

ORGANISATIONAL DEVELOPMENT & HR COMMITTEE

MINUTES: 8 November 2017

Present: Lyndsay Lauder (in the Chair)
Linda Johnston and Keith McKellar.

Attending: Audrey Cumberland (Principal); David Gunn (Director Organisational Development & HR) and Drew McGowan (Secretary to the Committee).

Apologies: Liz Connolly (VP Corporate Development) and Jim Hannigan.

OM165 DECLARATION OF INTERESTS

No interests declared.

OM166 MINUTES

The minutes of the meeting held on 13 September 2017 were approved.

OM167 ACTIONS FROM THE MINUTES

The Committee noted the actions taken since the last meeting.

OM168 UPDATE FROM DIRECTOR, ORGANISATIONAL DEVELOPMENT & HR

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

.1 College Improvement Plan: Update (OM155.1)

The Vice Principal Corporate Development tabled a report to update the Committee on the College Improvement Plan. The Director, Organisational Development and HR, provided an update of the staff-related projects within the College Improvement Plan in the Vice Principal Corporate Development's absence. The Committee noted that the progress of a number of staff-related projects were delayed due to industrial action in the College's previous term and the deferred roll-out of the Building Our Collective Future framework. The Committee **agreed** that it would be updated on progress of the College Improvement Plan at a future meeting. **[Action: LC]**

.2 National Bargaining: Update (OM155.2)

The Principal provided an update on the ongoing national bargaining negotiations with the Colleges Scotland Employers' Association and trade unions representing support and lecturing staff. The National Joint Negotiating Committee met on 5 October 2017 to discuss the outstanding elements of the May 2017 agreement; however, no final agreement was

reached and a future meeting is due take place in November. The Principal informed the Committee that the Scottish Government and the Scottish Funding Council had undertaken a “lessons learned exercise” with representatives of the Employers’ Association and the trade unions with the view of using the findings to improve national bargaining in the future. The Principal also spoke of her concerns regarding a national job evaluation in the sector, as the College had gone through a local job evaluation recently and the structures of Scotland’s 26 colleges are, naturally, different from one another. The Committee **agreed** that it would continue to be kept abreast of developments in the national bargaining negotiations at an appropriate future meeting. **[Action: AC]**

.3 Building Our Collective Future

The Director, Organisational Development and HR, presented the draft of the College’s new Building Our Collective Future framework – a set of core behaviours that focuses on how staff treat one another and provide services to students and other customers. A Working Group including trade union representatives will now focus its efforts on the implementation of the new framework. The Committee **agreed** that this significant piece of work would be brought to the Board’s next meeting in the Principal’s update and that the Committee would be kept updated on the implementation of the framework. **[Action: DG/AC]**

OM169 PEOPLE STRATEGY: PROGRESS REPORT (OM156)

The Director, Organisational Development and HR, tabled a report to update the Committee on the progress of the implementation of the People Strategy 2016-19 and provided an overview of recent developments. The Committee **agreed** that future progress reports would include a RAG system for reporting the status of work within the People Strategy and that a demonstration of the ODHR portal would be given at the next meeting. **[Action: DG]**

OM170 HEALTH AND SAFETY AUDIT REPORT (OM157)

The Director, Organisational Development and HR, tabled the College’s Internal Audit Report 2017/18 produced by Scott-Moncrieff. The Committee welcomed the very positive report, which acknowledged a number of areas of good practice in the College, and noted that the internal auditors had identified 6 low-level actions to be taken. The Director, Organisational Development and HR, provided more detail on the low-level actions and assured the Committee that work was already underway to address these issues. The Committee **agreed** that a report would be tabled at a future meeting on centrally held staff development information relating to health and safety. **[Action: DG]**

OM171 HSE IMPROVEMENT NOTICE

The Committee noted the Improvement Notice issued to the College by the Health and Safety Executive on 18 October 2017. The Director, Organisational Development and HR, provided a detailed summary of the incident and reported to the Committee that the HM Inspector of Health and Safety had stated that materials involved were relatively low risk and any potential exposure was likely to be minimal. Corrective action was being taken forward. The trade union representing the staff members involved has indicated that they are happy with the College's proposed corrective actions. The Director plans to meet the HM Inspector of Health and Safety along with the Director of Finance and Estates, Head of Estates and Head of OD and HR at the earliest possible opportunity to discuss the College's response. The Committee agreed that a further update would be given at the next meeting. **[Action: DG]**

OM172 EU GENERAL DATA PROTECTION REGULATIONS (OM159)

The Director, Organisational Development and HR, tabled a second update on the EU General Data Protection Regulations, which will come into force in the UK on 25 May 2018, for the Committee's information. The College is supporting the creation of a shared Data Protection Officer and is currently undertaking awareness raising within the College. The Committee **asked** that the Director clarify the details of a shared service of a Data Protection Officer to members via email. **[Action: DG]**

OM173 RISK

The Committee noted the Strategic Risk Register and no changes were proposed.

OM174 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 6 September 2017
- ii. Joint Consultative and Negotiating Committee for Support Staff meeting of 6 September 2017
- iii. Health and Safety Committee meeting minutes of 21 September 2017.
- iv. Equality, Diversity and Inclusion Committee meeting minutes of 21 September 2017.

OM175 NEXT MEETING

The next meeting of the Committee will take place on Wednesday 14 February 2017 at 16:00 at the Paisley campus.

Chair's Signature: **Date:**