

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 27 October 2020 at 3.30pm via Microsoft Teams.

Present: Tony Martin (Chair), Jen Anderson, Jade Burnett, Garry Dickson, Hugh Hall

In Attendance: Sue Reekie, Zelda Franklin-Hills, Mark Goodall, David C Watt, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting.

A briefing session on Transformational Changes to Ways of Working was held at the start of the meeting. The slides used are available on Microsoft Teams. The new HR system had now been implemented which would allow for transformation at a strategic level. Expected outcomes included:

- HR professionals would move to become strategic business partners
- Employee experience was more personalized
- Greater employee control over career and learning
- Managers would have time to focus on supporting their teams to develop, grow and perform.

Some examples of what this would mean and how it would affect individuals and processes were given.

2 Minutes of the Previous Meeting: 2 June 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 highlighted that significant additional work had been undertaken to ensure that appropriate safeguards were put in place to meet Scottish Government guidance on response to the Covid-19 pandemic. An update was given on the number of current student and staff members who had tested positive for the virus.

It was noted that initially there had been some reluctance to wearing face coverings when buildings reopened but this had largely now been overcome. It was noted that there were weekly meetings held with Managers and relevant staff to discuss issues that had arisen in the week, and weekly meetings with Trade Unions to discuss any issues of concern.

It was noted that two of the health and safety KPIs were flagged as amber but these were due to timing delays and did not pose any additional risk to the College. Plans were in place to address these. All other KPIs were flagged as green.

Committee members congratulated staff on the exemplary response taken by the College to the Covid-19 pandemic.

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

The contents of the papers that had been circulated were noted. Attention was drawn to section 3.2 of the report which gave further detail on the transformational changes discussed during the briefing session.

Members asked how staff were responding to such significant change, as change is often feared and resisted. It was noted that a majority of staff were excited by the changes and saw this as a way to reduce bureaucracy and paperwork and engage in more interesting and meaningful ways. There may be some challenges as the changes roll out further within the College, and the message would be that roles were changing and staff were being offered the opportunity to develop new skills. CLPL opportunities would be put in place to support staff, and the leadership framework also gave staff and managers information which would allow for more difficult conversations to be held.

6 Career-Long Professional Learning: Update

The contents of the paper that had been circulated were noted. It was confirmed that this was an annual update report.

7 Staff Numbers / Equalities Statistics 2019-20

7.1 Business Report: HR KPIs

7.2 Annual HR Metrics

7.3 Equality and Diversity recruitment

7.4 Equality and Diversity Staff Report

The contents of the papers that had been circulated were noted. It was highlighted that the main point to note from the Annual HR Metrics report was that there was an aging staff base. It was suggested that there may be benefit in sub dividing the age 30-59 band to look at this in more detail. The OD and HR Manager agreed to give this matter more thought and come back with a more detailed paper at the next meeting.

Decision: To present further information on the age profile of staff at the next meeting.

Responsibility: Director: OD and HR

Deadline: 23 February 2021

8 Update on National Bargaining

Members were advised that settlement had been reached with the EIS for a 2% pay award. Negotiations were continuing with UNISON who had requested 3% with several additional terms. Sector-wide discussions were continuing about introducing a senior staff collective



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agreement. It was confirmed that members of the Chair's Committee (acting as Remuneration Committee) had received a brief update on this issue at a recent meeting.

9 Minutes from Committees

9.1 JCC: 22 May 2020, 5 June 2020, 23 June 2020, 13 August 2020, 20 August 2020

9.2 JNC: 16 June 2020

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

10 Date of Next Meeting

Tuesday 23 February 2021 at 3.30pm