

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 30 October 2018 at 3.30pm within the Boardroom, Halbeath Campus, Dunfermline.

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

Apologies: Jen Anderson, Kerri Hamilton, Zoe Thomson

In Attendance: Zelda Franklin-Hills, Alastair Leadbetter, Wendy Brymer, 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**

4.1 **Accident and Near Miss 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 typically after a student intake. No incidents required reporting under RIDDOR in the period. The number of verbal abuse incidents was reducing following on from personal safety training with frontline staff and discussions with relevant stakeholders. Health and Safety training videos were available and had been rolled out to Lecturers.

A query was raised as to whether there was any correlation between verbal abuse incidents and staff absence. It was confirmed that this was rare but when it did occur the Health and Safety and Human Resources teams work together to offer appropriate support.

4.2 **Joint Inspections with Trade Unions**

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

Alastair Leadbetter left the meeting.

5 Policies and Procedures

5.1 Preventing and Responding to Gender Based Violence

The contents of the draft policy that had been circulated were noted. It was highlighted that policies were not being drafted as many of these would be taken over by National Bargaining. The College in any event wished to reduce the number of policies and instead have a range of information leaflets for staff and guidance for managers. This would reduce the amount of information, only telling people what they needed to know.

It was highlighted that this policy was for students and staff, and was topical, and there was some concern that it may duplicate what was already in place and may not be required. For these reasons, it was intended to monitor the use of the policy over one year and remove it in the event it was not used.

Committee members were supportive of the approach being taken by the College and agreed that it was not useful to have policies when there was no issue and policies were not required. Some examples of gender based incidents were discussed.

Decision: To approve the policy and arrange for it to be published for staff and students.

Responsibility: Zelda Franklin-Hills

Deadline: ASAP

6 Update on KPIs

The contents of the paper that was circulated were noted. It was noted that these KPIs had also be reported upon at the last Board meeting.

At a previous Board meeting, it had been noted that the statistics showed a potential issue with the number of staff disciplinarys and grievances being raised. A separate paper had been produced outlining the outcome of the investigation into this. It appeared to be related to the pattern of reporting rather than a real intake, as a result of fewer issues being raised over the summer recess.

7 Summary of Career-Long Professional Learning (CLPL) 2017-18

The contents of the paper that had been circulated were noted. It was highlighted that the statics showed an overall reduction of around 100 CPD1 applications in the year. It was believed that this was due to the College offering free learning to staff, therefore applications were no longer required. It was agreed that reconciliation could be undertaken between information held on the student information system to show a more comparable position in future years.

Members were advised that a new human resources system would be rolled out in the future which would encourage staff to update their own CLPL learning to include activity undertaken in their own time as well as more formal activity. This would also allow HR to encourage

people to apply for posts/secondments or participate in projects where they had particular skills that would be useful or relevant.

8 Staff Numbers / Equalities Statistics 2017-18

It was noted that summary reports had been circulated, with the full reports available on the Gateway for members to read should they wish additional detail.

8.1 Annual HR Metrics

The contents of the paper that had been circulated were noted. The recommendations contained within the report were noted and agreed.

8.2 Equality and Diversity Recruitment

The contents of the paper that had been circulated were noted. The recommendations contained within the report were noted and agreed.

8.3 Equality and Diversity Staff Report

The contents of the paper that had been circulated were noted. The recommendations contained within the report were noted and agreed.

9 Update on the Chief Operating Officer / Changes at Executive Team Level

It was noted that there had been 47 applications at long-list stage, and 4 applicants would be interviewed on 31 October 2018. The 4 shortlisted applicants had met the Executive Team and the Directors that would be directly reporting to them, and feedback from this would be used as part of the recruitment process. The Principal, Chair of the Board and a representative from Fife Council would form the interview panel, with support from the Director of Organisational Development and Human Resources.

It was noted that the Assistant Principal: Digital was now the Chief Information Officer; and that the Assistant Principal: Finance and Commercial was now the Chief Financial Officer.

10 Modernising the Workforce and Workforce Planning

The contents of the paper that had been circulated were noted. Progress made to date was noted. It was agreed that it was useful to involve Trade Unions and Faculty Directors to inform the action plan and identify key priorities. Implications for the plan based on low staff turnover and an aging workforce were also discussed.

Progress with the changes required with regard to the Scottish Prison Service contract were discussed. It was noted that progress was being made with the change required and everything possible was being done to avoid a compulsory redundancy situation. It was suggested that it may be useful to learn from the Northern Ireland model to see how their structures, delivery models and finances compare with ours.

Decision: To discuss with Katharine Brash undertaking a comparison of our SPS contract with the Northern Ireland model.

Responsibility: Zelda Franklin-Hills

Deadline: 26 February 2019

11 Update on National Bargaining

It was noted that settlement had now been reached with support staff for a cost of living salary increase, which meant the College would now consider cost of living uplifts for individuals on professional contracts. A number of additional things had been agreed as part of the settlement which would have resourcing implications for the Human Resources team, most significantly job evaluation.

The academic staff had not yet agreed a cost of living increase and are currently going to ballot for industrial action. The indicative ballot showed a high level of support for industrial action, so strike action was possible.

12 Update from Committees

12.1 JCC: 21 September 2018

12.2 JNC Academic Staff: 27 April and 17 August 2018

12.3 JNC Support Staff: 8 March, 27 June and 25 September 2018

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

13 Date of Next Meeting

Tuesday 26 February 2019 at 3.30pm, Room ES02, Glenrothes