# logo_colourBOARD OF MANAGEMENT

**Human Resources and Development Committee**

**Thursday 16 February 2023**

**Draft**

## Minute of the Human Resources and Development Committee meeting held on Thursday 16 February 2023 at 5.00pm, via MS Teams.

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| **PRESENT:** | D Mackenzie | B Carmichael |
|  | B Lawrie | N Lowden |
|  | S Hewitt | S Stirling |
|  | G Robertson | K Keay |
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| **IN ATTENDANCE:** | J Carnegie (Vice Principal) | P Muir (Board Administrator)  |
|  | S Taylor (Vice Principal) | J Grace (Vice Principal) |
|  | B Grace (Head of Estates) | A Mawhirt (Head of People & OD) |
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|  | **WELCOME**D Mackenzie welcomed members to the meeting.  |
|  | **APOLOGIES**There were no apologies |
|  | **DECLARATIONS OF CONNECTION & INTEREST**G Robertson noted his role as Chair of Gardyne Theatre Limited (GTL) |
|  | **MINUTE OF THE PREVIOUS MEETING – 15 September 2022**Minute of the previous meeting was approved as an accurate record. |
|  | **MATTERS ARISING** Matters arising were included within the meeting agenda.  |
|  | **2022-2024 WORKFORCE PLAN UPDATE ON PROGRESS**S Taylor summarised the paper produced one year into the revised workforce plan, noting that much had changed since the plan was approved in February 2022. This included the transition out of COVID-19 restrictions, the cost-of-living crisis, and the significant impact of funding cuts on the College. S Taylor stated that despite these changes, the resilience of the workforce plan had supported decision making and planning activities over this period.The workforce plan supported development and decision making around staffing matters, including looking at new ways of working post COVID-19. Developments around staff skills and changes in staffing were noted, including the investment in new course provision and skills needs in addition to building strong relationships with various sector networks.Abi Mawhirt summarised staff CPD plans (agenda item 8) noting that there were wide ranging plans created for different staff groups and roles across the College, with this building from learning and teaching development through to course leadership and line management training for promoted roles. It was noted that the Leadership Development Forum (LDF) had undertaken work around College values, line management, D&A practice and policies, with this being welcomed by managers. This work would continue to develop, combining CPD opportunities with peer support and networks.In addition, staff were undertaking coaching for their developmental needs and more support had been targeted to Curriculum and Quality Leaders (CQLs).Student Behaviour had been highlighted as a priority within the Learning & Teaching Development Programme, given issues arising during the pandemic and concerns around student behaviour arising as students had returned to campus. The behaviour management training matrix was noted, with basic training and awareness provided for all staff, and more advanced training provided for those in specific roles or in areas where behavioural management interventions were required more often. The feedback for this had been positive, highlighting that the training had been excellent and skills learned provided staff with means and ways of de-escalation. K Keay welcomed the development plans but noted concern that a 2-year programme could be daunting for staff. A Mawhirt highlighted the feedback from staff had been positive, with staff welcoming the plans and availability of training, but recognised that this had to be balanced with the time available and on-going support. This would continue to be reviewed. B Carmichael stated the feedback on the plans was positive from a delivery perspective, with the Academic Development Team delivering new skill sets and devising a programme suited to the needs of the individual.S Stirling stated that her team had welcomed the opportunities to deliver CPD and noted that the support received from teams, and positive relationships developed, had helped make this more effective. S Stirling noted that there had been fantastic engagement from everyone involved around upskilling on digital transformation. J Grace noted that the planned development programme for Curriculum Quality Leaders, had been devised based on their requests.Approaches to development for line managers were discussed and N Lowden noted that the approach summarised was refreshing and reflected the expected good practice around encouraging and supporting educational ambition. |
|  | **VP PEOPLE AND PERFORMANCE REPORT (INC NATIONAL BARGAINING UPDATE)**S Taylor summarised the report, highlighting the work progressing around voluntary severance in preparation for anticipated funding cuts for academic year 2023/2024. Developments around national bargaining were noted, although S Taylor highlighted that there had been limited progress or change since the previous meeting but stated that national discussions were ongoing.A Mawhirt highlighted that the People Strategy Group had been reinstated (following COVID-19 disruption) with this group used to inform thoughts and plans around staffing approaches and developments. The group had come up with a number of ideas which would inform future approaches and activities.The report and developments made were noted. |
|  | **PROFESSIONAL DEVELOPMENT PROGRAMME**This paper had been discussed under item 6 above. |
|  | **STRATEGIC RISK REGISTER**S Taylor noted the review being undertaken of the Risk Register but highlighted that no changes were proposed in respect of the risks allocated to the Human Resource and Development Committee.The paper was approved. |
|  | **HR METRICS** HR Metrics were noted by the Committee and B Lawrie stated that he had raised some queries outwith the meeting regarding the calculation methodology for full time equivalents (FTEs) and had received an answer to this.S Taylor noted that the staff turnover rate in 2021/22 had increased, but that this related to the spring 2022 savings plan, with the underlying turnover rate remaining low. |
|  | **MEETING MINUTES/UPDATES**The Joint Consultative Committee (JCF) and Health, Safety and Wellbeing (HS&W) minutes were noted, with no comments or queries. |
|  | **DATE OF NEXT MEETING** Thursday 4 May 2023, 5pm, Room Y150, Gardyne Campus |

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| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| No action points noted |  |  |