

MINUTES

Meeting: People and Culture Committee

Date: Monday 30 October 2023 at 3.30pm

Location: Microsoft Teams

Present: Garry Dickson (Chair), Pamela Dobson, Kayleigh Gallacher, Brenda Heenan, Tony Martin, Jim Metcalfe

Apologies: Lorraine Wilkinson

In Attendance: Zelda Franklin-Hills, James Thomson, Marianne Philp

1 Welcome

The Chair welcomed those present, and in particular welcomed Brenda Heenan and Kayleigh Gallacher to their first meeting.

2 Minutes of the Previous Meeting: 29 May 2023

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 outlined and noted. A cover sheet had been added to the report to highlight key issues to draw to the Committee members' attention.

Asbestos removal funding: Members of the Committee welcomed this additional funding. It was clarified that that funding would be used to identify action that required to be taken by the College. It was confirmed that there was no current risk to students or staff but that it had limited work that could be undertaken in a few areas of the College.

Functional Neurological Disorder (FND): A range of actions were planned to enhance the College's response to FND due to recent issues experienced. It was suggested that engaging students with FND in forming the action plan may be helpful. It was also confirmed that students are asked to declare a disability as part of the application process to ensure that support and advice can be provided to best meet their needs.

Health and Safety online training: Essential online training modules are provided for all staff to be completed at induction and periodically thereafter on a rolling programme.

Decisions:

- To pass on the Committee's sincere thanks to the staff whose heroic actions saved a student's life.
- To ensure that the Board's responsibilities as detailed within the Health and Safety Policy are easily available, and check that they are aligned as appropriate to the remit of the Committee.

Responsibility: Director: Governance and Compliance **Deadline:** 19 February 2024

- To approve the actions being proposed on addressing Functional Neurological Disorder.

Responsibility: Deputy Principal

Deadline: 19 February 2024

Organisational Development and Human Resources: Transformational

5 Workforce Planning Update

The contents of the paper that had been circulated were outlined and noted. Workforce Planning Core Principles had been drafted and were outlined and discussed. It was clarified that culture change was required to support the implementation of these and it was confirmed that the intention would be to push accountability and decision making down, with the intention of supporting a more agile pace of change and improving communication.

There was a discussion about the survey results and perceived barriers and how those could be addressed using a framework to show skills and development required for promoted posts. The Leadership Development Programme and Digital Skills training would continue to be key to support the required transformational change required.

6 People Strategy 2023-2028

It was noted that the People Strategy was due for review to cover the period 2023 – 2028. An update on the current position, a PEST analysis and SWOT analysis was presented to give an opportunity for a first discussion on this topic, and the proposed next steps were outlined. The slides used at the meeting are available on Microsoft Teams.

There was a discussion about how to engage staff at an early stage to facilitate the change required. It was also noted that the ability to evidence progress within the Strategy by tying objectives back to data points was key.

Decision: To circulate the draft People Strategy 2023-28 for input and review by Committee members in due course.

Responsibility: Director: OD and HR

Deadline: June 2024

Organisational Development and Human Resources: Compliance

7 Key Performance Indicators Report

The contents of the paper that had been circulated were noted. Each of the KPIs were briefly discussed in turn. Members confirmed the usefulness of the dashboard and the ability to drill down into more detail was very useful. As the People Strategy is developed, the KPIs would be reviewed to ensure that the right things are being measured. Members confirmed that their focus would be on how to return red and amber KPIs back to green, and wished to offer their help and support to do this.

8 **Update on National Bargaining**

It was noted that no salary awards had yet been made nationally for 2022-23. A two year deal offer made nationally was rejected by the Trade Unions, and the Scottish Government therefore suggested a three year deal should be explored. It was noted that no funding was available to increase the offer made and that even the smallest of increase would have a large impact on the overall pay bill, at a time of funding cut pressures.

Action short of strike had now ended which meant that there was a push on to get outstanding student results processed. Trade Unions were balloting for further strike action.

Job evaluation discussions were continuing. Discussions had commenced on removing the backdating of pay awards to 1 September 2018 and instead giving an ex gratia payment to staff to buy this out.

It was noted that Fife College could not do anything to resolve matters locally due to national bargaining. It was confirmed that some staff were very frustrated at the situation.

Other Matters - Compliance

9 **Update from Committees: Joint Consultative Committee 20 June 2023**

The contents of the minutes that had been circulated were noted.

10 **Self-Evaluation 2022-23**

It was noted that the self-evaluation had been agreed by email correspondence. The contents of the paper that had been circulated were noted.

11 **Review of Meeting**

Decision: 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.

Responsibility: All Committee Members

Deadline: 30 November 2023

12 **Date of Next Meeting**

Monday 19 February 2024 at 3.30pm