

BOARD OF MANAGEMENT

Human Resources and Development Committee Thursday 16 September 2021



Draft confirmed by Chair

Minute of the Human Resources and Development Committee meeting held on Thursday 16 September 2021 at 5.00pm via Teams.

PRESENT: D Mackenzie D Fordyce
S Hewitt K Keay
S Stirling B Carmichael

IN ATTENDANCE: S Taylor (Vice Principal) A Mawhirt (Head of People & OD)
J Carnegie (Vice Principal)

1. WELCOME

D Mackenzie welcomed members to the meeting.

2. APOLOGIES

Apologies were noted from T Pirie, B Grace, and J Grace.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF THE PREVIOUS MEETING – 6 May 2021

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

5. MATTERS ARISING

There were no matters arising.

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

S Hewitt summarised progress being made with regards to activity during the COVID pandemic and highlighted the College were continuing to plan for the future, as well as dealing with COVID regulations. Discussions were taking place at a national level around the next steps to the COVID recovery and the impact this will have on College's and Students.

A Mawhirt noted high level messages were continuing to be communicated to staff and information for staff, relating to COVID guidelines are on a single central point on the staff portal. A Mawhirt noted the team were reviewing the COVID mitigations and health and safety on a regular basis.

A Mawhirt highlighted the team were also working on CPD programmes for the full academic year for all staff. This will provide extra support to both Academic and Support staff.

J Carnegie noted there had been an increase in both Staff and Students testing positive for COVID since the start of August. This was expected with the easing of restrictions and was challenging with different regulations and behaviours on and off campus. Implementing the different guidance being used in a College environment would remain an issue.

The increase in vaccinations for those over 16 and regular testing were welcome steps.

D Mackenzie welcomed the update.

7. VP PEOPLE AND PERFORMANCE REPORT

S Taylor summarised the report highlighting that Learning, Teaching and Quality Committee were informed there has been a decline in Student recruitment this year. This had an impact on staff timetables and S Taylor highlighted the College were looking at project activity and other opportunities for Academic staff to be involved in. S Taylor noted there were no risks or plans for redundancies at this stage.

D Mackenzie asked if this was a national decline. S Taylor confirmed it was and S Hewitt noted that HE recruitment in particular was down nationally.

S Taylor highlighted the Furlough Scheme is coming to an end and final staff are returning to work. The scheme had made a very positive impact to the College's financial position.

A Mawhirt summarised work taking place to support GTCS registration for staff and work to further promote wellbeing.

The report was noted.

8. STAFF DISCUSSION PAPER – FUTURE OPPORTUNITIES

S Hewitt summarised the paper and highlighted the significant opportunities developing within the D&A region and the role of the College in supporting these.

S Hewitt summarised the discussions underway with staff to engage and involve them in the opportunities and to support and develop College activities and staff to meet the new demands arising.

K Key stated that she was conscious that staff may feel burnt out and stressed at the work involved in supporting these opportunities on the back of the pandemic. S Hewitt noted staff were being creative with new ideas which was a positive during challenging times.

S Taylor noted the Executive and SLT would be meeting with each team to discuss opportunities and listen to ideas and needs in terms of the new opportunities arising.

The outline of the new opportunities developing, and the approach to engagement/ consultation were welcomed.

9. STRATEGIC RISK REGISTER

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

S Taylor noted that a new risk (3.12) had been added to the COVID risk register around post pandemic ways of working. D Mackenzie asked if this also covered the four-day working week, piloted by the Scottish Government. S Taylor noted that this had been discussed both locally and nationally and that the College was not averse to being part of a pilot but that it would be challenging to accommodate all classes and activities into four days. It was noted that the Scottish Government were in early stages of considering pilots for this.

10. HR METRICS

HR Metrics were noted by the Committee.

11. MEETING MINUTES / UPDATES

The minutes of the JCF and Healthy, Safety and Wellbeing Committee meeting were noted.

12. DATE OF NEXT MEETING

The next Human Resources and Development Committee will take place on Thursday 11 November 2021 at 5.00pm.

Action Point Summary

Action	Responsibility	Date
No specific actions noted		