

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 26 February 2019 at 3.30pm within Room ES02, Glenrothes.

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

Apologies: Hugh Hall, Julia Sherriffs

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

1 **Welcome**

The Chair welcomed those present to the meeting.

2 **Minutes of the Previous Meeting: 30 October 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 continued to show similar trends, with an increase in incidents typically after a student intake. One incident had been reported to RIDDOR since the last meeting, which was a slip during a social event at the Carnegie Conference Centre.

Steps continue to be taken to encourage near miss reporting to help prevent accidents. This will be picked up during joint safety tours as face to face communication has proved to be more effective than email.

4.2 **Joint Inspections with Trade Unions**

The contents of the paper that had been circulated were noted. It was highlighted that five tours had taken place to date. Mentoring sessions and demonstrations on the reporting software were being undertaken as part of the tours, and this approach was showing early signs of improvements.

It was noted that there was new HSE Guidance for Welding Fumes and College procedures were being reviewed to ensure compliance.

Members were also advised that steps had been taken in Prison Learning Centres as a result of a risk associated with a new drug that was odourless and could be painted onto paper.

In addition steps had been taken for Estates staff to carry alarms in the evening which allowed for two-way communication with an external company to improve safety.

5 Policies and Procedures

5.1 Health and Safety First Aid

The contents of the draft policy that had been circulated were noted. It was highlighted that there had been significant changes to this Policy which now identified key staff who were trained and paid to undertake First Aid as part of their role, rather than relying on volunteers. This would ensure better coverage throughout the college, and also took into account the full range of opening hours at each campus. Awareness raising of this and other key policies would also be part of the tours.

Decision: To approve the policy and arrange for it to be published on the Gateway.

Responsibility: Alastair Leadbetter

Deadline: ASAP

Alastair Leadbetter left the meeting.

5.2 Volunteering

The contents of the draft policies that had been circulated were noted. It was highlighted that one related to volunteering within the organisation, and the other outwith the organisation.

Decision: To approve the policies and arrange for them to be published on the Gateway.

Responsibility: Zelda Franklin-Hills

Deadline: ASAP

6 Equality Mainstreaming Report

The contents of the paper that was circulated were noted. It was noted that the report was shorter than the previous version which had been approved two years ago. The actions within the report had been amended to fit with the Workforce Plan and the Fair Work Convention.

Decision: To recommend the approval of the Equality Mainstreaming Report to the Board of Governors.

Responsibility: Zelda Franklin-Hills

Deadline: 3 April 2019

7 Equal Pay and Gender Pay Gap Report

The contents of the paper that had been circulated were noted. It was highlighted that Fife College did not have a pay gap with regards to pay or gender. There was a discussion about how the figures compared with those in other companies, and whether or not publishing this information had made a real improvement. It was noted that job evaluation (which had been agreed as part of national bargaining) could have an impact on the position in future reports. As yet, this impact was unknown. Members were advised that this report required to be noted rather than approved as had been indicated within the covering paper that had been circulated.

8 Succession Planning

The contents of the paper that had been circulated were noted. Members commended staff on the development of this process, which would generate an increased number of development opportunities for staff.

9 Change Management / Values and Behaviours

The contents of the paper that had been circulated were noted. It was highlighted that this new approach should encourage employee engagement and improve internal communication.

10 Update on National Bargaining

It was noted that the dispute with academic staff continues, with more strike days planned. The EIS was also considering taking action short of strike moving forward.

For support staff, job evaluation would be launched on 15 March 2019 with all jobs within scope to be analysed by 16 June 2019. Discussions were ongoing about which posts would fall within scope where staff were on personal contracts.

11 Update from Committees

11.1 JCC: 25 January 2019 and 30 November 2018

11.2 JNC Academic Staff: 30 November 2018

11.3 JNC Support Staff: 18 December 2018

11.4 JNC: Transfer of CEL Staff: 13 November 2018

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

It was noted that the Trade Union Representatives were due to attend this meeting to discuss working relationships with management. As the invitation had been issued late, not all representatives could attend. This item had therefore been deferred to the meeting on 4 June 2019.

12 Date of Next Meeting

Tuesday 4 June 2019 at 3.30pm, Boardroom, Dunfermline.