

HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

Minute of the Meeting of the Human Resources Committee held on Thursday 27 February 2025 at 1400hrs via Microsoft Teams.

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| Agenda Item | <p>Present: Susan Elston Gerry Lawrie Neil Cowie Jim Gifford – Vice Chair (from 2:31pm) Cindy Dempster Leona McDermid – Chair Emma MacIsaac</p> <p>In attendance: Kimra Donnelly, Director of People Services Lorna Doyle, Learning and Development Business Partner (for Agenda Items 19-24 – 24-24) Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p> |
| 14-24 | <p>Apologies for Absence Apologies were received in advance from D Cockburn.</p> |
| 15-24 | <p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items L McDermid declared a potential conflict of interest by virtue of her position with Aberdeen Foyer.</p> <p>On J Gifford's behalf, S Lawrance declared a potential conflict of interest by virtue of his position with Aberdeenshire Council.</p> |
| 16-24 | <p>Minute of Previous Meeting (02/10/24) The Minute was approved as a true and accurate record.</p> |
| 17-24 | <p>Matters Arising from the Previous Meeting Members noted that the 4 matters arising had been addressed and were marked as completed.</p> |
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| | Matters for Decision |
| 18-24 | <p>Equal Pay Statement and Policy The Statement and Policy were presented for annual review and Committee approval, with the Chair highlighting this as a great indicator of actions that are in place. Noting that no alterations had been applied</p> |

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| | <p>since the last approval in January 2024 the Policy and Statement was approved.</p> <p>Decision = Approved as presented.</p> |
| | <p>Guest attendee Lorna Doyle joined the Meeting at 2:07pm</p> |
| 19-24 | <p>2024 Staff Equality Report</p> <p>The Report detailed the findings of the College's staff equality profile in 2024 and provided a comparison with that of 2023. Key statistics were spotlighted and the main finding regarding staff needing to be encouraged to declare their protected characteristics was noted.</p> <p>Following acknowledgement of the work undertaken and thanks expressed to L Doyle for her presentation of the material, Members discussed the information provided.</p> <p>Discussions covered attitudes to form-filling, and options to improve the categories left blank; the relevance of the Report findings to the People Services' Strategy and the Enhancement Plan, the significance of ethnicity during recruitment, and the frequency and method of data collection.</p> <p>Regarding shared parental leave, the lack of uptake was noted.</p> <p>Action: LD to investigate further and provide a response.</p> <p>Decision = Report approved.</p> |
| 20-24 | <p>Pay Gap Report: Gender and Ethnicity: 2024</p> <p>The Report was presented for review and approval, following a precis of its' findings.</p> <p>Reference was made to the included salary quartiles table, and to the BAME terminology used.</p> <p>Decision = Report approved.</p> |
| 21-24 | <p>Occupational Segregation: Gender: 2024</p> <p>The Report was presented for review and approval, with its' key takeaways highlighted.</p> <p>Discussion enabled the consideration of vertical and horizontal segregation, of NESCol being the right environment to facilitate movement between f/t and p/t employment and of employees' wants being reflected in their employment status.</p> <p>In response to a question regarding posts being advertised flexibly, it was recognised that this is an area in which improvement is required, in terms of formulating an approach which is understood by all managers.</p> <p>The advantages of data overlaying to facilitate like-for-like comparisons moving forward was recognised.</p> <p>Decision = Report approved.</p> |
| 22-24 | <p>Occupational Segregation: Race and Ethnicity: 2024</p> <p>The Report was presented for review and approval. Summation enabled Members to note the increase in the number of non-declarations.</p> <p>Decision = Report approved.</p> |

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| 23-24 | <p>Occupational Segregation: Disability: 2024</p> <p>The Report was presented for review and approval, with a summation of findings outlined.</p> <p>Discussion briefly touched on whether the provided declarations aligned with known disabilities amongst NESCol staff, and the College's response to those individuals impacted by mental ill-health and by trauma, with K Donnelly providing additional information on the process regarding employees only having to provide a declaration once, even if there is movement to another position within NESCol. K Donnelly also advised the team, in particular the wellbeing officer's focus this year will be on supporting staff.</p> <p>Decision = Report approved.</p> |
| 24-24 | <p>People Services Equality Action Plan</p> <p>K Donnelly confirmed ongoing work to create a new Plan.</p> <p>Action: Progress update to be provided at 21/05/25 Meeting.</p> |
| | Guest attendee Lorna Doyle left the Meeting at 2:51pm |
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| | Matters for Discussion |
| 25-24 | <p>People Services Enhancement Plan – AY2024/25 and AY2025/26</p> <p>The 2-year Plan was presented for consideration, with emphasis placed on the 8 strategic areas identified for action.</p> <p>Discussion was invited and concentrated on the availability of resources within People Services and the provision of support to undertake the work outlined. In relation to the actions listed under the Operational and Policy Reviews heading, a change in legislation on 01/04/25 which will impact any Disclosure Policy was highlighted.</p> <p>Regarding the actions listed under the Students' Association heading, its upcoming audit was highlighted.</p> <p>Action: Plan update to be provided at 21/05/25 Meeting.</p> |
| 26-24 | <p>Employee Voice Working Group Update</p> <p>K Donnelly summarised actions to-date with regard to the implementation of the Working Group, and highlighted the wish to have a further survey circulated within 2025. It was noted regular reporting will be included in the Enhancement Plan.</p> <p>Action: A further update is to be provided at the 21/05/25 Meeting.</p> |
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| | Matters for Information |
| 27-24 | <p>Committee Evaluation Feedback</p> <p>Members' feedback was provided to enable consideration with regard to Committee performance.</p> <p>Appreciation for Members' engagement with the process was expressed. Thanks were voiced for the responses received, and Members were invited to forward any further comments to L McDermid and S Lawrance if desired.</p> |

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| 28-24 | <p>CES Update K Donnelly provided an update on the support staff pay claim now circulated and shared with Committee for information. Members noted the negotiations process continues.</p> <p>The lack of local Unison and EIS representatives was highlighted. Members were advised of good recruitment support being provided by the Trade Unions, and of access to regional and national representation if required.</p> <p>Information regarding the national job evaluation exercise was shared and the ongoing risk associated with its' funding emphasised.</p> <p>Members noted the possibility of an additional Committee Meeting being scheduled if necessitated by advancements in CES discussions.</p> |
| 29-24 | <p>Any Other Business No other business was raised.</p> |
| 30-24 | <p>Summation of Action and Date of Next Meeting S Lawrance provided a summary of the identified actions and confirmed the next Committee Meeting as Wednesday 21 May 2025 at 1300hrs.</p> |
| Meeting ended at 3:16pm | |

| Actions Arising from the HR Committee – February 2025 | | | |
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| Item | Action | Responsible Person | Deadline |
| 19-24 | Shared Parental Leave Uptake: Investigate further the lack of update and share with Committee any findings. | K Donnelly/L Doyle | May 2025 |
| 24-24 | Equality Action Plan: Progress update to be provided to May Committee. | K Donnelly | May 2025 |
| 25-24 | Enhancement Plan: Update to be provided to May Committee. | K Donnelly | May 2025 |
| 26-24 | Employee Voice: Update on working group to be provided to May Committee. | K Donnelly | May 2025 |

Signed: L McDermid, Human Resources Committee Chair

Dated: 21.05.25