



**Fife Cultural Trust**  
**HR Committee Meeting**  
**8<sup>th</sup> May 2018, 4 pm**

**Present:** Fiona Davidson (Chair), Cllr Graham Ritchie, Cllr Ian Cameron,

**Attending:** Heather Stuart, Kirsty Keay, Julie Aitchison, Caroline Rochford, Diane White (Minutes)

**Apologies:** David Caldwell

**1. Welcome and Apologies**

FD Welcomed everyone to the meeting, the apologies were noted above.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes of the meeting of 5<sup>th</sup> February**

FD reported that on page three of the previous minutes, an action point had not been captured. It was agreed that the volunteering policy needed to be approved by the trade unions.

The spelling of Debbie Thompson's surname needed to be checked and changed if appropriate.

**Action – Volunteering policy to be approved by Trade unions to be added to the action log.**  
**Action – DW to check and change the spelling of Debbie Thompson's Surname if appropriate.**

**4. Matters Arising/Action Points**

It was agreed that:

Action points 1, 2 & 3 would become forward planning for the new Ops Manager and then be removed

Action point 4 had been subsumed into another action.

Action point 5 - data provided on absence in current reports so this was complete

Action point 6 - FD explained the definition of whistleblowing. All policy actions (6-10) should be rolled into one and a review of the policy log becomes a priority. A Standing item on policy to go on the HR Committee agenda for the next meeting

Action point 11 – noted as complete

Action point 12 – noted as closed

Action points 13 - 16 noted as closed

Action point 17 – Has this action gone to trade unions? KK to find out

Action point 18 & 19 – noted as closed

Action point 20 – covered later in the meeting

Action point 21 – 25 - noted as complete

Action points 26 – 28 – should be consolidated into one action

**Action – Action log to be updated as per notes above**

**Action – A review of the policy log to be done as a priority**

**Action – A standing item of Policy to be added to the HR Committee Agenda from the next meeting**

**Action – KK to ask if the volunteering policy has gone to the Trade Unions and send it through if not**

## 5. Casual Workers Review – Paper 1

CR ran through an overview of the Casual Workers Review. The overview covered such areas as:

- Meetings with Venue Managers
- Identifying issues and considering changes to current staffing, recruitment, technical, and Venue Manager duties
- The creation of a Customer Services Assistant role, mainly in Libraries and Museums but can be utilised in any venue
- Staff induction to be widened to support staff throughout
- Programming team will begin to capture details of staff needed for each event. This will help to become proactive around staffing for events.

There was some discussion around the report but it was felt that it was a very good starting point. It was felt that stability for the staff and flexibility for the organisation could be worked towards using this report. It was agreed that a brief summary of this paper should be given to JNCF and also to the June Board Meeting.

**Action – A summary of the Casual Workers Review paper to go to JNCF and also the June Board Meeting**

## 6. HR Performance Report – Paper 2

KK ran through the HR Performance Report and highlighted some issues including:

- Absences in Q4 are more than double the equivalent quarter last year. This is a very high figure even with the Flu virus taken into account. KK thanked Ross Manning for working up this information. There was some discussion around this. CR will be working with staff to make sure return to work forms are completed properly.
- Leavers in Q4. Are Exit interviews always offered? Are these completed by form or face to face meeting? It was felt that the kind of questions asked and type of feedback sought would be important going forward.
- Recruitment in Q4 attracted more applications from men but more women were appointed. Recruitment procedures altered in Q4 made a difference. Acceptance of CVs thought to be positive. Video clips from interviewees were thought to be valuable.
- It was agreed that specific actions included in the HR Performance Report would not be tracked through the HRC as they were operational issues, however HRC would like to see updates on included in the next report.

## 7. Risk Report – Paper 3

KK ran through the Risk report and reported that:

- The risk around temporary contracts had been removed as they had all been extended to 30<sup>th</sup> Dec due to the Library Opening Hours Review.
- The lack of HR knowledge and skills was the largest risk. There was some discussion around this.

- PVG had been flagged due to the risk to the organisation. Checks were being made to address this, but only staff who were in very specific roles needed to be checked.

**Action – Section 3 and 3.1 to be colour coded to show the difference between sections 3 (current risks) and section 3.1 (previous risks)**

## 8. Library Opening Hours Review – Paper 4

June Souter and Joanne Tierney ran through the overview paper. The update covered such areas as:

- Aligning staff needs with customer and business needs.
- A communications team will be created in the development stage to advertise changes.
- Staff consultation will take place when the model is worked up, but Venue Managers have been consulted.
- A new project manager would be appointed very shortly
- It was felt that if the Trade Unions were on Board early this would be positive. Strong messages about customer satisfaction, consistency and sustainability can come from this.
- Some discussion around VSS and Early/Flexible Retirement.

It was agreed that update papers should come to JNCF and Board. The history and context to be included. A presentation would be given to the Board on 6<sup>th</sup> June. The HR committee agreed that they are happy with the direction of the review and that they are comfortable in principle with staff consultation/engagement in future. Communications with Fife Council to be discussed with Cllrs Ian Cameron and Graham Ritchie. June and Joanne were thanked for their hard work on the review.

**Action – Updates on the Library Opening Hours Review to go to JNCF and the Board**

**Action – Presentation on Library Opening Hours Review to be given at the 6<sup>th</sup> June Board Meeting**

**Action – Communications with Fife Council regarding the Opening Hours Review to be discussed with Cllrs Ian Cameron and Graham Ritchie.**

## 9. Non-Executive Director Recruitment Plans – Paper 5

KK ran through and explained the background to the paper. It was thought to be an excellent paper, to be turned into an action plan in the same tone and voice. It was agreed that the statement about recruiting people “not like us” should be changed. It was felt that this paper could be used as a template for any recruitment and that it should go to the Board once complete.

**Action – The statement about recruiting people “not like us” to be changed**

**Action – This paper to be given to the Board once it was complete**

## 10. Chair’s Business

FD asked what could be done about TU engagement, and backlog of policies. This to be discussed at JNCF and KK will raise this with Sharron McColl.

There was some discussion around the policy tracker and how this can be used to help prioritise policies. KK would pick this up in a few weeks’ time.

KK reported that there had still been no final confirmation of the Management Fee.

**Action – TU engagement and backlog of policies to be discussed at JNCF**

## 11. AOCB

There was no AOCB. It was agreed that this had been a productive meeting. JA and DA were thanked for their work on the papers.