

BOARD OF MANAGEMENT

Report to Human Resources Committee

24th November 2016

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

1. Executive Summary

- 1.1 Staff development initiatives including our annual All Staff Conference, staff development day plans and evaluations.
- 1.2 Staff absence figures for the second and third quarter period, 1st April 2016 to 30th September 2016.
- 1.3 An update on Health and Wellbeing initiatives.
- 1.4 An update on Equality and student focused initiatives.
- 1.5 Information regarding the Investor in Diversity assessment.
- 1.6 Information regarding the recent Investors in People accreditation.
- 1.7 National pay bargaining update.
- 1.8 Details regarding staff joining and leaving the College, and current vacancies.
- 1.9 Review of relevant policies
- 2.0 Health and Safety update

2 Detail of Summary

2.1 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.

2.1.1 Staff Development Days:

Evaluation information relating to the staff development day which took place in June is attached in Appendix A.

The next staff development days are scheduled for Monday 19th December and Tuesday 20th December 2016 and the draft programme for the day is attached in Appendix B.

There is an Introduction to Learning and Teaching session taking place for our new members of Lecturing staff and a session to introduce them to Moodle.

Our focus remains on health and equalities and the College Development Network is providing a training session on Unconscious Bias. We have also planned epilepsy training and an autism toolbox demonstration. In addition, Nil By Mouth will be providing a training session to staff and have agreed to provide workshops to our students during Equality and Choices week in March 2017. In response to staff feedback we are also providing a session on Social Media & Gender Stereotyping. Lastly there is a further LGBT training session on the 5th of December 2016.

We will also cover Office 365, Windows 10, a further session on the Prevent Duty and also an update from Disclosure Scotland on the recent changes to the PVG scheme.

The programme has been made available for bookings by staff from New College Lanarkshire.

2.1.2 All Staff Conference

The annual All Staff Conference took place in the College on Monday 8th August 2016. The theme was “The Only Way is Up” and a programme for the conference is attached in Appendix C and the evaluation summary in Appendix D.

2.1.3 Teaching Qualification in Further Education (TQFE)

We are committed to supporting our Lecturing staff in achieving their TQFE. During 2016/2017 we have a further 10 members of staff and the College has agreed to fund 75% of their fees. We plan to increase this to 100% funding in 2017/2018.

2.2 Staff Absence

Absence report information detailing the levels of absence over the second and third quarter period 1st April to 30th September 2016 is attached in Appendices E and F. Note that the absence level has decreased and from Quarter 1 to Quarter 3 by 2.64%.

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. Professional occupational health and counselling services are used to support staff attendance.

2.3 Health and Wellbeing

2.3.1 Planned Health and Wellbeing Initiatives

We are currently working towards accreditation of the Investors in People Health and Wellbeing award. The assessment is taking place from the 21st to 24th November 2016.

Our Health and Wellbeing event took place 25th to 28th October 2016. The event was a success and proved useful for both staff and students. We hosted 28 exhibitors in the Atrium with information stands and the feedback has been positive. Information regarding the event and activities offered is attached in Appendix G.

The Events students supported the event by organizing “Wicked in Pink Day” as part of their HNC Events and raised £640 for Breast Cancer Care. The Photography students were also involved in capturing the day.

We also offered Flu Vaccinations to all staff on Wednesday 2nd November 2016 and 66 staff attended. We have continued with the visiting chiropodist.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. ‘Team Platinum’ ran the Great Scottish run on the 2nd of October 2016. Overall the staff team raised £886 which was split between Breast Cancer Care, Prostate Cancer and Epilepsy Scotland. The College is also supporting any staff that wish to take part in the Santa Dash on the 11th December 2016 in Glasgow. We will be relaunching the fitness classes in January with some further challenges for 2017.

The turbo trainers are also available for staff to use via a booking system.

The Scottish Slimmers class has been a success and this continues to be promoted to staff to join after every 6 week block and in the College Newsletter.

The Mindfulness class which take place every Thursday, is open to both staff and students continues to be well attended, proving a success.

2.3.2 ASIST

There are currently 18 members of staff who are ASIST trained. All members of staff who have completed the training now have an ASIST logo printed on their proximity card and is published on the portal phone directory and the mental wellbeing stand in the library.

2.4 **Equality and Student Focused Initiatives**

2.4.1 Planned Equality and Student Focused Initiatives

In addition to the Health and Wellbeing event in October the College took part in the Glasgow pride event on the 20th of August. Students, staff and families were #SLCProud to celebrate and show support for LGBT equality by joining over 3000 people, in the rain, marching in the Pride Parade. The College also had a stand over the weekend in the Community Expo which was a fantastic opportunity to engage with the LGBT community, Appendix H.

The HR team is currently developing an online Equality training module that will replace the existing Disabled Go training. It is planned to go live to January 2017.

The College was proud to become a Disability Confident Employer in October 2016. We have gained 'Committed' accreditation status and look forward to working through the next stage of accreditation.

2.4.2 Equality Group

The Equality Group met on the 24th August and the 2nd November 2016 and a number of items were discussed and actioned.

The plans are continuing to progress working towards the LGBT Charter mark by December 2016.

During the meeting on the 2nd November 2016 the group reviewed the SLC student equality data, Appendix I.

2.4.3 Investors in Diversity

The College remains committed to improving our best practice in Equalities and are currently being re-assessed to maintain Leader in Diversity status by the National Centre of Diversity.

An initial pre-assessment audit was conducted over the summer and this included an all staff survey and 2 advisor support days in the College to review our practices and meet with key staff. An interim report was provided and demonstrated that the College has continued to remain committed to Equality, Diversity and Inclusion and has improved on all aspects since the last review.

The next steps involve engaging with our key stakeholders: -

1. Leaders
2. Students
3. Suppliers

We will be promoting an online survey to our key stakeholders from the 28th November 2016 until the 9th December 2016. This will provide valuable online diagnostics. IID will then attend the College to conduct an onsite pre Assessment Day. It is anticipated that the reaccreditation process will be concluded in the first quarter of 2017.

2.4.4 Regional Equality Outcomes

We are due to publish our Regional Equality Outcomes, as required under the Scottish specific duties of the Equality Act 2010, explaining the focus and aims of our equality work in April 2017. We are currently working with New College Lanarkshire on reviewing our existing Regional Equality Outcomes and they will directly impact on the SLC Equality strategy and plan for the next 4-year period.

2.4.5 Gender Action Planning

The Scottish Funding Council has set the ambition that by 2030 no college or university will have a gender imbalance of greater than 75% of one gender. By 2021 to increase by 5% points the minority gender share among 13-24 year olds.

In response we have developed a Gender Action Planning working group. The group will develop an action plan across the five broad themes of: -

1. Infrastructure
2. Influencing the influencers
3. Raising awareness and aspirations
4. Encouraging applications

5. Supporting success and retention
Specifically, there will be a focus on curriculum areas which the College is required to address severe imbalance: -

Female under-representation

- Construction (general)
- Building/Construction Operations
- Building Services

Male under-representation

- Child Care Services
- Hair/Personal Care Services

We are required to outline our numerical targets for 2020 in at least three subject areas. This will be Construction, Child Care Services and Hair/Personal Care Service.

Our commitment to tackling gender imbalance will align with our Public Sector Equality Duty and our Regional Equality Outcome Agreement.

2.5 Investors in People

The College was delighted to be awarded platinum accreditation against the Investors in People Standard. We are the first College in the UK to receive the award and it demonstrated that we remain focused on achieving high performance through the dedication, capability and professionalism of our staff. It was recognised that we support a culture of continuous improvement in people management strategies and ultimately supporting the achievement of the College vision, mission, strategic aims and objectives.

2.6 National Pay Bargaining

2.7.1 Lecturing Staff

Work is continuing through two Short Life Working Groups on Pay and a Harmonised Workforce with the next meeting of the NJNC scheduled for 17th November 2016.

It should also be noted that the dispute regarding the payment of £100 is still ongoing.

2.7.2 Support Staff

Members of UNISON took part in Industrial action on the 6th September and 27th September 2016. The members also participated in continuous action short of strike from the 28th September 2016 which

withdraw all first aid and fire warden cover provided by those staff members.

Following meetings with ACAS on 27th October and 2nd November, no agreement was reached with the Support Staff Side. The Management Side presented a final improved offer following the mandate provided by the Employer's Association at their meeting on 31st October 2016.

UNISON postponed the strike action planned for 8th and 9th November 2016 and the continuous action short of strike ceased from the 4th November 2016.

2.7 Staffing Changes and Recruitment

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

2.8 Policy Update

The following policies have been reviewed and are attached for your approval: -

- Copying and Copyright Policy (Appendix K)
- Print and Copying (Appendix L)

The Quality Unit have also developed a Malpractice/Maladministration in Internal Assessment (Appendix M) to comply with our awarding body requirements.

2.8 Health and Safety

A report on the accident statistics for the period 1st August 2016 – 31st October 2016 is attached in Appendix N.

An additional 7 members of staff were trained in October 2016 as First Aiders and this increased our overall number of trained First Aiders to 18 members of staff. Further training is also planned for members of the College Management Team.

Ambulance Scotland provided First Aid cover during the recent action short of strike.

The minutes of the Health and Safety meeting on the 11th October 2016 (Appendix O) are attached for your information.

3 Recommendations

It is recommended that the Human Resources Committee

- 3.1 Note the ongoing staff training and development activity;
- 3.2 Note the staff absence figures for the first quarter period 2016;
- 3.3 Note the continuing Health and Wellbeing activity;
- 3.4 Note the plans for the forthcoming Health and Wellbeing assessment;
- 3.5 Note the continuing Equality and student focused initiatives;
 - 3.5.1 Note the review of the Regional Outcome Agreement and development of the Gender Action Plan
 - 3.5.2 Note the plans for the forthcoming Investors in Diversity accreditation;
- 3.6 Note the Investors in People Platinum accreditation;
- 3.7 Note the update on National Pay Bargaining;
- 3.8 Note the changes to staffing;
- 3.9 Note the Health & Safety update;