

**Minute of the meeting of the Human  
Resources & Organisational Wellbeing  
Committee Meeting held at the Kilmarnock  
Campus on 1 December 2016**



**Present:** Nicki Beveridge (Chair)  
Heather Dunk  
Barbara Graham  
Marri Welsh  
Tom Wallace

**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. There were no declarations of interest.

**2 Apologies**

Apologies were received from Committee Member Fiona Fawdry and from EMT member Donna Vallance.

**3 Minute of the meeting held on 12 September 2016 (*Paper 1*)**

The above minute was confirmed as a correct record.

Proposed: Barbara Graham    Seconded: Marri Welsh

The minutes of the meeting held on 26 May 2016 had previously been confirmed by circulation and the confirmation record is homologated into this minute.

**4 Matters Arising**

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

**5 Organisational Review 2016/17 and Voluntary Severance (VS) Scheme: Presentation (*Presentation*)**

J McKie made a presentation on proposals for the Organisational Review during session 2016/17 which included details of the impact of the 2017-18 CDP which

had recently been approved by the Learning and Teaching Committee on 24 November 2016. The presentation also linked to the letter from John Kemp, Interim Chief Executive of the Funding Council, dated 19 October 2016, in relation to the College VS Scheme which had been submitted to SFC for approval. During the course of the presentation a number of questions were asked and satisfactory answers provided.

Following the presentation, the Committee discussed the proposals for the 2016/17 Organisational Review and the impact of the 2017/18 Curriculum Delivery Plan (CDP).

It was noted that SFC had indicated approval of the revised VS scheme in their email to the College of 9 November 2016, which had also referred to the letter from John Kemp to the Principal of 19 October 2016. The 9 November email had confirmed the indication contained in John Kemp's 19 October letter that approval of the proposed VS scheme did not imply that additional funding would be made available to meet the costs of the scheme.

The Committee expressed some surprise and disappointment at aspects of the content of the 19 October letter from John Kemp. In particular, the Committee expressed concerns at suggestions that VS costs be met *"through application of the College's net depreciation funds"*. The College had made clear in the past its profound discomfort with the SFC instructions pertaining to the use of net depreciation funds, both in terms of governance and its medium term financial impact on the College. Alternatively, the letter suggested, the College could approach *"the local arm's length foundation for financial support in this area"*. The Committee felt that the above suggestions were indicative of a lack of understanding of the impact on College cash flow of using net depreciation and also of the governance which applies to the relationship between colleges and arm's length foundations. The Committee asked that its concerns be conveyed to Mr Kemp.

The Committee further noted the following as outlined in the above presentation.

- The 2017/18 CDP resulted in overstaffing in certain curriculum areas to a total of 6.5 FTE staff.
- The realignment of MIS/ICT and the performance and planning structures, resultant on the previously approved adjustments to the VP portfolios in 2015/16, had led to the proposal to discontinue the Director of ICT post and create two Heads of Service, one to lead ICT and one to lead the Planning and Performance Team.
- The achievement of further efficiencies, dependent on the outcome of recruitment to the proposed new Heads of Service posts.
- There was no budget set for VS within the overall College budget for 2016/17. The VS funding required to implement the proposed changes was estimated at £350k, with a payback period of 12 months, which could be accommodated within the College's cash flow. If agreed this would effect the previously approved budget deficit figure.

Following discussion, it was agreed that the following recommendations be made by the Committee to the Board of Management at its meeting on 15 December 2016.

**The proposals for of the 2016/17 Organisational Review be approved for implementation.**

**The overstaffing of 6.5 FTE staff resultant on the approval of the 2017/18 CDP cannot be sustained within the current fiscal environment.**

**The VS scheme, as approved by SFC, be opened with effect from February 2017.**

**The Committee supported the provision of an additional £350k of costs being made available within the 2016/17 budget to support the implementation of the VS scheme. In supporting this recommendation, the Committee was aware that the estimated payback period for this investment was 12 months and that the indication provided was that the College cash flow could accommodate this additional cost.**

## **6 liP Report (*Paper 3*)**

J McKie introduced the above Report, explaining that an action plan had been developed and worked through on the basis of the report's content and the outcome of the culture study. The Committee discussed the report and a number of questions were asked and answered.

**The liP Report was noted and it was agreed that the recommendations contained within the report would be considered by the College. The Committee also welcomed confirmation of the liP Gold Award to the College.**

## **7 Human Resources and Organisational Wellbeing Quarterly Report (*Paper 4*)**

D Davidson introduced the above paper, taking members through the ongoing monitoring processes which take place. A number of points of clarification were raised and questions asked. The Committee was satisfied with the responses received.

**The Committee noted the content of the above Report and commended the work being undertaken.**

**8 2016/17 Corporate Risk Register (V1): HR&OW Committee Extract (Paper 5)**

M Breen introduced the above extract and the Chair noted that the papers were clear and informative.

**The above Corporate Risk Register: HROW Extract, was approved to be forwarded to the Audit Committee subject to completion of the following amendments:**

- **HRW1** – Add financial risks within the “key areas”
- **HRW2** – The risk now be reduced
- **HRW3** – No change

**9 Health Safety and Wellbeing Annual Report 2015/16 (Paper 6)**

J McKie introduced Paper 6 noting that the format had been retained from the previous year’s Report. A number of questions were asked and answered and the Committee commended the report and its content.

**The Committee agreed that the above Report be approved and forwarded for consideration by the Board of Management.**

**10 Date of Next Meeting**

The next meeting of the Committee was scheduled to take place on 2 March 2017.

**11 Received for information (Paper 7)**

Letter from John Kemp, CEO of SFC, dated 19 October 2016.