

**South Lanarkshire College
Human Resources Committee
Held on 15th May 2019**

Present Chris McDowall (Chair)
Rose Harkness
Stewart McKillop

In Attendance Angus Allan
Lisa Beresford
Angela Martin

Apologies Gill Stillie

1. Declarations of Members' Interests

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board.

2. Minutes of the Previous Meeting

The Minute of the meeting held on the 20th February 2019 had already been agreed by the Board of Management.

3. Report to the Human Resources Committee

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

Workforce Profile

The College continually monitors the profile of its staff to inform and assist with workforce planning.

Discussion took place on the profile of staff with members noting that there had been a slight increase in full time staff due to the recent permanisation process. The Principal stated that an increase in the overall headcount was due to the need for staffing to facilitate the increased provision.

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.

Teaching Qualification Further Education (TQFE)

The College has committed to supporting an additional nine members of staff in completing TQFE during 2019/20. All staff enrolled for the 2018/19 programme have completed and passed. Members noted the level of commitment by the College in ensuring staff were well supported through this process.

At present eleven teaching staff are being supported through the PDA qualification. This is a requirement before moving forward to TQFE. In addition, twelve members of staff area undertaking the Assessor and Verifier units.

Professional Learning Opportunities

The staff development day scheduled for Friday 1st March 2019 was postponed until June 2019. Two staff development days are now planned for 25th and 26th June. These days will focus on: learning and teaching, equality and diversity, health and wellbeing, mental health and 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 this training will be launched as part of the June Development Days.

Operational Manager/Curriculum Manager Training - a tender for a management training programme for middle management level is now complete. It is anticipated that this will commence in June 2019.

Members asked for clarification of this training. Ms Beresford explained it was focussed on key skills that would prepare staff for next level and so address the succession planning process. They are a group of 20 staff and it will last for around 18 months.

Career Review Process – this is now complete for 2018/19. 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. Ms Beresford stated that it had taken great commitment across the College but she was delighted with the return rate.

Investors in People – the reaccreditation process of IIP Platinum and the Health and Wellbeing Award commenced on 15th April 2019 with an all staff survey. The Assessor will be in College week commencing 13th May 2019 to conduct one to one meetings with a wide range of staff.

Absence Management

The absence report detailing the levels of absence over the first quarter from 1st January to 31st March 2019 have been provided for the Committee.

The staff absence figure for the first quarter in 2019 was 4.59% - lecturing staff absence at 4.84% and support staff absence at 4.33%. These figures are higher than the previous quarter but lower than the figures reported for the first quarter in 2018, at 6.025%.

Ms Beresford stated that there are no areas of concern but that processes continued to ensure monitoring and support staff to return to work. She added that discussion was taking place on providing Sector figures for absence and the benefits of this. The Committee would be kept updated of progress in this area.

Planned Health and Wellbeing Initiatives

NHS Lanarkshire, in conjunction with Health Working Lives, brought the twelve 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. Twenty members of staff have signed up for the class.

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 for cycle training.

Members noted the initiatives being offered for staff and it was agreed that no concerns should exist in relation to health and wellbeing for Investors in People.

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 days 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.

Ms Beresford stressed that staff had requested training and many throughout the organisation are keen to learn and receive training.

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 Employee Assistance Programme provider to ensure that we are providing a service that meets the needs of our staff. Ms Beresford stated that the College was keen to secure a service where the first point of contact for staff was a counsellor. This was not the case at present.

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.

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.

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

Leaders in Diversity

The College was delighted to be re-accredited as a Leader in Diversity. This award recognises an effective, all-encompassing approach to managing equality, diversity and inclusion within the College.

Members congratulated all in the re-accreditation, commenting that the College should be delighted with the excellent report.

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, a copy of which had been distributed to the Committee. The report provides an update on the progress the College has made in achieving the Equality Outcomes.

Members discussed the report and noted that an Action Plan would be drawn up and both placed on the College website.

National Bargaining

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.

Members enquired as to the impact on students. The Principal stated that as much as possible was being done to mitigate the impact on students. He then updated members on the College’s intention to draw up a ‘letter of comfort’ for those students going forward into Higher Education or indeed employment. This had been discussed with trade union representatives.

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.

Members enquired how the process was going. Ms Beresford explained that for some staff the questionnaire was quite daunting but the College had ensured that appropriate assistance was in place if needed. Time had been given to all support staff to allow them to complete the questionnaire.

Staff Changes

Members noted the changes in staffing.

Policy Update

Members approved the reviewed Equality Policy and Smoking Policy.

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.

Health and Safety

The Health and Safety Group met on the 27th February 2019 and several items were discussed and actioned. Members noted the minutes of the meeting.

Members noted a quarterly report covering the period 1st January 2019 to 31st March 2019. This provided 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.

4. Approval of Publication of Papers

The Committee approved the publication of all papers marked 'for publishing' by the reporting officers.

5. Any Other Competent Business

The Lanarkshire Region/New College Lanarkshire – the Principal stated that further to an email that had been sent to the Board and a subsequent notification to the Chairs of the Committees by Andy Kerr, he felt it was essential that each Committee was fully briefed of the changes at New College Lanarkshire and the impact on the Region and, most pertinently, South Lanarkshire College.

Members were informed that the Chair, Principal and Depute Principal had been assured by both the Scottish Government and by the Scottish Funding Council in regard to the continued independence of the College.

Very positive messages had also been received in regard to the Governance, Management and achievement of the College.

The Principal added that the position of Chair for the RSB had now been advertised and that it was expected to be appointed prior to October 2019.

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