

South Lanarkshire College
Human Resources Committee (Board of Management)
Wednesday 22nd February 2017

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

In Attendance Lisa Beresford
Angela Martin

Apologies Angus Allan

1. Declaration of Members' Interests

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board. No other declarations were received.

2. Minutes of the Previous Meeting

The Minutes of the Committee held on 24th November 2016 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 and health and safety matters.

Staff Training and Development

The evaluation information relating to the December staff development days had been distributed. The overall feedback was extremely positive with the exception of the session on Unconscious Bias.

Members noted that in response to this an alternative tool for training had been put in place and that sessions would be offered on future days with a different trainer.

The next staff development day is scheduled for 13th March 2017 and the programme is currently being drawn up, with a strong focus on Equality. Once complete it would of course be forwarded to New College Lanarkshire welcoming staff members to attend.

Staff Absence

The absence report for the four quarter from 1st October to 31st December 2016 had been distributed. Members noted that the figure had increased to 5.93% and that much of this was attributed to long term absence. Ms Beresford stated that a number of Occupational Health reports were awaited.

Members agreed that although the percentage had risen, it was considerably better than that seen in many organisations and was in line with the same quarter last year. The Principal stated that the College continued to carefully monitor absence, with every measure being taken to assist staff back to work.

Health and Wellbeing

People Health and Wellbeing Award

The College successfully achieved the Investors in People Health and Wellbeing Award in November 2016. The report highlighted the open and supportive leadership style of the College. Ms Beresford stated that work had already started on the suggested developmental areas.

Mr McDowall highlighted the overall positivity of the report and the excellent outcome for the College. He stated that such reports were true business tools and encouraged continuous improvement.

Period Poverty

The College has embarked on an initiative launched by Monica Lennon MSP to provide free sanitary products for all women and girls in the College. Free dispensing machines will be installed in the toilets shortly. In the mean-time products are available for Students Services and the Student Association.

Ms Harkness stated that she had spoken on the Kaye Adams show in support of the initiative. Ms Stillie expressed her support, stating it was extremely positive.

The Committee asked that its support be recorded.

Health and Fitness

Members noted the ongoing initiatives across the College; running groups, exercise classes, turbo trainers, Scottish Slimmer's, health eating campaigns. Ms Beresford highlighted the work being done by the College Cycling Officer, working towards achieving Cycling Scotland's Cycle Friendly Campus Award. Funding for this post had been received from out with the College.

Mindfulness – due to the high demand for places at the present lunchtime class, the College was now offering an evening class. This additional class is also open to the local community. The importance of these classes being properly facilitated was discussed and Ms Beresford stated that everything was in place. All agreed that this form of wrap around provision was extremely beneficial. Members asked that this be sit under Mental Health moving forward.

Mental Health

The College has a strong focus on mental health. The Mental Health Group met on 18th January 2017. The group is developing plans to support and promote the Mental Health Foundation in two campaigns; Mental Health Awareness Week (8th to 14th May 2017) and World Mental Health Day (10th October 2017). Members were also reminded that 18 members of staff are ASIST trained.

Equality and Student Focused Initiatives

Equality Monitoring Form – to improve the return rate of our equality monitoring forms and disclosures rates of protected characteristics the HR team, working with the IT team have developed an online equality monitoring form. The data will link directly back to the employee's profile on the HR system enabling management information to be provided for reporting. This data was last collected in February 2016.

Mr McDowall enquired about the return rate as this document was not anonymised. Ms Beresford stated that to date the return rate was higher than this time last year on the previous system. Members stated that it was symbolic of how healthy the culture of the organisation was. Ms Stillie stressed that the College must be explicit about how the information was being used and filed. Ms Beresford agreed that this was in place.

Equality and Choices Event – will take place on 28th March 2017. This is being planned with the Student Association. A range of organisation will be in College with information for both students and staff. Workshops will also be running from Nil by Mouth and Show Racism the Red Card.

LGBT History Month – takes place in Scotland every February. The College will be raising awareness throughout the month, culminating in Purple Friday on 24th February 2017. Students and staff will be asked to wear purple to show support to the LGBT community.

The College is currently awaiting the outcome for its application to achieve the LGBT Youth Charter of Rights. The final submission was made in December 2016.

The Equality Group – met on 11th January 2016. The Principal stated that this would become a standard item for the Committee with the minutes of the Group being part of the paperwork. This would enhance the Committee's knowledge of the excellent work being done in this area.

Investors in Diversity

The Leaders in Diversity on line surveys that were promoted as part of our re-accreditation to our key stakeholders closed on 9th December 2016. The next stage of the process is a one to one meeting with sample members of the leadership team. Ms Beresford stated that telephone interviews had taken place with both Chair and Vice Chair of the Board of Management. Feedback was now awaited.

Regional Equality Outcomes

The College is currently working with New College Lanarkshire on Regional Equality Outcomes for 2017-2021. Ms Beresford highlighted that 29th April was the deadline for publication.

Equal Pay Reporting

In line with the Gender Pay Reporting legislation we are preparing our pay calculations by gender. The information will be taken in April 2017 and the details published prior to April 2018. Mr McDowall stated that this information would require to be shown on the College website.

Investors in People

The College will take part in an annual review of our Platinum Accreditation in May/June 2017 against the Investors in People Standard. A commitment has also been made to working with Investors in People on an action plan to increase our younger workforce and work towards becoming an Investor in Young People.

National Pay Bargaining

The next meeting of the NJNC is scheduled for 9th February 2017.

The Principal updated members on the current position for both EIS and Unison and the possible impact on the College.

Members agreed it was important to keep a watching brief and react accordingly. The Principal will ensure the Committee remains updated.

Workforce Planning

The College is developing a 5-year Workforce Planning Strategy to provide us with the necessary framework to ensure that we have the appropriate resources and skills to achieve the organisations strategic goals. The document will be presented to the Board of Management in March 2017.

Policy Update

The review and updated of the following policies were presented to the Committee for approval –

- Anti-bribery Policy
- Smoking and Vaping Policy

Discussion took place regarding the Anti-Bribery Policy and members agreed a limit of £50 in relation to the value of a gift. Ms Stillie asked that consideration be given to the monitoring of sponsorship being given to the College in relation to this policy. It was agreed that the Principal would take this forward to ensure that the guidance was explicit.

The Smoking Policy had been changed to include vaping and the signage throughout the campus changed in line with this.

Members noted and approved the changes.

Staff Movements

The members noted the movement in staff since the last meeting.

The Principal asked that members note the resignation of the Student President and gave the background to this. Members noted that due process had been followed.

HR System

Phase One of the new HR system has been launched within the HR department. The system has been build in-house and developed to the specific requirements of the College. The HR team continue to work with IT on the reporting system and work on Phase 2 has begun.

Discussion took place regarding the long term goals of the system to staff. Members agreed this was an extremely worthwhile project.

Health and Safety

Members noted the minute and reporting from the Health and Safety Committee for the period 1st November 2016 to 30th January 2017.

Discussion took place regarding the reporting mechanism through the Committee for Health and Safety and the areas that would be highlighted.

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