**Please note that this meeting was not quorate and therefore no formal decisions were made. Any outcomes below will be ratified at the next committee meeting, due to be be held on 5th August 2019, to ensure that any decisions are made by a fully quorate meeting of the Committee.**

**Present:** Fiona Davidson, Chair (FD)

Councillor Ian Cameron (IC)

**Attending:** Kirsty Keay, Director of Corporate and Commercial Development (KK)

Lisa McGrotty, Head of HR (LM)

Julie Aitchison, Corporate Business Coordinator (JA)

**Apologies:** David Caldwell, Chair of the Board (DC)

1. **Welcome and Apologies**

FD welcomed everyone to the meeting. The apologies were noted above
2. **Career Ready**

FD and IC enjoyed hearing about the mentoring scheme and agreed this should be taken forward with the Management Team.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Minutes of the meeting of 4th February 2019**

The minutes were accepted as an accurate record of the meeting.

1. **Matters Arising/Action Points**

|  |  |  |
| --- | --- | --- |
| Action Reference | Description | Status |
| 3 | Social Media Policy | Closed |
| 4 | Absence Management Policy | Closed |
| 5 | Risk Register: Strike Action | Closed |
| 6 | Performance Report Evolution | Closed |
| 8 | Casual Worker Review | Closed |
| 11 | Absence Comparison | Closed |
| 12 | Staff Engagement Strategy | Closed |
| 13 | Staff Privacy Notice: Contractors  | Ongoing |

**6. Libraries Opening Hours Review – Paper 1**

 KK provided an outline of the review covering the work completed to date, next stages and associated risk

KK answered question from the committee in relation to peripatetic hours, branch relief and recruitment of casual staff.

FD requested that HRC have sight of the work plan for stage 3 when this was available and the outcome from the LOHR review.

1. **Budget Report – Paper 2**

KK gave an overview of the budget position for FCT during the 2019/20 financial year and the impact this will have on FCT staffing resources.

The committee were advised that FCT is currently in negotiation with Fife Council regarding the management fee for 2019 and beyond. FCT have been asked to re-submitted the spend to save proposals previously put forward as an alternative to some/all of the savings for due consideration.

 The committee discussed the possible outcomes of opening the voluntary severance scheme.

1. **HR Strategic Update – Paper 3**

FD thanked LM for her work in refining the paper and made further suggestions to distil the information provided.

FD requested policies due for review at the next HRC be sent to her in advance for comments**.**

Learning and Development are not currently represented in the report this is to be addresses with a view to include information relating to our statutory and discretionary training and associated budgets.

Further discussion around the People Strategy and timeline required.

1. **Board Recruitment & Mentoring**

KK advised 8 notes of interest have been received following the Board Recruitment Event on the 8th April, next stage interviews will take place on the 14th and 30th May.

Review of the Board Induction Pack is underway.

1. **Risk Report – Paper 4**

KK provided an outline of the current highest risks that are linked with staffing and people at FCT. Providing details of upcoming discussions with FC around the increase in living wage, inflation and the affect this has on lower pay grades along with the recruitment implications.

There was discussion around the definition of a risk v issue in relation to the TU relationship item. KK advise that an agreed date was still to be found to share learnings from MWC.

FD suggested that a Staff Engagement Strategy was needed to map out the timeline and action required to mitigate the Staff Survey risk.

1. **Chair’s Business.**

JNCF Meeting – Increasing frustration that all suggested dates for May and June had been rejected, options are now being looked into for July.

Events at V&A – Would be beneficial to share best practice and understand more about how the local community are being engaged with creatively and how fund raising is being related to exhibitions/events.

1. **AOCB**There was no other Competent Business

**Date of Next Meeting: 5th Aug 2019**