

**South Lanarkshire College
Human Resources Committee (Board of Management)
Held on 8th September 2015**

Present	C McDowall K Anderson S McKillop
In attendance	A Allan F MacCormick
Apologies	A Martin

1. Declaration of Members' Interests

No declarations were received.

2. Minutes of the Previous Meeting

The minutes of the meeting held on 9th June 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.

Evaluation information relating to the Staff Development day which took place in June was discussed.

The next Staff Development Days are scheduled for 15 and 16 December, and the programme for these dates is currently being developed. It is planned to have a strong focus on good practice in ICT and learning and teaching, health and equalities. It is planned to include a session on Prevent training delivered by College Development Network.

Kenny Anderson enquired in regard to the progress of GTC membership across the College. Angus Allan explained that Vicky Robertson was coming to the next staff development day to engage with staff.

Both the Principal and Depute Principal had recently joined the GTC.

Prevent Training was discussed and the Principal informed the group that Gary Cameron from Colleges Scotland would be carrying out staff training for the CMT.

Training supported by Police Scotland would also be given to staff in support of the anti radicalisation agenda.

Staff Absence

Absence report information detailing the levels of absence over the second quarter period 1st April to 30 June 2015 was discussed. Discussion took place in regard to long term absence and how this had adversely affected the figures for the 2nd quarter. None the less, the figures were a little disappointing.

Chris McDowall suggested that the minutes of the Equality Group be attached to future papers for the HR meeting and this was agreed.

Discussion took place in regard to Faith Training and seeking LGBT charter-work.

Kenny Anderson commented on the Mind Fullness coaching.

Health and Wellbeing

There are currently 4 members of staff who are ASIST trained, and an additional 14 members of staff will have completed the training by the end of November. Members of staff who have completed the training will have an ASIST logo printed on their proximity card and it will be published on the portal phone directory.

Planned Health and Wellbeing Initiatives

Health Week is planned for week beginning 19th October and the programme for this is currently being developed. A group of SLC employees will take part in the Great Scottish Run on 4th October.

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

Turbo trainers are available for staff to use via a booking system and it is planned to further promote this facility to staff in the next staff newsletter.

Kenny Anderson asked for further information on turbo trainers and this was provided.

Equality and Student Focused Initiatives

Equality & Choices Week is planned to take place week beginning 21st March 2016.

Recruitment of Permanent Lecturing Staff

There has been a decrease over the last year in permanent, full-time lecturing staff and a commensurate increase in temporary lecturing staff. Therefore it is planned to work within the current staffing compliment to transfer existing temporary staff to permanent posts to the equivalent of 12 FTE.

Those existing temporary lecturers who are deemed to have been employed by the College for four years or more can ask to be granted permanent status on the basis of an averaged FTE calculated from hours worked over the past four years.

Chris McDowall and Kenny Anderson both supported this direction of travel to support the permanentisation of appropriate staff in order to develop the College.

The Principal explained that he would discuss the mechanics of the process with the EIS and Unison.

By exception a very small number of posts might be advertised outwith the College.

Staffing Changes and Recruitment

Details of leavers, new staff and current vacancies were discussed.

Any Other Competent Business

The Principal explained the discussions that he had had with the College assessor for Investors in People. It is likely that once the new standards are finalized, that the College will opt to be assessed on the new platinum standard. The audit is likely to take place in March 2016 and will immediately be followed by our first assessment for Investors in Young People. We will elect to be assessed at the bronze level for this award.

The Principal informed the committee that after a vigorous interview process, Lisa Beresford had been appointed to the post of Head of Human Resources.

- 3.1 Note the ongoing staff training and development activity;
- 3.2 Note the staff absence figures for the second quarter period 2015;
- 3.3 Note the continuing Equality and student focussed initiatives;
- 3.4 Note the continuing Health and Wellbeing activity in relation to mental health;
- 3.5 Note the summary recruitment plans for additional permanent lecturing staff;
- 3.6 Note the changes to staffing.

The recommendations were accepted.

There being no further business, the Chair closed the meeting and thanked everyone for their attendance.