

# MINUTES

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**Meeting:** People and Culture Committee

**Date:** Tuesday 31 May 2022 at 3.30pm

**Location:** Microsoft Teams

**Present:** Garry Dickson (Chair), Drew Connelly, Pamela Dobson, Hugh Hall, Tony Martin

**Apologies:** Lynn Davis, Tali Fisher

**In Attendance:** Susan Dunsmuir, Zelda Franklin-Hills, Alastair Leadbetter, Marianne Philp

## 1 Welcome

The Chair welcomed those present to the meeting.

It was noted that a briefing session on equality and diversity had been held at the start of the meeting, presented by Mark Goodall. A copy of the slides used are available on Microsoft Teams. The presentation included:

- Our Equality Outcomes 2021-25
- Protected Indicator Analysis
- Collaborations
- People Engagement and Development.

It was confirmed that sector comparisons are undertaken when data becomes available. Members were advised of a course undertaken by Mark Goodall and Marianne Philp where project work would be undertaken. In particular one project would look at how the Board embeds Equality, Diversity and Inclusion in its work. An update would be provided to the Committee in due course.

## 2 Minutes of the Previous Meeting: 9 November 2021

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

The contents of the paper that had been circulated were noted. It was noted that Covid-19 legal restrictions had now been lifted. An update was given on the Health and Safety actions taken forward since the last meeting.

Members noted that all flags were showing as green. Guidance on working remotely continues to be a priority with a focus on ensuring employers' legal responsibilities were being met. It was noted that staff can work from a number of locations – not just on campus or from home.

It was noted that the number of accidents had increased slightly due to a return to on site working and studying.

Members commented on the number of incidents relating to self-harm. It was noted that the Health and Safety Team alerts Guidance staff to those incidents, and the Guidance team takes forward as appropriate.

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

### **5 Delivering the Human Resource Strategy and Workforce Plan 2018-23**

#### **5.1 Update on 2021-22 Priorities**

The contents of the paper that had been circulated were noted. Significant progress had been made with regards to:

- Agile / hybrid working
- Health and wellbeing
- Workforce planning
- Transformation of the OD and HR function

There was a discussion around the workforce planning exercise being undertaken, and it was noted that this would cover a 3 year period. The focus was having the right people in the right jobs to deliver the service, not on reducing costs, albeit the financial position for the college and sector overall would remain challenging. A brief update on sector salary negotiations was given.

It was suggested that future reports could include more numbers and PIs, mid Scotland CIPD network opportunities, impact on customers and evaluation.

#### **5.2 Update on 2022-23 Priorities**

The contents of the paper that had been circulated were noted. It was confirmed that the priorities for the year ahead included:

- OD and HR transformation
- Culture development
- Health and wellbeing
- Workforce planning
- OD and HR Strategy update

Members discussed the value proposition and indicated they would like to hear more about this at a future meeting.

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

### **6 Staff Pulse Survey Feedback**

The contents of the paper that had been circulated were noted. It was noted that individual areas had been given their own feedback and had been asked to take any action as appropriate. It was highlighted that the feedback overall was positive. Anecdotally it was understood that some people needed support around mental health, wellbeing, stress related issues as they return to on site working, and an infrastructure was being put in place to support this.

### **7 Update on National Bargaining**

Members were advised that progress was being made with regard to national salary negotiations for the 2021 pay award, and it was anticipated that settlement would soon be reached, and that this would put an end to the current strike action. It was anticipated that 2022 discussions may also result in strike action.

Job evaluation activity would recommence once settlement had been reached, and implementation of this was likely to have an impact on the workload within the OD and HR Team.

### **8 Update from Committees**

The minutes would be circulated once available, and any queries or feedback should be directed to the Director: Governance and Compliance in the first instance.

## **Other Matters: Compliance**

### **9 Review of Remit, Self-Evaluation and Annual Report to the Board**

The contents of the paper that had been circulated were noted. It was suggested that the remit should be updated to include some transformational elements. There was a discussion about whether or not the minutes of the Health and Wellbeing Committee should be brought to this Committee. There was a mix of views about this and it was agreed to add them as a pilot.

#### **Decisions:**

- To provide feedback on proposed changes to the remit to the Director: Governance and Compliance.  
**Responsibility:** All **Deadline:** 7 June 2022
- To provide input to the Annual Report to the Director: Governance and Compliance.  
**Responsibility:** All **Deadline:** 30 June 2022
- To include minutes of Health and Wellbeing Committee on future agendas as a pilot.  
**Responsibility:** Director: Governance and Compliance **Deadline:** 31 October 2022

### **10 Review of Meeting**

It was agreed that this had been discussed in item 9 above.

### **11 Date of Next Meeting**

Monday 31 October 2022 at 3.30pm