

## MINUTES

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Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 5 June 2018 at 4.00pm within the Boardroom, Halbeath Campus, Dunfermline.

**Present:** Violeta Ilendo (Chair), Hugh Hall (Principal), Tina Vandermotten

**Apologies:** Jen Anderson, Kerri Hamilton, Tony Martin, Zoe Thomson, Heather Wray

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

### 1 **Welcome**

The Chair welcomed those present to the meeting.

### 2 **Minutes of the Previous Meeting: 6 March 2018**

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.

### 4 **Health and Safety Update**

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

It was highlighted that the figures showed similar patterns over the periods reported upon, with an increase in incidents at the start of term and exam times. No incidents required reporting under RIDDOR in the period.

In addition to this report, members agreed that it would be useful to receive brief updates on health and safety inspections (which are undertaken jointly with trade unions) as and when they happen.

A query was raised about how management identifies where a behavioural change is needed. For example the report showed a high level number of verbal abuse / physical assault incidents at Levenmouth campus. It was explained that there are a higher number of verbal abuse incidents at Levenmouth campus due to behaviours of school children who enter the college building when unauthorized to do so. Various steps had been taken to address this, including community police training sessions for staff, discussions with the school headteacher about expectations and acceptable standards, reissuing the Violence and Aggression Policy to ensure staff are aware of how to report incidents. Whilst staff training had focused on Levenmouth initially, this would be rolled out across all campuses.

**Decision:** To receive brief updates on joint inspections with trade unions as and when they take place.

**Responsibility:** Alastair Leadbetter

**Deadline:** 30 October 2018

Alastair Leadbetter left the meeting.

## 5 Policies and Procedures

### 5.1 Data Protection

### 5.2 CCTV

The contents of the draft Policies that had been circulated were noted. It was noted that these would replace previous ones and took account of the Data Protection Act 2018 and General Data Protection Regulations, both of which came into effect on 25 May 2018. The Policies had been agreed by the Executive Team and Joint Consultation Committees.

**Decision:** To approve the two draft Policies.

**Responsibility:** Marianne Philp

**Deadline:** ASAP

## 6 Update on KPIs

The contents of the paper that was circulated were noted. It was noted that these KPIs would also be reported upon at the Board meeting. Further discussion was required over the KPI on CLPL as had been requested at the Board Development Day, and this would be progressed over the summer.

It was highlighted that a dashboard was being created which would enable Directors to see statistics within their areas at any time. Currently, this information was circulated to Directors by the HR team and discussed as relevant to ensure appropriate action is taken.

It was noted that a staff survey was undertaken every three years and was due in 2018. Discussion had been ongoing with Trade Unions and the preference was to shorten the survey and give less scope for written comments (to avoid individuals being identified). More detailed feedback would subsequently be gathered via focus groups.

## 7 Workforce Plan

The contents of the paper that had been circulated were noted. It was explained that an HR and OD Strategy was in place which would help to deliver the College's Strategic Plan. The Workforce Plan was to support the College to build a flexible workforce to meet the objectives set in the HR and OD plan, taking into account issues such as the impact of national bargaining. It was noted that the figures within the Plan may change as further discussion was required to ensure that these fit with the College 5 year financial plan.

It was noted that the Plan was in line with the Fair Work Convention, and that Fife College was the first College in Scotland to embrace this. The focus was on working together with Trade Unions and staff to deliver effectively to students.

Members were advised that a range of policies were in place to support staff, eg to phase into retirement; or to access new job opportunities - internally or externally.

A query was raised about why the numbers of support staff was planned to increase as detailed on pages 54 and 55 of the Boardpack. It was clarified that as the number of academic staff reduce, additional support staff for classroom delivery would be required, allowing lecturers to maximise productivity. It was confirmed that this model was in line with the College's aspirations with regard to HE delivery, and with moving towards more online and self-directed learning.

Members approved the direction of travel as outlined in the plan and discussed the importance of supporting staff in a sensitive and caring way to develop or progress.

It was noted that the next stage of rolling out the Plan was to consult with Trade Unions, and to ensure the numbers were in line with the 5 year financial forecast. Updates on progress would be reported to the Committee as appropriate.

**Decision:** To approve the direction of travel of the Workforce Plan and to continue to roll this out.

**Responsibility:** Zelda Franklin-Hills

**Deadline:** Ongoing

## 8 CLPL Priorities for Year Ahead

The contents of the paper that had been circulated were noted. It was highlighted that the priorities for the year ahead related to both College objectives and to national bargaining implications.

Main challenges had been identified as leadership development; and the impact of the requirement for GTS registration for all lecturers as a result of national bargaining.

## 9 Strategic Themes: Review of 2017-18 and Plan for 2018-19

The contents of the paper that had been circulated were noted. A summary was given on the two themes of 2017-18 "We're so busy being busy we....." and inclusive teaching practice. For 2018-19 the themes would be Going Digital and a return to the three organisational themes of respect, professional and wellbeing.

## 10 Update on National Bargaining

Members were given a brief update on latest discussions relating to national bargaining. It was highlighted that:

- Colleges were in dispute with both the EIS and UNISON over pay increases
- An emergency Employers' Association meeting had been held to discuss ongoing communication issues
- job evaluation would be a significant task for the HR team moving forward.

- 11 **Update from Committees**  
11.1 **JCC NLSS: 4 April 2018**  
11.2 **JCC Academic Staff: 27 April 2018**  
11.3 **JNC Academic Staff: 27 April 2018**

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

It was suggested that Trade Union representatives could be invited to meet with the Committee to discuss how consultation is progressing within the College.

**Decision:** To consider the best timing to extend an invitation Trade Union representatives to meet members of the Committee and add this to the annual indicative calendar of agenda items.

**Responsibility:** Marianne Philp/Zelda Franklin-Hills **Deadline:** 30 October 2018

12 **Review of Remit and Self-Evaluation**

The contents of the paper that had been circulated were noted. It was noted that the remit had recently been reviewed by Committee members and approved by the Board. No further changes were proposed. Members also confirmed that they were happy with the format and content of papers and the timing and frequency of meetings.

13 **Date of Next Meeting**

Tuesday 30 October 2018 at 3.30pm, Boardroom, Halbeath Campus, Dunfermline