

**Minute of the Human Resources &
Organisational Wellbeing Committee
Meeting held at the Kilmarnock Campus on
Thursday 3 December 2015**



Present: Nicki Beveridge (Chair)
Heather Dunk
Barbara Graham
Gordon James
Jim English

In attendance: Brendan Ferguson (Board Secretary)
David Davidson
Jane McKie
Donna Vallance

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. There were no declarations of interest.

2 Apologies

Apologies were received from Committee Member Fiona Fawdry and from EMT members Michael Breen, Jackie Galbraith and Bernadette McGuire.

3 Minute of the meeting held on 6 October 2015 (*Paper 1*)

Subject to a minor editorial amendment noted by the Secretary, the minute was approved as a correct record.

Proposed: Barbara Graham
Seconded: Gordon James

4 Matters Arising

Page 1, Item 5; In relation to the Aeronautical Doors, one tender had been received and, following due diligence, an order had been placed.

5 Human Resources Report (*Paper 2*)

D Davidson introduced the above report and took members through it as presented. The Committee welcomed the report and its contents and noted the lowest absence levels since the vesting of Ayrshire College. The Committee were also pleased to note that all retrospective PVG checks had now been completed and considered this to be a very positive achievement. A number of questions were asked and satisfactory responses received.

The Committee noted and welcomed the contents of the above report.

6 **Staff Learning and Development Report** (*Paper 3*)

D Davidson introduced the above Report and took the Committee through the main points. The report raised some discussion and a number of questions were asked for clarification and responses received. In particular the Committee asked if the content of the graphs on pages 1 and 2 could be made clearer in future reports, particularly in terms of the scheduling of the staff development. Another issue raised related to the Committee wishing to have reassurance that procedures were in place to ensure that all mandatory training was being undertaken.

D Davidson confirmed that the individual questionnaire element of the Culture Study was now underway and that the pre-merger study conducted by the Scottish Government would act as the baseline. It was expected that the results of the study would be presented to the March meeting of the Committee.

In relation to the PPDR processes for curriculum staff, J McKie answered in response to a question from the Chair that that it was expected to be signed off following the conclusion of discussions with the EIS/FELA over the next few weeks.

The Committee noted the content of the above report.

Action: The Committee asked that the graphs illustrating staff development activity be amended to provide a clearer understanding of what is taking place, particularly in relation to how staff development is progressing against the schedule of activities, and that all mandatory staff development activities are being completed by the staff concerned.

7 **Equality and Inclusion Report** (*Paper 4*)

J McKie introduced the above report and explained that the College is currently reviewing how it gathers and presents equality and inclusion data. This designed to ensure that the EMT is provided with as complete a picture as possible of the activities underway, how this was being linked across the College and embedded to ensure the avoidance of a silo approach.

H Dunk added some further information in relation to the “Prevent” strategy and the roll out of the “Prevent” counter terrorism training to be undertaken by all staff, and management staff in particular. H Dunk highlighted the importance of this training in spotting, intervening and preventing the radicalisation of young people.

A number of questions were asked and satisfactory responses received. The Chair noted that it would be useful to provide the number of responses received when producing graphical representations of survey analyses

The Committee noted the content of the above report and welcomed the progress being made.

8 Health Safety and Wellbeing Report (Paper 5)

J McKie introduced the above report which was discussed at some length by the Committee. In relation to a matter raised by the Committee under Paper 3 above, J McKie highlighted that when the PPDR process has been approved for all staff, there would be a record of when mandatory training had been completed and analysis enabled.

In relation to “Accidents and Incident Reporting” (para 2.4) the Committee was encouraged to note that people were coming forward to make reports; however, in light of the low number of “near misses” recorded, suggested that consideration could usefully be given to raising awareness among staff of the need to report all near misses in order that lessons may be learned. It was suggested that the term “Near Misses” might be rephrased “Near Miss (Accident Prevention)”.

Further issues discussed included:

- Synchronising the timings of the Health & Safety Committee with that of this Committee in order that this Committee may receive the most up to date information, rather than it being almost three months old as is currently the case.
- Consideration be given to having a Health & Safety moment at the start of each class, lecture and meeting held within the College to support a cultural attitude where health and safety forms part of all aspects of College business.

The Committee noted the contents of the above Report.

Action: The Committee asked that further consideration be given to the points raised in the above minute.

9 National Bargaining (Verbal Update)

H Dunk reported that both unions (EIS/FELA – lecturers; Unison – support staff) had rejected the 1% pay uplift offer made by the management side, and are preparing for an indicative ballot on strike action nationally.

The Committee noted the above report with disappointment and also recognised that further consideration was required on the position of Board Chairs within the negotiating process.

10 2015/16 Risk Register: HR & OW Committee Extract (V1) (Paper 6)

The Committee had an interesting and challenging discussion around VI of the 2015/16 Risk Register. The Risk Register was now being prepared on the basis of the new reporting arrangements agreed by the Board following the Risk Workshop held in April 2015 and the roll out workshop held in November.

The Committee discussed at length the risks as presented within the new format and agreed the risk assessments as presented. It was further agreed that more discussion was required around the levels for the risk appetites as members

become more familiar with the format. Following discussion the Committee set the risk appetites of the three risks for which it is responsible as recorded below. It was agreed that further consideration was required on the controls for the risk appetite of risk HRW3.

The risk assessments for the 2015/16 HR & OW Committee Risk Register Extract (V1) were agreed as presented.

Action: The following risk appetite scores were agreed:

HRW1 – 9

HRW2 – 9

HRW3 – 4

Action: Further consideration be given to the “Controls” as presented for the risk appetite of HRW3.

11 Annual Health Safety and Wellbeing Report 2014/15 (*Paper 7*)

J McKie took the Committee through the above report which members found to be comprehensive and robust.

The Committee recommends approval of the above report by the Board of Management.

12 Health Safety and Wellbeing Policy (*Paper 8*)

J McKie introduced the above Policy which it was explained had been considered and approved by the EMT and the Trade Unions. The document represents the College Policy and identifies where responsibilities lie.

The Committee welcomed the above policy document which it considered to be clear, comprehensive and easy to understand. The Committee also welcomed the clear identification of responsibilities.

The Committee recommended approval of the above report by the Board of Management.

13 Date of Next Meeting

The next meeting of the Committee will be held on Wednesday 23 March 2016 at the Kilmarnock Campus.