

# MINUTES

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**Meeting:** People and Culture Committee

**Date:** Monday 29 May 2023 at 3.30pm

**Location:** Microsoft Teams

**Present:** Garry Dickson (Chair), Drew Connelly, Pamela Dobson, Tali Fisher, Tony Martin, Jim Metcalfe

**Apologies:** Lorraine Wilkinson

**In Attendance:** Zelda Franklin-Hills, Mark Goodall, Alastair Leadbetter, Marianne Philp

## 1 Welcome

The Chair welcomed those present, and in particular welcomed Jim Metcalfe to his first meeting.

## 2 Minutes of the Previous Meeting: 20 February 2023

The minutes of the previous meeting were approved as an accurate record.

## 3 Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted.

## Health, Safety and Welfare: Compliance

### 4 Health and Safety Update: Accident and Ill Health Update

The contents of the paper that had been circulated were outlined and noted with the following key points discussed and noted:

- There had been one RIDDOR reportable incident in 2022-23, which had occurred since the last meeting. There had been a further incident in the past week which was currently being investigated.
- The nature of incidents where First Aid assistance is requested is not always relevant, eg for pre existing medical conditions or mental health related issues. Discussions were taking place with relevant staff to look at the systems in place and how these can be improved.
- Support for staff requiring to deal with issues that they can find more stressful is also being looked at. Various support options are in place, eg Employee Assistance Programme, coaching, HR, but information from staff themselves on what they would find useful should be gathered to better inform this.
- A managing mental health session was being rolled out for managers and Mental Health Champions had undertaken Mental Health First Aid training. They key to

dealing with mental health issues was identifying signs early and signposting people to support.

- Faculty health and safety audits had been completed, with the main issues identified relating to risk assessments and maintenance logs not being updated. These actions were now being addressed and would be monitored until closed off. It was confirmed the outcome of audits are reported to the Executive Team.

## **Organisational Development and Human Resources: Transformational**

### **5 Delivering the HR Strategy and Workforce Plan 2018-2023:**

#### **5.1 Priorities for the 2022-23 Academic Year and for the 2023-24 Academic Year**

The contents of the paper that had been circulated were outlined and noted. It was highlighted that the priorities for 2023-24 would be finalized after the People Strategy had been agreed to ensure consistency, and that themes would be around Workforce Planning, Culture, Innovation and Wellbeing for All.

There was a discussion about the Voluntary Severance Scheme and progress made towards achieving the levels of uptake required. It was confirmed that Phase 1 of the business case would be met, and Phase 2 would commence over the summer. It was fully intended to remain with a voluntary approach using the Voluntary Severance scheme, reductions in hours, ending temporary contracts, however this may not be sustainable throughout all phases. The need for clear communications and upfront/honest conversations with staff was highlighted, and maintaining positive relationships with the Trade Unions.

Ways of better informing students about organizational changes was also being taken forward, in consultation with the Fife College Students' Association.

It was confirmed that a number of ideas from staff were starting to come forward. At the moment the Principal confirmed he was dealing with these personally and quickly. It was suggested that joining these up with the work being undertaken in the Project/Business Transformation Team may be beneficial longer-term.

Positive feedback was given from Committee members on wellbeing activity. A positive internal audit report from Azets had been received, and three awards had been won over the year. Members congratulated those involved.

#### **5.2 Draft People Strategy 2023-2028**

The contents of the paper that had been circulated were noted.

There was a discussion about whether or not a People Strategy was required at this stage or whether an action plan would be better for the next couple of years and a Strategy developed thereafter. It was noted that following on from discussions at the Board Strategy Day, the approval of the current draft strategies would be paused to take account of the discussions that had taken place. The People Strategy would be considered as part of that.

The importance of describing where the College should be in 5 years as part of the Strategy was stressed, and a focus on purpose led activity.

**Decision:** To provide feedback to the OD and HR Manager outwith the meeting on the more detailed points of feedback on the draft Strategy.

**Responsibility:** Garry Dickson / Pamela Dobson **Deadline:** 30 June 2023

## **Organisational Development and Human Resources: Compliance**

### **6 Key Performance Indicators Report**

The contents of the paper that had been circulated were noted. Members commended the format of the report and the ability to click into the detail under each of the KPIs. Some suggestions on refinement were made including:

- Having amber as well as red and green ratings
- Including some information on how to bring red rated KPIs back on target
- Considering whether all of the measures are the right ones
- Over time, rolling out this format of dashboard to other areas and developing strategic KPIs for monitoring by the Board/Committee as relevant.

It was confirmed that Colleges were working together to look at what is being measured and how to ensure a consistent approach to give better alignment and like for like comparisons.

Pamela Dobson left the meeting.

### **7 Equality Mainstreaming Update Report 2021-23**

The contents of the paper that had been circulated were noted. It was confirmed that there was a prescriptive format of the report and a requirement for this to be approved by the Board of Governors and published on our website to meet our public sector duty.

Members noted that there were no specific actions coming from the report, and suggested that having a summary cover paper detailing any issues or confirming there were none (as well as the full report) would enhance future reporting.

#### **Decisions:**

- To add a summary cover paper detailing any issues or confirming there were none (as well as the full report) to future reports.  
**Responsibility:** OD and HR Manager **Deadline:** next report
- To recommend the approval of the Equalities Mainstreaming Update Report 2021-23 to the Board of Governors for approval.  
**Responsibility:** OD and HR Manager **Deadline:** 22 June 2023

### **8 Update on National Bargaining**

An update was given on the annual cost of living pay rise. It was noted that the EIS, UNISON and Unite had all balloted for strike action. The EIS was currently engaged in action short of a strike which meant student results were not being processed. The EIS had also set potential strike days in August and September. No dates had been confirmed as yet by UNISON/Unite. Discussions were continuing at a national level.

Job evaluation discussions were also continuing at a national level. Some of the scoring undertaken as part of the national job evaluation exercise was being tested by Colleges for

accuracy. The priority was to allocate the funding set aside by Scottish Government to part fund this exercise as soon as possible to ensure it was not lost, and to support staff at a time of high inflation.

It was confirmed that the strategic risk relating to this issue recently added to the risk register had not increased or decreased significantly in terms of scoring since the last meeting.

## **Other Matters - Compliance**

### **9 Update from Committees**

**9.1 Health and Wellbeing Committee – 3 May 2023**

**9.2 JCC – 14 February 2023**

**9.3 JCC – 29 March 2023**

The contents of the minutes that had been circulated were noted.

### **10 Self-Evaluation 2022-23**

The contents of the paper that had been circulated were noted. It was highlighted that the format of self-evaluation had been altered slightly to try to increase feedback from all Committee members. Other attendees would also be asked to contribute to this to give a more rounded view of the Committee's performance. It was also noted that this was an opportunity to review the remit of the Committee and recommend any changes that may be required to the Board of Governors for approval.

#### **Decisions:**

- To issue the self-evaluation template by email to members and attendees.  
**Responsibility:** Director: Governance and Compliance **Deadline:** 31 May 2023
- To complete and return the self-evaluation template.  
**Responsibility:** All Committee members and attendees **Deadline:** 30 June 2023

### **11 Review of Meeting**

**Decision:** To email feedback on one thing that went well at the meeting and one thing that could have been done better to the Director: Governance and Compliance who will compile feedback and share with the Chair.

**Responsibility:** All Committee Members **Deadline:** 30 June 2023

### **12 Date of Next Meeting**

Monday 30 October 2023 at 3.30pm