

BOARD OF MANAGEMENT

Report to Human Resources Committee

30th August 2017

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

1. Executive Summary

- 1.1 Staff development initiatives including staff development day plans and evaluations
- 1.2 Staff absence figures for the second quarter period, 1st April 2017 to 30th June 2017
- 1.3 An update on Health and Wellbeing initiatives
- 1.4 An update on Equality and student focused initiatives
- 1.5 Information regarding Investors in People
- 1.6 National pay bargaining update
- 1.7 JNC update
- 1.8 HR System

2 Detail of Summary

2.1 Staff Training and Development

As part of our ongoing commitment to developing staff, the College annually programmes four days dedicated to staff development, as well as organising ongoing staff training as appropriate and hosting an annual All Staff Conference.

2.1.1 Staff Development Days:

The staff development day on the 16th June 2017 was used for faculty and department specific development.

2.1.2 All Staff Conference

The annual All Staff Conference took place in the College on Wednesday 9th August 2017. The theme was “Good Housekeeping” and a programme for the conference is attached in Appendix A and the evaluation summary in Appendix B.

2.1.3 Teaching Qualification in Further Education (TQFE)

We are committed to supporting our Lecturing staff in achieving their TQFE. During 2017/2018 we have a further 9 members of staff and the College has agreed to fully fund their fees.

2.2 Staff Absence

Absence report information detailing the levels of absence over the fourth quarter period 1st April to 30th June 2017 is attached in Appendix C. Appendix D provides the full report.

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.

2.3 Health and Wellbeing

2.3.1 Planned Health and Wellbeing Initiatives

A group of staff will be participating in the Great Scottish Run, supported by the College on the 1st October 2017.

Plans are currently being developed with the Student Association for the Health and Wellbeing event which takes place from the 24th to 26th October 2017. A variety of organisations will be invited to attend the College and we will be offering staff flu vaccination. The HR team will be working with the events students on Pink Day which is planned for the 27th October 2017.

In addition, the College will be supporting blood donations again this year and is hosting a blood donation session on the 6th November 2017. This will be open to staff and students.

The College also now offers a staff choir which takes place on a weekly basis during term time.

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

The turbo trainers are also available for staff to use via a booking system and this continues to be promoted in the College newsletter.

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. We continue to provide half price porridge, fruit and soup.

We have continued with the visiting chiropodist.

2.3.2 Mental Health

The Mental Health Working Group last met on the 4th May 2017 and a number of items were discussed and actioned.

The group promoted Mental Health Awareness Week (8-14th May 2017) in the College. The focus this year was on surviving or thriving and the College held a Positivi-Tea @ SLC break, Appendix E. They also actively promoted good mental health throughout the week and beyond with the emphasis on small changes making a big difference, Appendix F.

Dementia Awareness week took place on the 29th May – 4th June 2017 and the College hosted an information stand.

Plans are currently being developed to support World Mental Health Day on the 10th October 2017.

The All Staff Conference keynote speaker Dr Mark Winwood delivered an interesting session on the topic.

There are currently 18 members of staff who are ASIST trained.

The Mindfulness classes takes place every Thursday and is open to both staff and students and the evening class is also open to members of the public.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

The Equality Group met on the 17th May 2017 and a number of items were discussed and actioned. The minutes are provided in Appendix G.

The College has been named as an example of good practice for providing free sanitary products to staff and students in the Bill proposal to end period poverty by Monica Lennon MSP.

There is now a breastfeeding room located on the first floor to allow students and staff to breastfeed or express milk and store in a fridge in Student Services.

Students can now book Learning Support Appointments and receive a text reminder through a new self-service scheduling system which is accessible through the College portal. There is also a designated accessible reception with seating area to increase access to Learning Support information.

The College took part in the Glasgow pride event on the 19th of August. Students, staff and families were #SLCProud to celebrate and show support for LGBT equality by joining over 7,000 people, in the rain, marching in the Pride Parade. The College also had a stand on the Saturday in the Community Expo which was a fantastic opportunity to engage with the LGBT community, Appendix H.

2.5 Investors in People

The College underwent the annual review for Investors in People in June 2017, Appendix I. The assessor met with staff individually and in small groups, to obtain their views on working here. The assessor met with the Trade Union Representatives and also a member of the Board of Management. The aim was to assess whether the way that we work continues to be in line with the good practice detailed in the Investors in People framework at the Platinum standard and also incorporated a review against the Health and Wellbeing framework. The College continues to deliver at this level and will be incorporating the recommendations into the operational planning process for 2017/2018.

In line with the Workforce Planning Strategy the College is keen to improve the demographics of staff. In June 2017 Investors in People reviewed the people strategies to enable us to achieve this, Appendix J. The recommendations from this report will be incorporated into the Workforce Action Planning for 2017/2018 and beyond.

2.6 National Pay Bargaining

2.7.1 Lecturing Staff

The National Joint Negotiating Committee (NJNC) reached an agreement relating to the March 2016 NJNC Agreement and the EIS suspended industrial action. The agreement detailed the migration and harmonisation process for unpromoted lecturers. The College implemented the 25% harmonisation payment for April 2017 to March 2018 in July 2017. The interim salary scales will be used for any new lecturers to the College.

The dispute regarding the payment of £100 is still ongoing.

There have been no discussions on the EIS pay claim of a flat rated £1,000 “annual pay lift” which is back dated to April 2017.

2.7.2 Support Staff

The NJNC also reached an agreement won the support staff pay agreement for 2017/2018 and implemented the £425 uplift in the August 2017 for all support staff in scope of the NRPA. There is also an increase in the minimum annual leave entitlement to 44 days.

The grading outcomes of the National Job Evaluation exercise will apply from 1st September 2018.

An NJNC Support Staff Side Table has set up a group to discuss the outstanding matters pertaining to terms and conditions of service and aim to conclude their work by March 2018.

2.7 JNC

The date of the next JNC meeting is Tuesday 29th August 2017. Pay harmonisation and job matching for existing promoted lecturing posts has been added to the agenda for discussion.

2.8 Staffing Changes

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

2.9 HR System

The HR team have been working with the IT Developers on the staff development stage of the HR System. This phase is scheduled to be finalised by the end of September 2017.

3.0 Recommendations

It is recommended that the Human Resources Committee

- 1.1 Note the ongoing staff training and development activity;
- 1.2 Note the staff absence figures for the first quarter period 2017;
- 1.3 Note the continuing Health and Wellbeing activity;
- 1.4 Note the continuing Equality and student focused initiatives;
- 1.5 Note the Investors in People development plans;
- 1.6 Note the update on National Pay Bargaining;
- 1.7 Note the JNC update;
- 1.8 Note the changes to staffing;
- 1.9 Note the HR System update;