

**Minute of the Human Resources &
Organisational Wellbeing Committee
Meeting held at the Kilmarnock Campus on
Wednesday 23 March 2016**



(Paper 15)

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

In attendance: Brendan Ferguson (Secy to the Board)
Michael Breen
David Davidson
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 Jim English and from EMT members Jackie Galbraith, Bernadette McGuire and Donna Vallance.

3 Minute of the meeting held on 3 December 2015

The minute was approved as a correct record.

Proposed: Gordon James
Seconded: Barbara Graham

4 Matters Arising

There were no matters arising.

5 2016/17 Budget Update

H Dunk verbally reported that the FE Sector, including Ayrshire College, had not received a Grant in Aid letter for 2016-17 from SFC. As such, no budget could yet be prepared or considered for the next academic year and all indications pointed to no Grant in Aid letter being received before May. This was unprecedented in the Principal's experience and the consequence being that workforce planning for 2016-17 would be hindered as a result.

The above verbal report was noted with concern by the Committee. Members were astonished that, as the end of March approached, no indication of the funding to be received from the Scottish Funding Council in 2016-17 had been received by the College or was expected in the near

future. The Committee was aware that until the Grant in Aid letter was received from SFC, no budget could be prepared and that workforce planning for 2016-17 was affected accordingly. The Committee considered this to be an unacceptable position for the FE Sector to be placed in.

6 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 move in absence reporting from days to hours. This, it was explained, would provide a more accurate breakdown of absences for analysis purposes. The Committee also noted an increased absence rate in January and the fact that this might be explained by seasonal variation. Members were particularly interested to note the campus trends and welcomed the positive improvement in the absence analysis figures for the Kilwinning Campus. A number of questions were asked and satisfactory responses received.

The Committee noted and welcomed the content of the above report and the actions being taken.

7 Staff Learning and Development Report (Paper 3)

D Davidson introduced the above Report and noted that changes had been made in the report's presentation in line with the request noted in the minutes of the previous meeting. In addition, the PPDR process for curriculum staff had now been approved following the conclusion of talks with EIS-FELA. D Davidson took the Committee through the paper as presented.

In welcoming the information contained in the above paper, members noted that they were not yet clear on whether the mandatory training for staff had met the targets set. The Committee asked that information regarding progress towards completion rates against targets be provided for the next meeting of the Committee

The Committee noted the content of the above report.

Action: Information be provided to the next meeting on the performance on the delivery of and attendance at mandatory staff training and whether targets are being met.

8 Equality and Inclusion Report (Paper 4)

J McKie introduced the above report and took members through it as presented. A number of questions were asked and satisfactory responses received. The Committee were pleased to note the excellent progress being made. In particular, the Committee commended the Students' Association for their outstanding work relating to the #ThisAyrshireGirlCan campaign and also the achievement of winning the NUS Students' Association of the year award.

The Committee noted and welcomed the content of the above report. The Committee also warmly congratulated the Students' Association for their

achievements with the #ThisAyrshireGirlCan campaign and for winning the NUS Students' Association of the Year award.

9 Health Safety and Wellbeing Report (Paper 5)

J McKie introduced the above report and noted that it was a traditionally quiet period for Health, Safety and Wellbeing reporting. It was further noted that the "Near Miss" reporting had been changed in line with the action contained in the minutes of the previous meeting. J McKie also noted that a Health & Safety Audit was about to be undertaken by Scott Moncrieff as part of the College's internal audit programme.

The Committee noted the above report and the fact that it covered a traditionally quiet period of the academic year. A number of questions were asked and satisfactory responses received. In concluding the discussion members noted that in the closing off of issues it would assist, for audit purposes, if the corrective actions taken were listed.

The Committee noted the content of the above Report and expressed its support for the initiatives outlined within.

Action: When closing off issues, the corrective actions that have been taken be listed in future Reports.

10 National Bargaining (Verbal Update)

H Dunk reported that the strike action being undertaken by members of EIS-FELA had been suspended. H Dunk went on to quote from an email sent by Michael Cross, Deputy Director, Advanced Learning and Science Directorate as follows:

"The Scottish Government's commitment to national bargaining in the college sector remains unchanged. It is a fundamental element of our approach to reform, and we have made clear our wish to see faster progress on this matter.

We recognise that national bargaining involves the harmonisation of terms and conditions across the sector which will bring with it some changes in the nature of existing costs.

The Scottish Parliament has agreed a budget for 2016-17. We will take into account our consideration of the costs of harmonisation as we develop our spending plans for 2017-18 and subsequent years as part of the next spending review"

H Dunk then took the Committee through the terms of the settlement reached between the employers and EIS-FELA.

A significant number of questions were asked based on the content of the above verbal update. Answers were provided on the basis of the available information, bearing in mind that, as reported above, the sector had not yet received its Grant in Aid allocation letters.

The Committee noted with interest the above verbal report and questioned the ability of the sector to be able to deliver on the settlement reached by the NJNC and agreed with EIS-FELA without receiving significant future support from the Scottish Government. In this respect, the Committee noted with great interest the content of the email from Michael Cross quoted by the Principal. The Committee noted with disappointment the level of government support that the sector had received to date and hoped that the Scottish Government formed following the Scottish Parliamentary election taking place in May of this year would undertake a positive review of the current funding position, particularly in light of the content of the email quoted above.

11 Culture Study 2015/16 (Paper 6)

H Dunk introduced Paper 6 entitled “A Cultural Review of Ayrshire College. Cultural perceptions in the aftermath of merger”. The Committee went through the different aspects of the study which was considered to be a very worthwhile, informative and useful exercise. The detail was considered to be impressive and the members congratulated the authors of the study on their work and clear presentation. Of particular interest to members were the changes in perception of staff across the different campuses in the two studies which had taken place, the first being prior to the completion of the merger process.

The Committee noted and welcomed the above document as a useful and salient record of the perceptions of staff on the College and its management subsequent to the recent merger process which created Ayrshire College. The Committee were pleased to commend it to the Board of Management for consideration.

The Committee wished to place on record their appreciation to the authors of the study for the quality of the work undertaken and the clear and thoughtful presentation of the outcomes.

12 2015/16 Corporate Risk Register (V2): Human Resources & Organisational Wellbeing Committee Extract (Paper 7)

N Beveridge, as Chair, stated that discussions had taken place in other Committees with respect to the revised presentation of the Risk Register, most notably at the recent meeting of the Finance Committee.

M Breen noted that the discussions tended to be around the newly introduced discipline of “risk appetite” assessment and the comments received will be considered at the forthcoming meeting of the Audit Committee, at which the matter will be progressed. In the meantime and pending further consideration, V2 of the Corporate Risk Register, as presented, concentrates on risk management rather than risk appetite.

The Committee noted the above position as discussed and commented that the Board is currently on a journey in relation to the satisfactory establishment of the newly revised Corporate Risk Register.

The Committee noted and approved the Corporate Risk Register (V2) HR and Organisational Wellbeing Committee Extract.

13 Date of Next Meeting

The next scheduled meeting of the Committee: Thursday 26 May 2016 at the Kilwinning Campus.