



DRAFT MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE

Chair – Chris Alliston

Wednesday 27th November at 4.15 pm via Microsoft Teams

Committee Members Present

Chris Alliston, Committee Chair & Independent Board Member

Derek Lewis, Chair of the Board of Management

Ian MacEachern, Independent Board Member

Lydia Rohmer, UHI NWH Principal & CEO

Neil Hope, Independent Board Member & Vice Chair Board of Management

Also Present

Vicky Ferguson, UHI NWH Head of Human Resources & Organisational Development

Ellen Maclean, Board Secretary

1. QUORUM & APOLOGIES

The meeting was quorate

Apologies - none

2. Declarations of interest

No declarations were made although the principal indicated there may be a conflict in terms of the dispute item as she was involved. The committee agreed this was not material.

3. Minutes approved from previous meeting, 12.06.2024

Approved (request change reference disciplinary policy not dismissal)

Action tracker updates.

Noted tracker is now current.

Action: Flag staff review (structure, re-alignment, organisation quality) is required for June 2025(VF)

4. Health & Safety – Tracy Kerr (TK)

TK advised she was looking for direction as to what particular reports are required for this committee.

The Chair advised they are content that the fuller H&S report continue to be presented at Audit & Risk Committee, and Scrutiny and the extract as tabled today sufficient for the HR Committee. Committee agreed.

TK advised that fire risk assessments are ongoing, records show that 2 or 3 have been found to be aged. Student behaviour issues, i.e. vandalism acts are also being flagged currently.

The Chair asked how often fire drills are conducted across the estate. TK responded that alarms are tested weekly in all sites although would look to find when fire drills have taken place.

On questioning TK Confirmed that PAT testing is reviewed annually in centres and TK is currently pulling the 3 different legacy regions into one process/frequency.

Action: Tracy Kerr to provide Staff related H&S reports to HR Committee quarterly.

5.Report - Head of Human Resources & Organisational Development, Vicky Feguson (VF)

VF, referring to the report attached to this Boardbook, briefed that turnover is slightly down on last report. VS is now closed. There have been 9 new starts this month, with every request for a new vacancy being scrutinised prior to authorisation. There have been 24 resignations. Attendance is slightly up on last report. All 3 legacy colleges are now aligned into one reporting system. The new HR system will help with reporting and VF will give an update at next HR Committee meeting.

The Chair acknowledged that it is good to see absence levels down and asked if the figures were assured? VF confirmed as accurate.

The Chair commented that one case of WRS is low considering issues raised by Unions re WRS.

Derek Lewis (DL) asked VF for assessment of the general mood of staff. VF replied that closing off this dispute is key to giving staff reassurance and improving morale. It is hoped that positive actions such as pay mapping will help.

UNISON have been placed under regional supervision and local stewards have commenced strike action against their Union. All communications are going to the regional branch. As no local UNISON member is available at present to attend the dispute meeting, representation will be given by Deborah Smith from the regional office. This is also impacting staff representation at local HR meetings as a regional representative is sent to attend meetings in support of individuals.

Colleges Scotland– Job evaluation is still on the agenda. Colleges will continue to be updated.

Real living wage was implemented in November2024. The uplift assisted 32 staff. The college is an accredited employer.

The staff training budget is estimated at £45k.

LR added that there is a staff development budget, adding there is a budget to get teams together when necessary and as practicable.

People and culture strategy for noting for Board. Chair requested progress update report on progress on what is being achieved and delivered.

Action: VF to provide feedback pre-Board.

Noted

6. Local Impact Assessment (VF)

An email has been received from Giles to say the assessment has now been published on the UHI website.

CA well-constructed and interesting document.

Noted

7. Hybrid Working Policy (VF)

The policy is presented to formalise hybrid working expectations with the intention to implement it in January 2025. There will be a requirement for staff to work 50% of their contracted hours on site.

DL questioned why 50%, as for a full-time member of staff, that would be 2.5 days. Most hybrid working policies are based on 20,40,60,80 % of the FTE. DL indicates he does not expect people to go home halfway through the day. The expectations need to be clearer. Ian MacEachern (IM) agreed that most contracts he had seen state a minimum number of days rather than a percentage of contracted hours. Greater clarity is required. As it stands the policy could be unhelpful for staff with caring responsibilities.

The committee suggested the requirement for onsite working time be split into full time/ part time / specific hours to provide greater clarity. Suggested it would be useful to include examples of working patterns, it was also noted that the College do not have a carers policy in place. DSE workplace assessments are conducted through centralised induction. The Chair asked that an equality impact assessment for this policy to also be included completed.

Endorsed with above amendments to be addressed.

8. Equality, Inclusion & Diversity Policy (VF)

UHI single policy for noting

The Chair asked why the appendix is included in the body of policy. At 5.1, as previously agreed F&GP to change to HR.

Action VF will take the above points back to UHI.

Noted

9. Confidential Item - Withheld

10. A.O.B.

The chair requested that the HR Director update the forward plan with key policies which would be reviewed by the Committee and passed to the Board Secretary by 4th December.

Meeting closed 1801