HUMAN RESOURCES COMMITTEE

NOTICE
There will be a meeting of the Human Resources Committee on 28th August 2025 at 17:30 hours.

AGENDA			
Agenda Item		**Lead**	**Paper (Y/N)**
01	Apologies for Absence	**VA**	**N**
02	Declaration of any potential Conflicts of Interest in relation to any Agenda items	**All**	**N**
03	Minutes of Previous Meeting	**VA**	**Y**
04	Matters Arising from the Previous Meeting	**VA**	**N**
	Matter for Approval		
05	Health & Safety Policy	**GMcl**	**Y**
	Matters for Discussion		
06	Restructure Update	**GMcl**	**Y**
07	People Services Team	**GMcl**	**Y**
08	Health & Safety Development	**GMcl**	**Y**
09	**Reserved: Commercially Sensitive** Sector Employment Updates	**GMcl**	**Y**
10	Supreme Court Ruling	**GMcl**	**Y**
	Matters for Information		
11	Quarterly HR Report	**GMcl**	**Y**
12	Quarterly Health & Safety Report	**SMcM**	**Y**
13	**Any Other Business**		**N**
14	**Summation of Actions and Date of Next Meeting**		**N**

Key:

DM	Douglas Morrison	Chair – Board of Management
HA	**Heather Anderson**	**Chair – HR (People Services) Committee**
JW	Jack Whyte	Student Vice President, Student Association
PS	Peter Sweeney	Committee Member
SG	Scott Gray	Committee Member
SMcM	Stella McManus	Principal and Chief Executive

In attendance:

GMcl	Gary McIntosh	Head of HR (People Services)
VA	Vari Anderson	Governance Professional

HUMAN RESOURCES COMMITTEE	

MINUTES	

HR Committee on 15 May 2025 at 1730 hours via Microsoft Teams and in the Boardroom at South Lanarkshire College

Present	**In Attendance**
Heather Anderson (Chair HRC)	Gary McIntosh (Head of HR)
Stella McManus (Principal)	Scott Gray
Anne Doherty (Support Staff Rep)	
Andriy Strekhaliuk (Board Member)	
Kirsty Pinnell (Board Member)	
Jack Whyte (Student Vice President)	
Vari Anderson (Governance Professional) - online	
Christine Clark (Executive & Governance Administrator)	

AGENDA ITEM	
01	**Apologies for Absence** Douglas Morrison No formal apologies from Peter Sweeney.
02	**Declaration of any potential Conflicts of Interest in relation to any Agenda items** GMcI noted potential concern with two attendees if further detail discussed around Item 6 (Disciplinary Procedure).
03	**Minutes of Previous Meeting – 13 February 2025** The previous minutes were duly **approved.**
04	**Matters Arising from the Previous Meeting** None.
	Reserved Items of Business and Matters for Discussion
05	**Sector Employment Updates** The Committee noted the terms of the paper, the details of which cannot be published as they contain sensitive information.
	Matters for Decision
06	**Disciplinary Procedure – Extension and Recommendation**

		The Committee considered the requests within the paper to extend the policy review date to 1 August 2025 to enable full alignment with the National Disciplinary Policy and Model Procedure.
		The Committee noted that a revised procedure will be presented to the Committee for approval in autumn 2025 following consultation and noted the establishment of a working group to support the consultation and revision process. It was suggested a member of the HR Committee be involved in the working group.
		The Committee **approved** the extension to 1st August 2025 and remitted to the Board.
		ACTION: Committee members to note interest in joining the working group to GMacI or VA.
07		**Grievance Procedure – Extension**
		The Committee noted the request and content of the paper, noting the Joint Negotiating Committee (JNC) comment around trade unions preferring to await the publication of a National Grievance Policy before undertaking local changes. As no national policy is currently available, a formal extension is sought.
		Consideration to be given to suggestion of 'Champions' [similar to Dignity at Work procedure currently in use within South Lanarkshire] to hear, assist, hopefully resolve issues, to build trust, implement and grow as part of the restructure.
		The Committee **approved** the extension request and remitted to the Board.
08		**Public Interest Disclosure (Whistleblowing) Policy & Procedure – Extension**
		The Committee noted VA's involvement and liaison with other Colleges, noting the progression of procedure, when finalised, onto TU and subsequent HRC.
		The Committee **agreed** a reduced extension of 3mths (from the 12mthssuggested), with a further extension being considered, if required and remitted to the Board.
		Matters for Information
09		**Quarterly HR Report**
		The Committee noted the terms of the HR Report and discussed the ongoing tender process for Employee Assistance and Occupational Health Services. Suggestion to obtain feedback from the existing supplier (PAM Assist) and an update to be provided in due course.
		The Committee were provided with a verbal update around demonstration of the HR system (iTrent). Testing is underway and roll out is expected within 2-3weeks.The Committee noted some historical data has been retained to monitor trends, and where there is a legal requirement.
		The Committee extended thanks to the HR team, particularly, Fiona MacCormick for her meticulous record keeping.

	The Committee requested high level information around the next activities and direction regarding HR Business Partner(s). An initial discussion has taken place between AS and GMcI. SMcM confirmed this has also been considered as part of the restructure. ACTION: • GMacI to prepare a paper on the restructure of HR, including introduction of HR Business Partners. • Correction required: Section 5.2 'drop in grievances'.
10	**Quarterly Health and Safety Report** The Committee noted the terms of the Health and Safety Report. Compliance was highlighted around the Fit Test carried out by an Occupational Hygienist within the Painting & Decorating workshops, including PPE and ventilation. A follow up review will be scheduled. Discussion included the suggestion of advice and conversations with students around awareness of what may happen out with college as this may differ to what they are taught under SQA regulations.
11	**Voluntary Severance & Consultation Update - Reserved** The Committee were provided with an update on the VS scheme, the details of which cannot be published as commercially sensitive. ACTION: Communication to be sent to students to issue reassurance regarding voluntary severance.
12	**Any Other Business** SGray – Civil Engineering Contractors Association (CECA) Graduation on 11 June 2025.
13	**Summation of Actions and Date of Next Meeting – 28 August 2025** Item 6 – Disciplinary Procedure extension approved and remitted to the Board. Comments to GMacI and VA re-establishment of working group, including HR, JNC and Board member involvement. Item 7 - Grievance Procedure extension approved and remitted to the Board. Item 8 – Public Interest Disclosure (Whistleblowing) Policy & Procedure. Committee agreed a reduced extension of 3mths and will consider further extension if required and remitted to the Board. Item 9 – Quarterly HR Report. Correction required to Section 5.2 ('drop in grievances'). GMacI to prepare a paper on the restructure of HR, including introduction of HR Business Partners. Item 11 – Communication to be sent to students to issue reassurance following VS

South Lanarkshire College
East Kilbride

HUMAN RESOURCES COMMITTEE

DATE	28 August 2025
TITLE OF REPORT	Health & Safety Policy
REFERENCE	05
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To update members on the development of the Health & Safety Policy and seek approval for the Policy.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • note the updates to the Health & Safety Policy; and • approve the Health & Safety Policy.
RISK	The following risks apply, should the Policy not be updated and approved: • **Legal Liability:** Personal prosecution, fines, or disqualification under UK law. • **Financial Risk:** Significant fines and compensation payouts; disruption to operations. • **Reputational Damage:** Loss of stakeholder trust and negative media exposure. • **Governance Failures:** Breach of duty to lead on safety; undermines strategic oversight.
RELEVANT STRATEGIC AIM:	• People and Culture Development
SUMMARY OF REPORT:	• The Policy captures the scope, organisational approach and clarifies responsibilities. • Key changes in this Policy are: • The Health & Safety function has moved into the newly created People Services department. • The Head of Facilities will continue to support Health & Safety and, as an experienced Health & Safety professional, will provide technical back-up to the Health & Safety Advisor role.

HEALTH AND SAFETY POLICY

Version Number: 6.2

Document Information

Procedure Published/Created:	Health and Safety Policy
Reviewed Date:	August 2024
Owner:	Gary McIntosh
Approved by:	
Equality Impact Assessment:	Yes
Next Review Date:	July 2026

Version History

Version Number	Date	Author	Rationale
2.0	August 2022	Stella McManus	Statutory duty
2.1	August 2023	Craig Ferguson	Annual Verification of update
6.0	February 2024	Craig Ferguson	V number in line with previous
6.1	August 2024	Craig Ferguson	Annual Verification of update
6.2	August 2025	John Dick	Annual Verification of update

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STATEMENT OF GENERAL POLICY

The Board of Management, the Principal, the Vice Principals, and the Senior Leadership Team (SLT) recognise that provision of a safe and healthy working environment is essential to the well-being of staff and students and the success of South Lanarkshire College.

In line with the Health and Safety at Work Act 1974 the College is aware of its duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors, contractors, and others who may be affected by its activities. The College understands its statutory duties to include:

a. the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
b. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
c. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
d. so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
e. the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

(General Duties of Employers to Employees, Health and Safety at Work Act, 1974)

The effectiveness of the Board's Health and Safety Policy will be monitored regularly and reviewed, in consultation with employees and their representatives as well as other stakeholders such as internal auditors. The Board is committed to continual improvement in the management of health and safety and the development of a positive and robust health and safety culture. To support this policy the Senior Leadership Team will ensure adequate resources are provided to enable the aims of this policy.

The College will:
- aim to prevent accidents and cases of work-related ill health;
- provide adequate control of health and safety risks arising from work activities including systematically identifying hazards to assess and control risks.
- implement and maintain an effective and properly resourced health and management system;
- define and delegate specific health and safety responsibilities;
- on an annual basis set health and safety targets and objectives which will be reviewed periodically;
- provide adequate health and safety information, training and supervision;
- maintain effective systems of communications on health and safety matters;
- consult with employees and their representatives on health and safety matters; and
- comply with legal requirements, approved codes of practice, guidance, and recognised sector best practice.

The Senior Manager with overall responsibility for Health and Safety is the Principal and the management appointee with responsibility for coordinating Health and Safety is the Head of People Services. The specialists with responsibility and technical expertise is the Health & Safety Advisor and Head of Facilities.

Health and Safety responsibilities are included in job descriptions, as appropriate to each post. In addition, all employees, students, visitors, contractors and others on College premises have a duty to take reasonable care of themselves and all other persons who may be affected by what they do or fail to do.

Overall responsibility for effective Health and Safety lies with the Principal and SLT. All employees must co-operate with the College in fulfilling its statutory duties and the aims of the Health and Safety Policy.

To enable the College to meet its statutory duties and commitments set out above, a comprehensive management system will be operated, which will include written procedures and arrangements for all relevant areas of health and safety management. The management system covers all College activities on campus.   To ensure that the Health and Safety Policy is kept up to date it will be reviewed annually by the Health and Safety Committee, the Senior Leadership Team (SLT) and the Board of Management to ensure that account is taken of any applicable legislative changes, new guidance or best practice and to identify and correct and deficiencies.

	Date	
Principal of South Lanarkshire College		
	Date	
Chair of Board of Management of South Lanarkshire College		

SPECIFIC POLICY AND SCOPE

The Board regards these health and safety obligations as a minimum standard to be achieved throughout all College activities and requires staff, at every level, and students to accept the promotion of high standards in health and safety as a core objective.

The College will provide a safe environment for all employees, students, contractors, and visitors which comply with current health and safety legislation so far as reasonably practical, including, making reasonable adjustments to comply with College policy for equalities and inclusiveness.

The College will:

- provide and maintain places of work that are, safe and without undue risks to health. Ensure that all premises, means of access and egress, plant equipment and vehicles under college control are designed, constructed, maintained, and used, with due regard to health and safety;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Assess the risks to health of harmful substances used by employees and students and introduce measures to remove/minimise such risk, so far as is reasonably practicable;
- ensure adequate information is available with respect to machinery and equipment used, detailing the conditions and precautions necessary to ensure they are used without risk to health and safety;
- provide information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees, students, contractors and visitors.
- adopt the 'hierarchy of risk management' approach, whereby hazards are eliminated or substituted where reasonably practicable before considering the need for engineering control and then segregation. Only where this cannot be reasonably achieved will Personal Protective Equipment (PPE) be considered;
- provide protective clothing and equipment as necessary and ensure that personnel are adequately trained in the correct use of this and that it is worn/used when required and that it is checked and maintained regularly;
- provide facilities as appropriate to enable staff's health and safety;
- support Trade Union and other staff representatives to perform their functions and consult with them in promoting and developing measures to ensure high standards of health and safety at work and promote, through the consultative machinery, joint consultation on health and safety matters and encourage effective participation in such matters by employees;
- always ensure that there is suitable training and retraining available for first aiders and arrange for the provision of first aid services to ensure, prompt and appropriate treatment of illness and injury occurring during the course of work;
- ensure that a satisfactory system is maintained for reporting, collecting, analysing, and presenting information on accidents, incidents, and sickness at work in order to facilitate all necessary investigative and corrective action;
- arrange for medical advice to be provided on any aspect of health at work including the rehabilitation of employees returning to work following illness or injury; and
- provide and maintain a health surveillance programme where appropriate.

THE ORGANISATION

Table 1: Reporting Structure for Health and Safety Concerns

Board of Management		
Principal and Chief Executive Officer		
Vice Principal of Student Experience and Innovation and Vice Principal of Finance, Resources and Sustainability		
Curriculum Management	Head of People Services Head of Facilities	Professional Services Management
Health and Safety Advisor		
Teaching and Support Staff		
Students		

It is the role of every member of staff, student and visitor to the College to ensure that all Health and Safety concerns, hazards, issues or incidents should be reported directly either to the appropriate line manager or the Health and Safety Advisor.

RESPONSIBILITIES AND ARRANGEMENTS

It is recognised that the successful management of health and safety requires the commitment of all people within the organisation. The purpose of this policy is, therefore, to define the health and safety roles, responsibilities, and accountability of college employees, from senior management throughout the management chain.

The College recognises that **all** individuals within the organisation have a responsibility to ensure their own safety and that of others. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Those in positions of responsibility have additional obligations, by virtue of their 'managerial' functions. Indeed, the Health and Safety Executive (HSE) document *Enforcement Policy Statement*, HSE 41, Paragraph 43, notes the following on'Prosecution of individuals':

"*... enforcing authorities should identify and prosecute or recommend prosecution of individuals if they consider that a prosecution is warranted. In particular, they should consider the management chain and the role played by individual directors and managers and should take action against them where the inspection or investigation reveals that the offence was committed with their consent or connivance or to have beenattributable to neglect on their part, and where it would be appropriate to do so in accordance with this policy. Where appropriate, enforcing authorities should seek disqualification of directors under the Company Directors Disqualification Act 1986.*"

The following sections set out the principal health and safety related responsibilities of individuals within the organisation. These duties will be in addition to the general duty on all individuals to ensure the health, safety and welfare of themselves and all others who may be affected by their undertakings.

In addition to the *individual* liability of senior staff, the *Corporate Manslaughter and Corporate Homicide Act 2007* allow *companies* and *corporations* to be prosecuted for corporate homicide (in Scotland) where serious management failures result in death. Under this Act there is no longer the need to identify a 'controlling mind' (i.e., one individual whose negligence or recklessness caused the death) to convict an organisation of homicide, thus making it easier to prosecute organisations.

The management responsibilities defined within this Policy should ensure that adequate and appropriate managerial control is exercised over health and safety issues to prevent against prosecution for corporate homicide.

Responsibilities – The Board of Management

The Board of Management, headed by a Chairperson, comprises non-executive and executive members, provide professional, community and stakeholder representation and is accountable to the Scottish Government (SG) through the Scottish Funding Council. They are the employer of College staff and have a duty of care for their employees. They are required to ensure the quality of the provision of health and safety across all College activities and locations.

It is recognised that the Board of Management, while not actively involved in the daily running of the College, has certain responsibilities in terms of health and safety and the following procedures will be adopted to ensure these responsibilities are effectively discharged. The Board of Management will:

- approve the vision and overall strategy for the direction of health and safety management within the College and drive forward continual health and safety improvements;
- consider health and safety under the risk standing item on the agenda of all Board of Management meetings;
- ensure that College management provides monitoring and reporting of health and safety performance to the Board of Management and/or an appropriate standing committee;
- review the College's health and safety performance annually against its health and safety team development plan;
- ensure that the College's Health and Safety Policy reflects current legislation and Board of Management priorities;
- review any significant health and safety failures and results of any subsequent independent investigations; and
- ensure that health and safety systems are in place and remain effective.

	Date:	
Chair of Board of Management of South Lanarkshire College		

Responsibilities – The People Services and Transformation Committee

The People Services and Transformation Committee will place Health and Safety as a standing item on the agenda of all general meetings. This will allow reporting on safety performance, funding requirements, safety failures and other health and safety related issues. The Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.

The People Services and Transformation Committee will consider the findings of all internal and external health and safety audits carried out within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliance issues by such audits.

The People Services and Transformation Committee will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.

Signature		Date	
People Services Committee Chair			

Responsibilities – The Principal and Chief Executive Officer

The Principal and Chief Executive Officer holds responsibility for the day to day running of the College and it is recognised that this function also incurs the overall responsibility for health and safety management within the organisation. The Principal and Chief Executive is responsible for ensuring the implementation of the policy and arrangements supported by the Head of People Services and Health and Safety.

The Principal may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence.

The Principal and Chief Executive will:

- approve the Health and Safety Policy and will sign the Health and Safety Policy along with the Chair of the Board of Management, where there is a change of Principal, the incoming Principal will sign the documentation upon appointment to demonstrate commitment and acceptance of responsibilities;
- approve the appointment of the Head of People Services and Health and Safety (who will have accountability for the day-to-day health and safety management and performance) by ensuring that they have the requisite competence and are provided with resources to effectively fulfil the role;
- be responsible for reviewing relevant reports, documentation and information provided by the Head of People Services and Health and Safety and for taking appropriate action to ensure adequate resources are made available to rectify any safety failures and to improve health and safety performance;
- be responsible for the reporting of health and safety performance to the Board of Management but may delegate this task to either Vice Principal or the Head of People Services and Health and Safety; and
- ensure that adequate resources are provided to achieve compliance with the Health and Safety Policy and associated arrangements and will take all appropriate action to rectify failures that require intervention above the management grade of the Head of People Services and Health and Safety.

Signature		Date	
Principal and Chief Executive of South Lanarkshire College			

Responsibilities – Head of People Services & Head of Facilities

The Head of People Services and Head of Facilities have been given specific responsibility for the performance of the College against the Health and Safety Policy and associated arrangements. Therefore, the Head of People Services and Head of Facilities will be responsible for implementing the policy and arrangements that have been approved by the Board of Management, the Principal and the Senior Leadership Team.

The Head of People Services, supported by the Head of Facilities will:

- be responsible for reporting to the Principal health and safety performance, funding requirements, resource implications, safety failures and other health and safety related issues;
- ensure that health and safety considerations are taken into account for all new investment opportunities and in the organisation's purchasing policy. The objective will be to minimise risks as early in the purchasing chain as is reasonably practicable. Where required, the Head of People Services will refer decisions to the Principal;
- develop, review, and update annually the College Health and Safety Policy and Procedures;
- prompt and encourage the promotion of a positive health and safety culture across the College in order to secure the effective implementation of the Health and Safety Policy;
- be responsible for all health and safety planning including the setting of objectives and priorities;
- assist in identifying hazards, assessing risks, and identifying suitable means of control;
- implement plans and monitor control measures employing active and reactive techniques;
- review performance and ensure the routine auditing of the whole of the health and safety management system;
- maintain adequate information systems on relevant laws and safety management practices;
- provide interpretation of health and safety laws and their implications for the organisation;
- assist in the establishment, development and maintenance of risk control standards relating to 'software' (such as procedures, systems and people);
- maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents, and cases of ill-health;
- establish and maintain adequate and appropriate active monitoring and auditing systems;
- establish and develop professional relationships at all levels within and outside of the organisation (including the Health and Safety Executive, Trade Bodies, Colleges Scotland.);
- be responsible for dealing with all health and safety issues referred to him/her/them by managers, staff, students and trade union safety representatives and Committees;
- be responsible for maintaining an adequate programme of staff training in health and safety, ensuring that all staff are given appropriate instruction, information and training to reduce the risks associated with their work to an acceptable level.
- be responsible for planning and approving all health and safety training;
- ensure that adequate communication channels exist throughout the entire organisation to allow health and safety issues to be dealt with in a timely and effective manner.
- be responsible for reviewing all reports and documentation provided bydepartments and faculties in accordance with the Health and Safety policy and for taking appropriate action to rectify non- compliance and to achieve continual improvement;
- be responsible for reviewing and taking appropriate actions for any health and safety related issues raised via the appropriate channels;
- will ensure that where any amendment that is made to the text or other content of the Health and Safety Policy and supporting documents, it is duly authorised, referenced and communicated; and
- The Head of People Services will work with other staff such as the Health and Safety Advisor to:
- -be responsible for maintaining records of all health and safety information provided to contractors;
- -be responsible for communicating with contractors in respect of health and safety and for

arranging responses to any health and safety related questions and queries. Records of all communications will be retained by the People Services Department; and

- -be responsible for operating a 'Permit to Work' system for all contractors. Records of all such permits will be retained by the Facilities Department.

Signature	Date
Head of People Services	

Signature	Date
Head of Facilities	

Responsibilities – The Senior Leadership Team

Due to the senior 'managerial' function performed by the Senior Leadership Team, it is recognised that they may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence. The Senior Leadership Team will:

- ensure the active participation of their areas in the Health and Safety Committee. This will involve the identification of health and safety concerns within their areas, the raising of pertinent issues for consideration by the Committee and the actioning of all measures identified by the Committee and management staff as required;
- , so far as reasonably practicable, implement all relevant policies, procedures, and arrangements within their areas, as required by the Health and Safety Policy, Health and Safety Committee and other direction from senior staff and other relevant groups;
- so far as reasonably practicable ensure that adequate communication channels exist throughout their areas of responsibilities to allow health and safety issues to be dealt with in a timely and effective manner. All staff will be given the opportunity to raise any safety related queries with their line managers, or a member of the Senior Leadership Team;
- so far as is reasonably practicable, ensure that all departmental staff adhere to all relevant risk assessments, adopt safe working procedures, work in accordance with any training provided and effectively use control measures, protective equipment or other health and safety materials, and that they are appropriate for the nature of the work carried out;
- raise without undue delay with the Head of People Services and Health and Safety
- where the need for further training or any other form of risk control for staff is identified;
- where any significant breach of Health and Safety procedures is identified, ensure appropriate action is taken to reduce the immediate risk and report the issue to the Head of People Services and Health and Safety without undue delay. All such incidents will be reported to the Health and Safety Committee; and
- the Senior Leadership Team will be responsible for the risk assessment process within their areas of responsibilities. This will include ensuring that all appropriate risk assessments are completed and reviewed in a timely and effective manner and that all identified risk control measures are implemented.

Signature		Date	
	Vice Principal of Finance, Resources and Sustainability		
Signature		Date	
	Vice Principal of Student Experience and Innovation		
Signature		Date	
	Head of Curriculum		
Signature		Date	
	Head of Finance		
Signature		Date	
	Head of Quality		
Signature		Date	
	Head of Student Services		
Signature		Date	
	Head of Digital		

Responsibilities – Head of People Services

The Head of People Services will be responsible for ensuring that effective recruitment and selection processes are in place to ensure the competency of those selected for employment.

The Head of People Services will be responsible for ensuring that reference to staff health and safety responsibilities is contained within standard written statements of employment.

The Head of People Services is responsible for ensuring appropriate health and safety training is in place for all employees.

Responsibilities – Heads, Managers (including Curriculum Quality Managers) Depute Heads, and Supervisors.

It is recognised that Heads, Managers (including Curriculum Quality Managers) Depute Heads and Supervisors. may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence.

Heads, Managers (including Curriculum Quality Managers) Depute Heads and Supervisors have responsibilities which are listed below. All managers.:

- must be conversant with the Board's safety policies and procedures;
- will ensure that staff, students, or visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures;
- will ensure the necessary risk and Control of Substances Hazardous to Health (COSHH) assessments have been carried out and are reviewed routinely and that the safety provisions relating to the work discussed with those conducting the activity;
- will ensure that relevant safety documentation is readily available for reference to auditors and/or regulating authorities;
- are to ensure that personnel for whom they are responsible have received training appropriate to their needs and that all such training is documented;
- will ensure that they conduct regular Health and Safety 'toolbox talks' with staff for whom they are responsible. These 'toolbox talks' can be carried out during routine staff / team meetings;
- should ensure that the work environment and equipment are safe and well maintained, identifying, and correcting hazardous conditions;
- may be required, after consultation with the Head of People Services and Health and Safety or the Health and Safety Advisor, to assist in the investigation of accidents or incidents revising risk assessments, where necessary;
- will assist the Head of People Services and Health and Safety and/or the Health and Safety Advisor in the identification of relevant staff for occupational health surveillance. Further, they will ensure that these individuals, who are registered with the Occupational Health Service, attend health surveillance appointments as and when required;
- will monitor staff compliance with risk assessment and COSHH control measures and censure those who fail to comply;
- will ensure proper disposal of waste materials in accordance with college procedures;
- will ensure that the levels of supervision provided are influenced by the severity of risk in the workplace and the competence of the employees/students involved;
- will ensure that the levels of supervision provided are sufficient to accommodate the particular needs of:
- those who undertake high risk tasks;
- new employees;
- young persons (A young person is anyone under 18);
- new or expectant mothers; and

- Lone workers.
- will ensure that the levels of supervision are suitable and sufficient to accommodate staff handovers;
- should recognise and promote the benefit of on-the-job coaching and team building to develop a positive health and safety culture within their area of responsibility;

Responsibilities – Employees

All staff have general duties to ensure their own safety and that of others. The Health and Safety at Work Act 1974 notes the following in respect of staffs' duties:

"*It shall be the duty of every employee while at work* –
   a) to take reasonable care for the health and safety of himself/herself/themselves and of other persons who may be affected by his/her/their acts or omissions at work;and
   b) as regards any duty or requirement imposed on his/her/their employer or any other person by or under any of the relevant statutory provisions, to co- operate with him/her/them so far as is necessary to enable that duty or requirement to be performed or complied with."

The following procedures will, therefore, be adopted by all staff to ensure these duties are adequately discharged. Staff will comply with the policies, procedures and arrangements and with any information, instruction and training provided. In addition, any risk control measures, and equipment provided to ensure safe working practices will be properly used. All staff:

- shall report immediately any identified breaches of health and safety procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to the Health and Safety of staff or other persons to the Head of People Services and Health and Safety and to their line-management;
- will inform their line-manager, the Head of People Services and Health and Safety or the appropriate member of the Senior Leadership Team without undue delay where they believe that further training or other risk control measures would be beneficial. Where the employee believes significant risk to be present those tasks will not be carried out and the Head of People Services and Health and Safety or the Health and Safety Advisor should be informed without delay;
- will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and are to actively implement any control measures identified to them as being required; and
- will not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals.

Responsibilities – Students

Safety is an integrated function of college management, and each manager are responsible for safety performance in his/her/their sphere. The active co-operation and understanding of safety procedures by students is a vital element of the College safety approach.The avoidance of accidents is a common interest of all employees and students.

The Board of Management requires all students to:

- comply with the letter and spirit of current Health and Safety legislation, Approved Codes of Practice, authoritative guidance, and College Health and Safety Rules;
- recognise that each person is responsible not only for his or her own safety but also for the safety of anyone else who could be affected by his or her acts or omissions;
- support actively and co-operate with the pursuit and maintenance of standards of health, safety and welfare that are exemplary to the education sector;
- not interfere with or misuse anything which has been provided by the College in the interest of health, safety or welfare;
- use any safety equipment and safe systems of works as instructed by academic and management staff; and
- not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals, and /or result in situations with the potential to cause harm.

Responsibilities – Health and Safety Committee

The Health and Safety Committee will provide an open forum for the discussion of all health and safety related issues raised by members of the Committee and by any other relevant sources. The Committee allows representation from health and safety representatives appointed by recognised trades unions and individual employees, thus allowing access to all employees and employee groups.

- The Committee will meet at regular intervals throughout the academic year with meeting dates published at the commencement of each academic year;
- Other than the absence of the Head of People Services and Health and Safety or the Health and Safety Advisor, a meeting should not be cancelled or postponed except in exceptional circumstances with the rearranged date being announced as soon as is practicable;
- If a member of the Committee is unable to attend a meeting, the member should nominate a named substitute;
- The quorum for the Health and Safety Committee will be five members;
- All Committee members will undergo suitable training, which will include as a minimum 'Health and Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the organisation as a whole;
- The Head of People Services and Health and Safety and / or the Health and Safety Advisor will present a Health and Safety update report to the Committee at each meeting. The Committee will review routinely health and safety performance, analyse accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Principal and Chief Executive Officer without undue delay;
- The Committee will propose via meeting minutes and subject to the Principal's approval, members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements, and any other initiatives; and
- The Committee will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Senior Leadership Team following each meeting, without undue delay and will form part of the Health and Safety report presented to the People Services Committee. Where appropriate, the Committee will propose policy revisions, procedures, and arrangements, for ultimate approval by the Board of Management.

Responsibilities – Contractors

A contractor is an individual or company that the College does not employ but who is commissioned/contracted, to carry out a set task or tasks during the duration of contract, whether or not this is on a formal contract basis.

Contractors shall:

- always comply with the Health and Safety at Work etc. Act 1974 (HSAWA)and all subordinate legislation;
- adhere to the Construction (Design and Management) Regulations 2015(CDM);
- at all times, whilst engaged on a contract, ensure that their operationsare executed under the controlled supervision of a named individual onsite;
- inform the Head of People Services and Environmental Sustainability of the named individuals on site; and
- prior to commencing work undertake appropriate risk assessments and provide the Head of People Services and Health and Safety with both completed risk assessments and method statements for the work to be carried out;
- inform the Head of People Services and Health and Safety of any changes to the method statements or risk assessments provided;
- comply with all safety instructions issued by the College;
- work to a permit-to-work system for certain operations indicated or arising from the initial method statement and risk assessment stage which are considered to pose high risks; and
- at all times use their own equipment and tools unless it has been pre- arranged with the Head of People Services and Environmental Sustainability.

Accidents, First Aid and Work-Related ill Health

The Head of People Services will be responsible for:

- maintaining an Occupational Health provision with suitable external consultancy;
- maintaining a recording keeping system for all Health and Safety surveillance records which relate to individual employees. This record keeping system should include the effective reporting of near misses.
- assisting Managers conduct Individual Stress Risk Assessments; and
- maintaining records of work-related ill health.

The College has undertaken a risk assessment related to the provision of First Aid and First Aiders. This will be reviewed on an annual basis. The risk assessment has identified the number and spread of First Aid personnel required by the College.

A list of appointed First Aiders will be maintained by the Head of People Services and will be displayed in appropriate places in the College estate.

First-aiders will be responsible for:

- administering first-aid in line with their training, competence, and confidence where situations dictate;
- recording all accidents on the College accident report form.
- recording all incidents/near misses on the College incident form.
- Incident forms are kept on the intranet and hard copies will be kept at the reception area; and
- Informing Head of People Services with regards accidents resulting in injury so that they be entered onto the College Accident Management System.

Responsibility for reporting all RIDDOR-reportable occurrences to the enforcing authority lies with

- Head of People Services and Health and Safety

First Aid rooms are located at:
- Lower ground floor LG63
- 1st Floor Room 147

Distribution of the Health and Safety & associated Policies

The College Health and Safety Policy will be available as follows:
- College Website and staff intranet
- Issued to all new staff through the induction process.
- All H&S associated policies/procedures available through college website.

HUMAN RESOURCES COMMITTEE

DATE	28 August 2025
TITLE OF REPORT	Restructure Update
REFERENCE	06
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To update members on the progress of the recent restructuring exercise.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • note the implementation of the revised College structure effective 1 August 2025. • recognise the College's commitment to internal talent development and the positive outcomes of the pilot recruitment initiative. • discuss any considerations or feedback regarding the restructure and its impact on departmental functions and staff experience.
RISK	The following risks apply: • **Operational Disruption:** The transition to new structures and responsibilities may temporarily impact service continuity or team cohesion. Mitigation includes clear communication, prioritised recruitment, phased implementation, and ongoing support for affected teams. • **Talent Engagement:** While internal recruitment has strengthened engagement, there is a risk that staff not appointed to new roles may feel disengaged. The College is addressing this through transparent feedback processes, development opportunities, and continued investment in staff wellbeing. • **Capability Gaps:** Some newly created roles introduce specialist functions that may require time to fully embed. Targeted training and support are being provided to ensure teams are equipped to deliver effectively. • **Team Integration:** The merging of functions requires careful team alignment to ensure shared values and collaborative working. Leadership teams are actively facilitating integration through joint planning and team development.
RELEVANT STRATEGIC AIM:	• People and Culture Development

SUMMARY OF REPORT:	• The College implemented a revised structure on 1 August 2025 to improve efficiency, enhance student experience, and support strategic delivery. • Curriculum teams were merged into one, with enhanced Curriculum Manager roles and the introduction of Curriculum & Quality Leads to support delivery and assurance. • Learning & Teaching Innovation was established by merging with Quality, supported by a new Head role to drive pedagogical development. • Key service areas were restructured for better integration: • *Health & Safety, HR, and Equality formed a new People Services Team.* • *Admissions, MIS, IT, and Systems Development were combined into a Digital Team.* • *Facilities expanded to include Sustainability.* • *Inclusive Learning joined Student Services, and Student Funding moved under Finance with a new manager role.* • Leadership roles were standardised across the College to ensure consistency and clarity. • Most roles were filled internally, supporting career progression and knowledge retention. A pilot initiative provided interview questions in advance, receiving positive feedback and informing future recruitment practices.

1. INTRODUCTION

1.1 This paper provides an overview of the restructuring exercise which is part of the voluntary severance and consultation process.

1.2 Effective 1st August 2025, the College implemented a revised organisational structure following a strategic internal review. The changes were designed to improve operational efficiency, enhance the student experience, and strengthen the College's ability to deliver its strategic objectives. This paper outlines the key structural changes and highlights the College's approach to internal recruitment.

2 BACKGROUND

2.1 The College initiated a voluntary severance (VS) scheme in late 2024 to support strategic organisational change and financial sustainability.

2.2 The restructure focused on realigning leadership responsibilities, enhancing management capacity, and integrating functions to improve service delivery and student experience. Several roles were redefined and aligned across the College.

3 SUMMARY OF STRUCTURAL CHANGES

3.1 Key changes include:

3.1.1 Transition from two separate curriculum teams to a single, unified Curriculum Team.

3.1.2 Enhancement of the Curriculum Manager role to Curriculum & Quality Manager, with the number of posts reduced to eight.

3.1.3 Introduction of four Curriculum & Quality Lead roles to support delivery, student experience and quality.

3.1.4 Realignment of curriculum areas to better reflect student needs and reinforce internal collaboration.

3.1.5 Creation of a new Learning & Teaching Innovation capability, merged with the Quality function.

3.1.6 Establishment of a new Head of Quality and Learning & Teaching Innovation.

3.1.7 Integration of Health & Safety, HR, and Equality functions into a new People Services Team. Allowing the formation of Centres of Excellence supported by multi-functional business partners.

3.1.8 Rebranding and realignment of the Alternative Funding function as Business Innovation, with an additional focus on commercial capability. This is still being refined, based on feedback and discussions.

3.1.9 Integration of Admissions, MIS, IT, and Systems Development into a new Digital Team.

3.1.10 Expansion of the Facilities function to include Sustainability.

3.1.11 Inclusion of Inclusive Learning within the Student Services Team.

3.1.12 Integration of Student Funding into the Finance Team, with the creation of a dedicated Student Funding Manager role.

3.1.13 Alignment of all Head of and Depute Head of roles across the College.

4 RECRUITMENT AND TALENT DEVELOPMENT

4.1 The recent restructure provided the College with a valuable opportunity to invest meaningfully in its internal talent pool. By prioritising internal recruitment, the College was able to recognise and reward existing staff, support career progression, and retain critical organisational knowledge. This approach not only reinforced the College's commitment to staff development but also fostered a sense of continuity and stability during a period of change.

4.2 A key feature of the recruitment process was the introduction of a pilot initiative whereby candidates were provided with interview questions in advance, in line with a decision

made by the HR Committee. This progressive approach was designed to promote transparency, reduce anxiety, and enable candidates to prepare more thoughtful and reflective responses. The feedback received from participants has been overwhelmingly positive, with many noting that the process felt fair, more inclusive, and better aligned with the College's values.

4.3 This pilot will now inform future recruitment practices, with further evaluation planned to assess its impact on candidate experience and selection outcomes. It will form part of the Recruitment Policy that will be presented to the HR Committee in the following round of Committee cycles.

4.4 The College remains committed to refining its recruitment approach to ensure it continues to attract, retain, and develop high-quality talent in support of its strategic ambitions.

5   EQUALITIES

5.1 This paper highlights a progressive, inclusive action made by the College by providing interview questions in advance to candidates, potentially supporting people with various protected characteristics.

5.2 There are no other matters for people with protected characteristics which arise from consideration of the report.

6   RISK

6.1 The following risks apply:

6.1.1   **Operational Disruption:** The transition to new structures and responsibilities may temporarily impact service continuity or team cohesion. Mitigation includes clear communication, prioritised recruitment, phased implementation, and ongoing support for affected teams.

6.1.2   **Talent Engagement:** While internal recruitment has strengthened engagement, there is a risk that staff not appointed to new roles may feel disengaged. The College is addressing this through transparent feedback processes, development opportunities, and continued investment in staff wellbeing.

6.1.3   **Capability Gaps:** Some newly created roles introduce specialist functions that may require time to fully embed. Targeted training and support are being provided to ensure teams are equipped to deliver effectively.

6.1.4   **Team Integration:** The merging of functions requires careful team alignment to ensure shared values and collaborative working. Leadership teams are actively facilitating integration through joint planning and team development.

7   RECOMMENDATIONS

7.1 Members are recommended to:

7.1.1   note the implementation of the revised College structure effective 1 August 2025.

7.1.2   recognise the College's commitment to internal talent development and the positive outcomes of the pilot recruitment initiative.

7.1.3   discuss any considerations or feedback regarding the restructure and its impact on departmental functions and staff experience.

HUMAN RESOURCES COMMITTEE

DATE	28 August 2025
TITLE OF REPORT	People Services Team
REFERENCE	07
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To update member on the launch of the new People Services Team.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • Endorse the proposed People Services model and its strategic intent. • Support the implementation of the Business Partnering approach and Centres of Excellence. • Approve the development and embedding of a Competency Framework. • Decide on the proposed Committee name, purpose and decide on an appropriate Data Set. • Approve the development of draft Terms of Reference for review at a future meeting.
RISK	The following risks apply to this paper: • **Compliance Risk**: Failure to meet legal or regulatory obligations could result in reputational and/or financial consequences. • **Cultural Misalignment**: If the Employee Engagement and Competency Frameworks are not consistently applied, it may undermine trust and fairness.
RELEVANT STRATEGIC AIM:	• People and Culture Development
SUMMARY OF REPORT:	• This report outlines the vision, structure, and strategic intent of the new People Services team. It introduces a collaborative operating model, a business partnering approach, and centres of excellence to drive consistency, innovation, and impact. It also highlights the benefits of digital transformation, through iTrent and other systems, and sets out the next steps for implementation and oversight.

1. INTRODUCTION

1.1. In response to evolving strategic priorities and increasing operating complexity, the College has restructured its people-focused services. This transformation brings together Human Resources, Payroll, Training and Development, Equality, and Health and Safety into a single, integrated People Services team. The aim is to deliver a more cohesive, inclusive, and strategically aligned service that supports both staff and student success.

1.2. This paper outlines how the integrated service will enhance organisational performance, support staff and students, and enable a more agile, collaborative and future-focused approach to people management across the College.

1.3. This paper also proposes a potential renaming and repositioning of the Committee to reflect its evolving role in overseeing people services transformation and innovation, culture and engagement, delivery of the College Strategy, and compliance with legislation and duties.

2 BACKGROUND

2.1 In response to evolving strategic demands, the desire to involve and engage students and staff throughout their College journey, increasing regulatory complexity, and the need for joined-up, people-focused services, the College has integrated its Human Resources, Payroll, Training and Development, Equality, and Health and Safety functions into a single People Services team.

2.2 This reconfiguration enables stronger alignment between people practices and organisational goals, particularly in the areas of inclusion, wellbeing, leadership, and transformation.

3 TEAM PURPOSE

3.1 The People Services team exists to:
3.1.1 Partner with managers to create a thriving, inclusive, high-performing College.
3.1.2 Provide seamless, consistent, and efficient support across all people functions.
3.1.3 Align people services with the College Strategy.
3.1.4 Engage students and staff throughout their journey with proactive people services activities.
3.1.5 Embed a shared Competency Framework to guide expectations and development at every stage of the employee journey.
3.1.6 Support a skilled and confident workforce through structured leadership and management development programmes.
3.1.7 Drive compliance and ambition on the Public Sector Equality Duty (PSED).
3.1.8 Support the implementation of the Employee Engagement Framework and other college-wide initiatives.

4 COLLABORATIVE OPERATING MODEL

4.1 The integrated People Services model provides:
4.1.1 A unified service covering HR, Payroll, Training and Development, Equality and Health and Safety.

4.1.2   Joined-up workflows, shared goals and service-level expectations.

4.1.3   A centrally managed People Services Helpdesk, offering first-line triage, tracking, and signposting.

4.1.4   Shared responsibility for inclusive, consistent, and student-aware service delivery across staff and learner-facing areas.

4.1.5   Embedding of Employee Engagement and Competency Frameworks in recruitment, appraisal, learning, and promotion to ensure alignment between individual development and College-wide capability.

5   BUSINESS PARTNERING APPROACH

5.1 The introduction of a *Business Partnering* Model will ensure each curriculum area and department has direct access to expert advice and operational support. This model will:

5.1.1   Embed People Service Advisors as trusted support to local leadership teams.

5.1.2   Provide holistic support across recruitment, casework, training, safety, payroll, and equality.

5.1.3   Ensure the Employee Engagement and Competency Frameworks are embedded in workforce planning and talent development.

5.1.4   Help managers interpret and act on workforce intelligence and PSED-related insights.

5.1.5   Enable a shift from reactive HR support to proactive, evidence-led partnership working.

6   CENTRES OF EXCELLENCE

6.1 Centres of Excellence (CoEs) will underpin the new operating model by providing expertise, consistency, and innovation in the following areas:

6.1.1   Learning & Development – including manager development, mandatory training, and career progression aligned to the Competency Framework.

6.1.2   Equality, Diversity & Inclusion – driving the College's equality outcomes, PSED reporting, and inclusive practice.

6.1.3   Workforce Insights – generating actionable insight from iTrent and other systems.

6.1.4   Health, Safety and Wellbeing – aligning physical, mental and psychological health & safety for staff and students.

6.1.5   Governance and Policy – ensuring up-to-date people policies & procedures, legal compliance and transparent, risk-aware practices.

7   ENABLING MANAGEMENT AND LEADERSHIP DEVELOPMENT

7.1 The College is committed to investing in leadership capacity at all levels. The People Services team will:

7.1.1   Launch structured management and leadership development programmes, tailored for new, emerging and experienced leaders.

7.1.2   Align all development with the Competency Framework, covering inclusive leadership, people management, resilience, decision-making, and values-based behaviours.

7.1.3   Integrate leadership learning into career review processes and development planning.

7.1.4 Support internal talent progression and succession through clearly defined development pathways.

7.1.5 Embed leadership requirements into internal recruitment, role design and promotion standards.

8 COLLABORATIVE OPERATING MODEL

8.1 Automation and self-service improvements via iTrent will release significant capacity by streamlining:

8.1.1 Absence management

8.1.2 Recruitment

8.1.3 Annual leave and payroll changes

8.1.4 Contract variations and onboarding

8.1.5 Training requests and compliance tracking

8.2 The time and resource savings will be reinvested into:

8.2.1 Workforce planning and organisational development

8.2.2 Competency tracking and capability gap analysis

8.2.3 Data-led decision making around training, progression and equality outcomes

8.2.4 Strategic delivery of digital-first services and cultural transformation

9 STRATEGIC IMPROVEMENTS

9.1 The People Services team aims to achieve the following strategic improvements:

Domain	Strategic Improvement
Workforce Capability	Skills aligned to strategic priorities through the Competency Framework
Leadership Confidence	Structured development, role clarity, and supportive tools
Equality	Transparent, trackable progress on equality outcomes
Governance & Risk	Stronger compliance, data reporting, and policy management
Transformation	Self-service, automation, and evidence-led insights
Staff Experience	Better access to development, support, expertise and career planning
Student Impact	Safer, more inclusive campuses and more confident staff
Efficiency & Value	Reduced duplication, improved systems, and smarter resource use

10 RE-POSITION TO "PEOPLE SERVICES AND TRANSFORMATION COMMITTEE"

10.1 In recognition of its evolving remit, the Committee is invited to consider renaming and expanding its oversight function as the People Services and Transformation Committee.

10.2 The Committee could oversee:

10.2.1 Leadership and workforce development across all levels

10.2.2 Implementation and application of the Employee Engagement and Competency Frameworks

10.2.3 Refreshed, engaging approach to Health & Safety

10.2.4 Career development, succession planning and internal progression

10.2.5 Compliance with the Public Sector Equality Duty (PSED)

10.2.6 Organisational design and change leadership

10.2.7 Progress against the College Strategy, including engagement and capability building

10.2.8 Innovation and efficiencies through iTrent and digital solutions

11 PROPOSED QUARTERLY STRATEGIC DATA

11.1   To enable effective oversight, it is proposed that the Committee could review some or all of the following data every quarter:

Area	Key Data & Potential Indicators
Workforce Profile & Resourcing	Headcount, vacancy data, recruitment lead times
Competency Data	Framework usage across recruitment, appraisal and promotion
Leadership & Management Development	Participation in core programmes, impact measures, leadership pipeline readiness
Equality, Diversity & Inclusion	Workforce diversity, equality impact assessment reporting, promotion and leaver data by protected characteristic
Digital & Helpdesk Efficiency	People Services Helpdesk usage and resolution rates; self-service metrics from iTrent
Engagement and Culture	Staff engagement insights across employee journey, and participation in college activities
Health, Safety & Wellbeing	Risk assessments, near misses, incidents, accidents, absence insights
Career Planning & Internal Progression	Internal promotion data, development plan insights, career development readiness
Governance and Compliance	Policy review cycle, mandatory training, audit findings, risks related to workforce matters

11.2   If the Committee supports the proposed renaming, draft Terms of Reference will be developed and shared with Members for review and approval at a subsequent meeting.

12 EQUALITIES

The new model strengthens the College's commitment to equality, diversity, and inclusion by:

- Establishing a dedicated Equality, Diversity & Inclusion Centre of Excellence
- Enabling wider-reaching impact through embedding equality, diversity and inclusion in the new *Business Partnering* approach
- Enhancing reporting and transparency on equality outcomes
- Supporting inclusive leadership and fair progression through the Competency Framework

13 RISK

13.1   The following risks apply to this paper:

13.1.1 **Compliance Risk**: Failure to meet legal or regulatory obligations could result in reputational and/or financial consequences.

13.1.2 **Cultural Misalignment**: If the Employee Engagement and Competency Frameworks are not consistently applied, it may undermine trust and fairness.

14 RECOMMENDATIONS

14.1   Members are recommended to**:**

14.1.1 Endorse the proposed People Services model and its strategic intent.

14.1.2 Support the implementation of the Business Partnering approach and Centres of Excellence.

14.1.3 Approve the development and embedding of a Competency Framework.

14.1.4 Decide on the proposed Committee name, purpose and decide on an appropriate Data Set.

14.1.5 Approve the development of draft Terms of Reference for review at a future meeting.

HUMAN RESOURCES COMMITTEE

DATE	28 August 2025
TITLE OF REPORT	Health & Safety Development
REFERENCE	08
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To build a safe, inclusive and empowered college community where staff, students and third parties feel confident in contributing to a culture of health & safety awareness and mitigation of risks. This approach outlines how health and safety becomes part of our daily thinking, actions and shared responsibilities.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • note the contents of this report; • discuss the areas for development; and • approve the commencement of the improvement areas.
RISK	The following risks may apply: • **Under-reporting of near misses** – current statistics show fewer near misses reported than actual incidents, when in a strong safety culture this should be reversed. • **Complacency over time** – sustained attention and engagement are needed to prevent safety awareness from fading after campaigns or inspections. • **Student turnover and induction gaps** – with new students joining each term, there is a continual need to reinforce safety expectations and awareness. • **Third-party and contractor compliance** – ensuring all external parties fully understand and follow safety procedures can be challenging. • **Mental health support clarity** – risk of misunderstanding the role of Mental Health First Aiders, leading to unrealistic expectations or inappropriate escalation. • **Changes in legislation** – including the implementation of Martyn's Law, requiring ongoing review of processes, plans, and staff readiness.
RELEVANT STRATEGIC AIM:	• The Student Experience • People and Culture Development

SUMMARY OF REPORT:	• This report considers the development of the Health & Safety culture, creating a visible, shared, and practical way to make health, safety and wellbeing real for everyone, by embedding it in the culture. It focuses on employees at every level, confident student participation, and responsive systems backed by digital tools.
	• The report proposes areas for enhancements, moving forward, including: promotion; lead indicators, dynamic risk assessments; root cause analysis; Terrorism (Protection of Premises) Act 2025; fire safety; leadership; digital; first aid; and student involvement.

1. INTRODUCTION

1.1. This report is a proposal on the future development and direction for health and safety in the College. Health and safety is about compliance, culture and involvement. It is about helping everyone get home safely, every day, and making the College a place where care and responsibility are visible in every corridor, classroom and conversation. Furthermore, as a College, health and safety is also about preparing students for life in the College, as well as their future destinations. This approach sets out a clear path forward: digital, inclusive, student-involved, and manager-owned.

2 BACKGROUND

2.1 The College must meet legal and statutory duties (including those set by the Health and Safety Executive (HSE) Scottish Fire & Rescue Service, and the Terrorism (Protection of Premises) Act 2025, known as "Martyn's Law"). This refreshed approach goes further than compliance and is focussed on shifting the culture to one which is proactive, involved and has a shared ownership.

2.2 It incorporates recent developments including:

- The planned introduction of on-site security personnel
- Increasing mental health awareness and required support
- A focus on near-miss reporting and visibility
- Calls for greater student and trade union involvement
- Enhanced expectations and enablement for first aid, fire safety and emergency planning
- The implementation of Martyn's Law

3 PROPOSED ENHANCED APPROACH

3.1 The proposed, enhanced approach is captured over the following sections:

3.2 Health & Safety Promotion

3.2.1   To support involvement and participation in proactive health and safety activities, the College will develop and implement a brand and a campaign, that is used to simplify and reinforce all Health & Safety communications.

3.3 Lead Indicators

3.3.1   At present, lead indicators in the College lag behind actual incidents and accidents. Effort through campaigns, accessibility, student and staff involvement will all be used to enhance the lead indicator numbers, in order to minimise the risk of incidents and accidents occurring.

3.4 Dynamic Risk Assessments

3.4.1   Risk Assessments are largely reviewed once a year. Moving forward, risk assessments will become more dynamic documents, reviewed regularly and will take into consideration information from near misses, incidents, accidents, etc.

3.5 Root-Case Analysis

3.5.1   Every incident and accident will require a root-cause analysis review, which will subsequently be concluded and presented back to the Senior Leadership Team for review, and relevant cascade to their team members, to ensure a lesson learnt approach across the College.

3.6 Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

3.6.1   The College facility will be assessed annually through structured threat and vulnerability assessments, and this intelligence informs our emergency planning. Plans cover all key scenarios - including lockdown and evacuation - and are regularly reviewed. We will conduct regular scenario-based drills involving staff, students and third parties, ensuring that our preparedness is practical, inclusive and rehearsed. We also maintain close working relationships with Police Scotland and emergency services, promoting shared understanding and coordination during both planned activities and unforeseen events.

3.7 Fire Safety & Evacuation

3.7.1   Fire safety is a core component of our safety culture. The College has an up-to-date fire risk assessment, reviewed and actioned in partnership with Facilities. Fire Wardens will continue to be appointed; they are visible, properly trained, and play a vital role in sweeping designated areas and assisting with evacuations. Personal Emergency Evacuation Plans (PEEPs) are developed for any individual who may require additional support. Fire drills will continue to be run at least once per term, unless an alarm & evacuation replaces the exercise. Moving forward, this will include blocked-route or unannounced scenarios, with full debriefs and action plans shared transparently.

3.8 Leadership

3.8.1   The College believes that safety leadership should be visible, local and consistent. That's why Curriculum & Quality Managers and Depute Heads of Professional Service areas will start to lead monthly safety walks in their own workspaces, while Facilities do the same in communal areas. Trade Union Health & Safety Representatives will be invited to attend these and review each of the outcomes. These will be treated as conversations about what's working, what's emerging, and what needs attention. The Facilities team will provide ongoing checks to ensure the physical environment remains safe and responsive to seasonal or usage-related changes across the estate. All accidents, incidents and near misses are to be logged via the digital system and require a prompt response from the relevant manager. This ensures action is taken quickly and with accountability. Health and Safety will monitor and support this through spot checks, coaching conversations and knowledge sharing.

3.8.2   Additional training will be given to upskill the People Services team, managers and leadership and to build further health & safety resilience across the College.

3.9 Digital Tools and Real-Time Reporting

3.9.1   To make safety easy, visible and timely, the College will review and enhance a college-wide digital platform that allows students, staff members or visitors to report accidents, incidents, or near misses. It is envisaged that automated alerts go directly to managers (or hosts, for visitors) who are responsible for action and follow-up. It is envisaged that the system also hosts first aid and fire safety matters.

3.10   First Aid

3.10.1 The College has robust First Aid processes, mainly focussing on physical medical issues, but there is also a mental wellbeing focus. The first aid provision will continue to evolve and be implemented by trained staff across the College.

3.10.2 For mental health first aid, the College proposes repositioning the offering in a digital way, where mental wellbeing signposting is available electronically, rather than in-person. This would enable the reach, impact and accessibility of mental health signposting, and allow it to be done confidentially. A digital toolkit will support this, including escalation pathways, and referral guidance to ensure safe, appropriate and effective support.

3.11   Student Involvement

3.11.1 Students will become more active contributors. Regardless of their destination, health and safety is a future-skill requirement for all our students. Learners will contribute to safety reviews, promote campaigns and support reporting processes. Each month, students take part in near-miss data reviews with local lecturers / managers, helping to identify trends, blind spots and areas for improvement. Student voices are also central to safety communications, with learners co-designing social media content, campaign posters and short videos. In some curriculum areas, safety themes and data are embedded directly into the learning experience, helping to build awareness, skills and confidence from the ground up.

4 EQUALITIES

4.1 Creating a safe college means ensuring that health and safety is inclusive, accessible and equitable for everyone. Our approach recognises that some individuals face additional risks or barriers, and we actively work to remove these by designing systems, processes and communication materials that are fair and inclusive by default.

4.2 All safety-related communications - including policies, posters, signage, and digital content - are developed using inclusive design principles. This means using plain English, visual aids, and accessible formats such as Easy Read or screen reader-compatible files. The College aims to ensure that students and staff with additional learning needs, visual impairments, or language barriers can fully understand and engage with key safety information.

4.3 Fire safety procedures include proactive planning for those who require support to evacuate. Personal Emergency Evacuation Plans (PEEPs) are designed in partnership with individuals, line managers and support staff to ensure each plan reflects personal needs and building layouts. Fire Marshalls and Security staff are trained to assist safely and appropriately.

4.4 Mental health and psychological safety are also core components of the College's Equality, Diversity & Inclusion commitment. The College recognises that experiences of exclusion, discrimination or trauma can affect a person's sense of safety. That's why all health and safety training includes consideration of how protected characteristics may interact with safety risks or responses.

5 RISK

5.1 The following risks may apply:

- **Under-reporting of near misses** – current statistics show fewer near misses reported than actual incidents, when in a strong safety culture this should be reversed.
- **Complacency over time** – sustained attention and engagement are needed to prevent safety awareness from fading after campaigns or inspections.
- **Student turnover and induction gaps** – with new students joining each term, there is a continual need to reinforce safety expectations and awareness.
- **Third-party and contractor compliance** – ensuring all external parties fully understand and follow safety procedures can be challenging.
- **Mental health support clarity** – risk of misunderstanding the role of Mental Health First Aiders, leading to unrealistic expectations or inappropriate escalation.
- **Changes in legislation** – including the implementation of Martyn's Law, requiring ongoing review of processes, plans, and staff readiness.

6 RECOMMENDATIONS

6.1 **Members are recommended to:**

6.1.1   note the contents of this report;

6.1.2   discuss the areas for development; and

6.1.3   approve for the People Services department to commence with the improvement areas.

HUMAN RESOURCES COMMITTEE

DATE	28 August 2025
TITLE OF REPORT	Supreme Court Ruling
REFERENCE	10
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk Elaine Ballantyne, Equality and Engagement Officer elaine.ballantyne@slc.ac.uk
PURPOSE:	This paper provides Members with an overview of an interim update from European Human Rights Commission (EHRC) on the practical implications of the UK Supreme Court Judgement and the actions in progress by South Lanarkshire College.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • Note the contents of this report and its implications; and • Note the ongoing audit of facilities to ensure compliance.
RISK	• Failure to comply with the updated interpretation of the Equality Act 2010 may result in legal challenges and reputational damage. • Complying with the interpretation may contravene guidance from EHRC. • That this will impact negatively on students and staff.
RELEVANT STRATEGIC AIM:	• Successful Students • The Highest Quality Education and Support • Sustainable Behaviours
SUMMARY OF REPORT:	• This paper provides an update on the implications of the Equality Act 2010 and recent legal interpretations regarding individuals with and without a Gender Recognition Certificate (GRC).

1. INTRODUCTION

1.1 This paper provides an update on the implications of the Equality Act 2010 and recent legal interpretations regarding individuals with and without a Gender Recognition Certificate (GRC).

2. BACKGROUND

2.1 The Equality Act 2010 defines legal protections for individuals with protected characteristics. Recent legal judgments have clarified that individuals identifying as transgender do not change their legal sex under the Act, even if they possess a GRC. This clarification has significant implications for the provision of single-sex facilities and organisational policies.

3. DEFINITIONS AND IMPLICATIONS

3.1 *Key Legal Definitions:*

3.1.1   a woman is a biological female;
3.1.2   a man is a biological male;
3.1.3   a trans woman is a biological male;
3.1.4   a trans man is a biological female;
3.1.5   individuals identifying as trans do not change sex under the Equality Act, even with a Gender Recognition Certificate.

3.2 Implications for the College

3.2.1   single-sex toilets and changing rooms must be provided where required;
3.2.2   trans women should not use women's facilities, and trans men should not use men's facilities;
3.2.3   mixed-sex options (e.g., individual lockable rooms) should be provided alongside single-sex facilities where feasible;
3.2.4   policies must be reviewed to ensure legal compliance with the updated interpretation of the Equality Act.

3.3 *EHRC Guidance Update:*

3.4 The Equality and Human Rights Commission (EHRC) is revising its statutory and non-statutory guidance and Code of Practice to reflect the judgment. A public consultation closed on 30 June 2025, and a revised Code is expected soon. The interim update can be accessed here: https://www.equalityhumanrights.com/media-centre/interim-update-practical-implications-uk-supreme-court-judgment

4. NEXT STEPS

4.1 South Lanarkshire College is currently conducting an audit of all toilets and changing room facilities to assess compliance and identify areas for improvement in line with the updated legal framework. The College will then be able to implement the revised Code when that is published.

5   EQUALITIES

5.1 There are no additional matters for people with protected characteristics which arise from consideration of the report, other than those directly impacted in the report. However, it is recognised that students and/or staff may need further support to deal with the legislative changes.

6   RISK

6.1 Failure to comply with the updated interpretation of the Equality Act 2010 may result in legal challenges and reputational damage.

6.2 Complying with the interpretation may contravene guidance from EHRC.

6.3 That there this will impact negatively on students and staff.

7   RECOMMENDATIONS

7.1 Members are recommended to:

7.1.1   note the contents of this report and its implications; and

7.1.2   support the ongoing audit of facilities to ensure compliance.

HUMAN RESOURCES COMMITTEE

DATE:	28 August 2025
TITLE OF REPORT:	Quarterly HR Report
REFERENCE:	11
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with a quarterly update on HR matters.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee & Industrial Relations.
RISK	The following risk is identified: • Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; and employee relations, could result in poor delivery for students.
RELEVANT STRATEGIC AIM:	• People and Culture Development
SUMMARY OF REPORT:	• Headcount reduced this quarter, with 3 new hires and 12 voluntary severance leavers (including 3 retirements); most recruitment was internal. • Fortnightly staff updates continue to support internal communications and receive positive feedback. • The College has fulfilled its Public Sector Equality Duty reporting obligations, with reports published online. • Employee relations activity has slightly declined. • GMB has requested local recognition at the College; preliminary discussions have taken place. • The College is finalising pension contribution recalculations for part-time staff and engaging with EIS-FELA on historic underpayments. • The new HR system (iTrent) is now live, with self-service available. A demonstration to HR Committee member is planned in November. • The College's Q2 2025 absence rate is 4.32%, above national and sector averages. Long-term sickness accounts for 65.4% of absences. • HR and Curriculum teams show higher lost time and absence frequency rates.

1   INTRODUCTION

1.1 This paper seeks to provide members with an overview of HR matters for the College for the period of 1 April to 30 June 2025.

2   HEADCOUNT MANAGEMENT

2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a reduction in headcount over the period, with 2 x 3rd party contractors, 3 new hires and 12 leavers.

2.2 All 12 leavers left the organisation through voluntary severance. Three of the 12 leavers were also retiring in addition to taking voluntary severance.

2.3 Two out of the three new hires in Q2 2025 were appointed to vacancies that were advertised and interviewed in a previous quarter.

2.4 One out of the three new hires in Q2 2025 were appointed to a vacancy that was advertised and interviewed in Q2 2025.

2.5 *Chart 1: Quarterly Headcount Movement 2025*

Quarterly Headcount Movement (Q2 2025)
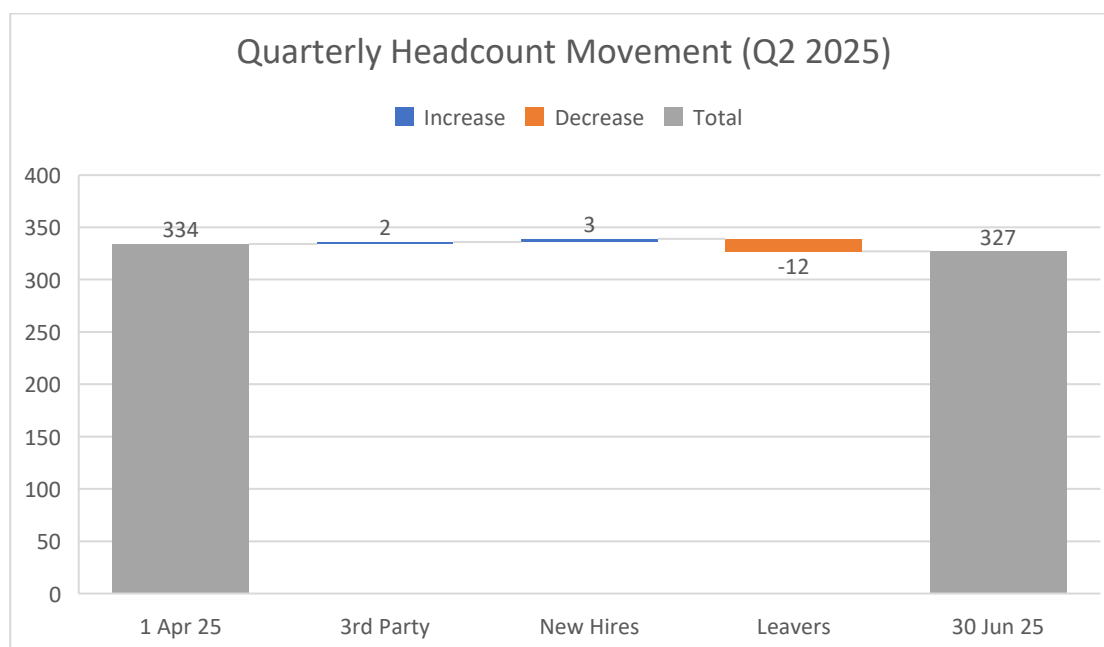
2.6 The following graph shows a comparison to the prior year.

2.7 *Chart 2: Quarterly Headcount Movement 2024*

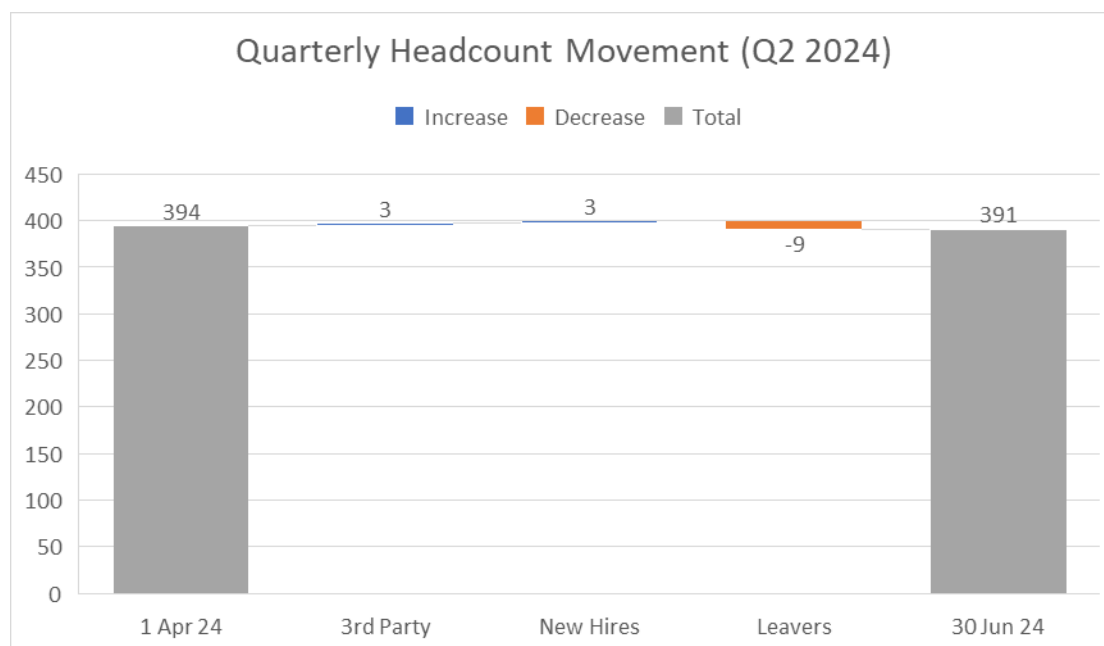## 2.8 Recruitment

2.9 Recruitment activities during the period are shown below:

2.10   *Table 1: Recruitment*

Position	Status
Temporary Lecturer – English for Speakers of Other Languages (ESOL)	Appointment made
Desktop Support Apprentice	Appointment made
Depute Head of Curriculum*	Internal Appointment made
Workshop Steward (0.4 FTE)*	Internal Appointment made
Curriculum Administrator*	Internal Appointment made
Student Funding Manager*	Internal Appointment made
Head of Curriculum*	Internal Appointment made
Curriculum and Quality Manager x 3*	Internal Appointments made
Curriculum and Quality Lead x 3*	Internal Appointments made
Learning and Teaching Innovation Manager*	Internal Appointment made
Guidance and Support Advisor*	Shortlisting
Health and Safety Advisor*	Appointment made
People Services and Executive Administrator*	Internal Appointment made
Student Information Advisor*	Internal Appointment made
Student Information Manager*	Internal Appointment made

* started during this quarter

2.11   *Chart 3: Joiners and Leavers*

Chart title: Joiners & Leavers by Department

Principalship: Joiners 1, Leavers 1
Student Services: Joiners 0, Leavers 1
Finance: Joiners 0, Leavers 0
MIS: Joiners 1, Leavers 1
HR: Joiners 0, Leavers 0
Alternative Funding: Joiners 0, Leavers 0
Facilities: Joiners 0, Leavers 0
Curriculum Area 1: Joiners 1, Leavers 5
Curriculum Area 2: Joiners 0, Leavers 4

Legend: Joiners, Leavers
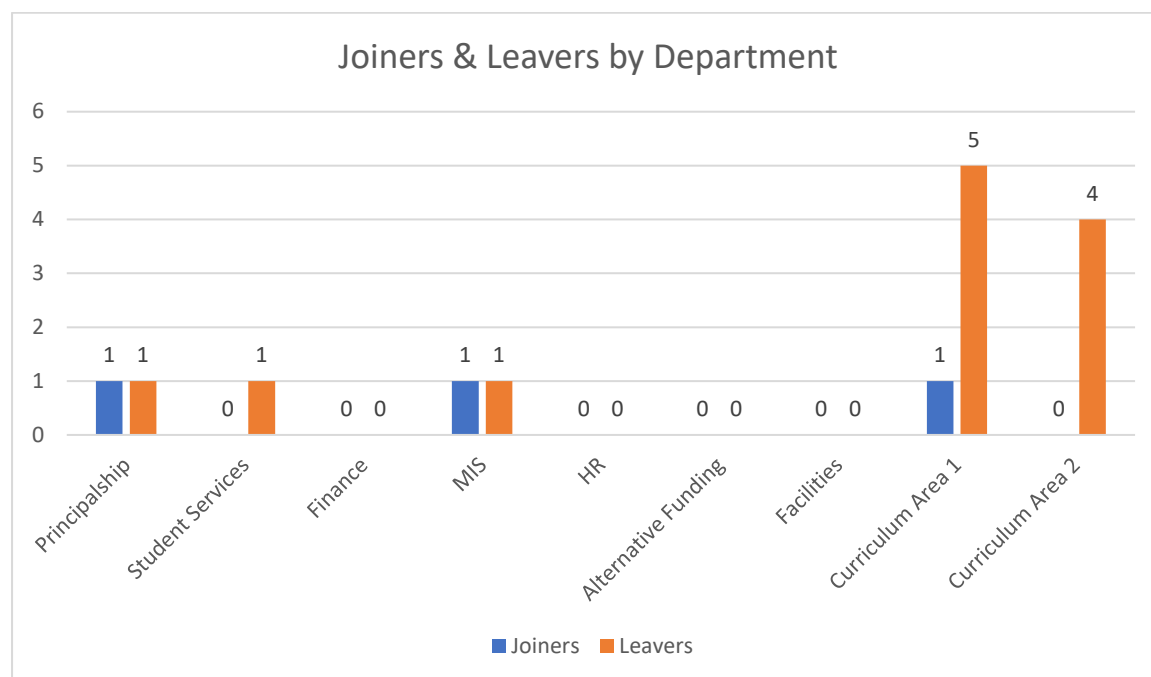
3   HEALTH & WELLBEING

3.1 Mental health initiatives continue to be at the forefront of College Health and Wellbeing efforts.

3.2 The College continues to raise awareness of the Access to Work Mental Health Support Service. This service, delivered by Maximus, offers support to employees who feel their wellbeing is impacting on their work, or stopping them from attending work.
It is open to all employees, including apprentices, at South Lanarkshire College.

3.3 Employees are informed about these sessions through the Microsoft Teams Wellbeing Activities page. Additionally, an animation explaining the Access to Work Support Service is promoted via Teams. https://vimeo.com/875592584

3.3 Wellbeing Initiatives

3.3.1   The College continues to Work with Access to Work to ensure employees are aware of the grant that funds practical support for those who have a disability, health or mental health condition. This support accommodates individual needs and ensures all the reasonable adjustments are in place so that the employee can do their job to the best of their ability.

3.3.2   The College provides support services to employees through partnerships with PAM Assist (the employee assistance programme) and the Access to Work Mental Health support service. The employee assistance programme and occupational health provision continue at tender stage. Existing suppliers remain in place into new suppliers are appointed.

3.3.3   Staff and students have access to lunchtime mindfulness classes every Tuesday in the Library Group Study Room.

4   EMPLOYEE ENGAGEMENT

4.1 *Employee Engagement and Internal Communications*

4.1.1   The College continues to issue fortnightly updates to all colleagues, to provide a platform to raise awareness of College-wide activities. This approach has received positive feedback from staff.

4.2 Equality, Diversity and Inclusion (EDI)

4.2.1   The College has completed its reporting duty of the Public Sector Equality Duty, and reports are available on the College website, accessed here.

5.   EMPLOYEE & INDUSTRIAL RELATIONS

5.1. Employee Relations

5.2.   The following graph demonstrates a drop in grievances, disciplinaries and other employee relations matters.

5.3.   *Graph 3: Employee Relations Activity*

	Q3 2024	Q4 2024	Q1 2025	Q2 2025
Grievance	0	3	3	3
Disciplinary	3	2	3	2
Capability	0	2	2	2
Other	1	1	1	1
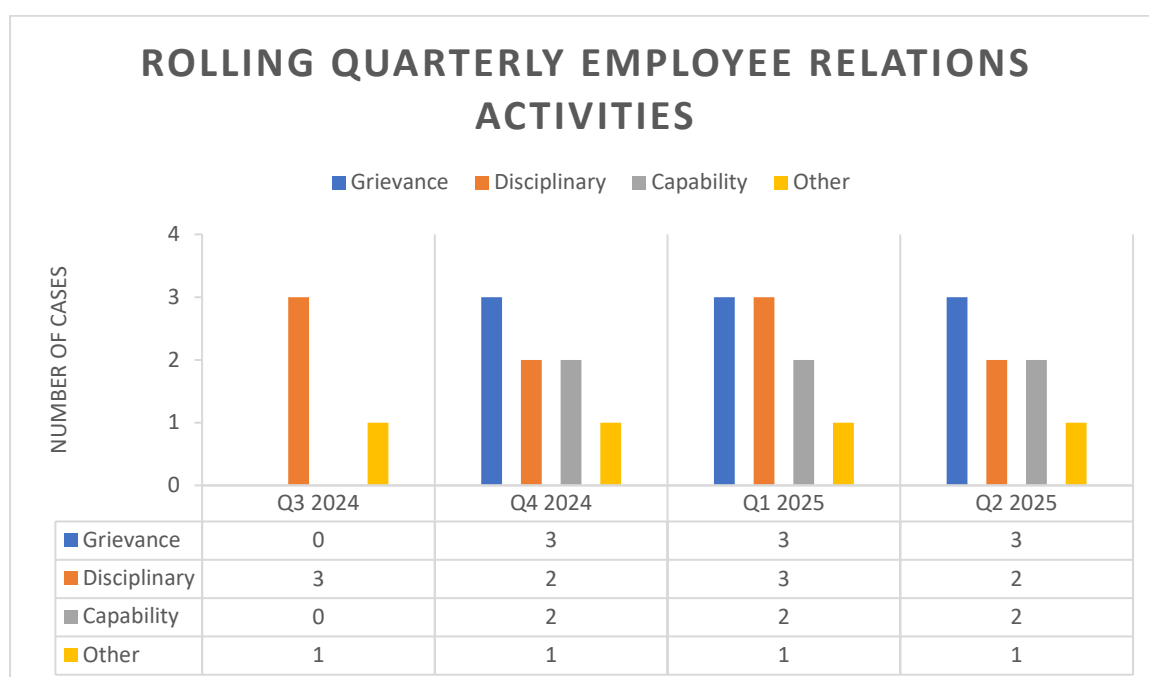
5.4. Industrial Relations

5.5. The UNISON branch remains under regional supervision. Some of UNISON lay activist colleagues, who previously presented themselves as being 'on strike against UNISON', have now joined GMB. GMB are recognised nationally, but currently not locally at the College's Joint Negotiating Committee. The College has been asked by GMB Scotland Senior Organiser to recognise GMB locally.

5.6.   The Principal and the Head of People Services met with Keir Greenaway, the GMB Scotland Senior Organiser regarding the step required for this recognition. GMB intimated that they likely have 10% of the group of employees in respect of which it wishes to be recognised as members of GMB. As a result, GMB asked the College

to consider voluntarily recognising GMB locally, in additional to their national recognition.

7   HR PROJECTS

7.1 Pensions Contributions Project

7.1.1   The College has concluded the project scope of re-calculating part-time pension contributions for all Lecturer staff employed during the project scope period. The College is progressing its engagement with former employees to conclude on the outcome and any rebate, which requires the temporary return of the employee to payroll for the transaction to be completed.

7.1.2   The re-calculation of part-time pension contributions for all Support Staff is anticipated to conclude by the end of July 2025. As an additional action, which was identified from this project, but is outside of the project scope, the College is engaging with the local EIS-FELA branch on an approach for resolving historic under-contribution of pension contributions for some employees.

7.2 HR System Project

7.2.1   iTrent is now running alone and no more in parallel with the legacy payroll system. Employee and Manager Self-Service is now available, with limited current functionality, which will be enhanced in the coming months. There are some initial issues to resolve, which do not have a high impact. The College is planning to demonstrate the functionality of the new system at the next Committee meeting on 27th November 2025.
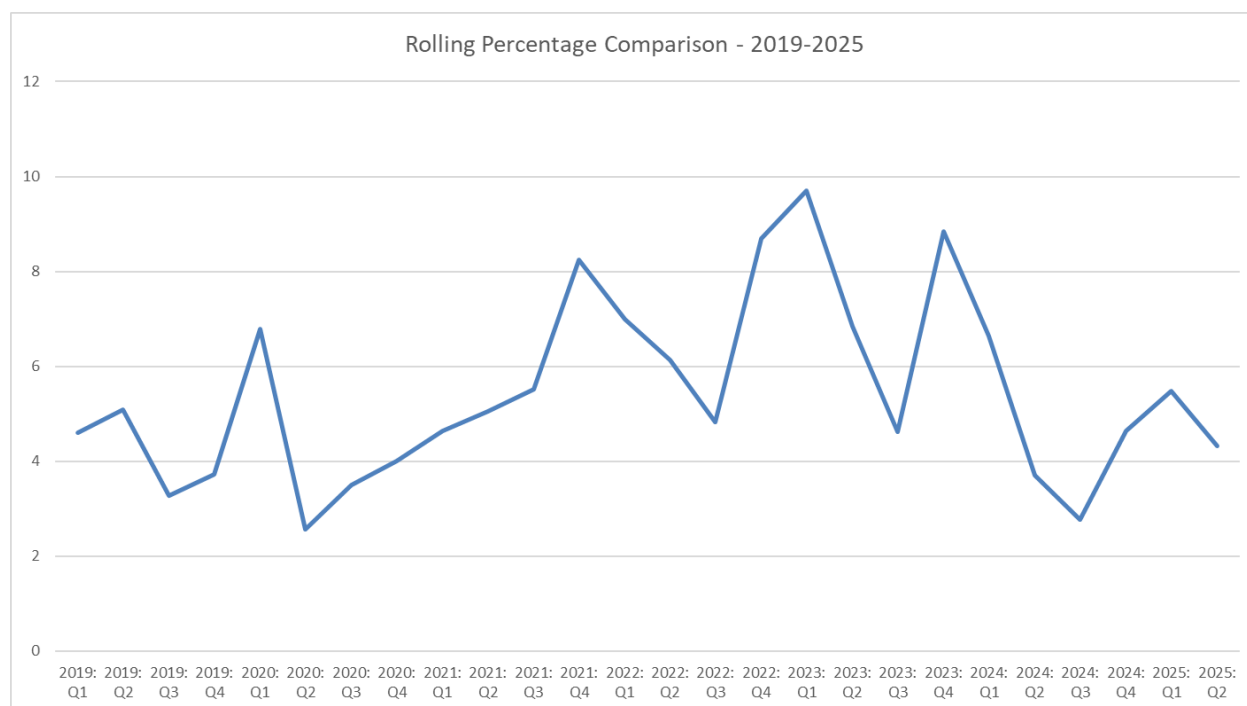
8.   ABSENCES

8.1 *Five Year Rolling Absence Data*

8.2 The College rolling absence percentages are shown in Chart 1. The current absence rate is 4.32% for the second quarter of 2025. Absence rates remain above the official average data from the Office for National Statistics (ONS). The table below is updated with the ONS 2024 Absence Rates data:

8.3 *Table 1: ONS 2024 Absence Rates*

UK	Scotland	Public Sector	Education
2.0%	2.3%	2.9%	2.9%

8.4 Unofficial Scotland Colleges data highlights an average range of between 1.4% and 3.6% for academic year 2020-2021 versus the College average of 4.2%. The average range for academic year 2021-2022 is between 3.13% and 5.5% versus the South Lanarkshire College average of 6.7%. The College anticipates that the introduction of the new Attendance Management & Support Procedure and the HR & Payroll System will provide appropriate support for employees and will have a positive impact on these figures.
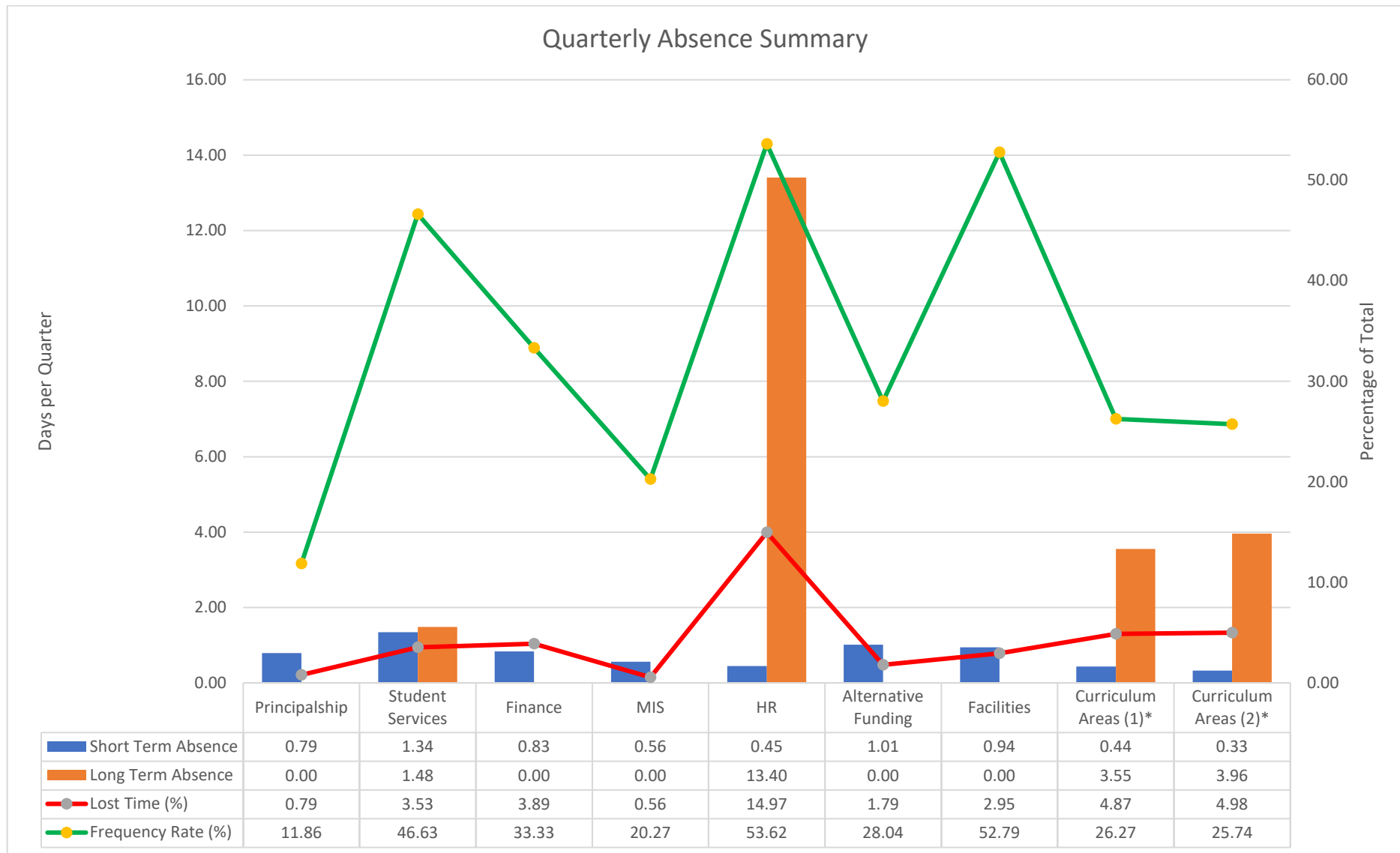
8.5 Chart 1: Rolling Percentage Comparison

Rolling Percentage Comparison - 2019-2025

8.6 ***Departmental Absence Data***

8.7 The following graph shows that long-term sickness (absences longer than 3 weeks) accounts for 65.4% of all absences. Comparative data from the Office of National Statistics 2021 Absence report highlights that similar absence categories that are comparable to College Long-Term Absences (categories of "mental health conditions" and "musculoskeletal problems") are 16.25% of total absences.

8.8 The graph below also highlights the following:

8.8.1   Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 4.32% of available working days to absences. The Curriculum and HR teams have higher time rates lost than other areas of the College. The approximate salary cost of lost time is £60,555. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.

8.8.2   Frequency rate (%) per department, which is measured as the average number of absences per employee, based on the department headcount and the number of days absence in the department, expressed as a percentage. Facilities and HR teams have higher frequency rates of absence based on headcount due to an increase in the proportionate number of sickness instances.

Quarterly Absence Summary

	Principalship	Student Services	Finance	MIS	HR	Alternative Funding	Facilities	Curriculum Areas (1)*	Curriculum Areas (2)*
Short Term Absence	0.79	1.34	0.83	0.56	0.45	1.01	0.94	0.44	0.33
Long Term Absence	0.00	1.48	0.00	0.00	13.40	0.00	0.00	3.55	3.96
Lost Time (%)	0.79	3.53	3.89	0.56	14.97	1.79	2.95	4.87	4.98
Frequency Rate (%)	11.86	46.63	33.33	20.27	53.62	28.04	52.79	26.27	25.74

*Breakdown of Curriculum Areas

Curriculum Areas (1):	Early Education and Childcare
	Hairdressing, Beauty and Make Up
	Health and Social Care
	Inclusive Learning, ESOL and Counselling
	Life Science
Curriculum Areas (2):	Building Service Engineering
	Built Environment
	Business, Management and Media (inc. Accounts)
	Carpentry and Joinery
	Hospitality, Events, Police and Legal Studies
	Wet Trades

9. EQUALITIES

9.1. There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of this report.

10. RISK

10.1   The following risk is identified:

10.1.1 Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; and employee relations, could result in poor delivery for students.

11. RECOMMENDATIONS

11.1   Members are recommended to:

11.1.1 note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee Relations.

HUMAN RESOURCES COMMITTEE

DATE:	28 August 2025
TITLE OF REPORT:	Quarterly Health and Safety Report
REFERENCE	12
AUTHOR AND CONTACT DETAILS	Deborah Lawson; Depute Head of Estates and Facilities Deborah.lawson@slc.ac.uk
PURPOSE:	To provide the members with a summary of in-year performance to date.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to note: • the accident reporting period and decrease in accidents from the previous quarter • the first aid update and near miss / incident report • the housekeeping inspections resuming in September 2025
RISK	• That there is a failure to adhere to statutory and legislative health and safety requirements
RELEVANT STRATEGIC AIMS:	• People and Culture Development
SUMMARY OF REPORT:	• A contractor has been engaged to carry out dust removal and cleaning in the workshop areas to reduce risks associated with residual combustible material near high level radiant heating elements. • Two sub-contractors have been on site to survey the Annexe cooling system. • All new employees continue to go through Health & Safety training. • Housekeeping inspections not occurring during this period. Planned to resume in September in conjunction with union representatives. • There has been a significant decrease in the number of accidents for this reporting period. • There were no fire alarm activations over the reporting period.

1 INTRODUCTION

1.1 This paper provides an overview of health and safety activity for the reporting period of April to June 2025

2 COMPLIANCE

2.1 The planned Health and Safety Committee took place on 27th May 2025 and minutes are included. (Annex A)

2.2 Two sub-contractors have been on site to assess options for installing cooling system throughout Annex Building. Both will present findings and proposals to current Mechanical and Electrical contractor and Facilities Department for discussion with the Senior Leadership Team.

3 TRAINING

3.1 All new employees go through in-person and e-learning Health & Safety training.

3.2 Health and Safety specific training is ongoing, but much reduced this quarter due to non-requirement. It normally includes new staff inductions, First Aid training and refresher training, Fire Wardens, COSHH awareness training etc. The full training details are:

3.2.1 Health and Safety Inductions - A total of 7 Health and Safety inductions took place. Ongoing sessions will continue with 1 session per month.

3.2.2 Fire warden training – No training in this period but review will be required after summer break due to staffing restructure.

3.2.3 Control of Substances Hazardous to Health (CoSHH) Training – No training in this period

3.2.4 Funding has been approved for 8 new first aiders to be trained.

4 ACCIDENTS AND FIRST AID AND NEAR MISSES (INCIDENT REPORTS)

4.1 The accident reporting period is from April to June 2025. During this period there were 20 minor accidents reported, which is a decrease of 20 from the previous quarter. Members should note that there were no RIDDOR incidents. There has been a significant reduction in cuts with the most notable reduction across the building services and support areas. (Annex B).

4.2 There were five incidents, three pre-fire-alarm triggers, and no near misses for the period. One incident was for vape use, two student incidents, one electrical fault, and one lift incident. Further work continues with staff teams to support them with reporting near misses. (Annex C)

5 HOUSEKEEPING

5.1 The Health and Safety Housekeeping Inspections were not carried out in this period. These inspections are carried out in conjunction with union representatives, but this

was not possible because of lack of staff availability. Housekeeping inspections are due to resume in September 2025.

6   FIRE ALARM ACTIVATION

6.1 An improved Fire Logbook has been introduced and there were no fire alarm activations over this reporting period.

7   RISK

7.1 That there is a failure to adhere to statutory and legislative health and safety requirements.

8   EQUALITIES

8.1 Following the recent Supreme Court judgment on the definition of sex in the Equality Act, the College has completed an initial audit of the toilet and changing room provision at South Lanarkshire College. The College is awaiting further guidance from the European Human Rights Commission.

9   RECOMMENDATIONS

9.1 Members are recommended to note:
9.1.1   the accident reporting period and decrease in accidents from the previous quarter
9.1.2   the first aid update and near miss / incident report
9.1.3   the housekeeping inspections resuming in September 2025

Annex A

<div align="center">

MINUTES OF HEALTH AND SAFETY MEETING
27.05.25 @ 11:30AM

</div>

Attendees

Present: Stella McManus, Craig Ferguson, Richard Lawton, Alisdair McTavish, Mandy Murray, Fraser McCormack, Gary McIntosh, Elaine McKechnie, John Dick, Joanne Warwick

1. **Apologies**
   - ➢ Chelsea Coleman
2. **AIR Log Operational**
   - ➢ AIR log reviewed and updated (please see separate document in Teams Folder)
3. **Minutes of Previous Meeting (04.03.25)**
   - ➢ SM requested that the Committee members view and agree on the previous meeting minutes. All agreed.
4. **Accident Report (inc. Minor Accidents report) (Quarter figures)**
   - ➢ JD reported main types of injuries during this reporting period were from Built Environment / Construction from tool usage. A QR code has been created to enable staff to report Near Misses as well as reporting via the college portal.. JD has issued a hardcopy of the QR Code to reception.
      ACTION: JD to investigate ways of publicising this QR code throughout the college to staff via Marketing and Student services.

5. **Fire Report (inc. Fire Alarm Records) (Quarter figures)**
   - ➢ JD advised there had been one fire alarm activation during the period January to March. Possible cause is believed to be deodorant spray or vaping in toilet.

6. **H&S Training Report (Quarter figures)**
   - ➢ **Inductions** – JD advised that there had been eleven H&S inductions for new members of staff taken place within period January to March.

7. **Health & Safety Update**
   - ➢ JD reported that Vaping and smoking is on the increase out with designated areas. Increase in vaping and smoking in the construction area service road at the back of the college as well as other areas college wide.
      ACTION: All staff should continue to challenge students and staff vaping or smoking in non-designated areas. Record their details to report to the course Curriculum Manager or Line Manager. Disciplinary action will be taken in accordance with relevant policies. JD to promote this via the marketing team and student services.

8. Temperature Report AG04

➢ JD reported on high temperatures in room AG04. No air conditioning units are fitted in this classroom to facilitate effective temperature control and the only fresh air provided is by opening the windows. CF advised that Dalkia have been requested to quote for alternative cooling options such as Air Conditioning to allow a comfortable working temperature to be achieved in the annex classrooms.
ACTION: CF to ensure this goes ahead

9. Summary/Update of Allianz Local Ventilation Report

➢ JD verbally summarised the LEV report to committee.
➢ Hygiene specialist company (Plover) carried out deep clean of G83
➢ Filter media changed 4th March in spray booth G14
➢ Light repaired in G14, and unused ducting removed
➢ Supply and install of the airflow indicators by Bannatyne Filtration due to start during summer break. Date tbc
➢ AM discussed maintenance of the external LEV units and who is responsible for maintaining, either Facilities or Curriculum Area. CF suggested bringing this back into Facilities. **Action: CF to agree this with AM**
➢ AM mentioned about low-level dust being removed for areas of the workshop. **ACTION: JD to discuss and confirm with AM**

10. Housekeeping Inspections (Joint H&S & Union Rep.)

➢ JD advised that no H&S Housekeeping audits were carried out during period January to March. This was as a result of diary both parties being unavailable at the same time. Weekly cycle started again in April and will continue weekly where practicable until all areas of the college have been covered.
ACTION: JD and FM to ensure inspections continue as planned.

11. Facilities Update

➢ CF noted period January to March was a quiet period in Facilities in relation to H&S related works.
➢ Pallet truck (falling under LOLER regs) based in Lower Ground had failed parts replaced.

12. Impact of Supreme Court Ruling on Gender Definitions in the Equality Act

➢ GM informed the committee that the ruling states that your biological gender at birth is correct gender and how use public facilities and spaces
➢ Toilets – we are required provide male, female and gender-neutral toilets. EB from HR is carrying a mapping exercise of toilets in the college and due to meet CF discuss this and other related matters.
ACTION: CF to investigate developing clear signage around for gender-neutral toilets and changing rooms. CF advised that a meeting was planned for this afternoon (27/05/25) and address at this meeting.

13. Process for asset tagging and PAT testing

➢ AM sought clarity or who carries out testing across college. CF advised that the different areas are responsible for PAT testing their equipment.

ACTION: CF will collate a list of staff that currently carry out testing and areas that require staff training and liaise with AM

14. Ventilation/air conditioning in the construction workshops
- JD provided brief information on the LEV report
- A temporary solution trial install of a fan is on order from a supplier

15. A.O.C.B.
- **SM** discussed how former student Kayden Moy sadly lost his life recently after being victim of a knife attack. There has been a sense that both staff and students have been affected by this tragedy. SM put it to the committee that further wellbeing support can offer both staff and students. JW suggested involving Police Scotland to do talks with students in the classrooms.
- **ACTION: JW to contact Police Scotland to discuss.**

Summary of Meeting Action Items

Agenda Point	Action	Who to Action
4	Investigate ways of communicating the QR code throughout the college to staff. Communicate through Teams and next Newsletter set for June	John Dick
7	All staff continue to challenge students vaping/smoking in non-designated areas and take their details to report to the course Curriculum Manager. Students and staff can be disciplined through relevant policies.	John Dick to promote to all staff. All Staff
8	CF to ensure exploratory survey is carried out to install Air Con in AG04	Craig Ferguson
9	AM discussed maintenance of the external LEV units and who is responsible for maintaining, either Facilities or Curriculum Area. CF suggested bringing this back into Facilities. Action: CF to agree this with AM	Craig Ferguson & Alisdair McTavish
9	AM mentioned about low-level dust being removed for areas of the workshop.	John Dick & Alisdair McTavish to discuss and confirm
10	Re start housekeeping audits in conjunction with the trade unions	John Dick and Fraser McCormack
12	Gender-neutral toilets. Action: CF to investigate developing clear signage around for gender-neutral toilets and changing rooms	Craig Ferguson
13	CF suggested bringing this process back into Facilities so there is a consistent college	Craig Ferguson

	wide process. Action: CF will collate a list of staff that currently carry out testing and areas that require staff training and liaise with AM	
15	Further wellbeing support we can offer both staff and students. JW suggested involving Police Scotland to do talks with students in the classrooms. Action: JW to contact Police Scotland to discuss	Joanne Warwick

Minor Accident Report Analysis

Annex B - April - June 2025
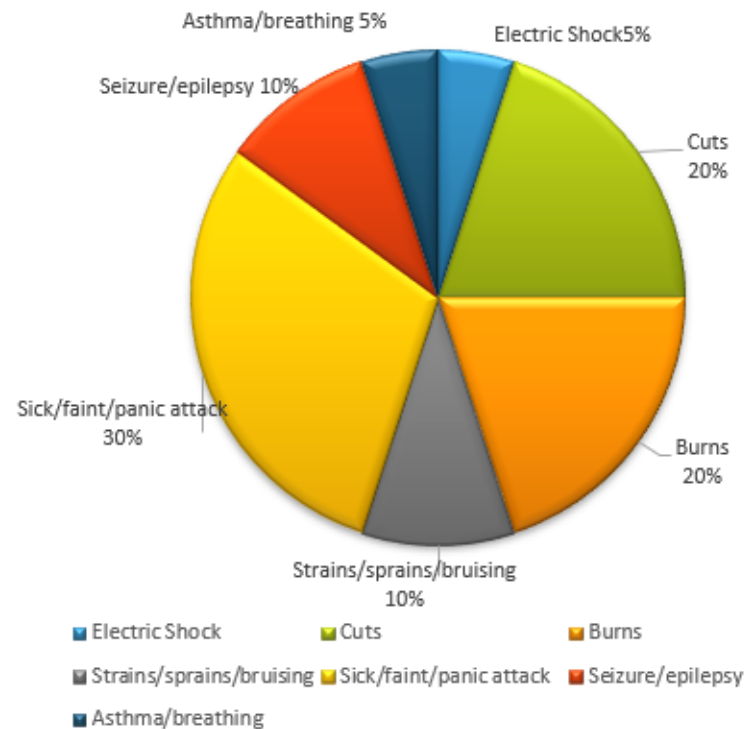
	Apr - Jun 25	Jan - March 25
Assault	0	1
Eye	0	1
Electric Shock	1	0
Cuts	4	20
Burns	4	4
Strains/sprains/bruising	2	4
Sick/faint/panic attack	6	7
Seizure/epilepsy	2	2
Asthma/breathing	1	1
Total	20	40

Type

Asthma/breathing 5%
Electric Shock5%
Seizure/epilepsy 10%
Cuts 20%
Sick/faint/panic attack 30%
Burns 20%
Strains/sprains/bruising 10%

■ Electric Shock ■ Cuts ■ Burns
■ Strains/sprains/bruising ■ Sick/faint/panic attack ■ Seizure/epilepsy
■ Asthma/breathing

Annex C 　　　　　　　　**Near Miss/ Incident report APR/MAY/JUN 2025**

ID	Category	Date/Time	Location	Description	Comments/Outcome
12 electronic	Incident	25/04/2025 13:47	LG77	Pre-fire-alarm notification toilet. Vape smell.	Lecturers informed to speak to all students
13 electronic	Pre-fire-alarm trigger	08/05/2025 15:35	G75	Pre-fire-alarm notification. Students were tidying and brushing up the workshop creating a lot of dust	NFA
14 electronic	Incident	13/05/2025 11:25	3rd floor corridor	Student from Learning Development struck member of cleaning staff across face during episode.	CM of department informed. She spoke with student and their allocated support worker.
15 electronic	Incident	14/05/2025 14:20	Annex reception	Staff member received electric shock when removing a plug from a 240v extension under the reception desk.	240v extension and plug attached to portable heater removed. Reception desk area rewired.
17 electronic	Incident	22/05/2025 09:50	3rd Floor corridor	Student from Learning Development struck member of facilities staff on chest during episode	CM of department informed. She spoke with student and their allocated support worker.
18 electronic	Incident	21/05/2025 10:30	Passenger Lift	Staff member obstructed lift door closing with arm. Lift door closed on arm causing bruising.	Lift door sensors checked and working as per manufacturers specifications. Staff member spoken to with regards the H&S implications of placing arm in between moving doors to stop them.
19 electronic	Pre-fire-alarm trigger	02/06/2025 14:05	216	Pre-fire-alarm. Blow drying client's hair directly below ceiling detector.	SSOW not followed. CM informed