

BOARD OF MANAGEMENT



Human Resources and Development Committee Thursday 17 September 2020

Draft confirmed by Chair

Minute of the Human Resources and Development Committee meeting held on Thursday 17 September 2020 at 5.00pm via Teams.

PRESENT:

P Milne	D Fordyce
D Mackenzie	K Keay
T Pirie	B Carmichael
S Stirling	S Hewitt

IN ATTENDANCE:

S Taylor (Vice Principal)	B Grace (Head of Estates)
M Sanderson (Executive Secretary)	A Mawhirt (Head of People & OD)
J Howie (observer undertaking Board Evaluation)	

1. WELCOME

P Milne welcomed members to the meeting.

2. APOLOGIES

Apologies received from G Bissett and J Carnegie.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF THE PREVIOUS MEETING – 7 May 2020

Minute of the previous meeting was approved as an accurate record.

5. MATTERS ARISING

The matters arising were reviewed.

B Carmichael updated the Committee and noted that 422 Staff Development Reviews had been carried out.

S Taylor noted the outcome carried over from the Audit & Risk Committee and asked the Committee if they would like to metrics on engagement with safeguarding training. The Committee confirmed that this would be a useful addition to the Board metrics. **A Mawhirt to progress.**

D Mackenzie asked if staff were using their holiday allowance especially if they are working from home. S Taylor noted that staff were, and that conversations were taking place around holiday arrangements.

6. COVID 19 ARRANGEMENTS FOR HEALTH & SAFETY, INFRASTRUCTURE, LEADERSHIP, WAYS OF WORKING & COMMUNICATION

A Mawhirt and B Grace provided the Committee with a presentation on COVID Arrangements (copy enclosed)

A Mawhirt noted that Leadership Development Forum meetings were recorded, to ensure that all managers had access to important information relating to COVID 19 guidelines. A Mawhirt also noted that staff are being provided with step by step guidance as national policy and guidance could change rapidly.

A Mawhirt highlighted that communications sent to all staff, were sent to the Leadership Development Forum and Trade unions first so they are prepared to support staff if needed. There was also a consultation email address for staff to raise any concerns directly with the Executive Team. Daily "Check-in's" also take place at 4pm with Senior Leadership Team, unions, Student Association and Leadership Development Forum.

P Milne asked what percentage of staff were working from home and back on campus. A Mawhirt noted that the majority of staff were working from home and would be delivering classes remotely, with a small number of teams back on campus.

P Milne asked if all students would have the ability and technical abilities to work remotely. S Hewitt noted that this was a problem across the sector and stated that a limited number of laptops were available. It was noted that many students did not have a safe or reasonable place to study and that safe study zones had been created on campus for students to come into campus and study out with the home environment.

P Milne asked if staff have expressed concerns with regards to coming back to campus. A Mawhirt noted that the feedback overall from staff had been positive and staff have been required to complete an individual risk assessment process before returning. S Taylor noted that the College had updated their risk assessment in line with the new Scottish Government guidance.

P Milne asked if procedures were in place if a student or member of staff tested positive for COVID 19. S Taylor noted that J Carnegie and he had met with the NHS Health Protection Team and outbreak management procedures were in place. It was noted that all staff and students on campus were covered by a booking or timetable system so the College knew exactly who is on campus at any given point. P Milne asked if the College was promoting the Scottish Governments Track and Trace app, S Taylor confirmed that they were and information on this was being pushed out through the staff portal and at student's inductions. A Mawhirt also highlighted that staff have been asked to update their contact details to ensure that these were accurate.

B Grace provided a presentation to the Committee, in relation to the Health and Safety measures in place for Students and staff returning to campus (copy enclosed).

B Grace highlighted that the Estates team have been working throughout the summer, to continue maintenance and start COVID adaptations whilst the College was closed.

It was noted that the Estates team have developed one way systems, created and installed signage, screens and hand sanitisers throughout all campuses. This had been a huge job, was complete and had been tested by Students' Association volunteers.

B Grace noted that increased levels of cleaning were in place across all campuses, with cleaning staff now working throughout the day. Classrooms were cleaned after every class and toilets cleaned regularly. B Grace also noted that Fogging Machines had been purchased for larger teaching spaces and this would help with the quick turnaround of classes in these areas.

B Grace showed videos of campus layouts to the Committee.

P Milne noted the excellent work that has been carried out by the Estates team.

P Milne asked the College's position on face coverings. B Grace confirmed that face coverings needed to be worn in all corridors, communal areas, shared offices etc. Face Coverings have been purchased for front line staff such as caretakers, cleaners, and helpdesk staff. S Taylor noted that two Learner Engagement Assistants had been recruited for each campus. The Assistants would meet and greet students when they arrive and encourage them to wear face coverings, maintain 2m distance etc.

Committee members noted the excellent work being progressed and thanked those involved for their hard work in supporting the wide range of COVID adaptations required.

7. VP PEOPLE AND PERFORMANCE REPORT

S Taylor provided a summary of the report to the Committee. S Taylor noted that this included information relating to COVID 19 presentation just given.

S Taylor noted developments in respect of the furlough scheme and noted that around 100 staff were still on furlough, but that a number were due to return over the coming few days as the main teaching semester started. It was noted that the job retention scheme was due to end in October 2020 and that the College was looking at options to bring any remaining staff back to work.

D Fordyce welcomed the report and noted the excellent work from staff dealing with the Cyber-attack and now the COVID 19 pandemic.

K Keay asked if staff were engaging with the Consultation mailbox. A Mawhirt confirmed the team have received a handful of emails.

8. NATIONAL BARGAINING UPDATE

S Taylor highlighted that national discussions on pay were continuing, with an offer of 2% being recommended by the union for academic staff. It was noted that a similar offer for support staff had been rejected.

S Taylor noted that discussions were on-going in respect of Job Evaluation and a range of disputes, whilst at a local level work was progressing on the implementation of Transfer to Permanency.

The update was noted by the Committee.

9. STRATEGIC RISK REGISTER

S Taylor summarised the risk register and highlighted there was no change to the risks allocated to the Committee. P Milne noted it would be helpful to include a risk relating to the overall impact of the COVID 19 pandemic on services and outcomes. This would be discussed at the Audit & Risk Committee. **S Taylor to progress.**

S Taylor noted discussion at the Finance and Property Committee around ICT risk and the suggested addition to register as this can affect staff development, systems, learning and teaching. This would also be discussed at the Audit & Risk Committee. **S Taylor to progress.**

10. HR METRICS

This paper was noted for information. S Taylor highlighted that the first set of figures had not been updated due to staff annual leave. This would be updated and circulated to the Committee before the next meeting. **S Taylor to progress.**

S Taylor noted that a reduction in staff absence was noted, but that this was a more difficult metric to judge currently as a result of staff working from home and staff on furlough.

K Keay asked if the College have a record of how many staff members were shielding. S Taylor confirmed the College haven't recorded this data as staff had been working remotely. The arrangements for individual risk assessment were noted.

11. MEETING MINUTES / UPDATES

The minutes of the JCF and Health, Safety and Wellbeing meetings were noted.

12. DATE OF NEXT MEETING

The next Human Resources and Development Committee will take place on Thursday 12 November 2020, via Microsoft Teams.

Action Point Summary

Action	Responsibility	Date
HR&D Metrics to be updated to include completion of mandatory safeguarding training.	S Taylor	12 November 2020
Risk Register updates to be discussed with Audit & Risk Committee	S Taylor	22 September 2020
Updated staffing metric to be shared with the Committee	S Taylor	31 October 2020