

HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

Minute of the meeting of NESCol's Human Resources Committee held on Wednesday 27 September 2023 at 10:00am via Microsoft Teams.

Agenda Item	<p>Present: Leona McDermid – Chair Susan Elston Neil Cowie Jim Gifford Carrie Beaton Cindy Dempster</p> <p>Guest Attendee: Iain Henderson, Learning Technologies Manager</p> <p>In attendance: Kimra Donnelly, Director of People Services Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p>
01-23	<p>Apologies for Absence Apologies were received in advance from D Cockburn and N McLennan.</p>
02-23	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items There were no declarations of potential conflict put forward.</p>
03-23	<p>Minute of Previous Meeting – May 2023 The Minute was approved as a true and accurate record, proposed by L McDermid and seconded by J Gifford and N Cowie.</p> <p>It was confirmed by K Donnelly that work relating to Power Bi best practice information gathering is ongoing.</p> <p>It was recommended that AI is raised as a risk within the Strategic Risk Register.</p>
04-23	<p>Matters Arising from the Previous Meeting Members noted that all matters arising had been addressed, with AI training for HR Committee and Regional Board members to be delivered at a planned Development Day in January 2024.</p>
	<p>Matter for Decision</p>
05-23	<p>Committee Terms of Reference Members reviewed the revised Terms of Reference as presented and agreed to adopt these for AY2023/24. Committee approved the Terms of Reference.</p>
06-23	<p>Committee Programme of Business AY2023/24</p>

	<p>Members noted the inclusion of a third meeting determined by Report generation sequencing within the Committee's Programme of Business. Members agreed the content as proposed, with the proviso that flexibility in terms of meeting scheduling and meeting agendas is allowed for. Committee approved the Programme of Business.</p>
	Matters for Discussion
07-23	<p>People Services management information (annual report)</p> <p>Members were asked to consider the provided management information and to note the outlined achievements of the People Services' Team during AY2022-23.</p> <p>Discussion concentrated on two of the three areas identified for further investigation with Members acknowledging the ongoing reporting improvements. Reasons for absence, leavers' destination information and the incorporating of wellbeing into everyday practice were discussed. The impact of VS Leavers and ASOS on an already lean workforce was recognised, noting the continuing support offered to all staff. It was noted that a specific working group looking at recruitment has been established. In response to a query raised regarding national benchmarking K Donnelly to investigate benchmarking data collection through HR Directors Group.</p> <p>Action: K Donnelly to provide an update on increased turnover and increased absence for next Meeting.</p> <p>Action: K Donnelly to investigate benchmarking data collection through HR Directors Group.</p> <p>L McDermid emphasised the volume of work undertaken and commended the team(s) involved.</p>
08-23	<p>People Services Enhancement Plans</p> <p>Members were asked to consider and discuss the final update to the AY2022-23 Enhancement Plan and the Enhancement Plan put forward for AY2023-24. The key aspects of both were highlighted, with contentment expressed to close off the Plan for AY2022-23.</p> <p>Recognising the AY2023-24 Plan as being a live document for the People Services' Team, the 8 identified priority areas were examined. The benefits of using a third-party survey generator and staff self-development were discussed to enhance the Employee Voice Group.</p> <p>Staff engagement with CPD training and the iCon-2 review mechanism was discussed with N Cowie assuring Committee the Leadership Team continue to look at ways to enable staff to find time to self-develop, including the next proposed development da when staff are encouraged to engage with industry.</p> <p>Members agreed the content of the ambition Plan, and asked that key areas be identified, noting the VLE project remains paramount,</p>
09-23	<p>People Services Equalities Action Plan</p> <p>Members were asked to discuss the shared report, outlining the updates on the People Services' Equality, Diversity and Inclusion Priority Actions for AY2022-23 and AY2023-24.</p> <p>Clarifying that the Plan is aligned to NESCol's equalities outcomes and emphasising that its' ethos is embedded in People Services' everyday endeavours, its' high ambition was noted. S Elston praised the commitment of</p>

	<p>and the work undertaken by members of the Equalities and Wellbeing Committee. Additional offers of help and support were proffered by the HR Committee and by the SA.</p> <p>Members noted the content and progress made.</p>
	Matters for Information
10-23	Industrial Action (verbal update)
11-23	National Collective Bargaining (verbal update)
	<p style="text-align: center;">Guest attendee I Henderson joined the meeting S Elston left the meeting</p>
12-23	<p>Learning & technologies presentation (VLE) (I Henderson) Following his introduction to the Committee, I Henderson shared a PowerPoint presentation and invited feedback. In response to a query raised, the logistics of the transition to the new VLE provider were clarified.</p> <p>Members were asked to note the small-scale Learning Technologies Team and gratitude for their undertaking was expressed.</p> <p>Enthusiasm for an update on progress at the planned Development Day in January 2024 was conveyed.</p> <p>Action: VLE Update to be considered for inclusion at Planned Development Day.</p>
	<p style="text-align: center;">Guest attendee I Henderson left the meeting</p>
13-23	<p>Committee Evaluation Feedback Members were invited to discuss the feedback submitted anonymously via an online questionnaire. The positivity of the responses received was acknowledged</p>

	and appreciation of and thanks for the previous Chairs' undertakings was affirmed.
14-23	Any Other Business No other business was raised.
15-23	Summation of Action and Date of Next Meeting S Lawrance provided a summary of the identified actions. The next Meeting date was confirmed as Wednesday 31 January 2024 at 10:00am.

ACTIONS FROM HR COMMITTEE			
Agenda Item	Action	Owner	Deadline
07-23	Management information (including areas of concern) to be updated for next Meeting.	K Donnelly	30.01.24
07-23	Investigate national benchmarking to ensure NESCol remains on trend with others.	K Donnelly	30.01.24

Signed:.....L McDermid (Chair of Human Resources Committee)

Dated:.....31 January 2024