

# BOARD OF MANAGEMENT



## Human Resources and Development Committee Thursday 12 November 2020

Draft confirmed by Chair

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Minute of the Human Resources and Development Committee meeting held on Thursday 12 November 2020 at 5.00pm via Teams.

<b>PRESENT:</b>	P Milne D Mackenzie T Pirie S Stirling	D Fordyce K Keay B Carmichael S Hewitt
<b>IN ATTENDANCE:</b>	S Taylor (Vice Principal) J Carnegie (Vice Principal) M Sanderson (Executive Secretary)	J Grace (Vice Principal) A Mawhirt (Head of People & OD)

### 1. WELCOME

P Milne welcomed members to the meeting.

### 2. APOLOGIES

Apologies received from G Bissett.

### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 4. MINUTE OF THE PREVIOUS MEETING – 17 September 2020

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

### 5. MATTERS ARISING

The matters arising were reviewed and closed.

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

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

J Carnegie noted that messages were being continuously reinforced for staff and students, reminding them to follow guidelines, including wearing face coverings in communal areas on campus, regular hand washing, 2 metre distance etc.

J Carnegie stated that there were regular queries that arose, including reminding students and staff advising that of the self-isolation guidance and they do not need to isolate if a member of their household is isolating – they should isolate only where they have been in contact with a positive case.

J Carnegie noted that the Health and Safety Executive would be carrying out an inspection of COVID 19 adaptations and other arrangements in the Hair and Beauty department at the end of the month. This area had been selected by HSE due to the close contact nature of courses.

J Carnegie noted that there was significant government concern around students returning home for Christmas and stated that this was mainly an issue for the university sector. J Carnegie stated that the College had only around 90 students that had a home address outwith the local area. Given this small number, the College was working in partnership with the University of Dundee and Abertay University won testing and related support for these students.

P Milne noted the hard work of the team and thanked everyone involved for their efforts.

## **6. STAFF PULSE SURVEY**

A Mawhirt summarised the pulse survey outcomes.

A Mawhirt noted that the Senior Leadership Team were happy with the responses from staff, with 340 staff members completing and 140 staff members providing further comments to the survey. It was noted that the overall survey responses were very positive, but that it was recognised that there remained some significant issues and pressures for staff.

A Mawhirt highlighted the survey asked staff for feedback on health and safety practices and if they were comfortable with the COVID 19 procedures in their department.

A Mawhirt noted a high number of staff reported that they miss the social interaction of being on campus and seeing colleagues every day; some felt that home working was isolating. It was noted that this was having an impact on wellbeing in some cases, and managers were being reminded and encouraged to schedule 1-1 meetings with their staff to touch base. Staff were also being encouraged to think about the social side of work, and to plan in coffee breaks and other less formal interactions.

P Milne noted it was pleasing to see the positive responses to the survey.

S Hewitt highlighted that the Senior Leadership Team are discussing the best way to face challenges staff are experiencing and were looking at how they could focus more staff resource towards teaching and support teams to help to reduce some of the pressures staff were facing.

S Hewitt stated that he was scheduling Principal 'meet and greets' with teams over the next few months.

S Taylor noted that a detailed update had been given to the Learning, Teaching and Quality Committee on remote learning and ways staff are adapting to this.

The survey responses received, and actions being taken were welcomed by the Committee.

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

S Taylor highlighted that national discussions on pay were continuing, with an offer to Academic staff being accepted. It was noted that an offer for support staff had been rejected and that it was likely that an improved offer would be made soon.

S Taylor noted that Furlough scheme had been extended until March 2021 and that College plans for the end of the scheme on 31 October had been reviewed. Options to continue with some staff on furlough were being considered.

S Taylor noted that discussions were progressing in terms of future workforce planning for the short and long term. It was noted that it was likely now that the current working from home restrictions would be in place until the end of the academic year and the College needed to plan on this basis. S Taylor stated that there were also changes that would be longer term in nature as ways of working had changed and were unlikely to go back to how they were pre COVID. It was noted that this would impact disproportionately on some roles and that the College needed to be planning for changes in roles and different skillsets going forward.

S Taylor stated that a part of this was likely to include utilisation of a Voluntary Severance Scheme, and that this would be discussed at the Board meeting in December 2020.

D Mackenzie asked if the impact of working from home would reduce the need for office space. S Taylor confirmed this would be something the team will look at in the future and that overall space needs, and the balance between office, teaching and specialist space would need to be part of the consideration of the redevelopment of the Kingsway Campus.

S Hewitt noted it was vital to keep the campuses open in the future for students.

P Milne asked if Students or Staff, who tested positive for coronavirus have been linked. S Taylor confirmed no cases have been linked and the College had not had any outbreak (2 or more cases)

The update was noted by the Committee.

## **8. NATIONAL BARGAINING UPDATE**

S Taylor noted the update in the VP report and College is monitoring how the situation develops at a national level.

## **9. STRATEGIC RISK REGISTER**

S Taylor summarised the Risk Register and was approved by the Committee. No overall change to the risk register.

D Fordyce asked if 3.11 needed to stay on the Register. S Taylor confirmed that this was in place currently as a 'one year on' survey on structural changes had not yet taken place due to COVID 19. This could, however, be reviewed at the next Audit and Risk Committee.

D Fordyce expressed concern under 3.12 that shared vending machines were only being cleaned twice a day. J Carnegie noted that there was additional cleaning in place and that students would also take responsibility to clean machines after every use - cleaning products were available to do this. S Taylor added the College were following all of the Scottish Government standards with regards to cleaning schedules. This reassurance was welcomed.

## **10. HR METRICS**

HR Metrics were noted by the Committee.

## **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 18 February 2021, via Microsoft Teams.

### Action Point Summary

Action	Responsibility	Date
No specific actions noted		