

BOARD OF MANAGEMENT



Human Resources and Development Committee Thursday 18 February 2021

Draft confirmed by Chair

Minute of the Human Resources and Development Committee meeting held on Thursday 18 February 2021 at 5.00pm via Teams.

PRESENT:

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

IN ATTENDANCE:

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

1. WELCOME

P Milne welcomed members to the meeting and welcomed Angela Wilson to her first meeting.

2. APOLOGIES

No apologies were recorded.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF THE PREVIOUS MEETING – 12 November 2020

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

5. MATTERS ARISING

The matters arising were reviewed and closed.

6. COVID 19 UPDATE ON HEALTH & SAFETY, LEADERSHIP, WAYS OF WORKING & COMMUNICATION

B Grace provided the Committee with an update on COVID 19 guidance and arrangements that the College was following.

B Grace noted that visits to campuses were very limited and were only for students who need to collect IT equipment and maintenance and similar essential staff. There was a bookable system, and everyone must book before arriving on campus, for test and protect purposes.

The Senior Leadership Team were working with Trade Unions regarding health and safety

mitigations with returning to campus and departmental risk assessments all being reviewed.

B Grace noted the Estates team were working hard to ensure all safety measures were in place before students return to campus, ensuring that all signage and one-way systems etc were all still in place.

B Grace highlighted project work was taking place with the Kingsway redevelopment.

A Mawhrt provided an update to the Committee with matters relating to Staff and wellbeing.

A Mawhrt noted that video updates were being planned to keep staff them updated with the ongoing situation. The Wellbeing group had also created CPD events for staff, such as cooking classes to promote wellbeing.

P Milne asked if the Executive Team were planning different scenarios for a return to campus. S Hewitt confirmed the team were looking at solutions and working with external agencies due to complications with deferrals again this year. S Hewitt noted the team were preparing for the possibility of significant deferrals and on-going blended learning next academic year.

S Taylor noted there were a large number of students in practical areas missing out on learning and noted that the senior team were looking at possible options to support increased delivery, including the possible extension of courses into the summer holidays.

J Grace added that some academic staff have already offered to teach during the summer break, for a few weeks to help students achieve their courses.

P Milne asked if any practical teaching was taking place. J Grace noted a very limited number of students had attended campus, either for induction or practical 'closed book' assessments.

T Pirie noted the need for caution when overspilling into the summer break, and the need to ensure staff still had a break. S Taylor noted that this was recognised and that any arrangements would still ensure that staff had a reasonable break.

P Milne noted thanks for the update and for the hard work that staff were undertaking to continue to support students and each other.

7. VP PEOPLE AND PERFORMANCE REPORT

S Taylor summarised the report.

S Taylor noted the report included information on the number of COVID 19 cases within the College and highlighted the numbers were low.

S Taylor provided an update on National Bargaining and noted the support unions were progressing with a pay offer for 2020/2021. An industrial action ballot was open for Academic Staff and discussions were taking place at a national level in respect of this. It was confirmed that this was a sector wide ballot, but there were hopes for a settlement.

S Taylor summarised arrangements and numbers in respect of the furlough scheme and noted the College desire to utilise furlough income to support additional delivery as and when this was possible.

A Mawhrt noted the College have been promoting Cyber Security to staff over the last month, marking one year since the Cyber-attack. A Mawhrt noted there is a new staff benefits portal page for staff and encouraging staff to view this.

P Milne asked if the College had a planning in place if the furlough scheme ended before staff could return to work. S Taylor noted the team were looking at this and noted that it would depend upon the length of any gap and the financial circumstances of the College. S Taylor noted the Voluntary Severance scheme would be opening soon.

B Carmichael noted the hard work of the team in successfully gaining the GTCS revalidation.

S Taylor noted this was P Milne's last committee meeting and thanked her for all her support for the People team and himself over the years. This was echoed by the Committee.

8. NATIONAL BARGAINING UPDATE

S Taylor noted the update in the VP report.

9. STRATEGIC RISK REGISTER

S Taylor summarised the Risk Register and was approved by the Committee. No overall change to the risk register in respect of the risks delegated to the Committee.

D Fordyce asked if EU transition should be noted within the Risk Register. S Taylor noted that this was included in the full risk register and was reported to the Audit & Risk Committee. S Taylor confirmed that the College had supported supporting staff who required settled status. It was noted that the College did not undertake international recruitment of staff.

10. HR METRICS

HR Metrics were noted by the Committee.

S Taylor noted that staff absences were down to 1.87% which are low for this time of year. This was attributed to the wider effects of lockdown and working from home.

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 6 May 2021, via Microsoft Teams.

Committee members thanked P Milne for her hard work and input as Chair of the Committee over many years and wished her all the best for the future.

Action Point Summary

Action	Responsibility	Date
No specific actions noted		