

**Minute of the re-arranged meeting of the
Human Resources & Organisational
Wellbeing Committee Meeting held at the
Kilmarnock Campus on 12 September 2016**



Present: Nicki Beveridge (Chair)
Heather Dunk
Fiona Fawdry
Barbara Graham
Marri Welsh

In attendance: Brendan Ferguson (Secy to the Board)
Michael Breen
David Davidson
Jackie Galbraith
Jane McKie

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting and, in particular, Marri Welsh as a new member of the Committee.

The Chair stated that, as members were aware, the originally scheduled date for this Committee of 6 September had to be re-arranged as a result of the national industrial action which took place on that date. As a result, the agenda for this meeting would be restricted to those items which required the consideration and approval of this Committee prior to being considered by the Board of Management. The Chair advised that all members should read the remaining standing item reports and inform the Board Secretary if they required any clarification or had any questions to raise.

The Chair reported that Committee member Jim English had indicated his resignation from the Board of Management and would be taking up a new post in the Middle East.

There were no declarations of interest.

Jim English was thanked for his contributions to the work of the Committee and members wished him well in his new post.

2 Apologies

Apologies were received from Committee Member Tom Wallace and from EMT member Donna Vallance

3 Minute of the meeting held on 26 May 2016 (Paper 1)

It was agreed to defer approval of the above minute pending a discussion between the Board Secretary and the VP HR & Organisational Wellbeing

4 Matters Arising

There were no matters arising that were not contained within the items for discussion.

5 Organisational Review 2016/17: Voluntary Severance (VS) Scheme (Paper 2)

J McKie introduced the above paper, setting out how the paper and its appendices covered the proposed changes and their related efficiencies. A detailed discussion ensued. The Committee noted and agreed with the rationale presented for taking account of the Edinburgh College VS scheme, which had received approval from SFC. The Committee also discussed the various matters raised in the paper and the currently known financial constraints under which the College would be operating. The continuing uncertainty over future funding levels were also an important part of the deliberations, and the Committee was very much aware that the affordability of the proposed scheme was dependent on future funding information not yet known to the sector.

Members asked why there appeared to have been no progress toward a national VS scheme, as highlighted by Audit Scotland. It was suggested that a challenge to be overcome before such a scheme could be feasible would be addressing the level of inconsistency within the sector.

It was agreed to recommend to the Board of Management that the proposed scheme should be submitted to SFC, for initial discussion. The submission should closely reflect the Edinburgh College Scheme. In addition, it should be made clear that the scheme was being submitted in principle at this stage as affordability against costs, consequent on an Organisational Review, would very much depend on the future funding information still to be communicated to the sector.

The Committee recognised the external influences which led the College to prepare the above proposed VS Scheme.

The Committee recommended to the Board of Management that the proposed VS Scheme be submitted to SFC to permit discussion to begin on its approval. If approved by SFC the scheme could be taken forward for implementation, as necessary, following an Organisational Review to be undertaken by the College and in the full knowledge of its affordability in the light of the future funding position of the College.

It was agreed that the SFC VS guidance briefing document to colleges should be attached as an appendix to the above document to inform the Board of Management discussion.

H Dunk, as Principal, asked that it be noted that the SFC guidelines indicated that settlement agreements should not be a standard feature of VS schemes in the future. This change, reflected in the College's revised scheme, was regretted as settlement agreements protected both the individual and the college from risk as part of the VS process. In future individual settlement agreements had to be agreed in advance by the SFC, a move that was considered not necessarily to be in line with best HR practice. The Committee noted and shared the concerns over the risk

6 Prevent Position Statement (*Paper 3*)

J McKie introduced the above paper, explaining that it provided the context within which the College would fulfil its obligations under the Counter-Terrorism and Security Act 2015. The Statement, once approved by the Board of Management, would be signed by the Board Chair and the Principal.

The above paper was approved by the Committee and would be presented to the Board at its next meeting at the end of September.

7 Recent Industrial Action by Some Members of Unison and GMB

H Dunk verbally reported that the recent strike day, consequent on the national industrial action being undertaken taken by some members of Unison and GMB, had taken place and been managed by the College. The overwhelming majority of students had attended classes as normal.

The Committee noted the above report.

**8 2016/17 Corporate Risk Register (V1): Proposed HR&OW Committee Extract
(*Paper 8*)**

M Breen introduced the above extract which included the Risk Appetite Section as agreed with the Audit Committee and the Board Committee Chairs in June 2016. MB went through the Risks and Risk Appetites as presented, emphasising that the new format would develop and evolve as Board Members became more comfortable with the new and revised approach. A number of questions were asked which were answered to the satisfaction of the Committee.

The above HR&OW Committee Corporate Risk Register Extract was approved.

9 **Date of Next Meeting**

The next scheduled meeting of the Committee was scheduled to take place on 24 November 2016.