# logo_colourBOARD OF MANAGEMENT

**Human Resources and Development Committee**

**Thursday 4 May 2023**

**Draft**

## Minute of the Human Resources and Development Committee meeting held on Thursday 4 May 2023 at 5.00pm, in Room A625, Kingsway Campus.

|  |  |  |
| --- | --- | --- |
| **PRESENT:** | D Mackenzie | D Smith |
|  | B Lawrie | N Lowden |
|  | S Hewitt | S Stirling |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **IN ATTENDANCE:** | S Taylor (Vice Principal) | P Muir (Board Administrator) |
|  | A Mawhirt (Head of People & OD) | J Grace (Vice Principal) |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
|  | **WELCOME**  D Mackenzie welcomed Committee members and welcomed D Smith as the new Academic Staff board member. |
|  | **APOLOGIES**  Apologies were received from J Buchanan, J Carnegie, and B Grace. |
|  | **DECLARATIONS OF CONNECTION & INTEREST**  There were no declarations of interest or connection. |
|  | **MINUTE OF THE PREVIOUS MEETING**  The minute of the meeting held on Thursday 16 February 2023 was approved as an accurate record. |
|  | **MATTERS ARISING**  There were no matters arising. |
|  | **A MORE SUSTAINABLE COLLEGE PAPER**  S Hewitt introduced this paper following on from the extensive and difficult financial decisions colleges and other public sectors were continuing to face. S Hewitt noted the funding for the  sector was projected to be ‘flat cash’ for the next few years; the increase cost of staffing and various other budgets will inevitably need to be met by cuts elsewhere and by steps to maximise any additional income streams.  The Scottish Funding Council (SFC) had advised that the £26m previously promised to the college sector would no longer be available for 2023/24. This had been a major blow to all colleges and was being raised directly with the government.  S Hewitt summarised the paper, highlighting the need to deliver the level of savings identified, whilst still meeting regional needs and maximising other income sources to create a college that is more sustainable and successful going forward.  S Taylor highlighted the 4-week consultation period for the initial proposals. All combined feedback, ideas and suggestions will be reviewed, and updated proposals will be issued for further consultation.  S Taylor noted that consultation feedback had been significant, with responses received from a variety of departments and from a large number of individual staff. Consultation responses were continuing, with union JCF meetings and weekly catch ups. The College was also in contact with representatives from the national Unison FE branch in the respect of the current saving plans.  S Hewitt highlighted within his report that the Scottish Government and Scottish Funding Council (SFC) have recognised that the college sector cannot remain the same size as it has been in recent years. Whilst any reduction in activity is unwelcome, without this flexibility it would not be possible to plan for a sustainable future for the college.  B Lawrie praised this paper and the presentation of it, considering the significant financial challenges faced. B Lawrie highlighted the demographic changes within regions and questioned if the Scottish Government would review college activity and funding relative to this. S Taylor noted that SFC had a demographic model that they used, and that activity levels had increased in some areas (such as West Lothian) to reflect increasing population. It was noted that this modelling was generally not significant in terms of changes in overall activity levels.  The paper, and the significant challenging work it represented, was noted. |
|  | **VP PEOPLE AND PERFORMANCE REPORT (INC NATIONAL BARGAINING UPDATE)**  S Taylor summarised the report, highlighting the work around The Voluntary Severance (VS) scheme with positive numbers of applications being received. Outcomes from the interim scheme are being finalised with over £271K of savings already established from the February 2023 round and further discussions to be progressed.  Developments around national bargaining were noted. S Taylor highlighted the negotiations for the 2022/23 academic staff salary settlement remain on going, with an offer of 2% having been rejected and a ballot on industrial action being approved. Conversations are still ongoing with the hope of resolving this matter.  Notifications of planned action consisting of a ‘work to rule’ and action to withhold student results has been confirmed.  The picture was similar for support staff, with an offer having been rejected and a ballot for strike action by Unison members having been approved. Notification of planned strike action was expected shortly in relation to this vote.  S Taylor highlighted the importance of the Thrive at D&A activities which were ongoing. This work was important support for students and staff.  An evaluation of the costs and benefits of Thrive work would be reviewed and evaluated for the next academic year- 2023/24, with work continuing if the cost of living issues remained.  A Mawhirt summarised progress in respect of the CPD plans discussed at the previous meeting and outlined plans for all staff development days at the start of session 2023/24.  The report was welcomed. |
|  | **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.  S Taylor highlighted the change in format for the staff FTE data, highlighting that this better reflected the normal data considered within the College. The increase in staff absence rates was noted, with this returning back to similar pre COVID levels. |
|  | **MEETING MINUTES/UPDATES**  The Joint Consultative Committee (JCF) and Health, Safety and Wellbeing (HS&W) minutes were noted. |
|  | **DATE OF NEXT MEETING**  Thursday 7 September 2023, 5pm, Room A625, Kingsway Campus |

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