

AGENDA

A meeting of the People and Culture Committee will be held on Tuesday 22 February 2022 at 3.30pm. Please join via 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.

Update Session: Trade Unions to attend to discuss effectiveness of working relationships 2-2

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	GD	N/A
2	Minutes of the Previous Meeting: 9 November 2021	Approve	GD	
3	Matters Arising / Actions Outstanding	Note	GD	3-4

Health, Safety and Welfare: Compliance

4	Health and Safety Update: Accident and Near Miss Update	Note	AL	
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Organisational Development and Human Resources: Transformational

5	Delivering the Human Resource Strategy and Workforce Plan 2018 - 2023	Note	ZFH	
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Organisational Development and Human Resources: Compliance

6	Equal Pay Reporting: Update	Note	ZFH	
7	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
8	Minutes from Committees: <ul style="list-style-type: none"> • JCC – 15 November 2021 • JNC – Support Staff – 27 September 2021 	Note	ZFH	

Other Matters: Compliance

9	Review of Meeting	Discuss	All	N/A
10	Date of Next Meeting Tuesday 31 May 2022 at 3.30pm	Note	GD	N/A

BOARD OF GOVERNORS OF FIFE COLLEGE

People and Culture Committee

Working Relationships: Trade Unions and Management

Brief: Trade Union Representatives have been invited to the meeting to talk generally about how effective working relationships are between the trade unions and management. It is not to discuss any specific current issues or concerns. Views should be sought from the perspectives of trade union representatives and of management.

Potential Questions:

- How effective do you feel working relationships are?
- Are those involved open and willing to discuss issues?
- Are Consultative meetings regular, and how productive are these?
- Committee understands that Negotiating meetings are now less regular due to national bargaining. Do these work well?
- Is there more that you feel you could do to enhance dialogue between trade unions and management?
- Anything anyone wishes to add?



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	08.11.21	To consider the recommendations within the health and safety internal audit report once received and consider whether these confirm or replace the actions currently outstanding and make a recommendation to the Committee Chair.	A Leadbetter / M Philp	31.01.22	Complete. There were two outstanding actions relating to this internal audit report. These have been taken forward as a result of the formation of the Health, Safety and Wellbeing Committee so have been completed. The recent health and safety internal audit undertaken did not identify any new actions.
2	08.11.21	To share the Agile Working Guide with Committee members at the next meeting.	Z Franklin-Hills	22.02.22	Complete. These are currently with the JCC for approval and will thereafter be rolled out <ul style="list-style-type: none"> • Hybrid Working Managers' Guide • Hybrid Working Staff Guide
3	08.12.21	Within future H&S update reports, to highlight the information that has changed since the last meeting to enable members to focus on what has changed.	A Leadbetter	22.02.21	Complete. New format on today's agenda.
4	08.12.21	To approve the Career-Long Professional Learning Policy and Procedure.	Z Franklin-Hills	30.11.21	Complete.
5	08.12.21	For future reports to be a dashboard with trends, explanatory information and actions to be taken forward, and for this to be in line with the remit of the Committee.	S Reekie / Z Franklin-Hills	Nov 2022	Not yet due

	Date of Meeting	Action	Responsibility	Deadline	Comments
6	08.12.21	To endorse the direction of travel of the Wellbeing Strategy and to receive the final version in due course.	Z Franklin-Hills	08.12.21	The final version will be included in papers for the Board of Governors meeting in March 2022
7	08.12.21	To review the format of future reports to focus on measuring impact and reporting on this to the Committee.	Z Franklin-Hills	Nov 2022	Not yet due
8	08.12.21	To arrange a meeting to discuss KPIs and how to make papers more strategic and in line with the Committee's remit.	G Dickson	January 30 April 2022	As Executive Team responsibility for OD and HR has changed, this meeting has been delayed and will now take place in the coming months.
9	08.12.21	To provide feedback to the Director: Governance and Compliance on what went well at the meeting and what could be done better next time.	All Committee members	30.11.21	Complete. A few responses received and passed to Committee Chair