

## HR Committee

Meeting at 3.30pm on Thursday 3 November 2016

Location: Board Room, Scottish Borders Campus

Minutes

ITEM	MINUTES
Present	Gillian Crosier (Chair) Tony Jakimciw Jane Gaddie Liz McIntyre Liz Parkes (phone conference) Ian Ireland Andries Fourie
In Attendance	Debbie Kerr Brian Hood
01/16	<b><u>Chair's Opening Remarks</u></b>  G Crosier welcomed everyone to the meeting and noted that this would be B Hood's last attendance at this committee.
02/16	<b><u>Apologies for Absence</u></b>  There were no apologies for absence.
03/16	<b><u>Minutes of Meeting held on 22 October 2015 (Paper A)</u></b>  Further to the following amendment, the minutes of the meeting held on Thursday 22 October 2015 were agreed as a true and accurate record.  7/15, 2 <sup>nd</sup> para should read:  The permanent to temporary ratio for academic staff has <i>increased</i> over the past few years ....
04/16	<b><u>Matters Arising</u></b>
34/15	Completed
07/15	This was not taken forward as the Employee Engagement survey had been rested for the year having been replaced for the current year by the Work Positive and Wellbeing surveys; the Employee Engagement survey would be reintroduced in the forthcoming year  No pension update was provided as no material changes had occurred.  The living wage would be revisited after the current pay dispute was resolved.

05/16	<p><b><u>Declaration of any Conflicts of Interest/Register of Interests Update</u></b></p> <p>There were no declarations of any conflicts of interest.</p>
06/16	<p><b><u>HR and OD Strategy (Paper B)</u></b></p> <p>D Kerr, Head of HR and Development presented an HR and Staff Development Strategy for the College Strategic plan 2016-2020, the purpose of which was to support the College, professional development and also welfare and wellbeing.</p> <p>The content of the strategy was explained to the HR Committee with a view to its approval and adoption.</p> <p>The Chair indicated a desire to see point 2.5 expanded to identify specific targets.</p> <p>T Jakimciw sought clarification of section 3.1 and the bullet points around opportunity to progress. D Kerr explained that it related to staff's ability to progress within the College and to be given opportunities for promotion.</p> <p>L McIntyre suggested the document might benefit from strengthening the wording around talent management and new generation opportunities.</p> <p>T Jakimciw sought clarity on the meaning of 'right and opportunity' in point 3.2.5. D Kerr explained that strict monitoring was in place but agreed that the document might be reworded to provide clarity around the staff responsibility and requirement to take part in staff review.</p> <p>D Kerr advised that staff welfare activities were advertised as and when. The activities were well attended and feedback from events was very positive.</p> <p>The term Board of Management would be amended to Regional Board.</p> <p>The Strategy was agreed subject to the above amendments.</p> <p style="text-align: right;"><b>ACTION: DK</b></p>
07/16	<p><b><u>HR Self-evaluation and Development Plan (Paper C)</u></b></p> <p>D Kerr advised the HR Committee of the strengths and opportunities for the HR Department and College with regard to staff. She detailed an action plan for the coming year that the HR Department would be leading on for the College.</p> <p>The HR department had undertaken its self-evaluation process for 2015-16 and produced a development plan for 2016-17. The sub-level self-evaluation report detailed Key Performance Indicators and looked towards continuous improvement for the department and the wider staff group.</p> <p>D Kerr also presented her personal intentions for the forthcoming year.</p> <p>L McIntyre explained that each department produced a development plan.</p>

	<p>Departmental staffing levels and the management of shortfalls now and in the future were discussed.</p> <p>The measurement of staff motivation and engagement was discussed, in particular how the College motivated staff in challenging areas.</p> <p>D Kerr expanded on the processes of selecting and retaining staff and how some good initiatives had come out of the internal review.</p> <p>L McIntyre noted that D Kerr had had a requirement for improved accommodation as a standing item on her development plan for some time but that no ideal solution had been found as yet.</p> <p>A Fourie suggested adding Motivated College as evidence. It was agreed that Motivated College and Work, Rest and Play should be highlighted as excellent practice.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>Committee noted the report and praised the work.</p>
08/16	<p><b><u>Employment Legislation Update (standing item)</u></b></p> <p>This had been a quiet year in terms of legislation with relatively no impact on the College.</p>
09/16	<p><b><u>Agenda Items for Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Pensions update</li> <li>• Annual report</li> </ul>
10/16	<p><b><u>Any Other Business</u></b></p> <p>T Jakimciw raised the fact that good governance required the agenda, minutes, etc to be published on the microsite. There being no objections, that action was agreed, with the proviso that the decision on any redactions etc should be taken by the Chair and appropriate executive member.</p>
11/16	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting of the HR Committee was scheduled for Thursday 22 June 2017. However the Chair would be abroad so a new date was required.</p> <p>The meeting closed with collective expressions of good will and good wishes to the departing B Hood, to whom T Jakimciw made a presentation on behalf of the Regional Board.</p>

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