

1 March 2016

HR (INC. NOMINATION) COMMITTEE

Room A202, Alloa Campus
4.30pm (refreshments available from 4pm)

AGENDA

1. Declarations of interest
2. Apologies

FOR APPROVAL

3. Minutes of Meeting of 10 November 2015
4. Matters Arising
 - a) H/15/003 Matters Arising
 - b) H/15/009 Any Other Competent Business

FOR DISCUSSION

5. Update on National Bargaining Andrew Lawson
(The appendices to paper 5 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)
6. Update on Second Cultural Survey Andrew Lawson
7. Staff Development Steven Still
8. Staffing Establishment Update Steven Still
(Paper 8 is withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
9. Review of Risk
10. Any other competent business

FOR INFORMATION

Programme of Committee Business

1 March 2016

HR (INC. NOMINATION) COMMITTEE

Room A204, Alloa Campus (commencing at 4.30pm)

Present: Mrs Beth Hamilton (Chair)
 Mrs Fiona Campbell
 Mr Nigel Scott

Apologies: Mrs Anne Mearns
 Mr Steven Tolson

In Attendance: Mr Andrew Lawson, Associate Principal and Executive Director, HR and Operational Effectiveness
 Mr Steven Still, Head of HR
 Mr Stephen Jarvie, Corporate Governance and Planning Officer
 Mrs Claire Shiels, Head of Facilities Management and Health and Safety (for item H/15/004 only)

H/15/001 Declarations of Interest

None.

H/15/002 Minutes of meeting held on 9 June 2015

The Minute of the meeting of 9 June 2015 was accepted as an accurate record.

H/15/003 Matters arising

a) H/14/23 National Recognition Procedure Agreement

The Chair noted that the National Recognition Procedure Agreement (NRPA) had been approved at the last meeting of the Board of Management and requested an update on progress within the sector.

The Associate Principal and Executive Director, HR and Operational Effectiveness reported that information had been received from College's Scotland indicating that all Colleges had now signed up to the NRPA.

He reported that College's Scotland had provided a statement for issuing to staff regarding the impact on NRPA on their terms and conditions. This statement is currently being checked by the College's lawyers before it will be issued.

He provided members with examples of what the impact on College staff terms and conditions could possibly be.

He also reported that both of the College's recognised trade unions have announced that they will be balloting members on strike action linked to pay negotiations. HR staff are working with Departments to put in place mitigation however the

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effectiveness of this would be dependent on the type and timescale of any industrial action.

Members requested confirmation that this is part of a national approach and not specific to the College.

The Associate Principal and Executive Director, HR and Operational Effectiveness confirmed that this was a national issue and outwith the direct control of the College.

b) H/14/25 Living Wage Registration

The Head of HR confirmed that the College was proceeding with the Living Wage registration. He informed members that the College already fully complied with the living wage and that, as part of the registration, the College was required to work with contractors and sub-contractors to ensure their staff receive the living wage or that they are working towards this position.

He confirmed that this work was underway and that the College anticipated being accepted onto the Living Wage register.

c) H/14/029 Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness noted that members had queried the format of the Equalities report at the last meeting. He confirmed that the format of the report would be changed to match previous versions which had been more user friendly.

H/15/004

Health and Safety Update

The Head of Facilities Management and Health and Safety presented a report outlining the College's performance against Health, Safety and Sustainability.

She informed members that overall the College was performing well however there were two KPI's, travel and printing, where further work was required.

She highlighted the new College process for travel arrangements to ensure full utilisation of the College electric vehicles and also future developments to change people's approach to travel and the use of other avenues such as electronic means for meetings across campuses.

Members welcomed this approach and suggested that the College's new approach to creative learning and thinking could be of value here.

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She noted that the College had recently won a College Development Network award for sustainability and that this good work would be further built upon by using the self-assessment tool from the Learning In Future Environments (LIFE) awards to audit activity.

She reported that Health and Safety targets for last year had been met and there had been no RIDDOR incidents within the College.

Members highlighted that the Audit Committee were considering the Internal Audit plan for the coming 3 years and that Health and Safety was one of the areas which will be audited. Members queried whether the proposed approach of the College Internal Auditors of a single, in depth audit of Health and Safety was the best approach or whether this activity should be spread out over the three years of the plan.

The Head of Facilities Management and Health and Safety indicated that, owing to the complexities of Health and Safety, her preference would be a single, in depth audit as this would be most likely to identify areas for improvement and provide assurance to the Audit Committee.

- a) Members noted the content of the report and noted their thanks to the team for their continued efforts

H/15/005 Staff Development

The Head of HR provided a report outlining the recent staff development days for lecturing staff and support staff who work directly with students. The staff development session focussed on the theme of creative learning and appeared to have been very well received with staff volunteering for further participation via the Colleges Creative Learning Action Community.

Members noted that attendance levels, while very good, did not appear to have risen against last year and asked if this was a concern. The Head of HR clarified that, when factoring in ongoing commercial activity and staff illness rates, an 80% attendance rate was what had been expected.

- a) Members noted the content of the report and welcomed the College's focus on creativity and innovation

H/15/006 Staffing Establishment Update

The Head of HR presented an update on the College staffing establishment which compared current establishment against previous years and highlighted areas of change.

Members queried if there was a way to correlate increases in staffing numbers to either increased student numbers or increased results.

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The Head of HR noted that this kind of direct comparison was not possible as the staffing establishment includes staffing directly related to contracted commercial activity.

The Associate Principal and Executive Director, HR and Operational Effectiveness assured members that there were processes in place to ensure the College maintains appropriate staffing levels and outlined recent activity which is ongoing as part of changes to demand patterns for courses.

The Head of HR also updated members on the new approach to recruitment advertisement used by the College and highlighted the advantages to the College both in terms of cost and also ensuring that the adverts reach an appropriate audience.

Members congratulated the Head of HR on the significant reduction in advertisement costs.

- a) Members noted the content of the report.

H/15/007 Complaints Overview 2014/15

The Corporate Governance and Planning Officer presented members with a report on the complaints received by the Principal in 2014/15.

He outlined the College's approach to complaint handling and how the College used complaints to deliver improvements and noted that this had resulted in a significant reduction in the number of complaints received annually.

- a) Members noted the content of the report

H/15/008 Review of Risk

Members noted the potential industrial action by the College's recognised trade unions as a risk.

H/15/009 Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness informed the committee that the College would soon be conducting a second cultural survey with staff. This survey would be identical to the first one to allow benchmarking of results.

He noted that it had been highlighted that potential industrial action may influence the survey but that the decision had been to continue with the survey as this is in accordance with the strategic plan

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The Associate Principal and Executive Director, HR and Operational Effectiveness also informed members that the impact of the current financial climate may have an effect on our delivery requirements associated with commercial activity and that this may also impact on staffing requirements.

He confirmed that the College would look to present any proposed reduction and associated severance packages to this Committee, the Remuneration Committee and the Board prior to seeking formal approval from SFC for the package which the College is now required to do.

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1. Purpose

The purpose of this report is to provide the Committee with the current position regarding National Bargaining for the sector.

2. Recommendation

It is recommended that the HR Committee note the current position and discuss risk implications for Forth Valley College.

3. Background

As a result of the Scottish Government policy decision to re-introduce national collective bargaining for the college sector, the current position is that the following two committees have been established:

- The Employment Relations and Workforce Development Committee (ERWFD) – this is a committee of the Colleges Scotland Board (CSB);
- The National Joint Negotiating Committee – College Staff (NJNC-CS), with two sub committees, which can be delegated to deal with specific conditions for lecturing staff and support staff. This committee and its sub committees are part of the national bargaining machinery. Whilst each of the two committees has a specific separate remit it is important that communication and links are established for both to work effectively.
- With the exception of nine colleges all others have signed the National Recognition Procedures Agreement (NRPA) and committed to working towards the following National objectives:
 - Pay
 - Working hours
 - Class contact hours
 - Sick pay
 - Annual Leave
 - Maternity Policy
 - Paternity Policy
 - Family Friendly Policies
 - Transfer to permanent status
 - Grievance and disciplinary Policies

With immediate effect Forth Valley College Board and the local Trade Union will have no authority to begin any negotiation on any of the terms outlined above as this is now the responsibility of the NJNC -CS. Additional terms and conditions can be included as agreed by the NJNC.

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All collective agreements reached, through the NJNC will automatically be incorporated into the contracts of employment between Forth Valley College Board and its employees, therefore all contracts of employment should reflect that position.

Forth Valley College is in the process of making changes to employee contact of employment following advice and guidance from Colleges Scotland. A revised local Recognition Procedures Agreement (RPA) has been amended and tabled to Unison and EIS to incorporate the NJNC – CS position.

4. Pay Negotiations

Support Staff (Unison)

Following a revised offer of £300 OR 1% cost of living increase whichever is the greater across all support staff with an additional 2 days non-consolidated holidays for 2015/16, Unison members across the sector voted to accept this. The offer, which is backdated to April 2015, has now been processed into the February salary with two non-consolidated holidays for 2015/16 added to the set Easter Break.

Lecturer/Teaching Staff (EIS)

Negotiations between the National Joint Negotiation Committee (NJNC) continue. However, agreement by both the management side and the staff side have failed to come to an agreement and the offer of a £300 OR 1% cost of living increase remains. Further to these negotiations EIS indicated that they would consider balloting their members to seek approval for industrial action if there was no increased offer. However, the NJNC communication to EIS in February 2016 said that the offer is in line with settlements across the public sector and is the final offer.

Unfortunately, no agreement was reached with EIS and we are at a stage which is proving difficult to reach agreement for 2015/16. As such it seems the sector is unlikely to agree a pay uplift with EIS for 2015/16 through collective bargaining.

The recommendation from the Management Side of the NJNC is to award the pay offer to lecturing staff before the end of March 2016. This was fully supported, agreed and unanimously endorsed by the Colleges Scotland board.

On Friday 5 February Forth Valley College announced that the £300 OR 1% cost of living increase would be awarded to all lecturing staff in their February salary and backdated to April 2015.

There remain challenges for some colleges who have indicated that 1% cost of living pay increase for 2015/16 is unaffordable. For others, including Forth Valley College, 1% has been included in their budgets for this period.

EIS have written to Colleges in response to implementing the 1% cost of living. Letter attached for information.

5. Industrial Action

As a result of the current situation regarding a pay increase for lectures EIS notified all colleges of their intention to ballot their member on industrial action. The information received has been scrutinised by Colleges Scotland's legal advisor to ensure compliance with the relevant legislation and guidance. It would appear that the compliance has been adhered to however there is some doubt on how this ballot will impact on those colleges who have not yet signed the NRPA. Appendix 1 details the advice and guidance provided by Colleges Scotland

An industrial action task group has been set up to explore the mitigation should strike action take place

6. Equalities

Assessment in Place? – Yes No Non-Applicable

7. Risk

	Likelihood	Impact
Very High		x
High	x	
Medium		
Low		
Very Low		

Please describe any risks associated with this paper and associated mitigating actions

There is a risk of significant impact on College and operation should the ballot return a yes to industrial action.

Risk Owner – Andrew Lawson

Action Owner - Steven Still

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Paper Author – Andrew Lawson

SMT Owner – Andrew Lawson

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HR (INC. NOMINATION) COMMITTEE

1. Purpose

To update the HR/Nominations Committee on the Staff Cultural Survey.

2. Recommendation

That the HR/Nominations Committee note the contents of the report.

3. Background

Following the success of the Staff Cultural Survey undertaken in October 2013 a second survey was launched in December 2015. To clearly measure the data from this survey it was decided to use the same format and set of questions in the previous survey. This will enable us to benchmark the data and ascertain the differences both positive and negative over the 2 year period. The Cultural Survey closed on 18 December 2015 and a detailed analysis of the data is being carried out. A full report will be made available to all staff. The survey produced a response from staff with over 340 staff undertaking the survey. The number of staff who took part in the survey has reduced slightly from 350 staff undertaking the survey in 2013.

4. Key Considerations

Early indications show the overall response to the Staff Cultural Survey was once again positive and there are a number of areas where the shift from disagree and strongly disagree to agree and strongly agree have shown some improvement. This indicates that a higher percentage of staff have a greater understanding of the college's values and direction.

Staff had the option of adding additional comments within each of the sections and although many of the comments were of a negative nature rather than positive, the overall percentage of specific questions in each area suggests an overall improvement and reflects that most staff that completed the survey recognise Forth Valley College has clear objectives and decision making processes in place.

A plan of improvement will be developed and will be presented to the HR/Nominations Committee on completion.

The improvement plan will detail, over a period of three years, how the college will improve and or add value on the areas listed above. SMT, Heads of Department and Heads of Service will have an opportunity to contribute to the implementation plan

5. Equalities

Assessment in Place? – Yes No Non-Applicable

6. Risk

	Likelihood	Impact
Very High		
High		
Medium		
Low	X	X
Very Low		

Please describe any risks associated with this paper and associated mitigating actions

No risk identified.

Risk Owner – Andrew Lawson

Action Owner - Steven Still

7. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Paper Author – Andrew Lawson

SMT Owner – Andrew Lawson

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1. Purpose

To provide an update on the staff development event held in February 2016.

2. Recommendation

It is recommended that members note the impact of staff development on the College's commitment to 'Making Learning Work' and maintaining a safe environment for staff and students.

3. Background

During July 2015 HR conducted a review of the status and uptake of compliance training such as Safeguarding, Equalities, Data Protection, Freedom of Information and Health and Safety. Although this training forms part of employee inductions there is an ongoing requirement for existing staff to undertake refresher training to ensure they are aware of the minimum standards required while working in the College and to ensure that the College meets the requirements of legislation, training and working towards a secure and safe environment for staff and learners.

As a result of this review it was agreed to focus on compliance training for all staff throughout 2015/16 and into 16/17 along with other relevant staff development themes. The Support staff development week scheduled for 8-12 February was selected as an online compliance training theme.

The aims of the compliance training were:

- Raise the awareness and achieve a greater number of staff having undertaken recent compliance training by hosting a specific online theme
- Ensure that staff understand the importance of maintaining their compliance training by undertaking the mandatory courses
- Provide staff with an online interactive and challenging set of courses, both mandatory and optional, to raise awareness and test their knowledge
- Provide a degree of flexibility and time for staff to undertake a minimum amount of online training
- Monitor and drive the uptake of these courses through Moodle and line managers

4. Approach and Outcomes

The approach taken to meet the outcome objectives included:

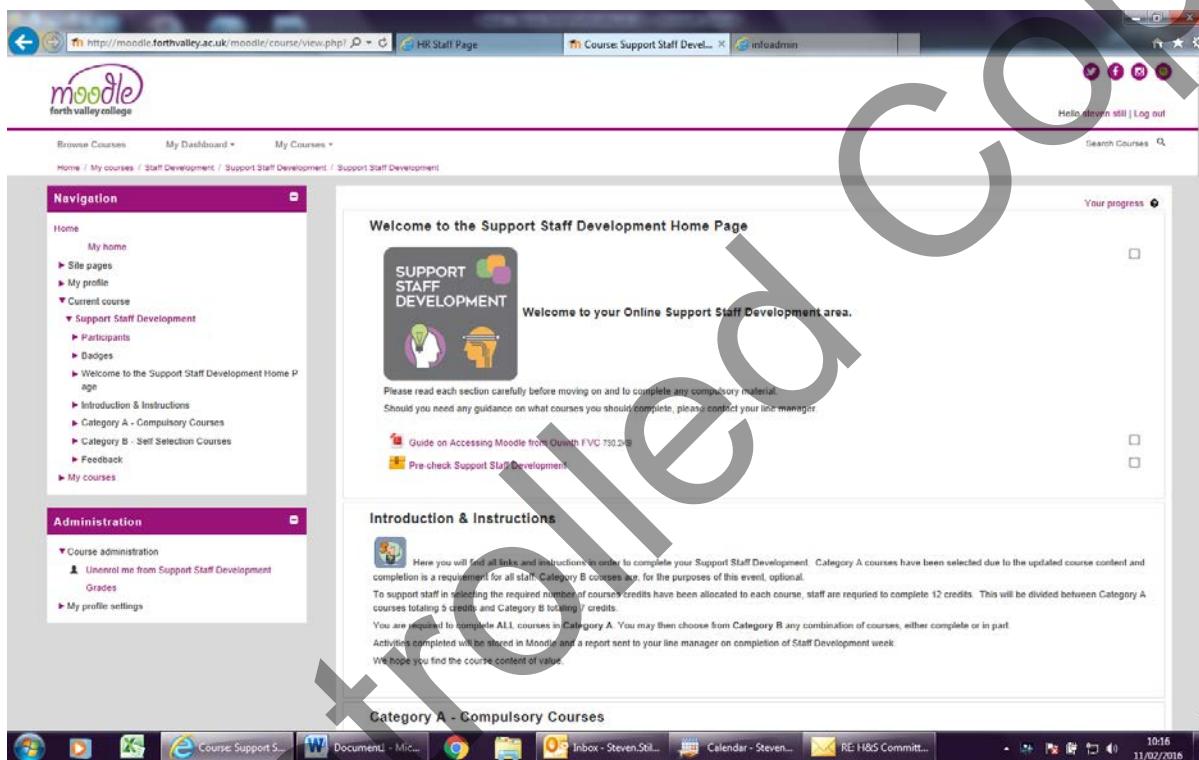
- Creation of a specific working group that would take into consideration objectives within the College's Operational plan
- Testing of Moodle platform for delivering staff development
- Consideration of locations and flexible approach
- New approach to staff development delivery – self lead
- Suite of mandatory and optional course available
- Cost and marketing of the event
- Monitoring and reporting on the completion rate and feedback via line managers

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Creation of a specific working group

HR teamed up with staff from the Department of IT and IS, Curriculum and Quality and Marketing to design, review and amend a suite of courses to be uploaded onto the College VLE system, Moodle. A section within Moodle was designated for Staff development and contains a host of courses that are used for induction purposes and compliance training.



The Working Group considered high volume access and reliability of Moodle for accessing the same course, especially the mandatory compliance courses. In addition the courses were reviewed with the relevant specialist within the College and updated to ensure accuracy of information.

The working group also considered flexibility of approach in undertaking the online training such as being able to work from your desk, LRC, specific IT labs or from home with your line managers approval. A minimum amount of online training, equating to approx. 6 hours must be undertaken with both compliance courses being mandatory. The courses available were:



Category A - Mandatory Courses

- Safeguarding Protection of Children, Young People & Adults (2 credits)
- Equalities (3 credits)

Category B - Optional Courses

- Time Management (Variable up to 7 credits)
- Negotiation Skills (Variable up to 5 credits)
- Questioning Skills (Variable up to 4 credits)
- Presentation Skills (Variable up to 3 credits)
- Listening Skills (Variable up to 4 credits)
- SMARTER Objectives (Variable up to 3 credits)
- Freedom of Information (Variable up to 3 credits)
- Data Protection Act (Variable up to 3 credits)
- Asbestos Basics (Variable up to 2 credits)
- Legionella and Legionnaires Disease (Variable up to 2 credits)
- VDU and Workstation Health and Safety (Variable up to 2 credits)
- Repetitive Strain Injury - What is it and how to avoid it (Variable up to 2 credits)
- Staying Safe with Vehicles (Variable up to 2 credits)
- Avoiding Slips, Trips and Falls (Variable up to 2 credits)
- Microsoft Word 2010 - Level 1 to 6 (Variable up to 6 credits per level)
- Microsoft Excel 2010 - Level 1 to 5 (Variable up to 6 credits per level)
- Microsoft PowerPoint 2010 - Level 1 to 5 (Variable up to 6 credits per level)
- Microsoft Outlook 2010 - Level 1 to 4 (Variable up to 6 credits per level)

Launch and Marketing of the event

Details of the theme were discussed at the Head of Service meetings to ensure that Managers were aware of the arrangements. Marketing created art work and a series of e-focus news articles and announcements about the event, such as a list of courses available, how to access the online staff development area both internally and externally and from home and instructions for IT or Moodle support. Curriculum and Quality and IT department's allocated staff for support purposes to liaise with staff that experienced any problems logging in. This worked very well with connection issues being resolved quickly. Staff were able to work from home with their line managers authority to undertake the training.

Cost

Costs were mainly indirect and were attributed to the staff development working group and preparation work from all departments involved. Minor costs were allocated for some department lead training.

Departmental Lead training

In addition to the online compliance training each support department had the opportunity to undertake a variety of other development sessions. For example some support departments highlighted their best practice and functionality to other departments thus providing a greater understanding and knowledge of what each department does amongst staff. Finance allowed staff to undertake 'a day in the life' of a Finance Assistant while coaching and exploring how they can work better together.

Front facing staff in student services took the opportunity to visit the Scottish Parliament to experience and discuss how they manage customer service within a public environment. The Learner Advisors, Student Finance, LDW & LRC teams and Equalities team shared best practice, how they operate their systems and how they could collaborate together.

In addition to the internal development sessions the college hosted WRAP training in association with Police Scotland. WRAP training is 'Workshop to Raise Awareness of Prevent' which is a national initiative to raise awareness of and focus on supporting and protecting those people that might be susceptible to radicalisation, ensuring that individuals and communities have the resilience to resist violent extremism. Employees with front facing roles and a high level of interaction with students were identified and received the training. Approx. 40 employees undertook the training over 2 days.

Additionally and in association with the Colleges ongoing support of healthy working lives we hosted gym sessions, an introduction to fitness and a 'niggle clinic', which was managed by our partner Life Fit Physiotherapy.

5. Feedback

At the time of writing this report completion data was not available however initial feedback suggested that an increased uptake in online training has been achieved with some minor improvements to be made for future use.

6. Financial Implications

Please detail the financial implications of this item – There is a designated budget allocated to College wide staff development days each year which is managed by the HR Dept. This budget caters for academic and support staff training events in August and February.

7. Equalities

Assessment in Place? – Yes No

8. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	X	X

Please describe any risks associated with this paper and associated mitigating actions –

No risks identified.

Risk Owner – Andrew Lawson

Action Owner – Steven Still

9. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Paper Author – Steven Still

SMT Owner – Andrew Lawson

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HR (INC NOMINATION) COMMITTEE

7 Jun-16

Apologies for Absence ✓

Declarations of Interest ✓

FOR APPROVAL

Minutes of Previous Meeting ✓

FOR DISCUSSION

Matters Arising ✓

Staff Development ✓

Health and Safety Update ✓

SFC Staff Performance Indicators ✓

Staffing Establishment Update ✓

Programme of Committee Business ✓

Risk Register/Review of Risks ✓

AOCB ✓

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