

BOARD OF MANAGEMENT

Report to Human Resources Committee

16th May 2018

The purpose of this report is to update the Human Resources Committee on relevant staffing matters.

1. Executive Summary

- 1.1 Staff development initiatives including staff development day plans and evaluations;
- 1.2 Staff absence figures for the first quarter period, 1st January 2018 to 31st March 2018;
- 1.3 An update on health and wellbeing initiatives;
- 1.4 An update on equality and student focused initiatives;
- 1.5 National pay bargaining update;
- 1.6 Workforce planning update;
- 1.7 Review of Career Review documentation;
- 1.8 Details regarding staff joining and leaving the College, and current vacancies;
- 1.9 Review of relevant policies;
- 2.0 HR system update;
- 2.1 Health and safety update

2 Detail of Summary

2.1 Staff Training and Development

As part of our ongoing commitment to developing staff, the College annually programmes four days dedicated to staff development, as well as organising ongoing staff training as appropriate and hosting an annual All Staff Conference.

2.1.1 Staff Development Days:

Evaluation information relating to the staff development day which took place on the 19th of March 2018 is attached in Appendix A. The feedback was positive and the staff completion rates for the online mandatory training increased as detailed below: -

- Equality training - 85%
- Safeguarding Young People - 88%
- Prevent Duty – 90%
- General Data Protection Regulation (GDPR) – 81%

The College is committed to ensuring that the number of staff that complete the GDPR online training increases further by 25th May 2018. The College also provided a further GDPR training session to the College Management Team and the GDPR Working group on the 20th February 2018 to ensure that they are fully aware of the changes in the Data Protection Legislation. Two members of the College Management Team are also completing the Certified GDPR Foundation Distance Learning Training Course.

The next staff development day is scheduled for Friday 22nd June 2018 and there will be a focus on faculty and department specific development. However, it is anticipated that the College will introduce an online course in cyber security and in ensuring staff have the opportunity to complete the mandatory training courses detailed above.

2.1.3 Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting our Lecturing staff in achieving their TQFE. During 2017/2018 we have 10 members of staff and the College has agreed to fully fund their fees.

It is planned that in 2018/2019 the College will support an agreed number of lecturing staff through their PDA. This will take place before they are considered for TQFE.

2.1.4 General Teaching Council Scotland

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

- a responsibility to consider their development needs;
- confirmation that they have maintained the high standards required of a lecturer.

In November 2017 the College undertook a Professional Update Validation Event and was delighted to be fully validated with no conditions. A copy of the report is provided in Appendix B.

2.2 Staff Absence

The absence report detailing the levels of absence over the first quarter period 1st January to 31st March 2018 is attached in Appendix C. Appendix D provides the full report.

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

2.3 Health and Wellbeing

2.3.1 Planned Health and Wellbeing Initiatives

The College is an official supporter of 'Scotland's Charter for a Tobacco-Free Generation'. To achieve this the College has pledged to make practical changes to make the College a 'Clean Air College'. A cross-college working group which includes the Student Association has been established and a staff and student survey was issued in March to provide evaluative information on how the College could improve support for students and staff who wish to quit but to also provide data on initiatives that could be adopted to make the College a 'Clean Air College'. The results of the survey will be discussed with the group at the next meeting on the 23rd of May 2018 and an action plan developed.

A College team of 6 took part in the Glasgow Kiltwalk on the 29th April 2018 supporting Who Cares Scotland and donations are currently still being collected. Six staff walked 15 miles and four walked 26 miles.

The College is committed to encouraging all staff to utilise the benefits that are available to them. The April 2018 Staff Newsletter, Appendix E included an article on the Tax-Free Childcare initiative by the Government and ensuring that staff were aware that the existing childcare voucher scheme would close to new entrants in October 2018. An article was also included to promote the Scotwest Credit Union and the Cyclescheme.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. The lunchtime 'Dancercise' class available to staff is continuing to prove popular.

The Scottish Slimmer's class continues to run on a six-weekly basis. We also continue to promote the healthy eating by working with Inspire to provide half price porridge, fruit and soup to staff and students.

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

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

2.3.2 Mental Health

The Mental Health Working Group last met on the 18th April 2018 and a number of items were discussed and actioned.

Mental Health Awareness Week is taking place 14th – 20th May 2018 and the focus this year is on ‘Stress: Are we coping?’. The College has launched a toilet door campaign with posters supplied by the Mental Health Foundation. A sample of which are included in Appendix F. The Mental Health Foundation have introduced a new community fundraising initiative – a ‘Curry & Chaat’. The aim is to improve wellbeing by encouraging staff and students to eat together, chat and promote positive steps to improving mental health. The staff and student will be supporting the initiative and the College will be hosting Curry & Chaat’s across the week in the Bistro. There will also be information stands available and a ‘Reducing Stress and Relaxation Workshop’.

Plans are also underway to support World Mental Health day on the 10th October 2018.

The College’s journey in becoming a Dementia Friendly Community was highlighted in an article in the Alzheimer Scotland’s North and South Lanarkshire Newsletter, Appendix G.

The Richmond Fellowship attended the March Staff Development day and provided a Safe TALK session and facilitated an ASIST Support Forum.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

The Equality Group met on the 2nd May 2018 and several items were discussed and actioned. The minutes are provided in Appendix H.

The online Staff Equality Monitoring Form was issued to all staff on the 16th April 2018. This is currently still open to staff to complete but participation rates have increased comparative to the same time last year.

The Equality & Choices event took place from the 27th to the 29th of March 2018 and a wide range of organisations attended the College, with information and activities available for staff and students. An article was also included in the April 2018 Staff Newsletter, Appendix E. Workshops were provided to students by Show Racism the Red Card and Dementia Friends. A copy of the final programme of events is included in Appendix I.

The College has now received confirmation that it has met the criteria to be recognized as a Carer Positive Engaged Employer and work continues to improve the support available to staff through the working group.

The College celebrated Purple Friday on 23rd February as part of History Month. This was a cross college event and activities included:

- Photography students taking photographs;
- Student Association had write on table covers for positive, motivational messages;
- Exhibitors in the Atrium;
- Inspire provide Rainbow Cupcakes – raising over £114;
- Treatments including ‘Purple Nails’.

The College, for the third-year running is planning to take part in the Pride Glasgow event which is taking place on the 14th and 15th of July 2018 and will host an information stand.

As part of our ongoing commitment to digital inclusion Browsealoud software was been added to the College website and other online materials to ensure that all key stakeholders can access the information available in a format that they are able to hear or read. The software adds speech, reading, and translation to the website facilitating access and participation for people with dyslexia, low literacy, English as a second language, and those with mild visual impairments. The College was delighted to receive an initial report that the software had been used just over 5,100 times since 30th January 2018 and plans are underway to promote this further within the College.

The College was also represented at the British Sign Language

2.4.2 Gender Action Plan

The College is committed to ensuring it meets the ambition set by the Scottish Funding that by 2030 no college or university will have a gender imbalance of greater than 75% of one gender. By 2021 to increase by 5% points the minority gender share among 13-24 year olds.

In response the College developed a Gender Action Plan and has recently reported that there has been an increase in the number of students enrolling into the following courses: -

- 13 males enrolled – SVQ level 2 Barbering
- 18 females enrolled – HNC Quantity Surveying

The College has also developed courses which are focused on attracting ‘Women into Construction’ and ‘Women into Painting and Decorating’ and there is a targeted marketing campaign to support this.

2.5 National Bargaining

The College received a technical implementation note from the Employers Association in April 2018 regarding the payment of £100. It has been agreed to pay all staff in the sector as at 31 March 2016, who are still employed in the sector and within scope of the National Recognition and Procedures Agreement (NRPA), a one-off payment of £100 on a full-time equivalent basis and paid on a pro rata basis for part time employees. The payment will be made to all applicable staff in May 2018.

2.5.1 Lecturing Staff

Following guidance from the National Joint Negotiating Committee (NJNC) all lecturers and Curriculum Managers received the second harmonisation payment in April 2018. This was based on a further 25% of the differential between the new matched salary point and your salary as at 31st March 2017.

The cost of living pay claim for the lecturing staff remains outstanding. Following the NJNC meeting on Thursday 19 April 2018 the Employers Association requested that the EIS take a final offer to their membership for consideration.

Year 1 – 1st April 2017 – 31st March 2018

All lecturers that received less than £600 during the first 25% of harmonisation will receive an additional unconsolidated payment to ensure that every employee will receive a minimum of £600.

Year 2 – 1st April 2018 – 31st March 2019

All lecturers that received less than £1000 during the second 25% of harmonisation will receive an additional unconsolidated payment to ensure that every employee will receive a minimum of £1000.

Year 3 – 1st April 2019 – 31st March 2020

Immediately following the final migration payment, a consolidated award of 2.5% for all unpromoted and promoted lecturer scale points.

The College is currently awaiting the outcome.

2.5.2 Support Staff

The scheduled NJNC – Side Table (Support) took place on the 25th April 2018 and 26th April 2018.

Progress was made on Terms and Conditions with discussions continuing with the staff side. These discussions will continue to focus on the NJNC Draft Working Practices Agreement – Support Staff.

With regards to the 2018/19 Pay Claim discussions focused on pay modelling and affordability of pay and cost of living awards, with both sides agreeing that further engagement will be required. This engagement will also require input from the Scottish Funding Council relating to data validation and providing a comment on the affordability of proposals.

It was agreed that a side table would meet on Wednesday 16th May 2018 to continue discussions on both areas outlined above.

The Head of HR and HR Officer have been invited to attend an Human Resources and Organisational Development Group Special Seminar on 'Introducing the National Job Evaluation' on the 14th June 2018.

2.6 Workforce Planning

In 2017 the College developed a 5-year Workforce Planning Strategy. The Action Plan has been updated with completion dates and is attached in Appendix J for your information.

2.7 Career Review

The Career Review documentation has been reviewed and the documentation is attached in Appendix K.

2.8 Staffing Changes

Details of leavers, new staff and current vacancies are attached in Appendix L.

2.9 Policy Update

There are no policy updates noted for approval however there are several policies currently under review due to the change in Data Protection legislation and these will be provided, where relevant to the HR Committee.

3.0 HR System

The MyHR System has been successfully launched to all staff and development is also now underway on the next phase which will be focusing on developing recruitment online.

4.0 Health and Safety

The Health and Safety Group met on the 21st March 2018 and several items were discussed and actioned. The minutes are provided in Appendix M.

A quarterly report covering the period 1st January 2018 to 31st March 2018 is attached in Appendix N. This provides a summary of the accidents/incidents for the period. The Health and Safety Group reviewed the statistics and discussed the trends. It was noted that there were no unexpected patterns relating to the period. Injuries were minor with no RIDDOR incidents.

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

A housekeeping inspection was conducted on the 2nd floor on the 1st March 2018. No concerns were identified, and all items were prioritised and addressed accordingly.

5.0 Recommendations

It is recommended that the Human Resources Committee:

- 5.1 Note the ongoing staff training and development activity;
- 5.2 Note the staff absence figures for the first quarter period 2018;
- 5.3 Note the continuing health and wellbeing activity;
- 5.4 Note the continuing equality and student focused initiatives;
- 5.5 Note the update on national pay bargaining;
- 5.6 Note the update on the Workforce Planning Strategy Action Plan;
- 5.7 Note the update on the Career Review documentation;
- 5.8 Note the changes to staffing;
- 5.9 Note the policy update;
- 5.10 Note the HR System update;
- 5.11 Note the health and safety update.