

BOARD OF MANAGEMENT

Human Resources and Development Committee



Thursday 28 November 2024 at 5.00pm **Room K-TO-624,**
Kingsway Campus (MS Teams option available)

AGENDA

1. **WELCOME**
2. **APOLOGIES**
3. **DECLARATIONS OF CONNECTION & INTEREST**
4. **MINUTE OF THE PREVIOUS MEETING – 5 September 2024** Paper A for approval
5. **MATTERS ARISING** Paper B for noting
6. **PEOPLE, OD & COMMUNICATIONS REPORT** Paper C for information ST
7. **STAFF DEVELOPMENT DAY ACTIVITY & INITIAL FEEDBACK** Presentation AM
8. **FAIR WORK PRINCIPLES** Paper D for information ST
9. **NATIONAL BARGAINING UPDATE** Paper E for discussion ST
10. **STRATEGIC RISK REGISTER** Paper F for approval ST
11. **HR METRICS** Paper G for information ST
12. **MEETING MINUTES/UPDATES** Paper H for noting
 - Joint Consultation & Negotiation Forum
 - Health, Safety & Wellbeing Committee
13. **DATE OF NEXT MEETING – Thursday 20 February 2025 at 5.00pm in Room K- TO- 624, Kingsway Campus**



Human Resources and Development Committee

Thursday 28 November 2024

PAPER A

MINUTE OF THE PREVIOUS MEETING –

Thursday 5 September 2024

BOARD OF MANAGEMENT

Human Resources and Development Committee



Thursday 5 September 2024 at 5.00pm **Room K-TO-624, Kingsway Campus** (MS Teams option available)

Minute of the Human Resources and Development Committee meeting held on Thursday 5 September 2024 at 5.00pm, in Room K-TO-624, Kingsway Campus.

PRESENT:

Donald Mackenzie	Stephen Oakley
Brian Lawrie	Simon Hewitt
Jackie Buchanan	Matthew Beattie
Carri Cusick	

IN ATTENDANCE: Steven Taylor (Vice Principal Support Services and Operations)
Abi Mawhirt (Head of People and Organisation Development)
Penny Muir (Board Administrator)
Sandy Fowler (Health & Safety Officer)
Scott Anderson (Independent Board Observer)

1. WELCOME

D Mackenzie welcomed committee members to the Human Resources & Development Committee meeting. A Mawhirt was welcomed back following her maternity leave, and S Anderson was introduced as the Independent Observer for the Board.

2. APOLOGIES

Apologies received from Billy Grace, Karen Buchanan, Neil Lowden, Julie Grace, and Daniel Rosie.

3. DECLARATIONS OF CONNECTION & INTEREST

There were no declarations of connection & interests.

4. MINUTE OF THE PREVIOUS MEETING

The minute of the meeting held on 2 May 2024 was approved as an accurate record.

5. MATTERS ARISING

The matters arisings are closed.

6. PRESENTATION - HEALTH, SAFETY AND WELLBEING MANAGEMENT

S Fowler presented the Health, Safety, and Wellbeing Management report.

It was noted that a significant outcome from the audit highlighted the importance of training, with all risk assessments and required safety checks being up to date.

S Fowler highlighted various Health and Safety components and elements were aligned with the college's policies and noted that a collaborative effort is being made to address areas for improvement, such as first aid.

As a result, five training modules were developed, including a four-hour face-to-face session.

S Fowler highlighted that Health and Safety courses are mandatory, with a themed year every three years requiring staff to complete the training by the end of January. Although progress was delayed for some staff a 97.38% completion rate was achieved, with those missing due to long term absence, maternity leave etc.

S Fowler highlighted the performance statistics which include Accident Incidents and Near Misses (AINM), with 214 recorded events across all three campuses- a 15% reduction from last year. Despite a slight increase in reported incidents, greater awareness and reporting are being encouraged, with a three-year window needed to assess trends accurately.

In terms of accidents, S Fowler highlighted there were five student and two employee cases, marking a slight increase compared to the previous year. The College is preparing to implement its safety audit plan for 2024-25, with a review app issued to 38 departments. This app, featuring 40 questions, will allow grading of results within a 10-day window, followed by monitoring and analysis. The plan is to share progress with the wider staff group soon, with initial feedback being largely positive.

The detailed and positive presentation was welcomed by the Committee.

D Mackenzie asked about analysis of the more serious RIDDOR reported accidents. S Fowler responded that the People Team are involved in capturing data and identifying patterns, ensuring deeper scrutiny of treatment categories and outcomes. There is an ongoing effort to investigate incidents thoroughly and prevent future accidents. D Mackenzie asked if there was a need for specific departments to adopt more preventive measures, to which it was confirmed that more visits and training were focused on areas where incidents had occurred. Re-inductions for students or staff were also conducted upon their return, and training signed off accordingly.

S Fowler stated that the college is in the process of sharing risk assessments across all departments. An online departmental risk assessment bank is being developed, which will facilitate further review as needed. S Oakley enquired about how the system in place correlates with other information and practice. S Fowler mentioned that the college follows the HEC 65 module, which covers policy, organisation, and implementation that data will be shared across the college via a portal with 52 questions. S Oakley also asked whether accident trends by month suggest the need for enhanced inductions, to which S Fowler noted that while inductions are conducted, the data needs further analysis to identify and address potential patterns.

C Cusick raised the question of how the college's figures compare to other institutions and welcomed the use of Power Apps to facilitate staff compliance. However, C Cusick expressed disappointment at the low completion rate for mandatory training at the initial deadline, asking whether this was due to performance issues or cultural factors. S Taylor acknowledged that time constraints and priorities had impacted completion rates, but changes are being made to better allocate time for training, including a dedicated session during the scheduled staff development day.

S Hewitt acknowledged the mandatory training and emphasised that while there is still work to be done, the approach implemented by S Fowler has had a significant positive impact. S Fowler's efforts, time, and care in this area were commended, with an expectation of continued improvement.

S Hewitt expressed his congratulations on the progress made so far.

B Lawrie highlighted the importance of the four-hour course, noting its value, particularly on the employee side. He indicated that there are always areas for improvement regarding responsibility for H&S and found it beneficial to be able to compare reports.

D Mackenzie asked how wellbeing is measured and explored in a non-incident way. S Fowler responded by explaining that the college runs numerous campaigns focussing on mental health and wellbeing, including mental health first aid. Data is captured from these initiatives to direct support efforts, with the People Team playing a key role in moving this forward. Mental health first aiders are also being utilised, and their work is guided by the data collected.

S Taylor added that there is a lot of ongoing support provided through the People Team, including counselling and liaison services. For students, the Student Services team, Learner & Community Engagement Team, and Students' Association all provides support, with a range of resources and evaluation processes in place. S Taylor noted that data on wellbeing was also included in the staff survey report.

D Mackenzie thanked S Fowler for the positive presentation.

7. PEOPLE, OD & COMMUNICATIONS REPORT

S Taylor reported that the Voluntary Severance (VS) scheme was opened from April to June 2024, attracting 11 applications, which allowed for the redevelopment of certain areas to generate additional savings. The total savings from VS during the 2023/2024 academic year amounted to £366,931. The VS scheme will be reopened, with information being submitted to the Board for approval to extend the scheme for another 3-4 years.

Regarding development activities, S Taylor highlighted the decision was made not to live stream the all-staff development day, allowing for better engagement. Over 400 individuals attended the event, which featured a panel discussion focused on strategic and economic developments. The day focussed on two key themes: Artificial Intelligence and behaviour management /supporting staff in handling student behaviour issues, providing clarity on what is and is not acceptable.

S Hewitt noted that the entire agenda for the day was built around the staff survey feedback, addressing key themes raised by staff, and setting expectations for the upcoming year.

S Taylor also highlighted the focus on Artificial Intelligence (AI) and its implications, particularly in relation to student use and issues like plagiarism. Staff are exploring ways to develop teaching materials and approaches to address these concerns, with a practical, workshop-based session also planned for the all-staff development day on 14th of November 2024.

S Taylor noted the staff awards and graduation were cited as highlights of the year, especially the student-nominated awards, which were positively received.

In terms of workforce wellbeing, an initiative called "Just One Hour" was developed to encourage staff to dedicate one hour per month to a wellbeing activity, acknowledging the challenges of time constraints. The initiative is in its final stages, with various wellbeing opportunities being planned. Leadership coaching will also be launched alongside this effort.

B Lawrie enquired about the approval of the VS scheme by the Scottish Funding Council and whether any guidelines were provided regarding costs and savings. S Taylor confirmed that the scheme must generate savings within a two-year period and that the council requests details if any applications are unusual, high-value, or cause for concern.

S Oakley emphasised the value of leadership coaching, particularly in supporting the transition of teaching staff, and expressed optimism about the future events and the benefit of these. S Taylor confirmed that the leadership coaching extended beyond traditional line management and includes a broad range of staff.

C Cusick expressed interest in the college's use of Artificial Intelligence (AI) and co-pilot technology. S Taylor noted that this was an area of great interest, with a range of staff developing and reviewing different uses.

S Oakley commended the influence of staff development on personal growth, while J Buchanan asked for more information on workforce planning.

S Taylor explained that the workforce planning event was part of ongoing work with the Regional Chairs and SFC. HR and Finance practitioners attended the event, with contributions from NHS 24 on how they manage workforce demands and from Audit Scotland on the financial and environmental impacts affecting workforce planning. The discussions highlighted that some colleges have not yet conducted such analysis, with growth and decline in specific economic and curriculum areas being key factors.

The report was welcomed.

8. 2024 STAFF SURVEY FEEDBACK & ACTIONS

S Taylor presented the findings from the biennial staff survey, noting that overall feedback has been positive, with staff engagement remaining consistently high, which is a good result for any organisation.

Whilst the survey shows a positive position overall, there were areas of decline, particularly in learning and growth. The survey also highlighted a need for improvement in areas related to goals, strategy, and staff's optimism for the future. These results were not surprising, and actions have been taken to address them. One of these actions includes changes to the all-staff development day, creating more opportunities for staff, and shifting the focus towards a positive outlook for the future rather than dwelling on past challenges. There is a push to change the narrative, focusing on transitioning to a more forward-looking and optimistic approach, as there is clear demand and need.

The platform "Peachy Mondays" was used to facilitate anonymous two-way conversations during the process, with 120 detailed conversations taking place, many of which focused on mental health and wellbeing. The discussions highlighted the support that is needed, and efforts were made to address areas of concern for individuals.

Regarding data use, S Taylor highlighted that early actions have been taken, particularly in CPD learning (Continuing Professional Development). There have been discussions at director level, where department-specific data has been reviewed, and the next steps are being progressed to discuss feedback and actions at team level. Directors are working on how to address these findings within their teams. Managers have until the end of September to have conversations with their teams, and feedback will be provided to staff about the changes and improvements made. This process will be managed at team level, and efforts are being made to ensure that both figures and staff comments are addressed.

C Cusick raised the topic of relatable leadership, asking what people mean by "relatable." S Taylor responded by noting that relatable leadership traits include a broad range of qualities seen in leaders and line managers, including skills and experience. There is an ongoing effort to develop leadership in a way that aligns with these traits, with a focus on leadership skills development, not just management skills.

B Lawrie discussed that recent pay awards are now having a positive impact on staff morale, although there are differing views about the future. This was recognised.

M Beattie noted that students seem more engaged and enthusiastic this year, with the recent Freshers event being a big success. There are plans to reintroduce Re-Freshers activities in January, as students have shown a high level of enthusiasm and readiness.

The report and actions being progressed were welcomed by the Committee.

9. NATIONAL BARGAINING UPDATE

S Taylor provided a National Bargaining Update, he reported that pay agreements have been reached for both academic and support staff. A three-year agreement has been secured for support staff and a four-year agreement for academic staff. Payments for academic staff will be made in October 2024.

Measures have been taken to mitigate the impact of back pay for a small number of support staff on universal credit and this offering would be available to academic staff affected as well.

The key achievement of these agreements is the resolution of industrial action, including strike action. As a result, the college now has a clearer path for financial planning through to 2026. This upfront planning will allow for better management of finances. While there are still some national disputes, S Taylor expressed hope that these will be resolved at a national level.

D Mackenzie raised a question regarding local implications, particularly around the academic staff payments being delayed until October. S Taylor confirmed there were no additional local concerns.

B Lawrie noted the challenges faced by individuals whose benefits were affected by the pay increase, particularly those at the lower end of the pay scale. He also raised concerns about whether the situation with support staff could have further inflationary impacts. It was noted that the academic deal for year 4 was likely to set an expectation for support staff and that this would feature in the forthcoming negotiations. S Taylor confirmed that the college pays significantly above the Real Living Wage for all roles.

S Oakley commented, from the trade union's perspective, the local discussions around industrial action had been highly collaborative, both parties worked together to address challenges, successfully building trust and managing a complex and potentially damaging situation.

D Mackenzie thanked S Taylor for the update.

10. STRATEGIC RISK REGISTER

S Taylor summarised the paper presented, noting that there were no changes to the risks allocated to the Human & Resources & Development Committee.

11. HR METRICS

S Taylor summarised this report.

S Taylor presented the report, focusing on the absence data and the improved accuracy as the previous double counting issue had now passed.

S Taylor noted that staff turnover had increased over the summer, with several employees moving on to other roles. While there is no specific pattern to the turnover, it does represent a noticeable change.

C Cusick enquired whether the turnover primarily involved academic teaching staff, to which S Taylor responded that it was a mix of academic and support roles spread across different areas.

B Lawrie asked about the process of filling these vacancies. S Taylor acknowledged that while the situation is manageable, it takes time and can cause challenges, particularly in filling timetables as they work through the hiring process.

The Committee noted the range of HR Metrics.

12. MEETING MINUTES/UPDATES

The Joint Consultative Committee (JCF) and Health, Safety and Wellbeing (HS&W) minutes were noted.

13. DATE OF NEXT MEETING

Thursday 21 November 2024 at 5:00pm in Room K-TO-624, Kingsway Campus

Action Point Summary

Action	Responsibility	Date
No action points were noted		



Human Resources and Development Committee

Thursday 28 November 2024

PAPER B

MATTERS ARISING

BOARD OF MANAGEMENT

Human Resource and Development Committee

Thursday 28 November 2024



Matters Arising

Paper B for noting

The following actions were noted from Thursday 5 September 2024 Human Resources and Development Committee meeting.

Agenda Item No	Action	Current status	Open / Closed
	No actions noted.		

Author & Executive Sponsor: Steven Taylor, Vice Principal – People and Performance



Human Resources and Development Committee

Thursday 28 November 2024

PAPER C

**PEOPLE, ORGANISATIONAL DEVELOPMENT &
COMMUNICATIONS REPORT**

BOARD OF MANAGEMENT

Human Resources & Development Committee

Thursday 28 November 2024



People, Organisational Development and Communications Report

Paper for information

1. Voluntary Severance Scheme

For the first time in a number of years there is no update in terms of VS applications and costs/savings. Following approval at the October 2024 Board meeting however, the College sought and received approval from the Scottish Funding Council to continue to operate the current scheme through until 31 December 2027.

This approval incorporates the following conditions that are similar to previous arrangements and align with current public sector severance policy.

- Separate SFC approval for any individual VS payments (including pension strain costs) exceeding 24 months payback.
- The college must also notify SFC of any individual payments (including pension strain costs) exceeding 12 months payback.
- Ministerial approval for individual payments exceeding £95k (as defined by SPFM, so excluding pension strain costs).

Given the on-going need for savings to be realised the voluntary severance scheme is likely to reopen through to the end of the current academic year. Arrangements in respect of this will depend on the outcome of the Scottish budget and forecasts in respect of future sector funding given the increase in the Scottish block grant signalled in the UK budget.

2. Estates Vision Communication & Engagement

Board members will be aware of the important and exciting announcement made with regard to the ten year estates vision of the College and the plan to move Kingsway and Arbroath campuses into City and Town centre locations.



As well as the infrastructure, funding, and governance elements of plans of this type there is a major focus on the communication approaches and engagement with staff.

As the public announcement has been progressed, arrangements were developed to ensure that staff were primed for an announcement being made, that managers and our local union representatives were pre-briefed on plans, key steps and developments, and that staff then received the full range of information currently available.

This included staff portal and e-mail announcements on 19 and 20 November supported by the launch of a staff portal hub incorporating details of the vision and plans and linking to information provided to the press and external stakeholders.

A range of Questions and Answers were developed in advance and published alongside the vision to seek to anticipate and address the initial questions that may arise. These Q&As will be updated as arrangements progress.

Alongside the Q&A arrangements, a series of staff face-to-face staff briefings have been organised on each campus to go through the proposals and pick up on questions, feedback, ideas, and proposals.

Open communication routes have also been published including a dedicated e-mail inbox that individual staff, teams, or others can use to seek information or provide feedback alongside an anonymous hotline that can be used to raise any concerns or ask questions on an anonymous basis. Both communication routes are actively monitored with a maximum 5 day response time in place. Key points arising from staff consultation will inform future communications and the Q&A contents.

As the infrastructure vision develops significant consultation and engagement with staff and students will continue to ensure that plans, designs, and developments meet the needs of our curriculum, services, and teaching.

3. Workforce Plan 2025 - 2028

As noted previously, the current Workforce Plan runs through to 2024 and will be updated to cover the period 2025 – 2028. This plan was initially scheduled to be updated for the November meeting but has been held back until February 2025 so that it can encompass the final draft of the new Our College Strategy. Our previous plan focused heavily on the post-pandemic recovery and embedding new ways of working on a hybrid basis. This highlights how themes and requirements within a plan of this type change over time and the key strands within the new Workforce Plan will include:

- **Staffing is our key resource and greatest expenditure**
 - D&A must invest in staff, supporting their competency, skills and wellbeing and striving to support all staff, regardless of role, in reaching their potential and feeling fulfilled and productive
 - D&A must therefore plan carefully for provision, manage staffing levels prudently whilst delivering excellent services and consider all options for effective delivery of learning and services
- **College learners are changing**
 - D&A must be responsive to changes to ensure learning, teaching and the student experience remain good quality
- **Finances will remain challenging & uncertain**
 - Current funding models make it difficult for the College sector to plan ahead on a certain basis. Increasing staff costs and reduced flexibility means income generation can be challenging.
- **Our New Strategy**
 - The new 2030 College strategy will inform in part what the future planning for our workforce will look like and what skills, attributes and experiences will be needed.

- **Our Infrastructure Vision**

- The infrastructure vision and plan will also inform in part what the future workforce will look like and what skills, attributes and experiences will be needed.

- **Staff CPD themes**

- Teacher Training
 - Changing Learners & Curriculum
 - Behaviour and relationships focus
 - Modernising Teaching
- Leadership
 - Succession Planning
 - Leadership Development
- Digital
 - Digital Literacy (Coping with increasingly rapid digital change)
 - AI in Learning, Teaching and Assessment
 - AI in Support Roles
- Industry Upskilling
 - Keeping pace with industry
 - Supporting all staff in professional practice
- Organisational
 - Mandatory Training programme
 - Health & Safety
 - How D&A operates

Work on the plan will develop over the coming weeks with a view to this being presented at the February meeting. This development work will also include engagement with our unions and also the People Strategy Group.

4. 2024/25 Awards Success

Autumn is traditionally the awards season for the College, and it is positive to report significant awards success over recent weeks as follows.

The College was nominated in 4 categories (and in one of those categories twice!) at the [College Development Network Awards](#) in Glasgow. We are pleased to note that we won all four of the awards we were up for. Not only that, D&A also won the overall Judges' Award, which recognises the very best overall submission for our sector leading [College of Sanctuary](#) work.

The winning entries were as follows.

- Community Learning Award for our pioneering work as part of the Government Pathfinder intervention in the [Linlathen community in Dundee](#).
- Our maths and numeracy provision, including the innovative homework club as part of the Multiply project.
- Our whole College input to become the first and only [College of Sanctuary](#) in Scotland supporting our work with over 250 refugees and asylum seekers.



- [Partnership work with Balhousie Care](#) to support the creation of nutrition balanced menus and enhancing staff skills in the care sector.
- Our partnership with [NHS Tayside through DFN Project Search](#) to create employability opportunities for learners with neurodiverse conditions and learning disabilities (commended award).

What has been particularly positive to note is that these wins have covered the breadth of the activities of the College, including innovation in learning, teaching, and assessment; partnership with employers, government and third sector; effective transitions and engagement with our communities; and student support and success.



Alongside these award wins, Christine Calder, Academic development Lead also won a [UK wide Green Gown award](#) for her work in mapping and embedding sustainability within our curriculum alongside a host of other sustainability projects and inputs.

Further awards opportunities are in the pipeline, with the College of Sanctuary work also shortlisted for a [Scottish Public Service Award](#) to be announced at the Scottish Parliament on 10 December (our work is also part of a Linlathen project award submission shortlisted for Dundee City Council). Our DFN Project Search work has also been shortlisted for a [SURF Award](#) to be announced on 5 December in Glasgow.



5. Staff Survey Update

The People Team have completed work with managers to share results and host discussions with their teams on the staff survey results. A 'You said, we did' Staff Portal post is pending publication in the internal communications schedule, following the flurry of activity around. The content of this is included as appendix A.

6. 2024/5 Communications & Marketing Priorities

The Marketing team have recently presented the College's Marketing and Communications priorities to the Executive team. There are three key areas the team will focus on:

- **Recruitment:** always a staple of the marketing priorities, this year there will be a new recruitment campaign developed, along with research into the campaign assets required and development of digital assets
- **Brand Review:** complementing the recruitment priority, the brand review will assess the core brand and rationalise sub-brands with a view to streamlining this portfolio (and associated social media) into fewer, but better recognised and engaged with elements
- **Communications Development:** Strategic internal and external communications will both be reviewed and developed, with a long-term internal communications project being scoped currently

7. 2024/25 Teacher Training Update

Teacher training has well and truly kicked off for 2024/25 with the TQFE cohort having already submitted their first assessment, with an expected full house of passes.

- **Teaching In Colleges Today (sector wide induction to teaching)** 16 started this academic year.
 - Potentially have 15 starting in January depending on their timetables
 - 7 staff being presented for EV in Dec from the 23/24 cohort
- **Teach@D&A (bridging qualification between induction and TQFE)** 16 on the cohort this session
- **TQFE (sector standard degree level qualification)** 11 (one candidate deferred, max cohort currently capped at 12)
- **L&D9DI** 10 (3 completed since August)
- **L&D11** 10 (2 applications coming in)

We are still accredited to deliver City & Guilds Licentiate qualifications, and the pathway we use to support staff develop further skills between Teach@D&A and TQFE where necessary has been extended for delivery until 2028 after threat of removal.

The Academic Development team have been reviewing the various levels of qualification available through C&G Licentiate as it both supports development of academic writing skills for TQFE, but it is also being considered as component of our leadership development offering.

The Academic Development team have also launched a very popular Coaching for Leadership cohort this session, which has over 20 participants. This course has a mixed cohort of D&A staff and ESP (Energy Skills Partnership) staff, with both support and academic colleagues taking part. The course will run throughout this academic year and further cohorts are planned based on its popularity.

8. College Development Network Partnership Working

College Development Network (CDN) have been visiting colleges to discuss their partnership and delivery model in session 2024/25. D&A will shortly sign off the agreement with CDN regarding delivery, with staff member Barry Carmichael subcontracted to delivery nationally for CDN on wellbeing topics as part of their Changing Learner CPD programme.

D&A is also supporting with provision of two learning modules for a new national introduction to working in the college sector which CDN is working on, and we are negotiating access to CDN-provided learning and development in return for this.

9. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of a range of risks identified within the Strategic Risk Register namely:

- 2.2 – failure to achieve institutional sustainability
- 3.1 – failure to reach aspirational standards in learning, teaching, and service delivery
- 3.3 – Legal actions; serious accident; incident or civil/criminal breach
- 3.4 – failure to meet aspirational standards in respect of the health, safety, wellbeing and development of staff and students
- 3.9 – failure to meet PREVENT and related obligations

Authors: Karen Buchan, HR Manager, Christine Calder, Academic Development Manager,
Steve Taylor, Vice Principal Support Services and Operations
Executive Sponsor: Steve Taylor, Vice Principal Support Services and Operations

The table below highlights the collation of different initiatives in response to the staff survey feedback.

<p>Wellbeing and workload pressures</p>	<p>Student Behaviour CPD across two all staff development days and launch of student charter</p>	<p>Flexible Working Employer</p>	<p>Additional CPD covering MH, student behaviour, neurodiversity, menopause, issues affecting students like misinformation, ADHD, gambling, addiction, de-escalation etc</p>	<p>#JustOneHour Launch and associated programme</p>	<p>Social Opportunities at all staff days, Social@D&A events, departments mindful of creating social opportunities</p>	<p>Staff Employee Assistance Programme, Counselling, OH referrals Physio Wellbeing Action Plans Regular promotion of wellbeing programmes and Wellbeing Hub</p>	<p>Staff room works at Kingsway</p>
<p>Communication</p>	<p>College communication project will launch 2024-25</p>	<p>Communication strategy and policy reviewed as part of communication project</p>	<p>CPD/Training on expectations around communication within the College</p>	<p>Reminder about importance of regular meetings and 1:1s to LDF</p>	<p>Org structure chart to be developed, communicated and maintained</p>	<p>Reintroducing starters and leavers communication</p>	<p>Drop in sessions will be arranged for staff to find out more about the various contracts D&A provide</p>

Reward and Recognition	Pay award finalised and no further strike action planned	#JustOneHour	Home and Tech Scheme launched and proving popular	New discount platform will launch before December	All staff and managers to take responsibility for recognising the contribution made by teams or individuals (Praise function in Teams, saying thank you, celebrating at team meetings etc)	Recognition for staff completing their CPD qualifications in addition to TQFE e.g. accountancy degree.	
Leadership and Management Concerns	Simon has made time in his diary to be on different campuses across the working week	Exec/SLT attending department team meetings to build relationships with staff teams and increase visibility	Directors monthly lunch on campus	Communications project work will include support for managers and feedback on improvements	LDF refocus to support managers, including review of Teams site	Leadership development training and succession planning support to be scoped	



Human Resources and Development Committee

Thursday 28 November 2024

PAPER D

FAIR WORK PRINCIPLES

BOARD OF MANAGEMENT

Human Resources & Development Committee

Thursday 28 November 2024



Fair Work First

Paper for information

1. Fair Work First

As Board members will be aware, “Fair Work First” is a policy initiative by the Scottish Government aimed at promoting fair work practices across the whole of the Scottish Economy.

As a public sector organisation, it is a requirement of SFC funding that the College adhere to the Fair Work First Principles and the most recent guidance on our Annual Accounts specifies information that the College must publish on this as part of its financial statements. This information is subject to audit as part of the final accounts.

In addition to the funding requirement, adherence to Fair Work is also identified as a requirement when bidding for public sector contracts and as a requirement in respect of public procurement.

2. Fair Work First Requirements for Colleges

The core elements of the Fair Work First principles and requirements for the College are as follows.

a) **Effective Voice:**

- **Employee Representation:** Colleges should ensure that employees have a platform to express their views and contribute to decision-making processes. This can be achieved through trade unions, staff councils, or other representative bodies.
- **Consultation and Communication:** Regular and meaningful consultation with staff on matters affecting them, ensuring transparent and open communication channels.

b) **Opportunity:**

- **Inclusive Recruitment:** Implementing fair and inclusive recruitment practices to attract a diverse workforce. This includes advertising jobs widely and ensuring selection processes are unbiased.
- **Career Development:** Providing opportunities for continuous professional development and career progression for all staff members.

c) **Security:**

- **Stable Employment:** Offering secure contracts and avoiding the use of zero-hour contracts where possible. Ensuring where possible that staff have predictable and stable working hours.
- **Fair Pay:** Committing to paying at least the real Living Wage to all employees and ensuring pay equity across the institution.

d) **Fulfilment:**

- **Job Satisfaction:** Creating a positive work environment where staff feel valued, and their contributions are recognised. This includes providing meaningful work and opportunities for staff to use their skills and talents.

- **Work-Life Balance:** Promoting a healthy work-life balance through flexible working arrangements and support for staff wellbeing.

e) **Respect:**

- **Dignity at Work:** Ensuring a workplace culture that respects and values all employees, free from discrimination, harassment, and bullying.
- **Equality and Diversity:** Actively promoting equality and diversity within the college, ensuring that all staff are treated fairly and with respect.

3. D&A Fair Work Statement

To meet the above requirements, D&A has published its statement in respect of Fair Work, supported by some additional information. This will be subject to review and updating as required to ensure that the information and underpinning examples remain up to date and to ensure that the College continues to meet the Fair Work standard as this changes and develops.

[The College Fair Work Statement and Information is available here.](#)

4. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of a range of risks identified within the Strategic Risk Register namely:

- 2.1 Change in Funding Body and/or Funding Methodology and Allocation – Reduction or restriction in Funding
- 3.2 Failure to achieve/maintain compliance arrangements, e.g. contracts; awarding bodies; audit
- 3.4 failure to meet aspirational standards in respect of the health, safety, wellbeing and development of staff and students
- 3.5 Reputational Risk – Loss of reputation with key stakeholders
- 3.7 Industrial Relations Problems (including industrial action)
- 3.12 Failure to attract, engage, retain or develop appropriately qualified staff.

Authors and Executive Sponsor: Steve Taylor, Vice Principal Support Services and Operations



Human Resources and Development Committee

Thursday 28 November 2024

PAPER E

NATIONAL BARGAINING UPDATE

BOARD OF MANAGEMENT

Human Resources and Development Committee



Thursday 28 November 2024

National Bargaining Update

Paper for discussion

1. Introduction & Context

This paper summarises the current position, recent developments and national disputes arising from the national bargaining processes in place for colleges.

Following settlement of the recent pay disputes for academic and support staff groups, national bargaining arrangements have been focused more on resolving and progressing some of the longstanding workplans and areas for discussion.

2. Academic Staff Negotiations

Since the previous update there have been ongoing national discussions between the Colleges Employers Association and EIS-FELA. These discussions have focused on resolving and clarifying arrangements around Transfer to Permanency arrangements (circular 04/18) and the national dispute in respect of the use of instructor roles (circular 02/21). Discussions on these areas are on-going.

3. Support Staff Negotiations

Since the previous update there have been ongoing national discussions between the Colleges Employers Association and the support unions (Unison, GMB and Unite) in respect of a range of long-standing work. This includes the national job evaluation project, with proposals being developed to seek to get the project back on track and progress outcomes. Alongside this it is noted that the national funding set aside to fund the implementation of job evaluation outcomes (c.£72 million) has reverted to the Scottish Government and is no longer held by SFC. Discussions around the accounting treatment of this change have been confirmed.

Discussions have also progressed in respect of a national policy/guidance in respect of job security.

Work has also progressed in respect of a wide range of other terms and conditions related matters, including national policy on staff discipline, discussions regarding a possible 4 day working week pilot and potential mental health first aid arrangements.

Whilst work on the above developments has progressed, all of this has now been impacted by significant developments in respect of the national branch arrangements operated by Unison.

4. Unison National Branch Developments

On 7 November 2024, all colleges received the undernoted notification from Unison Scotland via the Regional Organiser advising that the national FE Branch was being put under supervision.

It is understood that this step has been taken as a result of concerns around the operation of the national FE branch, but the College has not been provided with any further information with regard to this.

UNISON Scotland FE Branch – Regional Supervision

I write to advise that our UNISON Scotland Further Education branch has been placed under regional supervision. This means that **all** contact regarding **any** matter relating to UNISON or to further education should be sent to the UNISON regional staff **only**. Contact can be made at FEbranch.staff@unison.co.uk Please do not hesitate to make contact with us if required.

The effect of this step is to remove the previous FE branch elected officers from national engagement. These officers were previously in receipt of national facilities time funded by the sector via College Employers Scotland. These arrangements will cease, and it is understood that the individuals previously holding these roles will return to their substantive college roles. None of the national FE officers were D&A staff.

The above changes will impact on discussions of national bargaining activities, although it is understood that revised arrangements to continue with work are being progressed in discussion with Unison full-time officers.

Unison Scotland have been in touch with the College to advise of the arrangements in place to support local union representatives and the College has reached out to offer to meet with the appropriate full-time officer and our local Unison representative.

A range of national issues have arisen on the back of the steps taken by Unison, including a boycott/strike by some Unison representatives in colleges from undertaking any union based activities. The former FE branch elected officers have formed “Solidarity for FE” group and have raised a number of issues and complaints against Unison. This includes comment regarding “anti-trade union attacks seen in Edinburgh, Dundee, Borders and South Lanarkshire colleges against reps defending you in casework” which is at odds with local arrangements and relationships. It is important to note that Unison have issued a statement to confirm that the communication is not from Unison Scotland and nor was it sent with their authority. They have also advised that the position that the names colleges are ‘anti trade union’ employers or have made ‘anti trade union attacks’ is not that of Unison Scotland. It is noted that since this reassurance was provided any reference to individual colleges has been removed.

Within all of the above changes it is important to highlight that local relationships with Unison are positive and that on-going engagement and partnership working will continue. The College has offered support for the local Unison representative and is aware that our other recognised unions have also reached out on a similar basis.

The position of D&A is that these are national issues, and that the College has no locus or input to make with regard to them. Support and access to local and national Unison representation is in place and the College will work as normal to support and address staff needs.

5. GMB representation

The College has been without any local representatives from GMB since spring 2024 and work has progressed with GMB to seek to encourage College staff to take up this role.

To date no new representative has been identified, but this work will continue to encourage local engagement and representation. GMB are our biggest support union in terms of membership, and it is important for staff to have representation of this type.

The offer of support by local EIS/FELA and Unison representatives to provide informal information or input around the role has been welcomed as part of these arrangements.

6. Support Staff Trade Union Nominated Board Member

The College has been without a support staff trade union nominated Board member since the arrangements came into place in March 2024. This still remains an area of discussion, and it is hoped that a potential nominee can be identified to join the Board.

7. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of the following risk within the Strategic Risk Register.

- 2.3 National outcomes on salaries and conditions of service outstrip ability to pay
- 3.6 National bargaining outcomes impact adversely on College operations, activity, and flexibility
- 3.7 Industrial Relations Problems (including industrial action)
- 3.12 Failure to attract, engage, retain, or develop appropriately qualified staff.

Author and Executive Sponsor: Steve Taylor, Vice Principal Support Services and Operations



Human Resources and Development Committee

Thursday 28 November 2024

PAPER F

STRATEGIC RISK REGISTER

BOARD OF MANAGEMENT

Human Resource and Development Committee

Thursday 28 November 2024

Strategic Risk Register Update



Paper for approval

1. Allocation of Risks to Board Committees

Following discussion at the Audit and Risk Committee in May 2019, the Board of Management agreed at its meeting in September 2019 that key strategic risks be allocated to each Board Committee for regular review and consideration.

The Strategic Risk Register now highlights the allocation of risk areas across the range of Board Committees.

In identifying these delegated risks, it has been agreed that each Committee consider (and amend/update as appropriate) the key risk areas within their responsibility as a standing item at each future meeting.

Proposed changes arising from this consideration will be brought back to the next appropriate meeting of the Audit & Risk Committee for final approval.

In making these changes, it is important to reinforce that the overall responsibility for risk management will remain with the Board of Management, with delegated authority for the implementation and review of this to the Audit & Risk Committee. The further allocation of areas of risk oversight to Board Committees is intended to improve the awareness, oversight and consideration of risk, rather than amend the terms of the Board of Management scheme of delegation.

2. Consideration of Risks to Board Committees

In making these changes, each Committee has also been asked to consider how it is informed around the areas of key risk and assure itself that the regular reporting and information, updates and opportunities for scrutiny within the operation of the Committee are reasonable and sufficient in respect of this.

3. Review of Risks Allocated to the Committee within the Strategic Risk Register

The draft November 2024 Strategic Risk Register is enclosed, and it is noted that there are no changes in respect of risks allocated to the Human Resource & Development Committee.

4. Approvals

In respect of the above information approval is sought on the Strategic Risk Register as it relates to the operation of the Committee.

Author and Executive Sponsor: Steve Taylor, Vice Principal Support Services and Operations



STRATEGIC RISK REGISTER

2023 - 2024

As at November 2024

Post Holders	ELT	Executive Leadership Team	Prin	Principal	Score	Impact	Likelihood
	SLT	Senior Leadership Team	DirC&A	Directors of Curriculum & Attainment	1	Routine	Remote
	Board	Board of Management	DirSE	Director of Student Experience	2	Minor	Unlikely
	VPSO	Vice Principal Support & Operations	DirFin	Director of Finance	3	Significant	Possible
	VPCP	Vice Principal Curriculum & Partnerships	HoE	Head of Estates	4	Major	Probable
	DirInf	Director of Infrastructure	Chair	Chair of the Board of Management	5	Critical	Very Likely

Risk Number & Committee	POTENTIAL CONTRIBUTING FACTORS			TREATMENT	POST MITIGATION EVALUATION					
	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
1	Strategic and Structural									
1.1 LT&Q	Failure of College strategy to meet the needs of the D&A Region and/or national priorities (eg Employability, DYW, attainment, articulation)	4	4	16	<ul style="list-style-type: none"> Robust strategic planning Effective environmental scanning Strong partnerships Clear links between strategy and practice Concerted demands for increased activity levels 	4	2	8 ↔	<ul style="list-style-type: none"> Robust monitoring via ROA Clear performance metrics Amendment of strategic direction/plans Rolling curriculum review 	Principal & Chair
1.2 Board	College may be disadvantaged by changes to either UK or Scottish Government policies	4	3	12	<ul style="list-style-type: none"> Effective environmental scanning Negotiation/influence at national level 	4	3	12 ↔	<ul style="list-style-type: none"> Review of changes and amendment of strategic direction/plans Financial strategy sensitivities 	Principal & Chair

Key to Risk Estimation/Score based on scale of 1 – 5 for impact/likelihood: Green (1-8) = Minor Risk; Amber (9-15) = Significant Risk; Red (16-20) = Major Risk; Purple, (>21 - 25) = Fundamental Risk

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
1	Strategic and Structural									

1.3 Board	Difficulties or over commitment arising within large scale/national College led initiatives or projects impact negatively on: <ul style="list-style-type: none"> Ability of the College to meet key regional strategies/objectives Financial loss or unmanageable financial risk Reputational loss 	4	3	12	<ul style="list-style-type: none"> Effective project/activity management in place Clear governance structures Project/initiative finances clearly incorporated within College financial strategy and plans End of project and exit/contingency planning 	3	2	6	<ul style="list-style-type: none"> Regular project updates at Executive/Board level Monitoring of project activities, plans and outcomes Clear project Management arrangements in place Budget reporting and management 	Principal, VPCP
1.4 Board	College disadvantaged as a result of changes arising from major national educational body reviews: SFC, SQA, EdS	4	4	16	<ul style="list-style-type: none"> Negotiation/influence at national level Review of activities/projects and response to new opportunities 	4	1	4	<ul style="list-style-type: none"> Robust monitoring via ROA Amendment of strategic direction/plans Rolling curriculum review 	Principal

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood		Score	
1	Strategic and Structural									
1.5 Board	Failure of D&A plans and activities to deliver on required carbon reductions and sustainability actions necessary to meet national targets and achieve College climate emergency ambitions.	4	3	12	<ul style="list-style-type: none"> Robust CEAP in place Multiple strands of activity/action Embedding sustainable practices in normal activity and ways of working Clear links between strategy and practice Planned investment in carbon reduction Sustainable procurement 	4	2	8	<ul style="list-style-type: none"> Robust monitoring and reporting of CEAP at SLT and Board level Clear performance metrics Amendment of strategic direction/plans Monitoring of scope 3 emissions 	VPSO, DirInf, HoE

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Responsibility
2	Financial									

2.1 F&P	Change in Funding Body and/or Funding Methodology and Allocation – Reduction or restriction in Funding	3	4	12	<ul style="list-style-type: none"> Negotiation/influence at national level Contingency plans for amended funding levels or requirements 	3	3	9 ↔	<ul style="list-style-type: none"> Advance modelling of new funding requirements, methodologies, and allocations Monitoring impact of changes Amendment of strategic or operational direction / plans Financial strategy sensitivities 	VPSO
2.2 F&P	Failure to achieve institutional sustainability	5	4	20	<ul style="list-style-type: none"> Protection of funding through dialogue with SFC and SG Input to create sector ‘flexibilities’ Robust annual budget-setting and multi-year financial strategic planning Effective budgetary control Where required, swift action to implement savings 	4	4	16 ↔	<ul style="list-style-type: none"> Monthly monitoring of budgets Regular review of financial strategy and non-core income sensitivity Effective use of sector ‘flexibilities’ to support sustainability Amendment of strategic priorities and timing to align with funding levels Review and amendment of activity and budget planning to address over/under performance against activity (credit) target Detailed monitoring of savings programmes Detailed monitoring & management of CDEL/RDEL risks 	VPSO

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
2	Financial (cont)									

2.3 F&P	National outcomes on salaries and conditions of service outstrip ability to pay	4	4	16	<ul style="list-style-type: none"> Influence within Employers Association Management of staffing expenditures 	4	3	12 ↔	<ul style="list-style-type: none"> Expenditure modelling On-going discussions with staff Financial strategy sensitivities Workforce planning 	VPSO
2.4 A&R	Financial Fraud	4	3	12	<ul style="list-style-type: none"> Strong financial controls: segregation of duties and review of transactions. Review of impact of any changes in structure or duties Whistleblowing arrangements 	3	2	6 ↔	<ul style="list-style-type: none"> Continuous review of financial controls Internal Audit programme 	VPSO
2.5 F&P	D&A Foundation refuses/withholds funding for key College priorities	5	3	15	<ul style="list-style-type: none"> On-going dialogue with Foundation Trustees Appropriate bid arrangements in place 	3	2	6 ↔	<ul style="list-style-type: none"> Monitor and advise Board of Management 	Prin & VPSO
2.6 F&P	Demands of capital developments / maintenance impacts on financial sustainability or delivery of learning and/or services	3	2	6	<ul style="list-style-type: none"> Multi-year estates strategy and capital planning Lobbying of SFC on capital and backlog maintenance funding Planning for D&A Foundation bids 	2	2	4 ↔	<ul style="list-style-type: none"> Monitoring of capital plans and expenditures Regular review of capital plans/timescales relative to funds 	VPSO

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
3	People and Performance									

3.1 LT&Q	Failure to reach aspirational standards in learning, teaching, and service delivery	4	3	12	<ul style="list-style-type: none"> Clear quality arrangements and priority actions Continuous self-evaluation and action planning Rigorous CPD arrangements in place Regular classroom observation and learner feedback arrangements 	3	2	6 ↔	<ul style="list-style-type: none"> Comprehensive monitoring of key PIs and student/staff feedback Regular Stop and Review events External review and validation findings 	VPCP, VPSO, DirC&A
3.2 LT&Q	Failure to achieve/maintain compliance arrangements, e.g. contracts; awarding bodies; audit.	4	3	12	<ul style="list-style-type: none"> Robust strategic planning and monitoring Effective environmental scanning Strong partnerships Clear links between strategy and practice Concerted demands for increased activity levels 	2	2	4 ↔	<ul style="list-style-type: none"> Effective internal monitoring/review/verification arrangements External review findings 	VPCP, VPSO
3.3 A&R	Legal actions; serious accident; incident or civil/criminal breach	4	5	20	<ul style="list-style-type: none"> Adherence to legislative and good practice requirements Positive Union relations and staff communication Effective management development programmes 	3	2	6 ↔	<ul style="list-style-type: none"> Monitoring and reporting in key areas – eg H&S, equalities, employee engagement Continuous professional development Internal audit programme Staff surveys 	Prin, VPSO, HoE

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
3	People and Performance (cont.)									

3.4 HR&D	Failure to meet the aspirational standards in respect of the health, safety, wellbeing and development of staff and students	3	4	12	<ul style="list-style-type: none"> Clear and proactive approaches to managing and promoting health, safety, and wellbeing Continuous self-evaluation and action planning Rigorous CPD arrangements in place Regular staff and learner feedback arrangements 	3	2	6 ↔	<ul style="list-style-type: none"> Regular employee engagement monitoring Open communication with staff Comprehensive monitoring of key PIs and student/staff feedback Regular union/management dialogue 	VPSO
3.5 Board	Reputational Risk – Loss of reputation with key stakeholders	4	3	12	<ul style="list-style-type: none"> Marketing strategy Reputation plan Positive marketing approaches 	4	3	12 ↔	<ul style="list-style-type: none"> Stakeholder engagement Social media monitoring arrangements 	VPCP, DirC&A
3.6 HR&D	National bargaining outcomes impact adversely on College operations, activity, and flexibility	4	4	16	<ul style="list-style-type: none"> Influence within Employers Association Management of bargaining outcomes and implementation 	4	3	12 ↔	<ul style="list-style-type: none"> Positive union relations and staff communication On-going discussions with staff Innovation in approaches 	VPSO, VPC&A

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
3	People and Performance (cont.)									

3.7 HR&D	Industrial Relations Problems (including industrial action)	4	5	20	<ul style="list-style-type: none"> Adherence to legislative and good practice requirements Positive Union relations and staff communication Effective management development programmes Industrial action continuity planning 	4	2	8 ↔	<ul style="list-style-type: none"> Regular union/management dialogue Regular employee engagement monitoring Open communication with staff Industrial action continuity planning 	VPSO
3.8 A&R	Breach of data security / data protection	5	4	20	<ul style="list-style-type: none"> Effective management of GDPR compliance Mandatory staff CPD and awareness raising on data protection (relative to role) 	4	2	8 ↔	<ul style="list-style-type: none"> Active data protection monitoring and auditing Effective information and data security policies in operation Regular data security monitoring/testing GDPR Action Plan Staff CPD 	VPCP, DirInf
3.9 HR&D	Failure to meet Prevent and related obligations	5	3	15	<ul style="list-style-type: none"> Prevent training Staff awareness and contingency planning Engagement/practice sharing with local agencies 	5	1	5 ↔	<ul style="list-style-type: none"> Business Continuity Plan including scenario testing Information sharing with local agencies 	VPCP, VPSO

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
3	People and Performance (cont.)									

3.10 HR&D	College arrangements do not minimise risk associated with Modern Slavery	4	3	12	<ul style="list-style-type: none"> Clear and compliant procurement arrangements and procedures Staff identity checking arrangements and use of PVG. 	4	1	4 ↔	<ul style="list-style-type: none"> Annual procurement monitoring/reporting Regular employee engagement monitoring Open communication with staff 	VPCP, VPSO
3.11 Board	Failure to plan or respond adequately to future pandemic illness.	5	4	20	<ul style="list-style-type: none"> Monitoring and rapid response to WHO and UK/Scottish Government information and alerts Maintenance of COVID-19 good practice approaches to inform future use Effective business continuity planning in place 	4	2	8 ↔	<ul style="list-style-type: none"> Pandemic readiness / response included in business continuity plan reviews and testing COVID/Pandemic Response Group in place Active monitoring and rapid adoption of pandemic guidance / control measures 	Principal
3.12 HR&D	Failure to attract, engage, retain or develop appropriately qualified staff.	4	3	12	<ul style="list-style-type: none"> Clear People Strategy and Workforce Planning in place Positive Union relations and staff communication Effective management development & CPD programmes Positive recruitment approaches and monitoring 	4	1	4 ↔	<ul style="list-style-type: none"> Absence & turnover monitoring Exit interviews Regular staff surveys 7 survey responding Monitoring and responding to staff concerns, union issues and employee relations concerns 	VPSO

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4	Infrastructure									
4.1 A&R	Major Disasters – eg Fire, MIS Failure, Failure of Emergency Procedures, RAAC or similar infrastructure failure	5	4	20	<ul style="list-style-type: none"> Sound systems of administration Clear fire and disaster recovery arrangements Staff CPD 	5	1	5 ↔	<ul style="list-style-type: none"> Business Continuity Plan including scenario testing 	Principal, VPSO, DirInf
4.2 F&P	Failure to achieve ambitions of Digital strategy; strategy and development is ineffective	4	3	12	<ul style="list-style-type: none"> Planning, careful phasing of changes to processes and systems Effective management of ICT arrangements Clear investment plan 	4	2	8 ↔	<ul style="list-style-type: none"> Regular review/reporting on milestones, systems effectiveness etc Regular CPD 	VPSO, DirInf
4.3 A&R	Significant breach of ICT/Cyber security resulting in loss of service sufficient to impact College student / staff outcomes	4	3	12	<ul style="list-style-type: none"> Effective management of ICT arrangements Active ICT/data security monitoring and cyber security policy 	4	2	8 ↔	<ul style="list-style-type: none"> Staff CPD on cyber security issues Regular security monitoring/testing Cyber resilience plan 	VPSO, DirInf
4.4 A&R	ICT infrastructure fails to support effective data security / data protection	5	3	15	<ul style="list-style-type: none"> Effective infrastructure and systems design and implementation Effective management of ICT arrangements and GDPR compliance 	4	2	8 ↔	<ul style="list-style-type: none"> Active data protection monitoring and auditing Effective information and data security policies in operation Regular data security monitoring/testing 	VPSO, DirInf

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	DirInf	Director of Infrastructure	Chair	Chair of the Board of Management	5	Critical	Very Likely

Risk Number & Committee	POTENTIAL CONTRIBUTING FACTORS			TREATMENT	POST MITIGATION EVALUATION					
	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Responsibility
4	Infrastructure									

4.5	Lack of investment in ageing / beyond serviceable life infrastructure (inc RAAC, Asbestos and M&E failure concerns) impacts on financial sustainability and/or delivery of learning and/or services	4	4	16	<ul style="list-style-type: none"> Creation of long-term infrastructure principles and vision Multi-year estates strategy and capital planning Lobbying of SG and SFC on capital and backlog maintenance funding Identification of alternative funding routes Planning for D&A Foundation bids 	3	4	12 ↔	<ul style="list-style-type: none"> Lobbying of SG and SFC on campus vision and needs Prioritization of capital plans and expenditures Regular review of capital plans/timescales relative to funds 	Principal VPSO
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Key to Risk Estimation/Score based on scale of 1 – 5 for impact/likelihood: Green (1-8) = Minor Risk; Amber (9-15) = Significant Risk; Red (16-20) = Major Risk; Purple, (>21 - 25) = Fundamental Risk



Human Resources and Development Committee

Thursday 28 November 2024

PAPER G

HR METRICS

BOARD OF MANAGEMENT

Human Resources and Development Committee

Thursday 28 November 2024



HR Metrics

Paper for information

1. Introduction

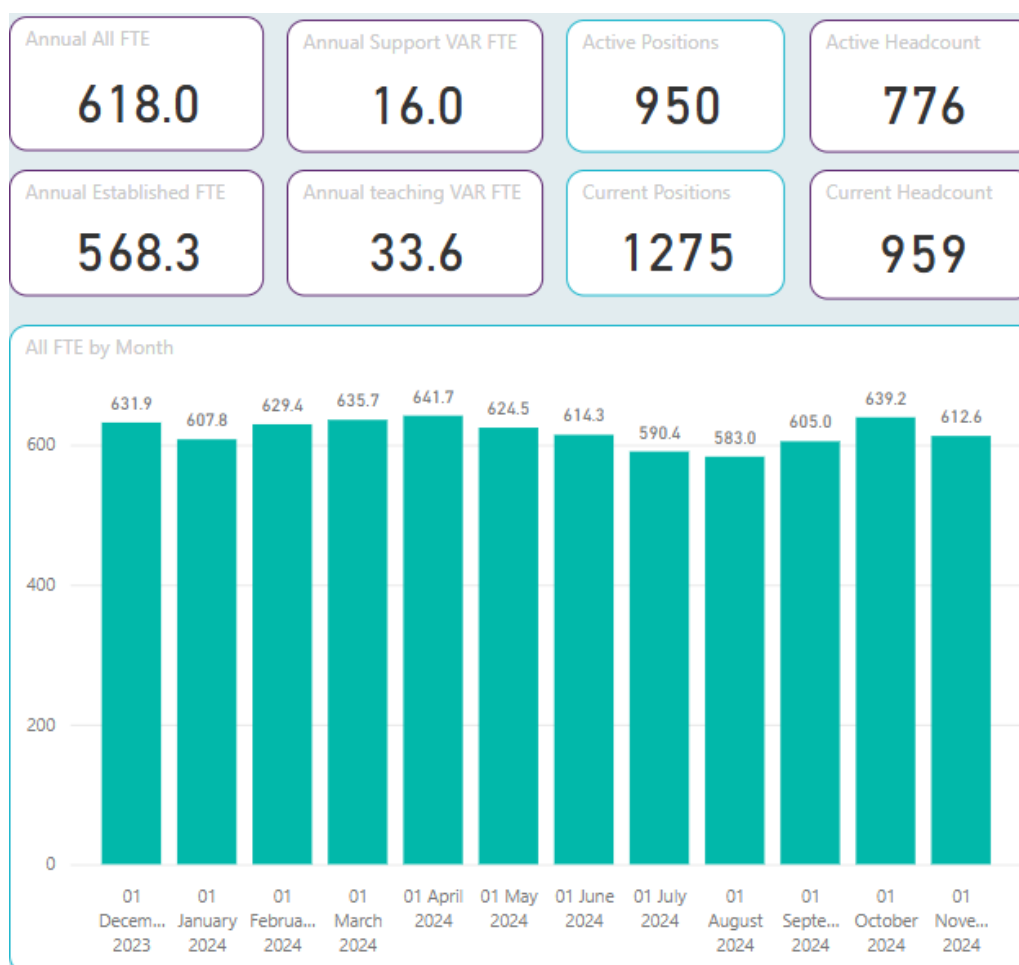
The HR&D Committee agreed a series of standardised HR&OD metrics that are made available to Committee members at each meeting. The template for these metrics is designed to give Board members an easy to read picture of the College's core human resource information.

Some of the information is presented as an annual figure and will detail comparisons with previous years. This is of particular importance in identifying trends and changes over time.

Other data is presented on a quarterly basis and taken as a snapshot of the status at that point in time.

2. HR Metrics

Following a number of queries raised regarding previous staff FTE data, this has been reviewed and the undernoted information is suggested as a standard update going forward.



This data covers the FTE, Headcount and Position information as summarised below and is drawn directly from the live dashboard information utilised within the College. Using this data is easier to compile and gives a more accurate snapshot of staffing data at the point in time of each meeting. Thoughts and comments on this revised format are welcomed.

Comparison Data from
Previous Meeting

FTE 645.4

Active Headcount 761

Explanatory Notes:

- “Annual All FTE” represents the total College FTE by month on a rolling basis over the previous 12 months
- “Annual Established FTE” represents the established (permanent) staff element of the total figure above
- “Annual Support VAR FTE” and “Annual Teaching VAR FTE” represents the non -established variable staff FTE in relation to support staff and teaching staff on a rolling basis over the previous 12 months.
- “Active Positions” and “Active Headcount” show the number of positions and headcount which have been paid over the previous 3 month period (including current month).
- The “Current Positions” and “Current Headcount” shows the total number of occupied roles and headcount live within College systems, regardless of when hours were last worked.
- The first two charts below show the support and variable FTE by month for the last 12 months.
- The last chart shows the established staff contracted FTE by month for the last 12 months



Diversity Data Held	%
Ethnicity/Race	44%
Disability	59%
Gender Pay Gap	7.0%
Diversity Data Gaps	39%

The need to improve equalities data recording for staff within the integrated HR-Payroll system has been recognised for a number of years but has been hampered by other priorities arising through the cyber-attack followed by the COVID pandemic and saving planning. This has been identified as a priority within the College Equalities Mainstreaming report and work will continue to be progressed to improve data recording across the range of protected characteristics.

Staff Absence Data (year to date)

This data has been updated to reflect that discussed at each Health, Safety and Wellbeing Committee.

	Staff Absence Last Full Quarter	Staff Absence Rolling Year to Start of Last Quarter
Average working days lost per sick headcount	7.22 days	5.94 days
Working time lost	2.73%	2.25%
Comparison with sector/national rates UK All Sector rate (CIPD 2016) UK Public Sector rate (Unison 2016)	3.3% (2.6% CIPD 2020) 3.4%	

Absence Analysis (Incidents)	Rolling Year to End of Last Quarter	Rolling Year to Start of Last Quarter
Long Term Absences (4 weeks or more)	66	80
Short Term Absences	838	839
Stress Related Absences – Work related	15	16
Stress Related Absences – Non-work related	53	53

Other HR Metrics

	Last Quarter	2023/2024 Full Year
Staff Turnover Rate (non-forced)	3.41%	13.6%
Employee Hearings		
Discipline	1	1
Grievance	0	0
Tribunal Actions	0	0
Recruitment Exercises	44	270
Current Vacancies	6	

3. OD Metrics

	YTD 2024/25	2022/23 Full Year
Engagement with Leading Learning Academy (per team)	100%	100%
Number of internal CPD events delivered and external events supported	204	317
Number of attendances at internal and external CPD events per employee headcount	570	1100
Organisational Development budget per employee headcount	-	£110
Engagement survey ratings (annual/periodic)	Engagement Index: 81 Happiness Index: 76	Engagement Index: 80 Happiness Index: 76
Employees participating in College-wide strategy and working groups % of employee headcount	-	-
Employees with health and safety certification (this is in addition to mandatory obligations - all new employees have H&S briefing)	See H&S Annual Report	See H&S Annual Report
Employee benefits take up rates	All staff registered	All staff registered

Induction

Induction 2022/23	New Starts	Not Started	In progress: On Track	In progress: Behind	Completed	Total
Academic	10	0	10	0	0	0
Support	5	2	3	0	0	0

Training & Development Completion Rates

Activity	2024/25 Completion Rate to date
Development Reviews	62%
Mandatory Training	
#Health & Safety	100%
#Fire Safety	100%
#Display Screen Equipment	100%
*Safeguarding	86%
*Equality & Diversity	93%
*Mental Wellbeing in Children and Young People	91%
**Cyber Security	*43%
**GDPR	*44%

The above figures represent completion rates in respect of the 3 year rolling mandatory training cycle of courses as follows.

*2022/23 Mandatory Training List

#2023/24 Mandatory Training List.

**2024/25 Mandatory Training List.

4. Review of HR Metrics

As discussed at previous meetings, the current HR metrics were agreed by the Board and Committee a number of years ago. It is felt that it is time to review these to update in some cases and link these more closely with the data that is used across the College. It was hoped that this would be undertaken for reporting to the September meeting, but this has not proven possible due to other operational priorities and work will progress with a revised plan to bring an update to the March 2025 outlining planned changes.

5. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of a range of risks identified within the Strategic Risk Register namely.

2.2 – failure to achieve institutional sustainability

3.1 – failure to reach aspirational standards in learning, teaching, and service delivery

3.3 – Legal actions; serious accident; incident or civil/criminal breach

3.4 – failure to meet aspirational standards in respect of the health, safety, wellbeing and development of staff and students

3.9 – failure to meet PREVENT and related obligations

Author: Karen Buchan, HR Manager / Colin Lynagh, Business Intelligence Officer

Executive Sponsor: Steve Taylor, Vice Principal Support Services and Operations



Human Resources and Development Committee

Thursday 28 November 2024

PAPER H

MEETING MINUTES/UPDATES



JOINT CONSULTATION FORUM

Wednesday 25th of September 2024 at 3.00pm

PRESENT:	S Hewitt	R Gordon
	A Ross	K Buchan
	S Oakley	A Mawhirt
	S Toms	D Smith
	J Grace	

Item		Actions
1	<p>Apologies</p> <p>Apologies were noted from Steven Taylor.</p>	
2	<p>Minute of Previous Meeting, from the 15th of May.</p> <p>Notes approved from previous meeting.</p>	
3	<p>Matters Arising</p> <p>SH Noted the mistake made with September's pay date, stating it was an unfortunate human error, and any staff impacted will be supported.</p> <p>SO asked if an update to the Portal post could be considered to say there could be an advance provided.</p> <p>SH noted we have communicated to managers and reinforced the type of support we can provide.</p> <p>DS Commented he had had a few questions about why the error had happened.</p> <p>SH noted it was simply a check that wasn't completed, a human error, there will also be a change of process to ensure it doesn't happen again.</p>	

4

2023-2024 Student Outcomes and 2024-25 Student Recruitment

SH thanked EIS colleagues for the support to process outstanding student results and minimise impact on students following ASOS pre-summer. SH confirmed there weren't many results still outstanding.

SO noted he had reiterated the 10 day deadline with all members.

JG confirmed there were 86 results still outstanding.

SH highlighted there are 4 or 5 curriculum teams below a 50% pass mark, which is below what we would expect as a college. We are seeing real challenges with certain teams and need to consider how we work together to help these students.

JG added that 64% of our course areas are at the national average achievement rate, and in line with our quality processes are asked to complete our student outcome action reports, of which 94 are expected. As part of Quality arrangements, we will look at trend information and then arrange more focused reviews with Exec and SLT. The Board are very keen to see improvement. To help, further learning teaching and assessment CPD will be put on as part of the all-staff development day (14 November).

SH reiterated we will be doing some deeper dives which may lead to some uncomfortable conversations, however these will be handled carefully and with the outcomes of students at the centre of discussions.

SO highlighted that in his experience, staff have been anxious as a result of previous savings papers and they perhaps recruited people that should never have been on those courses. SO confirmed EIS would of course support the teams as much as possible.

SH noted we need to think about the future and learn from this, looking at how we can share good practice across the teams.

SO commented we have lost a lot of staff and experience through the savings processes. SH agreed, highlighting he and JG had discussed that, and focusing on some real basics about when to move students over to other codes and a lack of confidence around this.

SO noted the concerns from staff about those points and noted if there is anything EIS can do to support they would.

JG commented school numbers are now stable, lower than the last two years, and that the process changed this year. We have given school pupils a ten day deadline to attend or the place was withdrawn. The ask now is make sure we support those in the group to achieve and we need to consider how we support the staff group too.

SO noted he was glad the conversation had occurred and it was something that was needed for a decade. SO queried how this would be taken forward with staff teams.

	<p>JG confirmed the meeting held the previous week with HCQs had covered how we give these groups the experience without the taster sessions, and they were asked to think about how we get the message out. When we get the feedback we will go through it and consider what we can do differently.</p> <p>DS noted the curriculum was outdated in some areas and could be redeveloped to make it more engaging for them.</p> <p>JG agreed, noting we can develop our own curriculum.</p> <p>JG noted full time courses are slightly down, with 4391 enrolments, 27 withdrawals and there have been 101 students who have not been in a class since the 13th of September.</p> <p>ST Noted almost all departments have submitted a retention plan which has highlighted the key areas of focus for the teams including:</p> <ul style="list-style-type: none"> • Inclusivity and engagement • Proactive support for students • Support for absent students • Fees and funding • Promoting the D&A student charter and supportive culture • Early intervention and monitoring, following up reasons and finding out how to support the student <p>SO asked is there any difference between Arbroath and Dundee data, noting 'Friday feeling' and the general buzz around campuses with some days quieter than others.</p> <p>JG confirmed there is no data to suggest there is any real difference between campuses, it's more the differences in the teams.</p> <p>DS noted the behaviours of students coming from Dundee compared to Angus, Dundee is very disruptive.</p> <p>JG noted the schools are working hard to try and engage pupils, they needed to achieve a certain level of attendance to be considered for the placements.</p>	
5	<p>College Finances & Financial Sustainability Plans</p> <p>SH noted we are still closing off 2023/24 accounts looking at a £1.3 million surplus, thinking it will land at c.£700k surplus. In terms of credits, we met our credit target and that allows us to step back and look at senior phase and how we use our credits.</p> <p>The SFC have written to us about the 2021/22 credits and have said they will claw back £131k from that, JG has done a lot of work to offset the money against other projects and hopefully it won't have significant impact.</p> <p>We will have a deficit of around £500k in 2024/5 and that takes into account the pay award, which is where we thought we would be.</p> <p>SH highlighted that in terms of looking forward, the Audit Scotland report on the sector is dire and it paints a grim picture with more colleges projecting deficits.</p>	

	<p>SH's concern is 2025/26 whilst we have budgeted for all the pay awards we haven't budgeted for the year 4 award, which is the 4.1%. JG noted the projects which have brought in around £1m the funding will end in 2025.</p> <p>SH confirmed we have focused on partnerships and working with the community, this has helped us through the last few years. However, we will need to look at savings and we need to continuously look at costs and how we are doing things.</p> <p>In 2025 we are looking at another £1m to £1.5m of costs which does mean we need to look at everything again. We will do it in a way that will maintain the depth and breadth of learning and teaching. SH confirmed he would update JCF on the plans for how we will review costs.</p> <p>As part of the tripartite meeting discussions it has regularly been raised that we don't always need more money, it's how we can use the money, SG are listening to that, we have asked that they allow us to use the money more strategically, SG want that to be in place by next academic year, with SH noting that he felt we will be best placed to use the funds as we have shaped it.</p> <p>SO asked does that mean moving money from one pot to another?</p> <p>SH confirmed, absolutely, we would need to write a business case and justify the decision. SG are nervous but that's what we are working through these discussions and examples with them. The funding model is broken, they are working with us to shape the long term future. There are still big challenges over the next few months.</p> <p>SO asked if SG has said they would fund what we hadn't budgeted for the pay award in year 4.</p> <p>SH confirmed SG hasn't covered the whole 4.1% and as a College we budgeted 2%, of which SG will provide around 1% so that is still a shortfall.</p> <p>We will continue to do everything we can to make this work behind the scenes, with SH confirming he was keen to outline where we are, but that we can't really communicate anything to staff until we see what comes out of the UK and then the Scottish budget.</p>	
6/7	<p>D&A Infrastructure Vision Update and Sector Reform</p> <p>SH noted, in terms of infrastructure that work is still ongoing around the full estates vision, and that SG have been receptive to it. We had hoped to make an announcement in September, but SG wants us to wait until after the October UK budget.</p> <p>We are looking at our own situation regarding RAAC, due to further work over the summer there has been more RAAC discovered and whilst it is a concern it may also help with our overall estates case and our plan for a new campus.</p>	

	<p>SH explained he was on a call with SFC on Monday and the Finance Director felt it wasn't viable to upgrade the campuses. We cannot miss an opportunity; we have gone to our ALF and are asking for 276k to ask for funds to help with the case to build new campuses.</p> <p>SO noted, he was very much behind the whole vision and the future plan and thinks it's a forward thinking plan. Since the last conversation we have seen a decline in student numbers over time it shows a need for change.</p> <p>JG confirmed there has been around a 20% reduction in FT students.</p> <p>SO asked if we will we be able to 'fill the seats' and are we working with a target of 4500 or 5000 students? JG confirmed that we currently have around 4300 students and recruitment is steady at that number.</p> <p>In reference to the estates vision, SH noted the benefit is multiagency approach which means more potential for growth and developing pathways. We need to use the campuses differently.</p> <p>SO asked, if our identity could be lost in that multiagency approach, with SH confirming, D&A needs to be the heart of the project and everyone will not miss our logo or brand, we are central to it in all ways.</p> <p>DS asked whether PT numbers have increased or decreased, and does that make up the drop in FT students?</p> <p>JG confirmed that PT numbers have increased as we have more MAs now, in terms of numbers, yes it gives us more students but in terms of credits no it doesn't replace the drop in FT students, they were worth more in terms of credits.</p> <p>SH noted there will likely be an announcement in October, likely to say there will be more funds aimed at apprenticeships and therefore we do need to consider our portfolio and how we manage the apprenticeships. SH noted he is keen to see the thinking on graduate apprenticeships. In terms of the wider reform the Minister has said they won't tell us what our priorities are but will tell us how we can use your funds differently.</p> <p>SO noted we have had an SNP Government in play for 14 years and they are responsible with what we are seeing.</p> <p>SH noted, we need to be realistic there will be no more money, we need to know how we can use the money.</p>	
8	<p>Union Items</p> <p>SO asked if we could reiterate the strike deductions for part time staff and arrange a meeting to discuss the calculations.</p> <p>SO noted there were lots of queries about H&S which might impact on learning and teaching, SO will pick up a separate conversation with JG.</p> <p>SO asked about contracted hours, we have had queries about working hours and could we confirm do we work 8.30-4.30 or 9-5 most of the concerns are around staff working and being asked to work later in the day. JG noted that the lecturer working week is 35 hours based on the</p>	<p>KB</p> <p>SO/JG</p>

10	<p>Policy Review</p> <p>KB confirmed job evaluation process had been submitted to the policy group for review following feedback it had been updated and now published.</p> <p>SO asked if the unions could be kept in the loop regarding changes to policy, noting there had been a change to the Flexible Working Process that he was unaware of.</p> <p>KB confirmed this was a technical change due to the legislation update in April, this wouldn't usually be something shared at policy review, however noted this can be communicated annually when the new legislation comes into force.</p>	
11	<p>Date of Next Meeting</p> <p>Wednesday 27 November 2024 at 2.00pm in G-MA-150, Gardyne campus.</p>	

Health, Safety & Wellbeing Committee Meeting Minutes



Wednesday 25th September 2024 at 9am
Gardyne Campus Room G-MA-150

PRESENT: Andy Ross (Chair) (AR) Lauren Simpson (LS)
 Billy Grace (BG) Sarah Ramminger (SRam)
 Sandy Fowler (SF) Zoe Hargraves (ZH)
 Kenny Watt (KW) Kichelle Williams-Robinson (KW-R)
 Karen Buchan (KB) Chloe Hendrie (CH)
 Jane Cooper (JC) Richard Gordon (RG)

PRESENT on TEAMS CALL: Steph Toms (ST) Lisa Kelbie (LK)
 Sarah Rennie (SR)

APOLOGIES: Steven Taylor (ST) Fi O’Duibhinn (FO)
 Lee Lappin (LL) Amy Monks (AM)
 Jackie Beresford (JB) Kara Ramsay (KR)
 Bryan Leonard (BL) Ronnie Hamilton (RH)
 Darren Abel (DA)

1. Welcome & Apologies

AR welcomed everyone attending and SF confirmed apologies received.

2. Note of Last Meeting

Notes of the previous meeting were agreed as an accurate reflection.

3. Matters Arising (for information)

Agenda Item No	Owner	Action	Current Status	Open / Closed
3	KB	Liaise with People Team and ST to agree relevant ToR reporting headings for Staff Wellbeing.	Ongoing	Open
4.1	SR	See It, Hear It, Say It Poster - request wording and QR code changes and send to signage committee.	Draft Poster with Marketing department	Open
4.1	AR	Liaise with signage committee reference the clip frames for the poster	Room layouts to be discussed to what is required in each room and communal areas	Open
4.2	JB	Order individual first aid kits for First Aiders	Complete	Closed

4.2	SF/KW/JB	Finalise the First Aiders Agreement	Complete	Closed
5.1	LL	Discuss comms of behaviour reporting with the Behaviour Management group.	Complete	Closed
5.1	SF/KW/JB	Develop communications on “what is AINM” and “if in doubt, report”	Ongoing	Open
5.1	LL	Discuss linking the behaviour form to the AINM system, with the systems group	SLWG setup exploring this	Open
5.1.1	SF/LL	Assemble a DSE Policy sub-committee	Complete	Closed
5.1.1	KB	Gather information on hybrid/DSE working arrangements in other colleges and report to the sub-committee	Complete	Closed
5.1.1	DSE Sub-committee	Review the DSE Policy impact assessment	Ongoing	Open
5.1.2	ST	Discuss union representation at the next JCF meeting	Raised with JCF	Closed
5.2	JC/BG	Discuss parent group at Social@D&A	Raised with Social@D&A	Closed
7.1	KB	Arrange for People Team to develop communication around “mandatory training is mandatory”	Ongoing	Open

4. Sub-Committee Updates:

4.1 DSE Policy Review

SF updated that there had been two meetings with the DSE Sub Committee with the purpose to of the meetings to discuss Hybrid Working/Home Working. A draft policy had been updated subject to **KB**'s update which is to be shared with the committee for feedback.

Action – KB to share draft policy on Hybrid Working/Home Working with committee when updated

4.2 AINM (See It, Hear It, Say It Poster)

SF provided update to a matter's arising point that the poster will have 3 elements with definitions of an accident, incident, near miss. The poster will provide short bursts of information with a definition sheet to allow people to understand what they are reporting and what is an AINM. Once the posters are ready and through the campaign, we will be encouraging people to report, and consideration will be given to the positioning of the posters in all the rooms and communal areas.

AR is liaising with the signage committee with reference to the clip frames for the posters.

Action – SF to provide update on the See It, Hear It, Say It Poster when ready

Action – AR to discuss room layouts to what is required in each room and communal areas and provide an update.

5. Health & Safety Team Update

5.1 SF stated that the Health & Safety Officer's Report had been released and is

published online, within that report it shows progress over the last year. The report covers us from August 2023 to July 2024. The headlines are that over the last 12 months lots of things have been going on and there have been many positive actions. One of the main headlines was the attendance of Senior Managers & Line Managers from both Curriculum & Support Departments at the bespoke Health & Safety Management System Training four-hour training session. The system is broken down into 5 modules showing the overview of the management system. The feedback has been very well received and we are going to share the information with the people team where we have talked about including in the CPD.

The course content reflects what we do, and we have had 64 attendees so far with 6 still to capture due to long term sickness, with a plan to undertake these October/November.

Action – SF to arrange a HSMS training session for 6 staff who have returned from long term sickness

5.1.1 Occupational Health Surveillance

We have had a lot of people engagement and occupational referrals with a lot of activity continuing with Health Surveillance with **JB** getting people to attend meetings with occupational health.

5.1.2 Health & Safety Statistics

SF presented the Statistics reports where it is important to understand how we are doing and where we are. Although we share these at committee level, going forward we are looking to share the statistics at team meetings. Comparisons were given and showed that last year we had 93 accident reports over 3 campuses, 91 incidents & 30 near misses (214 Total). The year before we had 76 accident reports 76 incidents & 37 near misses (189 Total) which shows a difference of 25 more events. **SF** stated that it is important to remember that it usually takes about 3 years for things to bed thereafter we would be looking for the statistics to plateau. Already this year in 6 weeks we have had 60 events but this increase is expected as we encourage reporting. **SF** gave an update on RIDDOR Reportable Accidents where there were 7 reported to the HSE last year.

5.1.3 First Aid

First Aid Requirements, we have launched the new First Aid Rota's to show the named first aider on the Rota who now has a named Mandatory reserve which are working well, and we will continue to monitor. We have another first aid course planned for October with 10 possible candidates being on the course.

5.1.4 Health & Safety Checks

Health & Safety Checks these were launched on the 3rd of June where we have 38 departments broken down into 4 sections with 4 answer options, A, B, C & N/A. We will be analysing this data on completion and to date we have received 88 reports. In these reports there were 20 marked as C requiring immediate attention and are pleased to say these, have all been actioned. **BG** asked what our plan was going forward, **SF** stated that we will be analysing the results and carrying out safety checks starting with high-risk areas and providing a support element to departments. **SF** confirmed that the frequency of the number of checks to be done this academic year would be 3. **SF** explained that the plan for undertaking 3 safety checks per year is based on guidance from the Safety Reps and Safety Committee where a union

appointed Safety Rep may undertake a Safety Inspection once every 3 three months.
Action - SF to give an update on the Health & Safety Check Analysis when complete.

5.1.5 Wellbeing Query

JC raised the point of wellbeing and where the infrastructure for this should sit and **KB** stated that this should be taken back to Steve Taylor for further discussion.

Action – KB/JC to provide an update/clarity to where the wellbeing structure should sit

5.2 Health & Safety Training

The Health & Safety Training Team are developing courses on Manual Handling, DSE And Ladder Safety Working at Height. These will be based on the use of RISE as toolbox talks.

Action – SF to provide an update on the progress of the course development

6. People Team Update:

6.1 Absence:

KB stated that the absence statistics were higher than last year. Long term sickness was also, up on last year. Despite this overall absence is low and there is not a concern although the figures show that there are pockets where absence is more prevalent.

6.2 Wellbeing:

JC gave an update on activities taking place across the campuses where they have been well, received. People Team launched 1-hour sessions in August when good feedback was received. Staff day in November format to be confirmed later. The official launch is to be the week after the autumn break. The Flu vaccine to be a drop in format at all campuses. The CPD calendar looking at stress anxiety etc and launching the last working challenge. **SRam** shared information on the Christmas jumper Santa stroll taking place on the 12th of December round the existing tracks on campuses. **JC** gave an update on the staff survey where it has had an overall positive result, this was linked to wellbeing with some of the results revealing low morale, culture issues, student behaviour etc. It is important to know that feedback is taken on board and actions have been taken on the feedback.

6.3 HR Training CPD:

KB requested this be removed from the agenda.

Action: SF to remove this headed item from future meeting agenda

7. Trade Union Update:

7.1 RG Nothing to report apart from another Union representative for Health & Safety will attend the next meeting.

Action: RG to provide name of the Union Representative who will attend the next meeting

7.2 RG raised the Payment to First Aiders that were on the Rota. After a discussion **KB** stated that this will be followed up to provide clarity.

Action: KB to provide clarity on First Aid Payments to First Aiders.

8. Students Association/Learner Engagement Update:

8.1 Apologies were given as Amy Monks could not attend the meeting. **SF** informed the

meeting a report from Amy was submitted online on the team's portal page. **SF** showed this information on screen.

8.2 LS provided an update on behalf of Learner Engagement on Mental Health and Wellbeing on the impact of sport participation where there has been an increase in sports overall in Scotland. Going forward they will continue to build on that this year and will work with departments to increase physical activity in all areas.

9. New Issues or Other Reports in Internal & External Health, Safety & Wellbeing:
Nothing raised.

10 AOCB:

SRam raised a point with reference to the sports union insurance in place. This was cancelled during COVID. The advice given was to discuss this with Nikki Anderson Finance Director.

Action – SRam to clarify with Nikki Anderson Finance Director that the sports union insurance is in place

SRam raised the issue of students using nicotine replacements on campuses, the problem appears to be rife. There have also been first aid issues concerning drug use. There is protocol in place under the behavioural policy where support is given and to initiate the process with suspension being the final solution. Each case would be assessed on a one-to-one basis with the student being referred to the Behaviour Policy.

SF Gave an update about Martyn's Law, Terrorism, (Protection of Premises) Bill 2024 which was announced in the Kings Speech. This Bill is going through parliament with reference to the procedure Under the Terrorism Act. More information guidance will follow when available, with other colleges looking at this through their business continuity plan.

KB Gave an update that from the 1st of October 2024 there is to be an amendment to the Workplace Protection Quality Act 2010 which refers to harassment. The People Team has a meeting planned with Thorntons further information will follow.

11. Date of Next Meeting:

Wednesday 29th January 2025 at 09.00am Gardyne Campus Room G-MA-150

Wednesday 21st May 2025 at 09.00am Gardyne Campus Room G-MA-150

(Unless there is a particular requirement for an earlier meeting)



Human Resources and Development Committee

Thursday 28 November 2024

DATE OF NEXT MEETING-

**Thursday 20 February 2025 at 5:00pm in Room
K-TO-624, Level 6, Kingsway Campus**