

HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

Minute of the Meeting of NESCol's Human Resources Committee, held on Wednesday 04 March 2026 at 1:00pm via Microsoft Teams

Present:

Leona McDermid – Chair
 Jim Gifford – Vice Chair
 Susan Elston
 Cindy Dempster
 Gerry Lawrie
 Paul Butters
 Emma Maclsaac

In attendance:

Kimra Donnelly, Assistant Principal - People Services
 Lindsey Hamilton, Head of HR
 Susan Lawrance, Secretary to the Board
 Karen Fraser, Minute Secretary

Agenda Item	
13-25	<p>Apologies for Absence Apologies were received in advance from D Cockburn and N Cowie. A warm welcome was extended to L Hamilton.</p>
14-25	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items A potential conflict of interest was raised subject to items being put forward under Agenda Item 27-25. Noting it being out with usual procedure to raise other business in-meeting, the member was invited to an off-line discussion with the Chair following the meetings' conclusion. It was recognised that this would facilitate adherence to governance. The inappropriateness of potentially spotlighting operational matters in a strategic Committee meeting was noted.</p>
15-25	<p>Minute of Previous Meeting – 06/10/25 The Minute was approved as a true and accurate record.</p>
16-25	<p>Matters Arising from the Previous Meeting Members noted that of the 5 matters arising, noting Agenda Item 11-25, the function of the HR Committee was noted as dominating much of today's meeting, both in terms of anticipated discussion and the pre-shared Papers.</p>

17-25	<p>Introduction Lindsey Hamilton Head of HR (Verbal Update) L Hamilton summarised her background and outlined her current work projects. Introductions by Members then followed with all welcoming L Hamilton to the Committee.</p>
	<p>Reserved Matters for Decision</p>
18-25	<p>Strategic Risk Register (+ Presentation)</p>
	<p>Matters for Decision</p>
19-25	<p>Equal Pay Statement and Policy (Annual Review) The Policy was presented for its' annual legislative review, noting no changes had been applied since last approved, and this determined</p>

	<p>that consultation with Trade Union representatives was, therefore, not required. One members' positive observation about the existence of such a Statement and Policy was noted.</p> <p>Decision = Statement and Policy approved as presented.</p>
20-25	<p>Enhancing Committee Oversight of Our Colleagues Sub-Strategy Draft approval was sought regarding the updates applied to the HR Committee for AY2026/27.</p> <p>K Donnelly advised of this being a "work in progress" for further consideration at the 19/05/26 meeting, prior to a recommendation for approval to the Board at their June 2026 meeting.</p> <p>Discussions included expanding the Committee's remit to look at wider College perspective of People and Culture and the inclusion of Paul Smith, Assistant Principal Planning and Communication, who members agreed would be an asset to the Committee.</p> <p>Committee agreed with the suggested broadening of the Committee reach which members feel is much more than "HR". The timing, Members agreed, to tie in with the desired alignment to SSR (as discussed under 18-25 is also correct.</p> <p>The need to have any name change approved by the Regional Board was also highlighted to Members.</p> <p>Action: SL to add to 19/05/26 Agenda.</p>
21-25	<p>Our Colleagues Sub-Strategy KPIs Progress updates on the work undertaken in relation to the Sub-Strategy were outlined, together with a framework proposal under which oversight, challenge and guidance can be provided by the HR Committee. Again, this was identified as a "work in progress" with an update on all of the Sub-Strategies due to be shared at the 18/03/26 Regional Board meeting.</p> <p>Working as a Co-Chair with P Smith, K Donnelly confirmed the intention to examine KPIs more broadly and strategically via the Our Colleagues Committee. K Donnelly also confirmed the intention to flex KPIs from one year to the next to reflect change as required. Echoing this, it was recognised that whilst a level of consistency is required to facilitate comparison, the KPIs should also be dynamic.</p> <p>In response to the question posed regarding how the HR Committee would like to see progress on the KPIs, identifying the purpose of any data to be defined, the generation of any additional workload was discouraged, and cross-referencing suggested.</p> <p>Focusing on Appendix 2, discussions on application percentages; workforce diversity and staff absence took place. K Donnelly also confirmed, in response to a query, that KPIs discussed are specific to the Our Colleagues Sub-strategy and independent of SFC requirements.</p>

	<p>K Donnelly expressed appreciation for the feedback provided. An update on progress is due to be provided at the 19/05/26 meeting. Action: SL to add to Agenda.</p> <p>Decision = Comfortable with the direction of travel.</p>
	<p>Matters for Discussion</p>
22-25	<p>People Services' Enhancement Plan Update Attention was drawn to the updates applied to the 8 strategic areas captured in Appendix 1.</p> <p>It was highlighted the Plan for the AY2024-26 period is drawing to a close. K Donnelly emphasised the honesty and realism applied in terms of meeting objectives by the end of August 2026.</p> <p>The possibility, going forward, of accentuating the link to the Strategic Plan and to the Our Colleagues Sub-Strategy via the entries in the final column was noted.</p> <p>The update in relation to objective #3 (enhance access to and use of staff data in decision-making) was expanded on in relation to Zellis with frustrations shared. An update will be provided to May HR Committee.</p> <p>A request was put forward regarding altering the ink colour when text is highlighted red, to ease visibility. Action: KD to apply a modification to the format.</p> <p>S Elston expressed thanks for the informative update and recognised the Plans' demonstration of clear progress and the vast amount of work addressed.</p>
23-25	<p>HR Committee Evaluation Discussion was invited regarding the feedback gathered using an anonymous questionnaire and to determine whether any actions were deemed necessary to strengthen Committee performance.</p> <p>S Lawrance highlighted the exercise forming part of good governance and being key when determining Regional Board effectiveness.</p> <p>Thanks were expressed to those who had participated. Nothing was flagged as being of concern.</p> <p>Opportunities throughout the AY at which Regional Board members can voice their opinion were itemised.</p> <p>Members were encouraged to reflect on the fact that much of today's Agenda had been sparked by a comment put forward in the previous AYs' questionnaire, highlighting their ability to generate change.</p>
	<p>Reserved Matters for Information</p>
24-25	<p>Job Evaluation and National Bargaining (Verbal Update)</p>

	Matters for Information
25-25	<p>Revised National Recognition and Procedures Agreement</p> <p>The revised Agreement, effective from 01/03/26, was shared for information. It was emphasised that the Agreement has not been put forward as something entirely new, but rather, as a restructure of the existing NRPA already in place and therefore does not require approval by each Regional Board.</p> <p>Members acknowledged the new NRPA and its' content.</p>
26-25	<p>Payroll Audit (Verbal Update)</p> <p>K Donnelly referenced the recently completed Payroll Audit and its' overall level of assurance having been scored as "good".</p> <p>Recognition of the fantastic job undertaken by the Payroll team was expressed, together with a reiteration of the gratitude put forward at the 25/02/26 A&R Committee meeting.</p> <p>Members were reminded that all presented Papers to Regional Board Committees can be accessed via the Teams' space, to enable sight of the Audit Report.</p>
27-25	<p>Any Other Business</p> <p>Referencing the discussion under Agenda item 14-25, an extension of the offer to continue conversation off-line was re-made by L McDermid to the individual member.</p>
28-25	<p>Summation of Action and Date of Next Meeting</p> <p>A summation of actions was provided by S Lawrance.</p> <p>The HR Committee is next due to meet on Tuesday 19 May 2026. It was agreed to maintain this as an online meeting, with the first of AY2026/27 being held in-person.</p>

Actions from the Human Resources Committee Meeting – 04 March 2026			
Agenda Item	Action	Responsibility of	Deadline
18-25	Strategic Risk Register:		
20-25	Committee Oversight of Our Colleagues Sub-Strategy: to be added to 19/05/26 Agenda	Board Sec	Immed.
21-25	Our Colleagues Sub-Strategy KPIs: progress update to be added to 19/05/26 Agenda	Board Sec	Immed.
22-25	People Services' Enhancement Plan: alter ink colour of text when printed on red background to ease visibility	K Donnelly	Immed.

Signed: L McDermid, Human Resources Committee Chair

Dated: 19.05.26