



Board of Management

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

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

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 2 March 2017 were **AGREED** as a correct record and were **APPROVED** and signed.

2. POLICIES

a. STAFF CODE OF CONDUCT POLICY

A number of minor revisions had been made to the staff code of conduct policy and these had been discussed at Scrutiny Panel (27 April 2017) and SMT (18 May 2017).

The Committee **APPROVED** the staff code of conduct policy.

b. STAFF DISCIPLINARY POLICY

A number of minor revisions had been made to the staff disciplinary policy and these had been discussed at Scrutiny Panel (27 April 2017) and SMT (18 May 2017).

The Committee **APPROVED** the staff disciplinary policy.

3. ORGANISATION AND PROFESSIONAL DEVELOPMENT STRATEGY KPIS

A report by the Director of Organisational Development referred to the last meeting when the Committee recommended approval of the organisation and professional development strategy to the Board of Management for approval and requested further development of KPIS.

The Committee discussed the performance indicators and asked for clarification on some of the targets set.

The Chair thanked the Director of Organisational Development and her team for the work carried out in combining the previous two strategies into one and for the development of the KPIS.

The Committee **RECOMMENDED** the KPIS to the Board of Management for approval.

4. HUMAN RESOURCES – QUARTER 3 REPORT

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. whether absence due to stress was work or home related and the measures which the college had put in place to support staff
2. the reasons for the increase in the number of fixed term contracts and the resulting benefits of an increased commitment from staff. This also mitigated the risk of supply staff leaving part way through the academic year
3. the high number of absences due to viral infections and whether antibacterial hand wash would have an impact on the numbers. Innis Montgomery offered to enquire whether his employer, Cap Gemini had seen any change as a result of them introducing bacterial hand wash facilities within their office environment.
4. A factor believed to be impacting on the low turnover was considered in part to be the number of staff who were able to access their pension but who had not yet retired. This was linked to the ongoing pay negotiations and the potential of increased pay rates. It was also linked to the highly motivated workforce which was evidenced in the recent IIP Gold award and high performance across the college, especially in relation to the KPI's.
5. The encouraging increase in number and quality of applications received for vacant posts across the college.

The Committee **NOTED** the report.

The Chair suggested that item 6 on the agenda be considered in advance of item 5. This was agreed.

5. NATIONAL BARGAINING

A report by the Director of Organisational Development provided background information on recent pay settlements for both support and teaching staff and to the current national bargaining between the Management Side and EIS.

The Acting Principal updated the Committee on a meeting of the Employers Association which he and the Director of Organisational Development had attended on 31 May. A further meeting would take place on Monday 19 June.

A copy of the NJNC agreement which had been reached on 19 May was tabled together with a statement of the cumulative costs to Inverness College over the three fiscal years, 2017-18 to 2019-20 as well as the costs over the academic years 2016-17 to 2019-20.

The Acting Principal advised that an update on the outcome of the meeting on 19 June would be provided to the meeting of the Board of Management on 20 June.

The Committee while **NOTING** the position, expressed real concern regarding the sustainability of funding nationally agreed pay rises and harmonisation of terms and conditions, without appropriate adjusted funding to the College.

6. RISK REGISTER ANNUAL REVIEW

A report by the Director of Organisational Development referred to the risk on the College's risk register that related to the HR Committees area of responsibility, namely the risk of disruption to services/projects and/or partnership working resulting from loss of key staff member (succession planning).

The Committee **NOTED** the risk relating to succession planning.

7. EMPLOYEE RELATIONS

The Committee **NOTED** the Minutes of the Meeting of the JCC held on 26 April 2017.

8. HALF YEARLY EMPLOYMENT LAW UPDATE

A report by the Director of Organisational Development provided an employment law update and the College's on-going legislative compliance as follows:-

- Public Sector Exit Payments Capped
- Shared Adoption Leave
- Gender Pay Gap Statutory Reporting
- National Living Wage/ National Pay and Conditions
- May 2016 – Trade Union Act 2016

The Committee **NOTED** the report.

9. DATE OF NEXT MEETING

Thursday 21 September 2017 at 8.30 a.m.

Signed by the Chair: _____



Date: _____

