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## **Minutes of the HR Committee Meeting Held on Tuesday 20 April 2010, 1400 Argyll Court**

Present: Linda McKay (Chair)  
Christina Potter

In attendance: Gayle Shotton (Company Secretary)

Apologies: Ray Harris  
Graham Johnstone

### **1. Declarations of interest**

There were no updates to the Declarations of Interest Register. Linda McKay wished to record that no charge was being made for *Scotland's Colleges'* use of the Forth Valley College Job Evaluation System.

### **2. Apologies**

Apologies were received from Ray Harris and Graham Johnstone. It was noted that Mandy Exley had resigned from the Board with effect of 1 April 2010 on taking up her new post as Principal of Jewel & Esk College.

### **3. Minutes of previous meetings and any matters arising**

- **9 December 2009**

The minutes were accepted as a true minute of the meeting and were signed by Linda McKay.

- **Matters arising**

The Committee requested that consideration be given to prioritising essential H&S training, currently frozen under the CPD freeze and that this should be communicated to all staff.

- **Rolling Action Points**

It was agreed that the "Chair of the Audit Committee" should be changed to the "Chair of the HR Committee".

### **4. Scotland's Colleges**

- **HR Modernisation/Harmonisation (Non-disclosure)**
- **Pay Award 2010-11 (Non-disclosure)**

### **5. JNCC / SCSA Minutes**

- **Statement of Intent and Constitution**
- **Minutes of 17 December 2009**
- **Minutes of 28 January 2010**
- **Minutes of 18 March 2010**

It was noted that the new Statement of Intent and Constitution was based on the SFEU JNCC document and therefore was a tried and tested model within which to work. It was also noted that, as a

separate legal entity, ASC staff were not represented through the negotiation and consultation arm of SCSA.

The minutes were noted. The JNCC request for Jon Watson to clarify the HR manager role was queried.

**6. HRM Report**

- **1 November 2009 to 31 March 2010**

The Committee noted the report

It was agreed that fire fighting and manual handling training should be prioritised given that the freeze on CPD had now been lifted.

**7. Continuous Improvement**

- **Review of meeting and supporting papers**

The Committee agreed that the papers provided were of good quality, were clear and straightforward. It was noted that in time, detailed reports may not be required and reporting by exception may be more appropriate.

**8. Schedule of 2010-11 Meetings**

It was agreed to move the HR Committee meetings scheduled for a Tuesday morning to 2pm on the same dates.

**9. AOCB**

It was agreed that there consideration should be given as to whether an additional Committee member should be sought following the retirement of Mandy Exley from the Board and Committee.

**10. Date of next meeting**

The date of the next meeting is Wednesday 14 July 2010 at 1030.

Signed ..... Date .....