

**Minute of the Human Resources &  
Organisational Wellbeing Committee  
Meeting held in the Boardroom, Kilmarnock  
Campus on Tuesday 21 October 2014**



**Present:** Nicki Beveridge (Chair)  
Barbara Graham  
Heather Dunk  
Emma Hall  
Jim English

**In attendance:** Brendan Ferguson (Board Secretary)  
Jane McKie  
Michael Breen  
Jackie Galbraith  
David Davidson

**1 Welcome and Introduction**

The Chair welcomed everyone to the meeting.

**2 Apologies**

Apologies were received from Gordon James; Fiona Skilling and Bernadette McGuire.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Minute of the meeting held on 3 June 2014 (*Paper 1*)**

The minute was approved as a correct record.

Proposed: Heather Dunk  
Seconded: Barbara Graham

**5 Matters Arising**

There were no matters arising

**6 Governance Arrangements: Human Resources and Organisational Wellbeing Committee Terms of Reference (*Paper 2*)**

B Ferguson reported that receipt and consideration of the Committee's Terms of Reference was a standard item on the agenda at the first meeting of the

Committee held in each academic year. The intention was that the Committee would have the opportunity to consider its terms of reference and comment to the Board on any matters it wished to bring to the Board's attention or suggest amendments as appropriate. In this case revisions to all of the Board Committees' terms of reference were considered and approved at the meeting of the Board held on 30 September 2014. Most of the revisions were of a minor editorial nature. The most significant revision to this Committee was the addition of a new "Duty" which states:

*"To ensure that the College embeds the principles of Equality & Diversity."*

**The Committee noted the above report and welcomed the revisions approved by the Board and the additional "duty" highlighted above. No further comments on the terms of reference were felt to be necessary.**

## **7 Organisational Review (Paper 3)**

J McKie introduced the paper and reported that it had been updated since its consideration at the recent meeting of the Board of Management, but that the changes had been slight. The current stage of progress was as set out in the paper. Employee relations remained a priority on which the EMT would retain its focus during this period of organisational change and development.

A number of questions were asked and satisfactory responses received.

**The Committee noted the position as set out in the above paper and reiterated its support for the ongoing management of HR and organisational development issues.**

## **8 Human Resources Report (Paper 4)**

D Davidson took members through the Human Resources Report, highlighting points for the committee.

H Dunk noted that significant progress was being made in relation to the organisational review, but that challenges remain and would continue to be addressed.

H Dunk also emphasised the challenges surrounding the merging of the different customs and practice in the legacy colleges for attendance monitoring and absence reporting. Progress was being made, but further negotiation was required through the JNCs to agree a policy for Ayrshire College.

A number of questions were asked and answered. In particular, members recognised the great demands which have been placed on HR staff, at a time when they are also undergoing significant team changes, and congratulated the staff concerned on their ongoing professionalism during this challenging period.

**The Committee noted the above HR Report on the projects currently underway and were fully supportive of the proposals contained therein.**

## **9 Staff Learning and Development Report (Paper 5)**

J McKie took members through the report as written, answering several questions from members. The Committee welcomed the clear progress being made in the development of staff and the ongoing work in the cultural development of the College. In particular the Committee welcomed the enthusiastic take up of learning and development opportunities within the College, as evidenced, for example, by the attendance of more than 600 staff at the all staff development day held at Ayr Racecourse in August.

**The Committee welcomed the above report and expressed support for the proposals and recommendations to further develop the service.**

## **10 Equality and Inclusion Report (Paper 6)**

J McKie introduced the above paper stating that it was designed to demonstrate what was ongoing and what was proposed in developing and embedding the equality and inclusion culture of Ayrshire College. The development of this culture was shared between the College and the Student Association. J McKie concluded by stating that she hoped that the Committee found the paper to be helpful and informative. A number of questions were asked and satisfactory replies received.

The Chair noted on behalf of the Committee that a considerable amount of excellent work was clearly being undertaken. In particular the Committee noted and welcomed the work of Emma Hall, Student President, in designing the logo for the View Group.

**The Committee in noting the above report welcomed the projects being undertaken and expressed its support for the proposals contained therein.**

## **11 Health, Safety and Wellbeing Report (Paper 7)**

J McKie stated that the above report covered the months of June to August, the summer period when the lowest number of staff and students were present on the campuses. J McKie then went through the report as written explaining that more activity could be expected in the future iterations of this report as the academic year progressed.

**The Committee noted the above report, the progress to date and supported the proposals for Health, Safety and Wellbeing.**

**The Committee also congratulated the College on its shortlisting as a finalist in the Health and Wellbeing category of the CDN Annual Awards.**

## **12 Risk Register (HR&OW Extract) (*Paper 8*)**

J McKie introduced the Risk Register and stated that, as with the previous meeting, it reflected previous discussion that had taken place at the Committee. Some discussion took place on the identified risks, and whether they reflected the current position. Following some questions and answers the Committee was content that the extract, as presented, properly represented the current stage of development.

**The Committee noted and approved the above Risk Register Extract.**

**The Committee also recorded its thanks to the Human Resources Team for all of their work over the previous year.**

## **13 Date of Next Meeting**

Thursday 11 December 2014, 5.30 pm, Ayr Campus.