



**STAFF GOVERNANCE COMMITTEE**  
**Draft Minutes of Meeting held on**  
**Thursday 24 November 2022**  
**At 14.15pm by MS Teams**

**Present:**

Paul Mitchell (Convenor)

Stuart Cruickshank

Hugh Hamilton

Rebecca Dewis

David Patterson

Derek Duncan (arrived 15.10pm)

**In Attendance:**

Carolyn Thomson (Officer)

Eleanor Melton (Clerk &amp; Minutes)

| Item               |  | Action | Date |
|--------------------|--|--------|------|
| <b>SG.22.03.01</b> | <b>(i) Resignations</b>  |        |      |
| 1.1                | There have been no resignations received.  |        |      |
|                    | <b>(ii) Appointments</b>   |        |      |
| 1.2                | There have been no new appointments.   |        |      |
|                    |  |        |      |
| <b>SG.22.03.02</b> | <b>Apologies for Absence</b>   |        |      |
| 2.1                | There were apologies of absence received from Elaine Sutherland, Amy Wiggins and Melissa Carr.                             |        |      |
|                    |  |        |      |
| <b>SG.22.03.03</b> | <b>Any Additional Declarations of Interest including specific items on this Agenda</b>                                     |        |      |
| 3.1                | There were no additional declarations of interest.   |        |      |
|                    |  |        |      |
| <b>SG.22.03.04</b> | <b>Draft Minutes of Staff Governance Committee meeting held 12 May 2022</b>  |        |      |
| 4.1                | The minutes were accepted as an accurate record of the meeting.<br>Proposed: Stuart Cruickshank<br>Seconded: Paul Mitchell |        |      |
|                    |  |        |      |
| <b>SG.22.03.05</b> | <b>Draft Matters Arising of meeting held on 12 May 2022</b>  |        |      |
| 5.1                | <u>4.1</u> Complete  |        |      |
| 5.2                | <u>6.2</u> Complete  |        |      |
| 5.3                | <u>8.2</u> Complete  |        |      |
| 5.4                | <u>11.3</u> Complete – For discussion on today’s agenda.   |        |      |
|                    |  |        |      |
| <b>SG.22.03.06</b> | <b>Emerging Issues</b>   |        |      |
| 6.1                | There are no emerging issues to be discussed.  |        |      |
|                    |  |        |      |

|                    |   |                |                 |
|--------------------|---|----------------|-----------------|
| <b>SG.22.03.07</b> | <b>HR Director's Report</b>   |                |                 |
| 7.1                | <p>Carolyn supported the report provided and produced by herself, covering the period May to November. Key points within the report were highlighted. National bargaining update for both academic and support staff,</p> <ul style="list-style-type: none"> <li>• Job evaluation – job rankings are due to be communicated to local HR teams soon. Pay scales have not yet been finalised.</li> <li>• EIS and FELA are currently in dispute over the lack of response to the pay claim submitted.</li> <li>• UNISON pay claim has been submitted, it matches the academic pay claim plus additional terms.</li> <li>• A notice of ballot has been submitted by NASUWT, this union isn't recognised within the Local RPA or the National RPA, the ballot is unlikely to have any affect locally.</li> </ul> <p>JCC Minutes (May) have been included for information. The minutes from September's meeting have not been made available yet.</p> <p>Following the Christmas break, the NWOW will be reviewed, particularly looking at those departments that have worked on a hybrid basis. The primary focus of this review will be the impact (if any) on student experience. Other contributing factors will be looked at, including the financial benefits of hybrid working.</p> <p>Within the support staff pay claim, it mentions homeworking expenses, the costs of this will be looked at as and when required.</p> <p>Concern was raised at a comment within the support staff pay claim around Board of Managements "looking after" senior management teams. It will be beneficial for this to be kept in mind when the Remuneration Committee meets again. However, in recent years, the committee have followed National bargaining outcomes for the SLT.</p> <p>Stuart had requested clarification of the 4 day working week terms and conditions. It was agreed that Carolyn find out more information to present at the next meet of Staff Governance.</p> |                |                 |
| <b>ACTION</b>      | Carolyn to find out more information on 4 day working week T&Cs   | <b>Carolyn</b> | <b>Jan 2023</b> |
|                    | <p>Included within the KPIs are staff sickness rates, there have been several long-term absences, although we are starting to see staff returning. Other colleges are seeing similar issues.</p> <p>Stuart suggested that seeing causes and statistics across teams may be helpful to see if there are any patterns/links or trends.</p>  |                |                 |

|               |  |                |                 |
|---------------|--|----------------|-----------------|
| <b>ACTION</b> | Carolyn to prepare information on sickness causes across departments. Statistics and trends.   | <b>Carolyn</b> | <b>Jan 2023</b> |
|               | <p>We also need to keep in mind the people focus. There is an awareness of people who are struggling but still working with/without support.</p> <p>Any mental health concerns, if the self-referral option is utilised, the employer is not made aware.</p> <p>Carolyn briefly updated members on the objectives being developed from the strategic plan, outlined within the report.</p>   |                |                 |
| <b>ACTION</b> | Once circulated, feedback is to be communicated to Carolyn via email   |                |                 |
|               | <p>Also outlined within the report and included for information;</p> <ul style="list-style-type: none"> <li>• Update on the GTCS validation event, a pre-meeting was held in October where positive feedback had been received. More quantitative information will be included in the report to the GTCS in December.</li> <li>• Grievances – There have been 2 grievances submitted, neither were upheld.</li> <li>• Staff benefits – Usage information has been provided. The system is being actively promoted to staff via the HR newsletter.</li> <li>• UHI Moray have been asked to update the discretions allowable regarding LGPS – this will be brought back to the next meeting in January.</li> <li>• The staff awards were presented at the end of year BBQ in June. Positive feedback was received. Information has just been sent out via email about the staff Christmas party. The hospitality team are providing a 2-course meal. It was suggested that Board members may like to help at the event.</li> </ul> |                |                 |
| <b>ACTION</b> | Paul to email Board members to ask for volunteers to help at the staff Christmas party   | <b>Paul</b>    | <b>ASAP</b>     |
|               | <ul style="list-style-type: none"> <li>• An update on the National Menopause policy that has been developed for the sector. A voluntary group has been established which looks at the different impacts and the support available.</li> <li>• The Annual Employment data report has been included for information. It was noticed that there are more non-Scottish people than across the board, however, this reflects Moray. The disclosure percentage has decreased, it would be helpful to understand the reasoning behind this.</li> </ul>  |                |                 |
| <b>ACTION</b> | Statistical data to be looked at and reported back to committee  | <b>Carolyn</b> | <b>Jan 2023</b> |
|               | <ul style="list-style-type: none"> <li>• There have been no whistleblowing cases reported.</li> </ul>  |                |                 |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|                    |  |  |  |
|--------------------|--|--|--|
| <b>SG.22.03.08</b> | <b>Culture and Values</b>  |  |  |
| 8.1                | <p>The reports provided last year were based on the staff survey undertaken in 2019. The operational objective is the fair working, the suggestion would be that this is the basis of reporting going forward. Internal meetings have been looked at, who attends, what is discussed etc. Professional development discussions are being rolled out this year, taking more of a coaching approach than a review as in previous years.</p> <p>Work smart training has been trialled in January with positive feedback received from those who attended. We are hoping to secure funding through FWDF.</p> <p>Rebecca reiterated the positive feedback having recently attending the training.</p> <p>2 main factors/challenges that we will face are UHI2024 and job evaluation.</p> <p>Paul suggested that acknowledging the completion of actions from the SLWG would be beneficial.</p> <p>Carolyn told members there is an awareness that staff morale is low now and would like it reiterated that support is available if/when required. The environment is very challenging at the moment due to the lack of funding and external pressures. National Bargaining agreements supersede the relevant local arrangements.</p> |  |  |
|                    |  |  |  |
| <b>SG.22.03.09</b> | <b>Staff Development Activities</b>  |  |  |
| 9.1                | <p>A staff conference was held, information on what was offered is within the report provided.</p> <p>Evaluation of the conference has been provided, although not a lot of feedback was received online, we may revert to handing out feedback sheets in January. This provides staff with the option to suggest activities for the next development day.</p> <p>Rebecca feedback back that the development days were really good, the only disadvantage was not being able to go to all the sessions that you were interested in due to there being so much on offer.</p>  |  |  |
|                    |  |  |  |
| <b>SG.22.03.10</b> | <b>HR Policies due for Review</b>  |  |  |
|                    | <b>(i) Annual Report from the HR Policy Review group</b>   |  |  |
| 10.1               | A report has been provided for information. There have never been any issues with the way the Moray reviews policies etc.  |  |  |
|                    | <b>(ii) Circular CC 06.11 National Menopause Policy</b>  |  |  |
| 10.2               | The policy was provided for information.   |  |  |
|                    |  |  |  |
| <b>SG.22.03.11</b> | <b>Health and Safety Update</b>  |  |  |
|                    | <b>(i) Update on Health and Safety</b>   |  |  |
| 11.1               | Derek supported the information provided. He noted that he has tried to provide more relevant information for the  |  |  |

|                    |   |              |                 |
|--------------------|---|--------------|-----------------|
|                    | <p>committee. There are a couple of years of reporting provided to allow for comparison.</p> <p>Near miss incidents will be reported (nearly) instantaneously shortly due to the processes being updated.</p> <p>Derek provided a brief update on incidents reported up until the writing of the report.</p> <p>Paul questioned whether there was an increase in near miss reporting as that would be a good indicator of the safety culture throughout the college.</p>  |              |                 |
| <b>ACTION</b>      | Derek to provide further information on near miss reports   | <b>Derek</b> | <b>Jan 2023</b> |
|                    | <p>3 key estates projects have been undertaken throughout the year following issues highlighted within an audit. We have learnt a lot from things that have happened enabling us to be more proactive rather than reactive. Brian is asking the difficult questions and looking at safety risks to staff in daily practice, improving the safety on campus in general. We are moving in the right direction. Paul acknowledged the step change in safety focus that Brian has brought to the college, while there is a way to go (asset management etc) we are in a much better place than 2/3 years ago.</p> |              |                 |
|                    | <p><b>(ii) Draft Minutes of Health and Safety Committee Meeting held on 18 October 2022</b></p>   |              |                 |
| 11.2               | Minutes have been provided for information.   |              |                 |
|                    |   |              |                 |
| <b>SG.22.03.12</b> | <b>Date of next meeting</b>   |              |                 |
| 12.1               | The next meeting will be held on 26 January 2023  |              |                 |
|                    |   |              |                 |
|                    | <b>RESERVED ITEMS</b>   |              |                 |
| <b>SG.22.03.13</b> | <b>Draft Reserved Minutes of Staff Governance Committee held on 12 May 2022</b>   |              |                 |
| 13.1               | This item is reserved, and the minute held in confidence.   |              |                 |
|                    |   |              |                 |
|                    | <i>The meeting closed at 3.50pm</i>   |              |                 |