

Human Resource Development Committee Minute of Meeting 26th Nov 2008

Present: I Anderson (Chair); L Wyper; D Duncan; S Pinder

In Attendance: K Bradley; A Milloy; M Tierney; D Martin;
L McConnachie; A Shaw (for first 4 items)

1. Apologies

No apologies noted.

2. Declarations of Interest

Sue Pinder declared being a member of the Board of Riverside Inverclyde

3. Minute of Previous Meeting & Matters Arising

The minutes of the meeting held on 3 September 08 were approved as a correct record of the meeting.

Matters Arising

- The Committee requested that they be kept up to date with how the stress team is set up. This should be included in the update papers provided to the Committee in future.

All other matters arising were covered on the Agenda.

Action: Future update to include information on the stress team.

5. KPIs

The Committee noted that the agreed KPIs were being used, but that the Leadership Team were ready to adapt/add to the current KPIs as required.

Committee emphasised that the KPIs were still a work in progress. A discussion of the KPI report followed, and a number of points were raised including:

- The need to provide a comparison for each KPI, where applicable, of the overall figure against a target to provide a clearer context against which performance can be considered. Those preparing the KPIs were encouraged to translate them into targets where possible.
- College and staff achievements and awards should be included.
- The information need not be too detailed (i.e. not showing departments/schools necessarily), but the key feature is to highlight *trends*. In this regard it may be valuable to include a split between long-term and short-term aims/targets.
- On the issue of benchmarking, which is important, the data from the Skills Council may be valuable as it would draw on experience beyond the college sector.

The Committee approved the report.

Action: Leadership Team to ensure KPIs are updated for the next report.

13. Theme item - RPA

The Committee agreed to discuss this item early in the agenda, and was updated on the paper previously issued.

The context was that the current RPA is not fit-for-purpose and it is appropriate to consider how it may be developed to meet the current situation. The Committee received a presentation of the key items within the RPA and a commentary on related issues. These included:

- The categories of staff that are included, with particular consideration of whether the Heads of School may wish to leave, and if so how this process would be dealt with.
- The scope of coverage of the RPA, and in particular consideration of how to appropriately distinguish between items for negotiation, consultation and information. This could involve the operation of a negotiation forum and a consultation forum.
- The relationship between the RPA and the wider terms of conditions of staff (including *inter alia* the 'Blue Book').
- The notice periods required under the RPA, and the frequency of meetings for consultation and negotiation.
- The procedure for recording discussions held at meetings, and for formal approval of minutes.
- The possibility of different staff representation fora within the overall structure, thereby ensuring that all staff are given the chance to engage in consultations in an appropriate way and to have their views heard.
- The potential role of external arbitration where appropriate, and on an appropriate basis

The Committee were assured that the current draft was in line with standards in the sector, and noted that the process would be taken forward within the appropriate consultative framework over the coming weeks.

The Committee agreed the general direction being taken, and looked forward to receiving an update on this at the next meeting and to commenting on a formal proposal once the appropriate internal negotiations and consultations have taken place.

Action: Leadership Team to update Committee on RPA at next meeting.

5. Staff CPD Update

The Committee was updated on the paper presented. It was noted that there were discussions ongoing regarding the provisions of TQFE, as the previous provider (Aberdeen University) have looked at a blended learning model. One of the key issues in relation to TQFE is release of contact time with this representing a very significant cost to the College (c. 15k for each staff member), and options are being considered in this regard and will be discussed internally before reaching a final proposal. It is expected to offer opportunities in January, and for this to be based on greater flexibility of delivery.

It was clarified that the Performance Campaign team included representatives from all areas/levels of the College.

6. Employee Relations and Employee Issues

The Committee received an update on recent developments. This included the following:

- HR/Payroll system was in the final stages of the preparation/roll-out, with a full parallel run to take place in January (a 'dummy' run in December).
- There were discussions at the JNC about the introduction of certain policies (absence management) and about the process of contacting staff in some situations when they were absent due to ill-health.
- Equality issues (race, gender) were being addressed, and action plans were to be brought forward under each scheme. The gender equality scheme is enforced and monitored, and figures on this aspect will be included in the reporting to future committees. There will also be a Gender Employment Policy drafted, this seeking to promote people undertaking jobs not traditionally associated with their gender. The Committee noted that it was very pleased to see gender equality being addressed.
- Job evaluation systems would be considered in December (different schemes to consider) and the Committee will be updated at its next meeting.
- The pay dispute had been resolved. The specific outcomes were as follows:

For EIS

2 Year Deal

3.3% from 1 August 2008 + 2 additional days Annual Leave thereafter

3% from 1st August 2009

In addition negotiation will take place prior to 1st February 2010 to consider an increase from 1st February in light of the Colleges 2009-10 Grant-In-Aid allocation and the prevailing circumstances at that time.

2 additional days annual leave to be taken in February in each year in line with the local School mid term break.

For Unison

2 Year Deal

3.3% from 1 August 2008

3% from 1st August 2009

In addition negotiation will take place prior to 1st February 2010 to consider an increase from 1st February 2010 in light of the Colleges 2009-10 Grant-In-Aid allocation and the prevailing circumstances at that time.

2 additional days annual leave to be taken in February in each year in line with the local School mid term break.

Agreement to discuss flexible working arrangements, family friendly policies, annualised hours and other flexible working mechanisms.

A working group will be set up immediately to establish possible new practices.

8. Occupational Health Report

The Committee were updated on the occupational health service provided by the College and discussed the report previously issued. The Committee sought clarification on whether absences related to long-term or short-term (or total); it was confirmed that it currently referred to total absences, but it was agreed that a split between long- and short-term absences would be included in future reports.

The Committee noted the good process now in place, and also the importance of applying the processes in a pro-active way to achieve positive results.

8. Staff Update

The report that had been previously issued was discussed. The Committee questioned whether it was necessary to see this level of detail. The emphasis should be on highlighting any trends and issues, rather than on specific appointments/departures. Thus internal job changes should be highlighted, but without the need for personal details.

The Committee noted the report and noted that further updates would reflect the request for less detailed reports.

Action: Future staff updates to provide higher-level information and less specific detail about individual posts/changes.

10. Update on IIP

The report that had been previously issued was discussed. The Committee agreed with the approach and noted that in the current circumstances it was appropriate to take the pragmatic (voluntary) route. It was noted that there should be an Action Plan set out for the process.

Action: Committee to be updated on IIP Action Plan as appropriate.

11. HR Strategy Update

The report that had been previously issued was discussed. The Committee noted that absence of senior management in this area due to ill-health had impacted on progress, but that under the circumstances there had been (and now was) noticeable improvement in certain areas, and most noticeably in relation to Health and Safety.

The Committee highlighted that, where there are end products being produced by the various processes set out in the update, these should be brought to the Committee for information or approval as appropriate.

Action: Committee to receive information about 'products/outputs' generated as part of the HR strategy process.

12. Governance

The terms of reference that had been previously issued were discussed. It was highlighted that the terminology/phraseology in certain sections needed to be updated. The Committee emphasised that it was important that the Committee should not be too 'operational' but should emphasise the role of advising and acting on behalf of the Board of Management in relation to policies and procedures. The Chair undertook to prepare a revised draft of the duties to ensure that these more accurately reflected the role of the Committee.

Action: Clerk to make necessary changes to the formal structure/terminology and to include a revised section on duties (to be drafted by the Chair) for approval by the Board.

15. Review of meeting

It was noted due to issues of confidentiality the following papers would not be placed on the website for public intranet – Staff Update; KPIs (grievance section) draft RPA.

The Committee noted that the meeting had been well prepared (good papers prepared and made available).

There being no further business, the Chair closed the meeting.