previous years.
- 2.2 The College has participated in an accident benchmarking exercise with other Scottish Colleges. Comparative figures are shown in the table below:

| Academic Year   | 2009-10                                | 2010-11                                 | 2011-12                                | 2012-13                                      | 2013-14                                      |
|---|--|---|--|--|--|
| <b>No. of Accidents at Aberdeen</b>   | 48 of which 3 were reported to HSE     | 58 of which 5 were reported to HSE      | 37 of which 1 was reported to HSE      | 55 of which 6 were reported to HSE           | 21 of which 1 were reported to HSE           |
| <b>No. of accidents at Fraserburgh/ Peterhead</b>                               | 29 of which 2 were reported to the HSE | 28 of which 11 were reported to the HSE | 13 of which 7 were reported to the HSE | 22 of which 5 were reported to the HSE       | 12 of which 2 were reported to the HSE       |
| <b>Scottish College Average (Collated by the H&amp;S Community of Practice)</b> | 60 of which 7 were reported to the HSE | 62 of which 7 were reported to the HSE  | 43 of which 3 were reported to the HSE | Figures have not been collated at this point | Figures have not been collated at this point |

The 3 accidents which were notified to the HSE involved:

- Student dislocated knee while playing football (Aberdeen)
- Student sharpening a knife and cut finger (Fraserburgh)
- Student fell on stairs (Fraserburgh).

- 2.4 An analysis of the accidents in the period 01 August 2013 to 31 January 2014 shows that they involved the following:

| Category              | Number Aberdeen Sites | Number Fraserburgh Campus | NESCOL Total |
|-----------------------|-----------------------|---------------------------|--------------|
| Students              | 18                    | 10                        | 28           |
| School Pupils         | 1                     | 0                         | 1            |
| Employees             | 2                     | 2                         | 4            |
| Contractors           | 0                     | 0                         | 0            |
| Members of the Public | 0                     | 0                         | 0            |
| <b>Total</b>          | <b>21</b>             | <b>12</b>                 | <b>33</b>    |

2.5 The categories of accidents were as follows:

| Injury        | Number Aberdeen Sites | Number Fraserburgh Campus | NESCOL Total |
|---------------|-----------------------|---------------------------|--------------|
| Cut           | 10                    | 2                         | 12           |
| Concussion    | 0                     | 1                         | 1            |
| Fracture      | 0                     | 1                         | 1            |
| Burn          | 3                     | 0                         | 3            |
| Sprain/Strain | 0                     | 2                         | 2            |
| Bump/knock    | 3                     | 0                         | 3            |
| Scratch       | 0                     | 1                         | 1            |
| Slip Trip     | 1                     | 0                         | 1            |
| Dislocation   | 1                     | 2                         | 3            |
| Eye Ingress   | 0                     | 1                         | 1            |
| Crush         | 0                     | 0                         | 0            |
| Twist         | 0                     | 0                         | 0            |
| Bruise        | 0                     | 2                         | 2            |
| Bite          | 3                     | 0                         | 3            |
| Stave         | 0                     | 0                         | 0            |
| <b>Total</b>  | <b>21</b>             | <b>12</b>                 | <b>33</b>    |

### 3. Work Placement Visits

3.1 The following table shows the number of visits which were undertaken in the period 01 August 2013 to 31 January 2014:

| Number of Visits to be Undertaken | % of Visits Undertaken |
|-----------------------------------|------------------------|
| 91                                | 100                    |

3.2 The number of placement providers across the North East is currently being reviewed with a view to establishing a co-ordinated programme of visits for the whole College.

### 4. Approved Contractor List

4.1 External contractor companies are approved by the Health and Safety Manager to carry out work for the College. This is to ensure that all contractors comply with health and safety standards as specified by the College.

4.2 The following table provides details of the total number of companies currently approved to carry out work in North East Scotland College, and the number removed from the list for failing to meet College safety standards in the period 01 August 2013 to 31 January 2014:

| No. of Approved Contractors | No. Removed from List |
|-----------------------------|-----------------------|
| 209                         | 0                     |

## **5. Workplace Dust Monitoring**

- 5.1 Under the Control of Substances Hazardous to Health Regulations (COSHH) a duty is placed on employers to ensure the risk from workplace exposure to dust is removed, so far as reasonably practicable.
- 5.2 Checks to measure the concentration of inhalable and respirable dust in the air are undertaken by the Health and Safety Department.
- 5.3 All construction and joinery workshops are included in this programme.
- 5.4 Each workshop is sampled for respirable dust using a direct reading dust monitor; this monitor also provides the facility for inhalable and thoracic dust checks.
- 5.5 The following table provides details of the number of dust samples taken and the number of inspections that fell below statutory limits in the period 01 August 2013 to 31 January 2014:

| Site        | No. of Dust Samples Undertaken | No. of Inspection Failures |
|-------------|--------------------------------|----------------------------|
| Aberdeen    | 3                              | 0                          |
| Fraserburgh | 0                              | 0                          |

- 5.6 To date this information has not been recorded in Fraserburgh and Peterhead Campuses although arrangements are being put in place to implement a programme of dust monitoring across all campuses.

## **6. Food Hygiene Inspections**

- 6.1 In order to ensure that the College complies with the Food Safety Act 1990, the Food Labelling Regulation 1996 (as amended), the General Food Regulation 2004 and the Food Hygiene (Scotland) Regulations 2006, the Health and Safety Team carry out a programme of kitchen inspections.
- 6.2 A member of the Health and Safety Team is a qualified Food Hygiene Inspector.
- 6.3 All kitchens including training and contractor controlled areas are included in the programme.
- 6.4 The following table shows details of the number of kitchens inspected and any that fell below the required standard in the period 01 August 2013 to 31 January 2014:

| Site        | No. of Kitchen Inspections Undertaken | No. of Inspection Failures |
|-------------|---------------------------------------|----------------------------|
| Aberdeen    | 2                                     | 0                          |
| Fraserburgh | 0                                     | 0                          |

- 6.5 To date this information has not been recorded in Fraserburgh and Peterhead Campuses but a programme of food hygiene inspections is being planned across all campuses.

**7. Recommendation**

7.1 It is recommended that the Committee notes the content of this report.

**Rob Wallen**  
Principal

**Alison Hay**  
Vice Principal

## Key Environmental and Sustainability Performance Indicators

### 1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on progress towards various targets established in the College's Climate Change Action Plan and general progress on Environmental and Sustainability issues.

### 2. Background

- 2.1 The College's Climate Change Action Plan (CCAP) was prepared in response to the Universities and Colleges Climate Commitment for Scotland (UCCCCfS) and includes targets relating to the key areas of energy consumption, water usage, vehicle use, photocopying, waste production and waste segregation and, where appropriate, their associated carbon dioxide output (CO<sub>2</sub>).
- 2.2 The current recording system collects monthly data and this enables consumption levels and profiles to be established and allows for more effective monitoring. The data can be monitored and analysed at College and Centre level to identify inconsistent patterns of usage or waste and determine opportunities for making improvements.
- 2.3 All conversion factors relating to tonnes of CO<sub>2</sub> come from the energy and carbon conversions 2011 update from the Carbon Trust.

### 3. Data on Energy, Water, Vehicles and Photocopying

- 3.1 Due to many ongoing changes throughout the College, energy targets set from benchmarking data for the period April 2009 to July 2010 no longer provide meaningful data to work from.
- 3.2 Several attempts have been made to set new and meaningful targets but it is considered that the most efficient and effective way to do this is to improve how the College monitors its usage. Tenders are currently being invited to allow the College to commence this work.
- 3.3 It is proposed to install an energy monitoring and targeting system at the Gallowgate and Altens Campuses. This system will allow the College to monitor its energy consumption more accurately and so identify potential savings due to improved management and control. The system will also allow the College to identify energy and carbon saving projects and allow ongoing verification of savings.
- 3.4 Electricity, gas and water consumption for each supply will be monitored and logged every 15 minutes and daily, weekly and monthly consumption, cost reports and graphs will be produced.
- 3.5 Fraserburgh Campus will provide energy data to the Environmental and Sustainability Manager on a monthly basis which will be logged in the Environmental Management System Dashboard and will be monitored. The energy monitoring system will be extended to the Fraserburgh Campus later this year.
- 3.6 The information provided in the various tables in this report relates to the Aberdeen Campuses only.
- 3.7 The following table shows consumption and usage against target for the period 01 August to 31st December 2013:

| Category                   | Unit   | 2013-14<br>Target (unit) | 2013-14<br>Target<br>Tonnes CO2 | 2013-14<br>Actual for year (unit)<br>(to end December) | 2013-14<br>Actual for year<br>Tonnes CO2 (to<br>end December) |
|----------------------------|--------|--------------------------|---------------------------------|--|---|
| Vehicle Usage<br>– College | Miles  | 104,524                  | 24.4                            | 22,388 (21.4%)   | 5.2   |
| Vehicle Usage<br>– Private | Miles  | 23,008                   | 7.7                             | 2,665 (11.6%)  | 0.89  |
| Photocopying               | number | 6,409,040                | n/a                             | 1,185,378 (18.5%)                                      | n/a   |
| Printing                   | number | 1,705,188                | n/a                             | 943,175 (55.3%)  | n/a   |
| <b>Total</b>               |        |                          | <b>32.1</b>                     |  | <b>6.09 (19%)</b>   |

Note 1: The figure in brackets is the percentage of target.

3.8 The following table shows the consumption or usage of energy in 2013-14:

| Category    | Unit  | 2013-14<br>Target (unit) | 2013-14<br>Target<br>Tonnes CO2 | 2013-14<br>Actual for year (unit)<br>(to end December) | 2013-14<br>Actual for year<br>Tonnes CO2<br>(to end<br>December) |
|-------------|-------|--------------------------|---------------------------------|--|--|
| Gas         | KWHr  | 6,631,203                | 1,217.5                         | 4,897,425 (73.8%)                                      | 889.2  |
| Electricity | KWHr  | 3,788,660                | 1,987.5                         | 2,082,167 (55%)  | 1,092.3  |
| Heating oil | Litre | 70,829                   | 216.7                           | 68,058 (96.1)  | 208.2  |

Note 1: The figure in brackets is the percentage of target.

Note 2: We are currently looking into why the College had an unexpected and so far unexplained surge in gas usage in December 2013. The rise has been noted and an explanatory note will be provided along with the next Committee Paper.

3.9 The following table shows the consumption of gas, electricity and heating oil aggregated on the basis of KWHr against target in the period 01 August to 31 December 2013:

| Category                    | Unit | 2013-14<br>Target (unit) | 2013-14<br>Target<br>Tonnes CO2 | 2013-14<br>Actual for year (unit)<br>(to end December) | 2013-14<br>Actual for year<br>Tonnes CO2<br>(to end<br>December) |
|-----------------------------|------|--------------------------|---------------------------------|--|--|
| Gas, oil and<br>electricity | KWHr | 11,247,864               | 3421.7                          | 7,047,650 (62.6%)                                      | 2,189.7 (64%)  |

Note 1: The figure in brackets is the percentage of target.

3.10 The following table shows water usage against target in the period 01 August to 30 September 2013 (latest data available):

| Category | Unit | 2013-14<br>Target (unit) | 2013-14<br>Target<br>Tonnes CO2 | 2013-14<br>Actual for year (unit)<br>(to end September) | 2013-14<br>Actual for year<br>Tonnes CO2<br>(to end<br>September) |
|----------|------|--------------------------|---------------------------------|---|---|
| Water    | m cu | 20,378                   | n/a                             | 14,150 (69.4%)  | n/a   |

Note 1: The figure in brackets is the percentage of target.

#### 4. Data on Waste Production and Segregation

4.1 These targets reflect the College's aim to decrease the overall production of waste whilst increasing the proportion of waste that is segregated.

4.2 The categories of waste have increased since the baseline targets were established and now include food waste and metal. Most of the targets are expressed as tonnes of waste (paper, card, plastic, wood, construction, food and metal) but some are expressed as "items" (electrical goods and printer cartridges). The "items" are not currently included in the calculation of percentage of waste segregated as this only relates to weighed items.

4.3 The following table shows the production of waste and its breakdown into different waste streams against target for the period 01 August to 31st December 2013:

| Category              | 2013-14<br>Target<br>(tonnes) | 2013-14<br>Actual for year (tonnes)<br>(to end September) |
|-----------------------|-------------------------------|---|
| Paper                 | 21.5                          | 5.3 (25%)   |
| Card                  | 51.8                          | 9.9 (19.1%)   |
| Plastic               | 8.2                           | 1.5 (18.3%)   |
| Wood                  | 23.3                          | 23.5 (100.8%)   |
| Construction waste    | 157.4                         | 6.4 (4.1%)  |
| Food                  | 11.7                          | 32.9 (298.3%)   |
| Metal                 | 29.3                          | 12.0 (40.9%)  |
| General waste         | 139.4                         | 57.6 (41.3%)  |
| <b>Total</b>          | <b>442.6</b>                  | <b>149.1 (33.7%)</b>                                      |
| Segregated percentage | 68.5%                         | 61%   |

Note 1: The figure in brackets is the percentage of target.

4.4 The following table shows the number of electrical items and printer cartridges disposed of in the period 01 August to 31st December 2013 against the target for the year:

| Category           | 2013-14<br>Target | 2013-14<br>Actual for year |
|--------------------|-------------------|----------------------------|
| Electrical items   | 342               | 1 640 (479.5%)             |
| Printer cartridges | 49                | 200 (408.2%)               |

Note 1: The figure in brackets is the percentage of target.

## 5. Recommendation

5.1 It is recommended that the Committee notes the content of this report.

**Rob Wallen**  
Principal

**Alison Hay**  
Vice Principal

## **Identification of Training Needs**

### **1. Introduction**

- 1.1 The purpose of this paper is to provide the Committee with an opportunity to consider the training needs of its Members.

### **2. Background**

- 2.1 The Board's Governance Manual states that "The Board shall ensure that it maintains a balance of appropriate knowledge, skills and experience amongst its membership in order to meet its primary responsibilities". This involves ensuring that serving Board Members are provided with opportunities for training and development (as well as of course being a key factor in the process of selecting new Board Members).
- 2.2 A discussion was held at the Board's Planning Event in relation to training needs. Attendees acknowledged the importance of training for ensuring that Members can perform their duties effectively. Attendees also noted the particular importance of identifying training needs at the present time, given that the College is operating in a time of significant change, both internally and externally.
- 2.3 It was therefore agreed that each of the Standing Committees, scheduled for 18 March, would be asked to consider training needs as part of its Agenda.
- 2.4 It should be noted that training can be provided by both internal (e.g. the College's CPD Department, College staff) and external (e.g. College Development Network, SFC) facilitators, and may take the form of training sessions or briefings.
- 2.5 As part of the discussion, Members may find it helpful to refer to the remit of the Committee. A copy of the Human Resources Committee's Terms of Reference is attached as an appendix to this paper.

### **3. Recommendation**

- 3.1 It is recommended that the Committee considers the training needs of its Members.

**Rob Wallen**  
Principal



| HUMAN RESOURCES COMMITTEE |   |   |
|---------------------------|---|---|
| 1.1                       | <b>Membership</b>   | <p>A minimum of 6 other Board of Management members (one of whom will be appointed Committee Chair)</p> <p>Principal</p> <p>Up to two Staff and one Student Board of Management members</p> |
| 1.2                       | <b>Quorum</b>   | 4 members (including at least 3 other members)  |
| 1.3                       | <b>Remit</b><br><br><b>General</b><br><p>The Committee shall make its recommendations to the Board of Management as appropriate. The Committee shall observe the Standing Orders in all its business.</p> <b>Specific Duties</b><br><p>The Committee has overall responsibility for the direction and oversight of all HR matters relating to the function of the Board of Management as employer of the College's staff.</p> <p>The Committee shall oversee the development and auditing of all human resource strategies and work streams and this shall include:</p> <ul style="list-style-type: none"> <li>• To advise, oversee and report to the Board of Management on the implementation of the Human Resource Strategy in relation to the Strategic and Operational Development Plans</li> <li>• To receive and monitor the annual staffing framework which will be compatible with the resources allocated to deliver the required levels of curriculum delivery and support services</li> <li>• To receive and enact, on behalf of the Board of Management, all Human Resource legislative issues and to approve related College Human Resource policies and procedures</li> <li>• To establish and maintain, in conjunction with the Director of Human Resource, a "reporting cycle" whereby identified reports are submitted to the Committee (with supporting papers and statistical evidence) to enable comparison year-on-year and to determine trends</li> <li>• To oversee organisational, staff development, Board development opportunities (including Board Residential planning) on behalf of the Board of Management.</li> <li>• To monitor, on behalf of the Board of Management, the College Health and Safety Policy and to receive regular reports and statistical analyses on Health and Safety issues</li> <li>• To implement, where not delegated to the Principal, the College's policy on premature retirement</li> </ul> <p>If, in the opinion of either the Chair or the staff member(s), a conflict of interest would be likely to prejudice any matter discussed by the Committee, the staff member(s) would withdraw from the meeting whilst the relevant matter was being discussed.</p> |   |
| 1.4                       | <b>Meetings</b>   | The Human Resources Committee will normally meet at least four times per year.  |