

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Wednesday 2 March 2016

PRESENT: Elaine Harris, Brian Henderson (by audio link), Lindsey Mitchell
Diane Rawlinson
CHAIR: Elaine Harris
APOLOGIES: Hazel Allen
ATTENDING: Director of Organisational Development
College Secretary

1. MINUTES of the MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON 25 November 2015

The Minutes were **AGREED** as a correct record and were **APPROVED** and signed.

2. POLICIES AND STRATEGIES

a) STAFF DEVELOPMENT STRATEGY

A covering report by the Director of Organisational Development gave assurance that the Staff Development Strategy had been through due College process.

The strategy had been developed in partnership with the SMT and was aligned to the other enabling strategies in particular the HR, Learning and Teaching and Research Development Strategies.

The Committee **AGREED** to recommend the strategy to the Board of Management for approval

b) FLEXIBLE WORKING POLICY

A covering report by the Policy Officer gave assurance that the flexible working policy had been through due College process.

The Committee **APPROVED** the flexible working policy and **REQUESTED** that a copy of the flexible working procedure document be circulated to all members of the committee

3. EQUALITY OUTCOMES ANNUAL REPORT – APRIL 2016

The Equality Act 2010 required the college, along with other public bodies to publish equality outcomes. A draft annual report set out the progress made over the last year in implementing the equality outcomes which were published in the Inverness UHI Equality Outcomes 2013-2017 report.

The Committee **RECOMMENDED** the draft annual report to the Board of Management for approval.

4. **HUMAN RESOURCES REPORT – QUARTER 2 - 2015/16**

A report by the Director of Organisational Development presented qualitative analysis of key HR measures surrounding turnover and absence

- Staff turnover was 4.3% which was higher than previous years. 5 retirements contributed towards this higher turnover
- Average headcount was 371, compared to 370 in the previous quarter
- Supply staff hours was 2967, equivalent to 3.4FTE, a reduction from 7.9 FTE in Quarter 1 in 2014/15. 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 anticipated retirements.
- There were 12 starters including Programme Development Manager for Education; Contracts Procurement Coordinator and a newly created role of Food and Beverage Team Leader.
- There was one internal secondment for a 1 year period from the Finance team to the UHI Finance Systems Convergence Project.
- Sickness absence totalled 578.5 days, equivalent to 2.9%. This was an increase on quarter one (2%) and was consistent with seasonal patterns of absence in previous years. However it was lower than Q2 in previous years (3.4% in 14/15 and 3.6% in 13/14).
- 54% of the total absence was attributable to support staff and 46% to academic staff
- 2 members of staff met the long term sickness absence trigger for stress/anxiety. Three further employees were absent with long term sickness for musculoskeletal reasons.
- The most common reason for absence in Quarter 2 was musculoskeletal followed by stress/anxiety
- There were 7 Management referrals to occupational health

The Committee **NOTED** the report.

5. **SUCCESSION PLANNING (ACADEMIC STAFF)**

A report by the Director of Organisational Development advised that the college had been carefully monitoring the profile of core full time and part time staff on lecturer contracts. In parallel, bank staff had been developed to provide a ready resource to recruit from as and when permanent vacancies arose.

The anticipated retirement of staff in advance of the move to the new campus had not materialised but staff were making application for a phased retirement as an alternative. This had provided opportunities to remodel the distribution of skills and recruit staff/transfer staff from variable to fixed term contracts or appoint permanent replacements.

The Committee **NOTED** the position.

6. **RISK REGISTER ANNUAL REVIEW**

A report by the Director of Organisational Development highlighted the three risks from the corporate risk register relating to human resources and organisational development. These were succession planning, managing change and national pay bargaining.

The Committee discussed the report and **REQUESTED** that an additional sentence be included in the actions to mitigate risks column under the risk item "Succession planning" so as to make reference to the mitigating actions which were in place in line with the profile of the organisation and that these were under continual review.

7. NATIONAL PAY BARGAINING UPDATE

A report by the Director of Organisational Development gave an update on the current position on national pay bargaining, specifically the likelihood of strike action by lecturing staff.

The offer made by the Management side in October 2015 of 1) the living wage for all directly employed staff and 2) 1% consolidated pay increase, or £300 (pro rata for part time) consolidated increase for employees earning less than £30,000, whichever is the greater; had been accepted by the support staff unions, plus two days non-consolidated annual leave. This increase would be backdated from April 2015.

EIS FELA rejected this offer in November 2015 and had recently balloted staff for strike action. The NJNC subsequently wrote to all colleges with a strong recommendation to implement the pay rise as proposed before Christmas to teaching staff i.e. 1% consolidated pay increase, or £300 (pro rata for part time) consolidated increase for employees earning less than £30,000, whichever is the greater.

On consideration of the strong recommendation, the board and the college would therefore be implementing the 1% pay rise, back dated to 1 April 2015 to teaching staff also.

The Committee **NOTED** that the outcome of the ballot should be known week beginning 14 March and discussed the likely impact of strike action of the students.

8. SAFEGUARDING – PREVENT AND CORPORATE PARENTING

A report by the Director of Organisational Development outlined the statutory responsibilities with regard to corporate parenting and PREVENT.

Part 9 (Corporate Parenting) of the Children and Young People (Scotland) Act came into force in April 2015. Part 9 of the Act put this concept and policy of 'corporate parenting' onto a statutory basis in Scotland. It established a framework of duties and responsibilities for relevant public bodies, requiring them to be systematic and proactive in their efforts to meet the needs of looked after children and care leavers.

Section 26 of the Counter –Terrorism Act 2015 placed a duty on Local authorities, Further/Higher education, NHS, Prisons and Police when exercising their functions to have due regard to the need to prevent people from being drawn into terrorism.

The Committee discussed the report and **NOTED** the actions being taken by the College in both areas.

Lindsey Mitchell declared an interest in relation to Occupational Health Services provided by NHS Highland and left the meeting during consideration of the following item.

9. 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.

10. EMPLOYEE RELATIONS

Minutes of Meeting of the Joint Consultative Committee held on 3 November 2015

The Committee **NOTED** the Minutes of the Meeting of the JCC held on 3 November 2015.

11. MEETINGS OF ACADEMIC COMMITTEES

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

- a. Equality and Diversity Committee – 3 December 2016
- b. Staff Development Committee – 16 February 2016

12. DATE OF NEXT AND FUTURE MEETINGS

The next meeting would be held as scheduled on 25 May 2016 at 8.30 a.m.

The Committee **AGREED** that meetings of the Committee in the 2016-17 academic year would be held on a Thursday at 8.30 am within the quarterly cycle of meetings.

Signed by the Chair:



Date:

25/5/16