

**BOARD OF MANAGEMENT**

**Report to Human Resources Committee**

# 19th February 2020

The purpose of this report is to update the Human Resources Committee on relevant staffing matters.

# 1. Executive Summary

1.1 Organisational development update;

1.2 Health and wellbeing update;

1.3 Equality and student focused initiative update;

1.4 National bargaining update;

1.5 Staffing changes and current vacancies;

1.6 Review of relevant policies;

1.7 HR system update;

1.8 Health and safety update.

# 2 Detail of Summary

## 2.1 Organisational Development

The College is committed to delivering a diverse range of activities to encourage all staff to be empowered to develop their own professional learning and to further embed innovation in the teaching and support areas of the College.

The key areas within Organisational Development (OD) include:

* Professional qualifications
* Professional learning opportunities
* Career Review System
* Investors in People

**2.1.1 Professional Qualifications**

# Teaching Qualification Further Education (TQFE)

The College is supporting an additional 8 members of staff in completing their TQFE during 2019/2020.

Under the provisions of the National Joint Negotiating Committee (NJNC) the College will also ensure that all lecturers undertaking a recognised lecturing qualification for 2019/2020 receive remission on the basis of 150 hours reduction in class contact time over an academic year. Line managers are requested to ensure that lecturers have one full day with no class contact for the duration of the course.

# Other Teaching Qualifications

The College is currently supporting 11 staff through their PDA in 2019/2020 and a further 15 staff will undertake Assessor and Verifier qualifications.

## 2.1.1 Professional Learning Opportunities

Evaluation data from staff development day Monday 16th of December was positive and can be seen in the Appendix A.

Our new health, safety and compliance package WorkRite launched on the 16th December staff development day. There are 24 courses available and conflict resolution will also be included in the coming months. The platform will be used for mandatory GDPR training and annual DSE assessments. Appendix B provides an overview of the health and safety training incorporated and the completion rates as at 31st January 2020.

Our next staff development day will be held on Friday 6th of March and a copy of the draft programme is attached in Appendix C. Scheduled sessions include promoting positive behaviour strategies, differentiated learning in the classroom, Turnitin, fraud awareness, basic and advanced teams and basic first aid.

Our equality focused sessions include disability equality awareness for managers, gender-based violence, equality impact assessments, menopause café and mental health and wellbeing.

We will also roll out a new mandatory Corporate Parenting e-learning module for staff.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 17th February 2020.

To improve the safety of our students and staff through the provision of easily accessible assistance and treatment in the event of an accident, we have trained a further 18 first aiders to bring our total up to 35.

Staff CPD log submissions for July – December 2019 is 80.16%.

## 2.1.2 Flexible Workforce Development Fund

As an Apprenticeship-levy paying employer we receive up to £15,000 back in funding to upskill and reskill our existing workforce. Our 2019/20 budget will be allocated as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **SCQF**  **Level** | **Start Date** | **Course Duration** | **No.**  **of staff** | **Cost** | **Total Cost** |
| PDA Teaching in  Scotland’s  Colleges | Level 9 | 28/11/2019 | October  2019 -  May 2020 | 11 | £300 | £3,300 |
| Introduction to  British Sign  Language | Level 3 | 11/03/2020 | 10 weeks | 20 | £103 | £2,060 |
| Mental Health and Wellbeing Award | Level 5 | exp.  10/03/202  0 | 12 weeks | 18 | £500 | £9,000 |
|  |  |  |  |  |  | £14,360 |

## 2.2 Health and Wellbeing

### 2.2.1 Absence Management

The absence report detailing the levels of absence over the fourth quarter period 1st October to 31st December 2019 was provided.

Staff absence continues to be a high priority, and significant efforts are made to support staff to attend work. Every absence is followed by a formal return to work interview with the appropriate manager, and trigger point meetings with the Principal or Depute Principal and HR staff also take place as appropriate.

Professional occupational health and counselling services are used to support staff attendance. The College has recently appointed PAM Assist as the new Employee Assistance Provider for the College. PAM Assist will provide a 24/7 confidential support service to all staff within the College and plans are underway to promote the new service.

### 2.2.2 Planned Health and Wellbeing Initiatives

On the 15th January 2020 the College hosted its first Menopause café. It is an agenda-free discussion about all aspects of the menopause and was open to all staff to attend. The café was a huge success and on the 6th March 2020 staff development day we will be running a session to launch the College’s new Menopause Policy. We’ll be joined by guest speaker Collette Stevenson, Depute Provost and Councillor for East Kilbride Central South. Collette is an advocate in advancing the discussion and support for menopause and played a key role in campaigning for South Lanarkshire Council’s menopause policy, the first Local Authority in the UK to do this. We will then host our menopause café. We want to get everyone talking about the menopause, all genders and ages.

The College has benefitted from valuable support from Cycling Scotland to help promote cycling as a sustainable mode of transport among our staff and students. A Cycle Officer's position was funded for 9 months during academic year 2018-19 with great success. The college has now been awarded the Cycle Friendly Campus award with distinction for a period of three years. This will allow our college to also soon become a Cycle Friendly employer. We currently have a new Sustainable Travel Officer in post for academic year 2019-20. The post is part-funded by Paths for All to continue to promote and encourage active travel among our staff and students. Both posts have been managed by Bright Green Business.

In support of the Clean Air College campaign NHS Lanarkshire, in conjunction with Healthy Working Lives, are once again bringing their Go with Flo programme to the College. Go with Flo is a way of supporting students and staff through the first few weeks of their stop smoking attempt. FLO is a telehealth system that provides behavioural and motivational support via text messages to mobile phones, free of charge. Stop Smoking Nurse Advisers are also on site on a Wednesday at lunchtime to provide behavioural support during the sessions as well as providing relevant products and taking the Carbon Monoxide (CO) readings. Each participant is provided with their chosen product and supported with the FLO text messaging service. The programme started on January 29th and runs for 12 weeks with Love to Shop Vouchers at the end of weeks 4, and 12 for smoke free participants.

The College will be participating in the Kiltwalk on 26th April 2020.

Fitness classes and the running group continue and are facilitated by a professional personal trainer.

The staff choir continues on a weekly basis and is well attended.

Lighter Weighs provide a slimming class to ensure that staff continue to benefit from the class on a weekly basis. We also continue to promote the healthy eating by working with Inspire to provide half price porridge, fruit and soup to staff and students.

The Mindfulness class which takes place every Thursday, is open to both staff and students and continues to be well attended, proving a success. We have now opened an additional class on a Thursday evening, and this is open to staff, students and the public.

We have also continued with the visiting chiropodist and turbo trainers are available to staff.

### 2.2.3 Mental Health

The Mental Health Working Group met on January 22nd and a number of items were actioned and discussed, Appendix F.

Plans are underway to support Mental Health Awareness week from 18th to the 22nd of May 2020. The Mental Health Foundation have set the theme as ‘sleep’ therefore some of the activities will focus on the connections between our sleep or lack of it and Mental Health.

Since the start of the new year the College’s Marketing Team has been running a Motivational Monday campaign posting inspirational quotes on social media.

On Thursday 21st November the College hosted our first Promoting Positive MENtal Health event aiming to encourage more men to talk about their own mental health and highlight the different support services available. A variety of local mental health organisations supported the event which was also an opportunity to highlight all the fantastic internal support services available at the College.

There are currently 29 members of staff ASIST trained.

## 2.3 Equality and Student Focused Initiatives

### 2.3.1 Planned Equality and Student Focused Initiatives

The Equality Group met on October 30th and a number of items were actioned and discussed. A copy of the minutes are provided in Appendix G.

The College attended a cross college event hosted by Advance HE in

December 2019. There are 3 other colleges involved in the project; New College Lanarkshire, Borders College and Ayrshire College. Each college presented on what they were working on now and their plans going forward.

As part of the project the College has secured an internship to work on the project supported and funded by Inclusion Scotland. These internships give valuable paid work experience to help disabled people develop their careers. The College will benefit from learning more about supporting disabled staff and colleagues and developing further understanding of accessible recruitment practices. The internship will also be involved in testing the new online recruitment process to ensure that it is fully accessible. The College Project Plan is provided in Appendix H.

The HR team have launched the annual staff equality monitoring process and an overview of the returns will be provided in May 2020.

On Friday 20th March the College is celebrating Down’s Syndrome

Awareness Week and World Down’s Syndrome day by hosting a ‘Lots of Socks’ event. Students and staff will be invited to wear their own odd and wacky socks. The significance of socks is that a chromosome looks a little like a sock and people with Down’s syndrome have an extra copy of the 21st chromosome. On the same day the College is also hosting a ‘Tea for 21’ tea party for students and staff in the Bistro. Both events will provide an opportunity to raise awareness and have conversations about Down’s Syndrome.

The LGBT + Champions group met on January 28th and a number of items were actioned and discussed. This included the Student Association working towards the LGBT Charter of Youth Bronze Award and the College renewing the LGBT Charter Foundations award which expires in 2021. The group also discussed LGBT History Month in February which the College is very proud to be celebrating and supporting. 2020 is a very special year marking the 20th anniversary of the repeal of Section 28 (Clause 2A) in Scotland. There’s lots going on for students and staff to show their support for the LGBT+ community. SLC/LGBT ally badges are available from the main reception or Human Resources. A lunchtime Pride Stride is taking place around the campus on Thursday 27th February. In the spirit of PURPLE FRIDAY on Friday 28th February the College is hosting its very own Pride event when the college will be festooned with rainbows and purple ribbons and students and staff will be invited to WEAR PURPLE to show support for the LGBT+ community and to stand up against homophobia, biphobia and transphobia.

On Wednesday 27th November the College signed up to the Armed Forces Covenant. The College is committed to ensuring those who serve or who have served in the Armed Forces, and their families are treated fairly. This provides a clear message to the Armed Forces community that the College cares.

### 2.3.2 Neurodiversity

As an inclusive and diverse organisation the college is committed to being neurodiverse.

The College is aware that being neurodivergent will usually amount to a disability under the Equality Act 2010 and we therefore has a legal obligation to make reasonable adjustments to the workplace and the individual's role that will remove or minimise any disadvantage to them. An overview of the College’s approach to neurodiversity is included in Appendix I.

## 2.4 National Bargaining

### 2.4.1 Lecturing Staff

The terms and conditions of employment implementing the NWPA have been updated and agreed with the Joint Negotiating Committee in January 2020. It is anticipated that they will be finalised and issued to all lecturing staff in February/March 2020.

### 2.4.2 Support Staff

All Role Outline questionnaire for support staff within the College have now been submitted and the evaluation process commenced on Monday 11th November 2019.

## 2.5 Staffing Changes

Details of leavers, new staff and current vacancies – as also details of temporary staff that have gained permanency.

## 2.6 Policy Update

The following policy are included for review and approval:

Appendix K – The Menopause Policy

## 2.7 HR System

The HR team are currently piloting the recruitment phase of the MyHR System with a view to launching in December 2019.

## 2.8 Health and Safety

The Health and Safety Group met on the 4th December 2019 and a number of items were actioned and discussed, Appendix L.

The College undertook a Health and Safety Audit and a copy of the report is provided in Appendix M.

A quarterly report covering the period 1st October 2019 to 31st December 2019 is attached in Appendix N. This provides a summary of the accidents/incidents for the period. The Health and Safety Group will review the statistics and discuss the trends at the February 2019 meeting. It was noted that there were no unexpected patterns relating to the period. There were no RIDDOR incidents.

There have been no patterns of absence identified relating to mental health. The Health and Safety Group will continue to monitor this and recommend any further actions to reduce the likelihood of recurrence, where necessary.

## 2.9 Recommendations

It is recommended that the Human Resources Committee:

**3.1.1** Note the organisational development update;

**3.1.2** Note the health and wellbeing update;

**3.1.3** Note the equality and student focused initiative update;

**3.1.4** Note the national bargaining update;

**3.1.5** Note the staffing changes and current vacancies;

**3.1.6** Note the review of relevant policies;

**3.1.7** Note the HR system update;

**3.1.8** Note the Health and Safety update.