

Final Version

MINUTES

Meeting: People and Culture Committee

Date: Tuesday 22 February 2022 at 3.30pm

Location: Microsoft Teams

Present: Garry Dickson (Chair), Drew Connelly, Lynn Davis, Pamela Dobson, Tali Fisher, Hugh Hall, Tony Martin

In Attendance: Susan Dunsmuir, Zelda Franklin-Hills, Alastair Leadbetter, John Lewthwaite, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting.

Trade Union representatives attended a session to discuss effective relationships with management, with the following key points discussed:

- Open and constructive dialogue was taking place, in both formal and informal sessions
- There was a shared common cause in that management and trade unions both wanted what was best for students, staff and the long-term future of the college
- Some challenges had been experienced due to remote working and with national bargaining implementation, but there had been a willingness by both parties to work together to resolve local issues
- Whilst communication was positive and supportive between Trade Unions and management, sometimes this was less effective when cascaded to all staff
- Moving forward, there would a return to in person meetings. Discussions would be held on key topics with a focus on partnership working and ensuring the effectiveness of communications

The Chair thanked the Trade Union representatives for attending and for providing open and honest feedback.

2 Minutes of the Previous Meeting: 9 November 2021

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. It was suggested that actions 5, 7 and 8 should be combined into one action. It was agreed that action 6 was correctly marked as complete.

Health, Safety and Welfare: Compliance

4 Health and Safety Update

The contents of the paper that had been circulated were noted. An update was given on the number of staff and students who had tested positive for Covid-19 and on social distancing and other arrangements.

The recent internal audit on health and safety had identified an action with regard to rolling out training to staff. This training had been delayed due to the pandemic and the move over to the IHASCO online learning system. An action plan was in place for this and training had commenced on 27 January 2022 and would be rolled out over the coming months. It was confirmed that an annual update was given to Committee members on CLPL engagement, and this training would be included in the report.

Some comments were made on the format of the paper, and it was agreed these could be picked up in an action already recorded to consider the format of future papers more generally. The Chair thanked all staff involved for continued due diligence with health and safety within the College, the impact of which was reflected in the paper that had been presented.

Organisational Development and Human Resources: Transformational

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

The Chair opened the discussion by commenting that there was a lot of ambition in the HR Strategy and Workforce Plan for a small team and asked if the team was resourced sufficiently to deliver both the business as usual and transformational work. It was confirmed that there had been no increase in the size of the team but an internal project manager had been appointed and some part-time staff had increased their hours in order to support the project.

The contents of the paper that had been circulated were noted. Updates were given on progress against the priorities for the academic year including:

- Agile / hybrid working
- Health and wellbeing
- Workforce planning
- Transformation of the OD and HR function

It was confirmed that workforce planning was being undertaken at Faculty/Departmental level and that the focus was on changes required for next academic year, and planning for changes to requirements over the next 3 years. The Committee would be updated on progress.

It was confirmed that information had been gathered from staff surveys and other sources about agile and hybrid working and this would be used to inform future plans. Implementation of this would be better at individual team level to maximize benefit and fit with overall business need.

Members noted that good progress was being made and acknowledged the impact on workload for staff on the implementation of the new system, which would in the long term allow a move to a more transformational way of working.

Organisational Development and Human Resources: Compliance

6 Equal Pay Reporting: Update

The contents of the paper that had been circulated were noted. It was highlighted that the gender pay gap had increased as a result of national bargaining arrangements being implemented for academic staff before job evaluation being implemented for professional services staff.

It was confirmed that the report was written in a mandated format in order to meet our legal requirements and that it would be published on the Fife College website. It was agreed that it may be useful to add an executive summary page to future Committee reports and to have the detailed report as an appendix.

7 Update on National Bargaining

Members were advised that pay settlements had not been reached with the EIS or with UNISON as yet. An update was given on disputes. Job evaluation was due to reach the end of the current stage around April 2022. It was anticipated that Audit Scotland would undertake a review of the process and capture lessons learned.

8 Minutes from Committees

The contents of the minutes of the Joint Consultative Committee meeting held on 15 November 2021 and the Joint Negotiating Committee – Support Staff meeting held on 27 September 2021 were noted.

Other Matters: Compliance

9 Review of Meeting

The Chair thanked members for providing feedback on the previous meeting, and confirmed that he had tried to make changes as a result. He invited members to again email the Director: Governance and Compliance on what went well at the meeting and what could be done better next time.

10 Date of Next Meeting

Tuesday 31 May 2022 at 3.30pm