

**MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 30 November 2017**

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

*John Wilson referred to the resignation of Lindsay Mitchell from the Board. At a Special Meeting on 27 November, the Board of Management had agreed that Steve Walsh be appointed to the vacant positions of Chair of the Human Resources and Performance, Review and Remuneration Committees.*

**1. MINUTES**

The Minutes of the Meeting of the Human Resources Committee held on 21 September 2017 were **AGREED** as a correct record and were **APPROVED** and signed.

**2. OUTSTANDING ACTIONS**

The Board Secretary advised that the outstanding actions from previous committee meetings would be discussed at each meeting to ensure that actions had been progressed and that the action list could be updated showing actions completed as appropriate.

The Committee considered each of the outstanding actions and following assurance by the Director of Organisational Development, **AGREED** that all outstanding actions has been completed and could therefore be deleted from the list.

**3. HUMAN RESOURCES ANNUAL REPORT 2016-17**

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover, absence and diversity. In particular the Committee discussed:-

- The impact of the recent national bargaining pay awards on turnover would be seen in 2020 once the revised structure had been fully implemented. There were both implications and opportunities in terms of succession planning.
- The increase in the number of starters in age groups up to 29 and 30 – 49 was welcomed.
- The highest number of days lost to long term sickness absence in 2016/17 was caused by stress and anxiety. The college continued to focus on any work related issues and to provide training for line managers to identify early indications of stress.

- The overall percentage of working days lost to sickness absence in 2016/17 equated to 3.1% of working days available for both academic and support staff.
- Reference was made to the Fit for Work Scotland Scheme which was a free advice and assessment service supporting employees, employers and GPs to manage a return to work.

In response to a question, the Director of Organisational Development confirmed that she would include information on the number of grievance (including harassment and bullying) and disciplinary cases in the future.

The Committee **NOTED** the annual report.

#### 4. **SAFEGUARDING ANNUAL REPORT 2016-17**

A report by the Director of Organisational Development set out the number and nature of safeguarding disclosures received and the ongoing partnership working as a member of Multi Agency Public Protection Arrangements (MAPPA).

The Committee discussed the report and were pleased to **NOTE** that there was a very robust process and methodology in place.

The Director of Organisational Development suggested that the Human Resources Committee might not be the most appropriate committee on which to report on Safeguarding. It was **AGREED** that this matter be discussed with the Chairs of Human Resources and Learning and Teaching.

#### 5. **STAFF DEVELOPMENT ANNUAL REPORT**

A report by the Director of Organisational Development set out the staff development activity over the last year in particular:-

- Leadership and management development
- Induction
- Learning and teaching induction
- Teaching qualifications
- Framework for excellent learning and teaching
- Additional qualifications, including PhD level
- In house training
- External staff development events
- Mandatory training including first aid and basic food hygiene.
- Staff development days

The Committee **WELCOMED** the positive report.

#### 6. **NATIONAL BARGAINING**

A report by the Director of Organisational Development provided an update on National Bargaining and actions that the partnership were taking to address the risks.

Three posts with spot pay points had been agreed to be fully implemented with effect from 1 April 2019 alongside a similar transition arrangement as agreed for lecturers. This related to the Programme Development Manager roles within the college.



Reference was made to the progressive academic structure proposed by the Principal and shared with the partnership council at the beginning of November. A small working group which had been set up would report back to the partnership in January.

It was confirmed that the tender for job evaluation would be issued in January for a preferred supplier. Any job evaluation process would need to reflect the tertiary nature of UHI.

The Committee **NOTED** the current position.

#### **7. HALF YEARLY EMPLOYMENT LAW UPDATE**

A report by the Director of Organisational Development set out a summary of the key employment law developments over the last 6 months as follows:-

- Employment status
- Gender pay gap statutory reporting
- National living wage/ national pay and conditions
- Removal of employment tribunal fees for claimants
- Public sector exit payments capped

The Committee **NOTED** the key employment law developments and the actions and implications for the organisation and welcomed the fact that the College was a living wage employer in relation to its directly employed staff. To receive accreditation the college required a commitment from contractors to 'Work towards the living wage' and to include this provision as part of the procurement processes for external contracts.

#### **8. IIP ACCREDITATION – COST BENEFIT**

A report by the Director of Organisational Development set out the arrangements for the annual IIP gold review as well as the benefits of commitment towards IIP and the costs associated with the review process.

IIP was considered to be a very good investment and the IIP annual assessment process provided a mechanism that gave Board members a qualitative insight into the prevalent organisational culture, and how well the college strategy made its way to day to day working life of all that contribute to the success of the organisation.

There was a commitment to meeting IIP Platinum by 2020.

The Committee **NOTED** the report.

#### **9. EXTERNAL SUPPORT – OCCUPATIONAL HEALTH UPDATE**

A report by the Director of Organisational Development provided an update on the current position regarding the College occupational health contract.

Following concerns raised by the College, the contractor had appointed a new medical advisor and while clinical advice had improved, concerns were recently raised regarding a number of administrative processes. A formal performance improvement had been scheduled with the contractor in

December. The focus of the meeting was to set out performance improvement targets and timescales.

The Committee discussed the need for alternative plans to be put in place to secure another occupational health provider if the formal performance improvement targets were not met. Consideration should therefore be given to including this risk within the risk register if it was not already included.

The Committee **NOTED** that an update would be provided to the next meeting at the end of February.

*The following item was included in the agenda for noting only and therefore no discussion took place at the meeting.*

**10. EMPLOYEE RELATIONS – MINUTES OF THE MEETINGS OF THE JCC**

- a) 20 September 2017
- b) 14 November 2017

**11. DATE OF NEXT MEETING**

Thursday 1 March at 8.30 a.m.

**Signed by the Chair:**



**Date:**

1 March 2018