University of the Highlands and Islands
Moray College

STAFF GOVERNANCE COMMITTEE
Meeting to be held
On 26 January 2021
At 1000-1200 By Teams
A G E N D A

Number	Item	Presented By	Action Required:
SG.21.01.01	(i)　　　Resignations	Clerk	Noting
	(ii)　　　Appointments		
SG.21.01.02	Apologies for Absence	Clerk	Noting
SG.21.01.03	Any Additional Declarations of Interest including specific items on this Agenda	Convenor	Noting
SG.21.01.04	Draft Minutes of meeting held on 10 November 2020	Convenor	Decision
SG.21.01.05	Matters Arising/Action Sheet from meeting held on 10 November 2020 *	Clerk	Noting
SG.21.01.06	Emerging Issues	Convenor	Noting
SG.21.01.07	HR Director's Report *	Mrs C Thomson	Discussion
SG.21.01.08	Culture and Values *	Mrs C Thomson	Noting
	(i)　　　Update *		
SG.21.01.09	Update on Staff Development Activities 2020-21*	Mrs C Thomson	Noting
SG.21.01.10	HR Policies due for Review *	Mrs C Thomson	Discussion
SG.21.01.11	Health and Safety Update *	Mr D Patterson	Noting
	(i)　　　Minutes of Health and Safety Committee held on 2 December 2020 ~		
SG.21.01.12	Date of next meeting – 11 May 2021	Clerk	Noting

RESERVED			
SG.21.01.13	Draft Reserved Minutes of Staff Governance 12-05.2020 *	Convenor	Decision
SG.21.01.14	Staffing Reductions – update - verbal	C Thomson	Discussion

01 Agenda Staff Governance Committee

STAFF GOVERNANCE COMMITTEE
Minutes of Meeting held on
Tuesday 10 November 2020
At 1000 hours by Teams

Present:

Seonaid Mustard (Convenor)
David Patterson
Paul Mitchell
Stewart McCracken
Hugh Hamilton
Rosemary McCormack
Jeremie Fernandes

In Attendance:

Mrs Carolyn Thomson
Mrs Cathie Fair (Clerk)

Item		Action	Date
SG.20.03.01	**(i) Resignations**		
1.1	There were no resignations.		
	(ii) Appointments		
	The following newly appointed Board members joined the Committee: Hugh Hamilton Stewart McCracken		
SG.20.03.02	**Apologies for Absence**		
2.1	Apologies were received from El Melton		
SG.20.03.03	**Any Additional Declarations of Interest including specific items on this Agenda**		
3.1	There were no additional declarations of interest.		
SG.20.03.04	**Draft Minutes of meeting held on 12 May 2020**		
4.1	The Minutes were accepted as an accurate account of the meeting. Proposed: Paul Mitchell Seconded: Rosemary McCormack		
SG.20.03.05	**Matters Arising/Action Sheet from meeting held on 12 May 2020**		

5.1	The majority of the actions arising had been completed although the following remain outstanding: 9.2 Audit Committee requested an Annual Report on Staff Development – this will take place for the May Staff Governance meeting. 9.3 Whilst there were significant arrangements for Health, Safety and Wellbeing in place, further sessions to take place once the College reopens		
SG.20.03.06	**Emerging Issues**		
	(i) Internal Audit Report on Health and Safety follow up		
6.1	The Internal Audit Report on Health and Safety follow up report which had previously gone to the Audit Committee had been circulated to the Committee for information. The overall level of Assurance was Satisfactory.		
	(ii)Internal Audit Report on Workforce Planning		
6.2	The Internal Audit Report on Workforce Planning which had previously been presented to the Audit Committee had been circulated to the Committee for information. The Overall level of Assurance was Satisfactory with some Good ratings.		
	(iii) Whistleblowing Report		
6.3	Carolyn reported that there had been no Whistleblowing incidents reported in the current session.		
SG.20.03.07	**HR Director's Report**		
7.1	The HR Director's Report included updates on the following issues: • National Bargaining update including the fact that Teaching staff cost of living pay award of 2% had been agreed. • National Working Practices arrangements for teaching staff. • Instructor/Assessor roles and the fact that a dispute had been raised with regard to this • Job Evaluation for support staff continues • 2020/21 Support Staff Pay Claim which includes a £1100 flat rate payment, increased annual leave and a 4-day working week. • NJNC Circular providing Guidance on the issue of the Job Retention Scheme • National Dispute re implementation of the April 2020 pay award. • Minutes of JCC and JNC included as appendices for information.		
Action	It was suggested that discussion take place with the Chair over a Board member taking on the role of the	**SM**	**Immediate**

	College's Representative on the Employer's Association.		
7.2	The Committee questioned the affordability of the Support Staff Pay and it was agreed that this would not be sustainable. However, it was possible that more flexible working patterns could be negotiated.		
7.3	The organisation culture KPI for the College to achieve a Staff Sickness Absence rate target below 3.2% and the actual average to the end of July was 2.51% therefore this KPI had been met.		
7.4	An update on the status of the Operational Plan - organisational culture objectives were provided in the report.		
7.5	The Committee noted there have been no grievances since the last Staff Governance Committee.		
7.6	The Committee questioned how the College is ensuring the wellbeing of staff during home working and a Covid-19 Update included in the Report highlighted the various ways the College is providing these staff with support.		
7.7	The Colleges Equal Pay Statement for 2020 was also included within the Report along with Annual Employment Data comparing 2018/19 and 2019/20 containing some interesting statistical data. The Committee thanked Carolyn for producing such an informative and extensive HR Director's report.		
SG.20.03.08	**Culture and Values**		
	i Update		
8.1	Carolyn's Report outlined measures being taken to address the strategic aims in relation to culture and values.		
8.2	Two areas which were being addressed prior to closure of the College were in relation to progressing the outcomes of the staff survey and also the outcomes of a facilitated meeting between the promoted teaching staff and SLT which was held at the start of March. It was noted that outputs have now been received from 3 of the 4 staff survey short life working groups with 9 objectives from 3 working groups being produced. The Committee expressed disappointment that feedback has not been received from one group. Discussion took place around an anonymous letter forwarded to the Northern Scot containing some comments about the atmosphere within the College. It was noted that the solutions offered from the working groups do not appear to indicate significant problems with the culture of the organisation. The Committee noted disappointment that negativity from a few people swallows up a great deal of energy and effort.		
SG.20.03.09	**Update on Staff Development Activities 2020-21 ***		

9.1	Carolyn had provided a report for the committee summarising all staff development activities to date for the current session. During the current situation much of this activity has related to use of Brightspace, online delivery and Teams meetings. Evaluations are taken from the Staff Development activities and this was included in the Report although a lower return than usual was noted.		
Action	The Committee will provide the Audit Committee with an Annual Report on Staff Development Activities in May. This will require to be in a different format.	**CT**	**May Audit Committee**
SG.20.03.10	**Annual Report for HR Policies**		
10.1	The HR Policy Review Group provided an annual report to the Committee which included a timetable for review and also highlighted the Risk Status of each policy.		
	Policies for Review included:		
	• **Recruitment and Selection Policy for Staff**		
10.2	A brief description of the changes was included in the Revision Log. **The Committee confirmed ratification of the Policy.**		
SG.20.03.11	**Health and Safety Update**		
	i **Minutes of Health and Safety Committee 7 September 2020**		
11.1	The Minutes had been circulated for information and it was noted that the next meeting will take place on 2 December 2020.		
SG.20.02.12	**Date of Next Meeting – 26 January 2021**		
RESERVED ITEMS			
SG.20.03.13	**Draft Reserved Minutes of Meeting of SGC held on 12 May 2020.**		
13.1	This item is reserved and the minute held in confidence.		
SG.20.03.14	**Staffing Cost Reductions**		
14.1	This item is reserved and the minute held in confidence.		

ACTION SHEET/MATTERS ARISING FROM STAFF GOVERNANCE COMMITTEE HELD ON 10 NOVEMBER 2020

Item		ACTION	DATE	Update
SG.20.03.07	**HR Director's Report**			
7.1	It was suggested that discussion take place with the Chair over a Board member taking on the role of the College's Representative on the Employer's Association.	**SM/PG**	immediate	Ongoing
SG.20.03.09	**Update on Staff Development Activities 2020-21 ***			
9.1	The Committee will provide the Audit Committee with an Annual Report on Staff Development Activities in May. This will require to be in a different format.	**CT**	May Audit Committee	SM to suggest that the report in its current format should be acceptable

Notes from meeting 15/01/21 with Jessie, Carolyn, Seonaid to find tweaked method of recording staff development attendance which is helpful to audit requirements.

Context

Prior to 18/19 there had been a restriction to staff training opportunities due to financial restraints. Additional funds were then provided for this from FWDF and College. (A max of £15k and £50k in AY18/19).

Separately, in Audit Committee discussions it was noted that a theme from recent internal audit reviews highlighted staff training requirements in several of the recommendations (ie reviews from AY18/19). In reviewing risk areas as part of the risk discussion, the FD proposed and produced a report on training for a subsequent meeting of the Committee, ie the October 2019 meeting.

The report, which was in the form of table with a cover paper, concluded that;

- There appears to be an issue with attendance registers of training being taken and returned, which requires to be addressed internally;
- When reviewing mandatory training (excluding where no register was returned) there was an 88% attendance rate for 2019;
- Addressing the housekeeping issue of attendance registers would significantly aid the overall position and help the college understand the factors impacting attendance.

Discussion

It was agreed that a record of training attendance is required for training identified as being required by the college and that the staff development report provided to the SGC be reformatted to allow a quantitative extract report to be provided to the Audit Committee at an autumn meeting for the prior academic session. Audit is particularly interested in keeping of records given this activity is financed by the college and in the mandatory training, but there is a wider relevance for all courses for Staff Governance. It was noted that there will be an additional recording and evaluation requirement for lecturers, in support of forthcoming professional registration with GTCS.

It was noted that there is also a wider audit interest in the work on culture and values, and the behaviours expected of staff, and this work is reported upon in the annual letter of assurance from the Audit Committee to the external auditors.

Action

- Carolyn will continue with current reporting of Staff Development opportunities in current format to Staff Governance;

- For the first meeting of Audit and Staff Governance after the summer, in Autumn 2021, Carolyn will prepare a report which will include key performance indicators on key training activities provided by College in 20/21. This will need to be able to draw out for mandatory courses and training which SLT have said are required, confirmation of a record of attendance taken at all courses, the actual level of attendance separating out mandatory and non-mandatory. Note, this is not to limit the other KPIs which the Staff Governance Committee considers are required.

- This may lead to further actions depending on what the data exposes. – KPIs could be contained in an appendix, for Carolyn to consider.

University of the Highlands and Islands
Moray College

Committee:	Staff Governance Committee
Subject/Issue:	HR Director's Report
Brief summary of the paper:	The attached report is the Human Resources Report covering the period 10 November 2020 to 15 January 2021. This report is prepared for each Staff Governance Committee and includes appropriate issues relating to staffing. Matters arising from the HR Section are also enclosed in this report.
Action requested/decision required:	The attached paper is provided for noting. Where the Committee's approval is being sought, this is identified within the paper.

Status: *(please tick✓)*	**Reserved:**		**Non-reserved:**	✓

Date paper prepared:	15 January 2021
Date of committee meeting:	26 January 2021
Author:	Carolyn Thomson, Director of HR and OD

Link with strategy: Please highlight how the paper links to, or assists with: • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information.	This paper provides an update for the Committee on any significant matters or developments which affect the staff and/or being progressed in relation to employing staff. This may relate to compliance or legislation (for example, PVG, Auto enrolment) or may be in furtherance of objectives within the college's strategic documents. Formal staff consultations and negotiations through the JCC and JNC are also reported upon.
Consultation: How has consultation with partners been carried out? *(Summary of response should be included in the paper)*	This paper reports on the consultations with staff where these have taken place. Minutes of the formal consultations through JCC are provided.
Equality and diversity implications:	Any adjustments to or development of policies, procedures or practices referred to in this paper will be equality impact and risk assessed separately by the relevant party.
Resource implications: *(If yes, please provide detail)*	Any resource implications relating to any developments are detailed within the paper or provided to the committee separately.
Risk implications: *(If yes, please provide detail)*	Any risk implications relating to any developments are detailed within the paper or provided to the committee separately.

1. **National Bargaining Update**

The following is provided to update on the significant ongoing activities which are impacting upon staffing emerging from national bargaining.

Teaching Staff

- National Working Practices Arrangements for Teaching Staff: Further to the NWPA, work continues across UHI to develop UHI partnership framework for GTCS registration. A timeline of work activities has been developed with a significant impact on the review of our staff review scheme. This is referred to in other papers and will undoubtably increase workload demands.

- Instructor/Assessor Roles: The national dispute continues. EIS/FELA have undertaken an indicative ballot on taking industrial action, reporting that the ballot had a 72% turnout with lecturers strongly in favour of industrial actions short of strike (93%), as well as strike action (86%).

- A NJNC Side Table (Lecturing) meeting took place on 10 December 2020. Items for discussion were:

  o Facilities time in support of developing GTCS registration arrangements
  o Workload
  o Mental Health of Staff
  o Mental Health of Students
  o Facility time
  o National Dispute

Support Staff

- Job Evaluation: This national exercise continues and whilst we understand that the project is well into the second marking phase, we also understand that there are some delays to the project consequent upon covid and staffing changes.

- 2020/21 Support Staff Pay Claim: National discussions continue with regard to the 2020/21 support staff pay claim.

- National Dispute re implementation of the April 2020 pay award – as stated above there is currently still a national dispute regarding the calculation method associated with the April – Aug 2020 pay award.

2.   JCC/JNC Update

Joint JCC
29 October 2020: These minutes were not available for the last committee and are therefore provided now as DRAFT.

Further meetings are scheduled as follows:
- JNC Teaching 27 Feb 2021: To consider Learning and Teaching Review
- JNC Joint 2 February 2021: To consider LRPA
- JCC Joint 24 February 2021

3.   Organisation Culture KPIs

The following provides an update in relation to the 20/21 Organisational Culture KPIs:

Only one KPI is relevant in session 20/21.

Statistical Measurement
- College Staff Sickness Absence Rate: target below 3.2%, actual average to the end of Nov 20: 2.52%

Therefore, this KPI is on track to be met.

This is a KPI which will continue to be monitored and reported upon.

4.   Operational Plan – Organisational Culture Objectives

The following are the Organisational Culture Objectives have been included within the College Operational Plan 20/21. Updates relating to those are provided below:

KEY TASK	LEAD	ACHIEVE BY END…	STRAT PLAN REF.
Prepare, plan for, and support the delivery of a staffing reduction process in response to the colleges financial, curriculum and support services plans **Staffing meetings have taken place with Heads of Curriculum to identify any significant changes in staffing requirements of Semester 2.** **Staffing level control measures continue to be in place** **Updates have been provided to the Board and SGC in relation to the progression of measures to reduce staffing costs**	DHROD	July 21	O.2

Support the progression of the outcomes of the staff survey SLWGs where possible and appropriate. **This is reported upon under Culture and Values**	DHROD	Mar	O.1
Support arrangements for the integration of the wellbeing aspects of the H, S and Wellbeing Officer role ensuring appropriate articulation with HR operations. **The DHROD is working with the H,S&W Officer in relation to H & S Training as highlighted within the staff development paper** **Meetings have taken place between the H,S & W Officer, DHROD, HR Manager and the Occupational Health Service Provider with regard to how the H, S & W Officer can contribute to these matters**	DHROD	Mar	O.3

5. Grievances since the last Staff Governance Committee

There have been no grievances received since the last Staff Governance Committee.

6. Covid 19 Update

The SGC will have received the various communications provided to all staff and be aware that the staff are all (with a handful of exceptions) working at home. This is at a time when schools and nurseries are closed to all except key workers children and college staff have not been identified as being key workers. This is a particularly challenging time for the staff but the decision to move to remote delivery in all areas until at least the end of January has been welcomed by Trade and Staff Representatives. This has been possible as a result of the planning and efforts of the staff, during the time when practical classes were risk assessed to be able to take place in college buildings.

There has been much reported in relation to the activities in place to support our staff over the period and these measures continue. In addition, it is the case that staff can now be part furloughed, as well as fully furloughed for child caring reasons. This is an option that has been taken up by some staff in agreement with their line manager.

The committee will note that the Principal's weekly updates have provided a focus on the health, safety and wellbeing of staff and students. A working at home checklist has been issued to staff alongside reminders of the support which can be accessed in support of mental health – including access to counselling services and local, regional and national resources.

There continues to be a key link between the SLT and line managers and staff are encouraged to use that structure, or the weekly SLT surgery to raise any matters of concern.

The H,S & W Officer is reviewing the common risk assessments in light of the new strain of Covid 19 and is also supporting in more local risk assessments and DSE matters.

Appendix JCC and JNC minutes

University of the Highlands and Islands
Moray College

DRAFT Joint Consultative Committee (Joint)

Minutes of the meeting held on 29 October 2020 at 10.30 am via MS Teams

Present
David Patterson, Principal and Chair
Alistair Fowlie, EIS/FELA
Catriona McBain, EIS/FELA
Louise Proctor, UNISON
Sharon Wood, Support Staff Rep
Nikki Yoxall, Director of Learning and Teaching
Derek Duncan, Director of Information, Planning & Student Support
Shelly McInnes, Director of Finance
Sam Bright, Head of Curriculum
Toni McIlwraith, Head of Curriculum

In attendance
Carolyn Thomson, Clerk and Director of HR and OD

Minutes
Jacqui Melrose

David welcomed everyone to the meeting.

JCCJ.20.4.1   Apologies for Absence

Apologies were received from Jane Pickthall, Teaching Staff Representative, Heather Hagen, UNISON, Ken Matthews, UNISON, Chris Greenshields, UNISON, Ross McGillivray, UNISON and Chris Newlands, Director of Curriculum & Academic Operations

JCCJ.20.4.2   Minutes of the Joint JCC Meeting held on 25 August

Two amendments were requested and agreed. The minutes were otherwise confirmed as an accurate record of the meeting (proposed by Toni and seconded by Catriona).

Action: Jacqui to amend Minutes as follows:

> **JCCJ20.3.5:** i. Temporary Contracts and ii Job Evaluation.
>
> Add `This had been requested at the previous meeting'.

JCCJ.20.4.3   Actions arising from the JCC Joint meeting held on 25 August 2020

With regard to item JCCJ.20.3.1, Carolyn asked who relevant emails should be sent to. Louise confirmed it would be Chris G, Ken, Ross and herself with Ken being the first option to attend meetings. She would advise which two members would attend in advance of each meeting. All other items were complete.

JCCJ.20.4.4   Minutes of the JCC Support Meeting held on 19 October 2020

Louise queried several points recorded in the Minutes and requested several amendments. These were discussed and several amendments were agreed. It should be noted that some of the queries would be covered at today's meeting. The minutes were confirmed as an accurate record of the meeting (proposed by Louise and seconded by Sharon) subject to the amendments listed below.

> **Action: Jacqui to amend Minutes as follows:**
>
> **JCCJ20.2.4:**
>
> Page 1, para 3 amend to ` Louise noted that it stated any staff at risk of redundancy would be identified in 2021 and she queried whether they had been formally notified in writing that they were `at risk'.
>
> Page 2, questions list add `whether there were other SFC severance packages for Senior Management and if this was being considered as an option.'
>
> Page 2, para 5 remove the word `formal' in relation to merger proposals
>
> Page 3, para 2 add `Chris G made reference to support areas being subsidised as services to students such as Bursaries officers. He added that National Bargaining was agreed as affordable otherwise it would not have been approved and it was for the colleges to lobby accordingly if there were insufficient funds to meet this'.
>
> Page 3, para 3 add `Chris G stated that this was a real concern to UNISON and if Compulsory Redundancy is an action being pursued by Moray College, UNISON would be making representation to the Scottish Government.'

JCCJ.20.4.5   Actions arising from the JCC S meeting held on 19 October 2020

Any actions not yet complete were on the Agenda for this meeting.

JCCJ.20.4.6   Minutes of the JCC Teaching Meeting held on 19 October 2020

Alistair advised of a spelling error on Page 2, paragraph 1. No other amendments were requested and the minutes were confirmed as an accurate record of the meeting (proposed by Alistair and seconded by Catriona).

Action: Jacqui to amend Minutes as follows:

JCCT.20.1.2   Change `conformation' to `confirmation'

JCCJ.20.4.7   Actions arising from the JCC T meeting held on 19 October 2020

Action: Jacqui to amend Actions Arising as follows:

`Staff rep' to be added under `Lead' column to items 1 and 2. `By the end of the day' to be added to item 1.

JCCJ.20.4.8   College Budget – Staffing Reductions

i.   Revised estimated timeline as per the previous meeting

Carolyn informed members that an Action from the meetings held on the 19th October was to review the timeline for the Compulsory Redundancy (CR) process so as not to impact on the timeline for Voluntary Severance (VS). This had been included with the papers for this meeting. She explained that some dates could not be determined as they were outwith the control of the college, however, the sheet showed an extension to the period of written representations and it was hoped this had also made things clearer.

Louise advised that due to work pressures she had limited time in the next few weeks, however, she would work hard to try and respond. Carolyn confirmed that there would be other opportunities to provide feedback at different stages.

Louise noted that the aim was to have VS complete before termination of contracts for CR were issued. She commented that as the Christmas break fell within the period for the VS process, if the SFC and/or RSB were slow to respond this could make things difficult. Carolyn advised that they would be working hard to receive a response.

ii.   Written representations from support staff side regarding reducing staffing and realigning the staffing profile – revised date of 13 November 2020

Carolyn informed members that the paper provided contained comments and questions received from UNISON and the Teaching Staff reps following the meetings held on the 19th October. She added that she had also received helpful feedback from Louise with regard to the VS scheme. She explained how the questions were recorded and added that, as the paper had only been sent that morning, she did not expect a response at this meeting but that it would hopefully assist.

iii. Feedback from support staff side regarding draft VSS

Representations

Carolyn thanked the support staff side for all the helpful and detailed feedback UNISON had provided and advised that this was attached as an Appendix to the paper referred to above. This had been used to update the Scheme with any adjustments shown in blue. She added that where suggestions had been made but not agreed an explanation as to the reason for this has been included.

Redeployment

Carolyn advised that there were currently some vacancies available which may be of interest to our Refectory colleagues but help was needed with this. She added that, while not all vacancies would be put on hold for this purpose, it was essential that Refectory staff were supported to not miss out and where these opportunities arose it would be discussed before the adverts were issued to all staff. She informed members that there required to be a process which was fair and equitable and that a plan had already been formulated to ensure this.

Louise commented that she was aware there were 2 fixed-term vacancies in the Nursery. She queried whether, if staff were successfully deployed, would this mean that CR would be taken off the table for them? Carolyn advised that the Refectory staff would be redeployed but would retain their continuous service and consequent employment rights.

Catriona remarked that many posts would require a significant amount of re-training eg Nursery, and asked how many, realistically, could be filled in this way. Carolyn confirmed that if the staff member made a commitment to undertake the necessary training this would be acceptable. Catriona then gave examples of specific posts where this could not be undertaken with training in the short term. Carolyn agreed that where this occurred these vacancies would not be held up and that there needed to be a consideration of appropriate posts. She added that the intention was to gather information from the Refectory staff to establish what existing skills they have. Nikki added that there were staff in teams who had a wide range of skills /qualifications not required for their current role and they had to be mindful not to make assumptions.

Carolyn went on to say that Refectory staff required help and support with this as some may look at certain posts and think that they wouldn't be eligible. However, she wants them to think about what they can do going forward and advised that we want to be as flexible as possible to ensure that there were no missed opportunities.

Louise agreed and confirmed she had already had some conversations with staff and it had to be clear where they stand with regard to fixed term posts, especially if training went beyond the duration of the post. Catriona commented that this would

happen in some cases. Louise again advised that clarification was required as to whether staff who accepted a fixed term would be made redundant at the end of the term. Carolyn confirmed that if the individual had 2 years service there would require to be a fair reason for the dismissal. She added that the NJNC circular with regard to transfer to permanency would also be a relevant consideration.

David advised that the system had to be user friendly and the process transparent. Carolyn added that she wanted everyone to be comfortable with the approach and would like to get this started as soon as possible. If information could be gathered from the Refectory staff any ATRs received could then be assessed to consider if anyone could be matched to the vacancy and if not, the usual process would apply.

Alistair raised a query concerning a specific post which was being covered temporarily. Carolyn replied that it would be reviewed if it became vacant, in the same way as the other vacancies. Louise asked whether this list was included in the papers and Carolyn confirmed it was in the paper issued this morning. Louise then confirmed that she had no problem with what had been discussed today in terms of redeployment.

iv. from teaching staff side regarding draft VSS

Carolyn confirmed that Alistair would be providing feedback as soon as possible and hopefully later today. Once received the feedback would be considered and highlighted to the Remuneration Committee along with the UNISON feedback.

Action: Alistair to provide feedback/questions/comments as soon as possible

JCCJ.20.4.9   Items from Management Side

i. Academic Calendar 2022/23

Derek advised that this had been shared previously and the final version had been included with the papers for this meeting. There were no comments.

ii. Covid Campus Update

Derek reported that he was delighted with the way staff have responded and in terms of the 20% student capacity it seemed to be working well so far. He had also received requests to open other services and this was being looked at.

Derek advised that there were 15 entries on the Covid incident log. Of those, only 1 was positive, however, there was no risk as the person had not been in College. He also confirmed that staff had been very diligent and that the cleaning team were doing a magnificent job while he ensured that they had the correct cleaning products and PPE.

With regard to any negative observations, Derek reported that the main issue raised appeared to be with schools' groups on a Wednesday. Staff were reported to be finding it very difficult to ensure physical distancing was being adhered to and he would be seeking support from Jackie Andrews as there was a risk given that the students may be from different schools.

Alistair agreed and advised it was a constant battle as it was not 2nd nature to them (the pupils) to stay apart. David observed that they were not required to do this at school, however, they should be obeying the College rules. Derek agreed and stated that this required to be monitored in the context of existing and future guidance. Nikki added that the HOCs/HAP had already started planning for Semester 2.

Catriona advised that placements were more likely to happen in Semester 2 and asked what consideration had been given to staff safety when visiting these placements. Derek confirmed that work had already started on this with the relevant manager and that it would require a risk assessment and a clear set of protocols. He added that there had already been a couple of instances for SVQ assessment which involved travel. He also suggested that the risk to care homes was likely to be greater than it was to staff and we would have to limit any risk as far as possible.

David advised that there had been concern from curriculum teams with regard to placements as students would be unable to qualify if they couldn't fulfil this aspect of their course so this was really positive. Catriona agreed that this was a huge relief.

Catriona then asked that it be noted that, as far as EIS/FELA were concerned, Derek was doing a marvellous job. She advised that she was required to report monthly to the Branch regarding H & S and EIS/FELA were very happy with how Moray College was dealing with this. Derek thanked her and added that it was not just down to him but there were a lot of other staff involved who he thanked too.

iii. Furlough Arrangements Update

Carolyn advised that, excluding the Refectory, there were still 10 members of staff on full time Furlough. Of these, 3 were due to return to work on the 2nd November. She also confirmed that Colleges were awaiting on feedback from the SFC to see whether the Job Support scheme would be applicable. She added that the HR team would be writing to the staff affected to advise them that they would still be paid in full regardless.

Louise advised that she had received comments at the start of the week from some of those staff on Furlough as they were unsure what was happening so if they could be contacted as soon as possible that would be good.

Alistair asked if there was any feeling whether the Job Support scheme was likely to be suitable? Carolyn advised that the main requirement was that jobs had to be

viable therefore some staff wouldn't qualify. She added that the funding for this was less than it was for furlough but it was worth looking into.

iv. Staff Survey Update

Carolyn confirmed that she had provided a note of the responses gathered with comments where applicable. Trade Union and Staff Representatives were invited to consider and feedback upon the representation of their views and also the proposed next steps. Louise advised that she would feedback outwith this meeting if that was acceptable. David agreed and requested that this was done quickly. Carolyn advised that the papers were to be sent next Wednesday for the upcoming Staff Governance Committee meeting and it would be really appreciated if any feedback could be sent before then.

Action: Feedback to be sent to Carolyn before the 4th November

JCCJ.20.4.10   Standing Items from UNISON

i. Temporary Contracts

Carolyn provided an update on the current position. She confirmed that there were 16 posts within this category, 3 of which had an end date before April 2021. She confirmed that the 2 year review process was still being applied. David asked Carolyn to confirm the status with regard to whether these 3 contracts had 2 year duration to Louise by 4th November.

Action: Carolyn to confirm the status with regard to whether these 3 contracts had 2 year duration to Louise by 4th November

ii. Job Evaluation

Carolyn advised that the Job Analysts were still in the process of evaluating Moray College posts but it was hoped that this phase would be complete (for Moray) within the next fortnight.

She added that she was aware that there were still a small number to be finalised. Carolyn then added that any posts created from 1st September 2018 would be evaluated in Phase 2 of the project and that we currently have 8 which fall into this category. Carolyn then asked Louise whether she had heard anything in relation to salary modelling who confirmed that nothing had been decided as yet.

Louise advised that she had been contacted by 3 members of staff whose JE questionnaires were still to be approved and they were surprised they had not heard anything. Carolyn commented that she had assumed that all were aware of the current status. A discussion then took place regarding these posts including the proposals for resolving any issues and finalising these. Alistair mentioned that staff

appeared to be receiving conflicting information on how to approach this, although not from HR. Carolyn advised that all staff who hold this post will, along with their Line Manager, be required to send confirmation that they agree with the JE questionnaire – even if this had been done previously.

Louise enquired how well things were going with regard to queries from the scoring team sent to staff. Carolyn responded that, whilst she had limited visibility of this, from the information she had, this appeared to be going very well. Alistair added that he had received questions relating to a role in his area and that the questions were relatively easy to answer and mainly required providing further detail and examples.

Louise then asked if there were any other JE questionnaires outstanding and Carolyn advised that the others had been resolved and she would confirm whether these had been submitted.

Action: Carolyn to advise Louise if the JE Questionnaires have been submitted for the remaining o/s posts

JCCJ.20.4.11   Date of Next Meeting

The meetings for session 2020/21 have been arranged for 24th February 21 and 19th May 2021. Louise queried whether there would be a meeting at the start of January to discuss Compulsory Redundancy. Carolyn confirmed that these dates were the standard meetings and that special meetings would be arranged as required.

David thanked everyone for all their assistance in getting to this point so far.

The meeting closed at 11.35

University of the Highlands and Islands
Moray College

Committee:	Staff Governance Committee		
Subject/Issue:	Culture and Values		
Brief summary of the paper:	The attached report is provided to update the committee on progress towards the stated aim within the Core Strategy to "develop and maintain an organisational culture that promotes the core values of UHI where people feel safe, valued, supported and able to maximise their potential."		
Action requested/decision required:	This paper is provided for the Committee's information.		
Status: *(please tick ✓)*	**Reserved:**		**Non-reserved:**	✓
Date paper prepared:	19 January 2021		
Date of committee meeting:	26 January 2021		
Author:	Carolyn Thomson, Director of HR and OD		
Link with strategy: Please highlight how the paper links to, or assists with: - compliance - partnership services - risk management - strategic plan/enabler - other activity (eg new opportunity) – please provide further information.	As stated above this paper relates specifically to the Moray College UHI Core Strategy		
Consultation: How has consultation with partners been carried out? *(Summary of response should be included in the paper)*	This paper reports on the consultations with staff where these have taken place.		
Equality and diversity implications:	Any adjustments to or development of policies, procedures or practices referred to in this paper will be equality impact and risk assessed separately by the relevant party.		
Resource implications: *(If yes, please provide detail)*	Any resource implications relating to any developments are detailed within the paper or provided to the committee separately.		
Risk implications:	Any risk implications relating to any developments are detailed within the		

(If yes, please provide detail)	paper or provided to the committee separately.

Culture and Values

The committee have previously received detailed updates in relation to the actions undertaken in furtherance of the college strategic aim:

to develop and maintain an organisational culture that promotes the core values of UHI where people feel safe, valued, supported and able to maximise their individual potential

and particularly in relation to the underpinning objectives as follows:

1. *ensure that positive behaviours supporting those core values are embedded across the Moray College community, by:*

   - *ensuring that those behaviours are understood by those who work, study, visit and interact with the college*

   - *ensuring that the college community is treated fairly and consistently through effective and current policies and procedures*

2. *adopt an inclusive, consistent and transparent decision making process, by:*

   - *ensuring that the wider college community and its stakeholders are advised timeously of issues that affect them, are involved as appropriate in the decision making process through meaningful consultation, and are advised of the outcome of that process*

3. *Provide a safe and supportive working environment, by:*

   - *actively promoting appropriate arrangements that ensure dignity at work, the elimination of discrimination and the positive promotion of equality*

   - *ensuring that health, safety and welfare arrangements are in place which promote best practice*

A number of actions have taken place as previously reported, but it still continues to be the case that the context within which these objectives sit has very much been impacted by the Covid-19 pandemic. Notwithstanding this the following is intended to provide an update in relation to the objectives above and also in relation to other areas previously reported, specifically the actions emerging from the staff survey, the actions emerging from the meeting with promoted teaching staff and the actions/responses to the 'Solutions' presented by the promoted teaching staff.

1. Update in relation to the objectives above

Aim	Objectives	Action Taken
ensure that positive behaviours supporting	*ensuring that those behaviours are*	There is evidence to suggest that CORE values are well understood:

those core values are embedded across the Moray College community, by	understood by those who work, study, visit and interact with the college	-The 2019 Staff Survey states that the highest levels of overall agreement were with the statements, "I am aware of Moray College's values" and "I have a good idea what Moray College is trying to achieve".
		-There is evidence through staff interactions that staff are aware of the CORE values eg paper from 1,2,3 group is structured around CORE values.
		• The CORE Values are highlighted in the college Information for Applicants page on the College website
		• The College Online Induction has been reviewed and with the CORE Values and Code of Conduct being highlighted on Day 1
		• The Principal's all staff updates frequently referred to the CORE Values
		• In house training has been based on the CORE values, eg Unconscious Bias, Coaching, Promoting Positive Behaviours
		• The Principal weekly updates frequently highlight the need for flexibility, support and understanding
	ensuring that the college community is treated fairly and consistently through effective and current policies and procedures	• There is a well established HR Policy Review process which includes consultation through the HR Policy Review Group
		• Prior to lockdown a monthly management development session was provided for the College Management Team
		• Since lockdown there are regular (were weekly, now fortnightly) meetings with the managers to discuss developments, updates and approaches, notes of these are published immediately on

		• sharepoint
		• CMT receive updates from JCC meetings, agreed minutes of the meeting are published on the intranet
		• The management membership of the JCC has been extended
		• The management membership of the HRPRG has been extended.
		• Short Life Working Groups are established where appropriate to extend involvement in decision making
		• CMT members are signposted to NJNC circulars where appropriate, which are also published on the intranet
		• An HR Business Partner Model has been adopted to further support managers in their staff management practices.
		• Perceived inconsistency in approach has been identified as a theme through the Staff Survey, with a SLWG considering this – see below.
adopt an inclusive, consistent and transparent decision making process, by	*ensuring that the wider college community and its stakeholders are advised timeously of issues that affect them, are involved as appropriate in the decision making process through meaningful consultation, and are advised of the outcome of that process*	• Joint Consultative Committees are in place, these have Trade Union and Staff Representation.
		• CMT receive updates from JCC meetings, agreed minutes of the meeting are published on the intranet
		• Prior to lockdown a monthly management development session was provided for the College Management Team
		• Since lockdown there are regular (were weekly, now fortnightly) meetings with the managers to discuss developments, updates and approaches, notes of these are published immediately on sharepoint

		• Managers are encouraged to add to the agendas of catch up meetings
		• The management membership of the JCC has been extended
		• Short Life Working Groups are established where appropriate to extend involvement in decision making
		• CMT members are signposted to NJNC circulars where appropriate, which are also published on the intranet
		• Prior to lockdown, and following feedback from the CMT members the format of the meeting had been changed to provide a forum for decision making by that group, eg cost saving measures, and encourage contribution.
		• All staff are engaged in the evaluation of their areas through the EREP process. Improvement measures arising are determined by the team.
		• CMT members are asked to provide area updates to share approaches and decisions
		• Weekly updates are provided to all staff
		• Perceived inconsistency in decision making has been identified as a theme through the Staff Survey, with a SLWG considering this – see below.
Provide a safe and supportive working environment, by	*actively promoting appropriate arrangements that ensure dignity at work, the elimination of discrimination and the positive promotion of equality*	• Respect is a CORE Value • HR policies and procedures are subject to EIA • Equality and Diversity had the fewest number of comment and suggestions for improvement in the 2019 staff survey • In that survey, there were high levels of agreement with statement that '*I understand my personal responsibilities for ensuring and promoting equality*

		at work'. Responses to all the other statements regarding equality and diversity were generally positive, with between 60% and 75% of respondents '*strongly agreeing*' and '*agreeing*' with each statement. • Equalities training is provided online for all staff, this has been reviewed in 2020 • There has been a significant amount of support for staff in understanding and responding to mental health issues • Unconscious bias training has been provided.
	ensuring that health, safety and welfare arrangements are in place which promote best practice	• Terms of reference for the H & S Committee have been reviewed and inform the regular meetings • The representation on the H & S Committee has been reviewed • H & S Monitors are in place (although this element has been impacted by the lockdown arrangements) • College Induction has been reviewed to ensure H & S Induction Training is considered on Day 1 • 2 online H & S training modules have been reviewed and updated • Further H & S training is being progressed. • Since lockdown there have been extensive supportive messages and briefings provided to our staff • Appointment of H, S & W Officer, focussing on Covid arrangements and undertaking DSE assessments as required • Provision of OH Services in support of staff • Arrangements have been put in place to ensure regular contact between staff and their line managers to ensure that any issues and concerns can be highlighted and to support wellbeing

		- Line managers are meeting with the SLT regularly as an opportunity to highlight any issues or concerns - Regular Principal communications are being provided with supportive guidance and recognition of the burdens placed on individuals at this time - Use of furlough arrangements to support staff struggling with child care arrangements - Mindfulness sessions for staff have been advertised, with significant uptake - Many individuals took College IT kit home, including workstations and laptops - Clear information has been provided regarding safe set up of workstations at home, including the use of laptops - Risks of remote working in relation to wellbeing have been highlighted - Clear information has been provided in relation to rest breaks - All staff emails are being reduced where appropriate - Communications recognise that 'business as usual' cannot be maintained at this time - Staff have been advised to take their leave as booked and within the holiday year to ensure rest from work activities - Steps have been taken to ensure wherever possible appropriate access to equipment and software - SLT surgeries are being maintained - Information relating to workspace assessments has been shared - Clear guidance has been provided relating to the reporting of illness and absence - Information has been shared with staff in relation to wellbeing and the support the college can provide to employees including

		24 hour per day access to support through the Togetherall, counselling services and access to OH services.
		• There has been significant training in Mental Health matters over preceding sessions
		• The HR Business Partner is in place to provide support to managers in managing wellbeing matters.

2. Actions Emerging from the Staff Survey SLWG

The following provides an update in relation to the actions emerging from the SLWG. The committee are reminded that these updates are also provided to the JCCs and that feedback and contributions are sought. It remains the case that the Workload SLWG has not provided objectives although a further meeting of the group is taking place on 25th January.

SLWG	SLWG Recommendation	Proposed Next Steps emerging from JCC consideration and actions taken to date. (text is the text which the members of the SLWG are to receive)
Inconsistency	Develop a clear terms of reference for Blue Sky Days which respects the need for flexibility and allowing each team to decide their own Blue Sky Day and determine the activity to take place.	Ask the Inconsistency SLWG to develop the Terms of Reference. Thereafter publish ToR via CMT, on a specific Sharepoint space and Induction materials. ToR to include the arrangement, by line managers, of a number of BSD per year, collaborating as appropriate and reporting via the EREP process. The SLWG is meeting on 28 Jan to consider this. The group will also consider draft terms of reference (developed by the DHROD) and the DHROD has already taken steps to implement a sharepoint space. The online induction will be updated with the terms of reference once agreed.
	Develop a statement for staff covering decision making and line managers responsibilities linked to college policies and core values recognising individual circumstances. This statement should be included as part of college policy documents and form	Update the Working at Moray College UHI Statement and Induction to include "*We implement a broad range of up to date staffing policies, which promote good practice and provide a framework for the support of the individual needs of our employees, including appropriate*

	part of the induction process.	*arrangements for dignity at work, and promotion of equality.* *Our aim is that, through strong people management practices, our staff feel supported and treated equitably, with respect, and individually, within the context of college procedures. We welcome feedback in relation to this and have a number of feedback avenues, including via line managers, Board and SLT surgeries, TU and Staff representatives, and college procedures"* The SLWG will consider this statement at its meeting on 28 Jan and this will be published once agreed.
	Establish a new social activity group to take forward a series of actions for departments to interact, collaborate and engage more effectively to share ideas and understand each areas role within the college.	The Social Group is welcome but there was a suggestion that the aim could perhaps be reworded. Social Group activities are unlikely to achieve the aim of 'effective engagement to share ideas and understand each areas role', as the very nature of a social group means that not all staff will participate. Perhaps ask the SLWG to suggest some activities that the social group could organise in order to achieve the aim? The SLWG will consider this at its meeting on 28 Jan
Communication	Clear guidelines should be formulated and published for the use of each method of communication. • Yammer – updates – 2-way communication • Email – formal communication • Newsletter – informal updates and social updates including staff/student achievements • SLT Surgery – informal 2-way communication of issues • Chain of management • Skype for Business/Teams – teams communication • Webex Teams – communication with Externals • Clarity of terms – Glossary – ensure everyone knows what each term means (particularly acronyms/initialisms) • Review terms for ease of use/understanding/accessibility	Request that the SLWG add to the document they provided outlining communication method, examples of where each is appropriate, where these are published (if relevant) for issuing to all staff and publication on Sharepoint and Induction. The Communication and Decision Making SLWG are meeting on 22 Jan SLWG , once developed then the documentation can be published. Message to staff to include a request to be mindful of working arrangements of others, number of communications, tone of communication, potential impact on the recipient This has been completed.
	It is recommended SLT surgeries	Implemented and underway

	should be offered out to be attended virtually as opposed to only face-to-face going forward.	
	It is recommended that Moray College UHI defines their Consultation Process to Decision Making for all staff members	Produce a document, based on a proforma, for each college meeting to be published on Sharepoint and detailing meeting structure, where it reports to, membership of meetings, range of matters considered, communication flow and publication arrangements Given the overlap in relation to the objectives of the Communication and Decision Making groups, request that they contribute to the document. As above
Decision Making	Defining the boundaries and responsibilities relating to decision making, thus, ensuring decisions made, have ownership and implementation at SLT, SCT, CMT and Area Teams levels.	Produce a document, based on a proforma, for each college meeting to be published on Sharepoint and detailing meeting structure, where it reports to, membership of meetings, range of matters considered, communication flow and publication arrangements
	The structure and expectations of team meetings to be clear and concise, including actions from team meetings to be documented and accessible, across the board.	Given the overlap in relation to the objectives of the Decision Making and Communication groups, request that they contribute to the document.
	Managers to take responsibility for their collaborative decision making and to have a greater awareness and understanding of processes and procedures.	As above

3. Actions emerging from the 1,2,3 meeting

The following were the actions arising from the 1,2,3 meeting and provides an update in relation to the action taken to date.

- Catriona and Carolyn to meet to allow Catriona to provide recent and specific examples of disrespectful behaviour to allow the matters to be taken forward in a constructive and sensitive way. Discussion to take place on measures which can be reasonably adopted to impact thanks and appreciation – meeting (s) to take place by end of Mar 2020.

  The meeting took place on 13 March 2020, the specific outcome of that was that Catriona advised that a member of staff would come to see me with specific examples. I contacted that member of staff and tried to arrange a meeting – this was around lockdown time. The individual advised me that she had been advised by

Alistair and Catriona not to come and see me (after they had had a further meeting with David)

- A SLWG to be established with promoted lecturers and SLT in membership to identify duplication in process and explore ways of removing duplication. Recommendations to be made by the group by end May 2020

  It was agreed with EIS/FELA that the membership of the Workload SLWG be extended to consider this given the duplication. As advised above there has been no output from that group to date, but a further meeting is scheduled.

- March CMT Activity to be to extend the Quality Calendar to include requirements for different areas. The resulting calendar to be shared on the college intranet. – mid April

  Quality Officer with support from Principal's Office team are working on this.

- Action note to be provided following each CMT meeting – from the next CMT meeting

  Notes are taken live and on Sharepoint

- A SLWG to be established with promoted lecturers and SLT in membership to explore the impacts and solutions listed in the document - recommendations by the end of April 2020 would allow reporting to the Staff Governance Committee in May.

  It was agreed with EIS/FELA that this action be placed on hold as it was considered that if the matters above are responded to, and the work undertaken by the Staff Survey SLWGs completed and implemented, then the matters raised here will be resolved.

4. <u>Actions emerging from the solutions presented by the promoted teaching staff in their document</u>

The following details the proposed solutions are presented by the promoted teaching staff, and away day notes, and the actions taken to date/responses.

Core Value	Proposed Solution	Response
Collaboration	Opportunity to feedback on things not working.	Opportunities to feedback on things not working are provided through Support Managers meeting, SCT, CMT, Quality Spotlight, JCC, Director 1:1s, weekly SLT surgery, Board surgery, EREP, through consultation and involvement in policy and procedure development (eg HR and Quality), through involvement in working groups, staff survey, involvement in emerging SLWG – all in addition to contacting the individual in question.
	Proper training – risk assessments.	Training was held in August 19, uptake was low. There has been significant support of covid risk assessments. Simplified policy, procedure, very clear easy to use form. Additional training planned.
	Employ H&S Officer	Complete
	Pause on changes.	Accept that there have been a lot of changes, but a number of critical policies were due/overdue for review. Implementation of single policies. Many of recent changes beyond college control We are mindful of what is being asked of staff, only essential changes are approved Articulated at the start of the year that this a year for consolidation. Staff asked for change to Staff Review. There have been a significant amount of changes consequent upon national bargaining which are not optional Significant amount of changes are legislative – again no option One of the biggest changes was the removal of the WLA which was as a direct request from the representatives.
	Consolidate information and processes where repetition occurs	Arrangements were made for the Workload SLWG to consider this, with

		the membership being extended to include promoted teaching staff – no output yet
	Reduce overall workloads.	All teaching staff are deployed as per the national arrangements. HOCs are not deployed to their maximum class contact. There is more remission now than in the previous structure. HOCS and DHOCs (ie promoted staff) allocate workload – Cross college WLA was removed at the request of representatives. Degree level delivery -given double the time to teach and have time at the end of the semester. Arrangements were made for the Workload SLWG to consider this, with the membership being extended to include promoted teaching staff – no output yet
	Ring fence time for a collegiate discussion.	CMT, SCT, QS utilised to have discussions. If reference to UHI partnership wide discussions then this is difficult of one college to control. Blue Sky Days terms of reference being developed as outcome of Inconsistency SLWG.
	Visible college wide communication.	David weekly updates during Covid working, extensive communication, meetings, minutes on sharepoint/Teams – CMT, JCCs, CMT has membership from teaching and support. P's welcome, updates, circulars. In response to feedback, Quality Spotlight meetings are now followed with a Quality Update for all staff to help support communication. Make more use of TEAMS chat for CMT and whole college?
	SLWG at MCUHI and UHI to look at processes.	Programme Assembly Board process was a mechanism for all staff across the partnership to look at simplifying processes. Change process – Unions receive regular updates Curriculum staff (via PODS) have engaged in consultation process for UHI Curriculum Review.
Openness	Provide one set of agreed minutes for meetings.	CMT mins on sharepoint, JCC mins on sharepoint, other mins provided to members of meetings?
	More timely communications with	A further conversation is required to

	realistic deadlines.	explore the SFC/UHI/MC interface which often leads to tight deadlines through SMCT/PPF. Majority of deadlines are known about and long term. Quality Calendar being updated as per action. Experience is that when long lead times are provided then the deadlines are still not met consistently.
	Set time aside for college-wide communication from SLT.	P's updates, Support Managers meeting, SCT, CMT, Quality Spotlight, JCC, Director 1:1s, weekly SLT surgery, , EREP – all in addition to contacting the individual in question
	More opportunity for open discussion and less dictating in terms of what is to be done.	Many meetings in which to have discussions are already detailed. Managers are encouraged to add to agendas of meeting
	SLT to complete an EREP document.	This is done
Respect	Honesty	SLT do not believe they are dishonest
	Making time for people	1:1s, opportunities for staff to discuss issues. SLT have made numerous opportunities available for discussions with staff from across a range of levels. Drop into workrooms, SLT surgeries, meetings as already detailed.
	Not just tokenistic gesture	Awards – these are not considered to be tokenistic by those that receive them – we have had such positive feedback, Long service event, the people who attended the college events indicated that they were really grateful.
	More recognition of how well staff are upholding the value of respect	What would this look like?
	Reinstatement of community building. Bring the staff together but it has to mean something and feel as though it is genuine.	Staff Christmas gathering was adjusted as per staff feedback. What could we do to make this *feel* different? Not possible in the current situation. Social committee providing more social activities yet most recent was cancelled due to poor attendance.
	Make time to understand what is going on and to be less defensive when issues are raised.	Seeking further information in order to understand and be in a position to implement appropriate change is not defensive.
	When feedback is asked for then it cannot be complained about or people singled out for scrutiny or criticism.	Agree. If there are examples of this then that would be useful to explore in more detail.

Excellence	Employ a Health & Safety Officer and an Estates Manager as these posts are vital to the safe and effective running of the College.	H,S & W Officer in place
	Organise a review of the structure to properly address the issues around communication.	CMT commissioned a review of the structure by promoted posts which subsequently became this document. In response, auditors will support this in session 20/21

	Staff Survey must be addressed. There are a huge number of negative comments and these cannot be ignored. They must be dealt with one-by-one and the feedback on each one must be communicated properly.	Anonymity means that addressing individual concerns is not possible. Staff need to communicate concerns to their line managers. SLWGs were created and the outcomes being progressed. Line managers and teams are welcome to review the survey and address issues where appropriate. The recurrent themes for suggestions for improvement were:
		 • More manageable and fairer workloads use National Circular workloads,
		   - *more remitted time to manage the curriculum than before*
		 • More, regular, and better team meetings
		   - *a management not a SLT matter*
		 • Proactive line managers visibly addressing staff attendance and performance issues
		   - *a management not an SLT matter*
		   - *many issues are confidential and therefore cannot be visible. Managers needed to be trusted to do their job.*
		 • The return of a regular college newsletter - *Completed*
		 • More time for focussed/targeted staff development - *Completed*
		 • Whole-college Blue Sky Days to develop new ways of thinking/working
		   - *received inconsistent feedback but this has been considered by a SLWG and progressed.*
		 • More direct involvement with, and recognition from, senior management
		   - *events, and the meetings*

Excellence		

			referred to above
			• Improved communication
			  - *referred to above and the subject of a SLWG*
			• Involvement in decision making at levels below senior management
			  - *agreed, decision making also considered by a SLWG*

			AD Away Day notes:
			What needs to change:
			Shout out more about achievements
			  - *achievements and thanks for them are often communicated.*
			
			Remove Blame Culture
			  - *line managers are responsible for the performance management of their staff. More information would be helpful*
			
			Communication
			  - *referred to throughout this document*
			
			Overtly value all staff
			  - *Awards, communications (formal and informal),*
			
			Too much focus in the negatives
			  - *Again, more information would be helpful*
			
			Deficit – we achieved the financial recovery plan and are taking steps to ensure financial sustainability.
			Recognition of distance travelled
			  - *done, refer to strategic dialogue document*
			
			Take risks
			  • *risk register in place, examples of recent risks are: initial purchase of laptops in April 2020, 19/20 assessment judgments made based on course aims*

	Set a minimum timescale for the setting of deadlines	Deadlines are often negotiated, but many are outwith the college control. Deadlines are referred to above
	The Mission/Vision/Values and the reality need to be the same, otherwise the MVV are just statements, have no meaning and lead to mistrust in SLT.	The mission is our purpose and we all contribute to that. The vision is what we want the future to look like. All staff are required to work in the context of the values. It is not clear why one leads to mistrust in the SLT and this would require further explanation.

University of the Highlands and Islands
Moray College

Committee:	Staff Governance Committee
Subject/Issue:	Staff Development Activities 20/21
Brief summary of the paper:	The attached report is provided to update the committee in relation to Staff Development Activities which are taking place and in plan. It must be highlighted that the plans in relation to the provision of training for this session have been impacted by Covid-19.
Action requested/decision required:	The attached paper is provided for noting, comment and guidance. Where the Committee's approval is being sought, this is identified within the paper.
Status: *(please tick ✓)*	**Reserved:**		**Non-reserved:**	✓
Date paper prepared:	19 January 2021
Date of committee meeting:	26 January 2021
Author:	Carolyn Thomson, Director of HR and OD
Link with strategy: Please highlight how the paper links to, or assists with: • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information.	This paper links to the College CORE Values, Risk Register, Operational and Strategic Plan. The paper also relates to the College's Workforce Development and Planning Strategy.
Consultation: How has consultation with partners been carried out? *(Summary of response should be included in the paper)*	The staff development activities noted emerge from the staff review process, contact with individual line managers, and through consultation with the CMT.
Equality and diversity implications:	Access to staff development activities are considered on an ongoing basis, adjustments to timings and formats being made as necessary.
Resource implications: *(If yes, please provide detail)*	The staff development budget has been reviewed this session and activities are provided within the available budget.
Risk implications: *(If yes, please provide detail)*	

Introduction

As was reported to the last Staff Governance Committee, the SGC have received information relating to the provision of staff development activities for staff for some time, but a recommendation following a deep dive by the Audit Committee was that the Audit Committee also receive an annual report in relation to quantitative aspects of staff development. A meeting took place of the Convenors of the Staff Governance Committee and Audit Committee and the Dir of HR and OD on 15 January 2021 with the following agreed actions:

- *Carolyn will continue with current reporting of Staff Development opportunities in current format to Staff Governance;*
- *For the first meeting of Audit and Staff Governance after the summer, in Autumn 2021, Carolyn will prepare a report which will include key performance indicators on key training activities provided by College in 20/21. This will need to be able to draw out for mandatory courses and training which SLT have said are required, confirmation of a record of attendance taken at all courses, the actual level of attendance separating out mandatory and non-mandatory. Note, this is not to limit the other KPIs which the Staff Governance Committee considers are required.*
- *This may lead to further actions depending on what the data exposes. – KPIs could be contained in an appendix, for Carolyn to consider.*

Therefore the paper provided to the SGC will be slightly amended in session 21/22 to allow an extract to be provided to the Audit Committee as required above (adjustments to format have commenced in this report as highlighted in red)

It continues to be the case that the plans for training have been impacted by the current Covid-19 crisis.

Staff Development Activities from Aug 2020 – Ongoing Activities

1.1   Staff Development/Blue Sky Days

1.1.1   August 2020 Staff Development Days (this year the August programme was spread over a three week period to maximise access – the evaluation of this programme was provided to the Nov 20 SGC) this information will be included in the Audit Committee's report. It is recommended that caution is exercised in drawing too many conclusions from the difference between the figures for booked and attended.

Activity	Facilitator	Mandatory Y/N	No. booked	No. attended
Brightspace Enrolling Students and Groups	Mike McGlynn	No, sessions provided in support of online delivery	41	38
Brightspace Release Conditions	Mike McGlynn	No, sessions provided in support of online delivery	42	35
Making Digital Learning Interactive and Engaging	Jodie Salmon	No, sessions provided in	77	55

		support of online delivery		
How to Make Effective Use of Learning Resources Online	Jodie Salmon	No, sessions provided in support of online delivery	64	34
Brightspace Quizzes	Mike McGlynn	No, sessions provided in support of online delivery	52	35
Brightspace Assignments and Grades	Mike McGlynn	No, sessions provided in support of online delivery	51	35

Microsoft Teams	Louisa Thain	No, sessions provided in support of remote working	136	73
Brightspace Discussions	Mike McGlynn	No, sessions provided in support of online delivery	28	20
Brightspace Checklists	Mike McGlynn	No, sessions provided in support of online delivery	26	18
Brightspace Structure and Visual ToC	Mike McGlynn	No, sessions provided in support of online delivery	25	14
Brightspace Virtual Classroom	Mike McGlynn	No, sessions provided in support of online delivery	72	48

Brightspace ePortfolio	Mike McGlynn	No, sessions provided in support of online delivery	39	20
Brightspace Marking	Mike McGlynn	No, sessions provided in support of online delivery	43	9
Brightspace Badges and Awards	Mike McGlynn	No, sessions provided in support of online delivery	22	6
Brightspace Uploading HTML Packages (e.g. Forge)	Mike McGlynn	No, sessions provided in support of online delivery	21	4

1.1.2   Blue Sky Days

Since the last SGC the SLWG have received draft terms of reference for Blue Sky Days – these will be considered by the SLWG at its meeting on 28 January 2021. Steps have also been taken to develop a sharepoint site for the recording of Blue Sky outcomes.

1.2   Staff Development Activities outwith the Staff Development Days

As reported at the last SGC, significant support is being provided to staff by the Learning Coach and Brightspace Champion including the following:

- Learning and Teaching Forum: A Learning and Teaching Forum has been established provide weekly posts including advice, news and/or resources to support learning and teaching throughout the year
- Weekly Updates from the Brightspace Champion and Learning Coach including:
  o Support Session on MediaL
  o Support of the use of Webex
  o Links to Brightspace Tutorials
  o Using Yammer
  o Supporting Learning Online Courses using Brightspace
  o Ways to track student engagement and progress
  o Recording attendance
  o Intelligent Agents
  o Quizzes
  o Module Reading Lists
  o Consistency of experience across a programme
  o New Assignment Creation Experience
  o New Assignment Grading View
  o and more…..
- The Brightspace Champion is currently surveying staff in relation to what support they would benefit from on 2021
- The Learning Coach and Brightspace Champion have indicated that they will provide attendance details at any sessions run on a monthly basis.

1.3   External and UHI related Signposting

A number of training courses, webinars and seminars are signposted to the staff throughout the session.

- Through the Learning and Teaching Academy:
  o National Teaching Fellowship Scheme
  o Collaborative Award for Teaching Excellence
  o ALPINE – further internal signposting 30 Nov 2020
  o Educational Leadership Symposium
  o Condensed learning diaries for reflective development
  o All about Aurora
  o Student surveys, what do they tell us?
  o Evaluating the longitudinal impacts of the Integrated Land Use Conference: are we influencing mindsets of current and future land managers?
  o Wikimedia in Education - Write it, don't Cite it:
  o Going Digital in the Creative Arts
  o First steps to conference presentation
  o Introduction to digital scholarship
  o ALPINE: Seeking Professional Recognition through ALPINE: An Introduction
  o Mentoring: an Introduction to the University Mentoring Scheme:
  o Assessment and Feedback Symposium
  o International Women's Day

- Promoting a Positive Learning Environment Webinar
- Workforce upskilling and reskilling – Upskilling modules

1.4   Online Training

1.4.1   The following courses are provided online for staff. Given the different methods of provision of these courses, the monitoring of completion is challenging. A request has been made to UHI LIS to consider the development and placement of compliance modules on Brightspace and a revised approach to enrolment and reporting. This would require resource however and an update in relation to the response to this request can be provided once it has been received. In the meantime, line managers report on completion through the staff review process, in April/May each year and this will be reported to the Audit Committee.
- As stated above the suite of 9 training modules including Health and Safety, Equality and Diversity, Data Protection, Customer Care, Bullying and Harassment have been updated and provided to staff during the Covid-19 crisis.
- PREVENT training (government training)
- Information Security (UHI Brightspace)
- Data Protection and GDPR (UHI Brightspace)
- Equalities Impact Assessment (UHI Brightspace)
- Freedom of Information (UHI Brightspace)
- Bribery Act (UHI Brightspace)
- Corporate Parenting (UHI Brightspace)
- Student Carers (UHI Brightspace)
- HElpful Tool: To support staff confidence in supporting students around mental health (signposted by Student Advice Manager)

1.5   ERASMUS Supported Activities
- These have been impacted by Covid 19 – there will be no ERASMUS supported trips in session 20/21

1.6   Individual activities supported by the Staff Development Budget in session 20/21
A number of individual activities are being supported through the staff development budget in 20/21. These activities mostly emerge from the Staff Review Process and progress will be included in the report to the Audit Committee.

- 8 teaching staff members are undertaking TQFE
- 7 staff undertaking qualifications at or above SCQF level 9
- 14 staff undertaking other qualifications/courses
- 8 staff undertaking assessor or verifier awards
- 3 staff undertaking CDN Leadership/Management Courses
- 2 staff undertaking qualifications consequent upon redeployment
- Nursery staff undertaking food hygiene

1.7   Flexible Workforce Development Fund

Since the last SGC the college's 19/20 FWDF application has been submitted. The following training is included within this bid and we are taking steps to have the training developed where necessary and delivered:
- IOSH Training:
    - IOSH Train the Trainer to develop in-house capacity for further delivery in the future.

- Using IT to support efficient business processes and working.
    - Short responsive courses to upskill administrative and clerical staff in Excel, Word and Visio
    - SharePoint training both for development of spaces and use of SharePoint features to complement the move to SharePoint of all Learning, Teaching and Quality, records management processes and supporting documentation.

- Social Media Training:
  4.1 Short courses for use of social media for story telling and brand awareness.

- REHIS Intermediate Food Hygiene (this was intended to be run wc 5 Jan 2021 but had to be postponed due to Covid restrictions – it is hoped this can be arranged for March 2021)

1.8   Health and Safety Training

The H,S & W Officer is currently considering and sourcing the most effective approach to provision of the significant training requirement emerging from the H & S approaches. This is likely to include an online provision and procurement processes are currently being navigated. Again, this is an area which has been impacted by the remote working activities and priorities arising from this. This is an area which be reported to the Audit Committee.

1.9   Support of At Risk Staff

As reported above, we have two members of staff undertaking qualifications in furtherance of their reployment to other positions in the college. In addition, IT training was provided to at risk staff and steps are being taken to develop and deliver training in relation to confidence building, transferable skills, and resilience for our at risk staff.

Committee:	Staff Governance Committee
Subject/Issue:	Policies due for Review
Brief summary of the paper:	It is established practice that HR Policies and Procedures are reviewed on a rolling 4 year programme, with the procedures being considered by the HR Policy Review Group (a subgroup of the Joint JCC) before being considered by the SLT then coming to the Staff Governance Committee for ratification. The SGC also receive an annual report on progress provided the HR Manager. This report was provided to the November meeting.
Action requested/decision required:	There are no procedures provided for ratification for this meeting of the Staff Governance Committee. An update is provided for the committee for noting however and where decisions are required this is noted in red.

Status: *(please tick✓)*	Reserved:		Non-reserved:	✓

Date paper prepared:	19 January 2021
Date of committee meeting:	26 January 2021
Author:	Carolyn Thomson, Director of HR and OD
Link with strategy: Please highlight how the paper links to, or assists with: • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information.	HR Policies and Procedures are established and followed to ensure the college's compliance with the requirements of employment legislation and good employment practice. Their operation, therefore, can mitigate risk in terms of potential challenge. HR Policies and Procedures are developed in accordance with the aims, values and strategies of the college.
Consultation: How has consultation with partners been carried out? *(Summary of response should be included in the paper)*	HR Policies and Procedures are reviewed by the HR Policy Review Group, a subgroup of the JCC. HR Policies and Procedures are available for all staff on the college intranet. Staff are signposted to reviewed procedures by email.
Equality and diversity implications:	Equality Impact Assessments are undertaken as part of the review cycle.
Resource implications: *(If yes, please provide detail)*	

Risk implications:	
(If yes, please provide detail)	

1. HR Policy Review

The annual report on HR policy review was provided at the last Staff Governance Committee meeting and the committee will note that the following procedures were identified as being due for review during session 20/21:

Policy/Procedure	HRPRG meeting	Notes
Management of Sickness Absence	22 Sept 20 & 1 Dec 20	Further work and amendments to be undertaken following the meeting
Redundancy Policy and Procedure	22 March 2021	The committee are requested to extend the review date of this procedure from April 2021 to 31 July 2021.
Flexible Working Policy	25 May 2021	This review may be impacted upon by national arrangements given the NRPA and also the UNISON pay claim (which was provided at the previous SGC meeting)
Absence from Work Procedure	22 Sept 20 & 1 Dec 20	Further work and amendments to be undertaken following the meeting
Stress in the Workplace	22 March 2021	Being considered following an agreed extension to allow the participation of the H, S & W Officer

Shorter Working Year	25 May 2021	Potential to include in Flexible Working Procedure - this review may be impacted upon by national arrangements given the NRPA and also the UNISON pay claim (which was provided at the previous SGC meeting)
Relocation Scheme	22 Sept 20 & 1 Dec 20	
Staff Review Procedure	1 Dec 20 – given the significant review required separate meetings have been scheduled.	This procedure it to undergo significant review and adjustment to ensure the requirements of professional registration of Lecturers by GTCS are met. This represents a significant piece of additional work and support.
Support for Consultation	Tbc	Arising from agreement at JNC in relation to facilities time.

2. HR Policy Review Timetable

The full HR Policy Review Timetable is provided below. Given the current additional workloads associated with the local, regional contexts and also the impacts of the covid pandemic, the committee are invited to consider whether it would be appropriate to delay the review of any of the procedures identified.

Impact Assessed	Policy	Last review	Next review	Current status	Risk Status
✓	Absence from Work Procedure	Dec 2016	Nov 2020	22.09.20 meeting	High
✓	Bullying and Harassment Procedure	Feb 2019	Feb 2023		High
✓	Capability and Conduct Procedure	June 2019	July 2023		High
✓	Code of Conduct for Staff	Sept 2018	Sept 2022		Low

✓	Employee Leaving Arrangements	May 2020	May 2024		Low
✓	Equal Pay Statement	2020			Med
✓	Flexible Working Policy	Nov 2017	Nov 2021	25.05.21 meeting	Med
✓	Grievance Procedure	June 2019	July 2023		High
✓	Internal Disputes Procedure	June 2018	June 2022		Low
	IT Acceptable Use Policy & Procedure	July 2015	July 2019	UHI shared policy	
✓	Long Service Award Procedure	Jan 2020	Jan 2024		High
✓	Management of Sickness Absence	March 2017	March 2021	22.09.20 meeting	High
✓	Overtime Working Procedure	Jan 2020	Jan 2024		Med
✓	Parental Support Policy	June 2018	June 2022		Med
✓	Prevention of Alcohol and Drugs Misuse	Feb 2019	Feb 2023		Med
✓	PVG Scheme/Disclosure of Criminal Convict.	June 2019	July 2023		High
✓	Qualifying Period Procedure	May 2020	May 2024		Med
✓	Redundancy Policy and Procedure	April 2017	April 2021	22.03.21 meeting	High
✓	Regrading and Job Evaluation Procedure			In abeyance	
✓	Rehabilitation Procedure	Jan 2020	Jan 2024		Med
✓	Relocation Scheme	Nov 2016	Nov 2020	22.09.20 meeting	Med
✓	Shorter Working Year	Nov 2017	Nov 2021	25.05.21 meeting	Med
	Staff Development Procedure	Feb 2019	Feb 2023	UHI shared policy in development	
✓	Staff Induction Programme		Dec 2018	In abeyance, online induction was reviewed in 2020	Med
✓	Staff Recruitment and Selection Procedure	July 2016	Dec 2020 - extension given	Awaiting ratification	High
✓	Staff Review Policy		Dec 2018	01.12.20 meeting	Med
✓	Stress in the Workplace	July 2016	July 2021 – 1yr extension given	22.03.21 meeting	Low
✓	Support for Consultation Procedure		Session 20/21		Med
✓	Whistleblowing Procedure	June 2018	June 2022		Low

3. National Recognition and Procedure (NRPA) arrangements

The following list is provided for the committee's information and details the Contractual Terms and Conditions of employment which are retained for national negotiation by the NJNC:

Pay
Working hours
Class contact hours
Sick pay
Annual Leave
Maternity Policy
Paternity Policy
Family Friendly Policies
Transfer to permanent status
Grievance and disciplinary Policies

Minutes of Health & Safety Committee Meeting
held on
Wednesday 2nd December 2020
at 14.30pm via Microsoft Teams

Present: Mr D Patterson (Chair)   Mrs J Andrews
             Mrs M Smith   Mr D Duncan
             Mr S Cruickshank   Mrs H Henderson
             Mrs C McBain   Mr S Sinclair
             Mr B Dundas   Mrs S Wood
             Mrs C Thomson   Mr K Beaton
             Miss H Morris (HISA)   Mr R McGillivray

Apologies: Mrs L Proctor

In attendance: Mrs L Gould (Minutes)

		ACTION	DATE
HS.20.3.01	**Principal's Introduction/Update**		
1.1	Mr D Patterson welcomed all to meeting.		
HS.20.3.02	**Minutes of the meeting held on 7 Sept 2020**		
2.1	The Minutes were accepted as an accurate record of the meeting following one minor typo amendment: Proposed: Mrs S Wood Seconded: Mr S Sinclair	**Typo corrected item 8.1**	Complete
HS.20.3.03	**Matters Arising from meeting held 7 Sept 2020**		
3.1	4.1 see point below		
HS.20.3.04	**HSPM – Policies/Procedures Review Timetable**		
4.1	It was decided the policies and procedures needed no immediate changes and should be reviewed periodically, starting March 2021, which Mr Patterson agreed with.		
HS.20.3.05	**HSPM – Reviewed /Updated Procedures**		
5.1	Mr Dundas has reviewed the procedures in place and found them to be good, and would encourage others to use them as needed. He added staff are free to contact him with any issues.		

	There are also ongoing reviews based on any new government guidelines.		
HS.20.3.06	**Health, Safety and Wellbeing Officer Report**		
	I. H & S Issues or Concerns II. Risk Assessment Activity Report III. Workplace Safety Activity Report IV. H & S Coordinator and Checksheet Activity Report V. Fire Warden Report VI. First Aider Report VII. H & S Training		
6.1	One of the main areas of concern with Mr Dundas was the lack of reporting of issues; first aid incidents being dealt with in own departments, staff at home in need of DSC assessments etc. This will be touched on later within the first aid report (6.6). With regards to RIDDOR reporting of Covid-19 cases, we've had none to date, but following HSE guidelines a review of heating, ventilation and air conditioning operation was needed. Carbon dioxide (CO_2) monitors were ordered and being delivered this week, which will be distributed to specific rooms to ensure there were appropriate levels of CO_2 to reduce the spread of Covid-19. Mr Duncan added AGBC had monitors that triggered at 1800ppm of CO_2, which is higher than the suggested 1000ppm so would need to be looked at. This change could lead to an increase in noise from the ventilation system but lessen the transmission of covid-19. Mr Dundas had been reviewing PEEPs and as part of this had contacted Move4ward regarding the use of Evac chairs and was told they had never been used, nor would they be likely too in the event of an emergency. He found this would be similar for any students who were studying upstairs and wondered the possibility of moving the to the ground floor to reduce the risk/need for the chairs. In order to do this information on student needs would need captured before attending. Both Mr Cruickshank and Mrs Andrews raised points that this would be near impossible. From an application perspective and Mr Cruickshank's team, all applications		

	must be processed regardless of disability, then ELS are notified to take forward. Mrs Andrews offered the timetabler viewpoint, that many classes/rooms are arranged in June before the summer break and changes in September can cause major issues. She also added staff used to be given training on using the evac chairs but this had not happened for years. Mr Duncan has had previous engagement with the local fire department for advice on evacuations and emergency exits, and how it is the colleges responsibility to evacuate everyone, so risk assessments must be completed appropriately. With this in mind different options would be looked in to, such as moving certain services to different floors, potentially having an IT lab on the ground floor reducing the risk of complex PEEP needs, and making sure adjustments are suitable to those students. Mr Patterson highlighted that for every potential change made this could have a knock-on effect to other issues, such as employment of staff, so discussions would be ongoing. With this in mind Mr Dundas could speak to a range of people, with the aim of finding a potential workable solution/alternative. Frequent hand washing in college using certain soap was having an adverse effect on those with skin conditions such as eczema, particularly within our cleaning dept. This soap has now been changed and Mr Dundas can report an improvement to those affected, with skin moisturiser still needing to be sourced and offered. Mr Dundas continues to keep up to date on any new information regarding the risk of covid-19 to new and expectant mothers, finding that, at the moment, within the first trimester there is no greater risk to them than anyone else.		
6.2	There has been a lot of activity from staff completing risk assessments, additional adjustments have also been needed to some e.g. Art show. Regarding entry in to the Inchindown FFO Storage Tanks which was planned for November 2020, there are particular areas that can't be signed of at this stage so this further discussion is now required involving EO and partners.		

	Mr Cruickshank had concerns as a member of his staff was working within the Finance dept but there did not seem to be a risk assessment for this and would like to see one before she continued doing this. Mr Duncan advised that there were blanket assessments that covered classes/offices s no additional controls were needed, but would make sure something was in place.		
6.3	Mr Dundas explained there had been no reports from Health and Safety monitors, mainly due to the fact not many staff were in. Mr McGillivray had completed a report before lockdown, some points have already been amended but numerous points were still outstanding so Mr Dundas will schedule a meeting to discuss. Mr Beaton added that reports were being completed at Linkwood and being retained locally. They were interactive and dynamic, involving the lecturer and students, serving also as a learning tool, meaning the forms were becoming more familiar to all and were evolving organically over time to fit the needs of the Technology Centre, which Mr Dundas agreed was a show of best practice. Mr Patterson thought this was a great way of being able to log/report any issues. The condition of the chairs around college was found to be extremely poor and although previous capital funding for this had to be reassigned, we would now be looking to move forward making these changes in 2021. Mr Dundas would also be looking to take forward more desk assessments for those working from home.		
6.4	The H&S Officer has not been contacted regarding any concerns, other than with regard to Covid-19 arrangements.		
6.5	No issues reported. Site Assistants were continuing with their usual checks of Fire alarm call points, but have assumed additional responsibility for fire and first aid. The introduction of the one-way system has also served to highlight security and sensor issues. Servicing and maintenance within certain departments has also been delayed due to this but will be completed. One major piece of work is replacement of a fire panel, as currently some rooms need to be physically		

	checked instead of being visible on a panel. This is a significant amount of work and we would be looking to use capital funding for this work, starting April 2021. The Site Assistants radios are in need of updating to improve their functionality, particularly when they are lone working etc. Mr Dundas is looking at the benefits of leasing radios versus buying outright and incurring servicing costs.		
6.6	Mr Dundas again made the point that incidents were being unreported and not being passed to Estates/H&S officer. If there were more people trained on the SHE database then this could be less of an issue and would reduce the use of paper, whilst also giving a more accurate picture of accidents. The special first aid course designed for Linkwood staff had to be postponed in October this year, so were now competing with pre-arranged leisure courses for Roy's time. With regards to those in college that carry an EPI pen, first aiders/staff can be informed of this so they have greater awareness of this and can be mentioned when calling 999 to increase the importance of the call.		
6.7	The training matrix was implemented in Mar 2020 so Mr Dundas has been in contact with 3rd parties to provide e-learning training to those in need of refreshers. Mrs Thomson noted the training matrix was hugely complex so will be some gaps, and raised concerns of releasing staff for multiple training events. An analysis if what people already had and what they needed would need to take place. Of particular note was IOSH Training, and if someone could be trained internally to deliver to others or local suppliers/trainers could be used. The original group of people identified for this was put forward by line managers but would need reviewed as some had left.		
HS.20.3.07	**Reportable Accidents/Incidents/Near Misses**		
7.1	Mr Dundas explained the SHE database was being under used and of the five licenses we have, only three are current, and all staff should have access to it and use it accordingly but currently we have no training resources.		

	This system will be changed in November 2021 and Mr Dundas is involved in a working group looking at alternatives.		
HS.20.3.08	**Programme of Health and Safety Checks and Reports**		
8.1	These are monitored continuously by Angela Murphy.		
HS.20.3.09	**Update on Health and Safety Regulations**		
9.1	Nothing to report		
HS.20.3.10	**AOB**		
10.1	Mrs Henderson raised the issue of no smoking signage around the campus. Mr Duncan explained the signs have been designed and finalised, they are now waiting to go for printing once the supplier has been agreed.		
10.2	Mrs McBain discussed that, in her capacity as EIS rep, she had been aware that many colleges were stopping face-to-face teaching as of the end of this week to allow a two-week window before students/teaching staff would be meeting with family/friends over the Christmas period. Mr Patterson had not been made aware of this and teaching would continue as is.		
10.3	Mrs McBain raised that many institutions were providing on-site staff with free flu jabs but this had not been discussed for Moray.		
10.4	A question of Covid testing students in college accommodation before the Christmas break was raised. Mr Duncan had been in contact with said students about this and let them know about getting tested and walk-in centres available. He had been in discussions with our local NHS Grampian representative about this too and was waiting on hearing back. We also have testing kits arriving at college for any asymptomatic students returning home that wish to be tested.		
10.5	Mr Cruickshank wanted it noted that the external door being left continuously open at Linkwood was causing an issue now we are in the winter months for Reception staff. Mr Duncan is aware and has increased the heating temperature to try and help but realises this may be of little help. Following the CO_2 monitor findings then further action may be then be able to be taken to help.		

HS.20.3.11	**Date of Next Meeting**		
11.1	The date of the next meeting is yet to be decided.		
	Meeting closed at 15.55pm		