

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Wednesday 2 December 2015

PRESENT: Carolyn Caddick, Elaine Harris, Diane Rawlinson, John Wilson
CHAIR: John Wilson
APOLOGIES: Hazel Allen, Neil Stewart
ATTENDING: Director of Organisational Development
College Secretary

1. SAFEGUARDING ANNUAL REPORT

A report by the Director of Organisational Development referred to the clear protocols which the College had in place to ensure safeguarding of children and vulnerable adults. The report also set out the disclosures made in the last year as well as the proportionate and immediate response made by the College contacts in partnership with the Offender Management Unit, Highlands and Islands Division, Police Scotland.

The Committee discussed the report and **NOTED** that the College were also part of the MAPPA Multi Agency Public Protection Group and the University PREVENT Group.

2. MINUTES of the MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 17 SEPTEMBER 2015

The Minutes were **AGREED** as a correct record, subject to a numerical correction in item 2, and were **APPROVED** and signed.

3. HUMAN RESOURCES ANNUAL REPORT 2014-15

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover, absence, diversity and teaching qualifications for 2014-15.

The Committee discussed the report and **NOTED** the key information as follows:-

- Annual core staff turnover in 2014/15 was 10.4% compared with 10.7% in 2013/14 and 9.4% in 2012/13.
- Supply staff utilisation equated to 30.5FTE (26201 hours).
- The current age profile of staff indicated that 13% of academic and 10% of support staff would be eligible for retirement in 2015/16.
- The age profile of new appointments had a young profile, with only 5% being aged 55 or more, conversely 37% of leavers were over 55.
- 21 of the 35 leavers were identified as resignations.
- The overall percentage of working days lost to sickness absence equated to 2.7% of working days available for both academic and support staff.
- The highest number of days lost to sickness absence related to Musculoskeletal – accounting for 14.6% of total absence and 17% of

long term absence. As in previous years Stress/Anxiety remained a common reason for absence, accounting for 12.1% of total absence, 11% of short term absence and 13% of long term absence.

- The most common reason for short term absence continued to be viral infection.
- The gender balance remained the same as the previous two years, a 63% female and 37% male workforce. Support staff were made up of 72% female and 28% male. Core teaching staff were 53% female and 47% male.
- In relation to ethnicity, the proportion of White Scottish staff had decreased slightly to 67% from 70% in 2014/15. White English had increased slightly to 13.5% from 13%. Less than 1% of core staff were from a black ethnic minority.
- Seven staff completed the PDA teaching qualification, 7 staff completed the TQFE with University of Stirling, and 2 completed Post Graduate Certificates in Education with other institutions.

The Committee **REQUESTED** the Director of Organisational Development to provide further analysis of the 21 leavers who were identified as resignations and **NOTED** that it was useful to see good proactivity in a range of issues.

4. **MANDATORY TRAINING**

A report by the Director of Organisational Development made reference to the mandatory training and the display screen equipment (DSE) training and assessment provided by the college.

During 2014/15, 102 employees (core and supply bank) attended mandatory training for Child Protection and Equal Opportunities. For 2015/16 the College was implementing Marshall ACM on-line training for new employees as part of the corporate induction. The mandatory modules were:

- Safeguarding in FE Colleges
- Diversity in the Workplace
- Data Protection and Information Security
- Health & Safety

An online training module for Display Screen Equipment (DSE) had been provided for all staff as they moved into the new campus building. This had been completed by 65% of staff and the College was actively following up the outstanding assessments.

The Committee **NOTED** the report.

5. **HUMAN RESOURCES REPORT – QUARTER 1 2015/16**

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence for the first quarter of 2015/16. The main issues to note were as follows:-

- Staff turnover was 4.4%. This was in line with Q1 turnover in previous years.
- Average headcount was 361, an increase from 340 in the previous quarter.

- Supply staff utilisation was 6793 hours, equivalent to 7.9 FTE. As anticipated, this was a slight decrease from the previous quarter of 8687 hours, equivalent to 10 FTE.
- Supply staff utilisation was 2967 hours equivalent to 3.4FTE (6793 hours/7.9 FTE for Q1 in 14/15). This reduction in variable hours correlated with the transfer of variable hours staff to fixed term contracts.
- There were 16 leavers, 5 of which were fixed term contracts coming to an end, and 2 were anticipated retirements. Of the 9 resignations, 3 were teaching staff leaving at the end of the summer holiday period.
- There were 20 starters.
- 3 staff transferred internally after being successful in the recruitment and selection process for vacant roles. Additionally 7 supply lecturers transferred to fixed term contract.
- Sickness absence totalled 396 days equivalent to 2.0%. This was slightly up on the previous quarter which was 1.8% and slightly down on the same quarter in 2014/15 which was 2.2%.
- Three members of staff met the long term sickness absence trigger for stress/anxiety.
- The most common reason for absence was musculoskeletal with 105 days lost across 9 separate episodes, followed by stress/anxiety with 94.5 days lost across 5 episodes.
- Management referrals to occupational health numbered 6 in the last quarter.

The Committee **NOTED** the report.

6. **MANAGEMENT SUCCESSION PLANNING**

A report by Director of Organisational Development set out the arrangements in place in the College to plan for and mitigate any anticipated risks in succession planning at the middle and senior management grades.

In line with its organisational development plan and in light of anticipated turnover, the college had taken the opportunity to remodel its teams in line with its strategic priorities and commitments. This had resulted in 20 appointments to senior and middle management roles over the last two years. In the last year the appointments made to management roles had reflected a healthy distribution between internal and external appointments and a significant increase in internal applications for management roles overall.

There were some challenges in attracting suitable candidates in the specialist professional management roles, for example Health and Safety and Human Resources. The college had taken steps to invest in professional qualifications in ICT, Accountancy and HR for staff to build some capacity, however these were at an early stage and there might be a need to build in an expectation of anticipated higher turnover to these areas and consider this in recruitment and induction plans.

The Committee **NOTED** the position.

7. HALF YEARLY EMPLOYMENT LAW UPDATE

A report by the Director of Organisation, Development and Performance provided an update on employment law matters as follows:-

- Early Conciliation
- Adoption Leave (this applied to UK adoptions only)
- Right to Request Flexible Working
- HR Impact of the Reclassification of Colleges /National Pay and Conditions. The Director of Organisational development was of the view that current policies would prevail while negotiations were taking place for national agreements.

The Committee **NOTED** the position and requested that clarity be sought from the Management side on the policy issue.

8. EXTERNAL SUPPORT

A report by the Director of Organisational Development provided an update of external support provided to the college, namely, the employee assistance programme (AXA-ICAS), computers in personnel HR (CIPHR), Harper MacLeod Employment Legal Services and Occupational Health Services (HNS Highland).

The Committee **NOTED** the report.

9. ACADEMIC COMMITTEE MINUTES

The Committee **NOTED** the Minutes of the Meetings of the following Management Committees

- a) Staff Development Committee – 27 October 2015
- b) Equality and Diversity – 1 October 2015

10. SHARED SERVICES

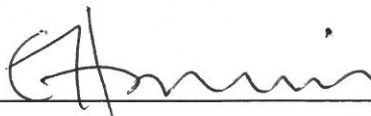
The Chair made reference to the postponement of the transfer of Staff to UHI Shared Services Limited on 1st December and acknowledged the tremendous amount of work which had been undertaken by staff within Inverness College planning for Shared Services.

11. DATE OF NEXT MEETING

Wednesday 2 March 2016 at 8.30 a.m.

The Chair recorded his thanks to Carolyn Caddick for her work on the Committee as Carolyn was stepping down from the Board of Management at the end of December. The Members of the Committee in turn recorded their thanks to John Wilson who was stepping down as Chair.

Signed by the Chair:



Date:

2 March 2016