

Stirling Campus
4.30pm (refreshments available from 4pm)

AGENDA

1. Declarations of interest
2. Apologies

FOR APPROVAL

3. Minutes of Meeting of 5 September 2017
4. Matters Arising
 - a) H/17/006 Staff Development – August 2017

FOR DISCUSSION

- | | |
|---|----------------|
| 5. Complaints Overview 2016/17
(Elements of this paper are withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.) | Stephen Jarvie |
| 6. Health and Safety Update | Claire Shiels |
| 7. Staffing Establishment Update | Ralph Burns |
| 8. GTCS Pilot Scheme and Verification | Andrew Lawson |
| 9. National Bargaining | Andrew Lawson |
| 10. Review of Risk | |
| 11. Any other competent business | |

Room S1.19, Stirling Campus (commencing at 4.30pm)

Present: Mrs Beth Hamilton (Chair)
Mrs Fiona Campbell
Mr Davie Flynn
Mrs Anne Mearns
Mr Steven Tolson
Mr Steven Torrie (Co-opted member)

Apologies: None

In Attendance: Mr Ross Martin, Chair Board of Management
Mr Andrew Lawson, Associate Principal and Executive Director, HR and Operational Effectiveness
Mr Ralph Burns, Head of HR
Miss Fiona Duff, Health and Safety Co-Ordinator
Mr Stephen Jarvie, Corporate Governance and Planning Officer

The Chair welcomed the Chair of the Board of Management and congratulated the Head of HR on his recent promotion.

H/17/001 Declarations of Interest

None.

H/17/002 Minutes of meeting held on 6 June 2017

The Minute of the meeting of 6 June 2017 was accepted as an accurate record.

H/17/003 Matters arising

a) H/16/024 National Bargaining (Verbal)

The Associate Principal and Executive Director HR and Operational Effectiveness updated member on progress with national bargaining. He reported that the first 25% increase had been applied for Lecturers in their August pay. He also noted that the matching process for senior lecturing roles (Curriculum Managers) had been completed and would now be taken for discussion with Union reps.

He also informed members that the Support Staff union UNISON had accepted the offer of a £425 increase and 44 days holiday across the sector. He confirmed that College Support Staff already received this level of holiday provision.

b) H/16/025 People Strategy

The Chair noted that this would be considered later in the agenda

c) H/16/028 Staffing Establishment

The Associate Principal and Executive Director HR and Operational Effectiveness noted this would be covered later in the agenda.

H/17/004 People Strategy

The Associate Principal and Executive Director, HR and Operational Effectiveness presented the latest version of the People Strategy for members consideration. He confirmed that the requested changes made by members at the last meeting had been integrated into the document.

He confirmed that the People Strategy was a 5-year strategy and that SMT would be considering the document further and developing an operational plan for the first year before this was brought to the Board for full approval.

Members queried what role the Committee would have in relation to the realisation of the strategy. The Associate Principal and Executive Director HR and Operational Effectiveness confirmed that the committee would be the primary point for monitoring progress against operational plan targets and the overall strategy.

The Associate Principal and Executive Director HR and Operational Effectiveness also discussed with members the level of data to be brought to the Committee following comments on the staffing establishment paper at the last meeting.

Following discussion, it was agreed that, for most HR reports, headline information should be provided in reports, with further detail and data provided on an exceptional basis.

Following this point, the Chair of the Board of Management noted that there was a session on Board Effectiveness in October and asked whether there were any specific concerns that the Committee was aware of to be addressed at this session.

Members stated that the session was arranged following on from the Board Effectiveness report as a mechanism to take stock of current practice and where best to develop or change these.

Members noted that the business before the Board could often be inward facing and that strategies etc brought to Committees were often fully formed and that members would like opportunities to shape the direction of new strategies etc earlier in the process.

a) Members noted the content of the strategy

H/17/005 Health and Safety

The Health and Safety Co-ordinator provided members with an update on performance against Health and Safety within the College.

She confirmed that progress was good and provided further information on specific areas such as audits and inspections being carried out.

The Health and Safety Co-ordinator informed members that a new KPI relating to mental health awareness had been added to reflect an increase in mental health related issues. She confirmed that over 130 students had accessed this training, with more sessions planned for the current academic year.

The Chair of the Board of Management highlighted that Falkirk Council was working on mindfulness in local schools and that this could be an area of possible joint action.

The Health and Safety Co-ordinator noted that staff absence levels continued to be below sector averages.

Members queried whether the data used for these comparisons was robust. The Head of HR informed members that the data had been consistently used to date but that this was a matter which would be discussed further at the HR Community of Practice run by Colleges Scotland. He also reported that there were other HR challenges that would be looked at by the group, including the impact of an aging working population.

Members noted the impact of an aging population should be borne in mind when developing HR strategies and policies.

- a) Members noted the content of the update

H/17/006 Staff Development – August 2017

The Associate Principal and Executive Director HR and Operational Effectiveness reported on the recent Lecturing staff creative learning conference. He outlined the structure of the day which had featured a 'dragons den' format to identify new ideas coming forward. He noted that the winning teams had presented their proposals to SMT and that the College was providing funding to support the development of these ideas.

Members queried whether there had been an invite to the Board to participate. The Associate Principal and Executive Director HR and Operational Effectiveness noted that this had unfortunately not happened.

The Chair of the Board of Management noted that the teams should be invited to present to a future Board meeting.

- a) Members noted the content of the report
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H/17/007 Staffing Establishment

The Associate Principal and Executive Director HR and Operational Effectiveness presented an update on the current staffing establishment paper.

He acknowledged the points which had been raised earlier in the meeting regarding the level and amount of data in the report and covered the headline points which showed there had been no significant change in either headcount or FTE equivalent at the College.

Members queried whether the College offered some form of apprenticeship scheme. The Associate Principal and Executive Director HR and Operational Effectiveness confirmed that this had been done in recent years and had been so successful that only one participant did not end up working at the College. He acknowledged that this presented challenges to offering future opportunities as there is very limited scope to turn apprenticeships into employment for successful candidates.

Members noted that, as the College further develops the 'talent academy' within the People Strategy, more opportunities for this type of activity might arise.

Members agreed that the report should in future provide a narrative on the key trends, with a link available to further information should members wish to examine it.

Members queried the level of staff grievances within the College. The Head of HR confirmed that there was a very low level within the College.

- a) Members noted the content of the update

H/17/008 Staff Morale (verbal)

The Associate Principal and Executive Director HR and Operational Effectiveness discussed morale within the College following a period of strike action and other issues and confirmed that overall staff morale was very high.

- a) Members noted the content of the verbal update

H/17/009 Review of Risk

Various risks were considered but none was amended

H/17/010 Any Other Competent Business

None

1. Purpose

To provide members with an overview of the complaints received by the Executive Office in academic year 2016/17.

2. Recommendation

That members note the content of the report.

3. Background

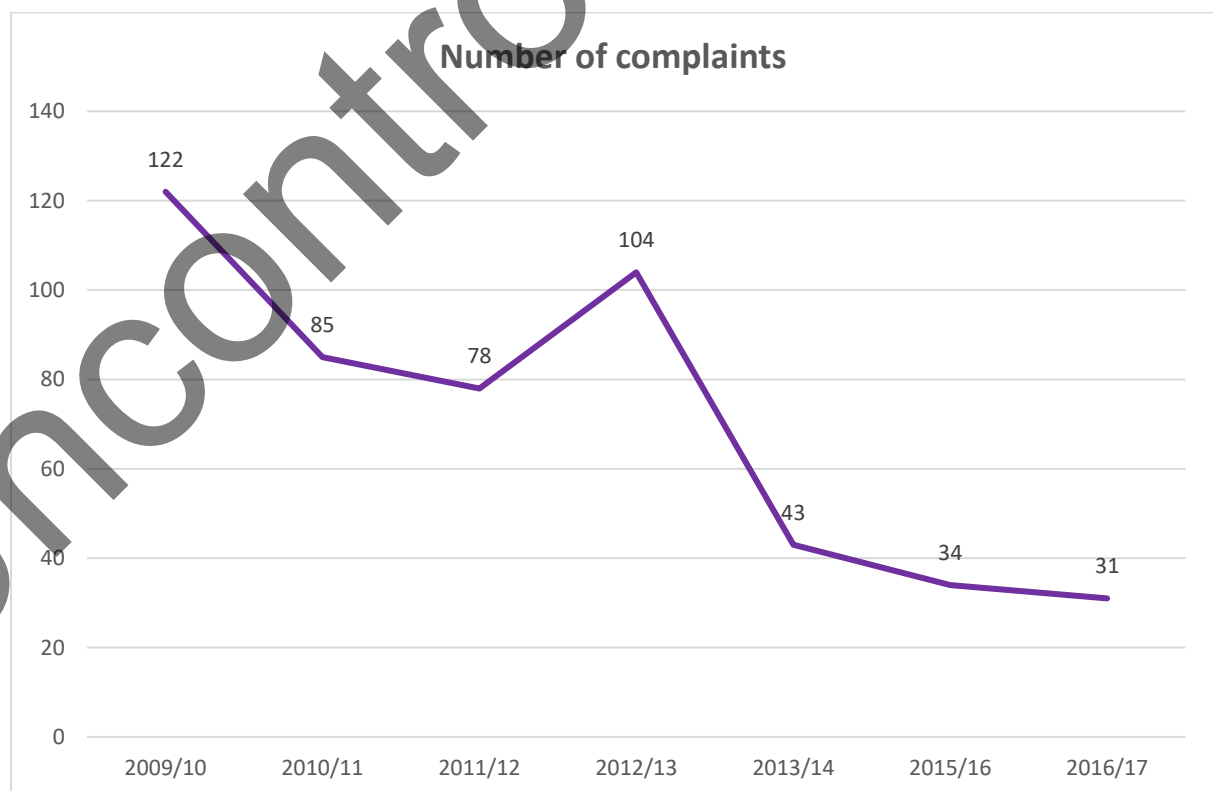
The College is required to manage complaints in line with the SPSO (Scottish Public Sector Ombudsman) model complaints handling process. Part of this is monitoring complaints received.

Complaint handling within the College is coordinated by the Corporate Governance and Planning Officer and managed by the Principal.

The College utilises complaints information to provide an annual update to SMT members.

4. 2016/17 Complaints

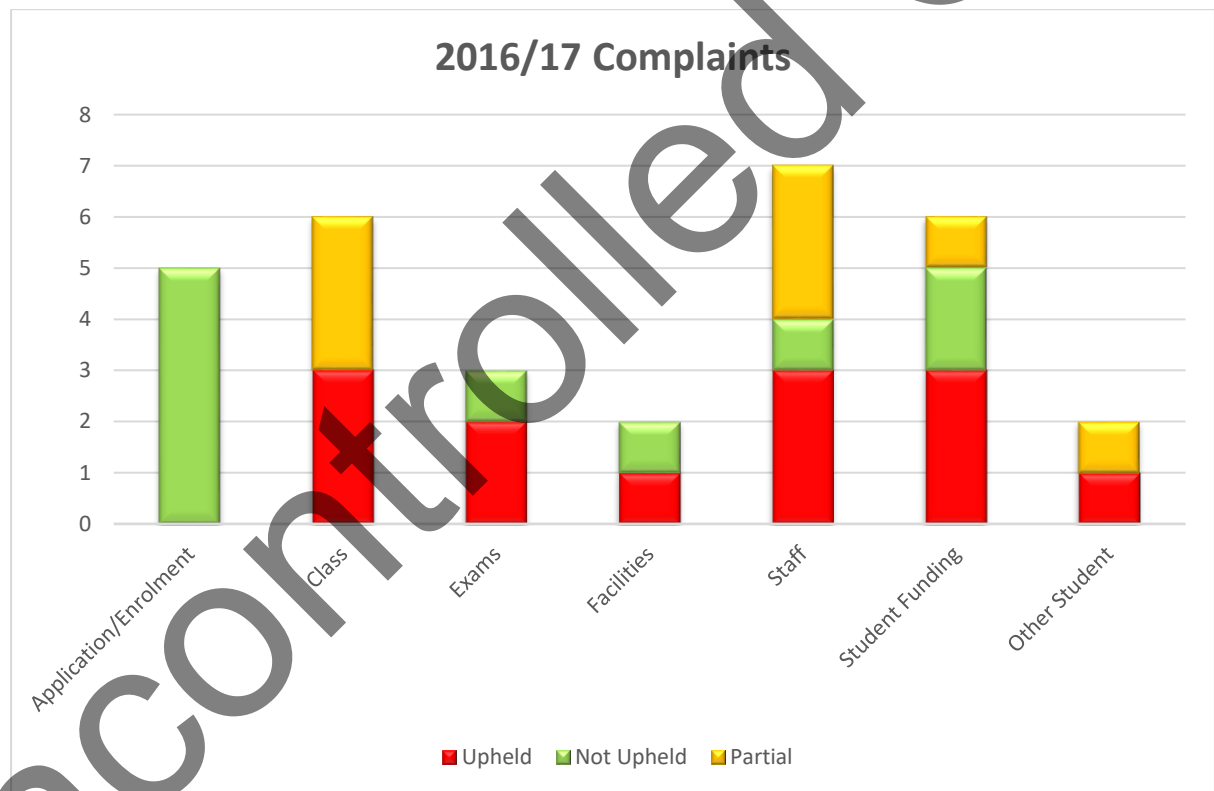
The College monitors complaints that are submitted to the Principal/SMT. The College has continued to experience a slight decrease in complaint numbers as outlined below.



The continued reduction in complaints would seem to indicate that improvements in systems combined with ensuring that any lessons learned from complaints are implemented continues to have a positive effect on complaints numbers.

However, with the reduction in the number of complaints, it remains a challenge to identify trends within the complaints. Despite the lack of identifiable trends, the Executive Office does feedback to Departments on the outcome of complaints and to embed any corrective actions which does help to prevent reoccurrences.

While the numbers of complaints continues to reduce, a further key piece of information is to consider whether, in the opinion of the College, the complaints have been upheld, not upheld or whether the complaint can be partially substantiated. A summary is as follows, broken down by the area of complaint.



The College views the number of upheld complaints as a positive. They demonstrate that –

- a) Students are highlighting real issues; and
- b) This gives the College the awareness and opportunity to address these issues

A summary of the 21 complaints upheld or partially upheld is outlined below as Appendix 1.

5. Financial Implications

Please detail the financial implications of this item – None

6. Equalities

Assessment in Place? – Yes No

If No, please explain why – Complaints which have an equalities component will be notified to the Equalities Team as and when they arise.

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

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		X
Medium		
Low	X	
Very Low		

Please describe any risks associated with this paper and associated mitigating actions – While complaints are trending downward, losing focus on fast and effective complaints resolution would lead to poor student/stakeholder service and could result in the College being reported to the Scottish Parliament by the Ombudsman.

Risk Owner – Alison Stewart

Action Owner – Stephen Jarvie

8. 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 – Stephen Jarvie

SMT Owner – Alison Stewart

1. Purpose

To provide the HR Committee with an update on the Health and Safety performance indicators and Sustainability outcomes in relation to the college session 2017-2018. The update includes the following;

- Accidents and Incidents figures:
- Absence figures:
- Sustainability Objectives.

2. Recommendation

- To note the key data in this report for continual improvements for health and safety and positive key performance indicators. Appendix A – provides further detail for our HS Update Newsletter style- this is a trial and we will take on board any feedback received.

3. Background

In addition to progressing H&S through the HS Committee, the College has a series of scheduled safety audits/inspections and carries these out in conjunction with the College TU HS Representatives.

The H&S audit team continue to audit using a standard template to ensure all audits are consistently executed. The outcome of each audit is retained on the department section of the Health and Safety SharePoint Page. The % of compliance will continue to be tracked as each audit is undertaken.

Any actions arising from the HS Audits are logged on the College SharePoint system, Audit Tracker. From all previous audits there are 10 actions being progressed which are summarised below. These actions have been recently added and low risk. Any medium or high risk actions are progressed immediately as a priority.

All actions on the audit tracker are monitored and reminders sent to Heads of Department/Service as required, in line with the regular HS update on incidents statistics.

Department	Number of Outstanding Actions
Construction	1
Creative Industries	8
ASMME	1
Total	10

4. Key Considerations

4.1 The College Health and Safety Committee monitors accidents and incidents as a key performance indicator.

Accidents/ Incidents - to maintain or reduce college accidents/incidents in line with the key performance indicator. The Health and Safety Committee set the KPI for 2017-2018 as 115 incidents (an average of the previous 3 years)

Quarter 1 2017-18 incident data showed 22 incidents compared to last year's quarter 1 which had 33 incidents. This reduction is mainly due to less burns and cuts. We remain on track to meet the KPI for this year.

4.2 The College Health and Safety Committee also monitors absence as a key performance indicator.

Absence – The key performance indicator for absence for 2017-18 was agreed at the HS Committee and in line with the CIPD figures, we aim to sustain and absence rate of below 4%

Total absence for 2016/17 was 2.98% which reflects a positive position against the key performance indicator.

For Quarter 1 2017-18 - The top category showing the highest percentage is "stress/depression/mental health" (32.5%). The next highest percentage categories include "Bereavement" (8.19%) and "Operation / Post operation" (9.88%). The Stress/depression/ Mental Health category, which recorded the highest reason for absence, is not to be confused with Work Related Stress which has a separate category which recorded 0.21% absence for the period. Analysis of stress/depression/mental health highlights events specific to the personal situation of the individuals.

Overall absence is well controlled with support mechanisms in place and referral services available. Long term absence cases are managed and appropriate support measure put in place. Early intervention is taken in cases of stress related absence to maximise support for the employee. We remain on track to meet the KPI this year.

4.3 The College Health and Safety Committee also monitors Sustainability as a key performance indicator.

The Sustainability Committee continues to progress the LIFE Tool review (Learning in Future Environments) which is a Framework launched by the EAUC¹ and contains a series of self-assessment criteria designed to help focus on continual improvements. The Committee has completed the Framework Sections for "Leadership and Governance" "Business and Industry Interface", "Student Engagement", "Travel and Transport" , "Procurement", and "Sustainable

¹ Environmental Association of Universities and Colleges

Construction” and will continue to assess a different section at each Committee meeting, collating actions for progression.

The Key performance indicators for session 2016-17 were reviewed at the Committee Meeting in September – these are available on Appendix B. This shows 8 out of 13 targets were achieved and the remaining 5 falling just short of achievement. The Committee has reviewed and agreed the new performance indicators for session 2017-18, these can be found in our newsletter- Appendix A.

4.4 Health and Safety Progress is measured and monitored through the Estates Operational Plan.

The Operational Plan covers the outcomes and objectives for health and safety, facilities and sustainability and feeds into the college wider operational and strategic plan.

Health Surveillance – continues to be carried out on 111 employees identified on the health surveillance risk register. Assessments measure exposure to risks at work, which may affect health and also enables the college to ensure the control measures for the protection of individuals are efficient and effective. Health Surveillance is carried out at college by health professionals and this provision ensures that the college remains compliant, whilst also supporting the health and wellbeing agenda. Appointments are held regularly in accordance with the health risk register and categorised. (Audio, Skin, Respiratory, HAVS²) There are currently no outstanding issues.

4.5 HS Competent Persons

The college continues to maintain a “health and safety competent persons list” for all key health and safety roles within departments. These continue to be reviewed to ensure that requirements and provision are current and sustained across all campuses and includes fire warden roles and first aider, DSE assessors etc. We are currently recruiting cover for evening first aid provision.

The College recognises the importance of providing information, instruction and training to staff. To support this, the college now combines the mandatory health and safety training requirements into the Performance, Review and Development (PRD) system.

The Employee Record, within SharePoint, has a section that shows staff CPD has been recorded into Unit-e via a CPD Request, completion of a Moodle course or via a bulk upload following a college staff development week. Health and Safety is a mandatory part of the college Staff Development programme and included in the CPD request process, automated with the employee’s records. Due to the integration of these systems, we are now able to report more easily and the H&S staff induction report shows 22 out of 88 new starts (since August 2016), have not completed their on line induction. This is being progressed with the Heads of Department.

² Hand Arm Vibration Syndrome

4.6 Health and Safety Risks – the HS Risk Register is in place and links to the Estates Operational Plan. It is reviewed regularly with the Health and Safety Committee, to ensure risks are identified collectively and suitable control measures are in place.

5 Financial Implications

No additional financial considerations.

6 Equalities

Assessment in Place? – Yes No

This paper includes reporting of the health, safety and welfare of all staff, students and visitors and does not require a separate impact assessment.

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		x
Medium		
Low	x	
Very Low		

Risk Description – The overall College risk remains low due to the support of all staff and the sound safety management operated in compliance with the established health and safety procedures.

Mitigating Actions – To strive for continual improvement of the health and safety culture.

Risk Owner – Claire Shiels

Action Owner – Andrew Lawson, Depute Principal and Chief Operating Officer

8 Other Implications –

Communications – Yes No

Health and Safety – Yes No

H&S implications are detailed within this paper.

Paper Author – Claire Shiels

SMT Owner – Andrew Lawson



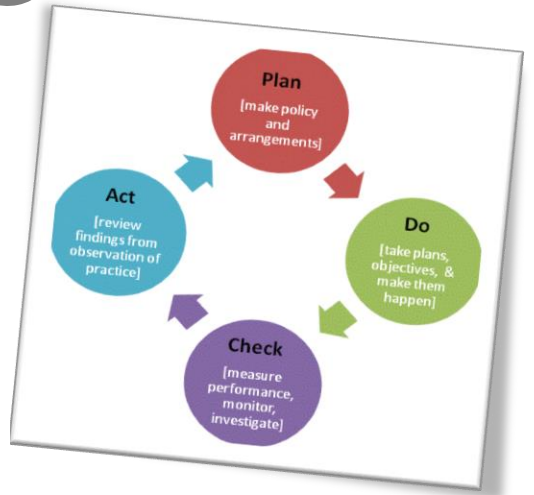
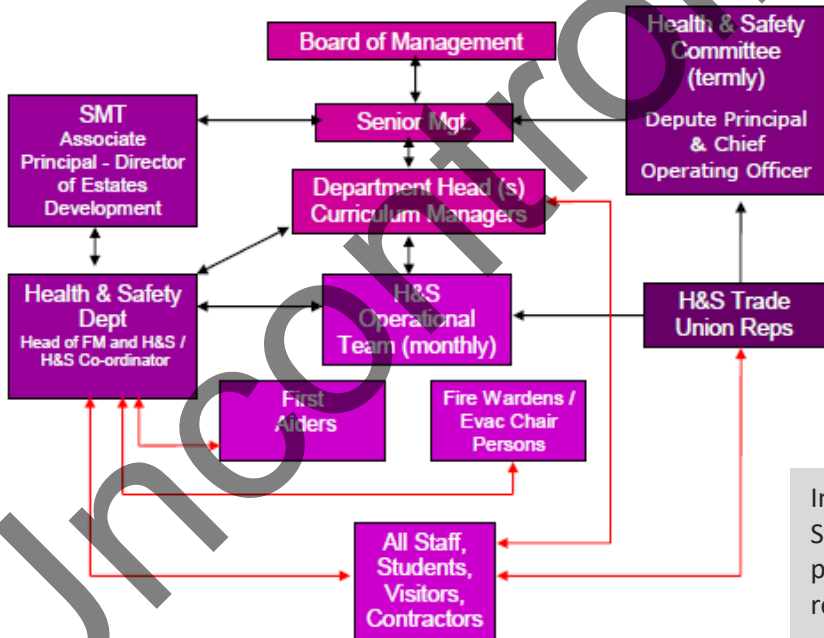
Health and Safety Update

December 2017

IN THIS ISSUE H&S OVERVIEW AT FORTH VALLEY COLLEGE

TRIAL TEMPLATE FOR REVIEW

Governance and Structure



In line with the HSG65 Guidance, our H&S Structure reflects a whole college approach to positively reflect that H&S is everyone's responsibility.

Our Health, Safety, Environment and Welfare Policy includes three key statements of commitment, signed annually by the Principal and Chairman of the Board of Management.

- Health and Safety
- Emergency evacuation
- Sustainability

Health and Wellbeing

The College holds the Healthy Working Lives Award, Bronze, Silver and Gold and has been progressing with these awards as part of the annual Estates operational plans.

In addition, we also hold the Mental Health Award and have implemented a policy and procedure (Work Positive) for identifying and managing work related pressure (both positive pressure and negative pressure)

Our "Work Positive" process follows the HSE stress standards and involves the individual (or team) completing a work positive evaluation form and discussing the outcome with a trained work positive advisor.

The process is separate to the HR policies and offers an independent route for support if required, however engages with HR and the Line Manager to discuss/progress any reasonable adjustments.



HEALTH SURVEILLANCE

Health Surveillance is a mandatory requirement to comply with various H&S Regulations; mainly Reg 6 of the Management of Health and Safety at Work 1999, to assess and control risk.

The College Operational Team developed a "risk register" in conjunction with our Occupational Health Provider (Integral) This register is based on the various risk assessment and COSHH assessment outcomes (including severity and likelihood) relating to the risk profile of individual roles.

Consequently, we carry out regular health surveillance regularly, and this can involve testing for:

- Hand Arm Vibration Syndrome (HAVS)
- Hearing Loss
- Respiratory Issues
- Skin Issues

Health Surveillance – current numbers	
ASMME	24
CON	36
CI	14
EICE	32
HSS	3
Print Unit	2
Total	111

Records are retained confidentially by the Occupational Health provider and individuals are re-called if any test has an unsatisfactory result. Thanks to our control measures working efficiently, we have had very few recalls, however each individual case has been successfully managed to mitigate future risk to the individual.

Controls measures:

- **HAVS**- we undertake HAV assessments and comply with the HAV charts promoted by the HSE.
- **Hearing**- we have carried out noise assessments in workshops at each campus and communicate mandatory hearing protection with signage and risk assessments.
- **Respiratory** – we have Local Exhaust Ventilation systems in place where required and activity risk assessments in place to highlight the need for masks/respirators linking from the COSHH (Control of Substances Hazardous to Health) information and Safety Data Sheets.
- **Skin** – we have COSHH assessments in place and provide suitable gloves for staff and skin care (clean, protect, restore) products.



Safety and Compliance

STATUTORY TESTING

In July 2017, the College appointed Servest (formerly Arthur McKay Ltd) as the Total Facilities Management (TFM) contractor. This engaged Servest in all services for statutory compliance checks as well as maintenance of plant, fabric and soft services such as grounds maintenance, cleaning and energy monitoring.



Servest carry out planned preventative maintenance checks, and reactive repairs, reportable on a monthly basis.

In addition, Servest are also attending our HS Committee Meetings to feedback on their quarterly quality and safety compliance checks and to provide detail on specific elements of risk control.

Servest will provide an update on the Control of Legionella and compliance with the L8 ACOP (Control of Legionnaires Disease in Water Systems) safety guidance at the next HS Committee meeting in January 2018.

SAFE ASSETS

The College has an insurance "asset register" which is coordinated with our College Insurers (Allianz) this includes scheduled safety checks to comply with the statutory legislation- such as 6mthly passenger lift checks. It also includes statutory checks for pressure and gas and (LEV) Local Exhaust Ventilation.

In addition, to this, our partnership with Servest, has developed a college Estates asset register detailing all assets maintained under the TFM contract.

When a call is logged with the Facilities Helpdesk to request a repair, we can track the call log until completion. Over a period of time, we will build up asset information and be able to review trends to identify when best to replace assets. This is linked into our Forward Maintenance Plan and renewed annually.

SAFE BEHAVIOURS

The College has introduced a "TAKE 5" procedure, designed to encourage contractors to take 5 mins to prepare and check their task. We cover this as part of the HS site induction and nominate Take 5 days from time to time.



TAKE 5 Mins!

STAR
STAR BEFORE you Act!

- 1) **STOP** - LOOK & OBSERVE
- 2) **THINK** - THROUGH THE TASK
- IDENTIFY THE HAZARDS
- 3) **ACT** - CONTROL THE HAZARDS
- COMMUNICATE THE PLAN
- THEN SAFELY DO THE TASK
- 4) **REVIEW** - CAN THINGS BE IMPROVED FOR NEXT TIME?

EMERGENCY EVACUATIONS

Fire Safety is paramount at the College and emergency evacuation drills have been carried out in line with our college safety commitment.



Each evacuation is timed to ensure individuals can respond in accordance with the evacuation procedures.

Records have been retained on all timings over the past 10 years and our average evacuation time, across all campuses is 3 mins and 9 seconds. All actions from practice drills are tracked and progressed.



Assisted Escape is managed by our Personal Emergency Evacuation Plans (PEEP) process.

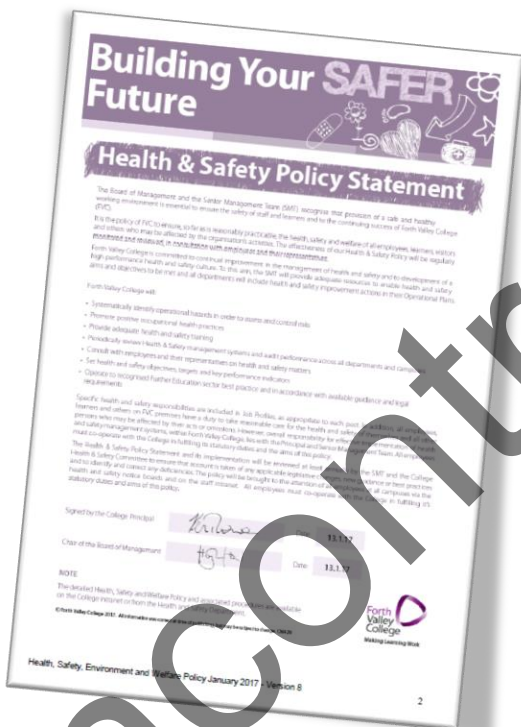
Our fire alarm is tested weekly (9am Wednesday) and a full fire test carried out at the weekend.

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 include:

- **Work Positive Policy** – which follows the HSE Guidance on the stress standards and a template to use to identify work pressures and measure their impact.
- **College Policy on Smoking** – which details where smoking is permitted including the use of e-cigarettes.



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 have been equalities impact assessed.

Five procedures are due for review by the H&S Operational Team, in Quarter 2, 2017-18 (highlighted in Orange below)

- Abrasive Wheels
- Asbestos
- Battery Charging and Safety
- 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
- 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**

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.

Introduction to the course
Screen 1 of 4

- Systematically identify operational hazards in order to assess and control risks
- Promote positive occupational health practices
- Provide adequate health and safety training
- Review health and safety performance management systems and audit performance
- Consult with employees and their representatives on Health and Safety matters
- Set Health and Safety targets and key performance indicators

Signed by: Principal, Ken Thom on behalf of the Board of Manag

Evac Chair – trained to assist escape using the evacuation chair

Falkirk	19
Alloa	4
Stirling	5
Raploch	2

First Aiders – respond to first aid calls

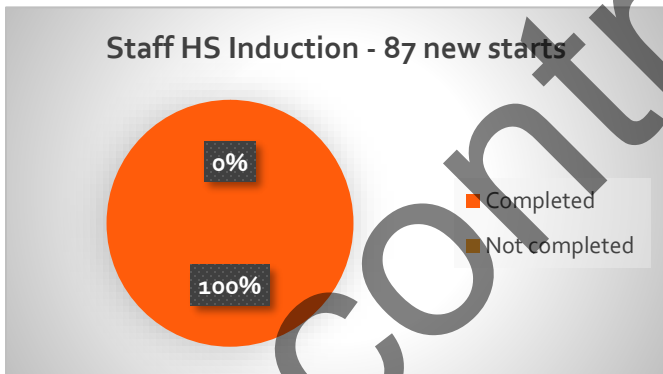
Falkirk has a pager response system

Alloa and Stirling have a rota response system

Falkirk	19
Alloa	8
Stirling	10
Raploch	1

New Starts - HS Inductions on Moodle - since Aug 2016

87 new starts – Compliance is being monitored for completion of the College HS induction on Moodle.



We are currently requesting the recruitment of additional first aiders for evening cover at our campuses. The first aider role is voluntary and has a remuneration of £22.50 p/month however, most evening staff are teaching and unable to assist with this role. We have raised this with the HS Committee and Heads of Dept to request assistance with additional support.

CONTINUING PERSONAL DEVELOPMENT

The College now records all training on Moodle and links to relevant on line course for compliance training. HR leads on this annually- some topics from 2017 below.

- Title
- Diversity, Equality and Discrim...
- Safeguarding Protection of Chi...
- Sustainability - Staff Induction
- Data Protection
- Fire Safety and Evacuation
- Safe Manual Handling Training
- VDU and Workstation Health a...
- Freedom of Information (FOI)

TRAINED H&S ROLES - CURRENT NUMBERS

Fire Wardens – trained to assist with the “sweep and clear” of zones during evacuations

Falkirk	63
Alloa	17
Stirling	27
Raploch	1

Safety Audits and Inspections

The College H&S Operational Team carries out schedule inspections throughout the year.

The Table below shows "What we check" to ensure each audit is carried out consistently.

The Audit team is a combination of HS TU Representatives from UNISON and EIS combined with a member of the HS Department.

Auditable Item
Risk Assessments are available for that room, and current
Risk Assessment covers all the work activities in that area
Risk Assessments are on Sharepoint
Inclusive Risk Assessment completed if required
Risk Assessments for travel, outings or events are available and suitable
Good Housekeeping is observed
Items are not stored under desks or on high shelves
Fire prevention and safety is observed
Department has a list of Safe Systems of work
New staff have completed their H&S Induction on Moodle
Students have received a Health and Safety Induction?
Evidence of student induction (on Moodle)
Staff can answer q's on fire action, first aid and "Fix It" system?
Individuals who require PEEP's have been issued with one.
The Department has trained staff to carry out PEEP's
Dept is aware of the "work placement" H&S forms and procedure?
HS 016 Work placement HS Assessment Form and HS 015 HS Induction Form completed if required
Evidence of completed HS Inspections HS 017 form
Ladder safety check system is in place and current
PAT testing is valid
Items requiring insurance checks are clearly marked, and valid
The Department have addressed actions on the audit tracker
COSHH Risk Assessments are suitable and available on Sharepoint
Selected substances are listed on the COSHH risk index?
Chemicals stored in a designated, signed cabinet
DSE Risk Assessments are in place and valid (Moodle course is advised)
DSE Competent Person is in place within the Dept.
The Dept has an up to date competent persons list
The list is current and displayed on SharePoint and staff are aware of this

HS raining has been identified for individuals
Staff listed as competent persons have received training.
Waste is segregated - Blue for Recycling and Green for Food
Waste is appropriately removed - including workshop waste
Compliance with the PPE sign on the door
All PPE is identified in the risk assessment and suitable
Staff and students are aware of the incident report procedure
Evidence that incidents are being reported and investigations followed up.
The Dept has an up to date health risk register (if required)
Staff who require assessment have been attending their appts.

The Table below shows the schedule for our planned audits and inspections for 2017-18 along with the % outcomes achieved so far.

Audit/Inspections 2017-18		
Campus	Department	% of compliance
Alloa		
03/11/2017	Hospitality and Salon Services – Hair & Beauty	92%
09/03/2018	Start of Term Housekeeping Tour	Good – some tidying required
08/06/2018	Human Resources	
Falkirk		
08/09/2017	Start of Term Housekeeping Tour	Good – some tidying required
10/11/2017	Learning Resource Centre	
08/12/2017	Care, Health and Sport	
15/12/2017	Finance / Student Records	
23/02/2018	Engineering	
Stirling		
29/09/2017	Start of Term Housekeeping Tour	Good – some tidying required
06/10/2017	Creative Industries	88%
19/01/2018	Hospitality and Salon Services – Hospitality	
16/03/2018	Housekeeping Tour	
11/05/2018	Historic Scotland	

All actions from these audits are recorded and tracked on the HS Audit Tracker – currently there are 10 actions on the tracker.

KPI-Accident and Incident Statistics

Our key performance indicators;

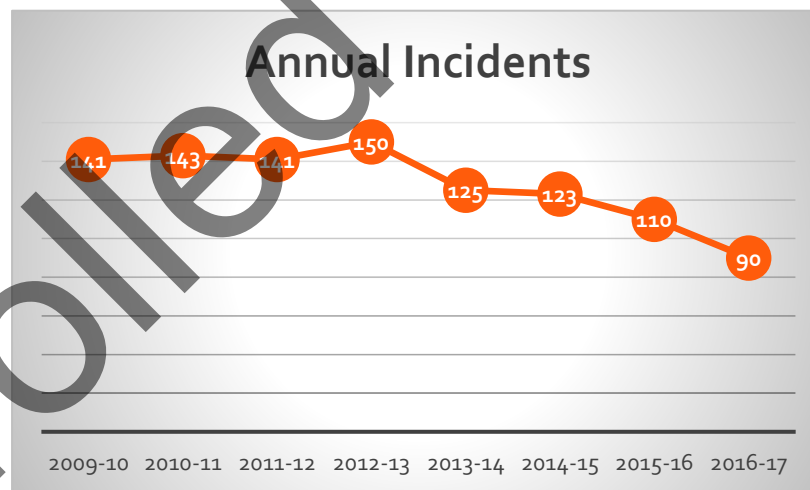
2016-2017 – we targeted fewer than 125 incidents and our final number was 90 incidents;

2017-2018 – we are targeting fewer than 115 incidents (an average of the past 5 years’ data)

Currently, at Qtr. 1 (2017-18) we have had 22 incidents reported and remain on track for our KPI target.

Incidents labelled “medical” are recorded but not included in our College statistics as these are out with the college control- e.g. feeling unwell- migraine, out of college cause)

Incidents labelled “horseplay” are again out with our control –e.g. break time, however we track these to monitor trends and to review for mitigation in future.



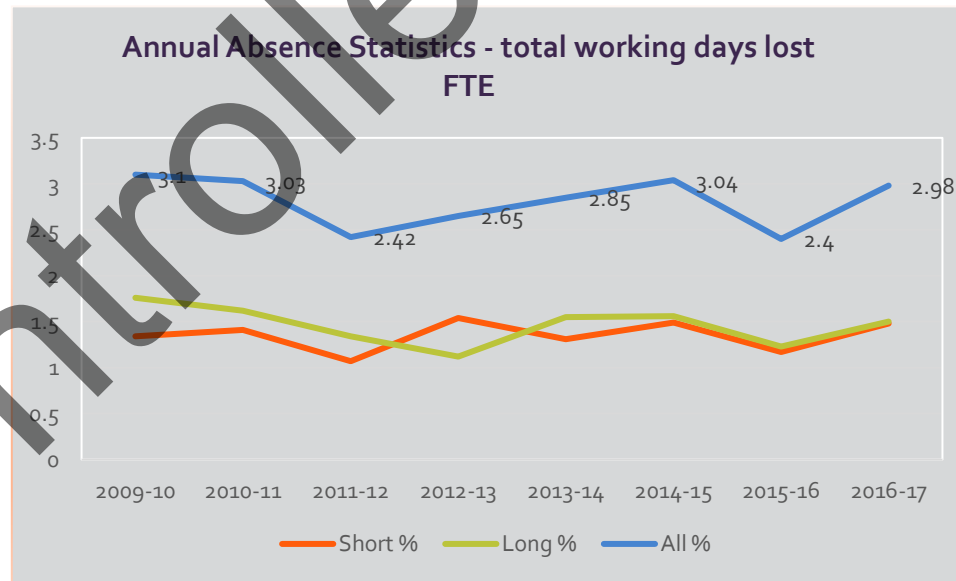
2016/2017	Bruise/ Abrasion	Burn/ Scald	Crush Injury	Cuts	Elect Shock	Eye Injury	Fracture/ Dis	Other	Puncture Wound	Sprain/ Strain	Sting	RIDDOR	Total	Medical	Horseplay	Near Miss
August - October	7	5	0	13	0	1	1	1	0	5	0	0	33	32	0	3
November – Jan	4	4	1	13	0	2	0	0	0	5	0	0	29	20	2	2
February - April	6	2	0	7	0	1	0	1	0	3	0	0	20	10	0	1
May - July	0	2	0	1	0	0	1	0	0	3	1	0	8	14	0	0
Total	17	13	1	34	0	4	2	2	0	16	1	0	90	76	2	6

2017/2018	Bruise/ Abrasion	Burn/ Scald	Crush Injury	Cuts	Elect Shock	Eye Injury	Fracture/ Dis	Other	Puncture Wound	Sprain/ Strain	Sting	RIDDOR	Total	Medical	Horseplay	Near Miss
August - October	5	2	0	9	0	1	0	0	1	4	0	0	22	26	2	4
November – Jan																
February - April																
May - July																
Total																

KPI - Absence Statistics

2017-18 - our key performance indicator is to remain below the CIPD¹ 2016 figure of 4%;

2016-2017 – we targeted an absence lower than 4% and our average total was 2.98%



¹ Chartered Institute of Personnel and Development

KPI- Sustainability

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



2017-18- our key performance indicators for sustainability continue to progress:

EAUC- LiFE Tool – (Learning in Future Environments) – 4 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 score: to measure progress.



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

The table below provides this sessions Sustainability Targets.

In addition, the College has revised the Strategic Travel Plan and is progressing with the associated actions. An annual Travel Survey is now in place and was launched in November 2017 to all staff and students. The survey results will be used to measure specific travel targets and deliver the outcomes and Objectives of the Strategic Travel Plan.

Sustainable Factors 2017-18	Target	Baseline
WASTE - Waste Ratio	Aim to continue over 90% recycling to under 10 % landfill	2015-16 - 94% recycling to 6% landfill average
TRAVEL - Strategic Travel Management Plan; Travel Mileage claimed;	Aim for less than 295,000 miles staff miles claimed p/annum	2016-17 totals Mileage= 296,584 Cost = £133,462
FAIRTRADE - Sustain Fairtrade status for the College;	Sustain Fairtrade Status - Deliver the Fairtrade Fortnight & 2 x Fairtrade Meetings 2017-2018	Fairtrade Renewed August 2014 and renewed again in Sep 2016
CARBON - Reduce Overall Carbon Emissions	Progressive Target of 25% reduction in tCO2 by 2020 (relating to gas, electric and travel)	Baseline 2008/09 figure 2873.35tCO2 (2016-17- 21.24% achieved- 2263.03 tCO2)
ETHICAL PROCUREMENT - Increase the % of FVC awarded contracts with Sustainability Benefits.	Aim to award 50% of contracts with Sustainability Benefits BT14. BT14 Guidance	2016/2017 - 35% (7 out 20) of awarded contracts in have been reported as having sustainability benefits.
PAPER - Paper consumption from the print unit.	Increase the print unit figures and reduce the printing from the Multi-function Device printers.	2016-17 -Print Unit Mono 2,036,261 Colour 1,320,739 TOTAL - 3,357,000 (45%) MFDs Mono 3,580,944 /MFDs Colour 512,646 TOTAL = 4,093,590 (55%) Total Printed = 7,450,590 (100%)
STUDENT (SMHFA) – Student Mental Health First Aid Training	Successfully deliver SMHFA training and Aim for 100 course achievement for students/staff	2016-17 – 130 students successfully achieved the course; Note course content changing form March 18
CURRICULUM Department links to increase student understanding of sustainability;	2a) Core and Essential Skills Departments – increased sustainability awareness	2016-17 was 52% (481/921 students)
HEALTH - Employee Awareness / Levels of training and information for staff	50% of all staff to complete the Moodle training course – as part of their PRDs or Staff Development week. “Sustainability Staff Induction”	Feb 2017 341 staff out of 640 completed in 2017 =53%
HEALTH - Health Surveillance	90 % of employee health surveillance undertaken against actual required. Sustain target of over 90% for 16-17	2016-17 – 88% of appointments were met
HEALTH - College Gym Users	Maintain the number of staff using the gym facilities.	2016-17 308 staff gym users (328 students)

This HS Updte has followed a “newsletter” approach as a trial. We would appreciate your feedback on the content and layout of this information.

Claire Shiels - Head of Facilities Management and Health and Safety

Sustainability Performance Indicators 16-17

How did we do?

The following performance indicators will be used to satisfy both the future feedback to the SSN¹ and EAUC² and future review of the College Sustainability Statement. The progress of these indicators will be tracked on the [Estates Operational Plan](#) and reviewed by the Sustainability Committee.

Sustainable Factor	Target to be achieved by August 2017	Baseline	How will this be measured?	Responsibility for Reporting against the PI	Current position (for review end of year Aug/Sep 2017)
WASTE					
Waste Ratio	Aim to continue over 90% recycling to 10 % landfill (confirmed 14.09.16)	94% recycling to 6% landfill average 15-16	Reports received from waste contractor via FES FM	FM Co-ordinator – P Donaldson	Target Achieved
TRAVEL					
Strategic Travel Management Plan; Travel Mileage claimed;	Aim for less than 295,000 miles staff miles claimed p/annum	Actual Mileage for 14-15 was 349,632 miles £157,334 15-16 totals Mileage : 299,778 Cost - £134,900	Travel Expenses Claims/ infopath forms; College vehicle mileage records	Finance- Faine Weir	Actual Figures for 2016-17 Miles Claimed = 296,584 Cost = £ 133,462 Slight improvement but Target Not Achieved
SUSTAINABLE ESTATES					
BREEAM ³	Achieve a post occupancy “Excellent Rating” for new campus builds (confirmed)	Based on BREEAM 2010 submissions – Alloa Complete	Post occupancy external consultant will assess compliance- Stirling Documentation to be confirmed.	Head of FM and H&S – C Shiels	Achieved Stirling Achieved Very Good Rating and action now closed.

¹ Sustainable Scotland Network

² Environmental Association of Universities and Colleges

³ Building Research Establishment Environmental Assessment Method

CARBON CONSUMPTION					
Reduce Overall Carbon Emissions	Progressive Target of 25% reduction in tCO2 by 2020 (relating to gas, electric) (re-confirmed 14.09.16)	Baseline 2008/09 figure 2873.35tCO2 (2489 tCO2 figure from 14-15 including the distribution electricity charges which were not previously included (Note: Changed in line with the new SSN template)	Energy supplier monthly statements	Head of FM and H&S – C Shiels	2012/13 = 2632.39tCO2 2013/14 = 2410 tCO2 2014/15 = 2372 tCO2 2015/16 = 2280 tCO2 2016/17 = 2263 tCO2 (cumulative at Aug 17 is 21.24% reduction) Target On Track
FAIRTRADE					
Sustain Fairtrade status for the College;	Sustain Fairtrade Status Deliver the Fairtrade Fortnight & 2 x Fairtrade Meetings 16- 2017	Fairtrade Renewed August 2014 and renewed again in Sep 2016	Fairtrade Folder of Evidence on SharePoint.	Fairtrade Co-ordinator Lisa Hachemi with Ype Vandershaaf	Target Achieved Fairtrade Renewal successful 26/9/16 – next renewal 2018.
SUSTAINABILITY IN THE CURRICULUM					
Sustainability Learning Strategy; 1) Departments to increase opportunities for learners to embed their understanding of sustainability issues. (include citizenship and employability)	a) Listening to Learners reflects understanding of sustainability across the curriculum; Sustain target 75% of learners to acknowledge understanding. (confirmed 05.09.2016)	Listening to Learners: Sustainability awareness in 2015-2016 was confirmed as 77%	Analysis of Listening to Learners Focus Group feedback.	Associate Principal and Executive Director Learning and Teaching – SMT Fiona Brown	Target not met – 52% discussed and agreed to remove for 17-18. Also contacted EAUC who have agreed to do a sector focus group to help progress this outcome for all colleges and universities

2) Key Departments increase student understanding of sustainability;	2a) Core and Essential Skills Departments. Increase number of non advanced students achieving sustainability understanding from previous year. Aim for 60%. (confirmed 05.09.16)	2a) FVC Core and Essential Skills achieved awareness approx. 55% of students in 2014-15 (661 students) 2015-16 figures was 51% (560)	Measured through the Department Developed Projects	Core Skills- Kim Reid	Target not Met – 52% achieved – better than last year however. Based on students on full year course. (481 out of 921 students = 52%)
	2b) Access & Progression Increase the number of certificates issued for sustainability awareness. (confirmed 15/9/16) Aim for 155.	2b) 147 certificates during 15-16	Sustainability embedded in some LDW workshops, mainly through fairtrade workshops.	Access & Progression Annemarie Harley	153 certificates issued; better than 2015-16, just short of the target of 155.
ETHICAL PROCUREMENT OF GOODS AND SERVICES					
Undertake an annual review of the College's effectiveness and compliance of its sustainability procurement targets.	Sustain Level 2 of the Flexible Framework (confirmed 02.09.16)	Level 2 of the Flexible Framework 2011-2012	Measured by APUC against the Scottish Government Flexible Framework Criteria	Procurement E Vasallo	No change – target was achieved in 2015 and the College intend to maintain at Level 2, due to resources.
PAPER CONSUMPTION					
Paper consumption from the print unit.	Increase the print unit figures and reduce the printing from the Multi-function Device printers. 2013 print unit figure was 3,317,919 2014/15 MFD Figures- confirmed 9/10/15 Baseline Mono 8,305,670 copies Baseline Colour 1,250,253 copies	Print Unit volumes from 31.7.15 to 1.8.16 4,858,501 (34%) 2015-2016 Mono 7,179,504 Colour 2,322,938	Print Unit and MFD equipment production figures. (New Print contract with Cannon July 16)	Marketing Manager – L Condie Diane Campbell – IT Manager – Cannon Billing Report	Target Achieved Print Unit MONO 2,036,261 COLOUR 1,320,739 TOTAL - 3,357,000 (45%) MFDs Mono 3,580,944 MFDs Colour 512,646

	Total 14-15 (9,555,923 copies)	Total 9,502,442 (66%) Total printed = 14,360,943 (100%)			TOTAL = 4,093,590 (55%) Total Printed = 7,450,590 (100%)
COLLEGE SUSTAINABILITY STATEMENT – ADDITIONAL INDICATORS					
Employee Awareness / Levels of training and information for staff	50% of all staff to complete the Moodle training course – as part of their PRDs or Staff Development week. “Sustainability Staff Induction”	Nil- new course launched Aug 2016.	Reports provided from the Moodle.	Health and Safety Co-ordinator – F Duff with assistance from HR and C&Q	Target Achieved. Feb 2017 341 staff out of 640 completed in 2017 -53%
Health and Welfare					
Health Surveillance	90 % of employee health surveillance undertaken against actual required. Sustain target of over 90% for 16-17 2013-14 – 93.5% appointments were met. 2014-15 – 87% were met (confirmed 15.9.16) 2016-17 – 88% of appointments were met (confirmed 14.8.17)	2015-16 – 95% appointments were achieved.	Health Risk Register is in place and reviewed against actual attended.	Health and Safety Co-ordinator – F Duff	Target not achieved – 88% appointments were met (confirmed 16.08.2017)
College Gym Users	Maintain the number of staff using the gym facilities- (confirmed 15.09.16) Overall Gym attendance use for all 3 campus 2013-2014 was 7197 visits and 218 attendees. Overall Gym attendance use for all 3 campus 2014-2015 was 9201 visits and 228 attendees.	2015-16 figures Was 246 Staff Members using the Gym(s) 2015-16 Overall Gym attendance was 7898	Gym usage tracked monthly	Gym Co-ordinator – Wai Mun Lee	Target achieved 308 staff users at Feb 2017

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 and to comment on the revised presentation layout and areas for future inclusion.

3. Background

Staffing Establishment review is a basic aspect of ensuring resource maximisation and control. This paper provides a refreshed view of the staffing at the College and is designed to be informative and to spark interest and debate.

4. Context

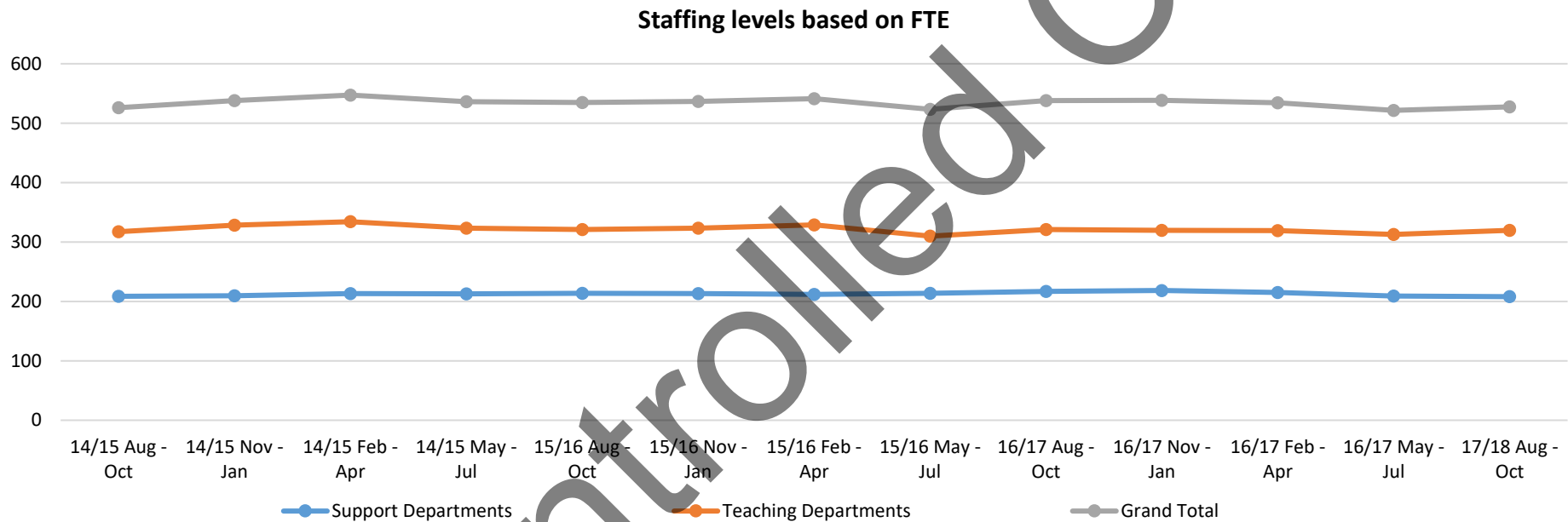
The college sector has undergone an unsettled time in recent years including funding challenges and national bargaining. During this time Forth Valley College has maintained good relations with its staff and stability within its staffing establishment. Contributing to this stability is robust processes and continual review of structure. Fundamental to this is the recruitment approval process required for new and replacement posts. These require Head of Department and SMT approval including HR and Finance, and regular meetings with Finance to ensure control is maintained. Advertising mediums, which includes our recruitment platform My Job Scotland, advertise our vacancies over the whole of Scotland and ensures a competitive application process at an appropriate cost.

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 organisations 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.

EXECUTIVE SUMMARY

HR MANAGEMENT INFORMATION - QUARTER 1 2017-18		
COLLEGE HEADCOUNT		626
COLLEGE FTE		527.69
% OF FTE BY CONTRACT TYPE	PERM	94.0%
	TEMP	6.0%
% OF FTE BY GENDER	MALE	43.7%
	FEMALE	52.6%
	PREFER NOT TO SAY	3.7%
% OF FTE BY CONTACT TERM	FULL TIME	76.6%
	PART TIME	23.4%
% OF FTE BY AGE BAND	16-24	1.3%
	25-34	12.0%
	35-44	26.1%
	45-54	29.9%
	55-64	27.6%
	65+	3.0%
EMPLOYEE TURNOVER (Qtr1)		1.9%
EMPLOYEE RETENTION (Rolling year)		92.0%
NEW STARTS		23
LEAVERS		12
% DAYS LOST DUE TO SICKNESS		2.77%
APPROX COST		£95,387

1. Establishment Overview



Staffing stability over the past three years and into the fourth is highlighted here. Fluctuations represent turnover, seasonal changes and new initiatives. This is in line with sector fluctuations with the latest available comparison showing a sector FTE increase of 0.1% in 15/16.

This stability is further indicated through each department with one notable increase in Care, Health and Sport. A requirement to increase registered child care graduates by the College is being met. The additional staff required relates to this growth and comes from additional funding

2. Support Department Key Changes

Of interest in the support structure is the influence of external pressures including legislation, stakeholders and technology. Two departments have updated their structure to ensure they maintain their relevance and add value to college operations.

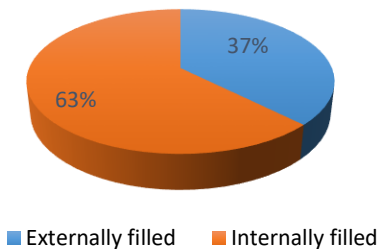
Marketing and Communication have found that the skills and expertise demanded of the marketing team has changed considerably for the College in recent years, and includes web development, SEO, PPC and Paid Search, Social Media and Marketing Automation. Therefore, our marketing team not only needs to be highly creative with effective campaign management skills, but they now need to possess a high level of analytical skills and commercial awareness to ensure we are taking full advantage of the latest in digital technologies to deliver ROI. As a result new roles were created and a new reporting structure with no loss or gain on establishment.

Curriculum and Quality, now known as Learning and Quality have found the areas covered by the department to have grown and developed significantly over the last few years and will continue to do so in the foreseeable future as the college continues to respond to Scottish Government priorities, including DYW and the learner journey (including widening access and articulation); the development and up-scaling of new Foundation and Graduate level Apprenticeships; the new Educations Scotland/SFC college-led approach to quality scrutiny, with its increased expectations on college self-evaluation of the quality of learning and teaching; and the college's response to the new Scottish Government Strategy for STEM education. Internally, the college is about to launch a new Creative Learning and Technology Strategy, which will place significant additional demands on staff and student development related to creative pedagogies, technology enhanced learning and the development of digital learning resources.

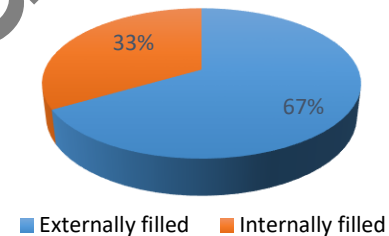
3. The Employee Life Cycle

Within the review of the establishment and in relation to the journey of the employee, opportunities for personal growth and development of our people through Recruitment, Promotion, Secondments, and Turnover require analysis. Turnover can affect the achievement of College objectives and can impact on morale and productivity.

Permanent Vacancies



Temporary Vacancies



Vacancies

Of the 8 permanent vacancies filled in the period 5 were filled internally and of the 15 temporary vacancies 5 were internal. Of the external filled vacancies numbering 13, 10 were specialised lecturing or support roles and 3 entry level positions of grade 3 and under. This indicates a balance between internal development and offering opportunities to develop the talent pool from the wider community.

Leavers

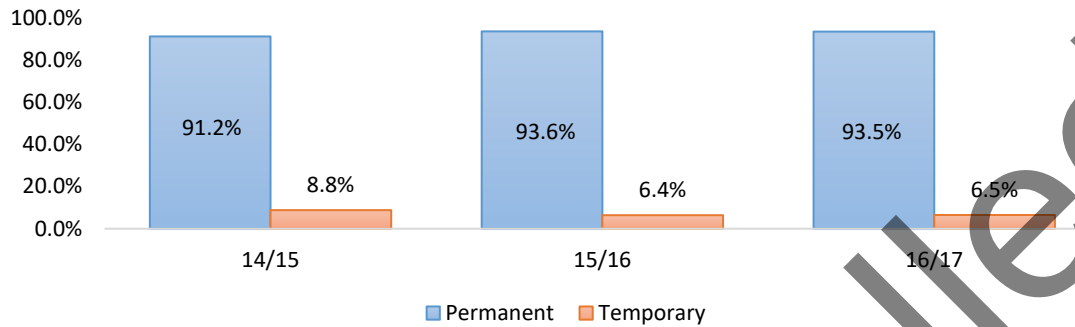
Of the 12 staff leaving in the period, 6 moved to positive employment destinations, 2 from end of fixed term contracts. Of the remaining 4, reasons varied from retirement, death in service, and life style changes. With labour statistics putting annual turnover at 15 to 16%. 1.9% for Quarter 1 puts the college well below that level with an estimated 8 to 10% for the year.

Secondments

Opportunities for staff are an important aspect of future planning, and providing career advancement and development. There are currently 15 staff undertaking secondments spread over a range of departments and levels within the College. These include internal promotions, cross department agreements and external opportunities.

4. Establishment breakdown

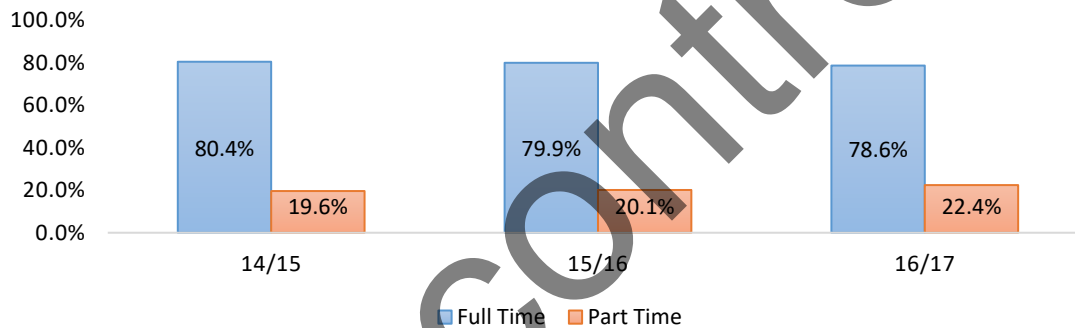
Staff Breakdown by Contract Status



Contract Status

The college uses temporary contracts primarily where commercial operations dictate or where funding is for a specific reason. Operationally these will also include maternity cover and absence.

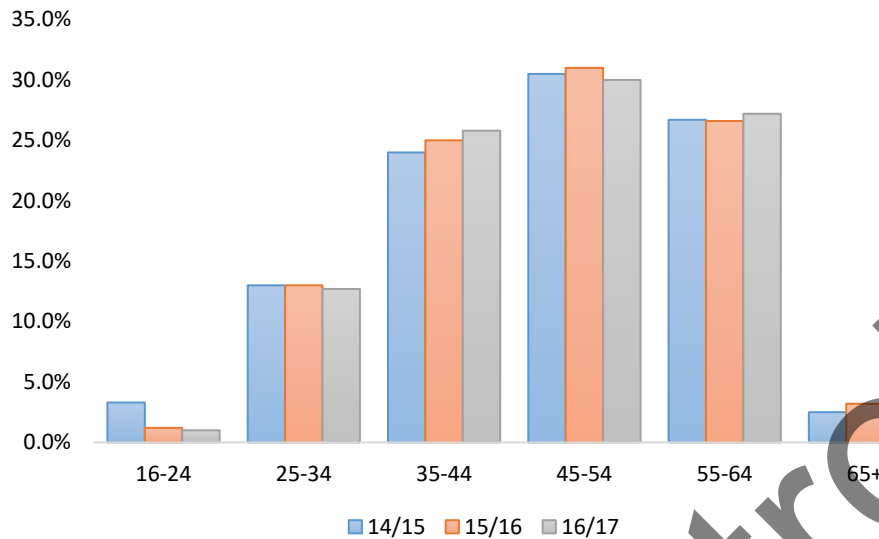
Staff Breakdown by Contract Type



Contract Type

The increase in part time working is reflective of the increase in flexible working requests and the college's commitment to work-life balance and to supporting those requiring workplace adjustments or phased retirement

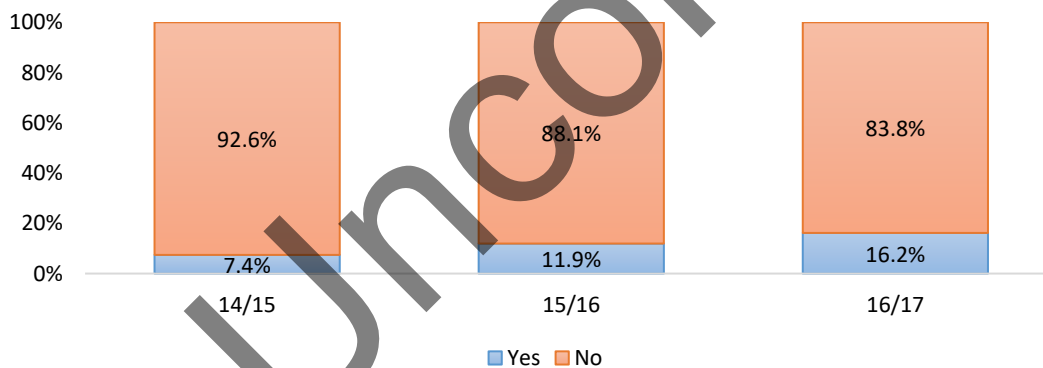
Staff Breakdown by Age Band



The spread of staff by age is relative to the skills needed where vocational experience amongst lecturing staff, assessors and trainers is coupled with low turnover resulting in the age distribution shown.

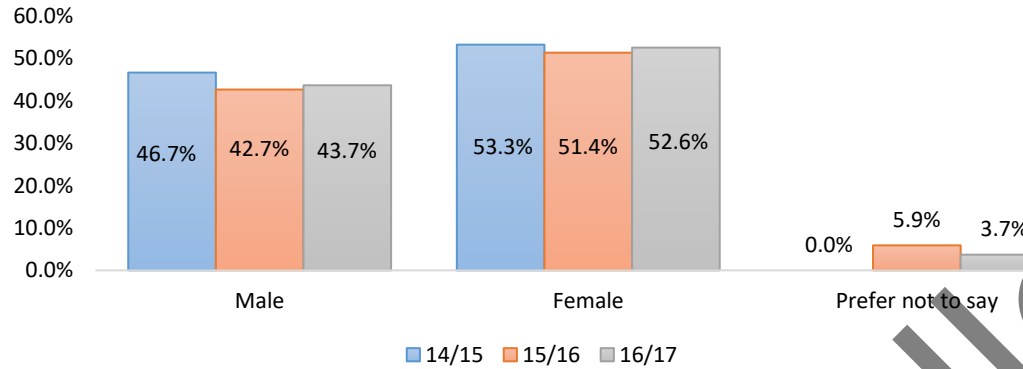
Of key focus is the low level of younger workers and previous initiatives to improve this number has included opportunities for students and modern apprenticeships both of which provided new permanent staff. Such an initiative in 14/15 accounted for the temporary rise in the 16–24 grouping. Also the relevance of succession planning and staff development through the people strategy.

Staff Breakdown by Declared Disability



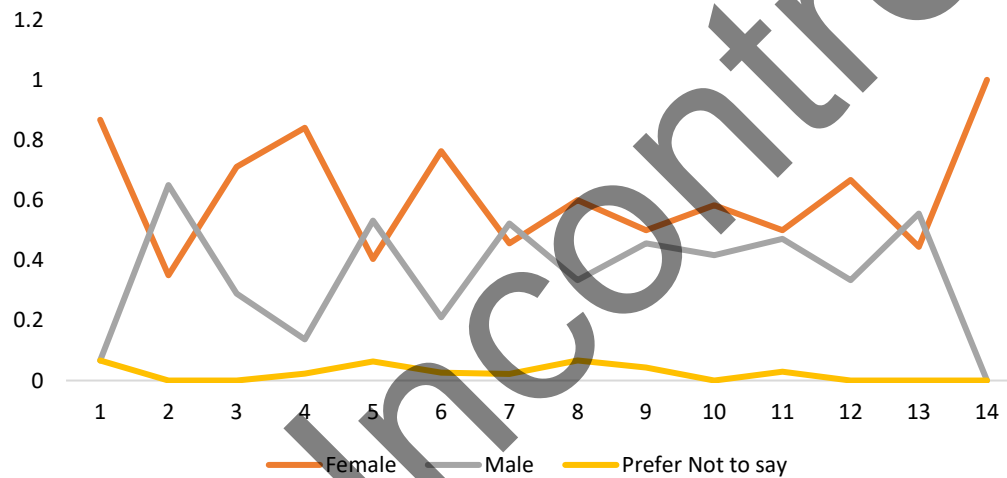
A concerted effort has been made to encourage staff to be open around their disability. The results are clear and demonstrates a greater acceptance of disability in the workplace and offers the college the opportunity to support staff. This compares favourably with available UK government statistics showing 16% of working age adults have a disclosed disability.

Staff Breakdown by Gender



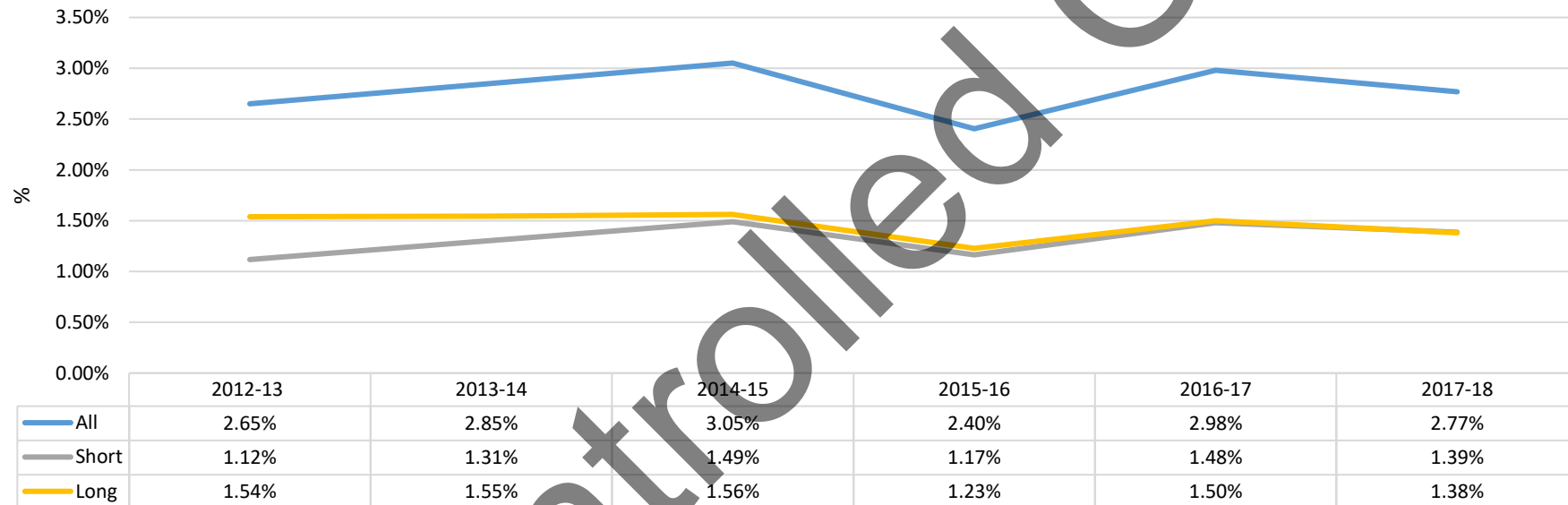
The college gender divide is stable and is backed by robust recruitment procedures and support mechanisms including part time working, flexible working, term time working, phased retirement, and Job Evaluation. Role segregation is in line the general workforce. Latest sector figures from 15/16 show 60.7% of staff as female.

Gender Divide By Grade



Based on 16/17 figures this shows the spread of staff over grades shows strong variation in lower graded roles where gender role segregation is most prevalent particularly amongst catering and administration roles. However, the spread over grades 7 to 14 represent the overall college split.

Annual Absence Statistics



Absence figures indicate the percentage of total days lost based on FTE. The college benchmark is based on CIPD (Education) figures for absence currently sitting at 4%, with the college 2016/17 year-end total sitting at 2.98% and the first quarter of 2017/18 2.77%.

For the first year the college has offered the flu jab to all staff and with an increase in personal stress for the quarter over the previous year there will be a focus on supportive mechanisms in addition to the current practices.

5. Financial Implications

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

6. 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

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	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 finance. Monthly monitoring by HR, RAF and ACF process is in place for justification and approval as well as the annual Curriculum Review of Celcat versus resources.

Risk Owner – Ralph Burns

Action Owner – Andrew Lawson

8. 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

1. Purpose

To inform members of the work undertaken in relation to the General Teaching Council for Scotland (GTCS) Professional Update pilot scheme.

2. Recommendation

That members note the outcome of the GTCS Pilot scheme and verification

3. Background

Forth Valley College volunteered to be part of the pilot phase of Professional Update for GTCS. Professional Update was introduced in August 2014 for all registered teachers in Scotland. GTCS recognised that Professional Update could provide an opportunity to represent the interest of Lecturers in Scotland's Colleges in terms of offering a teacher-led model of high quality professional learning for lecturers.

GTCS Registration is not compulsory for lecturers in Scottish colleges, although some staff are already registered.

The purpose of the pilot seek the views of lecturers following engagement in the pilot of Professional Update. During the pilot, lecturers were asked to:

- Self-evaluate against appropriate Professional Standards
- Engage in ongoing Professional Learning
- Maintain a reflective professional learning record and associated evidence of impact
- Engage in the Professional Review and Development process

The College agreed to be part of the pilot and to pay the fees for the 16 lecturing staff that volunteered to be part of the project for the first year only, at a cost of £996. Of the 16 enrolled, 15 were signed off as one went on maternity leave.

As part of the Pilot, the College was asked to go through a full validation process. This involved adding a link to the CPD page of 'My Employee' Record for GTCS Registered Employees. This link takes the employees to the 'My GTCS System' on the GTCS website where they can record their professional learning against the professional standards.

In addition to this the PRD guidance document was amended to provide some specific guidance for GTCS registered staff. The process did not supersede our PRD or CPD processes, but simply enhanced the process.

A validation meeting was held in August 2016 and, we were granted conditional validation with some minor conditions to be put in place.

These conditions have now been met and we are 1 of 4 colleges to have been granted full validation.

4. Key Considerations

The lecturers who engaged in the pilot will continue to record their professional learning and engage in the process of professional update across their careers (if they choose to maintain their GTCS registration).

We may wish to discuss further engagement with GTCS such as promoting professional registration for all teaching staff and to consider how engaging in high quality professional learning through Professional Update can support teacher and student learning and continuous improvement.

The pilot is now concluded and Forth Valley College has been awarded full GTCS registration to enable onward recording of CPD.

5. Financial Implications

None – if staff opt to remain/join the scheme, this would be at their own cost

6. Equalities

Assessment in Place? – No

If No, please explain why – Not required

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

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 – The pilot for this project has been completed and there is no risk to the College.

Risk Owner – Andrew Lawson

Action Owner – Andrew Lawson

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes

Health and Safety –No

Please provide a summary of these implications – The scheme will need to be communicated to relevant staff.

Paper Author – Karen Dair

SMT Owner – Andrew Lawson

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1. Purpose

To inform the HR Committee of the current situation in relation to National Bargaining.

2. Recommendation

That members note the developments and outcome of the National Bargaining process.

3. Background

The National Bargaining process began in 2015/16 with the majority of Scotland's Colleges signing a National Recognition Procedure Agreement (NRPA) which moved colleges from local negotiations to national negotiations. This process includes:

- Pay
- Working hours
- Annual leave
- Maternity & Paternity leave
- Family Friendly Policies
- Transfer to Permanent Status
- Grievance and Disciplinary Policies

To date, the main focus has been on harmonisation of pay and working hours (T&Cs) for lecturing staff and pay, annual leave and job evaluation for support staff. There has also been agreement on a job matching process for promoted posts for Forth Valley College; this relates to our Curriculum and Operational Manager roles.

4. Key Considerations

Lecturers

Negotiations during this time have been challenging and resulted in 6 days of industrial action from lecturing staff in March 2017. This presented an additional challenge for colleges and the learners, as this was a key assessment period for the sector. Forth Valley College however arranged additional support for learners to enable them to complete their assessments on time and successfully. This was only achieved as a result of the goodwill and professional dedication of lecturing staff who did not take part in industrial action. The total number of Forth Valley lecturing staff involved in the industrial action in any one day averaged around 120 from a total staff number of 320, 37.5%

Following further negotiations and an intervention by the Scottish Government, the National Joint Negotiations Committee (NJNC) curricular 01/17 stated "that the EIS agreed to suspend their current industrial action and the Management side agreed to immediately implement the pay elements of the March 16 NJNC agreement. The national Pay Scale for lecturers posts were agreed as":

Point 1	£32,000
Point 2	£34,007
Point 3	£36,014
Point 4	£38,020
Point 5	£40,026

The first element of pay harmonisation took place in December 2016. The agreement states that payments will be paid in three instalments: 25% of the difference between current salary placement and the top of the salary scale in 2017, a further 25% in 2018 and a final payment of 50% by April 2019.

In conjunction with the pay agreement, it was agreed that there would be no detriment to existing T&Cs for all lecturers in the sector. However, following a detailed data information gathering exercise on teaching hours across the sector by EIS and the Management Side, agreement was reached that going forward, lecturers would be timetabled to teach 23 hours per week plus 1 additional hours teaching, with a maximum of 8 hours within any 12 consecutive teaching week period. Effectively this mean that any lecturer can be asked to provide absence cover during this period. As a result of the no detriment clause mentioned above, this agreement has no impact on teaching hours for Forth Valley College, therefore our lecturers will remain on 22 hours teaching per week with all other current T&C's remaining in place.

Negotiations continue in relation to salary conservation agreements and annual leave. Salary conservation is currently 5 years and annual leave is currently 65 days per years at Forth Valley College.

Agreement was also reached on the Transfer to Permanent status. This relates to staff currently on a fixed term contract in colleges. Fixed term contracts were introduced to fill temporary vacancies such as long term absence, secondments, maternity leave and short term commercial contracts. Forth Valley College implemented Employment Law Legislation, which states, "That anyone on a fixed term contract that has been constitutently for a 4 year period or has had their fixed term contract renewed over the same 4 year period automatically gains permanent status". This has work well for us a college and has enabled us to maintain an efficient and affordable workforce.

The agreement reached during negotiations places Forth Valley College in a challenging position as it now states:

'A lecturer who is employed on a fixed term contract will be automatically transferred to a permanent contract by his/her college if that lecturer has completed continuous service for a period of two years any date after 31 March 2019. Local agreements will remain active until 1 April 2019.

Promoted Posts (Curriculum/Operational Managers)

At the time of writing the only agreement that has been reached regarding promoted post is the rational and criteria for the range of promoted posts in the sector and the salary levels which are a fixed scale point with no for salary progression these are:

Level 1	£43,850
Level 2	£46,925
Level 3	£50,000

The NJNC Circular 01/17 sets out the process to be followed in the Job Matching process for all promoted posts and states:

“Matching should be done against job profiles/families of jobs at a local level and will not be a tool to change the duties of existing staff. The job matching process will be conducted by the local LNCC. Management will present job matching proposals based on current job profiles, to the local EIS representatives and the outcome will be a joint exercise conducted through local LNCC arrangements.”

Forth Valley College concluded this process in October 2017 with a joint agreement placing Curriculum/Operational Managers at level 2 £46,925, an increase of £1191. The first payment of 25% was included in their October salary. The additional 25% will be paid in April 2018 with the final 50% paid in April 2019.

The outstanding elements under negotiation include salary conservation, annual leave and teaching hours:

Salary conservation

- Currently EIS are requesting 6 years
- Management side are requesting 3 years

Annual leave

- EIS are requesting 63 days annual leave for all promoted posts
- Management side requesting level 1 60 days, level 2 55 days and level 3 50 days
- There is also a request from EIS that level 1 post teach up to 15 hours per week with management side proposing 18 hours per week

It should be noted that at this current time Forth Valley College do not have post at level 1. No agreement has been reached on the no detriment aspect for promoted posts. With the exception of the salary increase there is no other impact on promoted posts in Forth Valley College.

Support Staff

The key outcomes of negotiations with the support side have been a cost of living increase to all support staff of £425 effective and consolidated from 1 April 2017, a unitary and inclusive minimum entitlement to 44 days annual leave effective from 1 April 2017. Staff currently on a higher entitlement will remain so pending further national negotiations.

Implementation

£425 of the pay awards will be effective and consolidated from 1 April 2017 and implemented no later than August 2017.

The pay Award will be applied pro-rata for part time employees

The annual leave entitlement will be applied pro-rata for part time employees

The pay award will be applied in the first instance, then any further uplift applied if required in order to ensure staff are in receipt of the Living Wage of £8.45 as at 1 April 2017

The pay Award will be applied on an unconsolidated basis to staff on pay protection

With the exception of the pay offer of £425, all other conditions are already part of Forth Valley College Terms and Conditions for support staff

5. Financial Implications

Colleges Scotland and SFC have agreed that the cost of implementing National Bargaining for the sector is around £100m over the next 3 years.

For Forth Valley College the cost of implementing national bargaining for teaching and promoted teaching staff will be:

16/17	April 17 to July 17	£101,285
17/18	August 17 to July 18	£405,142
18/19	August 18 to July 19	£810,284

Funding

It is clear that the cost of national bargaining is not affordable unless Scottish Government and the SFC provide the funding to cover this. While reassurance is being given that SG will seek to allocate funds in the next spending review there is no firm commitment as to how much this will be.

On 12 June, SFC has confirmed £2m would be made available across the sector to cover part of the 2016/17 cost. Forth Valley College did not receive any of this funding.

No detriment to existing staff terms and conditions

The sector norm for teaching contact hours is 24 hours whilst Forth Valley College have maintained 22 hours. In anticipation of the norm being adopted, Forth Valley College were budgeting the increase in teaching hours as an efficiency. Unfortunately, the agreement drawn up on the 19 May 2017, although still to be ratified, indicated there would be no detriment to existing staff terms and conditions for holidays, teaching contact hours and salary conservation. In real terms, this means that FVC cannot increase lecturers contact time or remove holidays. In the SFC and Colleges Scotland costing model, colleges moving from 24 to 23 hours, may be provided with increased funding for the additional staff they will require to employ to accommodate the reduction in teaching hours. Forth Valley College however, will not receive any additional funding as the status quo will be retained. Consequently, our hourly rate will be higher than colleges who drop to the 23 hour position as a result of the no detriment to existing staff.

6. Equalities

Assessment in Place? – Yes
See attached

If No, please explain why – Not required

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

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	x	x
Very Low		

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

The ongoing negotiations process may, depending on outcomes, have an adverse effect on the financial situation of the college.

A robust process for recruitment and selection and a review of vacant posts will help mitigate this

Risk Owner – Andrew Lawson

Action Owner – Andrew Lawson

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes

Health and Safety –No

Please provide a summary of these implications – Industrial Action information and the implication of this be communicated widely to staff and key stakeholders

Paper Author – Andrew Lawson

SMT Owner – Andrew Lawson