



## Board of Management

### MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 12 November 2020

**PRESENT:** Innis Montgomery, Chris O'Neil, Andy Gray, Leanne MacKenzie, John Wilson, Gillian Galloway  
**CHAIR:** Innis Montgomery  
**APOLOGIES:** None  
**ATTENDING:** HR Manager  
Board Secretary

There were no declarations of interest.

The Principal advised the Committee that he would have to exit the meeting early and highlighted to members that he would be meeting with the Director of Finance and the Chair of the F&GP Committee on 13 November 2020 to discuss the possible conclusion of the FRP.

#### 1. MINUTES

**Decision:** The Meeting of the Human Resources Committee held on 04 June 2020 were **AGREED** as a correct record and were **APPROVED** pending a spelling error within item 10 being rectified.

#### 2. OUTSTANDING ACTIONS

**Decision:** It was **AGREED** that the first and last items on the outstanding actions list could be removed from the list.

- CipHR Contract – the HR Manager advised that further discussions with the Finance Director would take place with regards the contract and the options available to us.
- Workforce Planning – This will be discussed within the agenda.
- National Bargaining – This will be discussed within the agenda.
- Induction – the Board Secretary is progressing this matter.

#### 3. POLICY FOR APPROVAL – STAFF DISCIPLINARY POLICY

The HR Manager advised the Committee that the changes to the policy were agreed by the Scrutiny Panel in May 2020 and had been subject to staff consultation in June 2020. The policy was then further reviewed by the JCC in August 2020 and by the SMT in September 2020.

**Decision:** The HR Committee **AGREED** the changes to the Staff Disciplinary Policy, which will now go to the Board of Management meeting for final approval.

#### 4. VOLUNTARY SEVERANCE SCHEME - **CONFIDENTIAL**

The HR Manager spoke to her report with the Committee noting that VSS applications are continuing to be received however, the numbers of applications are reducing.

The Committee noted that applications for VSS have increased to 31 (19 support and 12 academic) which along with the alternatives to redundancy decisions has resulted in £607k recurrent savings. This along with further expected savings of £250K means that we will have total expected savings of circa £860K.

The HR Manager reported on the areas which remain at risk.

The Committee enquired as to the wellbeing of staff who have been furloughed for a lengthy period of time and were advised that staff are being furloughed on a flexible and rotational basis.

#### 5. NATIONAL BARGAINING/JOB EVALUATION – **CONFIDENTIAL**

The HR Manager advised the Committee that the formal agreement reached on pay for lecturing staff from 1<sup>st</sup> September 2020 – 31<sup>st</sup> August 2021 was a consolidated award of 2% for all unpromoted and promoted lecturer scale points. The Committee noted that the full related circular with regards this could be found within the Committee agenda and papers and that the backdated award to 1<sup>st</sup> September 2020 would be seen within the November payroll.

The Committee enquired whether this increase would have an effect on the VSS scheme. The HR Manager confirmed that employees whose applications for VS had been accepted but had not yet left the College, would have their agreements revised in light of this increase. However, the Committee noted that there remains sufficient funds within the VSS due to success of variations to contracts and alternatives to redundancies.

With regards Job Evaluation, the HR Manager advised the Committee that the first stage of scoring will soon conclude and that the second stage of scoring has now commenced.

The Committee enquired as to the potential impact of this evaluation and were advised that whilst salary increases should remain affordable there is the probability that these increases will not be covered by SFC funding and it will therefore be added to the risk register as a potential risk.

*Chris O'Neill left the meeting.*

#### 6. HUMAN RESOURCES – QUARTER 1 REPORT – 2020/21

## Item 01

The HR Manager highlighted the following aspects of her report to the Committee:

- Staff turnover for core staff only for Q1 was 5.3%; an increase of 4.3% compared to the previous quarter and a 4.4% increase when compared with Q1 of the previous year.
- Staff turnover including fixed term contracts for Q1 was 6.5%; an increase of 3.9% from the previous quarter and a 0.7% increase when compared with Q1 of the previous year.
- For Q1 the average headcount was 414.
- In Q1 the average FTE was 340.1
- In Q1 there were 27 leavers:
  - 5 End of Fixed Term Contracts
  - 6 Resignations
  - 2 Retirements
  - 14 VSS.
- Two of the resignations received were from employees who worked within an 'at risk' area and the staff members have found alternative employment.
- Backfill has been or will be sought for 3 of the 27 leavers.
- 20 members of staff are currently furloughed which is an average FTE of 15.5. This has resulted in a saving of £42,957.47.
- Absence has increased 0.7% from the previous quarter. However, this is a decrease from all Q1 figures for the past 3 years. 67.9% of absence was attributable to support staff and 32.1% to academic staff. In comparison to the previous quarter, this is an increase of 24.1% for support staff absence and a decrease of 24.1% for academic staff. Referrals to Occupational Health were 10.

With regards the PDR the HR Manager advised that these have now been included within this report and that they can be broken down further by Department if required and that they will now be tracked per quarter within all future reports.

The Committee noted that SMT are still looking at how the potential UHI PDR process would sit within our current framework.

The Committee was advised that the following controls have been put in place with regards PDR:

- PDR Compliance Report
- Dates are diarised
- HR assistance is provided to support and guide staff through the process.
- PDR completion is tracked and reported on and that this is done at a departmental level.

The Committee discussed the report and enquired as to how any potential reduction of staff may be impacting on the student experience. It was noted that this was an ongoing piece of work and that the HR Dept. continue to collect data from the staff survey. The Committee noted that the staff survey had closed and that the HR Team are completing a high-level analysis of feedback received. The Committee was advised that a staff wellbeing group was in place and from this

wellbeing newsletters are being circulated and staff were given two digital detox days in October 2020.

### **7. HALF YEAR EMPLOYMENT LAW UPDATE**

The HR Manager advised that there have been a number of changes surrounding Covid-19 since this paper was produced and that the flexible furlough scheme has now been extended until March 21.

With regards, Public Sector Exit Payments the Committee noted that these are to be capped at £95,000. This change allows these payments to be recovered from highly paid public servants moving between jobs.

### **8. REVIEW OF POLICIES TIMETABLE/PROCESS IN RESPECT OF HR POLICIES**

The HR Manager advised the Committee that her report provides an update regarding the review of policies and their timetable in respect of HR policies.

### **9. EMPLOYEE RELATIONS**

The Committee noted the following minutes of meetings:

- Minutes of the Meeting of the JCC – 18 August 2020

### **10. DATE OF NEXT MEETING – Thursday 11 March 2021 at 08.30am.**



**Signed by the Chair:**

**Date:** 11.03.21