

## HUMAN RESOURCES COMMITTEE

### NOTICE

There will be a meeting of the Human Resources Committee on 16<sup>th</sup> May 2024 at 17:30 hours.

### AGENDA

Agenda Item		Paper (Y/N)
01	Apologies for Absence	N
02	Declaration of any potential Conflicts of Interest in relation to any Agenda items	N
03	Minutes of Previous Meeting	Y
04	Matters Arising from the Previous Meeting	Y
	<b>Reserved Item of Business and Matters for Decision</b>	
05	Redeployment and Redundancy Policy and Procedure <i>This item is not publishable it being the draft of a Policy which will be published later in final form after due consultation with the recognised Trade Unions.</i>	Y
	<b>Reserved Items of Business and Matters for Discussion</b>	
06	[intentionally blank]	N
07	Pensions Contribution Project Update <i>This item is not publishable as it potentially identifies the personal data of individuals and/or groups of individuals.</i>	Y
08	Employee Relations Update <i>This item is not publishable as it potentially identifies the personal data of individuals.</i>	Y
	<b>Matters for Information</b>	
09	Quarterly HR Report	Y
10	Quarterly Health & Safety Report	Y
11	Absence Management	Y
12	HR System Project Update	Y
13	Employee Engagement – Culture Action Plan	Y
14	Local Recognition and Procedure Agreement	Y
15	British Sign Language Action Plan (2023-2027)	Y

16	<b>Any Other Business</b>	<b>N</b>
17	<b>Summation of Actions and Date of Next Meeting</b>	<b>N</b>

## UNCONFIRMED HR MINUTES

### HUMAN RESOURCES COMMITTEE

#### MINUTES

Meeting of the Human Resources Committee on 22 February 2024 at 17:30 hours in the Board Room at South Lanarkshire College and on TEAMS

Present Heather Anderson (Chair) Paul Brodie Anne Doherty	In Attendance Gary McIntosh Stella McManus Scott Gray (TU Observer)
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Paul McGillvery, Governance Professional  
Vari Anderson, Minute Taker

AGENDA ITEM	
01	<b>Apologies for Absence</b> Fiona Whittaker
02	<b>Declaration of any potential Conflicts of Interest in relation to any Agenda items</b> None made.
03	<b>Minutes of Previous Meeting – 14 September 2023</b> Duly adopted.
04	<p><b>Matters Arising from the Previous Meeting</b></p> <p><b>Item 04:</b> Internal Audit Action Plan – due to a spike in urgent workload matters, no actions were progressed since the last HR Committee meeting and therefore this is not an agenda item for this quarter.</p> <p><b>Item 06:</b> The Considering Adjustments documents have been updated and shared with data protection team for comment.</p> <p><b>Item 07:</b> The Carers Leave discussion had an action to review the number of Carers that the College records. As at 30<sup>th</sup> January 2024, the College has eight people registered on the HR System as being a Carer, with one additional employee who has initiated a management discussion regarding their Caring responsibilities – so a total of 9 employees. The College believes this number is likely understated and that any new benefit relating to Carers may result in this number increasing.</p> <p><b>Item 08:</b> The difference in the numbers in the Headcount Movement section have been reviewed. Additional wording is included in this report, to provide explanation on any quarterly differences, caused by process timings.</p>

	<b>Reserved Items of Business and Matters for Discussion</b>
05	<p><b>Pension Contributions Internal Audit Findings</b> The Committee noted the contents of the report and its attachment.</p> <p><b>The details could not be published relating as they do to an identifiable group of individuals.</b></p> <p>The Committee were reminded that in 2015 both pension agencies made a change to the calculation of the contribution rates for part-time employees. The change went from full-time equivalent to actual earnings, therefore, employees would either pay the same contribution rates or a lower rate based on their actual earnings. The Payroll system then in use did not implement this change due to a misinterpretation of the differing pension contribution rate banding structure.</p> <p>The College had commissioned its internal auditors, Henderson Loggie, to review the relevant calculations used for employee pension contributions. It was noted by the Committee that this work was independent from the internal audit.</p> <p>The Committee noted that the internal audit report had been an agenda item at the Audit and Risk Committee on 15 February 2024 and that appropriate Actions had been Minuted ,</p> <p>There was no known financial risk to the college and no individual member of staff would be adversely impacted.</p> <p>As an <b>action point</b> GMI will prepare a report for the next HR Committee comparing the manual system against the new HR system. Note that subsequent to the Committee Meeting it emerged that the deadline for this action point was unrealistic.</p>
06	<p><b>Pensions Contribution Project Plan</b> The Committee noted the terms of the report and appendix.</p> <p>The Committee were advised that following the internal audit findings, the College has gone through a Procurement process and has appointed Henderson Loggie to re-calculate the employee contributions for all part-time staff and to support the College is remedying the matter for any affected employees.</p> <p>The remainder of this minute has been redacted as it has the potential to identify the personal data of individuals and/or groups of individuals.</p>
07	<p><b>Employee Relations</b> The Committee noted the contents of the report.</p> <p>The Committee were advised that the College normally has around one or two grievances and disciplinaries each quarter. Since the start of 2024, the College has received three grievances, initiated three disciplinaries, is considering one additional disciplinary procedure being implemented and has been advised that one further grievance and one collective grievance may also be submitted</p>

	<p>soon. This is a total of 9 ongoing matters - a number which would usually be spread throughout the year.</p> <p>The remainder of this minute has been redacted as it has the potential to identify the personal data of individuals.</p>
	<p><b>Matters for Discussion</b></p>
<p>08</p>	<p><b>The People Group</b></p> <p>The Committee considered the terms of the report.</p> <p>The Committee were advised that since the long-standing Principal retired in 2020 there have been four Principals, new appointments to the Senior Leadership Team as well as the appointment of two new Vice Principals. This has caused uncertainty and change for staff however with the added impact of COVID and working remotely and returning to campus there have been additional pressures. In addition, managers are being empowered to manage staff which culturally line management norms were not always followed as the previous culture was very hierarchical. Coupled with the updating of HR policies and processes as well as a challenging external climate has all had an impact on the culture of the organisation.</p> <p>The Committee were advised that it is proposed that a group of staff representatives be formed to provide staff voice and input into supporting the culture change at the College, this would be known as 'The People Group' and would ensure that the College is making progress against its overall action plan. It was noted that this would not impact on the remit of the Joint Negotiating Committee (JNC) which is attended by Trade Union representatives and College management.</p> <p>SM advised the Committee that a training exercise requires to be carried out to ensure that all staff are aware of their job role and what the expectation of them is. Currently, the standards of work do not equate to the salaries for certain roles and staff are not carrying out all the work that would be expected from their role with some staff stating "that's not my job" when asked to complete a task. SM advised that a reminder must be given to staff that within their job description it states, "and any other tasks as required by your manager". PB stated that this is not a unique situation, and the College requires a reset. SM agreed and stated that the College would benefit from a coaching culture and staff learning how to speak to each other.</p> <p>SM advised the Committee that steps are being taken to improve the visibility of the Senior Leadership Team (SLT) within the College. VA entered all campus events into the diaries of all SLT members to ensure that senior leaders are visible at events. Further, the SLT have been encouraged to walk around the College and pop into workshops to speak with staff and students. AD advised that as both a member of SLT and the Board, she has made an effort to walk around the College and speak to staff stating that it doesn't take much to make a difference to someone's day. GMI supported increased visibility of the SLT. PB noted that although increased visibility is to be encouraged, there is a concern that some staff may see popping into workrooms/classes as senior leaders checking up on them. SM agreed that this is a risk. SG echoed this concern and stated that some staff have lost trust in the College and as a result are not ready to participate in a 'People Group' although SG does appreciate that it comes from the right place.</p>

	<p>HA advised the Committee that the internal/external context and the implementation of new policies and procedures along with the additional pressure is recognised however fears that although fundamental, the human element has been removed. HA enquired as to the last time a staff survey was conducted to ascertain from staff what they want, what culture they want to work in and how to interact with each other. SM advised that it has been a couple of years however noted that response rates were low. SG advised that an anonymous survey may receive a higher response rate.</p> <p>SM advised the Committee that a consultation document is in draft phase regarding culture change. It was noted that there are skills gaps within curriculum areas which has resulted in managers not being able to help with queries which in turn impacts on teamwork. The document will create a culture plan in each area and provide a toolkit for managers to ensure they can effectively carry out their duties. SM advised the Committee that an ex-colleague had been approached with the possibility of providing some training to staff.</p> <p>HA suggested that the Board of Management could focus on culture in 2024. SM advised that as part of the rolling review, previously Board Members were linked to staff where they had a particular interest/experience which was beneficial for both staff and the Board. PB supported this idea and noted that it's essential for the Board to be visible within the College. HA agreed that Board involvement was crucial and noted that staff should be asked how they wish to interact with the Board.</p> <p>As an <b>action point</b> SM and GMI will work together to finalise a paper to include an action plan focusing on how to gather staff views and provide a framework and toolkit for staff. AD noting that everyone must welcome change and work together as one.</p>
	<p><b>Matters for Information</b></p>
<p>09</p>	<p><b>Quarterly HR Report</b> The Committee noted the terms of the report.</p> <p>GMI advised the Committee that the College held some fun activities at the end of 2023 including an all-staff Christmas quiz which was followed by a coffee afternoon the following week to announce the results.</p> <p>The Committee noted that the New College Development Network (CDN) Equality Group is engaging on the National Equality Outcomes implemented by the Scottish Funding Council.</p> <p>Further, the Committee noted that industrial relations have escalated with strike action by both trade unions being scheduled for 29 February 2024 and EIS-FELA participating in Action Short of Strike Action (ASOS) with a “resulting boycott” and “working to rule”. The College wrote to EIS-FELA members to confirm salary deduction for any breach of contract as a result of ASOS and on 20 February 2024, EIS-FELA wrote to the College to advise they are in dispute of the communication.</p> <p>SG advised the Committee that EIS are aware of the significant impact on students if they are not resulted however countered this by stating that students will be impacted more if lecturers don't get paid, as students will not be taught.</p>

	<p>PB noted that not resulting students could raise questions as to whether lecturers have evidenced their work for the year. HA queried as to whether there was anything the College could do to help communicate that the College are not responsible for pay negotiations. GMI advised the Committee that as part of National Bargaining, a collective approach would have to be issued by Colleges.</p>
10	<p><b>Quarterly Health and Safety Report</b> The Committee noted the terms of the report.</p> <p>The Committee were advised that ventilation issues were raised in the Painting and Decorating workshops. Despite there being a ventilation system, staff were concerned that it was not effective due to a strong smell of paint fumes. The Committee noted that an Occupational Hygiene company assessed the system in use and testing the workshops over a period of use and the College awaits the report. Further, the Committee noted that the College does not use any lead-based paints and staff have access to appropriate personal protective equipment (PPE). The Committee were advised that an update will be provided in the next quarter.</p> <p>The Committee noted that in October 2023, issues were raised at the Health and Safety Committee regarding the fire doors in the workshops. It was noted that the recently installed fire doors seemed to break easily. The Committee were advised that these doors are in constant use to allow for ventilation in the workshops. A survey of the fire doors has been carried out and the College await the report. The Committee noted that a longer-term solution would be to look at ways to improve the ventilation system however this would likely require significant investment as each curriculum area would require different ventilation (e.g. painting and woodwork).</p>
11	<p><b>Absence Management</b> The Committee noted the terms of the report.</p> <p>The Committee were advised that the new HR System will give visibility to managers to help manage absences. Currently there is an inconsistent approach with some managers following the Attendance Management &amp; Support Procedure whilst others do not.</p> <p>The Committee noted that AD and GMI met with PAM Assist on 21 February 2024. GMI advised the Committee that for long-term absences mental health is one of the main reasons. PAM Assist have a psychologist that staff can be referred to, which often results in staff returning to work quicker. As an <b>action point</b>, GMI to draft communication to be issued to staff to remind staff of the services offered by PAM Assist.</p>
12	<p><b>HR System Project Update</b> The Committee noted the terms of the report.</p> <p>The Committee were advised that the new HR System is being trialled alongside the manual payroll on a parallel run. The data collected from running payroll will then be compared to the current payroll to check for any anomalies. The new system is scheduled to be implemented in April 2024 however a parallel payroll will also be completed in case this is required as a fallback position.</p> <p>The Committee noted that the College has incurred an additional payment of £7,600 due to not being able to extract data out of current system. GMI advised the Committee that the system providers are not providing up-to-date</p>

	documentation to support “train the trainer” expectations and as a result the HR team are currently preparing documents for training purposes. SM advised the Committee that this project has been difficult however it is an excellent example of overcoming difficulties and collaborative working.
13	<b>Any Other Business</b> There being no other competent business the meeting was declared closed.
14	<b>Summation of Actions and Date of Next Meeting</b> The Clerk summarised the actions and decisions and the action points are noted below: <ul style="list-style-type: none"> <li>1) GMI will prepare a report for the next HR Committee comparing the manual system against the new HR system.</li> <li>2) GMI to update the wording on the Pensions Contribution Plan</li> <li>3) SM and GMI will work together to finalise the consultation paper to include an action plan focusing on how to gather staff views and provide a framework and toolkit for staff.</li> <li>4) GMI to draft communication to be issued to staff to remind staff of the services offered by PAM Assist.</li> </ul> <p>The next scheduled Committee meeting was set for 16 May 2024.</p>

### HUMAN RESOURCES COMMITTEE

<b>DATE:</b>	16 May 2024
<b>TITLE OF REPORT:</b>	Quarterly HR Report
<b>REFERENCE:</b>	09
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of Human Resources <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a>
<b>PURPOSE:</b>	Provide the HR Committee with a quarterly update on HR matters.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee &amp; Industrial Relations.</li> </ul>
<b>RISK</b>	The following risk is identified: <ul style="list-style-type: none"> <li>Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning &amp; development; and employee relations, could result in poor delivery for students.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>Successful Students</li> <li>Highest Quality Education &amp; Support</li> <li>Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>The College's headcount movement remains stable and consistent with the previous year, and all vacancies continue to be filled within a reasonable period of time.</li> <li>The College continues to support staff health and wellbeing, including ongoing support from Maximus' Access to Work, Mental Health. It created financial wellbeing guides for staff in partnership with trade unions.</li> <li>The College is on-track to conclude the mandatory training at the end of this year, with a few exceptions.</li> <li>There are some Industrial Relations escalations, including national activity with both Strike and Action Short of Strike activities at national level.</li> </ul>

## 1 INTRODUCTION

1.1 This paper seeks to provide members with an overview of HR matters for the College for the period of 1 January to 31 March 2024.

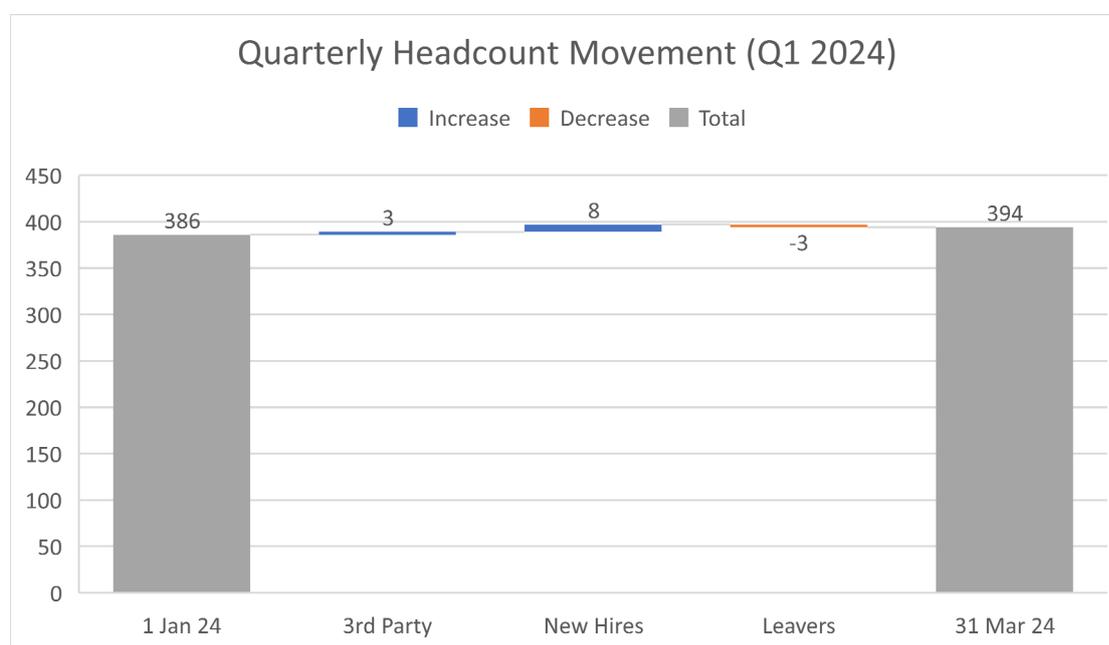
## 2 HEADCOUNT MANAGEMENT

2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a slight movement in headcount over the period, with 3 x 3<sup>rd</sup> party contractors, 8 new hires and 3 leavers.

2.2 Five out of the eight new hires in Q1 2024 were appointed to vacancies that were advertised in a previous quarter and interviewed in Q1 2024.

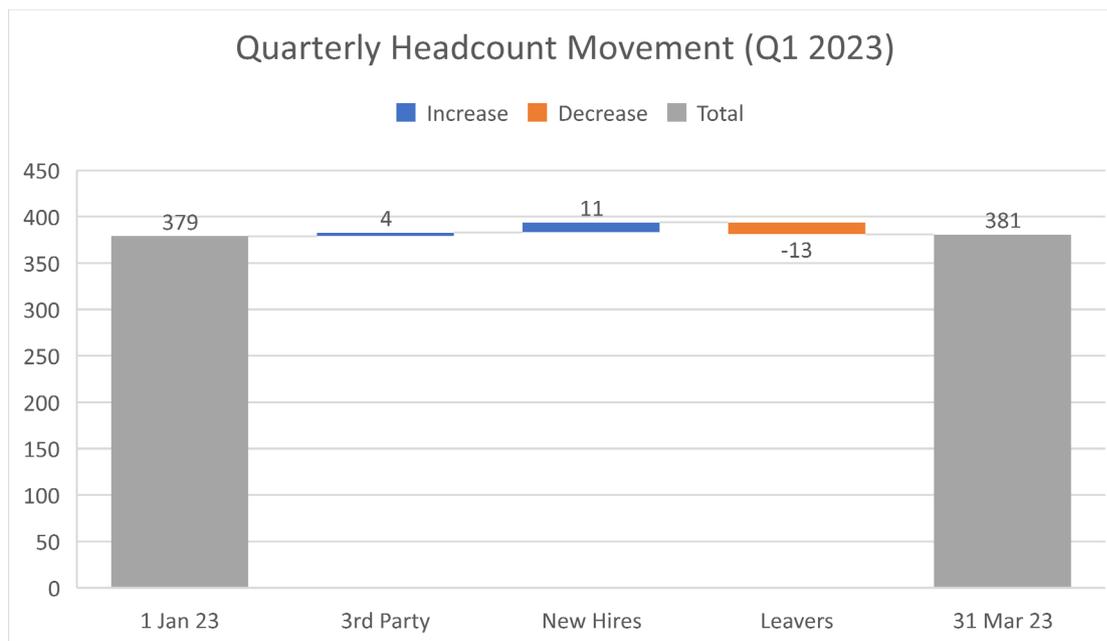
2.3 Three out of the eight new hires in Q1 2024 were appointed to vacancies that were advertised and interviewed in a previous quarter.

2.4 *Chart 1: Quarterly Headcount Movement 2024*



2.5 The following graph shows a comparison to the prior year.

## 2.6 Chart 2: Quarterly Headcount Movement 2023



## 2.7 Recruitment

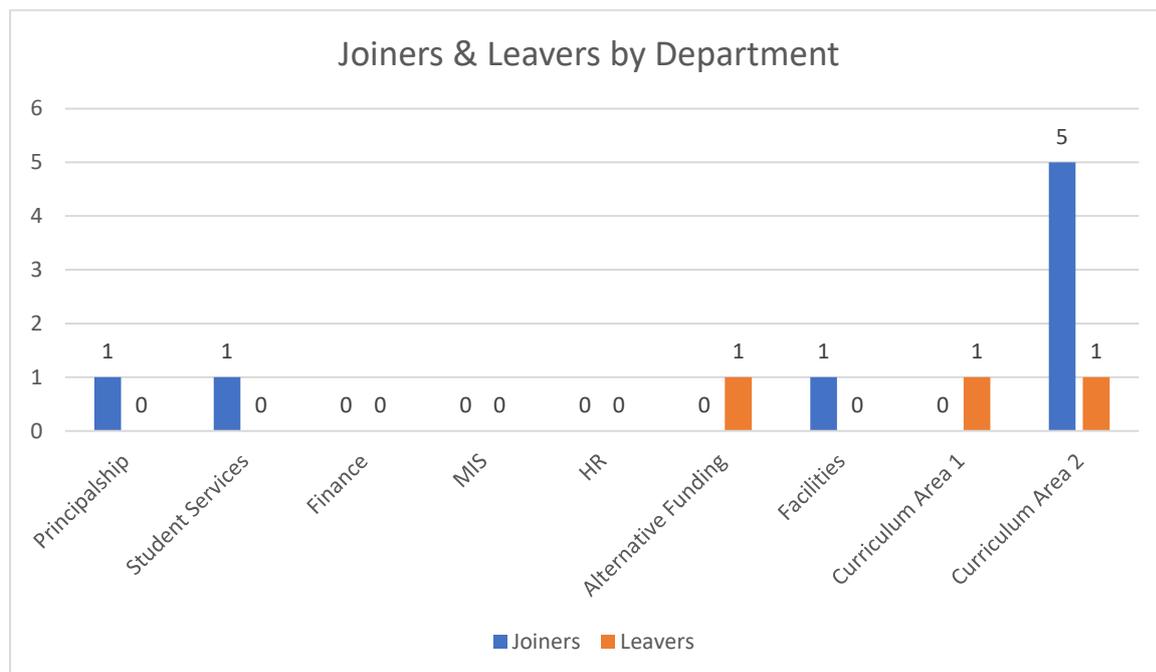
2.8 Recruitment activities during the period are shown below:

### 2.9 Table 1: Recruitment

Position	Status
Temporary Lecturer – Health and Social Care	2 Appointments made
Lecturer – Supported Programmes	Appointment made
Property Cleaner	No appointment made
Health, Safety & Environmental Advisor (Internal Appointment)*	Appointment made
Temporary Lecturer – Photography *	3 Appointments made

\* started during this quarter

## 2.10 Chart 3: Joiners and Leavers



### 3 HEALTH & WELLBEING

3.1 Mental health initiatives continue to be at the forefront of College Health and Wellbeing efforts. The College continues to raise awareness of the Access to Work Mental Health Support Service. This service, delivered by Maximus, offers support to employees who feel their wellbeing is impacting on their work, or stopping them from attending work. It is open to all employees, including apprentices, at South Lanarkshire College. Each month, the Access to Work Mental Health Support Service have designated days for one to one, virtual confidential appointments for the College.

3.2 Employees are informed about these sessions through the Microsoft Teams Wellbeing Activities page. Additionally, an animation explaining the Access to Work Support Service is promoted via Teams. <https://vimeo.com/875592584>

#### 3.3 Wellbeing Initiatives

3.3.1 The College is working with Access to Work to ensure employees are aware of the grant that funds practical support for those who have a disability, health or mental health condition. This support accommodates individual needs and ensures all the reasonable adjustments are in place so that the employee can do their job to the best of their ability.

3.3.2 The College provides support services to employees through partnerships with PAM Assist (the employee assistance programme) and the Access to Work Mental Health support service.

3.3.3 As part of the College's ongoing commitment to supporting employee wellbeing, we teamed with EIS-FELA and Unison Trade Unions to ensure that all staff are well-informed about the financial benefits available to them. These guides can be accessed through the Document Portal of from Human Resources and aim to provide clear and practical information to help staff make informed decisions about their financial well-being with information on what financial benefits are available including

information on Cyclescheme Vouchers, Edenred Retail Discounts, Staff Discount for Courses, Employee Assistance Programme and more.

- 3.3.4 Staff and students have access to lunchtime mindfulness classes every Tuesday in the Library Group Study Room.

## **4 EMPLOYEE ENGAGEMENT**

### **4.1 *Employee Engagement and Internal Communications***

- 4.1.1 The College continues to issue fortnightly updates to all colleagues, to provide a platform to raise awareness of College-wide activities. This approach has received positive feedback from staff.

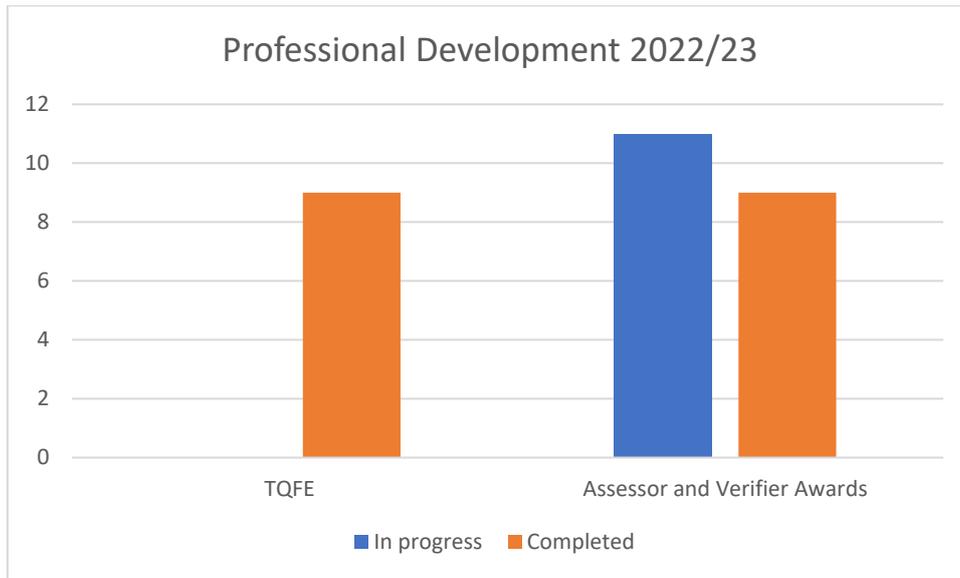
### **4.2 *Equality, Diversity and Inclusion (EDI)***

- 4.2.1 The Scottish Funding Council (SFC) and the Equality and Human Rights Commission (EHRC) are hosting a collaborative sector National Equality Outcomes Event on 7<sup>th</sup> May in Stirling Court Hotel, University of Stirling. Each College/University were allocated two spaces each.

## **5 STAFF DEVELOPMENT ACTIVITY**

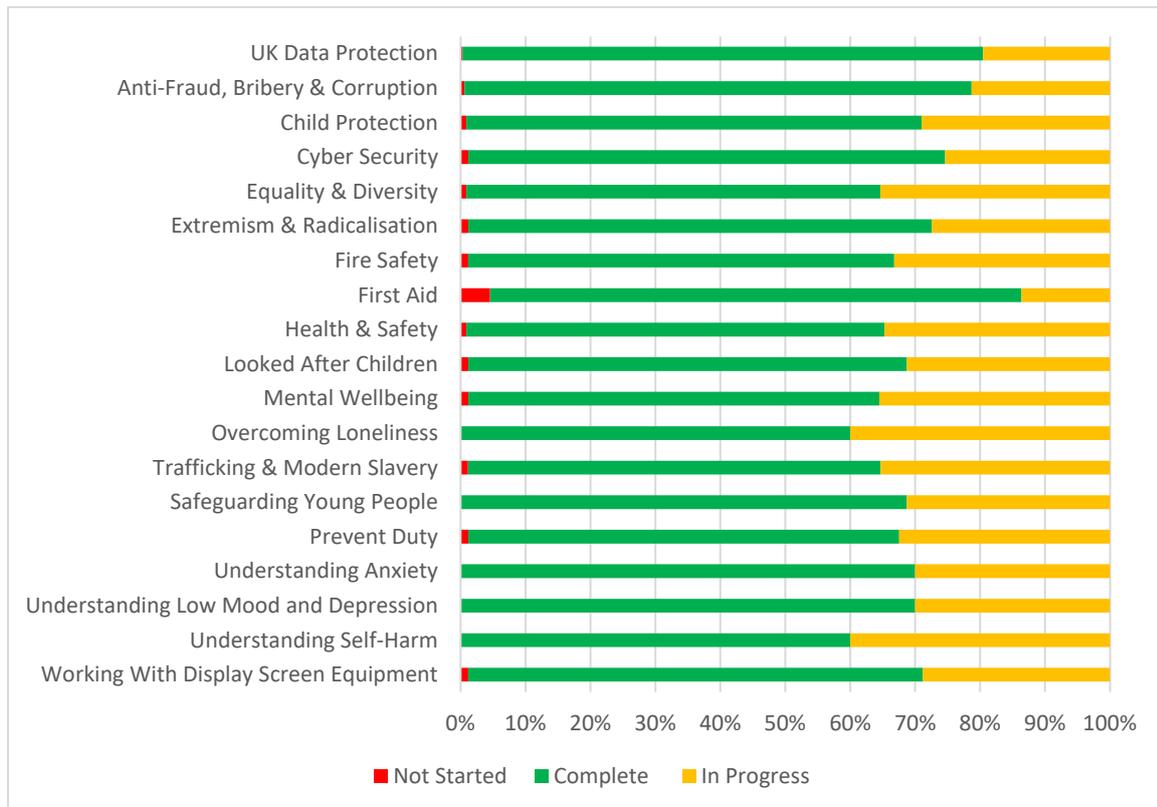
- 5.1 The new Teaching Qualification in Further Education (TQFE) cohort commenced in September 2022. This is the recognised in-service teaching qualification for FE lecturers in Scotland. The qualification is completed at Degree (SCQF 9) or Postgraduate (SCQF 11) level. There is no Professional Development Award (PDA) cohort planned for 2022/23 as the College is working to review, renew and develop more personalised support pathways for staff on their journey to TQFE.
- 5.2 There are currently 19 staff undertaking the Assessor and Verifier Awards. These are qualifications for assessors and verifiers of regulated, taught qualifications. They ensure consistency in the application of quality assurance and that occupational competence requirements of lecturers are met. An update on this will be provided at the next scheduled meeting of the Committee.

5.3 Graph 2: Professional Development



5.4 College employees are continuing to work through the mandatory training which was launched in the current academic year. The status of each program is shown below:

5.5 Graph 3: Mandatory Training – 30<sup>th</sup> April 2024

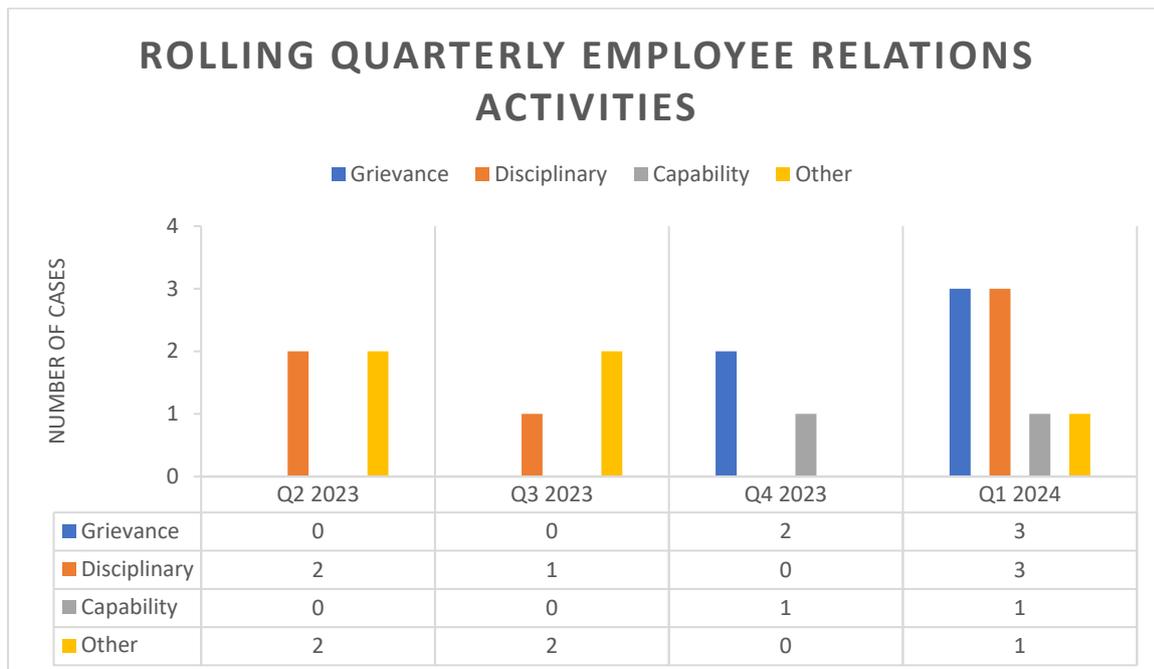


## 6. EMPLOYEE & INDUSTRIAL RELATIONS

### 6.1. Employee Relations

6.2. The following graph demonstrates a drop in grievances, disciplinarys and other employee relations matters.

### 6.3. Graph 3: Employee Relations Activity



### 6.4. Industrial Relations

6.5. The College has been notified of EIS-FELA’s “mandate for industrial action consisting of strike action and industrial action short of strike action.”

6.5.1. EIS-FELA communicated that EIS members employed by South Lanarkshire College will be asked to undertake a programme of discontinuous industrial action consisting of strike action in pursuit of the dispute. EIS-FELA have had 6 strike days so far this year and are scheduled to have a further 9 days

6.5.2. In line with the nationally agreed approach and the advice from the College’s appointed legal adviser, Anderson Strathern, the College has advised all staff that the College will make salary deductions, up to 100%, for any breach of contract and that it considers:

6.5.2.1. the resulting boycott to be a breach of contract; and

6.5.2.2. working-to-rule to possibly be a breach of contract, depending on the actions of individual employees.

6.5.3. This College is aware of the risks to employee relations, and it is not the action that the College wishes to take, but the impact of ASOS for such a long period of time is very impactful on the students. This is the very first time that the sector has come together as one to manage an approach to ASOS. Members will be kept informed and updated.

6.6. The College has been notified of UNISON’s discontinuous strike action. UNISON have had 4 strike days so far this year and are scheduled to have a further 1 day.

## **7. EQUALITIES**

7.1. There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of this report.

## **8. RISK**

8.1. The following risk is identified:

8.2. Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; and employee relations, could result in poor delivery for students.

## **9. RECOMMENDATIONS**

9.1. Members are recommended to:

9.2. note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee Relations.

# Financial Wellbeing Guide

Lecturing Staff 2024



# Document Information

<b>Procedure Published/Created:</b>	26 <sup>th</sup> January 2024
<b>Reviewed Date:</b>	
<b>Owner:</b>	Human Resources
<b>Approved by:</b>	Senior Leadership Team (SLT)
<b>Equality Impact Assessment:</b>	1 <sup>st</sup> March 2024
<b>Next Review Date:</b>	26 <sup>th</sup> January 2025

# Version History

Version Number	Date	Author	Rationale
1.0	TBC	Human Resources	New Document

# Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.



To find out more about FREDIE click [HERE](#)



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If you would like this document in an alternative format, please contact: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) or 01355 8207382



To find out more about our Vision, Mission and Values click [HERE](#)

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## Introduction

As part of the College's commitment to supporting employee wellbeing we have collaborated with our, EIS-Fela Trade Union colleagues, to ensure that every employee is well informed about the financial benefits available to them.

This guidance explains the benefits available to Lecturing Staff.

## Employee Financial Wellbeing

### Cyclescheme Vouchers

The College is involved in the government's cycle to work program, enabling employees to buy a bicycle and safety accessories using a salary sacrifice scheme. Cyclescheme vouchers are not subject to tax and National Insurance contributions, resulting in savings for the majority of employees.

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).



### Edenred Retail Discounts

Employees can take advantage of special retail discounts offered exclusively through the College's collaboration with Edenred. Maximise your savings on a diverse array of products and services, allowing you to stretch your budget even more. Edenred Savings grants you complimentary access to a variety of discounts and deals from numerous well-known high street and online retail brands. Explore the available savings across your preferred Tech, Supermarket, Travel, Home & DIY, and Shopping outlets.

**To activate your account simply:**

- Visit <https://www.edenred.uk.com/signin/portal> and enter your email address.
- Register and set a password.
- Login and access your discounts.



### Staff Discount for Courses

South Lanarkshire College is pleased to announce that staff may be eligible for 20% discount on the cost of College courses. To find out more, reach out to the relevant Curriculum Manager to check availability.

If there's space available in the course, staff can then talk to their manager and use the CPD request process on My HR in the portal.

**To be eligible for this discount:**

- Staff must be under a current contract of employment with the College.
- The Curriculum Manager will assess the courses financial viability prior to discounts being confirmed.
- The discount cannot be applied for retrospectively.
- The discount applies only to the tuition fee element and does not apply to additional costs.

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)



### Staff Discount on Salon and Spa Treatments

South Lanarkshire College is pleased to announce that staff are eligible for 10% discount on Salon and Spa treatments.

**Further information:** [salonandspa@slc.ac.uk](mailto:salonandspa@slc.ac.uk) or 01355 807465

## Salon and Spa



## Employee Financial Wellbeing (continued)

### Glasses and Visual Display Unit (VDU)

Under the Health and Safety (Display Screen Equipment) Regulations 1992, every employee who works with V.D.U. equipment should be tested by a qualified member of the Association of Optical Practitioners who is conversant with standards for V.D.U. operators.



All eye tests including those specifically for V.D.U. operators are now free of charge at your opticians. If your optician recommends that you require glasses specifically for using with a V.D.U., then the College will contribute towards the cost of these glasses.

The maximum contribution towards the cost of glasses for V.D.U. use is £80.00 every three years.

Your Optician must complete the 'Eye Test Form' (available on the College Portal) which you must return to Human Resources together with the receipt for your glasses in order to claim the £80.00 reimbursement. Payment will be made with your salary.

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)

### Hewlett Packard (HP) Employee Purchase Programme

The College is a Corporate Member of the HP Employee Purchase Programme. This means that employees can receive a discount of up to 25% on HP products. To access the HP online store and make a purchase go to [www.hp.com/uk/hpepp](http://www.hp.com/uk/hpepp). Enter your College email address and click the login button.



### Home Energy Scotland

This service is funded by the Scottish Government and delivered by Energy Saving Trust and have a team of expert advisors who work directly with households, organisations, and community groups to provide:

- A one-stop shop for clear, free and impartial energy advice and support to make homes cheaper to heat.
- Help for households to save energy, reduce fuel bills, keep homes warmer and reduce carbon emissions.
- Access to Government funded schemes.



The College has established a partnership with Home Energy Scotland (HES). This partnership aims to assist households within the College community in saving energy, cutting expenses, effectively handling utility bills, and ensuring their homes remain warm.

To access this service, the College has implemented a triage system, directing members of the community to Home Energy Scotland through a secure online portal. Alternatively, employees can contact Home Energy Scotland themselves for free, impartial energy advice,

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) or contact:

<https://HomeEnergyScotlandpartnerships.est.org.uk>

## Pension Information

### The Scottish Public Pensions Agency (SPPA)

The Scottish Public Pensions Agency (SPPA) is an Agency of the Scottish Government. We administer pensions for Scottish Teachers, Police, Firefighters' and National Health Service employees on behalf of the Scottish Government.



### The Benefits of your Teachers Pension

There are lots of reasons to save for your future with us, including generous contributions from your employer, and valuable benefits that have you covered during your service like tax relief, partial retirement and much more. To opt in, contact [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)

**Further information:** <https://pensions.gov.scot/teachers/about-teachers-pensions/pension-benefits-explained>

## Scotwest Credit Union

Employees can join and save directly from their salary every month.

Scotwest also have a 'Get Saving for Christmas' option where employees can spread the cost of the festive season by saving throughout the year.

**Further Information:** <https://www.scotwest.co.uk/> or 0141 227 2390.



## Travel

### Barrhead Travel

Barrhead Travel offer employee holiday discounts.

Employees can save a guaranteed 5% on ABTA tour operators' holidays, and up to 10% off their own-brand holidays, with up to 14 days free standard European insurance. In addition, employees can have access to unique special offers and exclusive travel deals before they are launched to the public.

**Further information:** [www.employees-travel.co.uk](http://www.employees-travel.co.uk).



### First Bus Commuter Travel Club

The Commuter Travel Club is an employee benefits scheme. The College is a First Bus travel partner therefore employees can join the scheme for discounted First Bus travel.

**Further information:** <https://www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information> or [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).



### Zone Card Loan

The Zone Card serves as a versatile annual pass, allowing unrestricted travel within designated zones via ScotRail, Subway, most buses, and certain ferries in the Strathclyde region. It can be utilised wherever the Zone Card logo is displayed. The College can offer employees a tax-free and interest-free annual loan for Zone Card purchases, aiding in commuting to and from work.

Further Information: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).



## Pam Assist – Employee Assistance Programme

PAM Assist is a free and confidential life management and personal support service that is available to all College employees. PAM Assist understands the emotional impact of money worries and offers practical services provided by subjects covering a range of issues including:



- Legal and Debt
- Relationship Breakdown
- Financial Stress
- Bereavement – Loss of marriage or civil partner
- Energy Crisis
- Ill Health Retirement
- Diagnosed Serious Illness
- Carer

You can pick up the phone and self-refer via 0800 882 4102 to speak to a financial advisor, legal professional or counsellor.

You can also access a range of excellent resources at any time by logging into the PAM Assist portal: [pam-assist.co.uk](http://pam-assist.co.uk) with organisational code: **SLCollege1**, or by downloading the Free PAM Assist mobile app.



### How do I register?



### Follow these simple steps to download the PAM Assist Wellbeing App

- 1** Go to [pam-assist.co.uk](http://pam-assist.co.uk) and go to **Log In**.  
To register, please use the **Sign Up** link.
- 2** Insert your **organisational code**.  
If you are coming from the old version of the PAM Assist App, please use your **previous PAM Assist password**.
- 3** Create your login account details using your **work email address** and use a secure password
- 4** **Validate** your account via the notification email
- 5** **Login** using the email address and password created when registering

## Access to Work Grants

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability.

### Practical support with your work

Access to Work could give you a grant to help pay for things like:

- specialist equipment and assistive software.
- support workers, like a BSL interpreter, a job coach or a travel buddy.
- costs of travelling to work, if you cannot use public transport.
- adaptations to your vehicle so you can get to work.
- physical changes to your workplace.



Your workplace can include your home if you work from there some or all of the time.

It does not matter how much you earn. If you get an Access to Work grant, it will not affect any other benefits you get and you will not have to pay it back.

### Further information:

<https://www.gov.uk/access-to-work/eligibility> or contact: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).

## Digital Library

Members of South Lanarkshire Leisure and Culture Libraries can access their favourite reads through their Digital Library. Whether it is eBooks, eNewspapers or eAudio books you will find something to tempt you from the online collections.

Make sure you have your membership details handy as you will need your Membership number and PIN to get started. If you aren't already a member you can [join South Lanarkshire Leisure and Culture Libraries online](#).

### Further Information:

[https://www.slleisureandculture.co.uk/info/504/active-e/1124/digital\\_library](https://www.slleisureandculture.co.uk/info/504/active-e/1124/digital_library)



## Exclusive Benefits for EIS-FELA Members



Staff who are EIS-FELA members have access to additional exclusive benefits through EIS Financial Services. This includes:

- Insurance covering all EIS members - The EIS provides four insurance policies to all members covering: Personal Effects, Malicious Damage to Motor Vehicles, Third Party Insurance and Personal Accident Insurance.
- Professional Financial Advice - EIS Financial Services provides independent financial advice, a comprehensive range of insurance and other financial planning products exclusively to EIS members.
- The EIS Benevolent Fund, available to all members and dependants of members who have been in full membership for at least one year.

Further information: <https://www.eis.org.uk/join-the-eis/whyeis>

### EIS Extra

An EIS membership card provides members you with access to nearly 5,000 offers from local shops and retailers. The card is accepted at local participating independent retailers, such as salons, gyms, restaurants, and taxi firms. By supporting your local businesses, not only do you get a great deal, but you also provide them with a valuable source of income.

This includes discounts on:

- Online shopping from over 2000 retailers.
- Local retail.
- Cinema tickets.
- Family days out.
- Worldwide attraction tickets.
- Experience days.
- Spa breaks.
- Golf membership.
- Gym membership.
- Package holidays.
- Apple products.
- New car.
- Accident cover.
- Car insurance.
- Professional development.

Further information: <https://www.eis.org.uk/member-support/eisextra>



## Government Benefits

Find out what support you might be able to get to help with your living costs on the Government's Benefits website. You may get benefits and other financial support if you're eligible.

**Further information:** <https://www.gov.uk/browse/benefits>



## Money Guidance

### Money Helper

Free impartial money guidance.

**Further information:** <https://www.moneyhelper.org.uk/en>

0800 138 7777



### Money Matters Advice Service

Free and confidential service that helps people living in South Lanarkshire or working for South Lanarkshire Council claim benefits and deal with debt.

**Further information:**

[https://www.southlanarkshire.gov.uk/info/200150/managing\\_your\\_money/1850/money\\_matters\\_advice\\_service](https://www.southlanarkshire.gov.uk/info/200150/managing_your_money/1850/money_matters_advice_service)  
or 0300 029 0041



### Money Advice Scotland

Because people in debt deserve to be treated fairly.

**Further information:** <https://www.moneyadvicescotland.org.uk/>



### National Debtline

Free, impartial, expert debt advice.

**Further information:** <https://www.nationaldebtline.org/>

0808 808 4000



## Benefits Advice

### South Lanarkshire Council

Benefits advice

**Further information:**

[https://www.southlanarkshire.gov.uk/info/200134/benefits\\_and\\_money\\_advice](https://www.southlanarkshire.gov.uk/info/200134/benefits_and_money_advice)



### North Lanarkshire Council

Benefits advice

**Further information:**

<https://www.northlanarkshire.gov.uk/benefits-and-money>

**NORTH LANARKSHIRE COUNCIL**

### Glasgow City Council

Benefits advice

**Further information:**

<https://glasgow.gov.uk/index.aspx?articleid=27758>



## Foodbanks

### Loaves and Fishes

Charity organisation foodbank.

<https://www.facebook.com/loavesandfishesfoodbankek/>

01355 224375



### Hamilton District Foodbank

Foodbank supported by the Trussel Trust.

<https://hamiltondistrict.foodbank.org.uk/>

07884 451 512



### Rutherglen/Cambuslang Foodbank

Foodbank supported by the Trussel Trust.

<https://www.trusselltrust.org/get-help/find-a-foodbank/rutherglencambuslang/>

07393 737 030



## Citizens Advice Scotland

Advice provided by this service is free, independent, confidential, impartial and available to everyone.

<https://www.cas.org.uk/>



## Lanarkshire Carers Card

**The Lanarkshire Carer Card Scheme** - enables carers to access a wide range of offers and discounts from a variety of local retailers, suppliers and services.

Any carer over the age of 18, providing unpaid care, who lives in Lanarkshire can request a card. Click the link for further information:

<https://lanarkshirecarers.org.uk/services/carers-card/>



South Lanarkshire College is proud to offer the following discounts to **Lanarkshire Carer Card holders**:

- 10% discount on treatments in the [Salon & Spa](#)
- 10% discount on restaurant meals (excluding drinks) at [The Study Restaurant](#)

Lanarkshire Carer Card holders should advise at the time of booking and present their card when paying.

## Policies, Procedures and Support

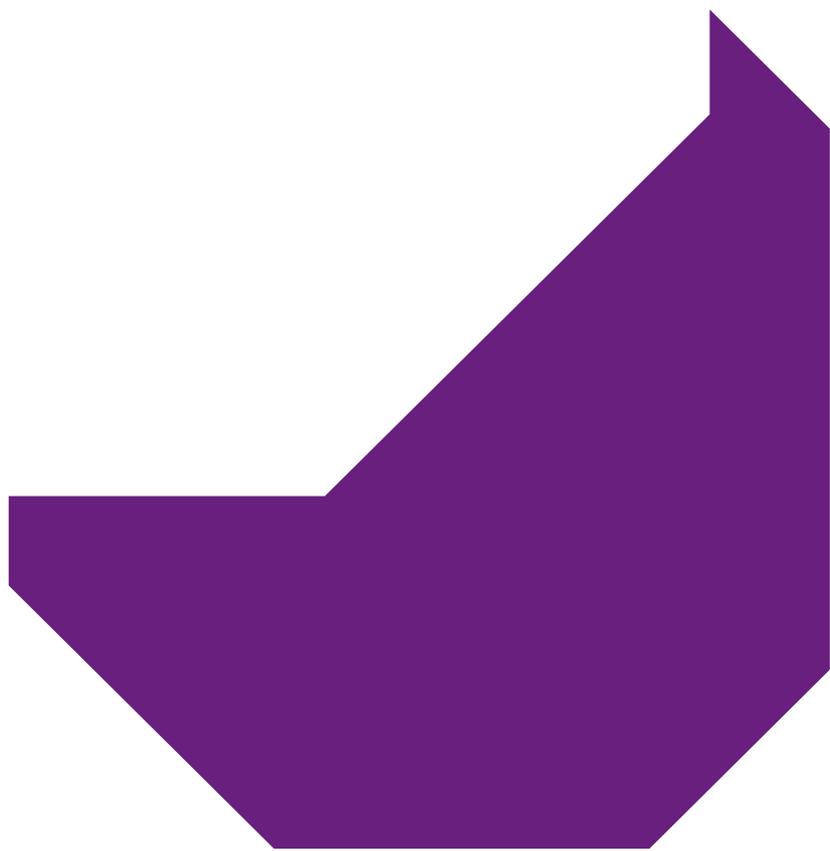
In addition to the guidance provided, the College offers a range of policies, procedures and support aimed at promoting the health and wellbeing of employees, all accessible via the College Portal Document Library:

[https://southlanarkshire.sharepoint.com/sites/SLC\\_PoliciesandProcedures/SitePages/ProjectHome.aspx](https://southlanarkshire.sharepoint.com/sites/SLC_PoliciesandProcedures/SitePages/ProjectHome.aspx)

## Contact Details

If you have any questions or need further information, please do not hesitate to reach out to:

- Human Resources for the College employee benefits: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)
- EIS-FELA colleagues for their member benefits: [cheryl.roberstson@slc.ac.uk](mailto:cheryl.roberstson@slc.ac.uk), [scott.gray@slc.ac.uk](mailto:scott.gray@slc.ac.uk)



# Financial Wellbeing Guide

Support Staff 2024



## Document Information

Procedure Published/Created:	26 <sup>th</sup> January 2024
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## Version History

Version Number	Date	Author	Rationale
1.0	TBC	Human Resources	New Document

## Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.



To find out more about FREDIE click [HERE](#)



Need help with accessibility? Click [HERE](#) to view our accessibility pages.

If you would like this document in an alternative format, please contact: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) or 01355 8207382



To find out more about our Vision, Mission and Values click [HERE](#)

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## Introduction

As part of the College's commitment to supporting employee wellbeing we have collaborated with our, Unison Trade Union colleagues, to ensure that every employee is well informed about the financial benefits available to them.

This guidance explains the benefits available to Support Staff.

## Employee Financial Wellbeing

### Cyclescheme Vouchers

The College is involved in the government's cycle to work program, enabling employees to buy a bicycle and safety accessories using a salary sacrifice scheme. Cyclescheme vouchers are not subject to tax and National Insurance contributions, resulting in savings for the majority of employees.

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).



### Edenred Retail Discounts

Employees can take advantage of special retail discounts offered exclusively through the College's collaboration with Edenred. Maximise your savings on a diverse array of products and services, allowing you to stretch your budget even more. Edenred Savings grants you complimentary access to a variety of discounts and deals from numerous well-known high street and online retail brands. Explore the available savings across your preferred Tech, Supermarket, Travel, Home & DIY, and Shopping outlets.



#### To activate your account simply:

- Visit <https://www.edenred.uk.com/signin/portal> and enter your email address.
- Register and set a password.
- Login and access your discounts.

### Staff Discount for Courses

South Lanarkshire College is pleased to announce that staff may be eligible for 20% discount on the cost of College courses. To find out more, reach out to the relevant Curriculum Manager to check availability.



If there's space available in the course, staff can then talk to their manager and use the CPD request process on My HR in the portal.

#### To be eligible for this discount:

- Staff must be under a current contract of employment with the College.
- The Curriculum Manager will assess the courses financial viability prior to discounts being confirmed.
- The discount cannot be applied for retrospectively.
- The discount applies only to the tuition fee element and does not apply to additional costs.

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)

### Staff Discount on Salon and Spa Treatments

South Lanarkshire College is pleased to announce that staff are eligible for 10% discount on Salon and Spa treatments.

**Further information:** [salonandspa@slc.ac.uk](mailto:salonandspa@slc.ac.uk) or 01355 807465

## Salon and Spa



## Employee Financial Wellbeing (continued)

### Glasses and Visual Display Unit (VDU)

Under the Health and Safety (Display Screen Equipment) Regulations 1992, every employee who works with V.D.U. equipment should be tested by a qualified member of the Association of Optical Practitioners who is conversant with standards for V.D.U. operators.



All eye tests including those specifically for V.D.U. operators are now free of charge at your opticians. If your optician recommends that you require glasses specifically for using with a V.D.U., then the College will contribute towards the cost of these glasses.

The maximum contribution towards the cost of glasses for V.D.U. use is £80.00 every three years.

Your Optician must complete the 'Eye Test Form' (available on the College Portal) which you must return to Human Resources together with the receipt for your glasses in order to claim the £80.00 reimbursement. Payment will be made with your salary.

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This service is funded by the Scottish Government and delivered by Energy Saving Trust and have a team of expert advisors who work directly with households, organisations, and community groups to provide:

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- Access to Government funded schemes.



The College has established a partnership with Home Energy Scotland (HES). This partnership aims to assist households within the College community in saving energy, cutting expenses, effectively handling utility bills, and ensuring their homes remain warm.

To access this service, the College has implemented a triage system, directing members of the community to Home Energy Scotland through a secure online portal. Alternatively, employees can contact Home Energy Scotland themselves for free, impartial energy advice,

**Further information:** [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) or contact:

<https://Home Energy Scotland partnerships.est.org.uk>

## Pension Information

### The Strathclyde Pension Fund

The Strathclyde Pension Fund administers the Local Government Pension Scheme (LGPS) in the west of Scotland for over 277,000 members, 152 participating employers and has investment assets of £28 billion.



#### Secure benefits:

The scheme provides you with a future income, independent of share prices and stock market fluctuations.

Financial security, with immediate life cover and a pension for your spouse, [civil partner](#) or [eligible cohabiting partner](#) and [eligible children](#) in the event of your death in service.

**At a low cost to you:** with tax-efficient savings.

**And your employer pays in too:** the scheme is provided by your employer who meets the balance of the cost of providing your benefits in the LGPS.

If you would like to join the scheme, contact [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) to 'opt in'.

**Further information:** <https://www.spfo.org.uk/Thinking-of-joining>

## Scotwest Credit Union

Employees can join and save directly from their salary every month.

Scotwest also have a 'Get Saving for Christmas' option where employees can spread the cost of the festive season by saving throughout the year.

**Further Information:** <https://www.scotwest.co.uk/> or 0141 227 2390.



## Travel

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Barrhead Travel offer employee holiday discounts.

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**Further information:** [www.employees-travel.co.uk](http://www.employees-travel.co.uk).



### First Bus Commuter Travel Club

The Commuter Travel Club is an employee benefits scheme. The College is a First Bus travel partner therefore employees can join the scheme for discounted First Bus travel.

**Further information:** <https://www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information> or [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).



### Zone Card Loan

The Zone Card serves as a versatile annual pass, allowing unrestricted travel within designated zones via ScotRail, Subway, most buses, and certain ferries in the Strathclyde region. It can be utilised wherever the Zone Card logo is displayed. The College can offer employees a tax-free and interest-free annual loan for Zone Card purchases, aiding in commuting to and from work.

Further Information: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).



## Pam Assist – Employee Assistance Programme

PAM Assist is a free and confidential life management and personal support service that is available to all College employees. PAM Assist understands the emotional impact of money worries and offers practical services provided by subjects covering a range of issues including:



- Legal and Debt
- Relationship Breakdown
- Financial Stress
- Bereavement – Loss of marriage or civil partner
- Energy Crisis
- Ill Health Retirement
- Diagnosed Serious Illness
- Carer

You can pick up the phone and self-refer via 0800 882 4102 to speak to a financial advisor, legal professional or counsellor.

You can also access a range of excellent resources at any time by logging into the PAM Assist portal: [pam-assist.co.uk](http://pam-assist.co.uk), with organisational code: **SLCollege1**, or by downloading the PAM Assist mobile app.



How do I register?



### Follow these simple steps to download the PAM Assist Wellbeing App

- 1 Go to **pam-assist.co.uk** and go to **Log In**.  
To register, please use the **Sign Up** link.
- 2 Insert your **organisational code**.  
If you are coming from the old version of the PAM Assist App, please use your **previous PAM Assist password**.
- 3 Create your login account details using your **work email address** and use a secure password
- 4 **Validate** your account via the notification email
- 5 **Login** using the email address and password created when registering

## Access to Work Grants

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability.

### Practical support with your work

Access to Work could give you a grant to help pay for things like:

- specialist equipment and assistive software.
- support workers, like a BSL interpreter, a job coach or a travel buddy.
- costs of travelling to work, if you cannot use public transport.
- adaptations to your vehicle so you can get to work.
- physical changes to your workplace.



Your workplace can include your home if you work from there some or all of the time.

It does not matter how much you earn. If you get an Access to Work grant, it will not affect any other benefits you get and you will not have to pay it back.

### Further information:

<https://www.gov.uk/access-to-work/eligibility> or contact: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk).

## Digital Library

Members of South Lanarkshire Leisure and Culture Libraries can access their favourite reads through their Digital Library. Whether it is eBooks, eNewspapers or eAudio books you will find something to tempt you from the online collections.

Make sure you have your membership details handy as you will need your Membership number and PIN to get started. If you aren't already a member you can [join South Lanarkshire Leisure and Culture Libraries online](#).

### Further Information:

[https://www.slleisureandculture.co.uk/info/504/active-e/1124/digital\\_library](https://www.slleisureandculture.co.uk/info/504/active-e/1124/digital_library)





Support staff, who are members of UNISON, have access to additional exclusive benefits.

This includes:

- Travel Club – offering members access to holiday deals.
- Travel Insurance – from LV= travel insurance.
- Family Protection Insurance – financial back-up for you and your family when you need it most.
- Car Insurance/Breakdown Cover – discounts through LV= car insurance and LV= Britannia Rescue.
- Pet Insurance – members can enjoy savings on LV= pet insurance.
- Motoring - Vauxhall Partners offers you and your family exclusive discounts on new Vauxhalls.
- Legal Services – legal advice from Thompsons Solicitors.
- Unison Rewards – online shopping discounts website.
- Health Plans – low-cost health plan.
- Eyecare Vouchers – from Vision Express.
- Dental plan – dental benefits.
- Learning Opportunities – with trusted national institutions.

### **Unison Welfare**

Members experiencing financial and emotional difficulties can contact UNISON Welfare, which provides confidential advice and support services for members and their dependants.

This includes:

- Winter fuel grants
- Financial assistance
- Budget planner
- Unison benefits calculator
- Wellbeing breaks
- General advice

**Further information:** <https://benefits.unison.org.uk/all-benefits/>

## Government Benefits

Find out what support you might be able to get to help with your living costs on the Government's Benefits website. You may get benefits and other financial support if you're eligible.

**Further information:** <https://www.gov.uk/browse/benefits>



## Money Guidance

### Money Helper

Free impartial money guidance.

**Further information:** <https://www.moneyhelper.org.uk/en>

0800 138 7777



### Money Matters Advice Service

Free and confidential service that helps people living in South Lanarkshire or working for South Lanarkshire Council claim benefits and deal with debt.

**Further information:**

[https://www.southlanarkshire.gov.uk/info/200150/managing\\_your\\_money/1850/money\\_matters\\_advice\\_service](https://www.southlanarkshire.gov.uk/info/200150/managing_your_money/1850/money_matters_advice_service) or 0300 029 0041



### Money Advice Scotland

Because people in debt deserve to be treated fairly.

**Further information:** <https://www.moneyadvicescotland.org.uk/>



### National Debtline

Free, impartial, expert debt advice.

**Further information:** <https://www.nationaldebtline.org/>

0808 808 4000



## Benefits Advice

### South Lanarkshire Council

Benefits advice

**Further information:**

[https://www.southlanarkshire.gov.uk/info/200134/benefits\\_and\\_money\\_advice](https://www.southlanarkshire.gov.uk/info/200134/benefits_and_money_advice)



### North Lanarkshire Council

Benefits advice

**Further information:**

<https://www.northlanarkshire.gov.uk/benefits-and-money>

**NORTH LANARKSHIRE COUNCIL**

### Glasgow City Council

Benefits advice

**Further information:**

<https://glasgow.gov.uk/index.aspx?articleid=27758>



## Foodbanks

### Loaves and Fishes

Charity organisation foodbank.

<https://www.facebook.com/loavesandfishesfoodbankek/>

01355 224375



### Hamilton District Foodbank

Foodbank supported by the Trussel Trust.

<https://hamiltondistrict.foodbank.org.uk/>

07884 451 512



### Rutherglen/Cambuslang Foodbank

Foodbank supported by the Trussel Trust.

<https://www.trusselltrust.org/get-help/find-a-foodbank/rutherglencambuslang/>

07393 737 030



## Citizens Advice Scotland

Advice provided by this service is free, independent, confidential, impartial and available to everyone.

<https://www.cas.org.uk/>



## Lanarkshire Carers Card

**The Lanarkshire Carer Card Scheme** - enables carers to access a wide range of offers and discounts from a variety of local retailers, suppliers and services.

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## Policies, Procedures and Support

In addition to the guidance provided, the College offers a range of policies, procedures and support aimed at promoting the health and wellbeing of employees, all accessible via the College Portal Document Library:

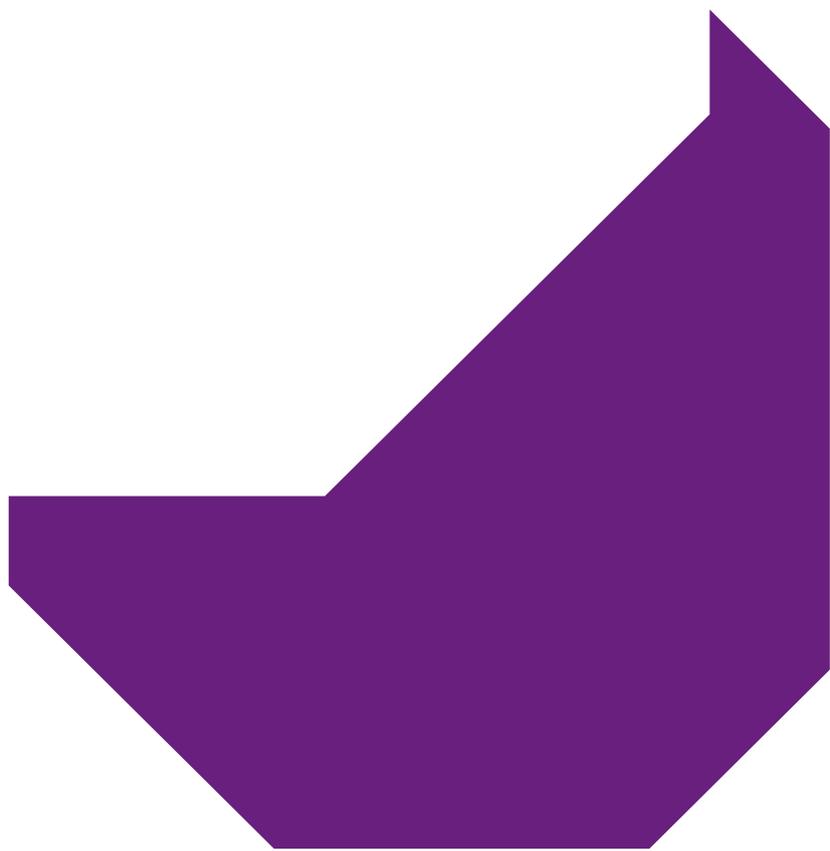
[https://southlanarkshire.sharepoint.com/sites/SLC\\_PoliciesandProcedures/SitePages/ProjectHome.aspx](https://southlanarkshire.sharepoint.com/sites/SLC_PoliciesandProcedures/SitePages/ProjectHome.aspx)

## Contact Details

If you have any questions or need further information, please do not hesitate to reach out to:

Human Resources for the College employee benefits: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)

Unison colleagues for their member benefits: [graeme.forrester@slc.ac.uk](mailto:graeme.forrester@slc.ac.uk)



**HR COMMITTEE**

<b>DATE:</b>	16 May 2024
<b>TITLE OF REPORT:</b>	Quarterly Health and Safety Report
<b>REFERENCE</b>	10
<b>AUTHOR AND CONTACT DETAILS</b>	Craig Ferguson, Head of Facilities & Health & Safety <a href="mailto:Craig.Ferguson@slc.ac.uk">Craig.Ferguson@slc.ac.uk</a>
<b>PURPOSE:</b>	To provide the Human Resources Committee with a summary of in-year performance to date.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to note: <ul style="list-style-type: none"> <li>• the issues raised at the Health and Safety Committee and follow up actions being taken;</li> <li>• the Environmental Health Visit and action completions;</li> <li>• the lift issues;</li> <li>• the accident reporting period and an increase of five from the previous quarter;</li> <li>• the fire activation update; and</li> <li>• minutes of Health and Safety Committee</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That there is a failure to adhere to statutory and legislative health and safety requirements</li> <li>• That a lack of staffing impacts on the service the area can provide.</li> </ul>
<b>RELEVANT STRATEGIC AIMS:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The fire door issues have been rectified but a longer-term solution is still required.</li> <li>• Ventilation issues were raised in the Painting and Decorating workshops and the report has been received. The College is actively addressing the recommendations.</li> <li>• The College received a visit from Environmental Health due a complaint that had been made. As these were unfounded the visit became an inspection as the College was due one. Ten actions were recommended which have been subsequently completed.</li> <li>• Lift use had to be drastically reduced due to a health and safety issue.</li> <li>• The H&amp;S post holder has returned following sick leave and is now contracted for 5 days per week, supporting the Head of Facilities and H&amp;S.</li> <li>• There has been a slight increase in the number of accidents for this reporting period.</li> </ul>

	<ul style="list-style-type: none"><li>• There were three fire alarm activations over the reporting period.</li></ul>
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## **1 INTRODUCTION**

1.1 This paper provides an overview of health and safety activity from January 2024 to March 2024 reporting period. The College Health and Safety Committee meeting was held on the 23 January 2024. (Please see Annex A for minutes)

## **2 COMPLIANCE**

2.1 The Health and Safety Coordinator is now working five days per week to ensure that there is adequate cover at all times across the College.

2.2 Members were made aware of an issue with the fire doors reported at the February 2024 Committee. A survey of the fire doors was conducted by the contractor DASCO and issues have been rectified. The College still needs to look at a longer-term solution regarding another way to get ventilation into the workshops as the constant usage of these doors can result in them getting damaged more easily. However, there is not a quick solution to this given the cost implications.

2.3 As reported at the previous Committee in February 2024 the College was awaiting the report from the Occupational Hygiene Company regarding ventilation in the workshops. As a reminder to members there is a ventilation system, but staff were concerned that it was not effective due to strong smelling paint fumes. The College does not use any lead based (or toxic) paints, and staff have access to appropriate personal protective equipment (PPE).

2.4 The main recommendations have been provided below:

2.4.1 Investigate measures to improve extract ventilation provision in workshops where solvent-based products are in regular use.

2.4.2 Provide organic vapour respiratory protective equipment (RPE) to staff and students when solvent-based paints and white spirit are being used.

2.4.3 Provide fit testing to staff to ensure the suitability of the RPE made available.

2.4.4 Provide employees with information, instruction, and training on how to wear, examine, maintain and store their respirator (as appropriate), maintaining a documented record of this provision;

2.4.5 Confirm the suitability of the gloves worn during the handling of solvent-based products, considering the permeation rates associated with substances which can be absorbed through the skin;

2.4.6 Make the individuals investigated during this programme aware of the monitoring results.

2.5 All short-term recommendations have been met and contractors have been on campus to quote on suggested improvements to ventilation system. The College is awaiting these quotes to carry out the alterations, however mobile extraction fans have been provided.

## **3 ENVIRONMENTAL HEALTH VISIT**

- 3.1 The College received a visit from Environmental Health Services from South Lanarkshire Council following an official complaint made with reference to raw and uncooked food and refrigeration.
- 3.2 The Curriculum Manager for the area Joanne Warwick and Head of Facilities met with the Inspector and while there was no substance to the complaints, the Environmental Health Officer used this as an opportunity carry out a full inspection as the College was due one.
- 3.3 There were ten actions identified (Annex C) and Joanne Warwick has now worked with the team to ensure that all of these have been completed. This has been tremendous progress by Joanne and the Professional Cookery team especially as Joanne is managing this area for the first time.

#### **4 LIFTS**

- 4.1 The College has recently experienced an issue with the lifts. In 2021 work was carried out to strengthen the lift shaft walls. This work was successful but unfortunately this has resulted in pressure on other areas of the walls, which has resulted in the blocks moving slightly. This serious health and safety issue was picked up through the regular Kone lift checks.
- 4.2 The Learning Development students have been moved to the lower floors as only one lift has been in use and only to the second floor. This then mitigates the risk for evacuation from the building. Going forward the Learning Development students will be located in the former ground floor staff room, reducing the health and safety risk as well as providing them with an improved learning environment.
- 4.3 After inspections by the structural engineer and Kone, the lift engineers, a long-term fix is to install galvanised steel rods across the lift shaft walls thereby removing the pressure from the walls entirely and it is anticipated that this work will have been completed before the Human Resources Committee.

#### **5 ACCIDENTS AND FIRST AID**

- 5.1 The accident reporting period is from January to March 2024. During this period there were nineteen minor accidents reported, which is an increase of three from the previous quarter. (Annex B) Members should note that there was one RIDDOR incidents due to duration of absence from the college. There were very slight increases and decreases across a couple of categories, however, there is no particular pattern and nothing of concern.

#### **6 FIRE ALARM ACTIVATION**

- 6.1 There were three fire alarm activations over the reporting period, which were caused by vaping in the ground and lower ground toilet. Reminders to students have been sent and curriculum teams are being asked to follow the Attendance and Disciplinary Procedures.

6.2 With reference to College Fire Wardens, due to changes over a period of time staff have moved within the building or left the college. As a result of this the College is still recruiting other staff into the Fire Warden positions in conjunction with the Curriculum areas and Support Departments to ensure complete coverage.

## **7 RISK**

7.1 That there is a failure to adhere to statutory and legislative health and safety requirements.

7.2 That a lack of staffing impacts on the service the area can provide.

## **8 EQUALITIES**

8.1 There are no new matters for people with protected characteristics or from areas of deprivation which arise from consideration of the report.

## **9 RECOMMENDATIONS**

9.1 Members are recommended to note:

9.1.1 the issues raised at the Health and Safety Committee and follow up actions being taken;

9.1.2 the Environmental Health Visit and action completions;

9.1.3 the lift issues;

9.1.4 the accident reporting period and an increase of five from the previous quarter;

9.1.5 the fire activation update; and

9.1.6 minutes of Health and Safety Committee.

## ANNEX A

### MINUTES OF HEALTH AND SAFETY MEETING 23.01.2024 11am

#### Attendees

Present: Stella McManus, Angela Pignatelli, Craig Ferguson, Gary McIntosh, Chelsea Coleman, Alisdair McTavish, Rhona Keys, Joanne Warwick, Mandy Murray, Susan Thorburn, Richard Lawton.

#### 1. Apologies

- Fraser McCormick

#### 2. AIR Log Operational

- AIR log reviewed and updated (please see separate document in Teams Folder)

#### 3. Minutes of Previous Meeting (18.04.23)

- Committee members agreed previous meeting minutes.

#### 4. Accident Report (inc. Minor Accidents report) (Quarter figures)

- CF reported no patterns of injuries during this reporting period.

#### 5. First Aiders incl. First Aid changes

- CC is in the process of changing the rota, a draft is in place and near completion.
- CC informed the creation of First Aid TEAMS page which has improved communication for all concerned around First Aider availability.
- ST advised that if a staff member is not performing their agreed First Aid duties, then annual allowance of £600 to be removed
- CC informed the committee the College absence line has been updated to inform staff if they are absent to sickness and a first aider to notify HR.
- After a recent article in college newsletter to attract staff to be First Aiders, CF reported that 3 members of staff have requested to become First Aiders.

#### 6. Fire Report (inc. Fire Alarm Records) (Quarter figures)

- CF reported a low amount fire alarm activations during this period. All activations have been due to vaping in toilets or rooms.
- CC & GM – Organising an external training provider to deliver Managing challenging behaviours course for all staff. This will support all staff to challenge students in a constructive manner around issues such as vaping. The training will be on site and delivered in person. Potential dates were Monday 12th and Tuesday 13th February 2024 for Support staff, and HR were going to liaise with APs David Innes and Myra Sisi in how to deliver for Teaching Staff

#### 7. H&S Training Report (Quarter figures)

- No update will be provided at next meeting.

#### 8. Facilities Update

- Housekeeping Update: CF informed this will re-start with temporary Health & Safety Adviser take lead on this task alongside 2 union reps (EIS-FELA and UNISON). Any H&S issues to be raised the relevant AP, CM or Head will be notified for awareness and Facilities will rectify promptly.
- Housekeeping Changes: CF informed the housekeeping walk rounds will only focus on Health & Safety issues as opposed to Facilities as well. This will give it a greater focus on Health & Safety issues, keep the issues to lower amount and to give the time to deal with them more effectively. CF will implement a Facilities only PPM inspection with the Facility Team

## **9. Health & Safety Policy**

- Not required to review at this point, placeholder only

## **10. Housekeeping Inspections (Joint H&S & Union Rep.)**

- See Facilities Update for information

## **11. Flu Vaccination update**

- CC reported a decrease in up take due to a change in eligibility criteria. It has been more cost effective this year from the move from BUPA to Boots. Staff visited local Boots store to receive Flu Vaccinations which resulted in a saving due to no site costs by BUPA. Also, with Boots were purchased as PAYG. So, 43 staff accessed the service and 43 Flu Vaccinations given. Previously with BUPA you had to predict and buy a stock in advance and could be more than required.

## **12. A.O.C.B.**

### **Door Security internally**

- ST reported doors to 1st floor corridor (next to FLU) and 2nd floor corridor do not close securely. ACTION: CF will take this further with Facilities Team

### **Student Behaviour during Fire Alarm**

- ST informed committee the general feeling is students are not reacting quick enough when there is a Fire Alarm. ACTION 1: CF will create a how to react Fire Alarm piece for the Newsletter. ACTION 2: CMs will raise this concern at their staff meetings.

### **Hybrid Working Policy**

- ST asked about the implementation of this policy for staff. GM & SM informed it is being developed at National level. JNC. GM & SM agreed currently it is at discretion of line managers and the business needs of the College. However, the College is working on a procedure for staff which will go through the JNC.

### **Water Leak in Room 302 (IT)**

- ST was informed by IT staff of outgoing water leak in their department especially during the recent heavy rainfall. CF advised ST we are aware of this ongoing situation and will inform ST when it has been fixed.

### **Door Signs in Lower Ground and Ground Floor workshops**

- AM asked about improving door signs that protrude out from wall. CF informed we are systematically working around the College to replace all door signs.

**Swipe boxes in classrooms to report attendance**

- AM reported that some of these boxes don't work and as part of their course delivery they need to report student attendance to the governing bodies like City & Guilds, so attendance needs to be accurate. CF informed we have a contractor in called VWS who are looking at the system to report on the issues and implement a long-term fix

**Female Toilets in 208**

- RK reported a unpleasant odour in a toilet (208) and was concerned it maybe a ventilation issue. ACTION: CF will investigate this with Facilities Team

**Posters – college wide**

- RK reported out of date posters in classrooms and notice boards. Suggestion to update this college wide and have same up to date information in all classrooms.

**Environmental Health Visit (17.01.24)**

- JW informed the committee we had a speculative visit from Environmental Health from South Lanarkshire Council following an official complaint made with reference to raw and uncooked food and refrigeration. JW was supported by CF during this meeting and the overall outcome was positive and the complaint was unfounded. JW wished to reiterate to the committee and wider that there are no issues with the college kitchens. JW has furnished the committee a site visit report from the Environmental Health Officer from South Lanarkshire Council. (see attached)

## ANNEX B: REPORTING ANALYSIS

Accident Type	Oct - Dec 2023	Previous Quarter
Allergic Reaction	0	0
Cuts	11	7
Burns	1	0
Chest/back pain	1	0
Sick/Faint	2	2
Bang/Fall	2	5
Seizure	0	1
Panic Attack	1	0
Eye	1	1
<b>Total</b>	<b>19</b>	<b>16</b>

## ANNEX C: ACTIONS PROPOSED BY ENVIRONMENTAL SERVICES

Dear Sir/Madam

The Food Safety Act 1990  
The Food Hygiene (Scotland) Regulations 2006  
The Food Information (Scotland) Regulations 2014

Inspection of: South Lanarkshire College Training Kitchens, College Way, East  
Kilbride, G75 0NE  
Inspection date: 17/01/2024 Time: 10:15  
Persons Present: Joanne Warwick: Curriculum Manager, Craig Ferguson: Head of  
Facilities and Health & Safety and David Auchie: Lecturer.

The matters detailed on the attached schedule were noted at the time of inspection and discussed during my closing meeting. However, it should be stressed that the notification of these points to you does not infer that these are the only defects or hazards on your premises. Final responsibility for identifying hazards and controlling risks rests with you as the food business operator.

I must advise you that all points, other than those clearly stated to be recommendations, relate to contraventions of the above legislation. If you are not in agreement with any matter included in this report, or if you are of the opinion that any action required is unjustified, you can make representation to this effect to Ms. Karen Wardrope, Divisional Officer, at the address below. Any representation must be made within 14 days from the date of this letter.

South Lanarkshire Council operates the national Food Hygiene Information Scheme which should have been explained to you at the time of the visit. Your current rating in terms of this scheme is Commercial - Pass. Should you wish to discuss this rating or apply for reassessment please contact the inspecting officer using the details above. An appeal may also be made within 14 days from the date of this letter. Information on how to appeal can be accessed at – <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/this-info-for-businesses>

Yours faithfully



Laura Craig  
Environmental Health Officer

Cc: [joanne.warwick@slc.ac.uk](mailto:joanne.warwick@slc.ac.uk) and [craig.ferguson@slc.ac.uk](mailto:craig.ferguson@slc.ac.uk)

Planning & Regulatory Services, Brandongate, 1 Leechlee Road, Hamilton, South Lanarkshire, ML3 0XB  
Phone:0303 123 1015 E-mail: [laura.craig2@southlanarkshire.gov.uk](mailto:laura.craig2@southlanarkshire.gov.uk)



**SCHEDULE**

The inspection has identified the following matters, which require your attention.

ItemNo	Legal Requirement Contravened/ Recommendation	Works Required to Comply	Time Allowed For completion
1	Regulation (EC) No 852/2004, Article 5, Paragraphs 1& 2 and Article 4, Paragraph 2, Annex II, Chapter XII, Paragraph 1	<p>At the time of inspection, we discussed a complaint regarding the dual use of a vacuum packer for raw and ready to eat food. There was no evidence of this at the time of inspection, however, we used this opportunity to review the following measures which are required to ensure the safe use of your vacuum packing machines:</p> <ul style="list-style-type: none"> <li>• You are required to ensure that separate vacuum packing machines are used for raw and ready to eat foods to control cross contamination. The ready to eat vacuum packer has now been replaced hence one raw and one ready to eat vacuum packer is available. Signs are in place to highlight with machine is for raw food only and which machine is only for ready to eat food.</li> <li>• You are required to use food grade packaging which is suitable for the vacuum packing machine used.</li> <li>• You are required to store the packaging according to the manufacturer's instructions, so it does not become a source of contamination.</li> <li>• You are required to follow the manufacturer's instructions to ensure the contents are sealed correctly to prevent contamination.</li> <li>• You are required to store the vacuum-packed foodstuffs in appropriate conditions to prevent harmful deterioration.</li> <li>• It is understood that the chilled food you vacuum pack is used by day of production plus two days. The shelf life of vacuum-packed chilled foodstuffs requires to be a maximum of 10 days. If you intend to extend this, you are required to provide validation and verification for the shelf life you intend to apply. This validation and verification must be submitted to Environmental Services for review before extending the shelf life beyond 10 days.</li> <li>• You are required to update your HACCP based food safety management system in relation to vacuum packing. For example, the location of the vacuum packers has now changed from the location documented within your HACCP plan.</li> <li>• Retraining has been carried out to remind lecturers of the above and to remind them of the requirement to supervise students in the safe use of the vacuum packing machines. It is understood that refresher training has also been provided to all students. Refresher training should be provided at an appropriate intervals and it is strongly recommended that records are kept to verify that appropriate training is carried out.</li> </ul>	Immediately
2	Regulation (EC) No 852/2004, Article 4, Paragraph 2,	In room 243 you historically complete cleaning and disinfection using a single sink and your commercial dishwasher:	Immediately

ItemNo	Legal Requirement Contravened/ Recommendation	Works Required to Comply	Time Allowed For completion
	Annex II, Chapter XII, Paragraph 1	<p>Stage 1: Remove physical debris in the single sink.  Stage 2: Heat disinfection in a dishwasher. The manufacturers instructions require to be followed in terms of loading, operation, servicing and maintenance.</p> <p>Your dishwasher was not working and was reported for repair hence the aforementioned two stage cleaning and disinfection process could not be followed.</p> <p>Cleaning and disinfection was being carried out in the double sink in room 243 however the two stage process which requires to be followed could not be demonstrated. You are required to ensure all employees are trained in the following process:</p> <p>Stage 1: Remove physical debris then clean the utensils/equipment using hot water and detergent in sink one. Rinse if required.</p> <p>Stage 2: Chemical disinfection in the second sink. A sanitiser or disinfectant which complies with either BS EN 1276 or BS EN 13697 requires to be used for this stage. You are required to follow the manufacturer's instructions for use particularly in terms of the contact time, dilution rate and any rinsing required for effective disinfection.</p> <p>Note: You are required to ensure that the sinks are disinfected after being used for cleaning raw equipment/utensils.</p>	
3	Regulation (EC) No 852/2004, Article 4, Paragraph 2, Annex II, Chapter IX, Paragraph 2	<p>Raw and ready to eat foods were mixed on the shelving throughout the stores walk in freezer.</p> <p>Where separate freezers are not provided, raw meats must be kept separate from ready to eat foods i.e. on the bottom shelving or in one section of the freezer.</p>	Immediately
4	Regulation (EC) No 852/2004, Article 5, Paragraph 2(g)	<p>In relation to temperature control, you are required to keep records which are commensurate with the activities which take place within the kitchens. As discussed, the records should demonstrate that monitoring is taking place at the critical stages: delivery, storage, cooking, cooling, reheating and hot holding.</p> <p>You provided a revised record template via email on 24 January 2024. You are required to review your temperature record template based on the following comments:</p> <ul style="list-style-type: none"> <li>- Ensure that the controls documented in your food safety management system are reflected in the limits documented on your record template. For example, your food safety management system states that food will be stored at 5°C or colder (which is acceptable) but the record template for refrigerated storage states fish is stored from 0 to +1°C and raw</li> </ul>	Immediately

ItemNo	Legal Requirement Contravened/ Recommendation	Works Required to Comply	Time Allowed For completion
		<p>meat, cooked meat and other high risk ready to eat are stored at exactly 5°C.</p> <ul style="list-style-type: none"> <li>- The term 'control targets' is used throughout the template. Are you referring to the 'critical limit'?</li> <li>- It is noted that some of the monitoring records state disinfect probe 'during use' but is probe disinfection carried out before and/or after use rather than during use?</li> <li>- Cooling historically had not been recorded but has now been added to your record template. The cooling record does not contain space to record the temperature at the end of the cooling process. This temperature must be added.</li> <li>- The term 'hot holding' is not referred to throughout the temperature record template. This may be 'hot food' referred to on page 8 of 10. You are required to ensure that it is clear where hot holding is recorded to verify that this critical stage is being monitored.</li> <li>- It is unclear if the 'reheated food' and 'food service and display' record template contains adequate space to record the name of the food recorded each day as there is one column for the name of the food followed by a column for each day. I.e. rather than each day with space to record food item(s) and corresponding temperature(s).</li> </ul>	
5	Regulation (EC) 852/2004, Article 5, Paragraph 1	<p>An inspection of foods stored in your fridges and freezers showed that items were not date marked for the purpose of stock rotation e.g. date prepared on, use by, best before, frozen on and defrosted on. Consistent date coding is required so that effective stock rotation can be demonstrated.</p> <p>Foodstuffs prepared in house then stored within your fridge should be used within 3 days (day of production plus 2 days).</p> <p>Date coding is also required within your freezer. You are required to ensure that high risk foods are frozen before their use by date. It is recommended that foodstuffs are frozen for a maximum of 3 months.</p> <p>Employees must then check stock on a daily basis and dispose of any out-of-date food.</p>	Immediately
6	Regulation (EC) No 853/2004, Article 3, Paragraph 1, Annex III, Chapter VII, Paragraph 3 and Regulation (EC) No 178/2002, Article 18, Paragraph 2	<p>Traceability information was not available for live mussels.</p> <p>You are required to retain traceability information for live bivalve molluscs (e.g. oysters and mussels) for 60 days.</p> <p>If this information cannot be provided to you, delivery should be rejected.</p>	Immediately

ItemNo	Legal Requirement Contravened/ Recommendation	Works Required to Comply	Time Allowed For completion																
7	The Food Information (Scotland) Regulations 2014, Regulation 5	<p>You are required to ensure that accurate allergen information is available to your customers. There are 14 allergens that require to be identified if they are used as ingredients in any products you sell. These are:</p> <table border="1"> <tr> <td>Celery</td> <td>Cereals containing gluten</td> <td>Crustaceans</td> <td>Eggs</td> </tr> <tr> <td>Fish</td> <td>Lupin</td> <td>Milk</td> <td>Molluscs</td> </tr> <tr> <td>Mustard</td> <td>Nuts</td> <td>Peanuts</td> <td>Soya</td> </tr> <tr> <td>Sesame seeds</td> <td>Sulphur dioxide</td> <td></td> <td></td> </tr> </table> <p>In the bistro there is an allergen warning sign on display but it is strongly recommended that an allergen warning statement is added to the menu. A statement such as the following would be suitable:</p> <p>Food Allergies and Intolerances: Please speak to our staff about the ingredients in your meal, when making your order.</p> <p>Your completed allergen matrix tables for the current menu cycle were sent via email but some of the matrix is obscured. You are required to ensure that the current completed matrix tables are available for review on request at future inspection.</p>	Celery	Cereals containing gluten	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts	Peanuts	Soya	Sesame seeds	Sulphur dioxide			Immediately
Celery	Cereals containing gluten	Crustaceans	Eggs																
Fish	Lupin	Milk	Molluscs																
Mustard	Nuts	Peanuts	Soya																
Sesame seeds	Sulphur dioxide																		
8	Regulation (EC) No 852/2004, Article 4, Paragraph 2, Annex II, Chapter 1, Paragraph 1	<p>The present standard of cleaning is unsatisfactory in that the following were in a dirty condition at the time of inspection:</p> <ol style="list-style-type: none"> <li>The flooring under the workbenches and equipment in room 243.</li> <li>The door handle of fridge 3 in the bistro.</li> <li>Low level shelving in the bistro.</li> </ol> <p>Adequate cleaning is essential to prevent contamination of food and avoid infestation by pests.</p> <p>You are required to clean (and disinfect where necessary) the aforementioned areas then maintain them in a clean condition.</p>	2 weeks																
9	Regulation (EC) No 852/2004, Article 5, Paragraph 1 and Article 4, Paragraph 2, Annex II, Chapter XII, Paragraph 1	<p>Your food safety management system does not contain any rules for acrylamide management.</p> <p>The template house rule for acrylamide management was emailed to you on 12 January 2024. You are required to complete this document then train your employees in what they are required to do in terms of implementing this.</p>	4 weeks																
10	Regulation (EC) No 852/2004, Article 5,	<p>The thermometers used for food temperature monitoring had not been calibrated since November 2023. All thermometers will lose their accuracy through time and unless checked,</p>	4 weeks																

**HUMAN RESOURCES COMMITTEE**

<b>DATE:</b>	16 May 2024
<b>TITLE OF REPORT:</b>	Absence Management
<b>REFERENCE:</b>	11
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of Human Resources <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a>
<b>PURPOSE:</b>	Provide the HR Committee with a quarterly update on Absence Management.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• note the contents of this report; and</li> <li>• note the additional information provided in the appendix.</li> </ul>
<b>RISK</b>	The following risks are identified: <ul style="list-style-type: none"> <li>• adverse business, employee and student impact of long term and/or frequent absence; and</li> <li>• financial impact of absences.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• Successful Students – skilled &amp; knowledgeable staff</li> <li>• Highest Quality Education &amp; Support – valued &amp; enthusiastic staff; high-quality support services; productive partnerships</li> <li>• Sustainable Behaviours – effective leadership and management; excellent governance; appropriate risk management</li> </ul>
<b>SUMMARY OF REPORT:</b>	<p>Whilst there is an improvement in the absence rate since the beginning of the calendar year at 8.85%, the overall rates are still noticeably higher than benchmark information.</p> <p>Long-term sickness continues to drive these numbers.</p> <p>Approximately salary cost of £91,191.78 is a direct cost for these absences, which is 951 working days over the quarter. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.</p> <p>The overall absence frequency rate sits at 53.54% during the quarter.</p>

# 1 INTRODUCTION

1.1 This paper seeks to provide members with an overview of Absence Management for South Lanarkshire College for the period of 1<sup>st</sup> January to 31<sup>st</sup> March 2024.

## 2 FIVE YEAR ROLLING ABSENCE DATA

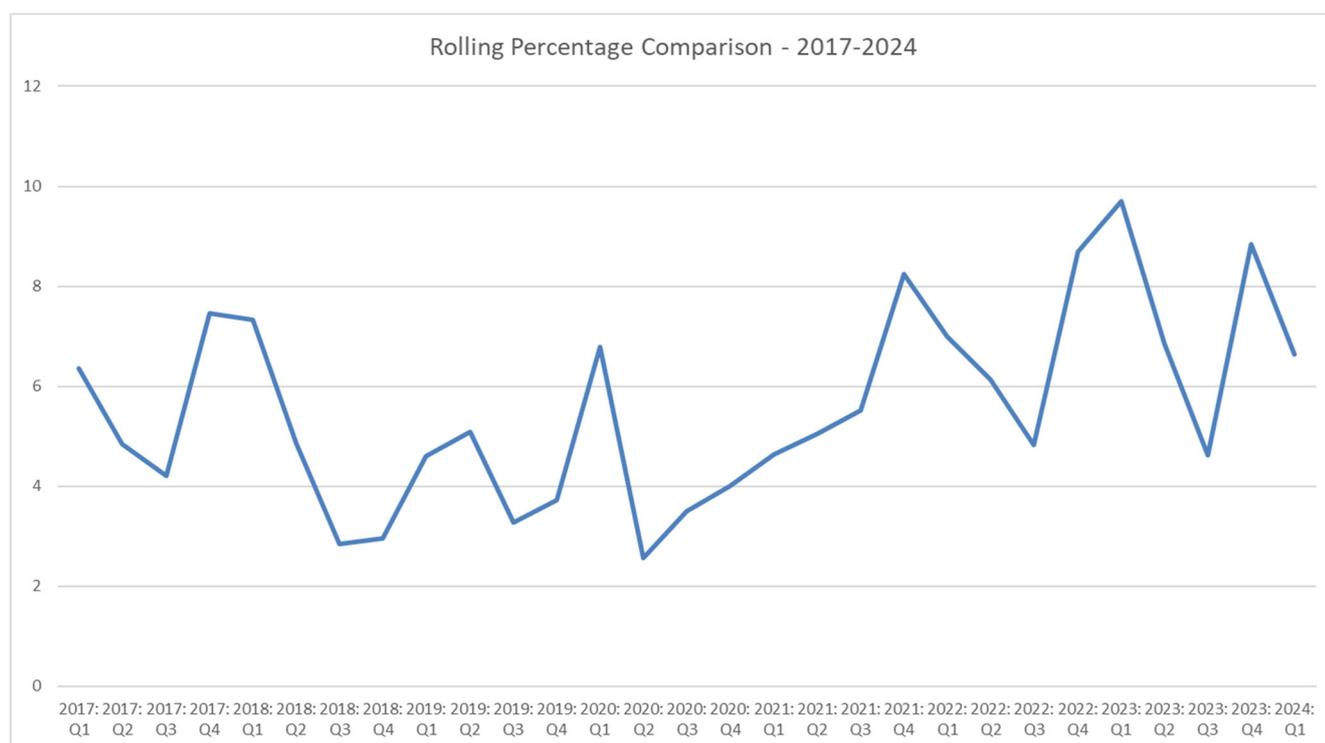
2.1 The College rolling absence percentages are shown in the graph below. The current absence rate has decreased to 6.64%. Absence rates remain above the official average data from the Office for National Statistics (ONS). The table below is updated with the ONS 2021 Absence Rates data:

2.2 Table 1: ONS 2021 Absence Rates

UK	Scotland	Public Sector	Education
2.2%	2.1%	3.0%	2.2%

2.3 Unofficial Scotland Colleges data highlights an average range of between 1.4% and 3.6% for academic year 2020-2021 versus the College average of 4.2%. The average range for academic year 2021-2022 is between 3.13% and 5.5% versus the South Lanarkshire College average of 6.7%. The College anticipates that the introduction of the new Attendance Management Policy will provide appropriate support for employees and will have a positive impact on these figures.

2.4 Chart 1: Rolling Percentage Comparison



## 3 DEPARTMENTAL ABSENCE DATA

3.1 The following graph shows that long-term sickness is a key driver of overall absence figures, with 63.2% of absences being longer than three weeks. Comparative data from the Office of National Statistics 2021 Absence report highlights that similar absence categories that are comparable to College Long-Term Absences (categories of “mental health conditions” and “musculoskeletal problems”) are 27.6% of total absences.

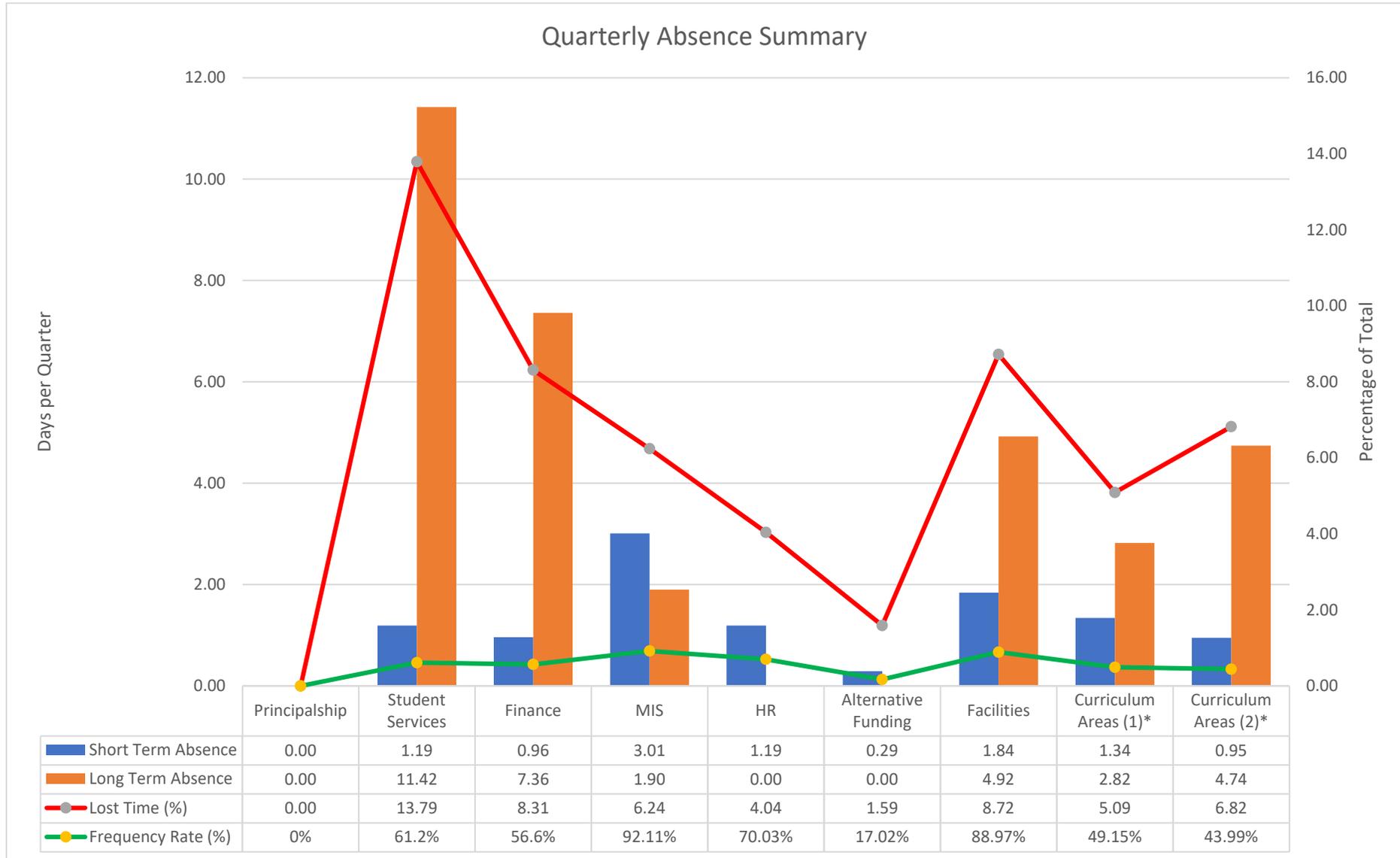
3.2 The graph below also highlights the following:

3.2.1 Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 6.64% of available working days to absences. The Finance, Student Services and Facilities teams have higher lost time rates than other areas of the College. The approximate salary cost of lost time is £91,191.78. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.

3.2.2 Frequency rate (%) per department, which is measured as the average number of absences per employee, based on the department headcount and the number of days absence in the department, expressed as a percentage. Facilities and Information Systems teams have higher frequency rates of absence based on headcount due to an increase in the proportionate number sickness instances.

3.3 Further information can be found in Annex 1.

3.4 Chart 2: Quarterly Absence Summary



**\*Breakdown of Curriculum Areas**

Curriculum Areas (1):   Accounting and Legal  
                                  Beauty Therapy and Sport  
                                  Early Education and Childcare  
                                  Hairdressing and Make Up Artistry  
                                  Health and Social Care  
                                  Learning Development  
                                  Life Science

Curriculum Areas (2):   Building Services  
                                  Built Environment  
                                  Business, Management and Media  
                                  Carpentry and Joinery  
                                  Hospitality, Events and Tourism (inc Horticulture)  
                                  Wet Trades

## **4 EQUALITIES**

4.1 Reasons for the absences include a number of protected characteristics. Where applicable, the College seeks professional, medical guidance from Occupational Health to ensure that support and decisions are consider medical reasons.

## **5 RISK**

5.1 The following risks are identified:

5.2 adverse business, employee and student impact of long term and/or frequent absence;  
and

5.3 financial impact of absences.

## **6 RECOMMENDATIONS**

Members are recommended to:

- note the contents of this report; and
- require further updates to be taken to the Committee for monitoring.

## ANNEX 1: ABSENCE MANAGEMENT: STAFF ABSENCE FIGURES

### 1 STAFF ABSENCE FIGURES

1.1 Table 1: College Overview

Department	FTE	Instances	Days Available	Days Lost	% Lost	Instances per FTE	Days Lost per FTE
Principalship	6.43	0	379.37	0	0.00	0.00	0.00
Student Services	22.86	14	1348.74	186	13.79	61.24	8.14
Finance	5.3	3	312.7	26	8.31	56.60	4.91
CMIS	15.2	14	896.8	56	6.24	92.11	3.68
HR	7.14	5	421.26	17	4.04	70.03	2.38
Alternative Funding	11.75	2	693.25	11	1.59	17.02	0.94
Facilities	25.85	23	1525.15	133	8.72	88.97	5.15
Curriculum Area 1	73.25	36	4321.75	220	5.09	49.15	3.00
Curriculum Area 2	75.02	33	4426.18	302	6.82	43.99	4.03
<b>TOTALS:</b>	<b>242.8</b>	<b>130</b>	<b>14325.2</b>	<b>951</b>	<b>6.64</b>	<b>53.54</b>	<b>3.92</b>

#### APPROXIMATE SALARY COST OF STAFF ABSENCE:

(Based on an average salary of £35,000 per annum)

**£91,191.78**

**1.2 Table 2: Long Term Sickness (any absence over 3 weeks)**

Department	FTE	Days Available	Days Lost	% long-term sickness	No. staff long-term sickness
Principalship	6.43	379.37	0	0.00	0
Student Services	22.86	1348.74	154	11.42	4
Finance	5.3	312.7	23	7.36	1
CMIS	15.2	896.8	17	1.90	1
HR	7.14	421.26	0	0.00	0
Alternative Funding	11.75	693.25	0	0.00	0
Facilities	25.85	1525.15	75	4.92	4
Curriculum Area 1	73.25	4321.75	122	2.82	3
Curriculum Area 2	75.02	4426.18	210	4.74	7
<b>TOTALS:</b>	<b>242.8</b>	<b>14325.2</b>	<b>601</b>	<b>4.20</b>	<b>20</b>

**1.3 Table 3: Short Term Sickness**

Department	FTE	Days Available	Days Lost	% short-term sickness	No. staff short-term sickness
Principalship	6.43	379.37	0	0.00	0
Student Services	22.86	1348.74	16	1.19	7
Finance	5.3	312.7	3	0.96	2
CMIS	15.2	896.8	27	3.01	8
HR	7.14	421.26	5	1.19	3
Alternative Funding	11.75	693.25	2	0.29	1
Facilities	25.85	1525.15	28	1.84	13
Curriculum Area 1	73.25	4321.75	58	1.34	22
Curriculum Area 2	75.02	4426.18	42	0.95	17
<b>TOTALS:</b>	<b>242.8</b>	<b>14325.2</b>	<b>181</b>	<b>1.26</b>	<b>73</b>

### HR COMMITTEE

<b>DATE</b>	16 May 2024
<b>TITLE OF REPORT</b>	HR System Project Update
<b>REFERENCE</b>	12
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of Human Resources <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a>
<b>PURPOSE:</b>	Update members on the progress of the HR System Project.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• note the update on the progress of the installation of the new HR system; and</li> <li>• note the project stage update.</li> </ul>
<b>RISK</b>	The following risks apply: <ul style="list-style-type: none"> <li>• failure to automate HR procedures will impact adversely on the ability of the College to implement successfully the Board's HR &amp; People Strategy and Strategic Priorities;</li> <li>• additional staff may be required to continue with manual procedures at a time of budget reductions; and</li> <li>• automation will contribute to compliance with Data Protection legislation and reduce the possibility of a data breach.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<p>This report provides a status update on the implementation of the new HR systems and includes a summary of the project stages.</p> <p>The project has now moved from Stage Gate 3 to Stage Gate 4, for phase 1 of 2 phases.</p>

## 1. INTRODUCTION

1.1. This paper provides an update on the status of the HR System Project.

## 2 BACKGROUND

2.1 The Board previously approved for the College to acquire and implement an integrated HR & Payroll System. Following a thorough procurement process with APUC, the College has signed an agreement with MHR for the provision of their system “iTrent”.

## 3 STATUS UPDATE

3.1 A Project Initiation Meeting took place on 23<sup>rd</sup> March 2023, introducing the team, the project scope and the project plan. A summary of the agreed project “stage gates” is below.

3.2 Table 1: Stage Gate Summary - Phase 1

Stage Gate 1	Stage Gate 2 Design & Build	Stage Gate 3 UAT	Stage Gate 4 Go Live	Stage Gate 5 BAU	Stage Gate 6 Closure
Agree to proceed with project	Blueprints reflect the functional deliverables and built to Live	UAT and Data Transfer to Live are complete	Project is ready to Go Live	Successful Go Live and core modules are ready to closure and hand to BAU	All modules have been successfully delivered
<i>Target:</i> March 2023 <b>Complete</b>	<i>Target:</i> April / May 2023 <b>Complete</b>	<i>Target:</i> May 2023 <b>Complete</b>	<i>Target:</i> June 2023 Revised target – May 2024	<i>Target:</i> July 2023 Revised target – May/June 2024	<i>Target:</i> September 2023 Revised target – June 2024

3.3 Members will note that Stage Gate 3 has now completed and that Go Live is now pending for a May 2024 date, for phase 1.

3.4 Members can review the system capabilities on the following video demonstration for the Education Sector: <https://www.youtube.com/watch?v=bhLiP6gzydo>

3.5 There has been a slight update to the implementation costs, shown below:

Item	Cost
Fixed price Implementation for 7-month period 28/02 to 27/09/2023.	£65,170
Additional order for 12 hours consultancy to support data issues	£2,280
Total SLC Additional costs for implementation	£5,320
<b>New Total for Implementation</b>	<b>£72,770</b>
<b>Total overspend</b>	<b>£7,600</b>

#### 4 EQUALITIES

4.1 There are no new matters for people with protected characteristics or those from areas of multiple deprivation which arise from consideration of the report.

#### 5 RISK

5.1 The following risks apply:

- 5.1.1 failure to automate HR procedures will impact adversely on the ability of the College to implement successfully the Board's HR & People Strategy and Strategic Priorities;
- 5.1.2 additional staff may be required to continue with manual procedures at a time of budget reductions; and
- 5.1.3 automation will contribute to compliance with Data Protection legislation and reduce the possibility of a data breach.

#### 6 RECOMMENDATIONS

6.1 Members are recommended to:

- 6.1.1 note the update on the progress of the installation of the new HR system; and
- 6.1.2 note the project stage update.

**HR COMMITTEE**

<b>DATE</b>	16 May 2024
<b>TITLE OF REPORT</b>	Employee Engagement – Culture Action Plan
<b>REFERENCE</b>	13
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of Human Resources <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a>
<b>PURPOSE:</b>	Provide members with an update on the Culture Action Plan implemented by College Leadership, based on the Employee Engagement work presented to the Committee in February 2024.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• Note the contents.</li> </ul>
<b>RISK</b>	The following risks apply: <ul style="list-style-type: none"> <li>• If the College does not take appropriate action to improve the culture, then staff relations may deteriorate;</li> <li>• If areas of the College’s Employee Engagement model are not enhanced, then staff may not be empowered and business transformation may not be achieved; and</li> <li>• There needs to be cross college buy in for this approach to work.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The College is in the process is implementing an Employee Engagement framework which is specifically designed for the College, taking account of the organisation and sector factors.</li> <li>• A root cause analysis has been conducted against each of the key employee engagement drivers, to document the key detractors from those drivers.</li> <li>• An action plan is now being planned by the Senior Leadership Team in order to enhance each of the employee engagement drivers. The draft details of these are shown in the report below.</li> </ul>

# Employee Engagement

## Culture Action Plan

DRAFT

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DRAFT

## 1.0 Introduction & Purpose

Employee engagement is pivotal to ensuring good employee relations and a supportive culture of trust and respect across the College. This report considers the current culture climate within the College, presents an employee engagement framework to measure, manage and enhance the culture; and includes an action plan to bridge any gaps between the current position and the future, desired culture.

The purpose of this paper is to review the current opportunities and challenges in the College's culture and to implement a plan of change to enhance the culture further.

## 2.0 Background

Organisational culture is typically shaped through:

- Leadership and management practices;
- Team dynamics;
- Communication;
- Job design;
- Policies, procedures & practices.

As a result, the College recognises that a variety of factors both internally and externally risk impacting the current environment may reflect any recent change in its cultural climate:

- the National context, including delays in salary awards, strike and action short of strike activities, funding cuts to the sector and delays in a support staff job evaluation process;
- the group development of leadership within the College. The College has had significant change at leadership level in recent years and only recently stabilised its position;
- the development of line managers to deal with employee interactions and enable matters to be addressed and satisfactorily resolved at the lowest possible level, rather than being unduly escalated.

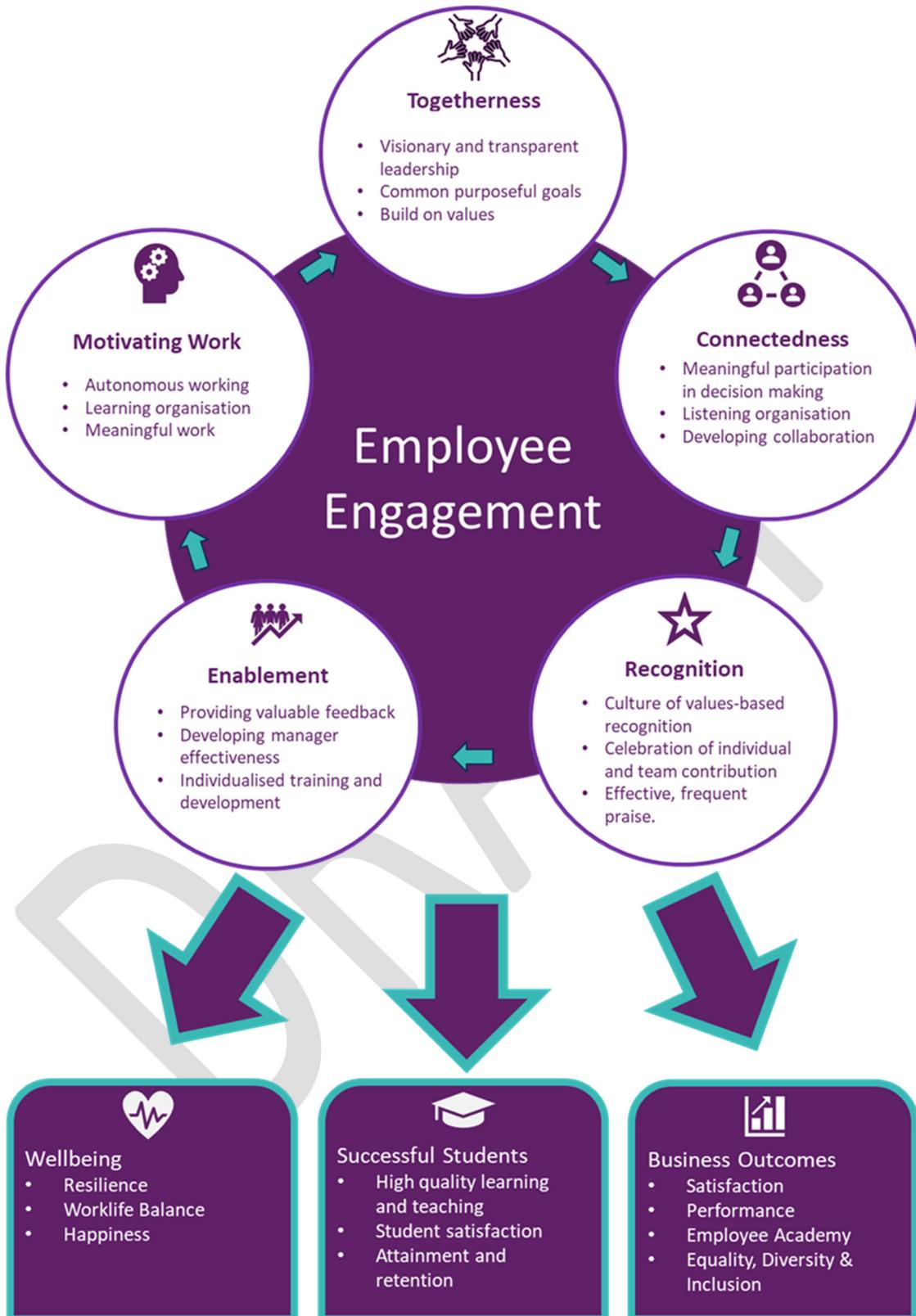
## 2.1 Employee Engagement Framework

Following a recent, extensive review of employee engagement frameworks, the College has adopted a proposed bespoke model<sup>1</sup>.

The model was created in recognition of the nature of the College, as well as its strategic aims, values and the collated evidence from recent "employee voice" and other activities.

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<sup>1</sup> Optimising employee engagement: Which employee engagement model best fits South Lanarkshire College, Sinclair L (November 2021)

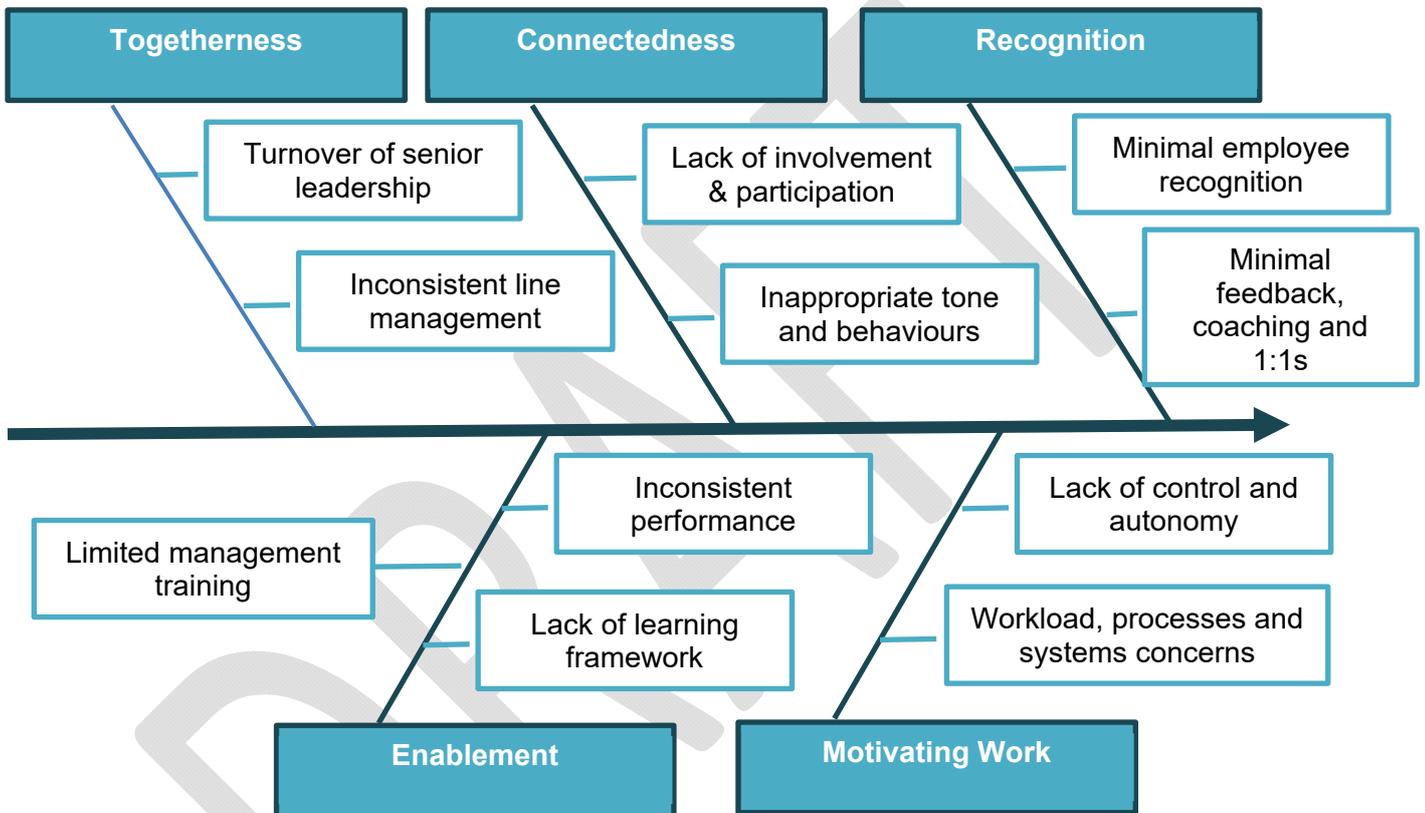


This framework identifies the five employee engagement drivers as well as the three outcomes of employee engagement.

## 2.2 Root Cause Analysis

In order to identify the current status of each of the employee engagement drivers, the following root-cause analysis fishbone diagram identifies current actions impacting each driver, based on recent “employee voice” and “employee relations” activities.

The following Fishbone root-cause analysis considers the varying aspects of the engagement framework alongside the respective detractors evidenced from recent “employee voice” and “employee relations” activities.



### 3.0 Culture Action Plan

Based on the root-cause analysis, the College has developed an action plan, which is summarised in the table below.

Item	Engagement Driver	Action	Responsible Person	By When
1	TogetherNESS	Develop a guide outlining standardised line management practices, including role-specific requirements (e.g. job description), and College-wide requirements (e.g. policies, procedures, systems, practices, etc.) including those in relation to the job role, as well as College-wide requirements from the Board, Principalship, Finance, Quality, HR and MIS.  Conduct briefing sessions with managers to ensure their understanding and consistent implementation of these practices.		
2	ConnectedNESS	Line managers to encourage collaboration and involvement from all employees. and on a regular basis, by empowering employees in discussions and involvement in department decision-making, as appropriate.		
3	ConnectedNESS	Organise regular engagement sessions (e.g. townhalls or smaller group sessions) where employees can openly discuss updates, initiatives and provide feedback. A schedule of engagement and communication will be created to capture this.		
4	ConnectedNESS	Broaden the involvement of employees in cross-functional work groups, which focus on issues or projects.		
5	ConnectedNESS	Launch the Bullying & Harassment in the Workplace e-learning module.		
6	ConnectedNESS	SLT to verbally cascade the Code of Conduct to direct reports, who subsequently cascade until all employees are aware of the content.		
7	ConnectedNESS	All employees to hold each other accountable for language, tone, attitude and behaviour used in all employment-based conversations. Initiative to be launched by SLT.		
8	Recognition	All line managers to have a regular 1:1 meeting with each of their direct reports. The frequency should be no less than fortnightly, unless direct reports exceeds 15, in which case the frequency should be no less than monthly.  Feedback and coaching is to form part of the regular 1:1 discussions. Feedback and coaching moments should also happen outwith this and be “in the moment” with the situation.  1:1s are an opportunity for continual progress updates, sharing of information, tracking and monitoring of daily duties and meeting expectations.		
9	Recognition	Encourage peer-to-peer recognition to foster a culture of appreciation and respect. Managers to regularly and openly encourage this during meetings and/or on Teams channels.		
10	Recognition	Recognise employees through newsletters, social media platforms, or internal communication channels and celebrate success and individual/team achievement.		
11	Recognition	SLT to share at SLT meetings anyone who deserves recognition in their team, including justification, for the Principal to then send a subsequent “thank you” note.		
12	Recognition	Create and implement a formal employee recognition program to acknowledge and recognise outstanding performance, teamwork and contributions to the College, students, employees and community.		
13	Enablement	Develop a guide outlining standardised practices, including role-specific requirements (e.g. job description), and College-wide requirements (e.g. policies, procedures, systems, practices, etc.) including ways of communication, conflict resolution, etc.  Conduct briefing sessions with employees to ensure their understanding and consistent implementation of these practices.		
14	Enablement	Create and implement a College-wide competency framework (outlining skills and knowledge) that feeds into a College-wide learning framework, along with		

		learning opportunities e.g. courses, mentoring, coaching, job shadowing, reading, etc.		
15	Motivating Work	Empower employees by providing them with clear goals, objectives and expectations, while also granting them the autonomy to make decisions within their scope of work. Foster an environment of trust and accountability, where employees feel empowered to take ownership of their work and contribute to the overall success of the College.		
16	Motivating Work	Conduct reviews of workload, processes and systems to identify areas for improvement and optimisation. Reviews should occur annually.		
17	Motivating Work	During 1:1 and team meetings, solicit feedback from employees regarding workload challenges, bottlenecks and inefficiencies, and take action to address these issues. This may include technological solutions and tools that streamline workflows, automate repetitive tasks and enhance productivity.		

DRAFT

## **2 EQUALITIES**

There are no new matters for people with protected characteristics which arise from consideration of the report.

## **3 RISK**

The following risks apply:

- If the College does not take appropriate action to improve the culture, then staff relations may deteriorate;
- If areas of the College's Employee Engagement model are not enhanced, then staff may not be empowered and business transformation may not be achieved; and
- There needs to be cross college buy in for this approach to work.

## **4 RECOMMENDATIONS**

Members are recommended to note the contents.

DRAFT

**HR COMMITTEE**

<b>DATE</b>	16 May 2024
<b>TITLE OF REPORT</b>	Local Recognition and Procedure Agreement
<b>REFERENCE</b>	14
<b>AUTHOR AND CONTACT DETAILS</b>	Gary McIntosh, Head of Human Resources <a href="mailto:gary.mcintosh@slc.ac.uk">gary.mcintosh@slc.ac.uk</a>
<b>PURPOSE:</b>	To update members on the status of the Local Recognition and Procedure Agreement
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are recommended to: <ul style="list-style-type: none"> <li>• Note the contents of the report.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• The absence of an updated agreement could cause local dispute concerns with our trade unions.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• Background of Local Recognition and Procedure Agreement.</li> <li>• Review of feedback from trade unions, which includes increasing the engagement levels of certain activities around job evaluation, policies, procedures, etc. thereby allow increased rights on negotiation compared to the draft document. .</li> </ul>

## **1. INTRODUCTION**

- 1.1. This paper provides an overview of the status of the Local Recognition and Procedure Agreement (LRPA) discussions.

## **2 BACKGROUND**

- 2.1 The College sector has a National Recognition and Procedure Agreement that governs the industrial relations relationship on a national level. Each College should also have a local agreement with their trade unions.
- 2.2 The College has a dated, Local Recognition and Procedure Agreement with UNISON and with EIS-FELA dating back to 1999.

## **3 DISCUSSION**

- 3.1 The College shared a draft LRPA with Committee members in May 2023 and subsequently shared it with UNISON and EIS-FELA.
- 3.2 EIS-FELA has provided feedback on:
  - 3.2.1 Enhancing certain engagement levels from “consultation” to “negotiation” including: job grading, job evaluation, salary structures, recruitment and selection policies, disciplinary procedure, grievance procedure.
  - 3.2.2 Enhancing engagement levels to “consult” including for strategic plans, staff development priorities, professional training, career reviews, staff structures, budget, and other policies & procedures relating to employees.
  - 3.2.3 Streamlining the complaints procedure – limiting it to one stage, on the basis that it should resolve at this stage.
  - 3.2.4 Remove a clause relating to exceptional changes for items that relate to the health & safety of staff.
  - 3.2.5 Request that the Principal approves time-off for related duties and training, as an alternative to the line manager.
- 3.3 Clarification on number of hours per trade union role is pending submission from both trade unions.

## **4 NEXT STEPS**

- 4.1 The College is currently reviewing the amendments made by EIS-FELA and is hoped to agree the LRPA prior to the summer period. The College has not yet received feedback from UNISON.

## **5 EQUALITIES**

There are no new matters for people with protected characteristics which arise from consideration of the report.

## **6 RISK**

The absence of an updated agreement could cause local dispute concerns with our trade unions.

## **7 RECOMMENDATIONS**

Members are recommended to:

- Note the contents of the report.

**HR COMMITTEE**

<b>DATE:</b>	16 May 2024
<b>TITLE OF REPORT:</b>	BSL Action Plan 2023 - 2029
<b>REFERENCE</b>	15
<b>AUTHOR AND CONTACT DETAILS</b>	Angela Pignatelli <a href="mailto:Angela.pignatelli@slc.ac.uk">Angela.pignatelli@slc.ac.uk</a> Vice Principal Learning Teaching and the Student Experience
<b>PURPOSE:</b>	To provide Committee Members with an overview of the revised British Sign Language (BSL) Action Plan for the college in light of new national requirements.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are asked to: <ul style="list-style-type: none"> <li>• note the contents of the new action plan;</li> <li>• note the priority actions to which the college is committing.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That the College does not address the national requirements and the ten new priorities as outlined by the Scottish Government in the new BSL National Plan <a href="https://www.gov.scot/publications/bsl-national-plan-2023-2029/">https://www.gov.scot/publications/bsl-national-plan-2023-2029/</a></li> </ul>
<b>RELEVANT STRATEGIC AIMS:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The BSL Plan has been developed in consultation with the community who use the service;</li> <li>• The plan spans from 2023 to 2029 and is linked to the priority aims of the new national approach;</li> <li>• The plan is responsive to arising priorities and be tailored to individual needs and address barriers.</li> </ul>

## **1. INTRODUCTION**

- 1.1. This paper provides an overview of the college's revised British Sign Language (BSL) Action Plan in light of new national requirements. The Scottish Government published the new 2023 to 2029 requirements, including ten new key priorities, in November 2023.

## **2 DISCUSSION**

- 2.1 The college is committed to an action plan which is responsive, ambitious and which builds on our progress to date. It has been written with the flexibility to adapt to national initiatives, local needs and the priorities of BSL users.
- 2.2 The college is committed to embedding the values and ambition of the action plan in our college operations and review processes.
- 2.3 The college is committed to heightening awareness within staff teams and the student body as well as ensuring appropriate levels of training are provided proactively.
- 2.4 The BSL Plan has been developed in consultation with the community who use the service;
- 2.5 The plan spans from 2023 to 2029 and is linked to the priority aims of the new national approach;
- 2.6 The plan is responsive to arising priorities and be tailored to individual needs and address barriers.

## **3 EQUALITIES**

There are positive implications around ensuring the equity of experience for all BSL users in their interactions with the college.

## **4 RISK AND ASSURANCE**

The college does not meet the priority actions listed and the associated raising awareness and training specified to meet the agreed approach and objectives.

## **5 RECOMMENDATIONS**

- 5.1 Members are recommended to note the contents of this report and the priority actions specified.

## **6. Further Information**

The BSL video below frames the publication of the full BSL Action Plan in BSL version.



BSL PLAN TEMP VIDEO (1).mp4

# South Lanarkshire College

## British Sign Language (BSL) Local Plan

### 2023-2029

## Document Information

<b>Procedure Published/Created:</b>	May 2024
<b>Reviewed Date:</b>	n/a
<b>Owner:</b>	Equality Group
<b>Approved by:</b>	Senior Leadership Team
<b>Equality Impact Assessment:</b>	May 2024
<b>Next Review Date:</b>	May 2025

## Version History

Version Number	Date	Author	Rationale
1.0	May 2024	Equality Group	To facilitate and promote the use and understanding of (BSL).

## Quick Links

South Lanarkshire College is inclusive and diverse, and this is one of the College values.

<sup>1</sup>South Lanarkshire College Vision, Mission and Values.



The College is committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.



If you would like this document in an alternative format, please contact: [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)

<sup>1</sup> <https://www.slc.ac.uk/media/hwj2tq/strategy-2020-25.pdf>



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## British Sign Language (BSL) National Plan 2023-2029

The British Sign Language (Scotland) Act 2015 requires listed authorities in Scotland to publish British Sign Language Plans every six years, showing how they will promote, and facilitate the promotion of the use and understanding of British Sign Language (BSL) in Scotland. These plans will take account of local circumstances and consider how best to respond to BSL users' needs within local communities, organisations or services.

<sup>2</sup>The British Sign Language (BSL) National Plan set out the following ten priority areas to tackle barriers faced by British Sign Language (BSL) users. The vision is to help make Scotland the best place in the world for BSL users to live, work, visit and learn.

1. Delivering the BSL National Plan 2023 – 2029, focusing on:
2. BSL Accessibility
3. Children, Young People, and their Families
4. Access to Employment
5. Health and Wellbeing
6. Celebrating BSL Culture
7. BSL Data
8. Transport
9. Access to Justice
10. Democratic Participation

Due to the nature of the organisation, South Lanarkshire College (SLC) will focus on seven out of these ten priorities, which are relevant and appropriate to the purpose of the College within the community. These are detailed the report below.

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<sup>2</sup> <https://www.gov.scot/publications/bsl-national-plan-2023-2029/>



## British Sign Language (BSL) History

Scotland has a proud Deaf community who have continuously campaigned for the Rights of the Deaf community and BSL Users.

British Sign Language or BSL is one of three languages with legal status in Scotland. It gained legal status in Scotland in 2015 at the Scottish Parliament.

<sup>3</sup>For South Lanarkshire College the focus as a Further Education Establishment is on the use and advancement of BSL in an educational setting. Deaf education in Scotland can be traced back to the opening of the first School for the Deaf in Edinburgh in 1760 by Thomas Braidwood. However, the history of Deaf Education has not always been a positive one.

South Lanarkshire College is mindful of that contentious history and hope that the BSL Local Plan is respectful of the struggle that many Deaf people have experienced, to get recognition of their own language and to be allowed to use BSL for the advancement of their own Education, and for the advancement of Education, for all BSL users that follow.

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<sup>3</sup> <https://www.ucl.ac.uk/british-sign-language-history/early-deaf-education/thomas-braidwood-braidwood-school>



## South Lanarkshire College (BSL) Local Plan 2023-2029

South Lanarkshire College is a diverse and inclusive community of people. The College welcomed this opportunity to develop a British Sign Language (BSL) Local Plan (“the Local Plan”) that shows commitment to ensuring that the Deaf Community, BSL users and those with specialist BSL skills are valued and at the heart of the College community.

The College’s (BSL) Local Plan 2023-2029 mirrors the BSL National Plan’s overarching objectives with a tailored approach to recognise specific local needs and address barriers.

This BSL Local Plan has been developed in consultation with the community who use College services. The College remains open to feedback and creating spaces to help continue to make improvements.

The plan spans from 2023-2029 and is a dynamic document. While the primary objectives will stay the same, methods and initiatives will adapt as necessary. The action plan will be regularly reviewed and updated to demonstrate progress.

<sup>4</sup>This BSL Local Plan is aligned with the South Lanarkshire College 2020 – 2025 strategic framework and mission to ‘Prepare learners well for their future, in an outstanding learning environment and inclusive community.

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<sup>4</sup> <https://www.slc.ac.uk/media/hwj2tq/strategy-2020-25.pdf>.



## Accessibility

### South Lanarkshire College (BSL) Local Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is “To remove accessibility as a barrier for BSL users in all aspects of life, recognising the importance of having accessible information in the right format at the right time, utilising technology and increasing people’s awareness of communication tools.”

#### To achieve this, actions include and are not limited to:

Reviewing South Lanarkshire College's resources to ensure that for BSL users, they are accessible and equitable. This will include the College website, digital and educational materials, technological resources, guidance, and support services.

Assessing that accessibility needs for BSL users are considered at both internal and external events involving the College community.

<sup>5</sup>Continuing to promote and support usage of Contact Scotland BSL, the on-line Sign Language Video Relay Service (VRS).

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<sup>5</sup> <https://contactscotland-bsl.org/#>



## Children Young People and their Families

### South Lanarkshire College (BSL) Local Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is “The Getting it Right for Every Child (GIRFEC) approach will be fully embedded, with a deaf or deafblind child and their family offered the right information and support at the right time to engage with BSL. This will strengthen partnerships between relevant organisations to overcome barriers for BSL users and deaf/deafblind children to ensure they have the support they need at all stages of their learning, so that they can reach their full potential.”

#### To achieve this, actions include and are not limited to:

Continuing to deliver BSL courses to the College community, in both formal and informal settings, to raise awareness around Deaf culture and the communication barriers and challenges faced by BSL users.

Additionally, SLC will gather feedback from participants to continually improve the content and delivery of these courses which will contribute to creating a more inclusive and equitable environment for all.

Evaluating the needs of BSL users, during student and staff recruitment processes and continuously consider relevant and suitable adjustments throughout their journey as employees or learners.



## 3 Access to Employment

### South Lanarkshire College (BSL) Local Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is “BSL users will receive person-centred support to develop their skills, consider what route to employment is right for them and enter into the workforce so that they can fulfil their potential, and improve Scotland’s economic performance. They will be provided with support to enable them to progress in their chosen career.”

#### To achieve this, actions include and are not limited to:

Continuing to collaborate both internally and externally, with employability services, partner agencies and services, that support individuals to overcome barriers to entering and sustaining employment.

Continuing to tailor SLC’s person-centred approach to BSL users, ensuring they have access and support to achieve their goals both within the College environment and in future employment.

Engaging with industry partners to encourage increased employment opportunities for BSL users.



## Health & Wellbeing

### South Lanarkshire College (BSL) Local Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is “BSL users will have access to the information and services they need to live active, healthy lives, and to make informed choices at every stage of their lives.”

#### To achieve this, actions include and are not limited to:

Evaluating the needs of BSL users, during student and staff recruitment processes.

Continuously consider relevant and suitable adjustments throughout their journey as employees or learners.

Continuing to collaborate both internally and externally with Health and Wellbeing information and support services to ensure BSL users have access to inclusive support and information.

# 5

## Celebrating BSL Culture

### South Lanarkshire College Local (BSL) Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is

“BSL users will have full access to the cultural life of Scotland, and equal opportunities to enjoy and contribute to culture and the arts and are encouraged to share BSL and deaf culture with the people of Scotland.”

#### To achieve this, actions include and are not limited to:

Maintaining positive relationships, by celebrating D/deaf culture, by providing opportunities for BSL users and non BSL users to get together to share language and experiences. For example, during internal, informal signing evenings.

Continue to foster good relations by promoting awareness days and events ensuring that these events are both accessible and equitable for everyone.

Develop staff knowledge of BSL users, D/deaf culture and content for their curriculum development, as appropriate.

<sup>6</sup>Please note that the College uses Deaf with a capital D to refer to people who have been deaf all their lives, or since before they started to learn to talk. They are pre-lingually deaf. It is an important distinction, because Deaf people tend to communicate in sign language as their first language. For most Deaf people English is a second language, and understanding complicated messages in English can be a problem.

<sup>6</sup> <https://signhealth.org.uk/resources/learn-about-deafness/deaf-or-deaf/>



## BSL Data

### South Lanarkshire College (BSL) Local Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is “To strengthen the evidence and data on the BSL community in Scotland to better inform decision making in public policy and service design.”

#### To achieve this, actions include and are not limited to:

Continuing to collect both qualitative and quantitative internal data from BSL users to inform best practices and identify areas for improvement.

Access and consider external data and insights on BSL users.

Use data and insight for strategic planning for the College as well as data and insight sharing with key stakeholders.



## Democratic Participation

### South Lanarkshire College (BSL) Local Plan 2023-2029

SLC shares the long-term goal set out by the Scottish Government which is “BSL users will be fully involved in democratic and public life in Scotland, as active and informed citizens, as voters, as elected politicians and as board members of public bodies.”

#### To achieve this, actions include and are not limited to:

Develop and embed resources to enable BSL users to get involved in democratic life, engaging with local government / public bodies.

Offer support to the College’s Student Association to ensure BSL users can make informed decisions on elections within the Student Association remit.

Engage with public services and support the communication of their collateral with BSL users.

