

## **BOARD OF MANAGEMENT**

### **Report to Human Resources Committee**

**23<sup>rd</sup> November 2017**

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 third quarter period, 1<sup>st</sup> July 2017 to 30<sup>th</sup> September 2017;
- 1.3 An update on health and wellbeing initiatives;
- 1.4 An update on equality and student focused initiatives;
- 1.6 National pay bargaining update;
- 1.7 Details regarding staff joining and leaving the College, and current vacancies;
- 1.8 Review of relevant policies;
- 1.7 HR system update;
- 1.9 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:**

The next staff development days are scheduled for Monday 18<sup>th</sup> December and Tuesday 19<sup>th</sup> December 2017 and the draft programme is attached in Appendix A.

To ensure that the College continues to develop staff and meet its statutory requirements the following new online e-Learning modules will be launched on the staff development days: -

- Equality and Diversity
- Safeguarding Young People
- General Data Protection Regulation (GDPR)
- Prevent Duty

All e-Learning training modules will be incorporated in the staff induction.

In addition, the College will also be hosting a Project Griffin training session which is open to all staff. The College Management Team received training on the 9<sup>th</sup> of November.

There will be two face-to-face GDPR sessions taking place which are aimed at managers within the College to ensure that they are fully aware of the changes in the Data Protection Legislation.

There will continue to be a focus on equality training. The Equality and Diversity training has been developed for the College to ensure that we meet our requirements under the Public Sector Equality Duty but also demonstrate best practice as a Leader in Diversity. We will also be providing drop-in session on Equality Impact Assessments.

There will also be a focus on health and wellbeing with sessions provided on Conflict Management, Developing Personal Resilience, Dementia Awareness and Mindfulness.

The College will also be providing sessions on learning and teaching. There are sessions being provided on the following: -

- Introduction to Internal Verification
- An Assessor Award Update
- Introduction to Learning and Teaching
- Internal Verification Refresher

We will also provide further sessions on Office 365 and have included two sessions on Cyber Threats to highlight to staff ways in which they can make themselves and the College safer.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 4<sup>th</sup> December 2017.

### 2.1.3 Teaching Qualification in Further Education (TQFE)

As detailed in the August 2017 report we are committed to supporting our Lecturing staff in achieving their TQFE. During 2017/2018 we have 10 members of staff and the College has agreed to fully fund their fees.

## **2.2 Staff Absence**

The absence report detailing the levels of absence over the third quarter period 1<sup>st</sup> July to 30<sup>th</sup> September 2017 is attached in Appendix B. Appendix C 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

Our Health and Wellbeing event took place from the 24<sup>th</sup> to the 26<sup>th</sup> of October 2017. The event was a success and once again proved useful for both staff and students. We hosted 35 exhibitors in the Atrium with information stands and the feedback has been very positive. This year we also introduced a scavenger hunt to encourage the students to speak with the exhibitors and find out more information about the College.

Alzheimer's Scotland also provided Dementia Friendly sessions throughout the week which were well attended by staff and students. LANDED also delivered workshops focusing on the health effects of tobacco, second-hand smoke, the law surrounding tobacco and the benefits of quitting.

The events students organized Pink Day on Friday the 27<sup>th</sup> in support of Breast Cancer Care. Information about the event is attached in Appendix D.

A group of staff participated in the Great Scottish Run, supported by the College on the 1<sup>st</sup> October 2017.

In addition, the College supported blood donations again this year and on the 6<sup>th</sup> November 2017. This was open to staff and students and 48 volunteers which was an increase from 41 in 2016.

The weekly staff benefits continue to be well attended and recent communication issued to staff which provides an overview is attached in Appendix E.

In addition, we have continued with the visiting chiropodist.

### 2.3.2 Mental Health

The Mental Health Working Group met on the 13<sup>th</sup> and 28<sup>th</sup> of September 2017 and a number of items were discussed and actioned.

The College supported World Mental Health Day on the 10<sup>th</sup> October 2017 and hosted another successful Positivi-Tea. An overview is provided in Appendix F.

There are currently 18 members of staff who are ASIST trained. A further 6 members of staff undertaking the training in January/February 2018.

## **2.4 Equality and Student Focused Initiatives**

### 2.4.1 Planned Equality and Student Focused Initiatives

The Equality Group met on the 30<sup>th</sup> August 2017 and a number of items were discussed and actioned. The minutes are provided in Appendix G.

The Head of HR and Equality Officer delivered a training session on Equality Impact Assessments to the members of the Equality Group and other relevant staff on the 25<sup>th</sup> October 2017.

The College was delighted to be awarded the LGBT Charter of Rights Award. There was cause for celebration on the 31<sup>st</sup> October 2017 where the College and Students Association accepted the award. The award helps demonstrate the positive work carried out across the College to ensure that the college environment is inclusive for all regardless of their gender identity or sexual orientation. The College will continue to work in partnership with LGBT Youth Scotland and other support agencies to promote diversity and equality and will also continue to embed the principles of the LGBT Charter Mark in the work of the College.

The online Equality Training module is in the final stages of development and will be launched on the staff development days in December 2017.

The College was also proud to be accredited as a Disability Confident Employer. This is the next stage from being the Disability Committed status that the College achieved in October 2016 and the HR team are developing plans to move towards becoming a Disability Confident Leader in 2018.

The College is working towards becoming a Dementia Friendly Community and on the 23<sup>rd</sup> August 2017 Lanarkshire Services conducted a Dementia Friendly Environment Audit of the College. A copy of the report is attached in Appendix H for your information.

National Living Wage week took place week commencing the 6<sup>th</sup> November 2017 and the College was delighted to promote the week and host a Living Wage Week Celebration Breakfast on Friday 10<sup>th</sup> November 2017. The event was well attended by local businesses and there were four local businesses that shared their experience. The Poverty Alliance announced the new Living Wage rates on Monday the 6<sup>th</sup> November and were also proud to announce that there are now 1,000 accredited employers in Scotland. Councillor John Anderson announced at the event that there is a time limited special offer for employers based in South Lanarkshire to support local employers not yet signed up as an accredited Living Wage employer on the initial cost of their accreditation.

Dyslexia Awareness week also took place week commencing 6<sup>th</sup> November 2017 and this was promoted throughout the College on the screens, social media and the toilet door campaign.

## **2.6 National Pay Bargaining**

### 2.7.1 Lecturing Staff

The College has been undertaking a pay harmonisation and job matching exercise for the promoted lecturing posts as part of the national agreement. This process will be complete in December 2017 and any uplift in pay backdated to April 2017.

The dispute regarding the payment of £100 is still ongoing.

There have been no further discussions on the EIS pay claim of a flat rated £1,000 “annual pay lift” which is also back dated to April 2017.

### 2.7.2 Support Staff

The College has been conducting a data gathering exercise for the job evaluation of support staff roles. The grading outcomes of the National Job Evaluation exercise will apply from 1<sup>st</sup> September 2018.

## **2.8 Staffing Changes**

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

## **2.9 Policy Update**

The Code of Practice on Whistleblowing has been reviewed and is attached in Appendix J for your approval.

In addition, the College has developed an Occupational Health & Safety Policy which is also included in Appendix K.

## **3.0 HR System**

The HR team are currently testing the new staff development phase of the HR System and this will be available to staff in the first quarter of 2018.

## **3.1 Health and Safety**

The Health and Safety Group met on the 19<sup>th</sup> September 2017 and a number of items were discussed and actioned.

To ensure that the Senior Management Team have full understanding of all Health and Safety issues a monthly H&S report is now produced and provided to the Senior Management Team.

A quarterly report covering the period 1<sup>st</sup> July 2017 to 30<sup>th</sup> September 2017 is attached in Appendix L. This provides a summary of the accidents/incidents for the period. The Health and Safety Group will review and discuss the trends and recommend any further actions to reduce the likelihood of recurrence, where necessary.

### **3.2 Recommendations**

It is recommended that the Human Resources Committee

- 1.1 Note the ongoing staff training and development activity;
- 1.2 Note the staff absence figures for the third quarter period 2017;
- 1.3 Note the continuing Health and Wellbeing activity;
- 1.4 Note the continuing Equality and student focused initiatives;
- 1.5 Note the update on National Pay Bargaining;
- 1.6 Note the changes to staffing;
- 1.7 Note the policy update;
- 1.8 Note the HR System update;
- 1.9 Note the health and safety update