

MINUTES OF HUMAN RESOURCES COMMITTEE

12 March 2020 at 08:30

Boardroom, 1 Inverness Campus and by Video Conference (VC)

Present

Innis Montgomery (Chair by VC)

John Wilson (Independent Board Member)

Gillian Galloway (Independent Board member)

Chris O'Neil (Principal)

Lindsay Ferries (Director of Organisational Development)

Roger Sendall (UHI Head of Governance & Records Management (minutes))

Stephanie Thompson (Interim Secretary to College Board of Management)

1. * WELCOME AND APOLOGIES

The chair opened the meeting and noted that a quorum was present.

Apologies were received from Andy Gray and Leanne Mackenzie.

1.2. Declaration of Interest

None.

1.3. Notification of Any Other Competent Business

- Coronavirus - Covid 19 Report.

2. MINUTES OF MEETINGS

2.1. Minute of meeting held on 28th November 2019.

The minute of the meeting held on 28th November 2019 was reviewed and approved.

2.2. Outstanding Actions

Outstanding actions arising from previous meetings were reviewed and discussed. The following points were noted:

2.2.1 Access to procedures – It was noted that the Secretary to the Board of Management would arrange access for Board members to view policy and procedures documentation online. It was noted that the Secretary would also facilitate access to Information Security and Data Protection training modules prior to granting permissions access.

2.2.2 Risk Assessment/HR System - It was noted that the Director of Organisational Development would provide a full review for the next meeting.

3. POLICIES

3.1. Equality Diversity and Inclusivity Policy

The Committee reviewed the draft Equality Diversity and Inclusivity Policy that had been developed as part of the University Partnership's Consistent Tertiary Policy Framework Project. It was noted that the policy had previously been considered and endorsed by the Learning and Teaching Committee. The Committee agreed to recommend that the Board of Management formally adopt and implement the new policy.

4. WORKFORCE PLANNING

The Committee held a confidential discussion on the draft five-year Workforce Plan for 2020-2025 developed by the colleges Senior Management Team. The following points were noted:

- The committee highlighted the importance of developing a robust plan that was appropriate for the future development of the college rather than just reacting to current financial challenges.
- That further work was necessary to develop the plan and to refresh the curriculum offer and that recruitment policies and strategy needed to position the college as an attractive employment opportunity to attract and retain the best staff.
- An updated strategy document would be presented to the next meeting.

5. STRATEGY FOR IIP

The Committee considered a paper prepared by the Director of Organisational Development regarding a cost benefit analysis in relation to continuing with IIP Gold Standard accreditation for another year. It was noted that the Senior Management Team (SMT) had recommended that the college discontinue accreditation with a view to achieving a saving of approximately £20K per annum.

It was noted that the committee supported the recommendation made by SMT not to progress formal accreditation this year, however, the committee stressed the importance of maintaining standards and procedures that were of an equivalent standard.

6. HUMAN RESOURCES REPORT – Q2

The Committee discussed the above report provided by the Director of Organisational Development comprising a qualitative analysis of key performance indicators relating to staff turnover and absence. The following points were noted:

- National Bargaining had led to a substantial increase in staff costs. Whilst some transition funding had been made available to cover core National Bargaining increases this was insufficient in the context of a real term decrease in income and there was a need to change the existing staff profile and to reduce the current FTE to ensure that the college maintained a balanced budget.
- The Principal was currently chairing a Staff Resource Panel on a bi-weekly basis to review any staff changes/appointments and contract extensions. It was noted that the committee felt unsighted on this key workstream. It was noted that the Principal would provide members with a copy of the panel's terms of reference.
- The Committee stressed the need to ensure that all Board members received regular communications about key staffing matters and decisions and requested that management

operate a “no surprises” approach to informing members of issues and key decisions in good time.

- It was noted that the VSS Scheme approved by the Board required all applications for Voluntary Severance to be subject to scrutiny by the Staff Resource Panel. The committee was concerned that the panel composition may be perceived to be not transparent enough and the committee agreed to recommend to the Board of management that the panel should be augmented with independent board member representation to ensure a fair and transparent process was in place. It was noted that this recommendation would be presented to a special extraordinary meeting of the Board of Management later in the day.
- The committee noted that the current coronavirus situation may lead to a significant increase in staff absence. Data reporting categories would need to be adjusted to reflect this unprecedented situation.

7. NATIONAL BARGAINING/JOB EVALUATION

The Committee discussed a confidential paper prepared by the Director of Organisational Development providing an update on the national bargaining process.

It was noted that the Director of Organisational Development was currently developing a risk register for this area and that this would be presented to the committee for consideration at its next meeting. A report on annual performance reviews would also be submitted to the next meeting.

8. JOINT COSULTATIVE COMMITTEE MINUTES

The Committee noted the minutes of the meeting held on 21st January 2020.

9 AOCB

9.1 Coronavirus - Covid 19 Report – The Committee noted a report prepared jointly by the Depute Principal (Academic Development) and the Health and Safety Manager outlining measures taken by the college to prepare for an outbreak of Covid 19.

The Principal advised that the University’s Business Continuity Plan had been initiated and that the Emergency Management Team were meeting the following day.

10. DATE OF NEXT MEETING: 4th June 2020

The meeting closed at 10:15.



Signed by the Chair:

Date 04.06.20