

**South Lanarkshire College
Human Resources Committee
Held on 20th February 2019**

Present Chris McDowall (Chair)
Rose Harkness
Gill Stillie (by phone)
Stewart McKillop

In Attendance Angus Allan
Lisa Beresford
Angela Martin

1. Declarations of Members' Interests

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

2. Minutes of the Previous Meeting

The Minute of the meeting held on 13th November had already been approved by the Board of Management.

3. Report to the Human Resources Committee

Ms Beresford stated that the purpose of the report was to update the Committee on all relevant staff matters since the last meeting.

Workforce Profile Overview

The College continually monitors the profile of its staff to inform and assist with workforce planning.

Ms Beresford took members through the detail of the headcount as at 6th February 2019. Members noted the detail on gender, age and contractual status. She added that the College had gone through a permanency exercise recently and this had increased the number of full time staff.

Members enquired why fixed term and temporary contracts would be issued and an explanation was given that these would be tied to short term courses or external delivery contracts which had both a time limit and a specific funding stream.

Organisational Development Update

The College is committed to delivering a diverse range of activities to encourage all staff to be empowered to develop their own professional learning and to further embed innovation in the teaching and support staff areas of the College. The key areas within Organisational Development (OD) include: professional qualification, professional learning opportunities, career review system, Investors in People.

Ms Beresford took members through the detail of the overview of progress, highlighting the following –

Teaching Qualification Further Education (TQFE) – as at 31st July 2018 118 members of the teaching staff were qualified to this level or equivalent. This represents 73% of teaching staff employed by the College at this date and is an increase of 2%. During 2018/19 a further nine members of teaching staff have been funded by the College to complete their TQFE.

Other Teaching Qualifications – as at 31st July 2018 fifty-one staff held other teaching qualifications, the majority being a PDA in teaching. The College is currently supporting eleven teaching staff through their PDA. This is a requirement before moving on to TQFE.

Members agreed that this was all extremely positive.

Professional Learning Opportunities – the members had been issued with the evaluation information relating to the December Staff Development Day. This had included the launch of a number of new on-line e-learning modules and the overall evaluations were extremely positive.

Ms Beresford stated that the evaluations were always scrutinised to ensure changes to provision was made as required.

The next staff development day was scheduled for 1st March 2019 but due to the time being lost by students due to industrial action it was considered in the best interests of all to postpone this session until June 2019. There will now be two staff development days in June. In addition, the College is currently in the process of putting out to tender for a management training programme for the middle tier of managers.

Members discussed the content of the training days and were pleased with the continued high levels of evaluations. They fully supported the decision to move the March day to June.

Career Review – the new career review documentation was launched in May 2018 and all staff were expected to have completed a Career Review by 14th February 2019. The progress of this is monitored on a weekly basis by the College Management Team.

Investors in People – members had been issued with the College's interim report for the annual interim review which had taken place in October 2018 with a further meeting with the IIP representative taking place in February 2019.

Members noted the summary of the actions planned. Discussion took place in regard to the full review which would take place in May 2019. Members stated the importance of the staff involvement in the process and the positivity expressed due to the strong supportive culture throughout the College.

- **Health and Wellbeing**

Absence Management – members had been issued with the details of the College's staff absence figures for the Fourth Quarter from 1st October to 31st December 2018.

Ms Beresford stated that staff absence continued to be a high priority and significant efforts were made to support staff to attend work. Every absence is followed by a formal return to

work interview and trigger point meetings take place with Principal and Depute. All trigger meetings are up to date at present. Professional occupational health and counselling services are also provided to support staff attendance.

Members noted that the figures remained positive with no increase in figures due to the Winter period.

Discussion then ensued regarding the proposed gathering of sector figures.

Planned Health and Wellbeing Initiatives – the Staff Benefits survey had been completed and the findings had been issued for members to consider.

Members discussed the high level of benefits provided by the College and were happy to note that there continues to be a high participation level overall of classes, clubs etc. It was noted that the overall satisfaction level stood at 85%.

Ms Beresford stated that the provision was always subject to monitoring and at present consideration was being given to changing the provider for the Employee Assistance Programme as some concerns had been raised in regard to the administrative side of the process. Members would be kept updated.

It was agreed that the Death in Service Benefit provided by the College was of assistance to staff in other areas such as when applying for mortgages. The Principal stated that he had found it was of great help to the families of deceased members of staff at the most difficult of times.

The College continued to work on the Clean Air College campaign with NHS Lanarkshire. Members were impressed with the level of support being given to staff and students in their attempts to stop smoking. It was noted that the vaping shelter had been installed and that the College continued to positively discourage any smoking/vaping outwith the designated areas.

Mental Health – the CIPS Health and Wellbeing at Work Report (2018) highlighted concern in the increase in the significance of mental ill health as a cause of sickness absence. Over a fifth of the UK employees now report that mental ill health is the primary cause of long-term absence (22% of organisations compared with 13% in 2016). The College is committed to ensuring that the action is taken to identify and reduce stress in the workplace and manage mental health. This year has seen an increase in staff requesting mental health awareness training.

At the next staff development day, the College will be making a course available to all staff on mental health awareness. This course has been designed and will be delivered in-house to ensure it is current and relevant to the needs of the organisation. The College is also introducing the Mental Health and Wellbeing Award at SCQF levels 4 and 5. The qualifications aim to address gaps in knowledge and improve understanding of mental health.

Plans are underway for Mental Health Awareness Week from 13th to 17th May 2019.

The Principal stated that as part of the continued commitment to students, the College was at present recruiting a full time counsellor. This post is in addition to the existing full-time member of staff and two student placement counsellors already in place. Ms Harkness stressed the need for these posts as the demand was so high at present for counselling sessions.

Members praised this excellent provision and the College's commitment. Assurances were sought that the correct administrative and legislative controls and support were in place in relation to the provision. Ms Harkness stated that everything was indeed in place.

- **Equality and Student Focused Initiatives**

The Equality Group met on 23rd January 2019 and a copy of the minutes had been issued to members for information.

The College is currently developing a Menopause Policy to help support women through menopause and increase understanding in the workplace.

The LGBTi Champions Group is planning and preparing for Purple Friday. This marks the last Friday of LGBT History month. The College will be decorated in purple and a number of events are planned including a Pride movie night.

The next Equality and Choices Event is scheduled to take place from the 26th to 28th March 2019. Planning is underway with the Student Association and a wide range of organisations will be in College.

Leaders in Diversity – members congratulated the College on its re-accreditation. Ms Beresford stated that the final report would be made available to all members on publication and that an action plan would be drawn up to address any recommendations made.

Equality Mainstreaming Report – the College is due to publish an update on the Equality Mainstreaming Report in April 2019 as required under the Equality Act 2010. Members noted that the report would provide an update of the College's progress in Equality Outcomes and looked forward to receiving the document.

Equal Pay Reporting – in line with the Gender Pay Reporting legislation the College is currently preparing the gender pay gap report. This will be concluded in March 2019 and details published prior to 30th April 2019.

Members enquired if there were any concerns and Ms Beresford gave assurance that no areas for concern had been highlighted.

- **National Pay Bargaining**

Lecturing Staff

The cost of living pay claim for the lecturing staff remains outstanding and the EIS have called for a national programme of discontinuous strike action which commenced on Wednesday 16th January 2019 with a further day's action taking place on 5th February 2019. Two more days have been announced for 6th and 21st March 2019.

Members raised concerns on the impact on student learning. It was noted that the College had remained open on both days and that students were given access to all learning facilities.

Support Staff

All support staff roles 'in-scope' of the NRPA are to be subject to job evaluation as at 1st September 2018. The College is awaiting further information on the launch of the National Job Evaluation scheme.

The Principal updated members of the ongoing negotiations for both lecturing and support staff.

- **Fixed Term Workers Regulations**

In line with the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, in December 2018 the College offered permanency to those employees who have been continuously employed by the College for three and a half to four years. This equated to an increase in FTE of 2.96.

Members welcomed this information.

- **Staff Changes**

Ms Beresford took members through the changes in staffing since the last meeting.

- **Policy Update**

Members noted that no updates to policies had been made since the last meeting.

- **Health and Safety**

Members noted the minute of the Health and Safety Committee meeting which had taken place on 26th September 2018 and the areas that had been discussed.

The detail of incidents and accidents had been given to the Committee for the period 1st October to 31st December 2018. No unexpected patterns had been highlighted. There were no patterns identified relating to mental health.

- **HR System**

Ms Beresford informed members that the MyHR system had been successfully launched to all staff and development is now underway on the next phase which will focus on allowing recruitment on-line.

Members discussed the benefits to both the College and staff with the introduction of this system.

- **Scottish Funding Council**

Each year, in Quarter Four the College is required to submit a staff return to the Scottish Funding Council for the previous academic year. In 2017/18 the FTE was 260.22 this is an increase of 8% on 2016/17 when the FTE stood at 240.7.

Members noted these figures, noting that this was in line with the conversion to permanency. Discussion took place with all agreeing that this was extremely positive in a sector where many organisations were indeed reducing staff levels.

4. Approval of Publication of Committee papers from this meeting

The Committee approved the publication of all papers marked 'For Publishing' by the reporting officers.

There being no further competent business, the Chair thanked everyone for their attendance.