

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Thursday 2 March 2017

PRESENT: Mick Longton, Lindsey Mitchell, Diane Rawlinson, John Wilson
CHAIR: John Wilson
APOLOGIES: Brenda Dunthorne
ATTENDING: Director of Organisational Development
College Secretary

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 1 December 2016 were **AGREED** as a correct record and were **APPROVED** and signed.

2. MATERNITY AND PARENTING LEAVE POLICY

A number of revisions had been made to the maternity and parenting leave policy and these had been discussed at Scrutiny Panel in June 2016 and at SMT in January 2017. The revisions were highlighted in a covering report.

The Committee **AGREED** to recommend the revised policy to the Board of Management for approval.

The Chair requested that item 3 on the agenda, organisation and professional development strategy be considered at the end of the meeting. This was agreed.

3. EQUALITY OUTCOMES ANNUAL REPORT – APRIL 2017

A report by the Director of Organisational Development highlighted the public sector equality duty, the college and regional outcome agreement and the Scottish Funding Council reporting requirements going forward.

In line with the Institutional Leadership and Governance theme was the Board of Managements' performance over the period 2013 – 2017 in relation to the Scottish Government 2020 target to achieve gender balance in Board membership. There was evidence to show the consistency of gender balance over the last four years

The Committee **NOTED** the report.

4. HUMAN RESOURCES REPORT – QUARTER 1 - 2016/17

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

- The anticipated turnover expected at the beginning of 15/16 was realised at the beginning of 16/17. This effect was largely attributed to the lecturer pay rise and collective pay bargaining. Staff remaining in employment beyond retirement age was likely to continue into 2017/18 as further

expectations of pay progression impacted on their final salary projections.

- Permanent teaching numbers had stabilised while there was an increase in fixed term teaching staff. Hourly paid supply staff had reduced considerably. The overall increase in temporary fte was due to a number of factors:
- Year on year growth in HE activity
- Year on year realisation of FE target
- Development of HE programmes
- There were 22 leavers, 7 of which were anticipated retirements. Twelve were resignations, 2 fixed term contracts came to an end and 1 permanent support staff member retired on ill-health grounds.
- There were 34 starters, 18 of whom were support staff and 16 were teaching staff
- Sickness absence totalled 453.5 days, equivalent to 2.2%. This was a decrease on Q4 2015/16 (2.5%) and was consistent with seasonal patterns of absence in previous years.
- 3 members of staff met the long term sickness absence trigger for stress/anxiety (13 or more consecutive days).
- Three employees remained absent from Q4 2015/16 with long term sickness for debility and musculoskeletal reasons (28 days or over)
- The most common reason for absence was musculoskeletal with 107.5 (23.7%) days lost across 6 separate episodes, followed by stress/anxiety with 101 (22.3%) days lost across 6 episodes.

The Committee discussed the report and **REQUESTED** that analysis of resignations and long term sickness be included in future reports and suggested that the very low absence rate should be reinforced by setting the figures in a wider context, highlight comparisons with other sectors where possible.

5. IIP GOLD FINAL REPORT

The Chair congratulated everyone involved in the achievement of the Gold award and referred to the significant progress which had been made in the College. The final report was extremely positive.

The Director of Organisational Development advised that going forward, there would be a review process to achieve annual reaccreditation. There was discussion on whether the College should seek to achieve the Platinum award and it was agreed that there could be tangible benefits.

If the College went for the Platinum award it might also influence other Academic Partners to go for the Gold Award. The most important aspects however were around the IIP framework which provided assistance in the drive for continuous improvement, and also as an excellent external validation of the College's progress and achievement.

The Committee **NOTED** the report.

6. NATIONAL PAY BARGAINING

A report by the Director of Organisational Development provided a comprehensive update on the agreed negotiated settlements for academic and support staff in both 2015/16 and 2016/17.

The Director of Organisation Development advised that the modernisation programme was still to be determined but was progressing quickly given the timescales and assurances provided alongside the two year pay settlement. The pace was a risk as key aspects including the role of the lecturer and establishment of modern and more flexible terms and conditions could impact on pay progression and might not reflect the UHI dimension.

Despite meetings being held in February, EIS FELA confirmed their dispute on the grounds of failure to agree the implementation of the NJNC March pay agreement. Management side again set out their position that the terms of the agreement was a total package with pay and conditions of service inextricably linked. EIS FELA maintained their position that these should be separate.

A non-statutory indicative ballot for industrial action opened on 17th February with a closing date of Friday 3 March. It was highly likely that a statutory ballot would follow and further industrial action would progress before/after the Easter break.

The Committee discussed the position and **AGREED** that it was important that the main identified risks and the consequences be documented by way of a series of bullet points and presented to the Board of Management.

7. ORGANISATION AND PROFESSIONAL DEVELOPMENT STRATEGY

The Chair set the scene for this item, explaining that this followed on from the previous Strategic Planning Day and subsequent Chairs Meeting to discuss next steps. As a result, each committee was tasked with reviewing relevant, appropriate sub strategies, to ensure alignment with the 2017/2020 College Strategic Plan and also to identify Key Performance Indicators specifically for the Committee and Board to concentrate on.

The Director of Organisational Development had subsequently produced a single strategy, combining the two previous ones and the Committee agreed the combination of strategies

A covering report by the Director of Organisational Development advised that the strategy provided a route map for continuous improvement and growth. There were 6 strategic objectives which aligned to the strategic aims within the strategic plan 2017-20.

The Committee discussed at length the proposed KPIs and **AGREED** to combine two and delete three KPI's from the list presented. The Committee **REQUESTED** the Director of Organisational Development to review the wording of the remaining KPIs to ensure they were meaningful, to add targets where possible, and to provide an interim update to the committee for any comments in advance of the next meeting at the end of May.

The following items were included in the agenda for noting only and therefore no discussion took place at the meeting.

8. EMPLOYEE RELATIONS

The Minutes of the Meeting of the Joint Consultative Committee – 14 December 2016.


9. DATE OF NEXT MEETING

Thursday 25 May 2017 at 8.45 a.m.

Signed by the Chair:

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Date:

 30/11/2017