

**South Lanarkshire College  
Human Resources Committee (Board of Management)  
Thursday 31<sup>st</sup> August 2017**

**Present** Chris McDowall (by conference call)  
Rose Harkness  
Gill Stillie (by conference call)  
Stewart McKillop

**In Attendance** Lisa Beresford

**Apologies** Angela Martin  
Angus Allan

**1. Declarations of Members' Interests**

Stewart McKillop and Rose Harkness declared their membership of the Lanarkshire Board. No other declarations were received.

**2. Minutes of the Previous Meeting**

The Minutes of the Committee of the 16<sup>th</sup> May had already been approved by the Board of Management.

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

Ms Beresford stated the purpose of the report was to update the Human Resources Committee on all relevant staffing matters.

Staff Training & Development

The staff development day on the 16<sup>th</sup> June 2017 was used for Faculty and Department specific development.

The annual All Staff Conference took place in the College on Wednesday 9<sup>th</sup> August 2017. The theme was "Good Housekeeping" and the programme for the conference was discussed.

Ms Stillie had attended the All Staff Conference and thought that it was excellent, she commented positively on the speakers and the general atmosphere.

We are committed to supporting our Lecturing staff in achieving their TQFE. During 2017/2018 we have a further 9 members of staff and the College has agreed to fully fund their fees.

A discussion took place on absence levels for staff which showed a marginal increase in the absence for teaching staff.

Mr McDowall stated he would be keen to have an overview of staff absence. Ms Stillie suggested that the College look at patterns of absence to pick up on issues like stress and in particular any possible health reporting requirements. The Principal suggested that a pictorial presentation of different groups of absence would be given to the Committee and this was supported by Ms Harkness. *Action: It was agreed that this would be taken forward and that at the end of each academic year an overview of the year's absence would be presented.*

### Health & Wellbeing

A group of staff will be participating in the Great Scottish Run, supported by the College on the 1<sup>st</sup> October 2017.

The Health and Wellbeing event takes place from the 24<sup>th</sup> to 26<sup>th</sup> October 2017. A variety of organisations will be invited to attend the College and vaccinations will be offered to staff. The HR team will be working with the events students on Pink Day which is planned for the 27<sup>th</sup> October 2017.

Blood donation session on the 6<sup>th</sup> November 2017. This will be open to staff and students.

The Scottish Slimmer's Class continues to run on a six weekly basis. The College continues to provide half price porridge, fruit and soup.

### Mental Health

Health Awareness Week (8-14<sup>th</sup> May 2017) in the College. The focus this year was on 'surviving or thriving' and the College held a Positivi-Tea @ SLC break.

Dementia Awareness week took place on the 29<sup>th</sup> May – 4<sup>th</sup> June 2017 and the College hosted an information stand.

Plans are currently being developed to support World Mental Health Day on the 10<sup>th</sup> October 2017. There are currently 18 members of staff who are ASIST trained.

The Equality Group met on the 17<sup>th</sup> May 2017 and a number of items were discussed and actioned.

The College has been named as an example of good practice for providing free sanitary products to staff and students in the Bill proposal to end period poverty by Monica Lennon MSP.

There is now a breastfeeding room located on the first floor to allow students and staff to breastfeed or express milk and store in a fridge in Student Services.

The College took part in the Glasgow pride event on the 19<sup>th</sup> of August. Students, staff and families were #SLCProud to celebrate and show support for

LGBT equality by joining over 7,000 people, in the rain, marching in the Pride Parade. Rose Harkness updated the Committee on the success of the College Stand at the all day event as part of the Pride Celebrations.

#### Investors in People

The College continues to deliver at Platinum Level and will be incorporating the recommendations into the operational planning process for 2017/2018.

#### National Pay Bargaining

The National Joint Negotiating Committee (NJNC) reached an agreement relating to the March 2016 NJNC Agreement and the EIS suspended industrial action.

The College implemented the 25% harmonisation payment for April 2017 to March 2018 in July 2017. The interim salary scales will be used for any new lecturers to the College.

The Principal updated the Committee on the proposals to address the National Guidelines of pay for promoted staff.

#### JNC

A JNC had taken place on the 29<sup>th</sup> August

#### Staffing Changes

Details of leavers, new staff and current vacancies were discussed as was an additional post in Admissions.

#### HR System

The HR Team have been working with the IT Developers on the staff development stage of the HR System. This phase is scheduled to be finalised by the end of September 2017.

#### Recommendations

It is recommended that the Human Resources Committee -

- Note the ongoing staff training and development activity
- Note the staff absence figures for the first quarter period 2017
- Note the continuing Health and Wellbeing activity
- Note the continuing Equality and student focused initiatives
- Note the Investors in People development plans

- Note the update on National Pay Bargaining
- Note the JNC update
- Note the changes to staffing
- Note the HR System update

The members agreed the recommendations.

#### **4. Any Other Competent Business**

Ms Stillie informed the Committee that an anonymous letter had been received. The complaint had been investigated and no action was required. Discussion followed in regard to current policies. Areas of good practice had been identified however some work in regard to anonymous complaints should be initiated. This was in regard to keeping a log and in regard to when an anonymous complaint should or should not be investigated. Mr McDowall discussed the importance of flexibility and it may only require a minor change to ensure that there was an appropriate link to other policies particularly in regard to Disciplinary procedures. This should result in a crisper and smoother link between policies and procedures.

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