

Unapproved Circulated

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Monday 11 November 2019 at 3.30pm within the Carnegie Conference Centre, Dunfermline.

Present: Violeta Ilendo (Chair), Jen Anderson, Jade Burnett, Hugh Hall, Kerri Hamilton, Tony Martin, Tina Vandermotten

In Attendance: Zelda Franklin-Hills, Marianne Philp

1 **Welcome**

The Chair welcomed those present to the meeting.

2 **Minutes of the Previous Meeting: 4 June 2019**

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. The deadline for action number 2 was extended to the date of the next meeting when a further update would be given.

4 **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 confirmed that the statistics continue to show similar trends to those reported at previous meetings. The figures also showed an improvement in the number of incidents reported, although this required to be improved further.

New reporting categories had been added for self-harm and drugs/alcohol. There was a discussion about the procedure to be followed in the event someone was suspected of being under the influence of alcohol or drugs as Professional Services staff had received an increase in the number of queries relating to this. It was noted that only two incidents had been reported to the health and safety team in this regard, therefore better communication of the arrangements may be required.

Decision: To look into the recent unreported incidents relating to suspected drugs/alcohol and ensure that a message is clearly communicated to staff.

Responsibility: Health and Safety Manager **Deadline:** 25 February 2020

5 **Health and Safety Audit Report**

The Health and Safety Manager joined the meeting for this item. The contents of the paper that had been circulated were noted. It was confirmed that the audit had confirmed that the College met legislative requirements and had policies and procedures in place. Some actions

had been identified, and these were recorded on pages 37 and 38 of the Boardpack. The Health and Safety Manager gave an update on each of these, all of which were progressing.

Committee members thanked the Health and Safety Manager and relevant staff for the progress made, and congratulated them on the positive audit report.

6 Modernising the Workforce / Workforce Plan

An update was given on the “My Fife” project which was being progressed. A new HR system was being purchased to support this. “My Fife” would improve information provided to staff by presenting it in an individual and personalized way, allowing them access to information relevant to them, and also linking in to other Colleges systems to make access easier and quicker. It was noted that the project would take around two years to complete, but some sections of it would be set-up very quickly, with further developments over time. Each of the sections was briefly described.

Committee members commended staff on the thinking behind this project, commenting that it would give staff ownership and encourage engagement.

7 Career-Long Professional Learning: Update 2017-18

The contents of the paper that had been circulated were noted. It was highlighted that the number of CLPL requests was reducing, and it was believed that this was due to the free access to courses now offered to staff as well as reduction in the number of academic staff numbers. It was noted that there was good update in the number of staff completing or undertaking Teaching Qualifications.

8 Staff Numbers / Equalities Statistics 2018-19

8.1 Business Report: HR KPIs

The contents of the paper that had been circulated were noted. It was highlighted that sickness absence had reduced from 4.5% to 3.3%. In addition, more staff were accessing Occupational Health perhaps due to the promotion of this and the Employee Assistance Programme.

8.2 Annual HR Metrics

The contents of the paper that had been circulated were noted. It was reported that there had been a decrease in staff turnover, despite the College restructure. It was noted that some of the figures reported looked odd compared to previous years due to the restructure as a result of the SPS contract and the transfer of CEL activity into the College. It was highlighted that there were fewer fixed-term contracts than previously and that zero hours contracts were being minimised.

It was confirmed that the number of disciplinaries and grievances remained similar. A suggestion was made that it may be useful to train a number of staff in mediation, rather than rely on one person.



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8.3 Equality and Diversity Recruitment

8.4 Equality and Diversity Staff Report

The contents of the papers that had been circulated were noted. It was confirmed that the reports showed similar trends to previous reports. There was an increase in the number of people preferring not to disclose protected characteristics. Potential reasons for this were discussed. It was noted that there was an opportunity as part of the My Fife project to encourage people to complete this information.

9 Update on National Bargaining

It was reported that job evaluation was continuing and had now progressed to the analytic stage. At Fife College, staff on personal contracts below the level of Director had been included. Whether staff would become part of national bargaining required to be discussed with relevant staff as it would mean a change to terms and conditions. A separate national Working Group had been established to look at remuneration for senior staff (posts at Director level and above).

10 Minutes from Committees

10.1 JCC: 17 May 2019, 25 June 2019, 10 September 2019

10.2 JNC: 19 June 2019

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

11 Date of Next Meeting

Tuesday 25 February 2020 at 3.30pm, ES02, Glenrothes Campus. It was agreed that Trade Union Representatives should be invited to attend the first part of the meeting.