

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 2 June 2020 at 3.30pm via Microsoft Teams.

Present: Violeta Ilendo (Chair), Jade Burnett, Tony Martin

Apologies: Jen Anderson, Hugh Hall, Tina Vandermotten

In Attendance: Garry Dickson, Sue Reekie, Zelda Franklin-Hills, David C Watt, Marianne Philp

1 **Welcome**

The Chair welcomed those present to the meeting. In particular, Garry Dickson was welcomed to his first meeting.

2 **Minutes of the Previous Meeting: 25 February 2020**

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**

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 RIDDOR investigation had now concluded and the recommendations made to reduce the likelihood of a similar incident occurring had been implemented.

It was noted that sector information was now available and had been included in the paper as had been requested at a previous meeting and showed a good comparative position for Fife College.

It was highlighted that no incidents were currently being reported due to the College buildings being closed. In addition, joint inspections would resume once buildings reopened.

5 Policies and Procedures

- 5.1 First Aid Policy and Procedure
- 5.2 Succession Planning
- 5.3 Volunteering Policy
- 5.4 Volunteering Agreement and Code of Conduct

The contents of the papers that had been circulated were noted. A brief summary was given on each of the documents.

Decision: To approve the policies and procedures and arrange for these to be published as appropriate.

Responsibility: A Leadbetter / Z Franklin-Hills

Deadline: 31 July 2020

6 Delivering the Human Resources Strategy and Workforce Plan 2018-23

The contents of the paper that had been circulated were noted. It was noted that during academic year 2019-20, significant progress had been made on the following priorities as detailed within the HR Strategy and Workforce Plan:

- HR Transformation
- Improving Employee Engagement
- Focusing on Wellbeing
- Improving the CLPL Offer

The priorities for 2020-21 would be:

- Digital Interfaces
- Transforming the OD and HR Function
- Employee Engagement
- Reviewing staff working arrangements as a result of learning from the COVID-19 situation.

The Employee Engagement Survey Results were reviewed. Members noted that a 72% return rate was excellent and that the results were overall positive. The action plan was reviewed and it was noted that the themes and actions had been embedded into other pieces of work being undertaken.

Members commented the team for the volume of work undertaken and progress made with transformational change, and for the journey travelled since merger.

7 CLPL Priorities for 2020-21

The contents of the paper that had been circulated were noted. It was highlighted that the CLPL Strategy was still to be written, and that the priorities as outlined in the paper would be included within that. Links to other processes such as recruitment and selection, leadership behaviours and career pathways were also discussed.



Fife College

8 Update on National Bargaining

Members were advised that the Employers' Association has been meeting online. A pay claim had been submitted by the EIS but nothing as yet had been received from UNISON or Unite. The Director: OD and HR was on secondment one day per week to work on a Recognition and Procedure Agreement for Principal and senior staff in relation to National Bargaining.

9 Working at Home Survey

The contents of the paper that had been circulated were noted. Feedback had been taken on board to try to reduce anxiety and stress felt by staff. There would be a total of three surveys issued to staff, with timings of those still to be agreed. Committee Members were pleased to note that health and wellbeing was seen as being important while staff were working from home.

10 Annual HR Metrics 2018-19

The contents of the paper that had been circulated were noted. It was noted that this paper had also been shared with Trade Unions in order to demonstrate the restructure had not been a cost saving exercise.

11 Minutes from Committees

10.1 JCC: 22 November 2019, 24 April 2020

10.2 JNC Support Staff – 26 November 2019, 7 May 2020

The contents of the minutes that had been circulated were noted. It was confirmed that relationships locally with Trade Unions remained positive and that open dialogue, both formal and informal, continued.

12 Review of Remit and Self Evaluation

The contents of the paper that had been circulated were noted. Members agreed that timing of meetings and the quality of papers remained suitable.

Decisions:

- To add "and Wellbeing" to the heading on section 3.1 of the remit and bring more information on wellbeing issues to the Committee's attention.
- To consider piloting policy sign-offs by email rather than doing this at the meeting.

Responsibility: M Philp, A Leadbetter, Z Franklin-Hills **Deadline:** 27 October 2020

13 Date of Next Meeting

Tuesday 27 October 2020 at 3.30pm, Boardroom, Dunfermline Campus or via Microsoft Teams

It was noted that this was Violeta Ilendo's last meeting and that Tina Vandermotten would take over as Chair from the next meeting. On behalf of the Committee members, the Chair of the Board thanked Violeta Ilendo for all she had contributed to the work of this Committee and the Board of Governors.