

HR COMMITTEE

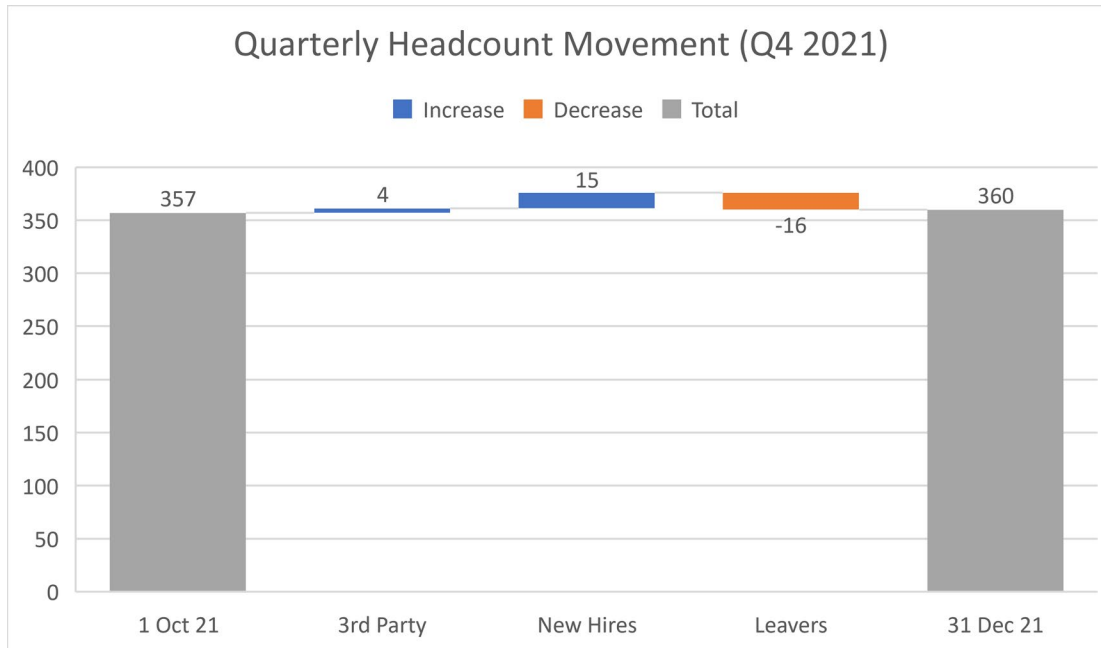
DATE:	February 2022
TITLE OF REPORT:	10-22 Quarterly HR Report
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with a quarterly update on HR matters.
KEY RECOMMENDATIONS/ DECISIONS:	The Board is asked to: 1. Note the updates relating to staff.
RISK	1. Impact of COVID-19 on the health and wellbeing of employees. 2. Business, employee and student impact of long term and/or frequent absence.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none"> • Headcount Management. • Health & Wellbeing. • Employee Engagement. • Learning & Development. • Performance. • Employee & Industrial Relations. • Maintenance of Accreditations.

1 INTRODUCTION

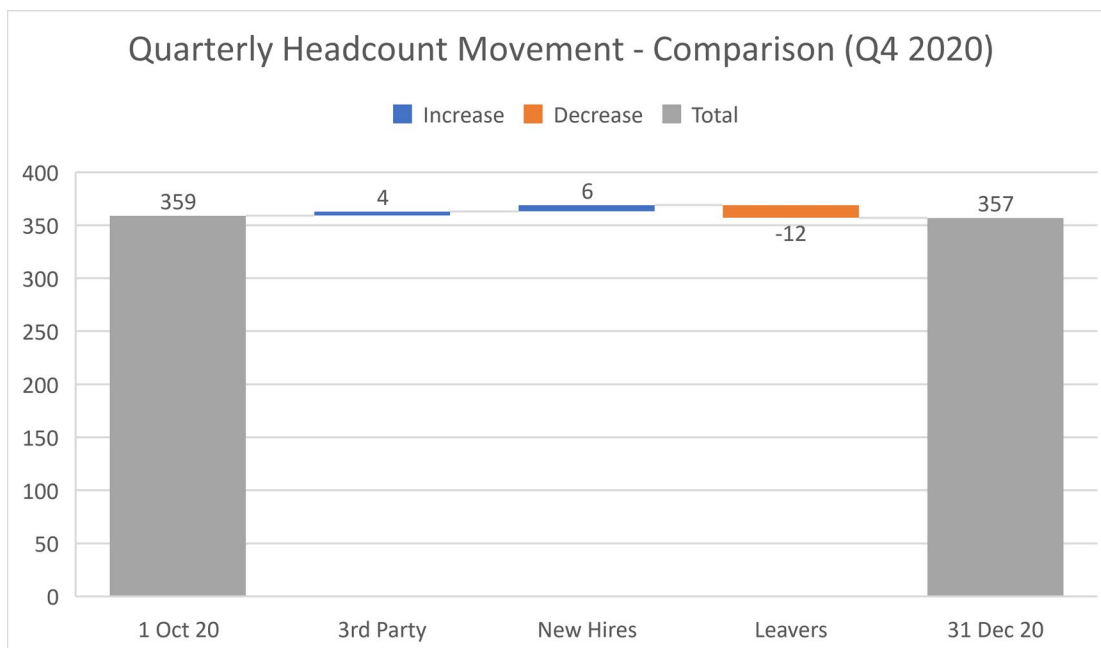
1.1 This paper provides an overview of HR matters for South Lanarkshire College for the period of 1st October to 31st December 2021.

2 HEADCOUNT MANAGEMENT

2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a slight movement in headcount over the period, with 4 x 3rd party contractors, 15 new hires and 16 leavers.



The following graph shows a comparison to the prior year, which has slightly less activity.



2.2 Recruitment

Recruitment activities during the period are shown below:

Position	Reason	Status 8th February
Associate Principal – Faculty of Business	Replacement post	Closing date to be extended
Head of IS	Replacement post	Internal appointment
Admissions Advisor	Replacement post	Internal appointment
Curriculum Manager – Construction	Replacement post	Pending PVG and references
Customer Service Adviser/Printroom Operator	Replacement post	Closing date 18.02.22
Training and Employment Assistant (2 posts) (Full-time and Part-Time, Temporary)	Additional and replacement posts	Appointments made
Support For Learning Assistants (2 posts, Permanent, Part-Time)	Additional and replacement posts	Appointment made
Lecturer – Carpentry and Joinery	Replacement post	Closing date 14.02.22
Lecturer – Health and Social Care (1.5 FTE)	Additional posts	Appointment made – 1 FTE Interviews to be arranged – 0.5FTE
Lecturer - Life Science (Science) (0.5FTE)	Additional post	Internal appointment
Lecturer - Life Science (Social Science) (0.5FTE)	Additional post	Internal appointment
Lecturer – Plumbing and Gas	Replacement post	Internal appointment
Secondment Opportunity – Quality Unit (0.5 FTE)	Additional post	Internal appointment
Student Counsellor and Student Counsellor Placement	Replacement post	Pending PVG and references
Plumbing and Gas Technician	Replacement post	Closing date 09.02.22
Lecturer – Electrician	Replacement post	Closing date 09.02.22
Lecturer – Early Education and Childcare (Fixed Term 0.5 FTE and Pool)	Replacement posts	Closing date 08.02.22
Evening Class Administrator	Replacement post	Shortlisting with manager
Health, Safety and Environment Advisor (Temporary, 0.6FTE)	Additional post	Interviews to be arranged
Health & Safety Coordinator (Permanent, Full-Time)	Replacement post	Closing date to be extended

3 HEALTH & WELLBEING

COVID-19 and mental health initiatives continue to be at the forefront of our Health, Safety & Wellbeing efforts.

3.1 COVID-19 & Flu Vaccination

The situation is beginning to normalise and therefore support staff numbers have carefully increased on campus. Faculty colleagues and students have been on summer holidays for some of this period and will be returning to campus in a careful, managed way with on-campus priority being given to practical class content and delivery.

We continue to follow our protocol agreed with NHS Lanarkshire as required and to submit our weekly COVID-19 statistics to the Scottish Government.

The College, as part of the Health & Wellbeing programme, offered flu vaccination vouchers to all staff, through the Boots Corporate Flu Vaccination Service. This was in place of the onsite Flu Clinic we offered prior to the pandemic. 150 (43%) staff took up the offer of the vouchers, and feedback received was positive, particularly around the flexibility of being able to book a time and place that worked for each individual. The voucher scheme also proved to be more cost effective for the organisation, than having the service on campus.

3.2 Mental Health

Mental Health Working Group

The Group continues to meet on a regular basis to review and offer solutions for identified mental health challenges across the College.

On 3rd February the group supported the promotion of See Me's 'Time to Talk Day' on through social media. The aim of the day was to encourage people to start a conversation on mental health with a real focus as well, on what we can all do to make sure we're listening, not just talking.

The next meeting is taking place on the 16th of March. Included on the agenda, is the planning of activities to support and celebrate Mental Health Awareness week 9-15th May. The theme this year, set by the Mental Health Foundation is "loneliness".

Mental Health First Aiders

Following the delivery of four courses the College now has 25 fully trained Mental Health First Aiders. In collaboration with Kirsteen Newman, Curriculum Manager for Health and Social Care and the Mental Health Working Group, we will be finalising our internal processes, guidance and support networks for trained staff prior to launching and promoting.

3.3. Wellbeing Initiatives

Staff Smile Boxes

On what is commonly known as 'Blue Monday' we were delighted to launch our staff smile boxes as recognition and thanks for staff contributions throughout an uncertain and challenging time. Each member of staff received a wellbeing box which included treats, tools

and ideas to support wellbeing and to help relax and enjoy some self-care. These were extremely well received by staff and managers.

Wellbeing Programme 2022

The Re-Accreditation Short Life Working Group considered ways in which we can increase and improve engagement with staff wellbeing activities over and above our current offer. A subgroup was devised and have now proposed a yearly programme of activities for staff starting in February 2022. The programme was designed by incorporating staff views gathered through a survey. It was encouraging that the majority of staff said they would want to undertake more wellbeing activities at work. A communication plan will promote activities throughout the year. Proposed activities and dates are below:

Date	Activity
February	Menopause information session
March	Book club and cycling week
April	Outdoor fitness class
May	Mental Health week
June	Wellbeing and engagement day including financial wellbeing
July	Take a holiday!
August	Half day programme of fitness sessions
September	College wide step challenge
October	Weekly Friday quiz
November	SLC Salon Beauty treatments voucher and Movember (mental health)
December	Non email day
January	Nutritional focus - Healthy snacks and recipes

Give Blood

Prior to Covid, the NHS brought their Donation Pods onto the campus so that the College community could donate blood. We haven't been able to do this over the last two years and unsure whether we will be able to have them onsite this year. In the meantime, we are working with the NHS to promote the service through social media and onsite promotions.

4 EMPLOYEE ENGAGEMENT

The College is about to embark on an optimization of our approach to employee engagement to improve the current approach and to introduce a planned, data-driven approach.

4.1 Employee Journey & Experience

The College will enhance HR-related processes and implement appropriate automation to improve the employee journey and experience. We will be hiring a process specialist to join the team around March for around 6-9 months to support this.

4.2 Employee Engagement & Internal Communications

The College continues to issue fortnightly updates to all colleagues, to provide a platform for continues awareness of College-wide activities. This continues to receive positive feedback on providing an awareness for colleagues.

The College Leadership Team recorded a Christmas message which was circulated to all staff as part of staff development day on Monday 20th December. The update included recent achievements, successes and news from cross college departments and faculties and special thanks to staff for all of their hard work and effort throughout the year. We will continue to seek and utilise new ways of communicating with staff to build higher levels of engagement and employee voice.

4.3 Equality, Diversity & Inclusion

The Equality Group met on Tuesday December 14th, when a number of items were discussed and actioned. A key focus of the meeting was to discuss plans to develop a workshop for the group, to create and implement a project plan for each Equality Outcome.

The outcomes of the workshop will be form part of the next HR Committee Report.

The next meeting of the group is taking place on 17th March.

Leaders in Diversity Award

The National Centre for Diversity awarded South Lanarkshire College, the Leaders in Diversity Award for the fourth time. We are Scotland's only College to achieve the Leaders in Diversity Award. <https://nationalcentrefordiversity.com/>

The award demonstrates our ongoing commitment to equality, diversity, and achieving an inclusive culture, in which everyone feels valued.

The award also recognises the commitment of the College community, and the cross-college short life Re-Accreditation Working Group, who worked collectively to achieve.

On congratulating the College, Solat Chaudry, Chief Executive of the National Centre for Diversity wrote: "The Leaders in Diversity journey and achievement of the standard gives a positive message to all the stakeholders, internal and external. Each person should be congratulated for their input and success of the organisation. Congratulations on your success to date. We wish you all the best in the future and look forward to working with you in the years to come".

4.4 Employee Recognition

The short life working group which focusses on the employee recognition framework has agreed on a phased approach, which starts with annual awards and thank you messages. Phase two will be enabled by technology and will look at peer recognition and spot-recognition.

5 LEARNING & DEVELOPMENT

5.1 The following graph shows the current learning & development activities across the College. The graph does not include individual CPD requests which are reviewed and undertaken on an ongoing basis.

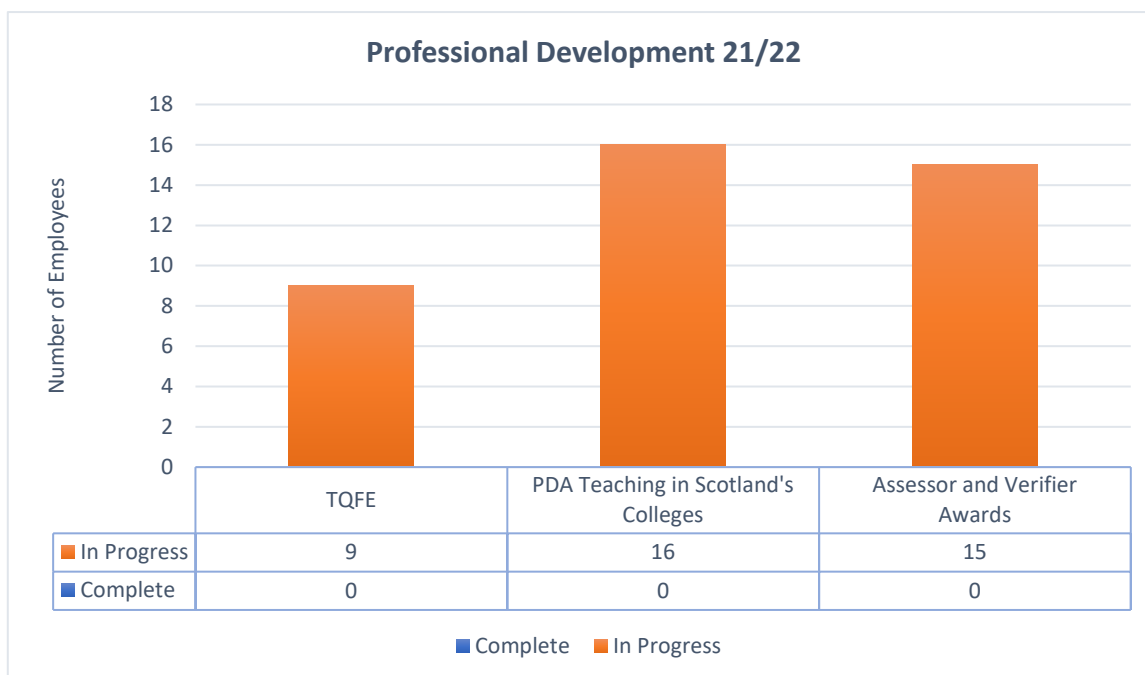


5.2 The following graph shows the current Professional Development activities across the College. The new TQFE and PDA cohort one started in September 2021. The PDA cohort two started in November 2021. A brief explanation of each qualification is noted below:

TQFE – The Teaching Qualification in Further Education is the recognised in-service teaching qualification for FE lecturers in Scotland. The qualification is completed at Degree (SCQF 9) or Postgraduate (SCQF 11) level.

Professional Development Award (PDA) Teaching in Scotland's Colleges – Qualification at SCQF level 9 intended for college lecturers who have subject specific expertise but no formal teaching qualifications. The PDA is used to prepare staff for progression to the TQFE.

Assessor and Verifier Awards – Qualifications for assessors and verifiers of regulated, taught qualifications. Ensures consistency in application of quality assurance and that occupational competence requirements of lecturers are met.



5.3 Staff Development Day

Our December staff development day provided team development time in the morning and fun, light-hearted sessions in the afternoon. Due to further Covid-19 restrictions we had to postpone multiple 'taster' sessions that intended to showcase our staff talents from across the college.

Team development time in the morning was used by managers in a way that provided most value and benefit for their teams. Teams engaged in industry or trade related training, sharing best practice, collaborative team planning, self-directed learning and wellbeing sessions.

The following table shows the number of employees who participated the scheduled afternoon sessions.

Staff Development Day Monday 20th December 2021	
Course	No. Employees
Knit and Natter	15
Re-energise for the New Year	16
Online Fitness Class	11
How to Crack Christmas Hosting	14
Mindfulness	8
British Sign Language – A Whole Lot of Christmas	7
TOTAL	71

6 PERFORMANCE

It is essential to ensure the College continues to be strategically aligned with performance.

6.1 Career Review

The new Career Review process was launched on 5th October and a new cycle of career reviews have begun. All departments across the college have been engaging in career review conversations with all expected to be complete by June 2022. The outstanding system development is to be completed by IT within the next three months to allow HR to accurately manage, analyse and report career review data and statistics. Following the successful completion of the career review cycle HR will undertake surveys and focus groups to evaluate the effectiveness of the new system and process and to ensure we continually improve the manager and employee experience. It is intended that phase two of the Career Review process will launch at the beginning of the new academic term. Phase two promotes best practice and will include a 'My Discussions' section that encourages staff to engage in more informal, frequent conversations and mid-year reviews.

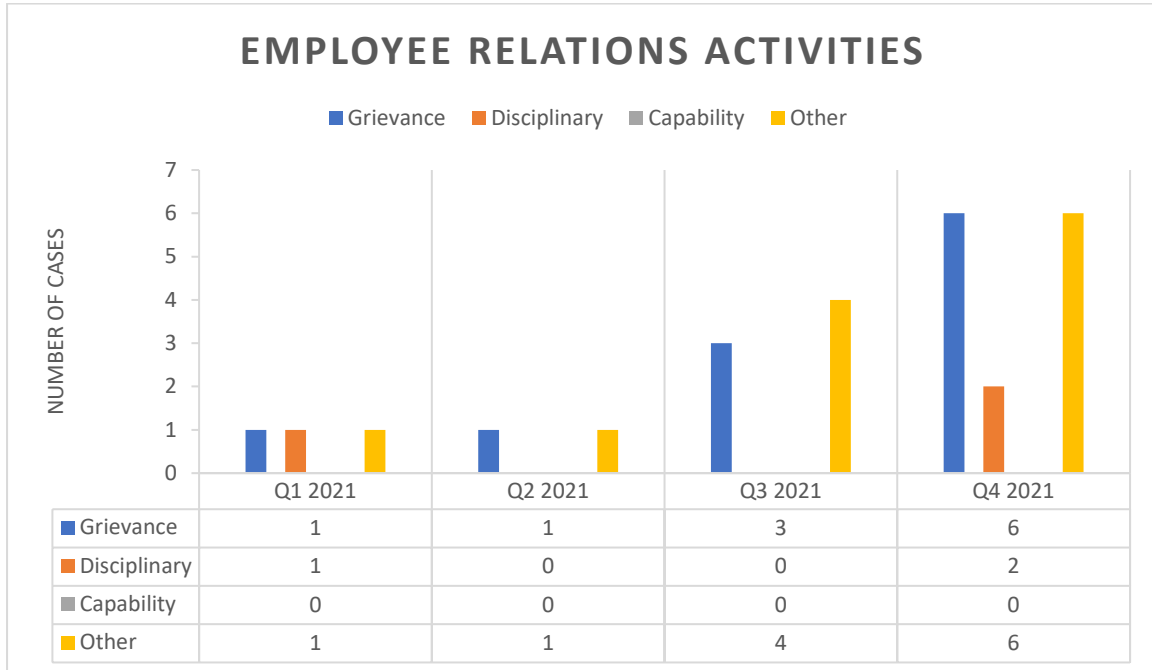
7 EMPLOYEE & INDUSTRIAL RELATIONS

7.1 Contracts of Employment and Job Descriptions

Contracts of Employment and job descriptions for College Management and Lecturers are currently being reviewed. The JNC is involved in these discussion as follows:

- **Curriculum Managers:** as a result of national bargaining, CMs are now deemed 'promoted lecturer level 3' and have had a salary increase to reflect this. APs are currently reviewing the CM job descriptions in line with the NJNC national agreement. The revised contracts of employment for this cohort are being prepared for issue by the end of April 2022. It is recognised that additional support and training may be required to support delivery of new tasks.
- **Lecturers:** Revised Contracts have been approved by EIS-FELA and have been issued.
- **Deputy Head of Faculty:** (3 staff) - job descriptions and contracts being prepared. The revised contracts of employment for this cohort are being prepared for issue by the end of June 2022.
- **Heads of Department:** job roles were previously evaluated and further work is required to review salaries (currently being undertaken as part of the national evaluation) and to update Contracts to reflect a three month-notice period. The revised contracts of employment for this cohort are being prepared for issue by the end of June 2022.

7.2 Employee Relations



Several employee relations activities are delayed beyond policy and procedure due to governance intervention and involvement.

7.2 National Issues

The support staff settlement for 2020/21 has now been concluded and the confirmation received from Colleges Scotland. This was provided within the May pay run.

We are awaiting the outcome of the job evaluation exercise for support staff.

8.0 Maintenance of Accreditations

Maintenance of all three accreditations identified the following key actions, which are all currently in train:

1. Alignment of Career Review process with strategic priorities and values - **completed**
2. Automation of Career Review process - **completed**
3. Create and implement a College-wide recognition program – **in progress**
4. College-wide succession planning focussed on all people manager and critical roles – **in progress**