

## MINUTES

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Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 4 June 2019 at 3.30pm within the Boardroom, Fife College, Dunfermline.

**Present:** Violeta Ilendo (Chair), Hugh Hall, Tony Martin, Tina Vandermotten, Heather Wray, David C Watt (ex officio)

**Apologies:** Kerri Hamilton, Julia Sherriffs

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

### 1 **Welcome**

The Chair welcomed those present to the meeting.

### 2 **Working Relationships: Trade Unions and Management**

Peter Bradbeer (EIS representative) and Angie Cruickshank (UNISON representative) joined the meeting for this item. The Chair reminded those present that it had been agreed to invite Trade Union representatives to attend one meeting to discuss working relationships and, if it was successful, this would become an annual invitation.

The Trade Union representatives confirmed that relationships between Trade Unions and management were generally positive. They stated that they could raise issues and ask questions, and that management were usually co-operative and willing to discuss matters. At times, there could be disagreement, and open and frank dialogue was encouraged.

The Principal confirmed that, from management's perspective, relationships were open and all parties were willing to communicate and discuss matters. He commented that the environment locally, nationally and politically was currently particularly challenging. However options and scenarios could be explored jointly in an open way. Both sides may not always agree, but dialogue was open.

Committee members asked if the consultative and negotiating meetings were helpful. Trade Union representatives commented that they were, both in terms of the approval of policies and procedures, and also exchanging views about what was happening and how to take these forward in a productive way.

Management commented that a lot of business was also progressed outwith these formal meetings, and the formal meetings allow members to take stock of progress made.

It was considered that a change was required to the structure of meetings to allow other staff to attend where relevant to increase the number of questions that could be answered at a meeting and improve communication. This would be discussed at the away day in September 2019 and could be taken forward as agreed thereafter.

It was noted that JNC meetings take place less frequently as the majority of business was now part of national bargaining.

The Trade Union representatives expressed a view that, in the past, Board members had been more visible at staff/college events and that staff had found this reassuring. It was confirmed that opportunities for this would be explored. It was suggested that it could also be discussed at the Board meeting in June 2019.

**Decision:** To explore opportunities for Board attendance at staff/College events and to discuss this under AOCB at the next Board of Governors meeting.

**Responsibility:** Director: Governance and Compliance      **Deadline:** 26 June 2019

The Chair thanked the Trade Union representatives for attending.

### **3 Minutes of the Previous Meeting: 26 February 2019**

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

### **4 Matters Arising / Actions Outstanding**

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

### **5 Health and Safety Update: Accident and Near Miss Update**

The Health and Safety Manager joined the meeting for this item. 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. There had been a total of five physical assaults reported since August 2018. The relevant procedures had been invoked as a result and conflict management training will rolled out to relevant staff.

Other priorities for staff training are currently being investigated and a proposal will be put to the Executive Team in due course for approval.

It was noted that the College had commissioned an audit of health and safety within the College. The auditor had met with the Committee Chair prior to the meeting as part of the audit. A report with recommendations will be prepared in due course and will be submitted to the Executive Team.

It was suggested that it may be useful for the Accident and Near Miss report to contain comparative information for the sector or for colleges of a similar size. The Health and Safety Manager confirmed that sectoral information was not available, but Health and Safety Managers from some colleges may be willing to share this information.

Members were advised that the review of welding activity had now concluded and he gave a brief update on steps that were being taken to remove fumes and provide suitable PPE at relevant campuses. A report was tabled at the meeting for information.

A query was raised as to whether the statistics contained within the report show Glenrothes campus as having the highest number of incidents. It was confirmed that this was due to this campus having good arrangements in place to report incidents. Awareness continues to be raised at all campuses to encourage and increase the amount of reporting.

**Decision:** To add comparator information for the sector/other colleges to future reports.

**Responsibility:** Health and Safety Manager      **Deadline:** 4 June 2019

## **6 Organisational Development and Human Resources Update: Strategic Update: A Review of 2018-19 and Priorities for 2019-20**

The contents of the paper that was circulated were noted. It was noted that the two strategic themes in 2018-19 had been Organisational Development and Going Digital. The key activities undertaken during 2018-19 under each theme were outlined.

Four priorities for 2019-20 had been identified which built on the work for 2018-19. These were around empowering staff, trust and respect, added value and a leadership framework.

It was noted that there was a move away from the College writing its own materials to using material that was already readily available. A suite of online materials would be made available so that these would be easily accessible to managers and staff at any time.

Committee members commented that the restructure would bring about significant change and that expectations of management had to be clearly outlined to ensure clarity and consistency. It was noted that the current restructure would build capacity and would also increase the number of career pathways available to staff.

## **7 Update on National Bargaining**

It was noted that the Principal had circulated a confidential paper by email outlining some of the current issues with National Bargaining and also Organisational Change at Fife College.

Committee members were advised that the Employers' Association and the EIS had reached agreement and it was hoped settlement would be reached and industrial action/action short of a strike would soon cease. Unusually, the agreement had some terms and conditions attached. The OD and HR team were working through the implications of these for the College.

For the support staff, job evaluation had commenced and staff were currently being asked to complete forms. These would be evaluated as part of a national job evaluation scheme but based on jobs that were required locally by Colleges. Some concerns were raised about the impact on staff as a result of this exercise, but these would be managed as best possible.

## **8 Minutes from Committees**

**11.1 JCC: 2 May 2019, 4 April 2019, 20 March 2019**

**11.2 JNC Support Staff: 27 February 2019**

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



# Fife College

## **9 Self-Evaluation 2018-19**

The contents of the paper that had been circulated were noted. Members confirmed that they were happy with the format of the meetings, which had been in place for around one year. Members confirmed that the debate was more strategic than it had been previously and that they would wish this to continue moving forward.

Members discussed some aspects of the remit of the Committee, but concluded that no changes were currently required.

## **10 Date of Next Meeting**

Tuesday 29 October 2019 at 3.30pm, Boardroom, Fife College, Dunfermline.