

## AGENDA

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A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 2 June 2020 at 3.30pm. Please join via Microsoft Teams.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	VI	N/A
2	Minutes of the Previous Meeting: 25 February 2020	Approve	VI	2-4
3	Matters Arising / Actions Outstanding	Note	VI	5-5
4	Health and Safety Update	Note	AL	6-12
5	Policies and Procedures			
	5.1 First Aid Policy and Procedure - Review	Approve	AL	13-37
	5.2 Succession Planning – New Policy	Approve	ZFH	38-43
	5.3 Volunteering Policy - Review	Approve	ZFH	44-58
	5.4 Volunteering Agreement and Code of Conduct - Review	Approve	ZFH	59-60
6	Delivering the Human Resource Strategy and Workforce Plan 2018 - 2023	Note	ZFH	61-71
7	CLPL: Priorities for 2020-21	Note	ZFH	72-73
8	Update on National Bargaining ( <i>Verbal Update</i> )	Note	ZFH	N/A
9	Working at Home Survey	Note	ZFH	74-80
10	Update on Annual HR Metrics 2018-19	Note	ZFH	81-83
11	Minutes from Committees:			
	11.1 JCC: 22 November 2019, 24 April 2020	Note	ZFH	84-89
	11.2 JNC Support Staff: 26 November 2019, 7 May 2020	Note	ZFH	90-97
12	Review of Remit and Self Evaluation	Discuss	VI	98-101
13	Date of Next Meeting Tuesday 27 October 2020 at 3.30pm Boardroom, Fife College, Dunfermline	Note	VI	N/A