

Human Resources Committee

Status: Approved

**DRAFT MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS
REMOTELY VIA MS TEAMS (HR02.03.21)**

Present		
Janet Brennan (Chair)	Ian White	Ros Francis
Delia Holland		
In Attendance		
Lorraine Grierson	Dorothy McMinn (Note Taker)	
Sue Livermore	Shona Dougall	
Robb Orr (tenure ended)	Steve Uphill	
Billy Currie (for Item 8 only)	Sue Livermore (for Item 9 only)	
Apologies for absence		
	Joanna Campbell	

Item 1	Welcome and Apologies for Absence		
Paper No: Verbal	Lead: J. Brennan	Action Requested	Note
Discussion	<p>The Chair welcomed everyone to the meeting and apologies for absence were noted on behalf of JC.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		
Decision/Action	N/A		

Item 2	Declaration of Interest		
Paper No: Verbal	Lead: J. Brennan	Action Requested	Note
Discussion	Members agreed to indicate declarations of interest as appropriate throughout the meeting.		
Decision/Action	N/A		

Item 3	Minute of the last meeting held on 10 November 2020		
Paper No: HR02.03-A	Lead: J. Brennan	Action Requested	Approval
Discussion	<p>The Minute of the HR Committee held on 10 November 2020 was approved, with the caveat that the wording “non-executive” be removed from the first sentence of the second paragraph and would now read as follows:</p> <p>Various suggestions were discussed and considered, but the only change that was agreed was that Committee membership would be amended to read “at least three Board members, two of whom will be non-executive”.</p>		
Decision/Action	The Secretary to the Board would amend the draft Minute.		

Human Resources Committee

MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS

HR02.03.21)

Item 3.1	Action Log		
Paper No: HR02.03-B	Lead: J. Brennan	Action Requested	Note
Discussion	The Committee noted the following items from the Committee Action Log: Item 3.1 – Terms of Reference. It was noted that LG and PD were reviewing Committee Terms of Reference to ensure they align with the College Standing Orders and the formatting is consistent throughout. The updated documents would be presented to the Board Development Committee for approval. Self-Evaluation – A questionnaire had been completed as part of the Board Self Evaluation process and this report had been forwarded to Professor Ron Hill, External Evaluator and would be discussed at the forthcoming Board Self Evaluation feedback session (18 March 2021). Individual self-evaluations would be scheduled for all committees moving forward and this would be addressed via the Terms of Reference. Employment Policies – This exercise had been carried out by KR, no feedback had been received and this item was now complete.		
Decision/Action	The Committee noted the content of the Action Log.		

Item 4	Matter Arising not on the Agenda		
Paper No: Verbal	Lead: J. Brennan	Action Requested	Note
Discussion	No matters were discussed.		
Decision/Action	N/A		

Item 5	Staff Development Report		
Paper No: HR02.03-C	Lead: S. Dougall	Action Requested	Discussion
Discussion	The Chair welcomed SD, Interim Head of HR, to her first HR Committee meeting and suggested that updates on Items 5 and 15 be given together. <u>Item 5 – Staff Development Report</u> The report produced by AW, Learning and Development Officer, provided a summary of staff development activity for the period December 2020 to February 2021. Key areas of activity: <ul style="list-style-type: none">➤ Supporting staff who are delivering online teaching➤ 4 members of staff participating in leadership programmes➤ FWDF funding had been utilised to provide a variety training courses (IOSH, Worldhost, Effective Auditing and Inspection and Mental Health First Aid) and a further submission to FWDF for funding had been submitted.➤ The College PRD process had been launched and management workshops would be held during February 2021, with staff training around objective setting taking place during March 2021.		

Human Resources Committee

MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS

HROTELY VIA MS TEAMS (HR02.03.21)

RO asked if industry training (staff understanding industry requirements) was taken in to consideration and SD indicated that fact finding in industry would not be recorded as PDR. However, the Training and Development module within I Trent was being developed, which would enable reporting around CPD.

SD agreed to contact the General Teaching Council for Scotland (GTCS) to determine their requirements, ensuring that the College PRD system aligned with GTCS requirements.

DH felt that a reduced use of acronyms would be useful as some members struggled to understand them. Further, DH suggested that Board member training would be helpful going forward, i.e. use of remote technology. SD responded by suggesting that Committee Chairs identify members' training requirements and these could be discussed at a future Development Committee meeting.

It was agreed that PRD Policy and Procedures would be added as an agenda item to the next HR Committee meeting.

Item 15 - Staff Development Audit

Interim Head of HR provided details of a plan to address management actions identified in an Internal Staff Development Audit during 2019/20 and monitor progress. The audit identified 7 items which needed to be addressed and the following actions had been taken:

1. The College Professional Review Development framework had been approved and was launched in February 2021.
2. Management training, delivered by the College External Development Department, had commenced and online staff training would be available during March 2021.
3. A pro forma had been created for review of the new process.
4. The Learning and Development Officer had put a new tracking process in place to capture the quality of external training.
5. The information received would be used to track whether external training objectives were met and whether the courses were value for money.
6. This information would also be used to generate a list of key training providers.
7. A suite of mandatory training had been developed and was being rolled out to all staff. The Learning and Development Officer would closely monitor progress. This training would be available to new recruits and refresher training to existing staff had been agreed and would also be monitored. It was noted that Safeguarding training would be completed during February 2021 and GDPR training during March 2021.

SU commended the work completed by the HR Team around this item. Although training had taken place in the past, the capturing of information on completion was not considered adequate for analysis of data.

RF asked how action taken would be captured and it was confirmed that management had been asked to provide a schedule of PRD meetings, which would take place on a 12 month rolling basis.

It was agreed that the "disclosable" status of Items 5 and 15 would be checked as this was an internal audit document. SU agreed to follow this up.

Human Resources Committee

MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS

HROTELY VIA MS TEAMS (HR02.03.21)

Decision/Action	<p>The KPI percentage around completed PRDs was questioned, i.e. an increase to 95% over four years. SD confirmed that this should increase to 100% within the next year.</p> <p>SD confirmed that the HR Team would track progress and document, in order to provide the Internal Auditors with assurances that identified actions had been completed.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ➤ The Secretary to the Board would add PRD Policy and Procedures to the next HR Committee Agenda. ➤ SU would follow up on the query regarding the “disclosable” status of Items 5 and 15.
-----------------	--

Item 6	People and Culture Strategy and KPIs		
Paper No: HR02.03-D	Lead: S. Dougall/Lorraine Grierson	Action Requested	Approval
Discussion	<p>SD reported that the People and Culture Strategy and KPIs had been reviewed and amended, which would link the aims of the strategy with Ambition 2025. The aims and objectives had been summarised and an explanation would be cascaded to staff, clearly showing how these would feed in to Ambition 2025. It was confirmed that work around “Culture and Values” was currently being progressed and all staff would be asked to connect and engage. SD agreed to provide further updates to the Committee as appropriate. SU informed members that there were plans to dovetail in to the College 60th anniversary celebrations and re-branding, which would bring the streams together.</p> <p>The HR Team had now developed their own operational plan and this would be reviewed every three to four weeks. The actions within the plan would also feed in to individual objectives.</p> <p>Discussion centred around the KPI statistics and it was agreed that SU and SD would review the KPI data and RO asked that comparative figures be included to chart progress.</p> <p>JB felt that the aims were now succinct and set at a high level and the document much improved. The use of College photographs was appreciated.</p> <p>LG sought approval for the People and Culture Strategy and approval was granted, with the caveat that the KPIs be reviewed and adjusted. The updated KPIs would be re-presented to the Committee.</p>		
Decision/Action	<p>The HR Committee approved the People and Culture Strategy with the caveat that the attached KPIs were reviewed. SD would re-present the KPIs as soon as the review was complete.</p>		

Item 7	Strategic Risk Register Update		
Paper No: HR02.03-E	Lead: Lorraine Grierson	Action Requested	Approval
Discussion	<p>LG reported that there was one risk within the Register attached to the HR Committee, “Failure to achieve effective industrial Relations”. This risk was presently rated green. IW stated that, at a local level, trade union relationships were good, with the biggest challenge being the return to campus.</p> <p>A national EIS FELA dispute around the use of trainers rather than lecturers was noted.</p>		
Decision/Action	<p>N/A</p>		

Human Resources Committee

MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS

HROTELY VIA MS TEAMS (HR02.03.21)

Item 8	Health and Safety Report		
Paper No: HR02.03-F	Lead: W. Currie	Action Requested	Note
Discussion	<p>BC, Head of Corporate Services, joined the meeting at 15.00 for Item 8 only.</p> <p>It was reported that the work of the Estates Team had concentrated around COVID, with the focus on a safe campus return. COVID statistics were regularly reported to Scottish Government and BC advised that generally Dumfries and Galloway College had the lowest number of cases. On the positive cases reported, no positive cases on site and no approaches had been made through the track and trace systems. Reportage included statistics for both staff and students. The College collaborated with external partners, including a local resilience group, to identify potential issues. There was the ability to split the information by campus if this was required.</p> <p>There had been a total of 23 reported incidents where the attendance of a College first aider was required or having been logged as a near miss, being 13 for students and 10 for staff. 2 incidents had required further medical assistance. Any incidents which occur are reviewed by line management.</p> <p>IOSH training for line management had now been completed and managers were very aware of their responsibilities. Risk assessment and awareness training was now being developed and would be rolled out.</p> <p>The Health and Safety Committee continued to meet remotely via Teams throughout COVID to ensure all appropriate measures were in place to allow safe operations. Monthly, minuted meetings of the Health and Safety had been scheduled over the coming year.</p> <p>RF asked that the College does not report on COVID cases if less than five, as this allows identification of individuals. BC confirmed that the College reported as per instructions received from Scottish Government.</p> <p>BCleft the meeting at 15.13.</p>		
Decision/Action	The content of the report was noted and the HR Committee was satisfied that health and safety issues were being carefully considered.		

Item 9	Equality and Diversity Report 2021		
Paper No: HR02.03-G	Lead: S. Livermore	Action Requested	Note
Discussion	<p>SL, Equality and Diversity Officer joined the meeting at 15.13 for Item 9 only.</p> <p>The report had been structured to summarise the College's current position and planned activity in relation to characteristics relevant to the Equalities Act (2010). SL had chosen a holistic approach to show the story in full, on how the College embeds equalities, outlines protected characteristics, details outcomes and direct activity. The report also showed what activities had taken place over the past 4 years. The Equality and Diversity action plan links to the HR operational plan and gives detail of projects, which would assist in achieving objectives. Graphs had been used within the report to illustrate the position more clearly.</p> <p>SL had participated in a Regional Partnership Diversity Group earlier in the day, at which the College had been commended by the third sector for its recent activity.</p> <p>Members commended SL for her very informative and comprehensive report.</p> <p>JB commented on the consistent lowering of numbers of staff and students who "prefer not to say", which suggested an increase in trust by both groups. SL stated that intersectionality was an issue within the report but this was being reviewed to address the situation.</p>		

Human Resources Committee

MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS

HROTELY VIA MS TEAMS (HR02.03.21)

	SD informed members that SL had recently been nominated for an equality and diversity national award and congratulations were offered.
	SL left the meeting at 15.24.
	RO left the meeting at 15.29.
Decision/Action	The HR Committee noted the content of the Equality and Diversity Report and commended its quality.

Item 10	Baseline Staff Update		
Paper No: Verbal	Lead: S. Dougall	Action Requested	Note
Discussion	SD reported that the HR and Finance systems were being reviewed to establish a baseline of staff data. This would allow data held by the HR and Finance Teams to align, resulting in improved reportage. A new costing structure had been developed, which would allow more detailed reportage both departmentally and college wide. Once the project had completed, a presentation would be given to the HR Committee.		
Decision/Action	The HR Committee noted the verbal report given by SD.		

Item 11	Employment Policy Update		
Paper No: Verbal	Lead: S. Dougall	Action Requested	Note
Discussion	SD advised that a matrix had been developed to clearly show which College employment policies had been reviewed. It was hoped to establish a more streamlined process, to allow ease of access for all staff. It was stated that policy control was being rationalised by DD, VP Learning, Skills and Student Experience and PS, Director of Student Experience and Academic Planning.		
Decision/Action	The HR Committee noted the verbal report given by SD.		

Item 12	Furlough Update		
Paper No: HR02.03-H	Lead: S. Dougall	Action Requested	Note
Discussion	Confidential to Committee members only.		
Decision/Action	The HR Committee noted the content of the Furlough Update Report.		

Item 13	Staffing Update and Record of Absences		
Paper No: HR02.03-I	Lead: S. Dougall	Action Requested	Note
Discussion	Relatively low numbers for sickness and turnover had been reported, however, there was caution around sickness absence levels. A relatively low number of starters and leavers was noted. ... IW suggested the use of turnover figures within the strategy KPIs.		
Decision/Action	The HR Committee noted the content of the Staffing Update Report.		

Item 14	Staff Wellbeing and Survey		
Paper No: HR02.03-J	Lead: S. Dougall	Action Requested	Note

Human Resources Committee

MINUTE OF MEETING HELD ON 02 MARCH 2021 AT 14:00HRS

HROTELY VIA MS TEAMS (HR02.03.21)

Discussion	<p>A follow up staff wellbeing survey had recently been carried out and the information returned was being analysed to look at areas for further action. The return numbers were slightly lower than the original survey.</p> <p>Shona summarised the results of the survey for members.</p> <p>Key points to be noted:</p> <ul style="list-style-type: none"> ➤ The survey had highlighted immediate, medium and longer term categories ➤ Resilience workshops for staff would be scheduled ➤ Employee Wellbeing would be a longer term focus ➤ Staff surveys would be carried out on a more frequent basis <p>IW commented that in order to encourage people to participate, it is important that they are aware that their feedback is being heard and taken on board. DH believed there were two aspects to wellbeing, the physical – remote working and the psychological – feelings of isolation.</p> <p>The Committee commended the HR Team for their work in this area.</p>
Decision/Action	The HR Committee noted the content of the Staff Wellbeing Update Report.

Item 15	Staff Development Audit		
Paper No: Verbal	Lead: S Dougall	Action Requested	Note
Discussion	This item was discussed earlier in the meeting		
Decision/Action	N/A		

Item 16	Any Other Business		
Paper No: Verbal	Lead: J. Brennan	Action Requested	Note
Discussion	The Chair’s term of office will end in July 2021 and Committee members thanked JB for her contribution to the Committee.		
Decision/Action	N/A		