



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

Minute of the Human Resources and Development Committee meeting held on Thursday  
21 February 2019 at 5.00pm in Room A214, Kingsway Campus.

**PRESENT:**                      G Bisset    K Key  
   T Pirie    G Ritchie

**IN ATTENDANCE:**        S Taylor (Vice Principal)                      C Blake (Vice Principal)  
   B Grace (Head of Estates)  
   Megan Sanderson (Executive Secretary)

**1. WELCOME**

G Bisset welcomed members to the meeting and noted that he had been asked to Chair in the absence of P Milne. G Bisset welcome K Key to her first meeting.

**2. APOLOGIES**

Apologies were received from P Milne, D Fordyce, A O'Neil, C Clinkscale, A Mawhirt, and S Hewitt.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. ESRC RESEARCH PROJECT – INFORMED CONSENT**

H Young was in attendance to observe the meeting. Board Members and those in attendance at meetings have completed the ESRC Consent Forms.

Filming for the ESRC Project will be limited to BOM Meeting with the videos being used for the purpose of research then destroyed. The videos will not be made public.

**5. MINUTE OF PREVIOUS MEETING**

The minute of the meeting held on 15 November 2018 was approved as an accurate record.

**6. MATTERS ARISING**

**6.1 Health and Safety Training**

B Grace provided an update on Health and Safety Training noting that 99% of Support Staff have completed the FireRite Training and 94% of Support Staff have completed the AssessRite Training.

The figures for Academic staff were 94.5% for FireRite and 92% for the AssessRite training. B Grace noted that the team had been supporting and encouraging all staff to complete the training and staff had been informed that failure to undertake mandatory H&S training may become a performance management issue.

G Bissett asked how often the training had to be re-done by staff. B Grace confirmed that this was done every two years. Options to support the clearer planning and tracking of this training were discussed.

The significant increase in completion of training was welcomed.

## **7. LOCHER H&S PROJECT**

B Grace reported an update on the LOCHER project. The project had been led by A Cathro Health and Safety Officer. B Grace stated that the recognition for the project had been exceptional. G Ritchie noted that the College received the top UK award for the project and were recently awarded the Innovation Award 1st prize – Lord Cullen Trophy at the House of Lords.

A Cathro to be invited to the next Committee meeting in May. **S Taylor to action.**

## **8. ACADEMIC RESTRUCTURING**

G Ritchie summarised the Academic Restructure Paper, noting the extensive consultation adopted to support this.

G Ritchie confirmed that job descriptions had been developed and that recruitment to the new structure had commenced that day.

G Ritchie stated that the new appointments will be made by summer and the new structure will be in place for the new academic year in August.

G Bissett asked if there would be redeployment and G Ritchie confirmed there would be. G Ritchie noted this will be a significant change for staff as some staff wouldn't have had an interview for many years and highlighted the support available to staff for this.

G Bissett asked if there would be CPD in place to help staff who were appointed with their new roles. G Ritchie and S Taylor confirmed there would be and the People Team would be working with staff on this to support the embedding of the new structure across a period of c.18 months.

G Bissett asked if there were plans in place if no applicants were appointed internally. S Taylor noted this was highly unlikely but discussions had taking place on possible options should there be any appointment gaps within the new structure.

K Keay asked if there has been a specific risk register developed for the restructure. S Taylor confirmed that various risk areas had been picked up through the consultation and that overall this was covered under the strategic risk register.

G Bissett asked if staff don't get appointed to promoted posts if they could be displaced into an unpromoted lecturer role. S Taylor confirmed this may be the case for some staff. G Ritchie advised that staff would be eligible for four years protected salary.

G Bissett noted the changes in responsibilities within the Executive team structure.

## **9. NATIONAL BARGAINING UPDATE**

G Ritchie provided an update on National Bargaining, confirming that the national dispute over academic staff salaries was on-going with another two strike days planned for March 2019.

The potential further escalation of this action was noted.

## **10. EMPLOYEE ENGAGEMENT SURVEY**

S Taylor summarised the survey report produced, noting that this was the third survey of this type undertaken on a fully anonymous basis through Peachy Mondays in recent years.

S Taylor noted that the survey was based around College Values and that there had been a healthy response rate (around 65% of current staff completing). Overall results were noted, with increases in the high level indices (Engagement from 68% to 80% and happiness from 68% to 69%) but some reductions in respect of College values.

G Bissett noted that engagement levels had increased but trust and respect categories of the survey had reduced from 62% to 60% and from 65% to 62% respectively. This was noted and S Taylor highlighted that work had been undertaken through the 'anonymous questions' facility of the survey to seek to drill into this in more detail. It was noted that the survey was issued at the same time the Restructure Paper and notification of likely ballot on industrial action. S Taylor noted that this backdrop may have impacted on some responses.

G Ritchie noted that one of the key elements of the restructure plans was to create more manageable teams and hopefully increase engagement and trust.

S Taylor noted that there was a lot of work being supported by the People Team to ask staff further questions regarding their responses in the survey, and to work with individual managers and teams on the back of the survey responses received.

S Taylor noted that A Mawhirt investigated the survey results to see if there were any significant differences between campuses or Academic and Support staff. It was noted that there were very few differences at campus level, but that Support staff were marginally more positive than Academic staff.

K Keay welcomed the survey report and noted that she felt from past experience that this showed exceptionally good responses for a large organisation.

## **11. VP PEOPLE AND PERFORMANCE REPORT**

S Taylor summarised his report, highlighting that the VS Scheme was still open. Ten members of staff had applied with 5 declined, 1 accepted and 4 to be reviewed. More applications may be submitted through the restructure. G Bissett asked if there was split in applications between Support and Academic Staff. S Taylor confirmed it was a 50/50 split.

S Taylor noted that discussions and arrangements were progressing around National Job Evaluation for Support Staff.

S Taylor noted that there was a lot of work being done around the Wellbeing project with a huge amount of activities available for staff and students.

S Taylor highlighted the fantastic student outcome figures and noted discussion at the Learning, Teaching and Quality Committee around recognising the contribution of staff to these results.

S Taylor stated the team are currently in the process of recruiting a new Vice Principal Corporate Services and two candidates have been progressed (from a long list of seven) to the final shortlist.

T Pirie asked if the candidates were external or internal. S Taylor confirmed they were all external, with 21 candidates applying overall.

## 12. HR METRICS

S Taylor provided a summary of the metrics presented, highlighting that these had remained stable from previous meeting with a slight increase in staff turnover.

G Bisset highlighted the staff absence figures and stress related absences were discussed. The role of the Health, Safety and Wellbeing Committee in reviewing absence data was discussed and S Taylor noted that the People Team were aware of all stress related absences and tracked patterns and provided individual guidance and support as required.

## 13. MEETING MINUTES/UPDATES

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

## 14. DATE OF NEXT MEETING

The next Human Resources and Development Committee meeting will take place on Thursday 9 May 2019.

### Action Point Summary

Action	Responsibility	Date
A Cathro to attend HRD meeting to outline LOCHER project success	S Taylor	9 May 2019