

AGENDA

A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 1 June 2021 at 3.30pm. Please join via Microsoft Teams.

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

Briefing Session: Mental Health and Wellbeing – Karen Stenhouse, Vicki Anton and John Blakey

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	GD	N/A
2	Minutes of the Previous Meeting: 23 February 2021	Approve	GD	
3	Matters Arising / Actions Outstanding	Note	GD	2-2
Health, Safety and Welfare: Compliance				
4	Health and Safety Update	Note	AL	3-5
	4.1 Health and Safety Policy and Statement	Approve	AL	
Organisational Development and Human Resources: Transformational				
5	Delivering the Human Resource Strategy and Workforce Plan 2018 – 2023	Note	SR/ ZFH	
Organisational Development and Human Resources: Compliance				
6	Policies, Procedures and Strategies			
	Probationary Procedure	Approve	ZFH	
	Code of Conduct for Staff	Approve	ZFH	
	Learning and Development Strategy 2020-23	Approve	ZFH	
7	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
8	Minutes from Committees:	Note	ZFH	
	• JNC – Support Staff – 26 January 2021			
	• JCC – 26 February 2021			
	• JNC – Academic Staff – 12 March 2021			
Other Matters: Compliance				
9	Review of Remit and Self Evaluation and Annual Report to the Board	Discuss	GD	6-12
10	Date of Next Meeting Tuesday 9 November 2021 at 3.30pm	Note	GD	N/A



Key:	
	Outstanding and deadline passed
	Progressing and on target
	Complete

Health and Safety and Human Resources Committee

Actions Outstanding / Progress Made

	Date of Meeting	Action	Responsibility	Deadline	Comments
1	23.02.21	To recommend to the Board of Governors the approval of the Equalities Mainstreaming Progress Report.	S Reekie / Z Franklin-Hills	17.03.21	Complete
2	23.02.21	To approve the equal Pay and Gender Pay Gap Report 2020.	Z Franklin-Hills	31.03.21	Complete



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Health and Safety Update	
Date of Meeting:	1 June 2021
Purpose:	To provide an update on progress on health and safety matters since the last Committee meeting.
Intended Outcome:	Committee members are invited to note the progress made since the last meeting and the status of each item. Committee members are invited to approve the Health and Safety Policy and Statement.
Paper Submitted by:	Sue Reekie, Chief Operating Officer
Prior Committee Approvals:	Health, Safety and Wellbeing Committee
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	No
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Date of Production:	5 May 2021

Executive Summary

Health and Safety

COVID-19 Update

College has full Covid Risk Assessments in place as per Scottish Government Guidance, along with Covid Risk Assessments for activities within the College buildings and Scottish Prison Service Learning Centres. These are reviewed following any change in Scottish Government guidance and / or changes in Tiers.

Scottish Government guidance for the College is not aligned with other social distancing / meeting / socialising rules which makes it more challenging to maintain. This is being overcome by additional communications.

Monitoring process for possible or confirmed cases of Covid-19 and communications have been agreed with the Local NHS Team.

Roll out of Government Lateral Flow Test for all staff and students is in progress. Information on free test kits available via NHS has been passed to all staff and students. The College is still awaiting test kits on site from NHS.

From 17 May 2021, blended learning programmes in place with only students that require to attend a Campus attending on site.

Test and Protect monitoring is in place for staff via College Digital Services and students monitored through class registers and on-line registers.








Best practice information is shared through CDN Working Groups, local H&S networks for educational establishments and via College-wide Covid-19 Groups.

Remote / agile working and learning

- Working collaboratively with the Fife College Students' Association (FCSA) on Wellbeing programmes.
- The Health and Safety Team is developing new a Fire Evacuation Plan to pre-empt changes to staff working from home in the future.

Asbestos removal contract is underway at Glenrothes Campus.

Health and Safety Update

Indicator / KPI	Current Status / Trends / Works	Flag	Comment																				
Covid-19 Scottish Government Compliance	<ul style="list-style-type: none"> College monitors all current Scottish Government (SG) Guidelines for FE / HE Establishments and updates controls within the College. Overall Risk Assessment updated - current version 4. Risk Assessments for activities within College are in place. 		<ul style="list-style-type: none"> To meet SG guidance, H&S Team has been monitoring all control measures throughout the College to maintain compliance and report to weekly Covid meetings. 																				
Current Covid-19 Cases	<table border="0"> <tr> <td colspan="2">Semester 1</td> <td colspan="2">Semester 2</td> </tr> <tr> <td>Staff Positive</td> <td>- 10</td> <td>Staff Positive</td> <td>- 5</td> </tr> <tr> <td>Students Positive</td> <td>- 23</td> <td>Students Positive</td> <td>- 8</td> </tr> <tr> <td>Staff Self- Isolating</td> <td>- 12</td> <td>Staff Self-isolating</td> <td>- 5</td> </tr> <tr> <td>Students Self-isolating</td> <td>- 38</td> <td>Students Self-isolating</td> <td>- 10</td> </tr> </table>	Semester 1		Semester 2		Staff Positive	- 10	Staff Positive	- 5	Students Positive	- 23	Students Positive	- 8	Staff Self- Isolating	- 12	Staff Self-isolating	- 5	Students Self-isolating	- 38	Students Self-isolating	- 10		<ul style="list-style-type: none"> Any actions are confirmed through direct contact with Local NHS (Health Protection Team). To date, all cases investigated by NHS confirm that no cases originated from College buildings.
Semester 1		Semester 2																					
Staff Positive	- 10	Staff Positive	- 5																				
Students Positive	- 23	Students Positive	- 8																				
Staff Self- Isolating	- 12	Staff Self-isolating	- 5																				
Students Self-isolating	- 38	Students Self-isolating	- 10																				
Covid-19 Control Measure	<ul style="list-style-type: none"> Signage, 2m social distancing, face coverings, sanitiser stations etc all in place but reviewed regularly to identify improvements. Current review categories – signage, face covering compliance and one way systems. 		<ul style="list-style-type: none"> Weekly progress reports discussed at Covid Management Group meeting and actioned as required. Phased approach to introducing 2 way systems underway. Pilot scheme starting at Glenrothes Campus. 																				
SPS Contract	<ul style="list-style-type: none"> SPS - all centres are open with Fife College delivery throughout. 		<ul style="list-style-type: none"> Continued monitoring of procedures and regular discussions with SPS. H&S Team and SPS review of all safety procedures within Learning Centres complete. Union visits also complete. 																				
Covid-19 Communications	<ul style="list-style-type: none"> Throughout the pandemic, full communication and guidance has been developed and advertised to all staff through the College portal. These include frequently asked questions, all of which are regularly reviewed and updated. 		<ul style="list-style-type: none"> Internal communications are developing new communications to all staff and students for every new announcement made by the SG. To clarify changes (if any) on the college sector position. 																				
Accident /Incident Statistics	<ul style="list-style-type: none"> There have been no RIDDOR reportable incidents. Total Incidents Reported - 197 for period 2019/20. Last quarter - no incidents reported. New period 2020/21 - 16 incidents reported to date. 		<ul style="list-style-type: none"> Key area of activity is home working where the H&S Team has been coordinating extra equipment to staff to maintain a safe working area at home. 																				
External Audit	<ul style="list-style-type: none"> External Audit Action Log progressing. Fire Wardens in place throughout all Campuses. H&S KPI list to be approved. H&S media message drafted and to be filmed. 		<ul style="list-style-type: none"> Implementation and monitoring has been delayed due to Covid-19. Temporary Fire Evacuation process developed for Covid-19 pandemic. Developing new procedure to deal with staffing requirements due to home working. 																				



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Review of Remit and Self-Evaluation and Annual Report to the Board	
Date of Meeting:	1 June 2021
Purpose:	To undertake a review of the remit and self-evaluation of the Health and Safety and Human Resources Committee for academic year 2020-21, and to prepare an Annual Report to the Board giving an update on progress
Intended Outcome:	To agree any changes to the remit that may be required, and any improvements that can be made to the work of the Committee; to populate the Annual Report template with a view to finalising this at the next meeting and submitting it to the Board in October 2021
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	None
Equality and Diversity Implications:	None
Risks Assessed:	None
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	24 May 2021

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Review of Remit and Self-Evaluation

1 Introduction

The Board of Governors and each of its Committees is required to undertake a self-evaluation on an annual basis. It is also good practice to review the remit of each Committee annually. It was agreed as part of our External Effectiveness Review action plan that each Committee would submit an annual report to the Board of Governance to improve Committee reporting.

2 Feedback

Feedback is requested on all aspects of the Committee structure and the work of the Health and Safety and Human Resources Committee in particular. Members may wish to consider some or all of the following points:

- Timing of meetings
- Frequency of meetings
- The remit of this Committee – eg is it correct and it is too narrow / too wide, have all aspects been covered during this academic year, does it fit with the College's strategic priorities?
- Are there any gaps (in terms of this Committee or in reporting on key areas to the Board)?
- Information contained within papers – is it easy to understand or is more/less information needed?
- Are papers issued sufficiently in advance of meetings to allow adequate preparation?
- Do Board members have sufficient skills / knowledge to contribute to meetings or are there any gaps?
- How effective the work of the Committee has been via Teams and to discuss preferences for face to face or Teams meetings once Covid-19 restrictions ease

These points are indicative and you should feel free to add any other points that you think are relevant.

3 Remit

The current remit is attached. Members are invited to consider whether or not this remains relevant or if any changes are required.

4 Annual Report to Board of Governors

A template is attached and members are invited to use this a framework, suggesting input to the report and content to be added. This will be worked on over the summer by the Committee Chair and Director: Governance and Compliance with a view to it being finalised at the next Committee meeting and submitted to the Chair's Committee and Board of Governors at the start of the new academic year.

5 Recommendation

Members are invited to suggest any changes required to the remit or format of meetings, and to populate the draft annual report template to enable relevant updates to be provided to the Board of Governors. Additional feedback can also be provided by members to the Director: Governance and Compliance outwith the meeting.



BOARD OF GOVERNORS

Remit of Health and Safety and Human Resources Committee

1.0 Composition

The Health and Safety and Human Resources Committee will have a minimum of four members of the Board, one of whom shall be the Principal.

For a meeting to be quorate, at least three members must be present.

The Committee should have a range of skills and experience and at least one member should have a background in health and safety, organisational development or human resources.

Members of staff may be invited to attend all or part of a meeting where items of relevance are on the agenda, with the prior agreement of the Committee Chair and the Principal. The Chair of the Board may attend or be invited to attend meetings as an ex officio member of the Committee.

The Committee should normally meet three times per year.

2.0 Overall Purpose

The purpose of the Health and Safety and Human Resources Committee is to assure the Board of Governors that Fife College has in place appropriate policies and procedures to promote and safeguard the health, safety and wellbeing of staff, students and all stakeholders and satisfies current legislation. With regard to organisational development and human resources, it is to assure the Board of Governors that Fife College meets its ethical and legal obligations to staff and has appropriate strategies, policies and procedures in place to promote a positive and inclusive culture.

3.0 Remit and Duties

3.1 Health and Safety

- Ensure the overall health and safety policy of Fife College is reviewed and approve any changes to it at least annually
- Receive reports that detail the approach to health and safety in the College and provide reassurance to the Board of Governors that the College meets its legal obligations
- Ensure that action is taken to promote the health, safety and wellbeing of staff, students and others within the College



- Consider any reports from external enforcing authorities under health and safety legislation or other bodies and ensure that issues where weakness is identified are addressed fully by the College
- Receive regular reports and monitor trend information relating to incidents (such as accidents, ill health and near misses) and ensure that the College is taking appropriate action.

3.2 Organisational Development and Human Resources

- Contribute to, approve and monitor progress towards the organisational development and human resources strategies to ensure sustainability and fit with the overall strategy of the College
- Ensure effective arrangements are in place relating to talent management, succession planning, workforce planning and staff welfare issues, taking into account available budgets
- Receive statistical reports HR metrics and equalities monitoring and ensure that any key findings are addressed by the College
- Ratify or endorse employment policies and procedures ensuring that these meet legislative requirements
- Receive reports on Career Long Professional Learning (CLPL) opportunities available to staff, the take up of these and the impact on the College
- Ensure the College maintains positive dialogue with recognised trade unions and staff
- Ensure that statutory, contractual and other duties placed on the College through the national bargaining process are met

3.3 Other Matters

- Receive and review reports related to the work of the Committee prepared by external bodies

3.4 Reports from the Committee

- Report to each Board meeting relevant matters discussed within the Committee
- Report to the relevant Committee of the Board matters that impact on their remit

BOARD OF GOVERNORS OF FIFE COLLEGE
Health and Safety and Human Resources Committee
Annual Report to the Board of Governors: 2020-21

1 Introduction

The Committee has met on 3 occasions during academic year 2020-21.

2 Role and Remit of Committee

This is attached as Appendix 1. The Committee is satisfied that the duties delegated to the Committee by the Board have been carried out during the year.

The Committee reviewed the remit on 1 June 2021 and is content that the remit is fit for purpose and remains unchanged / wishes to propose the following changes be made.....

3 Membership and Attendance

Name	Status	Appointed	Attendance	
			Possible	Actual
J Anderson	Staff Member	01.08.19	3	3
J Burnett	Student Member	01.01.20	3	2
G Dickson	Non Executive	01.04.21*	3	3
H Hall	Principal	01.03.17	3	3
T Martin	Non Executive	01.10.16	3	3

*Garry Dickson was appointed to the Board of Governors on 1 April 2021. However he was co-opted to the Committee as a member for the period of this academic year.

Tony Martin was Acting Chair for 2020-21, and Garry Dickson assumed this role with effect from 1 April 2021.

4 Main Focus / Highlights of the Year

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5 Impact the work of the Committee has had on the Board / College

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6 Impact of Covid-19 on Governance Arrangements for the Committee

All meetings have been held via Microsoft Teams.....

7 Other Matters for Board's Attention

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8 Committee Key Priorities for Next Academic Year

