

BOARD OF MANAGEMENT

Report to Human Resources Committee

12th September 2019

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

1. Executive Summary

- 1.1 Workforce profile overview;
- 1.2 Organisational development update;
- 1.3 Health and wellbeing update;
- 1.4 Equality and student focused initiative update;
- 1.5 National bargaining update;
- 1.6 Staffing changes and current vacancies;
- 1.7 Review of relevant policies;
- 1.8 HR system update;
- 1.9 Health and safety update.

2 Detail of Summary

2.1 Workforce Profile

The College continually monitors the profile of its staff to inform and assist with workforce planning. An overview of the workforce profile is attached in Appendix A.

2.2 Organisational Development

The College is committed to delivering a diverse range of activities to encourage all staff to be empowered to develop their own professional learning and to further embed innovation in the teaching and support areas of the College.

The key areas within Organisational Development (OD) include:

- Professional qualifications
- Professional learning opportunities
- Career Review System
- Investors in People

2.2.1 Professional Qualifications

It is anticipated that the College will support an additional 8 members of staff in completing their TQFE during 2019/2020. A breakdown per faculty is provided in Appendix B. Under the provisions of the National Joint Negotiating Committee (NJNC) the College will also ensure that all lecturers undertaking a recognised lecturing qualification for 2019/2020 receive remission on the basis of 150 hours reduction in class contact time over an academic year. Line managers are requested to ensure that lecturers have one full day with no class contact for the duration of the course.

The College is currently reviewing plans to support staff through the PDA and Assessor and Verifier qualifications in 2019/2020 and a further update will be provided to the HR Committee in November 2019.

2.2.1 Professional Learning Opportunities

The annual All Staff Conference took place in the College on Tuesday 13th August 2019. The theme was “Train for Life” and a Programme for the conference is attached in Appendix C and the Evaluation Summary in Appendix D.

Evaluation information relating to the staff development days which took place in August 2019 is attached in Appendix E.

The College also launched the new online Cyber Security training on the staff development days.

The College maintained a focus on equality and health and wellbeing by providing a variety of sessions including; First Aid for Wheelchairs Users, LGBT Awareness, Mental Health and Wellbeing, Line Manager Carer Awareness, Deaf Awareness, Gender Based Violence Intervention Training, Yoga and Mindfulness.

There were also sessions on learning and teaching being provided which included:

- Introduction to Learning and Teaching
- Easy Evaluative Writing for Course Team Reports
- Clevertouch Board Training

Overall the evaluations were all positive with scores above 96%.

The programme was made available for bookings by staff from New College Lanarkshire on the 24th June 2019.

The next staff development days are scheduled for the 16th and 17th of December 2019.

The management training programme for middle management at Operational Manager/Curriculum Manager level commenced on the 19th of August 2019. There are two cohorts, and each attended a two day session. The next session is planned for October 2019.

It is anticipated that the Health and Safety training will be launched in October 2019.

2.2.2 Career Review

The College will now be starting the Career Review cycle for 2019/2020.

2.2.3 Investors in People

The reaccreditation process of Investors in People Platinum and the Health and Wellbeing award was completed in May 2019. The College was delighted to be reaccredited as an Investor in People at Platinum and the Health and Wellbeing Award. This is a fantastic achievement for the College and Andy Kerr received the award during the All Staff Conference in August.

2.3 Health and Wellbeing

2.3.1 Absence Management

The absence report detailing the levels of absence over the second quarter period 1st April to 30th June 2019 is provided in Appendix H. Appendix I provides the full quarterly report.

Staff absence continues to be a high priority, and significant efforts are made to support staff to attend work. Every absence is followed by a formal return to work interview with the appropriate manager, and trigger point meetings with the Principal or Depute Principal and HR staff also take place as appropriate. Professional occupational health and counselling services are used to support staff attendance.

2.3.2 Planned Health and Wellbeing Initiatives

The College is also working with the Student Association on the Health and Wellbeing event which takes place from the 22nd to the 24th October 2019. A variety of organisations will be invited to attend the College and we will be offering staff the flu vaccination and running blood donation sessions on the 9th October. The HR team will be working with the events students who will be planning Pink Day for Friday the 25th October.

The Great Scottish Run is scheduled to take place on the 29th of September and the College will be supporting a team of staff who are taking part.

Lighter Weights provide a slimming class to ensure that staff continue to benefit from the class on a weekly basis.

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

The staff choir continues on a weekly basis.

The Mindfulness class which takes place every Thursday, is open to both staff and students continues to be well attended, proving a success. We have now opened an additional class on a Thursday evening and this is open to staff, students and the public.

We have also continued with the visiting chiropodist and turbo trainers are available to staff.

2.3.3 Mental Health

The Mental Health Working Group is scheduled to meet on the 11th of September 2019.

The College supported Mental Health Awareness week 13th – 17th May 2019. This included a Curry & Chaat with 50% of the takings will go to nominated Mental Health Charities. There were also Guided Meditation & Stress Management Sessions delivered by the Health and Social Care staff and Relaxing Treatments delivered by our beauty therapy students.

The Mental Health Working Group are currently planning the World Mental Health Day for Thursday 10th October. The theme this year is suicide prevention.

The Mental Health Awareness course that was delivered during the August Staff Development days was been designed and delivered in-house to ensure that it is current and relevant to the needs of our staff. It is anticipated that this course will be programmed for the December 2019 Staff Development days.

During 2019/2020 the College will also be introducing the Mental Health and Wellbeing Award at SCQF levels 4 and 5. The qualifications aim to address gaps in knowledge and to improve understanding of mental health. They also support the Scottish Governments Mental Health Strategy 2017–2027.

The College is currently reviewing the Employee Assistance Programme provider to ensure that we are providing a service that meets the needs of our staff.

There are 26 members of staff ASIST trained with additional raining taking place in October 2019.

2.4 Equality and Student Focused Initiatives

2.4.1 Planned Equality and Student Focused Initiatives

The Equality Group met on Wednesday 28th August 2019 and a number of items were discussed and actioned, Appendix J.

The Specialist Equipment Service from Deaf Action came into the College on Tuesday 27th August to carry out an assessment of the environment for hard of hearing people. Various assistive hearing devices were discussed including additional counter induction loops and personal hearing loops.

The College is reviewing the provision of accessible toilets to increase accessibility. Plans are in place to replace the hoist in the 3rd floor toilet (350) with a smaller hoist. The College is also looking into installing a Changing Place Accessible toilet which has extra features that a standard accessible toilet does not have. Astor-Bannerman are providing a survey on the toilet facilities within the College.

The College participated in the Glasgow Pride March on Saturday 17th August 2019. This year's theme is Stonewall50, celebrating 50 years of the Stonewall Uprising.

The theme for Carers Week in June 2019 was 'Getting Carers Connected' and the College supported the event and reminded students and staff of the support available if they have caring responsibilities.

The College is delighted to be part of a project with Advance HE to support colleges in developing positive action measures for disabled staff recruitment. The project is launched in June 2019 and the College is currently developing a project plan.

The College is developing a Menopause Policy to help support women through the menopause and increase understanding in the workplace.

2.5 National Bargaining

2.5.1 Lecturing Staff

The latest teaching staff pay offer was ratified by the Employers' Association and the EIS-FELA through a ballot of its members in June 2019. The College was advised on Friday 21st June that the Joint Secretaries from the management and trade union sides of the NJNC had agreed the guidance. The formal Agreements and related Circulars, outlining the national collective agreements reached are detailed below:

- Appendix K - May 2019 NJNC Agreement (Pay)
- Appendix L - May 2019 NJNC Agreement (Terms and Conditions)
- Appendix M - Circular 02/19 (Pay)
- Appendix N - Circular 03/19 (Terms and Conditions)

NJNC Circular 02.19 – Pay

The terms of the pay element of the agreement are:

For the period **1 April 2017 – 31 March 2019** (Years 1 and 2), all lecturing staff (including promoted lecturing posts) received a single £400 unconsolidated payment per FTE in their July 2019 salary. This was paid on a pro rata basis for anyone who commenced or left the College's employment during this period. This payment was made as a one-off lump sum payment.

For the period **1 April 2019 – 31 August 2020** (Year 3), a consolidated award of £1,500 was applied to all unpromoted and promoted lecturing staff salary points from 1 April 2019 and the uplift, with the elements of back pay due were paid in July 2019.

The effect of this consolidation is that the salaries for teaching staff from 1 April 2019 will be:

National Pay Scale Point	1st April 2019
1	33,500
2	35,507
3	37,514
4	39,520
5	41,526
Promoted Lecturer (Level 3)	51,500

As the agreement covers the period to 31 August 2020, the pay settlement date for teaching staff will now be 1 September each year from September 2020.

NJNC Circular 03.19 – Terms and Conditions

The core terms and conditions agreed in November 2017 and implemented from August 2018 of 23+1hrs teaching per week, an annual maximum teaching commitment of 860 hours and 62 days' annual leave remain unchanged. Please note for those lecturers in post as at 31st December 2017 no detriment is applied and their class contact will remain at 840 hours.

The May 2019 agreement addresses a number of outstanding terms and conditions that were not agreed in November 2017, and all nationally agreed terms and conditions have been combined into a National Working Practices Agreement (NWPA), which forms the basis of the agreement reached in May. A copy of the NWPA is included as an Appendix to NJNC Circular 03.19. The terms and conditions agreed take effect from 1st August 2019, with the exception of those national terms already agreed and applied.

Key Changes

It has been agreed with the EIS that the Agreement will “bring an end to any local contractual or collective agreements on the areas covered, including those applied under TUPE, unless otherwise specified in the NWPA or other National Agreement”. This means that the outstanding terms and conditions agreed in May 2019 apply to all staff across the sector and the concept of ‘no detriment’ does not apply.

The working week is now 35 hours for a full time lecturer and part time staff will be paid pro rata of a 35 hour week. The College will continue to be the normal venue for working hours. When a lecturer requests the timing of up to 7 hours per week off-site working, the Depute Head of Faculty and/or Associate Principal will determine whether to agree the request.

The College has developed a Lone Working Policy, Appendix O. The NWPA states that the lecturer working week is 35hrs and that all hours spent out with college must be spent on appropriate college activities.

The wording on Professional Registration and Development includes observation of learning in a classroom or other learning environment as determined by local college procedures. The College will be considering our approach to Professional Registration and will continue our policies and procedures in relation to observation of learning in the classroom in 2019/2020.

The terms and conditions of employment implementing the NWP have been updated and discussed with the Joint Negotiating Committee on the 21st August 2019. They will be issued to all lecturing staff over the coming weeks.

2.5.2 Support Staff

The agreed National Process of Job Evaluation commenced in April 2019. This process is applicable to those members of support staff covered by National Bargaining. This covered 74 roles within the College. The College have been working since April 2019 to ensure that all Role Outline Questionnaires, Job Descriptions and Organisational Charts have been submitted to the Employers' Association for evaluation.

2.6 Staffing Changes

Details of leavers, new staff and current vacancies are attached in Appendix P. The temporary staff that have gained permanency May to July 2019 is 0.5 FTE.

2.7 Policy Update

The following policies are included for review and approval:

- SLC Data Protection Privacy Notice for the National Fraud Initiative – Appendix Q
- Recruitment Privacy Notice – Appendix R
- Lone Working Policy – Appendix O
- Gender-based Violence Prevention Strategy – Appendix S
- Gender-based Violence Prevention Action Plan – Appendix T
- Student & Staff Gender-based Violence Prevention & Support Policy – Appendix U

2.8 HR System

The HR team are currently piloting the recruitment phase of the MyHR System with a view to launching in September 2019.

2.9 Health and Safety

The Health and Safety Group met on the 17th April 2019 and several items were discussed and actioned. The minutes are provided in Appendix V.

A quarterly report covering the period 1st April 2019 to 30th June 2019 is attached in Appendix W. This provides a summary of the accidents/incidents for the period. The Health and Safety Group reviewed the statistics and discussed the trends. It was noted that there were no unexpected patterns relating to the period. There were two RIDDOR incidents.

There have been no patterns of absence identified relating to mental health. The Health and Safety Group will continue to monitor this and recommend any further actions to reduce the likelihood of recurrence, where necessary.

3.0 Recommendations

It is recommended that the Human Resources Committee:

- 3.1.1** Note the workforce profile overview;
- 3.1.2** Note the organisational development update;
- 3.1.3** Note the health and wellbeing update;
- 3.1.4** Note the equality and student focused initiative update;
- 3.1.5** Note the national bargaining update;
- 3.1.6** Note the staffing changes and current vacancies;
- 3.1.7** Note the review of relevant policies;
- 3.1.8** Note the HR system update;
- 3.1.9** Note the Health and safety update.