

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Monday 19 September 2016

PRESENT: Brenda Dunthorne, Mick Longton, Lindsey Mitchell, Diane Rawlinson, John Wilson
CHAIR: John Wilson
APOLOGIES: -
ATTENDING: Director of Organisational Development
College Secretary

1. MINUTES of the MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 25 May 2016

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

2. FUTURE FOCUS OF COMMITTEE AGENDAS

In line with the approach proposed by the Chair of the Board, the Chair indicated that he would like the committee to focus more on the College's Strategic Plan objectives as reflected in the Human Resource and Staff Development Strategies as well as the resultant risks to delivery outcomes. Future reports should provide the committee with the information it needed to carry out its governance role and also provide an audit trail. He stressed however, that it was important that the new approach did not generate extra workload for the staff involved in the preparation of reports.

The Committee were happy to adopt this approach and it was **AGREED** that any further suggestions should be submitted to the College Secretary.

3. HUMAN RESOURCES – QUARTER 4 REPORT

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence.

The Committee was pleased to note that sickness absence was 2.5% and was consistent with seasonal patterns of absence in previous years. The Director of Organisational Development referred to the slow increase in FTE support staff numbers and identified this as an amber risk as they did not generate income for the college. Similarly, long terms absences were increasing in number and this too had been identified as a risk. The most common reason for absence was musculoskeletal but this was restricted to a small number of staff with age related underlying conditions.

The Committee **NOTED** the report.

4. **NATIONAL PAY BARGAINING**

A report by the Director of Organisational Development provided an update on the pay awards for teaching staff and ongoing negotiations for support staff for 2016-17

The Committee considered the following conclusion and risk analysis:

- In light of the UHI dimension, the college had maintained that only those staff that were in scope in the local RPA were automatically in scope for the National RPA. Therefore the college had maintained a position that the pay and terms and conditions were governed by the Board of Management for the SMT and Research Staff. It was unclear if this position could be sustained in the longer term.
- There was considerable pressure from academic unions to revert back to a 'Blue Book' approach which was not in keeping with the way colleges now operated and did not reflect the UHI dimension.
- The SFC provided for the 15/16 and 16/17 pay increase. However there was no extra money to pay for the proposed modernisation programme or harmonisation.
- The pace of national negotiations did not allow for full consideration of the relative costs and full impact assessment of the agreements entered into on behalf of the College.
- The introduction of national pay bargaining and the NJNC was politically instigated and was now reflected in formal governance arrangements.
- While the most recent industrial action had indicated that industrial relations are good at Inverness College, a national approach might undermine this.

The Committee **NOTED** the position with some concern, stressing this was a very important item for future HR Committee agendas in view of the potential risks.

5. **EQUALITY ACT – UPDATE**

A report by the Director of Organisational Development provided some background information on the development of quality objectives and the progress made in achieving the equality outcomes 2013-17.

The Committee **NOTED** the timescales and the requirements under the Equality Act to publish the final report.

The Committee **REQUESTED** the Director of Organisational Development to review when equalities training had been provided to board members to ensure that all members had attended equalities training as required.

6. **IIP GOLD PROGRESS REPORT**

A report by the Director of Organisational Development provided a comprehensive review of some of the progress made working towards the IIP Gold Award. The college had made application to IIP Scotland for assessment in line with the IIP Gold 5 Framework in November 2016 and it was awaiting confirmation of the date and assessment schedule. It was likely that the assessment would be carried out over a period of 3-5 days and

include a cross section of staff who would be asked to respond by a variety of methods including e mail, group and 1:1 discussions.

The Committee **NOTED** the report.

7. STAFF SURVEY

A report by the Director of Organisational Development advised that staff surveys had a useful part to play in providing qualitative and quantitative indicators to help establish the climate of an organisation at the point in time the survey was completed. As organisations changed and developed, different information became necessary to gauge progress in meeting organisational aims and objectives.

The Committee discussed the merits of staff surveys, particularly quick short surveys aligned to different themes at different points in the year. It was imperative that surveys were followed up and feedback provided to staff. It was also important that any organisation showed consistency of approach to allow tracking over time.

The Committee **NOTED** the report.

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 Committee **NOTED** the report.

9. MINUTES

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

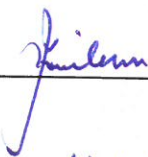
- a. Equality and Diversity Committee – 2 June 2016
- b. JCC – 3 May 2016

10. AOCB

11. DATE OF NEXT MEETING

Thursday 1 December 2016 at 8.30 a.m.

Signed by the Chair: _____



Date: _____

1/12/2016

