

**South Lanarkshire College
Human Resources Committee (Board of Management)
Held on 3rd December 2015**

Present C McDowall (Chair)
K Anderson
S McKillop

L Beresford

Apologies A Martin
A Allan

1. Declaration of Members' Interests

K Anderson declared that he was Chair of SLC Trust.

2. Minutes of the Previous Meeting

The minutes of the committee meeting held on 8th September 2015 had previously been agreed by the Board of Management.

3. Report from the Head of Human Resources

A tour of the new building had taken place for CMT and the OM/CM group.

Staff Absence

Staff absence was discussed in some detail. Staff absence had increased in the last quarter but teaching staff had seen a reduction in absence.

K Anderson suggested that the College should drill down a little further into more detail to examine what underpinned the absences.

S McKillop suggested that the College could focus on two or three areas in more detail.

These two points were agreed and L Beresford agreed to report back on these findings at the next meeting.

Staff Development

The next Staff Development Days are scheduled for 7th and 8th January 2016, and the programme for these dates is currently being developed. It is planned to have a strong focus on good practice in ICT and learning and teaching, health and equalities. It is also planned to include a session on Prevent training delivered by College Development Network.

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

ASIST

An ASIST procedure is currently being developed to ensure a consist application of the training which was being delivered through this programme.

There are currently 18 members of staff who are ASIST trained. Members of staff who have completed the training will have an ASIST logo printed on their proximity card and it will be published on the portal phone directory. We are currently establishing an ASIST procedure to provide further support and clarity to staff.

Health Week

Health week was promoted & organised through student groups.

Health Week took place week commencing 19th October. This proved a useful week for both students and staff.

A group of SLC employees took part in the Great Scottish Run on the 4th October and raised over £1,000 for charity including Breast Cancer Care and Prostate Cancer UK.

The Santa Dash is taking place on Sunday the 6th December and a group of employees from the College will be taking part.

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

Turbo trainers are available for staff to use via a booking system and it is planned to further promote this facility to staff in the next staff newsletter.

Equality & Choices

Equality & Choices Week is planned to take place week beginning 21st March 2016.

The Equality Group met on 10th November and a number of items were discussed and actioned including plans to progress the registration for LGBT chartermark.

Permentisation

Discussion are currently taking place with those existing temporary lecturers who are deemed to have been employed by the college for 3.5 years or more and if they wish they will be granted permanent status on the basis of an averaged FTE calculated from hours worked over the past four years.

Following the completion of the above exercise it is then planned to use the remaining balance from the 12 FTE to recruit permanent lecturing and support positions through further discussions with the College's Associate Principals and JNC where appropriate.

C McDowall outlined the employment rights of those staff who had been employed for more than four years explaining that it is not automatically the case that staff be granted permanent status.

Details of leavers and new staff was discussed as was the implementation of an interactive payroll was discussed.

Discussion took place in regard to the resignation of the former Student President and S McKillop gave the detail of the role played by the President of NUS in developing the way forward. Megan Cord will become the Senior Vice President of our Student Association and an election will take place for a second Vice President.

Policies

Fraud and Anti-bribery policies were discussed. Minor adjustments had been made to these existing policies.

In line with legislative requirements the HR team have also drafted a Shared Parental Leave Policy for children expected to be born on or after 5 April 2015 and for children placed for adoption or entering Great Britain on or after 5th April 2015. A paragraph relating to Shared Parental Leave has also been added to the New and Expectant Mothers and Adoption policies.

The current Safeguarding Policy and Procedure and the Policy on Security, Discrimination, Bullying and Harassment have been adapted in line with our requirements under the Prevent Duty of Care.

The Whistleblowing policy was reviewed internally has been added for review by the HR Committee.

K Anderson asked if it was possible to produce an executive summary for each new policy and L Beresford agreed to produce these.

AOCB

S McKillop outlined the likelihood of industrial action being pursued by the EIS and Unison in regard to National Pay Bargaining.

There being no other business, the Chair closed the meeting thanking everyone for their attendance.