

HUMAN RESOURCES COMMITTEE

Minute of Meeting of 13 September 2016

The meeting commenced at 1130 hours.

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

IN ATTENDANCE – E Hart, P May, P Kesson

OBSERVER – D Abernethy

The Chair welcomed Mr Abernethy in his capacity as an observer.

1. Apologies for Absence

There were no apologies.

2. Minute of previous Meeting

The Minute of Meeting held on 19 July 2016 was approved.

3. Matters arising from previous Meeting

The Committee noted a paper providing updated information on matters arising from the meeting held on 19 July.

4. Report to the Committee by the Principal

The Committee noted a report providing information on: staff briefings; free access to evening classes for staff; induction of new Principal; and replacement of the HR Payroll System.

Mr Wallen commented that he had received positive feedback at the recent all staff briefings held across the College.

Mr Wallen advised that staff were appreciative of the opportunity to continue to be able to undertake evening classes for no fee.

Ms Hart was asked to discuss the proposed timing of the audit of the new payroll system with Mr Scott.

5. Matters for Decision

5.1 Committee Terms of Reference

The Committee considered the Terms of Reference for the Human Resources Committee.

Members approved, subject to the removal of the word 'other' in section 1.1, the suggested revisions to the document and noted that the Terms of Reference would be considered by the Board of Management at its October meeting, as part of a review of the Governance Manual.

It was agreed that, at its next meeting, the Committee would consider HR policies for which it has responsibility for reviewing and approving.

5.2 North East Scotland College position relating to National Collective Bargaining

The Committee considered a paper on national collective bargaining and the related work on the “workforce of the future” for the College sector.

Information was provided on the approaches taken by the College under the previous system of local bargaining; and the current position under national collective bargaining.

Members considered the issues which the College would wish to see observed in the course of national negotiations.

Referring to bullet point 1, Mr Milroy said that it was critical that there should be no restriction on the use of agency or other contracted-out arrangements.

It was requested that the term ‘inflexible’ be defined and that the bullet points be reworded in more positive terms.

It was agreed that national bargaining negotiations should not include anything outwith the scope of the NRPA. It was also agreed that anything which would be seriously detrimental to the students, staff or finances of the College should not be entered into.

Concern was expressed at the diametrically opposed views between the Employers’ Association and the EIS on the “workforce of the future”. Ms Hart commented that the aspirations of the Employers’ Association are not currently in conflict with the aspirations of the College.

It was agreed that the “workforce of the future” should be discussed at the Board’s forthcoming Planning Event.

5.3 Report on Professional Qualification Targets

The Committee considered a report providing information on the planned targets for qualifications for the various professional groups.

Information was provided on: Teaching Qualification in Further Education (TQFE) for Lecturers; Assessor and Verifier Qualifications; Instructors/VTAs; Guidance Tutors; and proposed targets.

Ms Hart was requested to report back on the required timescale for staff completing the TQFE. It was also agreed that, where available, benchmarking data would be included for the qualifications.

In endorsing the proposed targets for 2016-17 and 2017-18 the Committee requested that they be kept under review.

Ms Bell withdrew from the meeting at this time.

6. Matters for Discussion

6.1 HR Priorities and Strategy Implementation

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

Ms Hart was requested to provide, for the next meeting of the Committee, further details on the HR priority to develop a documented set of terms and conditions.

6.2 National Bargaining and Workforce for the Future Update

Ms Hart informed the Committee that the recent industrial action by UNISON had impacted very slightly on the College, compared to other colleges across the sector which had been heavily impacted.

It was noted that information is awaited from UNISON on any further industrial action they intend to take.

Members were informed that the EIS are now in dispute with regard to the 2015-16 pay award, and facilities time for national work.

The Chair thanked Ms Hart for the work she is undertaking on behalf of the College with the Employers' Association.

7. Matters for Information

7.1 Key Human Resources Performance Indicators

The Committee noted a paper providing information on key performance indicators for the period 01 April 2016 to 30 June 2016 (Quarter 2).

Information was provided on: headcount; leavers; turnover; vacancies by campus; appointments to posts; absence; and absence by reason. It was noted that, at present, there are no sector benchmarks available.

Information was also provided on the advertising of vacancies across the College.

7.2 Key Health and Safety Performance Indicators

The Committee noted a paper 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; food hygiene inspections; external audits; procedure updates; Central Health and Safety Committee; and the Royal Society for the Prevention of Accidents (RoSPA) Presidents Award.

Members congratulated the College on gaining the RoSPA President's Award.

Mr Wallen said he would ascertain if there was updated information on the accident in which an external contractor had been injured.

Mr Wallen advised Members of a recent successful scenario exercise undertaken in relation to the College's Business Continuity Plan.

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 November 2016 at 1130 hours.

Reserved Item of Business

9. Matter for Discussion

9.1 Internal Audit Review of Payroll – Update

The meeting concluded at 1255 hours.