

South Lanarkshire College
Human Resources Committee (South Lanarkshire College)
Held on Wednesday 16th May 2018

Present C McDowall
R Harkness
G Stillie (by phone)
S McKillop

In Attendance Lisa Beresford
Angus Allan
Angela Martin

1. Declaration of Members' Interests

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board. No other declarations were received.

2. Minutes of the Previous Meeting

The Minutes of the meeting held on 21st February 2018 had already been approved by the Board of Management.

3. Report to the Human Resources Committee – May 2018

Ms Beresford stated the purpose of the report was to update the Committee on all relevant staff matters since the last meeting.

Staff Training and Development

As part of its 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.

Staff Development Days

Evaluation information relating to the staff development day which took place on the 19th of March 2018 had been distributed to the Committee. The overall feedback was positive and the staff completion rates for the online mandatory training stands as detailed below: -

- Equality training - 85%
- Safeguarding Young People - 88%
- Prevent Duty – 90%
- General Data Protection Regulation (GDPR) – 81%

The College is committed to ensuring that the number of staff that complete the GDPR online training increases further by 25th May 2018. The College also provided a further GDPR training session to the College Management Team and the GDPR Working group on the 20th February 2018 to ensure that they are fully aware of the changes in the Data Protection Legislation. Two

members of the College Management Team are also completing the Certified GDPR Foundation Distance Learning Training Course.

Additional sessions have been arranged for the Facilities team at times suitable to the staff.

Mr McDowall enquired if going forward if this training would be part of the induction programme. Ms Beresford confirmed that this would indeed be the case.

Members agreed that the College had done extremely well to have achieved these percentages in the given time.

The next staff development day is scheduled for Friday 22nd June 2018 and there will be a focus on Faculty and Department specific development. However, it is anticipated that the College will introduce an online course in cyber security and all ensure staff have the opportunity to complete the mandatory training courses detailed above.

Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting its Lecturing staff in achieving TQFE. During 2017/2018, 10 members of staff will be going forward and the College has agreed to fully fund the qualification.

Discussion took place as to the allocation of the places. The Principal stated that each Faculty was allocated three and at present applications were being considered. Members also noted that the College was now offering a PDA to newer lecturers, five per Faculty, which was helpful in preparation for TQFE at a later date.

The Principal updated the meeting on the present negotiations on the introduction of a mandatory period of three years by which time lecturers must have completed their TQFE and also the consideration that it should be mandatory for lecturers to take up membership of General Teaching Council (GTC).

He added that the College had always been committed to TQFE and indeed at present 98.2% of full time staff were trained. However, the introduction of a mandatory requirement may present a number of issues; demand on the universities for delivery, time demands on part-time members of staff, future requirements when advertising for staff.

Discussion took place in regard to the best way forward, especially for part-time staff and the obvious requirement for a different mode of delivery and perhaps timescales to be considered for this group of staff to ensure equal access to the training.

It was agreed that the Committee would be kept abreast of progress in these negotiations.

General Teaching Council Scotland

The College recognises the importance of Professional Update in the development of staff and is committed to ensuring that all lecturers have:

- a responsibility to consider their development needs

- confirmation that they have maintained the high standards required of a lecturer.

In November 2017 the College undertook a Professional Update Validation Event and was delighted to be fully validated with no conditions.

The Principal stated that the College was one of only five who have achieved this accreditation.

Members expressed thanks for the work and commitment that had brought about this excellent achievement.

Staff Absence

The absence report detailing the levels of absence over the first quarter period 1st January to 31st March 2018 had been distributed to the Committee for scrutiny.

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.

The Committee discussed the figures for the Quarter. Members noted that the new HR System had been launched and this facilitated instant access to staff and their managers to their levels of absence and any apparent patterns.

It was agreed by members that this level of information, showing patterns often proved extremely powerful.

Mr McDowall stated that the new HR System had taken a lot of time and energy to bring it to fruition and it was therefore important that its success and benefits were measured. It was agreed that a deadline of 12 months should be set for the evaluation of the system and that Ms Beresford would take this forward.

Health and Wellbeing

Planned Initiatives

The College is an official supporter of 'Scotland's Charter for a Tobacco-Free Generation'. To achieve this the College has pledged to make practical changes to make the College a 'Clean Air College'. A cross-college working group which includes the Student Association has been established and a staff and student survey was issued in March to provide evaluative information on how the College could improve support for students and staff who wish to quit smoking but to also provide data on initiatives that could be adopted to make the College a 'Clean Air College'. The results of the survey will be discussed with the group at the next meeting on the 23rd of May 2018 and an action plan developed.

Members welcomed the initiative and looked forward to hearing how it was progressing.

A College team of 6 took part in the Glasgow Kiltwalk on the 29th April 2018 supporting 'Who Cares Scotland'. Donations are currently still being collected. Six staff walked 15 miles and four walked 26 miles.

The College is committed to encouraging all staff to utilise the provided benefits and articles are posted in the Staff Newsletter of any new local or sector initiatives.

Fitness classes and the running group continue and are facilitated by a professional personal trainer. The lunchtime 'Dancercise' class available to staff is continuing to prove popular. Scottish Slimmers continues to run on a six-weekly basis.

The Mindfulness class which takes place every Thursday, is open to both staff and students continues to be well attended. 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 chiropodist, staff choir and ensuring turbo trainers are available to staff.

Members welcomed the update.

Mental Health

The Mental Health Working Group last met on the 18th April 2018 and a number of items were discussed and actioned.

Mental Health Awareness Week is taking place 14th – 20th May 2018 and the focus this year is on 'Stress: Are we coping?'. The College has launched a toilet door campaign with posters supplied by the Mental Health Foundation. The Mental Health Foundation has introduced a new community fundraising initiative – a 'Curry & Chaat'. The aim is to improve wellbeing by encouraging staff and students to eat together, chat and promote positive steps to improving mental health. The staff and students will be supporting the initiative and the College will be hosting Curry & Chaats across the week in the Bistro. There will also be information stands available and a 'Reducing Stress and Relaxation Workshop'.

Ms Beresford stated that to date these initiatives were proving extremely successful, she had chatted with a number of the exhibitors and had received feedback that many students and staff had taken time to stop and chat and that the overall atmosphere was encouraging open dialogue.

Plans are also underway to support World Mental Health day on the 10th October 2018.

The College's journey in becoming a Dementia Friendly Community was highlighted in an article in the Alzheimer Scotland's North and South Lanarkshire Newsletter.

The Richmond Fellowship attended the March Staff Development day and provided a Safe TALK session and facilitated an ASIST Support Forum.

Members re-iterated that the College's ongoing commitment was apparent and this work was essential to the wellbeing of staff and students alike.

Equality and Student Focussed Initiatives

The Equality Group met on the 2nd May 2018 and several items were discussed and actioned. Members noted the minutes of the meeting.

The online Staff Equality Monitoring Form was issued to all staff on the 16th April 2018. This is currently still open to staff to complete but participation rates have increased compared to the same time last year.

Members stated it was very positive that staff were happy to make this return.

The Equality & Choices event took place from the 27th to the 29th of March 2018 and a wide range of organisations attended the College, with information and activities available for staff and students. Workshops were provided to students by Show Racism the Red Card and Dementia Friends.

The College has now received confirmation that it has met the criteria to be recognized as a 'Carer Positive Engaged Employer' and work continues to improve the support available to staff through the working group.

The College celebrated Purple Friday on 23rd February as part of History Month. This was a cross- college event.

The College, for the third-year running is planning to take part in the Pride Glasgow event which is taking place on the 14th and 15th of July 2018 and will host an information stand.

As part of our ongoing commitment to digital inclusion 'Browsealoud' software was added to the College website and other online materials to ensure that all key stakeholders can access the information available in a format that they are able to hear or read. The software adds speech, reading, and translation to the website facilitating access and participation for people with dyslexia, low literacy, English as a second language, and those with mild visual impairments. The College was delighted to receive an initial report that the software had been used just over 5,100 times since 30th January 2018 and plans are underway to promote this further within the College.

Gender Action Plan

The College is committed to ensuring it meets the ambition set by the Scottish Government that by 2030, no college or university 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 the College developed a Gender Action Plan and has recently reported an increase in the number of students enrolling into the following courses:

- 13 males enrolled – SVQ level 2 Barbering
- 18 females enrolled – HNC Quantity Surveying

The College has also developed courses which are focused on attracting 'Women into Construction' and 'Women into Painting and Decorating' and there is a targeted marketing campaign to support this.

National Bargaining

The Committee received a detailed report on the progress in negotiations for both the lecturing and support staff.

The Principal stated that he had concerns that both Trade Unions may well be heading towards industrial action after the summer break. Mr McDowall asked for assurance that this was included in the risk register. Ms Beresford stated that this was the case.

Workforce Planning

In 2017 the College developed a 5-year Workforce Planning Strategy. The Action Plan has been updated with completion dates. Members noted the changes and Mr McDowall requested that the strategy be brought back to the Committee towards those key completed dates so that progress can be monitored.

Career Review

The Career Review documentation has been reviewed. The Principal stated that this would now be given to the Joint Negotiating Committee for comment before circulation for use across the College.

It was highlighted that these changes had arisen as a direct action from the last Investor in People review.

Staffing Changes

Details of leavers, new staff and current vacancies were noted by the Committee.

Policy Update

There are no policy updates noted for approval however there are several policies currently under review due to the change in Data Protection legislation and these will be provided, where relevant to the HR Committee.

Health and Safety

The Health and Safety Group met on the 21st March 2018 and several items were discussed and actioned. The minutes were noted by the Committee

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.

A housekeeping inspection was conducted on the 2nd floor on the 1st March 2018. No concerns were identified, and all items were prioritised and addressed accordingly.

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