

BOARD OF MANAGEMENT



Human Resources and Development Committee Thursday 11 November 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 T Pirie
S Hewitt K Keay
S Stirling B Carmichael

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

1. WELCOME

D Mackenzie welcomed members to the meeting.

2. APOLOGIES

Apologies were noted from D Fordyce and S Hewitt.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF THE PREVIOUS MEETING – 16 September 2021

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

5. MATTERS ARISING

There were no matters arising.

6. VP PEOPLE AND PERFORMANCE REPORT

S Taylor summarised the report highlighting the Executive and SLT issued an update to staff around strategic projects and were planning recruitment of a Project Manager to look after various projects the College are involved in. S Taylor also highlighted the Voluntary Service had reopened and will close at the end of December. ST stated the College don't have a target number or roles or savings as the scheme was an enabler for future changes.

Current student recruitment numbers, and steps being taken where numbers were lower than target, were discussed. D Mackenzie asked if there was any impact on staff morale with the reopening of VS. J Grace noted that this was a concern for some staff and managers and noted that on-going communication was taking place with teams around recruitment, student numbers etc.

J Grace also noted the People team were supporting managers around staffing conversations and unions had been updated.

K Key asked if there was a freeze on recruitment. S Taylor noted there is no freeze, but all individual vacancies are reviewed and approved at Executive level, there was no automatic replacement of roles.

T Pirie asked if redundancies would be an option if the uptake on VS is low. S Taylor noted this was not under consideration.

S Taylor also noted the College had made appointments to the two vacant Director roles, Jane Roscoe who was now in post and Steph Toms who starts in January 2022.

A Mawhirt noted sessions arranged with the Leadership Development Forum around Mental Health and Wellbeing training. Surveys had been sent out to managers asking around Mental Health at work and if they feel supported themselves and also around having conversations with staff around this. A Mawhirt noted the team were also looking at options to support better team engagements, remotely and face to face.

The report was welcomed.

7. NEW WAYS OF WORKING PROJECT UPDATE

J Carnegie provided an update on the Executive and SLT plans around the New Ways of Working project and approaches to engage and involve staff and students in looking at this.

J Carnegie noted the College are planning an all-staff event in January, online and face to face, to gather staff's views and ideas on future ways of working on a hybrid/blended basis and the impact this would have on ways of working, infrastructure, staff skills etc.

T Pirie asked if Managers were coping with managing staff online and adapting to the new way of working. J Carnegie noted managers had adapted well to this in the COVID emergency phase and had learned how to adapt and gain trust in staff with home working. It was noted that the project was about the next phase of this and on-going approaches after COVID mitigations were past.

S Taylor noted work planned to create hybrid classrooms on each campus with a mix of students online and at home. This work was a mix of the technical and pedagogical aspects of hybrid delivery and would support thinking going forward.

8. NATIONAL BARGAINING UPDATE

S Taylor provided an update on National Bargaining. S Taylor noted there are still challenges around the national job evaluation, but slow progress was being made but there remained a number of significant elements still to be discussed and agreed.

S Taylor also noted there were ongoing discussions but no settlements yet with Academic or Support pay awards.

9. STRATEGIC RISK REGISTER

S Taylor summarised the Risk Register and this was approved by the Committee. A significant review of the Risk Register took place in October at the Board of Management meeting and no further changes had been made.

10. HR METRICS

HR Metrics were noted by the Committee. S Taylor noted the staff absence rating was slightly increased as numbers of campus grew and there was a return to the usual colds and sickness bugs.

D Mackenzie asked if staff had a different attitude to colds etc and not coming into work. S Taylor noted the team hadn't experienced this, but staff were being sensible and booking a COVID PCR test if they had symptoms, which resulted in them being absent from Campus for a couple of days, whilst they wait on test results. It was noted that staff could still work from home whilst waiting for test results and if they were well enough.

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

B Grace summarised the progress the Estates team were making with the latest COVID Guidance, this included removing one-way signage on Campus, stairwells etc and providing guidance around good ventilation. This would make the Campus a more welcoming environment for Staff and Students.

B Grace noted the usual mitigations are still in place and rules still must be followed, for example wearing face coverings when moving around the Campus.

A Mawhirt noted the team were focusing on staff's mental health and were supporting them with the return to campus, some hadn't been onsite since March 2020. A Mawhirt noted a staff event was planned for January onsite and this would be the biggest event in the College since before COVID.

D Mackenzie praised the team for the huge amount of work they have dealt with, during the pressures of COVID and praised the resilience of staff with adapting to the changes.

12. MEETING MINUTES / UPDATES

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

13. DATE OF NEXT MEETING

The next Human Resources and Development Committee will take place on Thursday 17 February 2022 at 5.00pm.

Action Point Summary

Action	Responsibility	Date
No specific actions noted		