

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held via Microsoft Teams on Thursday 23 March 2023

PRESENT: Innis Montgomery, Donald MacKenzie, Tina Stones, Chris O'Neil
CHAIR: Innis Montgomery
APOLOGIES: Sally Blyth, Gillian Galloway & Vice Principal – Student Experience and Quality
ATTENDING: Vice Principal – Operations and External Relations
HR Manager
Professional Development Manager
Governance Officer
Mandy Armstrong, Anderson Strathern

The Governance Officer confirmed that this meeting was quorate.

The Chair welcomed everyone to the meeting.

There were no declarations of interest, statements of connections or transparency statements noted.

1. MINUTES

Minutes of the Meeting of the Human Resources Committee held on 24 November 2022

Decision: The Minutes of the Human Resources Committee held on 24 November 2022 were **AGREED** as a correct record and were **APPROVED**.

2. OUTSTANDING ACTIONS

- Board Induction Training – The Governance Officer confirmed that the final induction sessions for new Board Members had taken place within March 2023.
Decision: The Committee **AGREED** that this item could be removed from the list.
- Shared Finance Service – The Governance Officer advised that this action had been superseded by recent events within the Shared Service. The Committee was provided with a confidential update (CN-HR-01-032023) in respect of the Shared Finance Service.

- Expressions of Interest – The Governance Officer advised that a recruitment campaign for the Board of Management has resulted in the appointment of a new Independent Member and a Co-opted Member to the Audit Committee (pending Court approval and all relevant checks being conducted). The Committee noted that the Chairs Committee will now look at the current skills of the Board and some changes may be made to the membership to ensure that the best mix of skills are on each Committee.
- Employment Law Update – The HR Manager advised that Anderson Strathern had delivered a session on holiday pay to the Staff Resource Panel. The Committee noted that in respect of gender it had been felt that staff would require additional context and that discussions would take place within the EDI Committee which would then be filtered down to staff.
- Talent Management Update – The Committee noted that the Vice Principal, Operations and External Relations has included a timeline within her report to ensure that the Committee can monitor progress against the Talent Management Strategy.
Decision: The Committee **AGREED** that this item could be removed from the list.
- HR Quarterly Report – The Committee noted that the HR Manager has included an update on PRD completion for 21/22 within her report.
Decision: The Committee **AGREED** that this item could be removed from the list.

3. PROFESSIONAL DEVELOPMENT UPDATE

The Professional Development Manager spoke to her report and provided the Committee with an update on Professional Development Activities, highlighting in particular:

- That the Collaborative Leaders Programme has been rolled out to around 40 members of staff (Managers and Team Leaders). The Committee noted that this programme has been developed by one of our lecturers and that initial feedback has been positive. The Committee noted that we will continue to monitor how this training impacts on practice.
- We have received our GTCS Validation. The Committee was provided with a background to our submission and subsequent achievement of validation.
- Learning and Teaching Enhancement Initiatives. The Committee was provided with a background to the creation of two part-time, seconded posts. These posts now form part of the Learning and Teaching Enhancement Team which aims to bring together all forms of Learning and Teaching Enhancement. The Professional Development Manager

highlighted to the Committee the work that had been undertaken since the formation of this team in August 2022.

The Committee congratulated the team on securing GTCS validation and the outstanding way in which they manage the process of Professional Development engagement.

4. TALENT MANAGEMENT

The Vice Principal – Operations and External Relations spoke to her report which provided the Committee with an update on the Talent Management Strategy together with a timeline for the implementation of individual elements. The Committee was advised of the following in respect of the objectives:

- Objective 1 – Initial work has been undertaken and we are now developing a workload process which will be piloted.
- Objective 2 – The Committee was advised that we had last reviewed our recruitment and selection process around 3-4 years ago. A further substantive review is due to conclude by December 2023 and a distinct project will commence in June 2023 which will be supported by our HR Consultant.
- Objective 3 – The Committee noted that this objective relies on continuous improvement and that we are ensuring that staff are continually developed and provided opportunities to progress. The Committee discussed the consultation on the curriculum structure, the revised induction programme and how this ties into best practice.
- Objective 4 – The Committee was advised that national pay bargaining negotiations are being considered when progressing with the activities under this objective.
- Objective 5 – The Committee noted the ongoing activities under this objective.
- Objective 6 – The Committee was advised that our HR Consultant is working with the HR Team to put in place a process which includes succession planning and work is being undertaken to ensure that this aligns with our PRD process.

The Committee welcomed this ongoing and developing piece of work and commended the progress which is being made.

5. NATIONAL BARGAINING/JOB EVALUATION

The HR Manager spoke to this confidential report which provided the Committee with the context and background in respect of the national pay bargaining negotiations for both the Academic and Professional Services Pay Claims. The Committee noted that in respect of the Professional Services Pay Claim this contains requests in respect of Terms and Conditions and the Committee were

provided with a copy of these requests within the paper. The Committee was advised that negotiations are only being undertaken in respect of the pay claim and that it is expected that a working group will be set up to look at the Terms and Conditions requests.

The Committee noted that we may be entering into a period of industrial action and a lengthy discussion around this took place with the Committee highlighting the complexities of national bargaining, mitigating factors such as the cost-of-living-crisis and other challenges which staff are facing. A further lengthy discussion on Actions Short of Strike took place with the Committee being provided with examples of what actions could be undertaken.

The Committee discussed sector finances in respect of flat funding and expected draw downs.

Tina Stones left the meeting.

The HR Manager provided the Committee with a confidential update in respect of the National Job Evaluation and highlighted the recent updates which had been published and issued to the Sector. The Committee noted that Colleges are now being provided with the opportunity to provide feedback on rank orders.

6. HUMAN RESOURCES – QUARTER 2 REPORT 2022/23

The HR Manager spoke to her confidential report and provided the Committee with an analysis of the key HR measures in respect of turnover and absence.

The Committee noted that we have undertaken a review of our contracting arrangements in respect of supply lecturers and following consultation there is now two new forms of contract. These contracts are dependant upon planned activity (Fixed Term Contract) and unplanned activity (casual contract).

The Committee discussed the reasons for staff sickness absence and the HR Manager praised staff engagement with Able Futures.

7. EMPLOYMENT LAW UPDATE

Mandy Armstrong, Anderson Strathern joined the meeting.

The Chair welcomed Mandy to the meeting. The Committee was provided with an update in respect of key employment law changes around:

- Flexible and atypical working
- Carers Leave
- Neo-natal Care and Leave

Discussions around the restoration of UK Law following our exit from the EU and potential implications from this in respect of TUPE, working time regulations, discrimination, GDPR and holiday payments took place.

Fiona Gunn left the meeting.

Further discussion around Actions Short of Strike took place.

The Committee thanked Mandy for this insightful update.

Mandy Armstrong, Anderson Strathern left the meeting.

8. EMPLOYEE RELATIONS – CONFIDENTIAL

The Committee noted the contents of the minutes of the EDIC meeting held on 22 November 2022.

9. DATE OF NEXT MEETING – Thursday 22 June 2023 at 08.30am.

A handwritten signature in dark ink, appearing to read 'A. M. Strathern', is centered within a rectangular box.

Signed by the Chair:

Date: 22 June 2023