

**South Lanarkshire College  
Human Resources Committee (Board of Management)  
Held on 2<sup>nd</sup> March 2016**

**Present** C McDowall (Chair)  
K Anderson (by phone)  
S McKillop  
  
A Allan  
L Beresford  
A Martin

**1. Declarations of Members' Interests**

No declarations were received.

**2. Minutes of the Previous Meeting**

The Minutes of the committee held on 3<sup>rd</sup> December 2016 had previously been agreed by the Board of Management.

**3. Report from the Head of Human Resources**

Ms Beresford drew members' attention to the content of her report –

**4. Staff Training and Development**

Staff Development – January 2016

Members had been given the evaluation information for the training and development events which had taken place in January. They noted that overall the feedback had been extremely positive. Some issues had arisen in regard to the Moodle workshops but this had now been addressed with intermediate and advanced both being offered at future dates.

Staff Development – March 2016

The next Staff Development Day is scheduled for 14<sup>th</sup> March and the programme is being developed. Members noted the draft programme they had received. Ms Beresford stated that it was planned to focus on LGBT and a further session on Prevent delivered by the College Development Network. Other areas would include good practice in learning and teaching, PVG update session, equality impact assessment drop in sessions as well as health and wellbeing.

Members agreed that it was a full programme yet focussing where required on key areas. Ms Beresford stated that the programme would be sent to staff the next day and that it would also be shared with NCL offering places to any staff who may wish to attend. Members agreed that it was key that good practice was shared in the Region.

## Staff Absence

The absence report detailing the levels of absence over the fourth quarter from 1<sup>st</sup> October to 31<sup>st</sup> December 2015 had been distributed with the papers. The figure had risen to 5.8% for the quarter.

Ms Beresford stated that the greatest impact was that on long term absence. She added that she had looked for trends or pockets of absence within departments but there had been no substantial findings.

Discussion took place regarding the processes in place to support staff. It was noted that Trigger Meetings would be taking place in April 2016 and that detailed Return to Work Interviews were carried out after every period of absence.

## Health and Wellbeing

### ASIST

The College currently has 18 members of staff who are ASIST trained. All trained staff has an ASIST logo on their proximity card and the details are published on the college phone directory and at the mental wellbeing stand in the library.

### Planned Health and Wellbeing

Fitness classes and running club continues and are facilitated by a professional trainer. The turbo trainers are also available for staff to use via a booking system. These classes are promoted to all staff via the College newsletter.

Scottish Slimmers – the College has started a class to further promote the benefits of healthy eating and lifestyle. The costs are being met by the College. Thirty members of staff joined the club and it will run until the summer break.

Members agreed that this was an excellent initiative which obviously was already extremely popular. It was further suggested that the College should be considering the Healthy Working Life accreditation. Ms Beresford stated that consideration was being given to this at present.

### Equality and Student Focussed Initiatives

The Equality & Choices Event - which is run in conjunction with the Students Association will take place from the 22<sup>nd</sup> to the 24<sup>th</sup> March 2016. A wide range of organisations will be in College, with information and activities available for students and staff. Members' attention was drawn to the detail of the schedule for the event. It was agreed that this was an extremely positive event.

The Equality Group - met on 13th January and a number of items were discussed and actioned including plans to progress working towards the LGBT Charter-mark - Youth Scotland.

As part of the LGBT Charter Mark - Thursday 25 February was designated RAINBOW Thursday when students and staff could opt to wear the colours of the rainbow to show their support for LGBT equality. Members were informed of the success of this event amongst students and staff alike. The Student Association had fed back the positive comments made by students on the day.

The College, represented by Stewart McKillop, Lisa Beresford and Elaine Ballantyne attended the National Centre for Investors in Diversity 'Top 100 Awards Grand Dinner' on Wednesday 20<sup>th</sup> January 2016 in Birmingham. The College provided sponsorship for two awards on the evening and Stewart received an award for "Most Inspiring Individual of the Year 2016". Members congratulated the College on its success.

The College remains committed to improving our best practice in Equalities and have scheduled an audit with the National Centre of Diversity. This includes an all staff survey and 2 days advisor support days in the College to review our practices and meet with key staff. The all staff survey has been scheduled to take place during the week of Equality and Choice and the advisor support days will be arranged following receipt of the evaluation.

In addition the College is also due for re-accreditation for being a Leader in Diversity in September 2016 and plans are underway to ensure the College retains the accreditation.

The Destination Success student event is currently being planned, and is scheduled for the 19<sup>th</sup> May 2016. This event aims to give students every opportunity of progressing into employment or further study, and we plan to have speakers, job coaching, university promotion and entertainment as part of a productive and enjoyable all-day event.

### Investors in People

The College will be re-assessed to remain accredited as an Investor in People from Tuesday 3<sup>rd</sup> May until Wednesday 11<sup>th</sup> May. The Investors in People Standard has changed significantly since we were last assessed and we have chosen to be assessed against the maximum number of criteria at Platinum standard, in order to promote good practice in the way we work.

In preparation the assessor has selected 40 staff from all areas of the College to participate in an online survey, week commencing the 29<sup>th</sup> February 2016. The purpose of the survey is to provide the College with valuable evaluative information.

In May the assessor will be meeting with staff individually and in small groups, to see what their views are on working here. His job is to see if the way that we work is in line with the good practice detailed in the Investors in People framework and relevant to the Platinum standard. A further 40 staff have been selected for the one to one discussions.

Discussion then took place regarding the South Lanarkshire College Guide to Staff Benefits booklet which Ms Beresford had compiled. Members agreed that it was excellent to see this information drawn together and showcased the benefits. The Principal stated that this would be distributed by email and through the newsletter to all staff and would now become part of the College Induction Pack.

#### Recruitment of Permanent Lecturing Staff

The permanisation of temporary lecturer and support posts is now complete and the staff affected commenced their permanent contracts with the College on the 1<sup>st</sup> of February 2016. Appendix H provides an overview.

The remaining balance from the 12 FTE has been used to recruit permanent lecturing and support positions. The lecturing positions have been advertised internally and closed on the 19<sup>th</sup> of February 2016 and interviews are currently ongoing.

This recruitment exercise will result in an increase in current permanent staff, however the overall staffing budget will remain the same.

#### Staffing Changes and Recruitment

Details of leavers, new staff and current vacancies had been distributed with the papers.

#### Recommendations

It was recommended that the Human Resources Committee -

- Note the ongoing staff training and development activity
- Note the staff absence figures for the fourth quarter period 2015
- Note the continuing Health and Wellbeing activity
- Note the continuing Equality and student focused initiatives
- Note the plans for the forthcoming Investors in People accreditation
- Note the summary recruitment plans for additional permanent staff
- Note the changes to staffing

Members agreed the recommendations.

## **5. Industrial Action**

The Principal updated the Committee on the ongoing discussion in regard to National Bargaining.

Members were informed that Unison had accepted the pay deal and that the back payments had been made to staff in the salary run.

EIS members were being called to ballot for strike action and the result of this will be known in due course.

The Principal stressed that he was in continuous dialogue with the EIS representatives at South Lanarkshire College and that processes had been discussed if strike action should go ahead. It was agreed that the Committee would be kept updated on this area.

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance.