

**South Lanarkshire College
Human Resources Committee (Board of Management)
Held on 13th November 2018**

Present Chris McDowall
Rose Harkness
Gill Stillie (by phone)

In Attendance Angus Allan
Lisa Beresford
Angela Martin

Apologies Stewart McKillop

1. Declaration of Members' Interests

No declarations were received.

2. Minutes of the Previous Meeting

The Minutes of the meeting held on 29th August 2018 had already been approved by the Board of Management.

3. Report to the Human Resources Committee

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

Staff Development and Training

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 the annual All Staff Conference.

The next staff development day is scheduled for 3rd December 2018. Members noted the content of the draft programme and the training planned for the day. Ms Beresford drew members' attention to the focus this session on engaging staff in the development of the next 5-year strategic plan.

Discussion took place regarding the key areas being covered on the day; introduction to Learning and Teaching, equality, health and wellbeing, conflict management, ASIST tune-up, guided mediation and stress management, deaf awareness and mental health and wellbeing.

Ms Beresford stated that as always the training would be offered to New College Lanarkshire staff. Members welcomed this collaborative working.

Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting Lecturing staff in achieving their TQFE. During 2018/19, nine members of staff will be taking up the qualification and as previously discussed the College will be meeting the full cost of the fees attached.

Also during 2018/19 the College will support eleven members of Lecturing staff through the PDA. Staff must have achieved this qualification to be considered to go forward to TQFE.

Ms Beresford informed members that these qualifications were now a requirement as part of the National Bargaining Negotiations process. She added that the College had made its annual return to the Funding Council on the percentage of SLC staff who had completed TQFE. At present the figure stands at 73%, this shows a slight decrease within permanent staff which was due to a number of retirements which had taken place during the year. Ms Beresford pointed out that in line with previous conversations of the Committee the College had seen an increase of 3% in terms of part-time staff achieving the awards.

Members welcomed these figures, enquiring if there was a set target for colleges. Mr Allan responded that it was an ever-changing figure as it fluctuated in line with staff movements. He stressed however that the College continued to hold the highest percentage in the Sector.

Staff Absence

A copy of the absence report for the third quarter from 1st July to 30th September 2018 had been distributed with the papers. The overall percentage for the quarter was 2.85% from a total of 62 instances of absence.

Ms Beresford drew members' attention to the detail of the report pointing out areas where higher absences were showing and stated that no patterns or reasons for concern had been highlighted. She added that staff absence remained a high priority and significant efforts were 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 were arranged with the Principal and Depute as seen to be required.

Members agreed that the statistics were excellent and were the outcome of the good work being done in this area not only in monitoring absence but in providing support to staff.

Health and Wellbeing

Planned Health and Wellbeing Initiatives – the College's Health and Wellbeing event took from 23rd to 26th October. The event was a great success and once again proved useful for both students and staff. The College hosted an EXPO in the atrium with a diverse range of organisations hosting information stands. The Student Association was very involved and also had a stand for the week.

Staff flu vaccinations were offered on the day with 70 staff receiving the vaccination and Scotblood was on campus with a total of 38 donations being made by staff and students.

Ms Beresford stated that due to the high demand for the vaccinations on the day, the College had agreed to pay for any member of staff who had not been able to secure an appointment should they still wish to book externally. Members welcomed this initiative and applauded the levels of blood donations made.

The week was rounded off by Pink Day on Friday 26th October 2018 in support of Breast Cancer Care. This was arranged by the College's Events students and the raised an impressive £1435 on the day. Members congratulated students on this excellent achievement.

During November the College will be supporting the 'Movember' campaign to raise awareness of men's health. The Movember Foundation is a leading charity which tackles some of the biggest health issues faced by men: prostate cancer, testicular cancer and mental health and suicide prevention. A team of College staff will be taking part in MoRun event in Glasgow on 11th November 2018.

Ms Beresford updated members on the ongoing popularity of the health and wellbeing classes offered to staff. These all continued to be well attended and indeed an additional Mindfulness class had been arranged to meet the additional demand.

Members noted that the Staff Benefits Survey was scheduled to go live on 26th November and that the results of this would be fed back to the Committee.

Mental Health – the Mental Health Working Group met on 20th September 2018.

The College supported World Mental Health day on 10th October 2018 and members had been provided with an overview of the day. This year's theme was 'Young People and Mental Health in a Changing World'. The College was assisted in this by Lanarkshire Action for Mental Health (LAMH), the Student Association and the Chaplaincy team who all hosted information stands.

Members noted that at present 23 members of staff are ASIST trained with a further two members of staff undertaking the training in February 2019.

Members applauded this ongoing work in a crucial area.

Equality and Student Focused Initiatives

The Equality Group met on the 29th August 2018 and a number of items were actioned and discussed. Members had been issued with a copy of the minutes for information.

The College published the final version of the BSL plan in October 2018 and members had been issued with a copy. The plan covers all people for whom BSL is their first or preferred language including those who use braille due to sight loss. The College will continue to engage with and respond to BSL users' views to develop key actions within the plan to ensure better services and inform best practice. The plan has now been published on the College website.

Members noted and welcomed the work being done.

Markaton Training – a group of staff took part in a training session on 15th August 2018. Ms Harkness stated that the feedback had been excellent and that more staff were hoping to attend future training.

A member of staff has also been trained in electronic notetaking and as part of the College's ongoing commitment to digital inclusion a Browsealoud software pilot was introduced in January 2018. Members noted the detail on the initial analytics on usage for the period 30th January to 30th October 2018.

Discussion took place regarding the percentage of students accessing these facilities, the great importance of these being available and the benefits to those students using them.

Leaders in Diversity – the College remains committed to improving best practice and is currently being re-assessed to maintain the Leader in Diversity status. This involves engaging with key stakeholders; leaders, staff, students and suppliers.

At present a survey is being promoted online to the College's stakeholders. This is open from 29th October to 16th November 2018. This will provide the College with valuable online diagnostics. The National Centre for Diversity will then attend the College to conduct an onsite assessment day that will include one to one sessions with students, staff and Board of Management members. It is anticipated that the reaccreditation process will be concluded in the first quarter of 2019.

Ms Beresford stated that she had liaised with Ms Martin and that a copy of the questionnaire would be coming out under cover of an email from Andy Kerr to all Board members. Members noted the importance of this questionnaire being completed.

Discussion took place regarding the selection of those for the one to one sessions and Ms Beresford explained that the names were at the request of the National Centre for Diversity. This will include a representative from the Student Association.

Equality Mainstreaming Report – Ms Beresford informed members that work was being done on updating this document at present and that it should be complete by April 2019. The report will provide an update on the College's progress in the Equality Outcomes and a draft completed by February 2019.

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 April 2019.

Members enquired if this was highlighting any issues. Ms Beresford stated that as set pay scales were set for the College that it was a transparent process. Some shift may however be seen in permanency.

Investors in People

The College underwent the annual review for Investors in People in October 2018 and is currently awaiting the interim report. The assessor met with staff individually and the trade union representatives to obtain their views on working at SLC.

Members enquired what the initial feedback had been from the assessor. Ms Beresford said that the College continued to perform at a high level within the framework for Platinum standard. No concerns had been raised at all in the area of health and wellbeing. Some discussion had taken place regarding a training programme for the middle manager tier of management and focusing on the embedded of the career review system. Members were assured that work was ongoing in both areas.

National Bargaining

Ms Beresford took members through an update for both lecturing and support staff negotiations.

Lecturing Staff – the cost of living pay claim for lecturing staff remains outstanding following the sixth dispute in June 2018. It was stressed that this was controlled at National level and lay outwith the College's control.

Discussions had been taking place with the local EIS representatives regarding the implementation of working hours 23+1 and the College was delighted to reach an agreement through the local Joint Negotiating Committee. Members noted the content of the written agreement

Mr Allan stated that the College was the first to reach this agreement, indeed many others were now in dispute.

Support Staff – the support staff trade unions voted to accept the two and a half year pay and conditions of service offer. Ms Beresford took members through the detail of the pay deal, highlighting that all support staff roles 'in-scope' of the NRPA were to be subject to job evaluation as at 1st September 2018. A draft job evaluation procedure is currently being produced and the College awaits further information from the Employers' Association.

Support Managers Job Evaluation

The job evaluation project for the Support Staff managers has now commenced with the Educational Competencies Consortium Ltd using FEDRA (Further Education Development and Role Analysis).

Staffing Changes

Members noted the changes in staffing since the last meeting.

Data Protection

In preparation for the General Data Protection Regulations coming into force in May 2018 the College has reviewed all policies and procedures. Following agreement with the local JNC the College incorporated a confidentiality contractual provision and amendment to the Data Protection contractual provision in all staff contracts. All staff were notified of this change by letter and a copy of the letter had been provided for members' information.

Ms Beresford also highlighted that the development of a Job Application Privacy Notice was also currently underway.

Human Resources System

The MyHR System has now been successfully launched to all staff and development is also underway on the next phase that will be focusing on developing recruitment online.

Discussion ensued on the benefits of the new system. Ms Beresford stated the recruitment online would include videos of staff from various areas across the College talking about their personal experience of working at SLC.

Health and Safety

The Health and Safety Group met on 26th September, the minutes had been distributed for members' information.

Ms Beresford drew members' attention to the Accident/Incident Statistics for 1st July to 30th September 2018. Members noted that the instances had decreased and that no RIDDOR reportable incidents had occurred during the quarter.

Ms Stillie stated that in many areas there was an increase in drug related incidents and enquired if the College was experiencing any issues. Ms Harkness stated that the College continued to work with a number of external organisations to ensure the correct support and knowledge for staff was in place to assist students should issues arise.

Mr Allan stated that the College had a zero tolerance policy and that students were made aware of this at induction.

4. Annual Report from the Committee to the Board of Management (Draft)

Ms Martin stated that through the Board Effectiveness exercise it had been agreed that it would be good practice for all Committees to follow the example of the Audit Committee and prepare an Annual Report to the Board of Management. This report would highlight attendance, terms of reference and the work done and considered by the Committee throughout the year.

Members considered the content of the report and agreed it would go forward to the Board of Management on 27th November 2018.

5. Any Other Competent Business

Policies

Ms Beresford referred members to:

- Data Protection Policy Framework
- Data Classification and Handling Policy

Both of these policies had been completed since initial circulation of the papers for the meeting and had been emailed out to members for information. She added that these were in line with legislation.

Members approved the documents, commenting on the College's efficiency in meeting the requirements of the legislation.

6. Approval – Publication of Committee Papers

Ms Martin informed members that each documents presented to the Committee would now hold a 'header' indicating if it was subject to publishing. She added that although all papers were already published on the website, this would formalise the process.

Members welcomed this process and agreed the following for publication:

- Agenda – 13th November 2018
- Minutes of the Development Committee meeting – 29th August 2018
- Report to the Human Resources Committee – November 2018
- Staff Development Day Programme – 3rd December 2018
- Staff Absence Figures – 1st July to 30th September 2018
- Health and Wellbeing Event 2018
- World Mental Health Day – 10th October 2018
- Equality Group Minutes – 29th August 2018
- British Sign Language Plan 2018 to 2024
- Summary of Discussions – implementation of the national agreement for Lecturing Staff
- Staff Movements
- Variation of Contract and Privacy Notice
- Data Protection Employee Privacy Notice
- Accident/Incident Statistics (July to September 2018)
- Data Protection Policy Framework
- Data Classification and Handling Policy
- Draft Annual Report from the Human Resources Committee to the Board of Management.

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