

BOARD OF MANAGEMENT

Report to Human Resources Committee

15th May 2019

The purpose of this report is to update the Human Resources Committee on relevant staffing matters.

1. Executive Summary

- 1.1 Workforce profile overview;
- 1.2 Organisational development update;
- 1.3 Health and wellbeing update;
- 1.4 Equality and student focused initiative update;
- 1.5 National pay bargaining update;
- 1.6 Staffing changes and current vacancies;
- 1.7 Review of relevant policies;
- 1.8 HR system update;
- 1.9 Health and safety update.

2 Detail of Summary

2.1 Workforce Profile

The College continually monitors the profile of its staff to inform and assist with workforce planning. An overview of the workforce profile is attached in Appendix A.

2.2 Organisational Development

The College is committed to delivering a diverse range of activities to encourage all staff to be empowered to develop their own professional learning and to further embed innovation in the teaching and support areas of the College.

The key areas within Organisational Development (OD) include:

- Professional qualifications
- Professional learning opportunities
- Career Review System
- Investors in People

2.2.1 Professional Qualifications

A background to the qualifications and overview of progress is detailed in Appendix B.

Teaching Qualification Further Education (TQFE)

It is anticipated that the College will support an additional 9 members of staff in completing their TQFE during 2019/2020. Under the provisions of the National Joint Negotiating Committee (NJNC) the College will also ensure that all lecturers undertaking a recognised lecturing qualification for 2019/2020 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.

Other Teaching Qualifications

The College is currently supporting 11 lecturing staff through their PDA. They are required to complete their PDA before they are considered for TQFE.

There are 12 staff currently undertaking the Assessor and Verifier units.

2.2.1 Professional Learning Opportunities

The staff development day scheduled for Friday 1st March 2019 was postponed until June 2019. There are now two staff development days planned for the 25th and 26th June 2019.

There will be a continued focus on the following areas: -

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

The College has been reviewing the provision of health and safety and information security training offered to all staff. It is anticipated that they will be launched on the June 2019 staff development days.

The tender for a management training programme for middle management at Operational Manager/Curriculum Manager level is now complete. It is anticipated that this will commence in the June 2019 staff development days.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 14th June 2019.

2.2.2 Career Review

The Career Review process for 2018/2019 is now complete. The HR team is working with the College Management Team to review the process introduced in 2018 and ensure that it has delivered the anticipated outcomes.

2.2.3 Investors in People

The reaccreditation process of Investors in People Platinum and the Health and Wellbeing award commenced on the 15th April 2019 with an all staff survey. The IIP Assessor will be in College from the 13th May 2019 to conduct the 1:1 meetings with staff.

2.3 Health and Wellbeing

2.3.1 Absence Management

The absence report detailing the levels of absence over the first quarter period 1st January to 31st March 2019 is provided in Appendix C. Appendix D provides the full quarterly report.

The Strategic Human Resources and Organisational Development network group raised the need for sector absence data and this will be discussed further at the conference in May 2019.

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. All absence trigger meetings are complete. Professional occupational health and counselling services are used to support staff attendance.

2.3.2 Planned Health and Wellbeing Initiatives

NHS Lanarkshire, in conjunction with Health Working Lives, brought the 12 week Go with Flo programme to the College. The programme is now complete and additional support is now provided by the local pharmacy. The NHS will provide supported information sessions in 2019/2020.

The vaping shelter was installed in February 2019 and launched to positively discourage smoking/vaping out with the designated areas. The Smoking and Vaping Policy has been updated to reflect this.

The Scottish Slimmer's class was suspended in April 2019 as the company entered liquidation. The College has appointed Lighter Weighs to ensure that staff continue to benefit from the class on a weekly basis.

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

The staff choir continues on a weekly basis and is well attended.

The Mindfulness class which takes place every Thursday, is open to both staff and students continues to be well attended, proving a success. We have now opened an additional class on a Thursday evening and this is open to staff, students and the public.

We have also continued with the visiting chiropodist and turbo trainers are available to staff.

2.3.3 Mental Health

The Mental Health Working Group met on the 24th April 2019. A number of items were actioned and discussed.

During the June staff development day the College will be providing a course for staff on mental health awareness. The course has been designed and will be delivered in-house to ensure that it is current and relevant to the needs of our staff.

During 2019/2020 the College will also be introducing the Mental Health and Wellbeing Award at SCQF levels 4 and 5. The qualifications aim to address gaps in knowledge and to improve understanding of mental health. They also support the Scottish Governments Mental Health Strategy 2017–2027.

The College is currently reviewing the current Employee Assistance Programme provider to ensure that we are providing a service that meets the needs of our staff.

Plans are underway for Mental Health Awareness Week 13th to 17th May 2019 which will include a Curry and Chaat and Guided Meditation.

The Student Association and Student Services are currently working on the Student Mental Health Agreement (SMHA). This is an initiative led by Think Positive, NUS Scotland's student mental health project.

There are currently 26 members of staff ASIST trained with additional training taking place over the summer months.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

The College is delighted to be part of a project with Advance HE to support colleges in developing positive action measures for disabled staff recruitment. The project is launching in June 2019 and relevant updates will be provided.

To support our students and staff who are unpaid carers, the College works closely with the Lanarkshire Carers Centre who offer a number of different services throughout Lanarkshire. One of these is the Carer Registration Card scheme which enables carers to access a wide range of offers and discounts from a variety of local retailers, suppliers and services. This scheme is open to any carer over the age of 18 who lives in Lanarkshire. The College is proud to be a provider and offers a 10% discount in the Training Restaurant and in the Salon & Spa.

Working with the Students Association the College will be supporting Carers Week in June 2019.

The College is currently developing a Menopause Policy to help support women through the menopause and increase understanding in the workplace.

The College celebrated Purple Friday on 23rd February as part of LGBTI History Month. This was a cross college event and activities included:

- Photography students taking photographs
- Pride movie night
- Student Association had write on table covers for positive, motivational messages
- Exhibitors in the Atrium
- Inspire provide Rainbow Cupcakes
- Treatments including 'Purple Nails'

The Equality & Choices event took place from the 26th to the 28th of March 2018 and a wide range of organisations attended the College, with information and activities available for staff and students. Dementia Friends workshops were provided. The final programme of events is included in Appendix E.

The next Equality Group meeting is scheduled to take place on Wednesday 29th May 2019.

2.4.2 Leaders 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 F. This recognises an effective, all-encompassing approach to managing equality, diversity and inclusion within the College.

2.4.3 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, Appendix G. The report provides an update on the progress the College has made in achieving the Equality Outcomes.

2.4.4 Equal Pay Reporting

In line with the Gender Pay Reporting legislation the College published an updated Gender Pay Gap Report in March 2019, Appendix H.

2.5 National Bargaining

2.5.1 Lecturing Staff

The cost of living pay claim for the lecturing staff remains outstanding and the EIS called for a national programme of discontinuous strike action which commenced on Wednesday the 16th January 2019.

The lecturing staff participated in strike action on the 5th February, 6th March and 21st March 2019. The College has remained open with disruption to classes for those lecturers on strike. Industrial action planned for the 8th May 2019 has been postponed. There are however further dates planned for the 15th and 16th May.

The College also received notification of action short of strike which commenced on 15th April 2019. The industrial action short of strike included a “resulting boycott” and a withdrawal of ‘goodwill’.

In line with the national agreement the College assessed the permanency of the lecturing staff who gained two years service from April 2019. This forms part of the national agreement which ensures that lecturers working in the sector on a temporary, fixed term or other non-permanent contract and who have completed 2 years continuous service by 1st April 2019 will move to a permanent contract. The College therefore accrued an additional 12.55 FTE.

2.5.2 Support Staff

All support staff roles ‘in-scope’ of the NRPA are to be subject to job evaluation as at 1st September 2018. The National Job Evaluation scheme has now launched and all support staff ‘in-scope’ are currently complete the role outline questionnaire. The role outline questionnaire and job description are required to be submitted to the Employers Association by 28th June 2019.

2.6 Staffing Changes

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

2.7 Policy Update

The Equality Policy has been reviewed and is attached in Appendix J for approval.

In addition, the College has reviewed the Smoking Policy and included in Appendix K for approval.

2.8 HR System

The HR team are currently piloting the recruitment phase of the MyHR System with a view to launching by the end of the 2018/2019 session.

The College also successfully launched the DSE assessment online and this forms part of the MyHR System that the staff can access through the College portal.

2.9 Health and Safety

The Health and Safety Group met on the 27th February 2019 and several items were discussed and actioned. The minutes are provided in Appendix L.

A quarterly report covering the period 1st January 2019 to 31st March 2019 is attached in Appendix M. This provides a summary of the accidents/incidents for the period. The Health and Safety Group reviewed the statistics and discussed the trends. It was noted that there were no unexpected patterns relating to the period. Injuries were minor with no RIDDOR incidents.

There have been no patterns identified relating to mental health. The Health and Safety Group will continue to monitor this and recommend any further actions to reduce the likelihood of recurrence, where necessary.

3.0 Recommendations

It is recommended that the Human Resources Committee:

- 3.1.1** Note the workforce profile overview;
- 3.1.2** Note the organisational development update;
- 3.1.3** Note the health and wellbeing update;
- 3.1.4** Note the equality and student focused initiative update;
- 3.1.5** Note the national pay bargaining update;
- 3.1.6** Note the staffing changes and current vacancies;
- 3.1.7** Note the review of relevant policies;
- 3.1.8** Note the HR system update;
- 3.1.9** Note the Health and safety update;