

Unapproved Circulated

MINUTES

Minutes of the Health and Safety and Human Resources Committee meeting held on Tuesday 1 June 2021 at 3.30pm via Microsoft Teams.

Present: Garry Dickson (Chair), Hugh Hall, Tony Martin

Apologies: Jen Anderson, Jade Burnett

In Attendance: Sue Reekie, Zeldia Franklin-Hills, Alastair Leadbetter, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting. He stated that he was very proud to have been elected as the Committee Chair and thanked Tony Martin for his support over the transition. A presentational change had been made to the agenda and feedback from members on this would be welcomed.

It was noted that a briefing session on Mental Health and Wellbeing had been held prior to the meeting starting. A copy of the slides used are available on [Teams](#). Members were pleased to see the wide range of initiatives available to students and staff, and commented on the usefulness of having a dual approach. The Student Engagement Coordinator Monthly Report for May 2021 would be made available on Microsoft [Teams](#) to give members more information on the range of activities available.

Presenters were asked to assume papers had been read and outline only highlights or updates which would allow more time for discussion and questions at the meeting.

The Chair advised that he would like to meet outwith the meeting to get some further information about the papers and to find ways to share learning between NatWest and Fife College.

2 Minutes of the Previous Meeting: 23 February 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.

4 Health and Safety Update: Compliance

The contents of the paper that had been circulated were noted. An update was given on the number of reported Covid cases in College. In semester 2, a total of 6 staff and 14 students had tested positive for Covid, and 7 staff and 10 students had been required to self isolate. No

cases of Covid had originated from being in the College which demonstrated the effectiveness of the arrangements that had been put in place.

It was noted that a challenge for the College was the requirement to have different arrangements in place to other organisations which was causing confusion and communication and reinforcement was ongoing.

It was confirmed that for all levels within the Scottish tier system, two metres social distancing and the use of face coverings was required in Colleges.

Members of the Committee acknowledged the good work that had been done to look after staff and student wellbeing throughout the Covid-19 pandemic.

There was one amber on page 9 of the Boardpack as the external audit actions had been put on hold. However an action plan was now in place and it was anticipated that the action would be green by the time the next meeting was held.

4.1 Health and Safety Policy and Statement

Decision: To approve the Health and Safety Policy and Statement.

Responsibility: A Leadbetter

Deadline: 1 August 2021

5 Delivering and Human Resource Strategy and Workforce Plan 2018-23: Transformational

The contents of the paper that had been circulated were noted. Members were pleased to note good progress against priorities over the past academic year. It was confirmed that agile / hybrid working had deliberately been kept as flexible as possible to allow departments to manage this in the way that worked best for them in terms of business need and the preferences of individuals. The priorities for next academic year were agreed as appropriate.

6 Policies, Procedures and Strategies: Compliance

6.1 Probationary Procedure

6.2 Code of Conduct for Staff

6.3 Learning and Development Strategy 2020-23

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

Decision: To approve the policies, procedures and strategies.

Responsibility: Director: OD and HR

Deadline: 1 August 2021

7 Update on National Bargaining

Members were updated on the national and local level disputes. The national dispute had been resolved and a technical note on implementation was awaited.

8 Minutes from Committees

The contents of the minutes from Joint Consultative Committee meetings held between 26 January 2021 and 12 March 2021 were noted.

9 Review of Remit and Self-Evaluation and Annual Report to the Board

The contents of the paper that had been circulated were noted. Some changes were proposed:

- To change the title of the Committee to “People and Culture”
- To change approval of the Health and Safety Policy to biennially within the remit
- To look at what policies require committee approval and alternative ways to present changes
- Look at the agenda and remits from other Colleges and SFC for good practice
- The remit itself would remain largely unchanged but with a shift of focus towards transformational items and potentially a more visual way of presenting compliance outcomes.

For the annual report, it was suggested that the effort and handling of Covid should be highlighted as a key focus and the implementation of the new HR information system. Members also agreed that meeting remotely had not impacted on the Committee’s effectiveness, but that it would be good to have some meetings face to face moving forward. After discussion it was suggested one meeting face to face and two via Teams per year might be desirable when restrictions were sufficiently eased.

Decision: To make recommendations to the Board on the changes to the Committee title and focus moving forward; and to circulate the Annual Report to members for comment in due course.

Responsibility: Director: Governance and Compliance **Deadline:** 31 August 2021

10 Date of Next Meeting

Tuesday 9 November 2021 at 3.30pm