

## **BOARD OF MANAGEMENT**

### **Report to Human Resources Committee**

**13<sup>th</sup> November 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 third quarter period, 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018;
- 1.3 An update on health and wellbeing initiatives;
- 1.4 An update on equality and student focused initiatives;
- 1.5 Investors in People update;
- 1.6 National pay bargaining update;
- 1.7 Support staff managers job evaluation update;
- 1.8 Details regarding staff joining and leaving the College, and current vacancies;
- 1.9 Review of relevant policies;
- 2.0 Data protection update;
- 2.1 HR system update;
- 2.2 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:

The next staff development day is scheduled for Monday 3rd December 2018 and the draft programme is attached in Appendix A.

There will be a focus on engaging with staff on the development of the next 5-year strategic plan.

The College will also be providing sessions on learning and teaching as detailed below:

- Introduction to Learning and Teaching
- Evaluative Writing
- Master Folder Training
- Introduction to Internal Verification and System Training

There will continue to be a focus on equality and health and wellbeing with a number of sessions planned to support staff including, Conflict Management, ASIST Tune-Up, Guided Mediation and Stress Management, Deaf Awareness and Mental Health and Wellbeing.

The College will also be providing Information Security Awareness Training and further Office 365 training.

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 26<sup>th</sup> November 2018.

### 2.1.2 Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting our Lecturing staff in achieving their TQFE. During 2018/2019 we have 9 members of staff and the College has agreed to fully fund their fees.

During 2018/2019 the College will support 11 lecturing staff through their PDA. They are required to complete their PDA before they are considered for TQFE.

## **2.2 Staff Absence**

The absence report detailing the levels of absence over the first quarter period 1<sup>st</sup> July to 30<sup>th</sup> September 2018 is attached in Appendix B. Appendix C 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**

Our Health and Wellbeing event took place from the 23<sup>rd</sup> to the 26<sup>th</sup> October 2018, Appendix C. The event was a success and once again proved useful for both students and staff. The College hosted an EXPO in the Atrium with a diverse range of organisations hosting information stands and we offered staff the flu vaccination.

In addition, the College also supported blood donations again this year during the Health and Wellbeing event. This was open to students and staff and Scotblood collected 38 donations.

The events students also organised Pink Day on Friday the 26<sup>th</sup> of October 2018 in support of Breast Cancer Care.

During November 2018 the College will be supporting the Movember Campaign to raise awareness of men's health. The Movember Foundation is a leading charity which tackles some of the biggest health issues faced by men: prostate cancer, testicular cancer, and mental health and suicide prevention. A team of staff will be taking part in the MoRun event in Glasgow on Sunday 11<sup>th</sup> of November 2018.

A group of staff also participated in the Great Scottish Run on Sunday 30<sup>th</sup> September 2018.

Fitness classes and the running group continue and are facilitated by a professional personal trainer.

The staff choir continues on a weekly basis and is well attended.

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 and turbo trainers are available to staff.

The Staff Benefits Survey is scheduled to go live week commencing the 26<sup>th</sup> November 2018.

### **2.3.2 Mental Health**

The Mental Health Working Group met on the 20<sup>th</sup> September 2018 and a number of items were actioned and discussed.

The College supported World Mental Health day on the 10<sup>th</sup> October 2018. An overview is provided in Appendix E. This year's theme is 'Young People and Mental Health in a Changing World and the College was supported by Lanarkshire Action for Mental Health (LAMH), the Student Association and the Chaplaincy team who hosted information stands.

There are currently 23 members of staff ASIST trained with a further two members of staff undertaking the training in February 2019.

## **2.4 Equality and Student Focused Initiatives**

### **2.4.1 Planned Equality and Student Focused Initiatives**

The Equality Group met on the 29<sup>th</sup> August 2018 and a number of items were actioned and discussed, Appendix F.

The College published the final version of the BSL plan in October 2018, Appendix G. The plan covers all people for whom BSL is their first or preferred language including those who use braille due to sight loss. The College will continue to engage with, and respond to, BSL users' views to develop our key actions within our plan to ensure better services and inform best practice.

A group of staff participated in Makaton training on the 15<sup>th</sup> August 2018 and the feedback was excellent.

The College has also trained a member of staff in Electronic Notetaking to ensure this support can be provided to students, when necessary.

As part of our ongoing commitment to digital inclusion the College introduced a pilot of Browsealoud software in January 2018 and has received the initial analytics on usage for the period 30<sup>th</sup> January 2018 to 30<sup>th</sup> October 2018, Appendix H.

The next Equality Group meeting is scheduled to take place on Wednesday 7<sup>th</sup> November 2018.

### **2.4.2 Leaders in Diversity**

The College remains committed to improving best practice in equality and we are currently being re-assessed to maintain our Leader in Diversity status by the National Centre of Diversity.

This involves engaging with our key stakeholders: -

1. Leaders
2. Staff
3. Students
4. Suppliers

We are currently promoting the online survey to our key stakeholders. The survey is open from the 29<sup>th</sup> October 2018 until the 16<sup>th</sup> November 2018. This will provide the College with valuable online diagnostics.

The National Centre for Diversity will then attend the College to conduct an onsite assessment day which will include 1:1 discussions with students, staff and Board of Management members. It is anticipated that the reaccreditation process will be concluded in the first quarter of 2019.

#### 2.4.3 Equality Mainstreaming Report

The College is due to publish an update on the Equality Mainstreaming report in April 2019, as required under the Scottish specific duties of the Equality Act 2010. The report will provide an update on the College's progress in the Equality Outcomes.

#### 2.4.4 Equal Pay Reporting

In line with the Gender Pay Reporting legislation the College is currently preparing the gender pay gap reports. This will be concluded in March 2019 and the details published prior to 30<sup>th</sup> April 2019.

### **2.5 Investors in People**

The College underwent the annual review for Investors in People in October 2018 and is currently awaiting the interim report. The assessor met with staff individually and the Trade Union Representatives, to obtain their views on working here.

The aim was to assess whether the way that we work continues to be in line with the good practice detailed in the Investors in People framework at Platinum standard and incorporated a review against the Health and Wellbeing framework. The College continues to perform at this level and will be incorporating the recommendations into the operational planning process for 2018/2019. This will include a management training programme for the Operational and Curriculum Managers and a strong focus on embedding the Career Review Process.

### **2.6 National Bargaining**

#### 2.6.1 Lecturing Staff

The cost of living pay claim for the lecturing staff remains outstanding following the sixth dispute meeting in June 2018.

Discussions have been taking place with the local EIS representative regarding the implementation of working hours 23+1 and the College was delighted to reach an agreement, Appendix I through the local Joint Negotiating Committee (JNC).

## 2.6.2 Support Staff

The support staff trade unions voted to accept the two-and-a-half-year pay and conditions of service offer.

An overview of the Pay Award 1<sup>st</sup> April 2018 to 31<sup>st</sup> August 2020 is detailed below:

### **Year One 1 April 2018 - 31 March 2019**

- 3% increase for staff earning less than £36,500 with a minimum payment of £650 (FTE)
- 2% increase for staff earning more than £36,500, with a maximum payment of £1,600 (FTE) for those earning more than £80,000.

### **Year Two 1 April 2019 - 31 March 2020**

- 3% increase for staff earning less than £36,500 with a minimum payment of £650 (FTE)
- 2% increase for staff earning more than £36,500, with a maximum payment of £1,600 (FTE) for those earning more than £80,000.

### **Year Three 1 April 2020 – 31 August 2020**

- £300 (FTE) or 5/12ths Public Sector Pay Policy, whichever is greater.

There are also a range of improved national terms and conditions of service which are detailed below:

- An increase of annual leave from 44 to 45 days. The additional days leave will be added to either the flexible or fixed element of leave entitlement as determined by individual colleges with effect from 1<sup>st</sup> September 2018.
- A commitment to developing a Policy on Managing Workforce/Organisational Change. This will have a strong focus on training and development and applying best practice in terms of communication and employee engagement.
- National allowances.
- Transfer to permanency – temporary staff will transfer to permanent status on completion of two years continuous service. This will be automatic in many cases but colleges will have regard to posts which are time limited by the nature of the funding or the nature of the cover arrangement.
- All Modern Apprentices will be paid the Living wage , as a minimum from 1<sup>st</sup> November 2018.
- There is also a commitment to develop a new national training programme for support staff.

All support staff roles 'in-scope' of the NRPA are to be subject to job evaluation as at 1<sup>st</sup> September 2018. A draft job evaluation procedure is currently being produced and we are awaiting further information from the Employers Association.

## **2.7 Support Managers Job Evaluation**

The job evaluation project for the Support Staff managers has now commenced with the Educational Competencies Consortium (ECC) Ltd using FEDRA (Further Education Development and Role Analysis).

## **2.8 Staffing Changes**

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

## **2.9 Policy Update**

There are no policy updates noted for approval.

## **3.0 Data Protection**

In preparation for the General Data Protection Regulations coming into force in May 2018 the College has reviewed all policies and procedures. Following agreement with the local JNC the College incorporated a Confidentiality contractual provision and amendment to the Data Protection contractual provision in all staff contracts. A copy of the template letter is attached in Appendix K.

The College also developed an Employee Privacy Notice, Appendix L.

The development of a Job Applicant Privacy Notice is also currently underway.

## **3.1 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.

## **3.2 Health and Safety**

The Health and Safety Group met on the 26<sup>th</sup> September 2018 and several items were discussed and actioned. The minutes are provided in Appendix M.

A quarterly report covering the period 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 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 first and second floor. No serious concerns were found though all items were addressed in a timely prioritised manner. H&S items firstly followed by cosmetic items. Completion data is continually updated on the rolling all-encompassing log.

Summer works H&S related tasks included LOLER inspections of lifting equipment, compliance inspections by our insurers, and testing of gas appliances and plant.

#### **4.0 Recommendations**

It is recommended that the Human Resources Committee:

- 4.1 Note the ongoing staff training and development activity;
- 4.2 Note the staff absence figures for the third quarter period 2018;
- 4.3 Note the continuing health and wellbeing activity;
- 4.4 Note the continuing equality and student focused initiatives;
- 4.5 Note the Investors in People update;
- 4.6 Note the update on national pay bargaining;
- 4.7 Note the update on support staff managers job evaluation;
- 4.8 Note the changes to staffing;
- 4.9 Note the policy update;
- 4.10 Note the data protection update;
- 4.11 Note the HR System update;
- 4.12 Note the health and safety update.