

# MINUTES

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**Meeting:** People and Culture Committee

**Date:** Monday 31 October 2022 at 3.30pm

**Location:** Microsoft Teams

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

**Apologies:** Lynn Davis, Marianne Philp

**In Attendance:** Susan Dunsmuir, Mark Goodall, Zelda Franklin-Hills, Alastair Leadbetter, Karen Stenhouse, Silvia Baduskova

## 1 Welcome

The Chair welcomed those present to the meeting.

## 2 Minutes of the Previous Meeting: 31 May 2022

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.

## Health, Safety and Welfare: Compliance

### 4 Health and Safety Update: Accident and Ill Health Update

The contents of the paper that had been circulated were noted. It was confirmed that First Aid Policy and Display Screen Equipment Policy had been reviewed and updated. Members queried when the policies would be shared with the People and Culture Committee. It was confirmed that if the changes were minor such as updating job titles and updating the wording without changing content, the policies would be approved by relevant Executive Team member and Health and Safety and Wellbeing Committee. When there are more substantive changes to the policies, they would be shared with People and Culture Committee members.

Members queried why the fire evacuation process was changed and what was the new process. It was explained that as a result of hybrid working, the dedicated fire wardens might not always be on the campus and therefore the procedure had to be updated to ensure sufficient cover. Several fire action points had been set up on campuses which have vests, area maps and zone tags. Any member of staff passing an action point would take on the responsibility of fire warden. The member of staff would ensure that the designated zone had been evacuated and pass the zone tag to the fire marshal.

Members noted that the status flag was not included for Health and Safety Policies Reviews and Updates, but it was confirmed that the flag was also green for this indicator. Members discussed that it was beneficial to have target dates included in the report and it was recommended to continue including target dates for upcoming works and training where relevant. Members also suggested that the Incident Breakdown graph could include the number of incidents per ratio as the number of students/staff varies.

**Decisions:**

- To include target dates for upcoming works and training development within Health and Safety report.  
**Responsibility:** A Leadbetter **Deadline:** 20 February 2023
- To include the number of incidents per ratio on the Incident Breakdown graph.  
**Responsibility:** A Leadbetter **Deadline:** 20 February 2023

**4.1 Action Notes of Health and Wellbeing Committee**

The action notes had been circulated to members separately. No business was transacted.

**Organisational Development and Human Resources: Transformational**

**5 Workforce Planning Update**

The contents of the paper that had been circulated were noted. Following the meetings with the managers, it was confirmed that some of the managers did not feel confident in their application of the policies and procedures when making people decisions. To help with this issue, the OD and HR team would provide leadership development programme training. In addition, the current policies and procedures will be reviewed to ensure that they are more simplified and those policies which are nationally agreed will need to be carefully considered.

Members queried if there was any impact on productivity with hybrid working in place, but it was confirmed that there have not been any issues reported in relation to this.

Members asked what kind of support was available to staff when working from home. It was confirmed that necessary equipment was provided to those who requested it, such as office chairs and desks. Going forward, the Health and Safety team will gather information on how all staff working from home have their workstation set up. Based on the information collated, the Health and Safety team will be able to provide guidance and help to ensure that staff follow Display Screen Equipment Policy requirements.

**6 Update on 2022-23 Priorities**

The contents of the paper that had been circulated were noted. Members asked if there was any indication that staff had been worried about cost of living increase. It was confirmed that OD and HR team are not aware of this being raised as a concern for staff, however there were support sessions available at the wellbeing festival, which are focused on financial wellbeing.

## **Organisational Development and Human Resources: Compliance**

### **7 Revision of Key Performance Indicators: OD and HR**

The contents of the paper that had been circulated were noted. Members complimented OD and HR team on the good work done within this area and commented that the mock dashboard looked good and that it would allow for easier and quicker access to view data.

### **8 Update on National Bargaining**

The pay negotiation for the cost of living this year is £5k from each to the two bargaining units (support and academic). The support staff claim also includes other items related to time off and for a four day week amongst other items.

The quality assurance stage of the job evaluation project is near completion and colleges will receive their rank orders for comment in November 2022. From decisions made by the Employers' Association when they last met, work will progress to the pay and grading and appeal stages shortly with embedding of the job evaluation for new and post 2018 roles. It was likely that some of this work will be the responsibility of individual colleges. There is a further meeting of the Employers' Association next week when decisions and what this means should be clearer. This will also include resources likely to come from College Employers Scotland and what other resources the college will need to complete this project. The risks associated with this project were discussed and the need to update the risk register in this regard as was the clarity required on key decisions like the applicable conservation period.

**Decision:** To update the strategic risk register to include the risk associated with job evaluation project.

**Responsibility:** Z Franklin-Hills

**Deadline:** 20 February 2023

## **Culture and Staff Engagement**

### **9 Headlines from the latest Staff Opinion Survey**

A copy of slides used for this item are available on Microsoft Teams. An action plan will be prepared following the results of the survey and it will be shared with members at the next committee meeting.

**Decisions:** To include the action plan following the staff opinion survey results at the next meeting.

**Responsibility:** H Hall

**Deadline:** 20 February 2023

## **Updates from Committees**

### **10 Update from Committees**

The contents of the minutes of the Joint Consultative Committee meeting held on 24 June 2022 were noted.

The minutes Joint Consultative Committee meeting held on 28 October 2022 would be circulated once available, and any queries or feedback should be directed to the Director: Governance and Compliance in the first instance.

**Other Matters: Compliance**

**11 Review of Meeting**

No comments were made on the format of the meeting.

**12 Date of Next Meeting**

Monday 20 February 2023 at 3.30pm