



Meeting	Human Resources Committee
Date and time	Thursday 30 November 2017 at 8.30 a.m.
Location	Boardroom, 1 Inverness Campus

College Secretary
24 November 2017

AGENDA

Welcome and Apologies

Declarations of Interest

ITEMS FOR DECISION

- 1. MINUTES**
Minutes of Meeting of the Human Resources Committee held on 21 September 2017
- 2. OUTSTANDING ACTIONS**
Action List

ITEMS FOR DISCUSSION

- 3. HUMAN RESOURCES ANNUAL REPORT 2016-17**
Report by Director of Organisational Development
- 4. SAFEGUARDING ANNUAL REPORT 2016-17 (CONFIDENTIAL)**
Report by Director of Organisational Development
- 5. STAFF DEVELOPMENT ANNUAL REPORT**
Report by Director of Organisational Development
- 6. NATIONAL BARGAINING**
Report by Director of Organisational Development
- 7. HALF YEARLY EMPLOYMENT LAW UPDATE**
Report by Director of Organisational Development

8. **IIP ACCREDITATION – COST BENEFIT**
Report by Director of Organisational Development
 9. **EXTERNAL SUPPORT – OCCUPATIONAL HEALTH UPDATE**
(CONFIDENTIAL)
Report by Director of Organisational Development
-

ITEMS FOR NOTING

10. **EMPLOYEE RELATIONS – MINUTES OF THE MEETING OF THE JCC**
 - a) 20 SEPTEMBER 2017
 - b) 14 NOVEMBER 2017
11. **AOCB**
12. **DATE OF NEXT MEETING**
Thursday 1 March 2018 at 8.30 a.m.

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 21 September 2017

PRESENT: Andy Gray, Carron McDiarmid, Lindsey Mitchell, Innis Montgomery, Chris O’Neil, Steve Walsh,
CHAIR: Lindsey Mitchell
APOLOGIES: Mick Longton, John Wilson
ATTENDING: Director of Organisational Development
Secretary to the Board of Management

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 1 June 2017 were **AGREED** as a correct record and were **APPROVED** and signed.

2. HUMAN RESOURCES COMMITTEE - TERMS OF REFERENCE

The Board Secretary referred to the suggested amendments which had been made to the Human Resources Committee terms of reference which had last been reviewed in June 2015.

The Committee, subject to the substitution of the word “auditing” with “reviewing” at remit number 4, **RECOMMENDED** the amended terms of reference for the Human Resources Committee to the Board of Management for approval.

3. PUBLIC SECTOR EQUALITY DUTY - MAINSTREAMING REPORT

A report by the Director of Organisational Development advised that Equality and Diversity in the public sector were underpinned by a mandatory legal framework. The Public Sector Equality Duties (PSED) extended to an institution’s relationship with both staff and students.

The Mainstreaming report set out the College’s performance in light of the equality outcomes set in 2013, provided employment data and identified the equality outcomes, aligned to the Regional Outcomes for the period 2017-2021.

The Committee discussed the report in detail and **AGREED** that the Director of Organisational Development should incorporate the following comments into the report

- Clarify the term “main provider of education and skills development in the highland region” as post 16 provider
- Make reference to the protected characteristics, specifically providing context on what data had been collected and what was missing
- Cross reference the report to the Access and Inclusion Strategy and the Gender Action Plan

- Provide a statement on how well the College performed in the collection of student data
- Make reference to the links the Students Association has with community groups
- Made reference to the Hate Free Highland initiative and its links with PREVENT
- The initiatives within the college which encouraged students to disclose any mental health issues
- That the Board would strive towards meeting the 50/50 gender balance on the Board
- That a paragraph be included on the future academic needs of the region and the agility of the college to meet those needs.

The committee **APPROVED** the Mainstreaming report subject to the above amendments being incorporated

The Chair suggested that item 5 on the agenda be taken in advance of item 4 as the Director of Finance would be joining the meeting to make a presentation on National Bargaining. This was agreed.

4. NATIONAL BARGAINING

The Director of Finance highlighted a number of the key issues which she had made in a presentation to the recent FERB meeting on the Financial Impact of National Bargaining on UHI, a copy of which had been circulated to all Board Members.

The FTE equivalent salary for unpromoted lecturers would be £40,026 on 1 April 2019. Once the migration was complete, there would be an additional cost in excess of £5M for the region. This represented a regional increase of more than 16% on the current teaching staff costs. There would be further cost increases relating to teaching staff due to changes in terms and conditions and a significant impact on support staff and management costs resulting from national job evaluation. These costs did not reflect any cost of living increases.

The Director of Organisational Development spoke to her report and advised that the college would be making an application to the Living Wage Foundation as the College was a national living wage employer.

The Committee **NOTED** the position and that a further report would be submitted to the Board at its meeting in October.

5. HUMAN RESOURCES PERFORMANCE INDICATORS – QUARTER 4 2016/17

A report by the Director of Organisational Development provided qualitative analysis of key HR measures relating to turnover and absence as follows:-

- Turnover
- Headcount and FTE
- Leavers
- Starters
- Transfers and Secondments
- Absence

In particular the Committee discussed

1. The effect of the national bargaining pay settlement on turnover figures. This would have to be closely monitored, especially leading up to April 2019 when the transition to the final pay settlement figure was completed.
2. The leaver destination information which gave context to the data
3. The number of supply staff as a percentage of all teaching staff (20%) and the ongoing engagement which the college promoted to ensure that these staff could step into teaching posts as required.
4. The development opportunities which were being offered to internal staff to allow them to compete with any external candidates for promoted positions.
5. The low level of staff redeployment because of the specific skills of lecturers
6. The identification of stress as being either work or home related or both

The Director of Organisational Development advised that members of teaching staff whose contractual notice of termination was 4 weeks had given such notice at the beginning of the academic year. Historically staff had tended to give notice at the end of an academic year and a period of three months was available for the college to complete the recruitment process. The use of the 4 week notice period had caused difficulties in service delivery. This issue had been raised at a recent JCC meeting and the Unions appeared to be sympathetic to the College position.

The Committee **NOTED** the report.

6. IIP GOLD ANNUAL REVIEW

A report by Director of Organisational Development advised that the IIP Gold Annual review was due in December, with the final report expected by February 2018.

An objective in the Organisational and Professional Development Strategy 2017-20 was the achievement of IIP Platinum. Progression beyond the Generation 5 Gold Award included a mandatory all staff survey as part of the assessment criteria. It was recommended that the development of a staff survey be framed in a manner which ensured a relationship with a recognised performance framework like IIP which could clearly link back to an overarching staff governance framework. The current staff governance standard which defined staff governance as a system of corporate accountability for the fair and effective management of all staff was currently under review.

The Committee discussed the report and **REQUESTED** that a piece of work be undertaken to quantify the benefits of IIP accreditation.

7. EXTERNAL SUPPORT ANNUAL REPORT

A report by the Director of Organisational Development provided an update on the 4 areas of external support provided to the college, namely

- **Employee Assistance Programme (AXA-ICIS)**

Further analysis of what staff saw as the benefits of this service was required. It was possible that the College would go out to tender for this service.

- **Computers in Personnel HR (CIPHR)**
The contract had been in place since 2010 and had been extended on an annual basis since 2015 to 2018. The UHI Business Convergence Team had to complete the Finance Project before starting the procurement and implementation of a shared HR system for the partnership
- **Harper MacLeod Employment Legal Services**
This contract continued to operate effectively. The contract review of legal services was due in the next year and would include employment legal services.
- **Occupational Health Services (RS Occupational Health)**
Difficulties had been encountered with the provision of this service, especially around the performance standards within the contract. Regular meetings were being held with APUC and RS Occupational Health to ensure improvement in the Service

The Committee **AGREED** that an update report be submitted to the next meeting in November.

The following items were included in the agenda for noting only and therefore no discussion took place at the meeting.

8. AUDIT REPORT - RECOMMENDATIONS

The Chair referred to the very positive Audit report on Staff Recruitment and Retention – Succession Planning. She congratulated the staff involved as the report was a reflection of the efforts of the college

9. MINUTES

Joint Consultative Committee – 30 May 2017

10. DATE OF NEXT MEETING

Thursday 30 November 2017 at 8.30 a.m.

Signed by the Chair: _____

Date: _____

Actions from Human Resources Committee –1 December 2016

Item	Action	Responsibility	Time line	Actioned
Safeguarding	a mid-year position statement in addition to the annual report.	Dir of Org Dev	25 May 2017 HR committee	
Policies	consider the way revised policies were presented to the Committees and to the Board of Management, in particular, highlighting key issues and changes upfront to assist the committee's speedier understanding and analysis of the changes/impact.	Scrutiny Panel/ Quality	Ongoing	
Diversity figures	important that management continued to examine ways of encouraging disclosures so that plans accurately reflected the needs of staff.	Dir of Org Dev	Ongoing	

Actions from Human Resources Committee – 2 March 2017

Item	Action	Responsibility	Time line	Actioned
HR Quarter 1 report	analysis of resignations and long term sickness be included in future reports and suggested that the very low absence rate should be reinforced by setting the figures in a wider context, highlight comparisons with other sectors where possible.	Dir of Org Dev	Ongoing	
National Bargaining	the main identified risks and the consequences be documented by way of a series of bullet points and presented to the Board of Management.	Dir of Org Dev	June Board and ongoing	

Actions from Human Resources Committee –21 Sept 2017

Item	Action	Responsibility	Time line	Actioned
Mainstreaming report	Incorporate following comments into the report <ul style="list-style-type: none"> • Clarify the term “main provider of education and skills development in the highland region” as post 16 provider • Make reference to the protected characteristics, specifically providing context on what data had been collected and what was missing • Cross reference the report to the Access and Inclusion Strategy and the Gender Action Plan • Provide a statement on how well the College performed in the collection of student data • Make reference to the links the Students Association has with community groups • Made reference to the Hate Free Highland initiative and its links with PREVENT • The initiatives within the college which encouraged students to disclose any mental health issues • That the Board would strive towards meeting the 50/50 gender balance on the Board • That a paragraph be included on the future academic needs of the region and the agility of the college to meet those needs. 	D of Org Dev	Immediate	
IIP Gold	A piece of work be undertaken to quantify the benefits of IIP accreditation	D of Org Dev	For Nov HR committee	
External support – Occupational health	Update report to next meeting	D of Org Dev	For Nov HR committee	

Board of Management

Subject/Title:	Human Resources Annual Report 2016 - 17
Author: [Name and Job title]	Lindsay Ferries, Director of Organisational Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	24 November 2017
Brief Summary of the paper:	This report presents qualitative analysis of key HR measures surrounding turnover, absence and diversity.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Enhancing Performance
Resource implications:	No If yes, please specify:
Risk implications:	Yes If yes, please specify: Operational: staff utilisation and productivity Organisational: Reputational
Equality and Diversity implications:	Yes If yes, please specify: the report also incorporates our annual equality and diversity monitoring
Consultation: [staff, students, UHI & Partners, External] and provide detail	SMT

Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]			
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Human Resources Annual Report 2016 - 17

Recommendation(s)

The Human Resources Committee is asked to discuss the report.

Background

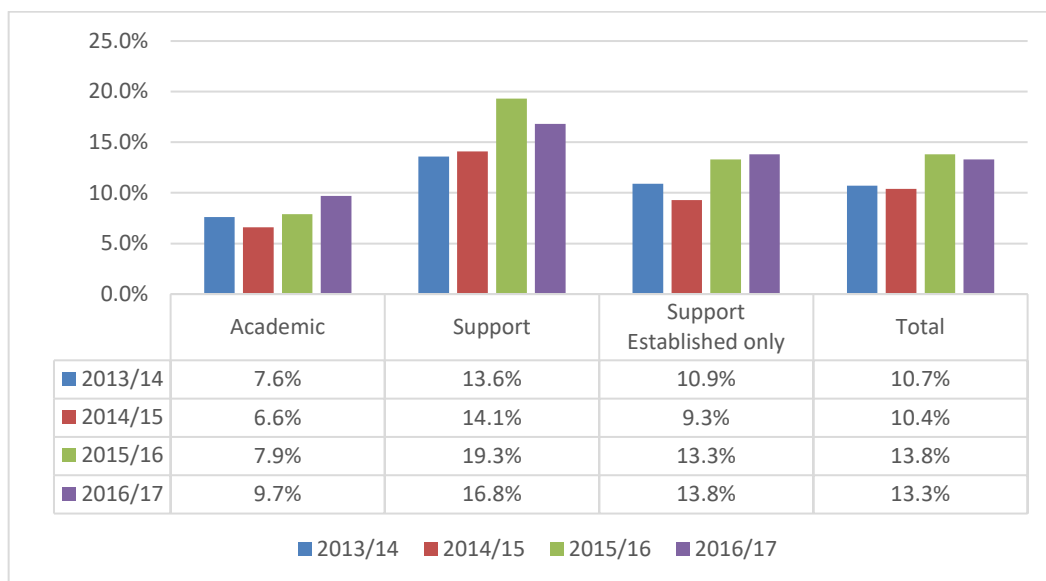
This report presents qualitative analysis of key HR measures surrounding turnover, absence, and diversity.

1. Turnover and headcount

Annual core staff turnover in 2016/17 was 13.3% compared with 13.8% in 2015/16 and 10.7% in 2014/15.

The 2016/17 turnover figure for academic staff is 9.7% and for support staff is 16.8%. The academic turnover is higher than the previous year (7.9%) and the support staff turnover is down on the previous year (19.3%). For established support staff only, the turnover for 2016/17 was 13.8% compared to 13.3% for 2015/6. Therefore the turnover can be attributed largely to fixed term contracts.

Chart showing Trend in Annual Staff Turnover for 4 years to 2016/17

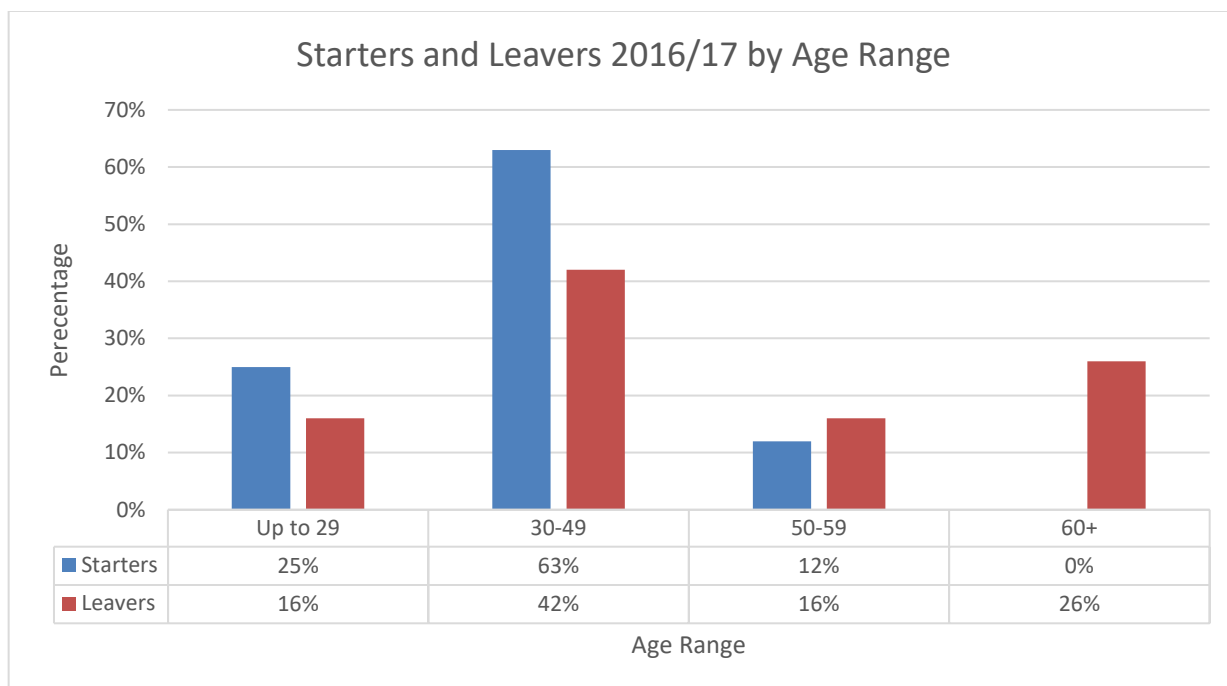


Figures represented are for core staff only including fixed term contracts, and do not consider any supply or agency staff utilised across the College.

Our current age profile of staff indicates that a total of 32 academic and 2 support staff would be eligible for retirement in 2016/17.

The age profile of new starters in 2016/17 demonstrated 88% of starters being aged 49 or younger. There were no starters in 2016/17 aged 60 or over. The trend shows the college attracting a younger and more balanced demographic than in previous years.

The age profile for leavers in 2016/17 is notable in that 58% are aged 49 or younger and 26% of leavers are aged 60 or over. This indicates the pension effect on the retention of staff beyond age 50.



The above table shows percentage by age range of starters and leavers for year 2016/17.

Leavers

There were 50 leavers in 2016/17. Reasons for leaving are detailed below:

Reason for leaving	Total
Dismissal	3
End of Fixed Term Contract	6
Resignation	29
Retirement	12
TOTAL	50

Two dismissals were related to capability/ill health and one was related to performance.

Starters

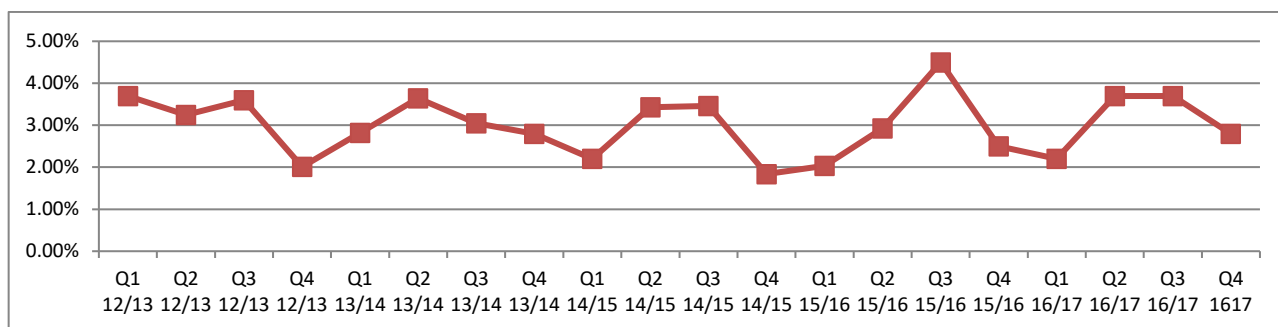
There were 60 starters in 2016/17 in the following categories:

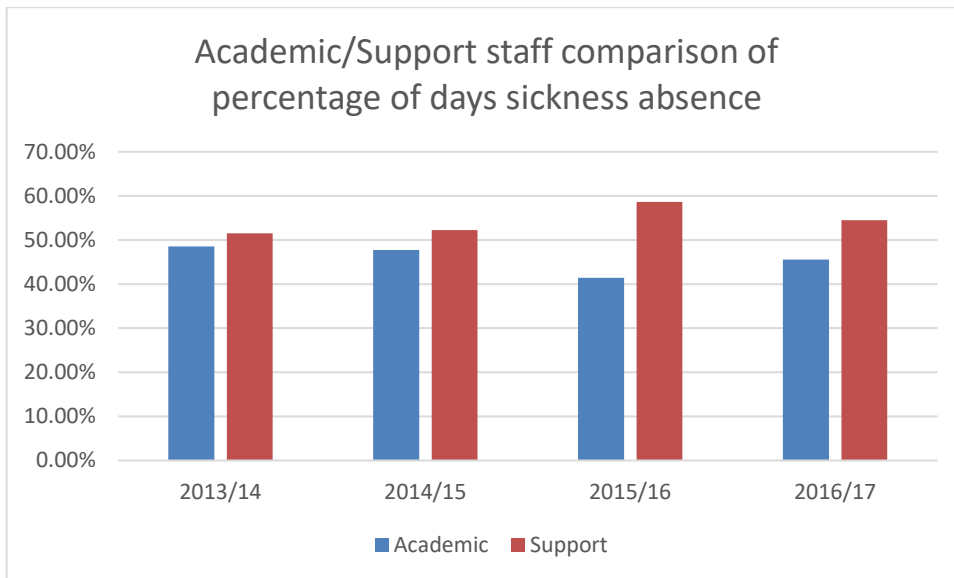
Category	Total
Support Staff Established Position	17
Support Staff Non Established Position	12
Support Term Time Only Established	8
Support TTO Non Established	2
Teaching Staff Established Position	13
Teaching Staff Non Established Position	8
TOTAL	60

Absence

The overall percentage of working days lost to sickness absence in 2016/17 equates to 3.1% of working days available for both academic and support staff. As shown in the charts below, this follows a similar pattern to previous years, with support staff percentage of days lost being slightly higher overall than academic staff.

Absence %





The reasons for absence are detailed below for both short term absence and long term (more than 28 consecutive days). It should be noted that episodes of absence caused by stress/anxiety are deemed to be long term if they last for 13 days or more. Any episodes that meet this criteria are included in the long term absence figures.

Short Term Sickness Absence Reasons

Reason	Sum of Days in FY1617	Sum of Count	Average duration	% of Short Term Sickness Absence
Bacteriological infection	87	37	1	7%
Cardiological	21	2	11	2%
Debility	22	6	4	2%
Dermatological	9	2	5	1%
Digestive system	76	53	1	6%
Genitourinary	8	6	1	1%
Gynaecological	11.5	5	2	1%
Headaches/Migraine	60.5	41	1	5%
Injury	102.5	19	5	8%
Mental Health	46	8	6	3%
Minor Illness	122	58	2	9%
Musculoskeletal	33.5	14	2	3%
Neurological	8.5	6	1	1%
Oncological	40.5	2	20	3%
Pregnancy related	2	1	2	0%
Respiratory system	106.5	37	3	8%
Stress/Anxiety	46.5	12	4	3%
Surgical	118	14	8	9%
Viral infection	409	161	3	31%
Grand Total	1330	484		100%

Long Term Sickness Absence Reasons

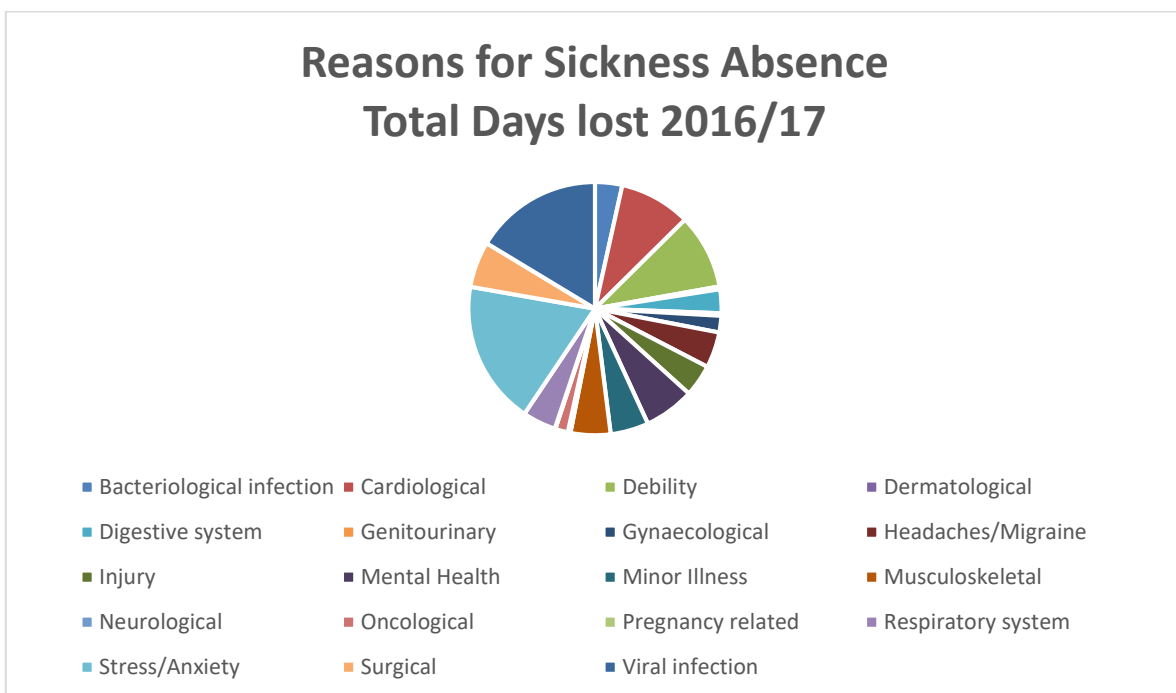
Reason	Sum of Days in FY1617	Sum of Count	Average duration	% of Long Term Sickness Absence
Cardiological	207	1	207	18%
Debility	218	4	55	19%
Gynaecological	41.5	1	42	4%
Headaches/Migraine	54	1	54	5%
Mental Health	115	2	58	10%
Musculoskeletal	94	2	47	8%
Stress/Anxiety	413	9	46	35%
Surgical	29	1	29	2%
Grand Total	1171.5	21		100%

The highest number of days lost to long term sickness absence in 2016/17 relate to Stress and Anxiety– accounting for 18% of total absence which breaks down to 35% of long term absence and 3% of short term absence.

This is down slightly from 2015/16, where Stress/Anxiety accounted for 18.9% of total absence (2% of short term absence and 35% of long term absence).

19 employees suffered long term sickness absence in 2016/17 compared with 16 employees for 2015/16. Of these 14 have returned to work, 2 have left the College and 3 remain absent and under the care of Occupational Health Services.

Viral infection continues to be the most common reason for short term absence.



Diversity

The gender balance for 2015/16 remains broadly the same as the previous two years, at 64% female (62% 2015/16) and 36% male (38% 2015/16) workforce. Support staff are made up of 74% female and 26% male. Core teaching staff are 54% female and 46% male.

The percentage figures for 2015/16 were:

- support staff, 71% female and 29% male.
- core teaching staff, 62% female and 38% male.

In relation to ethnicity, the proportion of White Scottish staff has increased slightly to 64% from 61% in 2016/17. White English has remains the same at 14%. 1% of core staff are self declares as black minority ethnic.

Diversity monitoring for starters in 2016/17 shows that 68% of new starters were female, compared to 57% in 2016/17. Starters in relation to declared ethnicity were 38% White Scottish, 7% White English. This needs to be placed in the context of low self declaration rates.

No new starters declared a disability in 2016/17 which is less than the figure from 2016/17 (2%). The figure for core staff with a disability is 4%, consistent with previous years.

Board of Management

Subject/Title:	Safeguarding Annual Report
Author: [Name and Job title]	Lindsay Ferries, Director of Organisation Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	28 November 2017
Brief Summary of the paper:	The confidential paper sets out the number and nature of safeguarding disclosures received and the ongoing partnership working as a member of MAPPA.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Compliance Risk Management
Resource implications:	No If yes, please specify:
Risk implications:	Yes If yes, please specify: Operational: protection of children and vulnerable adults Organisational: incident management, confidentiality, reputational
Equality and Diversity implications:	Yes If yes, please specify: balancing safeguarding and providing a safe environment with delivering an educational experience that support access and inclusion
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	X
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	X
Its disclosure would constitute a breach of the Data Protection Act (S38)	X	Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)	5 years		

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Board of Management

Subject/Title:	Staff Development Annual Report
Author: [Name and Job title]	Lindsay Ferries, Director of Organisational Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	24 November 2017
Brief Summary of the paper:	The paper is presented for discussion and sets out the staff development activity over the last year.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Strategic plan
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	Staff development committee

ITEM 5

Status – [Confidential/Non confidential]	Non confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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Staff Development Annual Report

Executive summary

The paper sets out the range of staff development activity over the past year at Inverness College UHI.

Background

Staff at Inverness College UHI are currently engaged in a wide range of professional learning activities. These include aspects of mandatory training right through to further study at PhD level.

1. Leadership and Management Development

CMI, *Introduction to First Line Management* (SCQF Level 6).

12 new line managers/staff aspiring to management are enrolled on this programme. The programme is delivered by our Business and Computing team.

CMI, *Certificate in Management & Leadership* (SCQF Level 8).

A cohort of four managers engaged with this course, provided by the College Development Network, in the second semester of 2016/17. These managers attended a number of workshops in Stirling along with staff from other colleges and organisations and have recently submitted their final assessments.

CMI, *Strategic Management and Leadership* (SCQF Level 11).

One of our Operational Managers is currently undertaking this SCQF level 11 course delivered by College Development Network in Stirling.

2. Induction

The revised Corporate Induction programme was delivered on 24 August 2017 and nineteen new staff attended. Feedback on the programme from these staff was positive.

This programme will run again on 24 October 2017, 17 January 2018 and 14 May 2018. The provision of four opportunities for staff to access this training every year reduces the delay between new staff starting work and completing their mandatory training.

Since 2016/17, all new staff complete their on-line information security and data protection training in advance of authority being granted to access college systems. This has resulted in 100% compliance.

3. Learning and Teaching Induction

The revised Learning & Teaching Induction programme was delivered on 24 and 25 August with a follow up twilight session on 13 September. Thirteen new teaching staff completed the programme and are currently working through their checklist of activities including classroom observations.

This programme will run again on 17 and 18 January 2018 and it remains a requirement for all new teaching staff to complete every element. The programme is also a prerequisite for entry onto the PDA Teaching Practice in Scotland's Colleges. The feedback from this programme was very positive with new staff appreciating the opportunity to cover a variety of topics in an engaging way. Two assessed classroom observations are included in this in-house programme.

4. Teaching Qualifications

One of the main priorities for staff development is the acquisition of teaching qualifications by staff who do not currently hold them.

PDA Teaching Practice in Scotland's Colleges

This professional development award comprises two units and provides the opportunity for teaching staff to broaden their skills base. Eighteen teaching staff successfully completed this course in 2016/ 2017.

Nine teaching staff are currently enrolled on the course for 2017/18. In previous years Matt Sillars, Lecturer in Psychology, was the course tutor and his input and commitment has been greatly appreciated by the staff. This year, and to ensure succession planning, Robyn Kennedy, Lecturer in Supported Education, will take over as course tutor with Matt remaining involved and assisting with observations.

TQFE

Eight staff successfully achieved TQFE through the University of Stirling in June 2017. A further thirteen teaching staff are now enrolled for 2017/18.

Nina Gatt, Supply Lecturer in Education, continues in her role as TQFE Fellow this year and Robyn Kennedy, Lecturer in Supported Education, has recently been appointed as a

further TQFE Fellow. The addition of a further TQFE Fellow is welcome as it allows the support and observations to be shared between two staff members.

5. Framework for Excellent Learning and Teaching

The eight characteristics encompassed in the framework have formed the basis for the Learning & Teaching Induction and other development workshops for teaching staff for the past number of years. Following the launch of the UHI Learning and Teaching Enhancement Strategy, future staff development activities will now engage with the twelve Learning & Teaching Enhancement Values or precepts that provide the basis of this strategy.

6. Additional qualifications

Twenty two staff are currently being funded to undertake and complete other additional qualifications, including four to PhD level. A further three applications for studies to commence in semester 2 are under consideration.

7. In-house Training

A number of training opportunities for staff are progressing throughout 2017/18. These are mainly delivered by staff and include:

Digital Skills

Ongoing training in Blackboard, Smartboard and Microsoft Office programmes continues throughout 2017/18. The Digital Skills Training Officer, Fiona McConnell, is also working with individuals and teams to enable them to engage with the equipment available in the TEL studio.

PDLT

Eight staff are currently undertaking training as PDLT reviewers (classroom observation observers). This training is delivered by Roddy Henry, Depute Principal and Sharon MacFarlane, PDM Hair, Beauty, Sport. The training workshops are scheduled throughout 2017/18 and include shadow observations before the new reviewers will be assigned to staff and begin to conduct PDLTs.

SVQ Assessor & Verifier Training

Thirty two staff have registered for Assessor & Internal Verifier workshops facilitated by Liz Cook, Quality Manager and Wilma MacDonald, Lecturer in Social Care.

Teaching by VC Workshops

Ten staff attended workshops on Teaching by VC, provided by Matt Sillars, Lecturer in Psychology. These were scheduled as a direct response to requests from staff and further workshops are planned for December.

8. External Staff Development Events

So far in 2017/18, sixty two staff have engaged in external development events, including engagement with SQA, curriculum specific training and participation in conferences.

9. Mandatory Training

A wide range of mandatory training continues to take place including Assessor and Verifier qualifications, First Aid and Basic Food Hygiene.

Health & Safety training will now be coordinated through the SafetyHub site which was introduced by the Health & Safety Manager in August. All staff have been asked to complete mandatory Fire Safety Awareness training and the site will allow additional courses to be rolled out to specific groups of staff.

10. Staff Development Days – 24 and 25 January 2017

Planning is underway for the January staff development days. PDMs and Support Managers have made a number of suggestions for inclusion in these days and these include:

- PREVENT training
- Project Griffin PROTECT training
- Diversity & Inclusion
- Equality culture
- Mental Health First Aid
- Participation in Progression Boards
- Driving Attainment
- Digital Skills
- Interview Skills
- Intro to arcgis & survey 123

The college staff development committee are progressing the programme of activities and are finalizing the programme.

Board of Management

Subject/Title:	National Bargaining
Author: [Name and Job title]	Lindsay Ferries, Director of Organisation Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	24 November 2017
Brief Summary of the paper:	The paper is presented for discussion and provides an update on National Bargaining and actions that the partnership are taking to address the risks.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Strategic plan Risk management New opportunity/change Partnership services
Resource implications:	Yes If yes, please specify: As outlined in the paper, projected deficit of £2 million by 2020.
Risk implications:	Yes If yes, please specify: As set out in the paper Operational: Organisational:
Equality and Diversity implications:	Yes If yes, please specify: Equity of reward and recognition for all staff
Consultation: [staff, students, UHI & Partners, External] and provide detail	Staff Partners SMT Board of Management

Status – [Confidential/Non confidential]	Non confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

National Bargaining

Executive Summary

This report provides an update on national bargaining.

Lecturers

In light of the industrial action that had been taken and the intervention of Scottish Government, an agreement was reached to implement the transition towards a national pay scale.

The transition for lecturers at Inverness College UHI is as follows:

FTE Salary at 31 March 2017	FTE Salary on 1 April 2017 will be:	FTE Salary on 1 April 2018 will be:	FTE Salary on 1 April 2019 will be:
£ 31,561	£ 32,674	£ 33,788	£ 36,014
£ 32,743	£ 34,564	£ 36,385	£ 40,026
£ 34,165	£ 35,630	£ 37,096	£ 40,026
£ 36,337	£ 37,259	£ 38,182	£ 40,026

The costs associated with the first transition payment were calculated and produced for Scottish Government Scrutiny. The Funding Council thereafter notified colleges that:

1. Part of the funding had already been provided through the 16/17 allocation.
2. That the funding would not include increments that would have been paid

Furthermore management side confirmed that progression to the new pay scale would not be dependent on reaching milestones for example completion of induction, completion of teaching qualifications etc.

Part one implementation of the transition was paid to staff in July 2017 salaries (backdated to 1 April 2017).

Discussion on the 'professional gateways' has not progressed and UHI are developing our own progressive career structure to define the expectations for teaching staff in a modern tertiary teaching organisation.

Promoted Lectures (Programme Development Managers)

Three posts with the following spot pay points have been agreed to be fully implemented with effect from 1 April 2019 alongside a similar transition arrangement as implemented for lecturers.

Level 1 - £43,850

Level 2 - £46,925

Level 3 - £50,000

The matching process to one of the pay points has progressed following a set of 11 pre-determined criteria. The mechanism for the matching process including information to support the assessments was agreed at JCC and progressed at the beginning of November with 10 of the 11 posts assessed at level 3. Further advice is being sought regarding the remaining post where the criteria for matching does not relate to the activities of the post holder. In this circumstance it is likely that the post holder will be determined at level 1 with salary protection for a determined period.

The pay levels have been profiled in light of the UHI progressive academic structure.

NJNC Lecturers Terms and Conditions

The Scottish Government, in conjunction with the Scottish Funding Council (SFC) undertook a 'Lessons Learned' review in October.

Following the gathering of views from representatives from all parties involved in the National Bargaining process, the Scottish Government advised that they wished to hold a workshop as a matter of priority to take matters forward.

The Scottish Government National Bargaining – Reflections and Improvement Workshop, was facilitated by John Sturrock QC. A full report of findings is still to be received.

Support Staff

A pay agreement has been reached for 17/18, payable with effect from 1 April 2017.

1. Flat cash settlement of £425 (pro rata for part time)
2. Minimum salary point no less than the Living Wage as at 1 April 2017 i.e. £8.45 per hour
3. 44 days annual leave with effect from 1 April 2017.
4. Effective date of implementation of Job Evaluation outcomes 1 September 2018.

Meeting the costs of National Bargaining

The FFR provides the first indications of the funding that may be available to the sector and provides around a 2 year timescale for institutions to work on solutions to sustain the costs going forward .

While funding for up to 2021/22 is yet to be confirmed (and will be subject to further consideration as part of the annual spending review) a number of indications are made through the FFR circular:

1. The grant for the next three years will cover the cash costs for National Bargaining, not any costs associated with terms and conditions and no inflation increase.
2. In year 4 and year 5, an increase of 2% per year will be made available, however the additional National Bargaining grant will be phased out (67% in year 4 and 33% in year 5).
3. Effectively the sector will receive flat cash for the next 3 years.
4. Over the 5-year period funding will only increase by 4% to cover all costs including the increased cost from National Bargaining. As comparison the cost of the lecturer pay transition is 9% at Inverness and up to 25% at other uhi colleges.

Clearly these may be subject to change as the sector progresses through the Annual Spending Review, however, the current financial reality from this circular is that insufficient additional funds will be made available to support the National Bargaining process.

This does indicate however a shortfall of around £2 million if IC UHI does not take action to address the projected shortfall.

A Progressive Academic Structure

Pay scales for lecturers no longer reflect the professional progression of a lecturer and the CPD and support required to develop their capacity and capabilities with no scope currently within the national framework for a probationary lecturer post and development programme aligned to the pay and reward structure.

A partnership plan to address the risks identified in this paper was presented to partnership council at the beginning of November. An adaptive and progressive position was put to the UHI partnership principals setting out a model for growth underpinned by a structured, supportive and rewarded progression for all.

To realise growth the Chris O'Niell set out the following outcomes:

- Energise colleagues to engage with a rapidly evolving world
- Utilise responsive tools to promote best practice and retain talent
- Create a progressive and attractive career offer to attract talent
- Define the potential and expectations of a tertiary university career
- Engage with the varied needs and concerns of stakeholders
- Close the gap between mission/strategy/ capacity and resource

A roadmap was agreed to further the technical development of a model that would work for UHi to include:

- Formalise Progression Routes and Gateways alongside reward and recognition mechanisms
- Profile current staff in light of gateways
- Profile numbers/capacities in light of future curriculum need
- Identify succession gaps and strategies to address
- Coordinated, consistent and compelling communication strategy to staff and students at every stage

It was agreed that a small working group including, Lydia Rhomer, Iain MacMillan, Margaret Cook to take these matters and report back to the Partnership in January.

Board of Management

Subject/Title:	Half Yearly Employment Law Update
Author: [Name and Job title]	Lindsay Ferries, Director of Organisational Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	24 November 2017
Brief Summary of the paper:	This paper sets out a summary of the key employment law developments over the last 6 months and any actions/implications on the organisation.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Compliance Risk Management
Resource implications:	No If yes, please specify:
Risk implications:	Yes If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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Half Yearly Employment Law Update

Topic	Impact / Key policy/Procedure	Progress
<p>Employment Status</p> <p>The last 6 months has seen a considerable amount of activity around the GIG economy and the status of employees, workers and self employed. ‘worker by default’ and therefore qualification for occupational sickness and holiday entitlement is being considered in a draft bill designed to tackle the perceived exploitation of gig economy workers. The draft bill is wide ranging and also considers guaranteed rights after longer breaks in service beyond 1 week and clearer statutory definitions of status to help alleviate the pressure on employment tribunals. The variability of outcomes of these cases can be seen with the recent Uber and Deliveroo judgements.</p>	<p>HMRC considerations and on-costs for interim consultants. Variable/supply contracts and employment status</p>	<p>HMRC review of all interim consultants complete.</p> <p>Analysis of staff utilisation on supply contracts and patterns of service.</p> <p>Review of supply contract once further information on the outcome of consultation on the draft bill is complete.</p>
<p>Gender Pay Gap Statutory Reporting</p> <p>While the college has published its gender pay gap information on an annual basis through our annual equality outcome reports. This year legislation has been passed to make this mandatory for all employers with more than 250 employees. The deadline for publication is the 4 April 2018.</p>	<p>Review calculations and presentation in line with the guidance</p> <p>Include in Annual Gender Equality Reporting Cycle.</p>	<p>In line with the statutory guidance, Mainstreaming Equality Outcome Report published in April 2017 includes median and average pay gap information and narrative.</p>
<p>National Living Wage/ National Pay and Conditions</p> <p>The government introduced a new rate of the national living wage (to replace the national minimum wage) on 1 April 2016 of £7.20 which increased on the 1 April 2017 to £7.50 per hour. With effect from 1 April 2018 this will be £7.83 a 4.4% increase on previous year. The rate applies to workers aged 25 or over and further a set of hourly rates for those under 25 was published soon after.</p>	<p>The college is a Living Wage Employer (directly employed staff) and is anticipated to continue to be in 17/18.</p>	<p>Formal application to the living wage foundation to be made in the new year.</p>

Topic	Impact / Key policy/Procedure	Progress
<p>As a result of the collective pay agreement in 17/18, the Inverness College pay model now starts at SCP point 5 and provides for a minimum hourly rate for all core staff (regardless of age) of £8.45 per hour effective from 1 April 2017. This is equivalent to the living wage foundation 'living wage'.</p> <p>Inverness College is therefore a living wage employer in relation to our directly employed staff. To receive accreditation the college requires a commitment from contractors to 'Work towards the living wage' and to include this provision as part of the procurement processes for external contracts. APUC have incorporated this provision as part of their public tender arrangements. Our cleaning contractor has provided a commitment to work towards living wage accreditation and has confirmed that they pay more than the national living wage to their employees.</p>		
<p>Removal of Employment Tribunal Fees for Claimants</p> <p>As a result of a case brought by UNISON, the Supreme Court this year ruled that the practice since July 2013 of applying employment tribunal fees to claimants was unlawful as it was argued it denied access to justice for claimants.</p>		
<p>Public Sector Exit Payments Capped</p> <p>Draft Public Sector Exit Payment Regulations 2016 provide that exit payments to public sector workers are capped. While arrangements have been in place for colleges through the SFC to minimise the impact of redundancy payments through a spend to save approach where the impact of the redundancy pay would be recovered over a reasonable period of time (normally three years). Up until now this has not included pension strain costs associated with early retirement. Pension strain and other contractual entitlements for example notice and holiday accrual will soon be included in the cap.</p>	<p>Recruitment from other public sector employers/attractiveness of VS packages and the existing moratorium on compulsory redundancies.</p>	<p>Review once the full legislation is published.</p>

Topic	Impact / Key policy/Procedure	Progress
<p>Furthermore public sector workers who do request and are provided voluntary severance will have the liability of repaying their severance payment in the event they secure employment with another public sector employer within 12 months. Further detail is awaited.</p> <p>Implementation date to be confirmed.</p>		

Board of Management

Subject/Title:	Iip Gold Annual Review and Accreditation Cost Benefit
Author: [Name and Job title]	Lindsay Ferries, Director of Organisational Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	24 November 2017
Brief Summary of the paper:	The paper sets out the arrangements for our annual Iip gold review. The benefits of commitment towards IIP and the costs associated with the review process.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Compliance Strategic Plan Governance
Resource implications:	Yes If yes, please specify: £6,000 per annual review
Risk implications:	Yes If yes, please specify: Operational: effective organisational performance management Organisational: reputational and staff recognition
Equality and Diversity implications:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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IIP Annual Review and Accreditation – Cost Benefit

Executive summary

The college committed to achieving IIP gold in August 2013, the framework was used to guide the organisational development priorities over the period of the 2013/17 strategic plan. Over the period, the college developed a sustainable performance management culture, systems and processes alongside our stated commitments. Consistency in performance management including reward and recognition continues to be a theme alongside continuous professional development for our staff. In December 2016 the college were awarded IIP gold and we celebrated our achievement of this accolade.

Modern and progressive continuous improvement processes mapped against our priorities is the focus of the annual review process. In 2017 the Board and staff collectively committed to meeting IIP platinum by 2020. The IIP annual assessment process provides a mechanism that gives Board members a qualitative insight into the prevalent organisational culture, and how well the college strategy makes its way to day to day working life of all that contribute to the success of the organisation.

The fact that the review process is independent, nationally benchmarked and thorough provides further assurance in relation to governance and performance.

At a cost of £6,000 per annum including all consultancy support, 3 days of onsite review and an annual report this presents excellent value for money. Particularly as our assigned reviewer is high quality and is respected by staff.

Assessment Plan - IIP Annual Review December 2017

The focus of the annual review is the 2017/2020 strategic plan and the themes of 'Opportunity and Growth'. The assessment approach includes a desktop review of documentation alongside a focus on the following themes:

- **Performance Indicators** (PI's) in terms of what is communicated, how well this is understood and how well-informed people know current performance and how this maps to profile
- **Performance management**, determining the quality and level of consistency of the discussions, capturing views and comments with regard to participation in these discussions
- **Excellence** – with particular emphasis on exploring the psychological compact capturing views as to how well people feel engaged and signed up to support success

A total of 39 staff including two board members have been selected by the college reviewer, Maria Baxter. She will be meeting staff on a one to one and focus group basis over three days. She will follow up with a written report in the New Year which will set out our

performance in light of our objectives and areas of good practice and development required. Furthermore she will consider how we currently perform in light of our objective to reach IIP platinum by 2020 and will support us in our forward plan against the IIP generation 6 framework in 2018 and 2019.

Board of Management

Subject/Title:	External Support – Occupational Health Update
Author: [Name and Job title]	Lindsay Ferries, Director of Organisational Development
Meeting:	Human Resources Committee
Meeting Date:	30 November 2017
Date Paper prepared:	24 November 2017
Brief Summary of the paper:	This report notes the current position regarding HR External Support from Occupational Health.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Enhancing Performance
Resource implications:	No If yes, please specify:
Risk implications:	Yes If yes, please specify: Operational: staff utilisation and productivity Organisational: Reputational
Equality and Diversity implications:	Yes If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	SMT

Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
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Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	X	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)	Until the end of the current contract		

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Joint Consultative Committee

20th September 2017

13:30

Room 220

Present	Chris O'Neil (Chair), Lindsay Ferries, Andrew Chatterton & Gordon MacPherson (EIS), David MacLennan (Unison)
Apologies	None
In Attendance	Shona MacDonald (Minute)
Status of Minutes	Draft

Action Points

Action No	Action	Responsibility & Timescale
1	Confirm which member would sit on the decision panel and which on the appeals panel.	EIS
2	Arrange session with HR and the GMB representative to discuss term time salary arrangements.	Unison
3	make staff contracts available securely to individual members of staff through CIPR NET	LF
4	Draft an addition to the leavers policy and pass it to the JCC members for consultation	LF

1. WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting. The absence of GMB was noted.

2. MINUTES OF PREVIOUS MEETING 30th MAY 2017

The minutes were reviewed and agreed.

3. NATIONAL BARGAINING UPDATE

Lindsay Ferries provided a verbal update on progress made since the last JCC. The implementation technical circular for the transition to national pay scale for unprompted lecturers had been agreed. With effect from 1st April 2019 the sector would have a national 5 point pay scale in place for all unprompted lecturers.

A key part of the implementation is the pay scale for new staff while current staff are transitioning. There will therefore be a pay scale for new staff effective from 1 April 2017, 1 April 2018 and 1 April 2019. Pay progression in relation to the new 5 point scale effective from 1 April 2019 as referred to as the 'Professional Gateway' is currently in discussion at NJNC.

LF discussed the promoted lecturer spot pay points and advised that there was no pay scale but rather three distinct spot points. The implementation technical circular sets out 11 distinct criteria to establish at which level promoted staff in scope articulate to. There are 11 staff members in scope for assimilation.

The mechanism for undertaking this activity needs to include management and eis representation. An appeals process must also include a separate and distinct management and eis group to ensure objectivity and separation.

EIS were asked to confirm who would sit on the decision panel and who would sit on the appeals panel.

In advance of the assimilation process LF proposed discussion to establish and further define the criteria including local conventions if required. This was agreed and a meeting would be scheduled before the October break with LF

The JCC reflected on the uniqueness of UHI colleges in relation to terms and conditions.

ACTION: EIS to confirm which member would sit on the decision panel and which on the appeals panel.

4. SUPPORT STAFF NATIONAL PAY AGREEMENT 2017/18

LF provided a verbal update in relation to support staff. An agreement on the 2017/18 pay rise was now in place.

1. Flat cash settlement of £425 (pro rata for part time)
2. Minimum salary point no less than the Living Wage as at 1 April 2017 ie £8.45 per hour
3. 44 days annual leave with effect from 1 April 2017.
4. Effective date of implementation of Job Evaluation outcomes 1 September 2018.

Regarding the Living Wage and our Living Wage Foundation Status, LF was please to report that the college now qualified and this was a positive move for the college and our communities. The bottom 2 points of Grade A on the salary scale had been removed.

The UNISON representative requested a briefing with a human resources representative to review the term time salary arrangements (ELCC, Library and catering staff) and LF advised that he could arrange this directly with the team.

ACTION: UNISON rep to arrange session with HR to discuss term time salary arrangements.

In relation to Job Evaluation, Colleges Scotland have finalised a tender submission in agreement with staff side representatives. It is anticipated that the tender will be issued before Christmas and appointed after Christmas. To manage expectations it

was important to note that the process of evaluation may take a considerable time and progress beyond the implementation date for any changes which was agreed as the 1st September 2018. UNISON rep acknowledged this.

UNISON representative raised concerns regarding the expectation that staff had to increase their holidays further beyond the 44 days in the agreement due to contractual obligations. LF clarified that the contract does not refer to additional holidays but rather a minimum and a maximum entitlement. All staff have received an increase in holiday entitlement as a result of the agreement. UNISON were concerned that staff had different version of contracts. LF agreed to make staff contracts available securely to individual members of staff through CIPR NET

ACTION: LF to make staff contracts available securely to individual members of staff through CIPR NET.

5. MEETING THE COSTS OF NATIONAL BARGAINING

LF Advised that the SFC issued the circular CI/03/2017 – '*Financial forecast return (FFR) for further education colleges 2016-17 to 2021-22 and information on financial planning assumptions*'.

This document provided the first indications of the funding that may be available to the sector to cover the costs of National Bargaining through to 2021/22.

While funding up to 2021/22 is yet to be confirmed (and will be subject to further consideration as part of the annual spending review a number of indications are made through the circular:

1. The grant for the next three years will cover the cash costs for National Bargaining, not any costs associated with terms and conditions (no inflation increase).
2. In year 4 and year 5, an increase of 2% per year will be made available, however the additional National Bargaining grant will be phased out (67% in year 4 and 33% in year 5).
3. Effectively the sector will receive flat cash for the next 3 years.
4. Over the 5-year period funding will only increase by 4% to cover all costs including the increased cost from National Bargaining.

Clearly these may be subject to change as the sector progresses through the Annual Spending Review, however, the current financial reality from this circular is that insufficient additional funds will be made available to support the National Bargaining process

Further discussion took place regarding the risks to the UHI region and in particular the collective responsibility for the smaller partners and the financial impact this would have.

6. PROMOTED LECTURER JOB DESCRIPTION MATCHING MECHANISM

LF provided a verbal update and advised that a circular from NJNC had been distributed. There were some areas which required further clarity. LF suggested discussion with the members of the JCC to work through the circular in order to provide a set of technical notes to apply to job descriptions.

7. SUCCESSION PLANNING & UNPROMOTED LECTURER NOTICE PROVISIONS

LF provided a verbal update and reflected on the recent late notice advice which had created succession planning issues. LF proposed that a reference was added to the leaver policy to reflect the impact of leaving in the holiday period and/or at critical points in the academic year.

EIS representatives advised that they would support this and were happy to review a suggested amend to the policy.

ACTION: LF to draft an addition to the leavers policy and pass it to the JCC members for consultation.

8. LAPTOP TROLLEYS

The EIS representatives raised the issues of laptop trolleys, which had previously been raised at JCC. The Chair advised that he would investigate the issue and review options.

9. DATE AND TIME OF THE NEXT MEETING

The date of the next meeting was 14th November 2017.

Signed by the Chair: _____

Date: _____

Joint Consultative Committee

14th November 2017

1600

Room 220

Present	Chris O'Neil (Chair), Lindsay Ferries, Andrew Chatterton & Claudia Moir (EIS), David MacLennan (Unison)
Apologies	None
In Attendance	Shona MacDonald (Minute)
Status of Minutes	Draft

Action Points

Action No	Action	Responsibility & Timescale
1	Make staff contracts available securely to individual members of staff through CIPR NET	Unison to verify
2	Draft an addition to the leavers policy and pass it to the JCC members for consultation	LF
3	Add Strategic Dialogue to the JCC as a standing item	SMD
4	Pass emails to SMD from Celcat which were causing issues	EIS
5	pass email from EO regarding mental health training to the Chair	EIS
6	Clarify the TOIL policy with EIS	LF
7	Include national pay bargaining update as a standing agenda item	SMD

1. WELCOME AND APOLOGIES

The Chair welcomed those present to the meeting. It was recorded that Claudia Moir had joined EIS as the conveyor. Thanks was noted to outgoing EIS convenor Gordon MacPherson. The absence of a GMB representative was noted.

2. MINUTES OF PREVIOUS MEETING 20th SEPTEMBER 2017

The minutes were reviewed and agreed.

There were 2 items for action still open and these have been added to current open actions.

EIS raised the issues with the laptop trolleys. Lindsay Ferries advised that these had been discussed at the recent ICT steering group. A short-life working group would

begin a feasibility study on “bringing your own device” as a wider solution that had potential for wide reaching benefits. It was agreed that in the meantime where staff required assistance to transport the trolleys, they should book assistance in advance with the Estates Helpdesk.

3. STRATEGIC DIALOGUE UPDATE

The EIS representatives asked that this item was included as a standing item and this was agreed, the item would be called Strategic Dialogue.

The Chair advised that the information as reflected in the communications was accurate. The Chairs of the incorporated colleges were meeting to consider ways in which they could alleviate issues around, for example, ONS and VAT.

The Chair advised that this discussion was not around merger and was at a very early stage.

EIS representatives advised no formal position had been established by EIS as yet.

The Chair shared a paper on “Realising the Vision” and set out his 7 key priorities in realising that vision. This included discussion around his expectations for growth including the growth of the capability and capacity of our staff to realise his vision.

ACTION: SMD to add Strategic Dialogue to the JCC as a standing item.

4. PROPOSED REVISION TO CAR PARKING SYSTEM

EIS representatives raised the issue of recent discussion of a new car parking system. The Chair provided a verbal update in relation to his concerns and there was discussion between all parties of solutions. A full consultation would be undertaken before any changes were made.

5. TIMETABLING/CELCHAT ISSUES

The EIS representative raised concerns regarding the tone of messages received from the Celcat team and advised that this was raising concern. EIS were asked to pass redacted examples to Shona in order for the SMT to address this issue.

ACTION: EIS representatives to pass emails to SMD from Celcat which were causing issues.

6. PATs ROLE

The EIS representatives advised that an email from Executive Office had been received by all PATs through Programme Leaders asking them to attend mental health training. EIS were asked to forward the email to the Chair for action.

7. AOCB

EIS representatives requested information regarding travel time within working time. LF referenced the TOIL policy but would clarify this.

EIS asked that a national pay bargaining update was added to the JCC as an agenda standing item.

ACTION: EIS to pass email from EO regarding mental health training to the Chair.

ACTION: LF to clarify the TOIL policy with EIS.

ACTION: SMD to include national pay bargaining update as a standing agenda item.

8. DATE AND TIME OF THE NEXT MEETING

The date of the next meeting was 9th January 2018.

Signed by the Chair: _____

Date: _____