

Staffing Committee

Monday 26 May 2014

2.00 pm

AGENDA

Room 2089

- 1 Apologies for Absence
- 2 Declaration of Interest
- 3 Minute of Meeting of 28 October 2013 (attached)
- 4 Matters Arising

Standing Items

- 5 Staff Establishment 2013-14 (report attached)
- 6 Staffing Levels 2012-13 (report attached)
- 7 Absence Management 2013-14 (report attached)
- 8 Disciplinary/Grievance Report 2013-14 (report attached)
- 9 Institutional Sustainability (report attached)

Business

- 10 Director's Update (report attached)
- 11 Staff Development (report attached)
- 12 Any Other Business
- 13 Date and Time of Next Meeting

Restricted Session

- 14 Any Other (Restricted) Business

Board of Management

Minute of Meeting of the Staffing Committee of the Board of Management of Dumfries and Galloway College held on Monday 26 May 2014 at 2.00 pm in Room 2097

Present: T Hydes (Chair)
A Nyondo
C Turnbull

In attendance: H Pedley, Director of Human Resources
J Brown, Assistant Principal and Secretary to the Board
S Sutherland, PA to the Principal

1 Apologies for Absence

Apologies were intimated on behalf of Karen MacGillivray-Fallis

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of meeting held on 28 October 2013 was approved.

4 Matters Arising

4.1 Item 8.1 Appeal Hearing

It was noted that the appeal had not been upheld.

Standing Items

5 SI Staff Establishment

The Director of Human Resources spoke to the report, which had been previously distributed.

Members noted a small number of temporary contract changes, due to the extension to the TRANSFORM project and to cover long term staff absence, but no permanent contract changes since the previous meeting.

During discussion, Members were advised that the TRANSFORM project funding would cease in June but SMT was keen that the excellent work should continue and so had identified a development fund to support this, including two permanent Blended Learning Advisor posts

6 SI Staffing Levels 2013-14

The Director of Human Resources spoke to the report, which had been previously distributed, to advise Members of the staffing levels within the Faculty areas analysed by academic, academic support and support members of staff for the current academic session to date.

Members were advised of slight changes to the overall FTE due to part-time staff being employed to work on the TRANSFORM project, and of permanent staff in Engineering as a result of the introduction of the wind turbine course, and the Lines Technician course.

The Director added that upon review of timetables, course delivery and remission agreed, all staff were fully utilised for Block 1 and planned to be fully utilised for Block 2. Adjustments had been made during Block 2 to reflect changes in course timetables due to the merging of groups where learner numbers had decreased which had resulted in a more efficient use of staff time and in some areas, a reduction in staffing levels.

Members noted the report.

7 SI Absence Management 2013-14

The Director of Human Resources spoke to the report which had been previously distributed, giving a summary of the absence levels for the academic session to 30 April 2014.

Overall the absence rate for the session to date was 4.8% which was an increase of 0.89% compared to the same point the previous year, but there had been a large amount of long term absence to date and it was anticipated that this figure would reduce when averaged across the full 12 months.

Members noted the position, and expressed concern at the total cost of lost hours to date of £171,865.

8 SI Disciplinary/Grievance Report 2013-14

Members noted that there had been no disciplinary hearings since the previous meeting, and the result of two grievances held during the period including action taken where one had been upheld.

9 SI Institutional Sustainability

Members noted there had been no changes to Staffing considerations within the IS table, since the previous meeting.

Business

10 Director's Update

The Director of HR spoke to the report which had been previously distributed.

Members noted that the College, with four others, was involved in a pilot of an online recruitment system. The pilot commenced in May 2014 and would run for 12 months after which a report would be made to the Committee.

The Director was also in the process of evaluating two tenders to replace the HR system. An update on the situation would be made to the next Committee meeting.

The Director was developing an HR Strategy to complement the College's Strategic Plan and Vision 2020. Arrangements for the implementation of the Strategy would be outlined in an action plan with regular updates to the Committee on progress against targets.

Members noted the report and the HR developments which had taken place during the academic session 2013-14.

11 Staff Development 2013-14

The Director of HR spoke to the report which had been previously distributed, giving a summary of staff development initiatives across the College during the academic session 2013-14.

She reported that the budget of £76,519 had been divided across two academic years from August 2013 until March 2014, and the remainder until March 2015. The budget was initially prioritised in relation to mandatory training with the remaining budget allocated depending upon discussions with managers and requests from individual members of staff.

The Committee was pleased to learn that 90% of teaching staff currently held a teaching qualification, with 6% due to commence in August 2014. The remaining 4% were temporary staff and would not be returning the following session.

The report also noted the developments under the TRANSFORM project and the intention to recruit two permanent Blended Learning Advisers now that the European funding had ceased.

The College had also invested in identifying areas of good teaching practice by continuing the posts of Learning and Teaching Mentor for a further academic session.

Members noted the excellent staff development programme.

12 Any Other Business

12.1 *Retiral of Chair*

The Principal advised that this would be Tom Hydes last meeting of the Staffing Committee, thanked him for his service and wished him well for the future.

13 Date and Time of Next Meeting

The next meeting would take place on 28 October 2014.

Board of Management

Minute of the Meeting of the Staffing Committee of the Board of Management of Dumfries & Galloway College held on Monday 28 October 2013 at 2.00 pm in Room 2009

Present: T Hydes (Chair)
K MacGillivray-Fallis
A Nyondo
C Turnbull

In attendance: H Pedley, Director of Human Resources
J Brown Clerk to the Board
S Sutherland, PA to the Principal

1 Apologies for Absence

None

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Staffing Committee held on Monday 27 May 2013 was approved.

4 Matters Arising

4.1 Item 6 Staff Establishment

The Clerk to the Board intimated that the College had been successful in its bid for an extension to the TRANSFORM project for one year.

Standing Items

5 SI Staff Establishment

The Director of Human Resources spoke to the report, which had been previously distributed.

Members noted that due to the extension to TRANSFORM for 2013-14 session and the additional development time agreed, a number of temporary contracts had been renewed issued within the academic department. Two temporary contracts had been issued within the Finance department to assist with the review of College requirements as a result of ONS reclassification.

Six members of support staff had temporary contracts changed to permanent, with four teaching staff converting to permanent contracts, and the Engineering department had increased by 1.0 FTE due to increase in demand in this area.

6 SI Staffing Levels 2012-13

The Director of HR spoke to the report, which advised Members of the staffing levels within the Faculties, analysed by academic, academic support and support members of staff for the current academic session to date. Mrs Pedley advised that, upon review of timetables, course delivery, remission already agreed and TRANSFORM remission, all staff were planned to be fully utilised for Block 1 (until the end of January 2014). Changes were anticipated to Block 2 timetables which may result in a reduction in staff hours.

Members noted the report.

7 SI Absence Report

The Director of HR spoke to the report which had been issued, to provide the Committee with a summary of the absence levels for the session 1 August 2012 to 31 July 2013. The report detailed the levels of long-term and short-term absence during the year. Overall the absence rate was 3.8% which was a decrease of 0.7% on the previous year.

Mrs Pedley advised that the cost of the absence for the academic session totalled £219,305 of money paid for lost hours, and in addition to there were also associated costs where backfill was required.

Members noted the report.

8 SI Disciplinary/Grievance Report

The Director of HR reported on one ongoing Disciplinary matter, where a final written warning had been issued. The individual involved had appealed the decision and an appeal hearing would be held on 30 October.

9 SI Institutional Sustainability

The Principal spoke to the report which had been issued and advised that there had been no changes since the previous meeting.

Business

10 Frequency of Meetings

The Clerk to the Board reported on the forthcoming discussions regarding new Governance arrangements, part of which would require the Board to review the remits and timing of all of its standing committees. A new Code of Governance was being developed which it was hoped would inform the discussions.

The Committee agreed that in the interim, and in view of the lower volume of business, there would only be one further meeting of the Committee this session

11 Annual Report of the Committee to the Board 2012-13

Members considered the draft Annual Report for the year 2012-13 and approved its submission to the Board at its next meeting.

12 Any Other Business

None

13 Date and Time of Next Meeting

The next meeting of the Committee would take place Monday 26 May 2014.

Board of Management

STAFFING ESTABLISHMENT

1 PURPOSE

The purpose of this report is to provide the Staffing Committee with updated information relating to changes within the staffing establishment to date.

2 ALTERATIONS TO ESTABLISHMENT

Temporary Contract Changes

Due to the extension to TRANSFORM for 2013-14 session and the additional development time agreed a number of temporary contracts were renewed/issued within the academic departments at the start of the academic session. Temporary contracts were also in place to backfill for long term absence however the majority of these have now been terminated as the member of staff has returned to work or left employment. Additional temporary contracts have been issues throughout the year as work continues on TRANSFORM until June 2014.

2 temporary contacts were issued within the Finance department to assist with reviewing the College requirements as a result of reclassification. One has now terminated with the other continuing for a further 12 months.

Due to staff absence and resignations within the Engineering and Construction Faculty the College was required to contract with an agency as it provd difficult to gain the skills and expertise required at short notice.

Permanent Contract Changes

No further permanent contracts have been issues which impact on the overall establishment of the College since the last report in October 2013.

3 RECOMMENDATION

Members are requested to note this report.

| Faculty - May 2014 | Technology Services | | | Media and Business Services | | | Care & Supporting Services | | | Professional Services | | | |
|-------------------------------|---------------------------------|----------------|-----------------------------|-----------------------------|---------------------|---------------------------------------|--------------------------------|-------------------------|-------------------|-------------------------------|----------------|-----------------------------------|-----------------|
| Programme Area | Technology Services (Stranraer) | Construction | Engineering & Motor Vehicle | Business & Computing | Creative Industries | Media & Business Services (Stranraer) | Education & Health (Stranraer) | Health & Social Studies | Education Studies | Hair, Beauty & Comp Therapies | Sport | Professional Services (Stranraer) | Totals |
| Curriculum Leader (FTE) | 0.25 | 0.50 | 1.00 | 0.50 | 0.75 | 0.25 | 0.25 | 0.50 | 0.75 | 1.00 | 0.50 | 0.25 | 6.50 |
| Perm Lecturers (FTE) | 2.90 | 6.53 | 11.00 | 6.70 | 4.45 | 0.60 | 3.33 | 2.90 | 5.90 | 6.20 | 3.50 | 3.67 | 57.68 |
| Perm Lecturers (No) | 4.00 | 8.00 | 11.00 | 8.00 | 6.00 | 1.00 | 4.00 | 4.00 | 9.00 | 8.00 | 4.00 | 5.00 | 72.00 |
| Temp Lecturers (FTE) | 1.00 | 0.27 | 2.35 | 0.59 | 2.10 | 0.00 | 0.57 | 0.40 | 0.68 | 2.20 | 3.20 | 0.30 | 13.66 |
| Temp Lecturers (No) | 0.13 | 0.00 | 3.00 | 3.00 | 5.00 | 0.00 | 1.00 | 2.00 | 2.00 | 4.00 | 4.00 | 2.00 | 26.13 |
| Academic Support (FTE) | 0.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.40 | 0.20 | 0.15 | 0.88 | 1.83 |
| Academic Support (No) | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 2.00 | 1.00 | 3.00 | 8.00 |
| Support (FTE) | 0.00 | 1.00 | 0.00 | 0.00 | 0.10 | 0.00 | 0.49 | 4.80 | 1.60 | 0.00 | 0.00 | 0.89 | 8.88 |
| Support (No) | 0.00 | 2.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 5.00 | 4.00 | 0.00 | 0.00 | 1.00 | 16.00 |
| Technicians (FTE) | 1.50 | 0.96 | 2.40 | 0.00 | 0.56 | 0.00 | 0.00 | 0.58 | 0.00 | 2.00 | 0.00 | 0.32 | 8.32 |
| Technicians (No) | 2.00 | 1.00 | 3.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 3.00 | 0.00 | 1.00 | 12.00 |
| | | | | | | | | | | | | | |
| Total (FTE) | 5.85 | 9.26 | 16.75 | 7.79 | 7.96 | 0.85 | 4.64 | 9.18 | 9.33 | 11.60 | 7.35 | 6.31 | 96.87 |
| FTE % | 6.04% | 9.56% | 17.29% | 8.04% | 8.22% | 0.88% | 4.79% | 9.48% | 9.63% | 11.97% | 7.59% | 6.51% | |
| WSUMS (Full time only) | 1640.00 | 2700.00 | 5097.00 | 2878.00 | 3382.00 | 325.00 | 1469.00 | 3021.00 | 2731.00 | 3002.00 | 2403.00 | 1869.00 | 30517.00 |
| WSUMS % | 5.37 | 8.85 | 16.70 | 9.43 | 11.08 | 1.06 | 4.81 | 9.90 | 8.95 | 9.84 | 7.87 | 6.12 | |
| | | | | | | | | | | | | | |
| Enrolments (FT only) | 71 | 114 | 222 | 206 | 195 | 19 | 72 | 180 | 141 | 180 | 137 | 92 | 1629 |
| Withdrawals | 17 | 20 | 44 | 41 | 31 | 3 | 9 | 59 | 29 | 55 | 27 | 16 | 270 |
| % retention | 76% | 82% | 80% | 80% | 84% | 84% | 88% | 67% | 79% | 69% | 80% | 83% | 79% |

| Summary | Technology Services | Media & Business | Care | Professional Services |
|--------------------------|---------------------|------------------|----------------|-----------------------|
| Curriculum co-ordinators | 1.75 | 1.50 | 1.50 | 1.75 |
| Perm Lecturers (FTE) | 20.43 | 11.75 | 12.13 | 13.37 |
| Perm Lecturers (No) | 23.00 | 15.00 | 17.00 | 17.00 |
| Temp Lecturers (FTE) | 3.62 | 2.69 | 1.65 | 5.70 |
| Temp Lecturers (No) | 3.13 | 8.00 | 5.00 | 10.00 |
| Academic Support (FTE) | 0.20 | 0.00 | 0.40 | 1.23 |
| Academic Support (No) | 1.00 | 0.00 | 1.00 | 6.00 |
| Support (FTE) | 1.00 | 0.10 | 6.89 | 0.89 |
| Support (No) | 2.00 | 3.00 | 10.00 | 1.00 |
| Technicians (FTE) | 4.86 | 0.56 | 0.58 | 2.32 |
| Technicians (No) | 6.00 | 1.00 | 1.00 | 4.00 |
| | | | | |
| Total (FTE) | 31.86 | 16.60 | 23.15 | 25.26 |
| FTE % | 32.89 | 17.14 | 23.90 | 26.08 |
| WSUMS | 9437.00 | 6585.0 | 7221.00 | 7274.0 |
| WSUMS % | 30.92 | 21.58 | 23.66 | 23.84 |

| | Technology Services | Media & Business | Care | Professional Services |
|--------------------|---------------------|------------------|--------------|-----------------------|
| Enrolments | 407.0 | 420.0 | 393.0 | 409.0 |
| Withdrawals | 81.0 | 75.0 | 97.0 | 98.0 |
| % retention | 80.1% | 82.1% | 75.3% | 76.0% |

Board of Management

ABSENCE MANAGEMENT 2013-14

1 PURPOSE

The purpose of this report is to provide the Staffing Committee with a summary of the absence levels for the current academic session (1 August 2013 – 30 April 2014).

2 SUMMARY

Overall the absence rate for the College during the current academic session to date is 4.8%. This appears to be an increase of 0.9% compared to the same point last year but there has been a large amount of long term absence to date and it is anticipated that this figure will reduce when averaged across the full 12 months. Overall the cost of the absence for the academic session to date has totalled £171,865 of money paid for lost hours. In addition to this cost there are also associated costs with backfill where required.

Across the year to date, 65% of absence can be attributed to staff on long term absence i.e. absent from College for a period of 4 weeks or more. Reasons for the absence have been Stress (8), Cancer (1), Backache (2), Bereavement (2), Depression (1), Post operative (5), and Heart Attack (1). Of the 8 individuals who cited stress as the reason for their absence, 4 have subsequently left employment of the College. Discussions had taken place regarding the reason for the stress and where work was cited as a contributing factor, discussions took place to identify if the College could make any adjustments to enable the individuals to return to work. On each occasion the member of staff took the decision not to return. The remaining 3 staff have successfully returned to work. Occupational Health has been involved in all cases. A meeting has recently taken place with the member of staff who cited depression as the reason for her absence and following a lengthy discussion regarding work and Occupational Health support she has taken the decision to resign from her role within the College. 3 members of staff continue to be absent at the time of writing the report, all following recent surgery.

Of the short term absences there have been a number of reasons provided and there does not appear to be any trends within departments or illnesses. The majority of absences can be attributed to colds/viruses or stomach upsets with staff returning to work normally after 1 or 2 days absence.

The College continues to refer staff to Occupational Health where there is a history of frequent absences to establish if there is an underlying cause or if the College is required to make any adjustments as a result of illness to enable their attendance to improve.

3 RECOMMENDATION

Members are requested to note this report.

Board of Management

DISCIPLINARY and GRIEVANCE HEARINGS

1. PURPOSE

The purpose of this paper is to provide the Staffing Committee with an update regarding the disciplinaries and grievances heard since the last Committee meeting.

| | <i>Disciplinary</i> | <i>Outcome</i> |
|----|--|----------------|
| 1. | No discipline hearings since last meeting in October 2013. | |

| | <i>Grievance</i> | <i>Outcome</i> |
|----|---|--|
| 1. | Failure by HR and Line Manager to follow College procedure relating to sickness absence and lack of contact from line manager during absence. | Initially not upheld for point 1 and partially upheld regarding point 2 but went to Appeal and point 1 was fully upheld with point 2 remaining partially upheld. |
| 2. | Failure of Curriculum Leader to provide adequate support to staff. | Upheld. Support and an action plan put in place for the CL. |

2. RECOMMENDATION

Members are requested to note the above report.

| | | | | | | F = F+GP A = Audit Q = Q+C S = Staff | E = External I = Internal |
|----|--|--|--|--|---|---|------------------------------|
| 5 | Efficient staff deployment | WSUMs per full-time equivalent (FTE) | M | Staffing levels reviewed on an ongoing basis, quarterly reports to Staffing Committee in relation to Curriculum staff and changes in the FTE of all staff across College. Reports made to BoM re: staffing levels. Approval forms for all recruitment indicating justification for the post. | 1 | S | I |
| 14 | Effective staff training and development programme | Number of days per employee invested in training and development, external accreditation, appraisal system | L | Staff development framework in place. Staff achieve on average 5 days per annum staff development (formal & informal). Staff development records identify individual progress. liP and HMle recognition of staff development process. PMR in place for SMT and CMT, trial roll out in progress. | 2 | S | I |
| 15 | Recruit and retain good quality staff | Investment in qualifications of staff | M Note: also applies to other areas, e.g. HR, H&S, IT | Records of staff qualifications demonstrate competency/knowledge. Staff Development Reviews highlight commitment to training and development. Qualified professional staff committed to CPD and submission of annual returns. Departmental staff turnover is very low. Staff Development records show continued professional development of all areas. Potential further reductions in staffing due to funding cuts could affect service delivery | 2 | S | E |
| 16 | Appropriate levels of staff turnover | Leavers in last year as % total staff (Note: grading takes account of geography and low turnover can stagnate skills base) | M | Low turnover - 9.4% for voluntary leavers (8% during 2011/12 session). This allows the College to maintain a stable workforce however can make it difficult to recruit new skills and knowledge. | 2 | S | E |
| 17 | Managing levels of sickness absence | Working days per employee lost through sickness absence | L | Absence level for 2012/13 was 3.8% which is a decrease on the previous year and compares favourably to public sector organisations. Absence monitored monthly by HR with annual report to Staffing Committee. Occupational health contract to ensure staff are able to return to work as soon as possible, enabled through phased return. | 1 | S | E |
| 18 | Appropriately qualified teaching staff | Percentage of permanent college payroll teaching staff with a teaching qualification, HMle reports | M | 98% of permanent teaching staff currently possess a teaching qualification, the remainder are undertaking qualifications (2 people). Staff development records. Potential in future years for % with qualification to decrease due to retirement of staff who possess TQFE being replaced with new staff who do not. 50% of temporary teaching staff possess a teaching qualification with the remainder either undertaking a qualification or not required due to the short term contract/minimal hours delivery. | 1 | S | I |
| 19 | Staff input to and awareness of college strategic plan | Staff consultations, events, staff satisfaction survey | L | Planning and development week to enable all staff to participate in planning process. Communication survey, Principal's briefings and HMle reports confirmed that staff are involved in the planning process. All staff involved in Vision 2020. | 1 | S | I |
| 20 | Effective staff communications | Staff meetings, newsletters, staff satisfaction survey | M | College News, Intranet, Principal's Update, Staff Suggestion Scheme, direct access to SMT members. | 2 | S | I |

| | | | | | | F = F+GP A = Audit Q = Q+C S = Staff | E = External I = Internal |
|----|--|--|---|---|---|---|------------------------------|
| 25 | Buildings accessible to students with profound and complex needs | Disability Discrimination Act (DDA) compliance measures and evidence of reasonable adjustments | L | Dumfries campus design. Periodic inspections to ensure compliance with relevant legislation | 2 | S | I |

Board of Management

HUMAN RESOURCE UPDATE

1 PURPOSE

The purpose of this report is to provide the Staffing Committee with a summary of HR developments during the current academic session.

2 RECRUITMENT

In 2011-12, in conjunction with the IS department, a process was introduced where applicants were able to apply for a vacancy within the College on line. This was completed via the College website and was used in conjunction with a paper based system, it was recognised that not everyone would be able to access the on line recruitment form. This system has worked well however was limited in terms of access for recruiting managers and utilising the information for reporting etc. A robust on line recruitment system was discussed at Scotland's Colleges HR Steering Group and agreement was reached that 5 Colleges would take part in a 12 month pilot starting in 2014. Dumfries and Galloway College are part of this pilot and the system to be used is MyJobsScotland (MJS).

The system is currently used by all the Local Authorities in Scotland and the Fire Service. Discussions are ongoing with the Police Service, the NHS and the University Sector. The pilot will enable the 5 Colleges to test the site and report back to the remaining Colleges with a view that this will become the preferred site for advertising for Colleges and applicants will be directed to the site as the first option for applying.

Applicants will be able to register with the site, search for College vacancies, apply on line, track the progress of their application and electronically book their interview slot. Managers will be able to fully manage the applications on line. The benefits will be a more efficient service for candidates and managers and the ability to make efficiency savings regarding the recruitment budget, time and paperwork.

The pilot commences in May 2014 and will run for 12 months. A report will be provided to the Committee at the end of the pilot.

3 HR SYSTEM

The College currently operates an HR system which requires an investment in terms of updating. Upon review of the system it has been agreed to replace the current system rather than update the existing. This decision was taken on the basis of cost to update and the poor service offered by the current contractor. A tender process was commenced with the assistance of APUC and this has resulted in 2 tenders being received. An update will be provided at the next Committee meeting.

4. COLLECTIVE BARGAINING

At a meeting with Regional Leads on 21 February 2013, the Cabinet Secretary confirmed his commitment to move towards national bargaining for the college sector and that he had asked Ian McKay to lead on this work. At the time the Cabinet Secretary confirmed that he had no fixed view on the outcome of this process but was keen to see progress. Initially a salary mapping exercise was undertaken to determine the differences across the Colleges and confirmed that there were marked differences across Colleges. A Committee was convened involving Principals, Regional Chairs and Trade Union representatives to discuss the proposal to undertake national Bargaining. Agreement has been reached to move forward with National Bargaining and a structure has been identified with an indication of what will fall within the remit of National Bargaining. These will fall in broadly 3 categories:

- National policy decisions that are binding on all parties to the agreement
- National policy guidance for implementation locally appropriate to the needs of each particular college
- National policy advice and sharing of best practice for local collective bargaining arrangements

Further work is ongoing regarding the gathering of robust data from the sector in relation to current terms and conditions. It is anticipated that National Bargaining may commence during the 2014/15 academic session. Further updates will be provided to the Committee.

5. PAY AWARD

Negotiations have now concluded regarding a pay award for staff for the academic session 2013/14. This has resulted in agreement with EIS for a 2% award for teaching staff and agreement with UNISON for a 2% increase or a lump sum of £500.00 whichever was the greater. In addition to the financial award for support staff agreement was reached to increase the annual leave by 2 days per annum. These days will be determined by the College and will normally be fixed at the Xmas break to enable the College to close for a longer period. The awards were on a consolidated basis and backdated to 1 August 2013.

As the start of the financial year for the College has now been revised to April discussion took part during the negotiations to move the pay award date to 1 April of each year. This has been agreed and a result the above pay award is to cover the period from 1 August 2013 to 31 March 2015.

6 HR STRATEGY

The Director of HR is currently developing an HR Strategy to complement the College's Strategic Plan and Vision 2020. This Strategy will be developed in conjunction with College Managers and staff and will identify the key aims and action plan to build upon the theme of One College One Team. The Strategy aims to have 4 key themes: Leadership, People Management and Development, Workforce Planning and Employee Communication. The Strategy will be developed over the next 12 months with an action plan finalised for June 2015 and will cover the period 2015 to 2020 and will be adapted during this time to meet the changing needs of the College through regular reviews. In addition, these reviews will also take account of any emerging employment trends, local, national and EU legislation and best practice in HR and further education.

Arrangements for the implementation of the Strategy will be outlined in an action plan with regular updates to the Committee on progress against the action plan.

7 RECOMMENDATION

Members are requested to note this report.

Board of Management

STAFF DEVELOPMENT

1 PURPOSE

The purpose of this report is to provide the Staffing Committee with a summary of staff development initiatives across the College during the current academic session.

2 INTRODUCTION

The budget currently allocated for staff development equates to £76,519. This has been divided across two academic years, £30,301 from August 2013 until March 2014, and the remainder until March 2015. The budget is initially prioritised in relation to mandatory training (e.g. teaching qualifications) with the remaining budget allocated depending upon discussions with managers and requests from individual members of staff.

3 TEACHING QUALIFICATIONS

New lecturers to the College are required to undertake a comprehensive development programme upon appointment. This involves a formal induction programme led by a Learning and Teaching Mentor which takes 6 weeks. During this time a discussion takes place with each member of staff and a decision is taken regarding what level of teaching qualification would be appropriate. This decision is based on the number of hours the lecturer is employed with their current level of qualification determining the entry route for them. Where a lecturer works less than 0.5FTE it is not mandatory that they are qualified to the full teaching qualification (TQFE) but would be required to achieve the level below this (PDA: Advanced Diploma in Teaching). Where a member of staff works minimal hours they may only be required to achieved the level below this (PDA: Advanced Diploma: An Introduction). In each case a discussion may result in the member of staff who works below 0.5FTE progressing to the full TQFE.

- PDA: Advanced Diploma: An introduction – two members of staff commenced with one successfully completing this qualification and the remaining member of staff due to complete at the end of May 2014.
- PDA: Advanced Diploma in Teaching – one member of staff commenced this qualification and has successfully completed this session.
- TQFE – 11 staff commenced and have successfully completed this qualification during the current academic session.

90% of teaching staff currently hold a teaching qualification with 6% due to commence in August 2014. The remaining 4% are temporary staff and will not be returning next session.

4 BLENDED LEARNING ADVISER

The College has received European Funding over the past 3 years to fund the TRANSFORM project. This has enabled the curriculum to devote time to transforming the curriculum and developing materials for a blended learning approach. In order to support staff with the development of materials the College has utilised some of this funding to support 5 new posts of Blended Learning Advisers. This role has been to offer support, guidance and training to staff who have been given time to develop materials and also to train staff in the use of new technologies. This has proven to be a valuable support for staff and the College is therefore supporting the retention of this role and is currently recruiting to 2 permanent post of Blended Learning Advisers.

5 LEARNING AND TEACHING MENTORS

During 2012/13 the college reviewed the lesson observation process and the support provided to lecturers to assist in their own development. As a result it was identified that the lesson observation process would change and additional support would be provided to staff. The new role of Learning and Teaching Mentor was introduced on a temporary basis with 4 appointments being made at the start of the academic session. Each Mentor has been allocated a number of staff to observe and support, providing guidance where appropriate and directing them to additional training if required. This has enabled the College to identify areas of good teaching practice which can then be shared with other staff as a means of support and development. Although it is early to evaluate the pilot of the Mentors indications are providing a very positive response and the posts will continue for another academic session.

6 STAFF DEVELOPMENT AND PLANNING WEEK

In February of each year there is a week where there are no learners in College. The College identifies this time for staff to attend staff development events, share good practice, departmental meetings and planning events for the next session. In 2014 the Learning and Teaching Mentors each took a theme and presented a session for staff. These were:

Planning for outstanding learning
Managing multi level delivery

Group work, co-operative learning
Developing the characteristics of outstanding teaching

As part of TRANSFORM a number of showcases were presented to inform staff of progress and developments:

HNC Visual Communications
On line Core Packs
Paperless SVQs
Reablement Course

Schools HNC Pilot
Internet Safety
"Drag and Drop" activities
Higher Hairdressing and the use of LearnNet

A session was also held with all staff and John Burt as part of Vision 2020.

In addition to the above delivered sessions a number of staff were able to attend external events and visit work places to enhance their knowledge and skills.

7 OVERALL STAFF DEVELOPMENT

During the session the budget has been utilised to invest in staff and a number of events have been attended, qualifications commenced/completed and training delivered in College. An example of courses/events include HNC Electrical Engineering, HNC Business Management, Benefit updates, Supporting Learners, Work Placement Visits, First Aid, World Host, Leadership, NEBOSH, ECDL, Community of Practice Events, ASDAN, ICT, drug awareness and subject specific events.

The College invested in a new on line programme for induction for all new staff. This involves staff undertaking modules in Safeguarding, Equality and Diversity and Data Protection with a Health and Safety module as optional. In addition staff also have access to an on line resource, Lynda.com, which offers a variety of video tutorials including how to use your iPad effectively, Outlook essentials, business videos, autocad , photography, classroom engagement, customer care and many more. Some tutorials are as short as 10 minutes and therefore are quick and easy for staff to access.

8 RECOMMENDATION

Members are requested to note this report.