

## **BOARD OF MANAGEMENT**

### **Report to Human Resources Committee**

**12<sup>th</sup> November 2019**

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

#### **1. Executive Summary**

- 1.1 Workforce profile overview;
- 1.2 Organisational development update;
- 1.3 Health and wellbeing update;
- 1.4 Equality and student focused initiative update;
- 1.5 National bargaining update;
- 1.6 Staffing changes and current vacancies;
- 1.7 Review of relevant policies;
- 1.8 HR system update;
- 1.9 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 Scottish Funding Council (SFC) staffing return for 2018/2019 was submitted in October 2019. It was reported that during 2018/2019 138 members of the teaching staff were qualified to TQFE or held a direct equivalent, as recognised by the Scottish Government. This represents 84% of teaching staff who were employed by the College during 2018/2019. This was an increase of 15% on 2017/2018.

The College is supporting an additional 8 members of staff in completing their TQFE during 2019/2020. A breakdown per faculty is provided in Appendix A. 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 SFC return also reported that during 2018/2019 70 staff held other teaching qualifications which are not equivalent to TQFE. This is a slight increase of 3%. The majority of these have a PDA in Teaching. In most cases, the priority for these staff will be to progress to TQFE in the next academic session. In some instances, staff may be required to undertake L&D Units beforehand, to meet the demands of College's provision.

It is anticipated that the College will support 13 staff through their PDA in 2019/2020 and a further 15 staff will undertake Assessor and Verifier qualifications in 2019/2020.

### **2.1.1 Professional Learning Opportunities**

The next staff development day is scheduled for the 16<sup>th</sup> of December 2019. The College will also be providing sessions on learning and teaching including Evaluative Writing.

There will continue to be a focus on equality and health and wellbeing with a number of sessions planned to support staff including, ASIST Tune-Up, Mental Health and Wellbeing and Autism Awareness.

The College will also be launching a new Corporate Parenting e-learning module and the new Health and Safety training package provided by Workrite.

A session on the new HR Recruitment System Training for Managers will also take place.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 2<sup>nd</sup> December 2019.

An overview of the management training programme for middle management at Operational Manager/Curriculum Manager level is provided in Appendix B. The next session is planned for December 2019.

Plans are underway to launch the Health and Safety training in October 2019.

The Learning and Development team have also recently completed a programme of Boardmaker Training.

### **2.1.2 Career Review**

The College recognises the importance of Professional Update in the development of staff and is committed to ensuring that all lecturers have:

- A responsibility to consider their development needs
- Confirmation that they have maintained the high standards required of a lecturer

The current Career Review process is being reviewed to ensure that it captures the Professional Standards for lecturing staff.

The College has commenced the Career Review cycle for 2019/2020.

## **2.2 Health and Wellbeing**

### **2.2.1 Absence Management**

The absence report detailing the levels of absence over the second quarter period 1<sup>st</sup> July to 30<sup>th</sup> September 2019 is provided in Appendix C. Appendix D provides the full quarterly report.

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.

### **2.2.2 Planned Health and Wellbeing Initiatives**

Our Health and Wellbeing event took place from the 22<sup>nd</sup> to the 25<sup>th</sup> October 2019, Appendix E.

The event was a success and once again proved useful for both students and staff. The College hosted an EXPO in the Atrium with a diverse range of organisations hosting information stands and we offered staff the flu vaccination.

In addition, the College also supported blood donations again this year. This was open to students and staff and Scotblood collected 47 donations.

The events students also organised Pink Day on Friday the 25<sup>th</sup> of October 2019 in support of Breast Cancer Care. A total of £1531 was raised for Breast Cancer Now, the research and care charity.

The College was delighted that 108 staff received their winter flu vaccination. Staff also had the opportunity to get their blood pressure and BMI checked by the HNC Care and Administrative Practice Students.

During November 2019 the College will be supporting the Movember Campaign to raise awareness of men's health. The Movember Foundation is a leading charity which tackles some of the biggest health issues faced by men: prostate cancer, testicular cancer, and mental health and suicide prevention. A team of staff will be taking part in the MoRun event in Glasgow on Sunday 10<sup>th</sup> of November 2019.

A group of staff also participated in the Great Scottish Run on Sunday 29<sup>th</sup> September 2019.

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 the 11<sup>th</sup> of September 2019 and a number of items were actioned and discussed.

The College supported World Mental Health day on the 10<sup>th</sup> October 2019. An overview is provided in Appendix F. This year's theme was suicide prevention and the College was supported by Lanarkshire Action for Mental Health (LAMH), K Woodlands, the Student Association and the Chaplaincy team who hosted information stands.

The College is currently reviewing the Employee Assistance Programme provider to ensure that we are providing a service that meets the needs of our staff. It is anticipated that a new provider will be in place by December 2019.

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 Wednesday 30<sup>th</sup> October 2019 and a number of items were discussed and actioned. A copy of the minutes will be provided to the February 2020 HR Committee.

The audio induction loops from Deaf Action were installed in the College in October 2019.

Dyslexia Awareness Week is taking place from the 4 to the 9<sup>th</sup> of November and the College will be promoting the campaign throughout the College and on social media.

The College is reviewing the provision of accessible toilets to increase accessibility. The hoist in the 3<sup>rd</sup> floor toilet (350) has been replaced with a smaller hoist. The College is also looking into installing a Changing Place Accessible toilet which has extra features than standard accessible toilet.

The College is delighted to be part of a project with Advance HE to support colleges in developing positive action measures for disabled staff recruitment. The project is launched in June 2019 and the College is currently finalising the project plan which will be shared with the HR Committee in February 2020.

The Head of HR attended an event on 'Menopause in the Workplace' during September 2019. The College is organising a Menopause Café to increase understanding of how the menopause is affecting the staff in the College and support the development of the Menopause Policy. This is scheduled to take place in November 2019.

## **2.4 National Bargaining**

### **2.4.1 Lecturing Staff**

The terms and conditions of employment implementing the NWPA have been updated and discussed with the Joint Negotiating Committee on the 21<sup>st</sup> August 2019. It is anticipated that they will be finalised and issued to all lecturing staff in November 2019.

### **2.4.2 Support Staff**

All Role Outline questionnaire for support staff within the College have now been submitted and the evaluation process is now confirmed to commence on Monday 11<sup>th</sup> November 2019.

## **2.5 Staffing Changes**

Details of leavers, new staff and current vacancies are attached in Appendix G. The temporary staff that have gained permanency August to September 2019 is 3.133 FTE.

An overview of the current workforce profile is provided in Appendix H.

## **2.6 Policy Update**

There are no policy updates noted for approval.

## **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 next Health and Safety Group meeting is scheduled for 4<sup>th</sup> December 2019.

The College undertook a Health and Safety Audit and is currently awaiting a finalised report which will be provided to the Committee in February 2020.

A quarterly report covering the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019 is attached in Appendix I. 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 December 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.

The College is currently undertaking a programme to refresh the qualification of our First Aiders and increase the provision.

## **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.