

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 23 September 2021

PRESENT: Innis Montgomery, Gillian Galloway, Donald MacKenzie, Chris O'Neil
CHAIR: Innis Montgomery
APOLOGIES: Samantha Cribb and Sally Blyth
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. The Committee expressed their thanks to Mark Sheridan for his support and input to the Committee over the past year, noting that he has had to step down from the Committee due to his role as the Interim Chair of the Board of Management.

Committee Members noted that Sally Blyth had taken on the role of Vice-Chair.

There were no declarations of interest noted.

1. TALENT MANAGEMENT REPORT

The HR Manager provided the Committee with a background as to how we previously conducted workforce-planning activities and explained the planned move to a talent management approach. The HR Manager advised the Committee that our talent management strategy will be based around the talent management framework and provided the Committee with information on the 6 key areas that make up this framework.

Donald MacKenzie joined the meeting at this point.

The Committee noted that we had procured and awarded a contract to provide consultancy services to assist with the development of the talent management strategy and that this contract would be for a period of 6 months.

Action: The Committee welcomed the simplicity of this approach and requested a summary outlining the expected deliverables under each of the 6 key areas. The Committee noted that a draft of the talent management framework would be available for further discussion at the November HR Committee meeting.

The Chair took this opportunity to welcome Donald MacKenzie to the Committee.

2. MINUTES

Decision: The Meeting of the Human Resources Committee held on 27 May 2021 was **AGREED** as a correct record and was **APPROVED**.

3. OUTSTANDING ACTIONS

- Induction – The Board Secretary advised that inductions are being carried out. A deadline date for completion of all induction meetings has been set as 10 November 2021. A further update will be provided to the November HR Committee.
- Review of Committee Functions – **Decision:** It was **AGREED** that this item could be removed from the list.
- PRD – the committee noted that this item will be discussed further within the agenda.
- ELCC Update - the committee noted that this item will be discussed further within the agenda.
- Hybrid Working Plan - the committee noted that this item will be discussed further within the agenda.
- SFC Call for Information - the committee noted that this item will be discussed further within the agenda.

4. POLICY FOR APPROVAL

- Promoting Attendance Policy

The HR Manager advised the Committee that the promoting attendance policy was approved at the Policy and Procedure Review Panel on 09 March 2021 and at the EMT Committee on 22 July 2021.

The HR Manager explained the amendments within the policy to the Committee.

Action: The Committee requested that the definition for absence triggers be amended.

Decision: Pending this amendment the Committee **RECOMMENDED** that the policy be taken to the Board of Management for final approval.

5. TERMS OF REFERENCE

The Board Secretary highlighted the proposed amendments to the Terms of Reference, which had been discussed during the Committee review meeting.

A discussion around the monitoring of KPI's took place with the committee noting that work on the KPI Matrix was almost complete.

The membership of the Committee was discussed with the Board Secretary advising that both Samantha Cribb and Donald MacKenzie had moved to the Committee for an interim period in order to ensure that we continue to meet our membership requirements.

Action: A report highlighting the relevant KPI measures being put in place with regards HR and Professional Development will be taken to the next meeting for discussion.

Decision: The Committee **RECOMMENDED** that the terms of reference be taken to the Board of Management for final approval.

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

The HR Manager spoke to her report and provided the Committee with an update for 21/22 in respect of the EIS FELA National Pay Claim. The Committee noted that a further sector wide update is expected today.

With regards Job Evaluation the HR Manager advised that the second round of scoring, which had been expected to be completed by July 2021 is now projected to be finalised by December 2021. Once this second round of scoring is completed then we would expect to have the outcome of the Job Evaluation available by the end of January 2022.

The Committee held a lengthy discussion with regards the Professional Services Staff Pay Claim for 2021/2022 especially with regards to the proposed 4 day week.

7. HYBRID WORKING – **CONFIDENTIAL**

The Assistant Principal – Operations and External Relations advised that the Hybrid Working Guidance Document had been issued to staff.

The Committee noted that we were continuing to follow Government Guidance with regards home working.

The Committee was advised that the HR Manager and the Assistant Principal – Operations and External Relations would begin to look at how any consultation in respect of hybrid working would be carried out.

Action: The Committee **AGREED** that a timeline and key considerations with regards a hybrid working consultation would be brought to the next meeting for discussion.

8. EXTERNAL SUPPORT ANNUAL REPORT

The HR Manager spoke to her report highlighting to the Committee our Occupational Health Service, Legal Services, Employee Assistance and HR System provision.

It was highlighted to the Committee that our legal services could be used as part of any Board Development and that we have invested heavily in ensuring that there is sufficient mental health support available for staff.

The Committee requested that any procurement for HR Support Services is carried out to ensure that we have sufficient time and noted that discussions are already underway with our Procurement Team. The possibility of joint procurement with Partner Colleges was also discussed however it was noted that procurement cycles for Colleges do not always match.

9. PROFESSIONAL DEVELOPMENT UPDATE

The Professional Development Manager provided the Committee with an update with regards staff wellbeing and registration of Lecturers with General Teaching Council Scotland (GTCS); highlighting that the Professional Development Team is working closely with the HR Team to ensure that all data required is provided to the GTCS.

The Committee was advised that a joint validation event will take place before the end of the year; where GTCS will assess the evidence provided by UHI. Panels will take place where managers and members of staff from across Colleges will discuss their experiences of the PRD process.

The Committee was advised that we would be rolling out our new policies, procedures and processes with regards PRD's within October.

The Committee commended the Professional Development Manager on the well thought out plan and requested further information with regards the plan for Distributed Leadership. The Committee noted that work on training in respect of distributed leadership is in its early stages but advised that we would be looking to procure external training providers. The Committee welcomed the idea of distributed leadership noting how this was reflected within the Talent Management Framework.

10. HUMAN RESOURCES – QUARTER 4 REPORT 2020/21

The HR Manager spoke to her report and provided the Committee with an analysis of the key HR measures and an explanation with regards staff turnover, headcount FTE, leavers and starters, staff changes, furlough, absence and PDR.

A lengthy discussion with regards PRD's took place with the Committee being advised that the numbers provided within the report are based on the information which has been uploaded into our HR System and that it is felt that a greater number of PRD's have been carried out. The Committee noted that systems are being put in place to ensure that Heads of Schools upload information on a monthly basis and that we should begin to see an increase in completed PRD's within the next set of reports.

Action: It was **AGREED** that the Committee would have sight of the PRD completion figures at the November and March meetings to allow the Committee to track this.

11. ELCC Update

The Assistant Principal – Operations and External Relations spoke to her report advising that CALA was now operating the ELCC with us as a landlord.

The Committee expressed their gratitude to the ELCC Interim Centre Manager for all their work.

12. SFC UPDATE

The Assistant Principal – Student Experience and Quality provided the committee with a brief update with regards the SFC call for information.

Action: The Committee noted that a formal update will be provided to them at the November meeting.

13. PUBLIC SECTOR EQUALITY REPORT

The Assistant Principal – Student Experience and Quality advised the Committee of the difficulties we had encountered in publishing our equality report due to Covid-19 and the cyber incident. The HR Manager provided the Committee with information on the key focuses within the report.

The Committee thanked all involved for what was felt an excellent and fascinating read and acknowledged the time and effort which had been put into this report and ensuring that it was published. The Committee was advised that the objectives are now to be set in respect of equality.

14. FEEDBACK FROM COMMITTEE AND CHAIR EVALUATIONS

The Board Secretary provided the Committee with feedback from the Committee and Chair Evaluations, which were completed within the meeting held on 27 May 2021. The Committee noted that updates to the Terms of Reference have been made and a Vice-Chair is now in place.

The Chair welcomed members thoughts on the Committee and feedback received was that members appreciate the input with regards professional development within this space. The Committee agreed that the inclusion of Inverness College Managers allowed Board Members to have a greater insight of the work of the College.

15. EMPLOYEE RELATIONS – CONFIDENTIAL

The Committee noted the contents of both the minutes of the meeting of the JCC held on 22 June 2021 and the minutes of the meeting of the EDIC held on 26 May 2021.

It was highlighted to the Committee the need for additional training to be provided to College Staff trade union representatives.

Action: The Principal agreed to provide an update with regards this training at the next meeting.

16. AOCB

The Committee expressed their thanks to Leanne MacKenzie for her time and commitment to the Committee.

17. DATE OF NEXT MEETING – Thursday 11 November 2021 at 08.30am.

Signed by the Chair:



Date:

11.11.21