STAFF GOVERNANCE COMMITTEE
Minutes of Meeting held on
Thursday 22 May 2025 at 1.30pm
in the Boardroom and by MS Teams

Present:

Roddy Burns (Chair)
David Patterson
Grenville Johnston
Clare Matysova
Stuart Cruickshank

In Attendance:

Carolyn Thomson
Derek Duncan (2.40pm – 3.10pm)
Alex Hastings (Minutes)
Eleanor Melton (Clerk)

Item		Action	Date
SG.25.02.01	**(i) Resignations**		
1.1	There were no resignations received.		
	(ii) Appointments		
1.2	There were no appointments made.		
SG.25.02.02	**Apologies for Absence**		
2.1	Apologies were received from Katy O'Connor.		
SG.25.02.03	**Any Additional Declarations of Interest including specific items on this Agenda**		
3.1	There were no additional declarations of interest received.		
SG.25.02.04	**Draft Minutes of Staff Governance Committee meeting held on 27 February 2025**		
4.1	Carolyn raised concerns with the wording in some sections of the minutes. Following discussion, the amendments were agreed. Following the agreed amendments, the minutes of the meeting held on 27 February were accepted as a true and accurate record: Proposed: Grenville Johnston Seconded: Clare Matysova		
SG.25.02.05	**Matters Arising of Staff Governance Committee meeting held on 27 February 2025**		
5.1	<u>**6.1**</u> – Complete – On Agenda		
5.2	<u>**9.1**</u> – Complete – Issues with the links on the UHI Moray have been resolved.		
SG.25.02.06	**HR Director's Report**		
6.1	Carolyn supported the paper, firstly, by giving an update on the NRPA. UNISON have submitted 6 months' notice on the NRPA, with talks ongoing about a potential split between teaching and support staff. This means that		

	going forward, the Board could be asked to approve two NRPAs. Carolyn added that the relationship amongst the trade unions is making the national landscape challenging for this. Carolyn provided background information regarding trade unions and the Job Evaluation proposal. UNISON and Unite both balloted members to either accept the proposal or concede that the project cannot be taken forward. It is unknown whether GMB members were balloted, however, GMB has highlighted its displeasure with the direction of travel. Carolyn advised that the project will be a mammoth task for all colleges across the sector. Carolyn noted that the HR team is beginning work on gathering the information required to track ALL members of staff since 1 September 2018. A project plan is being written up to navigate this work, this will include resource requirements. Carolyn advised that JE will now be included on the Risk Register. David highlighted the improvement in the relationship between employers and UNISON, compared to previous. The Scottish Government's commitment to funding the project has been taken off the SFC's balance sheet and despite this, it is still recognised as a notional amount. David pointed out that there was a fundamental flaw with the previous Job Evaluation questionnaire, adding that hopefully, this project will have more consistency and reliability. Roddy stated that the Parliament election will likely slow the process down further. David advised that the project has been estimated to last 18 months, however, this is unlikely, with at least 2 years being more feasible. Carolyn added that thousands of jobs will be evaluated across the sector, estimating that the total number will be around 3,500. Carolyn informed the Committee of the new active local representatives for Unison. There is still no local representative for EIS-FELA, however, confirmation has been received that both the dispute and the vote of no confidence have been dropped. It was noted that the most recent JCC meeting on 15 May was for information sharing only, due to quoracy issues because of no local EIS-FELA representative. The Equal Pay Statement 2024 and the Annual Equality Employment Data papers were noted and ratified by the Committee. Clare proposed that the data in the Gender Pay Gap be presented in quartiles. Carolyn advised that the next report will require an action plan to address the		

	gender pay gap, so will be changing the full report, meaning that quartiles could be used. Carolyn and Clare agreed to work together on this report. Clare also highlighted that the data in the employment report does not align according to the dates, with the data in Rosemary's report being a bit older. The Committee noted this update.		
SG.25.02.07	**Culture and Values Update**		
7.1	Carolyn supported the paper, updating members on the College Development Day actions and the professional review and development procedure. Clare asked for further information on the internal communications plan. Carolyn advised that this ties in with the staff noticeboards detailing 'You said, we did…' There is also an action rated as Priority 3 to develop an internal communication map and strategy. Carolyn asked the Committee to suggest a direction in terms of demonstrating culture and values. Roddy queried if change management was a consideration for staff development, especially regarding the Target Operating Model options. The Committee discussed whether UHI would be in charge of this. David drew attention to the UHI transformation questionnaire responses, with the College being amongst the lowest number of staff participating, adding that an insight into why there was a lack of engagement is sought. Stuart stated that having reviewed the form written by UHI, it seemed as though it was pushing for staff to agree that UHI were going in the right direction. Roddy stated that in terms of remit, the Committee are responsible for ensuring that staff are appropriately developed. Roddy queried if the Committee needs to ensure staff are trained and developed in order to handle change management that the Target Operating Model will require. Roddy added that staff and management thinking the College was not as prepared as it should have been, would be unacceptable. David added that at the 'Welcome Back' presentation for all staff, the need to engage with transformation discussions in order to get the best for the College and the community was highlighted. The problem is that it is difficult to know where significant account is taken for feedback, giving the example that discussions regarding the top slice are never fully responded to. Carolyn's update was noted by the Committee.		

SG.25.02.08	**Staff Development Activities**		
8.1	Carolyn supported the paper. The Committee noted this update.		
SG.25.02.09	**HR Policies Due for Review**		
9.1	Carolyn supported the paper, advising that the Employee Leaving Arrangements Procedure and Qualifying Period Procedure and the National Disciplinary Policy are provided as part of the timetable. The major changes in both procedures are detailing that the HR system Cintra is being used more than previously. Stuart suggested that the feedback from leavers be anonymised and reported back to the Committee. Carolyn stated that this could be done once a year, adding that the form is not compulsory for leavers, therefore, this may affect the number of responses. With regards to the Appeal Procedure of the Qualifying Period paper, Grenville queried whether the trade union representative or colleague is allowed to speak at an appeal hearing. Carolyn explained that there are rules regarding what the trade union representative can do in these meetings and the same rules would apply to a colleague. Carolyn added that neither can answer directly for the member of staff. The Committee noted and ratified both procedures and the policy.		
SG.25.02.10	**Health and Safety Update**		
10.1	Derek supported the paper. There has been a further Violence at Work incident since the paper was written. Derek advised that a physical contact policy has been drafted which is aimed at protecting staff to ensure they are not putting themselves at risk. Derek added that this is a precarious situation for site staff. Roddy asked what physical mitigations are in place such as panic alarms. David explained that there is a panic alarm at reception as it is the busiest part of the College. Derek added that there is a digital radio system with coding for emergencies as well. Grenville asked for further information on what is regarded as a 'Near Miss'. Derek explained that staff and students are encouraged to report narrowly avoided accidents. Derek added that Near Miss reporting still requires improvement in order to determine patterns.		

	Clare asked if the College has made any plans in reference to the Supreme Court ruling on sex and gender. Derek advised that the College is waiting on official guidance for the sector, adding that work will be done with HISA on this. The Committee noted this update.		
SG.25.02.11	**Target Operating Model Update - Verbal**		
11.1	David provided an update on developments with regards to the Target Operating Model, advising that a more coherent update will be presented to the Board at the next meeting. David advised that there has been a lot of disruption to developments over the past month due to the situation at UHI Perth. There is still a strong push to get things moving but the focus seems to have moved from what option the partnership will take forward to focus on what pathfinder projects can be identified. David explained that the deadlines remain the same, with external resource to procure the project approved by the SFC. The FBC is expected to come for the Board to review and feedback on. David added that consequences of a non-approval of the FBC, or any feedback is unknown at this stage. The Committee discussed the reasons for a lack of staff engagement with the information sessions. Carolyn stated that it is likely due to staff being fed up of change given the challenging FRP period over the past year, as well as a lack of tangible information. David informed the Committee of the feedback from the trade union briefing, where there had been very little response. David explained that the presentation does not give people information to feed back on. The Committee noted this update.		
SG.25.02.12	**Emerging Issues**		
12.1	El informed the Committee that today's meeting is Stuart's last as the support staff representative. Nominations for a new representative will be going out soon. Stuart was thanked for his contribution to the Committee.		
SG.25.02.13	**Date of Next Meeting – TBC**		
	Meeting closed at 3.30pm		

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