



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

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

PRESENT:

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

IN ATTENDANCE:

S Taylor (Vice Principal)	C Blake (Vice Principal)
A Mawhirt (Head of People and OD)	S Hewitt (Vice Principal)
B Grace (Head of Estates)	
Megan Sanderson (Executive Secretary)	

1. WELCOME

P Milne welcomed members to the meeting.

2. APOLOGIES

Apologies were received from G Bisset.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 20 September 2018 was approved as an accurate record.

5. MATTERS ARISING

All matters arising were included in the agenda.

6. ACADEMIC RESTRUCTURING PROPOSALS

P Milne summarised the restructuring paper and G Ritchie went through a presentation used for staff briefings.

G Ritchie outlined the rationale and approach underpinning the restructuring plans and noted opportunities for staff to find out more about the changes planned and to feedback their thoughts and ideas into the consultation process. G Ritchie noted that good feedback had been received but noted that some staff had not recognised that the proposed roles were different from those within the current structure.

G Ritchie explained in the presentation that there was no threat of redundancies as a result of the restructure, and advised that any current Course Leader or Heads of Learning, who don't get a role within the new structure would go back to teaching hours but will be on protected pay for 4 years (in line with national conditions of service).

G Ritchie explained that jobs in the new structure would be different with wider roles and additional support roles being introduced. There will be four Sector Coordinators, Sector Development Leads, a Foundation Apprenticeship Lead and an Academic Partnership Manager.

P Milne asked how many of these posts are additional and S Hewitt explained the only additional roles will be the Sector Coordinators who will be high level administrators, providing support to academic teams.

G Ritchie stated that the unions had been consulted over the changes and feedback to the consultations had been positive overall. The Executive team had opened a Consultation email inbox for all staff to submit their questions and queries. The first stage of consultation would be completed at the end of November, with final proposals out for consultation until mid-January, and the restructure in place before the end of session 2019.

G Ritchie stated that the Voluntary Severance scheme had opened on 1 November 2018 for staff who wish to apply. P Milne asked if the College are funding this themselves and G Ritchie confirmed that this was the case.

D Fordyce asked if the new posts would be open to all staff and how this process would work. S Taylor explained that they were hopeful for a balanced and manageable process and that any staff not achieving a place in the new structure would pick up the teaching hours of those that did.

P Milne asked if there could be an issue if teaching isn't flexible across all areas. S Taylor noted that this was possible, but was not likely.

S Hewitt stated that a Service Design event was planned to engage staff in defining the new rolls, prepare the Job descriptions and work with support teams including Admin. This was planned for early December 2018.

T Pirie asked if someone who isn't experienced in a specific curriculum area goes for a new role, will they get it. S Hewitt explained that there have been Heads of Learning who teach out with their team area, so this could be a possibility. It was confirmed that Job descriptions will be defined and finalised prior to roles being advertised.

S Taylor noted that there will be significant 'post-restructure' CPD and support plans in place for staff appointed to these new roles.

G Ritchie explained that, for the first time, the roles will be constructed by looking a comparable numbers of credits, courses and staffing so that teams were closer in size and managers had reasonable numbers reporting to them.

P Milne noted there was less in the paper regarding the outputs expected from the new roles and the likely review measurements in place for these. S Hewitt noted that this would be looked at for inclusion within the final consultation paper. **S Taylor/S Hewitt to progress.**

G Ritchie noted that one to one reviews have been reintroduced and the new structure will help with the formalisation of this.

P Milne asked if other colleges are reviewing structures after merger. G Ritchie explained that at least five colleges are undergoing a restructure at that time.

The planned changes were noted, and a further update would be provided at the next meeting. **G Ritchie to progress.**

7. NATIONAL BARGAINING

S Taylor provided a verbal update to the committee.

S Taylor noted that a Support Staff settlement had been reached to September 2020, with details of this summarised in his VP report.

In addition to pay increases, S Taylor noted that support staff would receive an additional annual leave day, increasing the amount to 45 days, with 12 of these days set as closure days. The extra closure day being used in February.

A number of other changes impacting on premium payments and arrangements were noted.

S Taylor explained there had been no further developments with the Academic Staff settlement, with a final offer made, but rejected by unions.

S Taylor noted that it was likely that a ballot for industrial action would be called in the near future.

8. VP PEOPLE AND PERFORMANCE REPORT

S Taylor provided a summary of the VP People and Performance Report.

S Taylor stated that VS applications were open, as noted in agenda item 6, and that the number of applications submitted had been very low.

S Taylor noted that A Mawhirt had been accredited an Insights Practitioner and will be providing training for the College.

S Taylor noted that a number of on-line training packages had been purchased, providing access to around 20 different training courses for staff.

A Mawhirt noted that there were around 530 returns for the staff survey (over 50% response rate). There was a real recognition from staff around the amount of work put into Wellbeing and the organisation will continue to invest time and resources into the Wellbeing project. A full update was scheduled for the next meeting.

P Milne noted the success at recent awards and congratulated staff on the wins. G Ritchie noted the College was nominated in 3 categories at the Scottish Public Service awards, taking place on Wednesday 5 December 2018 at Scottish Parliament.

P Milne asked how many teaching staff held the TQFE qualification. A Mawhirt stated that this was around 83% and that the College had put a lot of staff through the qualification (compared to others) in recent years.

P Milne asked for something in the next VP People and Performance report, which shows and explains how we measure performance overall. S Taylor noted that he would do, and highlighted that much of this appears in the papers for the Learning, Teaching and Quality report. This was noted. **S Taylor to progress.**

9. HEALTH AND SAFETY TRAINING UPDATE

B Grace summarised the update paper and stated that significant discussion had been held at the health, safety and wellbeing committee around this.

B Grace stated that he appreciated there was a lot of online training courses for staff and noted that this could be overwhelming for some, but that Health and Safety is a priority.

B Grace explained that emails have been sent to all staff who haven't completed their online Health and Safety courses and set a deadline of Friday 21 December 2018 with a planned 90% completion rate. All managers whose staff hadn't completed the training, had also been sent reminder emails. Cleaners and some support staff were being trained in other ways.

A further update would be provided for the next meeting. **B Grace to progress.**

10. HR METRICS

S Taylor summarised the HR Metrics paper and explained the staffing metrics were based on the Scottish Funding Council (SFC) Annual Staffing Return methodology and that the figures excluded Energy Skills Partnership Project and Gardyne Theatre limited as they were funded different to the College.

S Taylor noted that there were no notable changes from the previous metrics. Absence rates remained good and staff turnover remained low.

P Milne asked if trend figures for FTE were declining and S Taylor confirmed that they were.

D Fordyce asked about the spend per FTE on staff development activities and A Mawhirt explained that this matched the overall budget but was calculated as a specific figure at the end of the year.

11. MEETING MINUTES/UPDATES

The minutes of the Joint Consultation Forum were noted with interest.

12. DATE OF NEXT MEETING

The next Human Resources and Development Committee meeting will take place on Thursday 21 February 2019.

Action Point Summary

Action	Responsibility	Date
Key outputs/expectations of new roles to be incorporated into next restructuring consultation paper	S Taylor/S Hewitt	10 December 2018
Update on restructuring developments	G Ritchie	21 February 2019
Information on key performance metrics to be included in VP People and Performance report	S Taylor	21 February 2019
Update on mandatory health & safety training	B Grace	21 February 2019