

**Minute of the Human Resources &
Organisational Wellbeing Committee
Meeting held in the Boardroom, Kilmarnock
Campus on Thursday 12 March 2015**



Present: Nicki Beveridge (Chair)
Heather Dunk
Fiona Skilling

In attendance: Brendan Ferguson
Jane McKie
David Davidson

1 Welcome and Introduction

The Chair welcomed everyone to the meeting.

2 Apologies

Apologies were received from Jim English, Barbara Graham, Gordon James, Michael Breen, Jackie Galbraith and Bernadette McGuire.

3 Declarations of Interest

There were no declarations of interest.

4 Minute of the meeting held on 21 October 2013 (*Paper 1*)

The minute was approved as a correct record.

Proposed: Heather Dunk
Seconded: Nicki Beveridge

5 Matters Arising

There were no matters arising

6 Organisational Development

Voluntary Severance (VS) J McKie verbally reported that a significant number of quotation requests had been received for the current round of VS, which was due to close the following week; however, at this stage in the process only a small number of VS 2 applications had been received. The Committee noted the opening of the VS scheme had been approved by the Board as a means of supporting the efficient and effective delivery of the 2015-16 Curriculum Development Plan. It was anticipated that further applications

would be received prior to the closing date and a further verbal update would be provided to the meeting of the Board of Management scheduled for the day following the closure of the VS scheme.

Employee Relations J McKie advised that industrial action at the Kilwinning Campus had been suspended by EIS-FELA to permit discussion to take place at the Joint Negotiating Committee. Following these positive discussions, EIS-FELA had withdrawn the scheduled programme of strike action and the members of staff affected by the trade dispute who had voted to take industrial action were now back at work. The industrial action had been withdrawn indefinitely and normal working had resumed. EIS-FELA had confirmed that, while in their view, the trade dispute had not been resolved, no further industrial action was planned at this time.

The Principal noted that a new EIS-FELA Branch Secretary was currently in the process of being elected, while each Campus was also electing their own Deputy Convenors. The Principal looked forward to meeting all of the elected representatives when the process was complete. The Principal advised she had held a very positive meeting with EIS-FELA, General Secretary Larry Flanagan.

7 Human Resources Report (Paper 2)

D Davidson took the Committee through the paper as presented. A number of questions were asked and satisfactory responses were received. The Committee was pleased to note that a full year of data collection had now been completed, thereby providing a benchmark both for monthly and annual statistical comparison. Members commented on the number of mental health related staff absences. D Davidson replied that the College had awareness of mental health related issues and how these should best be supported on a case by case basis. In addition, the College continued to work hard to support a culture where the wellbeing of all staff was an organisational development priority for both managers and staff.

The Committee welcomed what it considered to be an excellent and very informative report, commending the HR Department for its efforts in collecting and collating the data contained therein.

The content of the report was noted.

8 Staff Learning and Development Report (Paper 3)

D Davidson again took the Committee through the report as presented and satisfactorily answered the questions raised. The Committee was pleased to note the emphasis within this period on training designed to ensure consistency of operation for all staff across the campuses. This was considered to be a vital part of holistically embedding the Ayrshire College culture across the operation of the College. All other aspects of the report were noted and welcomed, with the Committee being particularly pleased to note the progress being made towards IIP accreditation for the whole of Ayrshire College.

The Committee noted and welcomed the above report and expressed full support for its content.

9 Equality and Inclusion Report (Paper 4)

J McKie noted that the Equality and Inclusion Team were currently concentrating on the Public Sector Equality Duty publishing requirements. Unfortunately the timing of Committee cycle would mean that the publication of the College's HR and Equality Duty Outcomes would happen before the date of the next HR Committee in June. If appropriate, the outcomes could be shared with members via email, otherwise, the Committee would have sight of the final report at its next meeting.

J McKie went through the remainder of the paper as presented, highlighting the progress being made. She concluded by stating that the paper summarised months of committed work by the Equality and Inclusion Team, which touched on all aspects of College Life.

The Committee noted the projects highlighted within the above report and supported the proposals listed within Section 3 of the paper.

10 Health, Safety and Wellbeing Report (Paper 5)

J McKie in introducing the above report noted its clear parallels with the previous reports insofar as the synergies between the HR and Organisational Development strands i.e. Staff Learning and Development and Equality and inclusion. J McKie then went through the report as presented providing satisfactory answers to a number of questions. It was further reported that that the College was in the process of working up a tender brief for the purchase of a Health and Safety Management Scheme which should provide for significantly increased efficiency in incident reporting.

The Committee noted the progress highlighted and expressed its full support for the content of the report.

11 National Bargaining Recognition and Procedure Agreement (Papers 6a-c)

The Principal reported that, further to the above papers and the draft National Recognition and Procedure Agreement (NRPA) circulated by Colleges Scotland, a major challenge associated with agreeing a national bargaining process would be in identifying how the outcomes would be funded. The Scottish Government had clearly indicated that no additional funding would be provided and that any agreements reached as a result of bargaining, which were in excess of existing funding, would require to be met from efficiencies. Given the economies of scale already achieved within the college sector following merger, it was the Principal's view that additional efficiencies would be difficult to identify. Indeed it was difficult to see how overall expectations from National Bargaining could be met from within existing resources.

The Principal confirmed that each individual college Board had to decide, as the employers of the staff within its college, whether to sign up to the NRPA taking account of the Scottish Government position on funding. The Principal concluded that this matter would now be put to the Board for consideration and Board feedback would be important in determining the Ayrshire College response to the draft NRPA.

The Committee noted the above papers and expressed support for the Principal's views in relation to the funding of national bargaining settlements.

It was further noted that the Committee Chair, Nicki Beveridge would Chair this item at the Board of Management in light of the fact that the Board Chair, as a member of the College's Scotland Board, was a signatory to the circulation of the draft RPA.

12 Risk Register at February 2015 (HR&OW Extract) (Paper 7)

The Committee noted that there was no change in the content or level of the risks identified within the HR&OW extract. While the recent industrial action at the Kilwinning Campus had been withdrawn, it was recognised that risks were still live and extant during this period of the College's development.

Members wondered also whether there was a case for an additional risk in relation to national bargaining given the above discussion. It was agreed to monitor the position on this possible risk area as discussions progressed over the next few months

The Committee approved the above Risk Register (HR&OW Extract).

The Committee agreed to further consider the possibility of an additional Risk in relation to National Bargaining at its next meeting in the light of the progress of discussions at national level.

13 Date of Next Meeting

Thursday 18 June 2015, 5.30 pm, Kilwinning Campus.