



HUMAN RESOURCES COMMITTEE

Minutes of the meeting of the Human Resources Committee held on 25 September 2019 at 0900 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p>Present: Angela Calderon Susan Elston Ken Milroy - Chair Liz McIntyre</p> <p>In attendance: Kimra Donnelly, Director of HR & Organisational Development Pauline May, Secretary to the Board Susan Lawrance, Minute Secretary</p>
	<i>The Chair of the meeting welcomed Angela Calderon to her first Regional Board Committee meeting.</i>
13-19	<p>Apologies: Apologies were presented for Ann Bell, John Henderson, Abha Maheshwari and Gwen Watt.</p>
14-19	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items No potential conflicts of interest were declared.</p>
15-19	<p>Minutes of Previous Meeting – 17 April 2019 The minutes were approved as a true and accurate record.</p>
16-19	<p>Matters Arising from the Previous Meeting Members noted the Matters Arising Report and no further matters were raised.</p>
	Matters for Decision
17-19	<p>Committee Terms of Reference The Committee noted a paper providing Members with an opportunity to review its Terms of Reference. Members confirmed that the Specific Duties continued to accurately reflect the Committee's main areas of focus, noting that the reference to the HR Strategy would be updated to the People Strategy.</p>
18-19	<p>Programme of Business AY2019-20 Members considered a paper detailing a proposed schedule of key items of Committee business throughout AY2019-20. It was agreed that the Programme was appropriate, noting that agenda items would be added as appropriate during the academic year. The Chair of the meeting reminded Members that they could propose agenda items and to advise the Secretary to the Board if any matters arise.</p>

19-19	<p>Equal Pay Statement & Policy The Committee noted a paper advising that, under legislation, the College was required to adopt and publish an Equal Pay Statement & Policy. Members were advised that the Statement & Policy had been reviewed by the HR&OD Team, who had advised that it remained appropriate and that no amendments to the document were therefore required. The Committee reapproved the document as presented and was advised that it would be made publicly available on the College website.</p>
	<p>Matters for Discussion</p>
20-19	<p>HR & OD Management Information Report Members considered a paper providing statistics in relation to staff turnover and absence for the period January to June 2019.</p> <p>K Donnelly advised that the Committee would be provided with detail on an increase in the College's annual turnover rate at its next meeting. Members were advised that the annual report was expected to include a turnover rate of 9.4%, more than double that reported for the current period. K Donnelly advised that the majority of this increase can be attributed to a number of lecturers retiring in August 2019.</p> <p>A discussion was held in relation to the College's absence rates. It was agreed that for future reports it would be helpful for the Committee to be provided with a breakdown showing the number of employees that are affected by each type of absence.</p> <p>In response to a query, K Donnelly advised that the College's absence rate was in line with the sector average. K Donnelly reported that the HR Strategic Network were currently developing a benchmarking approach to be adopted to provide meaningful comparison across the sector.</p> <p>K Donnelly stated that the College would have a more pro-active approach to health and wellbeing following this area of responsibility moving from the external Occupation Health provided to in-house.</p> <p>The Committee was advised that reporting options available through the new HR System were being explored to ensure that the Committee and Managers are providing with more meaningful data sets.</p> <p>In response to previous Committee discussion regarding the turnover rate of lectures, K Donnelly confirmed that this was improving and summarising new approaches adopted to help address this, including the introduction of teaching assessment centre and improved support linked to induction. It was also noted that there had been an increase in the number of Protocol lecturers progressing to become permanent members of teaching staff.</p> <p>A short discussion was held on the turnover of graduates appointed at NESCol and the noted increase of STEM related teaching staff, e.g. engineering; electrical engineering; software development, moving to jobs in the private sector. The Committee was advised that the College was ensuring that the attractive terms and conditions package over by the College as an employer was being advertised as part of recruitment processes.</p>

21-19	<p>HR & OD Enhancement Plan</p> <p>The Committee considered a paper detailing progress made against the HR&OD Enhancement Plan for AY2018-19 and the five areas for development identified in the Team's Enhancement Plan for the current academic year.</p> <p>K Donnelly highlighted that two areas of development from the AY2018-19 Enhancement Plan had been carried forward to the AY2019-20 Plan.</p> <p>Members were provided with detailed information on the HR&OD and Quality Teams' Restructure. K Donnelly provided the rationale for and expected benefits of the restructure. The development of a new strategic learning development plan driven by the new Learning & Development Action Team (LDAT) was highlighted.</p> <p>K Donnelly advised of plans to increase engagement with both staff and students in relation to health and wellbeing.</p> <p>It was noted that progress in relation to workforce planning had been delayed in AY2018-19 due to the significant amount of time required from the HR Team to undertake job evaluations. A discussion followed with K Donnelly advising that a greater understanding of the age profile of staff to enable improved plan for retirements, and the consideration of the types and skills sets of lecturers that will be required to deliver the College's future curriculum were needed.</p> <p>The Committee was advised that the AY2018-19 HR/Payroll Project was now closed but that work to improve functionality and reporting would continue in liaison with the system provider.</p>
	<p>Matters for Information</p>
22-19	<p>National Collective Bargaining Update</p> <p>Members noted a paper providing information on recent National Collective Bargaining developments.</p> <p>K Donnelly and L McIntyre provided additional information on changes implemented at NESCol in response to the new National Working Practices Agreement for teaching staff. It was highlighted that the College only had three weeks to implement changes to teaching staff timetables to accommodate the required terms and conditions changes. K Donnelly advised that the implemented changes would be reviewed for AY2019-20 to see if consistency across the campuses in terms of the working day could be improved.</p> <p>K Donnelly noted that further clarity and consistent practice around the change in relation to "a lecturer may work out with the College up to a maximum of seven hours per week" was required and that further guidance would be provided to NESCol managers and teaching staff.</p> <p>The Committee was advised that a sector-wide Working Practice Agreement for support staff was currently under discussion but that a circulation timescale was unknown.</p> <p>An update on progress with job evaluations for NESCol members of support staff was also provided, with K Donnelly advising that, to date, 100 out of 150 posts had been submitted centrally. K Donnelly commented that the outcome</p>

	of the national job evaluation processes would not expected to be shared for some time.
23-19	<p>Investors in People Report</p> <p>The Committee noted a paper summarising the outcome of the College's recent IIP accreditation and considered the report received from IIP. Members recorded their congratulations for the achievement of the Gold Standard.</p> <p>It was reported that the Report's recommendations had been shared with and discussed by the College's Leadership Team who would work collectively to address the areas for improvement, especially those relation to staff communications.</p> <p>A short discussion was held on the value of IIP accreditation, with the analysis of staff satisfaction noted as a key benefit. The Committee endorsed the benefits of the College maintaining the IIP Standard.</p>
24-19	<p>HR&OD and Quality Restructure</p> <p>Members noted paper providing information on the restructure of the College's HR&OD and Quality Teams.</p> <p>K Donnelly explained the rationale for the introduction of two new posts, the renaming of HR&OD Teams and the refocusing of priorities.</p> <p>Members recorded their support for the changes to be implemented, commented that the expected benefits were welcomed and very positive.</p> <p>It was noted that the Regional Board would be advised of progress of the restructure through updates on the College's Annual Priorities for AY2019-20.</p>
25-19	<p>Mental Health Working Group</p> <p>The Committee a paper providing an update on the work of the College's Mental Health Working Group.</p> <p>K Donnelly highlighted the development of the new online resource "Mental Health Matters at NESCol".</p> <p>S Elston noted that she would shortly be speaking at a national conference on mental health and it was agreed that NESCol's approach to addressing the mental health of both staff and students could be highlighted as best practice.</p> <p>Information was also provided on ongoing sector discussions relating to the proposed provision of counselling services at Scottish colleges. A short discussion followed on funding concerns and possible ways that NESCOL could meet the Scottish Government's requirements. It was noted that a sector circular providing detailed guidance was currently in draft form but had yet not been officially published.</p>
26-19	<p>Any Other Business</p> <p>No other business was noted.</p>
27-19	<p>Summation of Business and Date of Next Meeting</p> <p>The Secretary gave a summation of the business conducted. The next meeting of the HR Committee is scheduled to take place at 0900 hours on Tuesday 26 May 2019.</p>

	Meeting ended 1015 hours
--	--------------------------

Agenda Item	Actions from Human Resources Committee 25/09/19	Responsibility	Deadline
17-19	Committee Terms of Reference to be updated and finalised.	P. May	As soon as possible
19-19	College website to be updated with latest version of Equal Pay Statement & Policy.	K. Donnelly	As soon as possible
20-19	Future Management Information Reports to include breakdown showing the number of employees that are affected by each type of absence.	K. Donnelly	Next meeting of Committee – May 2020

Signed:.....

Date: