

## Board of Management

### MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 1 March 2018

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

*The Chair declared an interest in item 7, External Support – Occupational Health and Carron McDiarmid declared an interest, through a family member, in item 3, Equality Outcomes Annual Report.*

#### 1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 30 November 2017 were, subject to a small amendment being made, **AGREED** as a correct record and were **APPROVED** and signed.

#### 2. OUTSTANDING ACTIONS

The Committee considered each of the outstanding actions. The Director of Organisational Development proposed that rather than provide harassment and bullying data at each meeting, she include this information in an annual report

The Committee **ACCEPTED** this proposal and **AGREED** that the other two outstanding actions had been completed and could therefore be signed off.

#### 3. EQUALITY OUTCOMES ANNUAL REPORT – APRIL 2018

The Director of Organisational Development spoke to her covering report and the draft equality outcomes annual report, and explained that she was still collating employment and governance data which would be included in the final report.

The Committee discussed the report at length and a number of observations were made:-

- the number of students from ethnic minorities remained low although this was not reflected in staff numbers
- it would be helpful to get a sense check of the final report to ensure that all acronyms were understood
- the success rate for care experienced students had decreased from the previous year
- an assurance was sought that the targets set across a number of areas were achievable so as not to discourage or demoralise staff if they were not met.
- the improvement in student retention rates was welcomed

The Committee **AGREED** that the final report, which would include all outstanding information, would come back to the next meeting of the committee for consideration and progress to the Board of Management meeting on 19 June for final approval. The Director of Organisational Development confirmed that she would inform the Equalities and Human Rights Commission that there would be a delay to the submission and publication of the report.

#### 4. **IIP GOLD REVIEW**

A report by the Director of Organisational Development referred to the IIP Gold annual review which had been carried out in December 2017 and which had focused on performance indicators, performance management and excellence. The key points of feedback from the annual review were as follows:-

- Re-engagement with the professional development review process
- Re-engage with LEAD cross college projects
- The use of working groups/continuous improvement groups

The Committee acknowledged that some of the processes had to be fully embedded across all areas of the college, that behaviours had to be challenged/developed or awarded and that staff pride was felt by students and led to a cycle of continuous improvement

It was suggested that other partners needed to engage with the IIP process and that it would be appropriate for the Vice Chancellor to promote this across UHI post integration.

The Committee **WELCOMED** the positive report

#### 5. **HUMAN RESOURCES – QUARTER 1 & 2 REPORTS 2017/18**

Reports by the Director of Organisational Development provided qualitative analysis of key HR measures surrounding turnover and absence for the first two quarters of 2017-18. The following key points were noted

- High absence figures, particularly in quarter 2
- Permanent teaching numbers had stabilised. The overall increase in temporary fte is due to a number of factors: year on year growth in HE activity, year on year realisation of FE target, development of HE programmes (releasing core staff to undertake development activity).

During discussion, members asked a number of questions and the following actions were **AGREED**

1. A report would be presented to the next meeting on the collaborative work on a Healthy University Strategy aimed at tackling mental health and improving wellbeing.
2. The Director of Organisational Development would consider the suggestion around an award for long service and report to the next meeting of the committee.



**6. NATIONAL BARGAINING (Confidential)**

A report by the Director of Organisational Development provided an update on the following issues:-

- 2017/18 Pay Claim Dispute
- Lecturer Core Terms and Conditions
- 2018/19 Pay Claim
- EIS Proposals for Promoted Staff Beyond Level 3
- Management of Organisational Change
- Transfer to Permanent Status
- Update on City of Glasgow Employment Tribunal – Jim O'Donovan & Others v City of Glasgow College

The Committee **NOTED** the position

**7. EXTERNAL SUPPORT – OCCUPATIONAL HEALTH (Confidential)**

Further to the discussion on the performance of the performance of the College Occupational Health Contract at the last meeting a number of measures had been put in place and a report by the Director of Organisational Development set out the current position.

Improvements had been evidenced across a number of areas and the College was closely monitoring these.

The Committee were pleased to **NOTE** the improved position and recorded their thanks to the Trainee Human Resources Manager for her efforts in liaising with and negotiating these improvements with the provider.

The Committee agreed that a standing agenda item be included in the future on Strategic Dialogue

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

**8. EMPLOYEE RELATIONS**

Minutes of Meetings of the Joint Consultative Committee

- a. 14 November 2017
- b. 16 January 2018

**9. DATE OF NEXT MEETING**

Thursday 31 May 2018 at 8.30 a.m.

Signed by the Chair: \_\_\_\_\_



Date: \_\_\_\_\_

30<sup>th</sup> May 2018

