



Board of Management

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 28 February 2019

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

Carron McDiarmid declared an interest in items 4, 5, 8 and 10. Steve Walsh declared an interest in items 4, 5, and 10.

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 29 November 2018 were **AGREED** as a correct record and were **APPROVED** and signed.

2. OUTSTANDING ACTIONS

The Committee considered each of the outstanding actions and **AGREED** that a number had been completed so could be removed from the list.

3. EARLY LEARNING AND CHILDCARE POLICY

This was a new policy which had been through the College approvals process.

The Director of Organisational Development confirmed that there was no reference to funding/fees within the policy as the College finance team were responsible for all aspects of finance, not the ELLC team.

The Committee **AGREED** to recommend approval of the early learning and childcare policy to the Board of Management for approval subject to the policy being amended to include reference to supporting equalities duties and the correction of a number of typographical errors.

4. EQUALITY OUTCOMES ANNUAL REPORT – APRIL 2018

In line with the public sector duty, a joint report by the Director of Organisational Development and Head of Student Services presented the draft equality outcomes annual report for the two year period 16/17 and 17/18 in advance of publication in April 2019.

A summary of year on year progress/rag report in light of the outcomes, which was previously requested by the Committee would be presented to the Board of Management for agreement in March 2019.

A member of the Committee suggested that it would be useful for Board Members to receive training on unconscious bias. The Board Secretary advised that this had already been suggested for board members involved in recruitment and selection processes but it could be extended to all those interested.

The Committee **AGREED** to recommend the equality outcomes annual report to the Board of Management for approval

5. LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONARY POLICY

A report by the Director of Organisational Development advised that the Local Government (Scotland) Pension Scheme Regulations provided employers participating in the Highland Council Pension Fund with powers to determine certain policies to reflect local circumstances.

In 2005 the College reviewed its 'employing authority' discretionary policies in relation to enhanced pension benefits. It was agreed that the College would not enhance pension benefits for staff in circumstances of redundancy or retirement. This policy was continued throughout the college restructure and voluntary severance arrangements in 2011/2012. At the last review in 2015 there was no change to this position.

The Board also agreed in 2015 to incorporate into college practice the recovery of sums from the pension scheme in the event that an employee was dismissed for a fraudulent offence or gross misconduct where the college could recover these losses.

It was proposed that no changes be made to the current policy.

The Committee **AGREED** to recommend the current policy with no changes to the Board of Management for approval.

6. IIP GOLD REVIEW / STAFF SURVEY

A report by the Director of Organisational Development referred to the interim report prepared by IIP on the results of the staff survey.

The report found that

1. There was close correlation with the median score in comparison to all IIP Gold employers who completed the survey.
2. The results were above average for quality and continuous improvement.
3. Strengths included structure of work, continuous improvement and values
4. reward and recognition and senior management development had been identified as areas for development
5. Departmental variances were in line with known areas of strength and improvements.

The Committee **NOTED** the interim report and looked forward to receiving the final report with specific recommendations at a future meeting.

7. **HUMAN RESOURCES REPORTS – QUARTERS 1 & 2, 2018/19**

Reports by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence for the first two quarters in 2018/19.

The key issues to note were:-

- A slightly higher percentage of retirements in Q2 compared to Q1.
- The days lost to absence because of stress/anxiety had increased significantly between Q1 and Q2.

The Director of Organisational Development advised that all nominated first aiders would be required to undertake a mental health first aid course within a three year period. It was confirmed that any member of staff who was absent because of stress/anxiety but who was also subject to a disciplinary process would have both issues processed concurrently in a fair and independent manner.

The Committee **NOTED** the position.

8. **NATIONAL BARGAINING**

A report by the Director of Organisational Development presented an update on national bargaining, confirmed the conclusion of negotiations on national terms and conditions and provided a progress update in terms of cost of living pay negotiations for 2017/18 and 2018/19 and other collective agreements.

The Committee discussed

- the further industrial action scheduled by EIS FELA for 6 and 21 March and noted the potential for a ballot for “action short of strike action”.
- The agreement whereby both lecturing and support staff would transfer from temporary to permanent positions after a period of employment of two years continuous service
- The agreement between the college and the GMB and UNISON on the support staff pay and terms and conditions
- The risks associated with national bargaining and the need for them to be fully recorded within the risk register.

The Committee **AGREED** to endorse the local agreement, STS 05/18 - support staff pay and terms and conditions with GMB and UNISON.

9. **HUMAN RESOURCES POLICIES – TIMETABLE FOR REVIEW**

A report by the Human Resources Manager outlined the current position regarding the review of HR Policies and Procedures by Harper MacLeod.

The Committee **AGREED** that a schedule for policy approvals would be submitted to the next meeting.

10. **EXTERNAL SUPPORT CONTRACTS**

A report by the Director of Organisational Development outlined the current position regarding the performance of the College Occupational Health Contract, Employee Assistance Programme (AXA), Harper MacLeod Employment Legal Services and Computers in Personnel HR (CIPHR)

The Chair, having a conflict of interest, left the meeting during discussion of the following item. The Vice Chair, Innis Montgomery took the Chair.

Occupational Health Services

The contract with the current provider would expire in March 2019. The College had taken part in a collaborative tender exercise and the final evaluations had ranked NHS Highland as the number 1 supplier. The College would enter into a contract with NHS Highland for a two year period with the flexibility to enter into a negotiated extension.

The Committee **NOTED** the position.

The Chair returned to the meeting and took the Chair.

Legal Services Contract

The legal services contract with Harper Macleod had been rolled over annually for a number of years. The College was required to either complete an open tender exercise or use a national framework for the provision of legal services. The framework negated the need to open tender and provided a solution where due diligence and terms and conditions had already been completed on behalf of the college.

The Director of Organisational Development had met with Anderson Strathern, the number 1 ranked supplier on the framework. Procuring the services of Anderson Strathern would provide the College with enhanced reporting and more detailed invoicing. This would enable finance efficiencies and improved governance.

The Committee **NOTED** the position.

Computers in personnel in HR (CIPHR)

The contract with CIPHR had been in place since April 2010 and single source justification had been used to extend the contract on an annual basis for a number of years.

The Committee **REQUESTED** that a detailed update be provided to the next meeting.

11. EMPLOYEE RELATIONS

The Committee **NOTED** the Minutes of the Meeting of the Joint Consultative Committee held on 11 December 2018

12. AOCB

LATE ISSUE OF AGENDA AND PAPERS

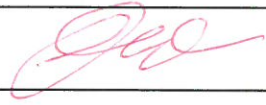
The Committee was very concerned about the late issue of the agenda and papers for this meeting. This was the third time this academic year that the papers had been issued late.

The Committee asked the Director of Organisational Development to ensure that papers for future meetings were passed to the Board Secretary in a timely manner to allow her to issue the agenda and papers according to the timescale set out in the Standing Orders.

13. DATE OF NEXT MEETING

Thursday 30 May 2019 at 8.30 a.m.

Signed by the Chair:



Date:

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