

Unapproved Circulated

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 25 February 2020 at 3.30pm within Room ES02, Glenrothes Campus.

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

Apologies: Jen Anderson, Tina Vandermotten

In Attendance: Sue Reekie, Zeldia Franklin-Hills, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting. It was noted that Kerri Hamilton had stepped down as a co-opted member since the last meeting.

2 Working Relationships: Trade Unions and Management

Pete Jones (EIS) and Steven Appleton (UNISON) joined the meeting for this item. There was a discussion about working relationships between Trade Unions and Management with the following key points raised:

- There were a range of informal and formal communication routes in place – including JCCs, JNCs, drop-ins, informal dialogues
- Dialogue was generally open and whilst there were sometimes differences of opinion, generally things could be resolved
- A few examples were given where Trade Union Representatives believed that consultation had not taken place
- The period of reorganization had been of concern to staff and it was positive that this had now concluded
- There were less opportunities than normal for dialogue due to the number of UNISON representatives involved in job evaluation
- Stress within the sector was a concern for the national health and safety committee and the staff survey may help benchmark where Fife College is within this
- Board membership of College Boards would be extended to include Trade Union Members with effect from 1 August 2020
- Digital Skills training would offer staff the opportunity to develop their skills in this area as part of ongoing CLPL activity within the College

The Principal suggested a half day session between the Executive Team and Trade Union representatives to explore areas of mutual interest and how partnership working could be further developed.

3 Minutes of the Previous Meeting: 11 November 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

5.1 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. More timeous reporting was evident and the refinement of categorization of incidents was improving accuracy. There had been one RIDDOR incident since the last meeting. This had been investigated and some improvements to processes made.

First aiders were experiencing an increase in mental health related incidents including attempted suicide and self-harm incidents. The new Employee Assistance Programme information available on the Gateway would be used to provide support and assistance to relevant staff to give further support.

Wellbeing Champions were in place with a range of activities ongoing.

5.2. External Audit Action Log

The contents of the paper that had been circulated were noted. Progress made since the last meeting had were shown in red font.

There was a discussion about the number of individuals experiencing seizures in College and Committee members queried whether there was anything the College could do to reduce the number of such incidents.

It was confirmed that the Employee Engagement Survey would be issued by the end of March. From there, themes would be identified with these looked at in more depth. There was a discussion about mental health and stress and how this could be defined. Whilst staff talked about mental health and stress a lot, evidence of this was not backed up by evidence.

Decision: To circulate by email figures on the numbers of seizures including number of individuals and number of incidents and locations.

Responsibility: Alastair Leadbetter

Deadline: 31 March 2020

5.3 Joint Inspections with Trade Unions

The contents of the paper that had been circulated were noted. It was noted that inspections would continue to be joint between management and Trade Unions. Directors and Managers were also being invited to participate so that they could see the types of issues identified.



Fife College

6 Equal Pay and Gender Pay Gap Report 2019

The contents of the paper that had been circulated were noted. It was confirmed that there were no areas of concern and where the figures suggested gaps, these were skewed due to the low numbers involved. The job evaluation exercise would resolve any anomalies. The recommendations contained within the paper were noted and agreed.

7 Succession Planning

The contents of the paper that had been circulated were noted. It was highlighted that work was ongoing as part of business continuity to identify critical roles which would link into the succession planning process.

8 Delivering the Workforce Plan

The contents of the paper that had been circulated were noted. It was highlighted that key areas of development included:

- Implementation of a new HR system which would support transformation
- Improvements to employee engagement
- A focus on wellbeing
- Improvements to CLPL
- A new leadership framework

Members of the Committee commended staff involved for the progress made.

9 Update on National Bargaining

Brief updates were given on job evaluation activity and on pay discussions.

10 Minutes from Committees

10.1 JCC: 10 September 2019

10.2 JNC- Academic Staff - 29 November 2019

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

11 Date of Next Meeting

Tuesday 2 June 2020 at 3.30pm, Boardroom, Dunfermline Campus