

HUMAN RESOURCES COMMITTEE

NOTICE

There will be a meeting of the Human Resources Committee on 15th September 2022 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
	Matters for Decision	
05	Attendance Management and Support Procedure	Y
06	Public Interest Disclosure (“Whistleblowing”) Policy and Procedure	Y
07	HR System Update	Y
08	Health & Safety Policy	Y
	Matters for Discussion	
09	Disciplinary Summary - Reserved Staff Item	Y
10	SPPA Pension Return	Y
	Matters for Information	
11	Quarterly HR Report	Y
12	Quarterly Health & Safety Report	Y
13	Health & Safety Audit	Y
14	EIS-FELA Salary Claim	Y
15	Staff Conference	Y
16	Absence Management	Y
	Reserved Items of Business	
17	Senior Staffing Report	Y
18	Any Other Business	N
19	Summation of Actions and Date of Next Meeting	N

HUMAN RESOURCES COMMITTEE

Minutes
Human Resources Committee on 19 th May 2022 at 17:30 hours via Microsoft Teams.
<p>Present Chris McDowall (Committee Chair) Anne Doherty Alan Sherry (Acting Principal)</p> <p>In attendance Gary McIntosh Stella McManus Peter Scott (Acting Clerk)</p> <p>Apology Fiona Whittaker</p>

AGENDA	
Agenda Item	
17-22	Apologies for Absence As above
18-22	Declaration of any potential Conflicts of Interest These would be entered as appropriate under agenda headings
19-22	Minutes of Previous Meeting – 21 st February 2022 Approved subject to screening for typographical errors
20-22	Matters Arising from the Previous Meeting 6.22 This matter had been agreed offline and was in train
	Matters for Decision
21-22	<p>HR Strategy The Committee considered the HR and People Report which is referred to for its detailed terms. It was noted that the strategy was driven by capacity and would adopt a college wide competency approach This should be collegiate rather than managerial. The Committee considered that there should be high level aims and objectives and should include equalities and health & well-being as</p>

	<p>considerations. The strategy should take into account the role of the Voluntary Sector in the wider society and consideration should be given to the level of information available to potential applicants for vacancies. These were intended as constructive suggestions which should inform any strategy to be taken to the Board but the broad thrust of the Strategy was approved</p>
22-22	<p>Procedures – Capability, Disciplinary, Grievance</p> <p>As a general point , the Committee fully endorsed the view that the over-arching requirement was that all such procedures should be fully compliant with both the Staff Governance Code and the National Staff Governance Standard .</p> <p>Capability The paper as submitted was fully discussed but the Clerk noted that this item was not for publication as the raft had not been discussed with the trade unions and so publication would be premature. The Committee approved the draft in principle subject to any points arising out of discussion with the Trade Unions and appropriate consultation with Committee Members as appropriate in that light. The Committee observed that some staff training might be required as there is no equivalent capability procedure in place at the moment</p> <p>Disciplinary Again this was not for publication on the same basis and again the broad thrust was approved - subject to discussion with the Trade Unions and consultation with Committee Members as appropriate The committee felt there might be merit in specifically banning covert recording of any disciplinary processes and procedures.</p> <p>Grievance . This also was approved subject to adjustment of some wording in the interests of clarity but again subject to discussion with the Trade Unions and consultation with the Committee as appropriate . Again it was felt that a ban on covert recording should be considered</p> <p>As a general point, the Committee advised that alongside all Policies there should be clear Management Guidance Notes</p>
23-22	<p>HR System</p> <p>The Committee considered the paper as presented and which is referred to for its terms It was noted that this was essentially a proposal for automation which would allow the college to make more effective use of skilled and experienced staff. It was noted that implementation was likely to be beyond the delegated authority of the Principal and delegation to the Chairs Committee might be more appropriate. Nonetheless, this was approved for referral to the Board for further consideration.</p>

	Matters for Discussion
24-22	<p>College Employers Scotland</p> <p>The paper as submitted was discussed fully and is referred to for its detailed terms. The Acting Principal was tasked with referring this to the Board for information. It was noted that since the inception of College Employers Scotland, the quality of communications had been substantially improved.</p>
25-22	<p>Industrial Relations</p> <p>Declarations of interest were declared at this juncture by The Committee Chair as a partner in the firm which appeared to have given professional advice and by both Anne Doherty and Gary McIntosh who were members of EIS</p>
	<p>The issues were fully discussed and it was agreed that the duty to the learners must be borne in mind.</p> <p>It was also noted that a draft approach was in hand to agree upon a national stance</p>
	Matters for Information
26-22	<p>Quarterly HR Report</p> <p>This was noted by the Committee as being in the standard format and is referred to for its terms .</p> <p>It was particularly noted that the ethos was to bring the college community together</p>
	Matters for Information – Health & Safety
27-22	<p>Quarterly Health & Safety Report</p> <p>This was noted by the Committee as being in the standard format and is referred to for its terms.</p> <p>The Committee was however pleased to note that the lift maintenance had been completed and that both lifts were now fully operational but the Committee also noted that there were concerns with the building itself and that a building condition survey had been instructed</p>
28-22	<p>Summation of Actions and Date of Next Meeting</p> <p>The broad thrust of the Strategy Paper was approved and with agreed changes could be referred to the Board</p> <p>The HR Procedures could be taken to the Board but subject to the qualifications as Minuted</p> <p>The proposed HR System could be taken to the Board</p> <p>Next meeting provisionally set for 15th September 2022 @ 17.30</p>

	Reserved Items of Business
29-22	<p>New Hires & Leavers</p> <p>The paper as submitted could not be published as it included personal data relating to identifiable members of staff. The Chair suggested that in future this data might be anonymised in future so that the Reports could be published.</p> <p>There were no matters of concern but HR were looking at alternative ways of reporting.</p>
30-22	<p>Absence Management</p> <p>The paper as submitted could not be published as it included personal data relating to identifiable members of staff. The new policy on absence might make absence easier to manage but HR were consulting with other colleges to ensure that best practice was adopted</p>
31-22	<p>Any Other Business</p> <p>There being no other business the meeting was declared closed</p>
32-22	<p>Summation of Reserved Items of Business</p> <p>The HR Actions were as Minuted and there were no areas of concern to be noted</p>



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HR COMMITTEE

DATE:	September 2022
TITLE OF REPORT:	HR System Update
REFERENCE:	07
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with an update on the HR System situation.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ol style="list-style-type: none">1. note the update on the HR System Tender activity.2. agree to recommend to the Board to delegate to the Chair's Committee the power to approve the outcome of the tender exercise.
RISK	<ol style="list-style-type: none">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.2. Additional staff may be required to continue with manual procedures at a time of budget reductions.3. Automation will contribute to compliance with Data Protection legislation and reduce the possibility of a data breach.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – Valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none">• Update of the HR System Tender activity

1 INTRODUCTION

1.1 This paper provides an update on the HR System tender exercise.

2 BACKGROUND

2.1 Members will recall that they approved a proposal that the College should move to tender for software providers to provide a new HR System which would automate existing practices in line with the sector norm. Out of an initial engagement with 12 suppliers only one supplier submitted a tender by the due date of 5th September 2022.

3 NEXT STEPS

3.1 Members should note that the College will now evaluate the tender submission against the specification using the procurement framework provided by APUC. Should the tender meet the criteria the College will invite the provider to make a presentation to the Chair of the Human Resources Committee and appropriate senior staff. The date for this meeting has yet to be arranged as it is subject to the review of the tender.

3.2 Should the tender submission meet the requirements of the College it is proposed that a report will be considered on the agenda of the Board of Management meeting scheduled for 4 October 2022 seeking authority to proceed with the contract.

4 EQUALITIES

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

5 RISK

The failure to automate the College HR systems presents a number of risks to the College including the failure to meet deadlines require by statute for external bodies.

6 RECOMMENDATION

Members are recommended to note the contents of this report.

HUMAN RESOURCES COMMITTEE

DATE	15 September 2022
TITLE OF REPORT	Health and Safety Policy
REFERENCE	08
AUTHOR AND CONTACT DETAILS	Stella McManus, Depute Principal Stella.McManus@slc.ac.uk
PURPOSE:	To ask Members to approve the revised and updated Health and Safety Policy for 2022-23
KEY RECOMMENDATIONS/ DECISIONS:	Members are asked to: <ul style="list-style-type: none"> • recommend that the Health and Safety Policy 2022-23 is referred to the Board of Management for approval in October 2022.
RISK	<ul style="list-style-type: none"> • That the staff do not follow the policy resulting in a breach of the College's statutory health and safety duties.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • Successful Students • The Highest Quality Education and Support • Sustainable Behaviours
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • The College has updated its Health and Safety Policy for 2022-23 in order to ensure that it meets its statutory duties as set out by the Health and Safety at Work Act 1974. • Senior members of staff and the Board of Management including the Chair, the Chair of the HR Committee, the Principal and the Senior Leadership Team will be asked to sign the policy to ensure that they have understood their duties. This will also be the case for the Head of Facilities and Health and Safety. • The Policy has been updated to show the statutory responsibilities of all staff and students across the College as well as on site contractors. • Once the Board of Management approve this Policy, there will be a communication in place and training provided for all staff across the College. • This approach also has consideration for those staff and students with significant challenges and they would not be impacted negatively by this Policy. As such, there are no new matters for people with protected characteristics which arise from consideration of the report



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HEALTH AND SAFETY POLICY

Version Number: 2.0

Document Information

Procedure Published/Created:	Health and Safety Policy
Reviewed Date:	August 2022
Owner:	Craig Ferguson
Approved by:	
Equality Impact Assessment:	Yes
Next Review Date:	May 2023

Version History

Version Number	Date	Author	Rationale
2.0	August 2022	Stella McManus	Statutory duty

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.



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TABLE OF CONTENTS

TABLE OF CONTENTS	3
STATEMENT OF GENERAL POLICY	4
SPECIFIC POLICY AND SCOPE	6
THE ORGANISATION	7
RESPONSIBILITIES AND ARRANGEMENTS	8
Responsibilities – The Board of Management	9
Responsibilities – The Human Resources Committee	9
Responsibilities – The Principal and Chief Executive Officer	10
Responsibilities – Head of Facilities and Health and Safety	11
Responsibilities – The Senior Leadership Team	13
Responsibilities – Head of Human Resources (HR)	14
Responsibilities – Heads, Managers (including Curriculum Managers) Depute Heads, Supervisors, and Team Leaders	14
Responsibilities – Employees	15
Responsibilities – Students	16
Responsibilities – Health and Safety Committee	16
Responsibilities – Contractors	17
Accidents, First Aid and Work-Related Ill Health	18
Distribution of the Health and Safety Policy	19

STATEMENT OF GENERAL POLICY

The Board of Management, the Principal, and the Senior Leadership Team (SLT) recognise that provision of a safe and healthy working environment is essential to the well-being of staff and students and the success of South Lanarkshire College.

In line with the Health and Safety at Work Act 1974 the College is aware of its duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors, contractors, and others who may be affected by its activities. The College understands its statutory duties to include:

- a. the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- b. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- d. so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- e. the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

(General Duties of Employers to Employees, Health and Safety at Work Act, 1974)

The effectiveness of the Board's Health and Safety Policy will be monitored regularly and reviewed, in consultation with employees and their representatives as well as other stakeholders such as internal auditors. The Board is committed to continual improvement in the management of health and safety and the development of a positive and robust health and safety culture. To support this policy the Senior Leadership Team will ensure adequate resources are provided to enable the aims of this policy.

The College will:

- aim to prevent accidents and cases of work-related ill health;
- provide adequate control of health and safety risks arising from work activities including systematically identifying hazards to assess and control risks.
- implement and maintain an effective and properly resourced health and management system;
- define and delegate specific health and safety responsibilities;
- on an annual basis set health and safety targets and objectives which will be reviewed periodically;
- provide adequate health and safety information, training and supervision;
- maintain effective systems of communications on health and safety matters;
- consult with employees and their representatives on health and safety matters; and
- comply with legal requirements, approved codes of practice, guidance, and recognised sector best practice.

The Senior Manager with overall responsibility for Health and Safety is the Principal and the management appointee with responsibility for coordinating Health and Safety is the Facilities Manager.

Health and Safety responsibilities are included in job descriptions, as appropriate to each post. In addition, all employees, students, visitors, contractors and others on College premises have a duty to take reasonable care of themselves and all other persons who may be affected by what they do or fail to do.

Overall responsibility for effective Health and Safety lies with the Principal and SLT. All employees must co-operate with the College in fulfilling its statutory duties and the aims of the Health and Safety Policy.

To enable the College to meet its statutory duties and commitments set out above, a comprehensive management system will be operated, which will include written procedures and arrangements for all relevant areas of health and safety management. The management system covers all College activities on campus. To ensure that the Health and Safety Policy is kept up to date it will be reviewed annually by the Health and Safety Group, the Senior Leadership Team (SLT) and the Board of Management to ensure that account is taken of any applicable legislative changes, new guidance or best practice and to identify and correct deficiencies.

	Date	
Principal of South Lanarkshire College		
	Date	
Chair of Board of Management of South Lanarkshire College		

SPECIFIC POLICY AND SCOPE

The Board regards these health and safety obligations as a minimum standard to be achieved throughout all College activities and requires staff, at every level, and students to accept the promotion of high standards in health and safety as a core objective.

The College will provide a safe environment for all employees, students, contractors, and visitors which comply with current health and safety legislation so far as reasonably practical, including, making reasonable adjustments to comply with College policy for equalities and inclusiveness.

The College will:

- provide and maintain places of work that are, safe and without undue risks to health. Ensure that all premises, means of access and egress, plant equipment and vehicles under College control are designed, constructed, maintained, and used, with due regard to health and safety;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Assess the risks to health of harmful substances used by employees and students and introduce measures to remove/minimise such risk, so far as is reasonably practicable;
- ensure adequate information is available with respect to machinery and equipment used, detailing the conditions and precautions necessary to ensure they are used without risk to health and safety;
- provide information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees, students, contractors and visitors.
- adopt the 'hierarchy of risk management' approach, whereby hazards are eliminated or substituted where reasonably practicable before considering the need for engineering control and then segregation. Only where this cannot be reasonably achieved will Personal Protective Equipment (PPE) be considered;
- provide protective clothing and equipment as necessary and ensure that personnel are adequately trained in the correct use of this and that it is worn/used when required and that it is checked and maintained regularly;
- provide facilities as appropriate to enable staff's health and safety;
- support Trade Union and other staff representatives to perform their functions and consult with them in promoting and developing measures to ensure high standards of health and safety at work and promote, through the consultative machinery, joint consultation on health and safety matters and encourage effective participation in such matters by employees;
- always ensure that there is suitable training and retraining available for first aiders and arrange for the provision of first aid services to ensure, prompt and appropriate treatment of illness and injury occurring during the course of work;
- ensure that a satisfactory system is maintained for reporting, collecting, analysing, and presenting information on accidents, incidents, and sickness at work in order to facilitate all necessary investigative and corrective action;
- arrange for medical advice to be provided on any aspect of health at work including the rehabilitation of employees returning to work following illness or injury; and
- provide and maintain a health surveillance programme where appropriate.

THE ORGANISATION

Table 1: Reporting Structure for Health and Safety Concerns

Board of Management		
Principal and Chief Executive Officer		
Depute Principal		
Business Support and Curriculum Managers	Head of Facilities and Health and Safety	Associate Principals
Health and Safety Advisor		
Teaching and Support Staff		
Students		

It is the role of every member of staff, student and visitor to the College to ensure that all Health and Safety concerns, hazards, issues or incidents should be reported directly either to the appropriate line manager, the Health and Safety Advisor or the Head of Facilities and Health and Safety.

RESPONSIBILITIES AND ARRANGEMENTS

It is recognised that the successful management of health and safety requires the commitment of all people within the organisation. The purpose of this policy is, therefore, to define the health and safety roles, responsibilities, and accountability of College employees, from senior management throughout the management chain.

The College recognises that **all** individuals within the organisation have a responsibility to ensure their own safety and that of others. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Those in positions of responsibility have additional obligations, by virtue of their 'managerial' functions. Indeed, the Health and Safety Executive (HSE) document *Enforcement Policy Statement*, HSE 41, Paragraph 43, notes the following on 'Prosecution of individuals':

"... enforcing authorities should identify and prosecute or recommend prosecution of individuals if they consider that a prosecution is warranted. In particular, they should consider the management chain and the role played by individual directors and managers and should take action against them where the inspection or investigation reveals that the offence was committed with their consent or connivance or to have been attributable to neglect on their part, and where it would be appropriate to do so in accordance with this policy. Where appropriate, enforcing authorities should seek disqualification of directors under the Company Directors Disqualification Act 1986."

The following sections set out the principal health and safety related responsibilities of individuals within the organisation. These duties will be in addition to the general duty on all individuals to ensure the health, safety and welfare of themselves and all others who may be affected by their undertakings.

In addition to the *individual* liability of senior staff, the *Corporate Manslaughter and Corporate Homicide Act 2007* allow *companies* and *corporations* to be prosecuted for corporate homicide (in Scotland) where serious management failures result in death. Under this Act there is no longer the need to identify a 'controlling mind' (i.e., one individual whose negligence or recklessness caused the death) to convict an organisation of homicide, thus making it easier to prosecute organisations.

The management responsibilities defined within this Policy should ensure that adequate and appropriate managerial control is exercised over health and safety issues to prevent against prosecution for corporate homicide.

Responsibilities – The Board of Management

The Board of Management, headed by a chairperson, comprises non- executive members, the only exception being the College Principal and Chief Executive, who is the only executive member, provide professional, community and stakeholder representation and is accountable to the Scottish Government (SG) through the Lanarkshire Regional Board and Scottish Funding Council. They are the employer of College staff and have a duty of care for their employees. They are required to ensure the quality of the provision of health and safety across all College activities and locations.

It is recognised that the Board of Management, while not actively involved in the daily running of the College, has certain responsibilities in terms of health and safety and the following procedures will be adopted to ensure these responsibilities are effectively discharged. The Board of Management will:

- approve the vision and overall strategy for the direction of health and safety management within the College and drive forward continual health and safety improvements;
- consider health and safety under the risk standing item on the agenda of all Board of Management meetings;
- ensure that College management provides monitoring and reporting of health and safety performance to the Board of Management and/or an appropriate standing committee;
- review the College's health and safety performance annually against its health and safety team development plan;
- ensure that the College's Health and Safety Policy reflects current legislation and Board of Management priorities;
- review any significant health and safety failures and results of any subsequent independent investigations; and
- ensure that health and safety systems are in place and remain effective.

	Date:	
Chair of Board of Management of South Lanarkshire College		

Responsibilities – The Human Resources Committee

The Human Resources Committee will place Health and Safety as a standing item on the agenda of all general meetings. This will allow reporting on safety performance, funding requirements, safety failures and other health and safety related issues. The Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.

The Human Resources Committee will consider the findings of all internal and external health and safety audits carried out within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliance issues by such audits.

The Human Resources Committee will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.

Signature		Date	
Human Resources Committee Chair			

Responsibilities – The Principal and Chief Executive Officer

The Principal and Chief Executive Officer holds responsibility for the day to day running of the College and it is recognised that this function also incurs the overall responsibility for health and safety management within the organisation. The Principal and Chief Executive is responsible for ensuring the implementation of the policy and arrangements supported by the Head of Facilities and Health and Safety.

The Principal may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence.

The Principal and Chief Executive will:

- approve the Health and Safety Policy and will sign the Health and Safety Policy along with the Chair of the Board of Management, where there is a change of Principal, the incoming Principal will sign the documentation upon appointment to demonstrate commitment and acceptance of responsibilities;
- approve the appointment of the Head of Facilities and Health and Safety (who will have accountability for the day-to-day health and safety management and performance) by ensuring that they have the requisite competence and are provided with resources to effectively fulfil the role;
- be responsible for reviewing relevant reports, documentation and information provided by the Head of Facilities and Health and Safety and for taking appropriate action to ensure adequate resources are made available to rectify any safety failures and to improve health and safety performance;
- be responsible for the reporting of health and safety performance to the Board of Management but may delegate this task to the Depute Principal or the Head of Facilities and Health and Safety; and
- ensure that adequate resources are provided to achieve compliance with the Health and Safety Policy and associated arrangements and will take all appropriate action to rectify failures that require intervention above the management grade of the Head of Facilities and Health and Safety.

Signature		Date	
Principal and CEO of South Lanarkshire College			

Responsibilities – Head of Facilities and Health and Safety

The Head of Facilities and Health and Safety has been given specific responsibility for the performance of the College against the Health and Safety Policy and associated arrangements. Therefore, the Head of Facilities and Health and Safety will be responsible for implementing the policy and arrangements that have been approved by the Board of Management, the Principal and the Senior Leadership Team.

The Head of Facilities and Health and Safety may be held liable where health and safety offences are committed with her/his consent or connivance or as a result of his/her/their negligence.

The Head of Facilities and Health and Safety will:

- be responsible for reporting to the Principal health and safety performance, funding requirements, resource implications, safety failures and other health and safety related issues;
- ensure that health and safety considerations are taken into account for all new investment opportunities and in the organisation's purchasing policy. The objective will be to minimise risks as early in the purchasing chain as is reasonably practicable. Where required, the Head of Facilities and Health and Safety will refer decisions to the Principal;
- develop, review, and update annually the College Health and Safety Policy and Procedures;
- prompt and encourage the promotion of a positive health and safety culture across the College in order to secure the effective implementation of the Health and Safety Policy;
- be responsible for all health and safety planning including the setting of objectives and priorities;
- assist in identifying hazards, assessing risks, and identifying suitable means of control;
- implement plans and monitor control measures employing active and reactive techniques;
- review performance and ensure the routine auditing of the whole of the health and safety management system;
- maintain adequate information systems on relevant laws and safety management practices;
- provide interpretation of health and safety laws and their implications for the organisation;
- assist in the establishment, development and maintenance of risk control standards relating to 'software' (such as procedures, systems and people);
- maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents, and cases of ill-health;
- establish and maintain adequate and appropriate active monitoring and auditing systems;
- establish and develop professional relationships at all levels within and outside of the organisation (including the Health and Safety Executive, Trade Bodies, Colleges Scotland.);
- be responsible for dealing with all health and safety issues referred to him/her/them by managers, staff, students and trade union safety representatives and Committees;
- in conjunction with the Human Resources (HR) department be responsible for maintaining an adequate programme of staff training in health and safety, ensuring that all staff are given appropriate instruction, information and training to reduce the risks associated with their work to an acceptable level.
- in conjunction with HR, will be responsible for planning and approving all health and safety training;
- ensure that adequate communication channels exist throughout the entire organisation to allow health and safety issues to be dealt with in a timely and effective manner;
- be responsible for reviewing all reports and documentation provided by departments and faculties in accordance with the Health and Safety policy and for taking appropriate action to rectify non-compliance and to achieve continual improvement;
- be responsible for reviewing and taking appropriate actions for any health and safety related issues raised via the appropriate channels;
- will ensure that where any amendment that is made to the text or other content of the Health and Safety Policy and supporting documents, it is duly authorised, referenced and communicated; and
- The Head of Facilities and Health and Safety will work with other staff such as the Health

and Safety Advisor to:

- -be responsible for maintaining records of all health and safety information provided to contractors;
- -be responsible for communicating with contractors in respect of health and safety and for arranging responses to any health and safety related questions and queries. Records of all communications will be retained by the Facilities area; and
- -be responsible for operating a 'Permit to Work' system for all contractors. Records of all such permits will be retained by the Facilities area.

Signature	Date
Head of Facilities and Health and Safety	

Responsibilities – The Senior Leadership Team

Due to the senior ‘managerial’ function performed by the Senior Leadership Team, it is recognised that they may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence. The Senior Leadership Team will:

- ensure the active participation of their areas in the Health and Safety Committee. This will involve the identification of health and safety concerns within their areas, the raising of pertinent issues for consideration by the Committee and the actioning of all measures identified by the Committee and management staff as required;
- , so far as reasonably practicable, implement all relevant policies, procedures, and arrangements within their areas, as required by the Health and Safety Policy, Health and Safety Committee and other direction from senior staff and other relevant groups;
- so far as reasonably practicable ensure that adequate communication channels exist throughout their areas of responsibilities to allow health and safety issues to be dealt with in a timely and effective manner. All staff will be given the opportunity to raise any safety related queries with their line managers, or a member of the Senior Leadership Team;
- so far as is reasonably practicable, ensure that all departmental staff adhere to all relevant risk assessments, adopt safe working procedures, work in accordance with any training provided and properly use control measures, protective equipment or other health and safety materials, and that they are appropriate for the nature of the work carried out;
- raise without undue delay with the Head of Facilities and Health and Safety
- where the need for further training or any other form of risk control for staff is identified;
- where any significant breach of Health and Safety procedures is identified, ensure appropriate action is taken to reduce the immediate risk and report the issue to the Head of Facilities and Health and Safety without undue delay. All such incidents will be reported to the Health and Safety Committee; and
- the Senior Leadership Team will be responsible for the risk assessment process within their areas of responsibilities. This will include ensuring that all appropriate risk assessments are completed and reviewed in a timely and effective manner and that all identified risk control measures are implemented.

Signature			Date	
	Depute Principal			
Signature			Date	
	Associate Principal of Curriculum			
Signature			Date	
	Associate Principal of Curriculum			
Signature			Date	
	Head of Finance			
Signature			Date	
	Head of Human Resources			
Signature			Date	
	Head of Student Services and Marketing			

Responsibilities – Head of Human Resources (HR)

The Head of Human Resources will be responsible for ensuring that effective recruitment and selection processes are in place to ensure the competency of those selected for employment.

The Head of Human Resources will be responsible for ensuring that reference to staff health and safety responsibilities is contained within standard written statements of employment.

The Head of Human Resources is responsible for ensuring appropriate health and safety training is in place for all employees.

Responsibilities – Heads, Managers (including Curriculum Managers) Depute Heads, Supervisors, and Team Leaders

It is recognised that Heads, Managers (including Curriculum Managers) Depute Heads, Supervisors and Team Leaders may be held liable where health and safety offences are committed with their consent or connivance or as a result of their negligence.

Heads, Managers (including Curriculum Managers) Depute Heads, Supervisors and Team Leaders have responsibilities which are listed below. All managers.:

- must be conversant with the Board's safety policies and procedures;
- will ensure that staff, students, or visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures;
- will ensure the necessary risk and Control of Substances Hazardous to Health (COSHH) assessments have been carried out and are reviewed routinely and that the safety provisions relating to the work discussed with those conducting the activity;
- will ensure that relevant safety documentation is readily available for reference to auditors and/or regulating authorities;
- are to ensure that personnel for whom they are responsible have received training appropriate to their needs and that all such training is documented;
- will ensure that they conduct regular Health and Safety 'toolbox talks' with staff for whom they are responsible. These 'toolbox talks' can be carried out during routine staff / team meetings;
- should ensure that the work environment and equipment are safe and well maintained, identifying, and correcting hazardous conditions;
- may be required, after consultation with the Head of Facilities and Health and Safety or the Health and Safety Advisor, to assist in the investigation of accidents or incidents revising risk assessments, where necessary;
- will assist the Head of Facilities and Health and Safety and/or the Health and Safety Advisor in the identification of relevant staff for occupational health surveillance. Further, they will ensure that these individuals, who are registered with the Occupational Health Service, attend health surveillance appointments as and when required;
- will monitor staff compliance with risk assessment and COSHH control measures and censure those who fail to comply;
- will ensure proper disposal of waste materials in accordance with College procedures;
- will ensure that the levels of supervision provided are influenced by the severity of risk in the workplace and the competence of the employees/students involved;
- will ensure that the levels of supervision provided are sufficient to accommodate the particular needs of:
 - those who undertake high risk tasks;
 - new employees;
 - young persons (A young person is anyone under 18);
 - new or expectant mothers; and

- Lone workers.
- will ensure that the levels of supervision are suitable and sufficient to accommodate staff handovers;
- should recognise and promote the benefit of on-the-job coaching and team building to develop a positive health and safety culture within their area of responsibility;

Responsibilities – Employees

All staff have general duties to ensure their own safety and that of others. The Health and Safety at Work Act 1974 notes the following in respect of staffs' duties:

“It shall be the duty of every employee while at work –

- a) to take reasonable care for the health and safety of himself/herself/themselves and of other persons who may be affected by his/her/their acts or omissions at work;and
- b) as regards any duty or requirement imposed on his/her/their employer or any other person by or under any of the relevant statutory provisions, to co- operate with him/her/them so far as is necessary to enable that duty or requirement to be performed or complied with.”

The following procedures will, therefore, be adopted by all staff to ensure these duties are adequately discharged. Staff will comply with the policies, procedures and arrangements and with any information, instruction and training provided. In addition, any risk control measures, and equipment provided to ensure safe working practices will be properly used. All staff:

- shall report immediately any identified breaches of health and safety procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to the Health and Safety of staff or other persons to the Head of Health and Safety and to their line-management;
- will inform their line-manager, the Head of Facilities and Health and Safety or the appropriate member of the Senior Leadership Team without undue delay where they believe that further training or other risk control measures would be beneficial. Where the employee believes significant risk to be present those tasks will not be carried out and the Head of Facilities and Health and Safety or the Health and Safety Advisor should be informed without delay;
- will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and are to actively implement any control measures identified to them as being required; and
- will not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals.

Responsibilities – Students

Safety is an integrated function of College management and each manager is responsible for safety performance in his/her/their sphere. The active co-operation and understanding of safety procedures by students is a vital element of the College safety approach. The avoidance of accidents is a common interest of all employees and students.

The Board of Management requires all students to:

- comply with the letter and spirit of current Health and Safety legislation, Approved Codes of Practice, authoritative guidance, and College Health and Safety Rules;
- recognise that each person is responsible not only for his or her own safety but also for the safety of anyone else who could be affected by his or her acts or omissions;
- support actively and co-operate with the pursuit and maintenance of standards of health, safety and welfare that are exemplary to the education sector;
- not interfere with or misuse anything which has been provided by the College in the interest of health, safety or welfare;
- use any safety equipment and safe systems of works as instructed by academic and management staff; and
- not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals, and /or result in situations with the potential to cause harm.

Responsibilities – Health and Safety Committee

The Health and Safety Committee will provide an open forum for the discussion of all health and safety related issues raised by members of the Committee and by any other relevant sources. The Committee allows representation from health and safety representatives appointed by recognised trades unions and individual employees, thus allowing access to all employees and employee groups.

- The Committee will meet at regular intervals throughout the academic year with meeting dates published at the commencement of each academic year;
- Other than the absence of the Head of Facilities and Health and Safety or the Health and Safety Advisor, a meeting should not be cancelled or postponed except in exceptional circumstances with the rearranged date being announced as soon as is practicable;
- If a member of the Committee is unable to attend a meeting, the member should nominate a named substitute;
- The quorum for the Health and Safety Committee will be five members;
- All Committee members will undergo suitable training, which will include as a minimum 'Health and Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the organisation as a whole;
- The Head of Facilities and Health and Safety and / or the Health and Safety Advisor will present a Health and Safety update report to the Committee at each meeting. The Committee will review routinely health and safety performance, analyse accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Principal and Chief Executive Officer without undue delay;
- The Committee will propose via meeting minutes and subject to the Principal's approval, members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements, and any other initiatives; and
- The Committee will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Senior Leadership Team following each meeting, without undue delay and will form part of the Health and Safety report presented to the Human Resources Committee. Where appropriate, the Committee will propose policy revisions, procedures, and arrangements, for ultimate approval by the Board of Management.

Responsibilities – Contractors

A contractor is an individual or company that the College does not employ but who is commissioned/contracted, to carry out a set task or tasks during the duration of contract, whether or not this is on a formal contract basis.

Contractors shall:

- always comply with the Health and Safety at Work etc. Act 1974 (HSAWA) and all subordinate legislation;
- adhere to the Construction (Design and Management) Regulations 2015 (CDM);
- at all times, whilst engaged on a contract, ensure that their operations are executed under the controlled supervision of a named individual onsite;
- inform the Head of Facilities and Environmental Sustainability of the named individuals on site; and
- prior to commencing work undertake appropriate risk assessments and provide the Head of Facilities and Health and Safety with both completed risk assessments and method statements for the work to be carried out;
- inform the Head of Facilities and Health and Safety of any changes to the method statements or risk assessments provided;
- comply with all safety instructions issued by the College;
- work to a permit-to-work system for certain operations indicated or arising from the initial method statement and risk assessment stage which are considered to pose high risks; and
- at all times use their own equipment and tools unless it has been pre-arranged with the Head of Facilities and Environmental Sustainability.

Accidents, First Aid and Work-Related Ill Health

The Head of Facilities and Health and Safety in co-operation with the Human Resources Team will be responsible for:

- maintaining an Occupational Health provision with suitable external consultancy;
- maintaining a recording keeping system for all Health and Safety surveillance records which relate to individual employees. This record keeping system should include the effective reporting of near misses.
- assisting Managers conduct Individual Stress Risk Assessments; and
- maintaining records of work-related ill health.

The College has undertaken a risk assessment related to the provision of First Aid and First Aiders. This will be reviewed on an annual basis. The risk assessment has identified the number and spread of First Aiders required by the College.

A list of appointed First Aiders will be maintained by the Head of Facilities and Health and Safety and will be displayed in appropriate places in the College estate

First-aiders will be responsible for:

- administering first-aid in line with their training, competence, and confidence where situations dictate;
- recording all accidents on the College accident report form.
- recording all incidents/near misses on the College incident form.
- Incident forms are kept on the intranet and hard copies will be kept at the reception area; and
- Informing Head of Health and Safety with regards accidents resulting in injury so that they be entered onto the College Accident Management System.

Responsibility for reporting all RIDDOR-reportable occurrences to the enforcing authority lies with

- Head of Facilities and Health and Safety
- Head of Human Resources

First Aid rooms are located at:

- Lower ground floor LG63
- 1st Floor Room 141

Distribution of the Health and Safety Policy

The College Health and Safety Policy will be available as follows:

- College Website and staff intranet
- Issue to all new staff through the induction process with appropriate training being provided.



South
Lanarkshire
College

East Kilbride



HR COMMITTEE

DATE:	September 2022
TITLE OF REPORT:	SPPA Pension Return
REFERENCE:	10
AUTHOR AND CONTACT DETAILS	Alan Sherry, Acting Principal Alan.sherry@slc.ac.uk
PURPOSE:	Provide the HR Committee with an update on the failure to return the SPPA pension data on time.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: i) note the contents of the report and its Appendices; ii) note the implications of the failure of the College to submit the necessary data to the SPPA by the required deadline; iii) note the correspondence (Appendix 2) from the Acting Principal to lecturing staff who are pension scheme members; and iv) require the Head of Human Resources to provide update reports on progress against the action plan to scheduled meeting of the Committee during the academic year 2022-23.
RISK	<ol style="list-style-type: none">1. Delay in annual pension reports to our employees.2. The continued failure to submit data by the deadline required by external bodies presents a reputational risk to the College.
RELEVANT STRATEGIC AIM:	Highest Quality Education & Support – Valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none">• Failure to Submit Data by Deadline• Previous Issues• Action Plan for 2023• Equalities• Risk• Recommendations

South Lanarkshire College

Board of Management

Human Resources Committee

15 September 2022

**Scottish Public pensions Agency:
Failure to Submit Data Return
Report by Acting Principal**

1. Introduction

As members will be aware the College encourages all staff to join the appropriate pensions scheme which is linked to their occupational group. For lecturing staff this is the Scottish Teachers' Pension Scheme which is administrated by the Scottish Public Pensions Agency (SPPA). The SPPA is subject to all regulatory framework overseen by the Pensions Regulator.

The purpose of this report is to bring to the attention of members the failure of the College to submit data to SPPA by 31 May 2022 deadline in order to enable that organisation to prepare Annual Benefit Statements (ABS) for lecturing staff who are members of the scheme by 31 August 2022, as required by the Pensions Regulator.

The report also sets out an action plan which seeks to prevent this failure from re-occurring.

2. Failure to Submit Data by Deadline

The College has, for a number of years, failed to submit data to the SPPA by 31 May deadline, which has resulted in a delay in the production of ABS for lecturing staff who are members of the Scottish Teachers' Pension Scheme.

Attached as Appendix 1 is correspondence from the Chief Executive of SPPA which sets out his concerns with regard to the failure of the College to make the necessary return for 2022. The letter also sets out the implications which have arisen as a consequence of the failure of the College, to meet its obligations including the breach of the statutory duty of SPPA to provide Annual Benefit Statements to all eligible members by 31 August 2022.

The SPPA will, as required by statute, inform the Pensions Regulator of this breach of its statutory duties naming the College.

Members should note that the College submitted its original return on 18 August 2022 is awaiting complete validation from SPPA.

Following discussion with the Chief Executive of SPPA, the Acting Principal undertook to inform all lecturing staff who are members of the scheme of the College failure to provide the appropriate data. This correspondence included a statement from the SPPA Chief Executive and is attached as Appendix 2.

Subsequently the College has met with branch officials from EIS/Fela to discuss the matter.

3. Previous issues

The failure to submit data to SPPA by the required deadline has been an on-going issue for the College. Attached as Appendix 3, is a letter from the then SPPA Interim Chief Executive which is similar to that in Appendix 1. In response, the substantive Principal undertook to address the issue for the May 2022 submission. The intended approach is set out in the correspondence attached as Appendix 4.

The College did not implement the actions set in Appendix 4 and, as a consequence, again failed to send the required data timeously in 2022.

4. Action Plan for 2023 Submission.

In order to ensure that the College meets the deadline for data submission in 2023, the Head of Human Resources has drawn up the action plan attached as Appendix 5. Progress against this action plan will be reported at each meeting of this Committee. In addition, the Head of Human Resources will brief, routinely, the Senior Leadership Team meeting on progress.

5. Equalities

There are no new matters for people with protected characteristics which arise as a consequence of considering this report.

6. Risk

The continued failure to submit data by the deadline required by external bodies presents a reputational risk to the College.

7. Recommendation

Members are recommended to:

- v) note the contents of the report and its Appendices;
- vi) note the implications of the failure of the College to submit the necessary data to the SPPA by the required deadline;
- vii) note the correspondence (Appendix 2) from the Acting Principal to lecturing staff who are pension scheme members; and
- viii) require the Head of Human Resources to provide update reports on progress against the action plan to scheduled meeting of the Committee during the academic year 2022-23.

8. Further Information

Members can obtain further information on the contents of this report and its Appendices from Alan Sherry, Acting Principal, on alan.sherry@slc.ac.uk.

APPENDIX 2

19th August 2022

Name
Address

Dear xxxx

SPPA ANNUAL BENEFIT STATEMENT

On behalf of the College, I am writing to you to apologise that you will not receive your Annual Benefit Statement by 31 August 2022. The Scottish Public Pensions Agency (SPPA) cannot provide this statement as a consequence of the College failing to supply the necessary information by the 31 May 2022 deadline.

The College is taking urgent action to ensure that the required information is provided to SPPA as quickly as possible in order to minimise any further delay.

It is my understanding that this is a long-standing issue and action will now be taken to minimise the risk of such a failure to meet the SPPA deadline occurring again.

I have agreed with David Robb, CEO, Scottish Public Pensions Agency to include the following statement from him in this letter:

“Despite extensive and repeated reminders, South Lanarkshire College has failed to provide the SPPA by the deadline of 31 May 2022, the employer information required to produce your Annual Benefit Statement (ABS). This will now be late, and I am very sorry that it will now not be possible to deliver this part of the Agency’s statutory responsibility, to you, as a scheme member. Unfortunately, this is not the first time the College has missed our deadline.

There is a legislative requirement to provide all our active members with an ABS by 31 August 2022. If SPPA does not meet this statutory obligation, we are obliged to report this to the Pensions Regulator. To provide clarity to the Regulator, we may include the names of all employers who have failed to meet the 31 May 2022 deadline set by SPPA to allow timely production of ABS.

May I assure you that, on receipt from the College of the necessary information, your ABS will be made available to you at the earliest opportunity, and you should suffer no financial detriment because of this delay.”

Again, I wish to apologise on behalf of the College as its failure to meet the 31 May 2022 deadline, has resulted in the delay of you receiving your Annual Benefit Statement by 31 August 2022.

Yours sincerely

Alan Sherry, OBE
Acting Principal

CC D Robb, CEO, SPPA

Appendix 1

From: David Robb - Chief Executive



By e-mail:
Mr Alan Sherry
Acting Principal
South Lanarkshire College
Scottish Enterprise Technology Park
College Way
East Kilbride
Glasgow
G75 0NE

7 Tweedside Park
Tweedbank
GALASHIELS
TD1 3TE
www.sppa.gov.uk

Tel: 01896 893202
SPPAChiefExecutive@gov.scot

Our ref:

1 July 2022

Dear Alan,

Scottish Teachers' Pension Scheme: 2022 Annual Return Exercise

It has been a while since we were in contact when I was at the Student Awards Agency and was working on Covid response issues. I hope you are getting to grips with your interim appointment – I understand it is a somewhat difficult situation.

Unfortunately, I am writing to make you aware of a serious delay in relation the provision of employment data to the SPPA.

The SPPA has a statutory duty, under s.14 4(a) Public Service Pensions Act 2013, to provide Annual Benefit Statements to all eligible members by 31 August each year.

Despite repeated efforts to engage with staff, South Lanarkshire College failed to provide us with accurate and timely data by the requested deadline of 31 May 2022 – it is still in arrears and we will now be unable to provide accurate ABS for all your eligible employees.

I am advised that there have been delays with the provision of this data over a prolonged period. A similar situation arose last year, which we reported to The Pensions Regulator – I attach a copy of my letter to Aileen McKechnie.

I should be grateful if you would investigate matters urgently and expedite the provision of the information we need to give accurate information to scheme members.

Yours sincerely

David Robb
Chief Executive

Appendix 3

From: David Robb - Interim Chief Executive



Ms Aileen McKechnie
South Lanarkshire College
Scottish Enterprise Technology Park,
College Way,
East Kilbride,
Glasgow
G75 0NE

7 Tweedside Park
Tweedbank
GALASHIELS
TD1 3TE
www.sppa.gov.uk

Tel: 01896 893202
Fax: 01896 893299
SPPAChiefExecutive@gov.scot

Our ref: Governance/CM

22 September 2021

Dear Aileen

Scottish Teachers' Pension Scheme: 2021 Annual Return Exercise

SPPA has reported a breach of law to The Pensions Regulator as, under s.14 4(a) Public Service Pensions Act 2013, Annual Benefit Statements were not provided for all eligible members by 31 August 2021.

I write to advise you that within this report we have notified The Pensions Regulator that South Lanarkshire College failed to provide us with accurate and timely data by the requested deadline of 31 May 2021 to enable provision of accurate ABS for all your employees. This action is supported by the Scottish Teachers Pension Board who assist SPPA to comply with legal requirements.

I appreciate that, having implemented a new payroll system in January, you encountered a few issues in submitting your annual return this year.

Although you did initially make the deadline when we reviewed the content of the data we had to send it back as there were many inaccuracies. There was a delay in the return of data and we didn't receive the corrected figures until 23 July 2021.

We wish to work with you to resolve this issue and would like to discuss what guidance and assistance we can provide to ensure this does not happen again next year. Please feel free to contact Gerry McGarry, Customer Service Manager, to discuss next steps. Contact details: Gerry.McGarry@gov.scot; Tel: 01896 893000.

Yours sincerely

David Robb
Interim Chief Executive



South
Lanarkshire
College
East Kilbride

David Robb
Interim Chief Executive
Scottish Public Pensions Agency (SPPA)
7 Tweedside Park
Tweedbank
Galashiels
TD1 3TE

Principal
Aileen McKechnie
MA (Hons.), MBA

By email: SPPAChiefExecutive@gov.scot
Your reference: Governance/CM

12th October 2021

Dear David,

Scottish Teachers' Pension scheme: 2021 Annual Return Exercise

I refer to your letter dated 22nd September regarding the 2021 annual return exercise.

Thank you for the alert to the breach of law to the Pensions Regulator. I would like to reassure you that, whilst we of course recognise the position, there was no intention on our part for this to allow this to have happened. Whilst overdue, we were under the impression that everything was returned on 31st August, based on the email exchange between your office and the College. Subsequent to this, additional items were raised as being omitted from the submission, about which I was unaware.

In order to make swift progress towards resolution, please be assured that our Head of Human Resources is in contact with your Customer Service Manager to review the matter. I am pleased to confirm the following actions:

1. The omitted data will be sent to SPPA as requested.
2. SPPA will be providing training for colleagues in our Human Resources team to enhance the understanding of the requirements of SPPA.
3. Our Human Resources team, in collaboration with SPPA colleagues, will conduct data mapping and process mapping exercises and will then seek to automate the reporting stages, where possible, to improve future reporting.
4. There will be a quarterly meeting between SPPA and our College to ensure the data held by both parties correctly match, thereby mitigating the risk of future delays. This regular engagement will further strengthen the relationship between SPPA and the College.

I believe that we have good momentum from all parties to resolve the immediate and future needs, based on the above plan.

If there is any further information you require, please do contact us at the above email address. I should be grateful if you would acknowledge receipt of this response.

Yours sincerely

Aileen McKechnie
Principal & Chief Executive

AGENDA ITEM 10 - APPENDIX 5

SPPA Pension Reporting Action Plan – 2023 Annual Reporting

The following steps are being implemented in order to mitigate the risk of late data reporting to SPPA of Pension Data:

Action No.	Action	Due	Status
1	Complete Return 2022	19 Sept 2022	Completed
2	Create Internal Monthly Reporting System	28 Oct 2022	Not Started
3	Return Overdue Leavers Forms	29 Nov 2022	Not Started
4	Monthly Pension Data Collation (Apr – Oct)	15 Dec 2022	Not Started
5	Ongoing Monthly Pension Data Collation	15-days after month	Not Started
6	Quarterly Pension Meeting with SPPA	Commencing January 2023	Not Started
7	Ongoing Leavers Forms	15-days after month	Not Started
8	Official Annual Pension Report	31 May (will target 15 April)	Not Started
9	Automate Process with new HR System	TBC	Not Started

KEY:

Completed
Started & On Target
Risk of Not Achieving Deadline
Not Started



South
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HR COMMITTEE

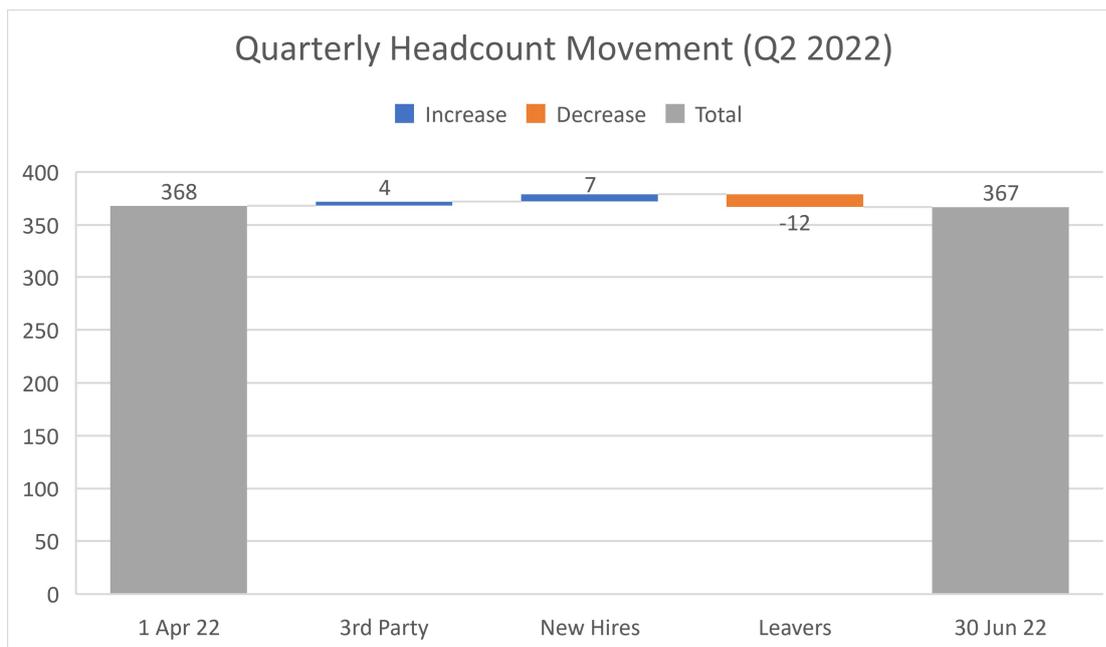
DATE:	September 2022
TITLE OF REPORT:	Quarterly HR Report
REFERENCE:	11
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with a quarterly update on HR matters.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: 1. note the updates relating to staff.
RISK	1. Impact of absence levels
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none">• Headcount Management.• Health & Wellbeing.• Employee Engagement.• Learning & Development.• Employee Relations.• Maintenance of Accreditations.

1 INTRODUCTION

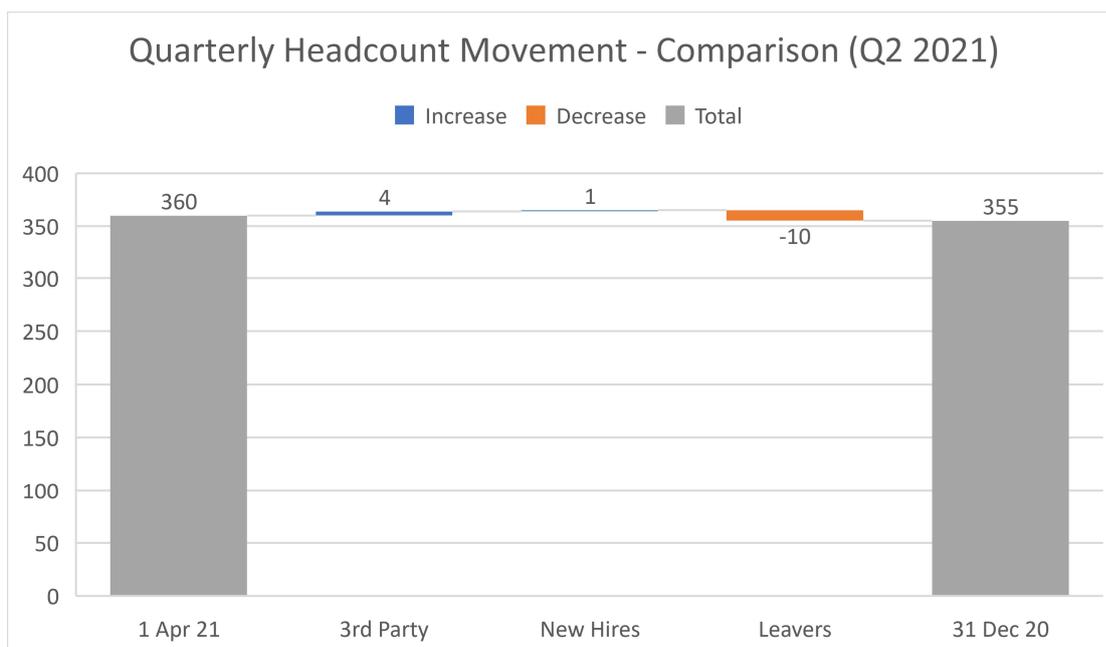
1.1 This paper provides an overview of HR matters for South Lanarkshire College for the period of 1st April to 1st July 2022.

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 4 x 3rd party contractors, 7 new hires and 12 leavers.



The following graph shows a comparison to the prior year, which has slightly less activity.

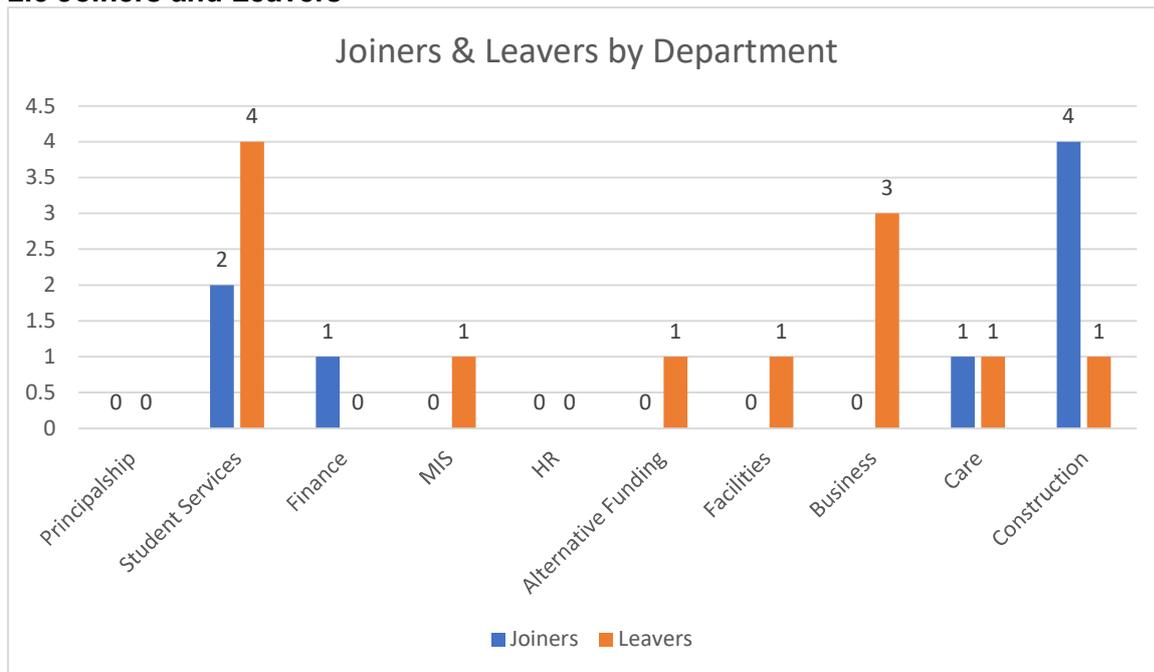


2.2 Recruitment

Recruitment activities during the period are shown below:

Position	Reason	Status
Alternative Funding Assistant – Employability	Replacement post	Appointments made x 3
CM – Construction	Replacement post	Appointment made
CM – Early Education and Childcare	Replacement post	Appointment made
Management Accountant	Previously agreed	Appointment made
Property Cleaners x 3 (Evenings, Term-Time)	Previously agreed	Appointments made x 3
Student Counsellor (Pool)	Previously agreed	Appointments made x 2
Student Records Administrative Assistant	Previously agreed	Appointment made
Lecturer – Maths (Pool)	Previously agreed	Appointments made x 2
HR Assistant (Systems)	Previously agreed	Appointment made
Health and Safety Co-ordinator	Previously agreed	Appointment made
Campus Cycling Officer	Previously agreed	Appointment made
Guidance and Support Adviser x 2	Previously agreed	Interviews conclude 30.08.22
Mental Health, Safeguarding and Wellbeing Manager	Previously agreed	Appointment made
Student Funding Assistant	Previously agreed	Appointment made
Lecturer – ESOL (Pool)	Previously agreed	Interviews 29.08.22
Lecturer – BSL (Pool)	Previously agreed	Interviews 29.08.22
Lecturer – Wet Trades (Pool)	Previously agreed	Interviews 31.08.22
Facilities and Estates Co-ordinator	Previously agreed	Interviews 02.09.22

2.3 Joiners and Leavers



3 HEALTH & WELLBEING

COVID-19 and mental health initiatives continue to be at the forefront of our Health & Wellbeing efforts.

3.1 COVID

In line with Scottish Government guidance, the College has returned to on-campus teaching and without any restrictions on mask wearing and social distancing. The College continues to offer hand sanitising stations and has a “respect” campaign for anyone who chooses to social distance, wear a mask or take any other reasonable actions which they wish to do in order to fail safe. Members should note that the College will continue to update its COVID procedures in line with Scottish Government guidance.

3.2 Mental Health

Mental Health Working Group

The Group continues to meet on a regular basis to review and offer solutions to support positive mental health.

The College supported and celebrated Mental Health Awareness Week from 9-15 May 2022. The theme set by the Mental Health Foundation was ‘Together we can tackle loneliness’.

Several activities and key messaging took place for students and staff across the week. These were planned and coordinated by HR, the Mental Health Working Group, Student Services and the Wellbeing Group. The activities included Mental Wellbeing tips of the day shared on social media. Staff were also encouraged to take time away from their desk, to socialise with colleagues over a breakfast roll and tea/coffee in the College Bistro. Complementary soup and sandwiches were also available for staff and students at lunch.

Several key support organisations and services available to staff and students were promoted throughout the week including: The Employee Assistance Programme – PAM

ASSIST, Access to Work Mental Health Support Service and Togetherall. In addition, the College took this opportunity to raise awareness of the external mental health support networks, including: SeeMe, Samaritans, Breathing Space and NHS 24.

The next meeting of the group is scheduled for Wednesday 7th September 2022.

3.3. Wellbeing Initiatives

Chiropodist

Our onsite Chiropodist service for staff made a welcome return to the College in July 2022. There were two sessions, both fully booked.

The next onsite session will be in September 2022.

Wellbeing Programme 2022

The Re-Accreditation Short Life Working Group considered ways in which the College can increase and improve further engagement with staff wellbeing activities over and above the current offer. A subgroup was established which devised, and is delivering, a programme of activities for staff between February 2022 – January 2023. Since our last update activities have included:

June

June hosted a number of activities throughout the month including a bike ride lead by the Cycling Officer, staff lunchtime walk, in-person mindfulness session and a creative journaling session led by Health and Social Care. Finally, there was fantastic engagement in our last initiative of the academic term with over 250 submissions to our daily quiz in the last week.

August

To support colleagues who may be concerned about their finances with the cost-of-living situation, the focus in August was on Financial Wellbeing. Sessions were help by supporting organisations and included two Focus on your Finances sessions, an information session by ScotWest Credit Union, Pension session by the SPF and two energy efficiencies sessions by Home Energy Scotland. There was further information provided daily through our communication software including hints, tips and signposting support.

4 EMPLOYEE ENGAGEMENT

The College is about to embark on an optimisation of the approach to employee engagement to improve its current approach and to introduce a planned, data-driven approach to measure various engagement scores on an ongoing basis and take action as appropriate following evaluation of the data. This will be developed in partnership with the fixed term HR Process appointment, which commences September 2022.

4.1 Employee Engagement & Internal Communications

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

4.2 Equality, Diversity & Inclusion

Equality Group

Due to industrial action, the Equality Outcomes Workshop originally planned for June 2022, has been rescheduled and will now take place on Wednesday 14th September 2022. This will be an opportunity for the Equality Group to create and implement a project plan for each of the four Equality Outcomes.

4.3 Leaders in Diversity Award

Due to industrial action, the Leaders in Diversity Advisor was unable to visit the College in May 2022 as scheduled. A date for the rescheduled visit has yet to be confirmed. The Advisor is keen to visit the campus to experience the sense of inclusion highlighted by the previous advisor as highlighted in the 2019 Leaders in Diversity report.

“When I walked into reception, I was genuinely blown away by the feeling I got from the people and the environment. This College is and feels inclusive. It’s in the fabric of the building - from the way that it looks and feels, to the way things are done. It’s has a natural and warm inclusive culture”.

4.4 Investors in People (IIP) – We Invest in Wellbeing Award

We Invest in Wellbeing

As a consequence of the disruption to the student experience caused by EIS/FELA industrial action, the ‘We Invest in Wellbeing’ Focus group sessions with the Lead Specialist, scheduled to take place from 20-24th June 2022 required to be rescheduled. These sessions will now take place over three days, from Tuesday 20th to Thursday 22nd September 2022. A cross section of staff have been randomly selected from each area to take part.

We Invest in People

On completion of the *We Invest in Wellbeing* award, the College seek to progress onto working through the ‘We Invest in People’ accreditation. This will involve our Lead Specialist, assessing how well the College is doing against the *We Invest in People* framework and creating a report. From this report the College will be required to develop an action plan. As members will be aware the framework focuses on how successful an organisation is in leading, improving and supporting their people.

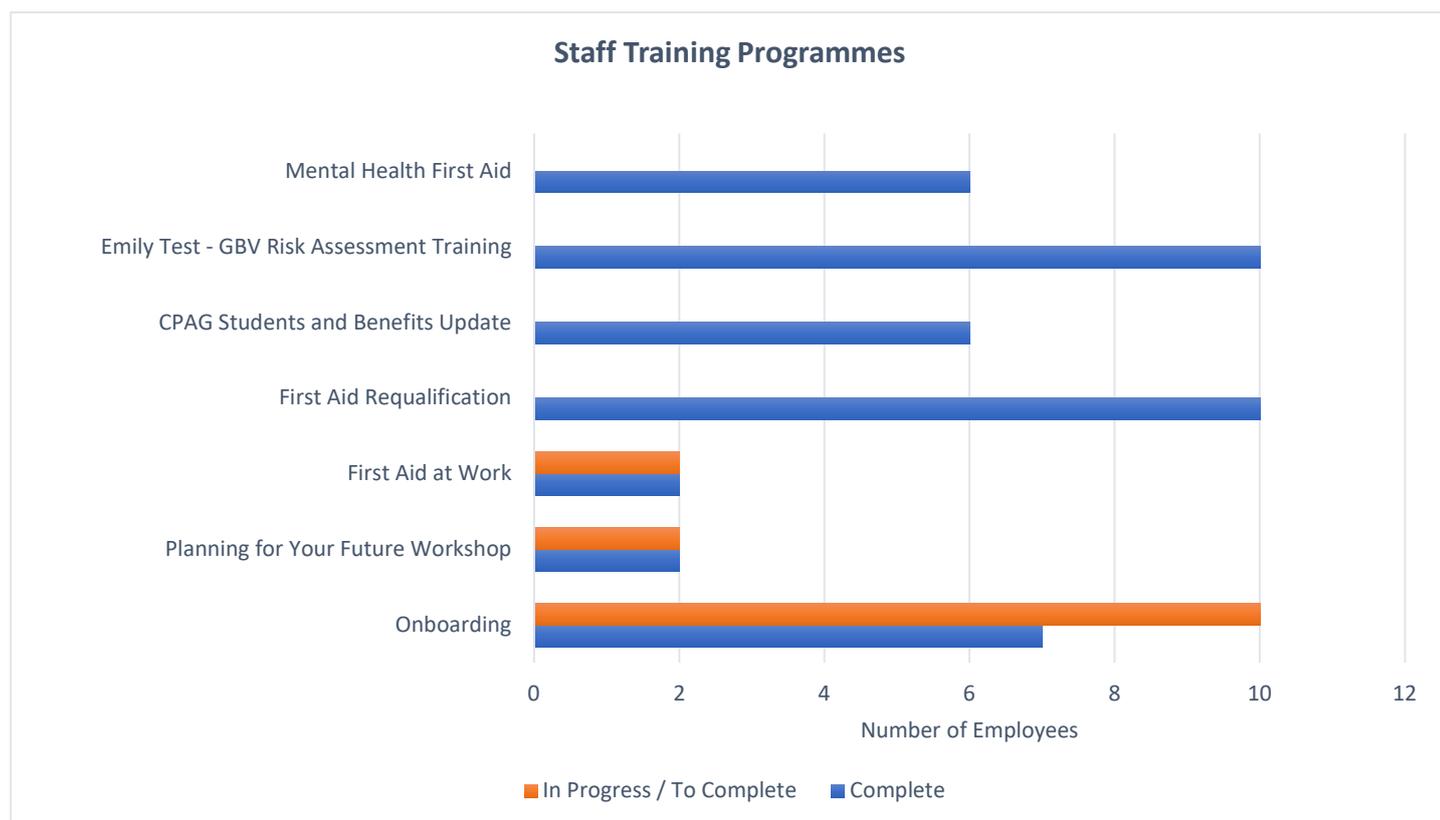
4.5 Internal ‘Question Time’ Session

Staff were invited to submit questions for our external panel in advance of the staff conference day. In response to a high number of internal college related questions that could not be answered on the day, two meetings were set up at a later date led by the Acting Principal and Depute Principal which gave staff the opportunity to hear responses to their questions, issues and concerns. The session gave a platform for employee voice.

5 LEARNING & DEVELOPMENT

5.1 Staff Development Activities

The following graph shows the current learning & development activities across the College. The graph does not include all individual CPD requests which are reviewed and undertaken on an ongoing basis. Activity reported is lower than in other quarters due to summer break.



5.2 Professional Qualifications

The following graph shows the Professional Development activities completed in 21/22 and started or resumed in 22/23. The new TQFE cohort commences in September 2022. There is no PDA cohort planned for 20 22/23 as the College is working to review, renew and develop more personalised support and pathways available to staff in their journey to TQFE. An update on this will be provided at the next scheduled meeting of the Committee.

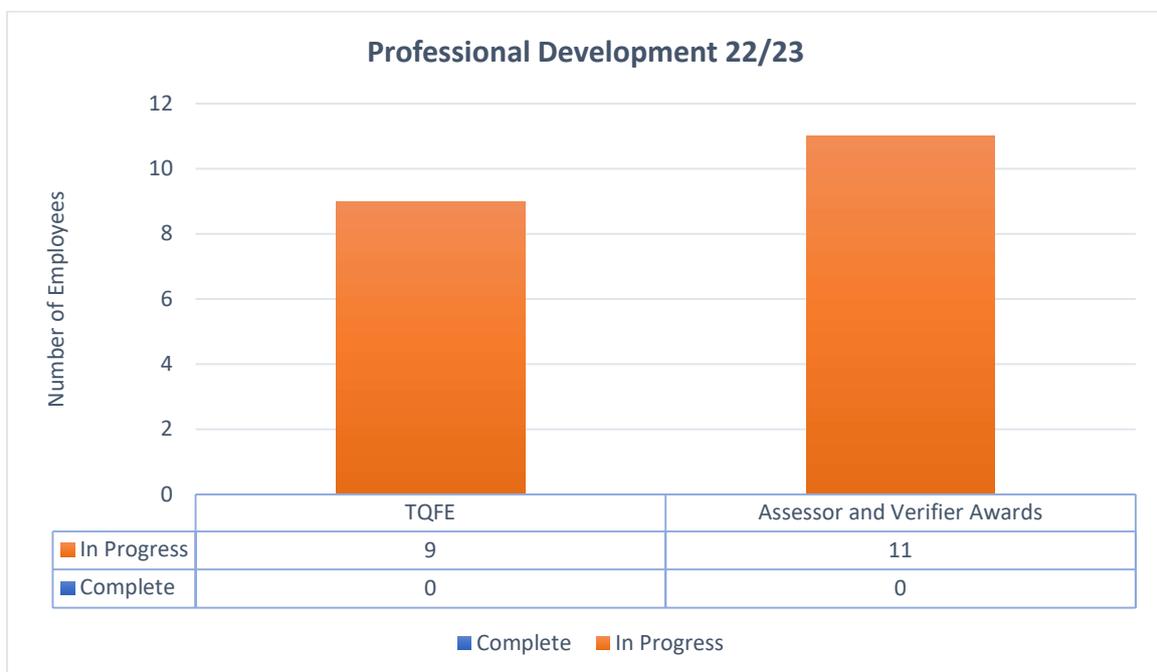
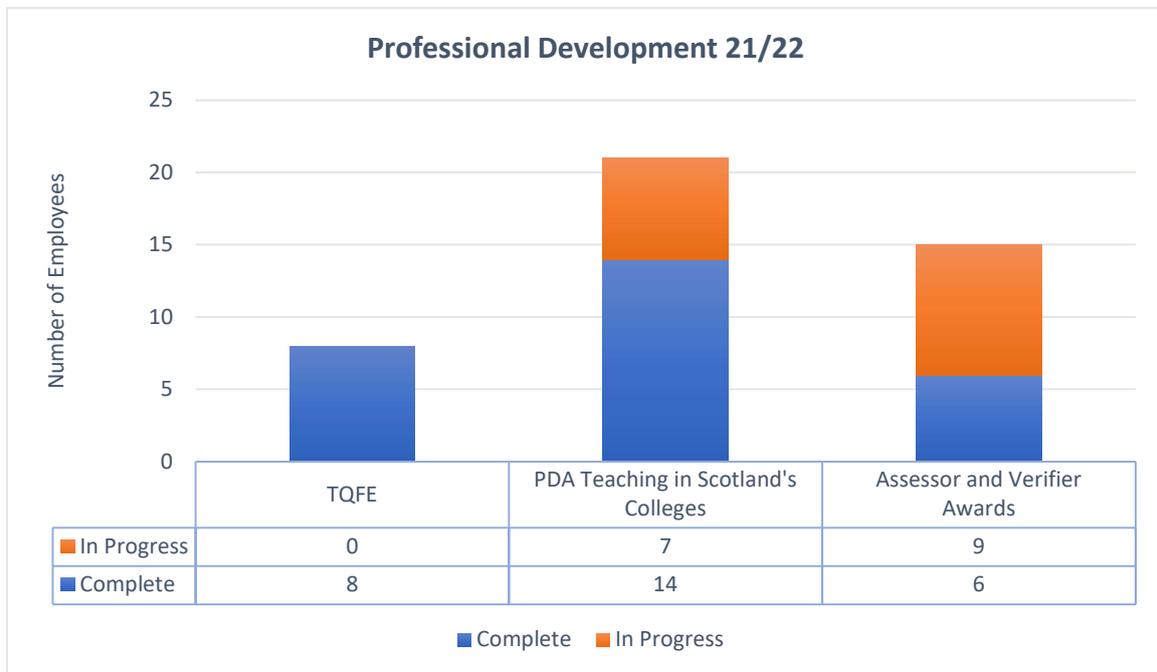
A brief explanation of each qualification is noted below:

TQFE – The Teaching Qualification in Further Education 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.

Professional Development Award (PDA) Teaching in Scotland's Colleges (21/22 only)
– Qualification at SCQF level 9 intended for college lecturers who have subject specific

expertise but no formal teaching qualifications. The PDA is used to prepare staff for progression to the TQFE.

Assessor and Verifier Awards – Qualifications for assessors and verifiers of regulated, taught qualifications. Ensures consistency in application of quality assurance and that occupational competence requirements of lecturers are met.



5.3 Staff Development Day

The August 2022 staff development day provided 13 learning opportunities throughout the day. The programme was hybrid with some digital sessions and some face-to-face. The table below shows a breakdown of attendee numbers and evaluation scores. Engagement in the sessions was high following our staff conference two days prior.

The lower evaluation scores and related comments highlighted the need for more hands on training rather than digital based and in one session, expectations not met.

Evaluation responses were low with no responses for the Health and Safety Awareness or Understanding Standards and Assessment course. We will review methods of distribution that will increase this in future.

Staff Development Day Thursday 11th August		
Course	No. Employees	Average Evaluation Score (out of 4)
Data Protection – Privacy Notices (Mandatory)	N/A	N/A
Classroom Culture – Behaviour Management	20	3.75
Risk Assessment	21	4
Introduction to Meta Skills (Part 1)	48	3.65
Understanding Neurodiversity – Autism	24	4
Understanding Neurodiversity - ADHD	21	3.9
Strathclyde Pension Fund – Retirement Presentation	25	3.7
Focus on your Finances	15	3.8
LYNX - Clevertouch	34	3
Effective Project Management Strategies for College Staff	23	2.8
Embedding Meta Skills in Learning and Teaching (Part 2)	36	3.25
Understanding Standards and Assessments Workshop	6	N/A
Health and Safety Awareness	8	N/A
TOTAL	281	3.6

5.4 Mandatory E-Learning

We are currently reviewing the staff mandatory training to ensure it is still fit for purpose, relevant and cost effective. Consideration of the return of investment in current e-learning packages will also be assessed and reviewed with the intention to update in the 22/23 academic year.

6 EMPLOYEE & INDUSTRIAL RELATIONS

6.1 Employee Relations



Several employee relations activities are delayed beyond policy and procedure due to governance intervention and involvement.

7 MAINTENANCE OF ACCREDITATIONS

Maintenance of all three accreditations identified the following key actions, which are all currently in train:

- Alignment of Career Review process with strategic priorities and values - completed
- Automation of Career Review process - completed
- Create and implement a College-wide recognition program – in progress
- College-wide succession planning focussed on all people manager and critical roles – in progress

8 EQUALITIES

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

10. RISK

There are no new risks arising from consideration of this report.

9 RECOMMENDATIONS

Members are recommended to note the updates relating to staff.

HUMAN RESOURCES COMMITTEE

DATE:	15 September 2022
TITLE OF REPORT:	Health and Safety Update
REFERENCE	12
AUTHOR AND CONTACT DETAILS	Stella McManus Stella.mcmanus@slc.ac.uk
PURPOSE:	To provide the Human Resources Committee with a summary of in-year performance to date.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • note the completion of the building conditioning survey and the recommendation to undertake further intrusive investigative work; • note the College approach to managing COVID-19 as all staff and students return to campus; • note refresher health and safety training has taken place; • consider and note the accident and first aid update; • consider and note the fire safety and alarm testing update; and • consider and note the minutes of the most recent Health and Safety Committee.
RISK	<ul style="list-style-type: none"> • That the student experience is impacted by a failure to adhere to COVID-19 protocols should guidance not be followed and adhered to. • There is a failure to maintain the estate to an appropriate standard • That there is a failure to adhere to statutory and legislative health & safety requirements
RELEVANT STRATEGIC AIMS:	<ul style="list-style-type: none"> • Successful Students • Highest Quality Education and Support • Sustainable Behaviours
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • Doig and Smith have completed the building conditioning survey, and while the building is in a good condition for its age there is remedial work needed. They have recommended further intrusive investigations focussing on the structural elements of the building. • The College has agreed and implemented an approach to managing COVID-19 post the removal of legislative requirements and following the publication of the Scottish Government's 8 Guiding Principles. This document has since been updated. Full details can be found in Annex A.

	<ul style="list-style-type: none">• A replacement has been recruited to replace the previous Deputy Head of Facilities which supports the management of the area.• Refresher health and safety training has been completed for staff.• There have been 13 minor incidents reported in the period April to June 2022, which is a significant decrease from the last quarter. There were no RIDDOR incidents.• All 120 CO2 monitors have now been installed.• Actions from the fire risk assessment report are in the process of being completed which are being monitored by the Health and Safety Committee. There were two unplanned fire activations in the April to June 2022 reporting period.• The Health and Safety Committee minutes are attached as Annex B
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1. INTRODUCTION

1.1 This paper provides an overview of health and safety activity since the May 2022 Committee meeting.

2 BUILDING CONDITIONING SURVEY

2.1 Doig and Smith have completed their initial non-intrusive survey and initial high-level recommendations have shown that the building is in good condition for its age, but there is remedial work that is needed which will form part of a maintenance plan.

2.2 A further intrusive investigation focussing on the structural elements of the building has been recommended and the College will undertake these works to provide a thorough assessment of the building in order that appropriate action can be taken to resolve any issues should this be required.

3 COVID-19 PRECAUTIONS

3.1 The Scottish Government published 8 guiding principles to managing COVID-19 and remaining vigilant in a college and university settings following the removal of legislative requirements in March 2022. The College COVID Return to Campus working group has adopted these principles and has established the “*SLC Approach*” for staff and students. All students and staff have returned to on campus working from August 2022 and this document has since been updated to reflect this change. As part of the College approach to managing COVID-19 it will continue to promote the use of lateral flow tests and encourage staff and students to remain at home if they test positive. More information can be found in Annex A.

3.2 . The Depute Principal is part of the COVID-19 leads group for the sector and the Scottish Government has provided assurances that vaccines are working, and that it is as far as possible “business as usual”. However, the sector has been made aware that there is likely to be an increase in the number of people catching flu this year therefore all staff should be encouraged to have the flu vaccine. The College will be providing Boots flu vaccine vouchers to all staff, except those who qualify to receive the vaccine from the NHS, as it did last year.

4 RECRUITMENT

4.1 The College has appointed a replacement for the Deputy Head of Estates to support the area following the departure of the previous postholder.

5 TRAINING

5.1 Refresher training sessions on how to compile a competent risk assessment have been scheduled throughout the year. In addition, awareness sessions on control of substances hazardous for health (CoSHH) assessments and general Health and Safety awareness have been added to the training plan to run alongside the mandatory health and safety training which is already available online at the College

5.2 The Health and Safety training provided at the Staff Development Day in August 2022 was well received. Induction training for new staff is ongoing with sessions being scheduled every month to ensure new staff are aware of the health & Safety standard required at the College.

6 ACCIDENTS AND FIRST AID

6.1 The accident reporting period is from April - June 2022, and there were 13 minor accidents reported, which is decrease from the previous quarter. There are no matters of concern or any patterns to report and there were no RIDDOR reported incidents.

6.2 Table 1: Minor Accident Report

Incident Type	Apr-Jun 2022	Previous Quarter
Blood Pressure	1	0
Cuts	6	7
Burns	0	1
Seizure / Fit	1	0
Chest/ Back/ Stomach/ Shoulder Pain	0	3
Sick/Faint	3	7
Bang/Fall	1	3
Panic attack / Shortness of Breath	1	1
Migraine	0	0
Other – eye injury	0	1
Total	13	23

6.3 First Aid procedures are being updated to further ensure there is first aid cover at all times. A duty first aid rota is in place to ensure all first aid personnel can utilise their skills on a regular basis and ensure the College can react swiftly to deal with any first aid incidents.

7 CO2 MONITORS

7.1 The College received 120 CO2 monitors in May 2022 from the Scottish Government which have now been fitted throughout the College to support with the control of airborne viruses and ensure good ventilation in classrooms which will promote a healthy working environment.

8 FIRE SAFETY AND ALARM TESTING

8.1 Recommendations raised in the independent Fire Risk assessment carried out in May 2022 are being prioritised and actioned to ensure compliance with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 to maintain a safe working environment for all staff, students and visitors to the College. The Health and Safety Committee are scheduled to review these actions at its next meeting and a report on progress against this action plan will then be provided to the HR Committee at the November 2022 meeting.

8.2 Fire Warden refresher training is being carried out during the month of September 2022 to ensure all Fire Wardens are aware of their duties during emergency evacuations of the College. This will include a practical demonstration on the use of fire extinguishers.

8.3 The fire alarm continues to be tested weekly, with results and maintenance of any issues recorded. The period April-June 2022 recorded two unplanned fire evacuations which were due to students vaping in toilets. The induction period will remind students of their health and safety responsibilities.

8.4 All staff exited the building in a timely manner and Fire and Rescue Scotland were in attendance. CCTV was reviewed and the vape incident was highlighted to the relevant Curriculum Manager who then took appropriate action with the student involved.

8.5 The Health and Safety Manager is reviewing the College fire evacuation procedures and should there be any changes or updates members will be notified.

9 EQUALITIES

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

10 Risk

Consideration of this report forms part of the Board approach to risk management.

11 RECOMMENDATIONS

11.1 Members are recommended to:

- to note the completion of the building conditioning survey and the recommendation to undertake further intrusive investigative work;
- to note the College's approach to managing COVID-19 as all staff and students return to campus;
- to note refresher health and safety training has taken place;
- to consider and note the accident and first aid update;
- to consider and note the fire safety and alarm testing update; and
- to consider and note the minutes of the most recent Health and Safety Committee.

ANNEX A

GUIDING PRINCIPLES TO MANAGING COVID-19 THE SLC APPROACH

GOVERNANCE AND CONTROL

Date Approved by Planning Group	17 March 2022
Scheduled Review Date	30 June 2022
Review Date	31 August 2022
Accountable member of SLT	Stella McManus
Responsible member of staff	Stella McManus
Document author	Stella McManus

PURPOSE

To describe the South Lanarkshire's College approach to managing COVID-19 following the removal of legislative requirements. The College operates a "Student First" approach.

SCOPE

This approach process is based on the Scottish Government's 8 guiding principles to managing COVID-19 and remaining vigilant in a college and university settings. More detail on the principles below can be found [here](#).

Note since the guiding principles were released in March 2022, a further letter from the Minister for Higher Education, Further Education and Youth Employment and Training was received in July 2022. This letter sets out the need to remain vigilant and to continue to use the principles to inform planning especially around vaccinations, testing and remaining at home if unwell.

In addition, the Depute Principal is part of the COVID Sector Leads group and continues to meet with the Scottish Government on a monthly basis. Advice to date is that vaccines are working, hospital admissions are down and that we are now living with COVID.

- **Principle 1:** Universities, Colleges and CLD providers should seek to sustain protective behaviours adopted over the course of the past two years.
- **Principle 2:** Continuing to ensure vulnerable staff/students are supported and protected, and that they can continue to learn and work flexibly without jeopardising their health, or the health of their dependants.
- **Principle 3:** Restrictions on in-person teaching/learning have been harmful for many students, and, in line with the updated Strategic Framework, the responsibility to determine the appropriate balance between in-person and online teaching/learning will be for institutions, according to their needs and circumstances.
- **Principle 4:** Universities, Colleges and CLD providers will be expected to follow any society-wide requirements
- **Principle 5:** Decisions on any measures to go beyond those required across society as a whole should be made by institutions / CLD providers, following appropriate consultation with students and staff unions.

- **Principle 6:** Compliance with positive behaviours, local measures, and confidence in plans to tackle outbreaks and/or the need to swiftly respond to wider changing public health concerns, will be maximised when relevant stakeholders / communities are constructively engaged in the process of decision-making.
- **Principle 7:** Information flow between local institutions and the Scottish Government will continue to be essential in maintaining a high state of readiness to respond to future changes.
- **Principle 8:** Community learning and development (CLD) provision is an essential part of the education system.

OUR APPROACH

Principle 1

COVID-19 has not gone away and the risks with new variants remain. As such SLC will continue to have protective measures in place which include:

- Continuing to encourage all those eligible to get the vaccine/booster as a priority.
- Following national and any local testing guidance and the updated Scottish Government advice on the “Test and Protect Transition” plan can be found [here](#). SLC will actively encourage all students and staff to continue testing before coming onto campus even though education and workplace asymptomatic testing ended in April 2022
- Any student or staff who has symptoms will be required to take a lateral flow test and to self-isolate until they test negative (lateral flow device) to protect others on campus.
- Continuing to provide facilities for good hand hygiene and encourage their regular use by staff and students.
- Respecting others by working from home should they have symptoms which may impact on their colleagues, and to encourage staff and students to cover their nose and mouth if coughing or sneezing.
- Continuing to ensure that on-campus spaces are well-ventilated, with a priority given to those spaces considered to be most at risk.
- From August 2022 all students have returned to campus. Therefore, the College will be the normal venue for working hours. Line managers will act reasonably when considering working from home requests but are entitled to refuse if the exigencies of the college dictate.

Principle 2

SLC is committed to ensuring that our staff and students feel supported and protected, and following on from the measures listed above the college will ensure that:

- A “RESPECT” campaign is undertaken to ensure that due consideration is given to anyone who wishes to continue wearing a facemask or have their personal distance respected post legislative requirements.
- Due regard is given to the [Distance Aware Scheme](#), which is designed to help those worried about mixing with others as we adapt to living with COVID-19, and

Scottish Government's advice for people on the [Highest Risk List](#) which is the main stay for those who are deemed clinically vulnerable. Support will be given to help those staff return to work safely.

- Where blended learning works for students and staff then consideration for that continuing will be given with liaison between line managers and lecturers.
- SLC is seeking to develop a hybrid working policy. The sector is apparently developing one.

Principle 3

- All students have returned to on campus learning from August 2022.
- SLC will continue to provide up to date, regular and clear guidance to its students and staff. For example, students are able to access the Scottish Government's [Covid Safety on Campus e-learning tool](#)

Principle 4

- The College is aware that they will need to be able to respond quickly and agilely should there be a need to return to stricter or legal requirements. SLC's infrastructure is now set up to enable the College to do so.
- Scottish Government advice to date is that a return to lockdown or legislative requirements is highly unlikely.

Principle 5

- Respect other staff and students should they wish to continue to wear face masks or wish to physically distance themselves.
- Staff members are encouraged to speak to their line managers should they have any concerns or worries.
- Should a series outbreak occur at SLC the College will seek to put in place additional measures as appropriate such as face masks or physical distancing.
- A response as appropriate will be done in liaison with local public health teams.

Principle 6

- SLC had established a short life working group supporting a return to campus post the legislative restrictions, this will now be part of the College's Health and Safety Committee. This Committee will seek to monitor any ongoing issues, encourage positive behaviours and to ensure preparedness for any outbreaks. This Committee consists of representatives from across the College including health and safety and union representatives.
- Ensure that our outbreak management plans are clearly linked to our business continuity plans.
- Air conditioning at the College has been completely replaced and air circulated is external, so ventilation and the increased risk of CO2 is not as significant for SLC. CO2 monitors are now available in most areas and Health and Safety will continue to work with union health and safety representatives to establish what risks, if any, there are and to develop plans for monitoring these risks.

Principle 7

- SLC will continue to have a COVID-19 risk assessment which will be updated by the Health and Safety team and monitored via the Health and Safety Committee.
- SLC will continue to report on its COVID-19 arrangements as necessary to the appropriate sector level bodies.
- In addition, all contractors, temporary workers and visitors should be made aware of and conform to our guidance.

Principle 8

- Any work not taking place on campus premises such as in school provision or community learning will be expected to have their own COVID-19 approach which our staff and students should adhere to as appropriate.

WHO TO CONTACT

The College is here to support not just our students but all colleagues.

The College is aware that the changes may be daunting or overwhelming for some after what has been in place the past two years and there are support services in place for staff.

There are a range of support services available at the College for staff including trained counsellors, a partnership with Togetherall, a range of external support organisations and staff support networks, who are here to help you, should you need it.

If you have any initial questions, concerns or want to speak to someone about the changes taking place, your line manager is available to assist and the College would encourage you to get in contact with them, as they are here to support you.

Support services also on offer for staff across the college include:

- Free counselling service;
- Togetherall (a free online 24/7 mental health resource – sign up using work email address).
- PAM Assist - a free confidential counselling service. They can be contacted through HR or as a self-referral. Contacted by telephone 0800 882 4102 or www.pamassist.co.uk Log in using Username - SLCollege Password - SLCollege1
- Community pastoral support.

To access these services either contact Student Services or visit <https://www.slc.ac.uk/life-at-slc/student-services-support/>

The Ready Scotland website is also a great website for support in the community, which may be of use for both practical and emotional support.

This can be accessed via: <https://ready.scot/coronavirus>

ANNEX B



HEALTH AND SAFETY MEETING

06/09/2022 11.30

Attendees

Present: Alan Sherry, Stella McManus, Fraser McCormick, Alisdair McTavish, Mandy Murray, Gary McIntosh, Susan Thorburn, John Dick, Deborah Lawson.

1. Apologies

Craig Ferguson, Rhona Keys, David Auchie

2. Minutes of Previous Meeting

The potholes in the car park were filled in with cold lay bitumen as a temporary measure until a utilities contract is put in place. JD is continuing with the specification of PPE for Curriculum Teams.

3. AIR Log

SM briefed the committee on the value and purpose of keeping an AIR Log. Training will be given for those members who require it.

4. Risk Register

SM discussed the new approach to managing risk at all levels of the organisation and will work with the Facilities team to support this new approach. In addition, training will be given to the team. JD is to update the risk register for review at the next meeting.

5. Covid-19 Update (Jamie Hepburn's Letter) and Guiding Principles.

Following SM COVI-19 leads meeting last week, it has been confirmed that College activities can continue as normal with no further expectations of lockdowns. Staff and students should be encouraged to take up offers of booster vaccinations where appropriate and continue testing on a regular basis. SM invited committee to comment on the Guiding Principles by the end of the week. GMcl spoke of the success of last year's Flu Vaccination programme with a view to continuing it this year.

6. Draft Health and Safety Policy

SM invited comments on the current draft before the end of the week. Methods of circulating this information was discussed. It was decided that the use of social media, possibly presented by students, would be an effective means of achieving this. It was further suggested that the policy would be discussed as part of department meetings which JD would be available to attend if required. ST suggested the use of college noticeboards. The meaning of "Near Miss" reporting will be redefined by JD for clarity. AS recommend having a wider discussion on additional health and safety training for all staff and whether managers should also undertake further training such as IOSH/NEBOSH training to staff.

7. Health and Safety Audit.

SM reviewed the Internal Audit Report which was overall positive. It was commented that the staff were well informed about Health and Safety and their responsibilities within the college. JD will look at the Incident Form and update the wording for clarification on its purpose. The action points required as a result of the Health and Safety walk-rounds will be issued to all departments to enable them to rectify any issues. SM suggested that JD contribute to the Fortnightly Newsletter with relevant updates.

8. Start of Term Update. Updated Room Risk Assessments.

JD is in the process of checking Room Risk Assessments. He will contact all named Fire Wardens to update their status. DL commented on the large gathering of students on the second floor at break times. Inspire Catering are experiencing problems recruiting new staff which is currently preventing the opening of the Coffee Pod on the ground floor. The opening of the Bistro is helping to alleviate the queues in the meantime. Contacting First Aiders continues to be an issue. JD will issue the new procedure shortly. MM asked for a security presence on college grounds and for students to always wear their lanyards for identification. SM confirmed that staff are encouraged to ask students to co-operate with this. Security will be further improved once the corridors are locked down in the coming weeks.

9. Accident Report (Quarterly Figures).

13 accidents were recorded, none of them RIDDOR. This is down 10 from last quarter.

10. Fire Risk Assessment (Quarterly Figures).

4 incidents were recorded. JD has devised a new Fire Safety Log Book to record all required safety checks for Fire Brigade. AS suggested JD plan fire drills for times that capture all staff and students on twilight/evening and rotation classes. JD will provide a plan for introducing Fire Evacuation Registers.

11. New Staff and Fire Warden Inductions.

JD is continuing with Induction Training of recently appointed staff. He will contact all named Fire Wardens to update their status.

12. Health and Well-Being.

GMcl spoke to the Committee about Attendance Management relating to the procedure for assisting staff to return to work after a period of absence. He will also publish the "We Invest In Well-Being" framework document on Health and Safety Teams page.

13. A.O.C.B.

FMcC asked the Committee to look at the provision of ventilation appliances to Hair and Beauty classes where acrylic nails are being applied. JD will speak to Joanne Warwick about this. ST asked when Atrium Reception works to enclose the space would begin. SM advised that the delay had been caused by a lack of available contractors. ST also asked why the thermostats were centrally controlled. SM advised that this would continue to be the case but Facilities would work to adjust the system to suit the requirements of separate areas. AMcT asked about the provision of support for staff and students with non-visible health conditions. SM asked that staff ensure that a risk assessment be done for students with additional support needs before they commence their courses.

HUMAN RESOURCES COMMITTEE

DATE	15 September 2022
TITLE OF REPORT	Health and Safety Audit August 2022
REFERENCE	13
AUTHOR AND CONTACT DETAILS	Stella McManus, Depute Principal Stella.McManus@slc.ac.uk
PURPOSE:	To ask Members to note the recommendations in the Health and Safety Audit which was completed in August 2022.
KEY RECOMMENDATIONS/ DECISIONS:	Members are asked to: <ul style="list-style-type: none"> consider and note the Health and Safety Audit report recommendations.
RISK	<ul style="list-style-type: none"> That the staff do not complete the recommendations potentially resulting in a breach of the College's statutory health and safety duties.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> Successful Students The Highest Quality Education and Support Sustainable Behaviours
SUMMARY OF REPORT:	<ul style="list-style-type: none"> As part of the College's internal audit programme for 2022-23 Henderson Logie carried out a review of its health and safety arrangements. The audit was found to be satisfactory, and key areas of improvement include: updating the Health and Safety Policy and other relevant procedures, clarification around what constitutes a near miss, refresher training on health and safety, monitoring and regular updating of master spreadsheet to demonstrate actions have been completed and provide priorities and targets for upcoming year to the Human Resources Committee. The report also include a significant number of strengths such as the risk assessment process, training including Mental Health First Aiders, a weekly inspection rota with walkabouts including Trade Union representatives and the Health and Safety Committee which monitors health and safety in the College. There are dates in place for the completion of the actions and further information will be provided to Members on the completion of these. There are no new matters for people with protected characteristics which arise from consideration of the report

LEVEL OF ASSURANCE

Satisfactory

South Lanarkshire College

Health and Safety

Internal Audit report No: 2022/04

Draft issued: 17 August 2022

Final issued: 25 August 2022



Contents

		Page
Section 1	Management Summary	
	<ul style="list-style-type: none"> • Overall Level of Assurance • Risk Assessment • Background • Scope, Objectives and Overall Findings • Audit Approach • Summary of Main Findings • Acknowledgements 	<p>1 1 1 2 2 3 - 4 4</p>
Section 2	Main Findings and Action Plan	5 - 14

Level of Assurance

In addition to the grading of individual recommendations in the action plan, audit findings are assessed and graded on an overall basis to denote the level of assurance that can be taken from the report. Risk and materiality levels are considered in the assessment and grading process as well as the general quality of the procedures in place.

Gradings are defined as follows:

Good	System meets control objectives.
Satisfactory	System meets control objectives with some weaknesses present.
Requires improvement	System has weaknesses that could prevent it achieving control objectives.
Unacceptable	System cannot meet control objectives.

Action Grades

Priority 1	Issue subjecting the organisation to material risk and which requires to be brought to the attention of management and the Audit Committee.
Priority 2	Issue subjecting the organisation to significant risk and which should be addressed by management.
Priority 3	Matters subjecting the organisation to minor risk or which, if addressed, will enhance efficiency and effectiveness.



Management Summary

Overall Level of Assurance

Satisfactory	System meets control objectives with some weaknesses present.
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Risk Assessment

This review focused on the controls in place to mitigate the following risks on the South Lanarkshire College ('the College') Strategic Risk Register:

Risk 6 - "That there is a failure to meet statutory and legislative health and safety as well as safeguarding requirements." (Residual risk level: Medium).

Risk 11 - "That there is a failure to safeguard the health and wellbeing of staff and students." (Residual risk level: Medium).

Background

As part of the Internal Audit programme at the College for 2021/22, we carried out a review of the organisation's Health and Safety arrangements. Our Audit Needs Assessment identified this as an area where risk can arise and where Internal Audit can assist in providing assurances to the Board and the Principal that the related control environment is operating effectively, ensuring risk is maintained at an acceptable level.

The College's Occupation Health & Safety Policy states that "*South Lanarkshire College not only accepts the legal duties of care as set out in the Health and Safety at Work etc., Act 1974 and all other relevant legislation but also our moral and ethical obligations and to the continuous improvement in the management of the health and safety risks to all stakeholders: Staff, students, contractors and visitors.*

The ultimate responsibility for Health and Safety at South Lanarkshire College, East Kilbride lies with the Principal and the Board of Management. Responsibility is discharged by effective delegation, the details of which are set out in the "organisation and responsibilities" section of the policy. Ensuring that all reasonably practicable measures are taken involves a balance of priorities against resources.

It is the policy of the Board of Management that where a need for such measures has been properly identified, resources will be allocated to implement them. In this respect, Health and Safety is one of the primary objectives of the Board of Management and College Management Team. Arrangements for joint consultation on Health and Safety issues exist in the forum of the Health and Safety Committee. All necessary information, instruction and training will be provided for employees, students and others in respect of risks which may arise from College activities.

In order to achieve the objectives of the Safety Policy, the College requires the active commitment of all staff.

This audit included discussion with management and review of relevant documentation in order to confirm that appropriate Health and Safety arrangements have been established, including policies, procedures, training, risk assessment, monitoring and reporting".



Scope, Objectives and Overall Findings

The table below notes the objective for this review and records the results:

Objective	Findings		
	1	2	3
The objective of our audit was to confirm that:	No. of Agreed Actions		
1. A competent person is in post, within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999, with a remit to lead on health and safety across the organisation.	Good	-	-
2. A Health and Safety Policy, and documented procedures, are in place which have been communicated to all relevant staff.	Satisfactory	-	2
3. A formal Health and Safety risk identification and assessment process is in place and is operating effectively.	Good	-	-
4. A Health and Safety training programme has been established, which includes induction training, refresher training and training for new equipment and legislation.	Satisfactory	-	1
5. There is regular monitoring of Health and Safety systems to ensure that they are functioning effectively including Health and Safety audits, carried out either internally or by external agencies such as the Health and Safety Executive.	Satisfactory	-	1
6. There is regular reporting on Health and Safety matters to senior management and to Committee.	Satisfactory	-	1
Overall Level of Assurance	Satisfactory	-	5
System meets control objectives with some weaknesses present.			

Audit Approach

Through discussion with the Head of Facilities and Health & Safety, who is the appointed competent person (within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999), and review of procedural documentation, we have identified the internal controls in place and compared these with expected controls. We also interviewed the external health and safety advisor and a range of Curriculum Managers and senior managers across support functions, as well as trade union representatives, all of whom an involvement in health and safety within the College. A walkthrough of key systems has been undertaken to confirm our understanding and effectiveness of the controls in place.



Summary of Main Findings

Strengths

- Through our discussions with the Depute Principal and the Head of Facilities and through our review of the Occupational Health and Safety Policy ('the Policy') we confirmed that the College appoints a competent person, which fulfils the requirements set out within the Management of Health and Safety at Work Regulations 1999;
- Specific external expertise has been brought into the College to assist with the review of the Occupational Health and Safety Policy and the supporting policy and procedural framework;
- The current approved version of the Occupational Health and Safety Policy, and related documentation, is comprehensive and fit for purpose and the Policy is readily accessible via the staff portal and the Staff handbook lists of all of the policies and procedures;
- The Policy is currently undergoing a significant review, led by the external Health and Safety Advisor, in order to streamline the policy and make it more accessible and user friendly;
- A step-by-step risk assessment process is included within the Risk Assessment Form and Action Plan, which is appended to the Occupational Health and Safety Policy;
- A specific Health and Safety policy amendment – COVID 19 was issued in September 2020 to reflect the changes to the College operations arising from the COVID-19 pandemic;
- Consistent application and prominent display of completed risk assessments was observed during our visit to the College;
- Risk assessments are routinely updated during the Summer recess with input provided from the team working in the relevant area to ensure that risks are properly discussed and understood. These risk assessments are submitted to the Head of Facilities for review and sign off before they are finalised and displayed;
- All staff are required to complete an induction checklist, which contains specific requirements around health and safety training, and a reminder email is issued by HR if this induction checklist is not signed off as completed within two weeks and returned to HR within three months;
- Training on health and safety is available via the e-learning platform and staff have protected staff development time to complete this training activity, with completion rates monitored by HR;
- During academic session 2021/22 there was a particular focus around training for Mental Health First Aiders. In addition, we confirmed that, where relevant, COSHH training has been provided by equipment suppliers to ensure that equipment is used in line with manufacturers guidelines and manual handling training has been provided for specific members of staff;
- A weekly inspection rota is in place which ensures coverage of the entire College in a two month cycle. These "walkabouts" involve trade union representation and the results of these inspections are captured on a weekly form and issues are flagged to the relevant head of department as the person responsible for arranging remedial action;
- A Health and Safety Committee is in place which allows two-way communication around health and safety issues between Facilities and teaching/no-teaching areas;
- A number of managers highlighted the good working relationship with Facilities and the positive "tone from the top" around the importance of maintaining good behaviours around health and safety.
- A Health and Safety Update is provided by the Depute Principal to each meeting of the Human Resources Committee.



Weaknesses

- It was observed that the Occupational Health and Safety Policy, and related procedures, and guidance are currently under review. However, a Timetable for Policy / Guidance Approval has not yet been developed, which sets out the anticipated timelines for consideration and approval of each document listed;
- Although there is an established process in place for reporting and recording accidents and incidents it was apparent from our discussions with managers that the reporting of near misses is not operating in practice, as described within the Policy;
- During our discussions with managers it became apparent that staff would welcome refresher training on health and safety to coincide with the launch of the revised Occupational Health and Safety Policy;
- A master spreadsheet has been developed, which is used as the mechanism to record all issues highlighted through the “walkabouts” and to monitor the resolution of issues identified. This master spreadsheet has not been updated for several months and therefore the mechanism to show that the issues identified have been dealt with is not functioning as intended; and
- It was observed that the Health and Safety Update presented to the February 2022 meeting of the Human Resources Committee provided a summary of the health and safety performance during the year. However, it did not set out the priorities and targets for health and safety for the coming year.

Acknowledgments

We would like to take this opportunity to thank the staff at the College who helped us during our review.



Main Findings and Action Plan

Objective 1: A competent person is in post, within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999, with a remit to lead on health and safety across the organisation.

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 states that “*Every employer shall appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997*”. “*A person shall be regarded as competent.....where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures referred to in paragraph (1)*”.

Through our discussions with the Depute Principal and the Head of Facilities and through our review of the Occupational Health and Safety Policy (‘the Policy’) we confirmed that the College appoints a competent person, which fulfils the requirements set out within the Management of Health and Safety at Work Regulations 1999.

Section 2.1b of the Policy states that “*The Principal is ultimately responsible for the health, safety and welfare of all staff, learners and other stakeholders who use or visit the premises or are affected by the activities that go on there. In respect of this the following apply:*

- *Understand the main requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the college.*
- *Ensure that all health and safety legislative obligations are met.*
- *Setting company policy and direction.*
- *Ensure adequate personnel and financial resources are allocated.*
- *Ensure the Health and Safety Policy is devised, reviewed and revised as necessary at least yearly or sooner.*
- *Reviewing the effectiveness of the policy in meeting objectives set.*
- *Monitoring the effectiveness of all aspects of health and safety.*
- *Ensure that management system reviews or audits are completed by all Associate Principals and other autonomous managers.*
- *Ensure adequate competent persons are employed to assist with the successful management of health and safety matters of the College.*
- *Ensure all ‘delegated’ functions are carried out properly by persons competent to perform the function”.*

Page Break



Objective 1: A competent person is in post, within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999, with a remit to lead on health and safety across the organisation. (Continued)

Section 2.2 of the Policy states that “*The Depute Principal has particular delegated responsibilities to assume the role of ‘Responsible Person’ of the College and for directing and overseeing the College’s health, safety and fire management arrangements. The Depute Principal has the particular responsibility to ensure that all staff under their control fulfils the responsibilities relevant to their role*”. The specific responsibilities aligned with the Depute Principal, as executive lead for Health and Safety, are listed in the Policy as follows:

- *Oversee the College’s health and safety management arrangements to ensure compliance with all statutory legislation.*
- *Set objectives annually and monitor and review performance.*
- *Support the Head of Facilities and be a key driver in the health and safety agenda throughout all college activities.*
- *Ensure that adequate personnel and financial resources are allocated*
- *Secure the commitment and co-operation of all college staff, learners, and other stakeholders (visitors, contractors and others as applicable)*
- *Ensure the provision of relevant information, training and instruction to all levels of staff*
- *Ensure adequate means of communication and consultation are in place as appropriate to all levels of staff and others*
- *Ensure that effective occupational health arrangements are in place*
- *Ensure that adequate provisions are in place for the management of fire and other emergency situations*
- *Undertake training as necessary to support their H&S role*

In addition, specific external expertise has been brought into the College to assist with the review of the Occupational Health and Safety Policy and the supporting policy and procedural framework. This appointment is a fixed term appointment for three days per week, which is scheduled to end in September 2022. We were advised that the future of this role will be considered as part of a wider ongoing review of the Estates structure.



Objective 2: A Health and Safety Policy, and documented procedures, are in place which have been communicated to all relevant staff.

From our review of the current approved version of the Occupational Health and Safety Policy, and related documentation, we confirmed that the policy is comprehensive and fit for purpose. We also confirmed that the Occupational Health and Safety Policy is readily accessible via the staff portal and the Staff handbook lists of all of the policies and procedures. However, the Policy is currently undergoing a significant review, led by the external Health and Safety Advisor, in order to streamline the policy and make it more accessible and user friendly. This will include review of all the supporting guidance, i.e. Manual Handling guidance and signposting via hyperlinks to separate documents rather than including all of the detail within the overarching Policy document.

Observation	Risk	Recommendation	Management Response
<p>It was observed that the Occupational Health and Safety Policy, and related procedures, and guidance are currently under review.</p> <p>A Timetable for Policy / Guidance Approval has not yet been developed, which sets out the anticipated timelines for consideration and approval of each document listed. This is of particular relevance given the fixed term nature of the external advisor who is conducting the policy and procedure update exercise.</p> <p>In addition, there is not yet a Communication plan in place to launch the new Policy framework and communicate it effectively to all staff and students.</p>	<p>In the absence of a timetable for finalisation of the updated Policy and procedural framework there is an increased risk that the policy update will not be completed timeously and communicated effectively to all relevant stakeholders.</p>	<p>R1 We recommend that a Timetable for Health and Safety Policy / Procedure Approval should be developed to ensure the timely update of the Occupational Health and Safety Policy (and related policies, procedures and guidance) and a timeline for consideration by the Health and Safety Committee and ultimately formal approval by the Board. This timetable should include an action to develop a Communications plan which will ensure a planned launch and roll out of the new policy framework and procedures so that all staff and students are aware of the new Policy and procedures and know where to find the information which sets out their respective responsibilities.</p>	<p>Management accepts the recommendation. The Health and Safety policy will be submitted to the Board of Management for approval in October 2022 at the first meeting of the academic year. There will also be a communication plan to ensure all staff and students are aware of the revised policy.</p> <p>Agree also that a policy approval timeline will be provided.</p> <p>To be actioned by: Depute Principal</p> <p>No later than: 30 November 2022</p>
			<p>Grade 3</p>



Objective 2: A Health and Safety Policy, and documented procedures, are in place which have been communicated to all relevant staff. (Continued)

Observation	Risk	Recommendation	Management Response	
<p>Although there is an established process in place for reporting and recording accidents and incidents it was apparent from our discussions with managers that the reporting of near misses is not operating in practice, as described within the Policy. The key barrier to reporting of near misses appears to be a lack of clarity around the types of near misses which should be reported. This ambiguity is preventing the routine use of the existing reporting mechanisms.</p>	<p>In the absence of effective reporting of near misses, opportunities to take corrective action in advance of an accident or incident may be missed.</p>	<p>R2 The wording around the reporting of near misses in the new Policy should include specific wording which clearly defines the types of near misses which should be reported and those which do not need to be reported.</p>	<p>Accepted , this will be fully incorporated into the revised Health and Safety Policy which will be taken to the Board of Management for full approval in October 2022.</p> <p>To be actioned by: Depute Principal</p> <p>No later than: 31 October 2022</p>	
			<p>Grade</p>	<p>3</p>



Objective 3: A formal Health and Safety risk identification and assessment process is in place and is operating effectively.

The College has a legal duty to provide and maintain a safe working environment for employees and others who may be affected by their actions. Paragraph 2.4 within the Occupational Health and Safety Policy states that the Head of Facilities has the responsibility to “*Oversee and review risk assessments and assist managers and others in the risk assessment process*”.

A step-by-step risk assessment process is included within the Risk Assessment Form and Action Plan, which is appended to the Occupational Health and Safety Policy. A specific Health and Safety policy amendment – COVID 19 was issued in September 2020 to reflect the changes to the College operations arising from the COVID-19 pandemic.

Through our discussions with managers, across both teaching and non-teaching areas within the College, it was apparent that the risk assessment process is understood and valued.

Consistent application and prominent display of completed risk assessments was observed during our visit to the College. This included observation in teaching and workshop areas. We were advised by Curriculum Managers that risk assessments are routinely updated during the Summer recess with input provided from the team working in the relevant area to ensure that risks are properly discussed and understood. These risk assessments are submitted to the Head of Facilities for review and sign off before they are finalised and displayed, in order to maintain consistency in the use of the form.

Intermittent updates of risk assessment are also conducted when new equipment or products are procured which required a review of the risks in the particular area uncovered by the risk assessment. We were advised that the Head of facilities would be involved in the installation of sizeable pieces of equipment and was therefore well placed to provide advice on the need to update the risk assessments.

For specific curriculum areas, such as Hair and Beauty, additional procedures are in place to ensure that students undertake testing before they work with products which could cause an adverse reaction. In addition, health and safety is part of the curriculum for a number of areas of the College and therefore the assessment and management of health and safety risk is an integral part of the teaching in these areas.



Health and Safety

Objective 4: A Health and Safety training programme has been established, which includes induction training, refresher training and training for new equipment and legislation.

The Health and Safety at Work etc., Act 1974, (s2.2.c) requires that adequate health and safety training be provided to employees as necessary and within working hours. Training is required at induction for any new employee starting work in the College and as refresher and specific as necessary.

In order to discharge these responsibilities the Occupational Health and Safety Policy states that “*In respect of this we will ensure that all staff and students are provided with adequate levels of training to allow them to conduct the activities required of them safely and in accordance with the safe systems of work in place and to allow them to contribute the formation of safe systems of work. Training and, in particular instances, compulsory refresher training, will be provided either internally or externally as appropriate and utilising a range of methods including E-Learning where appropriate. All members of staff are required to participate in any health and safety training initiative as deemed necessary for their role by their Associate Principal/Line Manager. Such training needs will be identified from information gathered from various sources such as risk assessments, accident statistics, legal requirements, new processes and equipment, change of job or responsibilities, change in work environment and systems of work. Associate Principal/Line Managers are required to review their staff training needs in respect of health and safety and, which should be addressed in staff CPD reviews. Contractors may also be required to attend any relevant specific training in relation to the work to be carried out and as part of their contract with the College*”.

Our discussions with Curriculum Managers confirmed that all staff are required to complete an induction checklist, which contains specific requirements around health and safety training, and a reminder email is issued by HR if this induction checklist is not signed off as completed within two weeks and returned to HR within three months. In addition, training on health and safety is available via the e-learning platform and staff have protected staff development time to complete this training activity, with completion rates monitored by HR.

During academic session 2021/22 there was a particular focus around training for Mental Health First Aiders. In addition, we confirmed that, where relevant, COSHH training has been provided by equipment suppliers to ensure that equipment is used in line with manufacturers guidelines and manual handling training has been provided for specific members of staff. We observed checklists on display in some teaching areas which showed the named individuals who were authorised to operate specific pieces of machinery. This is a good practice point which was developed by the curriculum areas themselves, rather than being prompted to do so by the Head of Facilities.

We were advised that there is an expectation that completion of health and safety training will form part of the Development and Enhancement Team Plans which will be in place for academic year 2022/23.



Objective 4: A Health and Safety training programme has been established, which includes induction training, refresher training and training for new equipment and legislation. (Continued)

Observation	Risk	Recommendation	Management Response	
<p>During our discussions with managers, it became apparent that staff would welcome refresher training on health and safety to coincide with the launch of the revised Occupational Health and Safety Policy. In part this recognises the enhanced profile of health and safety across the college, as a result of the significant work conducted during the COVID-19 pandemic, but this was also seen as an important step in reminding staff of their responsibilities in relation to the various aspects of health and safety.</p>	<p>Without refresher training staff may not be sufficiently familiar with their responsibilities in relation to the various aspects of health and safety.</p>	<p>R3 We recommend that a programme of refresher training for staff should be developed to coincide with the launch of the revised Occupational Health and Safety Policy and associated procedures. Attendance at this refresher training should be mandatory for all members of staff and completion of the training should be monitored by HR to ensure full attendance.</p>	<p>Accepted, staff will undertake refresher training for overall health and safety as well as for the revised and updated policy.</p> <p>Health and Safety awareness training provided for staff in August 2022.</p> <p>To be actioned by: Head of Human Resources</p> <p>No later than: 31 December 2022</p>	
			<p>Grade</p>	<p>3</p>



Objective 5: There is regular monitoring of Health and Safety systems to ensure that they are functioning effectively including Health and Safety audits, carried out either internally or by external agencies such as the Health and Safety Executive

Our discussions with the Head of Facilities and the appointed health and safety representatives for the EIS/FELA and Unison demonstrated that a weekly inspection rota is in place which ensures coverage of the entire College in a two-month cycle. These weekly “walkabouts” currently involve a physical inspection of individual rooms and workspaces across the College by representatives from Facilities and EIS/FELA. The results of these inspections are captured on a weekly form and issues are flagged to the relevant head of department as the person responsible for arranging remedial action. This could involve a referral to IT or the building supervisor/building maintenance team, depending on the issues identified. We were advised that there have been no recent visits to the College by the Health and Safety Executive.

Observation	Risk	Recommendation	Management Response			
<p>It was observed that although weekly inspection sheets are completed and filed down on to the shared drive on the server, only some Curriculum Managers know where these forms are stored on the server and are able to access them to identify whether any issues require to be discussed with their team. A master spreadsheet has been developed, which is used as the mechanism to record all issues highlighted through the “walkabouts” and to monitor the resolution of issues identified. This master spreadsheet has not been updated for several months and therefore the mechanism to show that the issues identified have been dealt with is not functioning as intended.</p>	<p>In the absence of a mechanism to track resolution of issues identified it is not possible to monitor the remedial action taken to resolve issues identified.</p>	<p>R4 An exercise should be completed to update the master spreadsheet to demonstrate the number of issues identified and to record the remedial action taken. Once the master spreadsheet has been updated, the location of the master document on the server should be communicated to managers so that they can review and provide updates on any remedial action taken.</p>	<p>Accepted management will ensure the tracking mechanism used is updated, and then continues to be updated routinely.</p> <p>All relevant managers will then have access to this document to demonstrate progress made. In addition, this will be made available to the Health and Safety Group for monitoring.</p> <p>To be actioned by: Head of Facilities and Health & Safety</p> <p>No later than: 31 December 2022</p> <table border="1" data-bbox="1585 1185 2087 1321"> <tr> <td data-bbox="1585 1185 1848 1321">Grade</td> <td data-bbox="1848 1185 2087 1321">3</td> </tr> </table>		Grade	3
Grade	3					



Objective 6: There is regular reporting on Health and Safety matters to senior management and to Committee

A Health and Safety Committee is in place which allows two-way communication around health and safety issues between Facilities and teaching/no-teaching areas. This is a staff group which is chaired by the Depute Principal and includes representation from across the College. The meetings are minuted and actions are captured to ensure that issues identified are addressed. The minutes of the meetings are appended to the health and safety updates which are provided to each meeting of the Human Resources Committee.

We were advised that attendance at the Health and Safety Committee is generally good and that the members of the group have the required level of seniority and a shared commitment to ensuring health and safety. This was reinforced by our discussions with managers who demonstrated a clear commitment to embedding a positive health and safety culture amongst staff, students and contractors operating within the College. In addition, the trade union representatives confirmed that the JNC meetings and the weekly walkabouts also provide the opportunity for health and safety issues to be raised.

A number of managers highlighted the good working relationship with Facilities and the positive “tone from the top” around the importance of maintaining good behaviours around health and safety. This included specific reference to health and safety issues within recent newsletters issued by the Principal.

A Health and Safety Update is provided by the Depute Principal to each meeting of the Human Resources Committee.

The May 2021 update set out the Scottish Government guidelines in relation to the COVID-19 pandemic and the impact these would have on College operations, including building modifications; COVID-19 precautions, fire testing; testing regimes; accidents and first aid. The report also highlighted work to conduct an Occupational Stress Risk Assessment, which was designed to allow targeted support to be provided to staff as a result of COVID related stress. The health and safety committee played a key role in ensuring effective engagement in changes to health and safety arrangements during the COVID-pandemic.



Objective 6: There is regular reporting on Health and Safety matters to senior management and to Committee. (Continued)

Observation	Risk	Recommendation	Management Response	
<p>It was observed that the Health and Safety Update presented to the February 2022 meeting of the Human Resources Committee provided a summary of the health and safety performance during the year. However, it did not set out the priorities and targets for health and safety for the coming year.</p>	<p>In the absence of regular reporting to Committee on emerging priorities in relation to health and safety Board members may not be fully appraised of health and safety issues and the work required to deal with these issues, leading to delayed or incorrect decisions.</p>	<p>R5 We recommend the reporting of an Annual Health and Safety Report be incorporated into the forward workplan for the Human Resources Committee to ensure that Board Members have the opportunity to consider and approve the annual report and the forward workplan for health and safety activity for the coming year.</p>	<p>Accepted, an end of year report and enhancement actions. This will be done via the new Team Development Plans and reported to Human Resources Committee.</p> <p>To be actioned by: Head of Facilities and Health & Safety</p> <p>No later than: 31 December 2022</p>	
			<p>Grade</p>	<p>3</p>



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HR COMMITTEE

DATE:	September 2022
TITLE OF REPORT:	EIS-FELA Salary Claim
REFERENCE:	14
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with sight of the EIS-FELA Salary Claim.
KEY RECOMMENDATIONS/ DECISIONS:	<ol style="list-style-type: none">1. note the EIS/Fela pay claim for 2022/23 as set in the appendix; and2. require the Head of Human Resources to provide members with an update report on the progress of negotiations at an appropriate future meeting of the Committee
RISK	There is the potential future industrial action should a negotiated settlement. Settling this claim in full without additional resources would threaten the financial sustainability of the College.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – Valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none">• EIS-FELA Salary Claim Summary• EIS-FELA Salary Claim

1 INTRODUCTION

College Employers Scotland has received a salary claim from EIS-FELA for 2022/23. Details of this salary claim are included in the appendix.

2 SUMMARY

EIS-FELA has submitted a salary claim of £5,000 per annum for all Lecturing employees. A copy of the notice of the salary claim is in appendix.

College Employers Scotland will now engage in discussions with EIS-FELA.

3 EQUALITIES

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

4. RISK

The failure to negotiate a settlement may result in industrial by teaching staff which may had an adverse impact on learners. Without additional resources agreeing to this pay claim would threaten the financial sustainability of the College.

4 RECOMMENDATIONS

Members are recommended to:

- i) note the EIS/Fela pay claim for 2022/23 as set in the appendix; and
- ii) require the Head of Human Resources to provide members with an update report on the progress of negotiations at an appropriate future meeting of the Committee.

The Educational Institute of Scotland
Further Education Lecturers' Association
Lecturers' Pay Claim (2022/23)

Submitted: NJNC 18th August 2022

The EIS-FELA National Pay Claim for session 2022/23 is for a consolidated flat-rated pay rise of £5,000 on all national salary scale points for unpromoted and promoted lecturers, effective from 1st September 2022.

EIS/FELA seeks meaningful negotiations on this claim in order to agree a settlement without delay. A prompt agreement will promote stability within the sector and foster good industrial relations, in line with the Fair Work Framework, supported by the Scottish Government.

Rationale

EIS/FELA are clear that while our members in the past few years may have accepted below inflation settlements, this cannot continue. Furthermore, we are mindful of the fact that, despite the context of below inflation pay, the lecturing profession has adapted admirably and with evidential commitment to the continuing challenges of the COVID pandemic, a fact that should rightly be recognised in any pay award.

EIS/FELA is seeking a consolidated pay award of £5,000 on all scale points to reflect the significant contribution which members have made and continue to deliver in the Further Education sector both in terms of their time, commitment and provision of personal resources, even throughout the COVID crisis. We have outlined some key arguments below in support of our £5,000 consolidated and flat rated pay claim:

1. There have been significant increases in inflation (RPI) throughout 2021/22, with further increases predicted in 2022/23 which will continue to erode the real terms value of lecturers' pay. RPI is the best proxy for measuring increasing retail costs for college lecturers since it includes full housing costs. Inflation as measured by the Retail Price Index rose to 12.3% in July 2022 and is forecast to continue to rise.
2. In April 2022 employee NI contributions rose by 10.4%.
3. In September 2021, average earnings rose by 4.9% (ONS). This is more than twice what most of our members received in the September 2021 pay settlement.

4. The past few years have witnessed an incredible achievement on behalf of lecturing staff in delivering learning to students under the most difficult of circumstances. As we move into a new academic year, lecturers cannot continue to deliver 'more for less'; the widespread application of constant online work, mixed with in person delivery presents problems which lecturers have had to confront this session. This claim is a reasonable claim which reflects both the pressured faced due to the rising cost of living and the increased workload undertaken by lecturers in an extremely challenging environment.
5. The Scottish Government, in its publication 'Scotland's Colleges: Delivering for All', acknowledged that 'the quality of learning at colleges has never been higher' and the correlation between this, better outcomes for students and the positive impact on the Scottish economy as a whole. It is time to fully acknowledge the pivotal role which lecturing staff play in delivering improved life chances, generating a more skilled workforce and addressing inequality within society.
6. Since the beginning of the COVID pandemic, lecturers continually adapted and then deliver in an extremely challenging context. Across the sector, students have been served well in difficult times by their lecturers, who continue to deliver in a cost of living crisis. It is the strongly held view of EIS-FELA that any pay award should reflect this achievement and the additional costs incurred by lecturers and that this claim is a measure of that.



HR COMMITTEE

DATE:	September 2022
TITLE OF REPORT:	Staff Conference
REFERENCE:	15
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with an overview of our staff conference.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to note the contents of this report.
RISK	1. Employee engagement and communication
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – Valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none">• Staff Conference• Feedback

1 INTRODUCTION

This paper provides an overview of the Staff Conference held on 9 August 2022 and the feedback we received.

2 BACKGROUND

The College holds an all-staff conference which takes place at the start of each academic year. This is an opportunity to engage people with the College and sector as well as welcome them back for the new academic year.

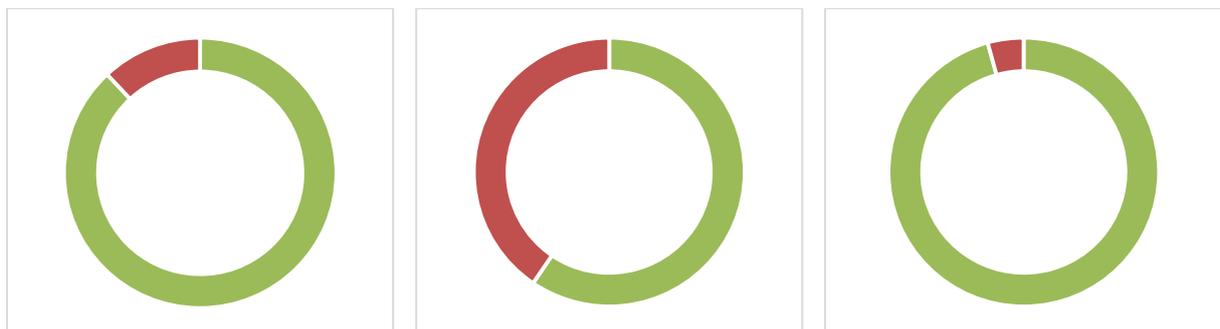
3 STAFF CONFERENCE

The College was delighted to host the first in person all staff conference since 2019 on Tuesday 9th August 2022. The theme was ‘Successful Students’ and the day had a range of presentations, speakers, panels and group activities. The Keynote speakers were: Jim Metcalfe Chief Executive of CDN, Inspirational speaker and Educationalist, Lou Mycroft, the College HMI Inspector Joe Mulholland and Marion Allison, Director of Community Learning Development Council for Scotland. All external visitors joined the Acting Principal in a Questions for the Panel session covering a range of sector wide issues and developments. The breakout rooms provided the opportunity to engage staff in ideas generation and continuous improvement of College cultures, processes and procedures as well as a fun team building session.

Member should note that taking account of the financial challenge faced by the College expenditure on the conference was reduced by circa 75% compared to previous years.

4 FEEDBACK

Staff were asked to provide feedback after the event. Ninety-four responses were received from 210 participants a response rate of 45%. The summary results are shown below.



88% liked the overall conference

59.5% liked the food & refreshments

95.7% liked the organisation of the event

Employees were also asked to provide “one-word” they would use to summarise the event. 61.5% provided positive commentary including “*fabulous*”, “*enjoyable*” and “*interesting*”. The

remaining feedback included comments around the seat comfort, lack of a “*motivational*” speaker and generally being less satisfied then compared to previous years.

The College will review all the feedback and use this to shape future conferences and other employee engagement events.

5 EQUALITIES

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

6. RISKS

There are no new risks arising from consideration of this report

6 RECOMMENDATIONS

Members are recommended to note the detail and feedback from the conference.

HR COMMITTEE

DATE:	September 2022
TITLE OF REPORT:	Absence Management
REFERENCE:	16
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with a quarterly update on Absence Management.
KEY RECOMMENDATIONS/ DECISIONS:	1. Members are recommended to note the contents of this report.
RISK	1. Adverse business, employee and student impact of long term and/or frequent absence.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none"> • 5-year Rolling Absence Trend. • Departmental Absence Data.

1 INTRODUCTION

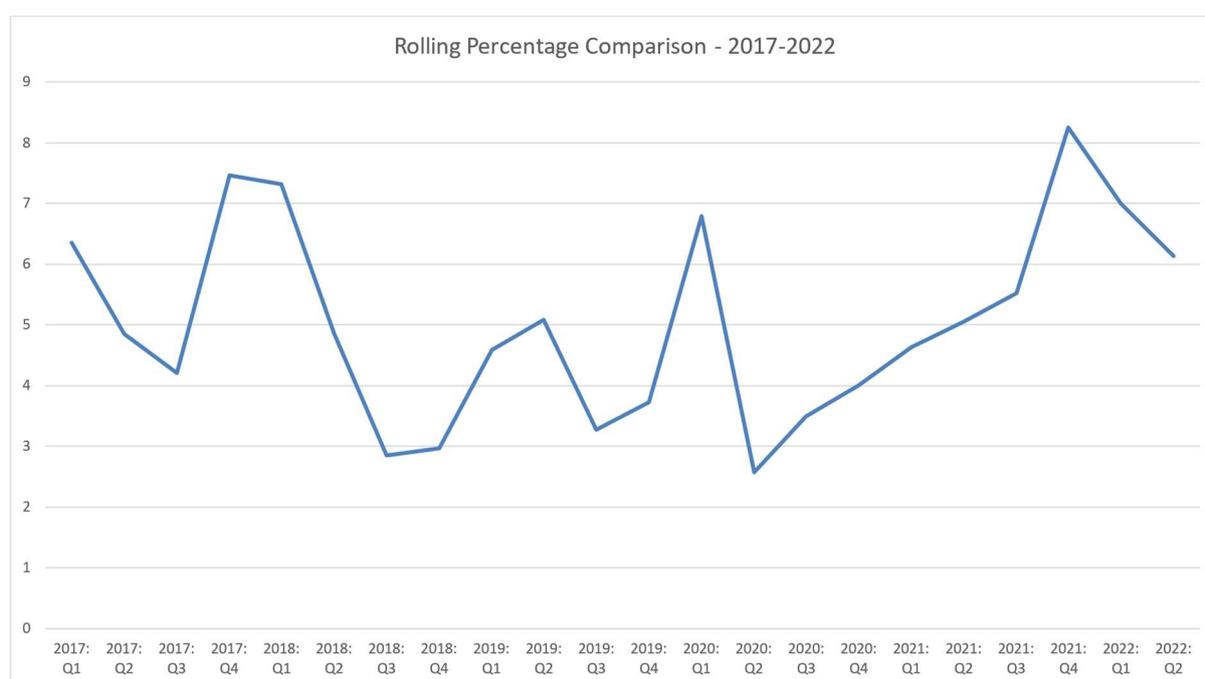
1.1 This paper seeks to provide an overview of Absence Management for South Lanarkshire College for the period of 1st April to 30th June 2022.

1.2 Five-Year Rolling Absence Trend

The College rolling absence percentages are shown in the graph below. The current absence rate has dropped to 6.99%. However, 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:

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

Unofficial 2022 Scotland Colleges range is currently between 3.0% and 4.5%.



1.3 Departmental Absence Data

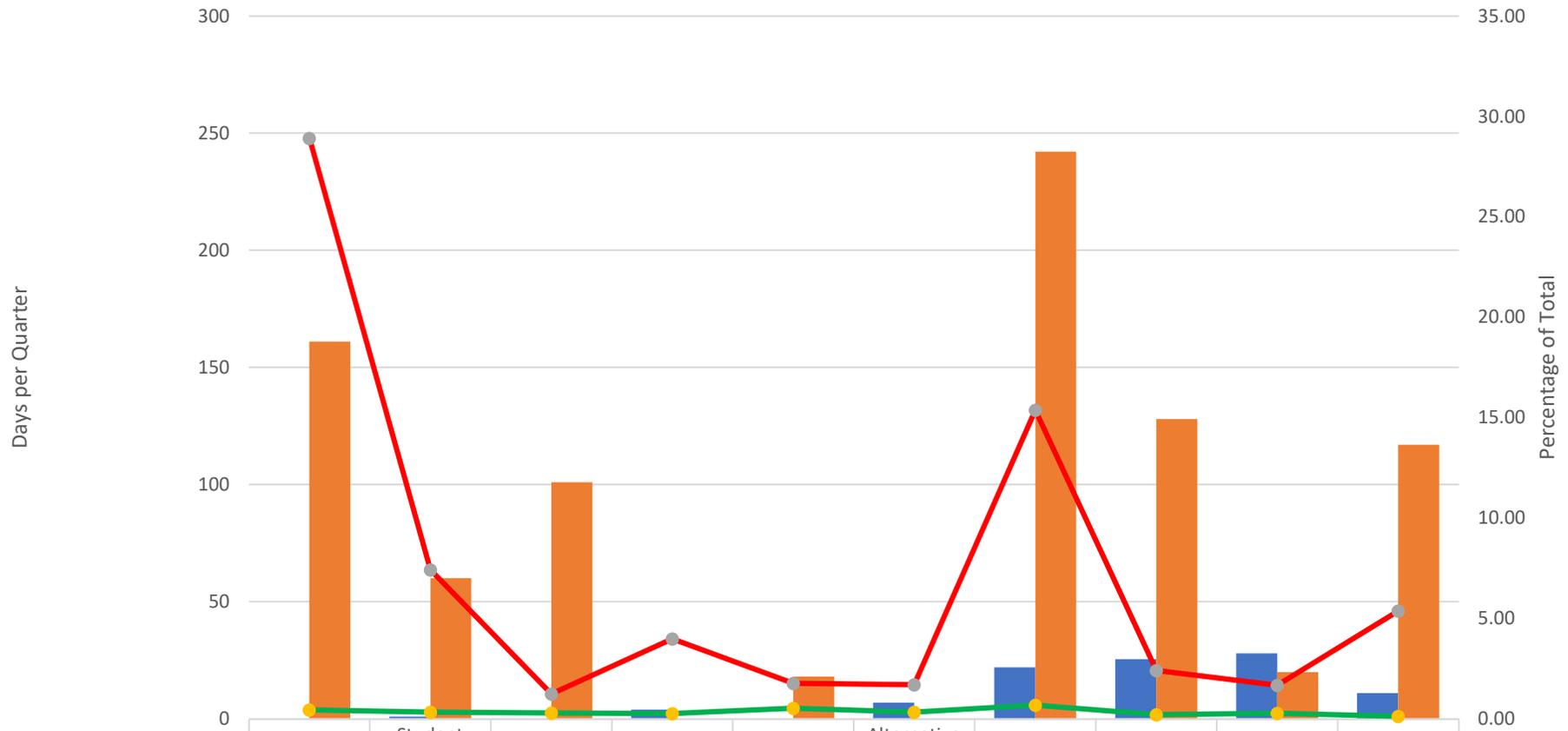
The following graph shows the long-term sickness remains the key driver of overall absence figures, with 81% absences being longer than three weeks.

Comparative data from 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.

The graph below also highlights the following:

- Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 6.14% of available working days to absences. The Facilities and the Principalship teams have higher lost time rates than other areas of the College.
- Frequency rate (%) per department, which is measured as the average number of absences per employee, expressed as a percentage. Facilities and the Principalship teams have higher frequency rates of absence based on headcount.

Quarterly Absence Summary



	Principalship	Student Services	Finance	MIS	HR	Alternative Funding	Facilities	Business	Care	Construction
Short Term Absence	0	1	0	4	0	7	22	25.5	28	11
Long Term Absence	161	60	101	0	18	0	242	128	20	117
Lost Time (%)	28.91	7.42	1.24	3.98	1.78	1.70	15.38	2.41	1.67	5.38
Frequency Rate (%)	45%	34%	30%	27%	53%	34%	69%	22%	28%	13%



South
Lanarkshire
College

East Kilbride

HR COMMITTEE – NOT FOR PUBLISHING

DATE:	September 2022
TITLE OF REPORT:	Senior Staffing Report
REFERENCE:	17
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with details of the Senior Staffing Report submitting to College Employers Scotland.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to note the contents of this report.
RISK	There are no new risks arising from consideration of this report.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: <ul style="list-style-type: none">• Senior Staff Salary Report

1 INTRODUCTION

The College submitted a Senior Staff Salary Report to College Employers Scotland, as requested by the National Recognition and Procedure Agreement (NRPA) Working Group.

2 SENIOR STAFF SALARY REPORT

A copy of the submitted Senior Staff Salary Report is enclosed in Appendix A of this report. The awarded increases for those in the report were approved by the Remuneration Committee on 11th August 2022.

Appendix A – Senior Staff Salary Report

Confidential Principal and Senior Staff Data Collection
College: South Lanarkshire College

Role Title	Principal	Depute Principal	Associate Principal	Depute Head of Faculty
Current Salary	125000	91000	77729	60773
Please advise the percentage of any increase that has been applied in 2021.22	n/a	n/a	n/a	n/a
Please advise the cash amount of this increase	0	£1,000	£1,000	£1,000
If an increase has been applied, please include detail on any variances such as equal pay or annual increments.	N/A			
Please add in any other information that may be helpful context				