

BOARD OF MANAGEMENT

Report to Human Resources Committee

20th February 2019

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

1. Executive Summary

- 1.1 Workforce profile overview;
- 1.2 Organisational development update;
- 1.3 Health and wellbeing update;
- 1.4 Equality and student focused initiative update;
- 1.5 National pay bargaining update;
- 1.6 Fixed Term Workers Regulations update;
- 1.7 Staffing changes and current vacancies;
- 1.8 Review of relevant policies;
- 1.9 HR system update;
- 2.0 Health and safety update;
- 2.1 SFC Staffing Return

2 Detail of Summary

2.1 Workforce Profile

The College continually monitors the profile of its staff to inform and assist with workforce planning. An overview of the workforce profile is attached in Appendix A.

2.2 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

2.2.1 Professional Qualifications

A background to the qualifications and overview of progress is detailed in Appendix B.

Teaching Qualification Further Education (TQFE)

As at 31st July 2018 one hundred and eighteen members of the teaching staff qualified to TQFE or held a direct equivalent, as recognised by the Scottish Government. This represents 73% of teaching staff who were employed by the College on 31st July 2018. This was an increase of 2% on 2017.

During 2018/2019 an additional 9 members of staff, funded by the College are completing their TQFE. Under the provisions of the National Joint Negotiating Committee (NJNC) the College has also ensured that all lecturers undertaking a recognised lecturing qualification for 2018/2019 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

As at 31st July 2018 fifty-one staff held other teaching qualifications which are not equivalent to TQFE. The majority of these have a PDA in Teaching. In most cases, the priority for these staff will be to progress to TQFE in the next academic session. In some instances, staff may be required to undertake L&D Units beforehand, to meet the demands of College's provision.

The College is currently support 11 lecturing staff through their PDA. They are required to complete their PDA before they are considered for TQFE.

There are 13 staff currently undertaking the Assessor and Verifier units.

2.2.1 Professional Learning Opportunities

Evaluation information relating to the staff development day which took place in December 2018 is attached in Appendix C. The College launched a number of new online e-learning modules on the staff development days and overall the evaluations are positive.

The next staff development day is scheduled for Friday 1st March 2019. There will be a continued focus on the following areas: -

- Learning and teaching
- Equality and diversity
- Health and wellbeing
- Mental health
- Information technology

The programme will be made available for bookings by staff from New College Lanarkshire week commencing the 25th February 2019.

In addition, the College is currently out to tender for a management training programme for middle management at Operational Manager /Curriculum Manager level. It is anticipated that this will commence in Q2 of 2019.

2.2.2 Career Review

The new Career Review documentation was launched in May 2018. All staff are expected to have completed their Career Review by 14th February 2019 and this is monitored on a weekly basis by the College Management Team.

2.2.3 Investors in People

The College underwent the annual interim review for Investors in People in October 2018 and a copy of the interim report is included in Appendix D. A meeting with Investors in People to discuss the report and any recommendations is taking place on the 14th February 2019. A summary of any actions planned will be provided for reference to the HR Committee.

2.3 Health and Wellbeing

2.3.1 Absence Management

The Chartered Institute of Personnel and Development (CIPD) rebranded their annual Absence Management survey report to the Health and Wellbeing at Work Report. The College is currently undertaking a detailed analysis of its and benchmarking its performance against the annual survey provided by the CIPD to assess how it compares to other public sector organisations.

The absence report detailing the levels of absence over the fourth quarter period 1st October to 31st December 2018 is also provided in Appendix E. Appendix F provides the full quarterly report.

The Strategic Human Resources and Organisational Development network group raised the need for sector absence data and this will be discussed further at the conference in Q2 2019.

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. All absence trigger meetings are complete. Professional occupational health and counselling services are used to support staff attendance.

2.3.2 Planned Health and Wellbeing Initiatives

The Staff Benefits Survey is complete, and a summary of the findings attached in Appendix G.

In support of the Clean Air College campaign NHS Lanarkshire, in conjunction with Health Working Lives, brought the Go with Flo programme to the College. Go with Flo is a new 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 Thursday at lunchtime to provide behavioural support during the sessions as well as providing relevant products and taking the Carbon Monoxide (CO) readings. Each student or member of staff has been provided with their chosen product and supported with the FLO text messaging service. The programme runs for 12 weeks with Love to Shop Vouchers at the end of weeks 4, and 12 for smoke free participants.

The vaping shelter is being installed in February 2019 and will be launched to positively discourage smoking/vaping out with the designated areas.

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 chiroprapist and turbo trainers are available to staff.

2.3.3 Mental Health

The CIPD Health and Wellbeing at Work Report (2018) highlighted concern in the increase in the significance of mental ill health as a cause of sickness absence. Over a fifth of UK employees now report that mental ill health is the primary cause of long-term absence (22% of organisations compared with 13% in 2016). The College is committed to ensuring that action is taken to identify and reduce stress in the workplace and manage mental health. This year we have seen an increase in the number of staff requesting mental health awareness training.

On the 1st March 2019 Staff Development day the College will be providing a course that will be made available to all staff on mental health awareness. The course has been designed and will be delivered in-house to ensure that it is current and relevant to the needs of our staff.

In addition, the College is also 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 Government's Mental Health Strategy 2017–2027.

During Q2 the College will be reviewing the current Employee Assistance Programme provider to ensure that we are providing a service that meets the needs of our staff.

The Mental Health Working Group met on the 28th November 2018 and the 30th January 2019. A number of items were actioned and discussed.

Plans are underway for Mental Health Awareness week 13th to 17th May 2019 which will include a Curry and Chaat and Guided Meditation.

The Student Association and Student Services are currently working on the Student Mental Health Agreement (SMHA). This is an initiative led by Think Positive, NUS Scotland's student mental health project.

SMHA bring students' associations and their institutions together in a formal agreement to work jointly on mental health issues.

A member of staff is attending the Mental Health First Aid training in February 2019. There are currently 23 members of staff ASIST trained with a further three 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 23rd January 2019 and a number of items were actioned and discussed, Appendix H.

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

The LGBTI Champions Group is planning and preparing for Purple Friday. This day marks the last Friday of LGBT History month when students and staff can wear purple to show support for the LGBTI community. The College will be decorated in purple and a number of events are planned for the day including a Pride movie night.

The next Equality and Choices event is scheduled to take place from the 26th to the 28th March 2019. Planning is underway with the Student Association and a wide range of organisations will be in College, with information and activities available for students and staff.

The next Equality Group meeting is scheduled to take place on Wednesday 5th May 2019.

2.4.2 Leaders in Diversity

The online survey is closed in December 2018 and The National Centre for Diversity attended College to conduct an onsite assessment day which will include 1:1 discussions with students, staff and Board of Management members in January 2019. 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 30th April 2019.

2.5 National Bargaining

2.5.1 Lecturing Staff

The cost of living pay claim for the lecturing staff remains outstanding and the EIS have called for a national programme of discontinuous strike action which commenced on Wednesday the 16th January 2019. The lecturing staff have also participated in strike action on the 5th February with further action planned on the 6th and 21st March 2019. The College has remained open with disruption to classes for those lecturers on strike.

The College is currently assessing the permanency of the lecturing staff who will have the gained two years service from April 2019. This forms part of the national agreement which ensures that lecturers working in the sector on a temporary, fixed term or other non-permanent contract and who have completed 2 years continuous service by 1st April 2019 will move to a permanent contract.

2.5.2 Support Staff

All support staff roles 'in-scope' of the NRPA are to be subject to job evaluation as at 1st September 2018. The College is awaiting further information on the launch of the National Job Evaluation scheme.

In line with the Support Staff Pay and Terms and Conditions agreement 2018-2020 in December 2019 the College offered permanency of 3.78 FTE to the applicable staff.

2.6 Fixed Term Workers Regulations

With reference to the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, in December 2019 the College offered permanency to those employees who have been continuously employed for three and half to four years or more. This equated to an increase in FTE of 2.96.

2.7 Staffing Changes

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

2.8 Policy Update

There are no policy updates noted for approval.

2.9 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.

3.0 Health and Safety

The Health and Safety Group met on the 5th December 2018 and several items were discussed and actioned. The minutes are provided in Appendix M.

A quarterly report covering the period 1st October 2018 to 31st December 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.

As an employer, the College is aware that it must protect staff from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones. The Health and Safety (Display Screen Equipment) Regulations 1992 applies to staff who use DSE daily, for an hour or more at a time. The College has been working with the IT Developers to further enhance the current DSE assessment method and has developed an online tool to ensure that all staff complete. This will be launched in February 2019.

3.1 Scottish Funding Council

In Quarter four each year the College is required to submit a staffing return to the Scottish Funding Council for the previous academic year. In 2017/2018 The FTE for 2017/2018 was 260.22. This is an 8% increase on the FTE for 2016/17 of 240.7

3.2 Recommendations

It is recommended that the Human Resources Committee:

- 3.2.1** Note the workforce profile overview;
- 3.2.2** Note the organisational development update;
- 3.2.3** Note the health and wellbeing update;
- 3.2.4** Note the equality and student focused initiative update;
- 3.2.5** Note the national pay bargaining update;
- 3.2.6** Note the Fixed Term Workers Regulations update;
- 3.2.7** Note the staffing changes and current vacancies;
- 3.2.8** Note the review of relevant policies;
- 3.2.9** Note the HR system update;
- 3.2.10** Note the Health and safety update;
- 3.2.11** Note the SFC Staffing Return update