

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 7 March 2017 at 4.00pm within the Boardroom, Halbeath Campus, Dunfermline.

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

Apologies: Tom McPherson

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

1 Welcome

The Chair welcomed those present to the meeting. In particular, Hugh Hall was invited to his first meeting. The Chair thanked Ms Thomson for chairing the last meeting in her absence.

2 Remit

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

3 Declarations of Interests

The declarations of interests, as detailed within the paper that had been circulated, were noted.

4 Minutes of the Previous Meeting: 29 November 2016

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

5 Matters Arising / Actions Outstanding

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

6 Statistical Information

6.1 Voluntary Severance, Redundancy and Settlement Agreements

The contents of the paper that had been circulated were noted. It was highlighted that there had been a significant uptake in voluntary severances within Fife College at an overall cost of over £6.8m. Around £2m of this had been funded by the College, and the rest by the Scottish Funding Council. It was noted that there was no further funding available from Scottish Funding Council to support voluntary severances.

Decision: To circulate to Committee members a note of the savings made by the College as a result of the voluntary severances.

Responsibility: Carol Scott / Secretary to the Board

Deadline: 31 March 2017

6.2 Equality and Diversity: Membership of Committees

The contents of the paper that had been circulated were noted. Members agreed that it was useful to see this report on an annual basis. It was noted that page 20 of the Boardpack showed the number of members on each Committee as well as the percentages.

6.3 Accident and Ill Health Statistics

The contents of the paper that had been circulated were noted. It was highlighted that the total number of incidents reported in 2016-17 was overall less than in previous years and that similar trends were showing year on year (page 27 of the Boardpack).

It was confirmed that reporting of near misses continued to be actively encouraged, and that the templates on the health and safety system were being updated to make reporting as simple as possible and to encourage reporting.

A query was raised about whether or not people were aware that incidents of verbal abuse should be reported. It was confirmed that this is actively encouraged, and that toolbox talks are available.

Decision: To discuss with the Health and Safety Manager whether it would be beneficial to ask each Head of Department to sign an annual statement of assurance for their area.

Responsibility: Carol Scott

Deadline: 6 June 2017

6.4 IOSH Managing Safely Update

It was noted that almost all Managers had now completed this training. Those who were outstanding were new to their posts, and would be encouraged to progress as soon as practicable.

6.5 IOSH Working Safely Update

Staff not required to undertake Managing Safely training were being encouraged undertake Working Safely training. This had been very well received with good uptake.

Committee members indicated that it was reassuring to see a significant investment by the College in IOSH training for managers and staff, and indicated that they would wish this to continue due to the importance of having a health and safety culture.

7 Equalities Mainstreaming Report

The contents of the report that had been circulated were noted, and it was highlighted that there was a requirement for the report to be published in April 2017. It was confirmed that all areas had been asked to feed into the process and provide examples of good practice to ensure mainstreaming. Lots of good practice had been highlighted and this would be promoted throughout the College.

Members of the Committee thanked Carol Scott, the Organisational Development Team and all staff involved in producing the report. They commented that it was reassuring to see good progress being made.

Decisions:

- To recommend to the Board of Governors the approval of the report.
- In the covering paper to the Board, to use a traffic light system to track the progress made against each of the Equality Outcomes; and to highlight any key priorities and issues.
- To consider ways of promoting the successes internally and externally in order to encourage participation and be seen as an exemplar for other organisations.

Responsibility: Carol Scott

Deadline: 29 March 2017

8 Gender Pay Gap

It was noted that this report would require to be published in March 2018. The report had been provided in order to give assurance to the Committee that the issue is being addressed.

9 Update on National Bargaining

It was noted that the support staff trade unions had now settled for 2016-17 and had submitted a detailed pay claim for 2017-18.

The EIS continued to have a dispute in relation to the £100 issue. In addition a new dispute had been lodged as the terms for last year's agreement had not yet concluded. An indicative ballot for strike action had been held and the EIS was now considering whether or not to hold a formal ballot. Side table discussions were continuing and regular meetings were being held.

Concern was confirmed that the cost of implementing a national pay award would be high. It was noted that for Fife College it would mean a significant increase in costs. The EIS approach was to have no detriment to members in terms of pay or terms and conditions as a result of national bargaining. It was noted that the Scottish Government had given some funding to Colleges to implement national bargaining, and that they were aware of the likely total costs involved. It was not known as yet whether further funding would be made available, although the Scottish Government was very interested in reaching agreement.

10 Update from Committees

10.1 Equality and Diversity Strategy Group

It was highlighted that the College had received an award from Ash Scotland for the introduction of our Clean Air Policy and incremental approach to a smoke free campus. Students were involved in photograph action boards.

The Occupational Health provision had been reviewed counselling support had been procured from the College's existing Occupational Health provider.

10.2 Health, Safety and Wellbeing Action Group

No business was transacted.

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

It was noted that the JNCs meet less frequently due to national bargaining.

It was noted that it was important that the JCC continues to meet in order that College management can maintain a local dialogue with the Trade Unions whilst national bargaining continues.

10.4 Corporate Parenting Action Group (CPAG)

It was noted that various initiatives had been taken forward by this Action Group, including:

- The College's admissions policy had been changed to guarantee an interview to any care experience applicants. Where an applicant was not suitable for a course, they would be referred to a more appropriate one.
- Christmas cards were being sent rather than emailed (and this would be extended to Birthday cards).
- The cost of graduation and transportation was being funded to support attendance at graduation ceremonies; and individuals were being invited to have an adult present in the audience.
- Who Cares Scotland would be delivering training for staff in March and to Board members in April.
- The student records system will be adapted to allow students to choose to declare they are a care experienced student part way through the year if they had not done this at application or enrolment stage.
- A named academic staff contact was available in each area to support care experienced students.

It was noted that the College currently had 57 students who had declared they were care experienced.

It was noted that in the West of Scotland, there is an informal third sector monitoring scheme organised by Career Readiness Pathways, comprised of volunteers from other organisations, and this works well to provide support. It was suggested that this may be something that could potentially be replicated in Fife.

11 Date of Next Meeting

Tuesday 6 June 2017 at 4.00pm in Room ES02, Stenton Campus, Glenrothes. Ms Thomson agreed to chair the meeting in the absence of Ms Ilendo.