

**MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 29 November 2018**

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

*Carron McDiarmid and Steve Walsh declared an interest in item 8 which referred to Teachers Pay.*

**1. MINUTES**

The Minutes of the Meeting of the Human Resources Committee held on 28 September 2018 were **AGREED** as a correct record and were **APPROVED** and signed.

**2. OUTSTANDING ACTIONS**

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

**3. POLICIES**

**a) Relocation & Removal**

The policy was discussed at Scrutiny Panel (30<sup>th</sup> May 2018) and SMT (19<sup>th</sup> September 2018) and minor legislative changes were incorporated.

The Committee **AGREED** to recommend the relocation and removal policy to the Board of Management for approval.

**b) Staff Grievance**

The policy was discussed at Scrutiny Panel (30<sup>th</sup> May 2018) and SMT (19<sup>th</sup> September 2018) and minor legislative changes were incorporated.

The Committee **AGREED** to recommend the staff grievance policy to the Board of Management for approval.

This policy was for staff within the negotiated grades so did not include the SMT. The Director of Organisational Development confirmed that there was a separate Board grievance policy in relation to SMT members which would also require to be reviewed.

The Committee

- 1. REQUESTED** the Director of Organisational Development to bring the Board grievance policy in relation to SMT members SMT to a future meeting.

2. **REQUESTED** a list of all Human Resource policies and the timetable for review.
3. **REQUESTED** the Principal and Director of Organisational Development consider how to provide Board Members with access to all Human Resource procedures simply to allow them to understand the level of detail included (all policies were available on the publications page of the College website).

#### 4. **HUMAN RESOURCES ANNUAL REPORT 2017-18 INCLUDING DIVERSITY ANNUAL REPORT**

A report by the Director of Organisational Development provided qualitative analysis of key HR measures surrounding turnover, absence and diversity for the annual year 2017-18

It was noted that only 38% of leavers were aged 50 or over. The final stage of the negotiated pay rise for lecturing staff would be complete in April 2020 and it was anticipated that a large number of this profile of staff would consider retirement at this stage so as take advantage of pension benefits. It was acknowledged that there were a number of succession planning issues and associated risks which would have to be addressed.

A tender had been issued for the occupational health service contract. It was acknowledged that early intervention was required to lower the long term absence rate relating to stress. The college was investing in wellbeing for both staff and students and managers were being encouraged to undertake the mental health first aid course. The Healthy University Strategy highlighted the range of health and wellbeing initiatives being promoted by the College.

The Committee **WELCOMED** the detailed report.

#### 5. **SUCCESSION PLANNING ANNUAL REPORT**

A report by the Director of Organisational Development referred to the importance of succession planning, to the internal audit report on succession planning last year and to the focus in the last year on workforce planning.

A review of the current SMT was almost complete and a review of job titles and alignment with the UHI tertiary and sector norms had been progressed along with a review of relative portfolios.

The curriculum review process was underway and the initial thoughts coming through this process was that the title of Programme Development Manager (PDM) be replaced by "Head of .....", supported in most cases by a Depute.

The Committee asked whether the current PDM's would automatically be matched/slotted into to a "Head of...." position. The Committee was assured that an open recruitment exercise was not required and that the process followed would not leave the College open to challenge.

A review of the workplace assessor roles had been undertaken to ensure that they were sufficiently flexible and robust to meet current and future needs in relation to assessment in the workplace. Currently assessors and trainers were recruited and employed on support staff terms and conditions. This provided for greater flexibility in deployment and in productivity aligned to the



role. It was anticipated that the EIS would press that this was lecturer activity. The potential financial implications if this was accepted were substantial and posed a real risk to the College.

The Committee **NOTED** the various workforce planning activities which were being progressed and requested that a report be submitted to the meeting of the Board of Management in March 2019.

#### **6. STAFF SURVEY**

A report by the Director of Organisational Development advised that progression beyond IIP Gold to platinum status included a mandatory all staff survey as part of the assessment criteria.

The survey opened on 12 November and would close on 30 November. To date 72% of core staff had completed the survey and around 35% of supply staff. It was likely that reward and recognition would be highlighted as an issue to take forward, and this tied in with the recent request by the committee that the College consider an award for long service.

It was anticipated that the IIP assessor would provide the results of the survey before Christmas and the full survey report would be submitted to the next meeting of the Committee in February 2019.

The Committee recorded their thanks to the PA to the Principal as she had encouraged all teams to complete the survey and her perseverance was evidenced by the exceptionally high percentage return.

#### **7. NATIONAL BARGAINING**

A report by the Director of Organisational Development advised that the statutory ballot for industrial action by lecturing staff had been issued today. There was the potential of industrial action taking place as early as 16 January 2019.

The Committee **NOTED** the position.

#### **8. 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 and any actions/implications on the college 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 (Limitation) Bill 2017-19
- Trade Union Act 2016

The Committee **NOTED** the report.

*Innis Montgomery left the meeting during consideration of the following item.*

**9. HIGHER MEDIA ACTION PLAN – PDR PROCESS**

A report by the Director of Organisational Development referred to one of the actions within the higher media action plan, namely “refine and enhance the PDR progress”.

Taking note of a number of national developments and a focus on performance measurement, the focus for the PDR process had been the development of the performance reporting hub and the use of this data to support the joint evaluation process between the staff member and the manager.

The Committee **NOTED** the progress being made and looked forward to receiving a report on the amended PDR process at the meeting in May 2019.


*The following item on the agenda was for noting only so no discussion took place at the meeting*

**10. EMPLOYEE RELATIONS**

Minutes of the Meeting of the JCC – 23 October 2018

**11. DATE OF NEXT MEETING**

Thursday 28 February 2019 at 8.30 a.m.

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| <b>Signed by the Chair:</b> |  |
| <b>Date:</b>                | <u>28 Feb 18</u>  |