

ORGANISATIONAL DEVELOPMENT & HR COMMITTEE

MINUTES: 13 September 2017

Present: Lyndsay Lauder (in the Chair)
Linda Johnston

Attending: David Alexander (VP Operations); Liz Connolly (VP Corporate Development), David Gunn (Director Organisational Development & HR), Gwen McArthur (Secretary to the Board) and Drew McGowan (Secretary to the Committee).

Apologies: Audrey Cumberland, Keith McKellar and Jim Hannigan.

OM150 DECLARATION OF INTERESTS

David Alexander declared an interest as a Trustee of the West College Scotland Foundation.

OM151 MINUTES

The minutes of the meeting held on 17 May 2017 were approved.

OM152 ACTIONS FROM THE MINUTES

The Committee noted the actions taken since the last meeting.

OM153 REMIT AND MEMBERSHIP

The Committee noted that the Corporate Development Committee had agreed to propose an amendment to their remit and membership at their meeting on 5 September. The amendment to the Committee's membership would allow "other Board members to attend the meetings" with the approval of the relevant Committee Chair. The Committee agreed with this proposal and **recommends** to the Board that its remit be amended so that paragraph 4 of the Membership section reads:

"Other Board members can attend meetings with the approval of the Chair of the Organisational Development and HR Committee."

The Committee noted its membership and dates of meetings in 2017/18.

OM154 VOLUNTARY SEVERANCE SCHEME (OM141)

The Committee noted the discussion that took place at the meeting on 17 May 2017 regarding the Voluntary Severance Scheme. Since the previous meeting, the Principal had received communication from the Scottish Funding Council confirming that no additional funding would be

made available to the College to support a Voluntary Severance Scheme at this time. The Committee expressed its disappointment at this position, as the Board had approved a balanced budget for 2017/18 which recognised the need for savings given the challenging financial environment faced by the College for 2017/18 and beyond.

OM155 UPDATE FROM DIRECTOR, ORGANISATIONAL DEVELOPMENT & HR

The Director Organisational Development and HR reported on the following matters:

.1 College Improvement Plan: Update (OM142.1)

The Vice Principal Corporate Development updated the Committee on the progress concerning the College Improvement Plan. The Committee heard that there were many strands to the College Improvement Plan, including the Student Journey Project, the development of a new culture framework, a leadership programme, the introduction of a regular forum for support managers and SMT and the continued pilot of Skype for Business. The College is also part of the Scottish Government's recently announced College Improvement Pilot Programme to increase attainment and improve retention. However, the Committee was informed that the progress of the College Improvement Plan had been affected by recent industrial action. The Committee **agreed** that the Vice Principal of Corporate Development would provide a written report at the next meeting.

[Action: LC]

.2 National Bargaining: Update (OM142.2)

The Vice Principal Operations tabled information relating to national bargaining for support and lecturing staff. The Committee was updated on the details of the 2017/18 support staff pay offer, which was accepted after trade union members were balloted, and the developments of the lecturing staff negotiations that resulted in industrial action being suspended in May 2017. The impact of recent developments on the College, and the wider sector, were also discussed. Colleges Scotland will continue to seek clarity from the Scottish Government on funding for the college sector to implement the agreements from the national bargaining process. The Committee will continue to be kept informed of progress.

[Action: AC]

.3 Workforce Planning: Report from Internal Audit (OM142.3)

The Director, Organisational Development and HR, tabled the West College Scotland Internal Audit Report 2016/17 for the Committee's information. The Committee was given an overview of the report and

apprised of a number of recommendations for improvement contained within it. The Committee was pleased to note that the internal auditors had identified a number of areas of good practice within the College. Representatives of the College will also be attending a national workshop on workforce planning in November 2017 to share experience and best practice with other colleagues in the sector. The Committee will be kept updated of the College's progress of implementing the recommendations contained within the report.

[Action: DG]

.4 Developing the College Dashboard (OM142.4) (CD131)

The Vice Principal Corporate Development updated the Committee on the work being undertaken to develop a new KPI dashboard for the College. The Committee was informed that the Corporate Development Committee had also discussed the development of the College's dashboard at their recent meeting on 5 September 2017 where they discussed what constituted a KPI across different directorates of the College. Each of the Board committees had considered this matter at previous meetings and provided their input on what performance measures they thought ought to be included in any performance dashboard that would be developed by the College. The Committee **agreed** that Vice Principal Corporate Development would consider all suggestions with the view of producing a paper for the Corporate Development Committee that distinguishes between committee KPIs and corporate KPIs.

[Action: LC]

OM156 PEOPLE STRATEGY: PROGRESS REPORT (OM144)

The Director Organisational Development & HR tabled a summary action plan for implementing the People Strategy for the Committee's information and provided an update on the College's progress on this matter. The Committee **agreed** that a further update will be provided at the next meeting.

[Action: DG]

OM157 HEALTH AND SAFETY AUDIT

The Committee was informed that the internal auditors had recently undertaken a review of health and safety at the College and that Management would be provided with the draft report in due course. The Committee will be provided with an update of the main outcomes of this review at an appropriate future meeting.

[Action: DG]

OM158 EMPLOYEE WELLBEING SURVEY – ACITON PLAN (OM129.1)

The Director Organisational Development & HR tabled the College's updated Employee Wellbeing Survey and Action Plan for the Committee to note. The Committee welcomed the news that the College had retained its Healthy Working Lives Gold Award (HWL). The Committee noted that work was being undertaken for a revised HWL Three Year Rolling Plan and **agreed** that this would be presented at an appropriate future meeting.

[Action: DG]

OM159 EU GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Committee noted a briefing paper provided by the Director Organisational Development & HR concerning the EU's General Data Protection Regulations due to come into effect in May 2018. The College established a Working Group of led by the Head of Organisational Development and HR to form a compliant response to the new legislation. As the introduction of GDPR is a sector-wide issue, the possibility of a shared service – i.e. a Data Protection Officer – was currently being explored. The Committee **agreed** that it would be kept abreast of ongoing developments concerning the GDPR.

[Action: DG]

OM160 RISK (OM133)

The Committee considered the Strategic Risk Register and noted that the EU General Data Protection Regulations had been added.

OM161 CDN AWARD 2017 – SHORTLIST

The Committee welcomed the news that the College had been nominated for three prestigious College Development Network awards. Teams from across the College have been nominated for the Health-promoting College Award in recognition of the Healthy Working Lives initiative, the Innovative College Award for the STEM Ambassadors Programme, and the Digital Education Award for the delivery of Coding Clubs to schools.

OM162 REPORTS FROM SUB-COMMITTEES

The Committee noted the reports from the following sub-committees:

- i. Joint Consultative and Negotiating Committee for Lecturing Staff meeting of 7 June 2017.
- ii. Joint Consultative and Negotiating Committee for Support Staff meeting of 7 June 2017.
- iii. Health and Safety Committee meeting minutes of 24 May 2017
- iv. Equality, Diversity and Inclusion Committee meeting minutes of 18 May 2017.

OM163 SCOTTISH LIVING WAGE ACCREDITATION

Organisational Development & HR Committee – Minutes of 13 September 2017

The Committee welcomed news that the College would be shortly confirmed as an accredited Scottish Living Wage employer.

OM164 NEXT MEETING

The next meeting of the Committee will take place on Wednesday 8 November 2017 at 16:00 at the Paisley campus.

DMCG/14.09.17/Final

Chair’s Signature: **Date:**