

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 24 November 2022

PRESENT: Innis Montgomery, Sally Blyth, Gillian Galloway
CHAIR: Innis Montgomery
APOLOGIES: Chris O'Neil and Donald MacKenzie
ATTENDING: Vice Principal – Student Experience and Quality
Vice Principal – Operations and External Relations
HR Manager
Professional Development Manager
Governance Officer
Molly McGrady, Anderson Strathern

The Governance Officer confirmed that this meeting was quorate.

The Chair welcomed everyone to the meeting.

The Committee was advised that the HR Manager was currently consulting on an urgent matter and would join the meeting as soon as possible.

There were no declarations of interest, statements of connections or transparency statements noted.

1. MINUTES

Minutes of the Meeting of the Human Resources Committee held on 22 September 2022

Decision: The Minutes of the Human Resources Committee held on 22 September 2022 were **AGREED** as a correct record and were **APPROVED**.

2. OUTSTANDING ACTIONS LIST

- Board Induction Training – The Governance Officer advised that following discussion with the Chair of the Board of Management that one final date for induction sessions is to be set.
- Shared Finance Service – The Governance Officer advised that a date for the Chairs of both the Audit Committee and the F&GP Committee to meet with the Principal and Chair of the Board of Management had yet to be set. The Committee was advised that the merger college were advertising for a Finance Director. As a result of this we are working with partners to identify

the impact of this in respect of our Shared Financial Service. The Committee noted that the Principal would continue to keep the Chair of the Board of Management updated about this situation.

- Expression of Interests – The Governance Officer confirmed that expressions of interests from members to join the HR Committee had been raised at the Board of Management meeting on 25 October 2022. The Governance Officer advised that we will be looking to go out to recruitment for a Non-Executive Member as well as Co-opted members prior to Christmas.
- Employment Law Update – The Professional Services Manager advised that she and the HR Manager had discussed training sessions which can be provided by Anderson Strathern and advised that they will progress this matter over the next few months.

3. POLICY FOR APPROVAL

Professional Development Policy

The Professional Development Manager advised the Committee that a new Professional Development Policy had been created.

The Committee noted that the policy ties into the new Learning, Teaching and Enhancement, Talent Management and Digital Transformation Strategies and welcomed this link.

The Committee discussed the accompanying procedure highlighting in particular:

- Resources and how decisions are to be made in respect of funding.
- Protected time for professional learning and development and the flexibility which is offered to staff.
- Recognition that professional development can be both formal and informal.
- Reflective learning.
- Compliance

The Committee welcomed this update and highlighted the:

- Importance of ensuring that any development costs are recouped if staff leave the organisation.
- Importance of including staff who are not undertaking professional qualifications.
- Importance of including hyperlinks to other policies mentioned within the documents.

The Committee discussed the mechanism of the policy in relation to how often progress will be reviewed and noted that regular meetings will take place between staff members and managers to ensure that professional development remains on track. The Committee noted that this policy is tied into the PRD process.

Decision: The Committee **AGREED** that the Professional Development Policy is to be **RECOMMENDED** to the Board of Management for final approval.

4. PROFESSIONAL DEVELOPMENT UPDATE

The Professional Development Manager spoke to her report advising that it provided stats in relation to our current professional development activities and provided an overview of what will be happening during this Academic Year.

In respect of our Collaborative Leadership Programme the Committee noted that this is being developed by members of staff from the Management School. The Committee was advised that this programme will focus on four specific themes and will link to our Talent Management Strategy.

The HR Manager joined the meeting.

The Committee noted that the Collaborative Leadership Programme would be a long-term project. The Committee welcomed the use of our internal expertise to produce this programme and enquired whether any external views are being sought. The Committee noted that the Management School will build in appropriate examples and ensure that different perspectives are sought. The Committee welcomed this development.

The Professional Development Manager left the meeting.

5. TALENT MANAGEMENT UPDATE

The Vice Principal – Operations and External Relations advised that we are beginning to progress elements of the Talent Management Strategy and highlighted that several key actions have already begun to be implemented.

Action: The Committee noted that the Vice Principal – Operations and External Relations will ensure that a timeline is brought to the next meeting to allow the Committee to monitor our progress.

6. HYBRID WORKING

The Vice Principal – Operations and External Relations advised that consultation workshops on Hybrid Working had been conducted and that a mixed range of responses had been shared.

The Committee was advised that the hybrid working pilot was progressing well with staff aware that a consultation process will follow. The Committee noted that staff have indicated their preference for a more detailed survey to be circulated as part of this consultation process.

The Committee noted that overall staff were receptive to hybrid working and that the HR Team are still analysing the data from the original follow up survey. The Committee was advised that whilst additional pulse survey questions had been posed to staff, further questions require to be more nuanced.

It was highlighted to the Committee that this was a pilot and that nothing has been formally changed and that whilst we have allowed flexibility this is within set parameters. The Committee discussed the possible impact to staff who may have moved away from the area but continued to work remotely.

The Committee was advised that timescales will be identified following the next round of the consultation and feedback is to be sought from stakeholders.

7. NATIONAL BARGAINING/JOB EVALUATION

The HR Manager advised that there had been movements since her last report and highlighted that this report provided the following updates:

- Academic Sector Pay Claim 2022/23 - the Committee noted the details of the claim, and it was highlighted to them that Colleges Scotland will not be putting forth an offer until they have considered the details of the UK Government Autumn Statement.
- Professional Services Pay Claim 2022/2023 – the Committee noted the details of the pay claim and again it was highlighted that Colleges Scotland are waiting to consider the details of the UK Government Autumn Statement.
- Job Evaluation – the Committee noted the new timeline provided in respect of the exercise and noted that we are currently awaiting the outcomes of the evaluation process. The Committee noted that this was due to be presented mid-November 2022. The Committee noted that once stage 2 concludes then definite timescales for stage 3 will be provided.

The Committee enquired as to the reaction from the sector to the pay claims and were provided a confidential update in respect of this. The Committee also discussed the prospective of industrial strike action within the Academic Year and the affordability of potential pay claims noting that the Vice Principal – Finance and Audit is currently testing our budgets.

8. EMPLOYMENT LAW UPDATE

Molly McGrady, Anderson Strathern joined the meeting.

The Chair welcomed Molly to the meeting. The Committee was advised that an update on 3 recent cases would be provided. These cases allowed for discussion in respect of:

- the risks associated with “workplace banter” and the use of social media and message apps
- what is considered legal privilege
- the possibility of an order of reengagement following an unfair dismissal case.

The Committee noted that Anderson Strathern can provide a wide range of training on HR and Employment Law.

Molly McGrady, Anderson Strathern left the meeting.

9. HUMAN RESOURCES – QUARTER 1 REPORT 2022/23

The HR Manager spoke to her report and provided the Committee with an analysis of the key HR measures in respect of turnover and absence.

The Committee noted that the HR Team are still experiencing post upgrade issues with CIPHR which they are continuing to work through. The Committee was advised that these issues have had an impact on the number of PRD's that have been uploaded to the system. The Committee noted that whilst the system is showing a 55% completion rate, it is likely that this is nearer 70%.

Action: The HR Manager will carry out a final check on the PRD completion rate for 21/22 and will report back at the next meeting.

The Committee was advised that Able Futures will attend several sessions with staff to provide a presentation in respect of their services. The Committee held a lengthy discussion around Stress at Work and Stress and Anxiety.

The Committee noted that our Staff Wellbeing Group are continuing to monitor the impact of the cost-of-living crisis and how we can enhance the support which we offer to staff.

10. EMPLOYEE RELATIONS – CONFIDENTIAL

The Committee noted the contents of the minutes of the EDIC meeting held on 26 April 2022.

11. AOCB

The Committee discussed the resignation of the Vice Principal – Academic and Research and noted that we are looking to strengthen teams and restructure the EMT over the upcoming weeks. The Committee wished the Vice Principal – Academic and Research good luck and best wishes and thanked her for all her work over the time she has been with us.

The Committee also expressed their thanks to Samantha Cribb and Jane Rhodes for the work they undertook as part of the HR Committee.

12. DATE OF NEXT MEETING – Thursday 23 March 2023 at 08.30am.

4. MJK

Signed by the Chair:

Date: 23 March 2023