# logo_colourBOARD OF MANAGEMENT

**Human Resources and Development Committee**

Thursday 15 February 2024 at 5.00pm **Room A625, Kingsway Campus** (MS Teams option available)

## Minute of the Human Resources and Development Committee meeting held on Thursday 15 February 2024 at 5.00pm, in Room A625, Kingsway Campus.

|  |  |  |
| --- | --- | --- |
| **PRESENT:** | D Mackenzie | D Smith |
|  | B Lawrie | S Hewitt |
|  | D Rosie | M Beattie |
|  | C Cusick | L O’Donnell (observer) |

|  |  |  |
| --- | --- | --- |
| **IN ATTENDANCE:** | S Taylor (Vice Principal Support Services and Operations) | |
|  | J Grace (Vice Principal Curriculum and Partnerships) | |
|  | K Buchan (HR Manager) | P Muir (Board Administrator) |
|  | C Calder (Academic Development Lead) | |
|  | J Roscoe (Director of Curriculum and Partnerships) | |
|  | N Anderson (Director of Finance) | |

|  |  |
| --- | --- |
|  | **WELCOME**  D Mackenzie welcomed Committee members, L O’Donnell as an observer, N Anderson, J Roscoe, and C Calder to the Human Resources & Development Committee meeting. |
|  | **APOLOGIES**  Apologies were received from J Buchanan, N Lowden and B Grace. |
|  | **DECLARATIONS OF CONNECTION & INTEREST**  There were no declarations of interest or connection. |
|  | **APPOINTMENT OF A VICE CHAIR**  S Taylor highlighted the vacancy available as Vice Chair within the Human Resources and Development Committee and asked that any Committee members interested in the role let him know. |
|  | **MINUTE OF THE PREVIOUS MEETING**  The minute of the meeting held on 9 November 2023 was approved as an accurate record. |
|  | **MATTERS ARISING**  There were no matters arising. |
|  | **PEOPLE, OD & COMMUNICATIONS REPORT**  S Taylor summarised the report, noting the limited interest received in the Voluntary Severance scheme. This was not unexpected given the number of departures from the college in the last year. Decisions regarding these applications are underway to support the future financial stability of the college. Given the ongoing necessity for savings, it is anticipated that the scheme will reopen periodically throughout 2024, ensuring flexibility until the end of the calendar year.  The new role of Transformation Officer, and initial priority areas for development were noted with interest. Progress around the creation and appointment to trade union nominated board member positions was noted.  As part of the agreed outcomes from the 2023 Savings Plan, a Lessons Learned discussion was arranged and recognised with unions, mirroring a similar exercise conducted previously. This session, held before Christmas 2023, proved to be valuable and constructive, with discussions focusing primarily on communication strategies. A range of practical outcomes were confirmed and are being enacted as required.  Additionally, S Taylor provided an update on the progress of arrangements to support the professional registration teaching staff through GTCS. While progress is underway, it is anticipated that it will take a considerable amount of time for all eligible staff within the sector to complete registration due to their capacity constraints of GTCS. As a result, Dundee & Angus College have 224 eligible staff members to progress their registration, with GTCS estimating that they can manage 500 membership applications per year.  S Taylor noted the significant work planned for the future including the staff survey and updates to the People Strategy and Workforce Plan.  D Mackenzie commended the report and expressed gratitude to S Taylor and the wider team for their contribution. |
|  | **PRESENTATION – CPD PROGRAMME DEVELOPMENTS**  C Calder and J Roscoe delivered their presentation on the CPD Programme Development.  C Calder & J Roscoe highlighted the feedback regarding collaboration has been largely positive. However, it was noted that during the Staff Development Days in August 2023, staff felt that two days of collaboration were excessive. Consequently, this feedback has been taken into consideration and adjustments made for the upcoming staff day in August 2024. The emphasis will remain on providing bespoke support to staff.  Progress on Insight training has been effective, with Insight Practitioners within the college increasing in numbers. It was reported that 13 teams have already undergone Insight training. S Hewitt noted how this growing engagement had helped provide an over-view of the college in terms of preferred communication styles etc.  C Calder and J Roscoe discussed the focus across CPD activities on People and Professionalism, focusing on what is specific to the role and what it entails within the college. They emphasised the professional journey of becoming and being an experienced professional lecturer, highlighting the process of changing one’s professional identity.  Collaborations and reflection were highlighted as crucial aspects, emphasising the individual’s ability to reflect on their practice. They mentioned revisiting reflective training conducted last year and discussed ongoing CPD training such as coaching to underpin reflective practice.  J Roscoe highlighted the topic of People and Performance, emphasising the significance of culture in fostering self-awareness and improvement across all roles within the college.  D Mackenzie commended the presentation and detailed information provided and noted that he felt that it was an inspiring piece of work. He asked if concerns about funding were likely to impact on activities.  C Calder acknowledged that funding had posed some challenges, although marginally. However, she noted that everyone was aware of the funding situation with staff actively seeking alternatives to minimise additional costs. J Roscoe highlighted ongoing efforts to explore skills and knowledge sharing within and out with the college to add value at minimal cost.  D Rosie enquired about the involvement of industry within the development programme and delivery across the college. C Calder explained that development days primarily focused on the skill aspect. J Grace added that there is an ongoing integration with industry including active stakeholder advisory groups that contribute to the development and delivery of the curriculum, fostering strong relationships between the college and industry partners. J Grace emphasised that every department maintain close links with industry to promote employment and ensure that what we deliver remains relevant.    D Mackenzie thanked C Calder and J Roscoe for their contribution. |
|  | **NATIONAL BARGAINING UPDATE**  S Taylor highlighted this report, noting that despite on-going national discussions, no settlements have yet been reached.  Notification of planned action consisting of a ‘work to rule’ and action to withhold student results has been announced by EIS/FELA from 12 February 2024 and national strike action by academic staff has been confirmed, with a national strike day scheduled for Thursday 29 February. Unison had advised that they would also be taking part in national strike action on 29 February 2024.  Further strike days are also anticipated, although the college will remain open on the strike days and steps taken to minimize disruption to learning.  B Lawrie noted the relatively low engagement with the action of student resulting, but noted concern at the possible impact this could have, and the potential for this to escalate. S Taylor emphasised the importance of aligning with any national position from the employer’s perspective. He noted that although only a small number of individuals were actively engaged in this action previously, although recognised that the impact on students and the reputation of the college sector could be significant.  D Smith noted that the prevalent feeling amongst staff was a desire to reach a settlement and expressed the hope that there could be movement on all sides that would allow this to take place. S Taylor noted that this was also what he was hearing from staff.  S Taylor highlighted the National Job Evaluation project, with work continuing to progress slowly.    S Taylor noted that National Policy discussions were ongoing. These policies have proven to be challenging with only two policies having been agreed – A National Annual Leave Policy and a National Menopause Policy  The Committee noted welcomed this report. |
|  | **STRATEGIC RISK REGISTER**  S Taylor 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**  The range of HR Metrics were noted by the Committee.  B Lawrie queried the reasons behind the lower level of non-established staffing shown for February. S Taylor stated that this reflected the salary claims for the January period which included the Christmas break and quality week. |
|  | **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 2 May 2024, 5.00pm in A625, Kingsway Campus |

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