

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Wednesday 25 May 2016

PRESENT: Hazel Allen, Elaine Harris, Lindsey Mitchell, Diane Rawlinson
CHAIR: Elaine Harris
APOLOGIES: Brian Henderson
ATTENDING: Director of Organisational Development
College Secretary

1. MINUTES of the MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 2 March 2016

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

2. HUMAN RESOURCES – QUARTER 3 REPORT

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

- Staff turnover was 1.3%, a significant reduction when compared to 4.3% in Q2.
- Average headcount was 372, compared to 370 in the previous quarter.
- Average FTE for Teaching Staff Non-established increased from 6.9 to 9.2 owing to increased utilisation of fixed term contracts, lessening overall reliance on supply
- Supply hours claimed by the end of April 2016 accounted for 25.6 FTE of lecturer teaching.
- There were 5 leavers – 4 were resignations and one dismissal.
- There were 8 starters including the Health and Safety Manager, and newly created roles of Staff development Officer, Contracts Administrator, SMT Administrative Assistant and Student Intern – Learning Technology
- Sickness absence totalled 898 days, equivalent to 4.5%. This was an increase on Q2 (2.9%) and was consistent with seasonal patterns of absence in previous years.
- 54% of the total absence was attributable to support staff and 46% to academic staff
- 2 members of staff met the long term sickness absence trigger for stress/anxiety. Three further employees were absent with long term sickness for musculoskeletal reasons.
- The most common reason for absence in Q3 was musculoskeletal followed by stress/anxiety
- There were 17 Management referrals to occupational health. 8 of these related to an employee with long term sickness absence, the other 9 related to general advice regarding ongoing fitness for work

The Committee **NOTED** the report.

3. **NATIONAL PAY BARGAINING**

A report by the Director of Organisational Development provided an update on the pay negotiations for both support and teaching staff. Teaching staff had agreed a two year deal for 2015-16 and 2016-17 but negotiations were ongoing with support staff for 2016-17. The Scottish funding council had reprioritised resources to fund the £100 and the £450 payable to teaching staff in the 2016/17 settlement period, however the financial impact of a national pay and grading structure was yet to be determined.

The Committee **NOTED** the position and the potential and future risks associated with the reintroduction of national bargaining.

4. **IIP GOLD PROGRESS REPORT**

A report by the Director of Organisational Development advised that the College was using the IIP Gold and Customer Service Excellence frameworks to drive continuous improvement and support an operational excellence model. The frameworks were used to review and improve HR and quality systems. The two frameworks were not used independently - they worked together on the premise that people management and customer centred service delivery needed to work hand in glove.

In December 2015 the college was assessed in light of customer service excellence and it received confirmation that it met the award criteria.

While the focus of the report was IiP Gold, the college was still pursuing improvements in line with customer service excellence. This included for example support staff internal review processes alongside those developed for teaching staff.

The Director of Organisational Development highlighted a number of areas in the report including the updated Personal Development Review process, Leadership and Management Development, business strategy and consistent communications, organisational structure and succession planning, work/life balance and health and wellbeing and the staff induction programme.

Subject to an interim review of progress from IiP Scotland it was anticipated that the college would be ready for assessment against the Gold standard before the end of 2016/17.

The Committee **NOTED** the position and also that there were plans to carry out an employee survey during the next academic year.

5. **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.

6. EMPLOYEE RELATIONS

The Committee **NOTED** the Minutes of the Meeting of the Joint Consultative Committee held on 3 May 2015

7. HALF YEARLY EMPLOYMENT LAW UPDATE

A report by the Director of Organisation, Development and Performance provided an update on employment law matters as follows:-

- Early Conciliation
- Adoption Leave (this applied to UK adoptions only)
- Right to Request Flexible Working
- National Living Wage/National Pay and Conditions

The Committee **NOTED** the position.

8. MINUTES OF MANAGEMENT COMMITTEES

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

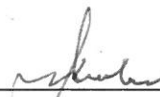
- a) Equality and Diversity Committee - 10 March 2016
- b) Staff Development Committee - 16 February 2016

9. DATE OF NEXT MEETING

Provisional date – Thursday 15th September at 8.30 a.m.

Signed by the Chair: _____

Date: _____


19/09/2016

