

## MINUTES

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Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 6 March 2018 at 4.00pm within the Boardroom, Halbeath Campus, Dunfermline.

**Present:** Violeta Ilendo (Chair), Hugh Hall (Principal), Kerri Hamilton, Tony Martin, Tina Vandermotten, Heather Wray

**Apologies:** Jen Anderson, Zoe Thomson

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

### 1 Welcome

The Chair welcomed those present to the meeting. In particular Kerri Hamilton and Tina Vandermotten were welcomed to their first meeting.

### 2 Minutes of the Previous Meeting: 28 November 2017

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

It was noted that the Director: Health, Safety and Sustainability was unavailable but would be invited to attend future meetings. In his absence, the Director: Organisational Development and Human Resources outlined the contents of the paper.

It was highlighted that the figures showed similar patterns over the periods reported upon, with a slight increase of 3 total incidents in the period from August 2017 to January 2018. No incidents required reporting under RIDDOR in the period. It was believed there was still an under reporting of near miss incidents, but steps were being taken internally to address this.

Members queried why there appeared to be a high number of incidents at Stenton campus when compared with other campuses. The Director: Governance and Compliance agreed to seek information from the Health and Safety Advisor and circulate this to members by email.

**Decision:** To ask the Health and Safety Advisor why there appeared to be a high number of incidents at Stenton campus when compared with other campuses and circulate this to members by email.

**Responsibility:** Marianne Philp

**Deadline:** 13 March 2018

## 5 Statistical Information

### 5.1 Equality and Diversity: Membership of Committees

The contents of the report that had been circulated were noted. It was noted that this paper would not come to future meetings assuming the revised remit was approved, as this was an operational issue for management to consider. Any significant actions required could be escalated to the Committee if appropriate. There was a discussion about the Scottish Government's ambition to have a 50 : 50 gender balance on all public body Boards.

## 6 Equal Pay and Gender Pay Gap

The contents of the paper that was circulated were noted. Attention was drawn to the Equal Pay Statement for Staff on page 32 of the Boardpack and it was agreed that this remained relevant. It was noted that the overall mean and median pay gap was -3.45% and -0.73% respectively and it was agreed that this indicated there was no equal pay issue within Fife College. Whilst the figures for gender and ethnicity looked more significant, this was due to the very small numbers involved, not indication of a problem.

The recommendations on page 35 and 36 of the Boardpack were agreed as relevant. Members were invited to suggest other recommendations or make suggestions based on their knowledge and expertise.

The Gender Pay Gap report showed a mean average hourly wage of £16.02 for females and £17.42 for males, giving a difference of £1.40.

## 7 Update on National Bargaining

Members were advised that there had been an Employers' Association residential in February and lessons from National Bargaining and how to do things differently were considered.

A revised offer had been made to academic staff in relation to a cost of living increase for 2018-19, but it was understood this had not been accepted.

On the support staff side, cost of living increases were still being discussed together with an organisational change document. Job evaluation discussions were also ongoing and a job evaluation provider had been agreed together with an implementation date of 1 September 2018. It was likely that there would be a national job evaluation scheme and pay scale, but colleges would have flexibility to determine their own job description and roles and have these centrally evaluated. Staff preference was to have jobs that were standardised across the sector so there was a gap in expectations. The job evaluation exercise would not be completed by 1 September 2018 so implementation would require consideration.

It was confirmed that national bargaining costs would be funded in full for Fife College as part of the 2018-19 indicative funding.

The Principal made members aware of a recent meeting and subsequent email correspondence with John Gallacher of UNISON.

## 8 Update from Committees

### 8.1 Equality and Diversity Strategy Group

No business was transacted.

### 8.2 Health, Safety and Wellbeing Action Group

No business was transacted.

### 8.3 Joint Negotiation Committees (JNCs) and Joint Consultative Committee (JCC) and Joint Consultation Committee - NLSSC

It was noted that minutes would be included in Boardpacks for information.

### 8.4 Corporate Parenting Action Group (CPAG)

It was noted that Dawn Clark had assumed the role of Chair of this Group. A Corporate Parent Plan was in place and the College was due to assess its performance against this plan and submit a progress report to Ministers for the first time in April 2018.

## 9 Proposed Changes to Remit

The contents of the paper that had been circulated were noted. Members agreed that the remit would allow for more strategic discussion at meetings and less of an emphasis on statistical information. It was agreed that the timing of meetings should change as proposed to allow a more even spread of business throughout the year.

**Decision:** To recommend the approval of the revised remit to the Board of Governors for approval, and to arrange the meetings for 2018-19 and beyond to give a more even spread.

**Responsibility:** Marianne Philp

**Deadline:** 28 March 2018

## 10 Date of Next Meeting

Tuesday 5 June 2018 at 4.00pm, Boardroom, Halbeath Campus, Dunfermline