

Report of the Human Resources Committee to the Board of Management from November 2018 to September 2019

Introduction

The Human Resources Committee met on four occasions during the period. The dates of these meetings were:

- 13th November 2018
- 20th February 2019
- 15th May 2019
- 12th September 2019

Mr McDowall was appointed Chair of the Committee in September 2016. The other members of the Committee are Ms R Harkness, Ms G Stillie and Mr S McKillop. Mr McDowall and Ms Harkness attended all four meetings. Ms Stillie attended two meetings by telephone and gave apologies for two.

Ms Stillie has tendered her resignation to the Chair of the Board. The Committee will therefore have a vacancy as 26th November 2019.

In attendance at the meetings are Mr A Allan, Depute Principal, Ms L Beresford, Head of HR and Ms A Martin, Clerk to the Board.

Terms of Reference

The Committee considered and updated its Terms of reference in May 2017 and this was approved by the Board of Management at the meeting of the 30th May 2017. The Committee continues to monitor on an ongoing basis should guidance be issued that requires changes or additions to be made.

HUMAN RESOURCES COMMITTEE REVIEW OF 2018-19

A number of items were considered in each Human Resource report to the Committee:

- Staff Development Initiatives
- Staff Absence Figures
- Health and Wellbeing Initiatives
- Mental Health Initiatives
- Equality and Student Focused Initiatives
- Equality Mainstreaming Report
- Gender Pay Gap Reporting
- Leaders in Diversity
- Investors in People

- National Bargaining
- Policies
- HR System
- Health and Safety

1. Staff Development Initiatives

The staff development plans for 2018/19 were presented to the Committee and demonstrated a planned, student and staff led approach to staff development through consistent feedback and appropriate selection of staff training. This was built around the College's ongoing commitment to developing staff and providing staff with professional learning opportunities.

The Committee was provided with the programme and evaluations on the College four days dedicated to staff development. There continued focus on the following areas: -

- Learning and teaching
- Equality and diversity
- Health and wellbeing
- Mental health
- Information technology

During 2018/19 the College also launched the new online Cyber Security training.

In addition, the College tendered for a middle management training programme to incorporate managers within the Operational/Curriculum Manager level. This training commenced in August 2019.

A successful annual All Staff Conference took place in the College on Tuesday 13th August 2019. The theme was "Train for Life" and the Committee was provided with the programme and analysis on the staff evaluation forms.

It was noted that during 2018/2019 138 members of the teaching staff qualified to TQFE or held a direct equivalent, as recognised by the Scottish Government. This represents 84% of teaching staff who were employed by the College during 2018/2019. This was an increase of 15% on 2017/2018.

The College continued with its committed to supporting lecturing staff in achieving their TQFE and the Committee were notified that 8 members of staff would be undertaking their TQFE during 2018/19 and the College would be fully funding their fees.

Under the provisions of the National Joint Negotiating Committee (NJNC) the College also ensured that all lecturers undertaking a recognised lecturing qualification for 2018/2019 receive remission on the basis of 150 hours reduction in class contact time over an academic year. Line managers are requested to ensure that lecturers have one full day with no class contact for the duration of the course.

It was also noted that during 2018/2019 70 staff held other teaching qualifications which are not equivalent to TQFE. This is a slight increase of 3%.

2. Staff Absence Figures

The reports to the Committee include an absence report which details the levels of absence over the previous quarter.

The quarterly averages for 2018/2019 are outlined below:

- July to September 2018 - 2.85%
- October to December 2018 - 2.96%
- January to March 2019 - 4.59%
- April to June 2019 - 5.08%

The annual average for 2018/2019 was 3.87%. The CIPD Health and Well-being At Work Report was published in April 2019. It was reported that on average, public sector employees had 8.4 days of absence over the last year. Based on the days lost and FTE for 2018/2019 the College is below average at 2.34 days lost per employee.

Staff absence continues to be a high priority for the College, 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 take place where appropriate. Professional occupational health and counselling services are used to support attendance, where required.

3. Health and Wellbeing Initiatives

Each report provides an update on the 2018/19 health and wellbeing initiatives to the Committee which demonstrates the work of the College in maintaining a strong focus on supporting the health and wellbeing of all students and staff.

The College achieved the Investors in People Health and Wellbeing accreditation and is continually looking at ways to improve the initiatives and support available to students and staff.

During 2018/19 this included:

- Working towards the achievement of Scotland's Charter for a Tobacco-free Generation. This involved an all student and staff survey. The College is working towards implementation of the key points raised which include providing an in-house support to stop smoking and a vaping area.
- Delivering a Health and Wellbeing event on an annual basis and an overview of the event is provided to the Committee. A variety of organisations are invited to attend, and the College also offers flu vaccinations to staff and the opportunity for staff and students to donate blood.
- Providing a number of additional staff benefits that support the health and wellbeing initiatives and these include supporting charity running or walking events, fitness classes, Scottish Slimmers, staff choir and mindfulness classes.

- Supporting the Movember Campaign to raise awareness of men's health.
- Conducting a Staff Benefits survey in November 2018.

4. Mental Health Initiatives

Each report provides an update on the 2018/19 mental health initiatives to the Committee which demonstrate the work of the College in maintaining a strong focus on supporting the mental health of all students and staff.

During 2018/2019 this included:

- The introduction of Mental Health training for staff which was designed and delivered inhouse.
- The College supported World Mental Health day in October 2018 and Mental Health Awareness Week in May 2019.
- The number of ASIST trained staff reported throughout the year.
- Reviewing the Counselling service offered to staff members.

5. Equality and student focused initiatives

The College actively embeds equality, diversity and inclusion in all activities. The reports to the committee provide details on any planned equality and student focused initiatives.

During 2018/19 this included:

- The College published the final version of the BSL plan in October 2018. The plan covers all people for whom BSL is their first or preferred language including those who use braille.
- Supporting and promoting awareness raising campaigns including, LGBT History and Dyslexia Awareness.
- NHS Lanarkshire, in conjunction with Health Working Lives, brought the 12 week Go with Flo programme to the College.
- Annual Equality and Choices event.
- In line with the College's Gender Action Plan increasing the number of students enrolling into the Women into Painting and Decorating course and SVQ Levels Two and Three in Barbering. We have also seen an increase in the number of female students enrolled in HNC Quantity Surveying.

6. Equality Mainstreaming Report

The College published an update on the Equality Mainstreaming report in April 2019, as required under the Scottish specific duties of the Equality Act 2010. The Committee were provided with the report which details the progress the College has made in achieving the Equality Outcomes.

7. Equal Pay Reporting

In line with the Gender Pay Reporting legislation the College published an updated Gender Pay Gap Report in March 2019 and the Committee noted the progress the College has made in closing the pay gap.

8. Leaders in Diversity

During 2018/2019 the College was delighted to be re-accredited as a Leader in Diversity. This recognises an effective, all-encompassing approach to managing equality, diversity and inclusion within the College. The Committee is presented with the reports from any accreditation visits and the action plan for discussion.

9. Investors in People

The reaccreditation process of Investors in People Platinum and the Health and Wellbeing award was completed in May 2019. The College was delighted to be reaccredited as an Investor in People at Platinum and the Health and Wellbeing Award. The Committee is provided with the annual report/actions for discussion.

10. National Bargaining

The Committee is provided with an update on national bargaining and the impact on the College.

During 2018/19 this included: -

- The implementation of the two-and-a-half-year pay and conditions of service offer for support staff.
- The commencement of national job evaluation for support staff.
- A national programme of discontinuous strike action by lecturing staff which commenced on the 16th January 2019 regarding the outstanding pay claim.
- Local implementation of the nationally agreed 23+1 lecturing staff class contact hours.
- Implementation of the permanency following two years service for lecturing and support staff.
- Implementation of the lecturing staff pay offer and changes to conditions of service.

11. Policies

A review of relevant policies is provided to the Committee for consideration.

During 2018/19 the following policies were presented to the Committee for approval:

- The Equality Policy
- The Smoking and Vaping Policy
- SLC Data Protection Privacy Notice for the National Fraud Initiative
- Recruitment Privacy Notice
- Lone Working Policy
- Gender-based Violence Prevention Strategy

- Gender-based Violence Prevention Action Plan
- Student & Staff Gender-based Violence Prevention & Support Policy

12. HR System

The College has designed and developed an in-house bespoke HR System and the Committee have been provided with updates on the development of the system and will be provided with analysis on the impact during 2019/2020.

13. Health and Safety

The Committee is provided with an overview on all health and safety matters within the College. This includes an analysis of any accidents/incidents and any trends that have been identified by the Health and Safety group.

Conclusion

The Human Resources Committee presents that it has fulfilled the duties set out in its Terms of Reference and delegated to it by the Board of Management in the period November 2018 to September 2019 and asks that the Board approves the Committee's Annual Report 2018/19.