

HR COMMITTEE

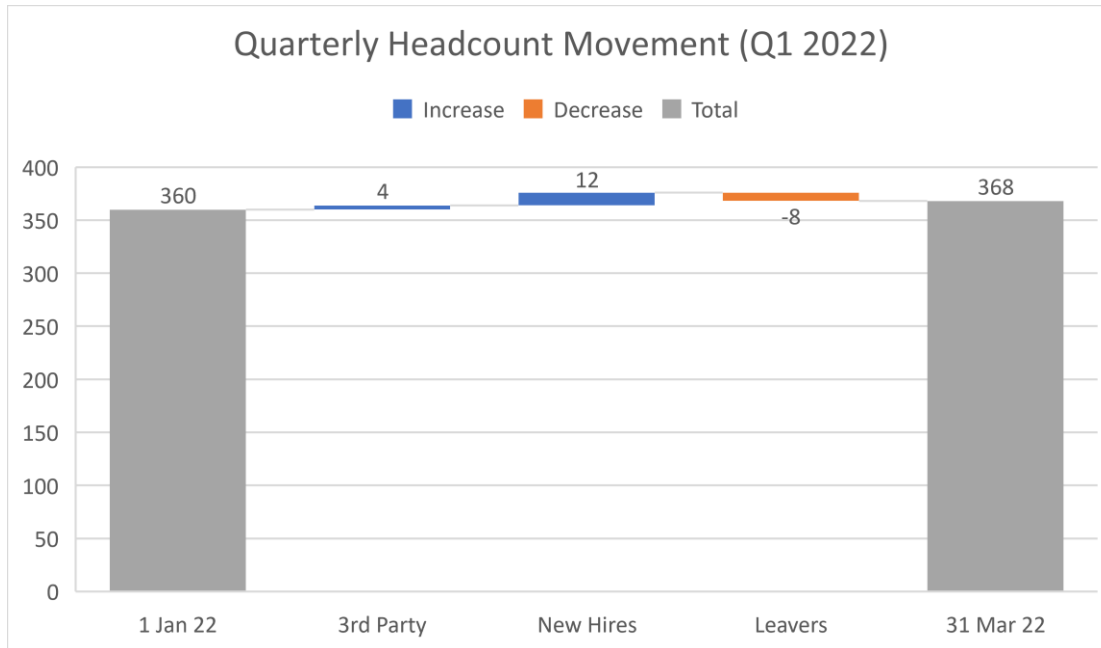
DATE:	May 2022
TITLE OF REPORT:	26-22 Quarterly HR Report
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with a quarterly update on HR matters.
KEY RECOMMENDATIONS/ DECISIONS:	The Board is asked to: 1. Note the updates relating to staff.
RISK	1. Impact of COVID-19 on the health and wellbeing of employees.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none"> • Headcount Management. • Health & Wellbeing. • Employee Engagement. • Learning & Development. • Performance. • Employee Relations. • Maintenance of Accreditations.

1 INTRODUCTION

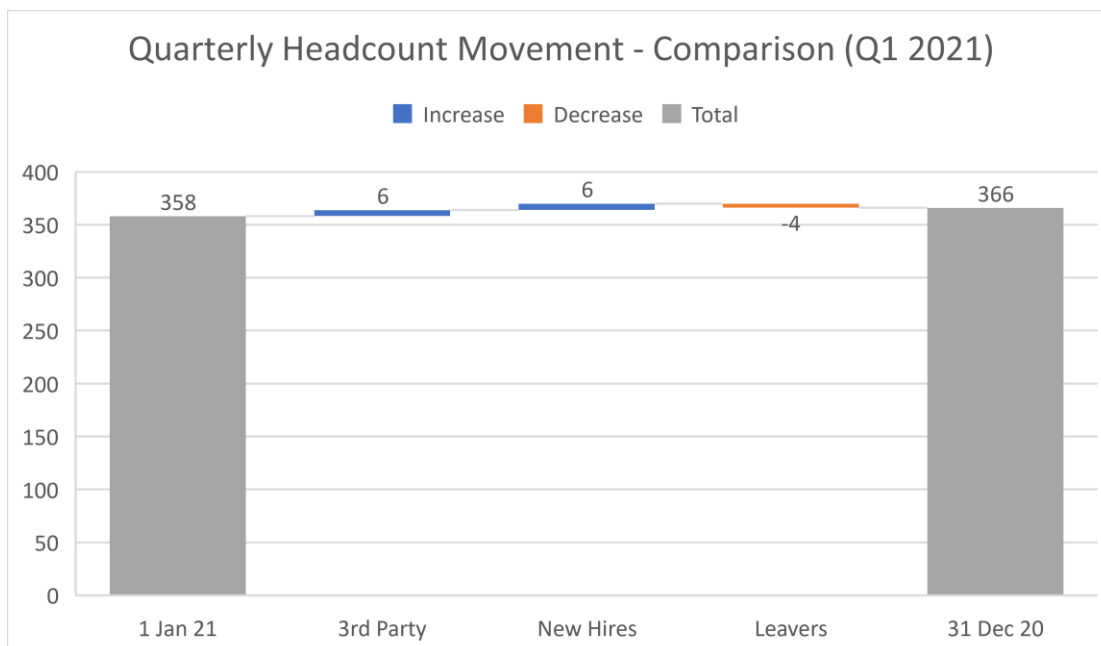
1.1 This paper provides an overview of HR matters for South Lanarkshire College for the period of 1st January to 31st March 2022.

2 HEADCOUNT MANAGEMENT

2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a slight movement in headcount over the period, with 4 x 3rd party contractors, 12 new hires and 8 leavers.



The following graph shows a comparison to the prior year, which has slightly less activity.



2.2 Recruitment

Recruitment activities during the period are shown below:

Position	Reason	Status
Alternative Funding Assistant – Employability	Replacement post	Interviews 11.05.22
CM – Construction	Replacement post	Appointment made
CM – Early Education and Childcare	Replacement post	Closing date 19.05.22
Management Accountant	Previously agreed	Interviews 10.05.22
Property Cleaners x 3 (Evenings, Term-Time)	Previously agreed	Shortlisting with manager
Student Counsellor (Pool)	Previously agreed	Interview date to be arranged
Student Records Administrative Assistant	Previously agreed	Shortlisting with manager
IT Desktop Support Apprentice	Replacement post	Appointment made
Customer Service Adviser/Printroom Operator	Replacement post	Appointment made
Lecturer - HNC/D Construction	Previously agreed	Appointment made
Lecturer - Painting & Decorating	Previously agreed	Appointment made
Lecturer - Plumbing & Gas	Previously agreed	Appointment made
Health, Safety and Environment Advisor (Temporary, 0.6FTE)	Additional post	Appointment made
Lecturer – Health and Social Care (0.5 FTE)	Additional posts	Appointment made
Lecturer – Electrician	Replacement post	Appointment made
Lecturer – Carpentry and Joinery	Replacement post	Appointment made
Lecturer – Early Education and Childcare (Fixed Term 0.5 FTE and Pool)	Replacement posts	Appointment made to Fixed Term 0.5 FTE post
Plumbing and Gas Technician	Replacement post	Appointment made
Lecturer – Carpentry and Joinery (Pool)	Replacement post	Appointment made
Evening Class Administrator	Replacement post	Appointment made

3 HEALTH & WELLBEING

COVID-19 and mental health initiatives continue to be at the forefront of our Health & Wellbeing efforts.

3.1 COVID

In line with Scottish Government guidance, the College is returning to on-campus teaching and without any restrictions on mask wearing and social distancing. The College continues to offer hand sanitising stations and has a “respect” campaign for anyone who chooses to social distance, wear a mask or take any other reasonable actions which they wish to do in order to fail safe.

3.2 Mental Health

Mental Health Working Group

The Group continues to meet on a regular basis to review and offer solutions to support positive mental health.

The main focus of the group meeting on the 25th of March 2022, was to plan activities to support and celebrate Mental Health Awareness week scheduled for 9 -15th May 2022. The theme set by the Mental Health Foundation is loneliness, recognising the huge impact the pandemic has had on physical and mental health. Key messages will be shared each day over the week encouraging staff to take active steps towards supporting a mentally healthy College community. This includes taking time out away from their workspace/desks at lunchtime and to ‘*Ditch Eating At-Desko*’.

To support this initiative the College is providing a complimentary soup and sandwich lunch for staff on 11 May 2022. Key messages will also be shared each day regarding the support that is available, for example: [Togetherall online support community](#), [Pam Assist](#), the employee assistance programme and the Access to Work Mental Health Support Service from [Remploy](#).

The meeting scheduled for Monday 30th May 2022 provides the opportunity to evaluate the effectiveness of the activities undertaken during the current academic year and plan for session 2022/2023.

3.3. Wellbeing Initiatives

Wellbeing Programme 2022

The Re-Accreditation Short Life Working Group considered ways in which the College can increase and improve engagement with staff wellbeing activities over and above the current offer. A subgroup was established which will devise and deliver a programme of activities for staff commencing in February 2022. To date these activities have included:

February

A menopause information session was delivered by Blooming Menopause to raise awareness and understanding of the topic for all staff. There were 25 attendees and evaluations were extremely positive. The HR team will follow up on suggestions to host our second menopause café.

March

Focusing on social wellbeing, 22 staff members signed up to be involved in a Book Club. The book was chosen by attendees who met to discuss thoughts on the book. This was a cross-college interaction and the participants have decided to continue reading and meeting together. A new book has been chosen and is underway.

April

The College already have a range of fitness activity offers however, in this month additional opportunities were offered which included badminton and to attend an aerobics class in John Wright Sports Centre.

May

To support Mental Health Awareness Week 9-15 May 2022 the Wellbeing Group added to the college wide initiatives delivered by the Mental Health Working Group to include:

- Free hair or beauty vouchers for the SLC Salon and Spa for 10 members of staff, chosen at random
- Discount for staff on Salon and Spa treatments
- Positivi-tea staff coffee morning

4 EMPLOYEE ENGAGEMENT

The College is about to embark on an optimisation of the approach to employee engagement to improve the current approach employee engagement and to introduce a planned, data-driven approach to measure various engagement scores on an ongoing basis and subsequently take action.

4.1 Employee Engagement & Internal Communications

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

4.2 Equality, Diversity & Inclusion

The key focus of the Group remains the planning for an Equality Outcomes Workshop, to create and implement a project plan for each of the four Equality Outcomes. The workshop is scheduled for Thursday 9th June 2022.

The final version of the Equality Monitoring Animation has been agreed and is scheduled to be launched. The animation has been designed to explain to the College community the importance of collecting Equality Information, and how it informs the work of the College. The animation will sit in the staff recruitment section of the College website, at the application stage for students and promoted when staff are asked to complete their Equality Data, on an annual basis.

<https://www.youtube.com/watch?v=f4rAGnctgy8&t=11s>

4.3 Leaders in Diversity Award

The Leaders in Diversity Advisor was unable to visit the College as scheduled due to the COVID pandemic. The College rearranged this visit for May 2022. Members will be aware that the 2019 Leaders in Diversity Report stated;

“When I walked into reception, I was genuinely blown away by the feeling I got from the people and the environment. This College is and feels inclusive. It’s in the fabric of the building - from the way that it looks and feels, to the way things are done. It’s has a natural and warm inclusive culture”.

4.4 Investors in People (IIP) – We Invest in Wellbeing Award

The ‘*We Invest in Wellbeing*’ survey was distributed to staff in December 2021 and closed in January 2022. The purpose of the survey was for Investors in People to gauge how staff feel about how well the College looks after their wellbeing. Results of the survey will form part of an action plan going forward.

The IIP lead specialist visited the College via Microsoft Teams in February 2022. She met the Acting Principal, Depute Principal, Head of Human Resources, JNC representatives and members of the Accreditation Short Life Working Group and the Wellbeing Group.

The HR team also met with the IIP Lead Specialist on Friday 18th March 2022 to discuss the ‘*We Invest in Wellbeing*’ and ‘Investors in People Accreditation’.

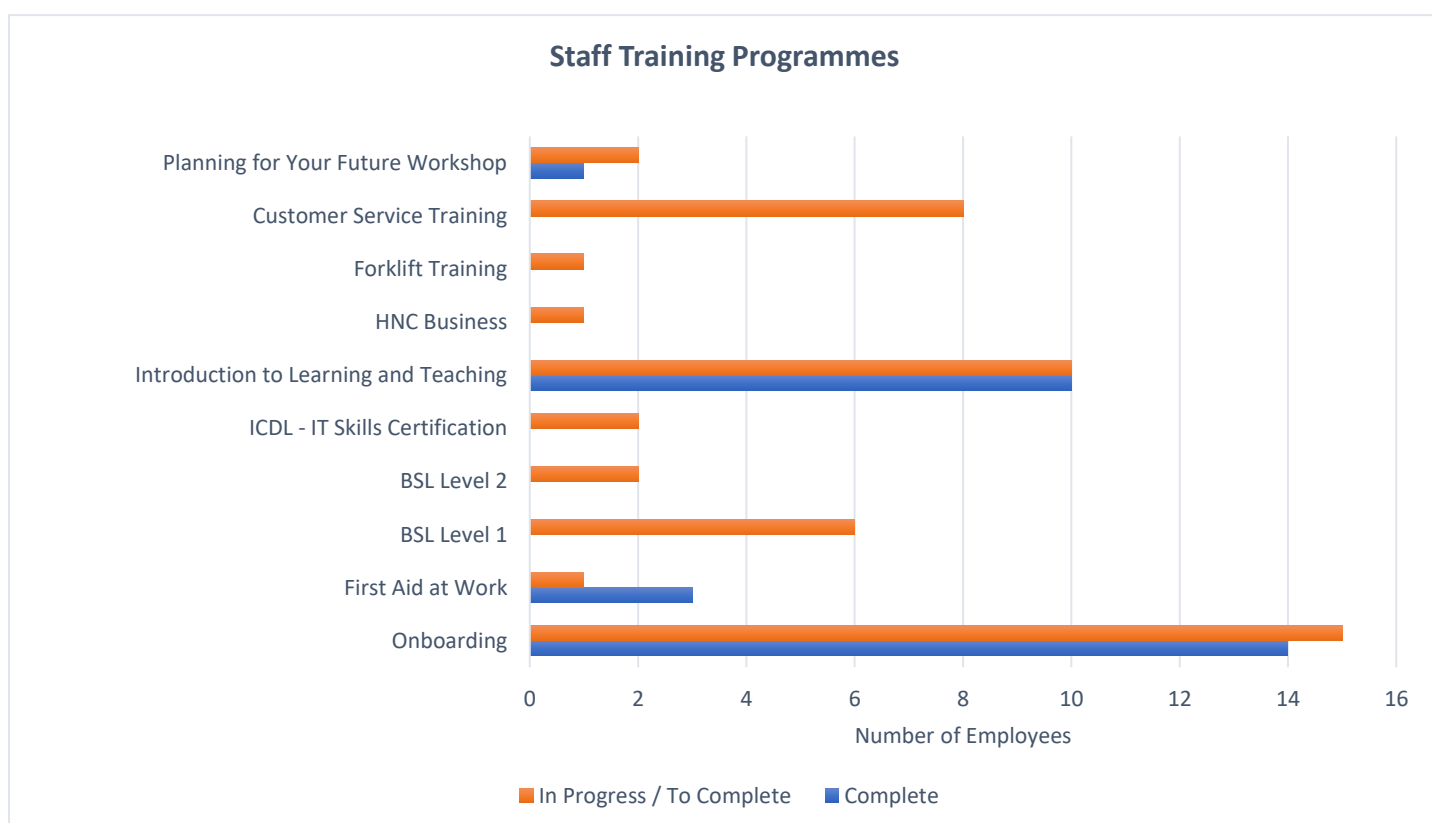
‘*We Invest in Wellbeing*’ Focus group sessions with the Lead Specialist and members of staff are planned for 20-24th June 2022.

The Accreditations Short Life Working Group agreed to change the name of the group and chose ‘*Innovating Success Group*’.

5 LEARNING & DEVELOPMENT

5.1 Staff Development Activities

The following graph shows the current learning & development activities across the College. The graph does not include all individual CPD requests which are reviewed and undertaken on an ongoing basis.



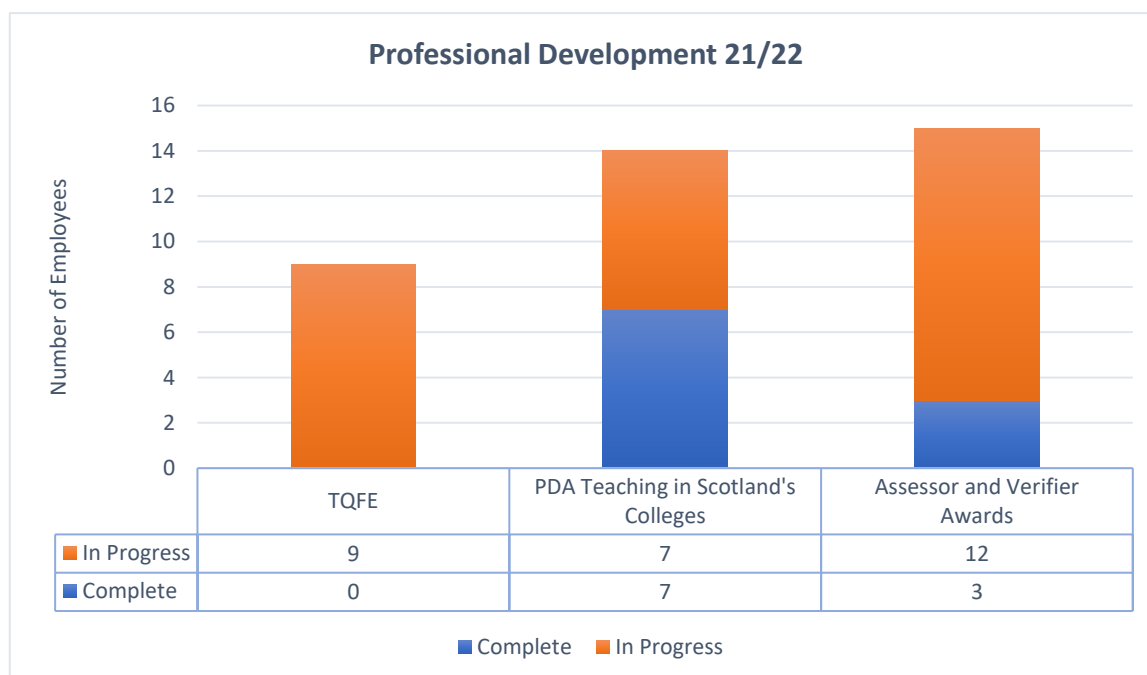
5.2 Professional Qualifications

The following graph shows the current Professional Development activities across the College. The new TQFE and PDA cohort one commenced in September 2021. The PDA cohort two started in November 2021. A brief explanation of each qualification is noted below:

TQFE – The Teaching Qualification in Further Education is the recognised in-service teaching qualification for FE lecturers in Scotland. The qualification is completed at Degree (SCQF 9) or Postgraduate (SCQF 11) level.

Professional Development Award (PDA) Teaching in Scotland’s Colleges – Qualification at SCQF level 9 intended for college lecturers who have subject specific expertise but no formal teaching qualifications. The PDA is used to prepare staff for progression to the TQFE.

Assessor and Verifier Awards – Qualifications for assessors and verifiers of regulated, taught qualifications. Ensures consistency in application of quality assurance and that occupational competence requirements of lecturers are met.



5.3 Staff Development Day

The April 2022 staff development day provided 9 learning opportunities in the morning, team development time in the afternoon and signposting to a number of self-assessment tools for development.

Team development time in the afternoon was used by managers in a way that provided most value and benefit for their teams. Teams engaged in job-related training, sharing

best practice, continuous improvement planning, team building activities and self-directed learning.

Minus technical issues in the Outlook session, all other sessions were well received. The following table shows the number of employees who participated and average evaluation scores.

Staff Development Day Friday 1st April 2022		
Course	No. Employees	Average Evaluation Score (out of 4)
Helping You Save Energy at Home	30	3.1
Course Costing 22/23	13	3.6
Outlook Training	29	2.1
Understanding Neurodiversity - ADHD	16	3.9
Introduction to Learning Development	9	3.6
Effective Feedback: Harnessing the Power of Feedback to Close Gaps in Learning	16	4
Procurement Update	8	3.6
Career Review Information and Guidance	17	3.9
Promoting Positive Behaviours in the Classroom	20	3.6
TOTAL	158	3.5

5.4 Mandatory E-Learning

We are currently reviewing the staff mandatory training to ensure it is still fit for purpose, relevant and cost effective. Consideration of the return of investment in current e-learning packages will also be assessed and reviewed with the intention to update in the 22/23 academic year.

6 PERFORMANCE

It is essential to ensure the College continues to be strategically aligned with performance.

6.1 Career Review

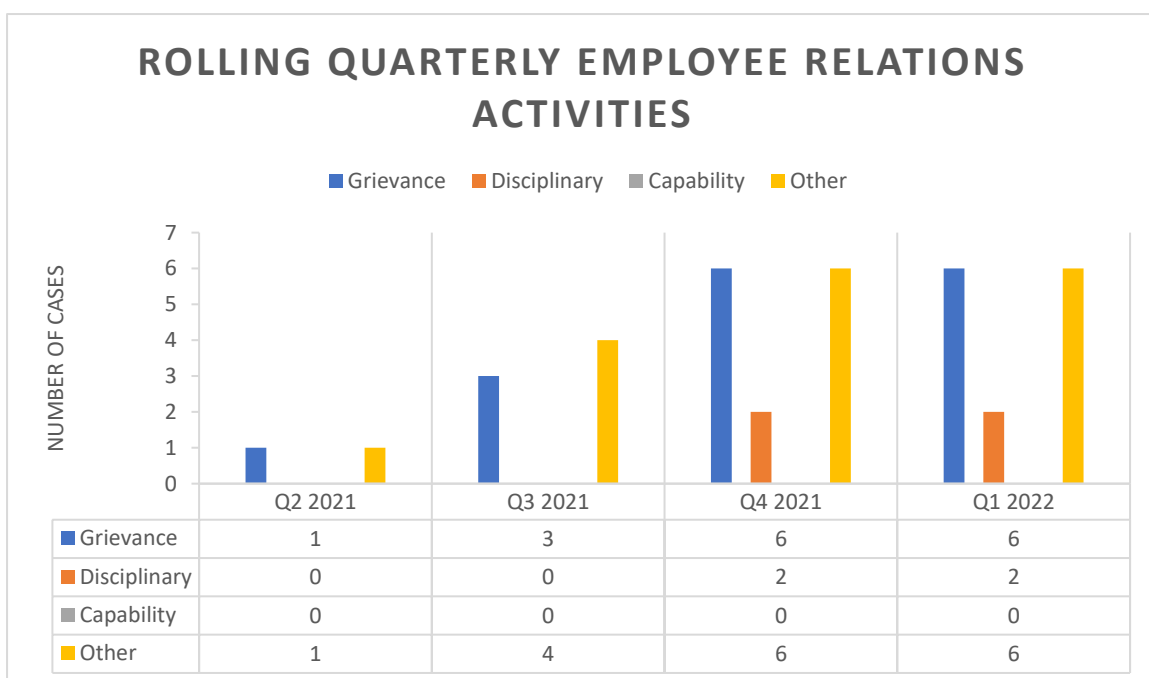
Following the launch of the new automated Career Review Process, all departments and faculties have started the career review cycle. Status of college wide progress will be reported quarterly and is viewable below. All reviews are expected to be completed by June 2022. Following completion, HR will analyse development goals to influence learning and development opportunities available to staff.

It is intended that phase two of the Career Review process will launch at the beginning of the new academic term. Phase two promotes best practice and will include a 'My Discussions' section that encourages staff to engage in more informal, frequent conversations and mid-year reviews.



7 EMPLOYEE & INDUSTRIAL RELATIONS

7.1 Employee Relations



Several employee relations activities are delayed beyond policy and procedure due to governance intervention and involvement.

8.0 Maintenance of Accreditations

Maintenance of all three accreditations identified the following key actions, which are all currently in train:

1. Alignment of Career Review process with strategic priorities and values - **completed**
2. Automation of Career Review process - **completed**

3. Create and implement a College-wide recognition program – **in progress**
4. College-wide succession planning focussed on all people manager and critical roles – **in progress**