

MINUTES

Minutes of the People and Culture Committee meeting held on Tuesday 9 November 2021 at 3.30pm via Microsoft Teams.

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

Apologies: Drew Connelly

In Attendance: Sue Reekie, Zelda Franklin-Hills, Alastair Leadbetter, Mark Goodall, Karen Stenhouse, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting and introduced new Committee members.

It was noted that a briefing session on the new Wellbeing Strategy and Wellbeing Festivals had been held at the start of the meeting. The presentation is available on [Microsoft Teams](#). Zelda Franklin-Hills, Mark Goodall and John Blakey outlined:

- Vision, Foundations and Dimensions of the Wellbeing Strategy
- Committee Structure
- Focus on 2021-22 Mental and Social Wellbeing for Staff and for Students
- Wellbeing Festivals
- Health and Wellbeing

The following key points were discussed:

- Members were delighted to see an out of hours service being planned for students. It was confirmed that the current plan would be to cover this with existing staff.
- Feedback on the strategy would be gathered via staff and student surveys. Metrics would also be developed and reported upon to show how the strategy makes a difference to people.
- Health and Wellbeing was the responsibility of everyone in the organization, not just HR, and commitment was required to make this successful.
- LinkedIn Learning had been made available to staff and Board members using normal Fife College log-in details. The Head of Digital Learning was exploring how this might also be extended to students.
- Whilst some Health and Wellbeing activity was offered to both students and staff, it was important that engagement could be separate where relevant to ensure voices were heard and issues could be discussed as appropriate.
- Wellbeing Wednesdays would be rolled out, with a lead in time required to account for meetings and events already in diaries.

Members thanked the presenters for the comprehensive presentation and looked forward to receiving updates at future meetings.

2 Minutes of the Previous Meeting: 1 June 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.

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. It was noted that the numbers consistently followed the overall trend within Fife. No positive cases had been highlighted as originating within the College.

Careful messaging to staff and students had been continuing, with the focus on a gradual return to normal. Feedback from students was that they would like restrictions to be eased and to return to class.

It was noted that an internal audit was due to take place week commencing 15 November 2021. It was suggested that the recommendations within that audit should supersede the indicator marked amber within the report.

It was noted that an Agile Working Guide was being drafted and it would be useful within that to ensure that terminology is consistent and defined to ensure a common understanding of what was meant.

Decisions:

- 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.
Responsibility: H&S Manager/Director: Governance **Deadline:** 31 January 2022
- To share the Agile Working Guide with Committee members at the next meeting.
Responsibility: Director: OD and HR **Deadline:** 22 February 2022
- 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.
Responsibility: H&S Manager **Deadline:** 22 February 2022

Organisational Development and Human Resources: Compliance

5 Policies, Procedures and Strategies

The contents of the amended Career-Long Professional Learning Policy and Procedure were noted. Members commented that it was positive to see a focus on this area of activity, and to have the proposed changes clearly highlighted.

It was confirmed that essential modules for staff were listed in induction/onboarding checklists and were delivered using iHASCO online modules.

Decision: To approve the Career-Long Professional Learning Policy and Procedure.
Responsibility: Director: OD and HR **Deadline:** 30 November 2021



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6 Staff Numbers/Equalities Statistics 2020-21

6.1 Annual HR Metrics

6.2 Equality and Diversity Recruitment

6.3 Equality and Diversity Staff Report

The contents of the documents that had been circulated were noted. It was highlighted that the comment about age bandings being too large had been taken into account within these reports.

The amount of work and effort that had gone into producing the reports was acknowledged and it was agreed that it would be useful to simplify the reports and bring top level information with explanatory information about what the insights meant and what action required to be taken as a result in future. External benchmarking would also be useful.

Decision: 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.

Responsibility: Chief Operating Officer/Director OD and HR **Deadline:** November 2022

7 Update on National Bargaining

Members were advised that the Director: OD and HR was undertaking a part-time secondment to Colleges Scotland to help take forward National Bargaining.

An update was given on job evaluation which was nearing completion. The next stage of the process was to look at pay and grading.

The pay settlement for support staff was going well and may settle prior to Christmas. The pay settlement for academic staff was more complex and was likely to take longer to settle.

8 Minutes from Committees

The contents of the minutes of the Joint Consultative Committee meeting held on 18 June 2021 and the Joint Negotiating Committee – Academic Staff on 25 June 2021 were noted.

Organisational Development and Human Resources: Transformational

9 Delivering the Human Resource Strategy and Workforce Plan

The contents of the paper that had been circulated were noted. Progress was noted in relation to:

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

Key points discussed included:

- The roll out of the HR information system during the extended working from home period had been challenging but should reduce the amount of processing activity and free up staff time to focus on more added value tasks.
- Workforce planning should be seen within the context of the overall Strategic Plan and other strategies within the College as strands were interlinked. Whilst individual



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Committees may look at particular Strategies, it was important that the Board as a whole understood the linkages.

10 Wellbeing Strategy and Committees

The contents of the paper that had been circulated were noted. Some changes to the Strategy would be made to take account of feedback from the Committee and the Executive Team, and a final version would be circulated in due course.

Decision: To endorse the direction of travel of the Strategy and to receive the final version in due course.

Responsibility: Director: OD and HR

Deadline: 8 December 2021

11 CLPL Update

The contents of the paper that had been circulated were noted. Committee members were pleased to see good uptake of CLPL activity. It was noted that the largest number of CPD1 applications were submitted at the start of the academic year due to the timing of staff PDR meetings and course start dates.

The impact of CLPL was monitored through staff surveys and feedback from staff on courses which was systematically issued. However measuring impact and reporting on this could be better presented to the Committee.

Decision: To review the format of future reports to focus on measuring impact and reporting on this to the Committee.

Responsibility: Director: OD and HR

Deadline: November 2022

Other Matters: Compliance

12 Review of Meeting

It was noted that some changes to presentation of papers had already been discussed.

Decisions:

- To arrange a meeting to discuss KPIs and how to make papers more strategic and in line with the Committee's remit.

Responsibility: Chair

Deadline: January 2022

- To provide feedback to the Director: Governance and Compliance on what went well at the meeting and what could be done better next time.

Responsibility: All Committee Members

Deadline: 30 November 2021

13 Date of Next Meeting

Tuesday 22 February 2022 at 3.30pm