



**BOARD OF MANAGEMENT
HUMAN RESOURCES AND DEVELOPMENT COMMITTEE MEETING**

Minute of the Human Resources and Development Committee meeting held on Thursday
20 September 2018 at 5.00pm in Room A214, Kingsway Campus.

PRESENT:

P Milne	A O'Neill
T Pirie	C Clinkscale
D Fordyce	G Ritchie
G Bisset	

IN ATTENDANCE:

S Taylor (Vice Principal)	C Blake (Vice Principal)
A Mawhirt (Head of People)	S Hewitt (Vice Principal)
B Grace (Head of Estates)	

1. WELCOME

P Milne welcomed members and welcomed C Clinkscale to her first meeting.

2. APOLOGIES

Apologies were received from M Galloway.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 10 May 2018 was approved as an accurate record.

5. MATTERS ARISING

Fuel Costs

A Mawhirt advised that it had not been possible to arrange for a staff discount arrangement for fuel costs.

Incubator Sponsorship

G Ritchie stated that this was being progressed alongside recent changes in the structure and staffing of the incubator unit.

Workforce Planning

S Taylor confirmed that the final changes to the workforce planning document had been progressed.

S Taylor stated that workforce planning had also been subject to an internal audit over the summer months with a positive audit report received. This was welcomed and it was agreed that a copy of the audit report be forwarded to Committee members. **S Taylor to progress.**

6. VP PEOPLE AND PERFORMANCE REPORT

S Taylor summarised his report, highlighting the final outcomes of the May 2018 voluntary severance (VS) scheme. The savings achieved were discussed and A O'Neill clarified the totals.

S Taylor provided a brief update on national bargaining, highlighting that a settlement with support staff looked close, but that the dispute with academic staff remained in place with an indicative ballot currently open.

Developments in terms of working arrangements with trades unions locally were noted and G Bisset highlighted the importance of work of this type.

Progress on the Wellbeing Project and around changes in trades union regulations were also discussed. G Ritchie stated that he felt that highlighting wellbeing as the first item at the staff conference had been well received.

P Milne noted the VS savings outlined and the link between this and overall staffing numbers and savings. P Milne noted that this had been subject to discussion at the Audit & Risk Committee and stated that it was important that linkages of this type were clear and fed into the overall picture on financial sustainability. P Milne noted that this would be discussed at the full Board to ensure that linkages were clear.

T Pirie stated that this was important and noted that an important part of the role of Board members attending more than one Committee was to ensure that these linkages were made.

G Ritchie stated that he recognise this and noted that this was a central feature of the College's financial strategy and the discussions held with the full Board earlier in the year leading to the financial savings plan and movement of finances in the right direction.

D Fordyce stated that it would be useful to measure staff metrics against a target G Ritchie stated that this underpinned plans in respect to changes to the structure and noted extensive timetable audit arrangements in place to ensure that staffing was as efficient as it could be.

The impact of pay increases was discussed and current multi-year offers to academic and support staff noted.

7. STAFF ENGAGEMENT SURVEY

A Mawhirt summarised plans for the Staff Engagement Survey to run in late October. It was noted that this survey built on the work undertaken in 2015 and 2016 and utilised the same platform and main questions.

A Mawhirt stated that additional questions around wellbeing had been included as this had been the area scoring the lowest in the previous surveys.

A Mawhirt outlined examples of the work undertaken with those teams where survey scores had been low previously.

The survey questions were discussed and it was agreed that (without lengthening the survey too much) further consideration would be given to questions in respect of: senior leadership; Good to Great; and bullying/harassment. **A Mawhirt to progress.**

The benefit of using examples of 'you said, we did' in the survey information for staff was noted.

S Taylor advised that the full survey report would come to the February meeting of the Committee. **A Mawhirt/S Taylor to progress.**

8. NATIONAL BARGAINING

This had been covered under item six.

9. HEALTH AND SAFETY ANNUAL REPORT

B Grace summarised the report produced and highlighted some concern at the drop in uptake of elements of health and safety training. P Milne stated that she had also been concerned at this and C Blake highlighted that this had also been discussed at the most recent Health, Safety and Wellbeing Committee.

T Pirie and D Fordyce stated that in Scottish Enterprise access to IT systems was locked until training of this type was completed. This approach was noted.

The full range of different training requirements was discussed, and it was noted that whilst health and safety uptake had declined, around 700 staff had completed on-line Equality and Diversity training during 2017/18.

Opportunities to focus on specific types of training over short periods (eg 2 weeks) were discussed and would be considered, as would including the percentage uptake of training by their staff as a metric for managers.

B Grace noted that the different approaches discussed had been useful and he would take these back. P Milne asked that an update on progress be provided to the next meeting. **B Grace to progress.**

Challenges around first aid cover were discussed, and P Milne noted that Dundee University built this into job descriptions for certain staff. Developments to better support PAT testing were also discussed.

P Milne asked about the difference in the times taken for fire evacuation in each campus. B Grace stated that the times included both evacuation and reporting back by fire wardens, and stated that the reporting element took longer at Gardyne due to the building layout. B Grace confirmed that there were no concerns around the evacuation times.

S Hewitt stated that he wanted to highlight the work undertaken by Andy Cathro and the LOCHER project work that he undertook with students. The Committee welcomed this update.

Accidents/incidents in respect of individuals that were neither students nor staff were noted. B Grace advised that these related to visitors and Gardyne Theatre patrons rather than contractors.

10. HR METRICS

S Taylor summarised the metrics produced, highlighting that the FTE figures showed a drop from the previous year. It was noted that the staff: credits ratio was provisional, pending the final credits audit and calculation of the annual staffing return.

Staff absence figures and the range of absence types were noted.

A Mawhirt summarised the activities underpinning the range of Organisational Development metrics. A O'Neill asked if there was a planned approach to limit access to events during teaching hours. A Mawhirt noted that there was not. It was noted that work had, however, been undertaken to reduce multiple attendance at events.

Reference to a tribunal action was noted and S Taylor advised that any issue of this type would be discussed with the Board Chair and Chair of the Human Resource and Development Committee.

11. MEETING MINUTES/UPDATES

The minutes of the Joint Consultation Forum and Equality & Diversity Group were noted with interest.

12. ELECTION OF VICE CHAIR

S Taylor advised that there were two candidates for the role of Vice Chair. T Pirie stated that one of the candidates had highlighted that they would undertake the role if no other candidate was interested, but that they were happy to step aside for someone else.

Given the above, G Bisset was elected to the role.

13. DATE OF NEXT MEETING

The next Human Resources and Development Committee meeting will take place on Thursday 15 November 2018.

<u>Action Point Summary</u>		
Action	Responsibility	Date
Copy of workforce planning audit to be shared with Committee members	S Taylor	30 September 2018
Staff Engagement Survey questions to be finalised	A Mawhirt	30 September 2018
Staff Engagement Survey report to be brought to Committee	A Mawhirt/ S Taylor	21 February 2018
Progress report to be provided on Health and Safety Training uptake	B Grace	15 November 2018