

BOARD OF MANAGEMENT

Report to Human Resources Committee

29th August 2018

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 staff development day plans and evaluations;
- 1.2 Staff absence figures for the second quarter period, 1st April 2018 to 30th June 2018;
- 1.3 An update on health and wellbeing initiatives;
- 1.4 An update on equality and student focused initiatives;
- 1.5 National pay bargaining update;
- 1.6 Workforce planning update;
- 1.7 Details regarding staff joining and leaving the College, and current vacancies;
- 1.8 Review of relevant policies;
- 1.9 HR system update;
- 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.

The Staff Development day on the 22nd June 2018 was used for faculty and department specific development.

2.1.1 All Staff Conference

The annual All Staff Conference took place in the College on Monday 13th August 2018. The theme was “You Rock” and a programme for the conference is attached in Appendix A and the evaluation summary in Appendix B.

2.1.2 Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting our Lecturing staff in achieving their TQFE. During 2018/2019 we have 9 members of staff and the College has agreed to fully fund their fees.

It is planned that in 2018/2019 the College will support 10 lecturing staff through their PDA. They are required to complete their PDA before they are considered for TQFE.

2.2 Staff Absence

The absence report detailing the levels of absence over the first quarter period 1st April to 30th June 2018 is attached in Appendix C. Appendix D provides the full report.

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

In May 2018 the College conducted a survey to explore how the College could improve support for students and staff who wish to quit but to also provide data on initiatives that could be adopted to make the College a ‘Clean Air College’. The results of the survey were clear and the key points included to provide support inhouse to stop smoking and a vaping area that is separate for the smoking area. The College will be introducing ‘Quit Your Way’ sessions to students and staff towards the end of 2018 and will be promoting the campaign throughout the academic session. Plans are also underway for a vaping shelter and the College is reviewing the current Smoking and Vaping Policy.

The College is also working with the Student Association on the Health and Wellbeing event which takes place from the 23rd to the 26th October 2018. A variety of organisations will be invited to attend the College and we will be offering staff the flu vaccination and running blood donation sessions.

A team of staff participated in the annual CCG event 'It's a Knockout' in Strathclyde Park on the 19th of August 2018 in support of Cancer Research UK and the College has agreed to donate £500. A team of staff will also be participating in the Great Scottish Run, supported by the College on the 30th September 2018.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. The lunchtime 'Dancercise' class available to staff is continuing to prove popular.

The Scottish Slimmer's class continues to run on a six-weekly basis. We also continue to promote the healthy eating by working with Inspire to provide half price porridge, fruit and soup to staff and students.

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, staff choir and ensuring turbo trainers are available to staff.

2.3.2 Mental Health

Mental Health Awareness Week took place 14th – 20th May 2018 and the focus this year was on 'Stress: Are we coping?'. An overview is provided in Appendix E. The College launched a toilet door campaign with posters supplied by the Mental Health Foundation. Students and staff supported the Curry & Chaat's initiative throughout the week in the Café Bistro. Information stands were available. The event raised £300 which was shared between the charities who supported the event; LAMH, Breathing Space and the Mental Health Foundation.

Plans are also underway to support World Mental Health day on the 10th October 2018.

The College also completed the signage that was highlighted as part of the Dementia Friendly Audit during the summer works and supported Dementia Awareness week 4th – 10th June 2018.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

The next Equality Group meeting is scheduled to take place on the 29th August 2018.

The online Staff Equality Monitoring Form issued to all staff on the 16th April 2018 has now closed and the completion rates increased by 18% to 85%. 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.

Whilst we are encouraged by the level of response and disclosure we aim to further develop confidence within this area to increase the completion and disclosure rates.

South Lanarkshire College is very proud to be a Carer Positive Engaged Employer and was delighted to receive the award whilst supporting Carers Week in June 2018, Appendix F.

To ensure staff are aware of the support available a 'Caring for Carers Booklet' has been created. The booklet links to a range of College policies which can be used to help support staff, Appendix G. A Carers Information Board has also been added to the staff room signposting support available out with the organisation. During 2018/2019 the College is also introduced a Carers Support Group with the support of Lanarkshire Carers Network.

The Scottish Government wants to make Scotland the best place, in the world for BSL users to live, work and visit." Scottish Government BSL National Plan 2017 – 2023. This means that D/deaf (*those who are Deaf and who use sign language and those who are deaf who have a hearing impairment, who have English as their first language, may also lipread and/or use hearing aids*) and Deafblind (*those who have both hearing and sight impairments*) BSL users will be included fully in all aspects of life in Scotland: as active, healthy citizens who make informed choices about their lives.

The College is therefore developing a plan which covers all people for whom BSL is their first or preferred language including those who use braille due to sight loss. The plan is currently in draft format and will be available on our website for BSL users to view in September 2018 before the final plan is published in October 2018.

The College, for the third-year running hosted an information stand at the Pride Glasgow event on the 14th July 2018.

2.5 National Bargaining

2.5.1 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 representative 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.

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 1st 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 service by the 1st 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 31st December 2017 will have the principles of 'no detriment' applied.

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

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

2.5.2 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 1st 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.

2.6 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.

Appendix H includes the proposal submitted by the Educational Competencies Consortium (ECC) Ltd. ECC have been successful in tendering for the national job evaluation scheme and would deliver the job evaluation project using FEDRA (Further Education Development and Role Analysis).

Appendix I includes the proposal submitted by the Korn Ferry Hay Group.

2.7 Staffing Changes

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

2.8 Policy Update

There are no policy updates noted for approval however there are several policies currently under review due to the change in Data Protection legislation and these will be provided, where relevant to the HR Committee.

3.0 HR System

The MyHR System has been successfully launched to all staff and development is also now underway on the next phase which will be focusing on developing recruitment online.

4.0 Health and Safety

The Health and Safety Group met on the 30th May 2018 and several items were discussed and actioned. The minutes are provided in Appendix J.

A quarterly report covering the period 1st April 2018 to 30th June 2018 is attached in Appendix K. 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.

A housekeeping inspection was conducted on the lower ground, ground and first floor. No serious concerns were identified, and all items were prioritised and addressed accordingly.

5.0 Recommendations

It is recommended that the Human Resources Committee:

- 5.1 Note the ongoing staff training and development activity;
- 5.2 Note the staff absence figures for the second quarter period 2018;
- 5.3 Note the continuing health and wellbeing activity;
- 5.4 Note the continuing equality and student focused initiatives;
- 5.5 Note the update on national pay bargaining;
- 5.6 Note the changes to staffing;
- 5.7 Note the policy update;
- 5.8 Note the HR System update;
- 5.9 Note the health and safety update.