

AGENDA

Meeting: People and Culture Committee

Date: Tuesday 31 May 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.

Update Session: Equality and Inclusion

N/A

Mark Goodall

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	GD	N/A
2	Minutes of the Previous Meeting: 22 February 2022	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 the HR Strategy and Workforce Plan 2018-2023			
	5.1 Update on 2021-22 Priorities	Note	ZFH	
	5.2 Update on 2022-23 Priorities	Note	ZFH	
Organisational Development and Human Resources: Compliance				
6	Staff Pulse Survey Feedback	Discuss	HH	
7	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
8	Update from Committees: <ul style="list-style-type: none"> Extra Ordinary JCC – Academic Staff 29 April 2022 Extra Ordinary JNC – Support Staff 3 May 2022 (<i>Minutes not yet available, will be circulated in due course</i>)	Note	ZFH	N/A
Other Matters: Compliance				
9	Review of Remit, Self Evaluation and Annual Report to the Board	Discuss	GD	3-5
10	Review of Meeting	Discuss	All	N/A
11	Date of Next Meeting Monday 31 October 2022 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	08.12.21	To meet to discuss future format of papers, to support a more strategic discussion focussing on impact and KPIs in line with the Committee's remit.	G Dickson / Z Franklin-Hills / S Dunsmuir / M Philp	30.04.22	Meeting has not yet taken place but is being arranged for June 2022



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Review of Remit, Self-Evaluation and Annual Report to the Board	
Date of Meeting:	31 May 2022
Purpose:	To undertake a review of the remit and self-evaluation of the People and Culture Committee for academic year 2021-22, and to prepare an Annual Report to the Board giving an update on progress
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; to populate the Annual Report template with a view to finalising this at the next meeting and submitting it to the Board in October 2022
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 efficient and effective
Financial Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	None
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	24 May 2021

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Review of Remit and Self-Evaluation

1 Introduction

The Board of Governors and each of its Committees is required by the Code of Good Governance for Scotland's Colleges to undertake a self-evaluation on an annual basis. It is also good practice to review the remit of each Committee annually. It was agreed as part of our External Effectiveness Review action plan that each Committee would submit an annual report to the Board of Governance to improve Committee reporting.

2 Feedback

Feedback is requested on all aspects of the Committee structure and the work of the People and Culture Committee in particular. Members may wish to consider some or all of the following points:

- Timing of meetings
- Frequency of meetings
- The remit of this Committee – eg is it correct and it is too narrow / too wide, have all aspects been covered during this academic year, does it fit with the College's strategic priorities?
- Are there any gaps (in terms of this Committee or in reporting on key areas to the Board)?
- Information contained within papers – is it easy to understand or is more/less information needed?
- Are papers issued sufficiently in advance of meetings to allow adequate preparation?
- Do Board members have sufficient skills / knowledge to contribute to meetings or are there any gaps?

These points are indicative and you should feel free to add any other points that you think are relevant.

3 Remit

The current remit is attached. Members are invited to consider whether or not this remains relevant or if any changes are required.

4 Annual Report to Board of Governors

A template is attached and members are invited to use this a framework, suggesting input to the report and content to be added. This will be worked on over the summer by the Committee Chair and Director: Governance and Compliance with a view to it being finalised at the next Committee meeting and submitted to the Chair's Committee and Board of Governors at the start of the new academic year.

5 Recommendation

Members are invited to suggest any changes required to the remit or format of meetings, and to populate the draft annual report template to enable relevant updates to be provided to the Board of Governors. Additional feedback can also be provided by members to the Director: Governance and Compliance outwith the meeting.