

South Lanarkshire College
Human Resources Committee (Board of Management)
Held on 4th March 2015

Present C McDowall
K Anderson
S McKillop

A Allan
K Oswald
A Martin

Apologies K Anderson

Declaration of Members' Interests

No declarations were received.

Minutes of the Previous Meeting

The minutes of the meeting held on 4th December 2014 had already been agreed by the Board of Management.

Report to the Human Resources Committee

Ms Oswald stated that the purpose of the report was to update the Human Resources Committee on relevant issues since the last meeting.

Staff Training and Development

As part of the ongoing commitment to developing staff, the College annually programmes two full days and three half days dedicated to staff development, as well as organising ongoing staff training as appropriate.

Staff Development Days

Evaluation information relating to the Staff Development Day which had taken place December was discussed. Members were impressed by the range of training on offer to staff.

The next Staff Development Day is scheduled for 16th March 2015 - the programme for this date is currently being finalised. It is planned to have a strong focus on good practice in ICT and learning and teaching, health and equalities. The programme will be made available for bookings by staff from New College Lanarkshire.

Staff Absence

Absence report information detailing the levels of absence over the fourth quarter period 1 October to 31 December 2014, and calendar year 2014 had been distributed to members in advance of the meeting. Ms Oswald informed meeting

that 2.94% was the lowest report percentage for this period since 2003. Members agreed that the figures were following a positive trend.

Members then considered the figures from each Faculty/Department discussing patterns and the variations between support and teaching staff. Mr McDowall enquired if figures were continuing to be given to the JNC. The Principal stated that this was the case and that the trade union representatives were supportive of the systems and approach being taken by the College.

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.

Members agreed that the essential element was that the system was consistent. The Principal stated that the same process was followed no matter what the position and that all staff were aware that these meetings would take place.

Health and Wellbeing – Mental Health

A programme of activities and promotion regarding Mental Health issues and sources of support and advice is currently underway. This is being run in conjunction with the Student Association. Members discussed the summary information regarding these events and activities which had been distributed

Equality and Student Focussed Initiatives

The College, represented by Stewart McKillop and Kirsten Oswald, has been invited to form part of the National Investors in Diversity Patrons Network. This body aims to encourage the development and sharing of good equality practice.

Nil By Mouth has recently visited the College to showcase the work we have done as one of the first organisations to promote their initiative and this was reported in the press.

Equality and Choices Week, run in conjunction with the Student Association will take place during week commencing 30th March. A wide range of organisations will be in College during this week, with information and activities available for students and staff.

Destination Success

The Destination Success student event is currently being planned and is scheduled for April. It is hoped that Angela Constance will be available to attend and we are awaiting date confirmation from her office. This event aims to give students every opportunity of progressing into employment or further study, and we plan to have speakers, job coaching, university promotion and entertainment as part of a productive and enjoyable all-day event.

Discussion took place regarding how successful the day had been last year and the theme of the day.

The Lanarkshire Board

Recruitment plans for members of the Lanarkshire Board are being developed in partnership with New College Lanarkshire and in discussion with Linda McTavish, Chair of the Lanarkshire Board. Discussion took place regarding timescales.

Staffing Changes and Recruitment

Details of leavers, new staff and current vacancies were noted.

Recommendations

It is recommended that the Human Resources Committee -

- Note the ongoing staff training and development activity;
- Note the staff absence figures for the fourth quarter period 2014;
- Note the continuing Equality and student focussed initiatives;
- Note the continuing Health and Wellbeing activity in relation to mental health;
- Note the summary recruitment plans for The Lanarkshire Board;
- Note the changes to staffing.

The Committee agreed the recommendations.

Tabled Papers for Update/Discussion

NJNC – Final Draft – 15th January 2015

The Principal gave an overview of the content on the document detailing the implications and effects for South Lanarkshire College. Discussion then took place. Mr McDowall stated he would read through the document and pass his comments back to K Oswald.

Regional and South Lanarkshire College Equality Outcomes

Members were informed that the content was not radically different from the previous year but that work had been done to improve the flow of the content.

Discussion then took place as to the position of this document across the Region and if consultation had taken place with New College Lanarkshire. Ms Oswald explained the collaboration in place.

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