

BOARD OF MANAGEMENT

Report to Human Resources Committee

22nd February 2017

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 2016 to 31st December 2016.
- 1.3 An update on Health and Wellbeing initiatives.
- 1.4 An update on Equality and student focused initiatives.
- 1.5 Information regarding the Investor in Diversity assessment.
- 1.6 Information regarding the recent Investors in People accreditation.
- 1.7 National pay bargaining update.
- 1.8 Details regarding staff joining and leaving the College, and current vacancies.
- 1.9 Review of relevant policies
- 2.0 HR System
- 2.1 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 is attached in Appendix A. The feedback overall was positive and we have agreed an alternative tool for Unconscious Bias training.

The next staff development day is scheduled for Monday 13th March 2017 and the programme is currently in development. There will be a focus on Equality. There are currently sessions scheduled on self-harm awareness, dyslexia awareness, dementia and a session by 'Who Cares Scotland' to all staff and College Management Team.

The programme will be made available for bookings by staff from New College Lanarkshire.

2.2 Staff Absence

Absence report information detailing the levels of absence over the fourth quarter period 1st October to 31st December 2016 is attached in Appendix B. Appendix C 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 successfully achieved the Investors in People Health & Wellbeing Award in November 2016. The report highlighted the open and supportive leadership and management style within the College. It was noted that we had very high levels of respect and appreciation for the support that is provided and there are high levels of trust. A copy of the report is attached in Appendix D. We will be reviewing the developmental areas and how we can incorporate these into our working practices over the coming months.

The College has launched an initiative to provide free access to sanitary products for all women and girls in the College. It is planned that free dispensing machines will be installed in toilets throughout the College in the near future. The initiative was launched with MSP Monica Lennon.

The Campus Cycling Officer has been promoting the use of the bike and is working towards us achieving Cycling Scotland's Cycle Friendly Campus Award.

We have continued with the visiting chiropodist.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. We have also launched a lunchtime 'Dancercise' class to staff.

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

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.

2.3.2 Mental Health

There is a strong focus on mental health within the College. Mental Health Working Group met on the 18th January 2017. A number of items were discussed and actioned. The group are developing plans to support and promote the Mental Health Foundation in two campaigns within the College: -

- Mental Health Awareness Week (8-14th May 2017)
- World Mental Health Day (10th October 2017)

There are currently 18 members of staff who are ASIST trained.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

To improve the return of our equality monitoring forms and disclosure rates of protected characteristics the HR team, working alongside the IT team developed an online Equality Monitoring Form. Also available in alternative formats this was distributed to staff week commencing the 6th February 2017. The data will link directly back to the employee's profile on the HR system enabling management information to be provided for reporting. Alternative formats of the form are also available and an easy read version has been provided. The data was last collected in February 2016.

Planning is underway with the Student Association for the Equality and Choices event which will be taking place from the 28th March. 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.

LGBT History Month takes place in Scotland every February. We will be raising awareness throughout the month and to mark the last Friday are asking our staff and students to wear purple to show support for the LGBT community.

We are currently awaiting the outcome of our application to achieve the LGBT Youth Charter of Rights. The final submission was made in December 2016.

The College promoted the Stonewall Survey 2017 during January on social media and posters. The survey focused on LGBT young people and what life in Britain is like for them.

As part of the SFC funded programme for the college sector to advance staff and student equality, the Equality Challenge Unit is running a staff equality project. This project includes a national online survey and is targeted at all staff employed in the college sector. It is live between 6th -28th February and staff have been encouraged to complete.

It is planned that the online equality training module that replaces the existing Disabled Go training will be launched to staff during the March staff development day.

The Equality Group met on the 11th January 2017 and a number of items were discussed and actioned.

2.4.2 Investors in Diversity

The Leaders in Diversity online surveys that were promoted as part of our re-accreditation to our key stakeholders closed on the 9th of December 2016. The next stage in the process is a 1:1 meeting with a sample of members from the leadership team. This is scheduled to take place on the 16th February 2017.

2.4.3 Regional Equality Outcomes

We are currently working with New College Lanarkshire on developing the Regional Equality Outcomes for 2017-2021.

Within the College we have established a short life working to review our progress against the current Equality Outcomes and to develop our actions for 2017 – 2021.

2.4.4 Equal Pay Reporting

In line with the Gender Pay Reporting legislation we are preparing our pay calculations by gender. This will be concluded in April 2017 and the details published prior to April 2018.

2.5 Investors in People

The College will take part in an annual review of our Platinum Accreditation in May/June 2017 against the Investors in People Standard.

We have also committed to working with Investors in People on an action plan to increase our younger work force and work towards becoming an Investor in Young People.

2.6 National Pay Bargaining

The next meeting of the NJNC scheduled for 9th February 2017.

2.7.1 Lecturing Staff

The dispute regarding the payment of £100 is still ongoing and a meeting is scheduled with ACAS for the 23rd February 2017.

The EIS have submitted their pay claim for April 2017.

2.7.2 Support Staff

The Support Staff Trade Unions confirmed acceptance of the pay offer tabled at the meeting on the 8th December 2016. An uplift of £550 was agreed and this was inclusive of the £100 already paid as an interim payment in April 2016. The £450 was effective and consolidated from 1st April 2016. The £100 already paid will be consolidated on the 1st April 2017. The pay award and back pay was paid to all support staff in their January 2017 pay.

The acceptance also signified the end to the industrial action of strike action and action short of strike action.

All directly employed staff in the College are paid the Living Wage. We are currently developing a plan for one of our contractors. Once completed we will submit our application for accreditation. This is planned to take place in March 2017.

2.7 Workforce Planning

The College is developing a 5-year Workforce Planning Strategy to provide us with the necessary framework to ensure that we have the appropriate resources and skills to achieve our strategic goals.

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

2.8 Policy Update

The following policies have been reviewed and are attached for your approval: -

Anti-Bribery Policy – Appendix F

Smoking Policy – Appendix G

2.9 HR System

Phase 1 of the new HR system has been launched within the HR department. The system has been built in-house and developed to the specific requirements of the College. The HR team is working closely with the IT team to develop the reporting for Phase 1 and work has now begun on Phase 2.

3.0 Health and Safety

A report on the accident statistics for the period 1st November 2016 – 30th January 2017 is attached in Appendix H.

The minutes of the Health and Safety meeting on the 26TH January 2017 (Appendix I) are attached for your information.

3.1 Recommendations

It is recommended that the Human Resources Committee

- 1.1 Note the ongoing staff training and development activity;
- 1.2 Note the staff absence figures for the first quarter period 2016;
- 1.3 Note the continuing Health and Wellbeing activity;
- 1.4 Note the Investors in People Health & Wellbeing Award;
- 1.5 Note the continuing Equality and student focused initiatives;
 - 1.5.1 Note the review of the Regional Outcome Agreement and development of the Equal Pay Reporting information;

- 1.5.2 Note the plans for the forthcoming Investors in Diversity accreditation;
- 1.6 Note the Investors in People development plans;
- 1.7 Note the update on National Pay Bargaining;
- 1.8 Note the changes to staffing;
- 1.9 Note the implementation of the HR System;
- 1.10 Note the Health & Safety update;