

HUMAN RESOURCES COMMITTEE

Minute of the meeting of the Human Resource Committee held on 28 September 2022 at 1000 hours via Microsoft Teams.

Agenda Item	
	<p>Present: Susan Elston – Chair Neil Cowie Jim Gifford John Henderson – Interim Regional Chair</p> <p>In Attendance: Kimra Donnelly, Director of People Services Susan Lawrance, Secretary to the Board Lorraine Garden, Minute Secretary</p>
01-22	<p>Apologies for Absence Apologies were received from G Watt; N McLennan and C Beaton.</p>
02-22	<p>Declaration of any Potential Conflicts of Interest There were no declarations of potential conflict given.</p>
03-22	<p>Minute of Previous Meeting – 25 May 2022 The Minute was approved as an accurate record.</p>
04-22	<p>Matters Arising from the Previous Meeting Committee members noted the Matters Arising Report.</p>
	<p>Matter for Decision</p>
05-22	<p>Committee Terms of Reference Members adopted the Committee Terms of Reference as presented.</p>
06-22	<p>Programme of Business for AY2022-23 The Programme of Business as presented was approved.</p>
	<p>Matters for Discussion</p>
07-22	<p>People Services Annual Report - Management Information Members noted the annual Report with K Donnelly highlighting some key points, including staff turnover which has increased to 7%, (still below the 15% UK average). K Donnelly gave additional information on the creative marketing now required to address the challenging recruitment market, including highlighting the College's excellent Terms and Conditions. The</p>

	<p>opinions of an economics expert shared at a recent AGCC Business Breakfast the Principal attended were shared.</p> <p>The lower than last year sickness and absence figures, which are being kept under review, were discussed, with K Donnelly advising wellbeing remaining a priority and focus, with ongoing workload management focus groups being conducted. The excellent trade union relationships were highlighted by the Principal who also advised the wellbeing initiatives are appreciated by colleagues.</p> <p>K Donnelly confirmed, in response to a query that Covid absences continues to be reported, under national conditions, as special leave. Action: For next Committee, details on Covid absences to be provided.</p>
08-22	<p>People Services Enhancement Plan K Donnelly summarised the presented Enhancement Plans, with Members noting the separate Agenda item regarding Learning and Development.</p> <p>Members noted the work being implemented to link workforce planning data and HR and Payroll systems with PowerBi; and the continuing embedding of wellbeing of staff and students.</p> <p>K Donnelly supplied additional information on the review of flexible workforce practices, noting that hybrid working for some lecturing staff is being introduced. A discussion on the challenges and benefits of offering a four day week took place. Action: Investigate practicalities and business needs on trialling 4 day week.</p>
	<i>E Reid joined the meeting</i>
	<i>Note Agenda Item 09-22 is a reserved item of business</i>
09-22	Staff Equalities Survey Update
10-22	<p>Staff Equalities Report (E Reid to present): E Reid summarised the Report, and highlighted the 2021 changed categories used for equal opportunities monitoring question in line with advanced HE guidance. Members noted staff have been regularly reminded to update their information with improvements in non-declaration rates noted.</p>

	E Reid summarised the statistics contained within the report and, given the findings, the next steps and actions to be picked up in the Action Plan, including addressing the concentration of women in part time work and a review of college recruitment practices.
	Note Agenda Item 14-22 was taken at this time.
14-22	Equality, Diversity & Inclusion – Priority Actions 2022-23: E Reid advised Members this has been updated in light of above agenda items and now includes People Services actions, including working with disability mentoring schemes, including disability workplace conference attendance.
	E Reid left the meeting
	Matters for Information
11-22	National Collective Bargaining Update - verbal update: K Donnelly gave a verbal update on the EIS pay claim submitted, and the support side staff engagement. A National Job Evaluation verbal update was also supplied by K Donnelly, with Members discussing next steps and the college sector financial challenges. Members agreed on the need to have greater appreciation of the College and its support and input to the regional economy.
12-22	Learning and Development Update K Donnelly summarised the report which outlines the significant work done within L&D Team over the last year. Members noted the pro-active ongoing GTCS Registration, which will be included in future annual reporting. N update on L&D staffing was provided by K Donnelly.
13-22	Learning Technologies Update K Donnelly summarised the excellent work done by the team to support enhanced delivery to students. Members' attention was drawn to the challenges faced in retaining current systems, such as Blackboard, in a cost effective way.
15-22	Draft Health and Safety Policy The Policy as presented was approved by the Committee.
16-22	Any Other Business: No other HR business was raised.
17-22	Summation of Action and Date of Next Meeting
	S Lawrance provided a summary of the Actions. The date of the next scheduled meeting was noted as Wednesday 24 May 2023.
	Reserved Item of Business
	Agenda Item 09-22 taken earlier in the meeting.

Agenda Item	Actions from Human Resources Committee 28.09.22	Responsibility	Deadline
07-22	Details on Covid absences to be provided for next Committee Meeting.	K Donnelly	May 2023
08-22	Investigate practicalities and business needs on trialling 4 day week.	K Donnelly	May 2023

Signed.....L McDermid

Dated 24.05.23