

**South Lanarkshire College
Human Resources Committee (Board of Management)
Held on 12th September 2019**

Present Chris McDowall
Rose Harkness
Stewart McKillop

In Attendance Angus Allan
Lisa Beresford
Angela Martin

Apologies Gill Stillie

1. Declarations of Members' Interests

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

2. Minutes of the Previous Meeting

The Minutes of the meeting held on 15th May 2019 had already been agreed by the Chair and 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 staffing matters since the Committee last met in May 2019.

Workforce Profile

The College continually monitors the profile of its staff to inform and assist with workforce planning. An overview of the workforce profile had been distributed with the papers. Members noted that there had been no significant changes since the last report.

Discussion took place on the usefulness of the report and the impact on workforce planning. Members noted the age profile across the College. The Principal gave information on the FTE for teachers who did not have permanency.

Organisational Development

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 areas of the College.

The key areas within Organisational Development (OD) include:

- Professional qualifications
- Professional learning opportunities
- Career Review System
- Investors in People

Professional Qualifications

TQFE

It is anticipated that the College will support an additional 8 members of staff in completing their TQFE during 2019/2020. Under the provisions of the National Joint Negotiating Committee (NJNC) the College will also ensure that all lecturers undertaking a recognised lecturing qualification for 2019/2020 receive remission on the basis of 150 hours reduction in class contact time over an academic year. Line managers are requested to ensure that lecturers have one full day with no class contact for the duration of the course.

Members enquired if these numbers were in line with previous years and Ms Beresford stated that figure usually stayed around the 8 mark. Mr Allan added that the College had the highest proportion of full time, permanent staff with TQFE in Scotland.

Discussion then took place regarding the opportunities for part-time staff to study towards TQFE

PDA

The College is currently reviewing plans to support staff through the PDA and Assessor and Verifier qualifications in 2019/2020 and a further update will be provided to the HR Committee in November 2019. At present 15 members of staff had put themselves forward to study and consideration was being given to an on-line qualification being offered by Colleges Development Network.

Professional Learning Opportunities

All Staff Conference - 2019

The annual All Staff Conference took place in the College on Tuesday 13th August 2019. The theme was 'Train for Life'. Members had been issued with the programme for the day and the evaluation summary.

Members noted it had been another highly successful day, with the evaluation ratings being the highest to date.

As part of the day, Long Service Awards had been made and this had amounted to some 76 staff. This had been extremely well received by staff. Members welcomed this initiative.

Staff Development Days

Evaluation information relating to the staff development days which took place in August 2019 had been distributed to members.

The College maintained a focus on equality and health and wellbeing by providing a variety of sessions including; First Aid for Wheelchairs Users, LGBT Awareness, Mental Health and Wellbeing, Line Manager Carer Awareness, Deaf Awareness, Gender Based Violence Intervention Training, Yoga and Mindfulness.

The College also launched the new online Cyber Security training on the staff development days.

There were also sessions on learning and teaching being provided which included:

- Introduction to Learning and Teaching
- Easy Evaluative Writing for Course Team Reports
- Clevertouch Board Training

Overall the evaluations were all positive with scores above 96%.

The programme for the training was made available for bookings by staff from New College Lanarkshire on the 24th June 2019. No bookings were received.

The next staff development days are scheduled for the 16th and 17th of December 2019.

Operational Managers' Group - Training

The management training programme for middle management at Operational Manager/Curriculum Manager level commenced on the 19th of August 2019. There are two cohorts, and each attended a two-day session. The next session is planned for October 2019.

This training had been particularly well received. Positive feedback had been received from many of the managers involved.

It is anticipated that the Health and Safety training will be launched in October 2019.

Career Reviews

The College will now be starting the Career Review cycle for 2019/2020.

Investors in People

The reaccreditation process of Investors in People Platinum and the Health and Wellbeing award was completed in May 2019. The College was delighted to be reaccredited as an Investor in People at Platinum and the Health and Wellbeing Award. This is a fantastic achievement for the College and Andy Kerr received the award during the All Staff Conference in August.

Members noted the very positive report and recorded the Committee's support and congratulations to all staff.

Absence

The absence report detailing the levels of absence over the second quarter period 1st April to 30th June 2019 is provided.

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.

Ms Beresford stated that no patterns had been highlighted and no areas of concern.

Planned Health and Wellbeing Initiatives

The College is also working with the Student Association on the Health and Wellbeing event which takes place from the 22nd to the 24th October 2019. A variety of organisations will be invited to attend the College and we will be offering staff the flu vaccination and running blood donation sessions on the 9th October. The HR team will be working with the events students who will be planning Pink Day for Friday the 25th October.

The Great Scottish Run is scheduled to take place on the 29th of September and the College will be supporting a team of staff who are taking part.

Lighter Weighs provide a slimming class to ensure that staff continue to benefit from the class on a weekly basis.

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

The staff choir continues on a weekly basis.

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.

The visiting chiropodist and turbo trainers continue to be available to staff.

Mental Health

The Mental Health Working Group is scheduled to meet on 12th September 2019.

The College supported Mental Health Awareness week 13th – 17th May 2019. This included a Curry & Chaat with 50% of the takings will go to nominated Mental Health Charities. There were also Guided Meditation & Stress Management Sessions delivered by the Health and Social Care staff and Relaxing Treatments delivered by our beauty therapy students.

The Mental Health Working Group are currently planning the World Mental Health Day for Thursday 10th October. The theme this year is suicide prevention.

The Mental Health Awareness course that was delivered during the August Staff Development days was been designed and delivered in-house to ensure that it is current and relevant to the needs of our staff. It is anticipated that this course will be programmed for the December 2019 Staff Development days.

During 2019/2020 the College will also be introducing the Mental Health and Wellbeing Award at SCQF levels 4 and 5. The qualifications aim to address gaps in knowledge and to improve understanding of mental health. They also support the Scottish Governments Mental Health Strategy 2017–2027.

The College is currently reviewing the Employee Assistance Programme provider to ensure that we are providing a service that meets the needs of our staff. Ms Beresford explained that the

first point of contact for staff was not a counsellor, which the College felt was important. She also added the timescale from calling the service to hearing from a counsellor was too long.

Members noted these points and would welcome an update at a later date.

There are 26 members of staff ASIST trained with additional training taking place in October 2019.

Equality and Student Focused Initiatives

The Equality Group met on Wednesday 28th August 2019. A copy of the minutes had been distributed to members.

The Specialist Equipment Service from Deaf Action came into the College on Tuesday 27th August to carry out an assessment of the environment for hard of hearing people. Various assistive hearing devices were discussed including additional counter induction loops and personal hearing loops.

The College is reviewing the provision of accessible toilets to increase accessibility. Plans are in place to replace the hoist in the 3rd floor toilet (350) with a smaller hoist. The College is also looking into installing a Changing Place Accessible toilet which has extra features that a standard accessible toilet does not have. Astor-Bannerman is providing a survey on the toilet facilities within the College.

The College participated in the Glasgow Pride March on Saturday 17th August 2019. This year's theme is Stonewall50, celebrating 50 years of the Stonewall Uprising.

The theme for Carers Week in June 2019 was 'Getting Carers Connected' and the College supported the event and reminded students and staff of the support available if they have caring responsibilities.

The College is delighted to be part of a project with Advance HE to support colleges in developing positive action measures for disabled staff recruitment. The project is launched in June 2019 and the College is currently developing a project plan.

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

National Bargaining

Ms Beresford updated members on the latest progress and impacts of the national bargaining process for both support and teaching staff. Members noted the key changes and the content of the NJNC Colleges bulletins.

Staffing Changes

Details of leavers, new staff and current vacancies had been distributed. The temporary staff that have gained permanency May to July 2019 is 0.5 FTE.

Policy Update

The following policies had been distributed for approval by the Committee -

- SLC Data Protection Privacy Notice for the National Fraud Initiative Recruitment Privacy Notice
- Lone Working Policy
- Gender-based Violence Prevention Strategy
- Gender-based Violence Prevention Action Plan
- Student & Staff Gender-based Violence Prevention & Support Policy

Members noted and approved the policies.

Health and Safety

The Health and Safety Group met on the 17th April 2019 and several items were discussed and actioned. The minutes had been distributed to the Committee

Members noted the quarterly report covering the period 1st April 2019 to 30th June 2019. 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. There were two RIDDOR incidents.

There have been no patterns of absence 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.

4. Approval of Publication of Papers

The Committee approved the publication of all papers marked 'for publishing' by the reporting officers.

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