

STAFF GOVERNANCE COMMITTEE
Draft Minutes of Meeting held on
Thursday 26 January 2023
At 09.30am in the Board Room and by MS Teams

Present:

Paul Mitchell (Convener)
 Stuart Cruickshank
 Amy Wiggins

Hugh Hamilton
 David Patterson
 Melissa Carr (HISA)

In Attendance:

Carolyn Thomson (HR Director)
 Eleanor Melton (Clerk)

Lorna Topp (Minutes Secretary)

Item		Action	Date
SG.23.01.01	(i) Resignations		
1.1	Resignations have been received from Elaine Sutherland as Clerk to the Board of Management.		
	(ii) Appointments		
1.2	Eleanor Melton has been appointed as Clerk to the Board of Management.		
SG.23.01.02	Apologies for Absence		
2.1	Apologies for absence have been received from Rebecca Dewis.		
SG.23.01.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
SG.23.01.04	Draft Minutes of Staff Governance Committee meeting held 24 November 2022		
4.1	Carolyn proposed some changes to the minutes which were noted. It was agreed that the amended minutes would be a true and accurate record of the meeting. Proposed: Hugh Hamilton Seconded: David Patterson		
ACTION	El to forward amended minutes to Paul and Carolyn.	EM	ASAP
SG.23.01.05	Draft Matters Arising of meeting held on 24 November 2022		
5.1	<u>7.1.1</u> Covered in HR Director's report		
5.2	<u>7.1.2</u> Covered in HR Director's report		
5.3	<u>7.1.3</u> Complete		
5.4	<u>7.1.4</u> Complete		

5.5	7.1.5 Covered in HR Director's report		
5.6	11.1 Item on today's agenda – report provided by Derek Duncan		
SG.23.01.06	Emerging Issues		
6.1	Carolyn noted that UHI2024 hadn't been referred to and that this should be discussed at the Staff Governance Committee meeting. It was agreed to add this to the agenda for the next meeting.		
ACTION	Include UHI2024 Update on agenda for meeting to be held on 25 th May 2023	EM	May 2023
SG.23.01.07	HR Director's Report		
7.1	<p>Carolyn supported the report provided and produced by herself, covering the period October to January. Key points within the report were highlighted. National bargaining update for both academic and support staff,</p> <ul style="list-style-type: none"> • Central Committee (both teaching and support staff) – next policies to be developed will be National Disciplinary and Grievance Policies. • Side Table (Lecturing) – Latest pay offer of 2% was rejected. No further update. • Side Table (Support) – Pay negotiations – no further update. Formal response required for each section of pay claim. • Job Evaluation – latest update provided to Board of Management on 15 December 2022. <p>JCC/JNC – no further meetings since the last Staff Governance Committee. Draft minutes from September's meeting included in the papers for information.</p> <p>Organisation Culture KPIs 22/23 – No target set for reduction of KPIs but continue to monitor vacancies on a review and revise basis. It was noted that in terms of the KPI for Staffing FTEs, the target figure still led to a projected deficit for 22/23.</p> <p>Sickness Absence – analysis provided for the first time. Information helpful and easy to provide. It was agreed that the sickness absence rate was not exceptional.</p> <p>Operational Plan 2022/23 Engagement objectives – NWOW pilot review sent out to all staff the day before with a deadline of 8 February 2023 for response.</p> <p>GCTS Validation event – awaiting results from GCTS due by 10 February 2023.</p> <p>Grievances – There are currently 3 grievances under investigation. There is an awareness that the number of grievances may increase due to the additional pressures staff are experiencing.</p> <p>LGPS Discretions – Carolyn meeting with Aberdeen Council as we generally follow their discretions.</p>		

	<p>Equal Pay Statement – policies and procedures all impacts assessed. As many measures as possible put in place where we have control.</p> <p>New Way of Working Pilot Review - NWOW pilot review sent out to all staff the day before with a deadline of 8 February 2023 for response.</p> <p>National 4 Day Working Week Pilot – still no further clarification on Terms and Conditions. It has been discussed at CMT to discuss pros and cons which appeared to be fairly balanced. Stuart expressed concern about the long-term effect as staff numbers are reduced.</p>		
SG.23.01.08	Culture and Values		
8.1	<p>Carolyn supported the information provided. She noted that this report was based on what UHI Moray does and the next stage is to look at a gap analysis. Feedback and comments would be welcomed.</p> <p>Important issues to reflect on regarding Opportunity and Fulfilment were noted: difficult for staff to progress, ageing demographic, low turnover of staff, difficult promotion process for support staff.</p> <p>Hugh noted that research opportunities should be made available to support staff to assist fulfilment/progression.</p>		
SG.23.01.09	Staff Development Activities		
9.1	<p>Staff Development programme provided a wide range of events. Compliance modules often not popular. There was a focus on Mental Health etc. which was maybe not reflected in the paper.</p>		
SG.23.01.10	HR Policies due for Review		
10.1	<p>No policies or procedures presented to this meeting. A number expected to be presented to the next meeting in May 2023.</p>		
	<i>Derek entered 10.25am</i>		
SG.23.01.11	Health and Safety Update		
11.1	<p>Near Miss Update –</p> <p>Derek supported the information provided.</p> <p>This was presented as a reserved paper due to the description of the incidents potentially leading to the identification of injured persons.</p> <p>Going forward, the main paper will be provided as open business with the incidents only presented as a reserved item.</p> <p>Derek provided a brief update on incidents reported up until the writing of the report.</p> <p>Paul expressed concern regarding the low number of reported given the size and risk associated with the campus.</p>		

	<p>IHASCO training comprehensive but Derek to look at the near miss reporting training section and a decision made if this needs to be a separate training module.</p> <p>Paul noted that HSE guidance states there are circa 90 near miss reports per 1 incident report for 2022-23 period. UHI Moray has 1 near miss report out of 40 incident reports. This is a concern and a key indicator of safety culture and needs to drastically improve as soon as possible.</p> <p>Paul also requested that David get in front of near miss reporting with the SLT to promote use of the app and increase reporting.</p> <p>It was noted that adding specific near miss and incident reporting to the staff development programme will be progress against the 2022/23 goals.</p> <p>Continue to provide near miss and incident reporting at SGC – move to reserved items as required.</p> <p>It was also noted that it would be useful to gain figures from other colleges where near miss reporting is working well. Inverness College are a bit further ahead in safety culture and possible for statistics to be compared.</p>		
ACTION	Derek to confirm a training package/plan/status for near miss training.	DD	
ACTION	David to promote the use of the near miss reporting app with SLT with a view to encouraging all staff to use the app and increase reporting.	DP	
11.2	<p>Key Issues –</p> <p>Derek gave an overview and update regarding the issue of Fixed Plant Servicing in Engineering and 3 key actions – Formal maintenance contract to be secured, adding lathes to the inspection scheme. This has been a weakness but is improving.</p> <p>Estates to look at demonstrations of a new asset management system to improve planning of fixed plant maintenance and ensure compliance.</p> <p>Engineering Team to make a business case to replace the rest of the lathes (approx. 8-10 lathes).</p>		
11.3	<p>Air Quality – HVAC System Issues –</p> <p>Repair work at the Technology Centre has now been completed after a delay due to difficult accessing the motor.</p> <p>Other ongoing faults but Lecture Theatre should be resolved soon.</p> <p>It was noted that the HVAC System may have been affected by the closure of the building during covid.</p>		
11.4	It was noted that 2 incidents reported were as a result of students not wearing PPE. Safety signage for the Technology Centre has been procured which will emphasise the importance of wearing PPE.		

11.5	The 3 incidences of violence were discussed. It was noted that these were dealt with through the Student Disciplinary Procedure. Having this data available will allow any trends to be spotted and reported to the Health & Safety Committee.		
11.6	An unplanned evacuation yesterday was reported as a result of contractors working on the roof of Birnie Wing, just above the HVAC system for Speyside wing. It was reported that the fire service arrived within a couple of minutes, however, an issue had occurred on dialling 999 where the call centre operator was unable to confirm the location. Brian Dundas to engage with the Fire Service to feedback the issue which was as a result of confusion regarding the postcode.		
11.7	Serious issue regarding drugs found in a bag left in Student Services was noted. LDWs have been instructed to promote drug awareness with a view to involving community policing also.		
11.8	Current issue of vaping in toilets being reported, the unacceptableness needs to be strongly reinforced/policed.		
SG.23.01.12	Date of next meeting		
12.1	The next meeting will be held on 11 May 2023. It was requested that this meeting be rearranged due to the unavailability of the Convener.		
ACTION	El to communicate new date to committee members	EM	ASAP
	RESERVED ITEMS		
SG.23.01.13	Draft Reserved Minutes of Staff Governance Committee held on 24 November 2022		
13.1	This item is reserved, and the minute held in confidence.		
	<i>The meeting closed at 11.00am</i>		