Final Version Minutes of the HR Committee Meeting

Held at 9.30am on Friday 29 May 2026

via MS Teams

Quorum: 2 members must be present

Present: H Stevenson (HS) Chair, J Dow (JD), J Wright (JW), L Neilson (LN), M Tierney (MT)

Apologies: M Coleman (MC), S Easton (SE)

In Attendance: A Blakey (AB), A Close (AEC), S Johnson (SJ)

No	Item	Action
26.2.01	**Welcome and apologies for absence** HS welcomed everyone to the meeting. It was noted that JW will join the meeting from 10:00. Apologies were noted as above.	
26.2.02	**Declaration of interest & to identify any items deemed to be confidential.** There were no declarations of interest. Item 26.2.07 was deemed to be confidential.	
26.2.03	**Minutes of the HR Committee meeting held on 27 February 2026** A minor adjustment was requested to the Probation Policy section of the minute. The minutes were approved, subject to being updated, as an accurate record of the meeting. Board Secretary to publish.	AB
26.2.04	**Outstanding Actions** There were no outstanding actions.	
26.2.05	**Matters Arising** There were no matters arising.	
26.2.06	**HR Report** SJ gave an overview of some of the key items within the report. **Employee Relations** It was reported that the Unison national officer has left the post, with no replacement identified to date.	

	Engagement with EIS-FELA has increased, particularly around pay claim discussions. An emergency meeting of CES is scheduled for next Wednesday, which JW will attend, which suggests further updates on the latest bargaining position. It was noted that employers are keen to seek a three-year deal, to avoid concurrent bargaining cycles. Employers are also attempting to reopen discussions on flexibility, including potential use of annualised hours across the academic year. **Recruitment** Recruitment activity over the past nine months has largely consisted of replacement posts, mostly part-time, with one maternity cover. The quality of applicants has generally been good. Two campaigns remain in progress, and two are approaching their closing dates. The Principal recruitment campaign closes today and interviews are scheduled for next week. MT will provide a written Chair's note for the Board with further detail. **Absence Management** The Committee noted that the costs of sickness absence continue to rise, although the college's own figures remain below sector averages. The majority of absence at the college relates to long-term cases, to which SJ provided a brief overview. It was noted that there a small number of serious health-related cases, which will impact absence levels in the next reporting cycle. All relevant cases have been referred to Occupational Health to ensure appropriate support is in place. **Staff Turnover** Detailed data was presented, including contextualised information for leavers. Efforts have been made to present the data in a more visual and accessible format. It was noted that the voluntary turnover figures include several fixed-term staff who secured alternative employment before the end of their contracts. There was one dismissal, and a small number of leavers who relocated away from the area. A RAG-rated workforce stability indicator was discussed. HS suggested introducing the RAG rating specifically for recruitment and retention, and advised that HR typically reviews this information annually, rather than by quarter. SJ to amend presentation of data. **Attendance Management** The Committee noted that April recorded an 8% absence rate. AEC highlighted that the majority of associated costs arise from teaching staff absence, due to the need for direct cover. For support staff, although two cases involve significant health conditions, cover can generally be absorbed within existing teams. As a result, the percentage rate appears high but does not carry the same financial impact as long-term teaching absence. SJ advised that figures	SJ

	may stabilise in the near future, with some staff returning from long-term sick leave. HS suggested presenting attendance data on an annual basis, to show overall trends. It was agreed that SJ would bring a full annual summary to the August/September cycle.	SJ
26.2.07	**CONFIDENTIAL –** see separate reserved minute *JW joined the meeting at 10:20.*	
26.2.08	**Risk Register** The Committee discussed the impact of the recent Transformation Summit. It was noted that if a similar communication was issued again, without clearer detail, there is a risk that staff may disengage entirely, contributing to the increased risk rating. MT reported that while the summit presented a positive tone, it did not fully acknowledge the challenges within the partnership. The college requires robust data and evidence before it can assess whether proposals are meaningful. The Committee also discussed the Job Evaluation risk. Although this currently shows as a downward trend, members noted that this may change depending on the final outcomes of the new pay and grading structure.	
26.2.09	**Employment Rights Bill Update** SJ provided a short update confirming the provisions of the Employment Rights Bill which came into force in April. The RAG table and action plan have been updated accordingly. No formal advice has yet been issued by Colleges Scotland. The matter has been raised through the HR Strategic Group to support a consistent sector-wide approach. It was confirmed that holiday records within the college's system are compliant. Regarding zero-hours and small contracts, definitions still remain unclear, which may have implications for the college once clarified.	
26.2.10	**Family Friendly Leave and Entitlements Policy** The Committee noted the policy and confirmed that it does not require Board approval. A query was raised regarding bereaved partner/paternity-type leave in the context of kinship care arrangements. The Committee discussed whether to incorporate clear wording or allow for an element of discretion, noting the need to avoid an overly open interpretation.	

	SJ will review how other colleges are approaching this before drafting suitable wording.	SJ
26.2.11	**Whistleblowing Policy and Procedure** The Committee noted that this is a Board-level policy, and consideration is needed regarding how the policy is overseen. It will be referred to the Board for noting, after which it will sit outwith the remit of the HR Committee.	
26.2.12	**AOCB** There was no further business to discuss.	
26.2.13	**Date of next meetings** Board – Friday 12 June 2026 HR Committee – Friday 28 August 2026	
	Signed by **…… Date ……** **Chair of HR Committee**	

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Outstanding Actions – HR

Item	Action	Responsibility	Deadline	Outcome
26.2.03	Board Secretary to publish minutes	AB	Aug 26	Complete
26.2.06	Amend presentation of staff turnover data	SJ	Aug 26	Complete
26.2.06	Report on attendance management data annually. Annual summary to come to August Committee meeting	SJ	Aug 26	Complete
26.2.10	Review other college's approaches to kinship care arrangements and draft wording for Family Friendly Leave and Entitlements Policy	SJ	Aug 26	Complete