

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

**AGENDA**

1. Declarations of interest
2. Apologies

**FOR APPROVAL**

3. Minutes of Meeting of 28 February 2017
4. Matters Arising
  - a) H/16/016 Staffing Establishment Update
  - b) H/16/020 Any Other Competent Business

**FOR DISCUSSION**

5. National Bargaining (Verbal) Andrew Lawson
  6. People Strategy Andrew Lawson  
(Elements of paper 6 are withheld from publication on the Forth Valley College website under Section 27 Information Intended for Future Publication of the Freedom of Information (Scotland) Act 2002.)
  7. Demonstration of HR systems (Presentation) Steven Still
  8. Staff Development – August 2017 Steven Still  
(Elements of paper 8 are withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
  9. Staffing Establishment Steven Still  
(Paper 9 is withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
  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 (Chaired for items H/16/011 and H/16/012)  
Mr Davie Flynn  
Mrs Anne Mearns  
Mr Steven Tolson  
Mr Steven Torrie (Co-opted member)

Apologies: None

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  
Ms Fiona Duff, Health and Safety Coordinator (for items H/16/014 and H/16/015 only)

**H/16/011 Declarations of Interest**

None.

**H/16/012 Minutes of meeting held on 22 November 2016**

The Minute of the meeting of 22 November 2016 was accepted as an accurate record.

**H/16/013 Matters arising**

a) H/15/014 Update on Second Cultural Survey

The Associate Principal and Executive Director, HR and Operational Effectiveness updated members on the creation of staff focus groups, noting that 5 such groups had been established.

b) H/15/015 Staff Development – August 2016

The Associate Principal and Executive Director, HR and Operational Effectiveness noted that there was a staff development paper on the agenda.

c) H/16/008 People Strategy

The Associate Principal and Executive Director, HR and Operational Effectiveness updated members on the development of the strategy which is still at an early stage. He outlined the interdependencies this strategy would have with other strategies such as the Finance and Curriculum and IT strategies which are also under development at this time.

Members queried whether they would have an opportunity to comment on the final strategy document. The Associate Principal and Executive Director, HR and Operational Effectiveness confirmed that this would be brought to Committee at an appropriate point prior to being submitted for final approval at the Board of Management.

Members were notified that the draft strategy was already in use following the decision of the Associate Principal and Executive Director Business Development to resign from the College. The Associate Principal and Executive Director, HR and Operational Effectiveness confirmed that, as with all vacancies within the College, that this post would not be automatically approved for replacement and instead SMT were currently considering all options.

**H/16/014 Health, Safety, Environment and Welfare Policy**

The Health and Safety Coordinator presented members with the updated policy document for approval. She reported that this was a result of a scheduled review of the policy document and highlighted the major changes, including the inclusion of sustainability activity within the policy.

Members asked for an overview of how the requirements of the policy were communicated to staff, students, visitors and contractors. The Health and Safety Coordinator outlined the mechanisms in place.

- a) Members approved the policy document

**H/16/015 Health and Safety Update**

The Health and Safety Coordinator presented a report outlining the College's performance against Health, Safety and Sustainability.

Members queried how, given the multiple campuses and range of disciplines, the College ensured that adequate measures were in place. The Health and Safety Coordinator outlined the audit process and how Heads of Department are responsible for any actions identified.

The Health and Safety Coordinator outlined the accident statistics for the College which were positive and within the accepted target range. She noted that some instances recorded here were a result of external factors but had been recorded as they were reported to a College first aider when the students were on campus. Members requested that the next report try to separate out these incidents to give a true reflection of activity within the College.

---

Members queried the provision of mental health awareness and support within the College. The Health and Safety Coordinator confirmed that staff were trained and informed members that a specific Health and Wellbeing Coordinator was being recruited who would strengthen College provision in this area.

- a) Members noted the content of the report

**H/16/016 Staffing Establishment Update**

The Head of HR presented an update on the College staffing establishment. He noted that the College's absence rate was below that of the sector.

Members queried why he thought the College was able to be below the sector average. The Head of HR noted that it was a combination of the culture within the College as well as very proactive absence monitoring systems.

Members requested a demonstration of these systems at the next meeting.

Members also requested that a copy of the College Absence Management policy be circulated.

The Head of HR outlined the current staffing establishment within the College, noting that this increased and declined in line with demand throughout the year. He noted that the current pattern was in line with previous ones.

- a) Members noted the content of the report

**H/16/017 Staff Development – February 2017**

The Head of HR presented an update on the February staff development week for support staff, noting that this focussed on ensuring all support staff had completed the required mandatory training.

He informed members of the systems which allow for the tracking of successful completion and how this feeds into staff members CPD records.

He reported that the week had been very successful and that the intention was to repeat this with lecturing staff during their staff development week later in the year.

- a) Members noted the content of the report

**H/16/018 National Bargaining Update (Verbal)**

The Associate Principal and Executive Director, HR and Operational Effectiveness provided members with an update on progress with National Bargaining.

He reported that EIS was currently balloting members on strike action and outlined the current differences between the management and union sides of the negotiation.

- a) Members noted the content of the update

**H/16/019 Review of Risk**

Members noted the risks as presented with each report

**H/16/020 Any Other Competent Business**

Members queried what the potential impact on the College the Apprenticeship levy would have.

- a) Following discussion it was agreed that a paper on the impact of the Apprenticeship levy would be brought to the Board.

The Associate Principal and Executive Director, HR and Operational Effectiveness reported to members on proposed changes to the non-contractual death in service benefit currently offered to staff. He reported that the costs for this insurance were increasing and a number of options were being examined at this time.

Uncontrolled Copy

---

**1. Purpose**

To provide an update on the development of the People Strategy for Forth Valley College.

**2. Recommendation**

It is recommended that members note the contents and strategic aim of the People Strategy.

**3. Background**

During the course of 2016/17 as part of the overall strategic aims of the College a People Strategy was developed to help highlight and inform the commitment of the College to its most important asset, its people. The People Strategy recognises the value of our people and the contribution they make in achieving the strategic goals and aspirations of the College. The purpose of this document is to provide strategic direction in regards to people resource and development over the next 5 years.

**4. Key Considerations**

A number of example People Strategies were reviewed to help develop the Colleges People Strategy and ensure it is pitched at the right level. There are a number of key areas to include within a People Strategy, the following 6 were deemed to be relevant to the College:

- Wellbeing, Engagement and Diversity
- Skilled & Talented Workforce
- Innovation & Transformation
- Performance, Reward & Recognition
- Agile, Effective Organisation & Teams
- Excellence in Leadership & Management

The People Strategy will evolve and adapt over the 5 year strategic period and react to internal and external influences on the College.

**Financial Implications**

Ongoing investment in our core CPD and Staff Development budgets is required as well new funding to develop a Talent Academy.

**5. Equalities**

Assessment in Place? – Yes  No

---

6. 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 –

If funding was to be reduced further in terms of CPD and Staff Development and no additional funding was provided to develop a Talent Academy.

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 – Steven Still

SMT Owner – Andrew Lawson

**1. Purpose**

To provide an update on the arrangements for the August 2017 staff development event.

**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 learners.

**3. Background**

During 2016 discussion took place between HR and the Information Systems department to establish a greater level of focus on staff development and specifically individual CPD and mandatory training. It was important that we capitalised on the momentum that was achieved during 2015/16 in regards to mandatory training, improvements to our PRD system and the integration with CPD. The 3 types of staff development were categorised as mandatory training, individual role CPD and professional practice. It was imperative that the college had mechanisms in place to ensure all mandatory training was promoted, undertaken and monitored.

Although mandatory training forms part of the 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 legislative requirements and FE sector CPD professional standards to ensure a secure and safe environment for staff and learners.

The academic staff development events that are scheduled for Wednesday 16 and Thursday 17 August 2017 are selected as a continuation of the Creative Learning conference and a focus on mandatory training.

Wednesday 16 August will be a continuation of last year's theme of 'Creative Learning' which will be held in the Stirling Campus for over 300 academic and student facing staff with a specific theme of the 'Kelpies Dragons' SMT, Heads of Departments, Curriculum Managers and Lecturers will be attending the event which will develop and support staff to develop a big idea for collaborative creative learning and working which will be presented to a panel of judges known as the Kelpies Dragons. The presentation will take the format of the TV series 'The Dragons Den' and will have teams of academic staff pitch their ideas to a panel of judges to see which one would be backed by the Dragons. A second idea will be selected as a people choice as well. The Principal will open and close the staff development event. The management of the day will be run by HR, Marketing staff along with Fiona Brown Associate Principal, Martin Boyle and Fi Milligan Rennie.

---



The aims of the mandatory training are:

- 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 mandatory
- Develop a system that would automatically alert staff to outstanding mandatory training
- 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 (7 hours) of online training
- Monitor and drive the uptake of these courses through Moodle and line managers

#### 4. Key Considerations

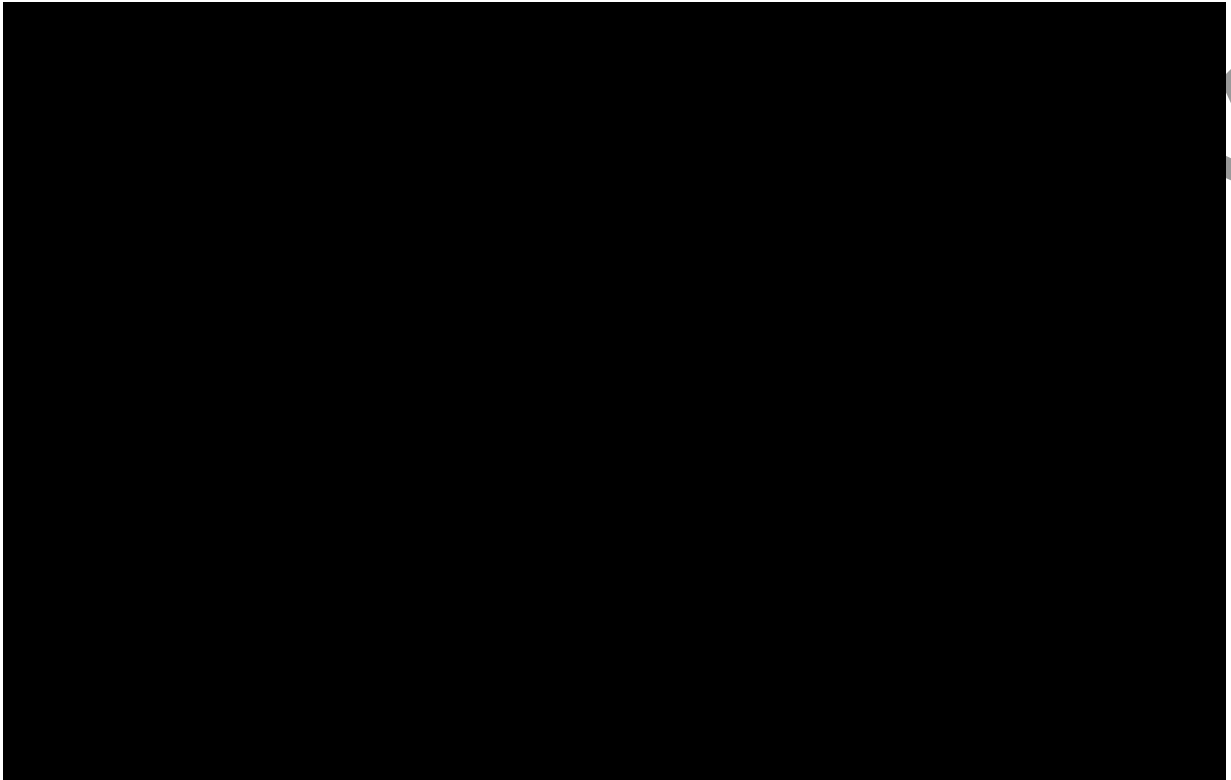
Several key objectives were identified to ensure the mandatory training would be successful, they were:

- Development of the PRD / CPD system and greater functionality and interaction between both
- Testing of Moodle platform for delivering staff development
- Consideration of locations and flexible approach
- Review and update of mandatory courses
- Suite of mandatory and optional courses available
- Cost and marketing of the event
- Monitoring and reporting on the completion rate and feedback via line managers

Prioritising the focus of staff development was highlighted by a review of the data and completion rates of mandatory training and an increase of employee relations issues that suggested a lack of knowledge from mandatory courses. The CPD system was developed to improve the scheduling, reminder and monitoring of individual employees undertaking the required training.

The screen shot below highlights the new layout of the CPD record within the PRD. The CPD record is now split into 3 sections, 'Summary of Mandatory CPD', 'Role Specific CPD for last 12 Months' as well as 'Professional Practice' (Not shown). The Mandatory CPD section is date driven with each course having an expiration date of 1, 2 or 3 years as detailed later in the report. When a mandatory course has expired for an individual employee the record will turn 'red' highlighting that it is required to be undertaken again. The employees' line manager will be able to access this as well and HR can report on all outstanding / completed mandatory training.

---



The Staff Development 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 manager's approval. It was clear from the success of last year's uptake that providing the added flexibility in undertaking the training helped achieve a very high attainment rate with support staff. A minimum amount of online training, equating to approx. 7 hours must be undertaken with mandatory courses.

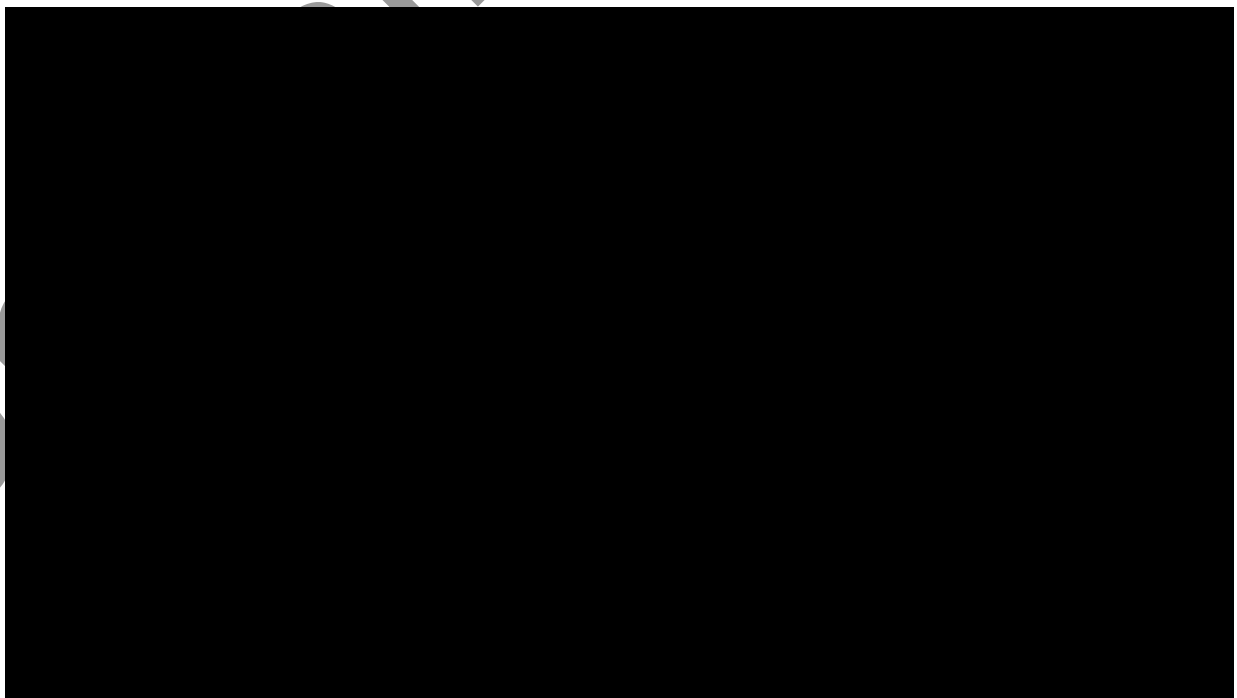
---

The courses available are:

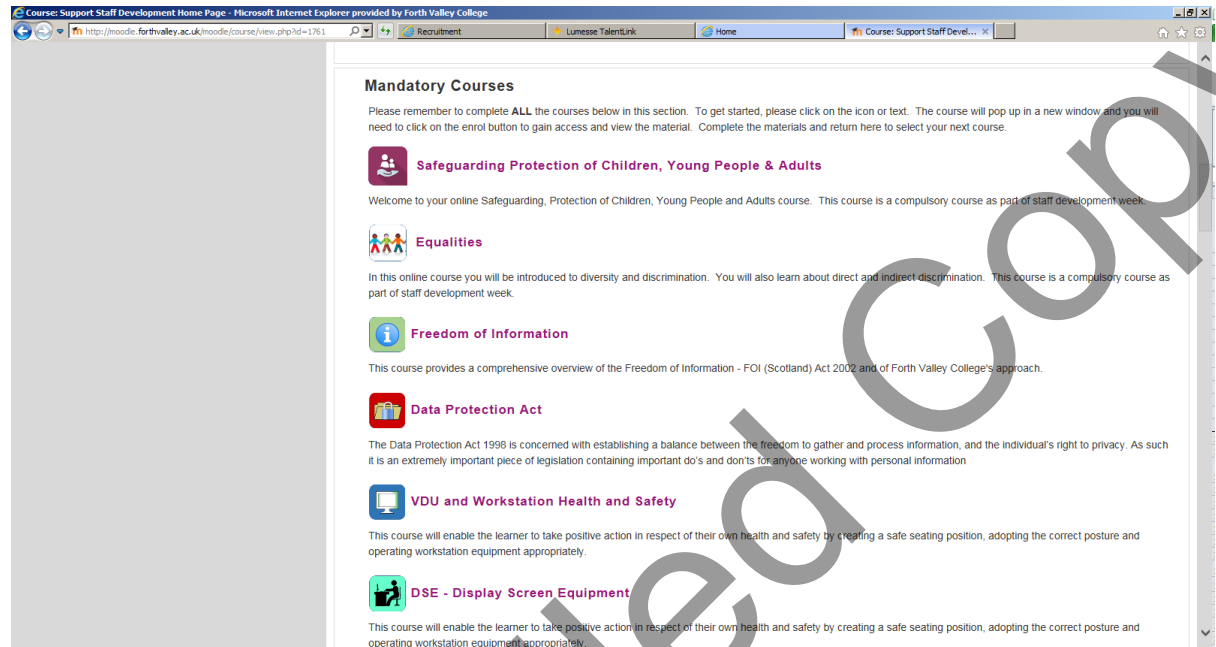
**Compliance Courses**

Course	Lead	Frequency of Training
Sustainability - staff induction	Fiona Duff	3 yearly
Fire Safety and Evacuation	Fiona Duff	2 yearly
H&S Induction	Fiona Duff	2 yearly
Safe Manual Handling	Fiona Duff	3 yearly
VDU and Workstation Health and Safety	Fiona Duff	every 18 months or if there has been a change to workstation
Safeguarding Protection of Children, Young People & Adults	Zak Stark	2 yearly
Data Protection	Stephen Jarvie/Graeme Robertson	2 yearly
Freedom of Information	Stephen Jarvie/Graeme Robertson	2 yearly
DSE - Display Screen Equipment	Fiona Duff	2 yearly
Equalities	Mhairi Shillinglaw	2 yearly
Social Media	Lyndsay Condie	2 yearly
Copyright	Ann Fowler/Lyndsay Condie	2 yearly

HR worked in partnership with 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 has been designated for staff development and contains a host of courses that are used for induction purposes, compliance and optional training.



Mandatory courses are grouped together:



The screenshot shows a Moodle course page with the following content:

- Mandatory Courses**  
Please remember to complete ALL the courses below in this section. To get started, please click on the icon or text. The course will pop up in a new window and you will need to click on the enrol button to gain access and view the material. Complete the materials and return here to select your next course.
- Safeguarding Protection of Children, Young People & Adults**  
Welcome to your online Safeguarding, Protection of Children, Young People and Adults course. This course is a compulsory course as part of staff development week.
- Equalities**  
In this online course you will be introduced to diversity and discrimination. You will also learn about direct and indirect discrimination. This course is a compulsory course as part of staff development week.
- Freedom of Information**  
This course provides a comprehensive overview of the Freedom of Information - FOI (Scotland) Act 2002 and of Forth Valley College's approach.
- Data Protection Act**  
The Data Protection Act 1998 is concerned with establishing a balance between the freedom to gather and process information, and the individual's right to privacy. As such it is an extremely important piece of legislation containing important do's and don'ts for anyone working with personal information.
- VDU and Workstation Health and Safety**  
This course will enable the learner to take positive action in respect of their own health and safety by creating a safe seating position, adopting the correct posture and operating workstation equipment appropriately.
- DSE - Display Screen Equipment**  
This course will enable the learner to take positive action in respect of their own health and safety by creating a safe seating position, adopting the correct posture and operating workstation equipment appropriately.

## 5. Financial Implications

Costs were low and 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 and all within assigned budgets.

## 6. Equalities

Assessment in Place? – Yes  No

**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

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

No risks identified.

**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** – Steven Still

**SMT Owner** – Andrew Lawson