STAFF GOVERNANCE COMMITTEE
Minutes of Meeting held on
Thursday 20 November 2025
At 1:30pm in the Boardroom

Present:
Roddy Burns (Chair)
Clare Matysova
Colin Watson
Jolene Young

In Attendance:
Carolyn Thomson
Alex Hastings (Minutes)
Eleanor Melton (Clerk)

Item		Action	Date
SG.25.03.01	**(i) Resignations**		
1.1	There were no resignations received.		
	(ii) Appointments		
1.2	Jolene Young was appointed as the support staff member and Colin Watson was appointed as the Unison member. Both were welcomed to their first Staff Governance Committee meeting.		
SG.25.03.02	**Apologies for Absence**		
2.1	Apologies were received from David Patterson, Grenville Johnston, Derek Duncan and Katy O'Connor.		
SG.25.03.03	**Any Additional Declarations of Interest including specific items on this Agenda**		
3.1	There were no additional declarations of interest received.		
SG.25.03.04	**Draft Minutes of Staff Governance Committee meeting held on 22 May 2025**		
4.1	The minutes of the meeting held on 22 May were accepted as a true and accurate record: Proposed: Roddy Burns Seconded: Clare Matysova		
SG.25.03.05	**Matters Arising of Staff Governance Committee meeting held on 22 May 2025**		
5.1	There were no actions raised in the last meeting.		
SG.25.03.06	**HR Director's Report**		
6.1	Carolyn supported the paper, providing an update on the national bargaining situation, where a pay offer is being balloted by Trade Unions. The expectation is that this pay offer will be agreed. It was noted that a Remuneration Committee meeting will have to be arranged if the deal is agreed. The number of posts expected to be considered for the Job Evaluation project has increased from 3,500 to 4,000.		

	With regards to the Organisation Culture KPIs, Carolyn advised that an updated chart will be presented to the Board at the next meeting. The Committee requested that a more accurate chart of staff FTE figures be presented either at the next meeting in February, or circulated offline, whichever comes sooner. The Committee discussed the lack of use of the Employee Assistance Programme. Carolyn highlighted that the EAP is fully confidential, with only statistical figures shown, not details of employees using the service. It was raised that reasons for a lack of use were discussed at the last HSE Committee meeting. It was agreed that Carolyn would highlight the EAP to all managers at the next CMT meeting, asking them to make staff aware of the support available. Colin was asked to promote the EAP in any Unison dealings. The Committee discussed the findings in recent exit questionnaires from staff leaving the College. Issues with inductions, for example, were raised. Jolene highlighted that it has been a while since a staff survey was conducted, advising that this would allow for the College to take a 'pulse reading' rather than receiving feedback when staff have left. Carolyn explained that this is being considered within the Staff Wellbeing Check In, adding that management is aware of some of the issues being raised such as workload, which is expected after a 20% reduction in staff. Carolyn stated that management would rather address these issues than ask staff to raise workload as an issue again. The Committee noted that the College Development Days are being used to look at suggestions in order to combat workload pressures. It was agreed that the notion of a staff survey would be parked for the next year, bearing in mind the ongoing work in CDDs and the Wellbeing Check In. With regards to the Wellbeing Check In, Clare suggested that the questionnaire ask staff if they know where to report any instances of poor behaviour from work colleagues and whether staff felt confident in reporting these matters. Following the agreed amendments, the Committee approved Carolyn's proposal to proceed with the Check In. With the questionnaire going out to staff in January 2026, Carolyn was asked to report back findings at the Staff Governance meeting in May 2026, if possible. The Committee discussed the Annual Employee Data Report and agreed to revisit succession planning with regards to career progression on both staffing sides, also		

	noting the structure on the teaching side of staffing following the departure of DHOCs through the VS scheme.		
ACTION	Remuneration Committee meeting to be arranged when the national bargaining pay offer is agreed.	**Clerk**	
ACTION	A more accurate chart of staff FTE figures to be presented either at the next meeting in February, or circulated offline, whichever comes sooner.	**CT**	
ACTION	Carolyn to highlight the EAP to all managers at the next CMT meeting, Colin to promote the use of the EAP in any Unison dealings.	**CT/CW**	
ACTION	Committee to revisit succession planning with regards to career progression.	**SGC**	
SG.25.03.07	**Culture and Values Update**		
7.1	Carolyn's update was noted by the Committee. Clare requested that the PRD figures be updated once completed for the next meeting. The Committee will await developments from the upcoming College Development Days and the Wellbeing Check In.		
ACTION	PRD figures to be updated and presented to the Committee at the next meeting.	**CT**	
SG.25.03.08	**Staff Development Activities**		
8.1	Carolyn supported the paper, highlighting the completion rates for mandatory training, as the external auditors want the College to have 100% compliance, however, this may not be realistic due to a number of factors. The Committee discussed ways to encourage staff to complete online training. Carolyn stated that managers need to take time to explain to staff why these development activities are required. Jolene requested that the figures for development activities through the staff development application process be broken down between support and teaching staff. This update was noted by the Committee.		
ACTION	Carolyn to break down figures for development activities between support and academic staff.	**CT**	
SG.25.03.09	**HR Policies Due for Review**		
9.1	Carolyn supported the paper, providing a background on the four policies and procedures presented for ratification, all of which were approved by the Committee. The Committee also approved the request for an extension of the four items highlighted in the Policy Review Timetable, noting the HRPRG are addressing the backlog.		

SG.25.03.10	**Health and Safety Update**		
10.1	Carolyn supported the paper in Derek's absence. The Committee discussed the reporting of near misses through the AssessNET platform, noting that the College plans to move away from this system and adopt its own. Carolyn highlighted that the HSE Committee are looking at the reasons why the number of reports is low, noting reasons such as cultural issues and a lack of access to IT in some departments. The Committee agreed that near miss reporting should be referred to the HSE Committee, with specific interest in hand injuries reported, and a lack of reports raised from the Technology Centre. The Committee wished to reiterate that reporting issues would allow for an action plan to be taken forward, rather than looking at what staff are doing incorrectly.		
ACTION	Near miss reporting to be referred to the HSE Committee at the next meeting on 9 December 2025.	**CT**	
SG.25.03.11	**Emerging Issues**		
11.1	Carolyn highlighted that the Terms of Reference may require an update, as they were written based on a STUC standard. El stated that the Terms of Reference for all committees require reviews. Carolyn emphasised the need for the Committee to work on a detailed discussion regarding the UHI Transformation process.		
SG.25.03.12	**Date of Next Meeting – 26 February 2026**		
	Meeting closed at 15.45pm		