

**South Lanarkshire College**  
**Human Resources Committee (South Lanarkshire College)**  
**Held on Wednesday 21<sup>st</sup> February 2018**

**Present** C McDowall  
R Harkness  
G Stillie (by phone)  
S McKillop

**In Attendance** Lisa Beresford  
Angus Allan  
Angela Martin

**1. Declarations of Members' Interests**

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board. No other declarations were received.

**2. Minutes of the Previous Meeting**

The Minutes of the meeting held on 23<sup>rd</sup> November 2011 had already been approved by the Board of Management.

**3. Report to the Human Resources Committee**

Ms Beresford stated the purpose of the report was to update the Committee on all relevant staff matters since the last meeting.

Staff Training and Development

The evaluation of the training days in December 2017 were received by the Committee. These sessions had been extremely well received including the e-learning modules which had been rolled out as mandatory for all staff. The GDPR sessions had been scored slightly lower and consideration had been given to the format of delivery in this area.

A further GDPR training session was delivered to the College Management Team and GDPR working group on the 20<sup>th</sup> February 2018 to ensure a healthy awareness of the changes in the Data Protection Legislation.

The Principal stated that this session had been delivered by the College's solicitors and had been extremely useful, allowing for interaction and questions to be answered.

The next staff development day is scheduled for Monday 19<sup>th</sup> March 2018 and the draft programme is being finalised at present. The day will be focussing on on-line modules, equality and learning and teaching sessions.

The sessions will be made available to staff at New College Lanarkshire from week commencing 5<sup>th</sup> March 2018.

## Teaching Qualification in Further Education (TQFE)

As detailed to the Committee in November 2017, the College remains committed to supporting lecturing staff achieve the TQFE qualification. During 2017/18 ten members of staff will be fully funded to achieve this award.

In addition, a number of lecturing staff will be supported through the PDA in Learning and Teaching. This award assists in preparation for TQFE.

## Staff Absence

The absence report detailing the level of absence over the fourth quarter from 1<sup>st</sup> October to 31<sup>st</sup> December 2017 had been distributed to the Committee.

Ms Beresford stated that there had been an increase in the absence figures for both lecturing and support staff: Lecturing staff – 7.62% and Support staff – 7.3%. These figures are higher than those of the same period of the last four years which has an average figure of 5.33%.

Ms Beresford explained that at present there were a number of staff off with serious long term illnesses and some experiencing difficult personal circumstances. The College continues to support these staff with home visits, occupational health appointments and phased return to work where possible. She added that short term absence had been mainly due to cold and flu.

The Principal stated that a number of ‘trigger meetings’ had taken place for staff who had reached the maximum level of instance and/or days. More were being planned at present.

Members noted that the College continued to monitor absence closely and had stringent systems in place.

## Health and Wellbeing

### Planned Health and Wellbeing Initiatives

The College is currently working with NHS Lanarkshire towards achieving Scotland’s Charter for a Tobacco-free Generation by 2034. This will include a number of initiatives to encourage staff, students and visitors to only smoke in the designated smoking shelter.

Members welcomed this initiative but asked that consideration be given to creating a separate vaping area. **Discussion took place regarding the importance of this and the Principal agreed to take this forward with Property and Estates Manager.**

The Students’ Association is working in partnership with the College towards the NUS Healthy Body Healthy Minds Award. The award will recognise the wide range of events and activities that already take place across the College that support and promote health and wellbeing.

The Kiltwalk will take place on 29<sup>th</sup> April 2018 and the College is proud to be taking part and supporting Who Cares Scotland. The Principal explained the work of Who Cares Scotland and the support the College had given thus far. Members agreed that this was an excellent initiative.

Discussion took place in regard to the College processes in place for assisting students who had been through the care system. Ms Harkness explained the ongoing improvements in place to

ensure this vulnerable group were being fully supported. Members noted what was already in place and the importance of awareness raising in this area. **Ms Stillie offered to have further discussion outwith the meeting on this with the Principal.**

Members noted that attendance continued be high for the College choir, exercise and training classes, Scottish Slimmers and Mindfulness classes. All agreed the positive impact of such initiatives on both staff and the organisation.

Ms Beresford informed members that a survey was being carried out with staff on the classes etc, looking for feedback and further suggestions.

### Mental Health

The Mental Health Working Group last met on 10<sup>th</sup> January 2018. At the meeting it was agreed that due to the success of the Personal Resilience Workshops on World Mental Health Day these would be offered again during the Equality and Choices event in March 2018.

The College hosed an ASIST training course in January 2018 for the Richmond Fellowship. The Principal stated that the College was keen to increase the number of male ASIST trained staff and that three males were trained at the January workshop. The College now has 22 ASIST trained staff.

In addition, the Richmond Fellowship is attending the next staff development day providing a Safe TALK session which is open to all staff and also facilitating a ASIST Support Forum.

### Equality and Student Focused Initiatives

The Equality Group met on 24<sup>th</sup> January 2018 and members noted the minute of the meeting.

The College is delighted that Elaine Ballantyne, Equality Officer was awarded UK Employee of the Year at the National Centre for Diversity Awards in January 2018. The College was also pleased to be listed as number 5 in the Top 100 index which highlights the very best from approximately 600 organisations across the United Kingdom.

Members asked that their congratulations be passed to Ms Ballantyne and applauded the listing of the College. It was agreed that such accolades highlighted the excellent work being done by the College on a day to day basis.

Carer Positive aims to raise awareness of the growing number of people in the workforce who juggle work with caring responsibilities. The Scottish Government is keen that as many organisations as possible across Scotland participate and the College is currently working towards accreditation.

A working group has been set up with membership including two members of College staff with carer responsibilities.

As part of its ongoing commitment to digital inclusion the College has purchased Browsealoud software which has been added to the College website and other online materials to ensure that all key stakeholders are able to access the information available in a format that they are able to hear or read.

Staff and students will be supporting Purple Friday on 23<sup>rd</sup> February. Events are planned throughout the day and all have been invited to wear purple.

### National Bargaining

#### Lecturing Staff

The College awaits a technical implementation note from the Employers' Association regarding the payment of £100. It is anticipated that this will also apply to support staff.

The National Joint Negotiating Committee is scheduled to meet again in February 2018 and a further update on the EIS cost of living pay claim backdated to April 2017 and any progress made on terms and conditions of employment.

#### Support Staff

The Employers' Association has now appointed the successful tenderer for the job evaluation of support staff roles. The outcomes of the National Job Evaluation exercise will apply from 1<sup>st</sup> September 2018.

The Principal updated members on the changes to membership of the Employers' Association. Things now seem to be progressing in a more positive fashion and sensibly multi-year agreements are now being considered to reduce the level of negotiation required.

Members agreed that this seemed a far more sensible way to proceed and it was agreed that the Principal would continue to keep the Committee updated.

#### Staffing Changes

Members noted the staff movements since the last meeting, receiving further details where needed.

#### HR System

The HR team is in the final phase of testing the MyHR System which is scheduled to be available to staff week commencing 26<sup>th</sup> February 2018. Development is now underway on the next phase which will be focussing on developing recruitment online.

Discussion took place regarding the benefits of the new system and the streamlining and access to information it would create. Members agreed that they would like to meet to examine the new system. **A date will be agreed in due course.**

## **4. Health and Safety**

The Health and Safety Committee met on Tuesday 23<sup>rd</sup> January 2018 and members noted the content of the minute.

The new Health and Safety Policy has now been distributed to all staff that are named in the policy. It is also on the College portal for all staff to access. The College Management Team has also been issued with hard copies.

## Accident/Incident Statistics (1<sup>st</sup> October to 31<sup>st</sup> December 2017)

The Health and Safety Committee reviewed the statistics for the period, finding that no unexpected patterns had arisen in the quarter. Injuries were minor and no RIDDOR incidents had occurred.

Ms Beresford stated that with the heightened awareness of Mental Health issues, there have been two reported incidents of panic attacks through the reporting system. The Health and Safety Committee has made a commitment to monitor this as a separate area.

Detailed discussion then took place on the provision of Mental Health First Aiders and the promotion of their availability. Ms Harkness updated members in the additional counselling provision being offered to students but added it was extremely difficult to meet the ever growing demand. She assured members that consideration was indeed given to targeting those most in need. It was agreed that the College must be aware of its limitations in this area whilst remaining proud of the help in place.

### **5. Risk Register**

Members' attention was drawn to the tabled paper from Mr McAllister. This had been produced following discussion by the Board of the best way forward for the College Risk Register and Committee/Board involvement.

Ms Stillie informed members that she and Clare Gibb had arranged a meeting with the Principal to discuss this matter. An invite had been given to Mr Ralston as Chair of the Audit Committee.

Members discussed the importance ensuring the Board did not become involved in the operational aspect of the Risk Register whilst still ensuring that it met its accountability requirements. **It was agreed that this would be discussed further once the meeting with the Principal had taken place.**

### **6. Any Other Competent Business**

#### Workforce Planning

Ms Stillie highlighted that concerns regarding the action plan for the Workforce Planning document had been raised at a previous Board meeting. Discussion took place regarding progress this far. **It was agreed that Ms Beresford would bring an update back to the next HR Committee meeting.**

There being no further competent business, the Chair thanked everyone for their contributions and attendance.