

**South Lanarkshire College**  
**Human Resources Committee (South Lanarkshire College)**  
**Held on Wednesday 29<sup>th</sup> August 2018**

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

**In Attendance** Lisa Beresford  
Angela Martin

**Apologies** Angus Allan

**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 meeting held on 16<sup>th</sup> May 2018 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 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.

The staff development day held at prior to the end of term on 22<sup>nd</sup> June 2018 was used for faculty and department specific development. This had allowed all areas to address training and updates most pertinent to them.

All Staff Conference – 13<sup>th</sup> August 2018

The conference had welcomed back the teaching staff to the new year. The theme this year was 'You Rock'. Members' attention was drawn to the programme for the day and the evaluation outcomes.

Mr Kerr stated it had been a vibrant day with a balance of learning and fun. He commended the sense of investment in the staff and the work that had been done to present the day.

Members discussed the evaluations of the day and how well the whole event had been received. The Principal stated that the speakers had been received high scores, particularly Kaye Adams.

The highest scoring had been for the overall organisation which the Principal stated was of particular pride as all work was done in-house.

Members thanked all those involved for the work in setting up and facilitating the day.

#### Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting lecturing staff in achieving the TQFE qualification. During 2018/19 nine members of lecturing staff will be supported through the qualification and meeting the full cost of fees. This year the qualification will be delivered by Dundee University.

Before enrolling on TQFE, staff are asked to achieve a Professional Development Award in Learning and Teaching. This year the College will support ten members of staff through the PDA. This is delivered in-house.

Ms Stillie enquired as to the levels of teaching staff who had achieved these awards. Ms Beresford responded that she was in the process of producing the statistical return for the Funding Council which would outline these details. It was agreed that this breakdown would be presented at the next meeting of the Committee.

Discussion then took place regarding the level of part-time staff being presented for these qualifications and the efforts being made facilitate accessibility. Ms Beresford agreed she would add this to the report for the Committee.

#### Staff Absence

The absence report detailing the levels of absence of the first quarter period 1<sup>st</sup> April to 30<sup>th</sup> June 2018 had been distributed to the members.

Ms Beresford stressed that staff absence continued to be a high priority and significant efforts were made to support staff to attend work. Every absence is followed by a formal return to work interview with the appropriate line manager and trigger point meetings with the Principal and Depute and HR staff also take place as required. Professional occupational health and counselling services are used to support staff attendance.

It was highlighted that for this period no patterns of concern existed and that considerable work had been done with staff on long term absence. A number of staff had indeed moved forward to ill-health retirement.

Members noted that there had been a significant decrease in both support and teaching staff areas. Mr McDowall stated that these were admirable levels of absence and expressed the thanks of the Committee in recognition of the work being carried out.

Mr Kerr enquired if there was access to sector statistics to allow for benchmarking. Ms Beresford stated that she was not aware of specific statistics for colleges but that she would make enquiries through the College Development Network and report back to the Committee.

Ms Stillie expressed concern in regard to the level of long term illness within the Facilities department. Ms Beresford explained the background to this and that it had been necessary to redeploy staff into other areas due to particular health issues. Assurances were also given that these posts were being backfilled.

Discussion then took place on the new MyHR system which had been introduced in April 2018. This system gives staff and managers instant access to absence figures and allowed for clear discussion at return to work, trigger meetings. Ms Harkness stated that the system very much assisted in her role as manager and that her staff also felt the benefits.

Members agreed that this fully supported the investment that had been made in creating the system.

## Health and Wellbeing

### Planned Health and Wellbeing Initiatives

In May 2018 the College conducted a survey to explore how the College could improve support to students and staff who wished to quit smoking. The results of this survey will also be used in the initiative to make the College a 'Clean Air College'.

The results of the survey were clear and the key points included that the College provide support in-house to stop smoking and that an area separate from the smoking shelter be created for vaping.

The College will be introducing 'Quit Your Way' sessions for students and staff towards the end of 2018 and we will be promoting the campaign through the academic session. Plans are also underway for a vaping shelter and the College is reviewing the current Smoking and Vaping Policy. Mr Kerr stressed the importance of creating the alternative area for vaping as many smokers using this as a vehicle to giving up smoking.

Members agreed that it was excellent that this information was being fed back for staff and that the College was working towards a 'Clean Air' campus.

The College is also working with the Student Association on the Health and Wellbeing event that will run from 23<sup>rd</sup> to 26<sup>th</sup> October 2018. A variety of organisations will be invited to visit the College during this time. Flu vaccinations will be offered and blood donation buses will be on campus.

Mr Kerr enquired how many staff had taken up the flu vaccination and was informed that around 70 staff had received the vaccination. He added that this should be especially encouraged with staff who had declared a carer role. Ms Beresford agreed to take this forward with perhaps an additional message of notification.

Members noted that staff classes would be resuming over the coming weeks. All groups are well subscribed and twenty three members of staff have already signed up for the slimming class.

Members agreed that these benefits were indeed an excellent investment in staff on both social and health basis. Ms Beresford added that a survey would be issued asking for staff feedback on what is being offered and any additional suggestions. Ms Stillie stated it would be interesting for the Committee to see the results of this.

## Mental Health

Mental Health Awareness Week took place from 14<sup>th</sup> to 20<sup>th</sup> May this year, with the focus being on 'Stress: Are we coping?' Members noted the content of the programme for the week.

Ms Beresford took members through the initiatives including the Curry and Chaat, Tuck in for Mental Health. This had been run to encourage students and staff to come together and enjoy some food while having a chat. This had been a great success with the students also raising £300 for charity during the event to be shared among supporters of the event; LAMH, Breathing Space and the Mental Health Foundation.

Plans are underway to support World Mental Health day on 10<sup>th</sup> October 2018.

Dementia Friendly Audit – the College has now completed the work suggested through this audit. New signage is now in place and has been well received. Ms Beresford explained the changes that had been made and the benefits. Ms Harkness informed the Committee that the changes suggested for door handles had now also been adopted in the library area.

## Equality and Student Focused Initiatives

Equality Group – next meeting scheduled for 29<sup>th</sup> August 2018. The online Staff Equality Monitoring Form was issued to all staff on 16<sup>th</sup> April 2018 and the return window has now closed. Completion rates are up 18% to 85% this year. Disclosure rates have also increased and the HR Team have ensured that all staff that disclosed that they are a Carer have had the opportunity to discuss their needs.

Mr McDowall stated that this was a staggering completion rate and highlighted the level of trust within the organisation.

Carer Positive Employers in Scotland – the College is proud to be a Carer Positive Engaged Employers and was delighted to receive the award during Carers' Week in June 2018. To ensure all staff are aware of the support available a 'Caring for Carers' booklets has been created. A Carers Information Board has also been added to the staff room signposting and a Support Group has also been set up.

Ms Harkness stated that a separate booklet had been produced for students. This comes with a support plan which can help the individual faculties to assist students who have declared.

Members then discussed the forwarding of this excellent initiative and thanking all staff for their efforts in this area so far.

Glasgow Pride Event, July 2018 – the College attended the march and had a stand at the event for the third year running. It was well attended by both students and staff.

## National Bargaining

Lecturing Staff – the cost of living pay claim for the lecturing staff remains outstanding following the sixth dispute meeting in June 2018.

Discussions have been taking place with the local EIS representatives regarding the implementation of working hours 23+1. The Senior Management Team have provided three options to the EIS and are awaiting the final outcome once it has been presented to the Branch meeting.

The annual leave entitlement for lecturing staff increased to 62 days inclusive of all scheduled college closure days. This is the new national position to be applied from 1<sup>st</sup> January 2018. The College has agreed that the two additional days will take place during in February each year and fall in line with the South Lanarkshire Council school holidays.

It has also been agreed nationally that all lecturers working for the College on a temporary, fixed term or other non-permanent contract and who have completed two years of service by the 1<sup>st</sup> April 2019 will move to a permanent contract. This will be applied to all such temporary employees with continuous service on a rolling basis thereafter. Temporary employees in post at 31<sup>st</sup> December 2017 will have the principles of 'no detriment' applied.

The College is currently reviewing all temporary lecturing staff that have accrued 3.5 to 4 years of service to ensure that it continues to meet the requirements of the Fixed Term Workers Regulations.

Members discussed the excellent ongoing work of the College's Joint Negotiating Committee.

Support Staff - The 2018 pay claim remains outstanding. Discussions have focused on pay modelling and affordability of pay and cost of living awards, with both sides agreeing that further engagement will be required. This engagement will also require input from the Scottish Funding Council relating to data validation and providing a comment on the affordability of proposals.

All support staff roles 'in-scope' of the NRPA are to be subject to job evaluation as at 1<sup>st</sup> September 2018. A draft job evaluation procedure is currently being produced.

The next scheduled meeting of the NJNC – Side Table (Support Staff) is likely to take place in September 2018.

Support Managers Job Evaluation - during the 2017/2018 pay awards it was agreed that the support managers, whose roles are out with the scope of national bargaining, would be evaluated. Two proposals have been included for consideration from external organisations.

Ms Beresford took members through the two proposals which had been distributed with the Committee papers; the proposal submitted by the Educational Competencies Consortium (ECC) Ltd, who had been successful is tendering for the national job evaluation scheme and would deliver the job evaluation project using FEDRA (Further Education Development and Role Analysis) and the proposal submitted by the Korn Ferry Hay Group.

Discussion took place regarding the timings, costs and suitability to best meet the needs of this project. Members agreed after some clarification that it would be sensible for the same system to be used for the support managers as was being used Nationally for support staff. Ms Beresford agreed she would move this recommendation forward.

The Principal stated that, perhaps the Committee would wish to include the Associate Principal posts in the evaluation process. It was agreed that the Principal would prepare a paper on this for consideration by the next Remuneration Committee.

#### Staffing Changes

Members were taken through the changes in staffing. It was highlighted that at present three newly qualified students were working in temporary posts within the College. All agreed that this was an excellent initiative.

#### Policy Update

No policies were presented for approval. Several are under review at present and will be brought to the next Committee meeting.

#### HR System

Members had already heard of the ongoing benefits of the introduction of the new HR system. Ms Beresford informed the meeting that the next stage would be looking at the development of online recruitment.

#### Health and Safety

Ms Beresford drew members' attention to the minutes of the Health and Safety Committee which had met on 30<sup>th</sup> May 2018. No major issues had arisen for discussion.

Members noted the detail of the Accident/Incident Statistics for 1<sup>st</sup> April to 30<sup>th</sup> June 2018. Ms Stillie enquired to the level of fainting and if there had been specific reasons for this. Ms Beresford stated that the title was perhaps one and that no issues of concern had been raised.

The Principal highlighted to members the ever-growing workload attached to the area of Health and Safety. He asked that consideration be given to an additional role being introduced to the Facilities Department, specifically dealing with this area. It was agreed by members would be supportive of this move and that a paper be produced for the next Committee giving post details and costs to allow further consideration.

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