

**Minute of the Human Resources &  
Organisational Wellbeing Committee  
Meeting held in the Boardroom, Kilmarnock  
Campus on Thursday 18 June 2015**



**Present:** Nicki Beveridge (Chair)  
Heather Dunk  
Fiona Fawdry  
Barbara Graham  
Gordon James

**In attendance:** June Northcote  
Jane McKie  
David Davidson

**1 Welcome and Introductions**

The Chair welcomed everyone to the meeting.

**2 Apologies**

Apologies were received from Michael Breen, Jim English, Jackie Galbraith and Bernadette McGuire.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Minute of the meeting held on 12 March 2015 (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 reported that the College VS Scheme had been reopened and took the Committee through the explanatory paper as presented. Committee members noted the position outlined within the paper; the remaining 0.39 FTE overstaffing situation within the Creative Directorate and other residual issues to be managed within normal staffing arrangements.

**The Committee noted the above verbal report and that matters were progressing satisfactorily.**

## **7 Human Resources Report (Paper 2)**

D Davidson took the Committee through the paper as presented, highlighting that sickness absence figures reflected a positive trend overall, due in part, to implementation of more robust HR methods of support for managers. In addition, recent positive initiatives were reported, including the adoption of a joint process for policy development and introduction of a framework calendar to prioritise policies impacting most on contractual aspects. The Committee were also advised of planned staff workshops and management training sessions, to support the implementation of new policies.

**The Committee noted the above verbal report.**

**The Committee welcomed what it considered to be a well prepared and informative report, reflecting robust HR processes and data. Positive progress was noted.**

## **8 Staff Learning and Development Report (Paper 3)**

D Davidson took the Committee through the report as presented, highlighting the Inspiring Leadership Initiative, Management Development Programme, PPDR, CPD week and staff development day.

The Committee was pleased to note progress being made towards IIP accreditation for the whole of Ayrshire College.

**The Committee welcomed the above report, noted the initiatives highlighted and expressed full support of proposals therein.**

## **9 Equality and Inclusion Report (Paper 4)**

Jane McKie presented the Equality and Inclusion Report, emphasising the importance of linking the paper's information with the other Committee reports, reflecting the efforts to ensure that equality and inclusion was being embedded in all of the College's business.

The Committee acknowledged that an inclusive approach was one of the key measure of College success and welcomed reports of positive feedback from external partners.

**The Committee welcomed what it considered to be a well-structured report, set to flow logically to the next stage of the reporting cycle.**

## **10 Health, Safety and Wellbeing Report (Paper 5)**

J McKie introduced the above report and provided satisfactory answers to a number of questions. Resolution of one health and safety cross-over issue between this Committee and Estates Committee was advised. This concerned a problem with the bi-fold doors at the Aero building. It was confirmed these would be kept locked, whilst the College awaited further advice from H&S Executive. This was noted as a national issue, relative to the manufacture of

the doors and the faults were not the responsibility of the College. However, given the HSE's instruction, the College had to ensure that the doors were not used. It was likely that the College would look to replace the doors through a procurement process in order to ensure continued use of the building in a way which would support the delivery of the curriculum.

The Committee asked for more information on accidents and incidents, to enable further informed trend analysis for future reporting.

Members received, with interest the Staff Wellbeing Activity booklet and noted that the event was scheduled for Friday 26 June.

**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 presented the National Bargaining Recognition and Procedure Agreement (NRPA) circulated by Colleges Scotland. The Committee members were provided with an update on the current position and noted that that each individual College Board would require to decide whether to sign up to the NRPA.

The Principal highlighted the significant challenges associated with funding of national bargaining process outcomes, which would be necessary through further efficiencies. It had been made clear to all Chairs and Principals that no additional central funding would be available for the sector to support the outcomes of national bargaining.

Members noted that, following their discussion at this HR and OW meeting, the full Board of Management would consider whether the NRPA should be signed for Ayrshire College.

In signing the NRPA, the Principal advised that this would enable the whole process of national bargaining and all necessary negotiations to take place. The Principal highlighted to the Committee the importance, at national level, of pay and terms and conditions be negotiated together.

The Principal confirmed that, given the length of time it would take to agree national salaries and terms and conditions of service, there was the likelihood that national negotiators would wish to negotiate a pay award for 2015-16. Within the current flat cash budgetary constraints, the Principal had confirmed at a recent Principals' Group meeting, that a 1% pay award would not be affordable for the College without additional funding.

The Committee noted that, whilst College Boards were to take a view on the NRPA, the Colleges Scotland Board were also in a position to provide a view on national bargaining and also in relation to any interim pay award for the sector pending the outcome of national arrangements. This could prove to be problematic as the Colleges Scotland Board could express different views from that of individual Boards of Management. The position of the College Chair as a member of Colleges Scotland Board was noted.

**The Committee noted the papers and the issues in relation to funding of national bargaining settlements.**

**Members agreed to express the Committee's view at the full Board of Management that Ayrshire College sign up to national bargaining with conditions in place regarding pay and terms and conditions being negotiated together**

**The Committee also acknowledged a potential conflict of interest as the College Board of Management Chair was also a member of Colleges Scotland Board.**

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

The Committee noted a change in the level of risks identified in the HR&OW extract, due to a decreased risk with regard to employee relations. While the previous EIS-FELA trade dispute had not formally been withdrawn, it was recognised that industrial action at Kilwinning campus was no longer taking place and employee relations overall were much more positive.

The Committee further noted that, taken as a whole, the number of curriculum staff who were not on Ayrshire College terms and conditions of service was considerably less than a year ago when the newly negotiated and agreed T&Cs had been offered to all curriculum staff. This was due to staff turnover and to staff opting to change from legacy college contracts to new Ayrshire terms and conditions

Members asked that for future reporting that a 'Strategic' heading be included in the HR&OW Extract.

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

**13 Date of Next Meeting**

It was noted that the date of the next meeting was Thursday 3 September 2015, at 4.00 pm at Ayr Campus (since rescheduled till Tuesday 6 October 2015, 4 pm at Ayr Campus).