

BOARD OF MANAGEMENT

Report to Human Resources Committee

21st February 2018

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

1. Executive Summary

- 1.1 Staff development initiatives including staff development day plans and evaluations;
- 1.2 Staff absence figures for the fourth quarter period, 1st October 2017 to 31st December 2017;
- 1.3 An update on health and wellbeing initiatives;
- 1.4 An update on equality and student focused initiatives;
- 1.5 National pay bargaining update;
- 1.6 Details regarding staff joining and leaving the College, 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 Staff Training and Development

As part of our ongoing commitment to developing staff, the College annually programmes four days dedicated to staff development, as well as organising ongoing staff training as appropriate and hosting an annual All Staff Conference.

2.1.1 Staff Development Days:

Evaluation information relating to the staff development days which took place in December 2017 is attached in Appendix A. The College launched a number of new online e-learning modules on the staff development days and overall the evaluations are positive.

In addition, the College is providing a further GDPR training session to the College Management Team and the GDPR Working group on the 20th February 2018 to ensure that they are fully aware of the changes in the Data Protection Legislation.

The next staff development day is scheduled for Monday 19th March 2018 and the draft programme is attached in Appendix B. There will continue to be a focus on ensuring all staff have the opportunity to complete the mandatory online training modules.

The College is also maintaining a focus on equality and health and wellbeing by providing a variety of sessions including; Conflict Management, Working with Diverse Teams, Autism Awareness and Nil By Mouth, Coping with Anxiety, AMIS and LGBT Awareness.

There are also sessions on learning and teaching being provided which include: -

- Introduction to Learning and Teaching
- Getting More out of Moodle
- AutoCAD 2018 Refresher

We will also provide sessions on Office 365 – Teams and Microsoft PowerPoint. Further sessions on Cyber Resilience and Business Continuity are planned for the June 2018 staff development day.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 5th March 2018.

2.1.3 Teaching Qualification in Further Education (TQFE)

As detailed in the November 2017 report we are committed to supporting our Lecturing staff in achieving their TQFE. During 2017/2018 we have 10 members of staff and the College has agreed to fully fund their fees.

It is planned that in 2018/2019 the College will support an agreed number of lecturing staff through their PDA. This will take place before they are considered for TQFE.

2.2 Staff Absence

The absence report detailing the levels of absence over the fourth quarter period 1st October to 31st December 2017 is attached in Appendix C. Appendix D provides the full 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.

2.3 Health and Wellbeing

2.3.1 Planned Health and Wellbeing Initiatives

The College is currently working with NHS Lanarkshire towards the achievement of Scotland's Charter for a Tobacco-free Generation. The initiative is to help reduce the harm caused by smoking and deliver a tobacco-free generation by 2034. This will involve a number of initiatives to encourage staff, students and visitors to only smoke in the designated smoking shelter.

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

The College was delighted to have a surprise performance from the College choir and the College Management Team at the Principals Address prior to the Christmas break. It showcased the talents of the College choir and has encouraged a number of staff to join.

The Kiltwalk takes place on the 29th April 2018 and the College is proud to be taking part and supporting Who Cares Scotland.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. The lunchtime 'Dancercise' class available to staff is continuing to prove popular.

The Scottish Slimmer's class continues to run on a six 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 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 continued with the visiting chiropodist.

The turbo trainers are also available for staff to use via a booking system and this continues to be promoted in the College newsletter.

2.3.2 Mental Health

The Mental Health Working Group last met on the 10th January 2018 and a number of items were discussed and actioned.

It was agreed that the Personal Resilience workshops were successful during World Mental Health day and they are therefore scheduled to take place during the Equality and Choices event in March 2018.

The College hosted an ASIST training course in January 2018 for the Richmond fellowship. The College was keen to increase the number of male ASIST trained staff and 3 males were trained at the event in January. There are now 22 ASIST trained staff with a further 2 members of staff undertaking the training in February 2018.

The Richmond Fellowship are attending the next Staff Development day and providing a Safe TALK session which is open to all staff and also facilitating an ASIST Support Forum.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

The Equality Group met on the 24th January 2018 and a number of items were discussed and actioned. The minutes are provided in Appendix E.

The College was delighted that Elaine Ballantyne, Equality Officer was awarded UK Employee of the Year at the National Centre for Diversity Awards in January 2018. We were also delighted to be featured number 5 in the Top 100 index which highlights the very best from approximately 600 organisations in the UK, see Appendix F.

Carer Positive aims to raise awareness of the growing number of people in the workforce who juggle work with caring responsibilities in their home lives, and awards recognition to those employers with good practice in supporting employees who are carers. The Scottish Government is keen for as many organisations as possible across Scotland to participate and the College is currently working towards accreditation. A working group has been established and met in February 2018 to begin the process.

As part of our 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. The software adds speech, reading, and translation to the website facilitating access and participation for people with dyslexia, low literacy, English as a second language, and those with mild visual impairments.

Plans are underway to support Purple Friday on Friday the 23rd of February. All staff and students are invited to wear purple and show their support for LGBTI equality.

The next Equality and Choices event is scheduled to take place from the 27th to the 29th March 2018. Planning is underway with the Student Association and a wide range of organisations will be in College, with information and activities available for students and staff. We will also be running workshops from Nil by Mouth and Show Racism the Red Card.

2.5 National Bargaining

2.5.1 Lecturing Staff

The College is awaiting 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 are scheduled to meet again in February 2018 and we anticipate a further update on the EIS cost of living pay claim backdated to April 2017 and any further progress made on terms and conditions of employment.

2.5.2 Support Staff

The Employers Association have now appointed the successful tenderer for the job evaluation of support staff roles. The grading outcomes of the National Job Evaluation exercise will apply from 1st September 2018.

2.6 Staffing Changes

Details of leavers, new staff and current vacancies are attached in Appendix G.

2.7 Policy Update

There are no policy updates noted for approval.

2.8 HR System

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

2.9 Health and Safety

The Health and Safety Group met on the 23rd January 2018 and a number of items were discussed and actioned. A copy of the minutes is provided in Appendix H.

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

A quarterly report covering the period 1st October 2017 to 31st December 2017 is attached in Appendix I. This provides a summary of the accidents/incidents for the period. The Health and Safety Group reviewed the statistics and discussed the trends. It was noted that there were no unexpected patterns relating to the period. Injuries were minor with no RIDDOR incidents.

Considering heightened awareness of Mental Health issues, there are two reported, NB961 and NB966. The Health and Safety Group will continue to monitor this and recommend any further actions to reduce the likelihood of recurrence, where necessary.

3.0 Recommendations

It is recommended that the Human Resources Committee

- 3.1 Note the ongoing staff training and development activity;
- 3.2 Note the staff absence figures for the fourth quarter period 2017;
- 3.3 Note the continuing Health and Wellbeing activity;
- 3.4 Note the continuing Equality and student focused initiatives;
- 3.5 Note the update on National Pay Bargaining;
- 3.6 Note the changes to staffing;
- 3.7 Note the policy update;
- 3.8 Note the HR System update;
- 3.9 Note the health and safety update