**MINUTE OF HUMAN RESOURCES COMMITTEE MEETING HELD VIRTUALLY ON Monday 18th OCTOBER 2021 AT 2PM on 8x8**

## **Present:**  Karen McMillan (Chair)

Ian Johnstone

Jim Weir

Sandra Loney

# In Attendance: Kathleen McCutcheon, Chief Executive

 It was noted that there was no postage on 2 Board members envelopes so they were either not received or had to be paid for.

**1. (a) Apologies**

 None

 **(b) Record of Potential Conflicts of Interest**

 Item 10 – Senior Officer Remuneration Package

**2. Matters Arising**

HR MSc student work was very disappointing and we haven’t taken anything of value from this.

**3. Minutes of 19/04/2021**

The minutes of the meeting of 19/04/21 were proposed by Jim Weir and seconded by Sandra Loney.

**4. Update on Staff**

 We have taken some staff via the Kickstarter Programme that Invest in Renfrewshire are running but so far we have found the trainees poor. We will see how this goes over the next few months.

One staff had Covid but is now back at work.

Sickness from colds and flu has increased so we are asking staff to work from home if they have colds and flu.

The big news is that Head of Technical, Elaine Thomson has announced her retirement in March 2022. A Board report will be presented in October and November about this.

**5. Health & Safety Report – Q1 &Q2**

The Committee noted the content of the H&S Report.

**6. Staff & Board Training – Q1 & Q2**

The Committee noted the content of the Training Report.

**7. Staff Code of Conduct**

The Committee approved the report.

**8. Model Terms & Conditions**

The Committee noted the revisions to the T&C’s.

**9. MENTAL HEALTH & WELLBEING POLICY**

There was a discussion about anxieties around a return to the office and Covid and how these are impacting on staff.

There was a discussion around how stress is dealt with in the organisation.

The Committee approved the Policy with the revisions to the Policy suggested.

**10. CE Remuneration Package**

The Committee noted the report.

**11. AOCB**

There was some discussion about reducing the Sub Committee’s to 2 meetings per year given the addition of a development sub. This will be discussed further at the Board meeting in October.

There was some discussion regarding the Staff Appraisal process. The CE has researched some new system and is keen to adapt the Hillcrest system. A full report will come to the next HR or Board as appropriate with staff appraisals for everyone being completed in June 2022 and reported outcomes in August 2022.

It was agreed to suspend the CE appraisal this year until the new system in place in 2022.

Committee approved the changes outlined above.

**12. DONM**

The next meeting will be Monday 17TH January at 2pm on 8X8 Board unless this changes after the Board meeting in October.