

**PEOPLE AND CULTURE COMMITTEE**

**NOTICE**

There will be a meeting of the People and Culture Committee on 26<sup>th</sup> February 2026 at 17:30 hours in SLC Boardroom and on Teams

<b>AGENDA</b>			
<b>Agenda Item</b>		<b>Presented By</b>	<b>Paper (Y/N)</b>
01	Apologies for Absence	<b>VA</b>	<b>N</b>
02	Declaration of any potential Conflicts of Interest in relation to any Agenda items	<b>All</b>	<b>N</b>
03	Minutes of Previous Meeting (27 Nov 2025)	<b>HA</b>	<b>Y</b>
04	Matters Arising from the Previous Meeting	<b>HA</b>	<b>Y</b>
	<b>Matters for Discussion</b>		
05	People and Culture Committee Outcomes and Work Plan	<b>FM</b>	<b>Y</b>
06	Sector Employment Updates	<b>SM</b>	<b>Y</b>
07	Quarterly Health and Safety Report	<b>SM</b>	<b>Y</b>
	<b>Matters for Information (No overviews required – questions invited)</b>		
08	Quarterly People Services Report	<b>GM/FM</b>	<b>Y</b>
09	Reserved: Commercially Sensitive Strategy/KPI Update	<b>SM</b>	<b>Y</b>
10	EIS-FELA Trade Union Update	<b>SG</b>	<b>Y</b>
11	<b>Any Other Business</b>		<b>N</b>
12	<b>Summation of Actions and Date of Next Meeting (28 May 2026)</b>		<b>N</b>

<b>Initials</b>	<b>Committee Member</b>
CS	Chris Sumner – Head of Digital
DMorr	Douglas Morrison – Board of Management Chair
DMorw	Doug Morwood
<b>HA</b>	<b>Heather Anderson – Interim PAC Committee Chair, Board of Management Vice Chair</b>
JB	John Brown
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>
FM	Fiona MacCormick – Depute Head of People Services
VA	Vari Anderson – Governance Professional

**Unconfirmed PAC Minutes**

**PEOPLE and CULTURE COMMITTEE (PAC)**

**MINUTES**

PAC Committee on 27 November 2025 at 1730 hours via Microsoft Teams and in the Boardroom at South Lanarkshire College

<p><b>Present</b></p> <p>Chris Sumner          Doug Morwood (online from 17.52)          Douglas Morrison, Chair (Board of Management)  <b>Heather Anderson (Chair, PAC)</b>          John Brown          Scott Gray          Stella McManus (Principal)</p>	<p><b>In Attendance</b></p> <p>Gary McIntosh (Head of People Services)          Fiona MacCormick (Dep Head of People Services)          Wilma MacLeod, Head of Curriculum</p> <p><b>Part attendance</b></p> <p>Lianne McMullen (People Services) -Item 12          Omatsola Oke (People Services) - Item (12) 13</p>
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Vari Anderson (Governance Professional)  
 Christine Clark (Executive & Governance Administrator)

AGENDA ITEM	
<b>01</b>	<p><b>Apologies for Absence</b>                      Jack Whyte</p>
<b>02</b>	<p><b>Declaration of any potential Conflicts of Interest in relation to any Agenda items</b>                      None noted.</p>
<b>03</b>	<p><b>Minutes of Previous Meeting – 28 August 2025</b>                      The previous minutes were duly <b>approved</b>.</p>
<b>04</b>	<p><b>Matters Arising from the Previous Meeting</b></p> <ul style="list-style-type: none"> <li>Item 5 - Approved and remit to Board. <b>Completed.</b></li> <li>Item 6 - Consider external guests, nominations plan and succession planning. <b>Ongoing.</b></li> <li>Item 7 – Wellbeing indicators to be added. Legislative mandatory training dates, heat maps and justify reason. Refresh ToR. Data to be added to 11.1 table. <b>Ongoing and Complete – TOR on today’s agenda.</b></li> <li>Item 8 - Undesirable circumstance to add to H&amp;S report and ensure method statements are in place with risk assessments completions. Identify which</li> </ul>

	<p>framework to use and consideration of college becoming training provider for Martyn's Law. <b>H&amp;S Paper and information was circulated. Ongoing.</b></p> <ul style="list-style-type: none"> <li>• Item 10 – Consider sector response re implementation of legislation and how the College will respond to complaints in this area. <b>Carry forward as awaiting sector guidance. SG example at Fife College. Consider case studies.</b></li> <li>• Item 12 – Progression updates and clarity around good practice. <b>Ongoing and included in agenda.</b></li> </ul> <p>J Brown and D Morwood were welcomed to their first PAC meeting and introductions made.</p>
<b>Matters for Approval</b>	
<p><b>05</b></p>	<p><b>Terms of Reference</b></p> <p>The People and Culture Committee Remit was presented for approval and included areas such as composition and membership, the primary purpose of the committee and the minimum number of times the committee should meet.</p> <p>Discussion noted implications and all Committees being interdependent with deep connectivity.</p> <p><b>ACTION:</b> Terms of Reference to explicitly state links/references as appropriate and include a statement on collaboration with and escalation to other Committees and update the sentence referencing health and safety. Thereafter, remit to the Board.</p>
<p><b>06</b></p>	<p><b>Work Plan</b></p> <p>The Committee noted the current workplan referencing the quarterly papers and requested further input around what the Committee wants to achieve.</p> <p><b>ACTION:</b> VA and GMCI will schedule time to discuss Committee outcomes and the work plan for the next PAC meeting.</p>
<p><b>07</b></p>	<p><b>Whistleblowing Policy</b></p> <p>The Committee noted the paper and questioned the confidence around how this approach may or may not stand up to significant legal tests.</p> <p>References made to page 17 (1.1) around acknowledging the Nolan Principals, page 18 (3.2) adding College policies not solely Board, and page 19 consideration to be given to identifying a back-up Designated Person in the event that the Governance Professional is unavailable. The suggestion being the Senior Independent Member could fulfil this role. It was also suggested that the characteristics of the Designated Person could be communicated along with an easy-to-follow procedural flow chart.</p> <p><b>ACTION:</b> VA to amend the Public Interest Disclosure 'Whistleblowing' Policy to include reference to the Nolan Principals, College and Board Policy and clarification of the characteristics of the Designated Person along with a backup if the Designated Person is unavailable. A procedural flowchart to be included and College solicitors to consider whether this documented approach would stand up to legal test, with an update to be provided to PAC prior to Board approval.</p>

<p><b>08</b></p>	<p><b>Staff Recruitment Policy</b></p> <p>The Committee noted and fully discussed the terms of the policy. The Committee discussed specific expectation of alignment with SLC’s values and approach. Following discussion, the Committee requested that the policy be revised to reflect the College’s commitment to equity and equality in its approach and to ensure recruitment agencies are included within its scope.</p> <p>The Committee noted the volume of policies being presented for approval and requested an exercise to determine whether each policy is necessary or if a procedure could serve as an alternative. The Governance Professional confirmed that work in this area is already underway. It was suggested that for each policy the relevant committee(s) should be asking:</p> <ul style="list-style-type: none"> <li>• Is this already (partially or fully) covered in an existing policy?</li> <li>• What value does this policy add?</li> <li>• What information gap does this fill</li> <li>• What impact do we expect this policy to have?</li> </ul> <p><b>ACTION:</b> GMcl to include recruitment agencies within the scope of the recruitment policy and sentence stating that SLC includes equity and equality. Thereafter, remit to Board for consideration/approval.</p>
<p><b>09</b></p>	<p><b>Employee Learning and Development Policy</b></p> <p>The Committee noted the paper, and reference made to discussions at the recent LTSE Committee meeting around qualifications and mandatory requirements.</p> <p>Reference made to Nolan principals, counter-fraud, learning and development, cyber security and AI policies. The college approach to annual development reviews was discussed; the importance of recording development needs to aid planning (e.g. running an in-house course if a sufficient number of staff have that need). CS will update D Morwood separately on Cyber Security and AI approaches.</p> <p>The Committee noted its confidence (without complacency, noting cyber security is everyone’s responsibility) around cyber security within the College adding the requirements around regular updates and awareness of GDPR, Data Protection risks in regard to sharing of information.</p> <p>Policy <b>approved</b> and remitted to the Board.</p>
<p><b>10</b></p>	<p><b>Employee Transition and Departure Policy</b></p> <p>The Committee noted this first draft policy and discussed ill-health, death in service, secondments, sabbaticals and business continuity.</p> <p>The Committee commented on checklist forms for those exiting College employment and a question was raised regarding departure from the Board. The Governance Professional explained that resignation from the Board is done in writing and that draft exit surveys have been created and can be shared.</p> <p>Further, the Committee welcomed more structure in respect of page 51 (6.2) on retirement and suggested conditions could be added to this section.</p>

	<p><b>ACTION:</b> Consideration to be given to whether death in service and ill-health should be included as reasons for leaving employment under this policy. Consideration to be given to sabbaticals or temporary exits and further details on retirement to be provided.</p>
	<p><b>Matters for Discussion</b></p>
11	<p><b>Sector Employment Updates</b></p> <p>The Committee noted the update and were advised on the current situation around Unison, Unite and GMB.</p> <p>Discussion included negotiation around requested commitment of no redundancies and noted VS was and would remain to be the preferred option.</p> <p>Noted cross-committee discussions around college finances as captured by the VP (FR&amp;S).</p> <p>The Committee also noted the absence of a permanent Unison representative. The ongoing discussions and updates within the Newsletter and line manager support were noted.</p>
12	<p><b>Update and Demonstration of iTrent</b></p> <p>People Services colleagues, Lianne McMullen and Omatsola Oke were welcomed to the meeting and introductions were made.</p> <p>LMcM provided a demonstration and screen shots of the iTrent system and PowerBI data, advising of the system's capabilities and the next steps.</p> <p>The Committee were advised that accreditation was received today from the General Teaching Council of Scotland (GTCS) and thanks were conveyed to all involved in this significant piece of work.</p> <p>LMcM welcomed any contacts via Board Members of those currently using the iTrent system around business/personal objectives and specific report building.</p> <p>Question raised on data security/residual risks and CS confirmed DPIA has taken place for the SLC servers with limited / manager access and appropriate permissions in place. Timesheets noted as the last process sitting within the legacy system with a process and development underway to replace this.</p> <p>The positive impact, which the implementation of iTrent has enabled, was noted (e.g. reduction in time to collate and synthesise data, transformation of recruitment process, and streamlining of processes) along with the expectation of further gains (e.g. the L&amp;D platform). This year will be used to 'test and evolve' the system use.</p> <p><b>ACTION:</b> Board members with experience using iTrent to contact Lianne. VA to pass on Laura Wright's details and HA will advise of an HR contact within the University of Strathclyde for Lianne.</p> <p>LMcM left the meeting.</p>
13	<p><b>Quarterly Health &amp; Safety Report</b></p>

	<p>OO provided an overview of the report noting the approach to Fire Risk Management, H&amp;S incidents, Mandatory Training and the Additional Institution of Occupational Safety and Health (IOSH) and National Examination Board in Occupational Safety and Health (NEBOSH) training which is planned for managers. The committee welcomed the changes which OO has implemented in the management and running of the H&amp;S committee (e.g. inclusion of students and more staff in higher risk areas).</p> <p>The Committee held a discussion around the lift replacement as one lift is currently out of order. SMcM provided an update around the SFC Emergency Capital Expenditure Fund which the College had applied for. The funding was fully allocated during the first announcement without the sector being notified/updated. Allocation via (OFAM, SFC) may come in the new financial year (March/April 2026) but operational impact noted if the college was to lose usage of the second lift currently being used. Last year students with moderate-severe learning difficulties were relocated to the ground floor to provide better access. SMcM and JB will hold an offline discussion regarding lift manufacturers. Additionally, D. Morrison and SMcM will discuss the potential drafting of a letter of dissatisfaction to the SFC concerning the Emergency Capital Expenditure Fund allocation issue.</p> <p>The improvement and quality of the report was welcomed with a structure now emerging. Query raised around accident descriptions including gender and if there was a reason for this – GMcl to make enquiries. A question was also raised around Fire Warden planning if both main and back-up wardens are unavailable and to who is responsible for ensuring contractors have evacuated. Discussion included Fire Warden list being circulated following recent staffing changes and the possibility of a live drill or a simulation if this would cause distress to any particular student(s).</p> <p>The Committee discussed the number of incidents out with the college and the impact on and interventions by H&amp;S, First Aid Responders and Student Services. The Committee requested an explanation as to why individuals had not sought medical attention for incidents occurring outside the College. Can individuals be sign-posted to help they can get outside the college (consider the potential for the college to partner with local GPs)?</p> <p><b>ACTION:</b> GMcl to make enquiries as to why gender is noted on H&amp;S reports. Consideration to be given to evacuation for contractors on site and requesting reasons why people haven't sought medical attention where an incident has taken place out with the College.</p> <p>OO left the meeting.</p>
	<p><b>Matters for Information</b></p>
<p><b>14</b></p>	<p><b>Quarterly People Services Report</b></p> <p>The Committee noted the report and HA suggested questions will be sent separately to GMcl as no discussion is required at this time.</p>
<p><b>15</b></p>	<p><b>Annual Health and Safety Report</b></p>

	<p>The Committee noted the report and the brief update around the monitoring of vaping to avoid Fire Alarm activation.</p> <p>The quarterly data was noted however year-on-year data was requested for future reports to help track and compare progress and understand whether the position is cyclical, improving or declining).</p> <p><b>ACTION:</b> Year on year data to be provided to track progress.</p>
<b>16</b>	<p><b>EIS-FELA Trade Union Update</b></p> <p>SG noted the SLC branch had introduced committees that report back to the main branch, similar to the SLC process of committees leading into Board of Management and provided a brief update on Committee discussions. SG advised that Board members are welcome to attend any future EIS-FELA committee meetings.</p> <p>The Governance Professional commended the report and noted that the report is a great example of Section 25 of the Code of Good Governance for Scotland's Colleges in promoting positive relations between Trade Unions and Management. Thanks were given to the EIS-FELA branch for the report and to management and Board for welcoming the report.</p>
<b>17</b>	<p><b>Any Other Business</b></p> <p>Nil raised.</p>
<b>18</b>	<p><b>Summation of Actions and Date of Next Meeting 26 February 2026</b></p> <p>HA extended her thanks to colleagues not normally involved in attending this Committee and for their informative presentations/reports.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Item 5 – VA to update the Terms of Reference to include collaboration with and escalation to other Committees and update the sentence referencing health and safety. Thereafter, remit to the Board</li> <li>• Item 6 – VA/GMcl to schedule time to discuss Committee outcomes/work plan at next meeting</li> <li>• Item 7 – VA to amend the Public Interest Disclosure 'Whistleblowing' Policy to include reference to the Nolan Principals, College and Board Policy and clarification of the characteristics of the Designated Person along with a backup if the Designated Person is unavailable. A procedural flowchart to be included thereafter. College solicitors to consider and update to be provided to Committee prior to Board approval.</li> <li>• Item 8 – GMcl to include recruitment agencies within the scope of the recruitment policy and sentence stating that SLC includes equity and equality. Thereafter, remit to Board.</li> <li>• Item 9 – Approved and remit to the Board</li> <li>• Item 10 – Consideration to be given to whether death in service and ill-health should be included as reasons for leaving employment under this policy. Consideration to be given to sabbaticals or temporary exits and further details on retirement to be provided.</li> <li>• Item 12 – Board Members with experience using iTrent for personal objectives to contact Lianne. VA to pass on Laura Wright's details and HA to pass on Strathclyde University Human Resources contact.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Item 13 – GMcl to make enquiries as to why gender is noted on H&amp;S reports. Consideration to be given to evacuation for contractors on site and requesting reasons why people haven't sought medical attention for incidents taking place out with the College.</li><li>• Item 15 – Year on year data to be provided to track progress.</li></ul> |
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Date of next PAC meeting: 26/02/26.

Meeting finished at 19.45

### PEOPLE & CULTURE COMMITTEE

<b>DATE</b>	26 February 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; and
- 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**

7.1 Members are recommended to:

7.1.1 note the contents of this report;

7.1.2 consider potential outcomes of the People and Culture Committee and key areas for focus using the proposed data sets;

7.1.3 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>	25 February 2026
<b>TITLE OF REPORT</b>	Sector Employment Updates
<b>REFERENCE</b>	06
<b>AUTHOR AND CONTACT DETAILS</b>	Stella McManus <a href="mailto:Stella.mcmanus@slc.ac.uk">Stella.mcmanus@slc.ac.uk</a>
<b>PURPOSE:</b>	To provide Members with an updates from Colleges Employer Scotland.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to <ul style="list-style-type: none"> <li>• note the update on job evaluation and the fact that a lessons' learned approach must be undertaken;</li> <li>• acknowledge the revised National Recognition and Procedures Agreement; and</li> <li>• note the lecturing pay claim received by EIS-FELA.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That both National and College industrial and staff relations deteriorate impacting on the student experience.</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>• There have been leadership changes at College Employers Scotland (CES) John Anderson has retired; Steve Farrell is the new Head of National Bargaining; Callum Chomczuk is the new CES Director and will visit SLC soon.</li> <li>• The national job evaluation process for professional services staff remains unfinished. A Lessons Learned review, required by both the Scottish Government (SG) and the Scottish Funding Council (SFC) will begin following procurement in March 2026. SLC is well-positioned, though there are some staff that need roles evaluated.</li> <li>• There is a revised National Recognition Procedures Agreement (NRPA) with a new structure now creating two separate bargaining groups (Lecturing Staff and Professional Services Staff). It includes commitments to Fair Work and the Nine Principles of Public Life.</li> <li>• EIS-FELA has submitted a new pay claim: 4.5% (2026/27) and 4% (2027/28).</li> </ul>

## **1. INTRODUCTION**

1.1 This paper outlines a series of updates from the recent College Employers Scotland meeting on 4 February 2025 which affect employees across the sector.

## **2. STAFF CHANGES**

2.1 There have been staffing changes at College Employers Scotland, with the Head of National Bargaining, John Anderson retiring, and being replaced by Steve Farrell. The new Director of CES, Callum Chomczuk started in October 2025 and he is due to visit the College in the coming weeks.

## **3 JOB EVALUATION**

3.1 Members will be aware that a national job evaluation process began for professional services staff across the sector in 2016, which still has not been completed. All monies relating to the job evaluation have now been taken back by the Scottish Government.

3.2 As of December 2025, there has been the creation of a Job Evaluation Project Board (JEPB). Further, the college preparatory work has moved forward with all colleges having since completed a Job Evaluation Sector Survey, whereby each college has provided a breakdown of data relating to the number of roles required to be evaluated via Job Evaluation.

3.3 The CES Team and the SFC, met on 3 December 2025 to clarify how the job evaluation could be moved forward. The Scottish Government/SFC now require that an independent Lessons Learned review be carried out to ensure confidence in the process going forward, that the project will deliver and that there will be no issues with implementation of Job Evaluation as there were before.

3.4 An initial scope of the review has now been received and the time parameters for the Lessons Learned have been confirmed as 6-10 weeks as from March 2026 to apply the procurement process to appoint an independent hearing authority and thereafter the preferred candidate(s) to conduct the investigation and final report, for which the timescales are not known.

3.5 SLC is in a stronger position than most colleges due to the recent restructure where the vast majority of professional services roles were evaluated. However, there are a small number of staff who have now been waiting for 10 years for this project to conclude.

## **4 NATIONAL RECOGNITION AND PROCEDURES AGREEMENT (NRPA)**

4.1 In January 2025, the CES Team scheduled meetings with the trade unions (EIS-FELA, UNISON, Unite and GMB) to review the NRPA as part of the Lessons Learned exercise, led by the then Minister of Further Education, Graeme Dey MSP. During the review, the resignation of UNISON and Unite from the NRPA in March 2025, led to a

much more significant reform exercise commencing, potentially leading to new and separate agreements. However, an agreed position with the trade unions was eventually reached, on how the NRPA could be revised to the satisfaction of all, avoiding the need for any party to resign.

4.2 The outcome of the reform work, with the full support of the trade unions, is an agreed revised NRPA which establishes two completely separate bargaining groups – Lecturing Staff and Professional Services Staff (currently Support Staff). The Lecturing Staff and the Professional Services Staff, now have their own agreements, under the revised NRPA, and these agreements are set out in the appendices of that document. The former Central Committee has been removed from the NRPA.

4.3 The revised NRPA addresses points raised in the Strathesk Lessons Learned Report, such as behaviours and protocols, and it now includes a commitment for all involved to operate under the Nine Principles of Public Life in Scotland and Fair Work principles, as central tenets to the agreements. It is hoped these will act as a foundation and constructive basis for all future discussions, negotiations and agreements.

4.4 The College would like Members to be aware that this is not a new NRPA that requires approval, as it has simply been revised. As well as the above inclusions it also includes a commitment to student success:

4.4.1 *“The Colleges and their Boards of Management, along with the Trade Unions acknowledge a common interest in advancing the educational aims of the Colleges, the success of college students, and the furtherment of employment terms and conditions for its staff, through the agreed Terms and Conditions and working practices.”*

4.5 The revised NRPA will take effect from 1 March 2026. A full list of the revisions can be found at Annex A, and the NRPA itself is available at Appendix A

## **5 PAY AWARDS**

5.1 The sector is approaching the end of the three year pay award that was in place for Lecturing Staff. The EIS-FELA have recently submitted a request for a three year pay award of and EIS-FELA believe that it would need to be at least 5.96% to restore the value of pay lost since 2019/20.

5.2 The pay claim structure is as follows:

5.2.1 **Year 1 – 1 September 2026 – 31 August 2027:** A consolidated Pay Award of 4.5% on all salary points for all unpromoted and promoted lecturer staff, effective from 1st September 2026.

5.2.2 **Year 2 – 1 September 2027 – 31 August 2028:** A consolidated Pay Award of 4% on all salary points for all unpromoted and promoted lecturer staff, effective from 1st September 2027.

5.3 The College sector will not know what they will receive from the budget settlement until March 2026, and each college is likely to receive a different amount. It is thought that SLC will receive around a 3% increase, which is being used to cover national insurance contributions, which straddle 2 years, pensions and some pay award costs. National negotiations will likely start after the full budget position is known. The full pay claim can be found at Annex B.

## **6 EQUALITIES**

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

## **7 RISK**

7.1 That both National and College industrial and staff relations deteriorate impacting on the student experience.

## **8 RECOMMENDATIONS**

8.1 Members are recommended to

8.2 note the update on job evaluation and the fact that a lessons' learned approach must be undertaken;

8.3 acknowledge the revised National Recognition and Procedures Agreement; and

8.4 note the lecturing pay claim received by EIS-FELA

## ANNEX A: REVISIONS TO NRPA

# Confidential Summary of Revisions to the National Recognition and Procedures Agreement (NRPA) 2025

The following are a summary of the changes that have been made to the NRPA.

- A revised and more defined Glossary
- Improvements made to the Introduction and purpose of the NRPA, incorporating reference to Fair Work, and a commitment to **student success**:
  - *The Colleges and their Boards of Management, along with the Trade Unions acknowledge a common interest in advancing the educational aims of the Colleges, the success of college students, and the furtherment of employment terms and conditions for its staff, through the agreed Terms and Conditions and working practices.*
- Incorporation of “*The Nine Principles of Public Life in Scotland*”.
- Incorporation of the NRPA Protocols, previously on a separate document.
- Incorporation of the Joint Secretaries Referrals Protocol; a document that had been under review by the Joint Secretaries for a significant time.
- Removal of the Central Committee; this removes areas of commonality across the Lecturing Staff and Professional Services Staff, removing the need for joint working groups and sub-committees. Progress of matters through the Central Committee have been notoriously slow. Decisions have historically been influenced by the EIS-FELA, as they held a majority of trade union seats at the Central Committee.
- The principle of side tables remains unchanged but will be known simply as ‘committees’.

**National Negotiating Committee (NNC) – LS (previously Side Table Lecturing)** mainly unchanged, other than:

- Disputes process renamed to “*Avoidance on Industrial Action Procedure*”.
- A link has been added to the EIS-FELA Facilities Time Agreement.

### **NNC – Professional Services Staff (PSS – formerly Support Staff)**

- Includes definition of single table bargaining:
  - *The agreement acknowledges that the signatory trade unions are jointly recognised and shall co-operate with each other in a way that shall maintain stable and effective single table bargaining arrangements.*
- UNISON remain the majority trade union with three seats.
- Notice period for PSS reduced from twelve months to six months, with variations to that agreed jointly by NNC-PSS.
- Disputes process for PSS simplified and now includes a formal stage of Failure to Agree:
  - *Either the Management or Staff Representatives may declare the dispute procedure is exhausted and there is a formal Failure to Agree if (1) resolution is not achieved after the dispute meetings and (2) no agreement is reached on seeking third party assistance or if such third-party assistance does not lead to a resolution of the dispute.*
  - Link to Facilities Time Agreement now included and detail of arrangement which is based on an agreed annual schedule.

## **ANNEX B: THE EIS-FELA LECTURERS' PAY CLAIM**

### **The Educational Institute of Scotland Further Education Lecturers' Association Lecturers' Pay Claim for years 2026/27 and 2027/28**

EIS-FELA seeks meaningful negotiations on this claim to agree a settlement without delay, especially given the significant delay in a settlement for both 2022/23 and 2023/24 leading to prolonged periods of industrial action and conflict within the sector.

#### **Rationale**

EIS-FELA members should have received their 2022/23 pay award in September 2022 and their 2023/24 pay award in September 2023. A four-year pay deal was eventually reached in September 2024 but this delay, during a cost-of-living crisis, resulted in members facing rising personal costs with their pay reducing in real terms.

Staff are the sector's most vital asset. Their pay must increase in a manner which mitigates against being overwhelmed, burdened or stressed by personal worries about paying their mortgage, rent, energy or food bills. Instead, those delivering Scotland's public service of further education should focus on ensuring students and prospective students receive good quality education. This is especially true for those lecturers working in our remote island communities where the costs of living are disproportionately higher.

This pay claim is made to further restore pay erosion over time, and to offset inflationary pressures. A truly restorative award for 2026/27 would need to be at least 5.96% for the pay claim to restore the value of pay lost since 2019/20.

The public sector pay policy of 2025-28 was published in December 2024, three months after reaching NJNC agreement on the 2022-26 pay award for lecturers. As such, we believe the 2025-26 4.14% increase should not be deducted from the PSPP 9% cap as this would be retrospective. Nonetheless, EIS-FELA's total claim for 2026-28 is still in line with PSPP multi-year deal at 8.5%. NHS Agenda for Change deal for two years' 2025-27 is 8.16% and civil service is 7.5% for 2025-27 with the SNCT pay claim being 7.5% for two years 2025-27 too. It is unlikely any of these bargaining groups will have final pay awards within the 9% range; especially given the period we live in.

We recognise this period of great market volatility and political instability, which is characterised, nonetheless, by increased income and wealth inequality, and increasing global profits. Individuals are the most vulnerable to this precariousness as opposed to organisations and institutions. As such, we are also seeking mechanisms built into a pay agreement which would ensure some comfort against rising inflation without the need to take industrial action.

RPI was 4.2% in Dec 2025 and projected around 3.3% by the end of 2026 but with so much volatility we are seeking a guarantee that each year of this pay deal will be 1 percentage point higher than average RPI inflation.

There is an expectation that this pay award is settled timeously and in doing so, the NJNC can ensure that the frustrations of previous negotiations are avoided, and focus can be given to the many areas of work that the new NJNC structure must take forward including, but not limited to, continued commitment to full implementation of circulars 04/18 (Transfer to Permanency) and 02/21 (Lecturing Staff National Dispute Resolution) consistent with the Fair Work principles.

### **Structure of the Pay Claim**

The EIS FELA are submitting the following pay claim:

#### **Year 1 – 1 September 2026 – 31 August 2027**

A consolidated Pay Award of 4.5% on all salary points for all unpromoted and promoted lecturer staff, effective from 1<sup>st</sup> September 2026.

#### **Year 2 – 1 September 2027 – 31 August 2028**

A consolidated Pay Award of 4% on all salary points for all unpromoted and promoted lecturer staff, effective from 1<sup>st</sup> September 2027.

In addition to the consolidated pay elements above, EIS-FELA are also seeking the following:

- A commitment to no compulsory redundancies;
- Distant Islands Allowance to be payable to all unpromoted and promoted lecturers whose place of employment is any of the islands listed in Appendix 1. The currently agreed SNCT rate is £2,997 effective from 1<sup>st</sup> October 2025 and we are seeking 4.5% and 4% increase on this for 2026/27 and 2027/28 respectively. It is imperative the Distant Islands Allowance is funded for colleges where lecturers are working in these islands in order that they do not suffer disproportionately any cuts and are able to sustain further education for the local populations without staff's living standards decreasing as a result; and
- Any payment under the inflation guarantee will be referred to for the purposes of this agreement as "the inflation guarantee payment".

To ensure any uplift to salaries can be made within the relevant pay period, average RPI inflation, as defined by the Office of National Statistics (ONS) will be calculated over the calendar year. For the 2026-27 pay period, average inflation will be calculated from September 2026 to August 2027. For the 2027-28 pay period average inflation will be calculated from September 2027 to August 2028.

For 2026-27 the pay claim is 4.5%, therefore if RPI inflation in 2026/27 averages higher than 3.5% over the period September 2026 to August 2027, then pay will be adjusted by the inflation guarantee payment to ensure the uplift over the period is 1 percentage point above average RPI inflation. For 2027-28 the pay claim is 4%, therefore if RPI inflation in 2027 averages higher than 3% over the period September 2027 to August 2028, then pay will be adjusted by the inflation guarantee payment to ensure the uplift over the period is 1 percentage point above average RPI inflation.

The table below sets out what the cumulative pay award will be relative to different rates of cumulative RPI inflation over the corresponding period as a series of examples for illustrative purposes and does not cover every scenario.

### **RPI inflationary scenarios**

<b>% Pay Award 2026-27</b>	<b>Average RPI inflation % September 2026 to August 2027</b>	<b>Inflation Guarantee Payment % applied in April 2028</b>
4.5	3	0.00
4.5	3.55	0.05
4.5	4.5	1
4.5	5.25	1.75
4.5	6	2.5

Monthly figures will be tracked, reported to and agreed by NJNC. NJNC will publish an Inflation Guarantee statement each year no later than 31 July which will confirm whether the inflation guarantee payment is to be made. For the purposes of this agreement, we will take the 12 monthly RPI figures from 1 September to 31 August 2026/27 and 2027/28 as published by the ONS and divide the total number by 12 to give the agreed average RPI inflation.

Should an increase be triggered in either year, the inflation guarantee payment will be paid as a one off consolidated pensionable payment in April 2028 and April 2029 respectively.

Should an increase be triggered in either year, employees who have benefited from promotion or increments will be entitled to the full in year value based upon their pay journey (i.e. in a year if an additional 1.5% inflation guarantee payment is due, someone on spinal point one who has incrementally moved to spinal point two on 1 August would receive the additional payment based on their spinal point 1 salary until 31 July and on their new spinal point two salary from 1 August for the rest of the year.)

Any increase applied will be permanent and apply to all NJNC pay points.

### **Appendix 1 – Distant Islands**

- Orkney Islands
- Shetland Islands
- Outer Hebrides
- Colonsay
- Tiree
- Coll
- Muck
- Eigg
- Scalpay
- Rhum
- Canna
- Soay

# **The National Recognition and Procedures Agreement**

**for the**

**College Sector in Scotland**

## Contents

1. Signatories.....	3
2. Glossary.....	3
3. Introduction .....	5
4. The Nine Principles of Public Life in Scotland.....	6
5. The National Recognition and Procedures Agreements Protocols .....	7
6. The Joint Secretaries Referrals Protocol .....	8
<b>National Recognition and Procedures Agreement for Lecturing Staff (NRPA – LS) .....</b>	<b>9</b>
1. Purpose .....	9
2. Scope .....	9
3. NNC – LS – Structures and Procedures .....	10
4. Agreements Reached .....	10
5. Effective Date .....	10
6. Variations and Notice of Withdrawal.....	10
7. Expenses .....	11
8. Disputes.....	11
9. Facilities Time .....	11
<b>National Recognition Agreement for Professional Services Staff (NRA – PSS) .....</b>	<b>13</b>
1. Purpose .....	13
2. Scope .....	13
3. NNC – PSS – Structures and Procedures .....	13
4. Agreements Reached .....	14
5. Role of the Joint Secretaries .....	15
6. Effective Date .....	15
7. Variations and Notice of Withdrawal.....	15
8. Costs.....	15
9. Dispute Resolution .....	16
10. National Facilities Time .....	16

## 1. Signatories

### Lecturing Staff (Appendix 1):

This National Recognition and Procedures Agreement (NRPA) for Lecturing Staff (LS) (**Appendix 1**) is agreed by the **EIS-FELA** and the undernoted colleges:

Ayrshire College	Borders College
City of Glasgow College	Dumfries and Galloway College
Dundee and Angus College	Edinburgh College
Fife College	Forth Valley College
Glasgow Clyde College	Glasgow Kelvin College
UHI Argyll	UHI Inverness
UHI Moray	Newbattle Abbey College
New College Lanarkshire	North East Scotland College
UHI North, West and Hebrides	UHI Perth
UHI Shetland	South Lanarkshire College
West College Scotland	West Lothian College

### Professional Services Staff (Appendix 2)

This National Recognition Agreement (NRA) for Professional Services Staff (PSS) (**Appendix 2**) is agreed by **UNISON, Unite the Union, the GMB** and the undernoted colleges:

Ayrshire College	Borders College
City of Glasgow College	Dumfries and Galloway College
Dundee and Angus College	Edinburgh College
Fife College	Forth Valley College
Glasgow Clyde College	Glasgow Kelvin College
UHI Argyll	UHI Inverness
UHI Moray	Newbattle Abbey College
New College Lanarkshire	North East Scotland College
UHI North, West and Hebrides	UHI Perth
South Lanarkshire College	West College Scotland
West Lothian College	

## 2. Glossary

In this Agreement, the following terms have the meanings assigned to them:

<b>The National Recognition and Procedures Agreement for the College Sector in Scotland</b>	The National Recognition and Procedures Agreement for the College Sector in Scotland is the overarching structure and procedures for the respective agreements for the <b>Lecturing Staff (Appendix 1)</b> and the <b>Professional Services Staff (Appendix 2)</b> .
<b>Colleges</b>	The Colleges who are the signatory parties to the Agreements for the Lecturing Staff (Appendix 1) and the Professional Services Staff (Appendix 2).
<b>Boards of Management</b>	The governing bodies of the Colleges.
<b>College Employers Scotland (CES)</b>	The representative body for the Colleges, for the purposes of National Bargaining.
<b>Defined Staff</b>	For the purposes of <b>Appendix 1</b> , all Lecturing Staff (LS) directly employed by the Colleges who are engaged on terms and conditions which have been collectively agreed nationally with the Trade Unions.

	For the purposes of <b>Appendix 2</b> , all Professional Services Staff (PSS) directly employed by the Colleges who are engaged on terms and conditions which have been collectively agreed nationally with the Trade Unions.
<b>Trade Unions</b>	The Trade Unions who are the signatory parties to, and recognised by these Agreements, namely the <b>EIS-FELA</b> (for Lecturing Staff – Appendix 1) and <b>UNISON, Unite the Union</b> and the <b>GMB</b> (for Professional Services Staff – Appendix 2).
<b>Staff Representatives</b>	The representatives delegated by the Trade Unions to negotiate with the Management Representatives on behalf of Defined Staff.
<b>Management Representatives</b>	The representatives who are appointed annually at the first meeting in the Academic Year by CES, and who are authorised to negotiate with the Staff Representatives on behalf of the Colleges.
<b>National Negotiating Committee – LS</b>	The NNC – LS is the combined body of Lecturing Staff Representatives and Management Representatives, acting jointly to provide the means of negotiations, and to further the work and outcomes of matters within the scope of the agreement.
<b>National Negotiating Committee – PSS</b>	The NNC – PSS is the combined body of Professional Services Staff Representatives and Management Representatives, acting jointly to provide the means of negotiations, and to further the work and outcomes of matters within the scope of the agreement.
<b>Joint Secretaries</b>	The Staff Secretary for the Lecturing Staff, the Staff Secretary for Professional Services Staff and the Management Secretary.
<b>National Collective Agreements</b>	Any agreements reached through the respective procedures set out in Appendix 1 and Appendix 2, covering the Defined Staff.
<b>Agreed Terms and Conditions</b>	The nationally agreed Terms and Conditions of Service of Defined Staff, or subsequently as agreed through the NNC – LS and NNC – PSS.
<b>The Agreements</b>	The National Agreements set out in Appendix 1 and Appendix 2 for the College Sector in Scotland.
<b>Consult</b>	The exchange of relevant information and the joint consideration of issues at a formative stage in the process in which the Colleges make a decision.
<b>Negotiate</b>	The process by which the Colleges and the Unions establish agreed terms on issues such as pay and terms and conditions of employment. The responsibility for decision making is jointly held between the Colleges and the Unions. It is distinct from consultation where the responsibility for decision making remains with the Colleges.
<b>Secretariat</b>	The Secretariat function is provided by CES and supports the Joint Secretaries with administrative and organisational support for the NNC. The Secretariat also ensures the NNC website is updated regularly.

### 3. Introduction

The spirit and intention of the Agreements are to promote excellent joint working relations throughout the College Sector.

The **NRPA – LS (Appendix 1)** establishes the structure and procedures for the National Agreement pertaining to Lecturing Staff.

The **NRA – PSS (Appendix 2)** establishes the structure and procedures for the National Agreement pertaining to Professional Services Staff.

Both National Agreements will ensure that the Scottish Government's Fair Work Policy underpins its work, the policies and agreements reached.

The Colleges and their Boards of Management, along with the Trade Unions acknowledge a common interest in advancing the educational aims of the Colleges, the success of college students, and the furtherment of employment terms and conditions for its staff, through the agreed Terms and Conditions and working practices, to further these aims.

These Agreements shall not detract from the right of communication between College Employers Scotland (CES) and its members, individual Colleges and their staff, or between the Trade Unions and their members.

The signatory parties to the Agreement acknowledge the importance of establishing and maintaining confidence in the arrangements, voluntarily established under the Agreements and recognise the need to negotiate in good faith.

The Agreements are not legally enforceable but signing of the Agreements demonstrates a commitment by all parties to adhere to its terms.

The parties responsible for any amendments to **Appendix 1** are the EIS-FELA and the signatory colleges (represented by CES).

The parties responsible for any amendments to **Appendix 2** are UNISON, Unite the Union, the GMB and the signatory colleges (represented by CES).

Additionally, all parties agree to conduct their relationship, agreements and procedures in line with the 'Nine Principles of Public Life in Scotland'.

## 4. The Nine Principles of Public Life in Scotland

All involved in the structures, processes and procedures of the National Agreements, commit to operate under the Nine Principles of Public Life in Scotland (“the Principles”).

These Principles are outlined as follows:

1. **Selflessness**: Colleges are public bodies, so all parties to the National Agreements must bear in mind the public interest during their discussions.
2. **Integrity**: All individuals attending the committees of the National Agreements should avoid any outside interests that may seek to inappropriately influence them and their discussions. If any doubt, individuals should declare outside interests.
3. **Objectivity**: During negotiations, all individuals should seek to put across their points fairly and on merit, using evidence and avoiding any personal insults and/or anecdotal commentary.
4. **Accountability**: All individuals to the negotiations are accountable to their respective members, and it is accepted that negotiators (i.e. the Management and Staff Representatives) especially must submit themselves to the scrutiny of their members in order to ensure good governance.
5. **Openness**: Negotiations themselves should take place in an open and transparent manner, while respecting the confidentiality of discussions. Relevant information should not be withheld from the other parties unless there are clear reasons outlined for doing so.
6. **Honesty**: All individuals taking part in the negotiations should be truthful and not deliberately seek to mislead the other parties.
7. **Leadership**: All individuals taking part in the negotiations should exemplify the Principles in their own behaviour. They should actively promote and robustly support the Principles during meetings and challenge poor behaviour if it occurs.
8. **Duty**: All individuals have a duty to uphold and act in accordance with the law and the broader public interest. Furthermore, all individuals have a duty not to bring the machinery of the National Agreements into disrepute.
9. **Respect**: All individuals must behave in a respectful manner to one another during meetings. This means contributions should be thoughtful, polite and considerate.

During any meetings, the Chair of the meeting has the authority to:

- Remind members of their obligations under the Principles.
- Point out any behaviour that they find contradictory to the Principles.
- As a last resort, close or suspend the meeting if any behaviours contradictory to the Principles persists.

## 5. The National Recognition and Procedures Agreements Protocols

### a) Arranging Meetings

- Meetings for each staff group shall be arranged through the respective Joint Secretaries.
- Meeting dates will be agreed with the Staff Side Secretaries and the Management Representatives via the Secretariat.

### b) Agenda

- Agenda items should normally be presented by the Joint Secretaries to the Secretariat in writing no later than **eight** working days before the meeting.
- The Secretariat will draft and issue the agenda to the Joint Secretaries for agreement.
- Where appropriate, agenda items should have accompanying papers, unless agreed by the Joint Secretaries (and agreement should not be unduly withheld).
- The agenda and papers will be issued **five** working days in advance of each meeting.
- There should be no papers tabled on the day of meetings, unless agreed by the Joint Secretaries.

### c) Papers

All papers provided for discussion by the Joint Secretaries shall be clearly marked/classified as set out below:

- **CONFIDENTIAL/RESTRICTED** – not for circulation/distribution beyond nominated attendees.
- **CONFIDENTIAL/LIMITED** – for sharing, as appropriate, with Trade Union and College Employers Scotland members only but still under confidential cover.

If the paper is not marked, it is suitable for general distribution/reporting.

### d) Record of Meetings

- Minutes of meetings will be prepared by the Secretariat.
- Draft minutes will normally be circulated to the respective Joint Secretaries no later than **10** working days after each meeting and will have the status CONFIDENTIAL/LIMITED.
- The draft minute, once agreed by the Joint Secretaries, will be formally presented to the next meeting for formal agreement.
- The Secretariat will then arrange for the agreed minute to be added to the National Negotiating Committee website.
- Any joint matters agreed for communication from the minutes will be clearly identified which might include joint position statements, which will be agreed in advance of release through the Joint Secretaries.

### e) Conduct of Meetings

- Each meeting shall appoint a Chair – the role of chairing each meeting shall rotate, unless otherwise agreed.
- The quorum for meetings shall set out within the respective agreement.

## 6. The Joint Secretaries Referrals Protocol

All Circulars and National Agreements contain a clause which advises that any queries or points of clarification (Referrals) should be directed to the Joint Secretaries in the first instance.

For LS Agreements and Circulars, these would be the Lecturing Staff Secretary and Management Secretary.

For PSS Agreements and Circulars, these would be the PSS Staff Secretary and Management Secretary.

Overall administrative support for the Joint Secretary Referrals is provided by the CES Secretariat.

All LS Referrals should be submitted to the Management Secretary and LS Staff Secretary at the same time.

All PSS Referrals should be submitted to the Management Secretary and PSS Staff Secretary at the same time.

Referrals should be sent to both Joint Secretaries simultaneously, copying in College Employers Scotland – [ces@collegeemployersscotland.ac.uk](mailto:ces@collegeemployersscotland.ac.uk) for secretarial purposes. Where only one Secretary receives a Referral, this should be forwarded to the other respective Secretary. All Referrals will be acknowledged by the CES Secretariat. Both Staff Side Secretaries should have knowledge of all outstanding Referrals.

Referrals should come from the recognised trade union branch(es) or authorised college management representatives only, and preferably as a joint Referral. Individuals cannot make Referrals. Any initial queries from staff members should be routed through their own college HR department and/or trade union, in the first instance. Referrals from trade unions and/or colleges should normally only be made after local procedures have been exhausted. Where there is a failure to deal with matters timeously at a local level, authority may be sought from the Joint Secretaries to refer the matter without exhausting local procedures. Authorisation will not be unreasonably withheld.

To assist with the effective and efficient process of Referrals, any Referral should contain the following information:

- Detail on the nature of the Referral, including the Circular and/or National Agreements that the originating party/parties believe may have been breached or require clarification.
- A summary of the processes/procedures used at a local college level that have been exhausted, including any proposed resolutions and the final positions of both sides before the “failure to agree”.
- Confirmation of whether both parties related to the Referral are aware that there has been a Referral, so the Secretaries can ascertain the views of both sides in any request for clarification.

Where a Referral is received from only one party, they will be advised the Referral will be shared with the other party. The other party will be asked for their submission and/or comments on the Referral.

Consideration of Referrals by the Secretaries will be undertaken based on the evidence submitted in relation to the relevant Circular/Agreement. The Secretaries can ask for further information from either or both parties if required. Any subsequent information received will be shared with both parties to the Referral.

The NNC Secretaries Referral outcome is binding on all parties. If the Joint Secretaries fail to reach an agreement on a Referral outcome, then the Joint Secretaries will decide whether the Referral should be discussed at either the NNC – LS or NNC – PSS.

# National Recognition and Procedures Agreement for Lecturing Staff (NRPA – LS)

## 1. Purpose

The Agreement hereby confirms that the Colleges and the Trade Unions will negotiate on those matters within the Scope of the Agreement (as set out in section 2 below).

The Agreement sets out the procedures by which CES and the EIS-FELA shall negotiate matters within the Scope of the Agreement.

Any Agreement reached shall apply to the Defined Staff and will be implemented from the date specified.

Any Agreement reached will take precedence over any locally agreed terms and conditions, or any other terms and conditions agreed in respect of the Defined Staff under previous national bargaining arrangements.

## 2. Scope

CES agree to negotiate with the EIS-FELA on the undernoted Contractual Terms and Conditions of employment applying to Defined Staff.

The NNC – LS is responsible within its bargaining group for:

- Salary matters unique to the bargaining group
- Agreed Terms and Conditions of Service unique to the bargaining group
- Pension matters unique to the bargaining group.

Including

- Pay
- Working hours
- Class contact hours
- Sick pay
- Absence Management
- Annual Leave
- Maternity Policy
- Paternity Policy
- Family Friendly Policies
- Transfer to permanent status
- Grievance and Disciplinary Policies
- Professional Development.

Additional terms and conditions can be included as agreed.

CES agree to consult with the EIS-FELA on other matters on national policy, and both agree joint guidance for implementation locally, appropriate to the needs of each particular college. The NNC – LS may issue national policy advice and may share best practice for Colleges or local collective bargaining arrangements.

### **3. NNC – LS – Structures and Procedures**

The NNC – LS shall have up to twelve members, made up of up to five Management Representatives and up to seven Staff Representatives.

The quorum for meetings of the NNC – LS shall be three Management and four Staff Representatives.

One full-time Official from either Side, excluding the Secretariat, by agreement, may also attend in an *ex-officio* capacity, and does not count towards the quorum.

The Management Representatives shall be appointed annually by CES, and the Staff Representatives shall be appointed by the Trade Union. All Representatives will have authority to negotiate and consult on behalf of their side. The names of appointed Representatives will be shared at the first meeting of each Academic Year. This does not preclude either side from appointing a cover Representative where one of the appointed cannot attend.

Decisions will be by consensus between both Sides.

Each Side will appoint a Chair; by rotation. Each Side will appoint a Secretary, and the overall Secretariat will be provided by the Management Side.

The NNC – LS may, by joint agreement, also invite advisors and/or observers to attend and/or speak at a meeting. Any such person invited to attend has no formal rights or status. This may also include working parties or commissioning research to support the discharge of the NNC – LS functions.

A schedule of NNC – LS meetings will be agreed by the Joint Secretaries, of which there will be five per Academic Year; and exceptional meetings may be called by either side.

### **4. Agreements Reached**

The Agreements reached by the NNC – LS will be set out in writing by the Joint Secretaries as Circulars, on behalf of the NNC – LS.

The Agreements reached will be binding on all signatory Colleges and the Trade Union. The signatories of each of the parties hereto confirm that they have the authority to bind the party that they represent. This Agreement is binding in honour but not legally enforceable. However, any collective Agreement varying the terms and conditions of Defined Staff will be legally enforceable.

### **5. Effective Date**

The Agreement shall take effect on **1 March 2026**.

### **6. Variations and Notice of Withdrawal**

No variations to this Agreement may be made except by agreement of all the signatory parties.

A signatory party may withdraw from this Agreement provided it shall give twelve months' notice of its intention to do so in writing to the other parties. Variations to this notice period can be agreed by the signatory parties.

The NRPA – LS will be reviewed by agreement of all parties to ensure that it meets the needs of the parties and the sector and continues to operate effectively.

## 7. Expenses

The general cost of maintaining the NNC – LS and its secretariat function is borne by CES.

Any external expenses and other relevant expenditure must be agreed by the NNC – LS in advance, including how the cost is borne.

## 8. Disputes

In the event of a dispute arising concerning negotiation or agreements reached under these procedures, the EIS-FELA agree to seek resolution through the disputes procedure as agreed and attached as **Annex 1** to this Agreement. The EIS-FELA further agree to refrain from industrial action until the agreed Avoidance of Industrial Action Procedures have been exhausted; the Colleges agree to maintain the *status quo ante* until the agreed dispute procedures have been exhausted.

## 9. Facilities Time

[See EIS-FELA – Facilities Time Agreement](#)

## Avoidance of Industrial Action Procedure for the NNC – LS

The Colleges and the EIS-FELA are committed to striving for agreed outcomes. If, exceptionally, these cannot be achieved, the EIS-FELA may invoke the following Avoidance of Industrial Action Procedure (AIAP) which gives rise to a dispute:

- Where it appears that all scope for progress through normal procedures has been exhausted, the EIS-FELA shall give formal notice that it is applying this AIAP.
- Following receipt of such notification the parties will agree meeting dates within **five** working days for at least two meetings to seek to resolve the dispute. Unless agreed otherwise, these meetings will take place within the following **10** working days.
- The focus of these meetings will be on reaching a settlement of the issue(s) in dispute. Such a settlement should also seek to include recommendations on how similar disputes might be avoided in the future.
- Further meetings beyond this initial period may take place where that is agreed between the two sides.
- If it has not been possible to resolve the dispute through this series of meetings, the parties will consider whether third-party assistance – normally using ACAS for mediation and conciliation – would be helpful. The matter in dispute may, with the agreement of the parties, be referred to ACAS for conciliation. A decision on this should be taken within **five** working days of the second meeting.
- Throughout the period of dispute resolution meetings, and for any agreed third-party assistance, the Colleges will maintain the *status quo ante* and the Trade Unions will refrain from taking any form of industrial action until the procedure has been fully exhausted.
- Outcomes from any stage in the procedure will be communicated jointly.

# National Recognition Agreement for Professional Services Staff (NRA – PSS)

## 1. Purpose

The Agreement hereby confirms that the Colleges and the Trade Unions will negotiate on those matters within the Scope of the Agreement (as set out in section 2 below).

The agreement acknowledges that the signatory Trade Unions are jointly recognised and shall co-operate with each other in a way that shall maintain stable and effective single table bargaining arrangements.

The Agreement sets out the procedures by which CES and the Trade Unions shall negotiate matters within the Scope of the Agreement.

Any Agreement reached shall apply to the Defined Staff and will be implemented from the date specified.

Any Agreement reached will take precedence over any locally agreed terms and conditions, or any other terms and conditions agreed in respect of the Defined Staff under previous national bargaining arrangements.

## 2. Scope

It is agreed that the matters contained with the National Agreement Terms and Conditions (Professional Services Staff) – *previously (Support Staff)* i.e. within Circular STS 03/22 will be subject to negotiation between the Management and Staff Representatives in respect of the Defined Staff and comprise “the Scope of the Agreement”.

Any new matters added to the Scope of the Agreement must be jointly agreed and set out within an Agreement.

The National Negotiating Committee (NNC) – PSS may also issue national policy guidance and there is an expectation that this will be taken account of locally with reference to the individual requirements of each individual college and on the understanding that colleges will not act in direct contradiction of any national policy guidance.

## 3. NNC – PSS – Structures and Procedures

The NNC – PSS shall have up to ten members, made up of up to five Management Representatives and up to five Staff Representatives.

The Management Representatives shall be appointed annually by CES, and the Staff Representatives shall be appointed by the Trade Unions.

The Staff Representatives' appointments shall be on the following basis:

UNISON	3 Members
UNITE	1 Member
GMB	1 Member

The quorum for meetings of the NNC – PSS shall be three Management and three Staff Representatives, with the Staff having at least two Trade Unions represented.

One full-time official per Trade Union may also attend in an *ex-officio* capacity and does not count towards the quorum.

## **Procedures and Administration**

The Secretariat will be provided by CES.

Each meeting shall appoint a Chair, and the role of chairing each meeting shall rotate between Staff and Management Representatives, unless otherwise agreed.

In any meeting, the Chair's role is to facilitate discussions in an impartial manner in accordance with the 'Nine Principles of Public Life in Scotland' and the NRA Protocol.

The Management Secretary and the Staff Secretary shall be responsible for all administrative and organisational arrangements to support the work of the NNC – PSS and shall become the Joint Secretaries.

Meetings shall be held in line with a pre-agreed meeting schedule, unless by agreement of the Joint Secretaries, and any business tabled must be within the Scope of the Agreement.

The NNC – PSS may, by joint agreement, also invite advisors and/or observers to attend and/or speak at a meeting. Any such person invited to attend has no formal rights or status.

## **4. Agreements Reached**

All National Collective Agreements reached by the NNC – PSS will be set out in writing in the form of a Circular drafted, agreed and issued by the Joint Secretaries on behalf of the NNC – PSS.

All National Collective Agreements reached at the NNC – PSS will be binding on the signatory Colleges and the Trade Unions.

Colleges will ensure that any National Collective Agreements specifying and varying the terms and conditions of employment of the Defined Staff will be incorporated into individual contracts of employment of the Defined Staff.

The Management Secretary will be available to provide advice to CES members, and the Staff Secretary will be available to advise their members on matters relating to National Collective Agreements, circulars, guidance, or any other outcomes from the NNC – PSS.

All joint Referrals on the interpretation of Circulars should follow the NRA Joint Secretaries Referrals Protocol.

## **5. Role of the Joint Secretaries**

The Joint Secretaries are central to the Agreement. The NNC – PSS will promote an effective and constructive approach to their joint working relationship, encouraging the same of all their appointed representatives.

The Management Secretary shall be appointed by CES in accordance with its internal processes.

The Staff Secretary shall be appointed by the majority Trade Union, unless agreed otherwise by the Trade Unions.

The Circulars used to implement the National Agreements are drafted, agreed and issued on behalf of the NNC – PSS.

General advice provided on circulars, and the decisions reached on queries and referrals related to Circulars, are the preserve of the Joint Secretaries working together. The Joint Secretaries may seek further supporting background and information if required.

## **6. Effective Date**

The Agreement shall take effect on **1 March 2026**.

## **7. Variations and Notice of Withdrawal**

No variations to the Agreement may be made except by joint agreement of NNC – PSS.

A signatory party may withdraw from this Agreement provided it shall give six months' notice of its intention to do so in writing to all the other parties. Variations to this notice period can be jointly agreed by the NNC – PSS.

The NNC – PSS agree to review the Agreement on a biennial basis to ensure that it continues to operate effectively.

## **8. Costs**

The general cost of maintaining the NNC – PSS and its secretariat function is borne by CES.

Any other expenses of the NNC – PSS must be agreed in advance, including how the cost is borne.

## 9. Dispute Resolution

In the event of a dispute arising, concerning negotiations or agreements under the Scope of the Agreement, then the Management or Staff Representatives may invoke the following dispute procedure.

1. Either the Management or Staff Representatives should give formal notice that it is invoking this dispute resolution procedure.
2. Both the Management and Staff Representatives should then seek to agree a date for a meeting to resolve the dispute. A first meeting should take place within **10** working days of receiving the dispute notification.
3. If resolution of the dispute is not achieved at or following the first meeting, then there should be agreement of a date for a second meeting, within **10** working days of the first meeting.
4. Both the Management and Staff Representatives will jointly consider whether third-party assistance – such as ACAS – would be helpful, if initial meetings have not resolved the dispute.
5. Throughout the period of dispute resolution meetings, and for any agreed third-party assistance, the Colleges will maintain the *status quo ante* and the Trade Unions will refrain from taking any form of industrial action until the procedure has been fully exhausted.
6. Either the Management or Staff Representatives may declare the dispute procedure is exhausted and there is a formal Failure to Agree if (1) resolution is not achieved after the dispute meetings and (2) no agreement is reached on seeking third party assistance or if such third-party assistance does not lead to a resolution of the dispute.
7. Both CES and Trade Unions agree not to use this procedure to circumvent meaningful National Bargaining.

Once a Failure to Agree is declared, then in accordance with Point 5 of the Dispute Resolution Procedure, the dispute procedure is at an end, and the matter will be kept and filed as a matter of record within the NNC – PSS.

A new dispute cannot be invoked under the dispute's procedures on the same matter for a 12-month period from the date of the Failure to Agree is invoked, unless exceptionally agreed by the Joint Secretaries. This does not prejudice the Trade Unions right to take lawful industrial action.

All formal outcomes from the Failure to Agree will be communicated jointly by the Joint Secretaries.

## 10. National Facilities Time

An annual schedule of NNC – PSS meetings will be agreed by the Joint Secretaries.

Based on the annual schedule of NNC – PSS meetings, National Facilities Time will be agreed annually by CES and the NNC – PSS. This will be provided on a proportional split of NNC – PSS related work, as set out in the [NNC – PSS National Facilities Time Agreement](#).

Colleges with named national Staff Representatives attending the NNC – PSS will be reimbursed for National Facilities Time provided for attendance at meetings of the NNC – PSS; travel time; consultation with members; preparatory work and work related to the dissemination of outputs.

Other requirements for National Facilities Time for exceptional purposes shall be discussed and jointly agreed at a NNC – PSS meeting.

**PEOPLE AND CULTURE COMMITTEE**

<b>DATE:</b>	February 2026
<b>TITLE OF REPORT:</b>	Quarterly Health and Safety Report
<b>REFERENCE</b>	07
<b>AUTHOR AND CONTACT DETAILS</b>	<p>Caroline Patterson, People Services and Executive Administrator  <a href="mailto:Caroline.Patterson@slc.ac.uk">Caroline.Patterson@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>• Incident Impact: Comparatively high non-work-related incidents straining First Aid resources.</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:**

- Omatsola Oka has moved into the Sustainability Officer role. Recruitment underway for a new Health & Safety Advisor.
- The Fire Warden review has been completed, with an updated register and coverage in place. Evacuation Chairs and Pads delivered; training ongoing.
- PEEPs largely complete; additional support and training needed in areas with accessibility related student needs.
- New Health & Safety Advisor will develop Invacuation procedures.
- 36 incidents reported: 25 non work related, 7 work related, 4 near misses; 1 RIDDOR (planer machine incident) fully investigated.
- Rising non work related medical issues (e.g., students without medication) creating First Aid demand pressures.
- Near Miss reporting increasing due to new QR code reporting system.
- Increase in violence at work noted, staff instructed not to physically intervene, police to be contacted. Benchmarking with other colleges underway.
- The result of security guard tender is about to be announced.
- IOSH Managing Safely approved for all managers and People Services Advisers.
- Mandatory training completion to date: 260 Health & Safety, 265 Fire Safety, 84 Moving & Handling.
- College-wide Health Surveillance Risk Assessment completed; additional detail requested by Occupational Health.
- PPE Procedure being revised for consistency across the College.

## **1. INTRODUCTION**

1.1 This paper provides an overview of health and safety activity for the reporting period of October 2025 to December 2025. The content of this report was reviewed and updated at the Health and Safety Committee Meeting which took place on 5 February 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 Omatsola Oka, who was introduced to Members at the last Committee in November 2025, has now changed roles to become the Sustainability Co-ordinator. The College is currently advertising for a replacement.

## **3 FIRE SAFETY MANAGEMENT**

3.1 A full review of Fire Warden coverage has been completed and gaps addressed and an updated register and zones are now in place. Most Wardens will manage outdoor student supervision, supported by dedicated internal staff responsible for building sweeps.

### ***3.2 Evacuation Process Updates***

3.3 Evacuation Chairs and Pads have been delivered, with training being on how to use these being rolled out across areas. An all-staff communication will reinforce that lifts must not be used during fire evacuations. Future drills will use refuge points for persons with disabilities, aligned with updated procedures. In addition, a comprehensive training log for Wardens is being established.

3.4 The majority of Personal Emergency Evacuation Plans (PEEPs) are complete with the new arrangements emphasising refuge areas instead of lift evacuation. However, areas with students with accessibility issues require further training and support.

3.5 The new Health and Safety Advisor will also be tasked with providing procedures and training around "In-vacuation".

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

4.1 During this period there was a total of 36 reported Incidents. 25 of these were not work related, 7 were work related, while 4 near misses were reported. One RIDDOR was reported for this Quarter. The incident happened to a carpentry and joinery student, where they were using the planer machine and found themselves "trapped" between the wood being pushed through and a neighbouring machine.

4.2 A full investigation was undertaken, with a report written with lessons learned, some of which are listed below:

- 4.2.1 A reminder to all staff for students to be updated regularly in terms of their competency in the use of machinery. This is shown via training records and assessments.
  - 4.2.2 The introduction of a logbook for all machines
  - 4.2.3 The Technicians Workshop should only be manned by the Technicians; no staff members or students should be in these rooms
  - 4.2.4 Health and Safety must be a standing item in weekly meetings, making sure everything is implemented that should be.
- 4.3 This period also continued to show a notable rise in non-work-related medical events such as students not having their medication (e.g., inhalers). This places pressure on First Aiders and may deter new volunteers.
- 4.4 A working group is being established to enhance student understanding of appropriate healthcare routes (NHS 111, GP access, pharmacy guidance). There will be student communications and in portal messaging to reinforce a “Right Care, Right Place.” There are also peer-led sessions from Health & Social Care students planned, with the aim of reducing avoidable First Aid demand.
- 4.5 First Aid re-certification is underway; five staff members have been booked for training to date. Additional First Aiders still required. There is also a slight increase in mental health related incidents.

#### **4.6 *Near Miss Reporting***

- 4.7 Near miss reporting levels are increasing, which is due to the new QR code that has been put in all classrooms, and this helps to support a proactive safety culture.
- 4.8 The Health and Safety Committee also noted that there is an increase being seen of violence at work within education. If students fight with each other, staff have been reminded not to intervene physically in violent incidents. Instead, the Police should be called immediately. Benchmarking against other colleges’ “Violence at Work” approaches is underway, alongside Trade Union input.
- 4.9 Note that Procurement has almost finished the tender process for security guards and an announcement will be made shortly.

### **5 TRAINING**

- 5.1 To continue with improving Health and Safety Culture across the college, a proposal approved for IOSH Managing Safely training for all managers and People Services Advisers (NEBOSH deemed unnecessary for most roles).
- 5.2 To date 260 staff have completed the mandatory Health & Safety online course; 265 Fire Safety; 84 Moving & Handling. Data will be shared with managers identifying staff with any incomplete mandatory training

### **6 HEALTH SURVEILLANCE**

- 6.1 To demonstrate compliance with the Control of Substance Hazardous to Health Regulation and the Control of Noise at Work Regulations, the College has completed a College-wide Health Surveillance Risk Assessment. This has been passed on to Occupational Health (OH) for action. OH have requested that the College adds further detail regarding the number of staff per area that require health surveillance.
- 6.2 Ongoing site walks with Facilities and Trade Unions continue with issues logged via the Facilities Helpdesk.
- 6.3 The Personal Protective Equipment procedure is being revised so that there is consistency and very clear guidelines across all areas of the college.

## **7 EQUALITIES**

- 7.1 While there are no new matters for people with protected characteristics which arise from consideration of this report, the risk of the second lift failing would create clear accessibility issues for some staff and students. In addition, all training for using the evacuation chairs for both staff and students needs to be completed especially for those students with additional learning support needs.

## **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 Incident Impact: Comparatively high non-work-related incidents straining First Aid resources.
- 8.4 Compliance: Health Surveillance Risk Assessment to conclude and be implemented (COSHH, Noise & Vibration).

## **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

# HEALTH & SAFETY COMMITTEE

5 February 2026

## 1 INTRODUCTION

1.1 This paper provides an overview of health and safety activity for the reporting period of October 2025 to December 2025.

1.2 The Committee considered Meeting Minutes from 11 September 2025 and 06 November 2025; there were no comments and the minutes were finalised.

1.3 The Committee considered outstanding action points in the Action Log and it was agreed that the following actions could be closed as work has already taken place as required:

- Signage on stairs
- Air conditioning in Room AG04
- Floor boxes in Room 205
- Vaping Enforcement

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

**ACTION:** Communications to be issued to students regarding Vaping Enforcement (JW), and JW to obtain student feedback regarding consideration of an all-Campus smoking ban. Consider promotion of awareness of dangers of smoking.

## 2 FIRE RISK MANAGEMENT

2.1 The review of the Fire Warden coverage process has been completed. The table below confirms the current list of fire wardens and their allocated areas. This has been circulated on the Fire Wardens Teams page.

2.2 Table 1: Fire Warden Coverage

Zone	Fire Warden	Deputy Fire Warden	Car park Location	Function
1	Ross Hepburn and Derek Wallace	Paul Auld and Ondrej Pagac (Finish at 15:30)	7 and 8	Lower Ground floor Evacuation
2	Ross Hepburn and Derek Wallace	Paul Auld and Ondrej Pagac	7 and 8	Lower Ground floor Evacuation
3	Ross Hepburn and Derek Wallace	Paul Auld and Ondrej Pagac	7 and 8	Lower Ground floor Evacuation
4	John Gerard McManus	David Macmillan	16	Joinery Section Evacuation

Zone	Fire Warden	Deputy Fire Warden	Car park Location	Function
5	Fraser McCormick	David Macmillan	5	Joinery Section Evacuation
6	Paul Houlihan	David Macmillan	11	Joinery Section Evacuation
7	Ross Hepburn	Paul Auld and Ondrej Pagac	7 and 8	Lower Ground floor Evacuation
8	Rose Harkness	Lizanne Brown		Reception area Evacuation
9	Emma Ballantyne	Jack Whyte		Painting and Decoration Evacuation
10	Emma Ballantyne	Jack Whyte		Painting and Decoration Evacuation
11	Andrew MacEwan	Christine Thomas		Check for people who might have missed the alarm and need support
12	Joscelyn Keene	Linda Hughes		Assist people with disability
13	Grant Costello	James Jamieson		Assist people with disability
14	Neil McKay	Jamie Beddows		Assist people with disability
15	Iona Oliver	Jamie Beddows		Assist people with disability
16	Christine McCandlish	Geraldine McGregor		Sweep the Hospitality Kitchen wing
17	Christine McCandlish	Geraldine McGregor		Sweep the Hospitality Kitchen wing
18	Jennifer McEwan	Laura MacDonald		Sweep the second floor
19	Jennifer McEwan	Laura MacDonald		Sweep the second floor
20	Graham Paterson	Scott Gray		Sweep the second floor

Zone	Fire Warden	Deputy Fire Warden	Car park Location	Function
21	Fiona MacCormick	Elise Bonini		Sweep Principalship
22	Fiona MacCormick	Elise Bonini		Sweep Principalship
23	Richard Lawton & Scott Kennedy	Rhona Anderson, Harvie Milligan & Chris Sumner		Assist people with disability to evacuate
24	Richard Lawton & Scott Kennedy	Rhona Anderson, Harvie Milligan & Chris Sumner		Assist people with disability to evacuate
25	Richard Lawton & Scott Kennedy	Rhona Anderson, Harvie Milligan & Chris Sumner		Assist people with disability to evacuate
	Catriona Blacker	Ewan Gibson	1	Traffic control at main entrance gate
	Margaret Campbell	Ewan Gibson	2	Traffic control Student entrance gate
	Fraser Waugh	Claire Devenney, Adebayo Aibinu and Anna Rankin	3	Student Supervision Traffic control
	Mark Haddow	Anna Rankin and Fraser McCormick	4	Student Supervision Traffic control
	Hazel McArdle	Fraser McCormick	5	Student Traffic control at Technology Park Entrance
	Sandy Graham	Joanne Beever and Graeme McCulloch	6	Student Supervision Traffic control
	Derek Wallace	Ross Hepburn	7	Student Supervision Traffic control
	Derek Wallace	Ross Hepburn	8	Student Supervision Traffic control

2.3 The Fire Warden list has been updated, showing Fire Wardens and their deputies. The Fire Evacuation Chair and Pad have been delivered. An all-staff email is to be sent on the recent changes to our evacuation process, especially on the need not to

use the Lift during a Fire emergency. The next drill will involve persons with disability being taken to the refuge point instead of them using the elevator.

### *Summary of Discussion*

*Discussion took place on Fire Wardens; many Fire Wardens had left the College and work has been undertaken to identify the gaps and replace the Wardens.*

*OO confirmed that most of the people on the current Fire Wardens list will be involved in taking students outside, whilst ensuring everyone is evacuated from inside the building will be done by other people based inside. New Fire Wardens have been identified to ensure there is coverage all day throughout the College.*

*There was discussion regarding training and OO confirmed that people have been trained, for example, on the areas to be checked. SM confirmed that the College requires a log of Fire Warden training, with signatures to show that people understand their responsibilities.*

*A question was asked about Fire Extinguishers training, and if this was a requirement for Fire Wardens to undertake. It was discussed if this was appropriate, or if people may panic in a live fire situation. It was agreed that people would not be made to feel uncomfortable in being forced to use Fire Extinguisher equipment, but that volunteers could be sought and trained on correct usage; it is important that people feel comfortable and confident in the use of this equipment.*

**ACTION:** OO to provide wording for an all-staff email about the recent changes to our evacuation process, especially on the need not to use the Lift during a Fire emergency, and People Services to issue the email.

**ACTION:** OO to complete a Training Log for all Fire Wardens, detailing training provided, and Fire Wardens signing to confirm they understand their responsibilities.

**ACTION:** OO to check requirements for Fire Extinguisher training, according to legislation.

### *Summary of Discussion*

*A wider discussion on the process for employees completing PEEPs is required.*

*SM asked about completed PEEPS, JJ said the majority have been done. OO said that new arrangements are for people with disabilities to go to a refuge point, and the lift is not to be used as there is no back up system in the lift.*

*SM asked that the PEEP process is brought to the Senior Team, to understand the time required to evacuate people out of the building, how many people may be affected, etc.*

*OO said that training had been done regarding refuge points and it could take a maximum of two hours to evacuate everyone, from all floors to the ground floor. SM said that training records would need to be met, to also include things like manual handling too. PH said that her team are anxious about evacuations, due to some individual students and their anxieties and potential behaviours in the event of an*

*evacuation taking place. These may be different to people with physical disabilities; her team need clarity about plans for evacuations. SM confirmed that at the moment the plans are the same for any evacuations. If it is a practice, they should do what they normally do.*

*SM reiterated that there should be a meeting to focus on PEEPS and evacuations, ahead of the next Committee meeting, and this should be arranged in a short timescale.*

*GP suggested that there could possibly be a manual lift, rather than taking people down stairs, or a piece of equipment that may be able to be folded away when not in use.*

**ACTION:** OO to arrange to share the PEEP process with the Senior Team.

**ACTION:** CP to arrange meeting for the Senior Team to focus on PEEPS and evacuation plans; this is to be arranged quickly, and ahead of the next Health and Safety Committee meeting.

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

3.1 The accident reporting period for this paper is 1st October to 31st December 2025. It should be noted that students and most staff members were away for Christmas break from 18th December 2025 until 5th January 2026.

3.2 During this period there was a total of 36 reported Incidents. 25 of these were not work related, 7 were work related, while 4 near misses were reported.

3.3 The total number of non-work-related incidents was 20, and a large number of these were because of underlying health conditions or sicknesses. 11 out of the 25 reported incidents required First Aid.

3.4 A working group has been organised to look at ways to reduce the number of first aid incidents which could be addressed prior to attending College. This group is led by Omatsola Oke and Lianne McMullen (People Services Adviser).

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

#### ***Summary of Discussion***

*OO discussed that a lot of the non-work-related incidents were due to people coming in to College perhaps having forgotten to bring their inhaler, or having forgotten to take medication, and this was impacting on the First Aiders.*

*There have been discussions on the best way to deal with this type of incident, to try to reduce the numbers. It is also potentially impacting on the number of people willing to sign up to become First Aiders, as they may be aware that they will have to deal with incidents that are not actual real First Aid incidents.*

*SM asked if student communications could be issued, to help address the issue.*

OO shared actions that had been agreed at the First Aider Meeting listed below:

## **First Aider Action List 02/02/2026**

### **Key Communication and Support Ideas Discussed**

The group discussed ways to better inform and support students, while reinforcing appropriate use of healthcare services:

- Promote the **NHS “Right Care, Right Place” campaign** to help students understand:
  - When to contact a GP
  - When to use NHS 111
  - When pharmacy support is appropriate
  - When A&E attendance is necessary
- Explore opportunities for Mental Health Services (MHS) to deliver sessions or talks for students on:
  - Managing health concerns
  - Accessing support appropriately
  - Understanding available NHS services
- Issue a clear start-of-term communication outlining:
  - What to do if unwell or injured
  - Appropriate routes for medical advice
  - The role and limits of college first aid provision
- Work with Marketing and IT to:
  - Display key health messages on the student portal
  - Use banner messaging for timely reminders and signposting
- Share crisis line and urgent support information in an accessible and consistent way.
- Ensure clear signposting to the Bursary Policy, particularly where illness or absence may impact attendance or funding.
- Engage Health & Social Care students (via Scott Gray) to:
  - Deliver short peer-led talks or awareness sessions
  - Cover topics such as accessing healthcare, NHS 111, pharmacy support, and managing delays in GP access
- Consider using Microsoft Teams student pages to:
  - Share NHS messaging

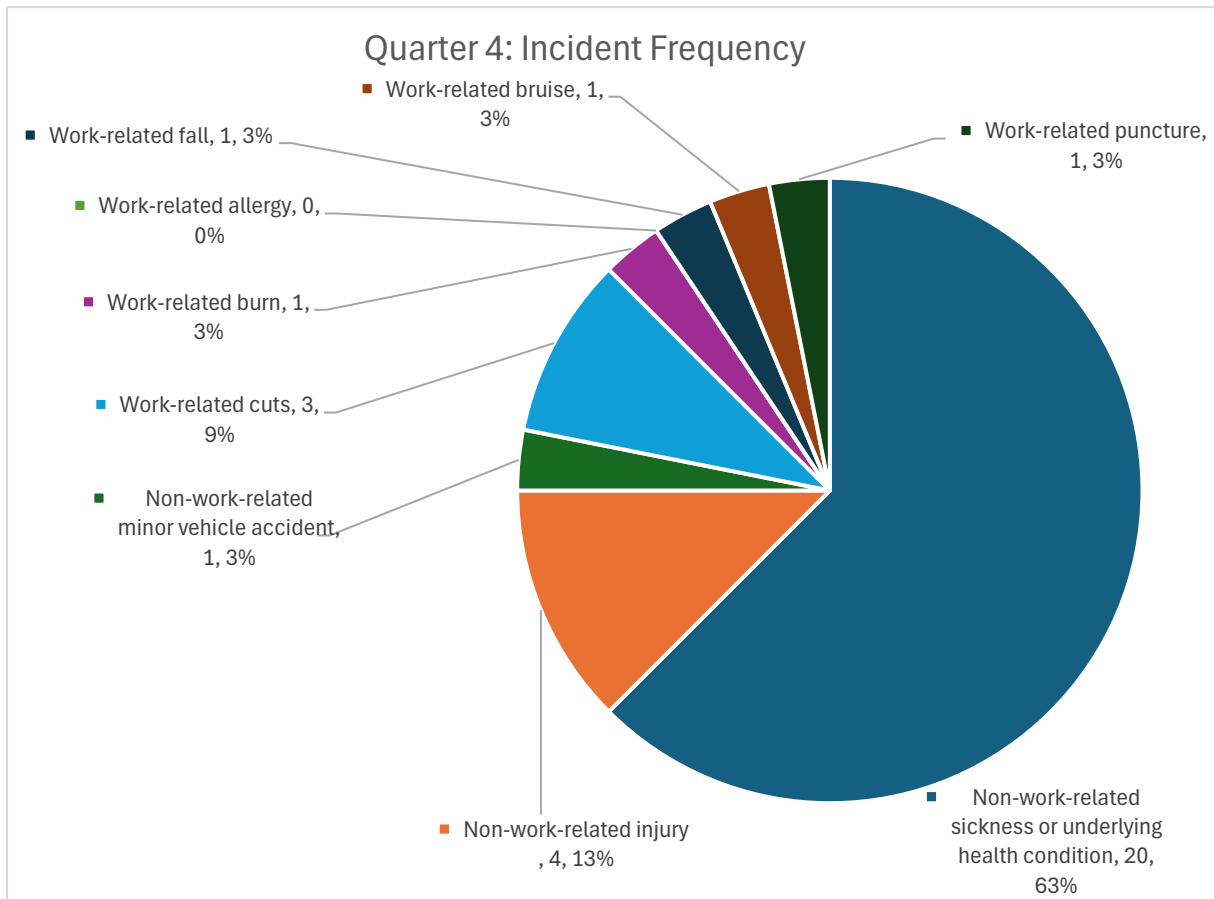
- Reinforce “Right Care, Right Place” guidance
- Provide quick links to trusted health resources

**ACTION:** CP to link with Mandy Murray regarding student communications to be issued on the process to be followed for non-work-related First Aid incidents.

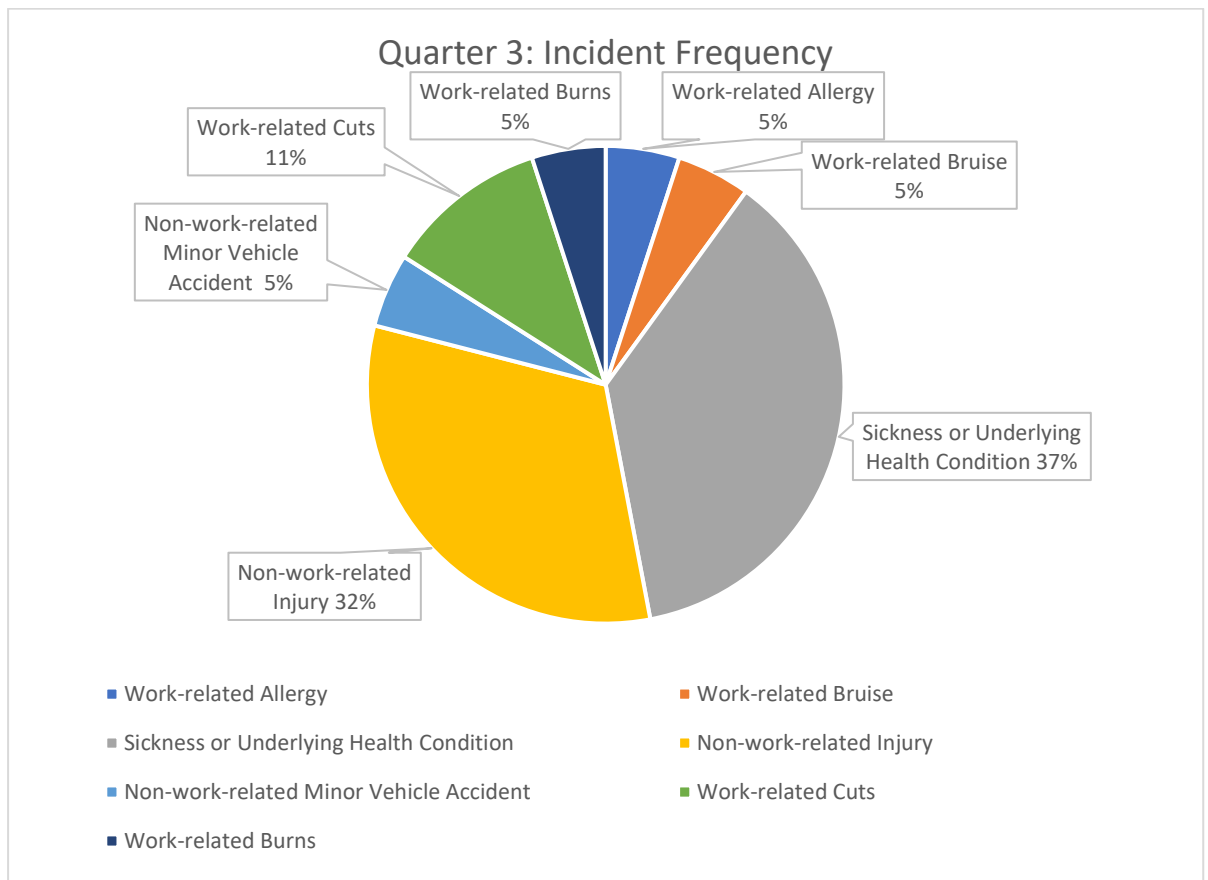
3.6 Table 2 showing summary of Incidents

Summary of Incidents from October to December		
Incidents Category	Numbers of Incidents	First Aid Administered
Non-work-related sickness or underlying health condition	20	8
Non-work-related injury	4	3
Non-work-related minor vehicle accident	1	0
Work-related cuts	3	3
Work-related burn	1	1
Work-related allergy	0	0
Work-related fall	1	1
Work-related bruise	1	1
Work-related puncture	1	1
<b>TOTAL</b>	<b>32</b>	<b>18</b>

3.7 Chart 1 demonstrates the frequency of each category.



3.8 Chart 2 below details first aid frequency by category in the previous quarter.

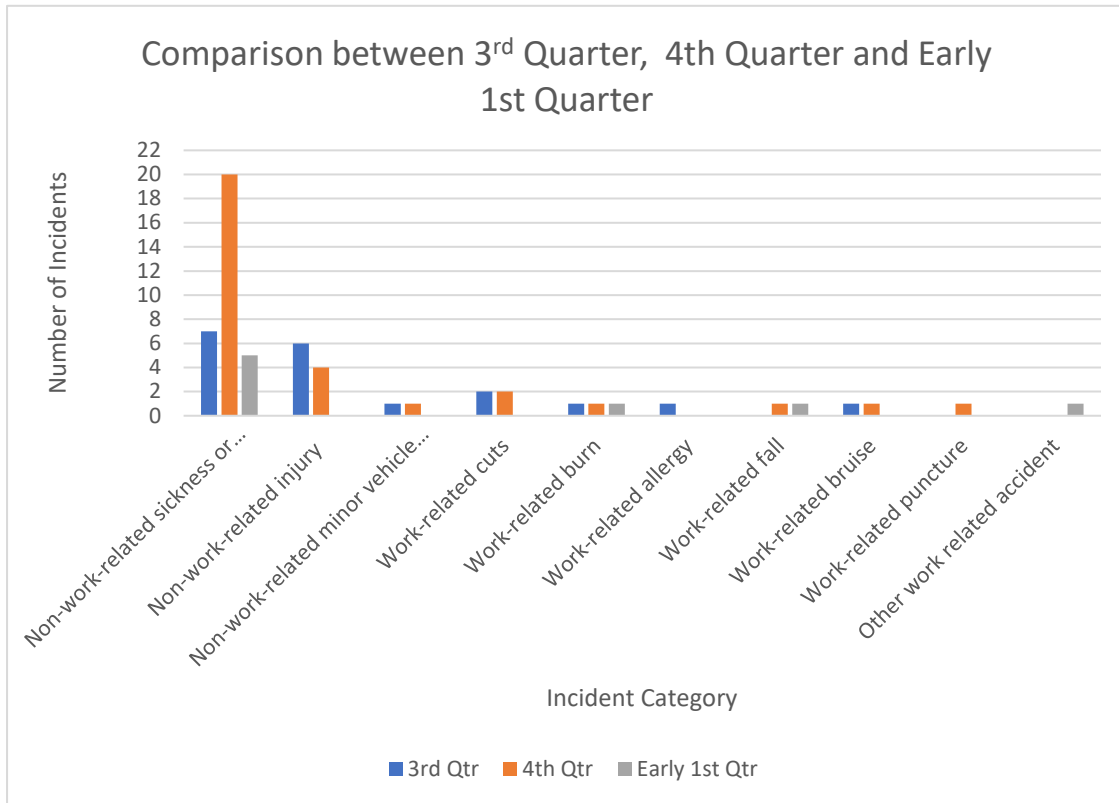


3.9 A comparison of both charts shows that the percentage frequency of all incident categories has fallen in this quarter, except that of non-work-related sicknesses and underlying health conditions. It should be noted that this does not have significant effect on the College's Health and Safety performance, except for the impact on working hours expended on First Aid.

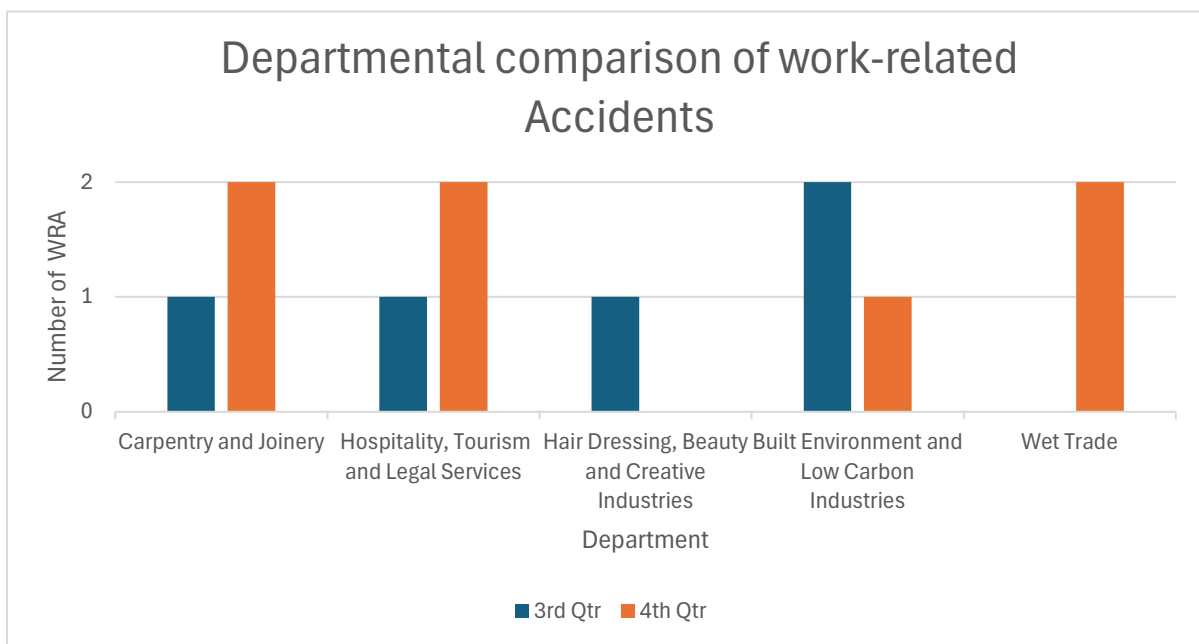
As stated previously the Sustainability Officer and a People Services Adviser are leading a working group on this.

3.10 There is potential for a reduction in the Cuts category this quarter as there has been no report of Cuts in areas where it occurred historically. This may be attributed to improved supervision and PPE compliance.

3.11 Chart 3 showing Comparison between 3<sup>rd</sup> Quarter, 4<sup>th</sup> Quarter and Early 1<sup>st</sup> Quarter



3.12 Chart 4 showing a Departmental comparison of work-related Accidents.



3.13 Table 3 Near Miss Information:

Category	Date / Time	Description	Comments/Outcome
Wet Trades	19/11/2025	Hit RH pinkie with hammer. At first suspected it was broken, but once pain had subsided we felt it was just bruised.	Cold compress applied. The pinkie finger strapped to adjoining finger and taped with microspore to protect
Carpentry and Joinery	21/11/2025	The student accidentally hit his eye with a copper pole while attempting to mark it for cutting.	Eye wash solution used to flush out any possible irritants from the student's eye. Everything appeared normal, but I advised him to seek medical attention if he continues to feel discomfort.
Hairdressing, Beauty and Make Up	26/11/2025	Staff Member restrained a student today who was attacking another one. Staff Member's shoulder was pulled as part of the incident, and she has been in pain with this after this.	Staff Member has been given a heat pack to try and ease her shoulder. She didn't want to go home but felt that a heat pack would help.
Workshop G05	12/8/2025	A part of the ceiling heater has fallen off, no-one was in the room at the time as it was during break.	This has been fixed. A request has been placed on Facilities help desk for such heaters around the Decoration and painting section to be checked, for falling parts.

### Summary of Discussion

OO discussed how the number of Near Misses reported was increasing, and this should help to reduce the accident rate.

There was discussion around what constitutes a Near Miss, or whether some Near Misses should be reported as accidents or incidents. OO confirmed a Near Miss is where there has been no injury, damage or loss.

The Near Miss involving the member of staff (number 3 in the table above) was discussed, and SM confirmed that members of staff should not put themselves in any danger.

FM asked if the College had in place a Policy regarding Violence at Work? He gave an example of an incident involving a member of staff this week, where a student had put their hands on the staff member, and the staff member had asked what to do.

It was discussed that the member of staff should tell their manager about this, as this is a safeguarding issue, and that there should also be an investigation regarding the student.

It was also confirmed that the Police should be called if necessary.

*Staff could take steps to try to protect themselves by, for example, considering the placement of furniture in rooms, and personal alarms were also discussed, as a potential deterrent.*

*The Tender for Security Guards on campus is almost finalised, and knife-arches could also be considered.*

*Procedures for in-vac were also discussed.*

**ACTION:** OO to source what other colleges have in place around Violence at Work.

**ACTION:** FM to consider if there is anything in place from the Trade Union side that may be helpful.

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

4.1 Requests for CPD submissions to be completed have been sent to the new First Aiders, and existing First Aiders whose certificates are expired. To date, five members of staff have been booked for First Aid Re-certification training. The College is still seeking additional First Aiders and would encourage all members of this Committee to promote the opportunity.

4.2 Talks have been initiated with Christine Thomas and Hazel McArdle on Mental Health related incidents within the college. Though resilience training is delivered during induction, an additional approach may be required.

#### **5 TRAINING**

5.1 The approval process is in progress for IOSH Managing Safely for all people managers and People Services Advisers, and NEBOSH training for senior colleagues. Following approval by SLT the training options available will be considered taking into account cost and delivery method.

5.2 Relevant Fire Wardens have been trained on the use of Evacuation Chairs. Two Staff members are yet to be trained. The training date for the use of the Evacuation pad is to be confirmed.

5.3 TES Develop records show that 260 employees have completed the Health and Safety in Education (Colleges and Universities) Course. This online course is mandatory for all new starts to complete in the first three months of commencing employment at SLC. The completion of all mandatory online training is captured on the Employee Induction Checklist.

5.4 TES Develop records show that 265 employees have completed the Fire Safety in Education course, and 84 employees have completed the Moving and Handling course.

5.5 Table 1: Staff Health and Safety Inductions

<b>Number of New Starts in Quarter 4</b>	<b>Number of Health and Safety Inductions Delivered in Quarter 4</b>
5	3

### *Summary of Discussion*

*FMac updated on the Paper regarding training on IOSH and NEBOSH, and the NEBOSH General Certificate had been suggested however OO had confirmed this was more specifically for Health and Safety Specialists. The IOSH Managing Safely course would be more suitable. The Committee agreed that senior colleagues, all people managers and People Services Advisers should undertake the IOSH Managing Safely qualification. FMac/CP to source providers and estimated costs for SLT approval.*

*JJ said there is also an exercise currently underway to look at a list of what qualifications and levels people have.*

*SM confirmed that the IOSH Managing Safely course should go ahead.*

*Online training through TES Training was also discussed and SM asked if details can be provided to managers of members of staff who have not carried out Fire or Health and Safety training.*

**ACTION:** FMac/CP to source providers and estimate costs for SLT approval.

**ACTION:** CP/FMac to provide report details split by team, of who has not completed Fire/ Health and Safety training and provide lists to relevant managers.

## **6 HEALTH SURVEILLANCE**

- 6.1 To demonstrate compliance with the Control of Substance Hazardous to Health Regulation and the Control of Noise at Work Regulations, the College has completed a College-wide Health Surveillance Risk Assessment. This has been passed on to Occupational Health (OH) for action. OH have requested that the College adds further detail regarding the number of staff per area that require health surveillance.

### *Summary of Discussion*

*OO said that the Risk Assessment has been done, and the number of staff from each department requiring health surveillance is being gathered (Elaine Ballantyne is working on it currently).*

*Discussion took place that this is for, for example, noise in workshops, or dust etc. By putting the Risk Assessment in place, we are surveying the risks and taking any actions, for example ensuring no areas are over-exposed to noise etc. This is for protecting staff through preventative measures, and changes can be made when risks are detected.*

**ACTION:** FMac/CP follow up EB information being collected from managers.

*Post-meeting note:* Numbers have been collated and information is now with Procurement.

## **7 HEALTH & SAFETY CULTURE:**

- 7.1 Site Walks were carried out and areas that required action have been forwarded to Facilities Helpdesk for action.

### *Summary of Discussion*

*OO confirmed that hazards and issues identified have been forwarded to Facilities, and there is also a feedback loop to confirm when actions have been done.*

7.2 The College's PPE Policy has been updated and forwarded to relevant persons for review.

**ACTION:** This is to be a Procedure, and is to be brought back to the Committee.

7.3 The QR code to access an Incident Report form has been displayed in classrooms throughout the college and a staff communication was issued to explain and promote this reporting process. The form should be used to report near misses and other health and safety concerns. Improved reporting of near misses should lead to actions which can prevent incidents.

### **Summary of Discussion and Lessons Learning from Recent Incident**

*SM asked about the recent incident involving an issue with a student and a piece of machinery, and asked if it had been reviewed, and if there were any actions to be put in place?*

*JJ talked about the incident, with details from the incident report ('Reviewed Incident Investigation Report').*

*Control Measures from the Incident Investigation Report are:*

*The need to enlighten students and other staff members in the workshop on the danger of complacency and high likelihood of errors when carrying out a repetitive task. This will be done through Toolbox Talks. Lecturers are to ensure all students attend and sign the attendance sheet.*

*Lessons Learned from this incident were discussed, and steps have been put in place since, including:*

- *A reminder to all staff for students to be updated in terms of their competency in the use of machinery. This is shown via training records and assessments.*
- *The introduction of a log book for all machines*
- *The Technicians Workshop should only be manned by the Technicians; no staff members or students should be in these rooms*
- *Health and Safety is to be a standing item in weekly meetings, making sure everything is implemented that should be. (The meetings cover Learning and Teaching, then Health and Safety, then AOCB.)*

*This is a generic approach, disseminated through the Curriculum, to minimise and mitigate risk.*

*A reminder that doors are to be kept locked at all times when rooms are not in use, to avoid unauthorised access, and personal accountability was also discussed for, for example, PPE, or machinery use. FW referred to a gap identified in Abrasive Wheels training; a company was then engaged to come in and deliver training for Roofers and Bricklayers.*

*The issue with how to identify if people are competent, and it was confirmed that there is a register of PUWER training.*

*SM discussed that there is a lawyer who does Health and Safety training coming into the College after Easter to deliver training, as a mock trial; this highlights accountability for health and safety is not just to the organisation but to all individual staff members .*

**ACTION:** OO to produce a report of lessons learned from the Incident discussed above (In the 'Reviewed Incident Investigation Report'). The report will be for internal use only.

## **8 College Lifts:**

*There was discussion around the lifts, there could be an interim measure, or we could wait until summer and the two lifts could be replaced. The Engineer was not sure if the interim work would give the desired outcome.*

*Should attention be focused instead on the procurement of new lift?*

*EM said that this should hopefully be done within an eight week period hopefully.*

*FM asked if there could be an option to have the lifts that are available on construction sites, as an alternative if required.*

*This will be discussed at future meetings, when more details are known around Procurement.*

## **9 AOCB:**

*FM raised the issue of the slabs outside the College.*

*OO said that there had been a Near Miss report involving the slabs outside. CF had provided an update on the Action Log 8 January 2026: "College approval complete. Contractor expected to start soon. Account manager to confirm start date with Deborah."*

*JJ asked about CECA students? Could they lift a section, work in relay, move fencing as they work in small sections.*

*GP said he would be happy for students to learn, and watch, but a contractor would be needed, for insurance purposes too. GP suggested it may be possible to get people on a secondment from the company.*

*FM raised the issue of extraction in the Joinery Workshops, electrics have failed in panels; they are going through Facilities and buying in dressed timber currently.*

*JJ said he has been speaking with DL, and this is in progress; the ventilation is ok but electrics are now an issue.*

*FW mentioned the issue of the Pan Mill machine being at the end of its life - DL is getting quotes. The machine is needed to deliver the curriculum.*

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

- Item 1.1: CP to close outstanding actions in the Action Log
- Communications to be issued to students regarding Vaping Enforcement (JW), and JW to obtain student feedback regarding consideration of an all-Campus smoking ban. Consider promotion of awareness of dangers of smoking.

- Item 2.2: OO to provide wording for an all-staff email about the recent changes to our evacuation process, especially on the need not to use the Lift during a Fire emergency, and People Services to issue the email.
- OO to complete a Training Log for all Fire Wardens, detailing training provided, and Fire Wardens signing to confirm they understand their responsibilities.
- OO to check requirements for Fire Extinguisher training, according to legislation.
- Item 2.3: OO to arrange to share the PEEP process with the Senior Team.
- CP to arrange meeting for the Senior Team to focus on PEEPS and evacuation plans; this is to be arranged quickly, and ahead of the next Health and Safety Committee meeting.
- Item 3.2: CP to link with Mandy Murray regarding student communications to be issued on the process to be followed for non-work-related First Aid incidents.
- Item 3.10: OO to source what other colleges have in place around Violence at Work.
- FM to consider if there is anything in place from the Trade Union side that may be helpful.
  
- Item 5.5: FMac/CP to source providers and estimate costs for SLT approval.
- CP/FMac to provide report details split by team, of who has not completed Fire/Health and Safety training and provide lists to relevant managers.
  
- Item 7.2: PPE Policy to be a Procedure, and is to be brought back to the Committee.
- Item 7.3: OO to produce a report of lessons learned from the Incident discussed above (In the 'Reviewed Incident Investigation Report'). The report will be for internal use only.

## Appendix A – Accident Summary

ID	Accident Date	Location	Accident Description	First Aid/Hospital
1	10/1/2025 10:11	Health & Social Care	Short of breath, wheezing	Kept her calm. She used multiple doses of inhaler
2	10/1/2025 14:38	Hospitality, Legal and Police Studies	Staff member caught foot on desk or bag and fell to the floor injuring right knee.	Ice packs to reduce swelling.
3	10/2/2025 9:58	Hospitality, Legal and Police Studies	Student began to feel unwell and shake.	Cold pack used. Student was shaky but sitting up, very warm. Began to feel better within 10 minutes and felt well enough to take a break. Student is on new medication that should control the seizures but is still in the early days of taking the medicine.
4	10/6/2025 11:30	Hairdressing, Beauty and Make Up	Student had an asthma attack and her inhaler wasn't giving the required relief. Her mother was informed and she is to come in shortly and pick her up	None. Sat with student and kept her calm until her mother arrived
5	10/7/2025 12:17	Annexe	Was walking out of room as felt faint and then sat on floor at door.	Reassured and given biscuit and sugary drink. These attacks are occurring frequently for student and she has been seen by GP and referred to Dietician. Appt arranged for end of October 25.
6	10/8/2025 11:21	Hairdressing, Beauty and Make Up	Student got an aura that she was going to have a seizure. Moved to dispensary and student was conscious and sitting up but shaking badly. Severe shaking lasted about 10 minutes, with small hand and leg tremors after that. Student has been experiencing this for about a year and is in contact with the GP about it.	No supplies used. Sat with student on the floor, talking to her until the seizure passed. Student was conscious and talking throughout. Student began to shake less after about 10 minutes. Student experiences chest pain when having seizures and post seizure but says this is normal. Advised to seek GP advice as there has been no improvement on current medication. Student is awaiting and angiogram.
7	10/8/2025 13:52	Hospitality, Legal and Police Studies	While in the restaurant study student began to feel unwell, feeling irritable, and confused. Lecturer called for a First Aider as he had informed her that he had	No first aid required

			forgot to take his epilepsy medication before coming to college.	
8	10/9/2025 13:09	Early Education and Childcare	Student has been very unwell recently, suffers from asthma and has recently had strep - she's been experiencing shortness in breath, shaking and weak - this is what happened in class, however after talking to Lecturer, she feels this may have been anxiety	None
9	10/15/2025 14:55	Advice centre	Student is feeling panicky	Talk
10	10/20/2025 12:56	Life Sciences	Felt sick and weak, went out for fresh air and didn't feel much better.	Spoke to her make sure she was ok. She just wants to go home. Called a taxi
11	10/20/2025 13:30	Hairdressing, Beauty and Make Up	Student was standing, said that she felt faint and that her ears were ringing. I began to sit the student down when she fainted. The student was unconscious for a few seconds before regaining consciousness. Student sat and had a drink of water and began to feel better. Student text her mum to make her aware but felt well enough to return to class. Aspire worker also attended and was aware of the student returning to class and travelling home via schools bus. Student has no history of fainting.	Student sat until they felt well enough to stand up. Student felt well enough to return to class. No first aid supplies used.
25	11/20/2025 8:46	Hospitality, Legal and Police Studies	Student felt unwell while in the kitchen, experiencing nausea and dizziness, so he took a seat outside to rest. When First Aider spoke with student, he mentioned he wanted to be sick and felt weak and queasy. Subsequently, he went to the toilet and was sick while I waited outside.	Student was unwell in the men's toilets. After speaking with him, he indicated that he had been fasting and had not consumed anything for over 20 hours. I offered him a can of Coke for the sugar, water, and a banana; however, he declined. Leo also informed me that he has an eating disorder, which led me to believe it would be appropriate to contact Hazel McArdle to discuss the matter, as she is best qualified to handle the situation.
26	11/21/2025 10:55	Carpentry and Joinery	The student accidentally injured his eye with a copper pole while attempting to mark it for cutting.	I used eye wash solution to flush out any possible irritants from the student's eye. Everything appeared normal, but I advised him to seek medical attention if he continues to feel discomfort.

27	11/21/2025 15:54	Wet Trades	Student was lifting bricks using the lifters and somehow managed to release the bricks and they fell on his free hand. He bruised his left hand. I thoroughly checked it over to see if there were broken bones, but his bones seemed fine. He was able to move his hand freely.	Padded dressing
28	11/25/2025 11:52	Carpentry and Joinery	Student was completing his skills test when a saw slipped and cut his left hand. The cut was deep and would not stop bleeding attended A&E	No treatment could be given due to the depth of the cut attended A&E
29	11/26/2025 14:28	Hairdressing, Beauty and Make Up	Staff Member restrained a student today who was attacking another one. Michelle's shoulder was pulled as part of the incident, and she has been in pain with this after this.	Staff Member has been given a heat pack to try and ease her shoulder. Staff member didn't want to go home but felt that a heat pack would help.
30	11/27/2025 15:56	Hairdressing, Beauty and Make Up	Student was in a fight on campus and was left with minor injuries.	Ice packs used to stop swelling on the cheek. Scrapes to head were clean and very small so did not require a plaster. Student said that they didn't want any further assistance. Student was advised to seek medical assistance should she begin to feel unwell. Students was collected by her mum who was given the same advice.
31	12/1/2025 11:14	Early Education and Childcare	Student had her head hit during the weekend and still feeling the pain	Referred to A and E
32	12/3/2025 13:16	Early Education and Childcare	Student was very upset with ongoing issues.	We just had a general chat to calm down
33	12/10/2025 9:51	Canteen area	Student was talking on his phone while walking back to class and when he looked up he was right in front of the pole and he walked into it, bumping his head a little bit and burst his lip.	Saline water, and cold pack
34	12/11/2025 13:40	Carpentry and Joinery	Student fainted in class, was out for a few seconds then came round. Felt a little clammy, but otherwise ok. Tools sips of water. Sat for twenty minutes or so and didn't feel any worse. Called taxi and accompanied him to the taxi"	None

35	12/12/2025 13:12	Wet Trades	Student had a brick thrown at her while washing the pails used for a task.	Cold pack given to student to apply on affected area.

**PEOPLE & CULTURE COMMITTEE**

<b>DATE:</b>	26 February 2026
<b>TITLE OF REPORT:</b>	Quarterly People Services Report
<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>	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>No change to headcount: 6 new hires and 6 leavers in the period.</li> <li>Ongoing recruitment efforts – both internal and external.</li> <li>Chiroprapist services available to staff on a self-funded basis.</li> <li>Mental health support promoted through Access to Work and mindfulness sessions.</li> <li>Access to Work update.</li> <li>Home Energy Scotland promotion.</li> <li>Staff Development &amp; Wellbeing Day – 17 December 2025</li> <li>National Equality Outcomes (NEOs) update.</li> <li>GMB seeking local recognition, discussions ongoing.</li> <li>Pension recalculations completed; refunds and reimbursements in progress.</li> <li>New HR &amp; Payroll system (iTrent) live with self-service functionality; demo planned.</li> <li>Absence rate 9.17%, above sector average; long-term sickness accounts for 67% of absences.</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 October to 31 December 2025.

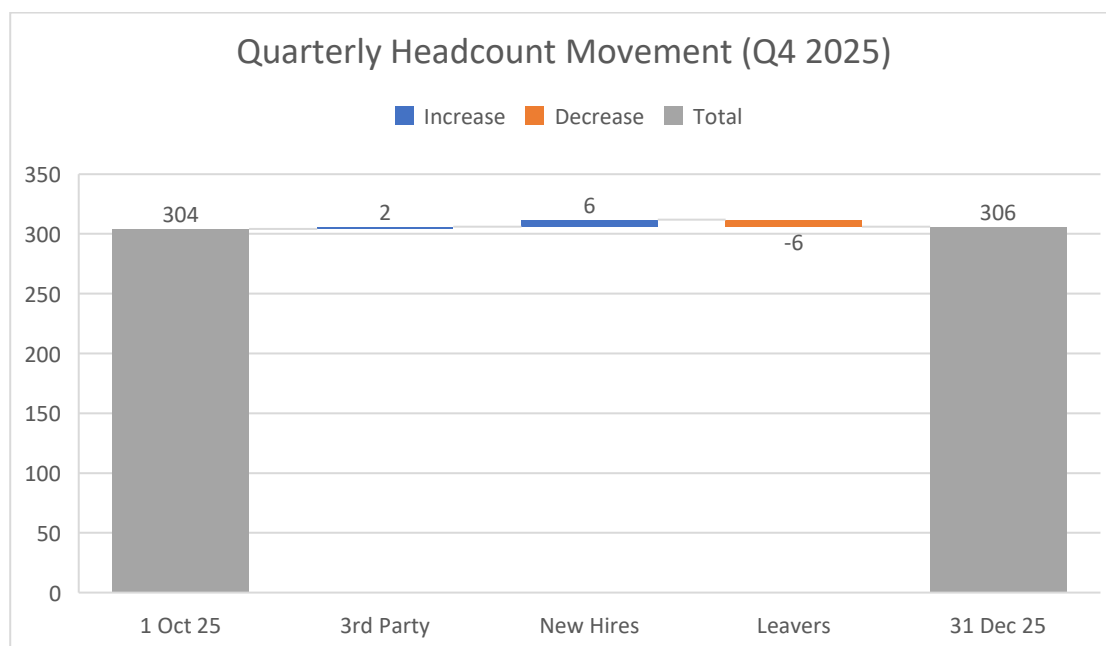
## 2 HEADCOUNT MANAGEMENT

2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a static headcount over the period, with 2 x 3<sup>rd</sup> party contractors, 6 new hires and 6 leavers.

2.2 Two of the six leavers left the organisation through retirement. The remaining four left due to a resignation or end of temporary contract.

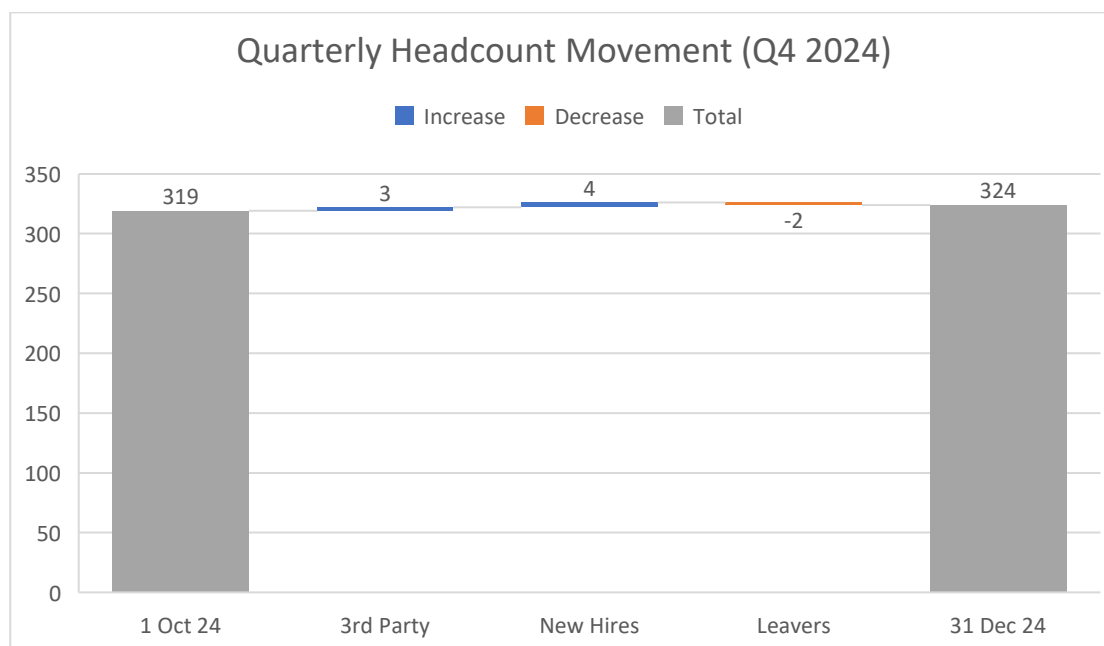
2.3 All new hires in Q4 2025 were appointed to a vacancy that was advertised and interviewed in Q3 2025.

2.4 *Chart 1: Quarterly Headcount Movement 2025*



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

**Chart 2: Quarterly Headcount Movement 2024**



## 2.6 Recruitment

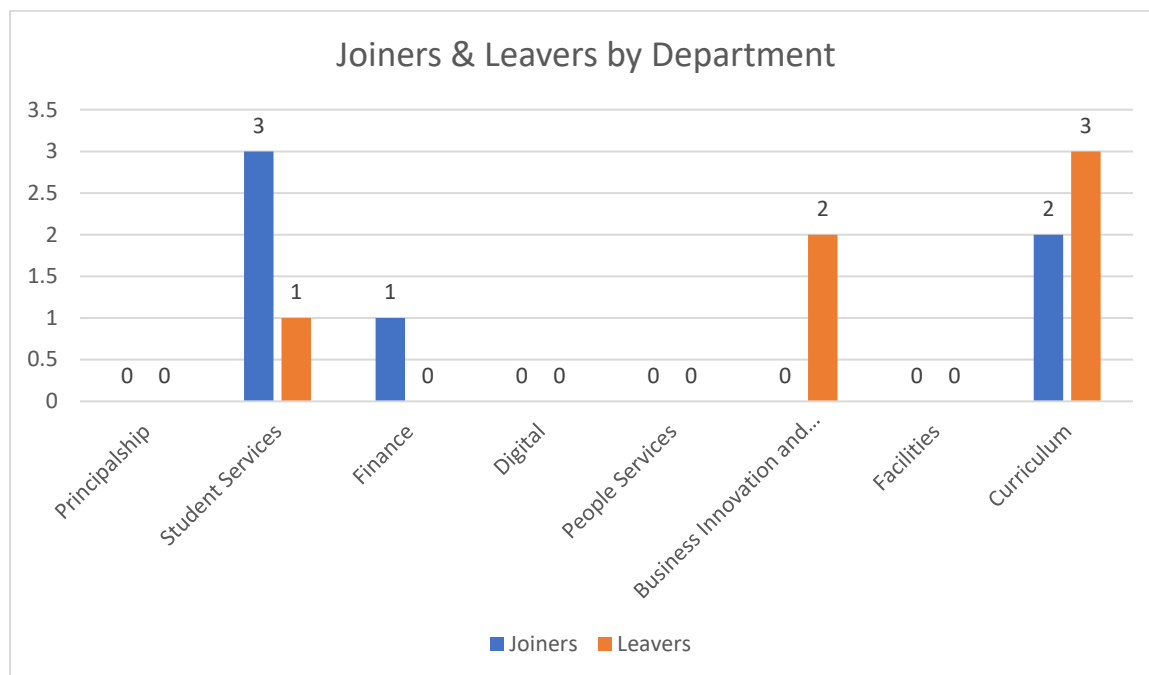
2.7 Recruitment activities during the period are shown below:

**2.8 Table 1: Recruitment**

Position	Status
Sustainability Advisor*	Internal appointment made
Head of Business Innovation	Shortlisting (Re-advertisement)
Business Innovation Advisors (3 FTE)	Shortlisting (Re-advertisement)
Hair and Beauty Receptionist*	Appointment made
Financial Accountant*	Appointment made
Educational Learning Support Advisor*	Appointment made
Support for Learning Assistant*	Appointment made
Student Engagement Manager	Advertised
Training and Events Administrator	Advertised
Lecturer – Horticulture, Permant 0.5 FTE	Advertised
Customer Service Adviser	Advertised
Cleaner	Shortlisting
Health and Safety Adviser	Advertised (closing date extended)
Interim Curriculum and Quality Manager	Interviews scheduled

\* started during this quarter

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

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

3.3.5 We are signposting colleagues to Home Energy Scotland, which provides free, impartial, Scottish Government funded advice on reducing energy costs and improving home energy efficiency. Support includes guidance on:

- Energy-saving measures
- Home heating and renewable options
- Grants, loans, and available funding programmes

More information: <https://www.homeenergyscotland.org/>

#### **Support for Pre-Payment Meter Users**

Staff using pre-payment meters and struggling to top up may be eligible for fuel vouchers, typically providing around ten days of emergency energy credit. These vouchers can be accessed via:

- Energy suppliers
- Local councils
- Citizens Advice Scotland
- Food banks

(Source: mygov.scot)

#### **Internal Process**

Our People Services team acts as a triage point and identifies colleagues who may benefit from referral to Home Energy Scotland for tailored advice.

#### **Direct Staff Access**

Home Energy Scotland advisers can provide personalised guidance, including support for those struggling with fuel costs. Staff can contact the service directly on:

0808 808 2282

#### **Next Steps**

We will continue promoting this support and monitor engagement through People Services touchpoints.

## 4 EMPLOYEE ENGAGEMENT

### 4.1 *Employee Engagement and Internal Communications*

#### 4.1.1 Staff Development & Wellbeing Day – 17 December 2025

The Staff Development & Wellbeing Day held on 17 December 2025 provided a college-wide opportunity to enhance staff wellbeing, foster connection, and close the year on a positive note. The day combined senior leadership engagement, an external wellbeing-focused keynote, and a wide range of interactive wellbeing focused workshops.

#### **Programme Overview**

The schedule included:

- Breakfast welcome
- End-of-year message from Stella McManus, Principal & Chief Executive
- Guest speaker Lesley MacIntyre (Healthy & Active in East Kilbride)
- Morning and afternoon wellbeing interactive activities
- End-of-year quiz and live musical session

Interactive sessions spanned mindfulness, crafts, 3D printing, Therapets, cooking, movement-based wellbeing, and professional reflective sessions such as boundaries and self-care. Many of these workshops were designed and delivered by college staff, allowing colleagues to share their personal talents, specialist skills, and creative interests with peers, an element that contributed strongly to the day's positive atmosphere and sense of community.

Online wellbeing modules were available via TES Develop, Alison, and Lanarkshire Carers.

#### **Staff Feedback**

Feedback was positive, with:

- Overall satisfaction rated 8/10
- High scores for content relevance, interaction, and experience (2.67–2.75 out of 3)

Qualitative feedback described the day as “wonderful,” “fun,” “uplifting,” and “a great way to end the year.”

Staff highlighted:

- Variety and quality of workshops
- Relaxed, inclusive atmosphere
- Opportunities to connect with colleagues
- Excellent catering

- Enjoyable live music

### **Conclusion**

The Staff Development & Wellbeing Day delivered a highly valued experience, contributing significantly to staff wellbeing and organisational culture. Feedback indicates strong support for continuing and enhancing this model, with scope to deepen CPD alignment, broaden participation, and expand high-demand workshops.

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

South Lanarkshire College has been progressing structured work to implement the National Equality Outcomes (NEOs). Following a productive Equality Group workshop, a clear set of cross College actions and responsibilities is now in place.

#### **Key Progress**

- The Equality Group reviewed all National Equality Outcomes and identified what they mean in practice for the College.
- Initial responsibilities and data requirements to support evidence-based planning are in place.
- A coordinated project structure has been established, including a forthcoming NEOs Project Kick-Off meeting and shared digital workspace.

#### **Core Actions**

- **QLTI:** Analyse attainment, retention and demographic data; identify gender-imbalanced subjects to inform curriculum planning.
- **Curriculum Teams:** Embed inclusive teaching and belonging principles within curriculum design.
- **People Services:** Strengthen staff demographic data; review representation and equality-related staff development.
- **Governance Professional:** Maintain governance demographics and report on progress.
- **Marketing & Communications:** Lead targeted equality campaigns, mental health messaging, and harassment-prevention communications.
- **Student Services:** Enhance mental-health support, belonging initiatives and reporting mechanisms.
- **Safeguarding:** Review safety trends and ensure appropriate training.
- **Equality & Engagement Officer:** Coordinate baseline data, oversee tracking and lead equality reporting.

## **Next Steps**

- Baseline data collection is planned as the next coordinated stage of the project and will be initiated in line with our implementation timeline.
- A six-week milestone review will monitor early progress.
- Quarterly updates will be provided to SLT, the Equality Group, staff and the People & Culture Committee.

## **Summary**

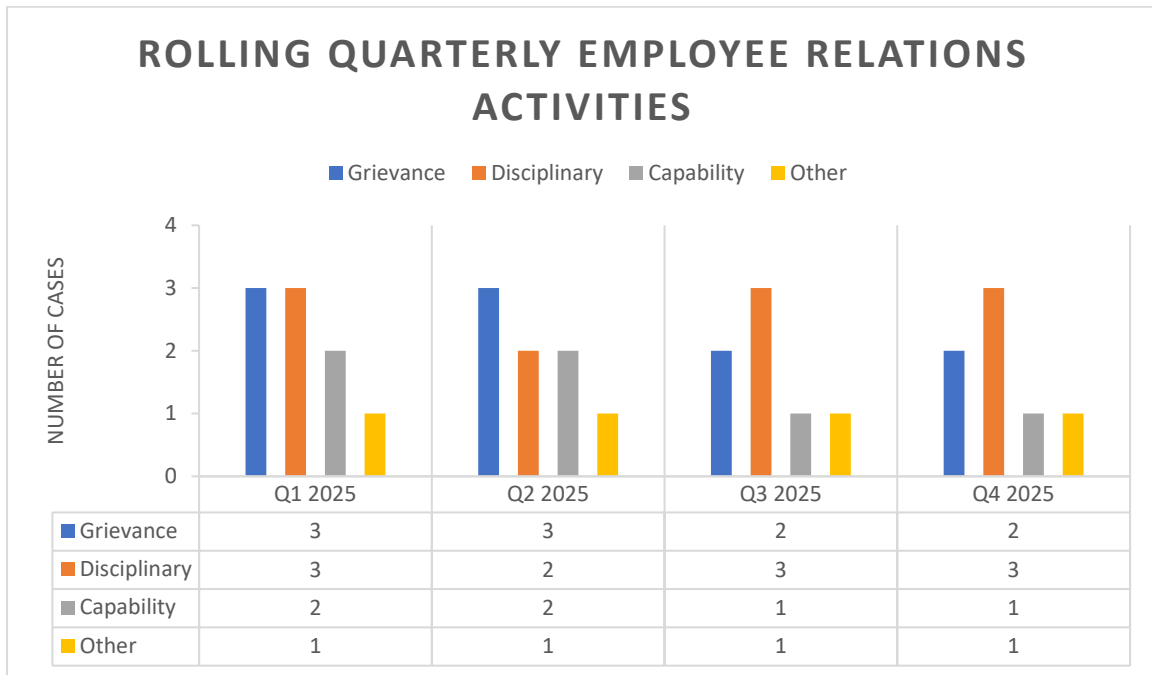
The College now has a unified, actionable plan to deliver the National Equality Outcomes, ensuring compliance with equality duties and strengthening our commitment to fairness, inclusion and belonging for all students and staff.

## **5. EMPLOYEE & INDUSTRIAL RELATIONS**

### ***5.1. Employee Relations***

- 5.2. The following graph demonstrates the number of grievances, disciplinaries 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. Graph 3: Employee Relations Activity



5.5. **Industrial Relations**

5.6. The support staff Pay and Terms and Conditions NJNC Agreement for period 1 September 2025 – 31 August 2028 was issued to colleges on 8 December 2025. This included a 4.25% consolidated pay award with an underpin of £1,150 for salaries up to £27,000, effective 1 September 2025. The award was applied to December salaries with backpay to September 2025 included in support staff December pay.

5.7. The UNISON branch remains under regional supervision. Some of SLC colleagues have now joined GMB. GMB are recognised nationally, but currently not locally at the College’s Joint Negotiating Committee. The College has been asked by GMB Scotland Senior Organiser to recognise GMB locally.

**6 HR PROJECTS**

**6.1 Pensions Contributions Project**

- 6.1.1 The 16 members of support staff reported previously who have over-contributed to their pension have received reimbursements through payroll.
- 6.1.2 For those who have under-contributed the college has received approval from the Chairs’ Committee and the SFC to process reimbursements for these.
- 6.1.3 The College is progressing with a legal enquiry to produce a template settlement agreement as required by SFC. Based on the process required for Agreements to be signed per person, this is envisaged to conclude around March 2026, dependent on completion of the work on the template settlement agreement.

**7.1 HR System Project**

- 7.1.1 The College demonstrated the functionality of the new system at the Committee meeting on 27<sup>th</sup> November 2025.
- 7.1.2 The Career Review module is the next function to go live with the Executive team leading the pilot on this. The pilot planned to commence at end of January 2026.

## 8. ABSENCES

### 8.1 Five Year Rolling Absence Data

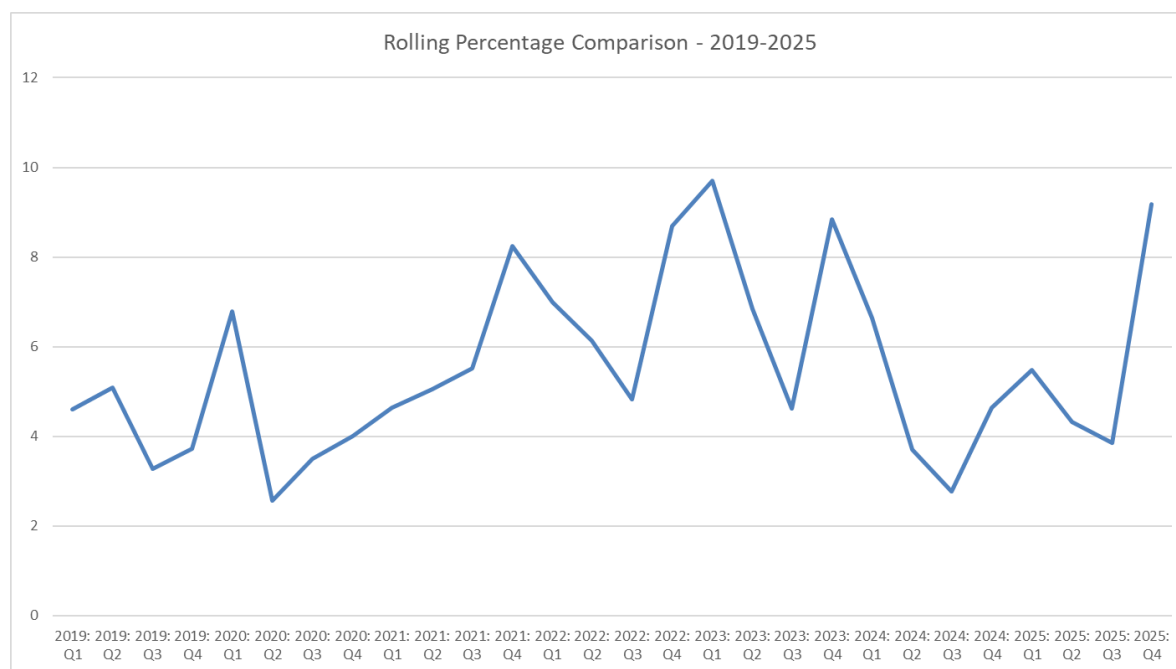
8.2 The College rolling absence percentages are shown in Chart 1. The current absence rate is 9.17% for the fourth quarter of 2025. Absence rates remain above the official average data from the Office for National Statistics (ONS). The table below is updated with the ONS 2024 Absence Rates data:

8.3 Table 1: ONS 2024 Absence Rates

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

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

### 8.5 Chart 1: Rolling Percentage Comparison



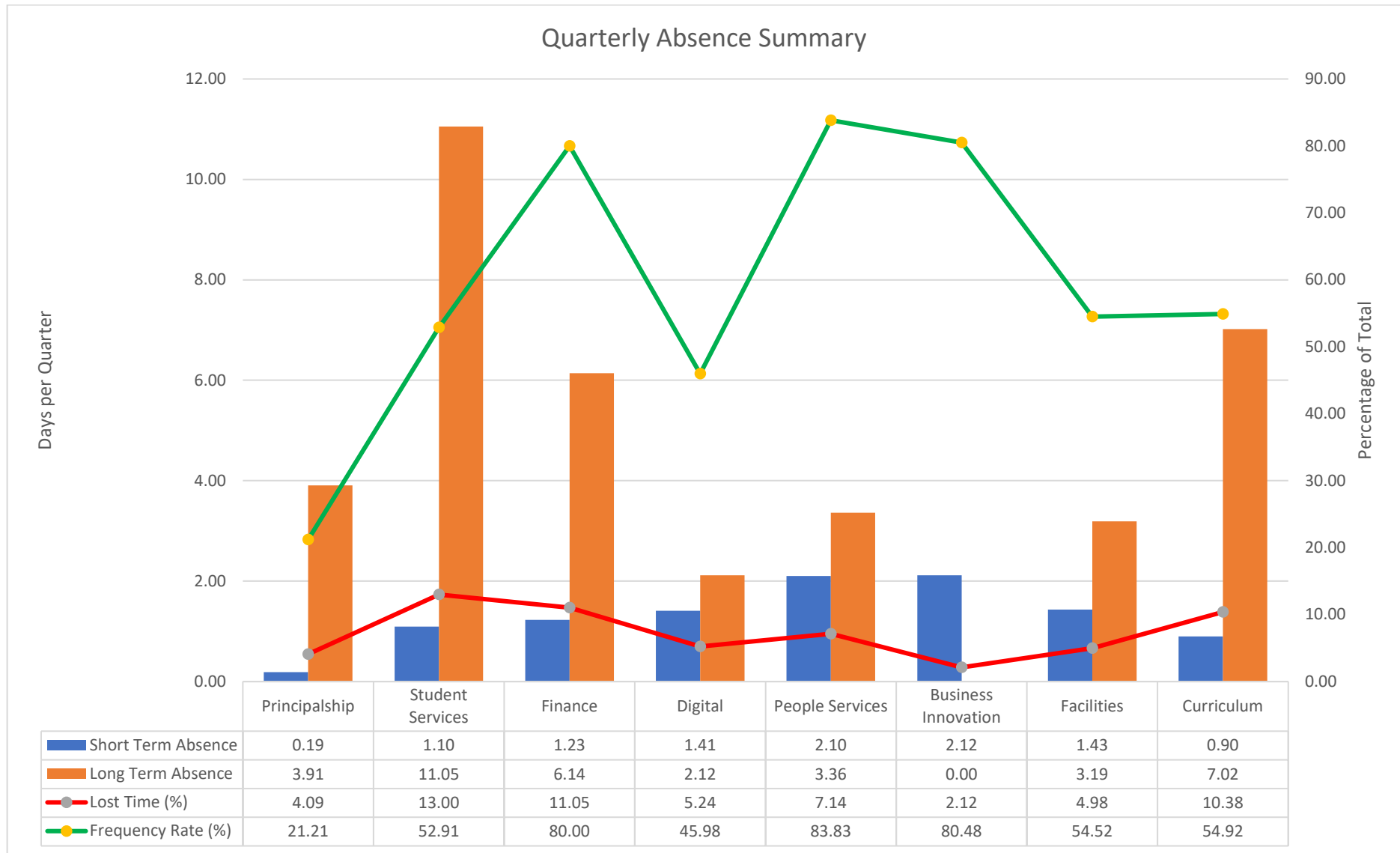
### 8.6 Departmental Absence Data

8.7 The following graph shows that long-term sickness (absences longer than 3 weeks) accounts for 67.46% 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 49.71% of total absences.

8.8 The graph below also highlights the following:

- 8.8.1 Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 9.17% of available working days to absences. The Finance and Student Services teams have higher time rates lost than other areas of the College. The approximate salary cost of lost time is £113,154. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.
- 8.8.2 Frequency rate (%) per department, which is measured as the average number of absences per employee, based on the department headcount and the number of days absence in the department, expressed as a percentage. People Services, Finance and Business Innovation teams have higher frequency rates of absence based on headcount due to an increase in the proportionate number of sickness instances.

8.9 Chart 2: Quarterly Absence Summary



## **9. EQUALITIES**

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

## **10. RISK**

10.1 The following risk is identified:

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

## **11. RECOMMENDATIONS**

11.1 Members are recommended to:

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

**PEOPLE AND CULTURE COMMITTEE**

<b>DATE</b>	26 February 2026
<b>TITLE OF REPORT</b>	EIS-FELA Update Report
<b>REFERENCE</b>	10
<b>AUTHOR AND CONTACT DETAILS</b>	Cheryl Robertson (Branch Secretary) Scott Gray (Branch Convenor)
<b>PURPOSE:</b>	To provide an overview of EIS-FELA's South Lanarkshire College branch focuses, initiatives and concerns
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• Note the current work being discussed by the EIS-FELA sub-committees</li> </ul>
<b>EQUALITIES</b>	There are no adverse implications for equalities identified within the attached report.
<b>RISK</b>	EIS FELA and South Lanarkshire College are committed to promoting positive employee relations and ensuring effective partnership between EIS FELA and management. Failure to do so could result in: <ul style="list-style-type: none"> <li>• Increased Industrial Relation Issues</li> <li>• Recruitment and Retention Challenges</li> <li>• Non-Compliance with National Bargaining and Equality Duties</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> <li>• Sustainability</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The EIS FELA Branch held its Annual General Meeting on 27 January 2026</li> <li>• Branch officials were nominated, positions broadly remain unchanged except for two roles</li> <li>• The Branch Committee met and discussed: <ul style="list-style-type: none"> <li>- Pension contributions</li> <li>- Sub-Committee Membership</li> <li>- EIS FELA Annual Conference</li> <li>- Additional Branch Meetings</li> <li>- Further Education Parliamentary Reception</li> <li>- EIS FELA report</li> <li>- EIS pay claim</li> </ul> </li> </ul>

## **1. INTRODUCTION**

1.1 The purpose of this paper is to provide an overview of the most recent round of EIS FELA branch meetings, Committee meetings and sub-Committee meetings.

## **2. BACKGROUND**

2.1 The South Lanarkshire College EIS FELA branch represents and acts as the collective voice for lecturing staff. It is made up of approx. 150 members who elect representatives annually at a January AGM.

2.2 The branch committee is represented by the branch and currently consists of 20 members.

2.3 Given that the branch committee is large, in comparison to others in the sector, the decision was recently taken to establish Sub-Committees. The sub-committees meet between branch committee sessions and maintain focus on key areas. The current sub-committees are: Equalities, Health and Safety, Learning and Teaching, Well-being, and Social.

2.4 The South Lanarkshire College branch are keen to engage with the Board, recognising that many issues are shared both locally and across the sector, particularly noting the issues around funding settlements for the FE sector and the changing learner needs.

## **3. BRANCH UPDATES**

3.1 The branch held its 2026 Annual General Meeting on 27 January 2026, during which officials were nominated for the year ahead.

3.2 Branch official positions remain largely unchanged, with two exceptions: Ryan Anderson has been confirmed as Learning and Teaching Representative, having previously carried out the role on an interim basis, and Claire Devenney has been elected as Equalities Representative for the first time.

## **4. COMMITTEE UPDATE**

4.1 The Branch Committee met and discussed the following:

4.1.1 It was noted that the pension contributions resolution is underway however not yet concluded. The Committee advised that this is a key issue for its members and will remain a standing agenda item at the Joint Negotiating Committee (JNC) until resolved. It being noted that the representatives will provide members with an update at the next full branch meeting.

4.1.2 Given the recent introduction of sub-committees, members have been invited to indicate their preferred area of involvement.

4.1.3 The branch representatives will attend the EIS FELA Annual Conference on 20 March 2026.

4.1.4 The Committee has scheduled two additional full branch meetings, with further meetings to be arranged on an ad-hoc basis. The next full branch meeting is planned for May.

4.1.5 The Branch was represented at the recent EIS FELA *Fighting for the Future FE* Reception at the Scottish Parliament. This was an excellent opportunity

for FE representatives to engage with minister and highlight ongoing funding challenges within the sector. More information about the Reception can be found [here](#).

4.1.6 The [EIS FELA report](#) was circulated to the Committee.

4.1.7 The [EIS pay claim](#) was discussed.

## **5. EQUALITIES**

5.1 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 ASSURANCES**

6.1 EIS FELA and South Lanarkshire College are committed to promoting positive employee relations and ensuring effective partnership between EIS FELA and management. Failure to do so could result in:

6.1.1 Increased Industrial Relations Issues.

6.1.2 Recruitment and Retention Challenges.

6.1.3 Non-Compliance with National Bargaining and Equality Duties

## **7. RECOMMENDATIONS**

7.1 Members are recommended to:

7.1.1. Note the information contained within the report.

7.1.2 Where appropriate, contact branch officials to offer support and/or feedback in respect of any of the information provided within this report.