

## HUMAN RESOURCES COMMITTEE

### MINUTE OF MEETING

Minute of the meeting of NESCol's Human Resources Committee held on Wednesday 24 May 2023 at 2:00pm via Microsoft Teams.

<b>Agenda Item</b>	<p><b>Present:</b> Neil Cowie Jim Gifford Duncan Cockburn Cindy Dempster Leona McDermid - Chair</p> <p><b>Guest Attendee:</b> Elaine Reid, Senior HR Business Partner</p> <p><b>In attendance:</b> Kimra Donnelly, Director of People Services Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p>
18-22	<p><b>Apologies for Absence</b> Apologies were received in advance from C Beaton, N McLennan and S Elston.</p>
19-22	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b> There were no declarations of potential conflict given.</p>
20-22	<p><b>Minute of Previous Meeting – 28 September 2022</b> The Minute was approved as a true and accurate record, subject to the date of next meeting being added to Agenda Item 17-22. <b>Action: Board Secretary to add date to Agenda item 17-22.</b></p>
21-22	<p><b>Matters Arising from the Previous Meeting</b> Members noted that all matters arising had been addressed, with K Donnelly confirming management information will be provided for the next Committee Meeting.</p>
	<p><b>Matter for Decision</b></p>
22-22	<p><b>Equal Pay Policy and Statement</b> Members adopted and approved the Policy and Statement as presented, subject to a date reference being included so as to clarify from when minor changes were effective. <b>Action: K Donnelly to ensure date is added to summary of changes.</b></p>

	<b>Guest attendee E Reid joined the meeting at 2:07pm</b>
23-22	<p><b>Gender and Ethnicity Pay Gap Report (Elaine Reid)</b></p> <p>E Reid highlighted key statistics within the Report, including the reasons behind mean and median figures used to allow for a more complete and accurate picture; and the ongoing review by People Services of the predominance of women working part time which rose in 2022 and the decrease in men in part time roles. The need to improve the gender pay gap position – even when NESCol appears better than the sector average – was acknowledged.</p> <p>In response to a query regarding the lack of visibility of support staff occupational segregation, it was confirmed that this will be detailed in the legislatively required piece of work in 2 years' time. The societal issue of role applications continuing to be received from traditional genders was referenced.</p> <p>The volume of content and the time spent on the Report was recognised, the streamlining of which appearing as improbable owing to the need to evidence the findings. The ability to use the disclosed data to determine and demonstrate the ways in which NESCol can move forward was recognised.</p> <p>N Cowie thanked and K Donnelly praised E Reid for the significant amount of work undertaken.</p> <p>Discussions concluded and Members adopted and approved the Report.</p>
24-22	<p><b>Equalities Report (Elaine Reid)</b></p> <p>E Reid highlighted to Committee key data within the Equalities Report, including details of the work People Services have undertaken with a disability mentor, which have included recruitment workshops – this work being .</p> <p>The positive observations made by Grampian Regional Equality Council representatives regarding NESCol's recruitment practices, diverse workforce encouragement and the use of data analysis to determine areas requiring focus was highlighted to Committee, .</p> <p>The College was praised for producing the level of information regarding non-disclosure rates, with possible reasons for the increase in non-disclosure discussed.</p> <p>Committee noted the ongoing work of the People Services team in reviewing how best to encourage staff to disclosure information regarding protected characteristics and to continue to analyse interview feedback for both successful and unsuccessful candidates.</p> <p>Upon conclusion of the discussions, Members adopted and approved the Report as presented.</p>

	<b>Matters for Discussion</b>
25-22	<p><b>Equalities Action Plan Presentation (Elaine Reid)</b></p> <p>Through the use of a PowerPoint presentation, E Reid illustrated People Services' work and projects, including the introduction of the Staff Wellbeing and Disability Agreement; with K Donnelly emphasising the importance of creating a culture in which staff feel comfortable declaring any type of disability or perceived disability.</p> <p>The Chair thanked E Reid and the team for the vast amount of work undertaken and offered help from Committee should it be required.</p> <p>C Dempster noted her amazement at the amount of work that goes into producing the reports and commended the detailed reports.</p>
	<b>Guest attendee E Reid left the meeting at 3:01pm</b>
26-22	<p><b>Learning and Development Equalities Report</b></p> <p>Members noted the Report as presented by K Donnelly. The impacts of COVID and of the departure of the Learning and Development manager were recognised, as was the existence of online training which can be accessed for free and provides a wealth of opportunity.</p> <p>Responding to the query regarding staff reluctance to complete their CPD Training Logs, K Donnelly acknowledged the drawback of the system not being user-friendly, staff being able to complete training via sources out with People Services, and personal development often getting abandoned at times of real or perceived workload pressures.</p> <p>D Cockburn praised the extensive range of workshops and training sessions on offer at Staff Development Days.</p> <p>Members agreed with K Donnelly suggestion to have L&amp;D Manager present future reports.</p>
27-22	<p><b>People Services Enhancement Plan – Progress Report</b></p> <p>K Donnelly directed members to the Progress Report and confirmed accessibility to previously unattainable workforce planning data, and the benefit of curriculum planning work being undertaken. J Gifford encouraged best practice information gathering from other Power Bi users.</p>
	<b>Matters for Information</b>
28-22	<p><b>Learning Technologies update</b></p> <p>Members noted the update and the additional information provided by K Donnelly on the activities and projects undertaken by the Learning Technologies team. The expertise of A Wilson on ChatGPT was highlighted, alongside the need to understand the interesting challenges on the impact of AI.</p> <p><b>Action: AI training session to be arranged for HR Committee/Board Members.</b></p>

	Members agreed with K Donnelly that future Learning Technologies updates will be provided to Committee by the LT Manager.
29-22	<p><b>Staff Wellbeing update</b></p> <p>Members noted the update provided with K Donnelly providing a summary, noting the continuing work being undertaken on the wider wellbeing of staff, and the embedding of the Wellbeing HR Advisor within the People Services Team.</p> <p>In response to a query, K Donnelly advised that whilst it is challenging to identify what staff needs most, the Wellbeing Survey (conducted through IIP) and the review of the wellbeing strategy, involving focus groups, provides informative data. N Cowie expressed a desire for NESCol to continue to be a progressive employer by assisting staff to align their work/life balance. N Cowie recognised the excellent work in relation to staff wellbeing and on the recently adopted Menopause Policy, on which Leadership training was recently provided by HR Wellbeing Advisor L Laing.</p>
	<b>Reserved Items of Business for Information</b>
30-22	<b>National Collective Bargaining update</b>
31-22	<b>Job Evaluation update &amp; Presentation</b>
32-22	<b>Voluntary Severance update</b>

33-22	<b>Re-structure verbal update</b>
34-22	<p><b>Any Other Business</b> No other business was raised.</p> <p>Thanks were expressed to K Donnelly and the People Services' team for the thoroughness of the Papers brought to the attention of the Committee.</p>
35-22	<p><b>Summation of Action and Date of Next Meeting</b> S Lawrance provided a summary of the actions and reiterated that all items presented for approval were approved.</p> <p>The scheduling of Committee Meetings for AY2023/24 will be communicated to Members following the Regional Board Meeting on Wednesday 21 June 2023.</p>

<b>Agenda Item</b>	<b>Actions from HR Committee 24/05/23</b>	<b>Responsibility</b>	<b>Deadline</b>
20-22	Addition of date to Agenda Item 17-22	Board Secretary	24/05/23
22-22	Minor changes effective from date to be added	K Donnelly	24/05/23
28-22	Training on AI to be explored for Regional Board Members	Board Secretary	AY2023/24

**Signed:** L McDermid (Chair – HR Committee)

**Date:** 27.09.23