

**South Lanarkshire College**  
**Human Resources Committee (Board of Management)**  
**Thursday 23<sup>rd</sup> November 2017**

**Present** Chris McDowall  
Rose Harkness  
Gill Stillie (by phone)  
Stewart McKillop

**In Attendance** Lisa Beresford  
Angus Allan  
Angela Martin

**1. Declarations of Members' Interests**

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board. No other declarations were received.

**2. Minutes of the Previous Meeting**

The Minutes of the Committee of 31<sup>st</sup> August 2017 had already been approved by the Board of Management.

**3. Report to the Human Resources Committee**

Ms Beresford stated the purpose of the report was to update the Committee on all relevant staff matters since the last meeting.

Staff Training and Development

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

Staff Development Days – next days scheduled for 18<sup>th</sup> and 19<sup>th</sup> December 2017. Ms Beresford drew members' attention to the content of the draft programmes.

Discussion took place around the content of the programme with members questioning how the programme was decided. Ms Beresford stated that it was led by a number of factors; the Career Review process, team and individual suggestions, statutory and legislative requirements.

Ms Beresford stated that in order to ensure the College continued to train staff and meet its statutory requirements, the launch of new online e-Learning modules will be part of the December development days. Other areas that will be part of the days are –

- Equality and Diversity
- Safeguarding Young People
- General Data Protection Regulations
- Prevent Duty

In addition, the College will be hosting a Project Griffin training sessions for anti-terrorism awareness. Sessions have already been delivered to front-line staff and the College Management Team.

Ms Beresford highlighted the continuing work in relation to Equality and Diversity and the focus on health and wellbeing.

The programme will be issued on 4<sup>th</sup> December 2017 and made available to staff from New College Lanarkshire.

Members agreed that the programmes had an excellent and varied range. It was also noted that re-assurance was given by the very positive feedback that was generally received from staff after these days.

Teaching Qualification in Further Education (TQFE) – the College is committed to supporting lecturing staff to achieve their TQFE. During 2017/18, ten members of staff will attend and all will be funded by the College.

Staff Absence – the absence report detailing the levels of absence over the third quarter period 1<sup>st</sup> July to 30<sup>th</sup> September 2017 had been distributed with the papers. The overall percentage for the third quarter in 2017 is 4.20%; Lecturing staff absence at 4.16% and Support staff at 4.24%.

Ms Beresford stated that a decrease had been seen in long term absence and much work had been done in this area. She added that a general increase in short term absence was anticipated due to the time of year and that no strong patterns of absence had been identified.

Members stated that although the statistics were positive it was important for the College to continue to monitor and examine detail to be fully aware of possible patterns in particular areas. Ms Beresford highlighted that the introduction of the new electronic systems in Human Resources would allow the closure scrutiny and this would be fed back to the Committee.

Health and Wellbeing – the Health and Wellbeing Event to place from the 24<sup>th</sup> to 26<sup>th</sup> October 2017. The event was well attended by staff and students alike and the 35 exhibitors had been delighted with the levels of interest.

Ms Beresford informed members that the last day of the event had been the Pink Party. This event had been organised by the students and had been an absolute success with £1,130 being collected for Breast Cancer.

Discussion took place as to how the success of such events was measured and the justification of the costs attached. Mr Allan stated that the first point would be the low absence figures and indeed the high attainment figures of the students. He added that such events were part of the culture of the College along with many other activities and benefits offered to student and staff.

Ms Beresford stated that the ongoing successes in awards such as Investors in People illustrated the commitment by and benefits to the College. Members also applauded the benefits in terms of practical experience and building confidence such events gave to students.

Mental Health – the Mental Health Working Group met on 13<sup>th</sup> and 28<sup>th</sup> September 2017. Ms Beresford took members through the many initiatives being taken forward by the College; Positivi-Tea, Guided Meditation Sessions, Living Life to the Full Workshops.

Members raised the suggestion of 'Mental Health First Aiders'. Ms Beresford stated that the College already had some 19 members of staff ASIST (Applied Suicide Intervention Skills Training) trained and offering support throughout the College. Another 9 members of staff are booked to complete training in early 2018. Ms Harkness gave members an overview of the content of the training.

Members stated that this was an excellent service to be present in the College. Discussion took place in regard to the level of demand. Ms Harkness stated that usage was measured through the Safeguarding Group where numbers were discussed. She added that this service was in great demand as was the College's in-house counsellor who always had a waiting list.

Equality and Student Focused Initiatives – the Equality Group met on 30<sup>th</sup> August 2017 and the minutes had been distributed to the Committee.

The College is delighted to have been awarded the LGBT Charter of Rights Award. This award was collected by College staff and members of the Student Association. This award helps demonstrate the positive work being carried out across the College to ensure that the environment and culture is inclusive for all regardless of their gender identity or sexual orientation. Ms Beresford added that work would continue in this area and the College would continue to embed the principles of the LGBT Charter Mark in the work of the College. The online Equality Training module is in the final stages of development and will be launched on the staff development days in December.

The College has also been accredited as a Disability Confident Employer. Ms Beresford stated that this is the next stage in the College becoming a Disability Confident Leader in 2018.

The College is also working towards becoming a Dementia Friendly Community. Ms Beresford informed members of the audit carried out of the College by Lanarkshire Services and the details given in the report.

National Living Wage Week – took place week commencing 6<sup>th</sup> November 2017 and the College was delighted to promote the week by hosting a Celebration Breakfast on 10<sup>th</sup> November 2017.

Members thanked everyone involved in these numerous initiatives for the work and dedication given.

National Pay Bargaining – Ms Beresford gave an update in relation to both lecturing and support staff awards. The Principal also gave an overview of the meetings of the Remuneration Committee, explaining the detail would be brought to the Board meeting in December.

Staffing Changes – members noted the content of leavers and new appointments.

The Principal updated members on the success of the appointment of an in-house graphic designer. He explained that the work was now far more available to staff and turnaround time much shorter. It is anticipated that significant financial savings will be seen long-term.

Policy Updates – members' attention was drawn to the changes to the College Whistleblowing Policy. After some discussion it was agreed these changes would be recommended to the Board of Management. Members also enquired as to how changes to College policies were disseminated to staff. Ms Harkness explained that changes were highlighted through staff meeting updates. Members stressed it was important to ensure awareness of such changes and the Principal agreed to take this forward with Ms Beresford. The updated Policy would be presented through the JNC.

HR System – members welcomed the update on the latest and planned phases of the system. It was agreed that time would be set aside for the Committee to have sight of the systems.

Health and Safety Committee – had met on 19<sup>th</sup> September 2017 and the members noted the content of the minute. The Principal stated that work was in progress to improve the reports in this area and the new draft of the Occupational Health and Safety Policy. Members welcomed this. The Principal outlined the new Health and Safety Policy that had been developed and discussed how the policy would be taken for

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