

## HR Committee

Meeting at 4.00pm on Thursday 22 October 2015

Location: Board Room, Scottish Borders Campus

### Minutes

ITEM	MINUTES
Present	Gillian Crosier (Chair) Jane Gaddie Norman Roxburgh Tony Jakimciw Ian Ireland
In Attendance	Debbie Kerr Brian Hood (Clerk to the Board) Sheila McColm (Secretary)
01/15	<b><u>Chair's Opening Remarks</u></b>  G Crosier welcomed everyone to the meeting and extended a particular welcome to J Gaddie who was attending for the first time.
02/15	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Liz Parkes and Liz McIntyre.
03/15	<b><u>Minutes of HR &amp; Remuneration Committee meeting held on 17 September 2014 (Paper A)</u></b>  The minutes of the meeting held on 17 September 2014 were agreed as a true and accurate record.
04/15	<b><u>Matters Arising</u></b>  34/14 The Committee agreed that all annual reports from the Board sub-committees should be presented at one single meeting to the Board and agreed this should take place at the next meeting on 10 December. <b>ACTION: BH</b>  36/14 Pension Update would be an agenda item at the next meeting.  Remaining actions were complete.
05/15	<b><u>Declaration of any Conflicts of Interest/Register of Interests Update</u></b>  There were no declarations of any conflicts of interest.

<p><b>06/15</b></p>	<p><b><u>Living Wage (Paper B)</u></b></p> <p>D Kerr presented the Living Wage paper which had been prepared to enable the Committee to decide if the College should apply for Living Wage accreditation.</p> <p>She reported that, as part of National Bargaining all colleges in the sector would be required to pay the living wage of £7.85 per hour. The impact of this for the College would be £11,500; however an increase was due in November, the cost of which was unknown at this time. D Kerr also confirmed that any contractors engaged by the College would be required to adhere to the Scottish Living Wage.</p> <p>The College would be unable to apply for Scottish Living Wage Accreditation until the National Agreement was in place.</p> <p>Following discussion, the Committee reached agreement to reject the Accreditation proposal at this time but to review again the following year.</p>
<p><b>07/15</b></p>	<p><b><u>Annual HR and Development Report (Paper C)</u></b></p> <p>D Kerr presented the annual HR report and gave a brief summary of all the main points.</p> <ul style="list-style-type: none"> <li>• All employment contracts would be updated to include a statement pertaining to National Joint Negotiation. D Kerr clarified that the resignation of three Support Staff representatives was not in protest at the implementation of National Joint Negotiation. Nominations for replacement representatives were being sought.</li> <li>• The permanent to temporary ratio for academic staff has reduced over the past few years and more staff now have permanent contracts; however this has resulted in less flexibility for the organisation.</li> <li>• New permanent contracts integrating additional variable hours have been issued to part-time permanent staff.</li> <li>• The new Head of Information Services and Learning Technology, Fraser Wight has requested a six-month hold on the consultation on the structure of the department to give him time to fully appraise the needs of the new service. A Modern Apprentice appointment is being considered for the Helpdesk role.</li> <li>• The College has updated and published its Equality Mainstreaming Report on the website. The report has received good feedback from the Equality Challenge Unit.</li> <li>• An updated version of the Employee Engagement Survey results was circulated. D Kerr reported that following consultation with staff it had been agreed that questions should remain unchanged from the previous year. Areas where 10% or more staff disagreed with statements were</li> </ul>

	<p>highlighted.</p> <p>Results have been shared with SMT and will also be shared with CMT to take forward actions to improve results based on feedback from the survey.</p> <p>Committee members did not consider the 31% return rate to be very valuable and suggested that staff should be asked to complete the survey during staff development day. D Kerr agreed to take the suggestion to the consultation committee.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <ul style="list-style-type: none"> <li>• The College would be working towards accreditation for See Me at Work and the Carer Positive Kite Mark this year. There were no cost implications.</li> <li>• D Kerr provided detail of the disciplinary actions and settlement agreements reported within the HR update. She explained that in certain circumstances it was standard practice to come to a settlement agreement through a protected conversation.</li> </ul> <p>D Kerr confirmed that approval had been sought from the Scottish Funding Council where required. The settlement values were then shared with the Committee.</p> <ul style="list-style-type: none"> <li>• There would be significant changes within the HR department over the following year. The current HR Officer was leaving her post at Christmas and would be replaced at no additional cost by a part-time HR Officer to support the payroll function and a full-time Modern Apprentice.</li> </ul>
08/15	<p><b><u>Pensions Update</u></b></p> <p>D Kerr reported that she was part of a working group with SPPA. An update on pensions would be provided at the next meeting.</p>
09/15	<p><b><u>List of HR Policies (Paper E)</u></b></p> <p>A list of HR Policies had been included in the papers for information. All policies were available in full on the College website.</p>
10/15	<p><b><u>Employment Legislation Update</u></b></p> <p>An update had been included in the Annual HR Report. Committee members thanked D Kerr for this very helpful report. An interim report would be provided at the next meeting.</p>
11/15	<p><b><u>Agenda Items for Next Meeting</u></b></p> <p>Pension Update.</p>

12/15	<p><b><u>Any Other Business</u></b></p> <p>There was no further business for discussion.</p>
	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting of the HR Committee will be held on Thursday 23 June 2016.</p>

Signed..... Signed.....  
**Chairman** **Secretary**

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**Location: The Board Room, Scottish Borders Campus**

### Actions

Item	Action	Responsibility and Date
34/15	All annual reports from the Board sub-committees should be presented at one single meeting to the Board on 10 December	B Hood – 10 December
07/15	Take suggestion that staff complete the survey during staff development day to the consultation committee	D Kerr