

HUMAN RESOURCES COMMITTEE

Minutes of the meeting of the Human Resources Committee held on 25 May 2022 at 1400 hours via Microsoft Teams

Agenda Item	
	<p>Present: Susan Elston – Chair Neil Cowie Jim Gifford John Henderson – Interim Regional Chair Kirsten Koss Gwen Watt</p> <p>In attendance: Kimra Donnelly, Director of HR & Organisational Development Susan Lawrance, Secretary to the Board Lorraine Garden, Minute Secretary</p>
18-21	<p>Apologies: An apology was received from A Bell. The Chair welcomed K Koss to the meeting.</p>
19-21	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items There were no declarations of potential conflicts.</p>
20-21	<p>Minutes of Previous Meeting – 29 September 2021 The minutes were approved as a true and accurate record.</p>
21-21	<p>Matters Arising from the Previous Meeting Members noted the matters arising report as accurate and reflective, and no further matters were raised.</p>
	<p>Matters for Decision</p>
22-21	<p>Equal Pay Policy and Statement The Policy and Statement were noted and approved by the HR Committee. K Donnelly confirmed to a Committee Member that there have been no challenges either locally or nationally at this point.</p>
	<p>Matters for discussion</p>
23-21	<p>People Services Enhancement Plan AY2021-22 – Progress Report Members noted the paper providing a progress update for the People Services Enhancement Plan AY2021-22. K Donnelly provided updates in areas of the Plan as follows:</p> <p>Workforce Planning was highlighted as an ongoing piece of work. The work being done by the curriculum teams was emphasised in relation to business priorities and incorporation of data provided to managers.</p>

	<p>Skills Knowledge, this item is embedded in several ongoing items with the Learning & Development team who are reviewing this area for future planning.</p> <p>It was noted that a blended format model of Hybrid Working for support staff has been successfully implemented. Lecturing staff focus groups have been held and work is ongoing with the Curriculum team to deliver guidance on flexibility for a hybrid model, whilst ensuring students remain a priority.</p> <p>Following recent Investors in People re-accreditation and Wellbeing surveys, it was noted that Staff & Student Engagement is improving with much better student engagement highlighted.</p> <p>K Koss advised members that the hybrid working model has been well received by students. Following a query regarding part-time staff. K Donnelly advised business needs are being discussed with managers.</p> <p>N Cowie agreed the hybrid working model is working well, and highlighted the College's journey as a progressive employer and the benefits to the organisation of offering hybrid working in terms of recruitment going forward. G Watt confirmed that staff morale is high with hybrid working assisting staff's work/life balance.</p> <p>S Elston noted her thanks and asked that her appreciation be passed to everyone involved.</p>
24-21	<p>Equalities Action Plan</p> <p>Members noted a paper on the People Services Equalities Action Plan and the updates provided by K Donnelly.</p> <p>K Donnelly highlighted that a comprehensive list in relation to data and protected characteristics would be reported to the Committee at the next meeting in September.</p> <p>Action: It was agreed K Donnelly will provide an update on protected characteristics at the next meeting in September</p> <p>K Donnelly advised feedback training is taking place with managers to ensure ongoing development within the College. K Donnelly also advised the College is investigating using a disability mentor in relation to recruitment and employment processes.</p> <p>S Elston acknowledged the volume and commitment of the Equalities Committee, and thanked all concerned for their input.</p>
	<p>Matters for information</p>
25-21	<p>National Collective Bargaining – Verbal update</p> <p>Members were advised on the current industrial action including listed strike action days and action short of strike. The offer and counter-offer figures were noted and the positive ongoing discussions. N Cowie advised engagement with LJNC colleagues has been helpful and is ongoing. K Donnelly also gave an update on the number of NESCol staff participating in strike action.</p> <p>K Donnelly highlighted concerns to Committee regarding job evaluation project timelines, noting the revised March 2023 deadline. Action: Update to be provided to September meeting on National Collective Bargaining.</p>

26-21	LJNC Meetings – Verbal update Members noted engagement through LJNC has assisted the positive ongoing dialogue and relationships between union representatives, executive team and others.
27-21	Learning and Development Update Members noted the report and the impressive events organised. K Donnelly advised Committee members that Learning and Development are being reviewed with regular updates to HR Committee when appropriate. S Elston endorsed the quality and amount of work included in the report and thanked the Team for the work undertaken.
28-21	Learning Technologies Update Members noted the report, with K Donnelly highlighting the upcoming renewal for blackboard.
29-21	Local Recognition and Procedure Agreements (verbal update) K Donnelly advised these were previously agreed with nationally and locally with both EIS and UNISON. Noted review process started on these with confidence the national framework currently being used will be approved going forward. Action: Update for next HR Committee meeting to be provided.
30-21	LiP Report including Covid/Staff Wellbeing Update S Elston noted the comprehensive report and offered her congratulations to all involved. K Donnelly highlighted the amount of work and actions in place to achieve the LiP Silver Award. Action: S Webster to attend HR Committee in September to update Members on report actions update and how the information will be used. N Cowie acknowledged the hard work that has been done by the team to achieve this Award. The positive College culture with staff feeling enabled, empowered and trusted to do their job was also highlighted, noting this has been endorsed by positive feedback from students and staff.
31-21	Payroll Audit: S Elston observed this is the first time she has seen an Audit with no actions and asked that her appreciation be passed to the payroll team. J Gifford re-iterated his thanks for the excellent report. K Donnelly confirmed the team had done an amazing amount of work to be in this position. K Donnelly highlighted to members the importance of succession planning.
32-21	GTCS Registration update: K Donnelly noted the process has already officially started with over 55% of staff now registered with GTCS, with work ongoing with next batch of registrations. Noted NESCol have always had high uptake but other Colleges do not have the same number of staff going through GTCS. K Donnelly highlighted registration is required as part of staff terms and conditions. N Cowie supplied members with further information on GTCS Registration requirements.
33-21	Any Other Business No other business was raised.
34-21	Summation of Business and Date of Next Meeting Summation of actions was provided by S Lawrance.

	<p>The next meeting date of the Human Resources Committee will be confirmed once the Programme of Meetings for AY2022/23 has been discussed at the Regional Board Meeting in June 2022. It is anticipated meetings will take place in September 2022 and June 2023 as per previous schedules. There may also be a January date included and this can be removed if not required.</p> <p>After discussion, Committee agreed to continue to meet through the use of Microsoft Teams.</p>
	Reserved Item of Business
35-21	VS Update:

Agenda Item	Actions from Human Resources Committee 25/02/22	Responsibility	Deadline
25-21	Update to be provided to September meeting on National Collective Bargaining.	K Donnelly	Sept 2022
29-21	Update to be provided to September meeting on LRPAs	K Donnelly	Sept 2022
30-21	S Webster to be invited to September meeting to provide update on actions from IIP Report	K Donnelly	Sept 2022

Signed:.....

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Date:25.05.22.....