

HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

Minute of the meeting of NESCol's Human Resources Committee held on Wednesday 31 January 2024 at 10:00am via Microsoft Teams.

Agenda Item	<p>Present: Neil Cowie Susan Elston Jim Gifford – Vice Chair Carrie Beaton Cindy Dempster Leona McDermid – Chair Duncan Cockburn</p> <p>Guest Attendee: Jill Leishman, Learning and Information Manager (for Agenda Item 23-23 only)</p> <p>In attendance: Kimra Donnelly, Director of People Services Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p>
16-23	<p>Apologies for Absence Apologies were received in advance from N McLennan.</p>
17-23	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items There were no declarations put forward.</p>
18-23	<p>Minute of Previous Meeting – September 2023 The Minute was approved as a true and accurate record, proposed by J Gifford and seconded by S Elston.</p>
19-23	<p>Matters Arising from the Previous Meeting Members noted that the 3 matters arising had been addressed, with K Donnelly providing a summary of the updates provided.</p>
	<p>Matter for Decision</p>
20-23	<p>Equal Pay Policy and Statement Annual Review Referencing Appendix 1 in which the Statement and Policy were presented, it was confirmed that no changes had been applied since</p>

	<p>their last approval in May 2023. Committee members reviewed and approved as presented, Decision = Approved as presented.</p>
	<p>Matters for Discussion</p>
21-23	<p>People Services Enhancement Plan update incl. VLE Members were invited to consider the updated Enhancement Plan for AY2023/24. The associated volume of work pertaining to this was recognised by those present.</p> <p>Following summation by K Donnelly, the provided information evoked discussion. The aim to be regarded as a progressive employer was highlighted. Making use of findings from the internal audit as a learning tool to assist with the Employee Voice Group (intended to replace IIP and associated costs), was suggested and will be investigated by K Donnelly.</p> <p>The capacity of the People Services team to progress all of the proposed developments was queried, with acknowledgement by N Cowie that resources may require to be reviewed. K Donnelly assured Committee the enhancement plan is prioritised with balance of other tasks whilst ensuring the priorities identified remain correct for the College.</p> <p>Members were thanked for the feedback provided.</p>
22-23	<p>People Services Equalities Action Plan update Members were provided with updates relating to the Priority Actions for AY2022/23 and AY2023/24, with content and progress noted. In response to a query for clarity on why particular strands of equality had been chosen for action, K Donnelly advised the shared Action Plan is more operational, and assured Committee other characteristics are being covered. Committee noted the proposed new Action plan for AY24/25 to cover new reporting requirements, such as race pay gaps, disability pay gaps etc.</p> <p>Action: Feedback on Action Plan to be considered for the new Action Plan in September 2024.</p>
	<p>Guest attendee J Leishman joined the meeting at 10:26am</p>
23-23	<p>Learning & Development Introduction (incl. Libraries) Jill Leishman Following her introduction to the Committee, J Leishman show-cased L&D and Libraries via PowerPoint presentation, which will be available following the meeting on the Regional Board – HR Committee - MS Teams area.</p> <p>Upon conclusion, questions and feedback were invited. Engagement with the just-completed Winter Development Day was highlighted. In response to a query, J Leishman advised that demand (from students – via SA comms - and staff as bookable teaching space) for the desktop PCs located within the library spaces is currently being analysed for cost effectiveness and usage monitoring. N Cowie added that IT usage, across</p>

	<p>the college, is being monitored to feed into discussions regarding financial sustainability and to investigate how both students and staff use the resources. It may be that expenditure can be reduced in these areas if usage is not high.</p> <p>J Leishman also re-assured Committee that by working closely with Learning Technologies Colleagues access to digital support is readily available for staff.</p> <p>Adjustments to the expectations of lecturing staff to undertake TQFE training was outlined. It was confirmed that self-development and person-led training will continue to be encouraged, whilst being mindful of monetary resource.</p>
	<p>Guest attendee J Leishman left the meeting at 10:58am</p>
	<p>Matters for Information</p>
<p>24-23</p>	<p>National Collective Bargaining (verbal update)</p>
	<p>D Cockburn left the meeting at 11:30am</p>

25-23	Voluntary Severance Scheme (verbal update)
26-23	Any Other Business Thanks for and appreciation of the volume and quality of work undertaken by K Donnelly and the People Services team was expressed by Members.
27-23	Summation of Actions and Date of Next Meeting S Lawrance provided a summary of the identified actions and highlighted the upcoming Board Development Event on the afternoon of Wednesday 07/02/24. The next Meeting was confirmed as Wednesday 22/05/24 at 1:00pm.

Red Font Denotes Reserved Items of Business

ACTIONS FROM HUMAN RESOUCCE COMMITTEE – 31 JANUARY 2024			
Agenda Item	Action	Responsible Person	Deadline
21-23	Usage of Internal Audits to support Employee Voice: To be investigated	K Donnelly	May 2024
22-23	Feedback on Action Plan: to be considered for new Plan for AY24/25	K Donnelly	Sept 2024

Signed: L McDermid (Chair of Human Resources Committee)

Date: 22/05/24