

Skype Meeting
4.30pm

AGENDA

1. Declarations of interest
2. Apologies

FOR APPROVAL

3. Minutes of Meeting of 25 April 2019
4. Matters Arising
 - a) H/18/017 People Strategy Update
 - b) H/18/019 Review of Risk

FOR DISCUSSION

- | | |
|--|---------------|
| 5. College Health and Safety Update | Marc McCusker |
| 6. Health & Wellbeing of Staff during Covid-19 | Andrew Lawson |
| 7. People Strategy Progress Dashboard | Ralph Burns |
| 8. Staff Awards Proposal | Ralph Burns |
| 9. Staffing Establishment Report | Ralph Burns |
| 10. Review of Risk | |
| 11. Any other competent business | |

Room S1.03, Stirling Campus (commencing at 4.30pm)

Present: Mrs Beth Hamilton (Chair)
Mrs Fiona Campbell
Mrs Trudi Craggs via speakerphone until H/18/017
Mr Davie Flynn
Mrs Anne Mearns

Apologies: Mr Colin Alexander

In Attendance: Mrs Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Mr Ralph Burns, Head of Human Resources (HHR)
Mr Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
Ms Jennifer Nisbet, Learning & Development Officer, for item H/18/014 only
Mr Marc McCusker, Head of Facilities Management and Health and Safety (HFM) for items H/18/016 only

H/18/011 Declarations of Interest

None

H/18/012 Minutes of meeting held on 25 October 2018

Members approved the minutes, subject to the correction of a typo in the date on the document.

H/18/013 Matters arising

a) H/18/004 Equalities Policy

The Chair noted that members had requested some text changes to this policy and that the College confirmed that these had been done.

b) H/18/005 Five Year Plan for the People Strategy

The Chair noted that members had requested information on College events where the Board could participate. A register has been completed and is a standing item on the Board of Management agenda.

c) H/18/006 Health and Safety Report

Members had requested information on first aid in the College. This has been included in the Health and Safety paper being presented to the Committee.

H/18/014 Employee Mental Wellbeing Learning & Development Framework

Jennifer Nisbet, Learning and Development Officer (LDO), presented a paper seeking approval for the proposed learning framework to support staff development in mental health.

She noted that the proposed framework has been designed to complement the aim of the People Strategy and open up dialogue on mental health.

She informed members that wellbeing champions would be recruited from the staff and that they would have the ability to take the framework forward.

Members queried whether training undertaken by staff would be recognised.

The LDO confirmed that the College would recognise this as staff CPD.

Members raised the issue of ensuring coherent mental health support for staff and students.

The LDO confirmed that a College wide mental health strategy was being developed to ensure all aspects of provision work together.

Members queried the impact of workloads on staff volunteering to be champions. The HHR confirmed that it was normal for staff undertaking such activities to be allocated time to do so.

Members welcomed this additional commitment to supporting mental health, commending the College on the comprehensive approach to this topic.

a) Members approved the framework

H/18/015 Equal Pay Audit

The HHR presented members with the recently completed equal pay audit and requested that they review and accept the recommended actions. He noted that this audit is done every 2 years and that the latest audit had made some recommendations in relation to scale points in the existing system.

He outlined the potential impact of the scale points and the recommended solution to address this. He highlighted that the changes did not have a cost to the College at this time and that, with national job evaluation commencing for support staff, this would be overtaken in due course. He provided members with an overview of the national job evaluation process which would commence shortly for all support staff in the sector.

a) Following discussion, members approved the implementation of the recommendations in the report

H/18/016 Health and Safety Update

The HFM presented members with the latest edition of the health and safety newsletter.

He noted that members had requested more information on the experiences of first aiders in the College and that there was a brief interview with a College first aider included in the newsletter.

He highlighted that the accident and incident figures had gone up and outlined that the trends for this had been identified and additional training, as well as supplementary equipment, had been provided which has reduced the number of incidents.

Members queried the rise in medical figures and asked whether this was a result of students feeling more confident to disclose. The HFM noted it was this combined with a comprehensive record keeping from the first aiders.

Members queried how this information is conveyed to senior management. The HFM noted that there was a College Health and Safety committee which is attended by the Depute Principal and Chief Operating Officer who feeds into SMT.

a) Members noted the content of the report

Trudi Craggs left the meeting at this point.

H/18/017 People Strategy Update

The HHR provided members with an update on progress with the People Strategy to date.

Members noted that the update was useful but requested that a dashboard or some other method of showing overall progress against targets within the Strategy would be welcomed. They also noted it would be useful to highlight areas where the Board could help the College or become more engaged with the staff.

The HHR agreed to include this in the next update.

a) Members noted the content of the report

H/18/018 Staff Development – February 2019 (Verbal)

The HHR provided members with an overview of the annual support staff development day which occurred in February. He informed members that the focus of the day had been on health and wellbeing.

He noted that this had been well received by staff, with mini events in the morning and a 'marketplace' in the hall in the afternoon with stalls run by both staff and external vendors.

a) Members noted the content of the update and welcomed the focus on staff health and wellbeing

H/18/019 Review of Risk

Members requested that the Job Evaluation process be added to the risk register as there was a risk this could impact on staff morale.

H/18/020 Any Other Competent Business

The VPFACA provided members with an update on discussions to date between EIS and College's Scotland. She noted that the upcoming strike days were anticipated to go ahead and that EIS were also moving towards action short of a strike. She informed members that there had been indications that this would include a removal of good will and a refusal to enter students results into College MIS systems.



Health & Safety Update

Newsletter

Issue No.6

Previous Newsletters have been issued to staff via efocus and are available on Sharepoint – [H&S Sharepoint Page - General Information - Newsletters](#)

Welcome to FVC Falkirk

January the 6th 2020 saw the College complete its final step in an ambitious Estates masterplan which spanned more than 10 years. The result of a gruelling two and half year build which endured one the country's worst storms on record with the infamous 'Beast from the East', numerous Brexit deadlines surpassed and now at the time of writing, a global pandemic to accompany the settling in and mobilisation period was a ground breaking, state of the art, learning and teaching facility complete with innovative features to support the college moto of 'Making Learning Work' to continue to promote positive mental health and wellbeing for all students and staff. Some of the highlights of the new innovative features are;

Building Smart System- the Building Smart System is made up with a group of individual features which are controlled by the Building Energy Management System (BEMS). The BEMS monitors temperatures and humidity levels throughout the building with programmed tolerances to automatically open and close windows and activate/deactivate the building heating.

Chilled Beams – Linked to BEMS, this system heats and cools the larger areas of the building. The chilled beams are more noticeable within the large open plan staff workrooms. The system utilises the elements to borrow heat supplied from the Ground Source Heat Pump and optimises a 'free cooling system' from the outside air to suit the ambient inside and outside temperature.

Dali System – An automatic lighting system which reads outside light levels and automatically adapts internal lighting to reduce glare and eye strain for the end user.

Covid-19

March 2020 saw the UK come to halt and enter an indefinite lockdown due to the Coronavirus Pandemic were sadly thousands of people have lost and continue to lose their lives, therefore there is no surprise that FVC would be immune to the strains of Covid-19.

Despite confirmed cases rising daily across the globe the college thankfully was able to avoid any confirmed cases of Covid-19 on its core campuses up until the government issued lockdown period.

College Leadership acted swiftly with H&S and Estates to ensure all necessary precautions and additional measures were implemented including but not limited to the introduction of hand sanitizer at entrances with daily Business Continuity Group meetings.

During lockdown

College staff appear to have excelled during this period and are fully utilizing a digital community whilst optimally working from home. With the new working arrangements now mandatory for the time being, the following risk assessments and information have been made available

- Safely Working from Home
- How to set up a DSE compliant workstation
- How to manage mental health during lockdown
- Lone worker risk assessment reviewed
- Risk assessment for social distancing during lockdown
- Keep fit tutorials issued by Gym staff

All statutory maintenance has been deemed essential and as result has been carried out successfully to demonstrate full compliance to allow the college to have a smooth transition following its release from Lockdown. This maintenance includes daily water flushes to reduce the risk of legionella.

General Health & Safety Update

C02 Detectors

C02 detectors have been installed within the rooms at the new campus adding to the new innovative features and act to advise the occupants of the room as part of the building smart system. They are in no way intended to cause distress or panic. Each sensor is calibrated to show red at 1700ppm (parts per million) with a maximum of 5,000ppm (parts per million), it is worth noting that the advisory levels of amber and red are not dangerous in anyway just merely an indication that the room could maybe be doing with some fresh air. Although C02 is not a poison gas it can cause harm but only where levels reach 30,000ppm, our sensors trigger red at 1700ppm so therefore well within guidelines. As a reference, OSHA (Occupational Safety and Health Administration) has set a C02 permissible exposure limit of 5,000ppm over an 8 hour period and 30,000 over a 10minute period. Each room will have its own display guide placed within it with further detail should it be required.



Hey Girls

Following MSP Monica Lennon's successful campaign to attempt to end Period Poverty, The College partnered with women's health organisation Hey Girls to provide freely available, chlorine and bleach free, environmentally friendly women's health products to support the agenda and end the likes of Toxic Shock Syndrome. (TSS). Even during a pandemic the partnership remains strong with the Soft Services and Sustainability team arranging safe, home delivery of products through Hey Girls.



CDN Awards

the Sustainability team were awarded with a commendation for their efforts on Prompting active an sustainable travel, this includes encouraging staff and students to engage on an alternative modes of transport for their commute, being active during breaks or joining the team on scheduled led rides to the Kelpies! The college has also expanded their fleet of electric vehicles. There are now 4 cars and two vans, all of which can be booked via the Estates department.



Bike repair station

The College continue to add to the proposal for the anticipated green link which will eventually run from the Helix Park to Victoria Park via the North end of the College by relocating their bike repair station at the new campus. The bike repair station was the first installation of the proposals new forth valley green link.

PPE Distribution

The College has acted quickly to support the communities in which it serves to provide those in need with personal protective equipment. PPE has been distributed to those fighting Covid on the front line with face masks and gloves being the most sought after items. Requests were also being made to supply beds and hoists to equip the emergency Louisa Jordan hospital temporarily housed at the SECC in Glasgow alongside the Colleges own Ross McKeever, from engineering and science, who has been utilising his skills on a 3D printer to provide NHS Forth Valley with protective visors. PPE has been distributed to NHS Scotland but mainly to local care homes in desperate need of protective equipment. All college departments grouped together to accumulate what PPE they had remaining in their depleted reserves prior to lockdown to help out local organisations with the PPE being delivered in an efficient and safe manner to be put to good use during this troublesome time.

Practicing Good Hand Hygiene

Following Issue 5 of this H&S newsletter were it was encouraged to frequently wash your hands as a link had been established to poor hand hygiene and E-coli, 6 months later the message remains the same but for a much different reason, The Coronavirus. People should regularly wash their hands for at least 20 seconds and if possible, carry hand sanitiser if venturing out for their hour exercise.

Healthy Working Lives

Thanks to some good work from both the H&S and Fitness teams, the College has yet again retained its Healthy Working Lives Gold status award.

Occupational Health

Tender – The college H&S and HR teams have been working closely with the procurement team in order to review and appoint a contractor to cover a range of services including clinics ranging from Health surveillance, occupational health meetings and flu jag clinics to ensure that staff have the best possible cover. The tender is currently live for bidders and the college look forward to appointing the successful bidder in due course.

Safety & Compliance

Facilities Contract

The College operates a Total facilities Management (TFM) contract with Global FM giant Atalian Servest or otherwise known as ASAMK Technical Services.

The Total Facilities Management contract with Atalian Servest includes the following, but not limited to, cleaning, grounds maintenance, recycling, reactive repairs, planned preventative maintenance, statutory compliance works, minor works, utilities and energy monitoring, backed up with 24/7 helpdesk cover in the event of an emergency



Summer 2020 will see the 3rd anniversary of the TFM contract in which the college has an option to trigger a further two year extension on the contract whilst holding a further two year option come summer 2022.

Asset Verification

With the new Falkirk campus opening for use in January, in order for the TFM contract to represent true compliance with all statutory assets, an in depth asset verification survey is fully underway.

Assets will be checked and verified by fully trained surveyors against information provided by Balfour Beatty. This process allows for any issues which may lead to issues in the future to either be rectified or a plan put together to ensure smooth working with access always being achieved.

Planned Preventative Maintenance (PPM)

Planned Preventative Maintenance planners have also been confirmed and ensure assets fall within their statutory guidelines e.g. LOLER, PUWER, PSSR, and LEV.

These planners will also ensure all warranties relating to assets within the new Falkirk campus will not be voided by following the specific maintenance instructions provided by the manufacturer or arranging for the specialist contractor to carry out the maintenance.

PPM planners are available for all three campuses and are reviewed and issued on an annual basis.

PAT Testing

An annual PAT testing regime is in place across all campuses. The annual PAT testing normally takes place prior to the summer break however due to the Coronavirus outbreak with the College operationally closed, may require to be rescheduled. All items relocated from the old campus will require PAT testing

Zurich

Zurich are the college's insurance providers that cover the college on building and contents, claims and carry out statutory insurance inspections in conjunction with the College Estates team and their FM provider Atalian Servest.

Zurich have advised the college that due to current circumstances that schools and other educational establishments have been deemed non-essential with their focus being hospitals and care homes, and as such all statutory inspections planned will require to be rescheduled.

As the HSE are not issuing any relaxations on this issue due to the statutory status of said assets, all assets affected by the rescheduling will require to be isolated and put out of use until Zurich can officially conduct their inspections.

Enhanced Cleans

As the government sanctioned Lockdown was being gradually implemented in March. The college Cleaners were hard at work carrying out enhanced cleans whilst following a rigorous cleaning schedule. Rooms were cleaned with specialist cleaning products that are normally used within 'higher risk' areas and officially sealed and signed off as complete. The enhanced cleans included but were not limited to monitors and keyboards, telephones and the usual floors, walls and table tops.



Lockdown DIY

As Lockdown and social distancing passed the 45 day mark it was no surprise that people would take to DIY to pass the time. Please do not take any chances that you would not otherwise take as a result of materials not being made available to you. H&S is there to protect everyone and protect your quality of life. Don't Risk it.



Policies and Procedures

Our main Policy is our **Health, Safety, Environment and Welfare Policy (HSEW)** which also covers safety of the Environment and Welfare of all staff, students, contractors and visitors.

Additional Policies & Procedures include:

- **Site Rules and other Health & Safety Requirements for Contractors**

This procedure allows the member of staff carrying out the induction to gain a signature from the inductee to acknowledge that all the relevant information has been provided.

The Contractor is shown and given details on the following:

- Access and Egress points
- Muster Points
- Sign in and out stations at College reception
- Advised on noise levels whilst on Campus
- Smoking shelters
- Advised on FVC Facilities e.g. toilets, refectory etc. however, this can depend on the type of works being undertaken.
- PPE requirements, dependent on work
- If any Fire Drills are planned
- Site contact details
- How to call for a first aider whilst on site.

The contractor will then sign the site induction sheet and hand back to the College.

Once the induction has been completed and the Contractor is aware of the H&S expectations and standards whilst onsite, they may commence with the work



As Social Distancing measures begin to become the new normal, the college H&S team have quickly drawn up a risk assessment for those who require access to the building during lockdown but will continue to work on new policies and procedures to reflect the new normal in preparation of Lockdown restrictions being eased.

Health and Safety Procedures

There are over 30 HS Procedures and Guidance documents and these are all governed by the overarching HSEW Policy. Each of them has been equalities impact assessed.

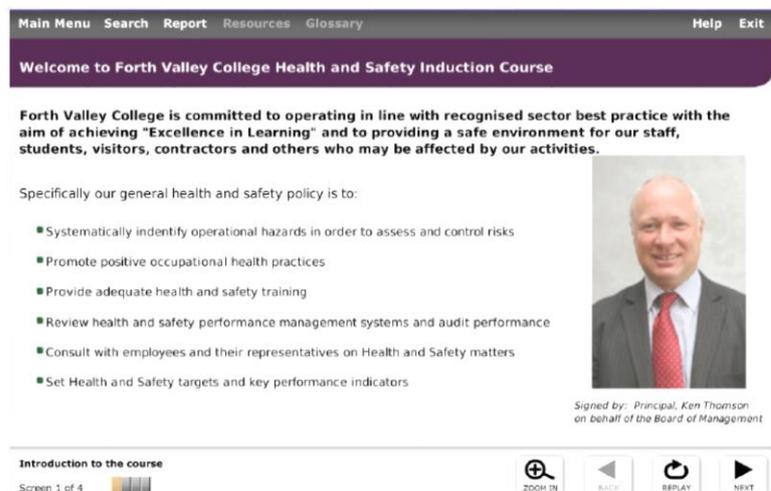
All procedures are currently being reviewed and where required, updated to relate to the new campus. Those highlighted below in green, show they have been reviewed in conjunction with the HS Representatives. Procedures are reviewed on a three yearly cycle and with legislative changes, as required.

- Abrasive Wheels (Under Review)
- Asbestos
- Battery Charging and Safety (Under Review)
- Blood Borne Virus Information
- Control of Noise and Vibration Procedures
- Display Screen Equipment Procedures
- Driving Procedures
- First Aid Procedures
- Foreign or Extended Travel Procedure
- Good Housekeeping
- Health Surveillance
- Inclusive Risk Assessment
- Learner Work Placements
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Parking (Under Review)
- Personal Emergency Evacuation Plan (PEEPs)
- Risk Assessments (inc. COSHH)
- Safe Systems of Work
- Use of Sharps
- Skin Care and Hygiene
- Work Equipment
- Work Positive
- Working at Height
- Young Persons
- Storage of Student Prescription medication
- Learning Resource Centre Alarm procedure
- LRC Alarm Procedure
- Risk Assessment Procedure
- Sustainability Statement
- Emergency Evacuation Statement
- H&S Statement
- Health Safety Environment & Welfare Policy (Under Review)

All HS Procedures are available on the College SharePoint Health and Safety Page

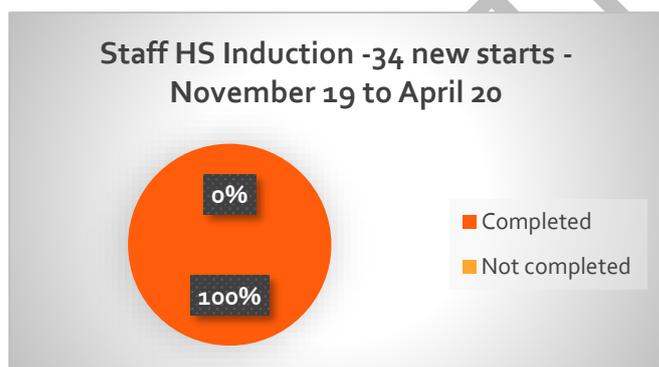
Competency and Training

All new staff are required to complete the on-line HS Training and knowledge check. Current staff have this included in regular refresher staff development reviews.



New Starts - HS Inductions on Moodle - since November 2019

34 new members of staff have joined the organisation since November 2019. All staff are required to complete the College HS induction on Moodle and the chart below illustrates full compliance



TRAINED H&S ROLES - CURRENT NUMBERS

Fire Wardens – trained to assist with the “sweep and clear” of zones during evacuations	
Falkirk	65
Alloa	19
Stirling	25
Raploch	1
Evac Chair – trained to assist escape using the evacuation chair	
Falkirk	15
Alloa	5
Stirling	7
Raploch	1
First Aiders – respond to first aid calls	
Falkirk has a pager response system	
Alloa and Stirling have a rota response system	
Falkirk	15
Alloa	6
Stirling	9
Raploch	1

All fire wardens for the new campus have received their training and induction and are aware of their zones. The new campus is currently awaiting the completion of their last muster point area therefore for the time being completed muster points are temporarily larger

Fire drills across all campuses were carried out successfully during this session, this includes evening classes to ensure that all College users receive training on how to safely evacuate the building. The drills were all completed within the target evacuation time with some objectives raised and assigned following an analysis

During lockdown, the College Moodle team continue to offer online training, this is also being offered in line with training on Microsoft teams, Zumba classes and other health and fitness tutorials being offered by gym staff.

Safety Audits and Risk

College H&S Operational Team carries out schedule inspections throughout the year. The Audit team is a combination of HS TU Representatives from UNISON and EIS combined with a member of the HS Department.

SAFETY AUDITS 2019-20

The table below shows the planned Audit/Inspections for 2019-20		
Campus	Department	% of compliance
Alloa		
27/09/2019	Start of Term Housekeeping Tour	Good - some tidying required
04/10/2019	CIHT - Hospitality	97%
13/12/2019	CSC - Construction	93%
01/05/2020	Business & Communities	Not Possible due to closure
Falkirk		
27/09/2019	Start of Term Housekeeping Tour	Good - some tidying required
04/10/2019	CIHT - Hospitality	94%
01/11/2019	Business & Development	97%
29/11/2019	CSC - Construction	93%
24/01/2020	Marketing, Communication & Print Unit/ Estates & Facilities	94%
13/03/2020	ES - Engineering	95%
20/03/2020	ITNSU	Not Possible due to Closure
24/04/2020	ES Science	Not Possible due to Closure
15/05/2020	CIHT - Hair & Beauty	
29/05/2020	Curriculum & Quality	
Stirling		
27/09/2019	Start of Term Housekeeping Tour	Good - some tidying required
25/10/2019	CIHT - Hospitality	93%
08/11/2019	Historic Environment	92%
06/12/2019	CSC - Construction	Delayed due to New Campus Move
07/02/2020	CIHT - Creative Ind	93%
14/02/2020	Student Centre/LRC	96%
01/05/2020	Business & Communities	Not Possible due to Closure
30/11/2019	All Campuses Christmas Check	

All actions from these audits are recorded and tracked on the HS Audit Tracker – on SharePoint. Currently, there are 14 actions on the tracker, picked up from recent audits.

College Partners – College Partners Balfour Beatty and AECOM were asked by the Government to temporarily divert staff from their sites to assist with the construction of both the NHS Nightingale in London and NHS Louisa Jordan in Glasgow. This included Staff working our new campus.

New Falkirk Campus

Our new campus at Falkirk opened to the public in January 2020 constructed by Balfour Beatty Construction. The H&S Committee continue to work through the specific H&S risk register, to capture the relevant risks that will be presented by our new facility and continue to review the control measures required to mitigate the likelihood and severity of risk. The official opening of the campus has been postponed due to the coronavirus outbreak and new date will be issued in due course



Local Authority Visit- The local Fire Brigade which consists of 5 squads visited the new campus on separate occasions to familiarise themselves with the new location and gain an awareness of the new detection and prevention features which include but are not limited to;

- Vesda fire detection system
- Mist/Gas suppression systems
- P50 Fire Extinguishers
- Smoke vents
- Temporary waiting areas/ protected enclosures
- Automatic release mechanisms
- Automatic Fire curtains

After the visit the Fire Department concluded that they were completely satisfied with the College efforts to support them in keeping people safe.

Former Campus Sale- The sale of the former Falkirk campus is in advanced talks but has temporarily been placed on hold due to the Registrars of Scotland being closed due to the Pandemic.

Car Park Barrier – Car park barriers have been introduced to the new Falkirk Campus in an attempt to control parking. An entrance barrier is placed at the entrance to the North car park with two further barriers being used as an exit only, these exits are onto Middlefield Road and Grangemouth road. The barriers operate on a counter system and are linked to one another to allow simultaneous operation. This system will also be used in conjunction with the College’s Annual Travel Survey with all users required to display a College issued QR code. Please note, no barrier is present to allow access to the cash machine and electric bays

KPIS

KPIs - Accident & Incident Statistics

Our key performance indicators;

2016-2017 – we set a KPI of fewer than **125** incidents and our final number was **90** incidents.

2017-2018 – we set a KPI of fewer than **115** incidents (an average of the past five years' data) - during 2017-18 we received **92** incidents.

2018-2019 – we have set a KPI of fewer than **100** incidents, the lowest to date; Unfortunately, this KPI was far exceeded at **141**. Trends were established and action plans implemented to stabilise the KPI, which was surpassed at quarter 3.

Root Cause Analysis - After trends were established and departments identified it quickly became clear that there was a flaw in the internal reporting of incidents, once this issue had been resolved following some in depth training all incidents were reported and as a result surpassed the KPI. 2018- 19 will be used as the new benchmark for ensure accurate reporting.

2019-2020 – We have set a KPI to match that of 2017-2018 of **115** incidents. We have currently had **104** Incidents this academic year.

RIDDORS:-(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

1 RIDDOR incidents have been reported this session. 2 for the year to date

- An in depth investigation took place with new risk assessment and procedure being implemented as well as equipment type being reviewed.
- **HSE attended the recent H&S committee to discuss the reviewed reporting criteria. The information was well received with some good talking points raised. A copy of the HSE presentation is available from H&S upon request.**

Illness

2018- 2019 saw the number of illnesses requiring first aid attention increase by 28 from the year previous, which saw **115** medical as opposed to 17-18 that received 87 medical calls.

2019-2020 there has been 59 medical calls after the third quarter so it is estimated that medical calls will reduce in number from 18-19. These calls were a mix of seizures and panic attacks to minor stomach issues and headaches. H&S continue to monitor the situation and report back to Curriculum Managers should trends start to become established.

Summary of Incidents by type; Please see next page

2017/2018	Bruise/ Abrasion	Burn/ Scald	Crush Injury	Cuts	Elect Shock	Eye Injury	Fracture/ Dis	Other	Puncture Wound	Sprain / Strain	Sting	RIDDOR	Total	Medical	Mis- Conduct	Near Miss
August - October	5	2	0	9	0	1	0	0	1	4	0	0	22	26	2	4
November – Jan	3	4	0	13	0	0	0	3	0	4	0	4	31	23	3	2
February - April	5	1	1	7	0	0	0	0	0	2	0	0	16	24	0	0
May - July	4	3	0	9	0	1	0	1	1	4	0	0	23	14	0	3
Total	17	10	1	38	0	2	0	3	2	14	0	4	92	87	5	9

2018/2019	Bruise/ Abrasion	Burn/ Scald	Crush Injury	Cuts	Elect Shock	Eye Injury	Fracture/ Dis	Other	Puncture Wound	Sprain / Strain	Sting	RIDDOR	Total	Medical	Mis- Conduct	Near Miss
August - October	6	8	2	17	0	4	1	1	1	7	1	0	48	44	3	0
November – Jan	4	4	1	23	0	1	1	3	2	2	0	0	41	26	1	0
February - April	2	7	0	11	0	1	0	0	0	1	0	0	23	24	0	1
May - July	5	9	0	11	0	1	0	0	0	3	0	0	29	21	1	0
Total	17	28	3	62	0	7	2	5	3	13	1	0	141	115	5	1

2019/2020	Bruise/ Abrasion	Burn/ Scald	Crush Injury	Cuts	Elect Shock	Eye Injury	Fracture/ Dis	Other	Puncture Wound	Sprain / Strain	Sting	RIDDOR	Total	Medical	Mis- Conduct	Near Miss
August - October	6	6	0	33	0	0	1	3	0	2	0	1	51	25	1	1
November – Jan	4	4	1	12	0	3	2	5	1	2	0	1	34	24	1	4
February - April	4	4	0	8	0	0	0	2	1	0	0	0	19	10	0	4
May - July																
Total																

These Statistics are discussed and reviewed at the HS Operational Team and recommendations presented to the HS Committee.

KPIs- Sustainability

Waste, energy, paper,
travel, health,
Fairtrade,
procurement and
curriculum

EAUC- LiFE Tool – (Learning in Future Environments) – four Sections of the Framework is being used to help progress the whole college approach to Sustainability. The Tool is an excel document - which offers criteria to enable self-assessment scores to measure progress. The LiFE tool is available on our SharePoint Estates Page- Under Sustainability.

Our key performance indicators for sustainability continue to progress:

Spring 2020 saw the Learning for Sustainability Champions program kick off and in the most sustainable way, by video conference call through Microsoft Teams. The program is made up of 10 College staff and is led by Learning for Sustainability Scotland's Development Managers. The program is in conjunction with Edinburgh University and the College representatives will be joined by the same from West Lothian College to eventually allow for collaboration between all on the champions course.

The first session was highly informative with great suggestions being put forward and discussed.

The course is designed to allow those who have a direct path to the student through teaching to innovatively implement ways to be sustainable into their curriculum and delivery method.

Once again, thanks to all who have signed up.



The Sustainability Committee has representation across the College teams, agrees the key performance indicators and targets and monitors progress throughout the session.

"Building Your Green Future" is being used as a strapline for all sustainability promotions.

- *The Intern Campus Cycling Officer - which was originally a one year funded post by Cycling Scotland and managed by "Bright Green Business" – This initiative is now into its 3rd 'Cycle'. This post has pivotal in progressing our cycle initiatives with staff, students and key partnerships and due to the hard work put in over the year the college Sustainability team were awarded with the Campus Cycling Friendly award with distinction for the Stirling campus. Sadly for the College, due to the success of the initiative another intern has been poached to a permanent position within the field and we wish them all the best for the future.*
- *In Line with our updated Strategic Travel Plan and new car park "terms of use" document and annual travel survey, vehicle-parking pass are now in operation. Vehicle passes must be displayed while using the car park (GDPR compliant). The new vehicle passes continue to work, as a number of individuals who have parked illegally have been able to be identified and found with no further disruption to other car park users, however still not all users have completed their Annual Travel Survey, therefore if not done so already please complete to allow access to college car parks.*
- *The College Sustainability team received a commendation at November's College Development Network awards*
- *Active Travel Officer- This is the first time FVC has had an Active Travel Officer role and has proved a great benefit to the College. The Active Travel Officer post is on a funded contract from Smarter Places Smarter choices through Falkirk Council Grant Fund with the contract due to expire May2020, but due to the success of the role and benefits that both the College and Falkirk Council receive, the role has been extended and will continue to be funded by Falkirk Council.*
- *The College continues to promote the Cycle to Work Scheme and has recently added to its electric bike (EBike) portfolio. EBikes are available on a short term loan as well as a selection of pool bikes which can be loaned out. Although it is important to abide by the Government's Lockdown restrictions, one form of exercise that is being promoted is cycling. Should you be interested in loaning one of the college EBikes or pool bikes, please contact Ciara Newell.*
- *The Sustainability Committee continues to convene 4 times a year instead of the previous twice a year.*
- *Over the past year The college has managed to;*
 - *Reduce its Co2 by 11%*
 - *Reduce electricity usage by 1%*
 - *Gas usage has reduced by 2%*

1. Purpose

To provide members with an overview of staff that have been directly impacted by COVID-19.

2. Recommendation

That members note the content of the report.

3. Background

Beyond the general lockdown of the population, the COVID-19 pandemic has two potential direct impacts on staff.

1. Contracting Covid-19
2. Being subject to enhanced shielding measures on recommendation of their GP/NHS Scotland

4. Current Situation

As of 11 May 2020 –

Issue	Lecturing or Support	Staff (in FTE)	Actual or Estimated Return to Work Date
Tested Positive for Covid-19	Lecturing	1 (1)	20/4/20
Self-Isolation	Support	1 (1)	19/6/20
Self-Isolation	Lecturing	1 (1)	19/6/20
Self-Isolation	Lecturing	9 (6.99)	Approx. 16/6/20

It is reasonable to assume that, as the pandemic progresses and government advice evolves, the dates relating to self-isolation may change.

HR and Line Managers continue to be in contact with the effected staff in line with College processes for staff welfare.

5. Financial Implications

Staff will continue to be paid their full salary in relation to both the overall College approach to all staff during the lockdown and the College's sickness procedures.

6. Equalities

Assessment in Place? – Yes No

The impact on these individuals is in relation to external factors out with the College's control.

7. 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

While COVID-19 is a significant risk to the College, these individuals are complying with expert advice from NHS to manage the risk to themselves and the College.

Risk Owner – Andrew Lawson

Action Owner – Ralph Burns

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Paper Author – Stephen Jarvie

SMT Owner – Andrew Lawson

PEOPLE STRATEGY 2017 - 2022 DASH-BOARD

WELLBEING, ENGAGEMENT & DIVERSITY
 Providing a culture of inclusion, transparency and clarity, based on the principle that happier, healthier employees are motivated to deliver improved business performance

LEADERSHIP DEVELOPMENT
 Embed the principles of Leadership within all staff through the creation of a tiered development programme

PROFESSIONAL DEVELOPMENT
 To meet the aspirations of the individual and the requirements of the College through a performance review process and individual development plan

CORE COMPETENCIES
 Co-ordination of college-wide, department focused training, compliance learning and development activities to assess and prioritise based on resources and business need

LECTURING SKILLS
 A structured approach designed to ensure new and existing lecturers have the skills, knowledge and competencies to meet the standards of service expected

YEAR 1
2017-2018

'Listening to Employees' implemented, encouraging open dialogue and active involvement for staff, with opportunities to feedback to wider college and consult on actions arising | **Analysis of college support provision** of occupational health, bullying & harassment advisors, mental health support and counselling

YEAR 1
2017-2018

Short life working group set up to gain insight into staff expectations of leadership learning | Key leadership competencies designed using college role profiles | **Management and Leadership Programme** commences May 2018 with candidate nominations process and use of 70:20:10 (Experience:Exposure:Education) format

YEAR 1
2017-2018

People Strategy 2017-2022 approved by SMT with year 1 delivery plan developed and delivered through HR department operational plan | Enhanced budget granted for CPD priorities | New post of **Learning and Development Officer** approved and secured July 2018 | **review and analysis of college PRD process** undertaken with feedback from employee focus groups

YEAR 1
2017-2018

First college-wide **learning needs analysis** completed May/June 2018 for implementation in 18/19 academic year | **HR-led training delivery** linked to operational requirements, including absence management and D&G skills training | **Updated induction process** and on-boarding improvements

YEAR 1
2017-2018

Creative Learning and Technologies Strategy 2017-22 launched. **Creative Learning Conference 2017** with the next 'Big Idea' theme. Creation of **Moodle Bar** to support awareness and knowledge of resource. Launch of revised structure of **Learning and Quality** team with updated role profiles. Introduction of **Learning Mentor** post to support lecturing staff development and digital skills. 3 Lecturing staff undertake **L&D 9 and L&D 11** (Assessor/Internal Verifier)

YEAR 2
2018-2019

Carer Positive Employer status and **Disability Confident** status achieved | **Employee benefits package** updated and communicated to staff | Work commences on staff **Mental Health learning framework** | **Bullying and Harassment Advisors** and **workplace Mediators** training | **staff wellbeing events** delivery

YEAR 2
2018-2019

Management and Leadership Programme launches October 2018 with first cohort of 12 candidates | **mentor selection and training** for leadership mentors | candidates commence **SVQ leadership and Graduate Apprenticeship** qualification | **project selection** undertaken for candidates | 6 individual **education events** delivered 18/19, including psychometrics

YEAR 2
2018-2019

Work commences on design and implementation of new **reflective approach to staff PRD process** and amendments to employee SharePoint forms in collaboration with Learning & Quality and Business Transformation | **staff secondments** supported for leadership candidates and for other departments including Business Development

YEAR 2
2018-2019

Continuous Professional Development opportunities aligned to staff development objectives, operational priorities and learning needs analysis | Staff development opportunities boosted by **£15k Flexible Workforce Development Fund** grant | **technical and behavioural skills development** course delivery throughout 2018/19

YEAR 2
2018-2019

Professional Standards for Lecturers published for Scotland's colleges | **Creative Learning Conference 2018** runs in collaboration with SERC Ireland | 10 Lecturing staff undertake **L&D 9 and L&D 11** (Assessor/Internal Verifier) qualifications. 15 lecturing staff pass **TQFE**

YEAR 3
2019-2020

Mental Health (MH) Staff Learning framework developed and launched | **MH First Aid** training commences | **Mentally Healthy Workplaces** training planned for early 2020 | **Listening to Employees** takes on topic of mental health awareness for staff and staff awards | Nomination & development of **MH Ambassadors** | **LMT** inducted in mental health awareness | Comprehensive mental health staff & manager learning programme launches Jan 2020 with over 300 places available across 8 topics

YEAR 3
2019-2020

Management and Leadership Programme continues with further educational activity planned for HR, Finance. Leadership and coaching skills | **Learn & Lead 2019 programme** developed and launched for aspiring non-managers with initial cohort of 4 | 5 current managers and Heads of Service selected for **CMI Strategic Leadership qualifications** | 7 staff undertake SVQ Management & Leadership qualifications at L3 & L4

YEAR 3
2019-2020

Reflective PRD review process launched August 2019, linked to Professional Standards for Lecturers and college operational plan, with review after one year | **Reflective Learning training module** under development for managers to use with teams | **MI reporting** set up to support review of process effectiveness |

YEAR 3
2019-2020

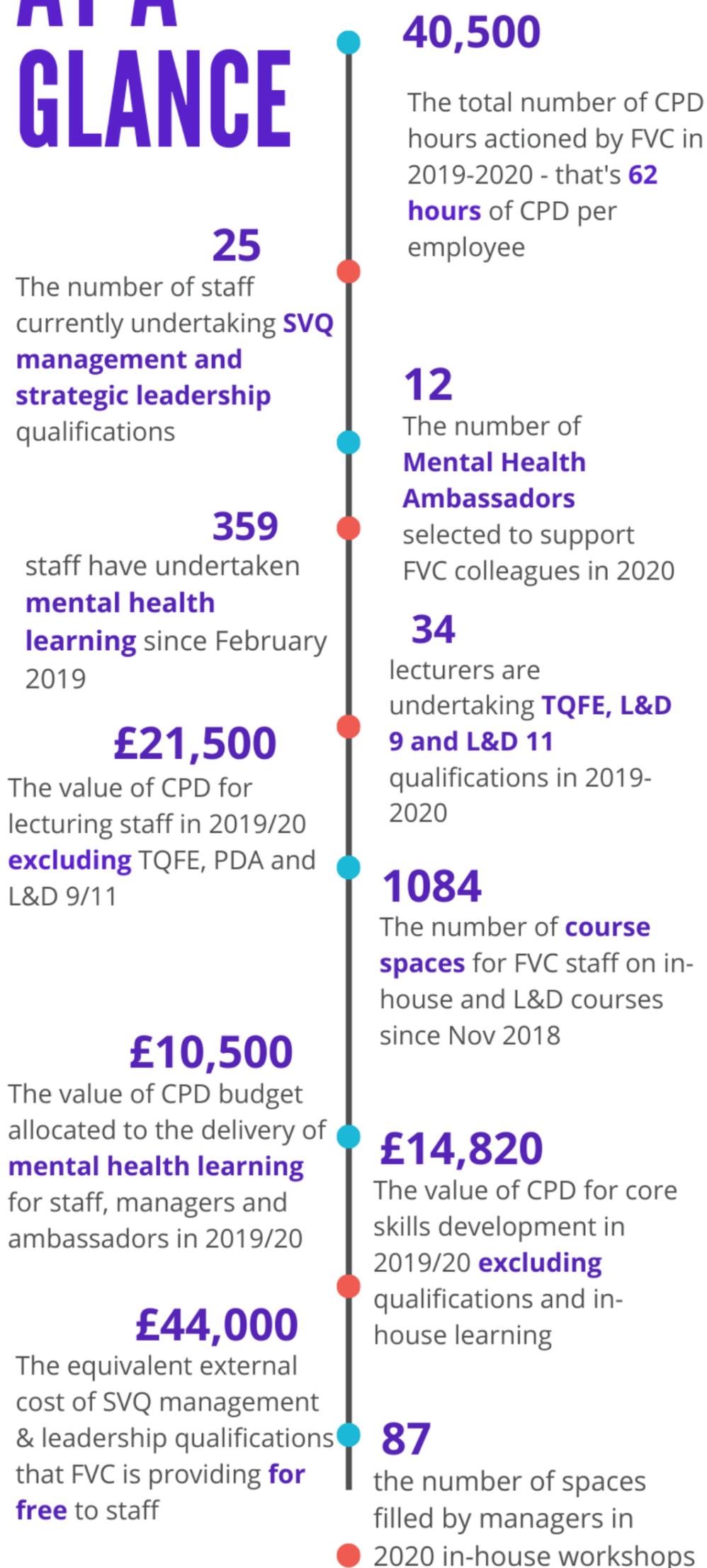
Continuous Professional Development opportunities continue to be aligned to business priorities and reflective learning | **Training Calendar** under development | L&D signposts and responds to department-wide and individual development requirements | **Moodle and SharePoint review** under L&D development

YEAR 3
2019-2020

Planned **CPD** for lecturers includes Conflict Management, technical skills development for new Falkirk campus and mental health awareness | £15k of **Flexible Workforce Development Fund** + additional £5k ring fenced for L&D 11 (Internal Verifier) qualifications for 15 Lecturing staff. 17 staff undertake **TQFE**

PEOPLE STRATEGY 2017 - 2022 DASH-BOARD

PEOPLE STRATEGY AT A GLANCE



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WELLBEING, ENGAGEMENT & DIVERSITY

LEADERSHIP DEVELOPMENT

CORE COMPETENCIES

LECTURING SKILLS

PROFESSIONAL DEVELOPMENT

Aug-Dec 2019

AUG MOODLE MENTAL HEALTH LEARNING
SCOTTISH MENTAL HEALTH FA

OCT SMT MENTAL HEALTH EVENT

NOV MENTAL HEALTH AMBASSADORS
NOMINATION PROCESS

DEC NHS DECIDER SKILLS TRAINING

LEARN & LEAD CANDIDATE NOMINATION,
LAUNCH AND MENTORS APPOINTED

SVQ CANDIDATE PROGRESS REPORT

CPD REQUESTS

CREATIVE LEARNING CONFERENCE

L&D 9 AND L&D 11 QUALIFICATIONS
FUNDED THROUGH FWDF

L&D 9 AND 11 CANDIDATE INDUCTION

CPD PROCESS ALIGNED TO NEW
REFLECTIVE PRD

DEVELOP PRD RESOURCES

ALL STAFF DEVELOPMENT 2020 -
PLANNING PROCESS BEGINS

Jan-Mar 2020

JAN MENTAL HEALTH AWARENESS
MH AMBASSADOR TRAINING
PERSONAL RESILIENCE TTT
PLACE2BE CLASS TEACHER TRAINING

FEB MENTALLY HEALTHY WORKPLACES

SCOTTISH MENTAL HEALTH FA

MAR NHS DECIDER SKILLS TRAINING

LEARN & LEAD HNC/SVQ BEGINS

LEADERSHIP CANDIDATE EVALUATION

LEADERSHIP PROGRAMME PROPOSAL

MOTIVATIONAL MAPS (2 COHORTS)

HR PRACTICE SKILLS WORKSHOP
HR DEPARTMENT SHADOWING

LEADERSHIP PROGRAMME PROPOSAL
FOR COHORT 2 SUBMITTED TO SMT

LEARN & LEAD - SKILLS DEVELOPMENT

MOODLE DEVELOPMENT

MANAGER TRAINING 2020
LEADING SUCCESSFUL CHANGE
MANAGING THE UNMANAGEABLE
MANAGING PERFORMANCE
FEEDBACK SKILLS

HRBM REQUESTED:
COMPLAINTS HANDLING TRAINING

HRBM REQUESTED:
CUSTOMER SERVICE SKILLS

RESILIENCE TRAINING
NOTETAKER TRAINING (tbc)

DEKKO COMICS TRAINING (6 WKS)

CLASSROOM MANAGEMENT TTT

CONFLICT MANAGEMENT TTT

SHAREPOINT DEVELOPMENT -
IDENTIFY RESOURCES FOR USE
REFLECTIVE PRACTICE RESOURCES
AVAILABLE VIA SHAREPOINT

ALL STAFF DEVELOPMENT 2020 -
PROPOSAL PAPER TO SMT

SHAREPOINT UPDATES TO L&D LANDING PAGE - CREATION OF LEARNING RESOURCE AND MENTAL HEALTH SPACE, WITH TRAINING EVENTS CALENDAR

Apr-July 2020

APR MH AMBASSADOR TRAINING (CONT.)
MENTAL HEALTH AWARENESS
RESILIENCE TRAINING
SCOTTISH MENTAL HEALTH FA
ASIST TRAINING

MAY NHS DECIDER SKILLS TRAINING

JUN

JUL

DEVELOPMENT PROGRAMME 2020 OPEN
FINANCE SKILLS WORKSHOP

LEADERSHIP CANDIDATE FINAL
EVALUATION

END OF LEADERSHIP COHORT 1

LEARN & LEAD - SKILLS DEVELOPMENT

next steps moving into 2020/21
LEADERSHIP COHORT 2 LAUNCH TBC

next steps moving into 2020/21
COLLEGE VALUES

INHOUSE MANAGEMENT SKILLS
DEVELOPMENT

RESILIENCE TRAINING

REPORT ON USAGE OF REFLECTIVE
PRACTICE LEARNING



1. Purpose

To provide information on the plans of a Staff Awards event to be included within the All Staff Development event encompassing all staff, to be held in the year 2020-2021.

2. Recommendation

It is recommended that members note and comment on the plans for the Awards proposal.

3. Background

In previous updates the theme of **Working Together** with the strapline of: **'Making Learning Work –Together'** included three areas:

1. Time in Teams
2. Time with Colleagues
3. Time Together as One Team

This third area was based on the concept of Staff Awards. A working group was set up with volunteers, taken from Listening to Employees (Lte) and led by Mhairi Archibald. Included in the working group were Linda Bell, Margaret Gavin, Jackie Innes, Irene Kane, Mandy Kirk, and Alice Pezzani.

Their remit was to determine categories, to devise the application process and to define the selection process and panel. It is important for credibility and to gain buy-in from staff that this is seen as an employee driven event.

4. Approach

Outlined in appendix 1 are the unabridged findings of the group with suggested categories and processes for nominations and selections.

Categories Include:

- **Colleague of the Year**
- **Team of the Year**
- **Inspiration Award**
- **Innovation Award**
- **Improving Health & Wellbeing Award**
- **Community Support Award**

An option is available for an overall winner, selected from the category winners (or in addition) by the Judging Panel, to receive an Outstanding Achievement Award.

Nominations will come from staff who will be able to submit an entry/nomination for one or more of the award categories. It is anticipated that entries would be made by the submission of an online form, similar to that used currently for student awards, which will be emailed to a dedicated staff awards email address.

Selection is via a judging panel. Options include an external representative such as an employer, a Board of Management member, Listening to Employees members and a member of SMT.

5. Recommendations

It is key that external influence is kept to a minimum to support this event as driven by LtE's (Listening to Employees).

The categories suit the establishment and whilst there are multiple options, keeping the team's suggestions is preferred. That said an overall winner may dilute the category winners and is not being recommended.

The nomination process is limited to staff. Options to include employers and learners could be considered however as this is the first year it is preferred to keep it to staff nominations to reduce complexity and ensure all staff are equal in opportunity which would not be the case if external nominations are considered.

The judging panel is preferred when compared to a popularity contest based on staff votes. This is the most sensitive area and around 5 members appears to be a balanced number. One/two Board members, two/three Listening to Employees members and a SMT member to provide status to the enterprise. None would be eligible for shortlisting as a primary requirement for transparency and acceptance.

Marketing have the experience to take the work done by the LtE group and make it a reality. A professionally orchestrated awards ceremony closing off the day's events. The requirements are to follow the guidance of the LtE group and fit in with the requirements of the overall staff development day.

6. Financial Implications

Staff Development is budgeted through the HR budget.

7. Equalities

Not applicable

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	x	x
Very Low		

This requires cross college support without which it will not succeed.

Risk Owner – Andrew Lawson

Action Owner – Ralph Burns

9. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – yes supporting comms plan will be required

Health and Safety – Yes

Please provide a summary of these implications – Risk Assessments required as needed

Paper Author – Ralph Burns

SMT Owner – Andrew Lawson

Staff Award - Information for SMT Paper

The Listening to Employees– Staff Awards Subgroup has been set up to provide suggestions to the Senior Management Team on the vision for the inaugural staff awards for Forth Valley College, which is to take place during the all staff development day in November 2020. The feeling of the group is that this event be an informal introduction to an awards event for staff, with as little cost involved as possible, and if successful, move to a more formal event in future years.

The awards section of the day is planned to run for approximately 1½ hours. The number of award categories should be no more than 6 which would allow approximately 10 – 15 minutes per award. This will allow for a description of what each award is about, followed by an announcement and blurb of the shortlisted candidates before the announcement of the overall winner.

It is important that the award categories allow for both academic and support staff nominations. The following are suggested categories:

Colleague of the Year

This award recognises outstanding work. The colleague will consistently display characteristics valued and appreciated by others. The award recognises an individual who consistently and to an exceptionally high level makes a contribution over and above that normally expected in their role and in line with the college's mission of "Making Learning Work".

Team of the Year

This award recognises teams that have made a significant impact or achieved significant results over the past year. This award recognises teams that have overcome significant obstacles or have successfully utilised the skills of all members of the team and can demonstrate collaboration with others.

Inspiration Award

This award recognises individuals who have inspired others through an inclusive and engaging approach, often putting the interests of others ahead of their own. They often go above and beyond in their work in order to help others and do so with a high degree of professionalism, and integrity; acting as an ambassador for the college.

Innovation Award

This award recognises an individual or team who have implemented an idea or innovative approach. This may have resulted in a quality improvement, a saving of time or money, or an improved practice or a new way of working.

Improving Health & Wellbeing Award

This award recognises an individual that has made a significant contribution in addressing the health and wellbeing needs of staff or students. They will have demonstrated this by being respectful & supportive and helping to make our college a more positive environment where staff and students feel safe.

Community Support Award

*This award is to recognise an **employee** or team who have demonstrated the positive impact of **community engagement**. Nominees should demonstrate what impact their **community engagement** has had.*

An overall winner, selected from the category winners by the Judging Panel, will receive an Outstanding Achievement Award.

Nominations will be requested in recognition of staff for previous academic session. All staff will be able to submit an entry/nomination for one or more of the award categories. It is anticipated that entries would be made by the submission of an online form, similar to that used currently for student awards, which will be emailed to a dedicated staff awards email address. The form will include the Nomination Category, Nominees Name, Department and the reason for nominating (with a maximum word count to be agreed). Alternatively, explore the possibility of using an infopath form to capture nominations via SharePoint.

This reason for nomination can be read out at the ceremony for all shortlisted candidates.

A dedicated staff awards, e-focus could contain an e-brochure with details of the nomination categories and blurb on the criteria for award. A link to nomination form with details for submission can be obtained therein.

A judging panel should contain between 3 – 5 judges; suggestions - External representative, a Board of Management member, Listening to Employees member and Senior Management Team member. It is important that there is representation of both academic and support members of staff on the judging panel

It was agreed that for each category there should be one outright winner, with the nominations shortlisted to three with the overall winner announced at the ceremony. If possible, a brochure could be produced internally, or alternatively, an e-brochure distributed to all staff, prior to the day, with details the shortlisted nominees.

In order to keep the costs to a minimum for the first event, award winners should be provided with certificate of award which can be designed internally, and a plaque purchased for the overall achievement award winner at a cost of around £100 - £200? The group is hopeful that staff see these awards as a recognition of staff achievements and not except monetary prizes.

The Group seeks advice from SMT with regards the timing of introduction of the awards to staff, to ensure the best uptake by staff.

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1. Purpose

To update members on the current staffing establishment.

2. Recommendation

That member's note the changes to the current status of the staffing establishment.

3. Background

Staffing establishment review is an aspect of ensuring resource maximisation and control. This paper provides a view of the staffing at the College and is designed to be informative, highlighting key points of interest.

4. Context

The staffing establishment is the capacity and distribution of resource in manpower. The staffing establishment is monitored on an on-going basis however monthly reports are produced to review the organisation's overall resource. By monitoring the staffing establishment, we can ensure that the college resources are cost effective and efficient in their deployment. This cannot be looked at in isolation and other factors require consideration such as our equality duty, development needs and initiatives, and changing expectations. These can influence the establishment priorities along with day-to-day events including new appointments, secondments, leavers, such as retirements or resignations as well as a variation in FTE as a result of a flexible working request or a contractual increase/decrease in hours. In addition key points of interest relating to the staffing establishment are highlighted for information.

Appendix 1 shows the establishment as at the academic year six month period, ending January 2019-2020. Included is a statistical overview, new roles and absence statistics.

Appendix 2 relates to a request from the HR Committee for a high-level overview of our People Strategy progress. Included is a dashboard of key activities, the current year training plan and highlights of our mental health training programme and introduction of ambassadors.

5. Key Considerations

The increase in establishment is one for noting and is partly explained by the new roles introduced (and detailed). However, it also highlights the ongoing need for establishment review using processes such as the current Futures Programme. The need to evaluate and update our establishment is a continuous process particularly with technological advances, increasing needs to adapt to changing customers' demands, changes in government focus and financial restrictions.

The People Strategy dashboard provides a high-level overview and relates directly to the implementation of the People Strategy. The five-year plan is fluid and requires flexibility to meet changes in college needs and from reflection and review of each stage of implementation. The completion of this year's activity is, of course, affected by the current national situation.

6. Financial Implications

Please detail the financial implications of this item – There are implications for HR and finance budgets associated with staffing expenditure.

7. Equalities

Assessment in Place? – Yes No

If No, please explain why – This report outlines current staffing establishment levels. It does not propose any changes which might have an equalities impact

Please summarise any positive/negative impacts (noting mitigating actions) – Not applicable

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	X	X
Very Low		

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

– Low in terms of likelihood given the approval and monitoring processes in place, the impact would be low given that staffing budgets are accrued for the year ahead and posts cannot be recruited without the approval of the Depute Principal and Vice Principal (finance). Monthly monitoring by HR of the RAF and ACF process is in place for justification and approval as well as the annual Curriculum Review of Cleat versus resources.

Risk Owner – Andrew Lawson

Action Owner – Ralph Burns

9. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No Health and Safety – Yes No

Please provide a summary of these implications – Not Applicable

Paper Author – Ralph Burns

SMT Owner – Andrew Lawson

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Appendix 1: Staffing Establishment Data

EXECUTIVE SUMMARY

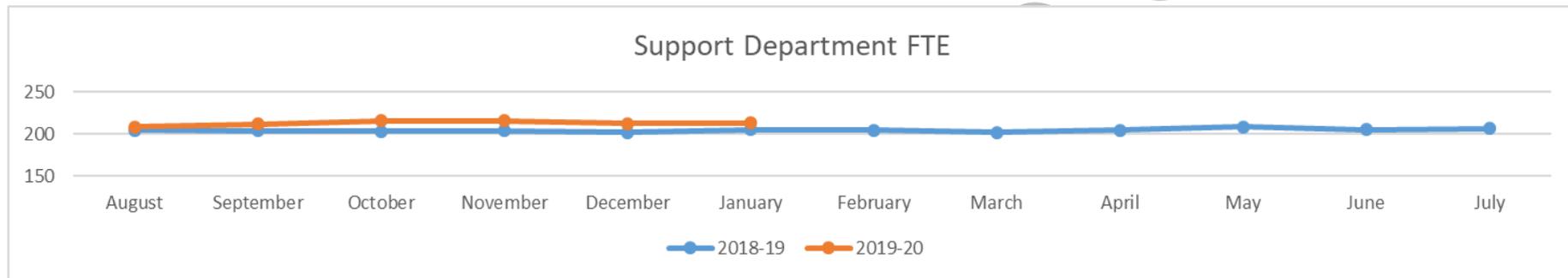
HR MANAGEMENT INFORMATION -		QUARTER 2 2019-20	Q2 2018-19
COLLEGE HEADCOUNT		652	646
COLLEGE FTE		556.02	541.65
% OF FTE BY CONTRACT TYPE	PERM	90.5%	91.01%
	TEMP	9.5%	8.99%
% OF FTE BY GENDER	MALE	38.86%	41.64%
	FEMALE	58.22%	54.98%
	PREFER NOT TO SAY	2.92%	3.38%
% OF STAFF	FULL TIME	74%	74.8%
	PART TIME	26%	25.2%
% OF FTE BY DECLARED DISABILITY	YES	15.05%	15.94%
	NO	82.49%	82.04%
	PREFER NOT TO SAY	2.46%	2.02%
% OF FTE BY AGE BAND	16-24	1.38%	1.5%
	25-34	10.91%	12.2%
	35-44	24.73%	25.3%
	45-54	29.03%	28.7%
	55-64	29.03%	28.6%
	65+	4.92%	3.7%
EMPLOYEE TURNOVER*		11.63%	12.01%
EMPLOYEE RETENTION**		90.40%	87.83%
NEW STARTS (IN QUARTER)		30	17
LEAVERS (IN QUARTER)		20	16
% DAYS LOST DUE TO SICKNESS (IN QUARTER)		4.3%	2.24%
APPROX COST		£213,253	£83,566

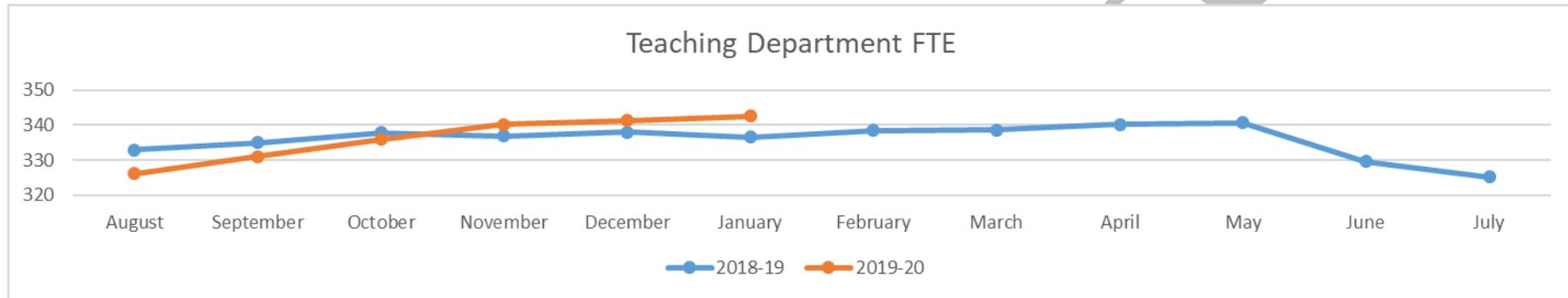
*Total number of leavers over rolling year / Average number employed over same period x 100

**Number of staff with service of one year or more / Total number of staff in post one year ago x 100
(updated calculation method)

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1. Establishment Overview





New Posts and Structural Changes

From the range of new posts introduced it is clear that we are undertaking regular review and adapting to changing needs however this has impact on establishment figures. Opportunities arise due to changes in funding, review following staff turnover or redeployment, and as part of structural review process, such as the current Futures Programme.

Foundation Apprenticeship Work Placement Coordinator

Critical to the successful delivery of the Foundation Apprenticeship contracts, it is expected the college will maintain and possibly grow the number of placements on an annual basis. It is vital we build and maintain good relationships with all supporting employers, therefore, making this is a key role, necessary for the College to deliver on the Foundation Apprenticeship Programme effectively and maintain our excellent reputation in this area.

Commercial Trainer and Growth Officer

Staffing stability is highlighted here showing a typical drop in teaching department FTE at the end of the year due to ending of part time contracts and staff turnover. A month by month review of teaching and support departments revealed fluctuations which are explainable through absence, and recruitment lags. There are robust checks done prior to approval of a new post including authorisation by two members of SMT. However a number of new posts (shown below) have been introduced and resulting increases in establishment need to be reviewed. The three year Futures Programme is an ideal time to ensure resources are allocated appropriately.

A dual role post holder continuing their commercial trainer duties as and when required but also ensuring the growth and success of our Compex business through a sales focus.

Pricing Manager

To strengthen the finance team, line manage the Pricing & Budget officers, and be operationally responsible for 5-year strategic financial planning.

Stem Instructor

Part of the Scottish Power Green Energy STEM project this post will provide STEM instructor for delivery of outreach schools STEM activity. This adds to our diverse delivery model

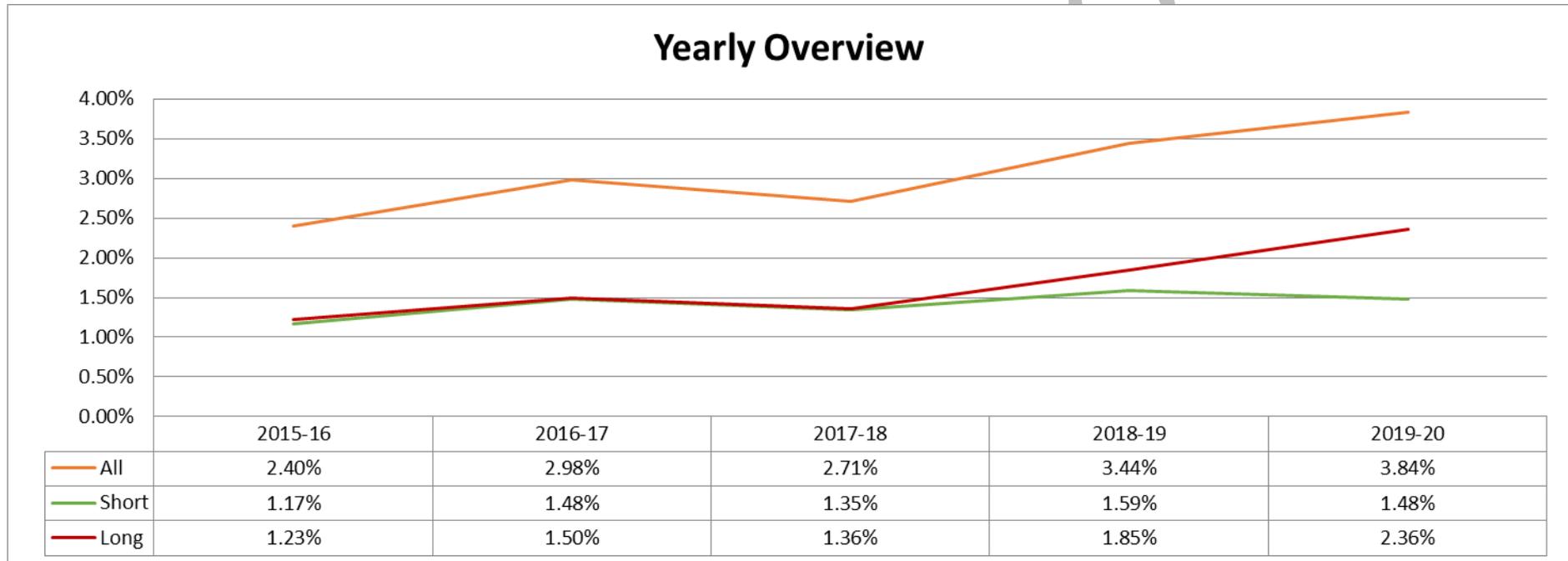
Modern Apprentice (Student Funding)

Student Funding Team has undergone a number of staffing changes in the last year which has meant that the team has faced some major challenges, with much of the knowledge leaving the team. This is an innovative approach to developing talent and securing future ready candidates for a team with specific skills set whilst committing to developing the young workforce.

HR Analyst

Recognising the complexity of a dual analyst and administrative role, this part time post arose from splitting that role and recognised the unique skills of the post holder and the need for accurate, timely data on which to make decisions.

2. Absence Trend



Absence figures indicate the percentage of total days lost based on FTE for full academic years with 2019-20 being the first 6 months of that year. The rise in figures last year is particularly prominent with long-term absence shown here in red and relates to several long-term cases of significant physical health issues which require support and management through our procedures. Each will be resolved in time however it is too early to say if this is a trend that will continue. Short-term absence is one that is showing peaks and troughs but with relative stability. Managers are being encouraged to ensure Return to Work Procedures are undertaken with face to face meetings in particular with those having repeat absence to determine any underlying or alternative reason that can be supported.

Appendix 2

People Strategy Dashboard

'At A Glance' activity tracker

CPD Activity 2019-20

Mental Health Framework - Activity Summary

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Mental Health Framework – Activity Tracker

Purpose

To provide an update on the current status of the Mental Health Learning Framework for Forth Valley College, introduced to senior management and College Board in 2019.

Background

In support of the People Strategy 2017-2022, and in particular the equality and diversity strand of said strategy, a framework for mental health learning for college staff was proposed. A key criterion of the People Strategy is promoting a 'culture of inclusion, health & safety and wellbeing'. Underpinning this is the commitment to the provision of a working environment which supports employees fairly, consistently and inclusively, through initiatives to support their overall health and wellbeing. FVC currently holds both Healthy Body, Healthy Mind and Healthy Working Lives gold award status, and provides a highly supportive work infrastructure for staff including refectories, free gym use and professional development opportunities, as well as access to a 24-hour employee support service through PAM Assist. However, attendance management statistics showed that mental illness and stress were one of the highest-occurring absence categories at 19% of all absences, and accounting for 874 days lost from the academic year 2018/19. Engagement mechanisms such as the Listening to Employees group and the FVC Cultural Survey suggested a lack of awareness of the support available, and some managers expressed a lack of confidence in initiating discussion around staff mental health. Steps were required to be taken to bridge the awareness gap, and make mental health a part of the day-to-day conversation within teams.

WHAT HAS BEEN ACHIEVED?

Learning & Development

A Mental Health Learning Framework for staff recommended a tiered approach to mental health learning through the provision of basic awareness workshops for all staff (face to face and online via Moodle), to specialist knowledge for key sub-sections of staff members, including student-facing staff (for example, advisory staff) and those appointed into the role of Mental Health Ambassador.

The theme of mental health was introduced to staff conference events throughout 2019, with a range of awareness seminars and workshops provided to staff at both the support staff development conference in February, and the Creative Learning Conference for academic staff in August. Additionally, a number of workshops and self-care interventions were facilitated around **World Mental Health Day** in November 2019 for staff and students. Such workshops served to heighten awareness and increase knowledge, which was then further reinforced through the introduction of specific training (see below).

A strategic session around mental health awareness was facilitated by an external consultancy, Headtorch, in late October 2019. This session brought the leadership and management team together to highlight and discuss the strategic impact of mental health upon staff engagement, productivity and morale, and marked a significant 'first step' in positively impacting mental health culture and awareness at FVC.

A comprehensive roster of training of varied length and specificity (dependent upon role) has been introduced to staff and managers, including:

Training to date

No. of Staff

Mentally Healthy Workplaces for Managers and Supervisors (1 day)	24
SafeTALK suicide alertness (3 hours)	34
Scottish Mental Health First Aid (2 days)	22
Strengthening Personal Resilience (3 hours)	36
Mental Health Awareness (3 hours)	30
Stress Management Techniques (3 hours)	30
ASIST suicide prevention skills (2 days)	24

L&D is also working with NHS Forth Valley to allocate additional course spaces to FVC staff on Decider Skills training (a CBT-based skills workshop) and Scottish Mental Health First Aid throughout 2020.

The above courses (with the exception of ASIST, which is more specialised) will form part of the core mental health learning offer for staff, with ongoing opportunities to attend throughout the year added to the learning calendar. In addition, 5 Mental Health Ambassadors will receive Mentally Healthy Workplaces practitioner training, which will enable the college to deliver this training in-house and at significant cost reduction to our managers

Mental Health Ambassadors

The voluntary role of Mental Health Ambassador was recommended within the learning framework as a key role to support staff and raise cross-college awareness. Staff were invited to submit a self-nomination for the role with line manager support, and were invited to participate in an informal interview process. 22 nominations were received with a final group of 12 successfully nominated to role, commencing training from February 2020. The Ambassador group is drawn from varied academic and support departments, and is 50:50 gender-balanced.

The purpose of the ambassador role is to help implement and support the college in its commitment to the positive health and wellbeing of our workforce, through raising awareness of mental health, promoting activities, offering signposting to support services where appropriate, and encouraging staff to play a positive role in their own health and wellbeing. An ambassador role is not a pastoral role – it does not involve giving counselling, or ongoing emotional support. It also does not act as a substitute for the conversations that should take place between a manager and his/her team members. In their voluntary roles, ambassadors encourage their colleagues to be more aware of their individual responsibility for their own health and wellbeing, provide a listening ear to anyone who requires support and signposting to relevant services.

NEXT STEPS

- Embed mental health ambassadors
- Increase awareness of SharePoint and Moodle resources

- Collate and combine whole college approach to ensure that different departments (HR and student facing) are collaborating
- Embed mental health learning into the annual college L&D offer
- Resilience and other cost-effective training

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