



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

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

**PRESENT:**

G Bisset	K Keay
T Pirie	G Ritchie
D McKenzie	B Carmichael
P Milne	

**IN ATTENDANCE:**

S Taylor (Vice Principal)	J Carnegie (Vice Principal)
B Grace (Head of Estates)	A Cathro (Health and Safety Officer)
A Mawhirt (Head of People and OD)	Megan Sanderson (Executive Secretary)

**1. WELCOME**

P Milne welcomed members to the meeting. P Milne welcomed D McKenzie, J Carnegie and B Carmichael to their first meeting.

**2. APOLOGIES**

Apologies were received from D Fordyce and C Clinkscale.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

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 21 February 2019 was approved as an accurate record.

**6. MATTERS ARISING**

There were no matters arising.

**7. LOCHER H&S PROJECT**

A Cathro presented to the Committee a short video with details of the project.

A Cathro gave an overview of LOcHER and how it started. A Cathro explained he is the Chair of the Health and Safety Committee for Scotland and came up with the idea to bring LOcHER to Dundee and Angus College,

Video showed Student's being interviewed about their experience with LOcHER with the main focus being on asbestos, and showed statistics with asbestos related deaths.

A Cathro and the group of students, attended a European safety event in Glasgow which was live streamed throughout Europe. From this the project was recognised and the group were invited to Birmingham to the SGUK National Health and Safety competition where they finished in the top three. The group were then invited to London to the House of Lords to learn they had won the Lord Cullen Trophy for innovation in health and safety.

A Cathro noted that Students have learned basic life skills, more confidence in public speaking and skills to use computers etc, demonstrating that the project isn't just for learning about Health and Safety.

A Cathro noted that companies are aware of the project, particularly through the Motor Vehicle department and are keen to be engaged in future project work.

P Milne asked about opportunities to expand the approach adopted and A Cathro outlined different projects being supported across a wide range of curriculum areas.

The Committee thanked a Cathro for his input, noting how positive the approach and outcomes were.

## **8. ACADEMIC RESTRUCTURING**

G Ritchie provided a verbal update to the committee on Academic Restructuring.

G Ritchie noted that the College was coming to the end of the Academic Restructure. New roles had been created and noted that around 150 people had been interviewed.

G Ritchie noted that interviews for the Curriculum and Quality Leader posts had been completed and outcomes would be communicated in the next few days. Staff who opted not to apply, or who were not appointed to promoted roles, would have their salaries conserved for four years.

G Ritchie explained that staff will stay in their current posts until Summer with the transition taking place in August and is hopeful that by October / November the restructure will be fully transitioned.

P Milne asked how many new posts have been created. S Taylor noted that 77 posts in total have been created.

G Bissett asked if any posts haven't been appointed and if they have been advertised externally. G Ritchie noted that six posts have been advertised externally but the appointments won't all be external due to internal staff applying second time around.

S Taylor noted that embedding the structure and changes in approaches and working arrangements will be the hardest part, and that a CPD development programme has been created to help staff for the first 18 months to 2 years. S Taylor noted that it is crucial to follow this timeline as roles will have changed significantly for some staff and it is important to have support and guidance in place for those in new roles.

P Milne asked if there are any review processes in place to ensure that staff are clear about the aims and expectations of their new roles. S Taylor noted that there is a plan in place for review and one to one review for staff. G Ritchie added that the current structure meant it wasn't manageable for line managers to meet with staff individually on a recurring basis and with the new structure this would be more manageable. A Mawhirt noted that the team had looked at a new system on developing staff reviews, with staff in new promoted posts being supported on these arrangements.

G Ritchie noted that the unions had highlighted concern at some of the feedback staff had received from their interviews, and that this had been picked up.

D Mackenzie asked if the restructure will be broadly accepted throughout the College. G Ritchie noted that the recruitment phase had been disruptive, but that overall staff are supportive, with B Grace adding he has heard a lot of positivity from staff around the restructure.

P Milne asked if the four years consolidated pay for staff not in promoted posts will have financial implications on the College. G Ritchie noted that the process is cost neutral with S Taylor also noting the College had offset funds from two unfilled roles within the structure. These funds would help to support the cost of the conserved pay and, with the VS Scheme, should ensure that the new structure is cost neutral. S Taylor added this restructure was not to save money but to deliver a better operating way for the College.

P Milne asked if equalities considerations had been reviews with the restructure. S Taylor noted that not all roles had been filled yet, but that it was expected that appointments would reflect the overall College demographic. An equalities summary of restructure changes would be provided for the next meeting. **S Taylor to progress.**

## **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 May 2019.

G Ritchie noted that discussions were on-going with the Employers Association and Unions this week, with positive noises being made on the possibility of a settlement.

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

S Taylor summarised his report, highlighting that the Job Evaluation process for support staff has started. A job analysis questionnaire will be sent to staff internally for completion at the end of June. Every College will be carrying out a similar approach, with Dundee and Angus College looking at 177 different job roles. SFC have granted funding to colleges to help to support this work and C Brown had been appointed to provide support for managers, staff and unions through the process.

S Taylor noted that the College had been shortlisted for two Cherries HR Awards, with members of the People Team attending the ceremony on 30 May 2019.

K Keay asked what system the College are using for the Job Evaluation Process. S Taylor confirmed all colleges involved were using the FEDRA system, which was a nationally recognised product. K Keay also asked if there have been any challenges around equal pay in the process. S Taylor noted that the actual job role scoring would be undertaken nationally and noted that there was no agreement nationally on how the outcomes from the evaluation process would be managed in terms of grade structures or pay scales.

P Milne wished the team a successful night at the Cherries awards.

## **11. EQUALITIES MAINSTREAMING REPORT**

S Taylor summarised his report and noted this was part of compliance.

P Milne noted that it is important the report complies with the date given and it was confirmed that this was published in the public domain.

S Taylor noted the data is very similar to the report published two years ago.

Gender segregation in the curriculum was discussed and S Taylor highlighted that the College also had a Gender Action Plan in place focussed specifically on this work.

### **11.1 Gender Pay Gap Reporting**

S Taylor summarised the report, with P Milne asking if the pay gap is in favour of men. S Taylor confirmed that it was. S Taylor noted that the key issue underpinning this was the occupational segregation highlighted within some roles (mainly canteen and cleaning) and noted that outwith this then Gender pay comparisons were favourable. A Mawhirt noted that overall, female staff in the curriculum are paid c.2% more than males.

It was noted that the pay data used was as at 31 March 2019, so this did not include the most recent harmonisation raises for academic staff, or support staff salary award.

## **12. HR METRICS**

S Taylor provided a summary of the metrics presented, highlighting that these had remained stable from previous meeting.

P Milne asked the committee if the metrics report was useful to them or if it should be communicated in a different way. The committee agreed they were happy with the report format.

D Mackenzie asked if the metrics were in place to measure the restructuring in managerial posts. S Taylor noted that the issues have been around not managing staff effectively, and summarised the range of metrics and performance indicator data used to assess performance and outcomes for students and staff. G Ritchie added that efficiencies will be measured by departments on an individual basis. P Milne noted that KPI's should tell when something isn't right during the year, rather than at the end. G Ritchie noted this was the case, and summarised the approaches adopted through Stop and Review Sessions.

K Keay asked if the rise in staff absences at the beginning of the calendar year are due to the restructure. S Taylor noted this was unlikely to have had an effect and noted that generally absences were higher at that time of year.

## **13. MEETING MINUTES/UPDATES**

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

S Taylor noted the Equality and Diversity Agenda has changed this year to reflect the range of equalities priorities identified by the Scottish Funding Council (SFC).

G Ritchie noted that the College is the first in Scotland to receive funding from the Scottish Government Child Poverty fund, with two new programmes established through the project

alongside extensive community engagement work. This work had started and it was noted that retention on the new programmes had been exceptionally high.

#### **14. DATE OF NEXT MEETING**

The next Human Resources and Development Committee meeting will take place on Thursday 19 September 2019.

#### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Equalities summary report on restructure changes to be produced.	S Taylor	19 September 2019