

HUMAN RESOURCES COMMITTEE

NOTE OF MEETING

Note of Meeting of NESCol's Human Resources Committee held on Tuesday 19 May 2026 at 1:00pm via Microsoft Teams

Present:

Leona McDermid – Chair
 Jim Gifford – Vice Chair
 Susan Elston
 Cindy Dempster
 Gerry Lawrie
 Duncan Cockburn, from 1:58pm

In attendance:

Kimra Donnelly, Assistant Principal - People Services
 Susan Lawrance, Secretary to the Board
 Karen Fraser, Minute Secretary

Agenda Item	
29-25	Apologies for Absence Apologies were received in advance from N Cowie and E MacIsaac.
30-25	Declaration of any Potential Conflicts of Interest in relation to any Agenda Items K Donnelly declared a potential conflict of interest by virtue of her position on the Educational Competencies Consortium (ECC)'s Board and in relation to Agenda Item 38-25. D Cockburn declared a transparency statement by virtue of his position with RGU and the University's use of Zellis in relation to Agenda Item 39-25.
31-25	Minute of Previous Meeting – 04/03/26 The Minute was approved as a true and accurate record.
32-25	Matters Arising from the Previous Meeting Members noted that the 4 matters arising were marked as completed. Regarding the Action relating to Agenda Item 21-25, K Donnelly advised of a planned review of the KPIs at the Our Colleagues Committee so that they are more reflective and add value. These will then be re-presented to the HR Committee.
	Matter for Decision
33-25	HR Committee Amended Terms of Reference Enhancements to the Committee's remit, updates to the Terms of Reference, and a change of name were presented for decision, in advance of consideration by the Regional Board.

	In discussion, clarity was sought regarding the wording in 1.1 Membership and with the phrase "confidence in leadership communication" under Specific Duties in 1.3 Remit. Action: K Donnelly to address. K Donnelly explained the document being "live" currently to enable ongoing updates, its' good alignment with the Our Colleagues Sub-Strategy, and the benefit associated with P Smith's addition. S Lawrance advised that Terms of Reference from another College which has already embedded a People and Culture Committee have been shared and considered. Whilst being in a period of transition, positivity and a sense of modernity were noted regarding the amendments put forward. Members were content with the direction of travel, with recognition of the ToR's content being on-point currently. The potential need to review in 6-12 months' time was noted. Action: Review to be added to PoB. Decision = subject to 2 x wording adjustments and with the caveat that the document should be reviewed in 6-12 months, the proposals were approved for presentation to the Regional Board for approval.
	Reserved Matter for Discussion
34-25	Review of People Services' Risks on Strategic Risk Register
	Matter for Discussion
35-25	People Services Enhancement Plan Progress Report Updates applied to the Enhancement Plan for AY2024-25 and AY2025-26 were spotlighted in discussion. Members noted the 2-year Plan having almost reached its' conclusion, an adaption applied to the rag-rating, and 3 areas for onward inclusion into the next Plan (enhancing access to and use of staff data in decision-making; operational and policy reviews; learning and development framework). Summations were provided for each of the 8 areas for development. In response to a voiced compliment of the Learning and Development team, K Donnelly expressed thanks and assured of onward sharing. Giving consideration to a query shared regarding collected evidence to determine the impact of Wellbeing Days, K Donnelly advised of post-event surveys but noted the difficulty in realistically measuring and quantifying the feedback received. How to measure "softer" practices was identified as an area requiring research. In response to a query, K Donnelly confirmed the "clean" data within the Zellis system and the incompatibility with other systems. It was confirmed that the new People Services Enhancement Plan will be ready for the next Meeting.

	Reserved Matters for Information
36-25	National Collective Bargaining / LJNC Updates (verbal)
37-25	Employment Rights Act 2025
38-25	Job Evaluation Update (verbal)

39-25	People Services Contract Renewals (Presentation)
	Matter for Information
40-25	SFC Staffing Data AY2024-25 The high-level, informative data was shared to provide an overview of sector-wide staffing trends across Scotland. Its' use as a baseline and it containing no surprises were noted. Being provided with SFC's funding allocation alongside the staffing data was recognised as something which would have been useful, to enable correlation. It was put forward that time should be spent on analysing the rate of decline at NESCol in comparison to the rest of the sector, and any identified strategic challenge should be brought to the attention of Regional Board. In response, time spent on workforce and succession planning was recognised. Discussions on the configuration of NESCol workforce were held.
41-25	Any Other Business No other business was raised.
42-25	Summation of Action and Date of Next Meeting A summation of actions was provided by S Lawrance.
	Members were advised that the draft schedule of meetings for AY2026-27 will be presented at the 17/06/26 Regional Board Meeting, and subject to approval, the first meeting of this Committee (under its' revised title if approved) will be held in-person at City Campus on Wed 23/09/26. New teaching staff member Jim Douglas (lecturer, travel and tourism) will be joining.

	Meeting ended at 2:50pm
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Actions from the Human Resources Committee Meeting – 19 May 2026			
Agenda Item	Action	Responsibility of	Deadline
33-25	HR Committee Amended Terms of Reference: wording in 1.1 Membership and “confidence in leadership communication” under Specific Duties in 1.3 Remit to be reviewed.	K Donnelly	03/06/26
33-25	HR Committee Terms of Reference: to be reviewed within 6-12 months.	K Donnelly	24/02/27
34-25	Review of People Services’ Risks on Strategic Risk Register:		

Signed: L McDermid, People & Culture Committee Chair

Dated: 23.09.26