



Fife Cultural Trust

HR Committee Meeting

14th November 2018, 4 pm, Iona House

Present: Fiona Davidson (Chair), David Caldwell, Councillor Ian Cameron

Attending: Kirsty Keay, Rachel Thomson, Lisa McGrotty, Diane White (Minutes)

Apologies: Heather Stuart

1. Welcome and Apologies

FD welcomed everyone to the meeting and informed the group that Cllr Graeme Ritchie had stepped down from the Subgroup, she expressed her thanks to him for the work he had undertaken on behalf of the Trust and the Subgroup. It was agreed that a card should be organised. The apologies were noted above.

Action – A thank you card for Cllr Graham Ritchie to be organised on behalf of the HR Subgroup.

It was agreed that the item on the opening hours review would be dealt with next on the agenda.

2. Opening Hours Update

RT reported that the second round of one to one meetings of the consultation period would be finished tomorrow. This was in time for the 1st December deadline. RT felt that staff now had a greater understanding of the rationale behind the changes, and that the meetings had been positive in the main. RT reiterated that Sharron McColl was a great support during the consultation and one to one meetings. RT Comfortable with where the consultation is and staff are happy with changes made in the majority. After the consultation closes in December, Terms and Conditions would be reissued to staff. FD asked that a Project closing summary and the details of any refusals to be brought to next HR Committee Meeting. This should take the form of a one-page summary project implementation review, including things to be proud of, things that could have been changed, and the learning obtained from the consultation. FD expressed her thanks to Rachel and Sharron for their hard work during the consultation.

Action - one-page summary project implementation review to be brought to the next meeting

3. Declarations of Interest

There were no declarations of interest

4. Minutes of the Meeting of 6th August

The Minutes were recorded as an accurate record of the meeting and staff were thanked for producing the minutes so quickly.

5. Matters Arising/Action Points

- 1 Tracker system to be revisited by March Meeting and policies need to be looked at again
- 2 VSS – After discussion with Fife Council, Trust staff are no longer comfortable with closing VSS due to the clarity required on budgets. This should be removed from the action list
- 3 Close
- 4 Policies need a new feel for FCT rather than Fife Council, and a review of these was needed. In future, it was hoped that policies would be submitted in batches through ET, then HRC, then Board. With help from Sharron the policies would then go to Debbie at Unison for info. Without any comment within 2 weeks, the policy will be adopted. It was thought to be clear upfront on any changes to policies. It was agreed that the first draft Absence Management Policy which has gone through ET to be brought to March meeting.
- 5 No update due to changes in Operations dept. At Staff Day agreed survey to be undertaken on uniform/dress code. What's the purpose and rationale? Do temporary staff pay? This to be asked. Discussion around different areas of the businesses and different needs.
- 6 Close
- 7 Close
- 8 Timeline First Draft with LMcG for Friday this week, to go to Dec Board for noting if suitable. LMcG to send to FD if suitable to go to Board
- 9 Close
- 10 Close
- 11 Close

Action - It was agreed that the Social Media Policy should be renamed as guidance and be signed off as live. This should be noted to the Board.

Action – First draft of absence management policy to come to the next meeting

6. Risk Report

Risk Report - Recruitment and PVG would be looked at as one of the new policies. KK explained that Strike action should be added as a financial risk to the organisation. Strike action was possible in 2019 as the pay offer had been rejected. It was agreed that this should be added to the Risk Report. There was some discussion around the impact of strike action on Customer Service. Any update to come to Board Meeting.

Action – Strike action to be added to the Risk Report

7. Performance Report

LMcG ran through the performance report. FD confirmed that future reports did not need to contain so much detail. FD and LMcG to discuss this. It was agreed that for the Health and Safety section, patterns and trends were needed rather than detail along with the context of the information. Health and Safety information should only be reported if it is of concern, but left out completely if not. Information on Short Term Turnover (within 12 Months) was needed.

Action – FD and LMcG to discuss the information required for the performance report

8. Nominations and Remuneration Committee

There was some discussion around the Nominations and Remuneration Committee paper. It was agreed that the changes needed to be sent through Fife Council before the AGM. It was agreed to take out the word “Ideally” in the section on composition of Independent Directors. It was agreed that the remit of the Nominations Committee will be changed, and the remuneration aspect removed. The Board would be sent both Remits when complete.

Action – Changes to be made as agreed to the Nominations Committee remit, the changes sent to Fife Council and then be sent to the Board for the 6th Dec meeting to be ratified at the AGM.

9. Casual Worker Review

KK ran through the update on the Casual Worker Review and reported that Supervisor Training would take place in January, part of this will be an update on the review and then they will be given information on how to manage Casual Staff. Guidelines would be available at this point.

Action – An update to be brought to the next meeting on how this is being progressed.

10. Staff Survey

KK explained that the survey after the Staff Day generated 108 answers with over 600 text responses. Andrea Quinn was currently analysing the data. KK explained that a Staff Forum and focus groups would be created on the back of the survey, and that cover, time and space would be made available for frontline staff to attend. KK reported that Heather would update the Board on this in her report on 6th December.

11. Recruitment Review

LMcG reported that the Recruitment Review was now in process. The project will be delivered in January, but will be completed in December. The review covered the whole process from resignation through to induction. There was some discussion around the importance of exit Interviews.

12. AOCB

HR adviser position has been advertised. Male and Female applications (43) Thought to be a good response. 7 shortlisted, interviewing next week.

13. Chair’s Business

FD explained the situation around Board Recruitment. It was agreed that FD, DC, and HS should set up a meeting to discuss Board Recruitment and succession planning. It was agreed that a change to Articles of Association was needed regarding reappointments of Directors, to extend some Directors terms. KK to speak to Burness regarding changes to Articles.

Action – KK to speak to Burness regarding the Directors reappointments.

FD reported that the Board Trip to the “Rip it up” Exhibition had been a good day

DONM - TBC