



MINUTES of the MEETING of the HUMAN RESOURCES COMMITTEE held in the Boardroom, 1 Inverness Campus on Wednesday 30 May 2018

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

Carron McDiarmid and Steve Walsh declared an interest in items 5 and 8, which referred to teachers pay and Highland Council staff respectively.

1. MINUTES

The Minutes of the Meeting of the Human Resources Committee held on 1 March 2018 were **AGREED** as a correct record and were **APPROVED** and signed.

2. OUTSTANDING ACTIONS

The Committee considered each of the outstanding actions.

Equality Outcomes Annual report.

The Director of Organisational Development advised that the Equality and Diversity Committee would consider the draft report and the final draft would then be submitted to the next meeting of the Human Resources Committee in September. There was a statutory requirement to publish the outcomes report every two years and the college had fulfilled this requirement last year.

Healthy University Strategy

A report on the collaborative work towards the development of this strategy would be presented to the next meeting in September.

Long Service

The Director of Organisational Development suggested that a long service award did not fit in with the culture and vision of the College and that it was more appropriate to recognise any impact employees made through the PDR process.

The Committee considered that some form of acknowledgement could be given and **AGREED** that this item be revisited when the Organisation and Development Strategy was next reviewed.

The Committee **AGREED** that the outstanding actions be updated accordingly.

3. **HUMAN RESOURCES – QUARTER 3 REPORT 2017/18**

A report by the Director of Organisational Development provided qualitative analysis of key HR measures surrounding turnover and absence for the third quarter of 2017-18. The following key points were **NOTED**:-

- fewer retirement enquiries were being received and this was an effect of national bargaining
- a number of staff who had left the College had opened their own business rather than moving to another employer.
- the development of the Health and Wellbeing strategy had seen closer working between the HR and Student Support teams

4. **RISK REGISTER ANNUAL REVIEW**

A report by the Director of Organisational Development outlined the key risk within the risk register which related to the Human Resources Committee function, namely disruption to services/project and/or partnership working resulting from loss of a key staff member (succession planning)

The Committee discussed the report and were pleased to **NOTE** the range of actions, which were being taken to minimise the risk.

5. **NATIONAL BARGAINING**

A report by the Director of Organisational Development provided an update on National bargaining, confirming the conclusion of negotiations on national terms and conditions as well as providing a progress update in terms of cost of living pay negotiations for 2017/18 and 2018/19. The key points outlined in the report were as follows:-

- NJNC Agreement and Implementation Circular 01/2018
- 2017/18 Lecturer Pay Claim Dispute – 3 Year Final Offer
- 2018/19 – Support Staff Pay Claim Dispute
- Support Staff Conditions of Service
- NJNC Circular 02/18 - City of Glasgow Employment Tribunal.

The Committee discussed the report, **NOTING** in particular

- The unbudgeted provision of cost of living pay rises and the impact of changes to terms and conditions on payroll costs
- The real potential for further industrial action in 2018-19
- That the cost to the college of the recent employment tribunal ruling would be around £45K.

6. **STRATEGIC DIALOGUE**

A report by the Director of Organisational Development provided an update regarding recent developments in relation to UHI Integration.

The Committee **NOTED** the current position.

7. **COMMITTEE EVALUATION**

To comply with the Code of Good Governance for Scotland's Colleges and good governance best practice, an annual evaluation of the Committee and of the Committee Chair required to be undertaken.

As the Chair had only recently been appointed to the position, it was agreed to defer his evaluation to a future meeting.

The Committee completed the annual committee evaluation exercise

8. STAFF DEVELOPMENT

A report by the Director of Organisational Development provided an update on three key developments over the period including, the launch of the LEAD 4 programme, the Staff Development days in January and the Digital Skills LEAD project.

The Committee **NOTED**

1. the range of development programmes being undertaken
2. that an annual Staff Development report would be submitted to the next meeting in September.

9. EMPLOYEE RELATIONS

The Committee **NOTED** the minutes of the following meetings

- a. Minutes of the Meeting of the JCC held on 26 February 2018
- b. Minutes of the Meeting of the JCC held on 8 May 2018

10. HALF YEARLY EMPLOYMENT LAW UPDATE

A report by the Director of Organisational Development set out a summary of the key employment law developments over the last 6 months as follows:-

- Employment Status
- Gender pay gap statutory reporting
- National living wage / national pay and conditions
- Removal of employment tribunal fees for claimants
- Public sector exit payments (limitation) bill 2017-19
- Trade Union Act 2016

The Committee was pleased to note that the College was seeking accreditation as a living wage employer and **REQUESTED** an update report on this matter for the next meeting.

11. AOCB

a. THE CHERRIES AWARDS 2018 (NATIONAL HR AWARDS)

The Committee were delighted to note that Nicola Quinn, Trainee HR Manager had been shortlisted in the Blossoming Award category. The award ceremony would be held on 1 June.

b. NURSERY MANAGER AWARDS

The Committee were delighted to note that Cat Mackenzie, the Early Learning and Childcare Services Manager had been shortlisted for these national awards and that the ceremony would be held in August 2018.

12. DATE OF NEXT MEETING

20 September 2018 @ 8.30 A.M.

Signed by the Chair:



Date:

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