

HUMAN RESOURCES COMMITTEE

NOTICE

There will be a meeting of the Human Resources Committee on 23rd May 2023 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	N
	Matters for Decision	
05	Local Recognition & Procedure Agreement	Y
06	Governance Rolling Review	Y
	Matters for Discussion	
07	Recruitment Review – Principal & Chief Executive	Y
	Matters for Information	
08	Quarterly HR Report	Y
09	Quarterly Health & Safety Report	Y
10	Absence Management	Y
11	SPPA Pension Reporting Status Update	Y
12	HR System Project Update	Y
	Reserved Items of Business	
13	Proposed Next Policies & Procedures Not for publication - draft document only	Y
14	Any Other Business	N
15	Summation of Actions and Date of Next Meeting	N

HUMAN RESOURCES COMMITTEE

Minutes

Meeting of the Human Resources Committee on 22 February 2023 at 17:30 hours in Board Room and via teams

Attendance

TBC

In Attendance

C McDowall (Committee Chair)
A Doherty
A Sherry (Acting Principal)
F Whittaker
P Scott (Governance Professional & Acting Clerk)

G McIntosh (Head of HR)
S McManus (Depute Principal)
E Ballantyne (Equalities Officer) – Part only

Agenda Item

01

Apologies for Absence
D Morrison

02

Declaration of any potential Conflicts of Interest in relation to any Agenda items
None but see Item 15

03

Minutes of Previous Meeting
These were unanimously approved

04

Matters Arising from the Previous Meeting
None not covered under other agenda items

Matters for Decision

05

Code of Conduct

Members:

- Noted the content of the proposed new Employee Code of Conduct;
- Reviewed and endorsed same and
- As an **action point** required the Head of HR to place the Code on the agenda of the March 2023 Board of Management meeting for consideration with a view to approval.

06

Gender Pay Gap Report

The Committee:

- Noted the content of the Gender Pay Gap Report;
- Endorsed same and requested that this be passed to the Board of Management for information.

	<p>The committee found the tabulated key points on Page 7 of the Report helpful and appreciated the narrative which explained the raw data on Page 8</p>
07	<p>Public Sector Equality Duty Interim Report</p> <p>Members:</p> <ul style="list-style-type: none"> • Noted the content of the Public Sector Equality Duty Interim Report; • Endorsed the Public Sector Equality Duty Interim Report and • Requested that this be referred to the Board of Management for information. <p>As an action point the committee asked that HR revisit the valuable data we hold on protected characteristics to see what if any would be publishable . The committee thanked the Equalities Officer for a very clear and comprehensive report</p>
	<p>Matters for Discussion</p>
08	<p>Job Evaluation, Pay and Grading</p> <p>Members considered the attached paper which is referred to for its terms and :</p> <ul style="list-style-type: none"> • Noted the updates; • Noted the progress to date made with the national job evaluation scheme; • Noted the engagement of ECC to support the College to develop a job evaluation scheme and pay and grading structure; and • Noted the potential financial impact on College revenue funding from the outcome of the national job evaluation scheme. <p>In broad terms the Committee appreciated the challenges presented by this exercise but noted that the work on the National Job Descriptions for Academics would inform the process for Supply Staff. The benchmarks for “Equal Pay for Equal Work” were of course well established</p>
09	<p>Investors in People (IiP) – We Invest in People</p> <p>The committee considered the attached paper which is referred to for its terms. It was disappointing but was felt to be attributable to the low response rates.</p> <p>Members however:</p> <ul style="list-style-type: none"> • Noted the content of the report; • Noted the outcome of the outcome of the IiP audit; • Noted that the College had achieved Standard level; • Requested as an action point that the Head of HR develops an action plan to address the recommendations set out in the IiP report; and provided the Committee with regular updates on progress against this action plan.
10	<p>Equality Outcomes</p> <p>The Committee considered the attached paper which is referred to for terms and noted in particular the satisfactory status and progress of the current equality outcomes. As an action point the Committee requested the</p>

	Head of HR to bring forward an update report to an appropriate future meeting of the Committee.
	Matters for Information
11	<p>Quarterly HR Report</p> <p>Members noted the updates relating to staff. This was positive progress.</p>
12	<p>Quarterly Health & Safety Report</p> <p>Members:</p> <ul style="list-style-type: none"> • Noted the progress made against the Health and Safety Audit actions; • noted the training that continues to take place and especially the additional sessions for fire wardens and the updated First Aid procedures; • considered and noted the slight increase in the number of minor accidents; • considered and noted the fire safety and alarm testing update and • consider and noted the minutes of the Health and Safety Committee which took place on 22 November 2022. <p>It was however concerning that the Counselling Budget ended in March with no indication of future funding. The Community Support agencies were known to be overwhelmed but there was a limit to what colleges could be expected to provide – especially as support might well be required out of college hours.</p>
13	<p>Absence Management</p> <p>The Committee noted the terms of the Report which is referred to for its detailed terms. Flexibility was felt to be important and it was noted, in that context, that curriculum delivery was under active consideration.</p>
14	<p>SPPA Pension Reporting Status Update</p> <p>The Committee noted the contents of the status update. This was felt to be a positive and encouraging report</p>
15	<p>Employment Tribunal</p> <p>Members noted the contents of this paper.</p> <p>The Committee Chair asked that his interest be noted as the case was being handled by the legal firm in which he was a partner. The Governance Professional ruled that there was no conflict of interest as this was matter for information only</p>
16	<p>HR System</p> <p>Members noted the contents of this paper and that we were moving towards a point where the contract could be signed off.</p>
17	<p>Long-Term Absence Management</p> <p>Members noted the contents of this paper.</p>
	Reserved Items of Business

	<p>The paper was not publishable as it contained data which might identify particular individuals</p> <p>A Doherty had sought guidance as to whether or not she had an interest as a member of staff but the Governance Professional had ruled that this was for information only and so no conflict arose</p>
18	<p>The HR Committee however:</p> <ul style="list-style-type: none"> • noted the content of the paper; • noted a potential failure to comply with part-time pension contribution regulations; • noted that the College has engaged its Internal Audit Service to review its work in this area; • as an action point requested that the Audit and Risk Committee be informed and • requested that the committee be kept updated at an appropriate future meeting.
19	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. The Governance Professional reported that revised Committee Terms of Reference were being presented to the next available Board Meeting but that the only changes were those necessary to comply with the new Code of Governance 2. The Committee had been asked by the Chairs Committee to cast an eye over a proposed advert for a new Principal and considered the draft and were able to suggest changes which might inform the deliberations of both the Chairs Committee and the remuneration Committee
19	<p>Summation of Actions and Date of Next Meeting</p> <p>The Clerk summarised the Actions identified and which are individually Minuted under each Agenda item.</p> <p>The date of the next meeting would be Tuesday 16 May 2023</p>

HR COMMITTEE

DATE	May 2023
TITLE OF REPORT	Draft Local Recognition and Procedure Agreement
REFERENCE	05
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	To update the HR Committee on the status of the College's Local Recognition and Procedure Agreement and get approval for proceeding to discuss the proposed agreement with the Trade Unions.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • Note the contents of the report and draft agreement; and • Approve that conversations on the detail of the draft agreement are discussed locally with EIS-FELA and UNISON.
RISK	The absence of an updated agreement could cause local dispute concerns with our trade unions.
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"> • Background of Local Recognition and Procedure Agreement; and • Proposal for a Local Recognition and Procedure Agreement.

1. INTRODUCTION

- 1.1. This paper provides an overview of the status of the Local Recognition and Procedure Agreement and seeks approval to engage on local discussions with trade unions based on the content of the draft agreement in the appendix.

2 BACKGROUND

- 2.1 The College sector has a National Recognition and Procedure Agreement that governs the industrial relations relationship on a national level. Each College should also have a local agreement with their trade unions.
- 2.2 The College has a dated, Local Recognition and Procedure Agreement with UNISON which was implemented in 1999.
- 2.3 The College has no Local Recognition and Procedure Agreement with EIS-FELA.

3 PROPOSAL

- 3.1 The College has developed a draft Local Recognition and Procedure Agreement, which is included in appendix A. This is proposed to be a joint agreement with both trade unions that are present locally in the College.
- 3.2 The College has considered the earlier agreement with UNISON, a template from EIS-FELA and also terms and conditions used by other college's in creating this draft agreement.
- 3.3 Both EIS-FELA and UNISON have demonstrated interest in having a Local Recognition and Procedure Agreement.

4 EQUALITIES

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

5 RISK

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

6 RECOMMENDATIONS

Members are recommended to:

- note the contents of this report and the appendix; and
- approve that the College engages in discussions with trade unions based on the draft agreement in the appendix.

Appendix A

Draft Local Recognition and Procedure Agreement

Local Recognition and Procedure Agreement (LRPA)

between

The Board of Management of South Lanarkshire College

and

EIS-FELA, South Lanarkshire College Branch

and

South Lanarkshire UNISON Sub-Branch

on

May 2023

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1.0 Introduction

1.1 National Collective Bargaining

1.1.1. The Board of Management of South Lanarkshire College (“the Board”), EIS-FELA South Lanarkshire College Branch and South Lanarkshire UNISON Sub-Branch recognise and are fully committed to the National Recognition and Procedures Agreement (NRPA) between Scottish Further Education and the Educational Institute of Scotland (EIS), General Municipal & Boilermakers Union, UNISON and UNITE and that, under the NRPA, that the National Joint Negotiating Committee (NJNC) is the body with authority to negotiate and agree on the terms and conditions agreed upon.

1.1.2. All collective agreements reached, through the NJNC will automatically be incorporated into the contract of employment between the Board and employees. Variations will be incorporated into the contract of employment, where appropriate, on receipt of the national circular and the national implementation guidance.

1.1.3. Neither party to this Local Recognition and Procedures Agreement (LRPA) have authority to negotiate on any of the agreements from the NJNC.

1.2 Local Collective Bargaining

1.2.1. The LRPA is implemented to support ongoing and proactive employee engagement within the College and, therefore, to promote the development of good relations between the Board of Management and employees.

1.2.2. This will be achieved through transparent, open and constructive discussion between the parties to this Agreement, the parties are committed to working in partnership to create good employee relations and facilitate the development of the College to the mutual benefit of all concerned.

1.3 Scope of LRPA

1.3.1. This Agreement is intended to provide formal recognition between the parties for the following matters:

- Negotiations regarding terms and conditions, outwith the scope of the NRPA;
- Consultation on all HR and student-related policies and procedures, out with the scope of the NRPA;
- Disclosure of information for collective bargaining, outwith the scope of the NRPA;
- Information and consultation on redundancies;
- Information and consultation on transfers of an undertaking;
- Information and consultation of matters pertaining to health and safety;
- Facilities for elected Trade Union Representatives, including Health & Safety, Training and Equality;
- Consultation on new or materially amended job descriptions; and

- Consultation on job grading, job evaluation and salary structures, out with those covered by the NRPA.

1.4 Statement of Intent

- 1.4.1 This LRPA is designed to promote the development of good relations between the Board of Management and its employees.
- 1.4.2 This will be achieved by open and constructive discussion between all parties to create good employee relations and facilitate the development of the College to the mutual benefit of all concerned.
- 1.4.3 All parties to this agreements jointly affirm their commitment to the maintenance of good employee relations and make this Agreement voluntarily and in good faith.

2.0 Joint Negotiating & Consultation Committee (JNCC)

- 2.1. Consultation and negotiation between local management and local trade union representatives will be conducted at meetings known as the “Joint Negotiating & Consultation Committee” (JNCC).
- 2.2. Separate meetings and consultations between representatives of Management and the Trade Unions may also be arranged as deemed necessary and appropriate, and at such times as may be considered to be mutually convenient, to discuss specific matters relation to employees.
- 2.3. The composition of the JNCC shall be a minimum of one member from the Principalship and one member from Human Resources and a minimum of one member from each Trade Union. Parties may invite an additional member where appropriate, for example to speak to an agenda item(s) or support succession planning. The Trade Union representatives may call upon a Branch officer or Regional full-time official to be in attendance only if there is a failure to agree or if specialist support is required. Such attendance will be with the advance agreement of the College Principal and will usually be accommodated and not be unreasonably withheld.
- 2.4. The quorum for a meeting of the JNCC will be one from the Principalship, one from Human Resources and one from each Trade Union.
- 2.5. Frequency of meetings will be discussed and agreed during JNCC meetings, including any change to the frequency. At present, this is between fortnightly and monthly, with the exception of holidays. Normally, meetings will be timetabled for the academic year.
- 2.6. All parties will submit papers to be considered as agenda items at least 5-working days prior to a scheduled meeting, for them to be considered.
- 2.7. Extraordinary meetings will normally be held within 5-working days of a request being made by either side. This timescale may be extended due to circumstances.
- 2.8. The JNCC has the responsibility for formally agreeing the minute of any meeting.

- 2.9. A member of the Human Resources department will act as Committee Secretary and will be responsible for liaison with the Trade Union representatives with regards to the arrangements for any meeting and items for inclusion on the agenda. The agenda and associated papers will normally be circulated at least 2 working days prior to the meeting. The JNCC will have responsibility for formally agreeing the minute of any meeting.
- 2.10. Collective agreements, outwith the NRPA, reached, shall be binding on the College and Trade Unions when signed. The wording of collective agreements shall be agreed between all parties prior to signing. Agreements will be signed by the Principal (or their designated Depute) on behalf of the Board of Management and the Trade Union Branch Secretaries (or their designated Deputes).
- 2.11. This Agreement shall not detract from the right of communication between the Board of Management and their employees, and between Trade Unions and their members.
- 2.12. All parties will seek to deal with collective matters of disagreement through joint discussion and resolution. In the event that matters are unable to be resolved through dialogue they will, through agreement, proceed to the formal Disputes Procedure.

3.0 Scope of Agreement

- 3.1. The following details the matters with which the College will negotiate, consult, and/or inform the recognised Trade Unions.
- 3.2. Terms and conditions of employment, or the physical conditions in which workers are required to work (outwith the NRPA):

Item	Engagement
Pay	Negotiate
Hours of work	Negotiate
Holiday entitlement and pay	Negotiate
Sick pay arrangements (excluding absence policies)	Negotiate
Pensions	Negotiate
All other terms and conditions of employment, or physical conditions in which workers are required to work, not under the NRPA.	Negotiate

- 3.3. Engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers:

Item	Engagement
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Recruitment and selection policies	Consult
Workforce planning	Consult
Redundancy and dismissal arrangements	Consult
Attendance Policies	Consult

3.4. Allocation of work or the duties of employment as between workers or groups of workers (out with the NRPA):

Item	Engagement
Job grading	Consult
Job evaluation	Consult
Job descriptions	Consult
Flexible working practices	Consult
Utilisation of machinery and other equipment	Consult

3.5. Matters of discipline:

Item	Engagement
Disciplinary Procedures	Inform and Consult
Arrangements for representing trade union members at internal interviews	Inform and Consult
Arrangements for appearing on behalf of trade union members, or as witnesses, before agreed outside appeal bodies or employment tribunals	Inform and Consult

3.6. Trade Union membership or non-membership:

Item	Engagement
Representational arrangements	Consult
Any Trade Union involvement in the induction of new employees	Consult

3.7. Facilities for officials of Trade Unions:

Item	Engagement
Accommodation	Negotiate
Equipment	Negotiate
Names of new workers to the trade union	Negotiate

3.8. Machinery for negotiation or consultation and other procedures:

Item	Engagement
Collective bargaining	Negotiate
Grievance procedures	Consult
Joint consultation	Consult
Communicating with members	Negotiate
Communicating with other officials also concerned with collective bargaining with the employer	Negotiate

3.9. Strategic management of the College:

Item	Engagement
College Plans	Inform
College Staff Development Priorities	Inform
Vocational and professional training	Inform
Career reviews	Inform
College staff structures	Inform
College budget	Inform
Annual accounts	Inform
Holiday patterns and procedures	Inform
All other human resources and student-related policies and procedures	Inform

3.10. Equal opportunities:

Item	Engagement
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Equality policies	Consult
Equality schemes and action plans	Consult
Equality agenda	Consult

4.0 Resolution of Collective Disputes Procedure

- 4.1. In the event of a collective dispute arising that falls within the scope of this Agreement it will be the intention to resolve the dispute without delay by local discussion.
- 4.2. If a collective dispute arises within the scope of this Agreement then the following procedure shall be followed.

Stage One

- 4.3. The elected officers of the Trade Union shall formally advise, in writing, the Depute Principal of the nature of the dispute, the staff involved, any supporting evidence and a proposed resolution. The focus of the meeting will be on reaching a settlement of the issue(s) in dispute.
- 4.4. The Trade Union representative must send written notification within five working days of discussions being concluded.
- 4.5. A meeting shall be arranged between the College management, consisting of the Depute Principal (or Associate Principal) and one Head of Department (not previously involved in the dispute), and the Trade Union officials, normally within three working days or by mutual agreement.
- 4.6. The meeting may adjourn for further discussion or investigation by mutual agreement, and reconvened within an agreed timescale, but otherwise agreement or failure to agree shall be recorded.
- 4.7. If Management and the Trade Unions are unable to resolve the dispute, then the parties may proceed to Stage 2.
- 4.8. Stage 2 will be arranged within 10 working days.

Stage 2

- 4.9. The elected officers of the Trade Union shall formally advise, in writing, the Principal of the nature of the dispute, the reason for reaching a failure to agree and, if possible, a proposed solution.

- 4.10. A meeting shall be arranged between the Principal and a member of the Human Resources department, who was not involved in stage one, and the Trade Union officials, normally within 5 working days.
- 4.11. The meeting may adjourn for further discussion or investigation by mutual agreement, and reconvene within an agreed timescale, but otherwise agreement or failure to agree shall be recorded.
- 4.12. If Management and the Trade Union(s) are unable to resolve the dispute, then the parties may proceed to Stage 3.

Stage 3

- 4.13. The elected officers of the Trade Union shall formally advise, in writing, the Clerk to the Board of the nature of the dispute, the staff involved, any supporting evidence and a proposed resolution. The focus of the meeting will be on reaching a settlement of the issue(s) in dispute.
- 4.14. Members of the College Management who participated in stage two will prepare and present an outline of their side in writing of the reason for reaching a failure to agree and, if possible, a proposed resolution.
- 4.15. A meeting shall be arranged between two members of the Board of Management (excluding staff and student representatives), the Clerk to the Board and the Trade Union officials, normally within 15 working days. The Board of Management Representatives and Clerk to the Board will provide a written response within 5 working days.
- 4.16. The meeting may adjourn for further discussion or investigation by mutual agreement, and reconvene within an agreed timescale, but otherwise agreement or failure to agree shall be recorded.

Status Quo

- 4.17. Once a formal dispute has been registered, the status quo will apply to those staff in scope of the dispute. This means that there will be no changes to pay, conditions of service, working practices or other matters of contention. There will be no industrial action, including strike action and action short of strike action until all possible means of resolving disputes have been exhausted. These requirements will remain until a dispute has been resolved or this procedure has been exhausted.
- 4.18. For purposes of clarity, and in relation to the Health & Safety at Work Act 1974, where changes in practice or procedures have been introduced in the interests of health and safety, these shall remain in place in preference to the status quo.

5.0 Trade Union Duties

5.1 Paid Time Off for Trade Union Duties

5.1.1. Accredited representatives of the Trade Union may request reasonable statutory time off under the Trade Union and Labour Relations (Consolidation) Act 1992, Employment Relations Act 1999 and Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended from time to time), ACAS Code of Practice, for the following purposes.

- Negotiation on changes to terms and conditions;
- Consultation on employment and other relevant matters;
- Physical conditions, health & safety in the workplace;
- Accompanying staff at formal procedures e.g. discipline, grievance, attendance, support during employee suspension, etc.
- Time off for trade union training;
- Time off for Learning Representatives;
- Time off for an elected member of the trade union to attend national executive meetings;
- Meetings to discuss employment / workplace issues;
- Facilities e.g. accommodation and equipment for trade union activities.

Note, this excludes areas already covered in the NRPA.

5.1.2. The granting of paid time off will not normally be refused but will be subject to the exigencies of the service and should therefore not adversely affect the service provision. The appropriate line manager must consider these requirements in determining the reasonableness of any such request. In order to consider such a request, sufficient information should be provided to the manager to enable them to make an informed decision.

5.1.3. Accredited Trade Union Representatives are entitled to reasonable time off work to be involved in Trade Union duties. Accredited Trade Union representatives must seek permission for this from the Principal (or their designated Depute) as appropriate. Permission will not be withheld unreasonably contingent on the services of the College.

5.1.4. The Trade Union shall advise the Principal in writing of the names of their accredited representatives and their status.

5.1.5. Trade Union officials may request paid time off for the purposes of urgent staff meetings.

5.2 Time Off for Trade Union Activities

5.2.1. There is no statutory right to paid time off for Union activities for either members or accredited representatives. However, the College may consider payment in certain circumstances.

5.2.2. Any employee who is a member of a recognised Trade Union is permitted to reasonable time off during working hours, without pay, to take part in any Trade Union activity. The Trade Union Branch Secretary (or designated Depute) must seek advanced approval in writing from the Principal and with the respective line managers being informed beforehand. Time off will be authorised where it would not adversely affect the needs of the service.

5.2.3. There is no time off for Trade Union activities which are considered industrial action.

5.2.4. Examples of Trade Union activities for accredited representatives:

- a. Taking part in Branch meetings where Trade Union business is under discussion.
- b. Trade Union Meetings, such as Annual Conferences.
- c. Meetings with full-time Officer(s) to discuss issues relevant to the workplace.

5.2.5. Examples of Trade Union activities for members:

- a. Attending workplace meetings to discuss and vote on the outcome of negotiations with the College representatives.
- b. Meeting full-time Officer(s) to discuss issues relevant to the workplace.
- c. Voting in Trade Union elections.

5.2.6. Accredited Representatives that are elected to Regional or National Office will be granted time off with pay to attend the scheduled annual meetings, provided the Trade Union notified the Principal in writing of those who have been elected and the dates of the meetings to which they are to be convened for the next twelve months.

5.2.7. Those holding National Office will be granted, as well, paid leave to attend emergency meetings provided:

- a. As much notice as possible is given in writing; and
- b. It would not adversely affect the needs of the service.

5.3 Paid Time Off for Training

5.3.1. The College will encourage the relevant training of accredited Trade Union Representatives. Representatives will be given reasonable time off with pay for the purpose of the training, which is appropriate to their roles and duties, and which will enable them to effectively carry out their Trade Union duties.

5.3.2. The training must be approved by the TUC, STUC and the respective Trade Union, and will including topics such as:

- a. Representation
- b. Negotiation
- c. Health & Safety
- d. Learning (for any Learning Representative)
- e. General updates of skills and knowledge

5.3.3. All requests for paid time off for training should be made in writing to the Principal. The immediate line manager must be informed by the accredited Representative if a request is to be made, as well as the outcome of the request.

5.4 Facility Time for Accredited Representatives

6.1. Facility time will be reviewed and agreed on an annual basis. Initially, the College agrees to the following. The Trade Unions should advise the Principal accordingly of the distribution of hours between representatives.

EIS-FELA		UNISON	
Elected Role	Hours / Time period	Elected Role	Hours / Time period
Branch Secretary		UNISON Steward	
Depute Branch Secretary			
Branch Convener			
Depute Branch Convener			
JNCC Member		JNCC Member	
Health & Safety Representative		Health & Safety Representative	
Learning Representative			

5.5 Trade Union Facilities

5.5.1. The following facilities shall be provided to recognised trade union representatives for carrying out confidential business.

- a. **Accommodation:** a room shall be provided where available together with an internet enabled computer with e-mail facilities. Reasonable use may be made of the email facility. Trade Union communications will not normally be subject to monitoring, but use of the facilities will be governed by the College's Acceptable Use Policy.
- b. **Telephones:** Reasonable use may be made for official trade union business. This shall be free of charge.
- c. **Typing Facilities:** Reasonable use of typing facilities may be made and must be marked as trade union duties. Trade union officials are responsible for performing their own typing, with the resource to do so being free of charge.
- d. **Photocopying Facilities:** Reasonable use of College copying may be made for copying official trade union documents, with the exception of colour printing. This shall not be used for the production of flyers, notices or communications to Trade Union members. Arrangements may be made for the copying of these at the trade union's expense.

6.0 Agreement

- 6.1. This Agreement will take effect as soon as it has been signed on behalf of the Board of Management and the two Trade Unions.
- 6.2. This Agreement supersedes the “JNC Terms of Engagement” and all prior, local recognition and procedure agreements including other, related local agreements.
- 6.3. The signatories to this Agreement reserve the right to review its recognition on a three (3) yearly basis.
- 6.4. Any mutually agreed changes to terms and conditions will apply to Trade Union members and also to employees within the bargaining unit who are not Trade Union members. The change will be applied within four weeks of any agreed change.
- 6.5. The Board of Management and Trade Union Representatives affirm their commitment to the maintenance of good employee relations and make this Agreement voluntarily and in good faith.
- 6.6. This Agreement is designed to facilitate voluntary local negotiation and consultation on appropriate matters. The Agreement is not legally binding on the parties.
- 6.7. Amendments to this Agreement may be made with the mutual and written agreement of all parties.
- 6.8. This Agreement should operate in a spirit of co-operation. However, any party may withdraw from the Agreement after giving six months' notice of their intention.

7.0 Signatures

Board of Management of South Lanarkshire College	
Signature:	
Name:	
Position:	
Date:	

EIS-FELA South Lanarkshire College Branch	
Signature:	
Name:	
Position:	

Date:	

South Lanarkshire UNISON Sub-Branch	
Signature:	
Name:	
Position:	
Date:	

HUMAN RESOURCE COMMITTEE

DATE:	23rd May 2023
AGENDA REF:	06
TITLE OF REPORT:	Governance Rolling Review
AUTHOR AND CONTACT DETAILS	Peter Scott peter.scott@slc.ac.uk
PURPOSE:	To seek guidance from Members as to the suggested content of the Rolling Governance Review in the context of “Human Resources” so as to meet challenge and identify areas for improvement and/or potential improvement.
KEY RECOMMENDATIONS/ DECISIONS:	<p>Members are recommended to note that:</p> <ul style="list-style-type: none"> the Rolling Review should build on the recommendation of the Internal Auditors, building on their recommendations and be informed by input from the Senior Leadership Team; and best Practice suggests that a structured Governance Review should be linked to the Principles set out in the Code of Good Governance. <p>Members are asked to:</p> <ul style="list-style-type: none"> suggest content for the Rolling Governance Review for the Staff Governance section.
RISK	Governance is recognised as a potential strategic management risk and appropriate mitigating actions such as having a Governance Rolling Review which is best practice is required.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> Highest quality education and support. Sustainable Behaviors. Successful Students
SUMMARY	<ul style="list-style-type: none"> This report sets out a draft of the Rolling Governance Review and seeks to gain guidance from the members of the Human Resource Committee. It focuses on the principles of good governance with subheadings of importance relating to each principle. All Committee Members are being asked to input into the relevant section of the plan.

1. INTRODUCTION

1.1 This paper sets out a draft of the Rolling Governance Review and seeks to gain guidance from the members of the Human Resource Committee.

2. GOVERNANCE IMPROVEMENT PLAN

2.1 The Governance Improvement Plan was established to address any identified or emerging issues identified in the ongoing review of Governance at South Lanarkshire College. This plan was completed, and the Board of Management agreed that there should now be a "Governance Rolling Review."

3. GOVERNANCE ROLLING REVIEW

3.1 The principles of good governance are:

- 3.1.1 Leadership and Strategy
- 3.1.2 Quality of the Student Experience
- 3.1.3 Accountability
- 3.1.4 Effectiveness
- 3.1.5 Relationships and Collaboration

3.2 The Governance Rolling Review plan will focus on these areas, with subheadings of importance for HRC Members, including: staff governance, quality monitoring and oversight and partnership working.

3.3 Members are requested to provide content for the Rolling Governance Review.

4 RISK

4.1 Governance is recognised as a potential strategic management risk and appropriate mitigating actions such as having a Governance Rolling Review, which is best practice, is required.

5 EQUALITIES

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

6 RECOMMENDATIONS

6.1 Members are recommended to note that:

- 6.1.1 the Rolling Review should build on the recommendation of the Internal Auditors, building on their recommendations and be informed by input from the Senior Leadership Team; and
- 6.1.2 Best Practice suggests that a structured Governance Review should be linked to the Principles set out in the Code of Good Governance

6.2 Members are asked to:

- 6.2.1 Suggest content for the Rolling Governance Review for the Staff Governance section.

ROLLING GOVERNANCE REVIEW DRAFT

The actions to deliver improvement contained in this plan will be developed and implemented to address any previously identified or emerging issues identified by way of Ongoing Review of Governance at South Lanarkshire College. This will proceed following consultation with Board Members and Senior Staff. A RAG system has been used to enable tracking of progress against actions and timescales.

Development Categories	Issue	Action	By Whom and When	Status and Progress Update as at *****
Leadership & Strategy	Conduct in Public Life	Training in New Code of Governance to be provided	Governance Professional by XX.	Being drafted
	Vision & Strategy			June 2023
	Performance			
	Corporate Social Responsibility			
Quality of Student Experience	Student Engagement			
	Relevant High-Quality Learning			
	Quality Monitoring & Oversight			
Accountability	Accountability & Delegation			
	Risk Management			
	Audit Committee	Membership to be adjusted in line with New Code	Governance Professional	At Planning Stage
	Remuneration Committee			

	Financial & Institutional Sustainability	FRC		
	Staff Governance			
Effectiveness	Board Chair			
	Senior Independent Member			
	Board Members			
	Principal & Chief Executive			
	Governance Professional	Recruit new postholder	Board	At planning Stage
	Appointment Induction & Training			
	Board Evaluation			
Relationships & Collaboration	Partnership Working	Build Collaborative initiatives with Regional Partner	Clerks to Board	Projects identified for training & development
		Community Development		
Other		Equalities		
		Student Association Support & Recognition		

HR COMMITTEE

DATE	May 2023
TITLE OF REPORT	Recruitment Review – Principal & Chief Executive
REFERENCE	07
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	To update members on the recruitment process for the Principal & Chief Executive vacancy.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to note the contents of this report.
RISK	<ul style="list-style-type: none"> The risk associated with this paper is hiring the wrong candidate into the role, which could then impact business success, reputation, student and employee experience, etc.
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"> This report provides a summary of the recruitment process for the Principal and Chief Executive as well as the recommendations for future recruitment processes at the College.

1. INTRODUCTION

1.1. This paper provides an overview of the recruitment process for the Principal and Chief Executive role.

2 BACKGROUND

2.1 The HR Committee approved the proposed recruitment process on 23 February 2023 and the Board endorsed the process at its March 2023 meeting.

2.2 The process was developed in line with an assessment centre approach, with the following assessment activities:

2.2.1 CV & covering letter;

2.2.2 Written task;

2.2.3 Two group activities involving a discussion topic and questions – one with students and one with staff;

2.2.4 Panel presentation on proscribed topic; and

2.2.5 Panel Interview.

2.3 Each assessment activity was scored by all the Board member(s) of the selection panel. Each scoring sheet was developed directly in line with the person specification.

3 PROGRESS

3.1 Eighteen candidates participated in the process from across the UK and North Americas and fifteen candidates submitted an application.

3.2 Five candidates were shortlisted and invited to the selection day. One candidate subsequently withdrew at short notice.

3.3 One Board member facilitated the staff group activity, including collating feedback from the staff.

3.4 Two Board members facilitated the student group activity, including collating feedback from the students.

3.5 Four Board members were on the interview panel, which also scored the written test and the presentation.

3.6 Scores were collated and reviewed at the end of the Selection Day.

3.7 Shortlisted candidates were given their outcome of the Selection Day the following day. All shortlisted candidates were offered feedback.

3.8 All shortlisted candidates were issued a candidates experience survey which concluded:

- All respondents were “satisfied” with each stage of the application process;
- A positive experience for students and staff to be involved in the process.
- Nothing was recommended “which could have made the recruitment process better”.

3.9 The College will continue, where appropriate to use student and/or staff groups when recruiting future postholders.

4 EQUALITIES

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

5 RISK

The risk associated with this paper is hiring the wrong candidate into the role, which could then impact business success, reputation, student and employee experience, etc.

6 RECOMMENDATIONS

Members are recommended to note the contents of this report.

HR COMMITTEE

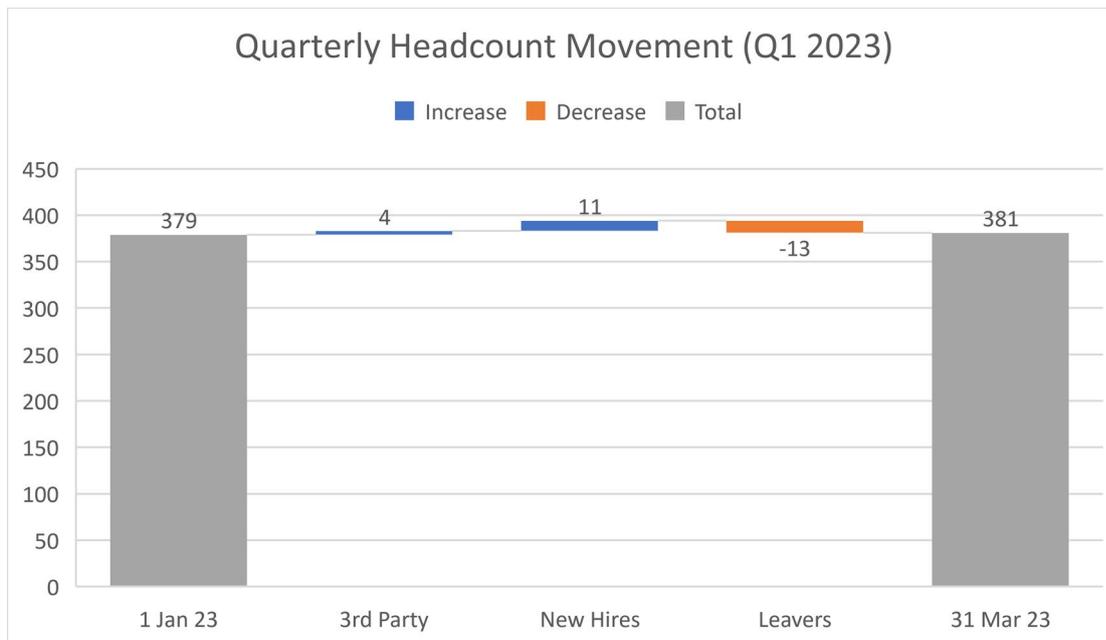
DATE:	May 2023
TITLE OF REPORT:	Quarterly HR Report
REFERENCE:	08
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with a quarterly update on HR matters.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee Relations.
RISK	The following risk is identified: <ul style="list-style-type: none"> • Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; and employee relations, could result in poor delivery for students.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • 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.

1 INTRODUCTION

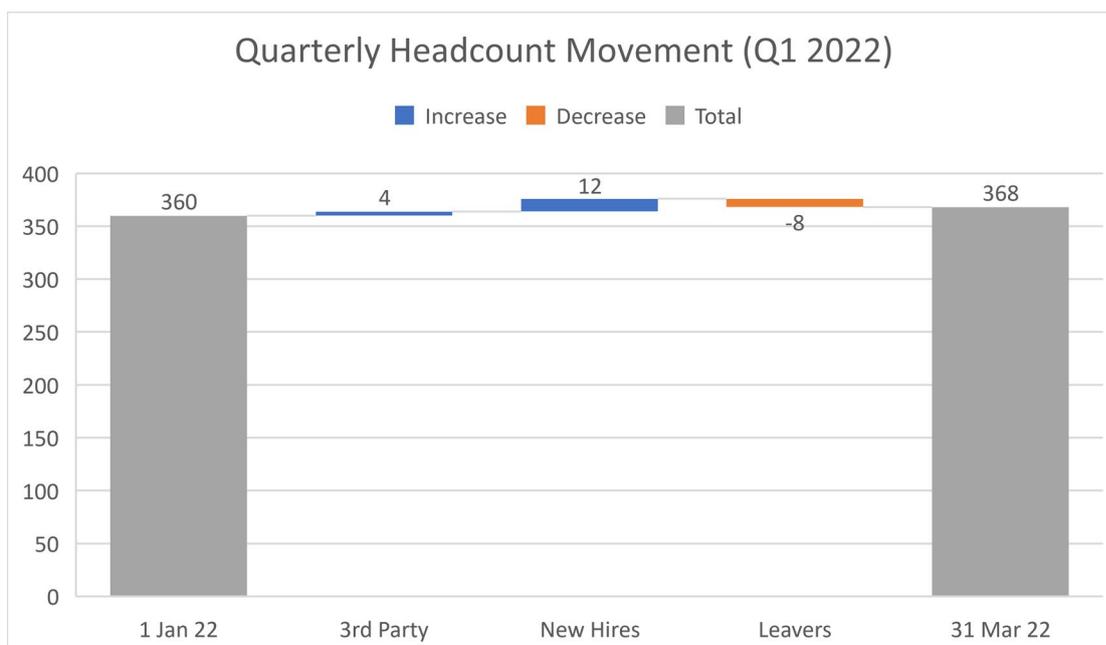
1.1 This paper seeks to provide members with an overview of HR matters for the College for the period of 1 January to 31 March 2023.

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, 11 new hires and 13 leavers.



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

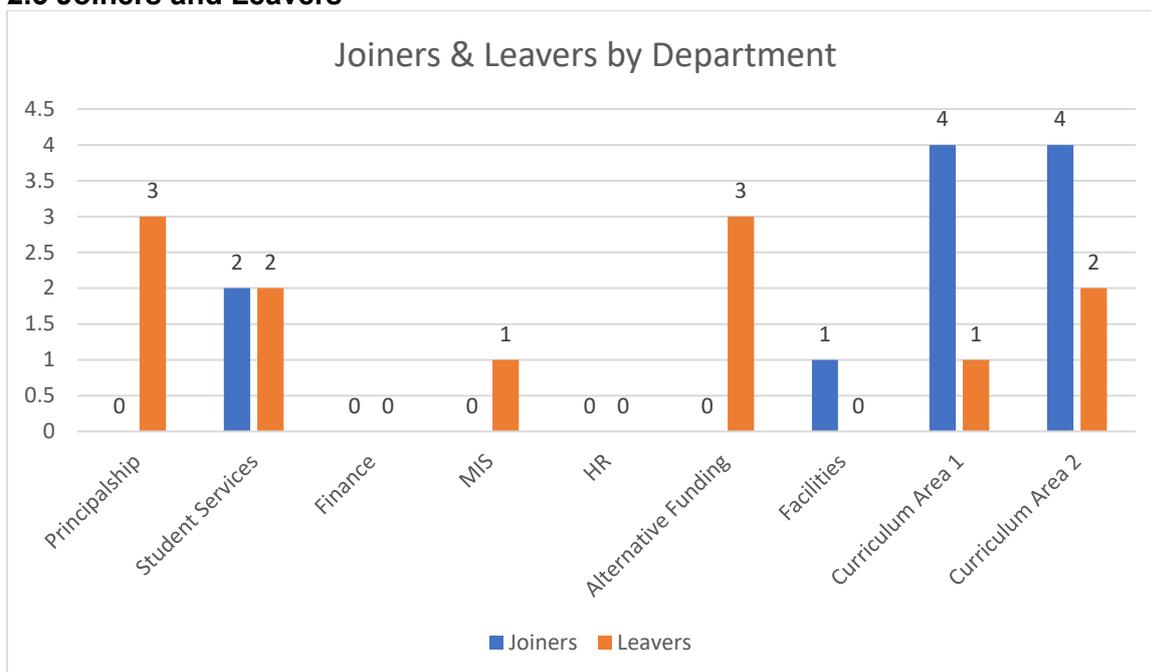


2.3 Recruitment

2.4 Recruitment activities during the period are shown below:

Position	Status
Principal & Chief Executive	Appointment made
Support For Learning Assistant, 0.4 FTE, Term-Time	Appointment made
Human Resources Administrator	No appointment made
Financial Accountant, 0.7 FTE	Appointment made
Temporary Payroll Administrator	Appointment made
Guidance and Support Advisor, Temporary to October 2023	Appointment made

2.5 Joiners and Leavers



3 HEALTH & WELLBEING

3.1 Mental health initiatives continue to be at the forefront of College Health and Wellbeing efforts.

3.2 Wellbeing Initiatives

3.2.1 The onsite Chiropodist remains a popular service, following visits in March and April where session continue to be in demand. Microsoft Bookings has continued to streamline the management of appointments for staff, reducing the administrative involvement from Human Resources.

3.2.2 The College provides support services to employees through partnerships with PAM Assist (the employee assistance programme) and Access to Work (a mental health support service).

3.2.3 The following table shows quarterly employee engagement with the support:

	Number of Employees
PAM Assist – Employee Assistance Programme Appointment Services	Telephone Counselling/Advice – 9 Face to Face Counselling – 6 Video Counselling – 1 Total – 18

3.2.4 During this reporting period, support was provided for the following conditions: anxiety, depression, stress, financial, bereavement, relationships and general family issues.

4 EMPLOYEE ENGAGEMENT

4.1 The College is progressing the review of the employee journey and underlying processes, in order to enhance the employee experience and engagement. Each part of the employee journey is being managed as a “*process sprint*” in order to promptly prepare these for automation. The process sprints currently being progressed are: payroll; recruitment; induction; offboarding; parental leave; attendance and annual leave.

4.2 Employee Engagement & Internal Communications

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

4.4 Equality, Diversity and Inclusion

4.4.1 The Equality Mainstreaming Interim Report 2023 is now available on the South Lanarkshire College website and reports on the progress on mainstreaming the general duty of the Public Sector Equality Duty into all College functions. The report also provides an update on the progress made against the Equality Outcomes set in 2021.

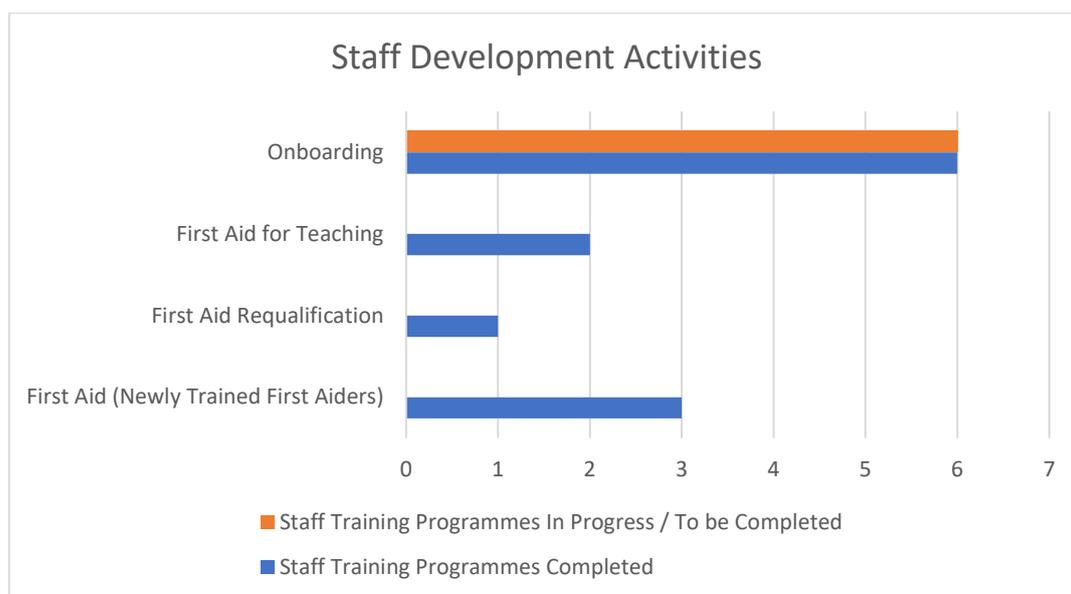
4.4.2 In 2019 the Equality and Human Rights Committee and the Scottish Funding Council, entered a strategic partnership, to explore the benefits to the sector of working on tackling the most pressing inequalities together. An action plan was developed with a key priority to set National Equality Outcomes (NEOs) to make the tertiary system fairer and equitable.

4.4.3 The College’s Equality Mainstreaming Interim Report 2023 will be revisited to take account of the NEO’s.

5 STAFF DEVELOPMENT ACTIVITY

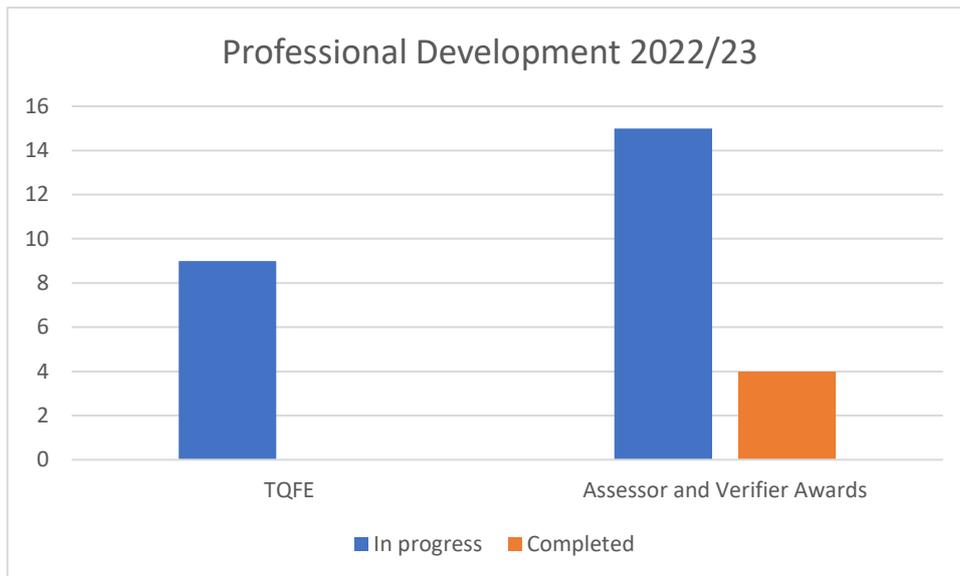
5.1 The Staff Development Day held in May 2023 will provide an opportunity for staff to take part in departmental training sessions. Each department will arrange specific training for their area providing time of any mandatory training to also be carried out.

5.2 The following graph shows the current learning and development activities across the College. The graph does not include all individual continuing professional development (CPD) requests which are reviewed and undertaken on an ongoing basis, including specific sessions from the staff development day.



5.3 The new Teaching Qualification in Further Education (TQFE) cohort commenced in September 2022. This is the recognised in-service teaching qualification for FE lecturers in Scotland. The qualification is completed at Degree (SCQF 9) or Postgraduate (SCQF 11) level. There is no Professional Development Award (PDA) cohort planned for 2022/23 as the College is working to review, renew and develop more personalised support pathways for staff on their journey to TQFE.

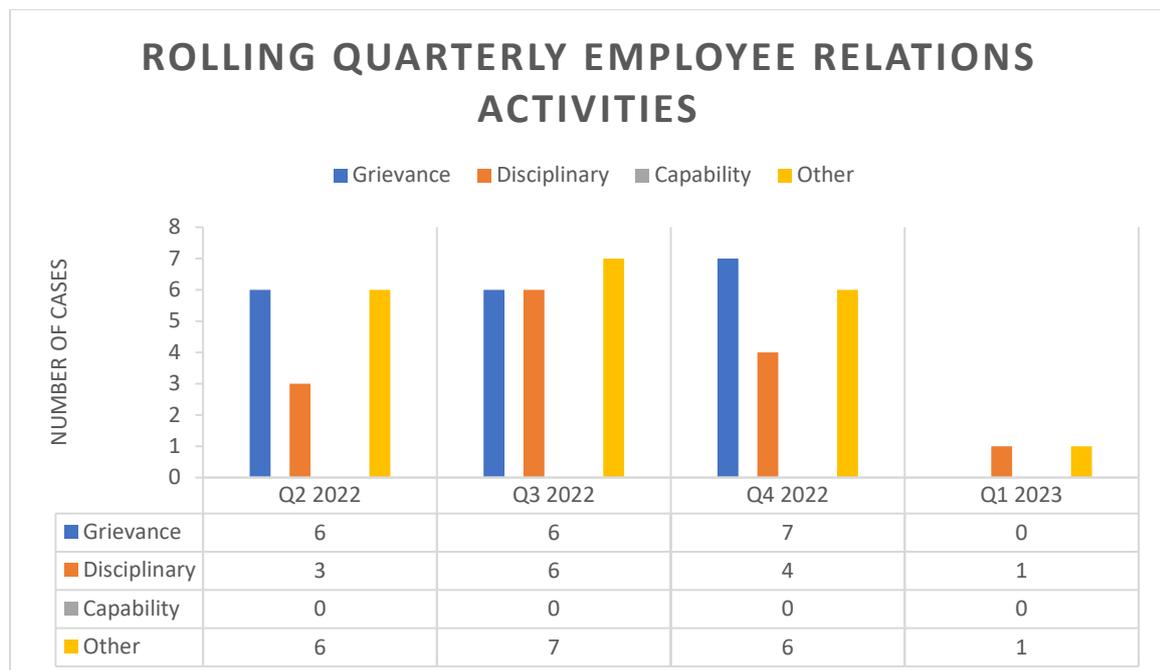
5.4 There are currently 19 staff undertaking the Assessor and Verifier Awards. These are qualifications for assessors and verifiers of regulated, taught qualifications. They ensure consistency in the application of quality assurance and that occupational competence requirements of lecturers are met. An update on this will be provided at the next scheduled meeting of the Committee.



6 EMPLOYEE & INDUSTRIAL RELATIONS

6.1 Employee Relations

The following graph demonstrates a drop in grievances, disciplinarys and other employee relations matters. There have been no formal capability matters over the 12 month rolling period.



7 EQUALITIES

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

8 RISK

8.1 The following risk is identified:

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

9 RECOMMENDATIONS

9.1 Members are recommended to:

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



South
Lanarkshire
College

East Kilbride

HR COMMITTEE

DATE:	May 2023
TITLE OF REPORT:	Quarterly Health and Safety Report
REFERENCE	09
AUTHOR AND CONTACT DETAILS	Stella McManus, Principal & Chief Executive 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">• consider and note the decrease in the number of minor accidents.• consider and note the fire safety and alarm testing update.• consider and note the minutes of the Health and Safety Committee which took place on 18th April.
RISK	<ul style="list-style-type: none">• That there is a failure to adhere to statutory and legislative health and 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">• Training continues to be provided for First Aid Procedures and the new Health and Safety Policy.• There has been a decrease in the volume of minor accidents, largely in part due to an increase in cuts and one student who has had seizures caused by medication changes.• There have only been two unplanned fire evacuations in this reporting period.

1. INTRODUCTION

1.1 This paper provides an overview of health and safety activity from the April 2023 Committee meeting and covers the January 2023 – March 2023 reporting period which is detailed within the H&S Meeting Minutes paper.

2 TRAINING

2.1 The Health and Safety team have been conducting routine training for staff. This includes:

- 2.1.1 A total of 5 staff attended H&S induction training between 1st Jan-31st March 23.
- 2.1.2 A total of 16 staff attended Fire Warden training between 1st Jan- 31st March 23.
- 2.1.3 A total of 8 staff attended First Aid process update between 1st Jan-31st March 23.
- 2.1.4 All Building supervisors and facilities office staff received fire inspection training due the Scottish Fire and Rescue Service change to attendance/nonattendance from the 1st July 2023.

2.2 All training is ongoing, taking into consideration classroom and staff availability. Health and Safety awareness topics include:

- 2.2.1 Fire warden (FW personnel)
- 2.2.2 First aid procedures (FA personnel)
- 2.2.3 Risk assessment (All Staff)
- 2.2.4 Health & Safety staff Induction (All Staff)
- 2.2.5 Health & Safety Awareness. (All Staff)
- 2.2.6 Control of Substances Hazardous to Health PowerPoint presentation. (Relevant staff).

3 ACCIDENTS AND FIRST AID

3.1 The accident reporting period is from January – March 2023 (Annex 1A and 1B). During this period there were twenty-nine minor accidents reported, which is a decrease of ten from the previous quarter. Members should note that there were no RIDDOR incidents.

3.2 There was a marked decrease in the number of minor accidents especially in bangs and falls. All other injuries were minor/superficial, or illness related.

3.3 The seizure incidents are all from one student and this is due to issues with the management of epilepsy medication. A risk assessment has been put in place for this student to support both them and the staff.

4 HOUSEKEEPING

4.1 The Health and Safety Housekeeping inspections continue on a weekly basis in conjunction with union representation.

5 FIRE ALARM ACTIVATIONS

5.1 There were seven activations over the reporting period, most caused by smoking or vaping in toilets.

Record of Fire Alarm Activation (Detailed)				
				 South Lanarkshire College East Kilbride
<i>Date</i>	<i>Time</i>	<i>Activation Point</i>	<i>Incident Controller</i>	<i>Recorded by</i>
16/01/2023		Smoke alarm Bistro 3rd floor	Retracted	Retracted
09/02/2023		Smoke Alarm Room 129	Retracted	Retracted
15/02/2023		Pre alarm G81	Retracted	Retracted
09/03/2023		Smoke alarm LG 73	Retracted	Retracted
16/03/2023		Pre alarm 323	Retracted	Retracted
21/03/2023		Pre alarm LG85	Retracted	Retracted
21/03/2023		Smoke alarm room 206	Retracted	Retracted
<i>Activation Cause</i>	Possible smoking or vaping or aerosol in Disabled Toilet			
<i>Details of Activation, Effect and Outcome</i>				
16/01/2023. Steam from the cooker set off smoke alarm. Smoke detector changed to heat detector.				
09/02/2023. Vaping in toilet.				
15/02/2023. Pre alarm vaping in toilet.				
09/03/2023. Smoke alarm actuated LG 73. Vaping in toilet.				
16/03/2023. Pre alarm caused by vaping in room 323.				
21/03/2023. Smoking in toilet (substance)				

ANNEX 1 A: HEALTH AND SAFETY MEETING MINUTES

MINUTES OF HEALTH AND SAFETY MEETING

18/04/23 11.30

Attendees

Present: Stella McManus, Craig Ferguson, Gary McIntosh, Alisdair McTavish, Rhona Keys, David Auchie, Fraser McCormick, Mandy Murray, Susan Thorburn John Dick, Neil Gillespie, Richard Lawton.

1. Apologies

No apologies.

2. Minutes of Previous Meeting (07.02.23)

- Fire Report – Fire Warden training is ongoing. JD reported 7 more staff to be trained. – ongoing by JD.
- Fire Warden – Fire Wardens carrying their duties without their hi-viz vests.
- First Aid Procedure – CF to chase IT about adding additional Wi-Fi hubs in the areas of the college affected by poor reception signals. CF informed Chris Sumner confirmed Wi-Fi module installed 1st June. In the meantime, there is coverage from other First Aiders. First Aiders not signing in at reception.

Actions To be Completed in Advance of Next Meeting:

- First Aiders training to sign in / Create new sign in process.
- Fire Wardens gain confirmation they can still carry out duties if no hi-viz vest on.
- Health & Safety Training – Monthly training for all staff

Actions To be Completed in Advance of Next Meeting:

- Plan physical training for Staff Development Day.
- Carry out regular monthly training for all staff.
- Smoking & Vaping – Health & Safety Team talked with Students Association and issued high viz vests to get Students Association to police vaping. SMcM spoke to lecturers and highlighted in newsletter vaping issues. SMcM informed all staff can in act Disciplinary Policy to tackle students vaping.

Future Action To be Completed:

- In new academic session 2023/24
 - Highlight in student induction.
 - Target a week or weeks during the academic session to crack down

3. Accident Report (Quarter Figures)

The Committee reviewed the latest accident report as presented by NG.

There were 33 accidents. One of the highest types of accident was seizures. This has an impact on student ability to do course. SMcM mentioned about a "Fitness To Study" to assess future students ability to undertake a course.

Actions To be Completed in Advance of Next Meeting:

- Stella to provide a template example.

4. Fire Report (Quarter Figures)

- NG said during this quarter there 6 fire alarms all due to vaping. Fire logs are being completed. Fire Warden training is ongoing. JD reported 7 more staff to be trained. Update from the Scottish Fire & Rescue Service. From 1st July, all business and workplace premises should safely investigate the cause of a fire alarm and then call 999 if there is a fire.

Actions To be Completed in Advance of Next Meeting:

- Facilities Department put in a place a process to manage the Scottish Fire & Rescue Service change.

5. Facilities Update

CF informed DASCOS fixing workshop fire doors. DASCOS manufacturing new fire doors and will be ready for the summer to install. Fixed Wire Testing has started and 60% of work done and the remaining 40% will be completed during the summer period. PEEPS – discussed about Pregnant people being included in PEEPS or separate Pregnant Risk Assessment.

Actions To be Completed in Advance of Next Meeting:

- No actions

6. Curriculum Area: Care

ST highlighted that a Fire Warden doesn't go into the Annexe after a fire drill to say it is all clear. ST discussed the college Lone Working Policy and process. ST is concerned staff are working alone and other staff including managers are not aware.

Actions To be Completed in Advance of Next Meeting:

- JD/NG plan for Fire Warden to go into Annexe after a fire drill to say it is all clear
- JD & ST will review college Lone Working Policy

7. Health and Safety Training

JD reported several training sessions have been held i.e., Fire Warden & First Aid

Actions To be Completed in Advance of Next Meeting:

- Plan physical training for Staff Development Day on H&S policy.
- Carry out regular monthly training for all staff.

8. Housekeeping

NG informed committee he is carrying weekly Housekeeping H&S checks. He reminded CMs have 5 days to react to email and to monitor completion of H&S issues in their Curriculum Areas.

Actions To be Completed in Advance of Next Meeting:

- CMs carry out H&S repairs in Curriculum Areas with help from Facilities and Health and Safety

9. A.O.C.B.

Extraction in Painting department

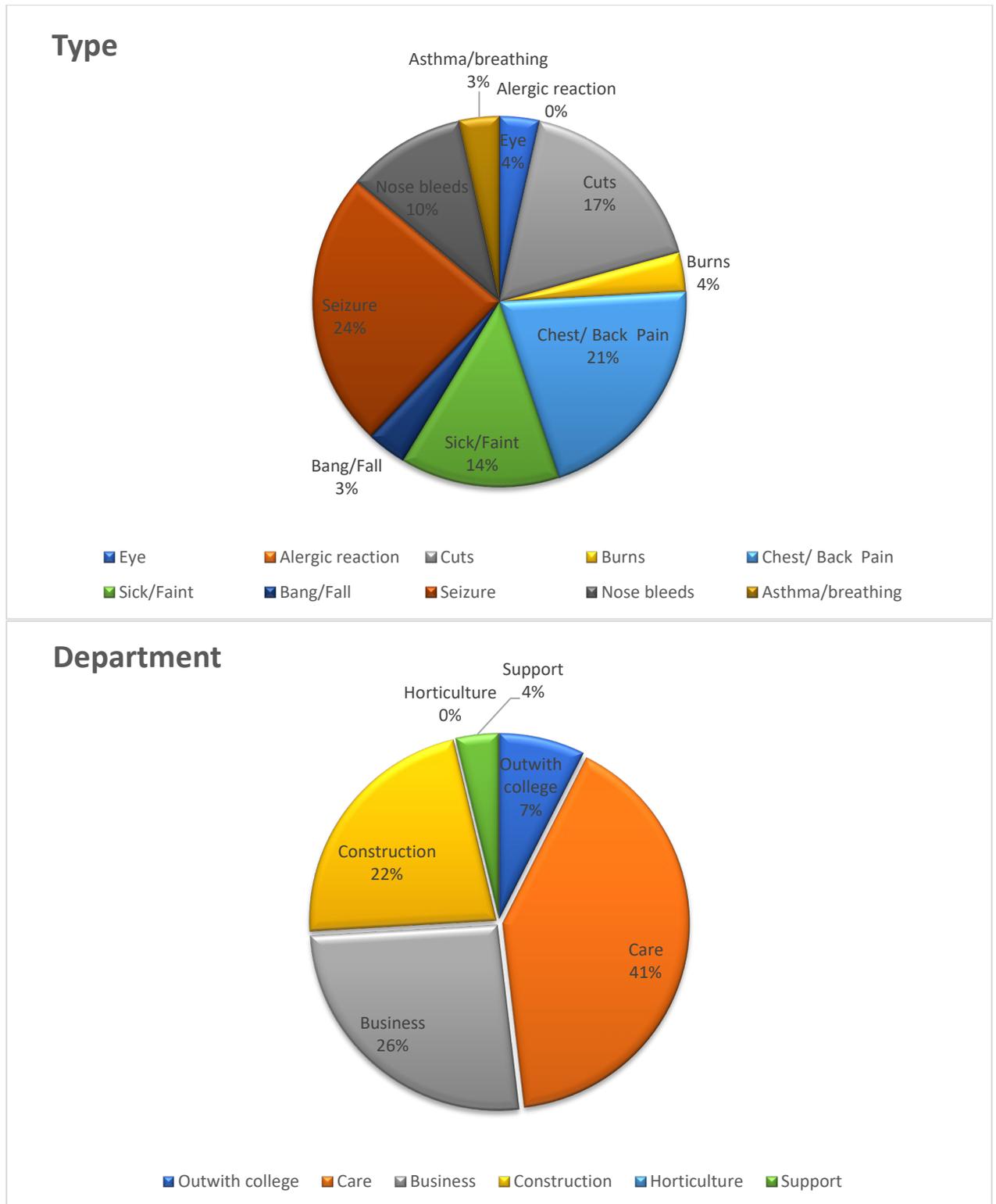
Actions To be Completed in Advance of Next Meeting:

- JD is collating a list of all chemicals being used.
- JD waiting on quotes for Occupational Monitoring from external organisations.

:

ANNEX B: REPORTING ANALYSIS

1 Chart 1 and 2 : Minor Accidents





HR COMMITTEE

DATE:	May 2023
TITLE OF REPORT:	Absence Management
REFERENCE:	10
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:	Members are recommended to: <ul style="list-style-type: none">• note the contents of this report; and• note the additional information provided in the appendix.
RISK	The following risks are identified: <ul style="list-style-type: none">• adverse business, employee and student impact of long term and/or frequent absence; and• financial impact of absences.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none">• 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.• Staff Absence Figures (in appendix)

1 INTRODUCTION

1.1 This paper seeks to provide members with an overview of Absence Management for South Lanarkshire College for the period of 1st January to 31st March 2023.

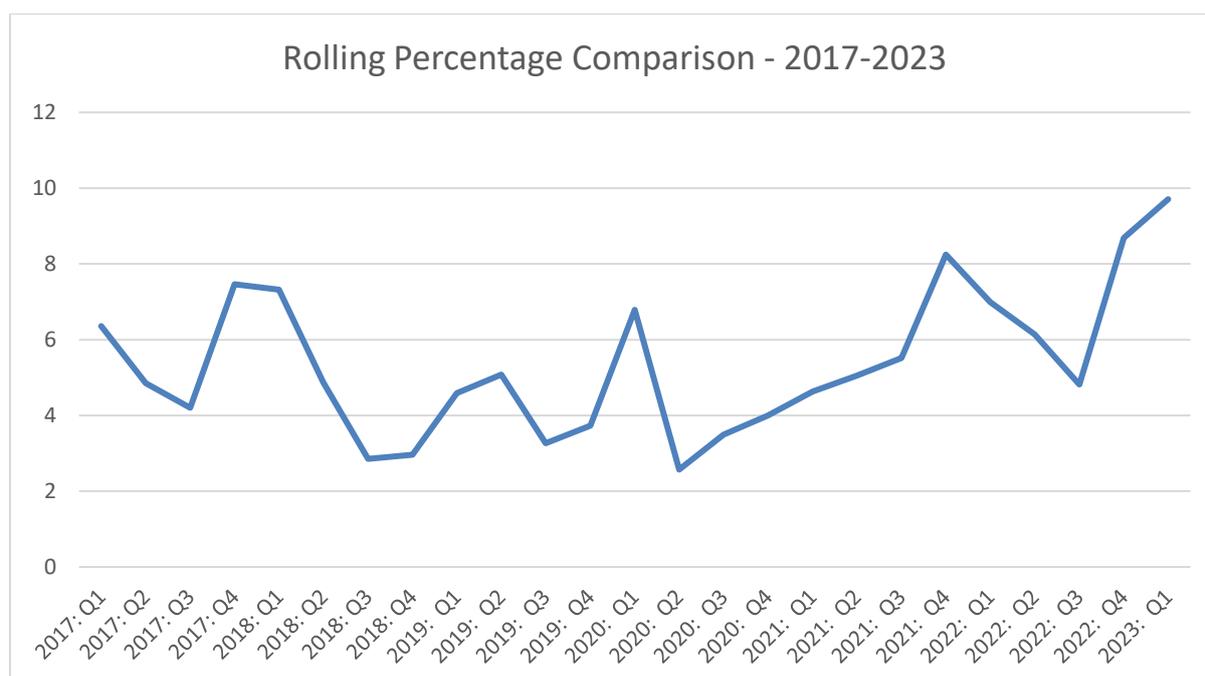
1.2 Five-Year Rolling Absence Trend

1.3 The College rolling absence percentages are shown in the graph below. The current absence rate has increased to 9.71%, the highest point in the trend. 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:

1.4 Table 1: ONS 2021 Absence Rates

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

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



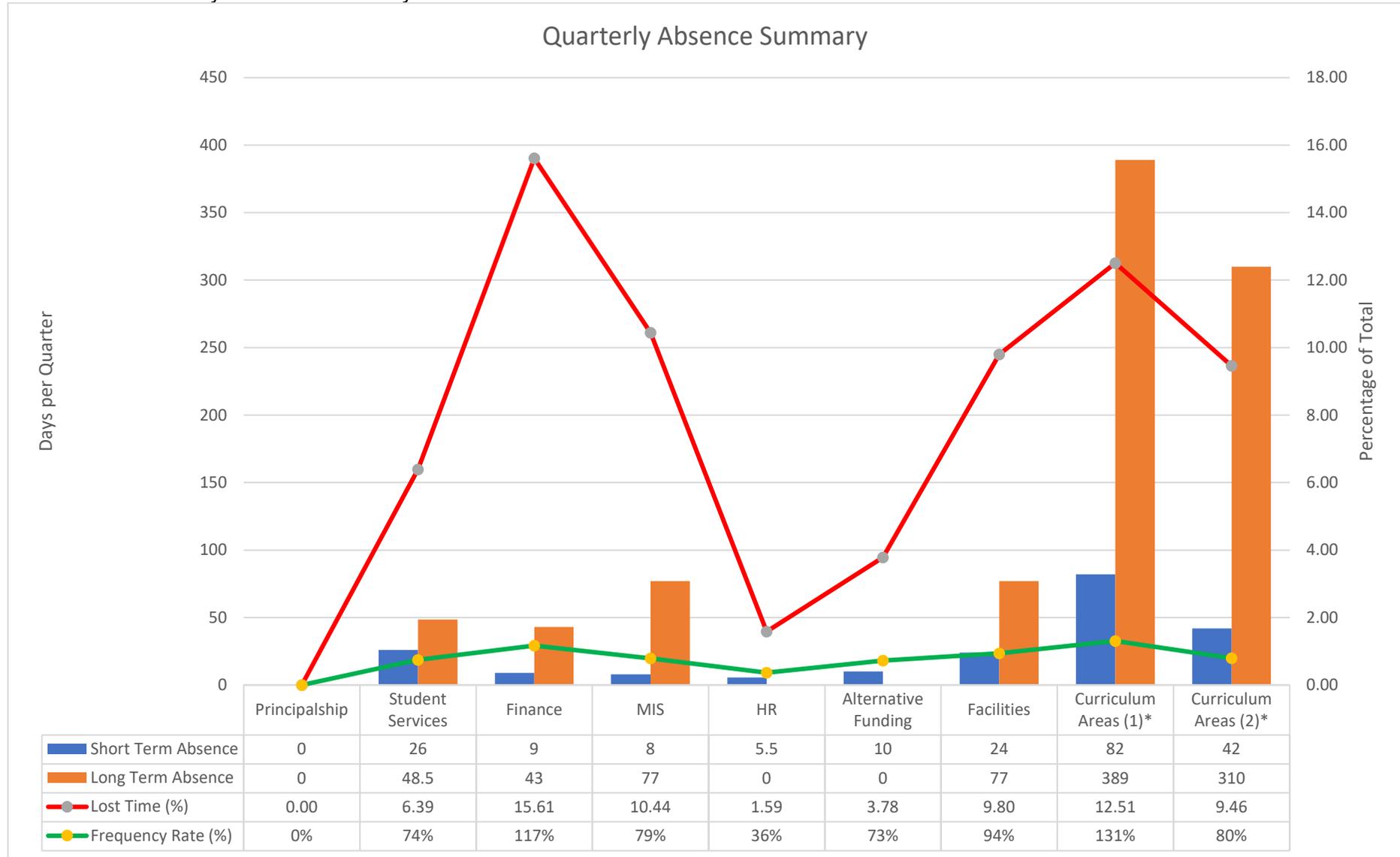
1.6 Departmental Absence Data

1.7 The following graph shows that long-term sickness is a key driver of overall absence figures, with 64.6% of absences being longer than three weeks. Comparative data from the Office of National Statistics 2021 Absence report highlights that similar absence categories that are comparable to College Long-Term Absences (categories of “mental health conditions” and “musculoskeletal problems”) are 27.6% of total absences.

1.8 The graph below also highlights the following:

- 1.8.1 Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 9.71% of available working days to absences. The Finance and Curriculum Area 1 teams have higher lost time rates than other areas of the College. The approximate salary cost of lost time is £140,191.80. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.
- 1.8.2 Frequency rate (%) per department, which is measured as the average number of absences per employee, based on the department headcount and the number of days absence in the department, expressed as a percentage. Finance and Curriculum Area 1 teams have higher frequency rates of absence based on headcount.
- 1.8.3 Further information can be found in Annex 1.

1.9 Table 2: Quarterly Absence Summary



***Breakdown of Curriculum Areas**

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

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

ANNEX 1: ABSENCE MANAGEMENT: STAFF ABSENCE FIGURES

1 STAFF ABSENCE FIGURES

1.1 Summary

Department	FTE	Instances	Days Available	Days Lost	% Lost	Instances per FTE	Days Lost per FTE
Principalship	5.42	0	341.46	0	0.00	0%	0.00
Student Services	24.22	18	1525.86	97.5	6.39	74%	4.03
Finance	6	7	378	59	15.61	117%	9.83
CMIS	15.2	12	957.6	100	10.44	79%	6.58
HR	5.5	2	346.5	5.5	1.59	36%	1.00
Alternative Funding	9.65	7	607.95	23	3.78	73%	2.38
Facilities	26.57	25	1673.91	164	9.80	94%	6.17
Curriculum Area 1	73.48	96	4629.24	579	12.51	131%	7.88
Curriculum Area 2	72.84	58	4588.92	434	9.46	80%	5.96
TOTAL	238.88	225	15049.44	1462	9.71	94%	6.12

APPROXIMATE SALARY COST OF STAFF ABSENCE:

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

£140,191.80

1.2 Long Term Sickness (any absence over 3 weeks)

Department	FTE	Days Available	Days Lost	% long-term sickness	No. staff long-term sickness
Principalship	5.42	341.46	0	0.00	0
Student Services	24.22	1525.86	48.5	3.18	3
Finance	6	378	43	11.38	2
CMIS	15.2	957.6	77	8.04	4
HR	5.5	346.5	0	0.00	0
Alternative Funding	9.65	607.95	0	0.00	0
Facilities	26.57	1673.91	77	4.60	4
Curriculum Area 1	73.48	4629.24	389	8.40	20
Curriculum Area 2	72.84	4588.92	310	6.76	15
TOTAL	238.88	15049.44	944.5	6.28	48

a. Short Term Sickness

Department	FTE	Days Available	Days Lost	% short-term sickness	No. staff short-term sickness
Principalship	5.42	341.46	0	0.00	0
Student Services	24.22	1525.86	26	1.70	13
Finance	6	378	9	2.38	4
CMIS	15.2	957.6	8	0.84	5
HR	5.5	346.5	5.5	1.59	2
Alternative Funding	9.65	607.95	10	1.64	5
Facilities	26.57	1673.91	24	1.43	11
Curriculum Area 1	73.48	4629.24	82	1.77	37
Curriculum Area 2	72.84	4588.92	42	0.92	20
TOTALS:	238.88	15049.44	206.5	1.37	97



HR COMMITTEE

DATE:	May 2023
TITLE OF REPORT:	SPPA Pension Return Status Update
REFERENCE:	11
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with an update on SPPA Pension Reporting.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to note the contents of the status update.
RISK	The following risks are recognised: <ul style="list-style-type: none">• delay in annual pension reports to our employees; and• the continued failure to submit data by the deadline required by external bodies presents a reputational risk to the College.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none">• 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 a status update on the action plan for SPPA pension reporting.

1. INTRODUCTION

1.1 As agreed at the HR Committee Meeting in September 2022, the following steps are being implemented in order to mitigate the risk of late data reporting to SPPA of Pension Data.

2. STATUS UPDATE

Table 1: Progress and Status

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

Notes:

- additional, overdue leavers forms have been identified and are being progressed.
- a newly appointed, temporary payroll professional has been appointed to support the work payroll and pensions matters.

KEY:

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

3 EQUALITIES

3.1 The timely return of pension data reporting positively impacts people with protected characteristics.

4 RECOMMENDATION

4.1 Members are recommended to note the contents of the status update.

5 RISKS

5.1 The following risks are recognised:

5.2 delay in annual pension reports to our employees; and

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

HR COMMITTEE

DATE	May 2023
TITLE OF REPORT	HR System Project Update
REFERENCE	12
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Update members on the progress of the HR System Project.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • note the update on the progress of the installation of the new HR system; and • note the project stages.
RISK	The following risks apply: <ul style="list-style-type: none"> • 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; • additional staff may be required to continue with manual procedures at a time of budget reductions; and • automation will contribute to compliance with Data Protection legislation and reduce the possibility of a data breach.
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"> • This report provides a status update on the implementation of the new HR systems and includes a summary of the project stages.

1. INTRODUCTION

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

2 BACKGROUND

2.1 The Board previously approved for the College to acquire and implement an integrated HR & Payroll System.

2.2 Following a thorough procurement process with APUC, the College has signed an agreement with MHR for the provision of their system “iTrent”.

3 STATUS UPDATE

3.1 A Project Initiation Meeting took place on 23rd March 2023, introducing the team, the project scope and the project plan.

3.2 A summary of the agreed project “stage gates” is below.

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

3.3 At the time of writing this paper, the College has passed Stage Gate 1 and is currently working on Stage Gates 2 and 3.

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

4 EQUALITIES

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

5 RISK AND ASSURANCE

5.1 The following risks apply:

5.2 failure to automate HR procedures will impact adversely on the ability of the College to implement successfully the Board’s HR & People Strategy and Strategic Priorities;

5.3 additional staff may be required to continue with manual procedures at a time of budget reductions; and

5.4 automation will contribute to compliance with Data Protection legislation and reduce the possibility of a data breach.

6 RECOMMENDATIONS

6.1 Members are recommended to:

6.2 note the update on the progress of the installation of the new HR system; and

6.3 note the project stages.