

**South Lanarkshire College
Human Resources Committee (Board of Management)
Thursday 24th November 2016**

Present Chris McDowall
Rose Harkness
Gill Stillie (by phone)
Stewart McKillop

In Attendance Angus Allan
Lisa Beresford
Angela Martin

1. Declaration of Members' Interests

No declarations were received.

2. Minutes of the Previous Meeting

The Minutes of the Committee held on 9th June 2016 had already been approved by the Board of Management.

3. Remit of the Human Resources Committee

Ms Martin stated that the remit was draft for agreement by the Committee and then referred to the Board of Management for final approval. She explained the changes made in relation to legislation and the inclusion of items once covered by the Property and Estates Committee.

Discussion took place on some additional items for the remit.

Members noted the changes and after the additions were made, agreed the Remit for approval at the Board of Management.

4. Board of Management - Activity Calendar

Ms Martin stated that this would very much be a working document which would change in line with the requests of the Board and its Committees. **The Committee agreed that Ms Martin and Ms Beresford would complete the calendar for the HR Committee and bring back to members.**

5. Report to the Human Resources Committee

Ms Beresford stated the purpose of the report was to update the Human Resources Committee on all relevant staffing matters.

Staff Training and Development

Members were reminded of the commitment made by the College to training and development. Their attention was drawn to the evaluations for the training days in June and to the proposed timetable for 19th and 20th December 2016.

Members noted the evaluation, commenting positively on the time being allocated in the afternoons to department/faculty specific items and training.

Ms Beresford stated that the programme for December would be distributed in due course and many of the topics had been at the request of staff. Members noted the excellent breadth of subjects both general and legislative based. This programme will also be made available to staff at New College Lanarkshire.

All Staff Conference

Members noted the programme for the All Staff Conference which had taken place on 8th August 2016 and the theme of 'The Only Way is Up'. This had been an excellent year for the Conference with the keynote speech being delivered by John Swinney, Deputy First Minister. The evaluation summary for the day showed that staff had found the Conference informative and entertaining.

The Principal stated that the College continued to strive to improve the event year on year and ensure the correct mix of content, whilst making it possible for staff across the College to feel part of the day.

Teaching Qualification in Further Education (TQFE)

The College is committed to support lecturing staff to achieve TQFE. During 2016/17 a further 10 members of staff have enrolled for TQFE.

Discussion took place regarding the level of funding and the benefits to both staff and students. Members noted that funding would be at 100% in 2107/18 in line with New College Lanarkshire. This had been discussed with the Joint Negotiating Committee.

Staff Absence

A report detailing the absence levels over the second and third quarter from 1st April to 30th September 2016 had been distributed with the papers. The report detailed a decrease of 2.64% across the periods.

Ms Beresford stressed that absence continued to be a high priority with significant efforts being made to support staff to attend work. Every absence is followed by a return to work interview, trigger point meetings with the Principal or Depute Principal are ongoing throughout the year and professional occupational health and counselling services were offered to support staff attendance.

Mr McDowall stated that although absence had never been a real issue for the College it was extremely positive to see the percentage continue to move down.

Ms Stillie complimented the College on the support in place and the percentage figure.

Discussion took place regarding patterns of absence. Ms Beresford stated that on the whole this was not a problem but that it was continuously monitored to ensure nothing was overlooked and that patterns were always considered at trigger point meetings.

Health and Wellbeing

Planned Health and Wellbeing Initiatives

The College is currently working towards accreditation of the Investors in People Health and Wellbeing Award. Members noted that the assessment had taken place over the last three day and the verbal feedback from Raymond Boland was extremely positive.

The Health and Wellbeing event took place from 25th to 28th October 2016. Staff and students were involved in the many activities with Inspire (college catering provider) ensuring more healthy eating options were available. The week culminated with Pink Day which this year was organised by the HNC Events students and captured by Photography students on the day. The day raised £640 for Breast Cancer Care.

The ongoing health initiatives continue to be well received and attended – running group, visiting chiropodist, Scottish Slimmers, turbo trainers, Mindfulness Classes, Zumba Classes and the offer of flu vaccinations. Sixty two members of staff had taken up the offer of flu vaccinations. Ms Harkness stated that the Mindfulness classes had proven so successful that a twilight session was being considered to increase accessibility to evening students and lecturers.

Members applauded these initiatives and the long and short term positive effects.

ASIST

The College currently has 18 members of staff ASIST trained. All trained staff now display the logo on their proximity card, at their desk point and next to staff photograph on the portal.

Equality and Student Focussed Initiatives

In addition to the Health and Wellbeing event in October the College took part in the Glasgow pride event on the 20th of August. Students, staff and families were #SLCProud to celebrate and show support for LGBT equality by joining over 3000 people, in the rain, marching in the Pride Parade. The College also had a stand over the weekend in the Community Expo which was an opportunity to engage with the LGBT community.

The HR team is currently developing an online Equality training module that will replace the existing Disabled Go training. It is planned to go live to January 2017.

The Principal highlighted that this had been brought to a head by the inability of Disabled Go to provide materials for dyslexic members of staff.

The College was proud to become a Disability Confident Employer in October 2016. We have gained 'Committed' accreditation status and look forward to working through the next stage of accreditation.

Members discussed unconscious bias and the work being done by the College in this area.

Equality Group

The Equality Group met on 24th August and 2nd November 2016. Plans are progressing towards the LGBT chartermark by December 2016. The Group had also received the South Lanarkshire student equality data. Members agreed that it was important how the data was used once collected and added the level of engagement was very good.

Investors in Diversity

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

An initial pre-assessment audit was conducted over the summer and this included an all staff survey and 2 advisor support days in the College to review our practices and meet with key staff. An interim report was provided and demonstrated that the College has continued to remain committed to Equality, Diversity and Inclusion and has improved on all aspects since the last review.

The next steps involve engaging with our key stakeholders Leaders, Students and Suppliers.

An online survey will be promoted to the College's key stakeholders from the 28th November 2016 until the 9th December 2016. This will provide valuable online diagnostics. IID will then attend the College to conduct an onsite pre Assessment Day. It is anticipated that the reaccreditation process will be concluded in the first quarter of 2017.

Ms Beresford informed members that she and Elaine Ballantyne had met with Yorkshire Coast Homes, considered number one in the UK to discuss practices and systems in place. Members agreed that this sharing of good practice was extremely positive.

Gender Action Planning

The Scottish Funding Council has set the ambition that by 2030 no college or university course will have a gender imbalance of greater than 75% of one gender. By 2021 to increase by 5% points the minority gender share among 13-24 year olds.

In response we have developed a Gender Action Planning working group. The group will develop an action plan across the five broad themes: infrastructure, influencing the influencers, raising awareness and aspirations, encouraging applications, supporting success and retention.

The Principal stated that numerical targets to be achieved by 2020 would be given in the areas of Construction, Childcare Services and Hair/Personal Care Service. A report/action plan is being compiled at present and will be taken to the Board of Management in December 2016.

Investors in People

The College was delighted to be the first College in the UK to be awarded the IIP Platinum award in August 2016. This was presented to the staff by John Swinney, Deputy First Minister during his visit to the All Staff Conference.

Members congratulated the staff on this excellent achievement.

National Pay Bargaining

An update was given on negotiations with both EIS and Unison. Members discussed the provision put in place during the Unison industrial action.

Staff Movements

Members noted the movement of staff given in the report. Discussion took place on the introduction of formal 'Leavers meetings'. Ms Beresford agreed to take this forward and give more details to the Committee on attrition rates.

Policy Updates

Members noted the changes to the –

Copying and Copyright Policy, Print and Copying Policy and Malpractice /Maladministration Internal Assessment Policy.

Health and Safety

Mr McDowall noted that this was an addition to the remit of the Committee and welcomed the input from the Health and Safety and First Aid Committees.

Members noted the additional 7 members of staff had been trained as First Aiders and that further training was planned for the College Management Team before the end of term.

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 2016.
- Note the continuing Health and Wellbeing activity.
- Note the plans for the forthcoming Health and Wellbeing assessment.
- Note the continuing Equality and student focused initiatives.
- Note the review of the Regional Outcome Agreement and development of the Gender Action Plan.
- Note the plans for the forthcoming Investors in Diversity accreditation.
- Note the Investors in People Platinum accreditation.
- Note the update on National Pay Bargaining.
- Note the changes to staffing.
- Note the Health & Safety update.

Members agreed the recommendations.

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