






**Dumfries and
Galloway College**

One step ahead

Item 2
HR1124-2.2

Key	
	Ongoing
	Closed
	Overdue

HR SUB-COMMITTEE ACTION LOG 12.11.24

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
1		<u>No actions to record from 16/5/24</u>				

HR Sub-Committee		
Agenda Item	3	
Paper Number	HR1124-3.1	
Date of Meeting	12 November 2024	
Location	MS Teams	
Title of Paper	People and EDI update	
Presented by	Joe McGraw	
Recommendation	Discussion	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 5 minutes

1. Recommendation

- 1.1 The Committee is invited to note the paper and discuss any of the items presented.

2. Executive Summary

2.1 To provide the HR Sub Committee with an update on the people (staff related issues) at the College. The details contained within this report will be used as the basis for the Finance and General purposes Committee meeting. The paper covers: -

- Workforce 2025
- National pay negotiations
- Sickness Absence
- Culture and Behaviours development
- Learning and Development update
- Equality and Diversity update

3. Context

3.1 Workforce 2025

- 3.1.1 Discussions have been held with local TU representatives, and we have informed them that we have re-opened the window for VSS applications. The current window has been extended and is open until 20 December 2024.
- 3.1.2 The committee is aware that we have approval in place from SFC to undertake VSS up until July 2025.
- 3.1.3 The Committee will be aware that a separate paper on Workforce 2025 was presented to the Board of Management on 1 October 2024. An updated paper is currently being worked on and will be shared with the Board of Management at the scheduled meeting on 9 December 2024.

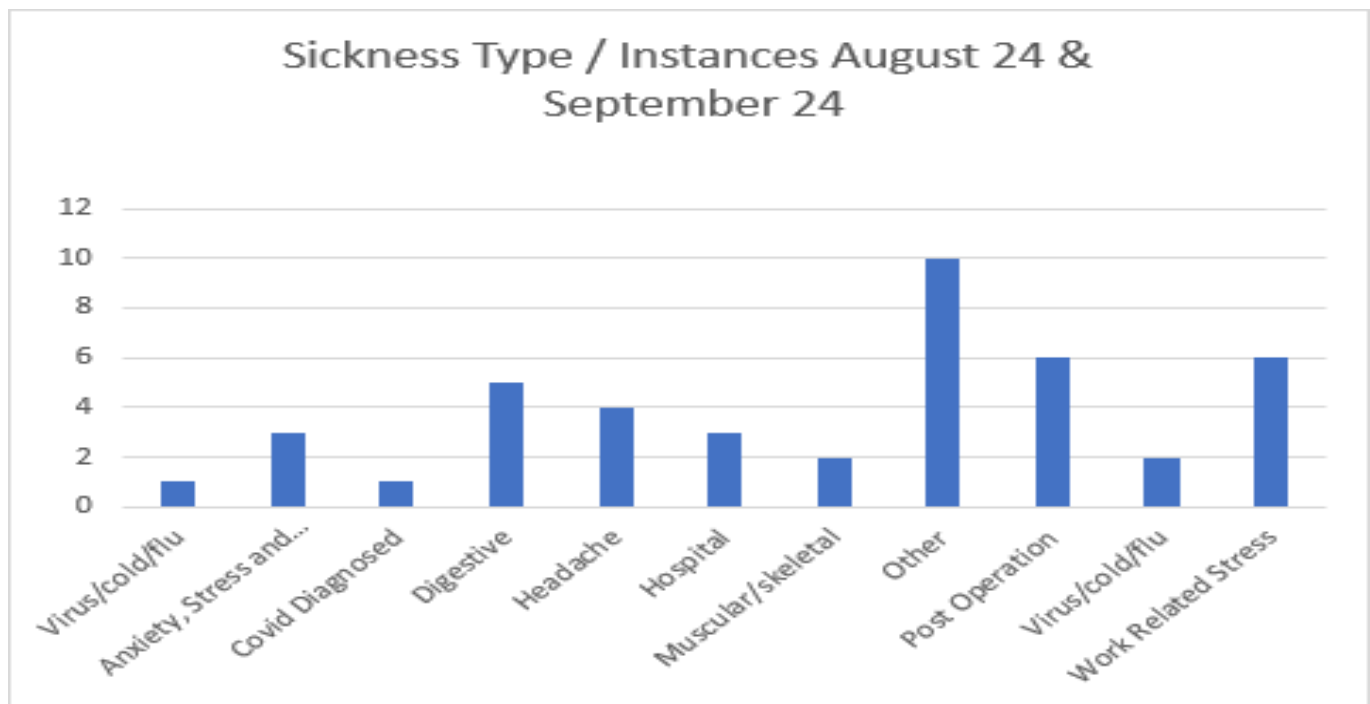
3.2 National Pay Negotiations

- 3.2.1 Pay negotiations for Lecturing or Support Staff have now been concluded and agreed with all trade unions. Back payments were made to Lecturing staff in October 2024 and this now concludes payments in line with current national agreements.
- 3.2.2 The National Job Evaluation project remains ongoing across the Scottish college sector. Progress on development of this project nationally remains slow but we are aware that there are encouraging signs in recent dialogue.

3.3 Sickness Absence

- 3.3.1 A review of the types of sickness absence for the 2024/25 academic year (to date) has been conducted. The top 5 reasons for absence are:
- Other (e.g., various reasons)
 - Post-operation
 - Work related stress
 - Digestive
 - Headache

3.3.2 Further detail is shown in the graph below.



3.3.3 Comparative sickness absence data is shown below. The information for the period August to July shows an average of 5.55% absence for 2022/23 compared to 4.18% for the same period in 2023/24. A reduction of 1.37%.

AY 23/24	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Average % across period
LTS as % of absence rate	58.53%	79.97%	65.22%	61.81%	60.99%	58.17%	61.05%	47.86%	59.02%	35.48%	44.27%	67.17%	58.3%
STS as % of absence rate	41.47%	20.03%	34.78%	38.19%	39.01%	41.83%	38.95%	52.14%	40.98%	64.52%	55.73%	32.83%	41.71%
Overall % absence rate	4.70%	3.50%	3.80%	3.40%	3.60%	4.80%	5.50%	6.00%	3.5%	3.6%	4.9%	2.80%	4.18%

AY 24/25	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Average % across period
LTS as % of absence rate	56.40%	68.56%											
STS as % of absence rate	43.60%	31.45%											
Overall % absence rate	4.6%	5.4%											5.0%

3.4 Culture and Behaviours

- 3.4.1 Members of ELT commenced 'Immersive Leadership' sessions whereby individual members of ELT spent some time in different areas of the College. This first stage saw visits to Digital Services, Curriculum and Estates. Further sessions are planned in Block 2 and 3 and will include Stranraer. What we hope to gain:
- Improved communication
 - Breaking down of barriers
 - Collaborative working
 - Identify areas for improvement or to develop
 - Help with challenges (where possible) to make things easier
 - We also want to get a real sense of how we see our values in operation.
- 3.4.2 ELT will collate information and feedback to staff as part of our communication process
- 3.4.3 Ahead of the official Mission 2030 strategy launch, the College is introducing a series of Discussion Pods - group sessions to explore, share, and shape our collective vision for the future of Dumfries and Galloway College. These sessions are designed to encourage open discussion on how we can best lead for the future.
- 3.4.4 Sessions will be held throughout November 2024 with a focus on:
- Collaborate with Colleagues: Meet and learn from colleagues across different departments and campuses.
 - Be a Voice in Our Future: Your insights and suggestions are invaluable to ensuring Mission 2030's success.
 - Contribute to the College's Impact: Help us lead the way in shaping a sustainable, forward-thinking learning environment.
- 3.4.5 A 'discuss and gather café' was held in September at both campuses, designed to bring staff from across the college together and foster a stronger sense of community. No agenda – just a chance to catch up, enjoy a cuppa, and indulge in some delicious traybakes with the opportunity to connect and unwind.
- ### 3.5 Learning and Development Update
- 3.5.1 Work has concluded on the transfer of organisational development under one area of the College. This has now transferred to the Performance Team, who will take the lead across all areas of people development and augment the current work undertaken for academic staff.
- 3.5.2 Line manager training on the introduction of the duty to prevent Sexual harassment in the workplace will take place on 1 November 2024. Further planned sessions for wider staff will be picked up at CPD days.
- 3.5.3 The performance Team will be launching a series of essential training modules, which will commence in November, running through to early 2025 to give staff the opportunity to complete training in their own time.

3.6. Equality & Diversity

3.6.1 The EDI Committee is yet to meet this academic year, but activities have been taking place. These include

- 'Wear it Yellow' day on 7 October. An initiative organised by the Student Association to raise funds for the food bank and Young Minds, a charity that helps young people know that they are not alone with their mental health. Staff and students had the ability to take part and pay £1 for a quiz sheet or by making monetary donations of dropping off items for the food bank.
- The College has recently re-engaged with the Dumfries and Galloway Equality and Diversity Working Group and has shared opportunities for staff to participate in a range of upcoming activities within the region, including:
 - Inter faith week event on 13 November 2024.
 - Close the gap. Disabled woman's focus group event on 7 November 2024. This event looks at gathering a picture about disabled women's working lives
 - Warm winter clothes – a drop in event spread across the region during November 2024 where individuals or families can collect a range of warm winter clothing for free.

4. **Strategic Implications**

4.1 This links into Strategic Priority 2 – People and Culture.

5. **Risk**

Risk	Mitigations
7 Failure to achieve effective Industrial Relations	<ul style="list-style-type: none"> ➤ Constructive formal and informal communication channels ➤ LJNC (Local Joint Negotiation Committee) ➤ Representation at Employers Association ➤ Attendance at Strategic HR Network

6. **Implications**

Financial	Yes	
-----------	-----	--

Legal	Yes	
Learning and Teaching	Yes	
Equalities	Yes	A full Equality and Diversity role is available under a separate agenda item for the Committee. The College Equality and Diversity webpage can be accessed here .

Joe McGraw

VP People & transformation

4 November 2024