

MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Friday 28 September 2018

PRESENT: Andy Gray, Carron McDiarmid, Innis Montgomery, Steve Walsh,
CHAIR: Steve Walsh,
APOLOGIES: Chris O'Neil, John Wilson
ATTENDING: Director of Organisational Development
Secretary to the Board of Management

Carron McDiarmid and Steve Walsh declared an interest in item 3 which referred to working with Highland Council.

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 30 May 2018 were **AGREED** as a correct record and were **APPROVED** and signed.

2. OUTSTANDING ACTIONS

The Committee considered each of the actions and **AGREED** that a number of actions had been completed so could be removed from the list.

Employment Law – National Living Wage accreditation update

The Director of Organisational Development advised that the Cleaning Contractor, Mears, had agreed to move to paying the national living wage so the College was now in a position to make application to become an accredited living wage employer.

3. EQUALITY OUTCOMES ANNUAL REPORT

The Equality Act 2010 replaced previous anti-discrimination law, consolidating it into a single act. It contained a public sector equality duty (PSED) which consisted of a general duty supported by specific duties.

A report by the Director of Organisational Development set out the progress made in 2016/17 and developments in 2017/18 in anticipation of formal reporting by April 2019. The College had published its mainstreaming report in April 2017 and a review of progress was due for publication by April 2019.

The Committee discussed the report in detail and made the following observations:-

- It was pleasing to note that the report showed there was a strong emphasis on partnership working
- Clarity was required on which students fell under the category "Price Group 5"
- Improved attainment rates had been achieved by students from SIMD and care experienced learner groups but enrolment numbers had decreased in 2016-17 from the previous year

- It was acknowledged that it was difficult to show real improvement in some areas because of the demographics and ethnicity of students across the highlands.

The Committee suggested that the College should request the Head of Education Services at Highland Council to encourage greater engagement by all secondary schools and that Inverness High School should be acknowledged as an example of best practice.

The Committee, subject to the amendments referred to above, **AGREED** to recommend the equality outcomes annual report to the Board of Management for approval.

4. **ORGANISATION AND PROFESSIONAL DEVELOPMENT STRATEGY - REVIEW OF PROGRESS**

A report by the Director of Organisational Development provided a review of the progress made in the organisation and professional development strategy. Some of the key issues to note were that

- Good progress had been made with phase 3 of the LEAD management development programme and LEAD 4 had been launched
- The UHI Human Resource Practitioner group appeared to have lost some focus and as a result, progress with shared services had been disappointing.
- Work was progressing well to embed the College values and commitments into working practices.
- LEAD 4 sessions had introduced managers to coaching and mentoring techniques
- Effort and achievement of staff was recognised across a number of social media platforms
- There was a further increase in the range and number of opportunities provided to staff to engage in CPD.

The Committee **NOTED** the positive report.

5. **HUMAN RESOURCES PERFORMANCE INDICATORS – QUARTER 4 2017/18**

A report by the Trainee Human Resources Manager provided qualitative analysis of key HR measures during quarter 4, 2017-18 as follows:-

- Turnover
- Absence
- Headcount and FTE
- Leavers
- Starters
- Transfers, secondments and flexible working arrangements.

The Committee **NOTED** that stress and anxiety and mental health accounted for 25% of sickness absence in Q4 but was pleased to note that the HR Manager and Access and Progression Manager were working together as part of the College's healthy University steering group which was aimed at tackling mental health and improving wellbeing for both students and staff going forward.

6. STRATEGIC DIALOGUE

The Director of Organisational Development provided a brief update of the UHI Assembly which had been held on 26th September. The Chair of the UHI Court would be sending out further information in the next few days on the next steps to be taken.

7. NATIONAL BARGAINING

A report by the Director of Organisational Development referred to a number of communications from Scotland's Colleges, the key points being

1. The SFC's position regarding disproportionate impact, affordability and funding of annual pay awards.
2. The management side position for lecturers and support staff and pay deal offered.
3. Rising chance of further dispute from lecturers
4. Impact on the cost of staffing and in particular events and other opportunities for diversification of income.
5. The overall impact on the UHI region.

The Committee discussed the main issues and **NOTED** that a comprehensive report would be submitted to the next meeting of the Board of Management on 11 October.

8. IIP GOLD ANNUAL REVIEW

A report by the Director of Organisational Development updated the Committee on the IIP Gold staff survey which was a focus of the IIP annual review in the current academic year. The survey would be launched on 29 October and the analysis would be undertaken by the IIP assessor. The analysis would show the results by different groups/departments, full time, part time staff etc.

The Committee considered the list of base questions and discussed whether long service would be something which would be covered under the indicator on recognising and rewarding high performance.

The Committee looked forward to discussing the outcomes of the survey at a future meeting.

9. HEALTHY UNIVERSITY STRATEGY

A report by the Trainee Human Resources Manager advised that the College recognised that wellbeing was one of the most successful contributors to the success of individuals, communities and societies. The College was committed to ensuring that it became both a healthy university and a safe campus. By working towards these aims, a number of benefits would result, including, for example, enhanced learning experience, improved health outcomes, increased staff and student satisfaction and engagement and a positive impact on recruitment and retention.

The Committee **NOTED** the positive report.

10. EXTERNAL SUPPORT ANNUAL REPORT

A report by the Trainee Human Resources Manager outlined the current position regarding the three external support contracts in place with the College.

There was a potential opportunity to join in with a collaborative tender exercise with Highland Council and other key partners for the provision of occupational health services when the current contract with Iqarus expired in March 2019.

The level of use of the current employment assistance programme with AXA was very low and required much more promotional activity.

The Legal Services contract was currently out to tender. Harper MacLeod was not part of the APUC framework agreement so they would not be able to tender for the contract. The appointment of the college legal services contactor was anticipated in November.

The Committee **NOTED** the position.


The following item on the agenda was for noting only so no discussion took place at the meeting

11. MINUTES

- a. Joint Consultative Committee – 26 June 2018
- b. Joint Consultative Committee – 4 September 2018

12. DATE OF NEXT MEETING

Thursday 29 November 2018 at 8.30 a.m.

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| Signed by the Chair: |  |
| Date: | <u>29 11 18</u> |