

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 6 June 2017 at 4.00pm within Room ES02, Stenton Campus, Glenrothes.

Present: Zoe Thomson (Acting Chair), Hugh Hall (Principal), Tony Martin, Heather Wray

Apologies: Violeta Ilendo (Chair)

In Attendance: Carol Scott, Marianne Philp (Secretary to the Board)

1 Welcome

The Acting Chair welcomed those present to the meeting.

2 Minutes of the Previous Meeting: 7 March 2017

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

The Acting Chair commented that the Board Development Day briefing sessions from Who Cares Scotland and PREVENT had been very useful.

3 Matters Arising / Actions Outstanding

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

4 Policies and Procedures

4.1 Continuous Professional Development

It was noted that this policy had been approved by the relevant internal Committees and the Senior Management Team.

Decision: To approve the Continuous Professional Development Policy and Procedure and arrange for it to be published on the staff gateway.

Responsibility: Carol Scott

Deadline: ASAP

5 Statistical Information

5.1 Accident and Ill Health Statistics

The contents of the paper that had been circulated were noted. It was highlighted that near miss reporting is still being encouraged, and the reporting system has been updated to make reporting more accessible.

5.2 IOSH Managing Safely Update

The contents of the paper that had been circulated were noted. It was noted that almost all Managers had now completed this training.

5.3 IOSH Working Safely Update

The contents of the paper that had been circulated were noted. Staff not required to undertake Managing Safely training were being encouraged undertake Working Safely training. This had been very well received with good uptake.

5.4 Staff Data 2009-010 to 2016-17

The contents of the paper that had been circulated were noted. This information had recently been requested as a Freedom of Information request, and included in the papers for information.

6 Update on National Bargaining

An update was given on the current position with national bargaining.

The support staff side table was currently discussing harmonisation of annual leave. It had been agreed that a minimum of 39 days would be given to all support staff with effect from April 2016. This had resulted in a small increase for Fife College staff. The support staff Trade Unions were negotiating for 49 days.

A pay award for April 2017 had been submitted for support staff but this had been rejected by management.

As part of the April 2016 agreement, Colleges were required to be a Scottish Living Wage accredited employer. Fife College was now progressing this.

Members were reminded that the agreement reached in March 2016 between academic staff and management related to pay, terms and conditions and workforce for the future. Some progress has been made but full agreement had not been reached. The EIS had indicated that they were considering taking further industrial action, which would have a detrimental effect on students. The Scottish Government had not as yet confirmed whether or not funding was available to support the pay increase.

A paper was tabled showing the levels of support for strike action at each College. It was noted that levels of staff on strike remained consistent throughout. At Fife College, 65% of classes had continued to run with an increase in self-directed study. School pupils and vulnerable groups had not been accommodated on strike days. The College had remained open for business as usual.

It was suggested that there had been some reputational damage to Colleges and the sector as a whole. The EIS had enhanced their reputation by effective media coverage and gaining the support of members, students and local MSPs/MPs.

The Employers' Association had invited John Swinney (Deputy First Minister) to a meeting on 31 May 2017 to discuss the situation.

It was noted that the pay award was over 3 years, and would cost Fife College in the region of £2m. If this was not fully funded by the Scottish Government, then costs would need to be removed in order not to return a deficit budget. The impact and a draft budget would be presented to the Board of Governors.

7 Learning and Skills Services Scottish Prison Service National Contract

Members were advised that Fife College had won the first national contract for Scottish Prison Service Learning and Skills Services, which would commence on 1 August 2017 for a period of 5 years with a possible extension of 2 years. The current contract was split between Fife College and New College Lanarkshire. Consultation had commenced with Fife College staff, and discussions were ongoing with New College Lanarkshire about the transfer of provision and staff to Fife. As both Colleges currently offered different models of delivery it was likely that consultation with respective Trade Unions would be challenging.

It was anticipated that the management structure to support this new contract would be in place no later than the end of this calendar year and the full structure by the end of the first year of the contract.

Members discussed the benefits of having one national contract and the difference that could be made to individuals by ensuring equity of opportunity and continuity of education, and allowing progression. Discussions had already commenced between Fife College and the Scottish Prison Service on creating pathways for learners.

8 Update from Committees

8.1 Equality and Diversity Strategy Group

The main focus of discussion had been the Equality Mainstreaming Report. Now that this had been approved and published, the group would discuss a theme of the report at each meeting.

8.2 Health, Safety and Wellbeing Action Group

The work of the group had resulted in the College retaining the silver award for healthy living. The College was currently working towards the gold award. Implementation of the Clean Air Policy was continuing, and the team was being enhanced to allow for more inhouse training for staff.

It was noted that the Health and Safety Manager receives communications relating to CONTEST and PREVENT activity which are disseminated to Managers. In future these would be forwarded to the Board of Governors for information where relevant.

8.3 Joint Negotiation Committees (JNCs) and Joint Consultative Committee (JCC)

It was noted that the JNCs were meeting less frequently due to national bargaining. A new Consultative Committee representing all TUPE assigned staff would be established to take forward the Scottish Prison Service consultations with staff.

8.4 Corporate Parenting Action Group (CPAG)

The group was working on having a named contact person within each academic department for care experienced students. The group had met with care experienced students to discuss what support they find useful or otherwise which had provided useful feedback. Cards had been designed following on from a student competition. Systems were now being developed for care experience students who had not declared this at enrolment stage to do so at any point during their course.

9 Review of Remit and Self-Evaluation

It was noted that meetings had been reduced from four to three in an academic year and members agreed that they continued to be happy with this arrangement.

The changes proposed within the remit were accepted. After discussion it was agreed that environmental sustainability would also fit into the remit of this Committee, but other strands of sustainability should also be reflected in other Committees.

Members confirmed they were happy with the reports received and timings of meetings and had no further changes to propose.

Decision: To update the remit to include environmental sustainability and circulate this to members for comment by email so that changes could be proposed at the June Board of Governors meeting.

Responsibility: Secretary to the Board

Deadline: 15 June 2017

10 AOCB

Members were advised that the College Leadership Programme had now concluded and that training for middle managers had now commenced.

The Principal advised that the Audit Scotland report last year had highlighted workforce planning as a key issue. Whilst he had no plans for significant structural change, proposals would be put forward on developing the workforce and maximizing productivity, with some structural changes proposed.

Two new posts, one at Assistant Principal level, had been created and an email would be issued to Board members confirming these appointments once the individuals had formally accepted the offers. There were no plans to replace the Vice Principal Commercial post currently.

The Principal confirmed that he was continuing to meet teams and that this was being well received and was providing useful feedback. Staff were also being encouraged to visit other organisations to look at practice elsewhere.

Concern was raised on behalf of support staff and about how they were being treated by some senior staff and managers, despite the respect theme initiative. Staff felt unable to challenge behaviours as they had to continue to work with these colleagues. It was suggested that where staff cannot challenge issues themselves they should speak to their own line manager and thereafter refer to the Senior Management Team where it was not resolved. Where themes or patterns could be identified, it was suggested this be notified to Carol Scott as there was a zero tolerance to this type of behaviour. It was suggested that the zero tolerance message could also be reinforced at a College Leadership Group meeting.

11 Date of Next Meeting

Tuesday 28 November 2017 at 4.00pm in the Boardroom, Halbeath Campus, Dunfermline