Board of Management

Meeting of the People and Culture Committee

MINUTE OF THE 1st MEETING (PCC1) HELD ON WEDNESDAY 29 OCTOBER 2025 AT 1500 HRS HELD IN ROOM C.06.106

Present	
Paul Little	Roderick Gillespie (Online)
Kathleen Davis	Stuart McDowall
Samantha Campbell	Flora Irvine-Hall
Stewart Robison (Convener)	
In Attendance	
John Gribben	Karen Acheson
Marcus Walker	Debbie Gordon
Allison Miller	Katrina Daly
May Miller	Sophie O'Raw (Minute)
Roy Gardner	
Apologies for absence	
Manira Ahmed	

Item PCC-1	**Apologies for Absence**	
Paper No:	Lead: Convener	Action requested: Noting
Decision/Action	The Committee NOTED apologies from M Ahmed. R Gillespie joined the meeting remotely. To support an effective meeting it was agreed that S Robison would assume the role of Acting Convenor.	

Item PCC1-2	**Declaration of Interest**	
Paper No:	Lead: Convener	Action requested: Noting
Decision/Action	None.	

Item PCC1-3	**Identification of Items to be Discussed Privately**	
Paper No:	Lead: Convener	Action requested: Noting
Decision/Action	None.	

Item PCC1-4.1	**Minute of the People & Culture Committee meeting held on 14 May 2025**	
Paper No: PCC1-A	Lead: Convener	Action requested: Decision
Discussion	The Committee APPROVED the minutes from 14 May 2025 as an accurate record of the meeting. The Committee NOTED that actions from its previous meeting were complete.	
Decision/Action	Approved.	

Item PCC1-4.2	People and Culture Committee Annual Report 2024-25	
Paper No: PCC1-B	Lead: M Walker	Action requested: Decision
Discussion	The Committee considered and APPROVED its Annual Report 2024-25. The Convenor advised the Committee that the Annual Report would be presented to the next meeting of the Board of Management for noting.	
Decision/Action	Approved.	

D Gordon joined the meeting

Item PCC1-5.1	Health & Safety Annual Report 2024-25	
Paper No: PCC1-C	Lead: J Gribben	Action requested: Discussion
Discussion	The Committee NOTED a Health & Safety Annual Report 2024-25 as presented by Vice Principal, People & Corporate Support and DISCUSSED the following key points: • Current Health & Safety arrangements in place across the College. • The assurance provided to both the Committee, and the wider Board, in relation to compliance and control measures. • Actions taken by the College to mitigate risks • The benefits of including near-miss reporting within the Annual Report. • Recent achievements by the College, including Faculty audits, an updated fire risk assessment, and participation in an Association of Colleges (AOC) benchmarking exercise. • The details of accidents and incidents recorded in the Annual Report. • The priorities of the Health & Safety Team for 2025-26. • The College's zero-tolerance approach to workplace aggression. The Committee NOTED that the College's Health & Safety approached remained largely reactive, with continued effort being made towards building awareness, training, and competency amongst staff and students. The Committee AGREED that the AOC Benchmarking Report should be made available to members – for information.	
Decision/Action	Circulate AOC Benchmarking Report	

Item PPC1-5.2	Health and Safety Monthly Reports	
Paper No: PCC-D	Lead: J Gribben	Action requested: Discussion
Discussion	The Committee NOTED the Health & Safety Monthly Reports as presented by Vice Principal, People & Corporate Support and DISCUSSED accident and incident statistics for the months of September and October 2025.	
Decision/Action	None.	

D Gordon left the meeting
A Miller joined the meeting

Item PCC1-5.3	Sustainability Action Plan	
Paper No: PCC1-E	Lead: J Gribben	Action requested: Discussion
Discussion	The Committee NOTED a draft Sustainability Action Plan as presented by Vice Principal, People & Corporate Support and DISCUSSED the following key points: • The continued development and refinement of the draft Sustainability Action Plan. • The resources available to the College to enhance sustainability. • The priorities, practical steps, and key areas of focus outlined within the draft Sustainability Action Plan. • The input provided by college and university sector specialists and the Environmental Association Universities and Colleges (EAUC) in developing the Plan. • The funding available to the college sector to reach Net Zero targets set by the Scottish Government. The Committee welcomed an opportunity to review an initial draft of the Sustainability Action Plan and AGREED that the second draft would be presented to the next meeting of the Committee.	
Decision/Action	People & Culture Committee to review a second draft of the Action Plan.	

A Miller left the meeting
K Daly joined the meeting

Item PCC1-5.4	OneCity Update Report	
Paper No: PCC1-F	Lead: J Gribben	Action requested: Discussion
Discussion	The Committee NOTED a review of the outcomes of the OneCity event held on 24 June 2025. The Vice Principal, People & Corporate Support informed the Committee that follow-up survey data indicated that the event had been a major success. The Committee welcomed the return of the event, following a six-year hiatus, and DISCUSSED the following: • The engagement of staff in the planning and delivery of the event through an Organisational Development led steering group. • The range of workshops and demonstrations available to staff throughout the day. • The important role of such College-wide staff events in reinforcing positive employee engagement and strong working relationships. • Based on the positive response to the OneCity event, the hosting of catch-up coffee morning across both campuses at the start of the academic year. The Committee NOTED that OneCity formed part of the wider People and Culture Strategy, which aimed to improve overall staff wellbeing and engagement levels.	
Decision/Action	None.	

Item PCC1-5.5	Job Evaluation	
Paper No: Verbal	Lead: J Gribben	Action requested: Discussion
Discussion	The Committee NOTED a verbal update from the Vice Principal, People & Corporate Support on the National Job Evaluation Scheme. The Vice Principal, People & Corporate Support informed the Committee that the College remained committed to fulfilling its statutory obligations to implement a comprehensive Job Evaluation process and was actively considering options for progression. The Committee NOTED that the anticipated financial impact of the Job Evaluation Scheme on the sector was estimated to exceed £100 million. The Vice Principal, People & Corporate advised the Committee that the Scottish Funding Council (SFC) had indicated that a revised business case would be prepared in accordance with Treasury Green Book principles, however, no way forward has been agreed. The Committee NOTED that, given the proximity to the upcoming Scottish Parliamentary Elections, the Scottish Government could seek to defer implementation. The Committee NOTED that preparatory work for the delivery of the National Job Evaluation Scheme continued, including the establishment of a National Project Board. The Committee DISCUSSED progress against the Job Evaluation Scheme and NOTED that the matter could warrant inclusion in the College's Strategic Risk Register, as part of its Quarter 3 review.	
Decision/Action	None.	

Item PCC1-5.6	HR Metrics Report	
Paper No: PCC1-G	Lead: J Gribben	Action requested: Discussion
Discussion	The Committee NOTED the HR Metrics Report as presented by the Vice Principal, People & Corporate Support. The Committee DISCUSSED the HR Metrics included from January to June 2025 and welcomed the highly comprehensive data contained with the report. The Committee NOTED that the College would commence the implementation of a new integrated HR system, which would streamline reporting processes. The Vice Principal, People & Corporate Support advised the Committee that system was scheduled to go live before the start of the academic year 2025/26, and further updates on progress would be provided to the Committee at its upcoming meetings.	
Decision/Action	None.	

Item PCC1-5.7	Staff Wellbeing & Engagement Survey Progress Report	
Paper No: PCC1-H	Lead: J Gribben	Action requested: Discussion

Discussion	The Committee NOTED a Staff Wellbeing & Engagement Survey Progress Report as presented by the Vice Principal, People & Corporate Support. The Committee NOTED that the Staff Wellbeing & Engagement Survey had been conducted by Robertson Cooper, an external provider recognised for its robust evidence-based approach, in 2024. The Vice Principal, People & Corporate Support advised the Committee that in response to feedback from the survey - and to ensure continuous progress - detailed operational action plans were developed and remained in active use. The Committee NOTED that Local EIS/FELA Branch recently conducted a Fair Work survey of their members; however, the methodology used had not been shared with the College. The Vice Principal, People & Corporate Support informed the Committee that to ensure transparency and compliance, an internal audit of Fair Work was currently being conducted by the Compliance team, with results expected to coincide with publication of the survey's outcomes. The Committee DISCUSSED the timeframe for the next Wellbeing & Engagement Survey which was scheduled to take place in AY 2026/27. The Vice Principal, People & Corporate Support informed the Committee that the College's focus remained firmly on continuous improvement and carrying forward current momentum.
Decision/Action	None.

K Daly left the meeting

Item PCC1-5.8	Strategic Risk Review	
Paper No: PCC1-I	Lead: K Acheson	Action requested: Discussion
Discussion	The Committee NOTED the completion of both the Q1 and Q2 Strategic Risk Reviews. The Committee DISCUSSED SR17 ('Negative impact of industrial action') and the decision taken during the Q1 review to reduce the net risk from 10 to 5, due to the progression of the support staff pay deal and the implementation of the lecturing pay deal. The Compliance Auditor informed the Committee that the strategic risk score remained in place following the Q2 review, although the status would continue to be monitored. The Committee NOTED that SR10 ('Failure to recruit and retain suitable staff') remains at a net risk score of 16. The Compliance Auditor advised the Committee that this reflected the ongoing challenges associated with the College's financial position, and due to this limited funding was available to support the upskilling and growth of staff. The Committee acknowledged the change recorded for Q1 and NOTED that all strategic risks would be considered again as part of the Q3 review in January 2026.	
Decision/Action	None.	

Item PCC1-6.1	IT Progress Report

Paper No: PCC1-J	Lead: S Renton	Action requested: Noting
Noted	The Committee NOTED the IT Progress Report.	

Item PCC1-6.2	**Equality, Diversity & Inclusion Update**	
Paper No: PCC1-K	Lead: J Gribben	Action requested: Noting
Noted	The Committee NOTED the Equality, Diversity & Inclusion Update.	

Item PCC1-6.3	**Estates and Facilities Management Report**	
Paper No: PCC1-L	Lead: J Gribben	Action requested: Noting
Noted	The Committee NOTED the Estates and Facilities Management Report.	

Item PCC1-7	**Any Other Notified Business**	
Paper No: Verbal	Lead: Convener	Action requested: Noting
Noted	The Committee NOTED update from the Principal highlighting that an internal effectiveness review of the HR department had been commissioned. The Principal advised the Committee that a final report would be considered by the Executive Leadership Team in January 2026, and an update would be provided to the next scheduled meeting of the Committee.	

Item PCC1-8	**Review of Meeting**	
Paper No: Verbal	Lead: Convener	Action requested: Noting
Decision/Noted	S Robison thanked members for their attendance and contributions and welcomed feedback. R Gillespie thanked S Robison for acting as Committee Convenor on his behalf.	

Item PCC1-9	**Disclosability of Papers**	
Paper No: Verbal	Lead: M Walker	Action requested: Noting
Decision/Noted	No changes were proposed.	

Item PCC1-10	**Date of Next Meeting**	
Paper No: Verbal	Lead: Convener	Action requested: Noting
Decision/Noted	The Committee NOTED that its next meeting would take place on 18 February 2026.	

ACTIONS FROM MEETING

Item	Description	Owner	Progress Update

PCC1-5.1 29 11 25	**Health & Safety Annual Report 2024-25:** Provide AOC Benchmarking Report	JG/DG	In-Progress
PCC1-5.3 29 11 25	**Sustainability Action Plan:** Second draft to be refined before next People & Culture Committee.	JG/AM	In-Progress