## HUMAN RESOURCES COMMITTEE

| NOTICE |
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| There will be a meeting of the Human Resources Committee (HRC) on 5th September 2024 at 17:30 hours. |

| | AGENDA | | |
|---|---|---|---|
| **Agenda Item** | **Paper** | **Presented By** | **Paper (Y/N)** |
| 01 | Apologies for Absence | GP | **N** |
| 02 | Declaration of any potential Conflicts of Interest in relation to any Agenda items | GP | **N** |
| 03 | Minutes of Previous Meeting | GP | **Y** |
| 04 | Matters Arising from the Previous Meeting | GP | **Y** |
| | | | |
| | **Reserved Item of Business and Matters for Discussion (may contain reference to personal data)** | | |
| 05a | Business Case for Voluntary Severance | SM | **Y** |
| 05b | Scottish Funding Council Application for Voluntary Severance | SM | **Y** |
| 05c | Key Messages and Q&A | GM | **Y** |
| | | | |
| | **Matters for Decision** | | |
| 06 | Human Resources Committee Remit | GP | **Y** |
| | | | |
| | **Matters for Discussion** | | |
| 07 | 2022 – 2025 HR & People Strategy Status | GM | **Y** |
| 08 | Employee Engagement | GM | **Y** |
| | | | |
| | **Matters for Information** | | |
| 09 | Quarterly HR Report | GM | **Y** |
| 10 | Quarterly Health & Safety Report | SM | **Y** |
| | | | |
| 11 | **Any Other Business** | All | **N** |

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|---|---|---|---|---|
| 12 | **Summation of Actions and Date of Next Meeting** | | GP | **N** |

| Initials | Committee Member |
|---|---|
| PS | Peter Sweeney – Interim HR Committee Chair |
| DM | Douglas Morrison – Board of Management Chair |
| HA | Heather Anderson – Board of Management Vice Chair |
| PB | Paul Brodie |
| SM | Stella McManus – Principal & Chief Executive |
| AD | Anne Doherty – Head of Alternative Funding |
| JW | Jack Whyte – Student Vice President – Student Association |
| GF | Graeme Forrester – Bursary Officer, UNISON Representative |

| Initials | In attendance |
|---|---|
| GP | Peter Scott / Vari Anderson – Governance Professional |
| GM | Gary McIntosh – Head of Human Resources |
| AP | Angela Pignatelli – Vice Principal Learning, Teaching and the Student Experience |

**UNCONFIRMED HR MINUTES**

# HUMAN RESOURCES COMMITTEE

| MINUTES |
|---|
| Meeting of the Human Resources Committee on 16 May 2024 at 17:30 hours in the Board Room at South Lanarkshire College and on TEAMS |

| Present | In Attendance |
|---|---|
| Heather Anderson (Teams) | Gary McIntosh (Head of HR) |
| Stella McManus (Principal) | Graeme Forrester (TU Board Member |
| Anne Doherty (Executive Member) | elect) Scott Gray (Board Member) |
| Paul Brodie (Teams) | Peter Scott (Governance Professional) |

| AGENDA ITEM | |
|---|---|
| 01 | **Apologies for Absence**<br>Douglas Morrison, Fiona Whittaker, Angela Pignatelli |
| 02 | **Declaration of any potential Conflicts of Interest in relation to any Agenda items**<br>None made. |
| 03 | **Minutes of Previous Meeting – 22 February 2024**<br>Duly adopted. |
| 04 | **Matters Arising from the Previous Meeting**<br>Item 05 – Action Point to prepare a report comparing the manual system against the new HR System. As the parallel payroll running is continuing, this action will be moved to the next Committee meeting to allow time for proper comparison.<br><br>Item 06 – the wording has been updated to reflect confidentiality requirements.<br><br>Item 08 – Employee Engagement – Action Plan included in the papers for today. |

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| | | Item 11 – communication was issued. |
| | | |
| | **Matters for Decision and Reserved Item** | |
| 05 | **Redeployment and Redundancy Policy and Procedure**<br>The details cannot be published since this is the draft of a document which will be published later in final form.<br><br>The terms of the policy and procedure were noted by the Committee. | |

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| | The document is based on best practice from other college and honours the letter and spirit of the provisions in the Code of Good Governance. The document requires further review by the SLT, then will go to the local Joint Negotiating Committee before coming back to the HRC prior to going to the SLC Board. In relation to this process and all matters of Staff Governance, the Board will work with the SLT and wider SLC staff to secure an effective partnership between Management and the recognised Trade Unions and ensure the fair and effective management of all staff.<br><br>The Committee highlighted the Scottish Funding Council Guidance. "*Colleges should be aware that the policy of no compulsory redundancies is a key pillar of public sector pay policy which colleges should have regard to (this is a term and condition of grant applied through the SFC 'Financial 12 Memorandum with Fundable Bodies in the College Sector' 7, or its financial memorandum with a regional strategic body)*". |
| | |
| | **Matters for Discussion and Reserved Items** |
| 06 | **Intentionally Blank** |
| 07 | **Pensions Contribution Project Update**<br>The details cannot be published relating as they relate to an identifiable group of individuals. |

| 08 | **Employee Relations Update**<br>The details cannot be published due to it being a staff matter and publication could identify individuals. |
|----|----|
| | |
| | **Matters for Information** |
| 09 | **Quarterly HR Report**<br>The Committee noted the terms of the report.<br><br>A full discussion having taken place. The Committee welcomed the Financial Wellbeing guides which were created in collaboration with UNISON and EISFELA.<br><br>The on-going potential for staff strike action in relation to National pay negotiations was noted. |
| 10 | **Quarterly Health and Safety Report**<br>The Committee noted the terms of the report.<br><br>The Committee were advised that the College had received a visit from Environmental Health due to a complaint made directly to South Lanarkshire Council (by passing normal SLC complaints procedures). The complaint proved to be unfounded, however the visit became an inspection as one was due. The Committee were reassured that the ten recommendations made have already been actioned. The Committee recommended that staff be provided with information reminding them how to raise concerns directly with the College, using the complaints procedure. |
| 11 | **Absence Management**<br>The Committee noted the terms of the report.<br>The details cannot be published as publication could identify individuals. |
| 12 | **HR System Project Update**<br>The Committee noted the terms of the report and were glad to hear the positive progress in the implementation of the new system |
| 13 | **Employee Engagement – Culture Action Plan**<br>The Committee having previously been presented with the employee engagement framework, considered and fully discussed the terms of the Action Plan. |
| 14 | **Local Recognition and Procedure Agreement**<br>The Committee noted and fully discussed the terms of the agreement noting that the Trade Unions have not yet provided a breakdown of proposed hours that they believe is required. Once feedback from EIS-FELA has been received and considered, further reminders will be issued.<br>As an **action point**, any feedback provided by the Trade Unions should be raised with the HRC. |

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| 15 | **British Sign Language Action Plan (2023-2027)**<br>The Committee noted the terms of the Action Plan and the priority actions to which the College is committing. |
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| | |
| 16 | **Any Other Business**<br>- The Committee were advised of a recent bereavement to which the condolences of the Committee were given to the family.<br><br>There being no other competent business the meeting was declared closed. |
| | |
| 17 | **Summation of Actions and Date of Next Meeting**<br>The Clerk summarised the actions and decisions and the action points are as above minuted.<br><br>The next scheduled Committee meeting was set for 5 September 2024. |

**BOARD OF MANAGEMENT**
**HUMAN RESOURCES COMMITTEE**

[Type text] Version dated:
Approved by Board of Management:
Date of next review:

| DATE | 5 September 2024 |
|---|---|
| **TITLE OF REPORT** | Human Resources Committee Remit |
| **REFERENCE** | 06 |
| | |
| **AUTHOR AND CONTACT DETAILS** | Peter Scott, Governance Professional  Peter.Scott@slc.ac.uk |
| **PURPOSE:** | To request members to approve the Human Resources Committee Remit. |
| **KEY RECOMMENDATIONS/ DECISIONS:** | Members are recommended to:<br>• Approve the draft Human Resources Committee Remit<br>• Place before the Board for approval |
| **RISK** | • That the College does not have up to date committee remits in place ensuring compliance with the Code of Good Governance for Scotland's Colleges. |
| **RELEVANT STRATEGIC AIM:** | • Successful Students<br>• Highest Quality Education and Support<br>• Sustainable Behaviours |
| **SUMMARY OF REPORT:** | • The Human Resources Draft Remit is presented for approval and includes areas such as composition and membership, the primary purpose of the committee and the minimum amount of times the committee should meet. Members are asked to review the full Remit as attached . |

**SOUTH LANARKSHIRE COLLEGE (BOARD OF MANAGEMENT)**

**HUMAN RESOURCES COMMITTEE**

**Report**

### 1. Constitution and Membership

1.1 The Board of Management will establish a Committee to the Board to be known as the Human Resources Committee.

1.2 The Committee and its Chair will be appointed by the Board.  There shall be no less than four members (this will include the Principal).  A quorum shall be a minimum of three members of the Committee.

[Type text] Version dated:
Approved by Board of Management:
Date of next review:

1.3 Committee membership should, preferably, comprise at least 50% of the membership as being non-executive members but all decisions must be taken with a non-executive majority of those present and voting. The Chairing Member of the Board is, ex officio, a member of the Committee.

1.4 As there will normally be at least one Executive Board Member serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings. For the avoidance of doubt the standard test for a Conflict of Interest is fully set out in the document itself.

## 2. Terms of Reference

These Terms of Reference ensure that the Human Resources Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

## 3. Proceedings

3.1 The Committee should meet four times per year. The Head of Human Resources will attend as specialist advisor as also such other staff as may be appropriate from time to time.

3.2 All Board Members shall have a right to attend all committee meetings if they so wish.

## 4. Duties

The duties of the Committee shall include:

- Monitoring and advising on governance as it affects the terms of reference of the Committee.

- Maintaining an overview of all matters concerned with staffing, equality, diversity and inclusion.

- An Overview of College policies and procedures for staff-related matters.

- Advise and participate in the staff recruitment and interview process for posts as appropriate.

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Date of next review:

- Participate in staff grievance or disciplinary proceedings or other internal HR proceedings as and when appropriate.

- Advising and approving changes to management structures within all sectors of the College.

- Approving or rejecting proposals for staff upgrading as and when appropriate.

- Advising on Termination Procedures and the Policy specifically related to resignations dismissals, early retirement and being aware of staff turnover.

- Advising on absence control and the appropriate policy in relation to authorised absence, unauthorised absence, short and long term sickness.

- Approving the College's Staff Development programme annually.

- Advising on workforce planning.

- Approving the College's Equality Outcomes and Plan.

- Receiving reports from the Health and Safety and First Aid Committees.

## 5. Reporting Procedures

5.1 The Minutes and appropriate papers will be passed to the Board of Management for approval.

5.2 After approval, the Committee's Minutes and publishable papers will be published in accordance with best practice.

## 6. Effectiveness of the Committee

6.1 The Committee shall abide by the provisions of the Code of Good Governance and, specifically shall comply with the nationally agreed college sector *Staff Governance Standard.*

6.2 The committee shall also:

- Perform an annual self-evaluation process
- Prepare an annual report for the Board of Management on the performance and duties undertaken by the Committee

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Approved by Board of Management:
Date of next review:

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Approved by Board of Management:
Date of next review:

**SOUTH LANARKSHIRE COLLEGE (BOARD OF MANAGEMENT)**

**HUMAN RESOURCES COMMITTEE REMIT**

## Constitution and Membership

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The Committee and its Chair will be appointed by the Board. There shall be no less than four members (this will include the Principal). A quorum shall be a minimum of three members of the Committee.

Committee membership should, preferably, comprise at least 50% of the membership as being non-executive members but all decisions must be taken with a non-executive majority of those present and voting. The Chairing Member of the Board is, ex officio, a member of the Committee and as such is considered to be a non-executive member as defined in Annex 1 of the Code of Governance.

As there will normally be at least one Executive Board Member serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings. For the avoidance of doubt the test for a Conflict of Interest which would preclude participation in decision making and/or require withdrawal is as follows:

> *The objective test for determining a significant conflict of interest is whether or not a member of the public with knowledge of the relevant facts would reasonably regard the interests so significant that it is likely to prejudice decision making.*

## Terms of Reference

These Terms of Reference ensure that the Human Resources Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

## Proceedings

[Type text] Version dated:
Approved by Board of Management:
Date of next review:

The Committee should meet four times per year. The Head of Human Resources will attend as specialist advisor as also such other staff as may be appropriate from time to time.

All Board Members shall have a right to attend all committee meetings if they so wish.

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The duties of the Committee shall include:

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- Maintaining an overview of all matters concerned with staffing, equality, diversity and inclusion.

- An overview of College policies and procedures for staff-related matters.

- Advising and participating in the staff recruitment and interview process for posts as appropriate.

- Participating in staff grievance or disciplinary proceedings or other internal HR proceedings as and when appropriate.

- Advising and approving changes to management structures within all sectors of the College.

- Approving or rejecting proposals for staff upgrading as and when appropriate.

- Advising on Termination Procedures and the Policy specifically related to resignations dismissals, early retirement and be aware of staff turnover.

- Advising on absence control and the appropriate policy in relation to authorised absence, unauthorised absence, short and long term sickness.

- Approving the College's Staff Development programme annually.

- Advising on workforce planning.

- Approving the College's Equality Outcomes and Plan.

- Receiving reports from the Health and Safety and First Aid Committees.

[Type text] Version dated:
Approved by Board of Management:
Date of next review:

## Reporting Procedures

The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management.

After approval, the Committee's Minutes and appropriate papers should be directed, if required, to the Funding Body to the Regional Strategic Board and be published on the South Lanarkshire College website.

## Effectiveness of the Committee

The Committee shall abide by the provisions of the Code of Good Governance and, specifically shall comply with the nationally agreed college sector *Staff Governance Standard.*

The committee shall also:

- Perform an annual self-evaluation process
- Prepare an annual report for the Board of Management on the performance and duties undertaken by the Committee

[Type text] Version dated:
Approved by Board of Management:
Date of next review:

## HR Committee

| | |
|---|---|
| **DATE** | 5<sup>th</sup> September 2024 |
| **TITLE OF REPORT** | 2022 – 2025 HR & People Strategy Status |
| **REFERENCE** | 07 |
| **AUTHOR AND CONTACT DETAILS** | Gary McIntosh, Head of Human Resources<br>gary.mcintosh@slc.ac.uk |
| **PURPOSE:** | Provide members an update on the progress of the current HR & People Strategy |
| **KEY RECOMMENDATIONS/ DECISIONS:** | Members are recommended to:<br>• note the progress made against the strategy's journey; and<br>• discuss the progress and pending items. |
| **RISK** | • Failure to achieve the College's HR & People Strategy;<br>• Failure to deliver the College's strategic priorities; and<br>• Subsequent impact on the employee experience and therefore the student experience. |
| **RELEVANT STRATEGIC AIM:** | • Successful Students<br>• The Highest Quality Education and Support<br>• Sustainable Behaviours |
| **SUMMARY OF REPORT:** | • The College has a current HR & People Strategy that concludes in 2025, in order to provide clarity and direction on the development of the HR capability, in order to support the College's strategic priorities and the employee experience, and therefore the student experience. .<br>• A review of the strategic actions demonstrates that most of the actions have commenced and some concluded.<br>• Delays in concluding items have been due to opportunity cost and prioritisation of pressing projects over some of the actions.<br>• Once the HR & Payroll System is implemented, the HR team will have increased capacity to conclude most of the items, with the exception of the retained HR & |

| | Employment Law solution which is on the Procurement Schedule. |
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| | |

## 1. INTRODUCTION

1.1. This paper provides an update on progress made against the College's current HR and People Strategy.

## 2 BACKGROUND

2.1 The College implemented its first HR and People Strategy for the period of 2022 – 2025, in order to provide clear vision on the development of the HR team's capability and capacity and, therefore, improvements in the employee experience and delivery of the strategic priorities.

2.2 The HR and People Strategy was split into three key areas:

2.2.1 Talent – ensuring the achievement of the Board's strategic priorities through our people.

2.2.2 Culture – ensuring the Values of the College are embedded throughout the employee journey.

2.2.3 Experience – develop and optimise the experience for all colleagues, managers and leaders.

2.3 The HR & People Strategy is appended to this paper.

## 3 DISCUSSION

3.1 The Journey section of the Strategy provides an estimated timeline of actions against each calendar year.

3.2 A summary of the outcome of each action is shown in the following table:

3.3 Table of Strategic Actions:

| Action & Anticipated Year of Delivery | RAG Status | Status |
|---|---|---|
| Policies & Procedure Refresh, 2022 | 🟧 | In progress. Prioritised policies and procedures updated. The Committee has agreed the next priority list. |
| Re-Accreditations, 2022 | 🟩 | Completed. The College achieved its re-accreditations. It has subsequently not renewed some. |
| Talent Management & Succession Plan, 2022 | 🟧 | In progress. Pilot program being conducted in Curriculum Area – rolled out in 2023 and due to be reviewed during the current academic year. |
| Employee Wellbeing, 2022 | 🟩 | Completed. College enhanced its full wellbeing offering and achieved Platinum status of "We Invest in Wellbeing" (highest level) from Investors in People. |
| Enabling a Culture of Belonging, 2022 | 🟩 | Completed. The College enhanced its Equality, Diversity & Inclusion action plan as part of the Public Sector Equality Duty and was re-accredited as a Leader in Diversity (highest level). |
| HR Process Review and Automation, 2022 | 🟧 | In progress. The College has reviewed and enhanced its processes. There is a current delay in the automation process. |
| Recognition Framework, 2022. | 🟧 | In progress. This has formed part of the College's employee engagement framework and is actively being progressed. |

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|---|---|---|
| Benefits Review, 2022. | 🟩 | Completed. The College reviewed its benefits offering and identified one gap, in the offer of discounts for employees with external organisations. This additional benefit is now available for staff. |
| Management & Leadership Development Program, 2022. | 🟧 | In progress. This has formed part of the College's employee engagement framework and is actively being progressed. |
| Retained HR & Employment Law Solution, 2022. | 🟥 | Not started. This has been delayed due to a re-prioritisation of Procurement Activities and is scheduled over the next year. |

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| EDI Community Engagement, 2023. | 🟧 | In progress. The College has engaged with a number of additional organisations to enhance its reach into different communities, as part of its current Public Sector Equality Duty actions. |
| Employee Communications and Engagement, 2023. | 🟧 | In progress. The College has researched, created and launched an employee engagement framework and is currently implementing it with employees. |
| HR Collateral, 2023. | 🟧 | In progress. This will likely conclude in 2025. |
| Career for All (competencies / capabilities), 2023. | 🟧 | In progress. This will likely take place in 2025. |
| Industry Conversion Program, 2023. | 🟩 | Completed. The College has implemented the Teaching in Colleges Today (TiCT) program to enable people to develop the skills, knowledge and capabilities to deliver in their role as a Lecturer. In addition, the College continues to offer internal training for new Lecturers and develops people through the Teaching Qualification Further Education (TQFE) course. |
| Equality Reporting, 2023. | 🟩 | Completed. The College implemented its mid-cycle Equality Reporting as part of its Public Sector Equality Duty obligation. |
| HR Business Partnering Approach, 2023. | 🟧 | In progress. Members of HR have developed skills and experience in participating in some HR Business Partnering tasks. The delay in launching the new HR & Payroll System has delayed the roll-out of this. |
| SLC Employee Survey, 2023. | 🟧 | In progress. This has formed part of the College's employee engagement framework and is actively being progressed. |
| Data to Insights and Predictive Analytics, 2024. | 🟥 | Not started. Once the new HR & Payroll System is implemented, the College will explore the data integration and reporting abilities to progress this item and use it to support the business. |
| Employee Experience, 2024. | 🟧 | In progress. This has formed part of the College's employee engagement framework and is actively being progressed. |
| Talent Data and Planning, 2024. | 🟥 | Not started. Once the new HR & Payroll System is implemented, the College will explore the data integration and reporting abilities |
| | 🟥 | to progress this item and use it to support talent data and planning activities. |

## Key:

| | |
|---|---|
| Complete | 🟩 |
| In progress | 🟧 |
| Not started | 🟥 |

3.4 The full implementation of the new HR & Payroll system, and business partnering roles in the HR will enable most of the items to conclude, with the exception of the retained HR & Employment Law solution which is part of the College's Procurement Schedule.

## 4 RESOURCE IMPLICATIONS

4.1  The College has had to prioritise and focus HR resource into the extended project for the HR & Payroll System and the Part-Time Pension Review matter. This has reduced the capacity to conclude some of the items on the Strategy.

## 5 EQUALITIES

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

## 6 RISK

6.1  The following risks apply.

6.1.1 Failure to achieve the College's HR & People Strategy;

6.1.2 Failure to deliver the College's strategic priorities; and

6.1.3 Subsequent impact on the employee experience and therefore the student experience.

## 7 RECOMMENDATIONS

7.1 Members are recommended to:

7.1.1 note the progress made against the strategy's journey; and

7.1.2 discuss the progress and pending items.

# HR & People Strategy
## *Enabling Results Through Our People*

## South Lanarkshire College
## 2022 – 2025



| 1 | Talent |
| 2 | Culture |
| 3 | Experience |

Purpose of HR & People Strategy

The HR & People Strategy is designed to deliver solutions that enable our employees to achieve the strategic goals of the Board of Management, taking into account internal and external factors as well as development opportunities.

The strategy will focus on three key areas:
1. Talent – ensuring the achievement of the Board's strategic priorities through our people.
2. Culture – ensuring the Values of the College are embedded throughout the employee journey.
3. Experience – develop and optimise the experience for all colleagues, managers and leaders.

Talent

Culture

Experience
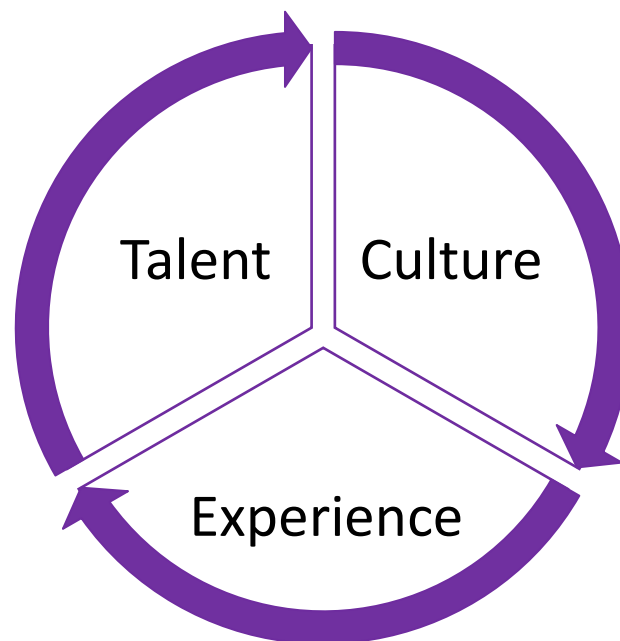
The HR & People strategy is essential in achieving the following strategic deliverables:
1. Appropriate risk management
2. Continuing professional learning & development
3. Effective leadership and management
4. Engaged employees
5. Environmentally sustainable behaviours
6. Equality of opportunity
7. Excellent governance
8. Financial sustainability
9. Having skilled and knowledgeable staff
10. High quality learning & teaching

11. High quality support services
12. Valued & enthusiastic staff

## Lever 1 – Talent



### Strategic Priority

Creation and implementation of a College-wide framework, which will provide a consistent talent view and approach to:

1. Attracting & Recruiting
2. Training & development
3. Talent management
4. Organisational development

### Attracting and Recruiting

The College seeks to attract and recruit the best people, by:

1. Ensuring candidates are knowledgeable of the College as a great employer.
2. Offering the best candidate experience and retention throughout the candidate journey.
3. Having a broad reach across potential employees.
4. Give all candidates the opportunity to demonstrate their capabilities through supportive and fair selection methods.
5. Providing an enabling onboarding program to give all employees the best possible start.

### Training & Development

We will provide learning and development opportunities for all employees to develop skills and knowledge to be successful professionally and personally, by:

1. Sharing the required capabilities for all roles within the College.
2. Offering a range of learning opportunities for all role capabilities, including e-learning, onthe-job training, face-to-face training, reading, networking, coaching and mentoring.
3. Provide an environment and opportunity to allow colleagues to learn, develop and reflect.

4. Provide regular feedback and coaching from line managers.

## Talent Management

To ensure the College has the right talent in place at the right time, we will:

1. Review the ongoing capability, potential and motivations of all employees.
2. Provide opportunities to ensure the capabilities of our colleagues to deliver our strategic priorities.
3. Workforce planning to ensure a talent pipeline is available for current and future business requirements.

## Organisational Development

The College will seek to implement approaches to ensure the overall performance of the organisation, by:

1. Having a transparent, people capability framework for all roles in the College.
2. Alignment of all development with the College's strategic priorities.
3. Systematic development of job families.
4. Provide routes and opportunities to support career development.
5. Mainstream continuous improvement and change across the College.

**2025 Outcomes:**

The Outcomes of this will be:

- Enhanced approach to nurturing, advertising and recruiting talent, ensuring equality of opportunity for all suitable candidates.
- A competency description for each job stage, ensuring that the same measures are applied throughout the employee journey, including recruitment and career review.
- Assessment resources for each competency including interview guides and other assessments.
- Developmental suggestions and resources for each competency, including a suite of elearning modules and in-house / outsourced e-learning development capability. This will include an optimised learning journey for people new to teaching.
- Measurable competencies for talent planning and talent readiness activities.
- Focussed enhancement for the development of both the College Leadership Team and the group referred to as Operations Managers and Curriculum Managers to cover both team development and individual learning against clear expectations.
- Talent Readiness approach around identifying talent and progressing people's development for the future needs of the College.

## Lever 2 – Culture



### Strategic Priority

To ensure the right Culture across the College through the agreement, measurement, communication and reinforcement of behaviours as well as enhancing employee involvement and organisational adaptability. This will be achieved under the following themes:

1. Employee communications & employer brand
2. Employee relations
3. Equality, diversity & inclusion
4. Recognition
5. Engagement
6. Wellbeing

### Employee Communications & Employer Brand

The College will have a strong employer brand and engaging, modern approach to employee communication, by:

1. Actively developing, positioning & communication our reputation as an employer.
2. Utilise technology to communicate in modern ways.
3. Have a structured and planned approach to communication across all colleagues.
4. Use of engaging content and resources.

### Employee Relations

We will seek to build on our strong employee relations positioning, by:

1. Continuing to develop transparent, engaging and constructive relationships with our recognised trade unions.

2. Ensure policies and procedure are maintained and easily accessible for all colleagues.
3. Continue to empower and enable people managers to manage situations within their areas.

## Equality, Diversity & Inclusion

Equality, Diversity & Inclusion is important for our stakeholders, and we will:

1. Continue to provide equality of opportunity for all employees.
2. Embed our equality, diversity & inclusion approach across all College activities.
3. Continually improve the support available to under-represented groups.
4. Engage with expert third parties and other colleges to identify, and make use of, best practices to support our equality, diversity and inclusion journey.
5. Ensure availability of learning and development resources for equality, diversity & inclusion.

## Recognition

The College will continue to recognise the efforts of colleagues in living our College values, by:

1. Recognise employees through a range of resources.
2. Ensure recognition is conducted at peer, department and College-wide levels.
3. Utilise technology to enable ease of access of recognition across the College.

## Engagement

Have an engaged workforce is essential to building our culture and we will achieve this by:

1. Offering regular engagement events and activities for all colleagues.
2. Conducting surveys, obtaining feedback and building solutions within our teams and Collegewide.
3. Ensuring opportunities for all employees to interact with all levels of management and leadership.
4. Use technology to engage with individuals, teams and groups.

## Wellbeing

Ensuring the wellbeing of our employees is essential. We will achieve this through:

1. Providing a range of support to colleagues.
2. Easy accessibility to resources and support for Wellbeing needs.
3. Regular offering of Wellbeing activities.
4. Utilise technology to engage and interact with colleagues on Wellbeing matters.

**2025 Outcomes:**

The Outcomes of this will be:

- Implement policies and procedures that enable front line and middle management engage in employee relations matters.
- Engagement with a HR Support firm to review and update policies and procedures and also to provide HR Team members with ongoing expert guidance. This may extend to retained Legal Services for employment law matters.
- Engaging approach to create a place where people belong, transitioning the College into a place where there is wider representation across protected characteristics.
- Embedded recognition activities including peer recognition, awards and external recognition aligned to our Values.
- A planned approach to engaging employees, including through surveys, feedback, focus groups, communication and an "Event" approach to activities such as Development Days, Staff Conferences and workshops.
- Holistic College community engagement, including alignment with the criteria to meet external accreditation frameworks.

## Lever 3 – Experience



### Strategic Priority
Enhance experiences for all colleagues, managers and leaders by building "moments that matter" into efficient process that are positive to engage with, under the following themes:
1. Enhance experiences
2. Design "moments that matter"
3. Leverage technology

### Enhance Experiences
We will ensure the experience of colleagues, managers and leaders are enhanced, by:
1. Improve the efficiency of experiences across the employee journey.
2. Minimising non-value-added time.
3. Ensuring efficient use of time.

### Design "Moments that Matter"
We will create positive experiences for our colleagues, by:

1. Considering employee experience into our processes.
2. Including "moments that matter" in our processes.
3. Celebrate important moments for colleagues.

### Utilise Technology

The College will leverage technology, by:

1. Automate repetitive administrative tasks, where possible.
2. Engage with colleagues through relevant technology.
3. Empower colleagues through access to necessary information.

**2025 Outcomes:**

The Outcomes from this will be:

1. Streamlined processes, designed to delight employees throughout the employee journey.
2. The automation of processes – existing or new software.
3. Reduction in non-value-added time for employees, HR, managers and leaders.
4. Data being made available to HR, managers and leadership.

### The Journey

The following graphic demonstrates the 3-year, high-level journey which summarises this report and align to the College's Strategic Priorities and College Values.

Employee Survey

2022: Policies, Procedures, Re-Accreditations, Talent Management & Succession Planning, Employee Wellbeing, enabling an environment of "belonging" for all colleagues, HR Process Review & Automation, Recognition Framework, Benefits, Management & Leadership development program, Retained HR & Employment Law solution

| DATE | 5th September 2024 |
|---|---|
| TITLE OF REPORT | Employee Engagement |
| REFERENCE | 08 |
| AUTHOR AND CONTACT DETAILS | Gary McIntosh, Head of Human Resources<br>gary.mcintosh@slc.ac.uk |
| PURPOSE: | To update members on progress with the College's employee engagement framework |
| KEY RECOMMENDATIONS/ DECISIONS: | Members are recommended to:<br>• Note the content of the report; and<br>• Discuss the content of the report, including progress made. |
| RISK | The following risk is identified:<br>• Failure to have engaged employees will impact the employee experience, student experience and the College's ability to achieve its strategic priorities. |
| RELEVANT STRATEGIC AIM: | • Successful Students<br>• The Highest Quality Education and Support<br>• Sustainable Behaviours |

| SUMMARY OF REPORT: | • The College rolled out its new employee engagement framework to all staff during the Staff Conference 202425 |
|---|---|
| | • In teams, staff reviewed and assessed how the College is currently performing against each of the five employee engagement drivers: togetherness, connectedness, recognition, enablement and motivating work. |
| | • Overall, and in most teams, Motivating Work was recognised as being the highest score, averaging a score of 4 out of 5. Enablement was consistently the lowest score across most teams, averaging a score of 2 out of 5 |
| | • Each team discussed ways in which the College can improve the employee engagement drivers, including College-wide and local, team actions. These are currently being collated and will then be reviewed by the Senior Leadership Team and, where appropriate, actioned. |

## 1. INTRODUCTION

1.1. This paper seeks to provide members with an update on the implementation of the College's new Employment Engagement Framework.

## 2. BACKGROUND

2.1. Members were introduced and agreed with the implementation of the new Employment Engagement Framework and the subsequent Culture Action Plan, which had been prepared and approved by the Senior Leadership Team.

2.2. The Employee Engagement Framework is shown below:

The diagram shows "Employee Engagement" at the center, surrounded by five drivers:

**Togetherness**
- Visionary and transparent leadership
- Common purposeful goals
- Build on values

**Connectedness**
- Meaningful participation in decision making
- Listening organisation
- Developing collaboration

**Recognition**
- Culture of values-based recognition
- Celebration of individual and team contribution
- Effective, frequent praise.

**Enablement**
- Providing valuable feedback
- Developing manager effectiveness
- Individualised training and development

**Motivating Work**
- Autonomous working
- Learning organisation
- Meaningful work

**Wellbeing**
- Resilience
- Worklife Balance
- Happiness

**Successful Students**
- High quality learning and teaching
- Student satisfaction
- Attainment and retention

**Business Outcomes**
- Satisfaction
- Performance
- Equality, Diversity & Inclusion

## 3. DISCUSSION

3.1. During the Staff Conference in August 2024, the Principal & Chief Executive introduced the importance of employee engagement and explained the framework the College will be using.

3.2. During the afternoon, employees worked together in their departments / teams to review each of the five employee engagement drivers and scored them, out of five, on their view of each of the five drivers, with a score of 1 being the lowest

and 5 being the highest. The following table shows the median average and mode scores gathered from across the teams.

3.3. *Table 1: Score of Employee Engagement Drivers*

| Average Type | Togetherness | Connectedness | Recognition | Enablement | Motivating Work |
|---|---|---|---|---|---|
| Median | 3 | 3 | 3 | 2 | 4 |
| Mode | 2 | 3 | 3 | 2 | 4 |

3.4. The overall scores are aligned with how the Senior Leadership Team envisaged the current state of the drivers and are representative of the Culture Action Plan created by the Senior Leadership Team and reviewed by Committee Members.

3.5. Each department also spent time to review and recommend the key actions that they propose taking to improve the scores. These are currently being collated.

3.6. The College will implement actions cross-College and locally in teams, in support of the recommendations received, in order to enhance the employee experience and employee engagement. Where possible, team's will be empowered to implement actions to ensure involvement and ownership.

## 4. EQUALITIES

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

## 5. RISK

5.1. The following risk is identified:

5.1.1. Failure to have engaged employees will impact the employee experience, student experience and the College's ability to achieve its strategic priorities.

## 6. RECOMMENDATIONS

6.1. Members are recommended to:

6.1.1. Note the content of the report; and

6.1.2. Discuss the content of the report, including progress made.

## HR COMMITTEE

| | |
|---|---|
| **DATE:** | 5<sup>th</sup> September 2024 |
| **TITLE OF REPORT:** | Quarterly HR Report |
| **REFERENCE:** | 09 |
| **AUTHOR AND CONTACT DETAILS** | Gary McIntosh, Head of Human Resources<br>gary.mcintosh@slc.ac.uk |
| **PURPOSE:** | Provide the HR Committee with a quarterly update on HR matters. |
| **KEY RECOMMENDATIONS/ DECISIONS:** | Members are recommended to:<br>• note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development, Employee & Industrial Relations, HR Projects and Absences. |
| **RISK** | The following risk is identified:<br>• Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; employee relations; HR Projects and Absences, could result in poor employee experience and therefore inadequate delivery for students. |
| **RELEVANT STRATEGIC AIM:** | • Successful Students<br>• Highest Quality Education & Support<br>• Sustainable Behaviours |

| SUMMARY OF REPORT: | • The College's headcount movement remains stable and consistent with the previous year, and all vacancies continue to be filled within a reasonable period of time, with the exception of one role. |
| --- | --- |
| | • The College continues to support staff health and wellbeing, including ongoing support from Maximus' Access to Work, Mental Health. It created financial wellbeing guides for staff in partnership with trade unions. |
| | • EIS-FELA have suspended strike action to allow its members to consider the pay offer. |
| | • The Pension Contributions Project is on track for completion in February 2025, with employees now receiving their outcome each month, as the Sprints are concluded. |
| | • The HR & Payroll System implementation has a delay, as a result of several system failures. The College is working with the vendor to resolve these. Parallel payroll processes continue. Once these failures are resolved, the other modules will be finalised and launched. |
| | • The absence trend has continued to decline since the fourth quarter of 2023. The current quarter is in keeping with the trend of previous years. |

# 1 INTRODUCTION

1.1 This paper seeks to provide members with an overview of HR matters for the College for the period of 1 April to 30 June 2024.

# 2 HEADCOUNT MANAGEMENT

2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a slight movement in headcount over the period, with 3 x 3rd party contractors, 3 new hires and 9 leavers.
2.2 Two out of the three new hires in Q2 2024 were appointed to vacancies that were advertised in a previous quarter and interviewed in Q2 2024.
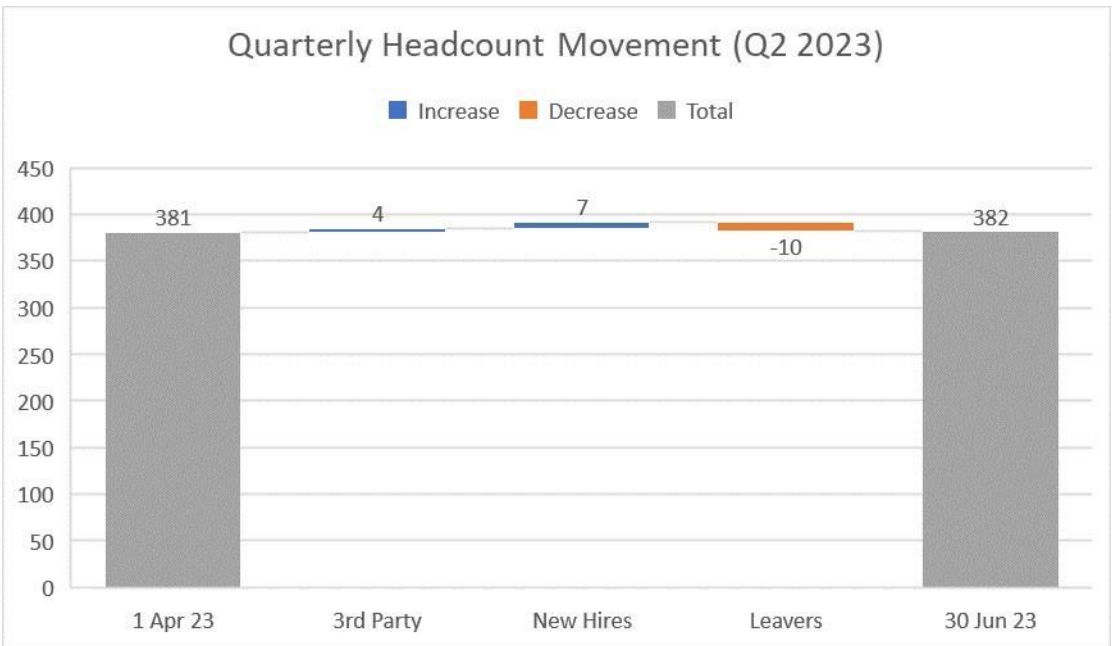2.3 One out of the three new hires in Q2 2024 were appointed to vacancies that were advertised and interviewed in Q2 2024.

2.4 *Chart 1: Quarterly Headcount Movement 2024*

**Quarterly Headcount Movement (Q2 2024)**
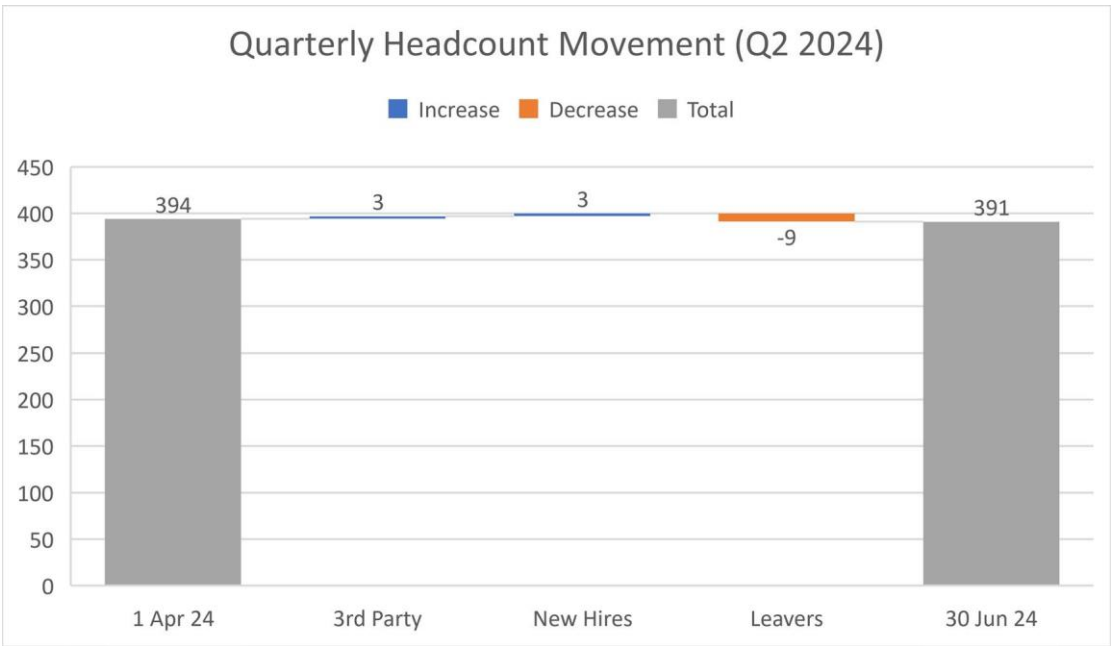
2.5 The following graph shows a comparison to the prior year.

2.6 *Chart 2: Quarterly Headcount Movement 2023*



**Quarterly Headcount Movement (Q2 2023)**

**2.7 Recruitment**

2.8 Recruitment activities during the period are shown below:

2.9 *Table 1: Recruitment*

| Position | Status |
|---|---|
| Support for Learning Assistant | 2 appointments made |
| Alternative Funding Administrator* | Appointment made (internal) |
| Head of Finance | No appointment made |
| Finance Assistant (Sales Ledger) | Appointment made |
| Property Cleaner* | 4 Appointments made (1 internal) |
| Lecturer - Life Science | Appointment made |

*\* Started during this* quarter

### 2.10 *Chart 3: Joiners and Leavers*



Joiners & Leavers by Department
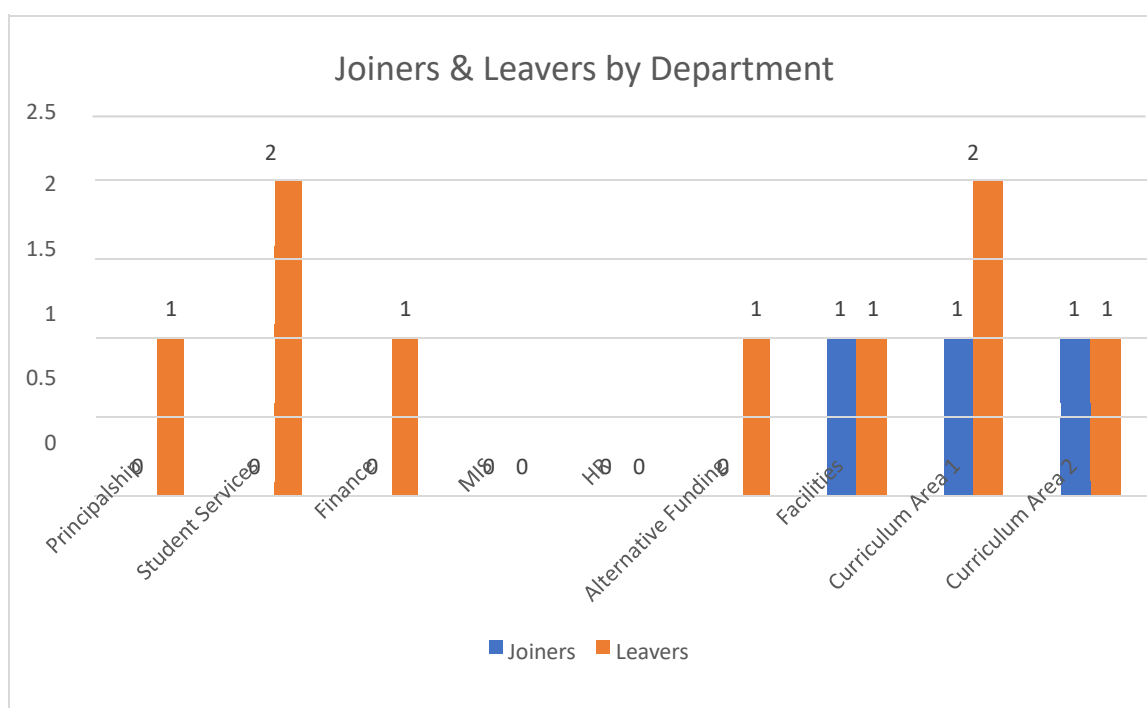
### 3 HEALTH & WELLBEING

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

3.2 Employees are informed about these sessions through the Microsoft Teams Wellbeing

Activities page. Additionally, an animation explaining the Access to Work Support Service is promoted via Teams. https://vimeo.com/875592584

### 3.3 Wellbeing Initiatives

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

3.3.2 The College provides support services to employees through partnerships with PAM Assist (the employee assistance programme) and the Access to Work Mental Health support service. A procurement activity is going on for this service at present and, therefore, the current supplier may continue or may be replaced by another supplier.

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

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

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

## 4 EMPLOYEE ENGAGEMENT

### 4.1 Employee Engagement and Internal Communications

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

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

4.2.1 The College is currently refreshing its membership of the Equality Group, which meets quarterly to overseas and discuss all Equality matters across the College.

4.2.2 The College will shortly be surveying employees to gather Equality data, as part of its Public Sector Equality Duty.

4.2.3 The College will be preparing its review and end of four-year-cycle report over the current academic year and will bring this to the HR Committee for approval.

### 4.3 Staff Conference & Staff Development Day

4.3.1 The College started the academic year 2024-25 with a staff conference on 13th August 2024 and a staff development day on 15th August 2024. The theme for the conference, development day, and the year ahead, is "Reset, Engage and Elevate".

4.3.2 During the conference, staff were introduced to the College's new employee engagement framework and walked through the importance of employee engagement.

4.3.3 The Executive Team had a number of calls to action, essentially highlighting the importance is employee involvement and employee voice from all staff, including in identifying opportunities to diversify income, getting involved in sustainability, and improving the employee experience.

4.3.4 Some guest speakers were invited to talk, including the College's new catering supplier, Aramark, who spoke about the number of ways that employees and students can engage in sustainability activities with them.

4.3.5 The new Quality Framework was launched during Staff Development Day. This included a new way of working for all employees (Lecturing and Business Support). Lecturing Staff were introduced new documentation and templates to support their work activities.

4.3.6 Feedback was obtained for both days and was noticeably more positive overall than in previous years. Staff were complimentary of both days, including the quality of speakers, the energy of engagement, the opportunity for involvement in the College, the fun elements, the team activities, and the improved food options available from the new Catering supplier. Despite some staff noting that they had enjoyed "motivational speakers" in the past, many recognised that by having them, this would not have improved the Conference nor the messaging.

4.3.7 Overall, the net promoter score of the Conference was 7 (out of 10) and the net promoter score of the Staff Development Day was 7 (out of 10). Scores, out of 5, for the other element are shown in the table below:

4.3.8 Table: Staff Feedback (out of 5):

| Event | Speakers | Content | Interaction | Experience |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| Conference | 4 (Very Good) | 4 (Very Good) | 4 (Very Good) | 3 (Good) |
| Development Day | 3 (Good) | 4 (Very Good) | 4 (Very Good) | 3 (Good) |

## 5 STAFF DEVELOPMENT ACTIVITY

5.1 The new Teaching Qualification in Further Education (TQFE) cohort commenced in September 2024. This is the recognised in-service teaching qualification for Further Education Lecturers in Scotland. The qualification is completed at Degree (SCQF 9) or Postgraduate (SCQF 11) level.
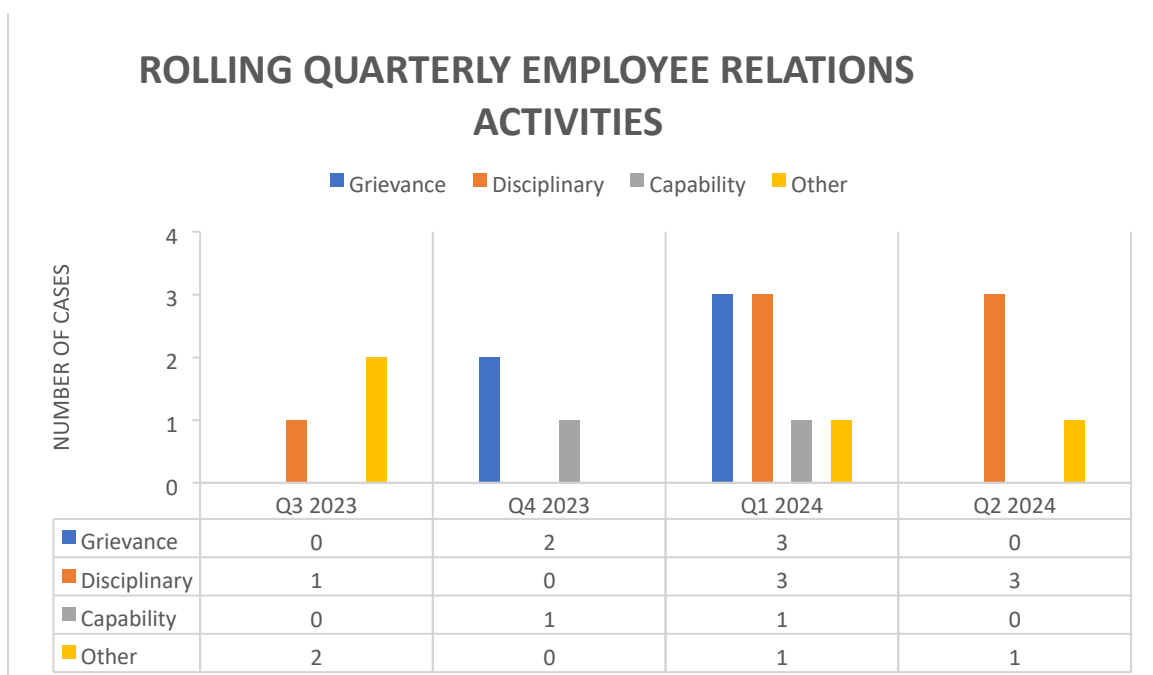
5.2 Due to the strike activities at the end of the academic year, 2023-2024, the College still requires a small number of employees to complete the mandatory training. Work is actively taking place to conclude this.

## 6. EMPLOYEE & INDUSTRIAL RELATIONS

### 6.1. Employee Relations

6.2. The following graph demonstrates a drop in grievances, and other employee relations matters. There is an ongoing, investigation that is being handled by an external, independent investigator, which is due to conclude by October 2024.

### 6.3. Graph 3: Employee Relations Activity

**ROLLING QUARTERLY EMPLOYEE RELATIONS ACTIVITIES**

■ Grievance ■ Disciplinary ■ Capability ■ Other

| | Q3 2023 | Q4 2023 | Q1 2024 | Q2 2024 |
|---|---|---|---|---|
| ■ Grievance | 0 | 2 | 3 | 0 |
| ■ Disciplinary | 1 | 0 | 3 | 3 |
| ■ Capability | 0 | 1 | 1 | 0 |
| ■ Other | 2 | 0 | 1 | 1 |

6.5. The College has been notified by EIS-FELA" that it is taking the current, 4-year salary offer to its membership for vote. The vote started on 23<sup>rd</sup> August 2024.

6.6. UNISON is challenging the amendment to strike pay, when implementing backdated pay to all applicable payroll elements i.e. all payroll elements which were a calculation based on the salary level at that time.

# 7 HR PROJECTS

## 7.1 Pensions Contributions Project

*7.1.1* The College is progressing the Pensions Contributions review in line with the agreed project plan. Following the summer break, employees are now receiving communication regarding their re-calculation. On the College's behalf, Henderson Loggie, its Internal Auditors, have engaged with HMRC and the Pensions Regulator. The latter confirmed no action and was grateful that remedial work is taking place. HMRC are yet to respond.

*7.1.2* The project is on track for completion in line with the baseline project plan, by February 2025, with employees receiving results each month until then. On completion of the review, the College will provide an overview of results of the recalculations.

## 7.2 HR System Project

7.2.1 The College is continuing to parallel run the new payroll module of iTrent alongside its legacy system. Following the implementation of the payroll module of iTrent, a number of system failures occurred which require remedy by the supplier. These are currently being reviewed. For one month, the College briefly reverted back to its legacy payroll system to ensure that payroll was not negatively impacted. It is now back to iTrent's payroll module, however required in excess of 200 manual amendments caused by system failures in the last monthly payroll.

7.2.2 Once the payroll module is resolved, the other modules will be finalised and launched. As a result of these issues, the College remains at stage gate 4 – "Go Live".

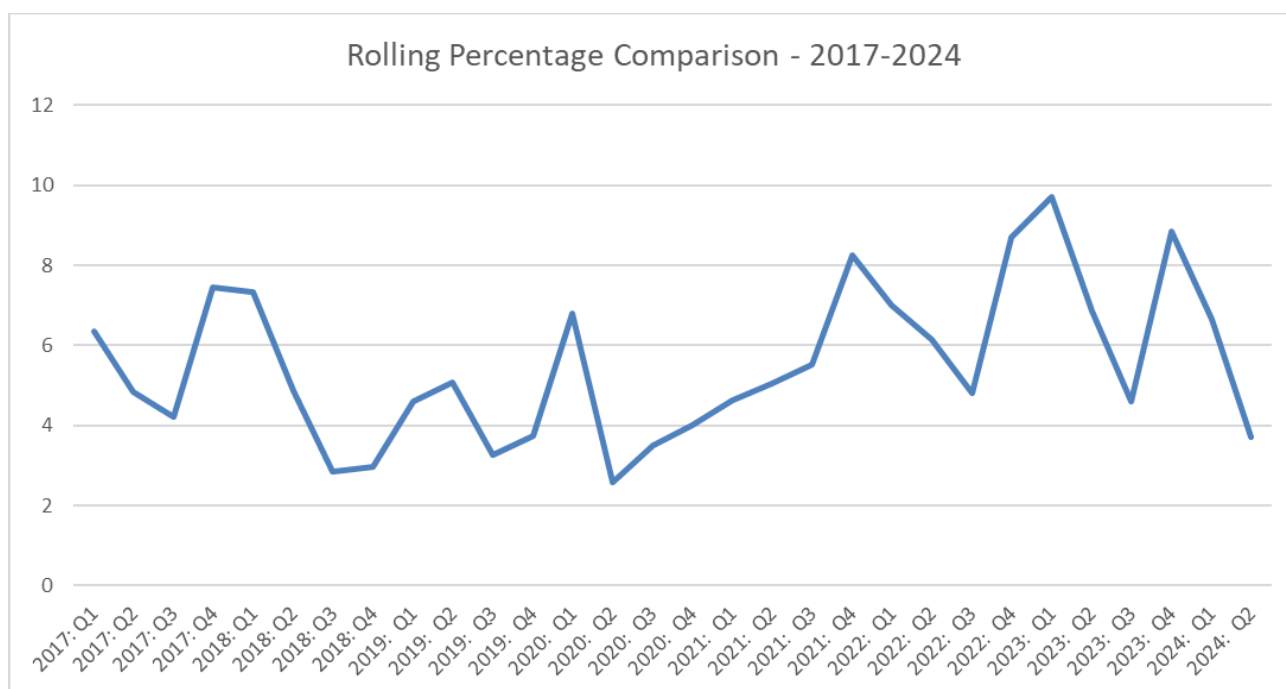# 8. ABSENCES

## 8.1 *Five Year Rolling Absence Data*

8.2 The College rolling absence percentages are shown in Chart 1. The current absence rate has decreased to 3.7%. Absence rates remain above the official average data from the Office for National Statistics (ONS). The table below is updated with the ONS 2022 Absence Rates data:

## 8.3 *Table 1: ONS 2022 Absence Rates*

| UK | Scotland | Public Sector | Education |
|---|---|---|---|
| 2.7% | 3.15% | 3.6% | 3.0% |

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

## 8.2 *Chart 1: Rolling Percentage Comparison*



## 8.3 *Departmental Absence Data*

8.4 The following graph shows that long-term sickness is a key driver of overall absence figures, with 57.92% of absences being longer than three weeks. Comparative data from the Office of National Statistics 2021 Absence report
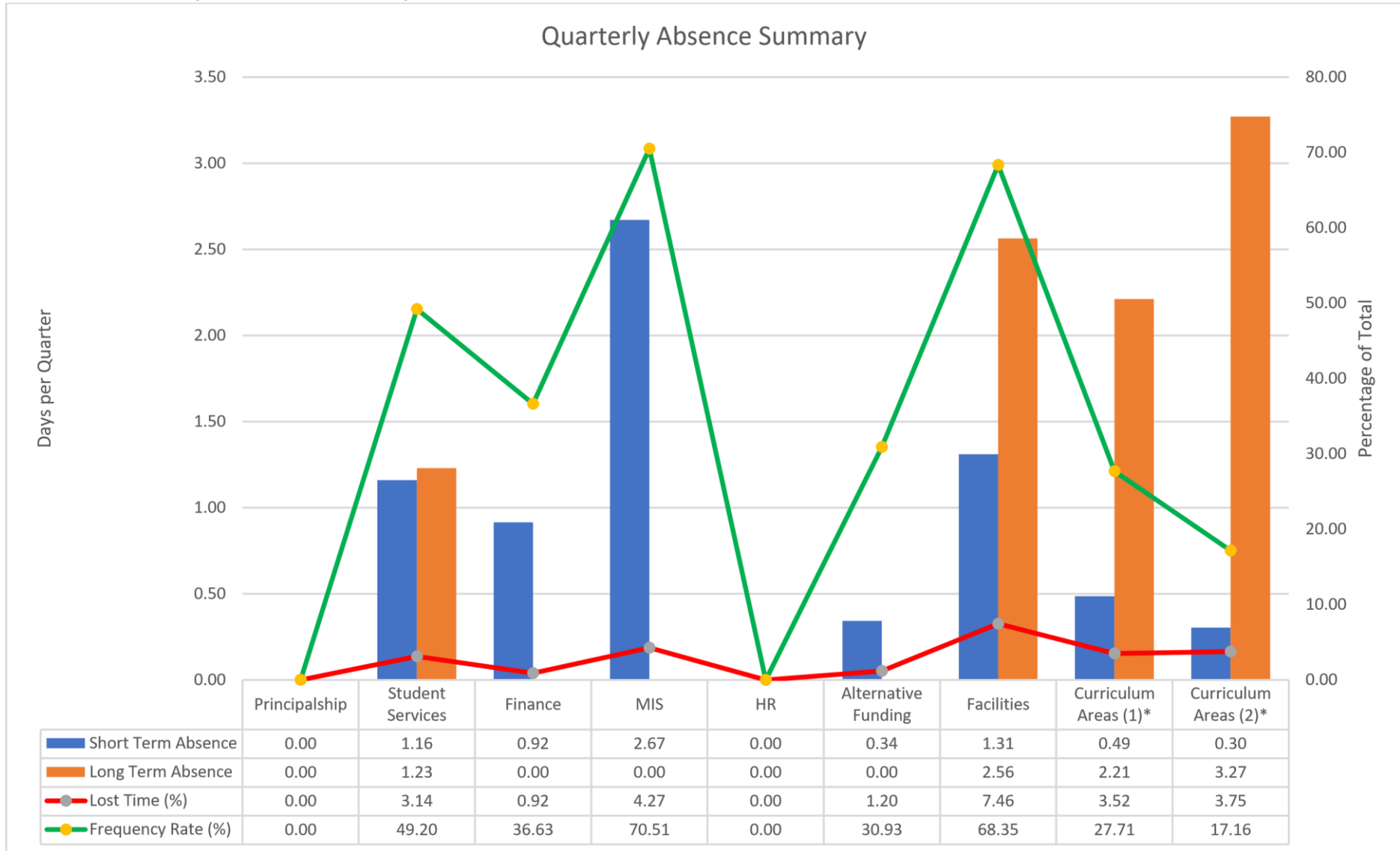
highlights that similar absence categories that are comparable to College Long-Term Absences (categories of "mental health conditions" and "musculoskeletal problems") are 27.6% of total absences.

8.5 The graph below also highlights the following:

8.5.1 Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 3.7% of available working days to absences. The Facilities and Information Systems teams have higher lost time rates than other areas of the College. The approximate salary cost of lost time is £55,793.84. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.

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

Quarterly Absence Summary

| | Principalship | Student Services | Finance | MIS | HR | Alternative Funding | Facilities | Curriculum Areas (1)* | Curriculum Areas (2)* |
|---|---|---|---|---|---|---|---|---|---|
| Short Term Absence | 0.00 | 1.16 | 0.92 | 2.67 | 0.00 | 0.34 | 1.31 | 0.49 | 0.30 |
| Long Term Absence | 0.00 | 1.23 | 0.00 | 0.00 | 0.00 | 0.00 | 2.56 | 2.21 | 3.27 |
| Lost Time (%) | 0.00 | 3.14 | 0.92 | 4.27 | 0.00 | 1.20 | 7.46 | 3.52 | 3.75 |
| Frequency Rate (%) | 0.00 | 49.20 | 36.63 | 70.51 | 0.00 | 30.93 | 68.35 | 27.71 | 17.16 |

**\*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 (incl. Horticulture)

                                Wet Trades

## 9 EQUALITIES

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

## 10 RISK

10.1  The following risk is identified:

10.1.1 Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; employee relations; HR Projects and Absences, could result in poor employee experience and therefore inadequate delivery for students.

## 11 RECOMMENDATIONS

11.1  Members are recommended to:

11.1.1 note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development, Employee & Industrial Relations, HR Projects and Absences.

## HR COMMITTEE

| | |
|---|---|
| **DATE:** | 5th September 2024 |
| **TITLE OF REPORT:** | Quarterly Health and Safety Report |
| **REFERENCE** | 10 |
| **AUTHOR AND CONTACT DETAILS** | Craig Ferguson; Head of Facilities and Health & Safety <br> Craig.Ferguson@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 note: <br> • the issues raised at the Health and Safety Committee and follow up actions being taken; <br> • the accident reporting period and an increase of 28 from the previous quarter; <br> • the first aid update; <br> • the housekeeping update; and • the fire activation update. |
| **RISK** | • That there is a failure to adhere to statutory and legislative health and safety requirements <br> • That a lack of staffing impacts on the service the area can provide. |
| **RELEVANT STRATEGIC AIMS:** | • Successful Students <br> • Highest Quality Education and Support <br> • Sustainable Behaviours |
| **SUMMARY OF REPORT:** | • Minor change to the housekeeping inspections to improve reporting and closure. <br> • Ventilation issues were raised in the Painting and Decorating workshops. Upgrade works have been completed. <br> • The College is continuing to monitor the number of staff undertaking the mandatory training. Almost all are completed. <br> • There has been a significant decrease in the number of accidents for this reporting period, More in line with expected accidents <br> • There was one fire alarm activation over the reporting period. |

# 1 INTRODUCTION

1.1 This paper provides an overview of health and safety activity from April 2024 to June 2024 reporting period. The College Health and Safety Committee meeting was held on the 23/04/2024. (Please see Annex A for minutes)

# 2 COMPLIANCE

2.1 There were issues raised at the Health and Safety Committee and addressed as per the attached minutes

2.2 The works to upgrade the extract system in the painting workshops was planned outwith this reporting period. This will be officially updated at the next meeting; however, the work has been completed and is a significant improvement.

# 3 TRAINING

3.1 The College launched online courses for mandatory training for all staff back in August 2023. An extension to completion dates was provided and almost all are now completed.

3.2 Health and Safety specific training is ongoing including New Staff inductions, First Aid and Refresher training, Fire Wardens and COSHH awareness training.

## 4 ACCIDENTS AND FIRST AID

4.1 The accident reporting period is from April to June 2024. During this period there were 19 minor accidents reported, which is a decrease of 32 from the previous quarter. (Annex B) Members should note that there were no RIDDOR incidents

4.2 The updated First Aid procedures have been in place since the last reporting period, and it can be reported that it is much improved in relation to the reliability of call to action. Feedback demonstrates that this has had a positive impact on the service.

## 5 HOUSEKEEPING

5.1 The Health and Safety Housekeeping inspections have resumed, and reports for the reporting period are attached. For information, facilities issues and health and safety issues have now been separated and carried out by the relevant staff members. This is to alleviate the time pressures on everyone involved and thus improving the reporting. The housekeeping inspections are carried out in conjunction with union representatives

## 6 FIRE ALARM ACTIVATION

6.1 There was one fire alarm activations over the reporting period, which was caused by the alarm engineer accidentally triggering a contact in the nursery. The building was emptied in 3 minutes

6.2 We continue to recruit Fire Warden positions in conjunction with the Curriculum areas and Support Departments to ensure complete coverage. Training will be provided once these individuals are in place.

## 7 RISK

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

## 8 EQUALITIES

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

## 9 RECOMMENDATIONS

9.1 Members are recommended to note:

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

9.1.2 the accident reporting period and a decrease from the previous quarter;

9.1.3 the first aid update;

9.1.4 the housekeeping update; and

9.1.5 the fire activation update

**MINUTES OF HEALTH AND SAFETY MEETING**
**23.04.24 11am**

Attendees

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

### 1. Apologies
> Angela Pignatelli and Rhona Keys

## 2. AIR Log Operational

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

### 3. Minutes of Previous Meeting (23.01.24)
> Committee members agreed previous meeting minutes satisfactory.

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

> JD reported main types of injuries during this reporting period was cuts and sickness and fainting.  Mainly with Built Environment and Care
> Action: - Request for a further breakdown in Curriculum Areas in future Accident reporting
> PPE worn by staff and students.  Feeling is this is getting more relaxed. Action: - A renewal of PPE requirement and consequences to be in place for staff and students
> Recording of Near Misses is getting under reported.  Action: - JD create an electronic version to improve uptake of reporting
> Increase visibility of Health & Safety. Action: - H&S article in Newsletter and CMs lead on increasing visibility of Health & Safety

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

> JD reported a low amount fire alarm activations during this period.
> Fire Warden Training Update – ACTION JD liaising with Associate Principals about getting interested staff members to be Fire Wardens
> Vaping - ACTION MM will follow up vaping with Student Association
> Vaping – Students vaping under no vaping signs. ACTION CF will look into feasibility of cornering off an area not to vape in

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

> **Inductions** - A total of 10 H&S inductions has taken place within this period.  Ongoing H&S induction sessions will continue from the 30th May with 2 sessions per week on a Tuesday & Thursday.

- ➢ **Fire warden training** – a provisional booking has been made for **Wed 23rd May** to catch up with fire wardens who missed the training last year. When all training has been completed a meeting will be arranged to update fire warden duties/responsibilities during evacuations.
- ➢ **CoSHH Training –** awaiting feedback on a list of persons who currently complete CoSHH assessments. Once I have the numbers, training awareness sessions will be set up on how to complete the new CoSHH form which is on the portal. ACTION – JD will contact CMs about dates for their curriculum area team meetings with a view to attending to talk about CoSHH

## 7. Facilities Update

- ➢ Taps Replacement Update: CF informed this is ongoing.
- ➢ Thermostat Update: CF informed this is ongoing.
- ➢ Horticulture Garden Project: CF informed this is completed.
- ➢ Cycle Shelter is getting fixed as we speak.
- ➢ G17 lighting has been replaced with LED panels.
- ➢ Bollards: CF informed these are getting removed if no longer required or been damaged but not replacing them.
- ➢ Pavement Area in front of College: This will now be repaired with assistance from Construction students.

## 8. Health & Safety Policy
- ➢ N/A

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

H&S Housekeeping Report Jan – April 2024

- ➢ A total of 4 housekeeping audits have been carried out to date in conjunction with the trade unions.  These audits are carried out on a Friday morning between 7 & 8am to minimise disruption to classes.
- ➢ During this period a total of 50 actions were noted with 24 having been completed to date.  H&S Housekeeping audits will continue weekly where practicable until all areas of the college have been covered.  After that a short break will take place so that actions can be completed and then the weekly cycle will start again.
- ➢

## 10. Employee Assistance Programme update

➢ GM updated our current provider Palm Assistance is no longer on APUC framework.  In the process of sourcing a new provider and any staff currently getting help from Palm Assistance will continue with this until support concludes

## 11. A.O.C.B.

### Lifts

➢ We are currently waiting on a report from KONE. We have had the structural engineers. SM informed she will share report with the committee and keep them informed when work will proceed.

### Note of Thank You

➢ Thank you to Curriculum Manager Joanne Warwick and Head of Facilities Craig Ferguson all the work done regarding the speculative visit from Environmental Health from South Lanarkshire Council resulting in a positive outcome.

### Posters – college wide

➢ AM reported out of date posters in classrooms and notice boards. Suggestion to update this college wide and have same up to date information in all classrooms. Access to notice boards with keys to remove out of date posters. Confirm who has keys for these boards.

### First Aiders incl. First Aid changes

➢ JD informed with immediate effect all paper copies of accident reports will be withdrawn. All accidents must be reported through the electronic system.
➢ JD informed First aid meetings will now take place on a quarterly basis starting on Wed 1st May. Thursday 1st Aug and Wed 6th Nov (10am till 11am)
➢ JD informed 1 x Riddor reportable seizure student off for more than 7 days.
➢ **First Aiders Signing in:** - Not all first aiders are signing in. ACTION: MM to send a reminder to first aiders to carry this out

### Risk Assessments

➢ Risk Assessments for student ex-partners.

### CCTV

➢ MM informed students throwing bottles from 3rd floor Atrium and causing loud noises when landing on the service road. CF advised he was aware of a previous situation about this.
➢ ACTION: - CF will investigate installing CCTV in this area to help record any future issues like this
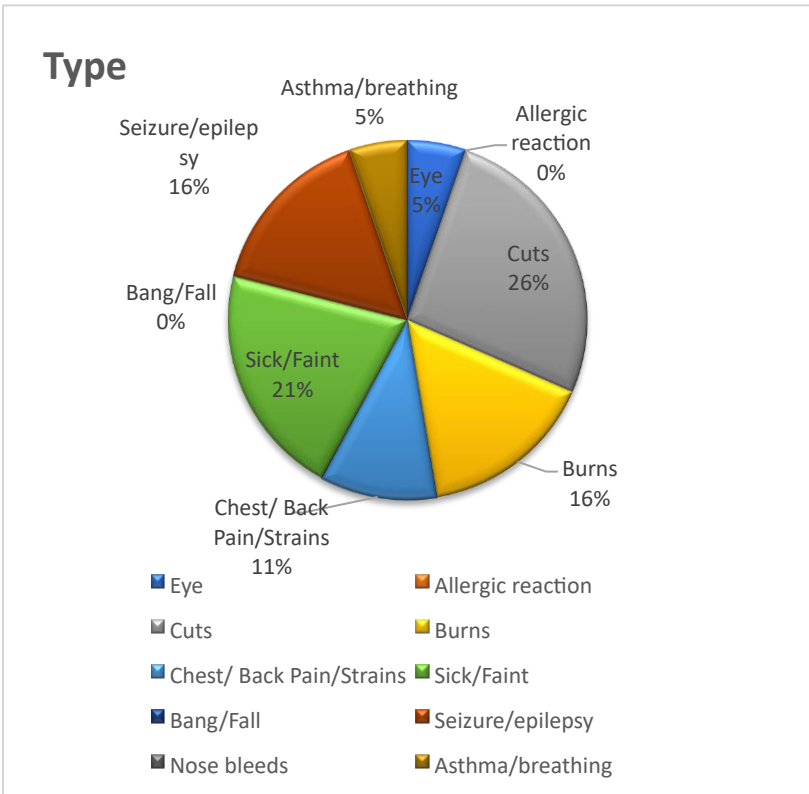
### Legionella in compost area

➢ AM advised there could be Legionella in new compost area in Horticulture Garden.
➢ ACTION: - JD will investigate this

### Students eating in toilets

➢ It has been reported an increase in students eating in toilets and leaving rubbish lying about.
➢ ACTION: - CF will organise No Eating Signs being put up in the toilets

## Type



Asthma/breathing 5%
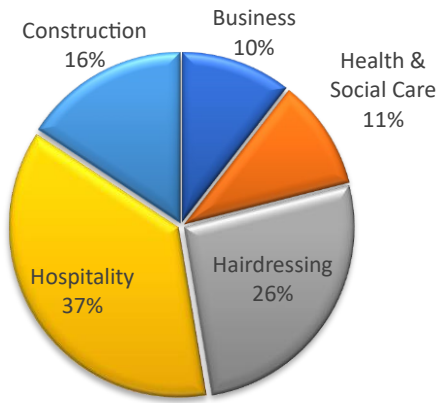
Seizure/epilepsy 16%

Allergic reaction 0%

Eye 5%

Cuts 26%

Bang/Fall 0%

Sick/Faint 21%

Burns 16%

Chest/ Back Pain/Strains 11%

- ■ Eye
- ■ Allergic reaction
- ■ Cuts
- ■ Burns
- ■ Chest/ Back Pain/Strains
- ■ Sick/Faint
- ■ Bang/Fall
- ■ Seizure/epilepsy
- ■ Nose bleeds
- ■ Asthma/breathing

ANNEX B: REPORTING ANALYSIS

|  |  | Prev |
| --- | --- | --- |
| period Eye | 1 | 3 |

Chest/ Back

| Asthma/breathing | 1 | 2 |
| --- | --- | --- |
| Total | 19 | 51 |

## Department



| Department | Value 1 | Value 2 |
|---|---|---|
| Business | 2 | 2 |
| Health & Social Care | 2 | 16 |
| Hairdressing | 5 | 3 |
| Hospitality | 7 | 23 |
| Construction | 3 | 7 |
| **Total** | **19** | 51 |

Pie chart legend:
- Business
- Health & Social Care
- Hairdressing
- Hospitality
- Construction

Pie chart segments:
- Construction 16%
- Business 10%
- Health & Social Care 11%
- Hairdressing 26%
- Hospitality 37%