

Board of Management

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 27 May 2021

PRESENT:	Innis Montgomery, Leanne MacKenzie, Gillian Galloway, Mark Sheridan, Sally Blyth
CHAIR:	Innis Montgomery
APOLOGIES:	Chris O'Neil
ATTENDING:	HR Manager Assistant Principal – Student Experience and Quality Assistant Principal – Operations and External Relations Professional Development Manager Board Secretary

The Chair welcomed everyone to the meeting. Congratulations were extended to the Assistant Principal – Student Experience and Quality and the Assistant Principal – Operations and External Relations on their new positions within the Executive Management Team (EMT).

The Committee gave thanks to Andy Gray who has now left the Board for all his input and work over the years both on the Board of Management and the HR Committee.

The Chair highlighted to Committee Members that the role of Vice-Chair for the Committee was currently vacant and requested that any member interested in this position should liaise with himself or the Board Secretary.

There were no declarations of interest.

1. MINUTES

Decision: The Meeting of the Human Resources Committee held on 11 March 2021 was **AGREED** as a correct record and was **APPROVED** pending the following amendment: Item 7 – Staff Survey be amended to reflect that the free text comments received within the survey have been analysed.

2. OUTSTANDING ACTIONS

- Workforce Planning – This will be discussed within the agenda.
- Induction – the Board Secretary advised that an updated draft induction pack had been produced and was with the Chair of the Board of Management for review and approval. The Committee noted that induction meetings are being arranged and that all inductions are expected to be completed by the end of July 2021.

- Review of Committee Functions – The Board Secretary advised that meetings would be arranged throughout the Summer for herself, the Chair and relevant EMT members to review our current schedule of submissions and terms of reference for the Committee. An updated version of these documents will be available for discussion at the September meeting with the documents being taken to the Board of Management for final approval in October 21.

3. POLICY FOR APPROVAL

- Professional Review and Development Policy

The Professional Development Manager took the Committee through the policy highlighting both the updated and refreshed approach that is being taken with regards PDR and the mandatory requirements from the General Teaching Council Scotland (GTCS). The Committee noted that the policy was for all staff and where procedures were specific to Lecturers this was made clear within the policy.

A lengthy discussion on the PDR process took place with the Committee noting that individuals and their Line Managers would agree the focus for the year ahead including targets and a review plan.

Further discussions took place with regards research and how we plan to track the level of compliance with regards PDR's.

Action: A further discussion on how research and PDR's work together will take place at a future HR Committee meeting.

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

4. WORKFORCE PLANNING

The Assistant Principal – Operations and External Relations provided a verbal update to the Committee; advising that a new approach to workforce planning is currently being developed in conjunction with best practice both within and out with the sector.

Action: A report will be brought to the September HR Committee which will advise on the proposed framework which is being developed along with how we plan to review the framework.

5. VOLUNTARY SEVERANCE SCHEME - **CONFIDENTIAL**

The HR Manager spoke to her report and provided an update to the Committee with regards the VSS, ELCC Closure and the SMT Restructure.

The Committee welcomed this summary and highlighted the importance of succession planning and the need to ensure that sufficient support and

monitoring is in place for EMT members, especially with regards to the dual role in Finance and Audit.

Action: An update on the closure of the ELCC and the leasing of the building to CALA is to be taken to the September 21 meeting.

6. NATIONAL BARGAINING/JOB EVALUATION – CONFIDENTIAL

The HR Manager provided the Committee with both a background and an update on the EIS industrial action advising that a consensus position had now been reached on 23 April 2021.

The HR Manager updated the Committee with regards the Professional Services Staff Pay and Terms and Conditions Agreement for the year 2020/21 advising that an agreement to a 2% consolidated pay increase on all salary points as of 1st April 2020 (pro rata) had been agreed. The Committee noted that this pay award would be applied to Staff's May salary.

With regards the national job evaluation exercise the HR Manager advised the Committee that project activity continues and that the completion of the final scoring process is expected by early July 2021. The Committee noted that work around pay and grading is also progressing. The Committee discussed the affordability of the job evaluation and a background to the National Job Evaluation Scheme was verbally provided to them by the HR Manager. A further update on this will be made available at the September 21 meeting.

7. HYBRID WORKING – CONFIDENTIAL

The Assistant Principal – Operations and External Relations spoke to the Hybrid Working Plan advising that this is a draft guidance document as we are continuing to react to Covid-19 and changing advice from the Government.

The Committee noted that Managers are currently discussing this within their teams with discussions focusing on the minimum and maximum times that each staff member requires to be on campus along with other considerations such as ICT and DSE.

A lengthy discussion on the impact of this on students and their involvement in this process took place with the Committee noting that it is hoped that all students will have some element of face-to-face teaching during the next Academic Year. Further discussions on monitoring of online delivery of learning, quality and audits of online materials and any performance issues took place.

Action: A further update on this plan will be brought to the September 21 meeting.

8. HUMAN RESOURCES REPORT – QUARTER 3 2020-21

The HR Manager spoke to her report highlighting to the Committee staff turnover, staff head count and FTE, leavers and starters, staff changes, furlough, PDR and absence for the quarter.

The Committee highlighted the change in sickness absence with support staff seeing a decrease of 28.8% and academic staff seeing an increase of 28.8% in comparison to quarter 3 of the previous year and questioned whether this was due to any underlying trends. The HR Manager highlighted the increase in long term sickness absence cases and advised that we are continuing to look at how we manage stress at work with the Committee noting that further work on this will be progressed by the Health and Safety Manager and the HR Manager.

The Committee commended the HR Manager and the HR Team for a well laid out and informative report.

9. STAFF DEVELOPMENT UPDATE

The Professional Development Manager provided the Committee with an overview of professional development activities which have been undertaken this year highlighting the focus on staff wellbeing, health and safety assessments to enable staff to work from home, engaging digital skills and ensuring a common standard for all, student support, online teaching, the upcoming staff conference, distributed leadership and our PDR process.

The Committee discussed the processes for applying for training with regards to team budgets and the Professional Development Manager explained the different processes to the Committee.

Action: It was agreed that all Board Members should be invited to attend the Staff Conference and the Board Secretary will liaise with the Professional Development Manager to facilitate this.

Professional Development Manager and Leanne MacKenzie left the meeting.

10. HALF YEARLY EMPLOYMENT LAW UPDATE

The HR Manager spoke to her report highlighting to the Committee the Covid-19 Furlough Extension to September 2021, the Covid-19 Job Retention Scheme, National Living Wage, new immigration systems, the revoking of the public sector exit payment cap, gender pay gap reports, statutory increases to maternity, adoption, paternity and shared paternity pay and that Health and Safety Protection had been extended to workers.

The Committee gave thanks to the HR Manager for this update.

11. UPDATE ON EQUALITY MAINSTREAMING

The Assistant Principal – Student Experience and Quality provided the Committee with an update with regards our equality responsibilities advising that we are late to publish our equality report due to Covid-19 and the cyber incident.

The Committee noted that we have uploaded a holding statement onto our website, and we aim to publish the information by 18 June 2021.

12. COMMITTEE AND CHAIR EVALUATIONS

The Board Secretary took the Committee through the annual Committee and Chair Evaluations noting their responses. Any actions from this exercise will be brought to the September 2021 meeting for discussion.

13. EMPLOYEE RELATIONS

The Committee noted the following minutes of meetings:

- Minutes of the Meeting of the JCC held on 30 March 2021.
- Minutes of the Meeting of the JCC held on 20 April 2021.
- Minutes of the Meeting of the PDC held on 11 February 2021.

14. AOCB

The Assistant Principal – Operations and External Relations advised that we had received correspondence from the Scottish Funding Council (SFC) with regards a review of HR processes following a call for information from them. We have been supported in carrying out this review by our solicitors who have reported back to us suggesting minor amendments to our policies and procedures.

Action: A brief report and an action plan will be drafted and sent to the SFC and a copy of this will be shared at the September 21 meeting.

15. DATE OF NEXT MEETING – Thursday 16 September 2021 at 08.30am.

Signed by the Chair:



Date:

23.09.21