

## **BOARD OF MANAGEMENT**

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

**16<sup>th</sup> May 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 first quarter period, 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2017
- 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 Investors in People
- 1.7 National pay bargaining update
- 1.8 Workforce Planning update including details regarding staff joining and leaving the College, and current vacancies
- 2.0 HR System
- 2.1 An update on Health and Safety

#### **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 day which took place in March is attached in Appendix A. The feedback was positive and an alternative method of delivering Unconscious Bias training was successful.

The next staff development day is scheduled for Friday 16<sup>th</sup> June 2017 and the day will be used for faculty and department specific development. There will also be session scheduled on Assessor Updates and on Internal Verification.

## **2.2 Staff Absence**

Absence report information detailing the levels of absence over the fourth quarter period 1<sup>st</sup> January to 31<sup>st</sup> March 2017 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

A College team of 17 staff took part in the Glasgow Kiltwalk on Sunday the 30<sup>th</sup> April to support Who Cares Scotland and raised over £600.

Fitness classes and the running group continue and are facilitated by a professional personal trainer.

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. We continue to provide half price porridge, fruit and soup and during our Equality and Choices event provided complimentary fruit.

We have continued with the visiting chiroprapist.

### 2.3.2 Mental Health

The Mental Health Working Group met on the 22<sup>nd</sup> March and 4<sup>th</sup> May 2017 and a number of items were discussed and actioned.

The group developed plans to support Mental Health Awareness Week (8-14<sup>th</sup> May 2017) in the College. The focus this year is on surviving or thriving and the College plans to actively promote good mental health throughout the week and beyond with the emphasis on small changes making a big difference.

Plans are also underway for Dementia Awareness week 29<sup>th</sup> May – 4<sup>th</sup> June 2017.

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

The Mindfulness class which takes place every Thursday, is open to both staff and students continues to be well attended, proving a success. The additional class on a Thursday evening which is open to staff, students and the public has been well attended and is planned to continue until the end of term with a view to continuing in 2017/2018.

## **2.4 Equality and Student Focused Initiatives**

### 2.4.1 Planned Equality and Student Focused Initiatives

The online equality monitoring form increased completion rates from 56%, 185 staff in 2016 to 71%, 220 staff in 2017. Whilst we are encouraged by the level of disclosure we aim to further develop confidence within this area to increase the completion and disclosure rates.

The Equality & Choices Event which is run in conjunction with the Students Association took place from the 28<sup>th</sup> to the 30<sup>th</sup> March 2017 and a wide range of organisations attended the College, with information and activities available for students and staff. Show Racism the Red Card provided workshops to the students. The final schedule is attached in Appendix D.

Students from the Business Faculty won a top prize in the annual Pitch Perfect contest with Nil by Mouth. The students designed a campaign to raise awareness of bigotry as they want to “allow friendships to grow”. The project will see children sell seeds to raise cash in support of the charity and pupils from denominational and non-denominational schools will work together on the project.

Our Life Options students won the category for ‘a student-led initiative across the college or university which demonstrates a clear commitment to equality and diversity and has an impact on the organisation’ with their submission called ‘Levels’. The submission is shown in the video wall in the main atrium and encourages staff and students without a disability to use the stairs.

The College supported LGBT History Month in February. We held a Pride event on the last Friday of History Month and staff and students could opt to wear purple to show support for the LGBT community. We also had an expo in the Atrium which was supported by relevant partner organisations.

The College hosted a Procurement event in March 2017 as part of Lanarkshire Business week. The purpose of the event was to provide an introduction to procurement and the tendering process to businesses that deal with publicly funded organisations. A presentation on the importance of equality, diversity and inclusion was provided and sample policies. The College also provided a special edition Equality Newsletter, Appendix E.

The Equality Group met on the 11<sup>th</sup> January 2017 and a number of items were discussed and actioned. The minutes are provided in Appendix F.

#### 2.4.2 Investors in Diversity

The College was delighted to be re-accredited as a Leader in Diversity. A copy of the Full Review Report is attached in Appendix G. This recognises an effective, all-encompassing approach to managing equality, diversity and inclusion within the College.

The success was further enhanced in the Grand Awards Ceremony in March 2017 when the College came third in the National Centre for Diversities Top 100 Index in 2017.

#### 2.4.3 Regional Equality Outcomes

The Regional Equality Outcomes were developed and agreed with New College Lanarkshire and are contained within the Equality Mainstreaming Report, Appendix H.

#### 2.4.4 Equal Pay Reporting

In line with the Gender Pay Reporting legislation the pay calculations by gender were produced as at 31<sup>st</sup> March 2017 and published within the Equality Mainstreaming Report.

### **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 and this will also take place in May/June 2017.

### **2.6 National Pay Bargaining**

#### 2.7.1 Lecturing Staff

The EIS have called for a national programme of discontinuous strike action which commenced on Thursday the 27<sup>th</sup> April 2017. The lecturing staff have also participated in strike action on the 3<sup>rd</sup> and 9<sup>th</sup> May 2017 with further action planned in May. The College has remained open but no teaching has taken place. It is planned that teaching will take place for those lecturers not on strike for any further dates of strike action.

The dispute regarding the payment of £100 is still ongoing.

### 2.7.2 Support Staff

The College became an accredited Living Wage Employer in April 2017. UNISON have submitted the pay claim for April 2017 and negotiations are continuing.

## **2.7 Workforce Planning**

The College has developed 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. This is attached in Appendix I.

The Workforce Planning Audit took place in February 2017 and a copy of the report is attached in Appendix J. It should be noted that a recommendation in the report is to provide the HR Committee with Career Review completion data and this will be incorporated into subsequent reports.

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

## **2.8 HR System**

The development of the HR system has been focused on reporting and Phase 2.

## **2.9 Health and Safety**

The Health and Safety Committee met on the 29<sup>th</sup> March 2017 and a number of items were discussed and actioned, Appendix L.

The Committee reviewed the accident statistics from February to 28<sup>th</sup> March 2017 and no areas of concern were highlighted. A report on the accident statistics is attached in Appendix M.

### 2.9.1 Planned Health and Safety Initiatives

In March 2017 the College received a new fully accessible mini bus. Students now have access to two fully accessible mini buses and full training has been provided to operators of the access platform.

The fire alarm system was upgraded during the Easter Works. The Annex is now on a separate Redcare phone line. Pagers are now in use by the Building Supervisors to notify activations and location info efficiently. This ensures that whoever is in the building can promptly respond. The facilities process has been updated to incorporate this and staff have been trained.

### **3.0 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 2017;
- 1.3 Note the continuing Health and Wellbeing activity;
- 1.4 Note the continuing Equality and student focused initiatives;
- 1.4.1 Note the review of the Regional Equality Outcomes, Equality Mainstreaming Report and the Equal Pay Reporting information;
- 1.4.2 Note the reaccreditation of Leaders in Diversity accreditation;
- 1.5 Note the Investors in People development plans;
- 1.6 Note the update on National Pay Bargaining;
- 1.7 Note the Workforce Planning Strategy, Workforce Planning Audit and changes to staffing;
- 1.8 Note the HR System update;
- 1.9 Note the Health & Safety update