

AGENDA

Meeting: People and Culture Committee

Date: Monday 29 May 2023 at 3.30pm

Location: Microsoft Teams

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	GD	N/A
2	Minutes of the Previous Meeting: 20 February 2023	Approve	GD	
3	Matters Arising / Actions Outstanding	Note	GD	2-2
Health, Safety and Welfare: Compliance				
4	Health and Safety Update: Accident and Ill Health Update	Note	AL	
Organisational Development and Human Resources: Transformational				
5	Delivering HR Strategy and Workforce Plan 2018-2023:			
	5.1 Update on 2022-23 Priorities	Note	ZFH	
	5.2 People Strategy 2023 - 2028	Discuss	ZFH	
Organisational Development and Human Resources: Compliance				
6	Key Performance Indicators Report	Note	ZFH	
7	Equality Mainstreaming Update Report 2021-23	Approve	ZFH	
8	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
Updates from Committees				
9	Update from Committees:			
	• Health and Wellbeing Committee – 3 May 2023	Note	JM	N/A
	• JCC - 14 February 2023	Note	ZFH	N/A
	• JCC - 29 March 2023	Note	ZFH	N/A
Other Matters: Compliance				
10	Self-Evaluation 2022-23	Discuss	MP	3-5
11	Review of Meeting	Discuss	All	N/A
12	Date of Next Meeting Monday 30 October 2023 at 3.30pm	Note	GD	N/A



Key:	
	Outstanding and deadline passed
	Progressing and on target
	Complete

People and Culture Committee

Actions Outstanding / Progress Made

	Date of Meeting	Action	Responsibility	Deadline	Comments
1	21.02.23	To consider adding Health and Safety audits to the schedule of indicative items for the Committee's consideration.	M Philp / A Leadbetter	29.05.23	Complete. Added as note to Calendar of Indicative Items
2	21.02.23	To update the new risk to ensure the risk of losing funding and the impact locally on staff morale was correctly captured, prior to submitting to the Audit and Risk Committee and Board of Governors.	Z Franklin-Hills	ASAP	Complete
3	21.02.23	To feedback any comments on the draft action plan relating to the staff opinion survey.	Committee Members	07.03.23	Complete
4	21.02.23	To share information about the approach taken to Leadership Development by NatWest with the Director: OD and HR outwith the meeting.	G Dickson / Z Franklin-Hills	07.03.23	Complete. Discussion took place on Friday 19 May 2023.
5	21.02.23	To email feedback on one thing that went well at the meeting and one thing that could have been done better to the Director: Governance and Compliance who will compile feedback and share with the Chair.	Committee Members	28.02.23	Complete. No feedback received.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Self-Evaluation 2022-23	
Date of Meeting:	29 May 2023
Purpose:	To undertake a review of the remit and self-evaluation of the People and Culture Committee for academic year 2022-23
Intended Outcome:	To agree any changes to the remit that may be required, and any improvements that can be made to the work of the Committee and to report on this to the Board of Governors. Requirements will also form part of the Board Development Plan for 2023-24
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be assured that the Committee is fulfilling its governance role and remit, and is operating efficiently and effectively
Financial Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	None
Publicly Available:	Yes
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BOARD OF GOVERNORS OF FIFE COLLEGE

People and Culture Committee

Self-Evaluation 2022-23

			Strengths	Weaknesses	Actions
1	Meeting inputs	Papers are issued with sufficient time to read / prepare for meeting			
		The information contained in papers gives sufficient detail and clarity			
		Where requested, clear answers are provided to questions asked in advance of and/or during meetings			
2	Meeting process	The time of meetings is suitable			
		Sufficient time is allocated for meetings			
		There are high quality discussions at meetings			
		All members participate and make valuable contributions			
3	Membership and Attendance (see Appendix 1)	Members of the Committee have sufficient skills and expertise to fulfil the Committee's remit			
		Attendance levels over the year have been acceptable			
4	Remit (see Appendix 2)	All aspects of the Committee's remit have been covered over the year			

5	In your view, does the Committee's remit (see Appendix 2) require any changes? Yes/No If yes, please detail your suggestions below.
	1
	2
	3

6	In your view, what have been the main achievements of the Committee over the year?
	1
	2
	3

7	In your view, what aspects of the Committee have not gone well over the year?
	1
	2
	3

8	What opportunities for improvement do you see over the next year?
	1
	2
	3

9	Are there any training opportunities or briefings you think would help the Committee achieve its responsibilities over the coming year?
	1
	2
	3

10	Please provide any additional feedback, comments or suggestions that you may have
	1
	2
	3