Fife College

AGENDA

Meeting: People and Culture Committee
Date: Monday 30 October 2023 at 3.30pm
Location: Microsoft Teams

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	GD	N/A
2	Minutes of the Previous Meeting: 29 May 2023	Approve	GD	
3	Matters Arising / Actions Outstanding	Note	GD	2-2
Health, Safety and Welfare: Compliance				
4	Health and Safety Update: Accidents and Ill Health	Approve	JT	
Organisational Development and Human Resources: Transformational				
5	Workforce Planning Update	Discuss	ZFH	
6	People Strategy 2023 – 2028 (*Presentation*)	Discuss	ZFH	N/A
Organisational Development and Human Resources: Compliance				
7	Key Performance Indicators Report	Note	ZFH	
8	Update on National Bargaining (*Verbal Update*)	Note	ZFH	N/A
Updates from Committees				
9	Update from Committees: • Joint Consultative Committee – 20 June 2023	Note	ZFH	N/A
Other Matters: Compliance				
10	Self-Evaluation 2022-23 (for information, approved by email correspondence)	Note	MP	3-5
11	Review of Meeting	Discuss	All	N/A
12	Date of Next Meeting Monday 19 February 2024 at 3.30pm	Note	GD	N/A

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People and Culture Committee

Actions Outstanding / Progress Made

	Date of Meeting	Action	Responsibility	Deadline	Comments
1	29.05.23	To add a summary cover paper detailing any issues or confirming there were none (as well as the full report) to future Equality Mainstreaming Update reports.	Z Franklin-Hills	Next report	Complete. Added to Board papers and will be included in future reports
2	29.05.23	To provide feedback to the OD and HR Manager outwith the meeting on the more detailed points of feedback on the draft Strategy.	G Dickson / P Dobson	30.06.23	Complete
2	29.05.23	To recommend the approval of the Equalities Mainstreaming Update Report 2021-23 to the Board of Governors for approval.	Z Franklin-Hills	22.06.23	Complete
3	29.05.23	To issue the self-evaluation template by email to members and attendees.	M Philp	30.05.23	Complete
4	29.05.23	To complete and return the self-evaluation template.	All Committee members and attendees	30.06.23	Complete
5	29.05.23	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.	All	30.06.23	Complete

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COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Self-Evaluation 2022-23: People and Culture Committee	
Date of Meeting:	By email
Purpose:	To review the effectiveness of the Committee for 2022-23
Intended Outcome:	To discuss the feedback and agree recommendations and actions for the year ahead
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Board Impact from Decision:	To provide reassurance to the Board of Governors that the Committee is operating effectively and in accordance with its delegated authority
Financial Health Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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Date of Production:	7 August 2023

BOARD OF GOVERNORS OF FIFE COLLEGE

**People and Culture Committee: Self-Evaluation 2022-23**

1   Introduction

Following on from discussion at the last Committee meeting, all attendees were asked to complete self-evaluation paperwork. There were a number of themes emerging across feedback received from the Board and all Committees and this has been summarised in one paper which will go to the Board at its September 2023 meeting for discussion. Members can review the draft paper and draft Board Development Plan on Microsoft Teams for information.

This paper gives some feedback specific to the People and Culture Committee which will be added to paper to the Board.

2   General

No changes were proposed to the format or timing of meetings and no changes have been proposed to the Remit. Attendance for the year was 86% overall - see the graph below.
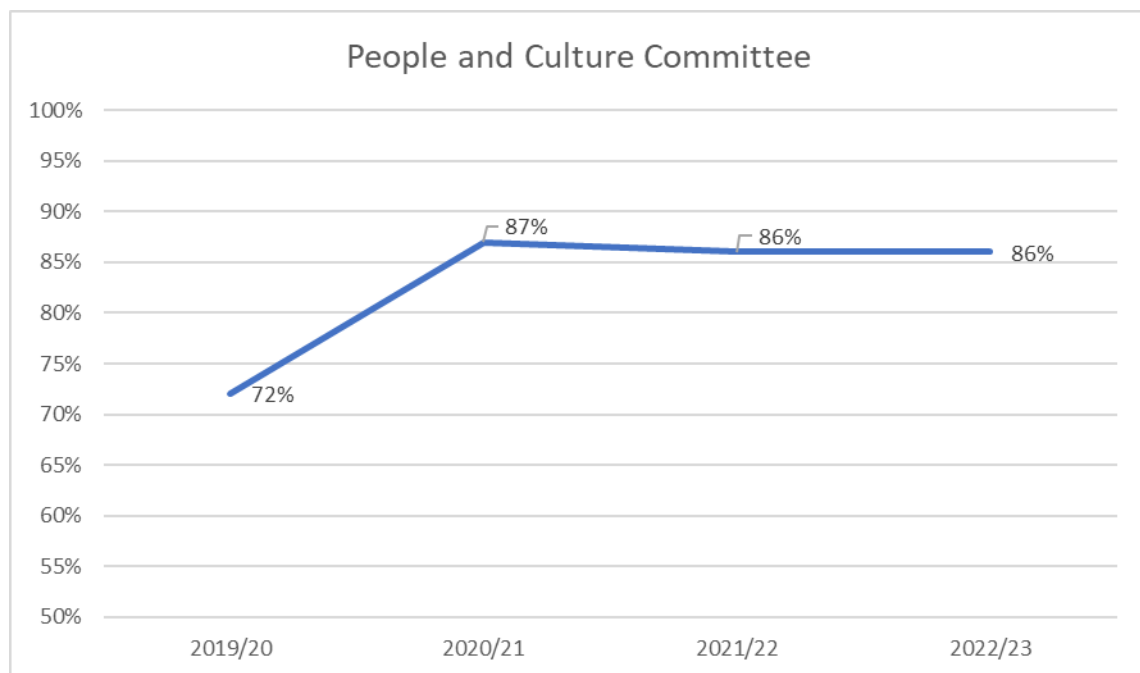
3   Feedback specific to the Committee

Dashboard reporting: The new format of dashboard reporting was seen as a very significant and positive step forward in moving the Committee to a more strategic level of discussion and engagement.
Further Action: Further refine the remit (if required) and agenda to continue the Committees journey, and in support of the People and Culture strategy and strategic ambitions of the College.

Discussions at meeting: At times there can be detailed discussion on early items in the paper, meaning there is insufficient time to cover later items.
Further Action: Focus the agenda and papers more to ensure a strategic focus on strategic issues, people development, performance improvement and ensure business transformation and HR activity are aligned.

4   Recommendation

Members of the Committee are invited to discuss the findings and agree on action to be taken over the next year. This will also be reported to the Board at the next meeting and thereafter confirmation will be sent to the Scottish Funding Council that self-evaluation has been undertaken together with the Board's updated Development Plan.