



Board of Management

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 11 March 2021

PRESENT: Innis Montgomery, Chris O'Neil, Leanne MacKenzie, Gillian Galloway, Mark Sheridan, Sally Blyth

CHAIR: Innis Montgomery

APOLOGIES: Andy Gray

ATTENDING: HR Manager
Board Secretary

The Chair welcomed everyone to the meeting.

There were no declarations of interest.

1. MINUTES

Decision: The Meeting of the Human Resources Committee held on 12 November 2020 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- CipHR Contract – the HR Manager advised that our contract with CipHR had been extended to May 2023. The Committee noted that this extension will allow for us to plan a long term strategy for integrating the HR and Finance systems and will allow sufficient time to undertake a procurement exercise.
Decision: It was **AGREED** that this item can be removed from the list.
- 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, an updated induction pack is being prepared but this has been impacted by the cyber incident.

3. WORKFORCE PLANNING – BDO WORKFORCE PLANNING AUDIT

The HR Manager advised the Committee that the BDO Workforce Planning Audit had been received by the Audit Committee. The audit gave a moderate level of assurance and highlighted that we have a number of good practices being demonstrated. The Committee was advised that there were 6 recommendations within this report (3 medium level risks and 3 low level risks). All recommendations were discussed with the Committee focusing on PDR's. The Committee was provided with the background and context to the PDR process

with the Committee noting that PDR is now being included in all quarterly HR reports.

4. VOLUNTARY SEVERANCE SCHEME - **CONFIDENTIAL**

The HR Manager spoke to her report and updated the Committee with regards the progress of the VSS and the FRP. The Committee noted that the FRP has been formally closed with the exception of the closure of the ELCC and the SMT restructure.

The HR Manager provided the Committee with a confidential update on both the closure of the ELCC and the SMT restructure.

The HR Manager advised the Committee that the VSS will remain open until the end of March 2021 and that a further SRP will take place on 24 March 2021. The Committee held a lengthy discussion in respect of furlough, VSS, transition roles for staff as an alternative to furlough and how we are managing the impact of this on the student experience.

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

The HR Manager provided the Committee with both a background and an update on the EIS industrial action with the Committee noting the next strike date is 16 March 2021.

With regards the national job evaluation exercise the HR Manager advised the Committee that the second scoring has now commenced however the Committee noted that it is likely that the completion date will extend from April to July 2021 after which the pay and grading exercise will commence.

6. HUMAN RESOURCES – QUARTER 2 REPORT – 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.

A lengthy discussion on stress at work and stress and anxiety took place with the Committee discussing how this split is made with, the HSE standards, the correlation with mental health, comparison with last year's figures, possibility of burnout due to Covid-19 working and the impact which overworking can have on staff.

7. STAFF SURVEY REPORT

The HR Manager advised that her report outlines the high level outputs from the recent staff survey highlighting that this survey had elicited a 68% response rate. The Committee noted that the high level information from this survey has been shared with staff and that the 209 free text comments which were received have been analysed.

Item 01

The Committee noted that with regards working from home there is a positive lean towards this however the HR Manager highlighted the difficulties that staff are also facing with regards home working and the steps which we are taking to try and combat these difficulties such as Principal talks, online coffee mornings and digital detox days. The Committee noted that from this survey we have now drawn up a Remote Working Charter. This is a draft document which is being shared with staff for their comments.

The Committee commended the work which has been put into both the survey and the analysis of the results and gave their thanks to the HR Team. The Committee discussed how we could take the student experience into account in order to better gauge and balance the results and how we can alter the building to further develop classroom space. It was noted that we could seek student views as part of our Estates Strategy.

8. DISCUSSION – FOCUS ON YEAR AHEAD

The Committee Chair advised that we had factored in time to hold a discussion on the HR Committee's focus for the year ahead. The Committee was advised that all Committees will be looked at over the upcoming months in order to review their functions and Committee Members views on this can be circulated to the Board Secretary out with the meeting.

The Committee noted that a key part of the review of the Committee is to enable us to embed the EMT restructure and ensure that the Committee has a greater understanding of the ongoing challenges which both the EMT, Heads of Schools and Budget Planners are facing. To assist with this regular updates are recommended along with continued updates from other groups such as the Health, Safety and Wellbeing Group. The Committee welcomed the creation of creative time within agendas.

The Committee discussed the recommendation from the External Effectiveness Review that we combine the F&GP Committee and HR Committee into a Finance & Resources Committee. Whilst the Committee could see the logic behind this recommendation after discussion it was felt that these Committees should be kept separate.

Action: The Board Secretary, Committee Chair and HR Manager will begin the review of the Committee and its functions as part of our commitment to the EER Action Plan.

9. EMPLOYEE RELATIONS

The Committee noted the following minutes of meetings:

- Minutes of the Meeting of the JCC – 27 October 2020
- Minutes of the Meeting of the JCC – 08 December 2020
- Minutes of the Meeting of the JCC – 09 February 2021
- Minutes of the Meeting of the PDC – 29 October 2021

10. AOCB

The Committee Chair gave his thanks to John Wilson who had departed from the Board of Management on 31 December 2021. The Committee echoed this and gave their thanks to John for all his advice and guidance over the years.

11. DATE OF NEXT MEETING – Thursday 27 May 2021 at 08.30am.

Signed by the Chair:



Date: 27.05.21