

**South Lanarkshire College**  
**Human Resources Committee (Board of Management)**  
**Held on 9<sup>th</sup> June 2015**

**Present**      C McDowall (by telephone)  
                    K Anderson  
                    S McKillop  
  
                    A Allan  
                    K Oswald  
                    A Martin

**1. Declaration of Members' Interests**

No declarations were received.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 4<sup>th</sup> March 2015 had already been agreed by the Board of Management.

**3. Report to the Human Resources Committee**

Ms MacCormick stated that the purpose of the report was to update the Human Resources Committee on relevant issues since the last meeting.

Staff Training and Development

As part of the ongoing commitment to developing staff, the College annually programmes two full days and three half days dedicated to staff development, as well as organising ongoing staff training as appropriate.

Staff Development Days

The staff development day which took place on 16<sup>th</sup> March 2015 returned extremely positive evaluation with a 70% positive returns.

The next staff development day is scheduled for 19 June, and the programme for this date is currently being finalised. It is planned to have a strong focus on good practice in ICT and learning and teaching, health and equalities. Discussion took place regarding the content of the programme and the process of deciding on what was pertinent and useful for staff. The programme will be made available for bookings by staff from New College Lanarkshire.

GTC – the Principal informed members that the College was encouraging teaching staff to join and would meet the first year's costs. Mr McDowall asked if this would compliment the staff development days and it was confirmed that this is the case. Discussion took place regarding the minimum qualifications for joining and that JNC had been involved in this process.

IIP - as an Investors in People Champion organisation, the College hosted an IIP Fresh Thinking Network event on 28 April 2015, focusing on Creating Sustainable Success. This event went extremely well.

Mr McDowall highlighted that a new framework was being issued by IIP which was based around continual improvement.

### Staff Absence

Absence report information detailing the levels of absence over the first quarter period 1 January to 31 March 2015 had been distributed and was standing at 4.09%. This figure is a 1.24% increase on the previous quarter but down on the same quarter for the same time last year.

Discussion took place regarding patterns of illness and members asked if there were any areas of key concern. The Principal stated the SMT continuously monitored absence. A decrease had been seen in the levels of long term absence.

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.

### Equality and Choices Week

A comprehensive programme of equality related activities, health promotion and support in relation to positive life choices, health and mental health took place during a dedicated Equality and Choices week, run in conjunction with the Student Association.

The Principal stated that the number of exhibitors at this event had increased and that many were returners due to the excellent level of engagement they experienced with the students. He added that particular interest has been raised to mental health and that many staff were now becoming ASSIST trained. Members agreed that this was extremely positive.

Mr McDowall asked how the College monitored the success of these events. The Principal stated no formal feedback was in place and that this should perhaps be revisited and a formal evaluation process created. It was agreed that the Principal would take this forward with the Equalities Officer.

### Destination Success

The Destination Success student event was held on 21<sup>st</sup> May 2015. This event aimed to give students every opportunity of progressing into employment or further study. Jamie Andrew was our guest speaker for the day and students took part in various sessions relating to job coaching, teambuilding and university

promotion. There was entertainment provided as part of a productive and enjoyable all-day event.

Members were informed that some 950 students had enjoyed the day. Members stated that it was extremely positive that the same speaker presented at both the All Staff Conference and the student Destination success event. The Principal stated that it has been well received.

### The Lanarkshire Board

Recruitment plans for members of the Lanarkshire Board are now underway, with the planning having been done as a partnership with New College Lanarkshire and in discussion with Linda McTavish, Chair of the Lanarkshire Board. The Principal gave an update of the movement in this area – the closing date for application had been 22<sup>nd</sup> May 2015 and it was hoped to interview on 15<sup>th</sup> June 2015. Jane McCartney would be part of the interview panel on this date.

### Staffing changes and recruitment

Details of leavers, new staff and current vacancies had been distributed with the papers. Discussion took place in regard to the advertising and recruitment of the Human Resources manager post.

### Temporary Staffing

The Principal raised the area of temporary staffing and those who had been in post for a long period of time. He stated that valued staff could be lost to other organisations due to the offer of full time contracts. Discussion ensued and it was agreed that a paper would be collated and brought back to the Committee for approval.

## **Recommendations**

It was recommended that the Human Resources Committee -

- Note the ongoing staff training and development activity
- Note the staff absence figures for the first quarter period 2015
- Note the continuing Equality and student focussed initiatives
- Note the continuing Health and Wellbeing activity in relation to mental health
- Note the summary recruitment plans for The Lanarkshire Board
- Note the changes to staffing

The members agreed the recommendations.

#### **4. National Pay Bargaining**

The Principal alerted the members to the impact of national pay bargaining across the Sector. He stated that South Lanarkshire College had signed up as agreed by the Board of Management. Discussion then took place regarding the expectations of staff as part of this process.

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