

HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

Minute of the Meeting of the Human Resources Committee held on Wednesday 21 May 2025 at 1300 hours via Microsoft Teams

AGENDA

Present:

Leona McDermid – Chair
Susan Elston
Gerry Lawrie
Jim Gifford – Vice Chair
Cindy Dempster
Duncan Cockburn

In attendance:

Kimra Donnelly, Director of People Services
Jill Leishman, Learning & Information Manager (for Agenda Item 39-24)
Lorraine Garden, Acting Secretary to the Board / Minute Secretary

Agenda Item		Paper
31-24	Apologies for Absence Apologies received in advance of the meeting from Neil Cowie, Emma MacIsaac and Susan Lawrance.	
32-24	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.	
33-24	Minute of Previous Meeting – February 2025 The Minute was approved as a true and accurate record.	X
34-24	Matters Arising from the Previous Meeting Members noted that 3 of the matters arising items had been addressed and were marked as completed. K Donnelly provided an additional update regarding the slow national uptake on Shared Parental Leave. Awareness of this will be shared with the Equalities Team.	X
	Matters for Decision	
	There were no matters for decision.	
	Matters for Discussion	
35-24	People Services Enhancement Plan AY2024/25 – Progress Report The Progress Report was summarised by K Donnelly who highlighted the Plan covers a 2-year period.	X

	<p>Details regarding the People Services restructuring were shared with Members.</p> <p>Development of the new sub-strategy entitled "Our Colleagues" which will be aligned with the new Strategic Plan was shared. ACTION – Our Colleagues Sub-Strategy Outcomes to be shared at next meeting.</p> <p>Members also noted the summarised points within the enhancement plan, including:</p> <ul style="list-style-type: none"> • Ongoing works with the IT system/team to ensure coherence with PowerBI and Zellis data. • Development of Learning Development and Learning Technology Strategy & Policy remains ongoing and will be renamed in line with the Sub-Strategy Strategic Plan once agreed and developed. • Some AI tools are progressing with Microsoft Copilot currently in the trial stage before being launched during 25/26. • Policies update: Operational & Policy Reviews to be undertaken to ensure policies are compliant and fit for purpose. The Disciplinary Policy has been agreed nationally. A review will be completed on the Health & Attendance Policy to ensure compliance with employment law changes. • Work is ongoing with the Students' Association on college-wide communication, including participation in the joint consultation on gender-neutral toilets renovation. <p>L McDermid thanked K Donnelly for the update and acknowledged the positive progress. Thanks were also extended to the team.</p> <p>Members shared their positiveness regarding the HR restructuring and the increased cohesiveness of a 2-year plan. It was agreed K Donnelly to review the tracking colour-coding within the report. ACTION – Enhancement Plan to be reviewed and update colour-coding tracking.</p>	
36-24	<p>People Services Equalities Action Plan</p> <p>K Donnelly presented the People Services Equalities Action Plan informing members this will be updated for the October meeting. The transition of responsibility from E Reid to L Doyle was highlighted, with L Doyle tasked to review the existing plan and identify the main priorities over a 2-year period. ACTION – Chair of Equalities Committee to attend next Committee meeting to present Plan jointly with L Doyle.</p>	X
37-24	<p>Employee Voice Group Update</p> <p>K Donnelly highlighted the considerable engagement and commitment from the in-house working group, which has new members across all campuses to gather employee feedback and share ideas, with staff seeing the impact they are making. The Group's next steps regarding the Employee Engagement Survey, similar to the previous 2 years were outlined, including building on the trust and confidence of completing an anonymous survey, with the use of a third-party facilitation to be explored, if necessary. The need to be clearer on the question relating to leadership was noted. Interface between the employee group and trade unions was queried, with K Donnelly confirming the proactive approach welcomed by all.</p>	X
38-24	<p>Wellbeing Update</p> <p>K Donnelly provided an update on Wellbeing acknowledging the incredible amount of work undertaken by L Laing in terms of support and being proactive.</p>	X

	<p>An overview of key highlights included the Staff Wellbeing Framework, Staff Benefits, Stress Risk Assessments, Menopause and Wellbeing Training. Information will follow on the electric car scheme to be available to staff. Mention was made of the national recognition of the menopause awareness provided to staff.</p> <p>A query was raised in relation to the financial advice and incentives benefits, and any pension impact. K Donnelly is confident this does not impact pensions but will look further into this. ACTION – K Donnelly to review pension impacts in relation to staff benefits.</p>	
	Matters for Information	
39-24	<p>Learning & Development Update Report & Onboarding Demo (J Leishman)</p> <p>K Donnelly introduced J Leishman to members. A presentation was shared on Learning & Innovation at NESCol with J Leishman highlighting the close working relationship with all departments within the People Services Team.</p> <p>Projects undertaken in AY2024/25 were highlighted, including:</p> <ul style="list-style-type: none"> • The Induction project. • The Onboarding hub, launched in April, and its progress. The landing page of this hub includes a Welcome to NESCol video and this was shared with members to view. • Staff learning opportunities highlighted the training programme development. • The NESCol Minibites ongoing programme continues to be well attended. • A re-launch of Digital Futures forms part of the strategic led learning culture to bring together learning and innovation. • The future vision of Learning & Development and Digital Futures projects highlighting the need to share good practice and impact of developments. <p>Discussion followed on the overall strategy and strategic focus which is an ongoing piece of work.</p> <p>Thanks were given to J Leishman for the informative update.</p> <p>Following the presentation, queries were raised about survey engagement and how this can be improved and K Donnelly confirmed this is being reviewed.</p> <p>Participation in the Wellbeing Event was discussed with encouragement for more staff to participate in future events.</p>	
40-24	National Collective Bargaining Update – verbal	
41-24	<p>Employment Law Changes – verbal</p> <p>K Donnelly provided assurance to Committee of the Colleges compliance with any changes.</p> <p>The Worker Protection Act is progressing with recognition of trade unions and discussion of employment rights ongoing. Challenges were noted and the action plan is being worked on.</p>	
42-24	<p>Any Other Business</p> <p>J Gifford queried availability of the A&R Committee agenda - this information will be requested.</p>	

43-24	Summation of Action and Date of Next Meeting L McDermid thanked K Donnelly for the great progress made. L Garden provided a summary of the identified actions and confirmed the next Committee Meeting will be held in October 2025.	
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Actions from the HR Committee (May 2025)			
Agenda Item	Action	Responsible Person	Deadline
35-24	Our Colleagues Sub-Strategy: Outcomes to be shared at next meeting.	K Donnelly	Oct 2025
35-24	Enhancement Plan colour-coding to be revised and updated.	K Donnelly	Oct 2025
36-24	Chair of Equalities Committee and L Doyle to present Equalities Action Plan at October meeting.	K Donnelly	Oct 2025
38-24	Review pension impacts in relation to staff benefits.	K Donnelly	Oct 2025
40-24	National Collective Bargaining Update		

Signed: L McDermid, Human Resources Committee Chair

Dated: 06.10.25