

## PEOPLE AND CULTURE COMMITTEE

### NOTICE

There will be a meeting of the People and Culture Committee on 28 May 2026 at 17:30 hours in SLC Boardroom and on Teams.

AGENDA			
Agenda Item		Presented by	Paper / Link
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 (26 Feb 2026)	HA	<a href="#">03</a>
04	Matters Arising from the Previous Meeting	HA	N
<b>Matters for Discussion</b>			
05	People and Culture Committee Workplan and Outcomes	FM/GM	<a href="#">05</a>
06	Sector Employment & Industrial Relations Update	GM	<a href="#">06</a>
07	Staff Voice	GM	<a href="#">07</a>
<b>Matters for Information</b>			
08	Employment Rights Act – Updates to Policies and Procedures	FM/GM	<a href="#">08</a>
09	Quarterly People Services Report	GM/FM	<a href="#">09</a>
10	Quarterly Health & Safety Report	TM	<a href="#">10</a>
11	<b>Reserved: Commercially Sensitive</b> Key Performance Indicators & Strategic Dashboard Update	FM / GM	<a href="#">11</a>
12	EIS-FELA Trade Union Update	SG	N
13	<b>Any Other Business</b>		N
14	<b>Summation of Actions and Date of Next Meeting</b>		N

### Key:

Initials	Committee Member
CS	Chris Sumner – Head of Digital, Committee Member
DMorr	Douglas Morrison – Board of Management Chair
DMorw	Doug Morwood – Committee Member
<b>HA</b>	<b>Heather Anderson – Interim PAC Chair, Board of Management Vice Chair</b>
JB	John Brown – Committee Member
JW	Jack Whyte – Student Vice President, Student Association
SG	Scott Gray – Academic Trade Union Member and Curriculum & Quality Manager
SM	Stella McManus – Principal & Chief Executive

Initials	In attendance
FM	Fiona MacCormick – Depute Head of People Services
GM	Gary McIntosh – Head of People Services
TM	Tony McCluskey – Health & Safety Advisor
VA	Vari Anderson – Governance Professional

## Unconfirmed PAC Minutes

### PEOPLE and CULTURE COMMITTEE (PAC)

#### MINUTES

PAC Committee on 26 February 2026 at 1730 hours via Microsoft Teams and in the Boardroom at South Lanarkshire College

#### Present

Chris Sumner  
Doug Morwood (online)  
Jack Whyte  
**John Brown (Acting Chair PAC)**  
Scott Gray  
Stella McManus

#### In Attendance

Fiona MacCormick

Vari Anderson (Governance Professional)  
Christine Clark (Executive & Governance Administrator)

#### AGENDA ITEM

**01**

#### **Apologies for Absence**

Heather Anderson  
Douglas Morrison

A note of thanks extended to John Brown for acting as Chair of this PAC Committee in Heather's absence.

Also, extended thanks to Fiona MacCormick for supplying papers and attending as Depute Head of People Services.

**02**

#### **Declaration of any potential Conflicts of Interest in relation to any Agenda items**

None noted.

**03**

#### **Minutes of Previous Meeting – 27 November 2025**

The previous minutes were duly approved.

**04**

#### **Matters Arising from the Previous Meeting**

Previous actions from 27/11/25

- Item 5 – Terms of Reference. **Completed.**
- Item 6 – Committee outcomes/work plan. **On Agenda under Item 05.**

	<ul style="list-style-type: none"> <li>• Item 7 – Public Interest Disclosure ‘Whistleblowing’ Policy. <b>With College Solicitors for advice.</b></li> <li>• Item 8 – To consider Recruitment Agencies within the scope of the recruitment policy and sentence stating that SLC includes equity and equality. <b>With Board members for consideration/approval – deadline noted as 4/3/26.</b></li> <li>• Item 10 – Consideration of death in service and ill-health to be included as reasons for leaving employment. <b>With Board members for consideration/approval – deadline noted as 4/3/26.</b></li> <li>• Item 12 –iTrent. <b>Completed.</b></li> <li>• Item 13 – Consideration around why gender is noted on H&amp;S reports and evacuation for contractors when on site and requesting reasons why people haven’t sought medical attention for incidents taking place out with the College. <b>Ongoing.</b></li> <li>• Item 15 – Annual H&amp;S Report Year on year data to be provided to track progress. <b>Ongoing.</b></li> </ul>
	<b>Matters for Approval</b>
	No papers for consideration.
	<b>Matters for Discussion</b>
<b>05</b>	<p><b>People and Culture Committee Outcomes and Work Plan</b></p> <p>The Committee noted the Plan and reference to the links to the KPI.</p> <p>Discussion included: Calendar of events, including those including student participation; feedback of attendance at events; suggestion of Staff Voice in addition to the Student Voice.</p> <p><b>ACTIONS:</b> The Committee to consider the proposed quarterly strategic data outlined in the paper and identify the data that should be included within the Committee work plan. Full discussions to take place at the meeting on 28 May 2026. JB and DMorw will consider plan further and provide suggestions at the next committee discussion.</p>
<b>06</b>	<p><b>Sector Employment Updates</b></p> <p>The committee noted the update, and discussion included an overview of National Bargaining around staff terms and conditions; the National Job Evaluation which commenced in 2016 and is still ongoing (with completion due by 2028).</p> <p>The Committee acknowledge staff continue to be kept updated within the SLC Staff Newsletter. The revised National Recognition Payment Agreement (NRPA) is included within the paper for information.</p> <p>The Committed noted the funding allocation is still unknown, however SFC are meeting today with a deadline dated noted as 26/3/26 followed by a negotiating period. Clarification was sought around pay award percentages.</p>

	<p>The Committee queried the College's readiness for upcoming legislative changes. Reference was made to Employment Law changes for Statutory Sick Pay (SSP) and noted this does not relate to colleges. Reference was also made to the Unfair Dismissal period (reducing from 2yrs to 6mths) and noted discussions are underway with other colleges.</p>
<p><b>07</b></p>	<p><b>Quarterly Health and Safety Report</b></p> <p>The Committee noted the report and were advised of the recent role change (H&amp;S Officer to Sustainability Officer position). 10 applications received to backfill the H&amp;S Officer position. Shortlisting and interview planning is underway.</p> <p>Discussion included students signing competency records and receiving ongoing reminders when using machinery; lessons learned from near misses as noted within the paper. Challenges acknowledged around First Aid including students seeking assistance for issues which have happened out with the college or for students forgetting to take medication.</p> <p>The Committee noted IOSH training is being scheduled, and a H&amp;S Solicitor is visiting the college to provide accountability training, including a mock trial, to raise staff awareness. The Committee questioned whether the College was paying for the aforementioned training and suggestion was made around the college insurer's potentially assisting with fees for such training.</p> <p>The Committee raised concerns regarding increase in violence within the education sector and were assured that there has not been an issue at the College and that the tender award for a security guard will be announced soon.</p> <p><b>ACTION:</b> Executive Team to check with insurance provider regarding potential assistance with fee(s) for training linking with risks (H&amp;S).</p>
<p><b>Matters for Information (No overviews required – questions invited)</b></p>	
<p><b>08</b></p>	<p><b>Quarterly People Services Report</b></p> <p>The Committee noted the report and briefly discussed:</p> <ul style="list-style-type: none"> <li>• Union recognition. VA referred to a recent Governance Professionals Steering Group meeting noting most colleges appear to be in the same position and confirmation that SLC have no breaches in this area as it is not a legal requirement to have Trade Union representatives on the Board.</li> </ul> <p>The Committee acknowledged the College have had slighter higher than average absences. The Committee noted that it would be useful to have an actual headcount number provided as percentages can be unreliable. Praise extended to staff who have stepped in to cover classes to avoid cancellation of classes.</p> <p><b>ACTION:</b> Future reports to include actual headcount numbers for absences in addition to percentages.</p>

09	<p><b>Strategy / KPI Update</b></p> <p>The Committee noted the highlighted progress and briefly discussed how students are prepared to progress from academia to the workplace. Reference made to recent discussion with the Senior Leadership Team around meta skills (Pathway / Create Your Future) and how the college captures data on student progression/withdrawals.</p> <p>DMorw referred to macro trends for young people being unemployed or underemployed, noting Professional Services and Graduate schemes have reduced drastically. Suggestion made for a workshop to consider w future planning and what can the college do to deal with changes, such as AI.</p> <p><b>ACTION:</b> Members to consider any other information they would wish captured in the KPI update.</p> <p><b>ACTION:</b> Executive Team/Committee members to consider a workshop around curriculum planning and Board event to provide additional help to students.</p>
10	<p><b>Educational Institute of Scotland - Further Education Lecturers Association (EIS-FELA) Trade Union Update</b></p> <p>The Committee noted that the branch held its AGM on 27 January 2026 during which officials were nominated for the year. Branch official positions remain largely unchanged.</p> <p>It was noted that the pension contributions resolution remains a key issue for the union and will remain a standing agenda item at the Joint Negotiating Committee.</p> <p>The Committee were advised that a new pay claim has been lodged 4.5% (2026/27) and 4% (2027/28).</p> <p>The Committee acknowledged the good representation across the college and SG advised that PAC/Board members are welcome to attend and input at future events.</p>
11	<p><b>Any Other Business</b></p> <p>SM – lifts update. An email was received from SFC received on Tuesday (24 February 2026) asking if previously sought funding was still required.</p> <p>Preference now to carry out complete replacement during the summer period to reduce inconvenience to students and staff. Proposals currently out to tender and considering project manager assistance around difficult planning.</p>
12	<p>Summation of Actions and Date of Next Meeting (28 May 2026)</p> <p><i>Item 05 Action point:</i> (PAC outcomes and workplan). The Committee to consider the proposed quarterly strategic data outlined in the paper and identify the data that should be included within the Committee work plan. Full discussions to take place at the meeting on 28 May 2026. JB and DMorw will consider plan further and provide suggestions at the next committee discussion</p>

	<p><i>Item 07 Action point:</i> (Health and Safety Training) Executive Team to check with insurance provider re assistance with fee(s) for H&amp;S training to help reduce risks.</p> <p><i>Item 08 action point:</i> (People Services Update) Consideration for future reports to show actual headcount number for absences (in addition to %age) and clarity if short/long term absences.</p> <p><i>Item 09 Action point:</i> Members to consider any other information they would wish captured in the KPI update. Future planning workshop to be scheduled with the Board.</p> <p>Meeting ended: 1835</p>
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<b>Initials</b>	<b>Committee Member</b>
CS	Chris Sumner – Head of Digital
<del>DMorr</del>	<del>Douglas Morrison – Board of Management Chair</del>
DMorw	Doug Morwood – Committee Member
<b>HA</b>	<b>Heather Anderson – Interim PAC Committee Chair, Board of Management Vice Chair</b>
JB	John Brown – Committee Member – Acting Chair of PAC (26/2/26)
JW	Jack Whyte – Student Vice President – Student Association
SG	Scott Gray – Academic Trade Union Member and Curriculum & Quality Manager
SM	Stella McManus – Principal & Chief Executive
<b>Initials</b>	<b>In Attendance</b>
GM	Gary McIntosh – Head of People Services
FM	Fiona MacCormick – Depute Head of People Services
VA	Vari Anderson – Governance Professional

### PEOPLE & CULTURE COMMITTEE

<b>DATE</b>	28 May 2026
<b>TITLE OF REPORT</b>	People and Culture Committee Workplan and Outcomes
<b>REFERENCE</b>	05
<b>AUTHOR AND CONTACT DETAILS</b>	Fiona MacCormick, Depute Head of People Services fiona.maccormick@slc.ac.uk
<b>PURPOSE:</b>	Provide the People and Culture Committee with themes for proposed quarterly strategic data and discuss the work plan for the Committee.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are asked to: <ul style="list-style-type: none"> <li>• note the contents of this report;</li> <li>• consider potential outcomes of the People and Culture Committee and key areas for focus using the proposed data sets;</li> <li>• develop a work plan for the People and Culture Committee to incorporate some or all of the key people data proposed.</li> </ul>
<b>RISK</b>	The following risks are identified: <ul style="list-style-type: none"> <li>• Inability to plan effectively and align the workforce to strategic priorities;</li> <li>• Lack of analysis in areas such as Equality and Health &amp; Safety could lead to compliance and governance failures;</li> <li>• Lack of insight into wellbeing and attendance could lead to reduced employee engagement.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• The Student Experience</li> <li>• People and Culture Development</li> <li>• Growth and Innovation</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• This aim of this paper is to initiate a discussion on the outcomes and work plan of the People and Culture Committee using a list of proposed data sets as a framework for this discussion.</li> </ul>

## 1. INTRODUCTION

1.1 This paper provides an overview of the proposed quarterly strategic data that could be provided to enable effective oversight by the Committee of key people data and potential indicators.

## 2 BACKGROUND

2.1 The provision of key people data can be used to drive strategic business decisions for example:

- Analysis of trends to understand certain business concerns, for example employee retention and turnover;
- Utilisation of data to predict future workforce needs;
- Identifying patterns in H&S incidents, absence and performance;

## 3 DISCUSSION

3.1 It is proposed that the Committee could review some or all of the data outlined in Table 1 every quarter:

**Table 1: Proposed Quarterly Strategic Data**

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

## **4 RESOURCE IMPLICATIONS**

4.1 The data noted in Table 1 would be collated using various methods and systems including the following:

- The new HR system (itrent) in collaboration with Power BI;
- Staff Development records including evaluations;
- People Services Helpdesk;
- Health & Safety records.

## **5 EQUALITIES**

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

## **6 RISK AND ASSURANCE**

The following risks are identified:

- Inability to plan effectively and align the workforce to strategic priorities;
- Lack of analysis in areas such as Equality and Health & Safety could lead to compliance and governance failures;
- Lack of insight into wellbeing and attendance could lead to reduced employee engagement.

## **7 RECOMMENDATIONS**

Members are recommended to:

- note the contents of this report;
- consider potential outcomes of the People and Culture Committee and key areas for focus using the proposed data sets;
- develop a work plan for the People and Culture Committee to incorporate some or all of the key people data proposed.

### PEOPLE AND CULTURE COMMITTEE

<b>DATE</b>	28 May 2026
<b>TITLE OF REPORT</b>	Sector Employment & Industrial Relations Updates
<b>REFERENCE</b>	06
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of People Services <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a>
<b>PURPOSE:</b>	This paper provides Members with a sector employment update, based on College Employers Scotland progress and national industrial relations updates.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• note developments in national bargaining arrangements across the college sector;</li> <li>• note progress and implications of support staff job evaluation;</li> <li>• note ongoing engagement with trade unions;</li> <li>• note the position in relation to support staff and lecturing staff pay;</li> <li>• note wider national issues raised through NJNC structures; and</li> <li>• note that Board of Management approval will be required for any revised NRPA.</li> </ul>
<b>RISK</b>	The following risks apply: <ul style="list-style-type: none"> <li>• Financial pressures linked to pay awards and job evaluation;</li> <li>• Industrial relations risks as national negotiations progress;</li> <li>• Implementation of national changes may result in unintended differential impacts on staff with protected characteristics;</li> <li>• Complexity in implementation of sector-wide changes; and</li> <li>• Potential fragmentation of national bargaining arrangements.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• People and Culture Development</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• This paper provides a sector employment and industrial relations update for members.</li> <li>• A three-year support staff pay agreement remains in place.</li> <li>• A new lecturing staff pay claim has been submitted.</li> <li>• Job evaluation continues to progress alongside wider workforce matters being raised through national negotiations.</li> </ul>

	<ul style="list-style-type: none"> <li>• The convergence of future support staff pay awards, ongoing lecturing staff pay negotiations and the forthcoming implementation of job evaluation presents a cumulative financial pressure for colleges over the medium term.</li> </ul>
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## 1. INTRODUCTION

1.1. This paper provides Members with an update relating to national sector employment updates achieved through College Employers Scotland.

## 2 BACKGROUND

2.1 College Employers Scotland (CES) is the national representative body for Scotland's colleges as employers and is responsible for delivering national bargaining in partnership with recognised trade unions through the National Joint Negotiating Committee (NJNC). The NJNC provides the formal framework for negotiating pay, terms and conditions, supported by the National Recognition and Procedures Agreement (NRPA).

2.2 Since the previous report, national bargaining arrangements have continued to evolve, with increased focus on reform of existing structures, progression of support staff job evaluation, and the management of pay settlements across both lecturing and support staff groups. While a multi-year pay agreement for support staff is currently in place, new pay claims for lecturing staff have now been submitted, and negotiations are ongoing. In parallel, a number of wider workforce issues are being raised through NJNC structures, reflecting continued complexity within sector industrial relations and the need for coordinated national and local responses.

## 3 KEY UPDATES

### 3.1 *Support Staff Job Evaluation*

3.1.1 The national job evaluation project continues under CES and has progressed to procurement of an external provider. The project remains a key component of sector-wide reform, with financial, workforce and implementation considerations for colleges.

3.1.2 This project is expected to support greater pay equity, including any potential gender and role-based disparities.

3.1.3 A formal job evaluation project structure is being established. A project board is being formed (trade-union membership to be confirmed).

3.1.4 Joint secretaries have run an initial provider review: a long-list of providers was contacted and interviewed (multiple schemes/providers met). CES prepared a summary of pros/cons for each provider and recommended shortlisting three.

3.1.5 A lessons-learned exercise is in progress (reference to a "Green Book<sup>1</sup>" approach); The Scottish Funding Council (SFC) are moving quickly on commissioning that review. Expected for end of June 2026.

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<sup>1</sup> Government approach on assessing the costs, benefits and risks of different options to achieve government objectives.

### **3.2 Support Staff Pay**

3.2.1 A three-year national pay agreement for support staff covering 1 September 2025 to 31 August 2028 remains in place. The agreement provides:

3.2.1.1 Year 1 (2025/26): 4.25% increase (with £1,150 underpin for salaries up to £27,000)

3.2.1.2 Year 2 (2026/27): 3.4% increase

3.2.1.3 Year 3 (2027/28): 3.0% increase

3.2.2 This equates to an overall increase of approximately 11% across the three-year period, with two future pay awards still to be implemented.

### **3.3 Lecturing Staff Pay**

3.3.1 EIS-FELA has submitted a pay claim for 2026/27 and 2027/28 seeking a 4.5% increase from September 2026 and 4% from September 2027, alongside additional elements including an inflation guarantee, no compulsory redundancy commitment and allowance adjustments. EIS-FELA has reduced this to 4% and 3.5% respectively.

3.3.2 CES confirmed at the March 2026 NJNC meeting that no formal response has yet been issued. Management representatives indicated that no compulsory redundancy guarantees would not be supported and that Distant Islands Allowance is not considered a national bargaining issue. Further negotiations are scheduled between April and June 2026.

3.3.3 EIS-FELA has requested an inflation guarantee / re-opening clause for the second year, should inflation exceed the pay award.

3.3.4 The EIS-FELA request for year 1 pay award would result in Lecturers getting a higher pay award than Professional Services staff.

3.3.5 If accepted, the current proposal of a 2-year deal would align the next negotiations with Professional Services staff.

### **3.4 Wider EIS-FELA Matters**

3.4.1 The May 2026 CES update identified wider matters under discussion with EIS-FELA including:

3.4.1.1 Fair Work Statement;

3.4.1.2 Circular on Permanency after 2-years; and

3.4.1.3 Outsourcing and commercial activity.

## **4 SECTOR OF THE FUTURE**

- 4.1 A draft brief has been prepared and shared with the HR subject group and workforce-development contacts; the brief was revised after a recent online session.
- 4.2 The brief's purpose: independent, authoritative commissioning to define future workforce services, quantify financial pressures, clarify local decision-making vs national oversight, and set transformation principles.
- 4.3 Proposed timetable: agree the brief by June; procurement of consultant and delivery of an output in around eight months (indicative).

## **5 COLLEGE EMPLOYERS SCOTLAND VISION, STRATEGY, GOVERNANCE AND FUNDING MODEL**

- 5.1 CES recommendation is to maintain current strategic aims for the next year but to develop options and detailed governance work now.
- 5.2 Scottish Funding Council (SFC) has proposed a change: instead of membership subscription funding, SFC may channel national funding via a single college as the accountable body (subject to approval). This would remove the subscription model and place funding and administration in a college's financial structure.

5.3



- 5.4 A small, empowered executive/operational oversight group should be established to provide quicker decisions and operational scrutiny.

## **6 RESOURCE IMPLICATIONS**

- 6.1 The following resource implications apply:
  - 6.1.1 Staff time, potential legal support, and potential consultation costs will be incurred in developing a new NRPA.
  - 6.1.2 Implementation of job evaluation outcomes may require resourcing, particularly with manual processing of historical role evaluations and job descriptions, along with respective employee liaison, which will require line management, HR and payroll time, as well as approvals with the Senior Leadership Team and the Executive Leadership Team.
  - 6.1.3 Pay increases, job evaluation back pay liabilities, and future repayments for leavers will impose financial demands on colleges.

## **7 EQUALITIES<sup>2</sup>**

- 7.1 The matters set out in this report fall within the scope of the College's obligations under the Public Sector Equality Duty (PSED) to eliminate discrimination, advance equality of opportunity and foster good relations.
- 7.2 National developments in pay, job evaluation and workforce arrangements have the potential to materially impact equality outcomes across the workforce. In particular, the national job evaluation project is a key mechanism for addressing structural inequalities in grading and pay, while national bargaining arrangements support consistency and fairness in terms and conditions.
- 7.3 The College will continue to monitor sector developments to identify and, where possible, mitigate any disproportionate impacts on staff with protected characteristics.

## **8 RISK**

8.1 The following risks apply:

- 8.1.1 Fragmentation of national bargaining due to the withdrawal of UNISON and Unite poses risks to sector cohesion.
- 8.1.2 Non-participation or industrial action from GMB and EIS-FELA could undermine efforts to maintain a national framework, as well as impact on students.
- 8.1.3 Implementation of national changes may result in unintended differential impacts on staff with protected characteristics;
- 8.1.4 Insufficient funding for job evaluation back pay and pay awards could result in financial instability for colleges.
- 8.1.5 Delays in reaching agreement on NRPA, job evaluation, or pay settlements could lead to industrial action.

## **9 RECOMMENDATIONS**

9.1 Members are recommended to:

- 9.1.1 note developments in national bargaining arrangements across the college sector;
- 9.1.2 note progress and implications of support staff job evaluation;
- 9.1.3 note ongoing engagement with trade unions;
- 9.1.4 note the position in relation to support staff and lecturing staff pay;
- 9.1.5 note wider national issues raised through NJNC structures; and
- 9.1.6 note that Board of Management approval will be required for any revised NRPA.

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<sup>2</sup> Within this report, 'Equality' and 'Equalities' encompass equality, diversity, inclusion and equity considerations, and compliance with the Equality Act 2010 and Public Sector Equality Duty (PSED).

### PEOPLE AND CULTURE COMMITTEE

<b>DATE</b>	28 May 2026
<b>TITLE OF REPORT</b>	Staff Voice
<b>REFERENCE</b>	07
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
<b>PURPOSE:</b>	This paper provides Members with an update on the College's Staff Voice approach and seeks Member input and experience to inform its ongoing development.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• note the update on Staff Voice arrangements and planned enhancements;</li> <li>• discuss what effective Staff Voice looks like in practice, drawing on their own experience;</li> <li>• provide views on the proposed approach and how it can be strengthened; and</li> <li>• support the continued development of Staff Voice, aligned to the College's Values and Employee Engagement Framework.</li> </ul>
<b>RISK</b>	The following risks are identified: <ul style="list-style-type: none"> <li>• inconsistent Staff Voice practice leading to variable staff experience;</li> <li>• low participation or under-represented voices reducing insight quality;</li> <li>• limited feedback loops undermining trust;</li> <li>• lack of engagement with Strategy 2030; and</li> <li>• failure to identify and respond early to organisational stress risks early.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• People and Culture Development</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• This paper sets out the College's Staff Voice arrangements and planned enhancements, including Staff Q&amp;A, Tell Us, Report &amp; Support, and Principalship engagement sessions.</li> <li>• Pulse surveys will support continuous insight, including an alignment to the College's Values and HSE organisational stress risk themes.</li> <li>• Staff Voice will be supported through a balance of qualitative engagement and quantitative insight to inform decision-making.</li> </ul>

	<ul style="list-style-type: none"><li>• Members are invited to contribute their perspectives to shape the future Staff Voice approach.</li></ul>
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## **1. INTRODUCTION**

1.1. This paper provides Members with an update on Staff Voice and planned enhancements. Staff Voice is a key enabler of organisational culture, employee engagement and continuous improvement, supporting the College to listen, learn and improve the staff experience.

## **2 BACKGROUND**

2.1 Staff Voice is embedded within the College's Employee Engagement Framework, which is underpinned by the College's Values. Together, these set expectations for inclusive behaviours, openness and constructive dialogue. Staff Voice activity also aligns with Fair Work principles and partnership working with recognised trade unions.

## **3 STAFF VOICE FRAMEWORK AND DEVELOPMENT**

3.1 Staff Voice is strengthened through an integrated model that brings together everyday engagement, representative voice, structured platforms and continuous listening. This section outlines the key components and where Members' insight is sought.

### ***3.2 Everyday Engagement and Partnership Working***

3.2.1 The College already benefits from a strong foundation of Staff Voice activity through day-to-day engagement and representative structures, including:

3.2.1.1 scheduled all staff engagement sessions including conferences and development days;

3.2.1.2 regular engagement with local recognised trade unions through established partnership arrangements;

3.2.1.3 regular 1:1 meetings between staff and line managers;

3.2.1.4 regular team and departmental meetings; and

3.2.1.5 cross-college groups and working forums enabling staff to contribute to organisational initiatives.

3.2.2 These mechanisms support consistent opportunities for staff to contribute, raise issues and influence local improvement, aligned to the College's Values and Employee Engagement Framework.

### ***3.3 Tell Us – Ideas and Continuous Improvement***

3.3.1 The introduction of "Tell Us" for staff (currently student-facing) will provide an accessible platform for staff to share suggestions and improvements relating to the working environment.

3.3.2 It will support a continuous improvement culture by capturing ideas, identifying themes and enabling visible action tracking.

### **3.4 Report & Support**

- 3.4.1 The extension of “Report & Support” to staff (currently student-facing) will provide an additional route for raising concerns or seeking advice in a safe and supportive way. It is important for staff to distinguish between the different mechanisms available:
- 3.4.1.1 Report & Support: an informal and supportive route to raise concerns or seek advice; it does not automatically trigger formal procedures and supports early intervention and signposting. Disclosures can be anonymous;
  - 3.4.1.2 Grievance Procedure: a formal process used where staff wish to pursue a complaint formally; it involves investigation and outcomes; and
  - 3.4.1.3 Public Interest Disclosure (Whistleblowing) Procedure: a formal mechanism for reporting concerns about wrongdoing in the public interest (for example, illegality, malpractice, etc.), providing protections for staff raising concerns in good faith.
- 3.4.2 Clear communication of these routes will be a key part of implementation to ensure staff understand how and when to use each mechanism

### **3.5 Staff Question & Answer (Q&A) and Principalship Engagement Sessions**

- 3.5.1 At the start of the next academic year, the College will hold a Staff Q&A session to provide an open forum for staff questions and dialogue.
- 3.5.2 In addition, sessions will be introduced involving the Principalship and a cross-selection of staff, enabling open discussion on any topic. These sessions will strengthen direct engagement, transparency and two-way dialogue

### **3.6 Pulse Surveys**

- 3.6.1 Pulse surveys will be used to provide timely insight and track change over time. The initial pulse survey will take place approximately one month into the new academic year and will focus on staff experience of the College’s Values and themes aligned to the HSE organisational stress risk assessment, including workload, support, role clarity, relationships and organisational change.

### **3.7 Integration and Impact**

- 3.7.1 The effectiveness of Staff Voice depends on how well insight is captured, connected and acted upon. The College will seek to strengthen feedback loops through clear “you said, we did” type of communications, linking themes from Tell Us, Report & Support, pulse surveys, and engagement forums to visible actions and improvements.
- 3.7.2 The College will also tailor interventions, as required, such as training, promotion of mental health resources, etc. based on feedback and themes.

### **3.8 Member Perspectives and Discussion**

- 3.8.1 Members are invited to share experience and perspectives to shape the approach and strengthen impact, including:
- 3.8.1.1 what has been most effective in building trust and participation in Staff Voice approaches you have seen;

- 3.8.1.2 how best to ensure inclusive access and participation, including for staff less likely to engage through traditional channels;
- 3.8.1.3 how pulse surveys can be used to support insight while avoiding survey fatigue; and
- 3.8.1.4 how the College can best evidence impact through visible action and feedback loops

## **4 RESOURCE IMPLICATIONS**

- 4.1 Resource implications relate to staff time to design and facilitate engagement activity, communications and analysis of feedback, and the operational extension of platforms (Tell Us and Report & Support) for staff use.
- 4.2 The fee for including staff in the Report and Support has been waived by the provider, so long as there are only minimal changes to the platform.
- 4.3 Existing resources will be prioritised to support implementation, with any additional requirements progressed through normal governance.

## **5 EQUALITIES<sup>1</sup>**

- 5.1 This report aligns with the College's obligations under the Public Sector Equality Duty (PSED) to eliminate discrimination, advance equality of opportunity and foster good relations.
- 5.2 Staff Voice arrangements will be designed and implemented to support inclusive participation, supported by appropriate equality impact assessment at implementation stage, workforce data monitoring and engagement with recognised trade unions and diverse staff groups.

## **6 RISK**

- 6.1 The following risks apply:
  - 6.1.1 inconsistent Staff Voice practice leading to variable staff experience;
  - 6.1.2 low participation or under-represented voices reducing the quality of insight;
  - 6.1.3 limited feedback loops undermining trust ("you said, we did"); and
  - 6.1.4 failure to identify and respond early to organisational stress risks

## **7 RECOMMENDATIONS**

- 7.1 Members are recommended to:
  - 7.1.1 note the update on Staff Voice arrangements and planned enhancements;
  - 7.1.2 discuss what effective Staff Voice looks like in practice, drawing on their own experience;
  - 7.1.3 provide views on the proposed approach and how it can be strengthened; and
  - 7.1.4 support the continued development of Staff Voice, aligned to the College's Values and Employee Engagement Framework.

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<sup>1</sup> For the purposes of this report, 'Equality' and 'Equalities' are used interchangeably to refer to equality, diversity and inclusion (EDI), equity, and the College's statutory obligations under the Equality Act 2010, including the Public Sector Equality Duty (PSED).

### PEOPLE AND CULTURE COMMITTEE

<b>DATE</b>	28 May 2026
<b>TITLE OF REPORT</b>	Employment Rights Act 2025 – Updates to Policies and Procedures
<b>REFERENCE</b>	08
<b>AUTHOR AND CONTACT DETAILS</b>	Fiona MacCormick, Depute Head of People Services <a href="mailto:fiona.maccormick@slc.ac.uk">fiona.maccormick@slc.ac.uk</a>
<b>PURPOSE:</b>	To provide information on updates to policies and procedures to the Committee to ensure compliance with recent and upcoming employment law changes.  This document will be reviewed by the Senior Leadership Team and the Joint Negotiating Committee.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>Note the content of the table detailing changes in legislation.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>Compliance Risk: Without formal changes to policies and procedures the college risks a failure to meet legal obligations.</li> <li>Reputational Risk: Non-compliance to updated employment rights is a high-profile reputational liability that may impact on staff recruitment.</li> <li>Operational Risk: Absence of clear employee policies and procedures may undermine manager ability to implement policies consistently and fairly.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>People and Culture Development</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>The attached table lists the recent and forthcoming changes in employment law as a result of the Employment Rights Act 2025 and considers the impact of these changes against SLC's current policies and procedures in the relevant areas.</li> <li>The committee is provided with the list of updates that will be applied to policies and procedures as highlighted in bold in the table.</li> <li>To note that some of the updates are listed in the table for information only and these are annotated as such.</li> <li>Monitoring and review mechanisms are embedded to ensure an ongoing review of the employment law changes tracker on CIPD and ACAS websites. Dates will be updated on the table when available.</li> </ul>

## Appendix A - Employment Rights Act 2025 - Changes to SLC Policies and Procedures

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Paternity Leave	<p>Paternity leave becomes a right from day one of employment (removing the 26 weeks' service requirement.)</p> <p>Employees are allowed to take paternity leave even after taking a period of Shared Parental Leave and pay.</p>	6 April 2026	<p>Parental and Family Leave Policy provides SLC staff with Maternity Support (Paternity) Leave of five days paid maternity support leave and five days unpaid, to be taken within the period of one month before, to one month after the expected date of birth. Available from day one of employment.</p> <p>SLC Shared Parental Leave policy contains previous restriction which requires paternity leave to be taken before Shared Parental Leave.</p>	<p>N/A – SLC provides an enhanced entitlement as paternity leave available at full pay for five days from day one. (Statutory is £184.03 per week or 90% of AWE)</p> <p><b>Update Shared Parental Leave Policy to allow an employee to take their paternity leave after a period of Shared Parental Leave.</b></p>	<p>N/A</p> <p>June 2026</p>

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Unpaid Parental Leave	Unpaid parental leave becomes a day-one right (removing the one year's service requirement).	6 April 2026	Parental and Family Leave Policy provides SLC staff with 13 weeks continuous service with the College with a total maximum of 65 working days leave for each child. A total of 15 working days, of the 65 days entitlement, will be paid, this will be restricted to a maximum of 5 days per employee per annum. A total of 50 days will be unpaid and this will be restricted to a maximum of 15 days per employee per annum.	<b>Update P&amp;FL Policy to provide unpaid parental leave entitlement to be available from day one of employment at SLC.</b>	June 2026
Sick Pay	<p>Right to Statutory Sick Pay (SSP) from day one of sickness, rather than day four, and from the start of employment</p> <p>Removal of the Lower Earnings Limit (LEL) so all eligible employees, regardless of earnings, will have access to SSP.</p>	6 April 2026	<p>Employees entitled to full pay from first date of sickness. Period of full pay depends on service.</p> <p>As above</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Sick Pay cont.	Employees to be paid SSP at a rate of 80% of their normal weekly earnings, or the flat rate, whichever is lower.	6 April 2026	Legislative changes applied to payroll software within software update.	N/A	N/A
Whistleblowing	More explicit definition of whistleblowing protections for workers who make a disclosure relating to workplace sexual harassment.	6 April 2026	Whistleblowing policy recently updated to include this change.	N/A	N/A
Fair Work Agency	The establishment of a new enforcement body, the Fair Work Agency (FWA). The aim is to offer a single place where workers and employees can seek help, and provide a mechanism by which certain employment rights can be enforced (outside of an employment tribunal).	7 April 2026	For information only.	N/A	N/A
Collective consultation during redundancy	The maximum period of the collective redundancy protective award will be doubled so where employers fail to properly consult the potential protective award rises from 90 days' to 180 days' pay.	6 April 2026	For information only.	N/A	N/A

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Bereavement leave	<p>Bereaved Partner's Paternity Leave (BPPL) gives employees whose partner dies, a day-one right to unpaid BPPL where, as a result of the bereavement, the employee needs time off to care for the child.</p> <p>Employees can take up to 52 weeks' BPPL, ending with the first birthday of the child, in a birth situation, or the first anniversary of a child's adoption. BPPL is available to same-sex partners, civil partners and extends to surrogacy/parental order situations.</p>	6 April 2026	<p>Likely dealt with by a combination of bereavement leave (Personal and Domestic Leave Policy) and sick leave currently.</p> <p>Up to 2 weeks bereavement leave where member of staff is partner/spouse of the deceased; additional leave given at college's discretion if employee is required to conduct business in connection with a death (e.g. executor of the will), leave as necessary will be allowed, with due regard being taken of the circumstances.</p>	<b>Update Personal and Domestic Leave Policy and/or P&amp;FL Policy (Section 8, Maternity Support Leave) to provide a day one right to up to 52 weeks' unpaid BPPL.</b>	June 2026

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Trade Unions	<p>Simplification of trade union recognition:</p> <p>a union will only need to demonstrate that 10% of the workers in the proposed bargaining unit are union members (it will no longer be required to show that a majority are likely to support recognition), and a simple majority of those who vote in a recognition ballot will be sufficient to secure recognition, removing the current requirement that at least 40% of eligible voters back recognition.</p> <p>Electronic and workplace balloting permitted for Statutory Trade Union Ballots</p>	<p>6 April 2026</p> <p>No earlier than August 2026</p>	<p>For information only.</p> <p>For information only.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Trade Unions cont.	<p>Employers will have to inform workers of their right to join a trade union at the same time as they provide them with their statement of terms and conditions of employment at the start of their employment.</p> <p>Strengthen trade unions' rights of access</p> <p>New rights and protections for trade union reps</p> <p>Extending protections against detriments for taking industrial action.</p>	October 2026	<p>Information on locally recognised TUs contained within Staff Handbook issued on employee start date and discussed at PS Induction.</p> <p>For information only.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
Protection from harassment	Introducing a new provision requiring employers to not permit harassment from a third party (such as a client or customer).	October 2026	<p>Acceptable Engagement Policy;</p> <p>Security Officers on site;</p> <p>Complaints Procedure; Report and Support</p>	<b>Managers to carry out harassment risk assessment annually and all staff to go through annual training.</b>	

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Tribunal	Extending the time limit to bring tribunal claims from three months to six months	No earlier than October 2026	For information only.	N/A	N/A
Unfair Dismissal	The change to reduce the unfair dismissal qualifying period to six months comes into force on 1 January 2027 but employers should be aware that employees who have six months or more service on 1 January 2027 will have a right to claim unfair dismissal. This means that employees hired on or before 1 July 2026 will be able to claim unfair dismissal from 1 January 2027 as they will meet the new six-month qualifying period.	January 2027	For information only.	N/A	N/A

Area of Law Under Review	What is Changing?	When?	Current Provision	Policy/Procedure Update	Proposed Timeframe
Fire and Rehire	Severely restrict employers' ability to use fire and rehire by a change to the law so that, where employees are dismissed for failing to agree to a variation in their terms of employment, those dismissals will be treated as automatically unfair. There will be a very narrow exception if the employer can show evidence of financial difficulties that would mean the business could not carry on as a going concern without varying the contractual terms.	January 2027	For information only.	N/A	N/A

**Forthcoming Changes to be Finalised:**

Area of Law Under Review	What is Changing?	When?	Current Provision
Bereavement leave	From 2027 a new day-one right will allow employees to take at least one week of bereavement leave. The detail of the relationship that the employee must have had is still to be confirmed.	2027	<p>Bereavement Leave with pay is granted on the following basis:</p> <ul style="list-style-type: none"> <li>• where the member of staff is an immediate family member or dependant of the deceased - mother/father (natural, step, foster), brother, sister, child, step child, foster child, partner or spouse) - and/or where the member of staff is responsible for making arrangements in connection with a death, up to two working weeks;</li> <li>• where the member of staff is a relative of the deceased, one day;</li> <li>• in other cases, the time necessary to attend the funeral;</li> <li>• where a member of staff is required to conduct business in connection with a death (e.g. executor of the will), leave as necessary will be allowed, with due regard being taken of the circumstances.</li> <li>• reasonable travel time will be given.</li> </ul> <p>Action: To update policy to reflect this change when further detail is available.</p>

Area of Law Under Review	What is Changing?	When?	Current Provision
Bereavement leave for pregnancy loss	From 2027 there will also be a new right of at least one week of statutory bereavement leave will also be introduced for parents who experience pregnancy loss before 24 weeks. Pregnancy loss is expected to include miscarriage, ectopic pregnancy, molar pregnancy, medical termination or unsuccessful IVF embryo transfer. This extends the current law on parental bereavement leave and will apply to employees.	2027	<p>Current New and Expectant Mother's Policy states the following:</p> <p>If a member of staff gives birth to a stillborn baby after the start of the 24th week of pregnancy, they will be entitled to maternity leave and pay with the same entitlements as if the baby had been born alive. The College would aim to deal with any such cases with dignity and respect.</p> <p>If a member of staff has a miscarriage before the start of the 24th week of pregnancy, there is no right to maternity leave or pay, however the College sickness absence policy would apply. If a baby is born alive but dies soon afterwards, all the normal rights to maternity leave and pay continue to apply.</p> <p>Any such situations will be dealt with as sensitively as possible.</p> <p>Action: To update policy to reflect this change when further detail is available.</p>
Guaranteed hours and Reasonable Notice of Shifts for Zero-hours and 'low-hours' workers, and agency workers	The ERA 2025 includes rights for zero hours, low hours, and agency workers to be offered 'guaranteed hours' contracts, and to be compensated if shifts are cancelled at short notice. While the full details have not been finalised, it is anticipated that these changes will take effect in 2027.	TBC	<p>In anticipation of the details of these new duties being finalised in regulations, organisations that currently use zero-hours, low hours and agency worker contracts can start to plan ahead. Steps to take may include:</p> <ul style="list-style-type: none"> <li>• Auditing how many individuals are engaged on such contracts and whether this form of engagement is still the most suitable for operational needs</li> <li>• Identifying how hours worked are monitored and recorded</li> </ul> <p>Action: To review when further detail is available.</p> <ul style="list-style-type: none"> <li>• Examining ways in which hours can be recorded and retained in an easily accessible way,</li> <li>• Considering how to manage a reference period when these changes take effect.</li> </ul>

Area of Law Under Review	What is Changing?	When?	Current Provision
Sexual harassment	<p>Requiring employers to take “all” reasonable steps to prevent sexual harassment.</p> <p>Please note, this is a further change in addition to the changes under the Worker Protection (Amendment of Equality Act 2010) Act 2023 to take “reasonable steps” to prevent sexual harassment that came into force on 26 October 2024.</p>	2027	<p>Anti-sexual harassment policies and procedures for reporting and handling complaints will need to be reviewed.</p> <p>Organisations will need to carry out risk assessments to identify areas or situations where sexual harassment could occur and put in place actions to prevent it.</p> <p>Consider training for managers and all staff to educate and build awareness around everyone’s responsibility to prevent sexual harassment from occurring.</p> <p>Action: To continue to review and seek guidance.</p>
Flexible Working	Make flexible working a default day-one right (apart from when it is not reasonably feasible).	2027	<p>Practical steps that can be taken ahead of potential changes in this area include:</p> <ul style="list-style-type: none"> <li>Updating policies and processes on responding to flexible working requests.</li> </ul>

Area of Law Under Review	What is Changing?	When?	Current Provision
Flexible Working cont.			<ul style="list-style-type: none"> <li>• Revising recruitment processes to reflect earlier conversations about flexible opportunities.</li> <li>• Reviewing what forms of flexible working may suit your organisation.</li> <li>• Providing training and support for line managers in dealing with requests for flexible working and managing flexible workers.</li> </ul> <p>Action: To review when further detail is available and add information to Staff Handbook on ACAS guidance for Flexible Working Requests.</p>
Gender equality and menopause action plans	Voluntary requirement for employers with 250+ employees to publish gender equality action plan(s) to address both the gender pay gap and menopause support	2027	<p>National Menopause Policy is available to staff.</p> <p>Organisations can use the period between April 2026 and April 2027 to:</p> <ul style="list-style-type: none"> <li>• consider how to present their Equality Action Plans and establish actions, targets and timelines that will be included</li> <li>• produce such action plans in advance and establish where improvements can be made to ensure compliance</li> <li>• review where they may need additional data (ie to capture outsourced staff) and how this will be recorded and monitored</li> <li>• examine existing policies and consider any changes, or where new policies may be required.</li> </ul> <p>Action: This is being discussed at the CDN Equality Group and review will take place when further detail is confirmed.</p>

Area of Law Under Review	What is Changing?	When?	Current Provision
Enhanced dismissal protections for pregnant workers	From 2027 it will be unlawful to dismiss a woman while she is pregnant, on maternity leave and within six months of her returning to work (with some exceptions). The details of how these protections will work in practice will be set out in regulations.	2027	<p>When the necessary details are available:</p> <ul style="list-style-type: none"> <li>• Maternity and redundancy policies will need to be updated</li> <li>• Managers will need to be briefed on the relevant changes</li> <li>• Organisations who have plans for future change programmes, such as restructuring, should factor this potential change into decision making.</li> </ul>
Non-Disclosure Agreements (NDAs)/Settlement Agreements	Contractual clauses (which could be in Non-Disclosure Agreements (NDAs) or Settlement Agreements) which try to prevent a worker alleging or disclosing information about harassment, discrimination, or allegations of the same, will be invalid. Regulations may allow for 'excepted agreements' which would allow such clauses; regulations may also extend protection in other ways. The UK Government is consulting on this matter.	TBC	TBC

Area of Law Under Review	What is Changing?	When?	Current Provision
Equal Pay Rights	<p>Introduce the right make equal pay claims to black, Asian and minority ethnic and disabled workers</p> <p>Establish an equal pay regulation and enforcement unit with the involvement of trade unions</p> <p>Ensure that outsourcing of services can no longer be used by employers to avoid paying equal pay</p>	No confirmed date	TBC
Ethnicity pay gap reporting and disability pay gap reporting	Make reporting on ethnicity and disability pay gaps compulsory for employers with at least 250 employees	No confirmed date	The college currently measures this and will monitor the requirements for reporting.
Paid carers leave	Review of the Carers Leave Act 2023 including the benefits of introducing paid carers leave	No confirmed date	TBC

Sources used: CIPD Website – Tracking law changes; ACAS Website – Employment Rights Act 2025

**PEOPLE & CULTURE COMMITTEE**

<b>DATE:</b>	28 May 2026
<b>TITLE OF REPORT:</b>	Quarterly People Services Report
<b>REFERENCE:</b>	09
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
<b>PURPOSE:</b>	Provide the People and Culture Committee with a quarterly update on HR matters.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee &amp; Industrial Relations.</li> </ul>
<b>RISK</b>	The following risk is identified: <ul style="list-style-type: none"> <li>Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning &amp; development; and employee relations, could result in poor delivery for students.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>People and Culture Development</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>Increase to headcount: 16 new hires and 4 leavers in the period with 11 of the 16 new hires recruited to Curriculum.</li> <li>Ongoing recruitment efforts – both internal and external.</li> <li>Appointment of Salus as the college’s occupational health provider following completion of tender process.</li> <li>Equality Group update including progress on National Equality Outcomes (NEOs) and prayer room facility.</li> <li>Launch of Career Review module on itrent.</li> <li>Absence rate 9.57%, above sector average; long-term sickness accounts for 67.3% of absences.</li> <li>Absence data shown as a headcount figure noting 96 employees took sickness absence leave this quarter.</li> </ul>

## 1 INTRODUCTION

1.1 This paper seeks to provide members with an overview of HR matters for the College for the period of 1 January to 31 March 2026.

## 2 HEADCOUNT MANAGEMENT

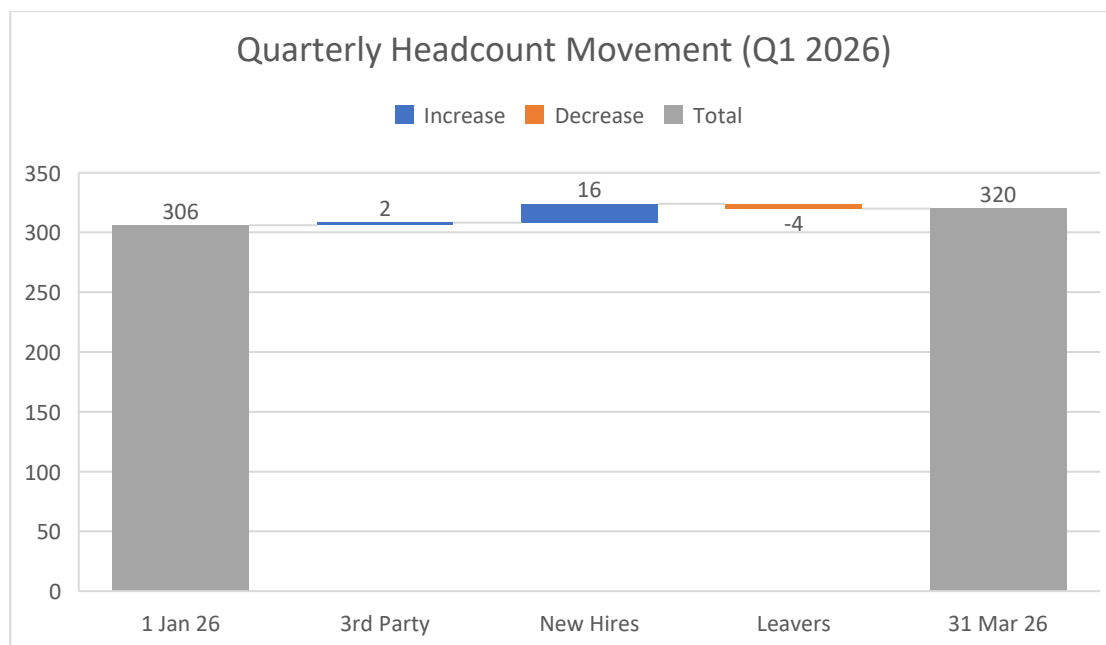
2.1 The quarterly headcount movement is shown in the graph below, which demonstrates an increase in headcount over the period, with 2 x 3<sup>rd</sup> party contractors, 16 new hires and 4 leavers.

2.2 One of the four leavers left the organisation through dismissal. The remaining three left due to a resignation or end of temporary contract.

2.3 Seven of the new hires in Q1 2026 were appointed to a vacancy that was advertised and interviewed in Q1 2026.

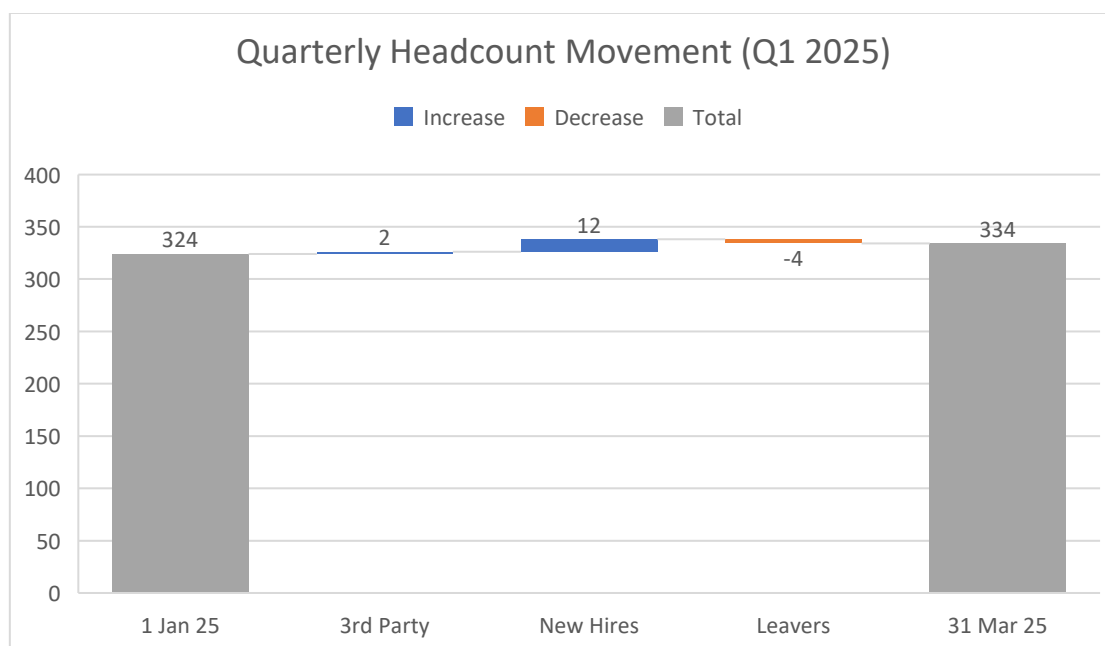
2.4 The remaining nine new hires were appointed to a vacancy advertised and interviewed in Q4 2025.

2.5 *Chart 1: Quarterly Headcount Movement 2026*



2.6 The following graph shows a comparison to the prior year.

**Chart 2: Quarterly Headcount Movement 2025**



## 2.7 Recruitment

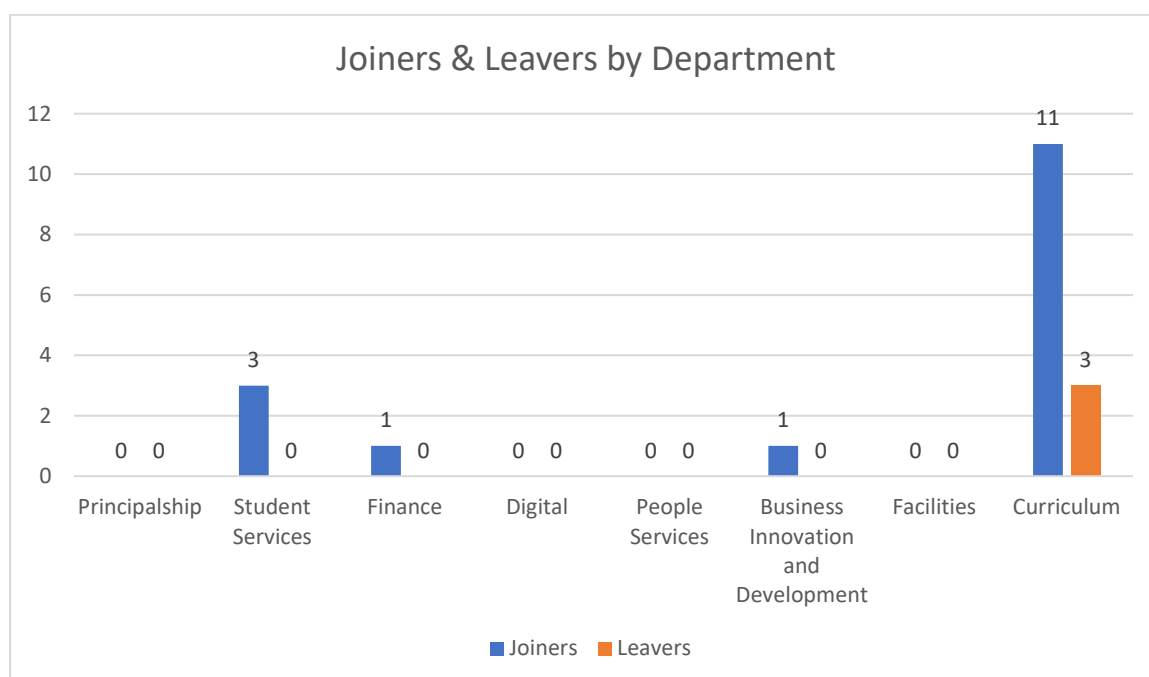
2.7.1 Recruitment activities during the period are shown below.

2.7.2 **Table 1: Recruitment**

Position	Status
Head of Business Innovation	Appointment made (start date 05.05.26)
Business Innovation Advisors (3 FTE) *	Appointments made (2 FTE) 1 FTE Re-advertised
Student Engagement Manager	Appointment made
Training and Events Administrator	Interviews scheduled
Lecturer – Horticulture, Permanent 0.5 FTE	Appointment made
Customer Service Adviser*	Appointment made
Cleaner*	Internal appointment made
Health and Safety Adviser	Appointment made
Interim Curriculum and Quality Manager*	Internal appointment made
Support Services and Wellbeing Manager	Appointment made
Student Engagement (ELS) Administrator	Appointment made
Student Counsellor (Placement)	Appointment made
Temporary Facilities & Estate Co-ordinator	Appointment made
Industrial Placement - Data Lab	Interviews scheduled
ELS Adviser 0.3FTE - Internal vacancy	Shortlisting
Quality Learning Teaching Innovation Administrator	Shortlisting
Digital Learning and Teaching Facilitator	Shortlisting

\* started during this quarter

**Chart 3: Joiners and Leavers**



### **3 HEALTH & WELLBEING**

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

3.2 Regular chiropodist appointments were offered to staff on a self-funded basis. Providing access to these services supports overall wellbeing and helps prevent health issues that could impact work performance.

#### **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 reasonable adjustments are in place so that the employee can perform their role to the best of their ability.

3.3.2 The College recognises that recent national delays in Access to Work processing times can result in employees waiting several months for assessments, decisions, or equipment approvals. To mitigate the impact of these delays, the College seeks to provide interim workplace adjustments wherever possible and maintains regular communication with employees to ensure their needs are supported while awaiting formal Access to Work provision.

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

3.3.4 The College has appointed Salus Occupational Health, Safety and Return to Work Services as its occupational health provider. Salus will deliver both occupational health services and statutory health surveillance for staff, supporting the College to meet its health, safety and wellbeing obligations. This follows the conclusion of the College's previous occupational health arrangement with Optima Health, who were the former

provider. Transition arrangements are in place to ensure continuity of service and appropriate handling of existing occupational health records, with staff consent. In addition, the College has Pam Wellbeing in place as its Employee Assistance programme provider, ensuring continued access to confidential wellbeing and support services for staff.

## **4 EMPLOYEE ENGAGEMENT**

### **4.1 Equality, Diversity and Inclusion (EDI)**

#### **4.1.1 Equality Group Update:**

4.1.2 The Equality Group met on 28<sup>th</sup> April 2026. The following areas were discussed and reviewed:

- Progress on National Equality Outcomes (NEOs)
  - Equality data and evidence
  - Inclusive culture and embedding equality across the College
- NEOs progress
  - Clear governance and delivery arrangements in place
  - Defined ownership, structured data tracking, and quarterly reporting
  - Final NEO report due 2029
- Data and evidence
  - Historic gaps in equality data acknowledged
  - Actions agreed to strengthen how data is gathered and used
  - Aim is to support more informed planning and assurance
- Inclusive culture
  - Discussion on how to recognise and share good equality and inclusion practice
  - Emphasis on approaches that are:
    - Proportionate
    - Accessible
    - Do not add unnecessary workload for staff
- Equality Impact Assessments (EIAs)
  - Reaffirmed importance of embedding EIAs into routine processes
  - Starting with policies and procedures, then extending over time
  - Focus on EIAs as part of culture, not just compliance
- Overall assurance
  - Appropriate governance, cultural focus, and improvement actions are in place
  - External guidance (including national developments) is being monitored

#### 4.1.2 Quiet Room

- There was a review of space available too all users of the quiet room.
- At the time of review, additional, temporary space was allocated during a peak demand period.

### 4.1.3 Assurance

- To respond to increased demand during Ramadan (February–March 2026), Room 331 was temporarily released for use as additional prayer space.
- The release of Room 331 increased capacity during peak prayer times and reduced the need for students to pray in shifts, helping to minimise disruption to learning and attendance.
- These arrangements represent a proportionate, time-limited response to demand, balanced against estate and operational constraints.

### 4.1.4 Actions and Next Steps

- Continue to keep temporary arrangements under review during periods of increased demand.
- Consider longer-term options, including the development of a multi-faith prayer space, as part of estates planning and ongoing equality work.

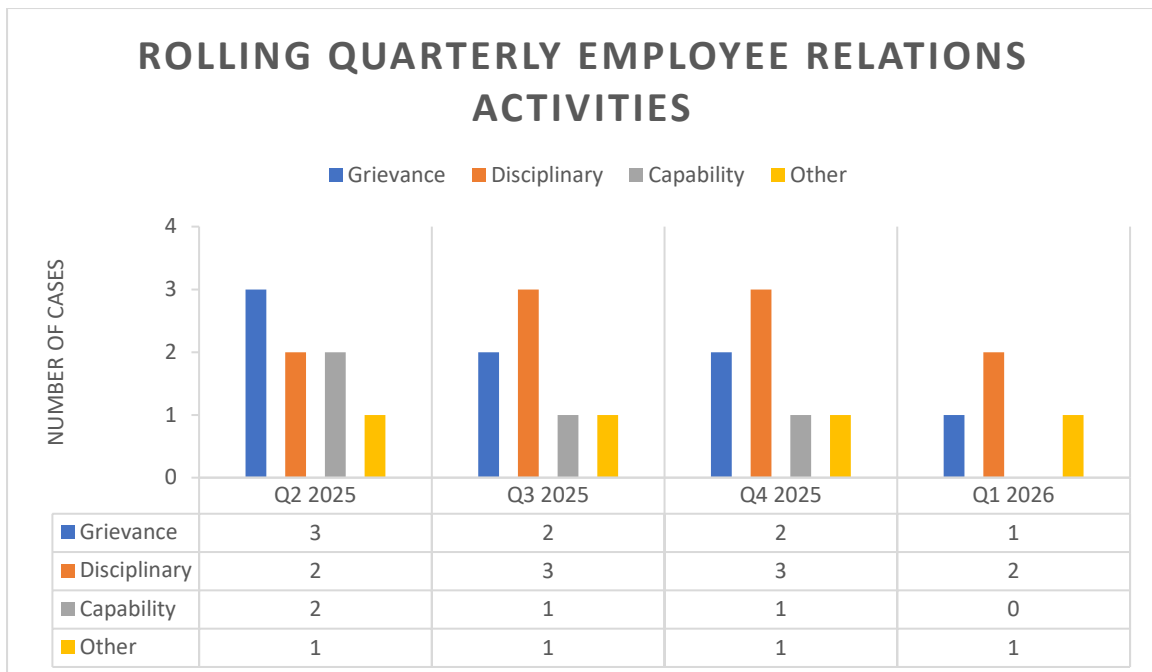
## 5. EMPLOYEE & INDUSTRIAL RELATIONS

### 5.1. Employee Relations

5.2. The following graph demonstrates the number of grievances, disciplinarys and other employee relations matters has remained the same as the previous quarter.

5.3. One employee involved in a disciplinary matter has left during this quarter and therefore will be reflected in figures for next quarter.

### 5.4. Chart 4: Employee Relations Activity



## 6 HR PROJECTS

### 6.1 Pensions Contributions Project

- 6.1.1 A total of £17,302 has been identified in relation to pension underpayments. To date, 69 employees have been identified as being affected by underpayments. As a gesture of goodwill owing to the historical error and as agreed with both the College Board of Management and the Scottish Funding Council, those contributions will be paid into each pension fund on their behalf with no resulting on-cost for individuals.
- 6.1.2 The College’s lawyers have prepared a standardised letter for issuing to employees, which sets out the terms of their settlement agreements; limiting liability to this specific issue under a non-disclosure agreement. The College is also willing to make a commitment to the unions to review any issues that arise in connection with the accuracy of contributions identified through this process. This would provide a clear mechanism for considering any concerns raised. It should be noted that the calculations underpinning the correction payments were undertaken, as agreed with EIS-FELA, by the Internal Auditors. This process included three stages of quality assurance, which should give members some assurance in the robustness of the process.
- 6.1.3 The College is continuing to engage with both EIS-FELA and UNISON branch on the final wording of the settlement letter. Progress has been made whereby the College and unions have agreed a process where the Unions provide advice to members regarding signing a settlement agreement. For EIS-FELA this will involve a group session where they will give advice to members, and then arrange for 1:1 sign off, with the People Services team around for support.
- 6.1.4 Once final agreement is reached on the wording of the settlement agreement with the unions, the College hopes to conclude the project as soon as possible, this side of the academic year. Further updates will be provided in due course.

## **6.2 HR System Project**

- 6.2.1 The Career Review functionality is now live on iTrent for all staff.

## **7. ABSENCES**

### **7.1 Five Year Rolling Absence Data**

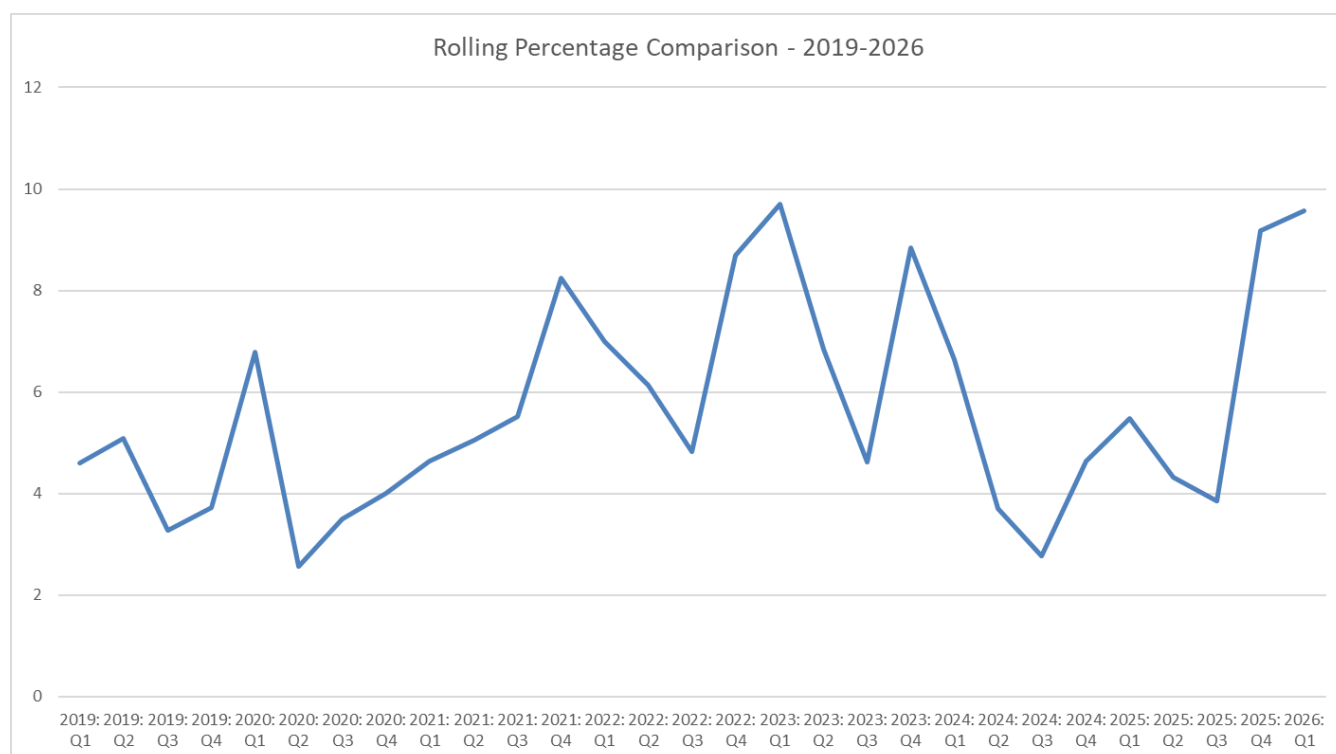
- 7.2 The College rolling absence percentages are shown in Chart 5. The current absence rate is 9.57% for the first quarter of 2026 with a total headcount of 96 employees taking periods of sickness absence this quarter. Absence rates remain above the official average data from the Office for National Statistics (ONS). The table below is updated with the ONS 2025 Absence Rates data:

7.3 *Table 2: ONS 2025 Absence Rates*

<b>UK</b>	<b>Scotland</b>	<b>Public Sector</b>	<b>Education</b>
2.0%	2.3%	2.9%	2.9%

- 7.4 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.

## 7.5 Chart 5: Rolling Percentage Comparison



## 7.6 Departmental Absence Data

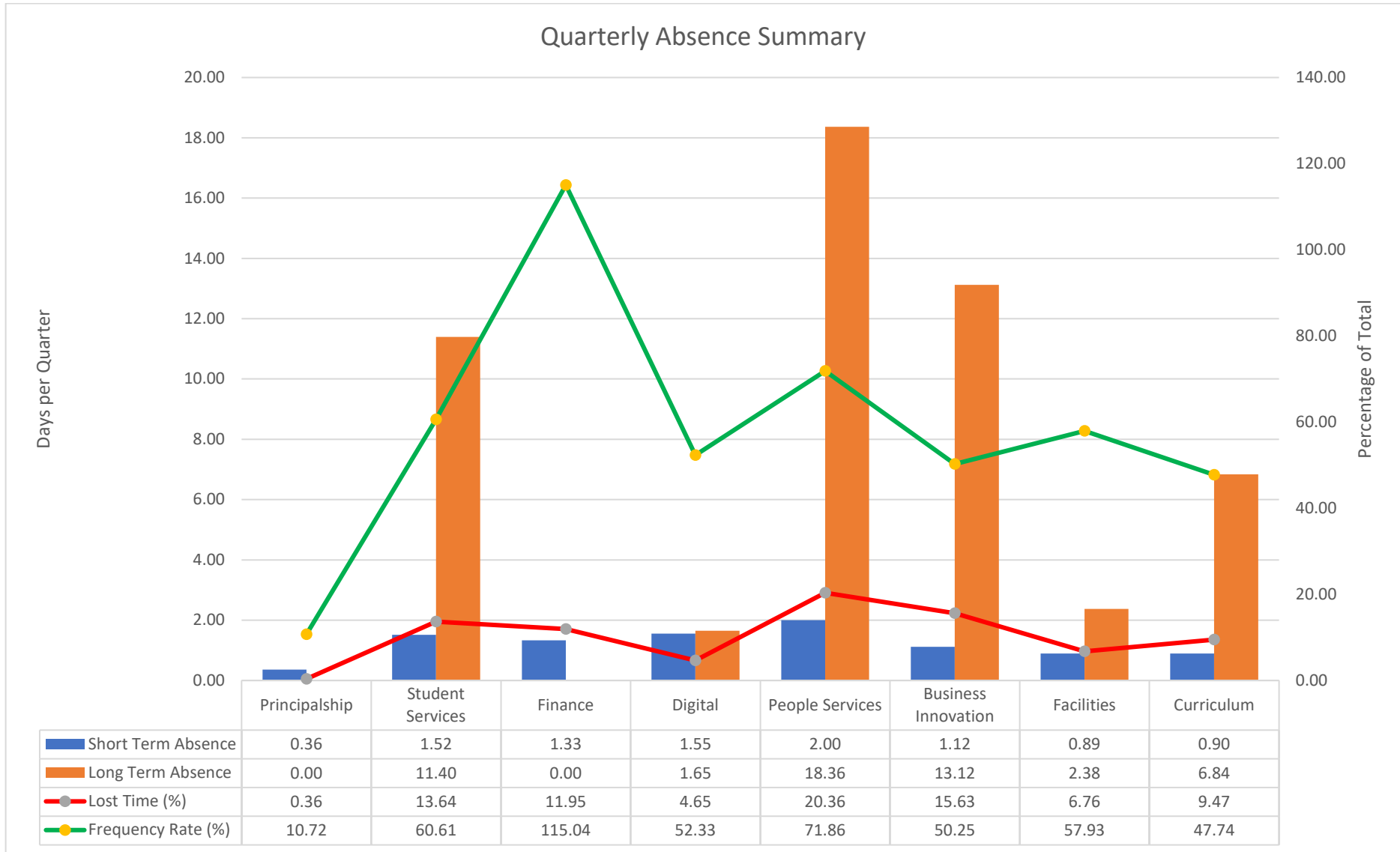
7.6.1 The following graph shows that long-term sickness (absences longer than 3 weeks) accounts for 67.3% of all absences. Comparative data from the Office of National Statistics 2021 Absence report highlights that similar absence categories that are comparable to College Long-Term Absences (categories of “mental health conditions” and “musculoskeletal problems”) are 41.15% of total absences.

7.6.2 The graph below also highlights the following:

7.6.3 Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 9.57% of available working days to absences. The People Services and Business Innovation teams have higher time rates lost than other areas of the College. The approximate salary cost of lost time is £126,445. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.

7.6.4 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. Finance and People Services teams have higher frequency rates of absence based on headcount due to an increase in the proportionate number of sickness instances.

7.6.5 Chart 6: Quarterly Absence Summary



7.6.7 Table 3: Sickness Absence – Headcount

<b>Duration Category</b>	<b>Headcount</b>
Long-Term (any absence over 3 weeks)	24
Short-Term (any absence under 1 week)	59
Medium-Term	13
<b>Total</b>	<b>96</b>

Note: For data protection reasons the above data is not provided by department.

## **8. EQUALITIES**

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

## **9. RISK**

9.1. The following risk is identified:

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

## **10. RECOMMENDATIONS**

10.1. Members are recommended to:

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

**PEOPLE AND CULTURE COMMITTEE**

<b>DATE:</b>	28 May 2026
<b>TITLE OF REPORT:</b>	Quarterly Health and Safety Report
<b>REFERENCE</b>	10
<b>AUTHOR AND CONTACT DETAILS</b>	<p>Gary McIntosh, Head of People Services <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a></p> <p>Caroline Paterson, People Services and Executive Administrator <a href="mailto:Caroline.Paterson@slc.ac.uk">Caroline.Paterson@slc.ac.uk</a></p> <p>Omatsola Oke, (Former) Health &amp; Safety Advisor <a href="mailto:Omatsola.Oke@slc.ac.uk">Omatsola.Oke@slc.ac.uk</a></p>
<b>PURPOSE:</b>	To update members on health and safety matters in the College.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	<p>Members are requested to:</p> <ul style="list-style-type: none"> <li>• note the continued work to improve the health and safety culture at the College;</li> <li>• note the health surveillance approach being taken; and</li> <li>• note the slight improvement in near miss reporting.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That there is a failure to adhere to statutory and legislative health &amp; safety requirements.</li> <li>• That there will be accessibility issues should lift 2 fail.</li> <li>• Compliance: Health Surveillance Risk Assessment to conclude and be implemented (COSHH, Noise &amp; Vibration).</li> </ul>
<b>RELEVANT STRATEGIC AIMS:</b>	<ul style="list-style-type: none"> <li>• The Student Experience</li> <li>• People and Culture</li> <li>• Sustainability</li> <li>• Growth &amp; Innovation</li> </ul>

**SUMMARY OF REPORT:**

- This report provides an overview of Health and Safety activity for the period January to March 2026, highlighting continued progress in strengthening systems, culture, and compliance across the College.
- Omatsola Oka has moved into the Sustainability Officer role. A new Health and Safety Advisor commenced on 18 May 2026.
- Work has been carried out to develop the UNIT-e system to hold details of students who have a PEEP in place, and further development is to be undertaken regarding access by staff
- New Health & Safety Advisor will develop Invacuation procedures.
- A total of 39 incidents were reported, including one RIDDOR-reportable event. A thorough investigation identified key learning actions, reinforcing training, supervision, and workshop controls. There were 18 non-work related, 21 work related and 9 near misses Encouragingly, near miss reporting has increased, reflecting a more proactive safety culture, supported by the introduction of QR code reporting.
- Decrease in non-work-related medical issues (e.g., students without medication) creating First Aid demand pressures.
- Security Guards now in place and feedback from students and staff is positive
- IOSH Managing Safely being arranged for all managers and People Services Advisers.
- Mandatory training completion to date: 305 Health & Safety, 305 Fire Safety, 84 Moving & Handling.
- College-wide Health Surveillance Risk Assessment completed; additional detail requested by Occupational Health.
- Personal Protective Equipment (PPE) Guidance being revised for consistency across the College.
- Appendix A includes the minutes of the Health & Safety Committee meeting for this period.

## **1. INTRODUCTION**

1.1 This paper provides an overview of health and safety activity for the reporting period of January 2026 to March 2026. The content of this report was reviewed and updated at the Health and Safety Committee Meeting which took place on 30 April 2026. The main report which was provided to the Health and Safety Committee is included in this paper for more detail, with records of the discussions at the meeting for further oversight and assurance.

## **2 STAFFING**

2.1 Following Omatsola Oke's appointment to a new post, recruitment took place for a Health and Safety Adviser, and a new employee commenced on 18 May 2026.

## **3 FIRE SAFETY MANAGEMENT**

3.1 Fire Warden training has been scheduled and delivered with the following areas being considered.

3.2 Evacuation procedures are being strengthened, including:

3.2.1 Use of evacuation chairs and refuge points

3.2.2 Reinforcement that lifts must not be used during evacuation

3.3 The Health and Safety Advisor will be reviewing and developing comprehensive procedures and delivering training covering both evacuation and invacuation scenarios. This will include ensuring alignment with the College's wider emergency response and business continuity arrangements, so that staff are well prepared to respond effectively to a range of incidents while maintaining the safety of all building users and minimising disruption to operations.

3.4 Personal Emergency Evacuation Plans (PEEPs) information is now being integrated into UNIT-e, improving accessibility for staff and supporting evacuation planning

## **4 INCIDENTS, (ACCIDENTS, NEAR MISSES AND FIRST AID) TRENDS**

4.1 During the reporting period:

4.1.1 a total of 39 incidents were recorded, including 21 work-related and 18 non-work-related incidents;

4.1.2 nine near misses were reported, representing an increase from the previous quarter;

4.1.3 one RIDDOR-reportable incident occurred and was fully investigated, with learning actions identified and implemented.

4.2 The overall position indicates:

4.2.1 stable incident levels, with no significant escalation in overall volume;

4.2.2 improved reporting culture, evidenced by increased near miss reporting and engagement with reporting systems; and

4.2.3 targeted risk areas, particularly within practical curriculum environments.

4.3 Analysis of incidents highlights the following themes:

- 4.3.1 incidents in practical areas are linked to equipment use, competency, and adherence to control measures such as personal protective equipment (PPE);
- 4.3.2 non-work-related incidents have reduced, reflecting improved student awareness and engagement with appropriate healthcare pathways; and
- 4.3.3 the RIDDOR incident has reinforced the importance of supervision, competency assurance, and equipment controls.

4.4 In response, the College is:

- 4.4.1 reinforcing the role of Lecturer and Line Management in monitoring and addressing risk at a local level; and
- 4.4.2 embedding learning from incidents into training, communication, and operational practice.

#### **4.5 Near Miss Reporting & Preventative Measures**

4.6 Near miss reporting levels continue to increase, due to the new QR code that has been put in all classrooms, and this helps to support a proactive safety culture. In Quarter 4 of 2025 five near misses had been reported; this figure increased to 9 reports in Quarter 1 of 2026.

4.7 The College continues to strengthen its approach to security and safety in response to wider sector trends relating to violence in education settings. Clear guidance has been reinforced with staff to prioritise personal safety and escalate incidents appropriately, including immediate engagement with Police Scotland where necessary. Benchmarking of “Violence at Work” approaches across the sector is progressing, alongside ongoing engagement with Trade Union partners to inform best practice. The recent introduction of on-site security personnel has been positively received by staff and students, contributing to enhanced reassurance and a strengthened visible security presence across the College.

4.8 Ongoing site walks with Facilities and Trade Unions continue with relevant issues logged via the Facilities Helpdesk.

## **5 TRAINING**

5.1 Health and safety training continues to be delivered across the College, with a focus on both mandatory compliance training and role-specific development.

5.2 Current activity includes:

- 5.2.1 Delivery of mandatory Health and Safety, Fire Safety, and Moving & Handling training;
- 5.2.2 Preparing for IOSH Managing Safely training for managers, being scheduled for the start of the next academic year; and
- 5.2.3 Ongoing induction activity for all new staff.

5.3 A scenario-based Health & Safety Tribunal exercise be delivered to all staff at the commencement of the next academic year, facilitated by a qualified legal professional.

## **6 HEALTH SURVEILLANCE**

- 6.1 To support compliance with the Control of Substances Hazardous to Health (COSHH) Regulations and the Control of Noise at Work Regulations, a comprehensive College-wide Health Surveillance Risk Assessment has been completed. The outcomes have been shared with the appointed provider to inform delivery of the surveillance programme. An initial engagement meeting with the appointed company, “Salus”, took place on 1<sup>st</sup> May 2026, attended by the Head of Human Resources, Depute Head of Human Resources and Equality and Engagement Officer. Health surveillance activity is scheduled to commence after 26<sup>th</sup> May, following successful data transfer, with assessments being undertaken on-site in an appropriate, designated room. Salus will visit the College during June to identify appropriateness of available rooms.
- 6.2 Joint site inspections with Facilities Management and Trade Union representatives are ongoing. Identified issues continue to be recorded and monitored through the Facilities Helpdesk to support timely resolution and oversight.

## **7 EQUALITIES**

- 7.1 While there are no new matters for people with protected characteristics which arise from consideration of this report, the Committee discussed lift works that are to be carried out that may result in both lifts being out of service. As part of this project the College will be putting in temporary lifts to support the operational running of the building, this will likely be done over the summer. Once the project plan and timelines are confirmed further information will be provided.

## **8 RISKS**

- 8.1 That there is a failure to adhere to statutory and legislative health & safety requirements.
- 8.2 That there will be accessibility issues should lift 2 fail.
- 8.3 Compliance: An Introductory Meeting with Salus took place on 1st May, with Head of Human Resources, Depute Head of Human Resources and Equality and Engagement Officer. The meeting discussed next steps in terms of the Health Surveillance process. The College is collaborating with Salus and its legacy provider to transition medical data. This will conclude in June 2026.

## **9 RECOMMENDATIONS**

- 9.1 Members are requested to:
- 9.1.1 note the continued work to improve the health and safety culture at the College;
  - 9.1.2 note the health surveillance approach being taken; and
  - 9.1.3 note the slight improvement in near miss reporting

## APPENDIX A

### HEALTH & SAFETY COMMITTEE - Minutes

30 APRIL 2026

#### 1 INTRODUCTION

1.1 This paper provides an overview of Health and Safety activities for the reporting period of January to March 2026.

1.2 The Committee considered Meeting Minutes from 05 February 2026; there were no comments and the minutes were finalised.

1.3 The Committee considered outstanding action points in the Action Log and the following points were discussed:

- PPE Procedure to be added to Teams Health and Safety Channel, to be reviewed by SLT and to be brought back to future Health and Safety Committee Meeting for feedback. Also possibly JNC.
- Site Walks – some Site Walks have taken place
- TES Training – due date to be extended. Health and Safety Refresher Training to be done at the next Staff Development Days.
- Mitigating risk of slip hazards - work is currently being undertaken, the Contractor has been on site to look at the worst areas, and a positive difference has already been noticed.  
The Contractor is aware that this is an ongoing issue and work will continue.
- Toilet provision (Supreme Court ruling on Gender Definitions) – it was discussed that there have been some recent challenges around sexist language being used, and examples of females having to use male toilets. Guidance is awaited; an audit has been done, and it is hoped that changes can be made once Guidance is received.

**ACTION:** CF to consider options for changes that can be done in the meantime until Guidance is received.

1.4 It was agreed that the following actions could be closed as work has already taken place as required:

- Fire Wardens
- Usage of screens to highlight PPE usage

**ACTION:** CP to close actions listed above.

1.5 SM updated that a new Health and Safety Advisor will be starting on 18 May 2026, and thanked OO for his work in this area.

#### 2 FIRE RISK MANAGEMENT

2.1 Dates have been set for New Fire Wardens to be trained: 22 – 24 April 2026.

Attendance has been selected based on individual availability. The training will cover how to use Fire Extinguishers and the purpose for which they are to be used.

2.2 Messages are to be sent to students to update their details regarding the need for PEEPs. This will be collated by the Digital Team, and access will be granted to the Health and Safety Advisor as required.

2.3 OO updated that UNIT-e pulls through details of students who need a PEEP. WM needs to know this information, as part of planning and to make managers aware. Going forward this will be at the start of a session; information will be in the system to inform managers.

**ACTION:** Senior Team to take the PEEPs process to SLT, to discuss how the process will work

2.4 It was discussed that Lecturers covering classes for others will also need to be aware.

2.5 For staff, an email is to be issued to detail what employees should do if they need a PEEP. Line managers also need to know, and this can also be discussed through regular one to ones with employees.

2.6 OO updated that walk rounds have taken place and discussions have taken place regarding the evacuation of people with disabilities in the event of an evacuation.

2.7 The College had two Fire Evacuations in the reporting Quarter. Details are shown in Table 1 below:

2.8 Table 1: Fire Evacuation Reasons

Date	Alarm activation cause
08 January 2026	Student vaping in LG78
13 February 2026	Student vaping in G81

2.9 There are ongoing communications with students regarding the dangers of vaping in the College building, and Security Guards are also now in place and will assist with enforcement.

2.10 There was discussion about the new Security Guards now being in post, and this is also having a positive impact on reducing these incidents. There has also been a decrease in the number of people vaping at the entrance to the College.

2.11 SM asked about feedback in general regarding the Security Guards, and it was felt that their presence is being well received, with comments from staff that they are feeling safer. It was also felt that their presence is welcoming to people coming into the College.

2.12 SM said that it would be good to feed back to the Security staff and also their Company, and it is good that there seems to be a balance between being welcoming whilst also carrying out patrols etc and ensuring safety in the College.

2.13 PH commented that there were discussions with supported students about the presence of Security and students had questions as to why they have been

employed, and since then they have also commented on how welcoming they have been.

- 2.14 CF confirmed that he had spoken with the manager of the Security Guards and relayed this information back to him. CF asked that any further feedback be passed to him, to relay back to the Security Company.

### **3 INCIDENT (ACCIDENTS, NEAR MISSES AND FIRST AID)**

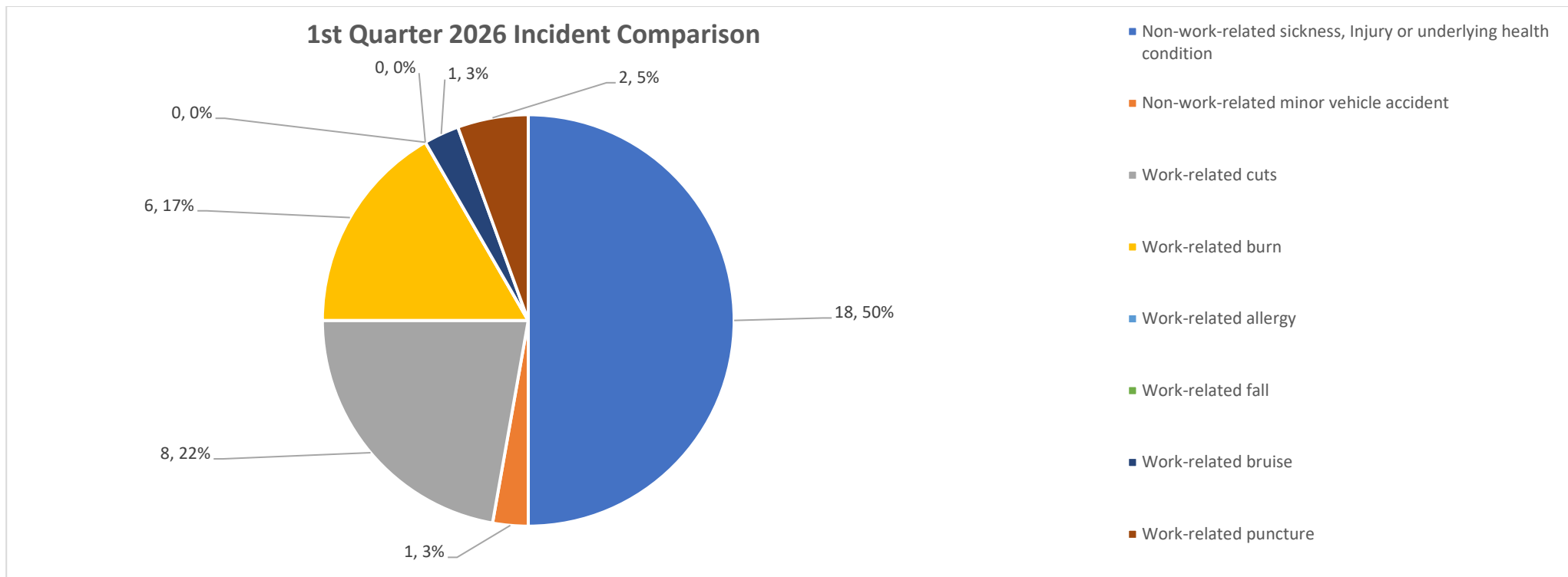
- 3.1 The accident reporting period for this paper is 1<sup>st</sup> January to 31<sup>st</sup> March 2026. During this period there were a total of 39 reported incidents that had capacity to impact First Aid arrangements. 21 of these were work related, with 19 requiring First Aid. 18 incidents were non-work related, with 10 instances requiring First Aid.

- 3.2 One RIDDOR was reported for this Quarter. The table below provides a summary of these incidents. Please see Appendix A for more information.

3.3 Table 2: Incident Summary

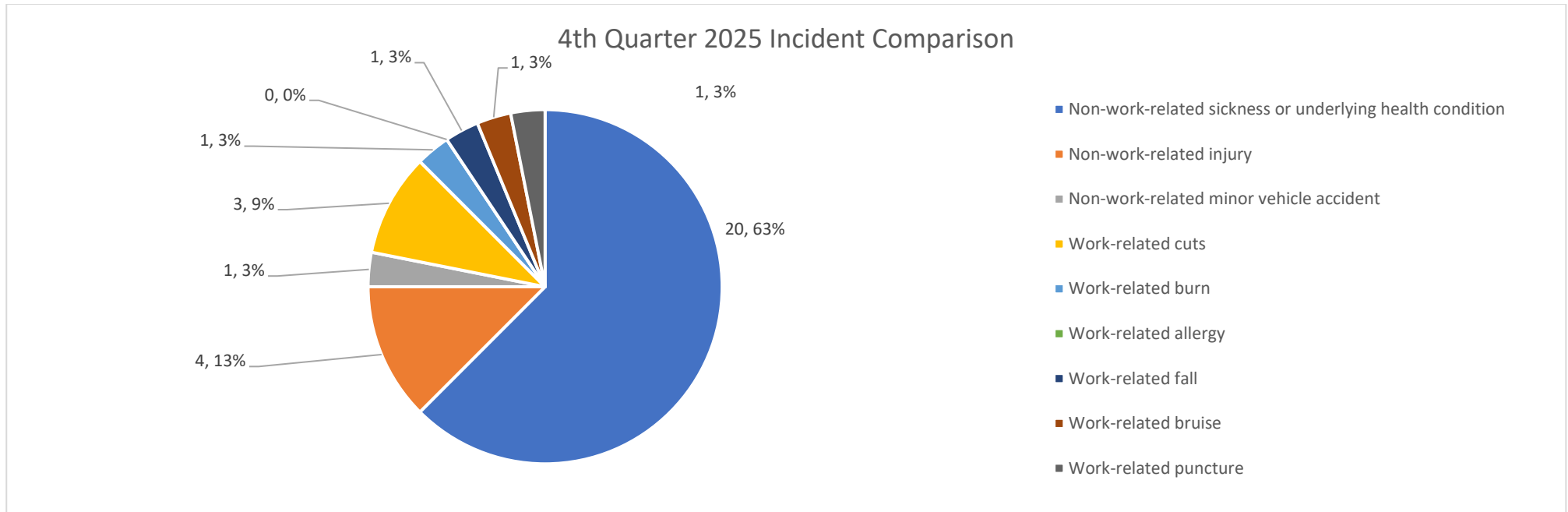
Summary of Incidents from January to March		
Incidents Category	Numbers of Incidents	First Aid Administered
Non-work-related sickness, injury or underlying health condition	18	10
Work Related	21	19
<b>Break Down of Work-Related Incidents</b>	<b>Number of Incidents</b>	<b>First Aid Administered</b>
Work-related cuts	8	8
Work related Musculoskeletal Injury	4	3
Work-related burn	6	6
Work-related allergy	0	0
Work related fall	0	0
Work-related bruise	1	0
Work-related puncture and entry of substance	2	2
<b>TOTAL</b>	<b>21</b>	<b>19</b>

3.4 Chart 1: Frequency of Incident Category, 1<sup>st</sup> Quarter 2026

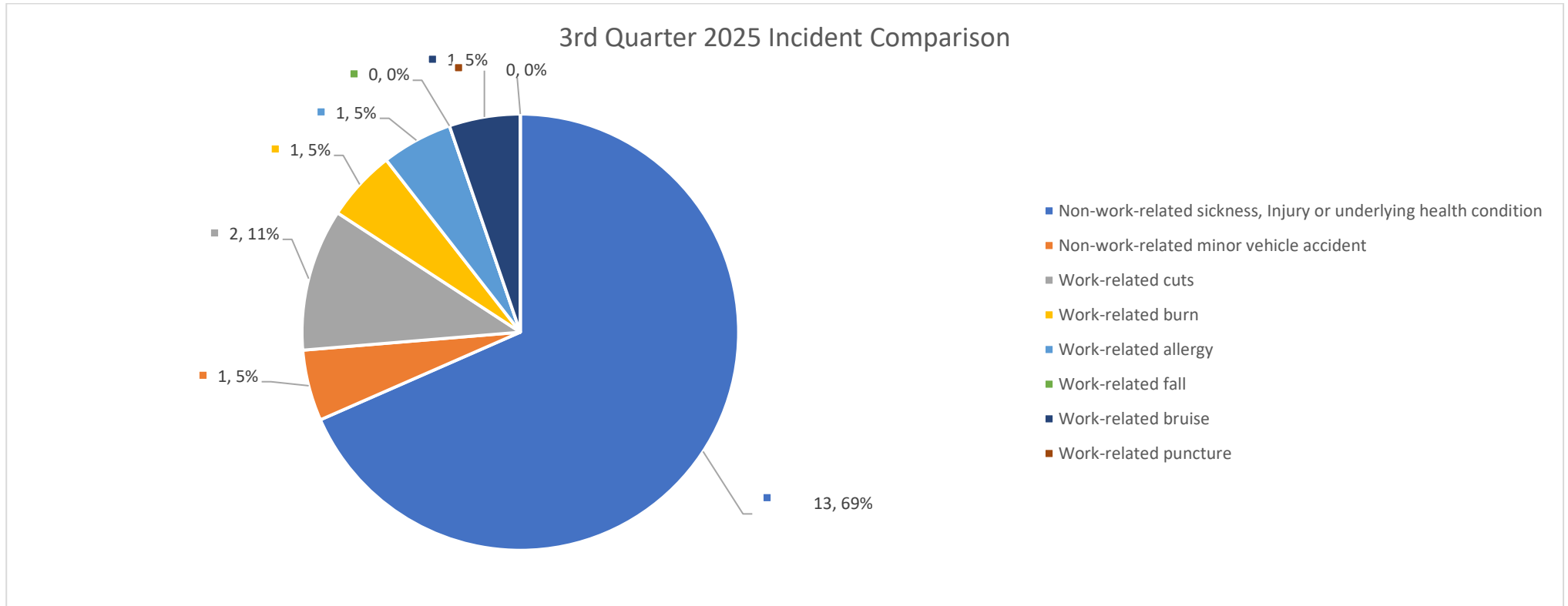


3.5 It can be deduced from the chart above that there has been a significant reduction in reports of non-work-related incidents by students, when compared to previous Quarters (Q4 2025 and Q3 2025 below). A large part of this reduction was in the month of March. This has been due to a concerted effort by Student Services through engagement with students on the need for them to ensure they take care of themselves if they feel unwell rather than attending College on that day. The effect of this is a reduced workload on First Aiders.

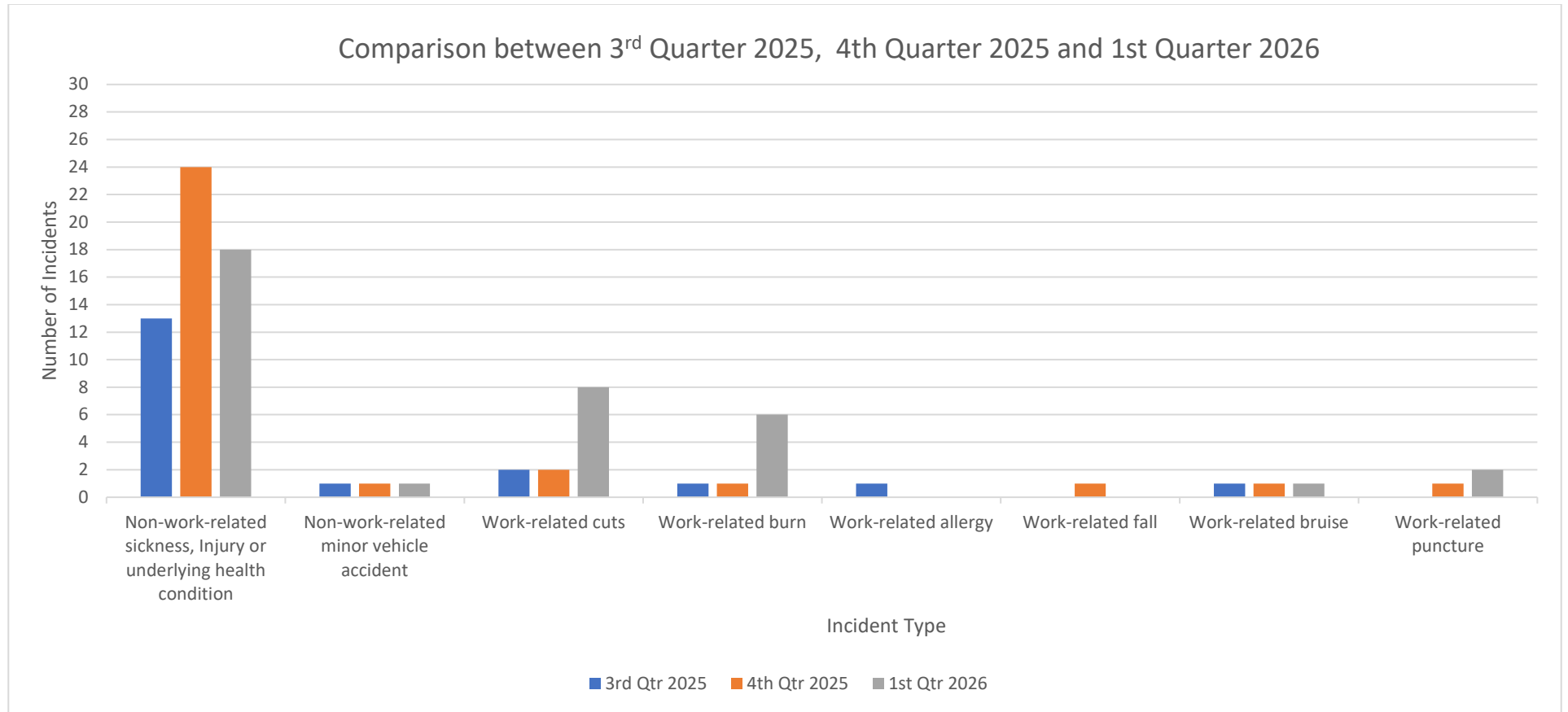
3.6 Chart 2: 4<sup>th</sup> Quarter 2025 Incident Comparison



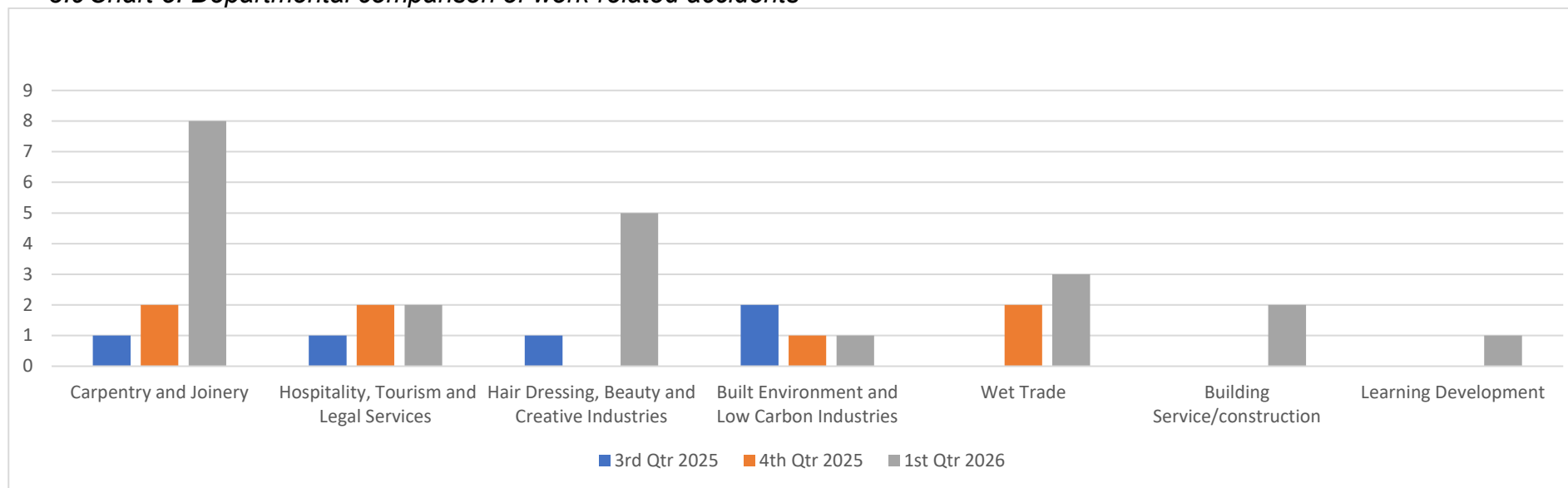
3.7 Chart 3: 3<sup>rd</sup> Quarter 2025 Incident Comparison



3.8 Chart 4: Comparison between 3<sup>rd</sup> Quarter 2025, 4<sup>th</sup> Quarter 2025 and 1<sup>st</sup> Quarter 2026



3.9 Chart 5: Departmental comparison of work-related accidents



3.10 From the Chart above, Hairdressing and Beauty have witnessed a sharp increase in the reporting of incidents. The main cause is student burns. A very high percentage of these burns are because of students picking up the burning end of hair tongs/straighteners. The Curriculum Quality Manager (CQM) is aware of this, and stringent effort is being made to decrease the number of incidents. This includes meetings and communications with Lecturers whose students have been affected by these Incidents.

3.11 Carpentry and Joinery shows an increase in incidents due to cuts; this is due to PPE not being utilised in some cases, and in other cases this is due to students not handling work equipment properly whilst carrying out cutting tasks. Further discussions need to be arranged between Lecturers on best practice regarding handling of equipment as the PPE is a secondary control to reduce the severity of cuts and to prevent minor cuts.

- 3.12 OO gave an update regarding the spike in two departments – Hairdressing and Beauty and Carpentry and Joinery. In Hairdressing and Beauty this had been due to students holding hot hair tongs and straighteners, and the CQM had been helpful in assisting with trying to reduce these incidents. Over the last few weeks there have not been any issues. CR added that there was an intake of two large classes in January, and students being new may have contributed to the number of incidents.
- 3.13 In Carpentry and Joinery, it would be helpful if FM could share some best practice, however SM reiterated that whilst sharing best practice is positive, it does not negate the necessity of the use of appropriate PPE.

#### **4 FIRST AID MANAGEMENT**

- 4.1 All first aiders have completed their renewal training, except for one who is absent.
- 4.2 Two new First Aiders (including evening cover) will attend First Aid training soon.
- 4.3 Further work is being carried out to improve the First Aid processes and to encourage additional first aiders.
- 4.4 OO updated that training is to be arranged for evening First Aiders.
- 4.5 SM said that there had been a conversation at JNC – First Aid is covered, but there is a need to look at the whole First Aid process, to get an understanding of , for example, how it can be shown who is on First Aid duty (possibly using screens at Reception for names of First Aiders and the times they are covering), to assist Reception in contacting First Aiders and spreading the work by not having to phone the same people continually.
- 4.6 It would also be helpful to have a set list of posters that should be displayed in all classrooms, for example covering First Aid, Health and Safety points etc.
- 4.7 GM said that there is a campaign being planned to try to encourage more people to become First Aiders.
- 4.8 CR said it would be helpful if any training could be arranged for the first two weeks of a term, or the last two weeks.

#### **5 TRAINING**

##### *5.1 Table 3: Number of Staff Health and Safety Inductions*

<b>Number of New Starts in 1<sup>st</sup> Quarter 2026</b>	<b>Number of Health and Safety Inductions Delivered in 1<sup>st</sup> Quarter 2026</b>
12	8

- 5.2 Some Health and Safety Inductions have still to take place due to timing of start dates.
- 5.3 FM updated that Health and Safety Refresher training could be done in the June Staff Development Days.

5.4 CR asked if a deadline could be given for the training to be completed.

5.5 OO mentioned First Aid training that is currently being arranged.

5.6 SM said that Health and Safety training should be done annually and should be rolled out from August.

5.7 SM discussed the Health and Safety trainer who is coming into the College in August and will look at scenarios and reinforce the message that Health and Safety is the responsibility of all staff.

## **6 HEALTH SURVEILLANCE**

6.1 The Health Surveillance Risk Assessment has been passed onto the Organisation that will be undertaking the Surveillance.

6.2 An Introductory Meeting is scheduled with Salus for 1<sup>st</sup> May, with Head of Human Resources, Depute Head of Human Resources and Equality and Engagement Officer. The meeting is to discuss next steps in terms of the Health Surveillance process.

6.3 FM updated that the introductory meeting will be an opportunity to get to know people, and get the process started before staff go on leave.

## **7 SITE WALKS**

7.1 Site Walks are due to commence soon, a schedule is currently being worked on, and the recording form is being revised.

7.2 A section is included in the form for a check that all staff and students are wearing a College lanyard.

7.3 All staff must have a PVG in place before starting work and the staff pass and lanyard is issued as part of the People Services Onboarding process.

**ACTION:** SM said that the relevant people must look at how to plan time for the Site Walks to be carried out

## 8 HEALTH & SAFETY CULTURE

8.1 The College's PPE Guidance has been completed and has been passed for review by SLT.

8.2 There have been increased reports of Near Misses by staff and students using the QR Code, as shown below:

8.3 In Quarter 4 of 2025 five near misses had been reported.

8.4 In Quarter 1 of 2026 this figure increased to 9 reports.

8.5 SM asked if anyone was aware of any learning from across other colleges?

**ACTION:** CR has a meeting with Glasgow City College 1 May 2026 and will bring any learning points back to the Committee

8.6 SM mentioned Business Continuity and Risk Management and said that there should be local level Risk Registers across the College, for every Curriculum area and Department.

8.7 JJ suggested themed approaches throughout the academic year, a reset process especially at the start of term.

**ACTION:** SM to share checklist

8.3 Table 4: Near Miss Information

Location of incident:	Date of incident:	Time of incident:	Incident Description	Completed actions to prevent reoccurrence
Staff carpark across from nursery	1/5/2026	11:40am	I parked my car at 8:45am across from the nursery & went back to my car at 11:40am and noticed my driver's side wing mirror was bent back. It wasn't like this when I left my car in the morning.	
124 at entrance of classroom	1/16/2026	11.30am	Student proceeded to sit down on one of the classroom chairs and the chair broke. The student briefly fell to the ground but was not hurt or injured and stood up quickly. Lecturer checked if she was okay or hurt but she assured that she was fine. The student felt embarrassed but was uninjured. Chair was then taken to the side	Chairs within the class were checked by Health and Safety Office to ensure no other Chair had defect

Location of incident:	Date of incident:	Time of incident:	Incident Description	Completed actions to prevent reoccurrence
			away from students to prevent further injury through trips or falls etc.	
G15	1/30/2026	13:15	Air valve on wall was sticking out and student bumped his head on it. I pushed it back towards the wall, but it still sticks out a bit.	Maintenance have installed a padding to provide a cushioning effect
Walkway in front of Main Building.	2/2/2026	11.15am	Tripped over uneven pathway.	Paving and uneven surface currently been worked on
Front door walking to car park at the front of the building. Fell on raised white slabs onto left hip.	2/3/2026	12:05	Front door walking to car park at the front of the building. Fell on raised white slabs onto left hip.	Paving and uneven surface currently been worked on
G83 joinery workshop	3/12/2026	3.05pm	Tripping on uneven floor near dimension saw.	This has been escalated to Facilities
220 hair class	3/23/2026	10.00	I was burned on my scalp and forehead by a portable steamer	Had a word with CQM and CQL and we agreed that students need to be reminded about this hazard

Location of incident:	Date of incident:	Time of incident:	Incident Description	Completed actions to prevent reoccurrence
"Room	3/26/2026	11:10	Student was waiting to be taken, and I hung her coat on the coat stand and when I turned away the coat stand had fallen over onto her back. I quickly grabbed it checked she was ok. She said it hit her in the middle of her back, but she was ok. The coat stand has been taken away.	Coat stand taken away

## **9 COLLEGE LIFTS**

- 9.1 The College received emergency capital expenditure monies from the Scottish Funding Council to support the repair of the lifts. The College has undertaken both structural and lift engineer survey reports. As a result, the lifts shafts will need to be strengthened, and new lifts will also be designed as the current ones are nearing their end of life. The College has identified a main contractor who will coordinate the work. The rough timelines at this stage would be circa 10-15 weeks for design and structural works, with a further 8 weeks for the install of the new lifts. It is a lengthy project, and the challenge is to still ensure we are operating a business-as-usual service.
- 9.2 Therefore, as part of this project the College will be putting in temporary lifts to support the operational running of the building, this will likely be done over the summer. Once the project plan and timelines are confirmed further information will be provided.
- 9.3 SM updated that surveys have been done, and remedial work is needed; there is a need to take load off brickwork and put onto a steel frame. Looking at potentially ten weeks for design and work, six to eight weeks for structural work and installation of lifts.
- 9.4 The lifts will be out of commission for ten weeks; there will be a need to install temporary lifts, we will be sourcing temp lift structures.
- 9.5 EMcK said that a Contractor is looking at the whole process. Other Colleges have been doing this work, and we will link into them. The Tender will be going out soon; there is some work to be done on this first.
- 9.6 SM said that DL has been looking at service lifts as a potential back up; it is not known at this stage when contractors will be in place to do the work.
- 9.7 WM asked if temporary lifts would have the same capacity and said that a contingency may be required for August.

## **10 DISCUSSION ITEM: Use of lifts in evacuation**

- 10.1 SM said that lifts cannot be used in the event of a fire.
- 10.2 OO said that it had been discussed at a CDN meeting that refuge points could be used, and that alarms could be silenced at refuge points, as the alarms around the College are loud enough.
- 10.3 SM said that a plan needs to be in place for how we evacuate people. We can take students out, but is this required if the refuge points can be used, and also we would want people to be out of the building before the two to three hours that they could potentially be at refuge points.
- 10.4 GM said that if evacuation chairs need to be used then staff need to be trained.

- 10.5 OO said that evacuation chairs are the last resort, to mitigate people waiting at refuge points. Training is carried out done every six months.
- 10.6 PH said that she has reservations about moving students to the ground floor, from an equalities point of view, and there was discussion that if this was required this would be from a Health and Safety point of view.
- 10.7 CR commented that there may be other students who are not in supported programmes who have PEEPs in place.
- 10.8 SM said that people may need to relocate on a temporary basis.
- 10.9 OO said that in future, new lifts should be fireproof, with a back-up battery.
- 10.10 CF said that the Fire Service would evacuate people in a real-life situation. He also said that the current lifts are fire-safe.
- 10.11 SM asked that CF and OO discuss this point separately to the Committee Meeting and refuge points could be used for people with PEEPs in place., although we need to understand the different levels of PEEPs.
- 10.12 CF said that we would need to risk assess the situation for the ten-week period.
- 10.13 SM said that we need to understand if the lifts can be used in an evacuation or not.
- ACTION:** CF and OO to discuss lifts situation and use or not in a fire or evacuation situation. This is to be brought back to this Committee and possibly elsewhere too (TBC).
- 10.14 Discussion took place around whether classes could go online for a ten-week block, but it was felt that we would not wish to close the College building for ten weeks. A rota system was also discussed, like what was in place during the Covid pandemic. Temporary accommodation was also discussed however it was felt that this would not be good for welcoming new students to College.
- 10.15 SM said that we would need to have a process for triaging PEEPs to understand the different levels and requirements.

## **11 DISCUSSION ITEM: Health and Safety Checklist for Lecturers**

- 11.1 The Health and Safety Checklist has been prepared (copy below) and once agreed by the Committee this will be communicated to employees.

11.2 Table 5: Health and Safety Checklist:

Document	Purpose	Departments
PEEPs	For persons with Disability or who need help with Disability.	All
Risk Assessment	For Classes and Offices	All Departments
Personal Risk assessment	For persons with Disability	All Departments
Medical Information Form	For Staff and Students with special medical needs.	All Departments
PUWER Log	Where work equipment is used. This provides details of persons authorized and competent to use the work equipment	Built Environment, Carpentry and joinery, Construction craft, Hospitality, Built Environment and Renewable Technologies, Janitorial staff.
DSE Assessment	For new Employees	All Departments

11.3 CR asked if this could go into the PLP?

**ACTION:** The new Health and Safety Advisor is to join the PLP group and establish what information do all Lecturers need, how is it accessed, GDPR adherence etc

11.4 SM said that all Risk Assessments need to be up to date.

11.5 JJ suggested that a pack is issued to all staff during Staff Development Day with key documents and information relating to Health and Safety, however SM said that everyone is responsible for Health and Safety, and also need to be adhered to daily.

**ACTION:** New Health and Safety Advisor to do in-person training around the Curriculum and Departmental areas

11.6 PEEPs process:

11.6.1 Students can update their details and that feeds into the system used by Digital. A part has been added to the portal for the students to update, which will then reflect automatically on the power bi and the staff portal. The students can update this at any time.

11.6.2 Staff can check who is front of them in the class that require a PEEP. The attendance system can show anyone in the class that has a PEEP. The tagging of the students can also be done by the staff in the student information team; enrolments@slc.ac.uk can be emailed to ask them to update the student's record

11.6.3 This PEEP field is also updated automatically if the student ticks that they need a PEEP on the application form and the enrolment form.

11.6.4 This needs to be communicated out to staff by either H&S or ELS (or both). The communication will also capture anyone who may require a PEEP but who may not have

declared they needed one. The communication will also cover the process for a PEEP being put in place for e.g. a short-term issue, or returning from a period of absence etc.

11.6.5 For members of staff: Communication is to be issued, similar to what is being issued for students, to ensure all PEEPs are captured. Going forward this will continue to be a question within the Health and Safety Induction process so that a PEEP can be put in place if required for an employee starting a new post.

11.6.6 The communication will also include the process for a PEEP being put in place for e.g. a short-term issue, or returning from a period of absence etc, similar to the process for students.

## **12 Any Other Business**

12.1 JW mentioned the issue of vaping enforcement; the Students Association had done surveys, and students said they would be willing to use vaping shelters if they were bigger.

12.2 SM reiterated that the whole Campus is a no smoking site.

12.3 EmcK said that breaks would be staggered into the new term.

12.4 There was further discussion around the idea of a whole campus ban, and some people felt that if this was to be implemented it would drive people to go outside the gate to smoke or vape, potentially causing a mess and complaints from neighbouring houses or businesses.

12.5 Others felt that a ban would drive people to smoke and vape inside the building, potentially leading to more false fire alarms. It was felt that the message needs to come from all staff – no staff to be smoking or vaping outwith designated areas.

12.6 SM said that an education piece is to be done as well. GP had suggested offering patches perhaps during Freshers Week to assist people to give up smoking or vaping, however it was felt that further education work should be done on helping people to stop.

12.7 WM suggested that staff do walkarounds at the start of term and have a presence to remind people of responsibilities around smoking and vaping.

12.8 FM asked about consideration of changing the time of fire alarm testing and suggested that it may not always be the same time for the alarm to be sounded, or could the testing be for a set time period.

12.9 CF said that the alarm needs to sound throughout the whole building, so it sounds for different times in different parts of the building.

12.10 SM said that the days of testing are varied.

12.11 FM asked that in a drill, could the main stairs, for example, be blocked off.

12.12 OO confirmed that different scenarios could be considered.

### **13 Summation of Actions and Date of Next Meeting: DATE TBC**

- Item 1.1: CF to consider options for changes to toilets that can be done in the meantime until Guidance is received.
- CP to close certain actions in the Action Log.
  
- Item 2.2: Senior Team to take the PEEPs process to SLT, to discuss how the process will work
  
- Item 7.1: Time for Site Walks to be planned by relevant people involved
  
- Item 8.2: CR to bring back any learning points from meeting with Glasgow City College 1 May 2026 to the Committee
- SM to share checklist
  
- Item 10: CF and OO to discuss lifts situation and confirm if they can be used or not in a fire or evacuation situation. This is to be brought back to this Committee and possibly elsewhere too (TBC).
  
- Item 11.2: The new Health and Safety Advisor is to join the PLP group and establish what information do all Lecturers need, how is it accessed, GDPR adherence etc
  
- New Health and Safety Advisor to carry out in-person training around the Curriculum and Departmental areas

## Appendix 1 – Accident Summary

ID	Accident Date	Location	Accident Description	First Aid/Hospital
54	1/5/2026 11:33	Carpentry and Joinery	Timber came through machine, hit student and trapped him between machines. Hurt his back	No
55	1/5/2026 11:24	Carpentry and Joinery	Student was helping Technician to change a pipe on a machine when he heard a pop in his right wrist it was then painful and swelling	Yes
56	1/6/2026 9:25	Infront of the College's main building	Member of staff had a fall while walking home at the close of work. This was due to a slab on the floor	No
57	1/7/2026 14:06	Wet Trades	Student had lifted a bag of plaster to move, rushed the lift and turned without bending knees and dropped the bag as he felt a pain shoot through his lower back	Yes
58	1/12/2026 11:23	Hairdressing, Beauty and Make Up	Student has felt unwell since leaving home this morning. Hot and clammy and slightly nauseous	No
59	1/12/2026 12:31	Hairdressing, Beauty and Make Up	Student had been using her inhaler on the way to college this morning but was unable to bring her asthma and anxiety under control. It was agreed with her mother for her to be picked up and taken home.	No
60	1/19/2026 10:22	Hospitality, Legal and Police Studies	Student was on the bus on way to college and started to feel dizzy and sick. It passed for a bit but after sitting in class, it returned and not feeling great.	Yes
61	1/20/2026 12:25	Workroom 205	Student suffers from migraines, but this one was different as he was feeling dizzy, nauseous and his right hand was	No

ID	Accident Date	Location	Accident Description	First Aid/Hospital
			trembling which it doesn't usually do when having a normal migraine	
62	1/26/2026 11:33	Learning Development	Student was using clothes steamer and accidentally steamed her hand	Yes
63	1/28/2026 13:36	CECA	Student has pain in side. Feels like stick in his side. Had pain for a couple of weeks. Says it is worse today and he doesn't feel like sitting in his class. Doesn't want to go to hospital. Says he's in care and the staff will make him a doctor's appointment tomorrow morning. Wants to wait for his lift home at 2:30.	Yes
64	1/28/2026 14:15	Early Education and Childcare	Wire of student's braces came loose and was jaggging inside mouth.	Yes
65	1/29/2026 13:00	Hairdressing, Beauty and Make Up	Student tried picking up a hot cooling thong which resulted in a burn	Yes
66	1/29/2026 13:43	Building Services	Student has stomach cramp	No
67	1/29/2026 14:10	Carpentry and Joinery	Student sustained a small cut while chiselling with gloves on	Yes
68	1/29/2026 15:02	Wet Trades	Paint splashed in student's eye.	Yes
69	1/30/2026 11:54	Carpentry and Joinery	Student was trying to pull wood while working on a bench and this hit his face.	No
70	2/2/2026 12:56	Bistro	Student had a fainting spell	No
71	2/3/2026 14:17	Hairdressing, Beauty and Make Up	Student started feeling dizzy. She felt unwell. She was quite dazed. Slightly delirious. Speech was slow. She was confused. Heavy legs. Left arm pain.	No
72	2/4/2026 11:18	Carpentry and Joinery	While using a chisel on a piece of wood, the chisel slipped and resulted in a minor cut to student's left thumb.	Yes

ID	Accident Date	Location	Accident Description	First Aid/Hospital
73	2/6/2026 9:21	Hairdressing, Beauty and Make Up	Was a client in the hairdressing salon she was standing before getting her hair done and fainted.	No
74	2/6/2026 15:37	Hairdressing, Beauty and Make Up	Student picked up the hot end of curling tong and sustained a burn across the palm of her right hand.	Yes
75	2/12/2026 10:11	Hospitality, Legal and Police Studies	Student was cooking diced chicken when some oil sparked up and landed on her right hand top and base of thumb. Started to blister but ran under cold water for over 15 minutes and blisters subsided	Yes
76	2/19/2026 11:02	Early Education and Childcare	Student feeling Dizzy, Sick and Heart rate was high	Yes
77	2/20/2026 14:31	Hairdressing, Beauty and Make Up	Student grabbed a heated tool by the wrong end of the equipment and received a burn to the fingertips.	Yes
78	3/3/2026 12:50	Hairdressing, Beauty and Make Up	Student was washing a razor which slipped and resulted in being cut on the thumb	Yes
79	3/3/2026 14:33	3rd Floor sitting area at front windows	Student fainted and bumped head on the ground. She doesn't think that she lost consciousness as blackness came over her vision and she wasn't sure if she did lose consciousness. When she sat down after this her vision was affected it was blurred and she was seeing black spots. She did eat at lunchtime. Her mother was phoned to ask if she would want student to attend the hospital or to get a doctor's appointment. Her mother came to pick her up and said	Yes

ID	Accident Date	Location	Accident Description	First Aid/Hospital
			that she was taking her to the hospital.	
80	3/4/2026 11:28	Carpentry and Joinery	Student was using a chisel making hinges when the chisel slipped and he wasn't wearing his gloves which were beside him.	Yes
81	3/6/2026 9:45	Building Services	While student was transferring gypsum to the building services store, the Mast of the Forklift struck the store shutter, bending it. He said he thought the store shutter was fully opened, which was not. It was not fully opened.	No
82	3/6/2026 11:29	Carpentry and Joinery	Student had a fall and hit his head	Yes
83	3/9/2026 15:40	Carpentry and Joinery	Student cut finger on planer tool	Yes
84	3/10/2026 8:03	Stair Case 2	Student's footing slipped while walking down the stairs and fell 5 or 6 steps down on her buttocks/back	No
85	3/12/2026 9:15	Wet Trades	Student cut finger on sharp pipe	Yes
86	3/12/2026 10:53	Student does not know	Student hurt hand but does not remember where he hurt it	Yes
87	3/18/2026 12:30	At main gate	Student was punched in face a few times by another student	Yes
88	3/19/2026 11:38	Hairdressing, Beauty and Make Up	Student began to feel faint in class and became cold and sweaty. Student sat down and first aider called.	Yes
89	3/20/2026 12:04	Carpentry and Joinery	Student cut end of finger with chisel	Yes
90	3/20/2026 14:56	Hairdressing, Beauty and Make Up	Student was practicing hairdressing when she cut her finger by accident. The cut was to the tip of her left index finger and stretched about a third of the way round the tip in a diagonal route.	Yes

ID	Accident Date	Location	Accident Description	First Aid/Hospital
91	3/26/2026 10:49	Hospitality, Legal and Police Studies	Student was removing something from the oven with the oven clothes. Her finger moved and it got burnt	Yes
92	3/26/2026 13:14	Health & Social Care	Student has been under medical supervision due to having had several seizures. She was aware of a possible impending seizure and began to feel faint at lunch time while she had just attended class. She went into the adjacent stairwell to sit down, and she had a seizure for around two minutes. She came round and in five to ten minutes felt well enough to sit in a chair and converse. She called her father to pick her up and take her home. She had no other recurrent seizures while in college.	Yes
93	3/27/2026 10:57	Building Services	Student has a small fragment of lead in his thumb	Yes
94	3/30/2026 10:28	LG90 Construction	Student was shovelling mortar when he felt the muscle in his back jerk, he has pulled a muscle in his lower back	Yes