

## **ORGANISATIONAL DEVELOPMENT & HR COMMITTEE**

**MINUTES:** 14 February 2018

**Present:** Lyndsay Lauder (in the Chair)  
Audrey Cumberford and Linda Johnston.

**Attending:** David Gunn (Director Organisational Development & HR), Gwen McArthur (Secretary to the Committee).

**Apologies:** Keith McKellar

### **OM176 DECLARATION OF INTERESTS**

No interests declared.

### **OM177 MINUTES**

The minutes of the meeting held on 8 November 2017 were approved.

### **OM178 ACTIONS FROM THE MINUTES**

The Committee noted the actions taken since the last meeting, and particularly the following:

- .1 OM169 People Strategy: ODHR Portal** – it was noted that there would be a demonstration of the ODHR portal at the next meeting.  
**[Action: DG]**
- .2 OM170 Health and Safety Audit Report** – it was noted that the actions proposed were now being progressed with some already complete. A full update on progress would be provided to the Audit Committee for inclusion in the Rolling Audit Action Plan.  
**[Action: DG]**

### **OM179 UPDATE FROM DIRECTOR, ORGANISATIONAL DEVELOPMENT & HR (OM168)**

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

- .1 National Bargaining: Update**  
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. A 2 day residential meeting had been held recently where some very useful ideas emerged. It was noted that the draft budget for the sector indicated that the costs of harmonisation, including terms and conditions, would be met. However, the detail at College level was not available. There would be no additional funding to meet cost of living increases. West College Scotland

(WCS) has borne significant recurrent costs associated with harmonisation at a regional level. No additional funding has been provided to cover this. Staff at WCS are amongst the highest paid in the sector and, therefore, the impact of harmonisation at a national level has less impact in comparison to other colleges across the sector. Consideration was being given to making a 3 year pay offer for lecturing staff. In relation to support staff it was noted that the national job evaluation exercise was currently the subject of discussion with support staff trade unions and a specific scheme had been selected following a procurement exercise. Support staff at WCS had some concerns as they had previously been through a job evaluation exercise and were unclear as to how this further exercise might impact on them. The Committee would continue to be kept abreast of developments in the national bargaining negotiations. **[Action: AC]**

**.2 Building Our Collective Future**

The Director, Organisational Development and HR, provided an update on progress with the development of a behaviours framework for all staff. Following further consultation the behaviours framework was now being finalised ready to be rolled out to staff. This would be accompanied by a series of continuing professional development (CPD) events and presentations to staff to ensure that the key messages were clearly understood. The Committee welcomed this development and was confident that it would create a positive impact from the outset with all staff being clear about what was expected of them. The Committee was pleased to note that the staff unions were very supportive of this programme and also that a similar behaviours framework would be developed for students. It was **agreed** that this matter was now complete and that the development of the behaviours framework through the "Building Our Collective Future" programme be drawn to the attention of the Board at its next meeting. **[Action: AC]**

**.3 Healthy Working Lives 3 Year Rolling Action Plan (OM158)**

The Committee noted and welcomed the 3 year Rolling Action Plan which had been developed to support the Healthy Working Lives programme in the College. This had already been approved by Healthy Working Lives as part of the Gold Award criteria.

**OM180 PEOPLE STRATEGY: PROGRESS REPORT (OM169)**

The Director, Organisational Development and HR, presented the revised People Strategy and the latest People Strategy Monitoring Report. The People Strategy had been updated to include the workforce planning framework and activities. The group responsible for developing the workforce plan would meet the following day to review progress and the Internal Auditors would be consulted for their feedback. The Committee

welcomed this development and found this information very helpful. It was also pleased to note that a lot of good practice was already being undertaken in the College and that a skills profile of teaching staff would be conducted to identify the full range of skills they had and what further CPD activities might be required. It was the aim to have a draft workforce plan in place by April which could then be finalised by the start of next session, following which it would be tested and monitored on a regular basis. The Committee welcomed the revised People Strategy and the approach being taken to workforce planning. It was **agreed** that the Director, Organisational Development and HR, continue to provide regular updates on progress with workforce planning to the Committee.

**[Action: DG]**

The Committee noted the progress report on implementing the People Strategy. It was very pleased to note the excellent progress made to date and also that the College had recently received Carer Positive accreditation.

**OM181 HUMAN RESOURCES REPORT 2017**

The Committee considered the draft Human Resources Report 2017. It welcomed the range and quality of information provided in this report. This showed that there were many positive developments taking place in the College, particularly in relation to equality, diversity and inclusion; health safety and wellbeing; and CPD, particularly the development of a bespoke leadership development programme and the move towards professional accreditation for all teaching staff. The Committee

**RECOMMENDS** to the Board that the Human Resources Report 2017 be approved.

**[Action: LL; DG]**

**OM182 HSE IMPROVEMENT NOTICE (OM171)**

The Director, Organisational Development and HR, provided the Committee with an update on progress in relation to the actions required to be taken in light of the receipt of an Improvement Notice from the HSE. The Committee noted the actions already taken and those that were planned. In particular the Committee noted that an Asbestos Policy and Asbestos Management Plan had been drafted for approval by the Health and Safety Committee and the Senior Management Team (SMT), and relevant staff had received training in asbestos awareness. Also a positive meeting with an HM Inspector of Health and Safety had taken place and he had indicated that he was satisfied with these actions, both completed and planned. He had also agreed to an extension of time, to 26 February 2018, to allow all these actions to be completed. The Committee welcomed this information.

**OM183 EU GENERAL DATA PROTECTION REGULATIONS (OM172)**

The Director, Organisational Development and HR, provided the Committee with an update on progress in meeting the new requirements of the EU General Data Protection Regulations. Agreement had been reached that the College would use the shared service that would be provided by Universities and Colleges Shared Services (UCSS) to ensure that the College fully complied with the new regulations. As part of the preparatory work involved the College had also engaged the services of Laura Irvine of BTO Solicitors LLP who has a high degree of expertise and experience in data protection. She had already run a workshop for staff in the College involved in processing such data. The Committee noted and welcomed this update.

**OM184 RISK (OM173)**

The Committee noted the revised Strategic Risk Register which had been updated in light of detailed consideration by the Senior Management Team (SMT). The Committee endorsed the changes that had been made and had no further changes to propose.

**OM185 REPORTS FROM SUB-COMMITTEES (OM174)**

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

- i. Joint Consultative and Negotiating Committee for Lecturing Staff meetings of 11 October and 20 December 2017;
- ii. Joint Consultative and Negotiating Committee for Support Staff meetings of 11 October and 20 December 2017;
- iii. Health and Safety Committee meeting minutes of 22 November 2017;
- iv. Equality, Diversity and Inclusion Committee meeting minutes of 14 December 2017.

**OM186 BOARD EFFECTIVENESS ANNUAL REVIEW**

The Committee had, within its remit, the responsibility 'To manage the annual self-evaluation activities of the Board of Management and its standing committees'. It was noted that there was no requirement to involve an external reviewer/facilitator this year as had been the case last year. The members of the Committee **agreed** to consider this matter further and bring forward ideas for the review. **[Action: LL; LJ]**

**OM187 NEXT MEETING**

The next meeting will take place on Wednesday 16 May 2018 at the Paisley campus.