

James Watt College
Board of Management
Human Resource Development Committee
Minute of Meeting 11 March 2008

Present: I Anderson, J Skinner, S Pinder, L Wyper, W Mundy

In Attendance: K Bradley (Clerk), M Tierney (Dir. OD), S McDonald

1 Apologies

No apologies noted.

2. Declaration of Interests

J Skinner declared being a member of FEDD.

S Pinder declared being a board member of Riverside Inverclyde.

3. Minutes of Meeting 14 November 2007

The **Committee approved the minutes** as a correct record of the meeting and they were signed by the Chairman.

Matters Arising

The Committee welcomed Margaret Tierney as the new Director of Organisational Development. The Committee was informed about current issues being faced in relation to new appointment, and the Committee's attention was drawn to "gaps" in systems/procedures that needed to be filled. These included:

- updating and reviewing of all College Policies and Procedures;
- Issuing of staff contracts where these are not currently in place;
- Access for staff to TQFE training;
- Issues related to salaries of the Heads of School appointed from August 07;
- Lecturing staff pay claim;
- Finalising the issues relating to the post of Curriculum Manager.

It was noted that the Chair of the Committee had arranged to meet with the Director of Organisational Development to take forward the Equality Scheme for the College.

The Committee was advised that the Stakeholder Management Strategy would now come under the remit of the Director of Business & Corporation

Relations, and that preparations for the strategy were underway. It was also noted that a PR consultant had been appointed through a tender process and they would assist in preparing the strategy. A copy of the strategy would be submitted to the next meeting of the Committee.

It was noted that the Internal Communications Strategy had been adopted and that this would be updated and reviewed. A progress report would be submitted to the next Board of Management meeting.

ACTION: Director of Business & Corporate Relations to ensure that Stakeholder Management Strategy is submitted to the next HRD Committee. Director of Organisational Development to provide an update on Internal Communications Strategy to the next HRD Committee.

4. HERA

The Committee was advised that the HERA scheme had not yet been purchased, and that it was proposed to put the job evaluation project out to tender. It was noted that it was anticipated that this project would still be completed within the 12 month timescale originally agreed.

The Committee agreed to the tender exercise and noted that the preferred company would be reported back through this Committee. It was also noted that the timescale would have to be adhered to. It was agreed that the recommendations and implementation plan would be brought to the HRD Committee meeting scheduled for 15 May 08.

ACTION: Director of Organisational Development to bring update on job evaluation tender to HRD Committee scheduled for May 08.

5. HR Strategy

The Committee was advised that this was being worked on. A copy would be circulated by email to the Committee members over the next week and would be submitted to the next meeting of the Board of Management for approval.

ACTION: Draft of HR Strategy to be circulated to Committee members by Director of Organisational Development, and final document to be submitted to the Board of Management for approval.

6. Health & Safety Update

The Committee were updated on the recent internal Health & Safety committee meeting. She advised the HRD Committee that she would be producing a clear terms of reference for the internal Health & Safety committee. It was noted that a report on any strategic issues from the internal H&S committee would be brought to the HRD Committee.

With regard to items referred to the accompanying paper, the Committee were advised that the result was “clear” on the asbestos survey, and that there had been no further response on the legionella assessment carried out at the Nethermains facility.

The Committee noted that there had been a recent visit by the HSE Inspector, and that feedback had not yet been received from the visit.

The Committee was updated on a recent serious accident reported within joinery workshop, outwith the main campus (referred to in the accompanying paper). The committee noted the seriousness of the accident and were assured that all appropriate practices were being put in place to ensure no other students were put in the same situation. A full report on the changes would be submitted to the next meeting of HRD.

It was noted that Risk Assessment training had been provided for all staff to attend. It was agreed that this training should be compulsory for staff. The Committee were advised that the full time official for EIS was attending a meeting in the College next week and that this issue would be added to the agenda.

A Committee member highlighted that Health & Safety should be high on the College's Risk Register.

ACTION: Director of Organisational Development to update the Committee at the next meeting on issues raised; strategic issues arising from internal Health & Safety Committee, feedback from the HSE visit, changes arising from reviews performed after the serious accident. The Clerk would ensure that that Health & Safety would be raised at the Audit Committee in relation to the Risk Register.

7. Occupational Health Quarterly Report

The Committee were updated on the report and advised that HR were working on producing absence reports, including comparisons, to see where patterns were forming. The procedure of absence reporting was discussed.

8. Equality Scheme

It was noted that the Chair of the Committee had arranged to meet with the Director of Organisational Development to take forward the Equality Scheme for the College. (This was discussed earlier in the agenda as part of "matters arising" from previous minutes – see point 3 above).

9. Appointments

The Committee discussed the paper provided. It was agreed to amend the paper to include: the membership of the appointments panel and the reason for leaving.

It was noted that any particular appointments made within the College relevant to specific Board committees, would also be forwarded to that committee.

ACTION: Director of Organisational Development to amend the table including appointments. Clerk to provide information to other Board Committees on the basis of the paper.

10. Employee Relations & Employment Issues

The Members were updated on the issues, and it was noted that the post of Curriculum Manager was with the EIS for consideration and approval. Branch meetings were being held this week to discuss and the full time EIS official was attending a meeting with Dir OD next week.

The Committee were advised that a clear procedure and process was required for all temporary staff applying for permanency. To facilitate the Committee's involvement in the process, the Committee authorised the Chair of the Committee to liaise with the Director of Organisational Development.

The Committee noted that the College would soon be advertising the roles of Vice Principal (Learning & Skills) and HR Manager. An Organisational Development internal post would also be advertised.

The Committee were updated on the HR / Payroll system. It was noted that the new system had been put on hold. Further discussion between HR and Payroll were needed to agree what is required from the system. It was noted that the College were not yet paying for the system. A further report on this would be discussed at the Finance & Resources Committee of the Board.

With regard to the issuing of increments on the lecturing staff salary scale, the Committee stressed that *if there was any negative financial impact* from this process, then it should be brought to the appropriate Committee for approval before any agreements are made.

A further discussion was held in relation to the issues pertaining to the Heads of School salary level, and on how to resolve the issue. The Committee noted that there would be further discussions with the EIS to try and reach a negotiated resolution.

The Committee were advised that 2 companies were being interviewed this week for appointment as the College's legal advisers. It was agreed that a Committee member, W Mundy, would be involved in the interview process.

The Chairman, on behalf of the Committee, noted the important issues being undertaken and thanked the staff involved for their efforts.

The Principal thanked the Committee for their support and guidance.

There being no further business the Chairman closed the meeting