

HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

Minute of the Meeting of the Human Resources Committee held on Monday 06 October 2025 at 1400 hours via Microsoft Teams.

| | |
|--------------------|---|
| Agenda Item | <p>Present: Leona McDermid – Chair Jim Gifford – Vice Chair Susan Elston Neil Cowie Cindy Dempster Duncan Cockburn Emma Maclsaac</p> <p>In attendance: Kimra Donnelly, Assistant Principal - People Services Lorna Doyle, Learning & Development Business Partner (for Agenda Item 09-25) Gwen Watt, Head of Student Support and Engagement (for Agenda Item 09-25) Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p> |
| 01-25 | <p>Apologies for Absence Apologies were received in advance from G Lawrie.</p> |
| 02-25 | <p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items No declarations were shared.</p> |
| 03-25 | <p>Minute of Previous Meeting – May 2025 The Minute was approved as a true and accurate record.</p> |
| 04-25 | <p>Matters Arising from the Previous Meeting Members noted that of the 5 matters arising, 4 had been addressed and were marked as completed and 1 was recorded as being in hand. Clarity was provided by K Donnelly regarding NI savings and pension impact.</p> <p>K Donnelly advised that she is no longer a member of the National Fair Working Group.</p> |
| | <p>Matters for Decision</p> |
| 05-25 | <p>Committee Terms of Reference The Draft Terms of Reference were presented for annual review. The receipt of regular updates on National Collective Bargaining and LJNC meetings was queried. The former was confirmed as being a standing item on Committee Agendas. A lack of local LJNC representation and the operational content of current LJNC meeting discussions were highlighted. It was agreed the ToR final two items under 1.3 would be amended.</p> |

| | |
|-------|--|
| | <p>Decision = ToR approved as presented, subject to an alteration to the wording of the last 2 bullet points listed under 1.3 Remit. Action: Board Secretary to amend.</p> |
| 06-25 | <p>Committee Programme of Business AY2025/26 The Draft Programme of Business was presented for consideration. It was suggested that a Job Evaluation Update is added to each meeting Agenda as a For Information item. Decision = PoB accepted as presented, recognising that it can be added to or amended as circumstances dictate. Action: Board Secretary to include.</p> |
| | |
| | Matters for Discussion |
| 07-25 | <p>People Services Management Information (Annual Report) The Report was presented to provide Members with information regarding staff turnover, absence, and employee wellbeing and engagement during the period January – December 2024. Members noted progress with moving forward, but extraction of data using the Zellis payroll system remains challenging.</p> <p>Concerning the statistics on mental health-related conditions being the leading cause of absence, the availability of other benchmarking data was queried. In response, K Donnelly pinpointed work being undertaken by a group of HR professionals. Action: If available for the 04/02/26 Meeting, a sector wide Report will be shared For Information.</p> <p>The relevance of the statistic on the average number of days lost per employee was considered. K Donnelly noted that its' suitability has been debated by data collection analysts and welcomed alternative suggestions. Work on absence monitoring and intervention was confirmed as ongoing.</p> <p>The tables relating to leavers, their length of service and their reasons for departure (p.6) were raised. K Donnelly confirmed that any trends are being looking into. N Cowie reiterated a higher degree of focus on succession planning than ever undertaken previously will take place in the upcoming year.</p> |
| 08-25 | <p>People Services Enhancement Plan Update Members were directed to the Enhancement Plan Updates on the 8 strategic areas for AY2024/25 and for AY2025/26.</p> <p>It was noted that a previous recommendation to make the RAG ratings clearer had been applied, and a connection with the new Sub-Strategies was recognised. Explanations were provided in relation to each of the amber updates.</p> <p>In discussion, the lean headcount was addressed. N Cowie acknowledged the concern this may pose in key areas to deliver the College's ambitions over the next five years, with less people undertaking more work at every tier of the organisation.</p> <p>Recognising work-related stress and anxiety and associated absence, K Donnelly advised of a greater openness around mental health and a focus on keeping individuals in employment.</p> <p>A suggestion was put forward regarding clearly identifying the type of Reports required from PowerBI in advance of connectivity with the HR system being</p> |

| | |
|-------|---|
| | <p>achieved. A decline in confidence with and failings in the contracted deliverables from Zellis were noted, monitoring of this was recommended.</p> <p>Regarding Area 5, K Donnelly confirmed compliance has been achieved owing to NESCol having key Policies in place.</p> <p>Regarding Area 8, it was confirmed that the Students' Association will now meet with members of SLT – as opposed to with members of ET only – on 4 occasions per AY.</p> |
| | Guest attendees G Watt and L Doyle joined the meeting at 2:46pm |
| 09-25 | <p>Equalities and Wellbeing Committee Update (Presentation) plus People Services Equalities Action Plan (G Watt/L Doyle)</p> <p>Via PowerPoint presentation, updates from the E&W Committee were summarised by G Watt.</p> <p>Discussion was invited and spotlighted the wellbeing of staff who are at the forefront of dealing with presented issues related to the 4 selected equality outcomes. G Watt confirmed that NESCol is well placed to offer support to impacted staff.</p> <p>In response to queries centred on men's mental health and on closing the mental health attainment gap, G Watt clarified that raising an awareness of support avenues is key.</p> <p>K Donnelly highlighted a period of transition for the E&W Committee, and recognised a need to clarify that it remains fit for purpose, in addition to identifying how People Services and Student Experience can work together more collaboratively.</p> <p>L Doyle proceeded to introduce People Services' Equality, Diversion and Inclusion Action Plan and highlighted a more streamlined approach to previous versions.</p> <p>Provided feedback identified a desire to remain focused on female progression, and in discussion, the timeline associated with the Action Plan was confirmed as running until 2027.</p> |
| | Guest attendees G Watt and L Doyle left the meeting at 3:20pm |
| | |
| | Matters for Information |
| 10-25 | Job Evaluation and National Bargaining (verbal update) |
| | |
| 11-25 | <p>Any Other Business Committee Function</p> <p>L McDermid gauged opinion on conversations held at recent 1:1 Meetings regarding the role of the HR Committee and the possibility of enhancing its decision-making and accountability. It was clarified that no rapid changes are being proposed, but rather a chance to consider its forward direction and it being fit for purpose.</p> |

| | |
|--------------------------------|---|
| | <p>In response, the opportunity to tie-in with the Our Colleagues Sub-Strategy and to augment the responsibility of the Committee was welcomed.</p> <p>The question as to whether the Committee should review the impact on staffing following any structural and VS changes was raised. It was confirmed that when these revisions are proposed, they are brought to the Committee for discussion.</p> <p>The appropriateness of reviewing all of the Regional Board Committees and to reflect upon their having a clear line of sight to the Sub-Strategies was mooted. Action: K Donnelly / L McDermid to continue discussion in Nov 2025.</p> |
| 12-25 | <p>Summation of Action and Date of Next Meeting A summation of actions was provided by S Lawrance.</p> <p>The HR Committee is next due to meet on Wednesday 04 February 2026.</p> |
| Meeting ended at 3:36pm | |

| Actions from the Human Resources Committee Meeting – 06 October 2025 | | | |
|--|--|-------------------|----------|
| Agenda Item | Action | Responsibility of | Deadline |
| 05-25/26 | 1.3 Remit: wording of the last 2 bullet points is to be amended | Board Secretary | ASAP |
| 06-25/26 | Programme of Business: Job Evaluation to be added as a standing item to Meeting Agendas | Board Secretary | ASAP |
| 07-25/26 | Benchmarking Absence Data: if available, to be shared for information at 04/02/26 Meeting | K Donnelly | 04/02/26 |
| 10-25/26 | National Bargaining: | | |
| 11-25/26 | Committee Function: arrange a meeting with Committee Chair in Nov 2025 to continue discussion | K Donnelly | 30/11/25 |

Signed: L McDermid, Human Resources Committee Chair

Dated: 04.03.26