

**South Lanarkshire College  
Human Resources Committee (Board of Management)  
Held on 12<sup>th</sup> November 2019**

**Present** Chris McDowall  
Rose Harkness  
Stewart McKillop

**In Attendance** Angus Allan  
Lisa Beresford  
Angela Martin

**1. Declaration of Members' Interests**

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board.

**2. Minutes of the Previous Meeting**

The Minute of the meeting held on 12<sup>th</sup> September 2019 had already been agreed by the Chair and the Board of Management.

**3. Report to the Human Resources Committee**

Ms Beresford stated that the purpose of the report was to update the Committee on all relevant staffing matters since the Committee last met in September 2019.

**Organisational Development**

The College is committed to delivering a diverse range of activities to encourage all staff to be empowered to develop their own professional learning and to further embed innovation in the teaching and support areas of the College.

The key areas within Organisational Development (OD) include:

- Professional qualifications
- Professional learning opportunities
- Career Review System
- Investors in People

**Professional Qualifications**

**Teaching Qualification Further Education (TQFE)**

The Scottish Funding Council (SFC) College staffing return for 2018/2019 was submitted in October 2019. It was reported that during 2018/2019 138 members of the teaching staff were qualified to TQFE or held a direct equivalent, as recognised by the Scottish Government. This represents 84% of teaching staff who were employed by the College during 2018/2019. This was an increase of 15% on 2017/2018.

The College is supporting an additional 8 members of staff in completing their TQFE during 2019/2020. Under the provisions of the National Joint Negotiating Committee (NJNC) the College will also ensure that all lecturers undertaking a recognised lecturing qualification for 2019/2020 receive remission on the basis of 150 hours reduction in class contact time over an academic year. Line managers are requested to ensure that lecturers have one full day with no class contact for the duration of the course.

#### Other Teaching Qualifications

The SFC return also reported that during 2018/2019 70 staff held other teaching qualifications which are not equivalent to TQFE. This is a slight increase of 3%. The majority of these have a PDA in Teaching. In most cases, the priority for these staff will be to progress to TQFE in the next academic session. In some instances, staff may be required to undertake L&D Units beforehand, to meet the demands of College's provision.

It is anticipated that the College will support 13 staff through their PDA in 2019/2020 and a further 15 staff will undertake Assessor and Verifier qualifications in 2019/2020.

Members discussed the level of work taken to collate the staffing return and the information available in return. Ms Beresford stated that a sector wide report would be published in March 2020.

#### Professional Learning Opportunities

The next staff development day is scheduled for the 16<sup>th</sup> of December 2019. The College will also be providing sessions on learning and teaching including Evaluative Writing.

Members noted that a number of the sessions provided had been at the suggestion of the lecturer mentoring the TQFE and PDA groups and that those involved would be encouraged to attend.

There will continue to be a focus on equality and health and wellbeing with a number of sessions planned to support staff including, ASIST Tune-Up, Mental Health and Wellbeing and Autism Awareness.

The College will also be launching a new Corporate Parenting e-learning module and the new Health and Safety training package provided by Workrite.

A session on the new HR Recruitment System Training for Managers will also take place.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 2<sup>nd</sup> December 2019.

An overview of the management training programme for middle management at Operational Manager/Curriculum Manager level had been provided to members with the papers. Ms Beresford stated that only positive feedback had been received from those involved and thus far the programme was proving to be a great success. The next session is planned for December 2019. Members welcomed this information.

The Learning and Development team have also recently completed a programme of Boardmaker Training.

### **Career Review**

The College recognises the importance of Professional Update in the development of staff and is committed to ensuring that all lecturers have:

- A responsibility to consider their development needs
- Confirmation that they have maintained the high standards required of a lecturer

The current Career Review process is being reviewed to ensure that it captures the Professional Standards for lecturing staff.

The College has commenced the Career Review cycle for 2019/2020.

### **Health and Wellbeing**

#### **Absence Management**

The absence report detailing the levels of absence over the second quarter period 1<sup>st</sup> July to 30<sup>th</sup> September 2019 and the full quarterly report had been provided to members with the papers.

Staff absence continues to be a high priority, and significant efforts are made to support staff to attend work. Every absence is followed by a formal return to work interview with the appropriate manager, and trigger point meetings with the Principal or Depute Principal and HR staff also take place as appropriate. Professional occupational health and counselling services are used to support staff attendance.

Ms Beresford took members through the detail of the figures. Members the low levels of absence were in part a result of pro-active management. The Committee wished to record its gratitude and thanks for these impressive figures.

#### **Planned Health and Wellbeing Initiatives**

The College Health and Wellbeing event took place from 22<sup>nd</sup> to 25<sup>th</sup> October 2019.

The event was a success and once again proved useful for both students and staff. The College hosted an EXPO in the Atrium with a diverse range of organisations hosting information stands and we offered staff the flu vaccination.

In addition, the College once again supported blood donations. This was open to students and staff and Scotblood collected 47 donations.

The events students also organised Pink Day on Friday the 25<sup>th</sup> of October 2019 in support of Breast Cancer Care. A total of £1531 was raised for Breast Cancer Now, the research and care charity.

The College was delighted that 108 staff received their winter flu vaccination. Staff also had the opportunity to get their blood pressure and BMI checked by the HNC Care and Administrative Practice Students.

During November 2019 the College will be supporting the Movember Campaign to raise awareness of men's health. A team of staff took part in the MoRun event in Glasgow on Sunday 10<sup>th</sup> of November 2019.

A group of staff also participated in the Great Scottish Run on Sunday 29<sup>th</sup> September 2019.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. The staff choir continues on a weekly basis and is well attended.

Lighter Weighs provide a slimming class to ensure that staff continue to benefit from the class on a weekly basis. We also continue to promote the healthy eating by working with Inspire to provide half price porridge, fruit and soup to staff and students.

The Mindfulness class which takes place every Thursday, is open to both staff and students and continues to be well attended, proving a success. We have now opened an additional class on a Thursday evening, and this is open to staff, students and the public.

We have also continued with the visiting chiropodist and turbo trainers are available to staff.

Members agreed that the initiatives that continued across the College to support staff in their health and wellbeing were both impressive and beneficial to all.

### **Mental Health**

The Mental Health Working Group met on the 11<sup>th</sup> of September 2019. The Minutes will be presented at the next meeting of the Committee.

The College supported World Mental Health day on the 10<sup>th</sup> October 2019. This year's theme was suicide prevention and the College was supported by Lanarkshire Action for Mental Health (LAMH), K Woodlands, the Student Association and the Chaplaincy team who hosted information stands.

There are currently 29 members of staff ASIST trained.

The College is currently reviewing the Employee Assistance Programme to ensure that we are providing a service that meets the needs of our staff. It is anticipated that a new provider will be in place by December 2019.

Ms Beresford explained that a new provider should bring a far stronger service for staff. The provider would be assessed in 12 months. The package included 6 sessions with a counsellor and 4 CBT sessions. The most important aspect is that staff will speak to a counsellor within the first point of contact and that calls will be triaged to ensure the correct level of care was being offered.

Members welcomed the introduction of this new provider, acknowledging the importance of this safety net being in place to support staff. A strong college-wide campaign would go out to ensure all staff were aware of the changes and a training session with the College Management Team to enhance awareness.

## **Equality and Student Focused Initiatives**

The Equality Group met on Wednesday 30<sup>th</sup> October 2019 and a number of items were discussed and actioned. A copy of the minutes will be provided to the February 2020 HR Committee.

The audio induction loops from Deaf Action were installed in the College in October 2019.

Dyslexia Awareness Week is taking place from the 4<sup>th</sup> to the 9<sup>th</sup> of November and the College will be promoting the campaign throughout the College and on social media.

The College is reviewing the provision of accessible toilets to increase accessibility. The hoist in the 3<sup>rd</sup> floor toilet (350) has been replaced with a smaller hoist. The College is also looking into installing a Changing Place Accessible toilet which has extra features than standard accessible toilet.

The College is delighted to be part of a project with Advance HE to support colleges in developing positive action measures for disabled staff recruitment. The project is launched in June 2019 and the College is currently finalising the project plan which will be shared with the HR Committee in February 2020.

Ms Beresford stated that she had attended an event on 'Menopause in the Workplace' during September 2019. The College is organising a Menopause Café to increase understanding of how the menopause is affecting the staff in the College and support the development of the Menopause Policy. This is scheduled to take place in November 2019.

Members welcomed the many initiatives. The importance of creating a platform to open up the discussion on the issues attached to menopause, not only for those experiencing it but indeed their partners and colleagues, was agreed by members.

## **National Bargaining**

### **Lecturing Staff**

The terms and conditions of employment implementing the NWP have been updated and discussed with the Joint Negotiating Committee on the 21<sup>st</sup> August 2019. It is anticipated that they will be finalised and issued to all lecturing staff in November 2019.

### **Support Staff**

All Role Outline questionnaires for support staff within the College have now been submitted and the evaluation process is now confirmed to re-commence on Monday 11<sup>th</sup> November 2019.

## **Staffing Changes**

Members noted the content of the report.

### **Additional Staffing Changes**

Facilities Department - the Principal explained that due to a member of staff in Facilities asking to reduce hours, a vacancy now existed in this area. Consideration had been given to the needs of

this department and the manager had expressed the requirement for a member of staff with a specialism in Health and Safety.

The Principal stated that this post would be for 3 days per week and would be a slightly greater salary cost than that of the post being vacated. Members discussed the requirement and agreed the recruitment go forward.

Additional Funding – the Principal informed members that the College had been awarded funding of £34K to support the employment of counsellors for students. He then asked that the Committee agree these monies be used to increase the present number of counsellors. Members fully supported this move, stressing the importance of supporting students as fully as possible.

### **Health and Safety**

The next Health and Safety Group meeting is scheduled for 4<sup>th</sup> December 2019.

The College undertook a Health and Safety Audit and is currently awaiting a finalised report which will be provided to the Committee in February 2020.

A quarterly report covering the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019 had been distributed. This provides a summary of the accidents/incidents for the period. The Health and Safety Group will review the statistics and discuss the trends at the December 2019 meeting. It was noted that there were no unexpected patterns relating to the period. There were no RIDDOR incidents.

There have been no patterns of absence identified relating to mental health. The Health and Safety Group will continue to monitor this and recommend any further actions to reduce the likelihood of recurrence, where necessary.

## **4. Annual Report from the Committee to the Board of Management (Draft)**

Ms Martin stated that through the Board Effectiveness exercise it had been agreed that it would be good practice for all Committees to follow the example of the Audit Committee and prepare an Annual Report to the Board of Management. This report would highlight attendance, terms of reference and the work done and considered by the Committee throughout the year. This will be the second year of following this practice and it had been noted and welcomed by the college auditors.

Members considered the content of the report and agreed it would go forward to the Board of Management on 26th November 2019.

## **5. Approval of Publication of Papers**

The Committee approved the publication of all papers marked 'for publishing' by the reporting officers.

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