

# BOARD OF MANAGEMENT



## Human Resources and Development Committee Thursday 14 November 2019

Draft confirmed by Chair

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

**PRESENT:** G Bisset K Keay  
B Carmichael G Ritchie  
S Stirling

**IN ATTENDANCE:** S Taylor (Vice Principal) A Mawhirt (Head of People and OD)  
S Hewitt (Vice Principal)

### 1. WELCOME

G Bisset welcomed members to the meeting and noted that he was chairing in the absence of P Milne.

### 2. APOLOGIES

Apologies received from P Milne, D Fordyce, T Pirie, D Mackenzie, J Carnegie, and B Grace.

### 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 19 September 2019 was approved as an accurate record.

### 6. MATTERS ARISING

#### 6.1 Development Reviews

G Bisset asked for an update on the implementation of the revised approach to development reviews. A Mawhirt and B Carmichael summarised progress, noting that information on these had been provided to all managers and on-going support and guidance was available.

It was noted that reporting on completion rates would be scheduled on an annual basis to the September meeting of each year, as the timing of review conversations would vary between areas depending on different timetables and other work activities. **A Mawhirt to progress.**

## **7. RESTRUCTURE EQUALITIES ANALYSIS**

S Taylor summarised the paper produced comparing the new with the previous structure and noted that, whilst there were differences, there were no areas within this that caused concern. It was noted that as a relatively small staff group, one or two staff changes could make a significant difference to percentages.

The update and underpinning review was welcomed.

## **8. POST RESTRUCTURE LEADERSHIP DEVELOPMENT**

A Mawhirt provided a summary of the paper to the Committee, highlighting the post restructure CPD plans in place for academic, support and senior managers.

Plans and activities were discussed, and G Bisset noted the development of agile training and queried how this fitted with leadership given its software development origins. A Mawhirt noted that agile leadership in the public sector was a priority of the Scottish Government, and noted that some of the tools and approaches underpinning agile theory were less applicable in leadership situations, whilst others were proving to be valuable. A Mawhirt noted that good use had been made of Statements of Intent, Kanban, and Delegation Charts etc. It was noted that many elements of this development fitted in well with service design approaches also being used.

S Hewitt noted work progressing to support the new Curriculum and Quality Leader group, including arrangements to review and refresh various strategies and approaches underpinning learner experience.

G Bisset thanked a Mawhirt for the update provided.

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

S Taylor summarised the report for discussion, highlighting the outcomes of the VS scheme that closed in June 2019. S Taylor noted that there was one remaining application to be finalised,

S Taylor stated that the current scheme was approved through to 31 December and that it was planned that the College would seek an extension on the scheme from SFC through to 2021. This would require board approval and would be discussed at the December 2019 meeting.

S Taylor noted that Celeste Mackie, HR Team Leader, would leave the College before Christmas. The Committee wished her well for the future.

Arrangements to better promote equalities were discussed, and the adoption of the social media hashtag #DAequallyskilled was noted with interest.

## **10. NATIONAL BARGAINING UPDATE**

G Ritchie provided an update on National Bargaining, noting discussions at the Employers Association meeting that morning and the expectation that salaries negotiations would commence in spring 2020 for the September 2020 settlement date.

S Taylor noted that national progress in respect of Job Evaluation was being made, with arrangements progressed to begin job scoring. The potential for dispute to arise during this stage, and subsequent consideration of grading and salaries was noted.

Discussions in respect of the implementation of elements of the academic staff agreement were on-going.

#### **11. STRATEGIC RISK REGISTER & RISK DELEGATION TO BOARD COMMITTEES**

S Taylor noted that following discussion at the Audit and Risk Committee in May 2019, the Board of Management agreed at its meeting in September 2019 that key strategic risks be allocated to each Board Committee for regular review and consideration.

S Taylor highlighted the draft Strategic Risk Register summarising the report noting the development of the additional risk 3.4. The Committee approved the allocated areas of the Strategic Risk Register for progression to the next Audit and Risk Committee.

#### **12. HR METRICS**

S Taylor provided a summary of the metrics presented, highlighting that these now reflected the full 2018/19 academic year picture.

B Carmichael asked if there were more up to date national comparative figures on staff absence. S Taylor noted that he would check and update for the next meeting as appropriate.  
**S Taylor to progress.**

G Bisset noted the increase in absence rates and asked if there was anything specific underpinning this. S Taylor noted that the reduction in the College headcount was likely to impact on this figure. The levels of stress related absence were noted.

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

The minutes of the Joint Consultation Forum were noted with interest. G Ritchie highlighted on-going discussions with the unions in respect of the restructure and monitoring over the year to ensure that the structure was operating as intended.

G Bisset noted that there was no Health, Safety and Wellbeing Committee minute included in the papers. It was noted that there had not been a planned meeting of this group since the last HR&D meeting. It was confirmed that the next HS&W Committee was scheduled for 6 January 2020.

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

The next Human Resources and Development Committee meeting will take place on Thursday 20 February 2020.

#### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Completion of Development Reviews to be reported in September each year as an HR metric	A Mawhirt	September 2020
Staff absence comparative rates to be updates as appropriate.	S Taylor	20 February 2020