

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, Main Campus on Wednesday 17 September 2015

PRESENT: Hazel Allen, Carolyn Caddick, Diane Rawlinson, John Wilson
CHAIR: John Wilson
APOLOGIES: Elaine Harris, Neil Stewart
ATTENDING: Director of Organisational Development
College Secretary

1. MINUTES of the MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 27 MAY 2015

The Minutes were **AGREED** as a correct record, **APPROVED** and signed.

2. HUMAN RESOURCES PERFORMANCE INDICATORS – QUARTER 4 2014/15

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence for the fourth quarter of 2014/15. The main issues to note were as follows:-

- Turnover was 1.5%, remaining low as in Q3 which was 1.2% and at a similar level to Q4 in previous years.
- Average headcount was 340, an increase from 336 in the previous quarter.
- Supply staff utilisation was 6793 hours, equivalent to 7.9 FTE. As anticipated, this was a slight decrease from the previous quarter of 8687 hours, equivalent to 10 FTE.
- Supply staff utilisation for the full year 2014/15 was 26201 hours equivalent to 30.5 FTE. This was an increase of 5.5 FTE on the previous year.
- There were 5 leavers, 1 of which was a teaching staff fixed term contract. The remaining 4 were support staff positions including a resignation from SMT.
- There were 9 new starts plus the 13 catering staff who had transferred from Baxter Storey in July.
- Sickness absence totalled 340 days, equivalent to 1.8%. This was a marked decrease from the previous quarter which was 3.6%. Absence was also lower than the same quarter in 2013/14 which was 2.8%. 61% of the total absence was attributable to support staff and 39% to academic staff.
- Only 1 employee met the long term sickness absence trigger with 33 days absence due to stress/anxiety
- The most common reason for absence in Quarter 4 was stress/anxiety with 76 days lost across 5 separate episodes, followed by musculoskeletal with 63 days lost in 7 separate episodes
- Management referrals to occupational health numbered 7 in the last quarter. .

The Committee **NOTED** the report.

3. DIVERSITY/SUCCESSION PLANNING

A report by the Director of Organisational Development referred to the detailed review of turnover which had been carried out in February 2015 and provided information on the current status. A total of 10 academic staff had indicated a retirement date in 2015/16 and a further 21 academic staff were of an age where they could access their pension. Although there was no requirement for staff to provide advanced notice beyond their contractual 1 month, it was noted that those wishing to access their pension would need to provide the pension provider a minimum of three months' notice.

A number of actions to further mitigate risk were also highlighted in the report.

The Committee **NOTED** the position and requested the Director of Organisational Development to provide a report to the next meeting on management succession planning.

4. UHI SHARED SERVICES LIMITED

A report by the Director of Organisational Development highlighted the latest position at the end of August 2015. The key points were that

- In June 2015 the UHI SS Board took the decision to delay the launch of the IT shared service until 1 December 2015.
- The actuary's report detailed several possible levels of bond requirement, depending on several different factors.
- The potential bond requirement was between £990,000 and £4,593,000 and would result in an annual charge of between £25,000 and £115,000. Given these amounts, it was hoped that the Highland Council would agree to extending the guarantee that was already in place with UHI.
- The employers contribution rate that had been indicated for UHISSL was 22.7% or 25.5%, which was significantly above the current UHI rate of 16.6%. UHI were having further discussions with Highland Council on this matter, as well as reviewing options for mitigation of the increase.
- 3 options had been proposed to mitigate the impact of the increase

A meeting of the UHI Shared Services project board had taken place at the beginning of September and the Director of Organisational Development advised that Highland Council had agreed to accept the UHI guarantee without the requirement of a bond. In addition, it was still hoped that the employers contribution rate could be agreed at the current UHI rate of 16.6% and that additional funding previously allocated to this project from SFC would still be forthcoming. Given these still unresolved factors, it was very doubtful if the launch would take place on 1 December.

The Director of Organisational Development also confirmed that the original agreement for the Shared Services model was still on the table but there was still an identified risk as the ongoing budget had not yet been determined.

The Committee **NOTED** the position.

5. IIP GOLD PROGRESS REPORT

A report by the Director of Organisational Development highlighted the use of the IIP Gold and Customer Service Excellence frameworks to drive continuous improvement and support an operational excellence model.

A number of key areas with links to the HR strategic plan were being progressed as follows:-

- IIP Gold and Human Resources
- Culture Change and Behaviours – Personal Skills Framework
- Leadership and Management Development

In addition, a number of further actions would be taken forward towards IIP Gold.

The Committee **NOTED** the progress which was being made.

6. COLLECTIVE AGREEMENT RPA AND PAY AGREEMENT 2015/16

A report by the Director of Organisational Development referred to the Recognition and Procedures Agreement between Scottish FE Colleges and the Educational Institute of Scotland (EIS), General Municipal & Boilermakers Union (GMB,) UNISON and UNITE the Union, of which Inverness College UHI was a signatory.

The spirit and intention of the Agreement was to promote good working relations throughout the College Sector, through the work of the NJNC. In signing up to the agreement, the Boards of Management and Unions acknowledged a common interest in advancing the educational aims of Colleges and in establishing terms and conditions of service for Defined Staff to further these aims.

The Committee **NOTED** that the recent management side collective offer of 1% (non consolidated) pay increase for 2015/16 which had now been rejected by the staff side negotiating team.

7. IMPLICATIONS OF PROPOSED ACADEMIC PARTNERSHIP AGREEMENT ON HR

A report by the Director of Organisational Development highlighted the key points from the proposed academic partnership agreement as they related to HR. In addition, the agreement did not reference UHI as the employer or implied an employment relationship; however it set out a route map.

The Committee **REQUESTED** the Director of Organisational Development to provide the Committee with further information so that they could contribute to the feedback process.

8. EXTERNAL SUPPORT

A report by the Director of Organisational Development provided an update of external support provided to the college, namely, the employee assistance programme (AXA-ICAS), computers in personnel HR (CIPHR), Harper MacLeod Employment Legal Services and Occupational Health Services (HNS Highland).

The Director of Organisational Development advised that over the last few months the evaluation exercise of the APUC tender for occupational health services framework had been progressed. The framework was for provision of OH services for the college and university sector and was segmented to those that wished to provide a service to identified geographical areas including the Highlands and Islands.

The outcome of the tender exercise had awarded RS Occupational Health as the provider for Inverness shire and it would therefore be the provider for Inverness College UHI. The handover and mobilisation process between NHS Highland and RS Occupational Health was progressing.

The Committee **NOTED** the position.

9. MINUTES

The Committee **NOTED** the Minutes of the Meetings of the following Management Committees

- a) Equality and Diversity Committee held on 16 June 2015
- b) Staff Development Committee held on 3 June 2015

10. BOARD RECRUITMENT

The Chair referred to the current Board Member recruitment and expressed disappointment that only one of the applications for the non-executive board member positions had been received from a female. He indicated that it would be important to ensure a greater interest from females in the next round of recruitment in the New Year because of the gender equality requirements on boards which would become law in the next few years.

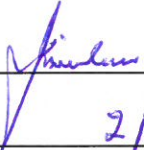
Hazel Allen advised that there was a Scottish Charity – Changing the Chemistry whose aim was to increase diversity on all types of Boards and it was **AGREED** that the College Secretary would investigate this further for the next round of recruitment.

11. DATE OF NEXT MEETING

Wednesday 2 December 2015 at 8.30 a.m.

Signed by the Chair: _____

Date: _____


2/12/2015