

MINUTES

Meeting: People and Culture Committee

Date: Monday 21 February 2023 at 3.30pm

Location: Microsoft Teams

Present: Garry Dickson (Chair), Drew Connelly, Pamela Dobson, Hugh Hall, Tony Martin, Lorraine Wilkinson

Apologies: Tali Fisher

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

1 Welcome

The Chair welcomed those present. It was noted that Lorraine Wilkinson had been invited to join this Committee as the teaching staff Board member.

2 Working Relationships: Trade Unions and Management

Local Trade Union Representatives, Mandi Inglis (EIS) and Alan O'Donnell (UNISON), joined the meeting for this item and were invited to advise how working relationships between Trade Unions and Management were progressing. It was confirmed that relationships were generally positive at a local level and that honest and open dialogue takes place. Some improvements could be made (eg in grievance and disciplinary policies) to ensure timescales were realistic and could be adhered to and to give some flexibility.

It was noted that there was less local consultation as a result of national bargaining. At a national level, there can be different interpretations of agreement reached and it was important still to sit down and discuss these. Some examples were given of specific issues to highlight the points discussed.

3 Minutes of the Previous Meeting: 31 October 2022

The minutes of the previous meeting were approved as an accurate record.

4 Matters Arising / Actions Outstanding

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

Health, Safety and Welfare: Compliance

5 Health and Safety Update: Accident and Ill Health Update

The contents of the paper that had been circulated were noted. It was confirmed that numbers had been added to the report, as had been requested at the last meeting. The

importance of reporting near misses was stressed, and steps would be taken to raise awareness of this.

Good progress had been made with completion of essential training since the last meeting. Health and Safety audits had also taken place, jointly with Trade Unions, and actions were now being taken forward with Directorates as appropriate.

A verbal update was also provided on the new Protect duty that would be coming into force. Details would be provided to the Committee in due course more about the impact on Colleges was known.

Decision: To consider adding Health and Safety audits to the schedule of indicative items for the Committee's consideration.

Responsibility: Director: G&C/H&S Manager **Deadline:** 29 May 2023

5.1 Minutes of the Health and Wellbeing Committee

The contents of the minutes were noted. The Chair commented that it was reassuring to see the same issues discussed by both Committees.

The Health and Safety Manager left the meeting.

Organisational Development and Human Resources: Transformational

6 Developing the HR Strategy and Workforce Plan 2018-2023: Priorities for the 2022-23 Academic Year

The contents of the paper that had been circulated were noted. Members noted that excellent progress had been made on the 2022-23 priorities. Moving forward, implications of Workforce Planning would require to be considered in terms of the workload of the HR Team. It was noted that the Voluntary Severance scheme remained open to staff. There was a general discussion about the five year financial forecast scenarios that would be considered by the Finance, Commercial and Estates Committee at the next meeting, national bargaining costs and implications of job evaluation, all of which made the position very challenging.

Organisational Development and Human Resources: Compliance

7 Key Performance Indicators Report

The contents of the paper that had been circulated were noted. Mark Goodall and Karen Stenhouse demonstrated the new dashboard report that had been prepared and provided an explanation of some of the data included. It was confirmed that all Committee members had links to the data. The dashboard would be rolled out to Managers, giving individuals access to information relevant to their roles.

The Chair thanked staff for developing the dashboard which was a big step forward. Whilst refinement would be needed over a period of time, the report was welcomed and useful.

8 National Job Evaluation Project Update

The contents of the paper that had been circulated were noted. There was a discussion about the time taken to get to a situation that was not satisfactory, and the difficult position this put colleges in.

As had been agreed at the last meeting, the risk relating to job evaluation had been separated out into a new risk, and this would be presented to the Audit and Risk Committee and thereafter the Board of Governors for approval as an additional risk to be monitored. Some feedback was given on the wording of the risk to ensure it was captured correctly.

Decision: To update the new risk to ensure the risk of losing funding and the impact locally on staff morale was correctly captured, prior to submitting to the Audit and Risk Committee and Board of Governors.

Responsibility: Director: OD and HR

Deadline: ASAP

9 Equal Pay Statement

The contents of the paper that had been circulated were noted. It was noted that the outcome of job evaluation would have an impact on the equal pay statement.

10 Update on National Bargaining

No business was transacted.

Culture and Staff Engagement

11 Outcomes from Staff Opinion Survey 2022

Johanne Bruce joined the meeting for this item. The contents of the paper that had been circulated were noted. It was highlighted that, whilst there had been a drop in response rate compared to the last survey, Social Optic had confirmed that this was still a good overall response rate.

Members were advised that each Directorate had been asked to compile their own action plan based on their own results so that issues raised could be implemented locally and quickly where appropriate. In addition, a college-wide action plan had been drafted. Feedback had been requested from staff and would be welcomed also from Committee members.

The Chair suggested that linking results to the Leadership Development Programme and that creating an engagement index might be useful. A People or Staff Charter was also suggested as a potential step to take.

Decisions:

- To feedback any comments on the draft action plan relating to the staff opinion survey.
Responsibility: Committee Members **Deadline:** 7 March 2023
- To share information about the approach taken by NatWest with the Director: OD and HR outwith the meeting.
Responsibility: Chair **Deadline:** 7 March 2023

12 Update from Committees

The contents of the minutes of the Joint Consultative Committee meeting held on 28 October 2022 were noted.

Other Matters: Compliance

13 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: 28 February 2023

14 Date of Next Meeting

Monday 29 May 2023 at 3.30pm

The Chair noted that this would be Hugh Hall's last meeting as Principal and extended his thanks to him for his support and input to the work of the Committee.