

**South Lanarkshire College
Human Resources Committee (Board of Management)
Held on 19th February 2019**

Present Chris McDowall
Rose Harkness
Stewart McKillop

In Attendance Angus Allan
Lisa Beresford
Angela Martin

1. Declaration of Members' Interests

Ms Harkness declared her membership of The Lanarkshire Board.

2. Minutes of the Previous Meeting

The Minute of the meeting held on 12th November 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 November 2019.

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

Teaching Qualification Further Education (TQFE)

The College is supporting 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.

Other Teaching Qualifications

The College is currently supporting 11 staff through their PDA in 2019/2020 and a further 15 staff will undertake Assessor and Verifier qualifications. The PDA qualification is being internally assessed through the Faculty of Business. Feedback has been extremely positive.

Members welcomed this continued investment in staff.

Professional Learning Opportunities

Evaluation data from the Staff Development Day on Monday 16th of December was very positive. Members noted the detail of the evaluation and commented on the wide range of training being offered.

The College's new health, safety and compliance package WorkRite launched on the 16th December. There are 24 courses available and conflict resolution will also be included in the coming months. The platform will be used for mandatory GDPR training and annual DSE assessments.

Members noted the overview of the health and safety training provided and the completion rates as at 31st January 2020.

The next Staff Development Day will be held on Friday 6th of March 2020. Scheduled sessions include promoting positive behaviour strategies, differentiated learning in the classroom, Turnitin, fraud awareness, basic and advanced teams and basic first aid.

Discussion then took place in regard to the anti-bribery and anti-corruption units with members suggesting that it may be worth considering these units also becoming mandatory. The Principal agreed that this would be considered.

The equality focused sessions include disability equality awareness for managers, gender-based violence, equality impact assessments, menopause café and mental health and wellbeing.

A new mandatory Corporate Parenting e-learning module for staff will also be launched.

The Principal stated the Staff Development programme would be passed to the Principal at New College Lanarkshire and that Ms Beresford would also ensure that as with all such days, the opportunity would be made available for bookings by staff from New College Lanarkshire. This would take place week commencing 17th February 2020.

To improve the safety of our students and staff through the provision of easily accessible assistance and treatment in the event of an accident, we have trained a further 18 first aiders to bring our total up to 35.

Ms Beresford stated that the Facilities Manager would continue to monitor the input from all First Aiders and ensure that the correct coverage was available. To this end a new rota system had been put in place.

Members enquired if there was a given ratio between staff/student numbers and the number of First Aiders on campus. It was noted that there was no specific legal guidelines but the College worked on 10% of staff being First Aiders.

The Principal enquired as to the number of staff trained in CPR and the use of defibrillation machines. It was agreed that the Facilities Manager would be asked to give consideration to further training being put in place, if deemed necessary

Staff CPD log submissions for July – December 2019 now stands at 80.16%. Managers have received reminder emails to encourage all staff to make the appropriate returns.

Flexible Workforce Development Fund

As an Apprenticeship-levy paying employer the College receives up to £15,000 back in funding to upskill and reskill our existing workforce. The previous allocation had been used for the Operational and Curriculum Manager training.

The 2019/20 budget will be allocated as follows: PDA Teaching in Scotland's Colleges (11 staff), Introduction to British Sign Language (20 staff), Mental Health and Wellbeing Award (18 staff).

Members noted the allocation for 2019/20 and welcomed these additional opportunities being afforded to staff.

Health and Wellbeing

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. The College has recently appointed PAM Assist as the new Employee Assistance Provider for the College. PAM Assist will provide a 24/7 confidential support service to all staff within the College and plans are underway to promote the new service.

Ms Beresford updated members on the level of provision being offered by PAM assist and stated that she was hopeful that this would be a marked improvement. Most importantly, the first point of contact for staff would be a trained counsellor.

Discussion took place on how the appointment had been made and the use of APUC in the tender process. Ms Beresford informed members that the appointment was for 2 years with an option to withdraw after 12 months.

Members asked how the new service could be monitored. Ms Beresford stated that staff were open about feeding back but that recommendation already existed through APUC. It was agreed that the Committee would be given updates.

Planned Health and Wellbeing Initiatives

On the 15th January 2020 the College hosted its first Menopause café. It is an agenda-free discussion about all aspects of the menopause and was open to all staff to attend. The café was a huge success and on the 6th March 2020 (staff development day) we will be running a session to launch the College's new Menopause Policy.

The College has benefitted from valuable support from Cycling Scotland to help promote cycling as a sustainable mode of transport amongst staff and students. A Cycle Officer's position was funded for 9 months during academic year 2018-19. The College has now been awarded the Cycle Friendly Campus award with distinction for a period of three years. This will allow the College to also soon become a Cycle Friendly employer. A new Sustainable Travel Officer has recently taken up post for academic year 2019-20.

In support of the Clean Air College campaign NHS Lanarkshire, in conjunction with Healthy Working Lives, are once again bringing their Go with Flo programme to the College. Go with Flo is a way of supporting students and staff through the first few weeks of their stop smoking attempt. FLO is a telehealth system that provides behavioural and motivational support via text messages to mobile phones, free of charge. Stop Smoking Nurse Advisers are also on site on a Wednesday at lunchtime to provide behavioural support during the sessions as well as providing relevant products and taking the Carbon Monoxide (CO) readings. Each participant is provided with their chosen product and supported with the FLO text messaging service. The programme started on January 29th and runs for 12 weeks with Love to Shop Vouchers at the end of weeks 4 and 12 for smoke free participants.

The College will be participating in the Kiltwalk on 26th April 2020. 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.

Members welcomed the continued work across the College.

Mental Health

The Mental Health Working Group met on January 22nd and a number of items were actioned and discussed. Members noted the content of the minute attached.

Plans are underway to support Mental Health Awareness week from 18th to the 22nd of May 2020. The Mental Health Foundation have set the theme as 'sleep' therefore some of the activities will focus on the connections between lack of sleep and Mental Health.

Since the start of the new year the College's Marketing Team has been running a Motivational Monday campaign posting inspirational quotes on social media.

On Thursday 21st November the College hosted our first Promoting Positive MENTAL Health event aiming to encourage more men to talk about their own mental health and highlight the different support services available. A variety of local mental health organisations supported the event which was also an opportunity to highlight all the fantastic internal support services available at the College.

Ms Harkness stated that this had been one of our most successful events and many male students had come forward to seek assistance, stating that the event had given them courage to do so.

The Principal updated the Committee on the appointment of two new counsellors and the intention to build two new counselling rooms over the summer period.

Members congratulated the College on the provision in place for students and the recognition that it was beyond that being offered by many other organisations.

The College currently has 29 members of staff ASIST trained.

Equality Student Focused Initiatives

The Equality Group met on October 30th and a number of items were actioned and discussed. A copy of the minutes had been provided to the Committee.

The College attended a cross college event hosted by Advance HE in December 2019. Three other colleges are involved in the project; New College Lanarkshire, Borders College and Ayrshire College. Each college presented on what they were working on now and their plans going forward.

As part of the project the College has secured an internship supported and funded by Inclusion Scotland. These internships give valuable paid work experience to help disabled people develop their careers. The College will benefit from learning more about supporting disabled staff and colleagues and developing further understanding of accessible recruitment practices. The internship will also be involved in testing the new online recruitment process to ensure that it is fully accessible.

Members noted the content of the College Project Plan. Discussion took place regarding the proven success of this initiative in other organisations.

The HR team has launched the annual staff equality monitoring process and an overview of the returns will be provided in May 2020.

On Friday 20th March the College is celebrating Down's Syndrome Awareness Week and World Down's Syndrome day by hosting a 'Lots of Socks' event. Students and staff will be invited to wear their own odd and wacky socks. The significance of socks is that a chromosome looks a little like a sock as people with Down's syndrome have an extra copy of the 21st chromosome.

The LGBT + Champions group met on January 28th and a number of items were discussed. This included the Student Association working towards the LGBT Charter of Youth Bronze Award and the College renewing the LGBT Charter Foundations award which expires in 2021. The group also discussed LGBT History Month in February which the College is very proud to be celebrating and supporting. 2020 is a very special year marking the 20th anniversary of the repeal of Section 28 (Clause 2A) in Scotland. SLC/LGBT ally badges are available from the main reception or Human Resources. A lunchtime Pride Stride is taking place around the campus on Thursday 27th February. In the spirit of PURPLE FRIDAY on Friday 28th February the College is hosting its very own Pride event when the College will be decorated in purple and staff will be invited to WEAR PURPLE to show support for the LGBT+ community and to stand against homophobia, biphobia and transphobia.

On Wednesday 27th November 2019 the College signed up to the Armed Forces Covenant. The College is committed to ensuring those who serve or who have served in the Armed Forces, and their families are treated fairly. This provides a clear message to the Armed Forces community that the College cares.

Neurodiversity

As an inclusive and diverse organisation the College is committed to being neurodiverse.

The College is aware that being neurodivergent will usually amount to a disability under the Equality Act 2010 and therefore has a legal obligation to make reasonable adjustments to the workplace and the individual's role that will remove or minimise any disadvantage to them.

An overview of the College's approach to neurodiversity had been distributed to members.

National Bargaining

Lecturing Staff

The terms and conditions of employment implementing the NWPA have been updated and agreed with the Joint Negotiating Committee in January 2020. It is anticipated that they will be finalised and issued to all lecturing staff in February/March 2020.

Support Staff

All Role Outline questionnaires for support staff within the College have now been submitted and the national evaluation process commenced on Monday 11th November 2019. The overall process has been held up by other organisations failing to make returns timeously.

The Principal updated the Committee on the impact on the support managers within the CMT who fell outwith the scope of national bargaining. He added that consideration was being given to this at present and suggestions would go to the Remuneration Committee in due course.

Staffing Changes

Details of leavers, new staff and current vacancies were detailed in the report and noted by members. The temporary staff that have gained permanency October to December 2019 is 3.063 FTE.

Policy Update

The following policy is included for review and approval: The Menopause Policy.

Members noted the content and approved the policy. All welcomed the many support mechanisms being put in place.

HR System

The HR team is currently piloting the recruitment phase of the MyHR System with a view to launching in December 2019.

Health and Safety

The Health and Safety Group met on the 4th December 2019 and a number of items were actioned and discussed. Members noted the content of the minutes.

The College undertook a Health and Safety Audit and a copy of the report had been distributed. Members noted the content.

A quarterly H&S report covering the period 1st October 2019 to 31st December 2019 had been provided. This provides a summary of the accidents/incidents for the period. The Health and Safety Group will review the statistics and discuss the trends at the February 2019 meeting. It was noted that there were no unexpected patterns relating to the period. There were no 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.