

Board of Management

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 26 June 2019

PRESENT:	Andy Gray, Innis Montgomery, Chris O'Neil, Steve Walsh, John Wilson and Chris O'Neil
CHAIR:	Steve Walsh
APOLOGIES:	Carron McDiarmid
ATTENDING:	Director of Organisational Development Interim Human Resources Manager Secretary to the Board of Management (Erin Grant) Secretary to the Board of Management (Fiona Ambrose)

Steve Walsh declared an interest in items which may relate to the Highland Council.

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 28 February 2019 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.

Revised Performance and Development Review

The Director of Organisational Development confirmed that she would circulate the media action plan that this refers to members of the Committee in the near future.

3. TERMS OF REFERENCE

A report by the Secretary to the Board of Management (Fiona Ambrose) advised that the Terms of Reference of the Committee were last reviewed in 2017 and a number of changes were made.

The Committee considered the proposed changes to the Terms of Reference. A number of Members recognised that "Safety and Wellbeing" was an issue that all Committees should consider on a regular basis.

After discussion the Committee **AGREED** to recommend to the Board of Management that paragraph 4 of the Terms of Reference be changed to read, "*Reviewing all HR policies within the College*".

4. **HUMAN RESOURCES – QUARTER 3 REPORT 2018/19**

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence.

The key issues reported were:-

- That the number of FE staff had increased significantly in Q3 compared to Q2. This was due in part to the national bargaining agreement having been implemented which converted staff with more than two years temporary service into permanency.
- There were serious issues regarding staff turnover, internal systems and data collection.

The Director of Organisational Development advised that due to both a high turnover of HR staff (100% between Q1-Q3) and difficulties with internal systems she could not guarantee the accuracy of the information presented to the Committee. The HR team were currently undertaking a data cleansing exercise of CIPHR and would then be able to reconcile data with CINTRA.

The Committee were concerned they could not discharge their governance role based on the information presented.

It was **AGREED** that an accurate report re Q3 would be circulated to Committee Members by 30 July 2019. A comprehensive report for Q4 would also be circulated by mid-August.

5. **RISK REGISTER ANNUAL REVIEW**

A report by the Director of Organisational Development provided an annual update on the specific risk relative to the remit of the HR Committee.

During discussions the Committee reiterated their concerns regarding the lack of accurate data and how the same may impact upon the Risk Register. The Principal advised that there would shortly be a full scale review of the Risk Register.

The Committee **NOTED** the position.

6. **NATIONAL BARGAINING**

A report by the Director of Organisational Development provided an updated on the dispute regarding national bargaining.

Following confidential discussions the Committee **NOTED** the position.

7. **IIP GOLD REVIEW / STAFF SURVEY**

A report by the Director of Organisational Development provided an update on the IIP Gold Review and staff survey.

The Committee commended the College on having achieved IIP Gold status for a third year. After discussion the Committee **AGREED** that for the year 19/20 the College would seek to build upon the success of the last three years and aim to retain IIP Gold status for a fourth year. Consideration would then be given to whether or not to progress towards achieving IIP Platinum status in the future.

Actions had been taken on two key areas and it was proposed that the IIP Assessor would work with a number of teams to identify specific areas for improvement.

The Committee welcomed the suggestion by the Principal that following reflection of the staff conference, the College would seek to move forward on a number of wider developments within the organisation.

8. EXTERNAL SUPPORT

The Director of Organisational Development spoke to her report and outlined the current position regarding contracts for the provision of HR system, Occupational Health, Employee Assistance and Legal Services. Confidential discussions around this took place.

It was **AGREED** that a Risk Assessment report would be provided for the next Committee meeting.

9. HUMAN RESOURCES – POLICY REVIEW – TIMETABLE

A report by the Director of Organisational Development provided an update on the timetable for policy review.

The Committee **NOTED** the position.

The Director of Organisational Development and Interim Human Resources Manager left the meeting.

10. COMMITTEE EVALUATION – COMMITTEE AND CHAIR

The Secretary to the Board of Management (Fiona Ambrose) advised that the annual Committee and Chair evaluations required to be completed.

The Committee conducted and **AGREED** the Committee evaluation.

The Chair left the meeting during discussion of the Chair evaluation. The Vice Chair, Innis Montgomery took the Chair.

The Committee conducted and **AGREED** the Chair evaluation.

The Chair returned to the meeting and took the Chair.

The following items were included in the agenda for noting only and therefore no discussion took place at the meeting.

11. EMPLOYEE RELATIONS

- a. Minutes of the Meeting of the JCC - 12 February 2019
- b. Minutes of the Meeting of the JCC - 16 April 2019

12. 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.

13. AOCB

None.

14. DATE OF NEXT MEETING – Thursday 19 September 2019 at 08.30am.

Signed on behalf of the Chair:



Date: 28.11.19