

**Minute of the Human Resources &  
Organisational Wellbeing Committee  
Meeting held in Room L126, Ayr Campus  
on Tuesday 6 October 2015**



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

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

**1 Welcome and Introductions**

The Chair welcomed everyone to the meeting.

**2 Apologies**

Apologies were received from Committee Members Heather Dunk and Fiona Fawdry; from EMT member Bernadette McGuire and from SMT member David Davidson.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Minute of the meeting held on 18 June 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: Jim English

**5 Matters Arising**

Page 2, Item 10; the process for the replacement doors in the Aeronautical Building was noted as being currently at the stage of being out to tender, with responses due to be received this month.

**The Committee noted that as this matter was not covered by insurance, and the company that provided the original doors was no longer trading, it would fall to the College to pay for the replacement doors.**

## 6 **Organisational Review** (*Paper 2*)

J McKie reported that Paper 2 (above) had been considered at the meeting of the Board of Management held the previous week, and the proposals in relation to the current campus nursery provision were discussed and agreed. Since then one to one meetings had been arranged by HR with all affected staff. The College was seeking to be supportive of all of the staff involved in the nursery provision and would seek to offer them a new role in the College or provide support in finding alternative employment elsewhere. In line with previous discussions and agreements reached by the Board, voluntary severance (VS), under the same terms as that available to staff throughout the Organisational Review phase of the merger process, would also be available to those nursery based staff who wished to make an application.

In relation to the Cumnock Campus, which the Board had agreed would close with effect 18 January 2016, discussions were ongoing with affected staff. Staff would be offered redeployment and VS application would also be available, again under the same terms as previously available in respect of the College's Organisational Review processes since merger.

**The Committee noted the above update following the decisions reached by the Board of Management the previous week.**

## 7 **Human Resources Report** (*Paper 3*)

J McKie introduced the above paper and took members through as presented. The Committee noted the content of the report and a number of questions were asked and satisfactory responses received. An issue discussed related to the necessity to ensure that PVG checks were completed for all College staff and that any checks outstanding must be considered a risk. The Committee also noted the steps being taken in relation to absence management and it was suggested that every effort be made to ensure that return to work interviews are held on the day that an employee returns to work.

A detailed discussion also took place in relation to stress and mental health. In particular J English made a number of informed comments and suggestions in relation to the 'psychological contract' which the Committee noted and welcomed.

**The Committee noted and supported the measures contained in the above report. In addition the Committee noted and were supportive of the suggestion that, where possible, return to work interviews be held on the day an employee returns to work.**

**The Committee also welcomed the discussion surrounding the concept of the 'psychological contract' and recommended this be taken into consideration with regard to further aspects of the College's organisational development and ongoing employee relations, with particular regard to dealing with issues of absence.**

## **8 Staff Learning and Development Report (*Paper 4*)**

J McKie took the Committee through the above report and appendices as presented and added that the PPDR processes, currently in place for service staff and in the final stages of consultation for curriculum staff, would significantly support staff development and performance management.

A number of questions were asked and satisfactory responses received. The Chair, N Beveridge, asked whether there were any plans to extend Learning & Development opportunities to the EMT. J McKie replied that the EMT, through the PPDR process, would be able to reflect on that, as appropriate.

**The Committee noted and welcomed the above report and also noted that the EMT would also reflect, through the PPDR process, on what learning and development opportunities might be most appropriate to its needs.**

## **9 Equality and Inclusion Report (*Paper 5*)**

J McKie introduced the Paper 5 and the Committee immediately noted the positive tone of the report and the amount of positive development that was taking place. In particular the Committee acknowledged the work being undertaken by Marla Baird and her team and commended their progress and achievements to date. The Committee also welcomed the news of the successful bid for financial support in challenging the gender stereotypes in STEM and associated apprenticeships.

**The Committee noted the above report and expressed their full support for all the developments taking place. The Chair asked that Marla Baird and her team be informed that the Committee was impressed with and supportive of their progress and achievements to date.**

## **10 Health, Safety and Wellbeing Report (*Paper 6*)**

J McKie introduced the above report and took the Committee through the developments that had taken place since the previous meeting. In particular J McKie highlighted Appendix A, being the Health, Safety and Wellbeing Policy which is currently undergoing consultation in relation to its annual review. J McKie noted that she would appreciate receiving any comments from members as a part of the consultation process. Following completion of the review and consultation process, the Policy would be brought back to the Committee for consideration prior to being taken to the Board of Management.

**The Committee noted the above report and appendices and expressed its support for the progress and initiatives undertaken to date, and for the proposals relating to the further development of Health, Safety and Wellbeing.**

**11 liP Report of the Review of Ayrshire College Undertaken in June 2015  
(Paper 7)**

The Chair noted that the above report from Investors in People (liP) was comprehensive and very helpful. J McKie reported that a formal review would be undertaken by liP on the progress being made on the basis of the above report in late spring of 2016. The College would be working to ensure consistency of approach with regard to the management and development of staff across the campuses and the external scrutiny provided by liP was very useful and helpful in this respect.

**The above report and the progress being made was noted and welcomed and the College was encouraged to continue with the progress being made with liP.**

**12 National Bargaining Update**

J McKie provided the Committee with a verbal update on the progress of National Bargaining.

**The Committee noted the verbal update.**

**13 2015/16 Risk Register (V1): Summary & Detail at August 2015**

M Breen reported that the Board of Management at its meeting the previous week had considered an update from the Chair of Audit on the progress being made following the Board Risk Workshop held in April. The Board had agreed that a further workshop be arranged for November with the purpose of rolling out the revised Risk Register, using practical examples from 2014/15, with a view to Committees being able to consider their Risk Register extracts during the next Committee round, with the consolidated and approved Risk Register being presented to the Board for consideration at its December 2015 meeting.

**The Committee noted the above report and looked forward to receiving the revised Risk Register (Human Resources & Organisational Review extract) following the roll out event and at its next meeting.**

**14 Received for Information (Papers 9 and 10)**

The following agreed Ayrshire College Policies were received for information:

Staff Disciplinary Policy (Paper 9)  
Staff Grievance Policy (Paper 10)

**15 Date of Next Meeting**

The next meeting of the Committee will be held on Thursday 3 December 2015 at 4pm, Kilmarnock Campus.