

**STAFF GOVERNANCE COMMITTEE**

Meeting to be held

On 28 January 2020

At 1000 in the Board Room

**A G E N D A**

<b>Number</b>	<b>Item</b>	<b>Presented By</b>	<b>Action Required:</b>
<b>SG.20.01.01</b>	(i) Resignations	Clerk	Noting
	(ii) Appointments		
<b>SG.20.01.02</b>	Apologies for Absence	Clerk	Noting
<b>SG.20.01.03</b>	Any Additional Declarations of Interest including specific items on this Agenda.	Convenor	Noting
<b>SG.20.01.04</b>	Draft Minutes of meeting held on 12 November 2019	Convenor	Decision
<b>SG.20.01.05</b>	Matters Arising/Action Sheet from meeting held on 12 November 2019 *	Clerk	Noting
<b>SG.20.01.06</b>	Emerging Issues	Convenor	Discussion
<b>SG.20.01.07</b>	HR Director's Report *	Mrs C Thomson	Discussion
<b>SG.20.01.08</b>	Culture and Values *	Mrs C Thomson	Noting
	(i) Update *		
	(ii) Update on issues raised by Staff (Levels 1,2,3) and Staff Survey (RESERVED)		
<b>SG.20.01.09</b>	Update on Staff Development Activities 2019/20*	Mrs C Thomson	Noting
<b>SG.20.01.10</b>	Policies due for Review	Mrs C Thomson	Discussion
<b>SG.20.01.11</b>	Health and Safety Update ~	Mr D Patterson	Noting
	(i) Minutes of Health and Safety Committee held on 19 December 2019 *		

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	(ii) Minutes of Health and Safety Committee held on 16 January 2020. *		
	(iii) Update on Health and Safety/Estates responsibilities in 2020 - verbal		
	(iv) Report on how College covers CDM (Construction Design and Maintenance) element of Health and Safety requirements. *	Mr D Duncan	
<b>SG.20.01.12</b>	Date of next meeting 12 May 2020	Clerk	Noting
<b>RESERVED ITEMS</b>			
<b>SG.20.01.08</b>	Culture and Values * (RESERVED ITEM)		
	Update on issues raised by Staff (Levels 1,2,3) and Staff Survey (RESERVED)		
<b>SG.20.01.13</b>	Reserved Minutes of meeting of SGC held on 12 November 2019 *	Convenor	Decision
<b>SG.20.01.14</b>	Reserved Matters Arising/Action sheet from meeting held on 12 November 2019 *	Clerk	Noting



**STAFF GOVERNANCE COMMITTEE**  
**Minutes of Meeting held on**  
**Tuesday 12 November 2019**  
**At 1000 hours in the Boardroom**

**Present:**

Mrs Seonaid Mustard (Convenor)  
Miss Caroline Webster  
Mr David Patterson  
Mrs Rosemary McCormack

**In Attendance:**

Mrs Carolyn Thomson  
Mrs Cathie Fair (Clerk)  
Mrs Kelly Strachan (Minutes Secretary)

Item		Action	Date
<b>SG.19.3.01</b>	<b>(i) Resignations</b>		
	There were no resignations		
	<b>(ii) Appointments</b>		
	Mr Jeremie Fernandes and Miss Caroline Webster were appointed to the Committee.		
<b>SG.19.3.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Mr Joe Bodman and Mr Jeremie Fernandes		
<b>SG.19.3.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	No additional declarations of interest were noted.		
<b>SG.19.3.04</b>	<b>Draft Minutes of meeting held on 25 June 2019</b>		
4.1	The Minutes were accepted as an accurate account of the meeting. Proposed: Mrs Rosemary McCormack Seconded: Mr David Patterson		
<b>SG.19.3.05</b>	<b>Matters Arising/Action Sheet from meeting held on 25 June 2019</b>		
5.1	Mrs Fair confirmed that all matters arising had been completed or were on the Agenda for discussion.		
<b>SG.19.3.06</b>	<b>Emerging Issues</b>		
	<b>i Strategic Objectives for SGC</b>		
6.1	The Committee spent some time considering whether there should be a change in focus for the Committee and after debating this agreed that these should be as per the objectives set out in the Strategic Plan on		

**Agenda Item: SG.19.2.04**

	organisational culture and values and HR Objectives as outlined in the College Operational Plan. Additionally, how to manage our way through the current financial situation in a way that adheres to the College's core values.		
<b>Action</b>	A copy of objectives distributed to Board with papers for next Board Meeting.	<b>Mrs Fair</b>	16-12-2019
<b>SG.19.3.07</b>	<b>HR Directors Report</b>		
7.1	The committee were guided through Mrs Thomson's report item by item and given the opportunity to comment or question if required. The Committee acknowledged the pressure of work some staff may currently be under particularly the HR Department.		
7.2	Of note was a particularly challenging JCC meeting followed with a communication from Levels 1, 2 and 3 promoted staff indicating areas of dissatisfaction some of which related to SLT. It was noted however, that it did not represent the views of <u>all</u> promoted staff. The Committee queried the SLT response and the Principal confirmed this has been acknowledged and is currently considering a way to take this forward.		
<b>SG.19.3.08</b>	<b>Culture and Values</b>		
	<b>i Update</b>		
8.1	Mrs Thomson provided a paper updating progress towards the strategic aims and objectives during session 19-20. The Committee considered whether it was appropriate to develop a set of positive behaviours and after discussion agreed that this would not be necessary. Committee felt a definitive list might prove counter-productive.		
	<b>ii Update on roll out of Staff Survey 2019</b>		
8.2	The Committee received an overview on the roll out of the staff survey. This had been raised at CMT and the document, which was marked for internal use only, had now been shared on the intranet. The Committee noted that the survey contained some difficult messages. There was an awareness that some staff failed to complete information that would allow areas to be identified and there was a feeling within College that holding a survey is not a meaningful exercise. The Committee questioned the intent of College Management in addressing some of the issues highlighted. This needs to be considered by the SLT.		
<b>Action</b>	In order to address some of the comments related to the transparency of the Board, the Committee suggested publishing the Board Schedule of meetings for the year to all staff. Also posters setting out Core Values.	Mrs Fair	Immediately
	<b>iii Update on Staffing Matters (Reserved)</b>		

**Agenda Item: SG.19.2.04**

8.3	This item is reserved and the minute held in confidence.		
<b>SG.19.3.09</b>	<b>Update on Staff Development Activities 2019-20 *</b>		
9.1	A report had been provided for the committee summarising all staff development activities to date for the current session. The issue of support staff being unable to attend was highlighted. The Committee noted there is a high level of opportunities. However, the high proportion of part time staff makes it very challenging to attend on set days.		
<b>SG.19.3.10</b>	<b>Policies due for Review – Annual Update</b>		
10.1	Over 30 policies are reviewed on a 4-year rolling programme. A paper written by Clare Lambourne, HR Manager on the HR Policy Review group was circulated for information explaining the process. This works well in avoiding a major overhaul of policies. The Committee thanked Mrs Thomson and particularly her team for this work.		
<b>SG.19.3.11</b>	<b>Health and Safety Update</b>		
	<b>i Minutes of Health and Safety Committee 11 November 2019</b>		
11.1	Mr Patterson highlighted the main issues which had been discussed at the meeting the previous day in the absence of minutes. The Health and Safety Co-ordinator had been unavailable to attend the meeting. The College needs to consider how to cover Health and Safety going forward. An ATR had been signed off for Estates/Health and Safety Officer but this is on hold due to financial constraints. The Committee sought assurance that we are secure in this area.		
<b>Action</b>	Committee to have sight of Reports from Health and Safety Consultant and Health and Safety Report to the full Board.	Mr Patterson	ASAP and Dec Board
11.2	A full Health and Safety Report may be required for the joint Audit/F&GP meeting to accompany the UHI Health and Safety Checklist	Mr Patterson	26-11-2019 Joint Audit/F&GP
<b>Action</b>	To keep Committee and Board informed of the decision over health and Safety/Estates responsibilities going forward.	Mr Patterson	As required.
<b>SG.19.3.12</b>	<b>Date of Next Meeting – 28 January 2020</b>		
<b>RESERVED ITEMS</b>			
<b>SG.19.3.13</b>	<b>Reserved Minutes of meeting of SGC held on 25 June 2019</b>		
13.1	This item is reserved and the minute held in confidence		
<b>SG.19.3.14</b>	<b>Reserved Matters Arising/Action sheet from meeting held on 25 June 2019</b>		
14.1	This item is reserved and the minute held in confidence.		

**Agenda Item: SG.19.2.04**

<b>SG.19.3.15</b>	<b>Report on Whistleblowing Cases</b>		
15.1	This item is reserved and the minute held in confidence.		
	<i>Meeting closed at 1200 hours</i>		

**Matters Arising Staff Governance Committee 12 November 2019  
Agenda Item: SG.20.01.05**

**ACTION SHEET/MATTERS ARISING FROM STAFF GOVERNANCE COMMITTEE HELD ON 12 NOVEMBER 2019**

<b>Item</b>		<b>ACTION</b>	<b>DATE</b>	<b>Update</b>
<b>SG.19.3.06</b>	<b>Emerging Issues</b>			
	<b>i Strategic Objectives for SGC</b>			
6.1	A copy of objectives distributed to Board with papers for next Board Meeting.	<b>Mrs Fair</b>	16-12-2019	Completed
<b>SG.19.3.08</b>	<b>Culture and Values</b>			
	<b>(i) Update on roll out of Staff Survey 2019</b>			
8.1	In order to address some of the comments related to the transparency of the Board, the Committee suggested publishing the Board Schedule of meeting for the year to all staff.	Mrs Fair	Immediately	Completed – circulated 13-11-2019
<b>SG.19.3.11</b>	<b>Health and Safety Update</b>			
11.1	Committee to have sight of Reports from Health and Safety Consultant and Health and Safety Report to the full board.	<b>Mr D Patterson</b>	<b>ASAP and Dec Board</b>	On Agenda for Dec Board
11.2	A full Health and Safety Report may be required for the joint Audit/F&GP meeting to accompany the UHI Health and Safety Checklist	<b>Mr D Patterson</b>	<b>26-11-2019 Joint Audit/F&amp;GP</b>	On Agenda for 26-11-2019
11.3	To keep Committee and Board informed of the decision over Health and Safety/Estates responsibilities going forward.	<b>Mr D Patterson</b>	<b>As required</b>	On Agenda

<b>Committee:</b>	Staff Governance Committee			
<b>Subject/Issue:</b>	HR Director's Report			
<b>Brief summary of the paper:</b>	The attached report is the Human Resources Report covering the period 12 November 2019 to 21 January 2020. This report is prepared for each Staff Governance Committee and includes appropriate issues relating to staffing. Matters arising from the HR Section are also enclosed in this report.			
<b>Action requested/decision required:</b>	The attached paper is provided for noting. Where the Committee's approval is being sought, this is identified within the paper.			
<b>Status:</b> <i>(please tick ✓)</i>	<b>Reserved:</b>		<b>Non-reserved:</b>	✓
<b>Date paper prepared:</b>	21 January 2020			
<b>Date of committee meeting:</b>	28 January 2020			
<b>Author:</b>	Carolyn Thomson, Director of HR and OD			
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> <li>• compliance</li> <li>• partnership services</li> <li>• risk management</li> <li>• strategic plan/enabler</li> <li>• other activity (eg new opportunity) – please provide further information.</li> </ul>	This paper provides an update for the Committee on any significant matters or developments which affect the staff and/or being progressed in relation to employing staff. This may relate to compliance or legislation (for example, PVG, Auto enrolment) or may be in furtherance of objectives within the college's strategic documents. Formal staff consultations and negotiations through the JCC and JNC are also reported upon.			
<b>Consultation:</b> How has consultation with partners been carried out? <i>(Summary of response should be included in the paper)</i>	This paper reports on the consultations with staff where these have taken place. Minutes of the formal consultations through JCC are provided.			
<b>Equality and diversity implications:</b>	Any adjustments to or development of policies, procedures or practices referred to in this paper will be equality impact and risk assessed separately by the relevant party.			
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>	Any resource implications relating to any developments are detailed within the paper or provided to the committee separately.			
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>	Any risk implications relating to any developments are detailed within the paper or provided to the committee separately.			



## 1. National Bargaining Update

The following is provided to update on the significant ongoing activities which are impacting upon staffing emerging from national bargaining.

### Teaching Staff

- National Working Practices Arrangements for Teaching Staff
  - Applies from 1 August 2019
  - Arrangements covering working hours, continuous service, letter of appointment, class contact hours, annual leave, salary conservation, transfer to permanency, sickness allowance, acting appointments, lecturer salary and progression, professional registration, trade union duties, pension, staffing policies.

National discussions are ongoing in relation to the implementation of the NWPA in areas such as professional registration, professional review and observation of learning. This has impacted on college activities such as the implementation of the Learning and Teaching Review process which was piloted in session 18/19. At the CMT on 17 January 20 a group of academic managers undertook to review the college Staff Review process in light of emerging developments, and the College Principal chairs a group with GTCS considering professional registration within the UHI context. This is necessitating an extensive data collection exercise. Whilst the lecturer written statement of contracts have only been updated to reflect the wording contained in the nationally agreed NWPA, this has been raised as being premature by our local EIS representative (on 20 January 2020) – this has still to be responded to at the time of writing.

### Support Staff

- **Circular STS 05/18 – Support Staff Pay and Terms and Conditions Agreement 2018-20**

The element with regard to shift allowances has yet to be implemented.

- **Job Evaluation**

This significant project is still ongoing with the majority of questionnaires and job descriptions being submitted. One questionnaire has been the subject of significant consideration and effort and has now been agreed. There are a small number of questionnaires outstanding which require dedicated consideration.

Once completed the next stage of the process will be for the submitted questionnaires to be evaluated. This is being undertaken on a college by college basis and we have not, at this stage, been advised of when this will occur. We have been advised however that there is likely to be a significant number of questions arising from this stage which will necessitate significant local input to investigate and respond to. It is expected that this process will continue to add a significant burden to the work of the college and particularly to the HR team.

## 2. JCC/JNC Update

### Joint JCC

The adjourned Joint JCC held on 22 October 2019 was reported at the last Staff Governance Committee. This meeting was reconvened on 18 December 2019. Whilst the minutes are not yet available for that meeting the actions arising were as follows:

- College Finance Update
  - DP to draft a note and arrange a *forum* (a written update was provided in the newsletter and there have been two all staff updates since)
- Student classes sent to Library by Lecturers
  - HH to provide the requested data to NY so that this can be followed up (no information has been received)
- Staff Survey
  - Management to prepare a paper and provide to the trade union and staff representatives by 25 January (attached under reserved items)
- Programme Board Recommendations
  - DP to circulate summary paper (the was a main topic of discussion at the CMT on 17 Jan 2020)
- ROA
  - To be discussed once a draft is available
- H & S Coordinator and Risk Assessments
  - Outcome to be shared with the H & S Committee (completed 19 December 2019)
- Workload and Staffing FTEs
  - Staffing FTEs pre and post voluntary severance to be provided in January 2020 (included in the staff survey paper)

The next scheduled Joint JCC is 25 February 2020.

### JNC Teaching

A JNC Teaching was held on 17 December 2019. The agenda for this meeting covered the following areas and the actions emerging are detailed below:

#### Agenda:

- Union Remission
- Risk Assessments
- Class Contact
- Observation (LTR)
- RPA
- TOIL

#### Actions Arising:

- Union Remission:
  - EIS to provide comparative information and the formula referred to for management consideration – End Jan – *information provided 20 Jan*
- Risk Assessment:
  - Catriona to share the paragraph from Pat Flanagan communication for the H & S Committee on Thursday 19 December – *document shown to Principal which indicated the EIS position that risk assessments should not be approved by non promoted lecturers.*

- Nikki to send the placement procedure for the H & S Committee consideration
- Academic Managers to sign risk assessments for Academic Areas going forward – H & S Committee to be advised – any consequent changes to the risk assessment form to be considered by the H & S Committee
- Class Contact:
  - Format of pre starts to be considered by the SCT by the end of Feb
- Observation (LTR):
  - EIS to provide the facts which are stopping reps discussing the matter by 17 Jan
  - This will then allow referral to the NJNC by end Jan
- Local Recognition and Procedure Agreement:
  - All parties to gather information regarding other LRPAs and provide to Clerk by end of Feb
  - Joint JNC to be held for this matter by end of March - *A further meeting is scheduled for 25 March 2020 to consider the local RPA.*

### 3. Organisation Culture KPIs

The following provides an update in relation to the 19/20 Organisational Culture KPIs:

Only one KPI is relevant in session 19/20 given that the staff survey has been undertaken every two years and will not be undertaken in 2020.

#### Statistical Measurement

- College Staff Sickness Absence Rate: target below 3.2%, actual average to the end of November 2.6%

Therefore this KPI is currently on schedule to be met.

### 4. Operational Plan – Organisational Culture Objectives

The following are the Organisational Culture Objectives have been included within the College Operational Plan which was considered by the Board of Management at it's meeting on 29 October 2019. Updates relating to those are provided below:

KEY TASK	LEAD	ACHIEVE BY END...	STRAT PLAN REF.
Complete full national submission of all agreed support staff Job Evaluation questionnaires  <b>Update: The update in relation to this matter is provided above under item 1</b>	DHROD	November	O.1
Agree a revised Local Recognition and Procedures Agreement with EIS-FELA and UNISON  <b>Update: This matter is being progressed through the Joint JNC meeting scheduled for 25 March 2020</b>	DHROD	May	O.2

<p>Articulate clear linkages between the Workforce Development Strategy and the college's underpinning processes to deliver it</p> <p><b>Update: whilst workforce planning activities are being undertaken the work on this specific activity is yet to commence. It should be noted that Workforce Planning is a matter being subject to audit in May 2020.</b></p>	DHROD	March	O.1
<p>Fully implement the HR Business Partner model to further empower line managers as per the EREP Enhancement Plan</p> <p><b>Update: This is complete</b></p>	DHROD	January	O.1

#### **5. Grievances since the last Staff Governance Committee**

There have been no grievances received since the last Staff Governance Committee.

#### **6. Moray College Staff Induction**

As the committee are aware the online staff induction was updated in session 18/19 and a system was implemented to support managers in undertaking their responsibilities for the induction of new staff. This is further supported by the HR Business Partner Model. The online element of Corporate Induction has moved to the new VLE Brightspace and the Director of HR & OD and one HR Advisor received training on 20 January 2020 on creating and updating modules on Brightspace. This will enable a further update of the contents of the online Corporate Induction and the capabilities of Brightspace will further enhance the ability to monitor and report on the completion of the induction modules.

This also provides an opportunity to significantly signpost the College Intranet as being the key source for policies and procedures, forms, minutes of key meetings and key documents, and the College Management Team were requested again to ensure that the key documentation for all staff for their areas of responsibility are located on the Intranet rather than on other all staff drives at the CMT meeting on 17 January 2020, to facilitate communication and provide clarity to our staff on where to find information.

<b>Committee:</b>	Staff Governance Committee			
<b>Subject/Issue:</b>	Culture and Values			
<b>Brief summary of the paper:</b>	The attached report is provided to update the committee on progress towards the stated aim within the Core Strategy to “develop and maintain an organisational culture that promotes the core values of UHI where people feel safe, valued, supported and able to maximise their potential.”			
<b>Action requested/decision required:</b>	This paper is provided for the Committee’s information.			
<b>Status:</b> <i>(please tick ✓)</i>	<b>Reserved:</b>	<input type="checkbox"/>	<b>Non-reserved:</b>	<input checked="" type="checkbox"/>
<b>Date paper prepared:</b>	21 January 2020			
<b>Date of committee meeting:</b>	28 January 2020			
<b>Author:</b>	Carolyn Thomson, Director of HR and OD			
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> <li>• compliance</li> <li>• partnership services</li> <li>• risk management</li> <li>• strategic plan/enabler</li> <li>• other activity (eg new opportunity) – please provide further information.</li> </ul>	As stated above this paper relates specifically to the Moray College UHI Core Strategy			
<b>Consultation:</b> How has consultation with partners been carried out? <i>(Summary of response should be included in the paper)</i>	This paper reports on the consultations with staff where these have taken place.			
<b>Equality and diversity implications:</b>	Any adjustments to or development of policies, procedures or practices referred to in this paper will be equality impact and risk assessed separately by the relevant party.			
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>	Any resource implications relating to any developments are detailed within the paper or provided to the committee separately.			
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>	Any risk implications relating to any developments are detailed within the paper or provided to the committee separately.			

## (i) Culture and Values – Update

### 1.0 Update based on the Strategic Aim and Strategic Objectives, progress in session 19/20 and requested actions.

The following is intended to provide an update in relation to the College Strategic Aim and Objectives regarding Culture and Values and references each area to the outcomes of the staff survey. As was advised at the previous Staff Governance Committee, the view has been expressed, through the Joint JCC, that the staff survey is now out of date and that the level of low morale has been understated within the survey results. It should also be noted that a commitment was provided by management at the reconvened Joint JCC on 18 December 2019, to provide a paper on actions to date and future actions to address the outcomes of the staff survey within the themes which have been identified. This report is provided under Reserved.

The college's current and future financial position significantly impacts the culture of the college and the morale of staff. Whilst significant efforts have been taken to identify means of cutting costs (staffing and non staffing) to mitigate the need to resort to the formal means of reducing staffing costs the staff are concerned with, including All Staff addresses and the involvement of the College Management Group, the measures identified by the CMT have largely been operationally difficult if not impossible to implement. In this context achieving and maintaining a positive culture is an increasing challenge, and as further steps are required to address the financial position, there requires to be a realistic view of what can be achieved in this context. We will of course continue to strive to meet the stated aims and it is important to do so.

The stated strategic aim of Moray College UHI is:

*to develop and maintain an organisational culture that promotes the core values of UHI where people feel safe, valued, supported and able to maximise their individual potential*

This Aim is underpinned by three Strategic Objectives to:

1. *ensure that positive behaviours supporting those core values are embedded across the Moray College community, by:*
  - *ensuring that those behaviours are understood by those who work, study, visit and interact with the college*
  - *ensuring that the college community is treated fairly and consistently through effective and current policies and procedures*
2. *adopt an inclusive, consistent and transparent decision making process, by:*
  - *ensuring that the wider college community and its stakeholders are advised timeously of issues that affect them, are involved as appropriate in the decision making process through meaningful consultation, and are advised of the outcome of that process*
3. *Provide a safe and supportive working environment, by:*

- *actively promoting appropriate arrangements that ensure dignity at work, the elimination of discrimination and the positive promotion of equality*
- *ensuring that health, safety and welfare arrangements are in place which promote best practice*

**The following details measures which have been taken in furtherance of the strategic aims so far in session 19/20**

1. *ensure that positive behaviours supporting those core values are embedded across the Moray College community, by:*
  - *ensuring that those behaviours are understood by those who work, study, visit and interact with the college*
    - the 2019 Staff Survey states that the highest levels of overall agreement were with the statements, “I am aware of Moray College’s values” and “I have a good idea what Moray College is trying to achieve”.
    - At it’s last meeting the SGC decided that a Behavioural Framework was not appropriate in the college context
    - There is evidence through staff interactions that staff are aware of the CORE values eg paper from 1,2,3 group is structured around CORE values.
    - The opportunity is being taken through the updating of the college online staff induction (referred to in Dir of HR report) to ensure that all new staff are aware of the CORE values.
    - College intranet highlights the Mission and Vision Statements and CORE Values through the About Us page
    - The Principal’s all staff updates have referred to the CORE Values
    - In house training has been based on the CORE values, eg Unconscious Bias, Coaching, Promoting Positive Behaviours – (please refer to the Staff Development Activities Update)
  - *ensuring that the college community is treated fairly and consistently through effective and current policies and procedures*
    - the review process of HR policies and procedures is well established and includes consultation through the HR Policy Review Group
    - there has been management development provided and now a monthly management development session for the College Management Team
    - CMT receive updates from JCC meetings, agreed minutes of the meeting are published on the intranet
    - There is a wider management membership of the JCC
    - CMT are signposted to NJNC circulars, which are also published on the intranet

- An HR Business Partner Model has been adopted to further support managers in their staff management practices.
- Perceived inconsistency in approach has been identified as a theme through the Staff Survey.

2. *adopt an inclusive, consistent and transparent decision making process, by:*

- *ensuring that the wider college community and its stakeholders are advised timeously of issues that affect them, are involved as appropriate in the decision making process through meaningful consultation, and are advised of the outcome of that process*
  - Perceptions regarding decision making has been reported through staff survey reports. It is perceived that decision are taken by senior management without proper consultation and that feedback is not taken on board.
  - Joint Consultative Committees are in place, these have Trade Union and Staff Representation.
  - CMT receive updates from JCC meetings, agreed minutes of the meeting are published on the intranet
  - There is a wider management membership of the JCC
  - CMT are signposted to NJNC circulars, which are also published on the intranet
  - Following feedback from the CMT members the format of the meeting has been changed to provide a forum for decision making by that group, eg cost saving measures, and encourage contribution.
  - More recently CMT members have requested to take the lead on review of the key Staff Review process, this has been welcomed.
  - All staff are engaged in the evaluation of their areas through the EREP process. Improvement measures arising are determined by the team.
  - CMT members are asked to provide area updates to ensure that unforeseen consequences of their decisions are highlighted and addressed.

3. *Provide a safe and supportive working environment, by:*

- *actively promoting appropriate arrangements that ensure dignity at work, the elimination of discrimination and the positive promotion of equality*
  - Equality and Diversity had the fewest number of comment and suggestions for improvement in the survey
  - There were high levels of agreement with statement that '*I understand my personal responsibilities for ensuring and promoting equality at work*'. Responses to all the other statements regarding equality and diversity were generally positive, with between 60% and 75% of respondents '*strongly agreeing*' and '*agreeing*' with each statement.



- Equalities training is provided online for all staff
- Equalities data and reports are completed to inform decision making processes
- There has been a significant amount of support for staff in understanding and responding to mental health issues
- Unconscious bias training has been provided and is to be provided to CMT members in February.
- Further management training is being considered through the OH Service.
- *ensuring that health, safety and welfare arrangements are in place which promote best practice*
  - A new OH Service supplier has been provided, and initial experience of this service is positive.
  - Management training in areas such as the role of OH in Absence Management and Stress Management are being considered through the OH Service.
  - There has been significant training in Mental Health matters.
  - The HR Business Partner is in place to provide support to managers in managing wellbeing matters.
  - A H & S consultant has been engaged for a period and is currently supporting the college through a prioritised action plan, the requirement for this service is diminishing.
  - The decision has been taken to seek to appoint a Health, Safety and Wellbeing Officer.

## **(ii) Culture and Values – Update on roll out of the Staff Survey 2019 Report**

The committee have previously received reports of roll out of the staff survey results and most recently of the paper which has been published on the intranet and of the discussions at JCC. The survey results and improving these was a matter identified, amongst others, as being a forthcoming challenge to all staff at the Principal's update on 7 January 2020. Whilst many activities have taken place in furtherance of addressing the matters raised through the survey, there is still work to do and a commitment was made to the JCC to provide a paper detailing the activities to date and identifying the next steps. At the time of writing this document contained financial information not approved for release and therefore it is provided to the committee under reserved at this stage.

<b>Committee:</b>	Staff Governance Committee		
<b>Subject/Issue:</b>	Staff Development Activities 19/20		
<b>Brief summary of the paper:</b>	The attached report is provided to update the committee in relation to Staff Development Activities which are taking place and in plan. This report includes an evaluation of the staff development day on 6 January 2020. The SGC have requested further information on how the SLT are working with line managers to manage change positively and what is being done to promote a positive working environment. Support of staff through comprehensive training and development supports these activities and whilst this request of the SGC is referred to in other papers specific training activities in support this are highlighted in red within this paper.		
<b>Action requested/decision required:</b>	The attached paper is provided for noting, comment and guidance. Where the Committee's approval is being sought, this is identified within the paper.		
<b>Status:</b> <i>(please tick ✓)</i>	<b>Reserved:</b>		<b>Non-reserved:</b> ✓
<b>Date paper prepared:</b>	21 January 2020		
<b>Date of committee meeting:</b>	28 January 2020		
<b>Author:</b>	Carolyn Thomson, Director of HR and OD – includes an evaluation report written by Carrie Lynch, HR Advisor		
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> <li>• compliance</li> <li>• partnership services</li> <li>• risk management</li> <li>• strategic plan/enabler</li> <li>• other activity (eg new opportunity) – please provide further information.</li> </ul>	This paper links to the College CORE Values, Risk Register, Operational and Strategic Plan. The paper also relates to the College's Workforce Development and Planning Strategy.		
<b>Consultation:</b> How has consultation with partners been carried out? <i>(Summary of response should be included in the paper)</i>	The staff development activities noted emerge from the staff review process, contact with individual line managers, and through consultation with the CMT.		
<b>Equality and diversity implications:</b>	Access to staff development activities are considered on an ongoing basis, adjustments to timings and formats being made as necessary.		

<b>Resource implications:</b> <i>(If yes, please provide detail)</i>	The staff development budget has been reviewed this session and activities are provided within the available budget.
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>	Staff development has been audited within session 18/19 with recommendations made and responded to. The Audit Committee recently undertook a 'Deep Dive' into Staff Training and expressed concern about lack of attendance in compulsory training areas.

## Introduction

Whilst the Staff Governance have received information relating to the provision of staff development activities for staff for some time, a recommendation has emerged from the Audit Committee that the SGC receive an annual update on staff development activities, noting that the Audit Committee would then see the SGC report to the full Board. This has been considered and it is proposed that the SGC receive the ongoing report at each meeting of the staff development activities which have been provided/supported, but that a fuller report, of the format previously provided to the Audit Committee be provided annually.

Section 1 of this paper is the ongoing report and the annual report will be provided at a meeting following the completion of session 2019/2020. Section 2 is an additional section containing an evaluation report of the Staff Development Day held on 6 January 2020.

**Action required: The SGC is invited to note the staff development activities provided and also the evaluation of the staff development day on 6 January 2020.**

### 1. [Staff Development Activities 2019 and 2020 – Ongoing Activities](#)

#### 1.1 Staff Development/Blue Sky Days

##### 1.1.1 7 January 2019

- **Principal's Update**
- L & T Review
- Ethos Training
- Embedding Career Management Standards
- Understanding Self Harm
- Smartboard Training
- New FE Admissions Policy and Procedure
- Assessment is for Learning
- Using support mechanisms to raise standards for all

##### 1.1.2 29 March 2019

- All day Bright Space Training for teaching staff
- **HR Policies and Procedures – Staff Review**
- **CORE Values: Promoting Positive Behaviours and Responding to Conflict (29 March 2019)**
- **CORE Values: Coaching Skills for Managers – cancelled due to low uptake**

##### 1.1.3 20<sup>th</sup> and 22<sup>nd</sup> August 2019

- Moray College Enhancement Themes
- **Influencing and Securing Agreement**

- Prepared for Brightspace – cancelled
- Assessment is for Learning
- Educational Visits and Out of College Activities
- Completing Risk Assessments
- Safeguarding Briefing – cancelled
- GDPR and Data Protection
- Learner Support Procedures
- Budget Management
- CRM Software
- Managing Risks – two sessions, second session cancelled
- SWAP (Scottish Wider Access Programme)

#### 1.1.4 10 October 2019 – Blue Sky Day

- Highers at MC event for those delivering

#### 1.1.5 6 January 2020 – Staff Development Day

(Principal's Update was provided to all staff on 7 January 2020)

##### Support Staff

- Wellbeing Information
- Principles of Mental Health First Aid
- Safeguarding Briefings
- Using Data for Evaluation and Enhancement (1 to 1 sessions to be held)
- Management of Risk
- Using Outlook – Hints and Tips
- Dealing with Difficult Customers
- WRAP
- Emotional Wellbeing for 2020
- Excel (department session to be held)
- Updating discussion regarding the use of restraint (department session to be held)
- Teaching Staff (8 sessions with a theme "Enhance Your Teaching")
- Meeting and exceeding the professional standards.
- Using Brightspace to enhance learning
- Using active learning opportunities to support engagement.
- Developing a Coaching Approach
- Effective use of questioning.
- Setting expectations and managing behaviour.
- Developing practice through the observation of Learning and Teaching.
- Communicating with students and colleagues.
- Safeguarding Briefing

#### 1.1.6 27 March 2020 – Blue Sky Day

- Emotional Wellbeing for 2020 – whilst the 27 March 2020 is a Blue Sky day, informal feedback regarding the Emotional Wellbeing session on 6 January 2020 was so overwhelmingly positive that it was decided to run this again as an optional activity on the day – Line managers have been asked to determine what they feel is best for their teams on that day.

## 1.2 Staff Development Activities outwith the Staff Development Days

- 1.2.1 1 March 2019 - Facilitated Development Event for Promoted Teaching Staff
- A facilitated event was held on 1 March 2019 to further support the implementation of the structure and of the new roles.
- 1.2.2 2 April 2019 - Specific Role Training
- Training on Universal Credit is being held in college for our Student Services and Student Finance staff
- 1.2.3 Wellbeing Activities
- Mindfulness Session – 8 weeks programme
  - Mental Health First Aid – 26 and 27 June 2019
  - Mental Health First Aid – 24<sup>th</sup> and 25<sup>th</sup> June 2020 – repeated due to the positive feedback and requests by staff.
- 1.2.4 Management and Soft Skills Development
- Managing People (28 March 2019)
  - CORE Values: Promoting Positive Behaviours and Responding to Conflict (29 March 2019)
  - Performance Management (16 April 2019)
  - CORE Values: Promoting Positive Behaviours and Improving Working Relationships (17 April 2019)
  - Implementation of Management Development Activities prior to the monthly CMT session as follows:
    - Pre CMT – Team Leadership (13 Sept 2019)
    - Pre CMT – Staff Deployment (11 Oct 2019)
    - Pre CMT – The Tertiary Context (8 Nov 2019)
    - Pre CMT – Procurement Training for Managers (17 January 2020)
    - Pre-CMT – Unconscious Bias Training (February 2020) - Planned
- 1.2.5 IT Skills
- Excel Introductory – 5 Sept 2019
  - Excel Intermediate – 12 Sept 2019
  - Excel Advanced – 23 Oct 2019

### 1.3 External Signposting

- 1.3.1 Throughout the sessions 18/19 and 19/20 the following courses have been signposted to staff
- Stretching and Challenging Learners
  - Starter Activities
  - Checking Progress – Assessment for Learning
  - Differentiation
  - Effective Questioning
  - Recording Verbal Feedback
  - Effective VLE Use
  - Learning Environments to Support Students Needs
  - Supporting Students with Autism
  - Mental Health First Aid Course
  - Mental Health First Aid Course – Young People
  - Mentally Healthy Workplace for Managers and Supervisors
  - Stress Awareness for Managers

- Stress Awareness
- Relaxation
- Promoting Resilience
- Alcohol and Drugs Training for Managers
- CDN Courses including Social Media, making the most of VC
- Learning and Teaching Academy webinars, meetings and events (including Mentoring Schemes, LTA Connect Webinars, International Women’s Day, Digital Education Week (including Gamification for Learning and Teaching))
- Applying Learning Theory to Learning
- Using Student Evaluation and Feedback
- Understanding Self Harm
- **Developing Self Awareness**
- College Expo19
- CDN Events
- Evidence Based Educational Practice, “The ‘Feedback Fallacy’ – implications for practice” 1 May 2019.
- Brightspace support including signposting to EDU resources
- CDN events and conferences
- LTA Events including webinars
- JISC webinars and events
- Research, Scholarship & Knowledge Exchange Event
- SQA Understanding Standards Event
- Turning Point – Student Polling Made Simple
- Periodic Table of FE Educators
- **Nationally Mentally Healthy Workplaces – Training for Managers (28 Jan 20 and 24 Feb 20)**
- Anxiety Matters – Mental Health & Wellbeing Centre
- Let’s Talk About Menopause - Mental Health & Wellbeing Centre
- Self Esteem & Confidence - Mental Health & Wellbeing Centre
- Relaxation & Snooze – Anytime Fitness
- LTA Support for Scholarship Development (mentoring through the University Mentoring Scheme and events;
  - Scholarship development: What does this mean for me? Thursday 27 February
  - Scholarship development: Introduction to digital scholarship Wednesday 15 April
- University Learning and Teaching Conference 22 & 23 January 2020.

#### 1.4 Online Training

##### 1.4.1 The following courses are provided online for staff

- Marshall online training (a suite of 9 training modules including Health and Safety, Equality and Diversity, Data Protection, Customer Care, Bullying and Harassment)
- PREVENT training (government training)
- Information Security (UHI Brightspace)
- Data Protection and GDPR (UHI Brightspace)
- Equalities Impact Assessment (UHI Brightspace)
- Freedom of Information (UHI Brightspace)
- Bribery Act (UHI Brightspace)
- Corporate Parenting (UHI Brightspace)
- Student Carers (UHI Brightspace)
- HEIful Tool: To support staff confidence in supporting students around mental health (signposted by Student Advice Manager)

### 1.5 ERASMUS Supported Activities

- A number of staff have participated in ERASMUS supported activities

### 1.6 Individual activities supported by the Staff Development Budget in session 19/20

A number of individual activities are being supported through the staff development budget in 19/20. These activities mostly emerge from the Staff Review Process.

- 6 teaching staff members to undertake TQFE
- 6 staff undertaking qualifications at or above SCQF level 9
- 6 staff undertaking the 6 month Responsible Leadership and Management for Contemporary Business course
- 23 staff undertaking other qualifications/courses

### 1.7 Development Session for Support Staff Managers

It was intended to hold an event for support staff managers in a similar way as to was provided for Teaching Staff Managers (1.2.1). This was not possible as a result of diary commitments of participants.

### 1.8 Flexible Workforce Development Fund

The college bid for funds under the Flexible Workforce Development Fund to support training activities in 18/19 is still being progressed. There have been difficulties in the delivery of some of the programmes which have resulted in the benefits of this fund being fully realised. It is important that lessons are learned from this as the 19/20 FWDF bid is developed. The 19/20 bid is being developed although there is limited feedback regarding what that might contain. The 18/19 bid included the following:

- Coaching and Mentoring
- IOSH – Working Safely
- Professional Behaviours at Work – CORE Values
- Assertiveness Skills and Conflict Management
- Management of Risk
- Unconscious Bias
- Excel
- Sharepoint
- IOSH Managing Safely

The 19/20 bid may contain the following:

- Specific H & S Training following the extensive training needs analysis undertaken
- Mental Health Training
- Social Media Training
- Investigations are underway regarding a specific request for IOSH (H & S Training) for an individual.

## 2 Evaluation of 6 January 2020 Staff Development Day

The following report (prepared by Carrie Lynch, HR Advisor, provides an evaluation of the Staff Development Programme for Support Staff held on 6 January 2020. Many of the activities provided were in furtherance of continued efforts to promote a positive wellbeing and a positive working environment. The feedback is overwhelmingly positive.

An evaluation of the Teaching Staff Programme is underway.



### **Staff Development Day 6<sup>th</sup> January 2020.**

#### **Introduction:**

Our staff development day was held on **Monday 6<sup>th</sup> January 2020.**

There were separate events for teaching staff and support staff. All staff were invited to book onto sessions through Microsoft Forms via an email sent on 4<sup>th</sup> December 2019, along with a programme of events.

There were **14 events** running throughout the day for support staff, with particular focus on sessions suggested through staff reviews.

Safeguarding Briefings were run by Heather Henderson as **compulsory** training sessions. We had **5 external trainers** attend the day:

Olwen Kirkpatrick – Emotional Wellbeing for 2020

Fiona Van Aardt – Dealing with difficult customers

Penumbra (Jessica Grady and Karen Dunnett)- WRAP session and Information stand

Moray Wellbeing Hub (Heidi Tweedie) - Principals of Mental Health

An information point was also set up in the AGBC Café area for all staff interested in finding out more about Penumbra – Mental Health charity.

Evaluation sheets were collected at the end of each event, and feedback from the evaluation forms collected on the day is collated below.

The event was extremely successful with our highest attendance level and fantastic staff feedback.

A Principal's update was held the following day on Tuesday 7<sup>th</sup> January 2020 at 9.00am.

#### **Programme of Events**

<b><u>Time</u></b>	<b><u>Event</u></b>	<b><u>Deliverer</u></b>	<b><u>Location</u></b>	<b><u>Description</u></b>	<b><u>Comments</u></b>
09.00 - 17.00	Wellbeing Information	Penumbra	Café Area	Penumbra is one of Scotland's largest mental health charities. They support around 1600	Drop In information point



				<p>adults and young people every week and employ 400 staff across Scotland.</p> <p>They provide a wide range of services which offer hope and practical steps towards recovery, and campaign to increase public knowledge about mental health and to influence national and local government policy</p> <p><b>For most of the day staff from Penumbra will have an information point set up in our café area, so if you are between staff development sessions and fancy a coffee and a chat with one of their advisors, just pop along.</b></p>	This does not require booking
09.00 - 11.00	Principals of Mental Health First Aid	Moray Wellbeing Hub	S103	<p>This interactive introduction aims to;</p> <p>Increase knowledge of mental health and local supports for signposting</p> <ul style="list-style-type: none"> <li>•Increase skills and confidence in signposting &amp; supporting mental health</li> <li>•Increase sense of hope that recovery is possible</li> <li>•Decrease stigma surrounding mental health</li> <li>•Increase confidence in working in partnership in Moray</li> </ul> <p><b>This course is an excellent taster for attending a full Scottish Mental Health First Aid 2-day course. The next of these available to staff is the 24th and 25th of June 2020.</b></p>	*Max 24
09.30 - 10.00	Safeguarding Briefing	Heather Henderson	AGBC114/116	<p>This compulsory briefing will provide a refresher and update on the College's approach to Safeguarding and to your</p>	*Walls down, Theatre style Max 40

				role within this. It is intended that you will feel more aware and better equipped in terms of what to do in the event that you become aware of a Safeguarding matter within the course of your employment. All staff are required to attend one of these briefing sessions.	
10.00 - 10.30	Safeguarding Briefing	Heather Henderson	AGBC114/116	This compulsory briefing will provide a refresher and update on the College's approach to Safeguarding and to your role within this. It is intended that you will feel more aware and better equipped in terms of what to do in the event that you become aware of a Safeguarding matter within the course of your employment. All staff are required to attend one of these briefing sessions.	*Walls down, Theatre Style Max 40
10.30 - 11.30	Management of Risk	Derek Duncan	AGBC114/116	A team activity to raise awareness of the risks we should all be aware of in our areas and operations, extending beyond Health and Safety.	*Walls down, Theatre Style Max 40
10.30 - 11.30	Using Outlook - Hints and Tips	Louisa Thain	C103	Some useful hints and tips to enable you to use Outlook more efficiently to manage your emails.	*Max 22
10.30 - 12.30	Dealing with Difficult Customers	Fiona Van Aardt	AGBC108	Focusing on dealing effectively with difficult customers/difficult situations and looking at hints and tips for creating rapport, diffusing a situation etc.	*Max 24
11.00 - 12.30	WRAP	Penumbra	AGBC104	An introduction to WRAP-Wellness Recovery Action Plan by Penumbra Mental Health Charity.	*Max 24
11.30 - 12.30	Management of Risk	Derek Duncan	AGBC114/116	A team activity to raise awareness of the risks we should all be aware of in our areas and operations, extending	*Walls down, Theatre Style Max 40

				beyond Health and Safety.	
11.30 - 12.30	Using Outlook – Hints and Tips	Louisa Thain	C103	Some useful hints and tips to enable you to use Outlook more efficiently to manage your emails.	*Max 22
11.30 - 13.30	Emotional Wellbeing for 2020	Olwen Kirkpatrick	S103	<ul style="list-style-type: none"> <li>• Understand how the brain and body react to emotional and stressful situations.</li> <li>• Understand that emotions are controllable even if it doesn't feel like it.</li> <li>• Appreciate that when we understand how our brain works, we can use it to our benefit.</li> <li>• Understand how your self-talk controls your feelings and behaviour plus how to change it.</li> <li>• Learn how to manage your emotions for your own and other's benefit.</li> <li>• Learn how to be calmer in anxiety provoking situations.</li> <li>• Find out how to look after yourself while also being sensitive to others.</li> </ul>	*Max 24
13.30 - 15.30	Dealing with Difficult Customers	Fiona Van Aardt	AGBC108	Focusing on dealing effectively with difficult customers/difficult situations and looking at hints and tips for creating rapport, diffusing a situation etc	*Max 24

14.00 - 14.30	Safeguarding briefing	Heather Henderson	AGBC114/116	This compulsory briefing will provide a refresher and update on the College's approach to Safeguarding and to your role within this. It is intended that you will feel more aware and better equipped in terms of what to do in the event that you become aware of a Safeguarding matter within the course of your employment. All staff are required to attend one of these briefing sessions.	*Walls down, Theatre Style Max 40
14.30 - 15.00	Safeguarding Briefing	Heather Henderson	AGBC114/116	This compulsory briefing will provide a refresher and update on the College's approach to Safeguarding and to your role within this. It is intended that you will feel more aware and better equipped in terms of what to do in the event that you become aware of a Safeguarding matter within the course of your employment. All staff are required to attend one of these briefing sessions.	*Walls down, Theatre Style Max 40
14.30 - 16.30	Emotional Wellbeing for 2020	Olwen Kirkpatrick	S103	<ul style="list-style-type: none"> <li>• Understand how the brain and body react to emotional and stressful situations.</li> <li>• Understand that emotions are controllable even if it doesn't feel like it.</li> <li>• Appreciate that when we understand how our brain works, we can use it to our benefit.</li> <li>• Understand how your self-talk controls your feelings and</li> </ul>	*Max 24

				behaviour plus how to change it. <ul style="list-style-type: none"> <li>• Learn how to manage your emotions for your own and other's benefit.</li> <li>• Learn how to be calmer in anxiety provoking situations.</li> <li>• Find out how to look after yourself while also being sensitive to others.</li> </ul>	
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<b>Title</b>	<b>Principals of Mental Health</b>
<b>Aim</b>	This interactive introduction aims to; Increase knowledge of mental health and local supports for signposting <ul style="list-style-type: none"> <li>• Increase skills and confidence in signposting &amp; supporting mental health</li> <li>• Increase sense of hope that recovery is possible</li> <li>• Decrease stigma surrounding mental health</li> <li>• Increase confidence in working in partnership in Moray</li> </ul>
<b>No. of attendees</b>	15
<b>% of participants rating the overall value as being good and excellent</b>	100%
<b>Examples of comments about what aspects worked particularly well</b>	"Interaction of the attendees" "CHIME Framework" "Trainers experience" "Knowledge of other agencies" "Informal open forum"
<b>Examples of comments about what aspects could have been better</b>	"Session could have been longer, felt a bit rushed" "Room layout" "Quite rushed given what there was to cover"
<b>Examples of actions to be taken as a result of the event</b>	"A far better understanding of what mental health means" "Reflect on the topics of discussion" "An awareness of the Moray wellbeing hub and their presence within the College" "Knowledge of the app, website and newsletter" "Be prepared to share my knowledge and experiences" "More ME time" "More confident in the subject"

<b>Please Quote Me comments</b>	<p>“Feel I have more knowledge and would be able to signpost”</p> <p>“A fantastic opener to exploring the extent of mental health issues and how you can have a positive impact”</p>
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<b>Title</b>	<b>Safeguarding Briefing - Ran over 4 sessions</b>
<b>Aim</b>	This compulsory briefing will provide a refresher and update on the Colleges approach to safeguarding and to your role within this. It is intended that you will feel more aware and better equipped in terms of what to do in the event that you become aware of a safeguarding matter within the course of your employment. All staff are required to attend one of these briefing sessions.
<b>No. of attendees</b>	201 ( <b>Support but also some Lecturers</b> )
<b>% of participants rating the overall value as being good and excellent</b>	95%
<b>Examples of comments about what aspects worked particularly well</b>	<p>“Where to find the policies”</p> <p>“Some good information given”</p> <p>“Good insight into the current situation”</p> <p>“Real Examples”</p> <p>“Simple, direct instructions”</p> <p>“Very interesting information, good to hear it all, and Heather was very good at presenting”</p>
<b>Examples of comments about what aspects could have been better</b>	<p>“Better to have prepared a shorter powerpoint instead of jumping from slide to slide”</p> <p>“No discussion with staff about real life instances they had to deal with”</p> <p>“A lot of personal opinion for a training event that should be neutral”</p> <p>“Ability for everyone to see the powerpoint slides”</p> <p>“Location, could have maybe used the lecture theatre”</p> <p>“Rushed in a 30-minute slot”</p>
<b>Examples of actions to be taken as a result of the event</b>	<p>“To pass on any safeguarding issues”</p> <p>“Confidence to deal with a situation”</p> <p>“Knowing who to refer to”</p> <p>“Read policies and procedures”</p> <p>“Check out information on staff drive”</p> <p>“Liaise with Heather or Derek if requiring support”</p> <p>“Use information in induction procedure”</p>
<b>Please Quote Me comments</b>	<p>“Excellent information for staff who may become emotionally involved with students”</p> <p>“Heather was very positive to staff in her presentation and showed she knew what everyone is experiencing”</p> <p>“For me it was very interesting although I generally don’t deal directly with students, good for my staff”</p> <p>“I can provide the correct level of help to students”</p> <p>“I found this event very informative and it really opened my eyes regarding students’ problems both in and out of College. Very well presented by Heather Henderson”</p>

<b>Title</b>	<b>Management of Risk - Ran over 2 sessions</b>
<b>Aim</b>	A team activity to raise awareness of the risks we should all be aware of in our areas and operations, extending beyond health and safety.
<b>No. of attendees</b>	No register received – XX booked onto course.
<b>% of participants rating the overall value as being good and excellent</b>	95%
<b>Examples of comments about what aspects worked particularly well</b>	<p>“Useful information, relevant and well delivered”</p> <p>“Information for support staff”</p> <p>“Giving relevant examples staff need to deal with”</p> <p>“Gaining a better understanding of risk and what we can do to help minimise this”</p>
<b>Examples of comments about what aspects could have been better</b>	“Couldn’t see whiteboard from where I was”
<b>Examples of actions to be taken as a result of the event</b>	<p>“Check latest info in folder”</p> <p>“What we can do on the ground- i.e enhance processes etc to support the College”</p> <p>“Alot of consideration going on behind the scenes which we are not always aware of”</p> <p>“Knowing the difference between a risk and issue2</p>
<b>Please Quote Me comments</b>	None Mentioned

<b>Title</b>	<b>Using Outlook- Hints and Tips - Ran over 2 sessions</b>
<b>Aim</b>	Some useful hints and tips to enable you to use Outlook more efficiently and manage your emails.
<b>No. of attendees</b>	23
<b>% of participants rating the overall value as being good and excellent</b>	55%
<b>Examples of comments about what aspects worked particularly well</b>	<p>“Hands on, signing into outlook to follow trainers' explanations”</p> <p>“Trainer was willing to answer any queries”</p> <p>“Required equipment provided”</p> <p>“Explaining and showing examples”</p> <p>“Good and useful hints and tips, good group size”</p> <p>“Good tips that will be useful such as marking email confidential”</p>
<b>Examples of comments about what aspects could have been better</b>	<p>“Perhaps a handout”</p> <p>“I should have paid more attention to the content, but some good reminders”</p> <p>“I already knew most of the content”</p> <p>“More in depth detail for things you can use outlook for”</p> <p>“More advanced session would be great”</p>
<b>Examples of actions to be taken as a result of the event</b>	<p>“GDPR aspects”</p> <p>“Check over signatures”</p> <p>“Understand outlook well”</p> <p>“Add hours of work to automatic replies”</p> <p>“Setting up groups”</p> <p>“Awareness of functions not previously used”</p>

	“Explore using calendar”
<b>Please Quote Me comments</b>	<p>“Hopefully make me more aware of sending appropriate emails to the correct person”</p> <p>“Useful hints and tips I will use going forward”</p> <p>“Some useful tips I was unaware of”</p> <p>“Useful tips and shortcuts to get the best out of the programme”</p> <p>“Split into two sessions, one basic and one advanced”</p>

<b>Title</b>	<b>Dealing with Difficult Customers - Ran over 2 sessions</b>
<b>Aim</b>	Focusing on dealing effectively with difficult customer/situations and looking at hints and tips for creating rapport, diffusing a situation etc
<b>No. of attendees</b>	41
<b>% of participants rating the overall value as being good and excellent</b>	100%
<b>Examples of comments about what aspects worked particularly well</b>	<p>“Group working, interesting what each group brought up and largely the same issues”</p> <p>“Delivery of the course was great, not reading off slides and captured my attention”</p> <p>“Glad of handouts for reflection and revision”</p> <p>“The topic was very interesting and valuable and made me see things from a different point of view”</p>
<b>Examples of comments about what aspects could have been better</b>	<p>“The lady hosting the event spoke a lot about listening, but she certainly didn’t listen to others”</p> <p>“Most of the event was common sense. I hoped for more”</p> <p>“Would have liked more time”</p> <p>“Session felt rushed”</p> <p>“Might have worked better if dealing with similar customers as could go into more detail and get more out of the session”</p> <p>“More take-a-ways, practical tools to use”</p>
<b>Examples of actions to be taken as a result of the event</b>	<p>“Listening techniques”</p> <p>“Importance of communication”</p> <p>“Don’t be afraid to say sorry”</p> <p>“Try not to take criticism to heart”</p>
<b>Please Quote Me comments</b>	<p>“Everyone both academic and support should do this course, as a lot of staff’s customers are internal”</p> <p>“Whilst it may be seen as ok to walk away and distance yourself from a given situation in certain departments, it certainly would not be acceptable in mine”</p>

<b>Title</b>	<b>WRAP</b>
<b>Aim</b>	Wellness Recovery Action Plan by Penumbra Mental Health Charity
<b>No. of attendees</b>	4
<b>% of participants rating the overall value as being good and excellent</b>	100%



<b>Examples of comments about what aspects worked particularly well</b>	<p>“Very well presented, informative and relaxed”</p> <p>“Small group, facilitated good levels of discussion”</p> <p>“Much of what we are doing is good already”</p>
<b>Examples of comments about what aspects could have been better</b>	None Mentioned
<b>Examples of actions to be taken as a result of the event</b>	<p>“Peer support”</p> <p>“Suggesting coping mechanisms to students”</p> <p>“Strategies to help others”</p> <p>“Reasoning-different approaches”</p> <p>“Be more aware of the personal bill of rights”</p>
<b>Please Quote Me comments</b>	<p>“Staff from Penumbra are very well informed and gave a good, relaxed, inclusive and very informative presentation”</p> <p>“It will give me a wider opportunity to engage with students in a different way to help them with their mental health/wellbeing”</p> <p>“It was good to interact with colleagues from other departments”</p> <p>“It is essential that everyone has a heightened awareness of how to look after themselves and to realise the affect they have on others”</p>

<b>Title</b>	<b>Emotional Wellbeing for 2020 - Ran over 2 sessions</b>
<b>Aim</b>	<ul style="list-style-type: none"> <li>• Understanding how the brain and body react to emotional and stressful situations.</li> <li>• Understand that emotions and controllable even if it doesn't feel like it.</li> <li>• Appreciate that when we understand how our brain works, we can use it to our benefit.</li> <li>• Understand how your self-talk controls your feelings and behaviour plus how to change it.</li> <li>• Learn how to manage your emotions for your own and others benefit.</li> <li>• Learn how to be calmer in anxiety provoking situations.</li> <li>• Find out how to look after yourself while being sensitive to others.</li> </ul>
<b>No. of attendees</b>	33
<b>% of participants rating the overall value as being good and excellent</b>	100%
<b>Examples of comments about what aspects worked particularly well</b>	<p>“Course was delivered well, informative and helpful in understanding and dealing with people and also understanding own thoughts, feelings and behaviours”</p> <p>“Giving good examples”</p> <p>“Making you reflect on previous interactions and changing positions with the other person involved”</p> <p>“Putting into action what we were being told”</p>

<p><b>Examples of comments about what aspects could have been better</b></p>	<p>“Information beforehand as session wasn’t what I thought it was”  “Tables a bit cramped”  “Longer session, I would like to know more”  “Accommodation a bit squeezed”  “Could have been an all-day session it was so interesting”</p>
<p><b>Examples of actions to be taken as a result of the event</b></p>	<p>“How the brain works with repetition – like ploughing a furrow”  “Remember emotions attached to memories can be changed”  “Box breathing exercise to help calm down”  “Action plans to get out of any ruts or to make changes”  “Share knowledge with others”  “Realise everyone is different in displaying and coping with emotional issues”  “Think about my response in emotional situations”  “Be aware of the pattern of negativity and take steps to change it”</p>
<p><b>Please Quote Me comments</b></p>	<p>“The course was a reminder of importance of body language, tone and word when dealing with customers”  “It made you think about different ways you provide and receive information which could prevent anxiety, guilt and ‘Knee jerk’ responses if applied to our daily interactions”  “Fantastic session that really made me think about my emotional health”  “This was the best training I have ever undertaken at the College. I would highly recommend it to any member of staff. Olwen is an excellent trainer. Don’t let the title put you off, go along and do it!”  “Highly recommend”  “A superb workshop which would be beneficial to all individuals, thought provoking on how to take ownership of your own feelings and responses”  “Please can we get more on this subject”</p>

<b>Committee:</b>	Staff Governance Committee			
<b>Subject/Issue:</b>	Policies due for Review			
<b>Brief summary of the paper:</b>	It is established practice that HR Policies and Procedures are reviewed on a rolling 4 year programme, with the procedures being considered by the HR Policy Review Group (a subgroup of the Joint JCC) before being considered by the SLT then coming to the Staff Governance Committee for ratification.			
<b>Action requested/decision required:</b>	The attached procedure(s) have been considered by the HR Policy Review Group and SLT and are provided for comment and ratification (if considered appropriate)			
<b>Status:</b> <i>(please tick ✓)</i>	<b>Reserved:</b>	<input type="checkbox"/>	<b>Non-reserved:</b>	<input checked="" type="checkbox"/>
<b>Date paper prepared:</b>	21 January 2020			
<b>Date of committee meeting:</b>	28 January 2020			
<b>Author:</b>	Carolyn Thomson, Director of HR and OD			
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> <li>• compliance</li> <li>• partnership services</li> <li>• risk management</li> <li>• strategic plan/enabler</li> <li>• other activity (eg new opportunity) – please provide further information.</li> </ul>	HR Policies and Procedures are established and followed to ensure the college's compliance with the requirements of employment legislation and good employment practice. Their operation, therefore, can mitigate risk in terms of potential challenge. HR Policies and Procedures are developed in accordance with the aims, values and strategies of the college.			
<b>Consultation:</b> How has consultation with partners been carried out? <i>(Summary of response should be included in the paper)</i>	HR Policies and Procedures are reviewed by the HR Policy Review Group, a subgroup of the JCC. HR Policies and Procedures are available for all staff on the college intranet. Staff are signposted to reviewed procedures by email.			
<b>Equality and diversity implications:</b>	Equality Impact Assessments are undertaken as part of the review cycle.			
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>				
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>				

## **Policies due for Review**

The following procedures are attached for the Committee's consideration, feedback and, if considered appropriate, ratification. The main changes resulting from the review are:

- Long Service Award Procedure – reformatting to the agreed College format, introduction of a 15 year recognition award.
- Overtime Working Procedure (Support Staff) – reformatting to the agreed College format.



## MORAY COLLEGE UHI

### Long Service Award Procedure

<i>Update</i>	
<i>Version Date and Number</i>	Nov 2019
<i>Approved by</i>	Staff Governance Committee
<i>Responsibility for Policy</i>	HR Manager
<i>Responsibility for Implementation</i>	HR Manager
<i>Responsibility for Review</i>	HR Manager
<i>Date for Review</i>	Nov 2023

**Please ask if you, or someone you know, would like this document in a different format or language.**

## Revision Date & Change Log

Date of Revision	Brief Description of Change	Date Approved

## **Table of Contents**

### **POLICY STATEMENT**

#### **1.0 Introduction**

- 1.1 Scope
- 1.2 Definitions
- 1.3 Responsibilities

#### **2.0 The Procedure**

- 2.1 Recognition of Long Service – Employees continuing in College Service
- 2.2 Recognition of Long Service – Employees leaving the College Service

#### **3.0 Appendix**

- 3.1 Example invitation to Long Service award event

## **POLICY STATEMENT**

The Board of Management recognises the valuable contribution made by staff to the successful running of the College. Many staff remain in the employment of the College for significant periods of time, and the Board wishes to ensure that they feel valued by the College. It is important that long serving staff are recognised for their experience and loyalty. This procedure sets out the timescales based upon which long service awards will be made, and gives a description of these awards.

### **1.0 INTRODUCTION**

#### **1.1 Scope**

This procedure applies to all permanent College employees, support and teaching staff.

#### **1.2 Definitions**

Reckonable Moray College Service	All continuous service under a contract of employment between Moray College Board of Management and the employee shall be reckonable (including Moray College service transferred under the Local Government (Modification) Order 1983) from Grampian Regional Council at incorporation). Absence from duty resulting from sickness, maternity, paternity, authorised leave of absence or any other leave in which the contract of employment remains in force shall be reckonable.
Long Service	Continuous Service of 10 years or more is defined to be long service

#### **1.3 Responsibilities**

It is the responsibility of the HR Manager to ensure the revision and maintenance of this procedure.

The responsibility of confirming reckonable Moray College service and therefore eligibility for the scheme rests with the HR Section.



## **2.0 THE PROCEDURE**

### **2.1 Recognition of Long Service – Employees continuing in College Service**

Employees who complete 10, 15, 20, 25 years' reckonable Moray College service with the College shall receive a certificate to mark the occasion.

Employees who complete 30, 35 and 40 years' reckonable Moray College service with the College shall receive a certificate and a gift voucher to mark the occasion.

Certificates and gift vouchers will be provided by the HR Section annually who will also arrange an informal presentation dinner at an appropriate venue for current eligible staff (see appendix 1). This will normally take place in March each year with all those who reached 10, 15, 20, 25, 30, 35 or 40 years' reckonable Moray College service in the previous calendar year receiving an invitation, or at the time of termination if this date is prior to the presentation event.

### **2.2 Recognition of Long Service – Employees leaving the College Service**

Employees leaving college service are eligible for an award if they have reckonable Moray College service of not less than 10 years when they leave. The award will be a certificate (if appropriate, as above) and a gift voucher, of value to a predetermined level subject to annual review, and a presentation will be arranged in order to make presentation to the employee. Employees may choose not to have a formal presentation if they prefer.

## Appendix 1

<<date>>

<<Name  
Address>

Dear <<name>>,

As you are aware, we hold an event annually to recognise and celebrate the loyalty and commitment of staff members who have long periods of service with the college. With this in mind, as someone who has now given <<x>> years of service to the College, you are invited to an informal celebration to be held in <<venue>> on <<date>> at <<time>>. A meal will be provided and it is expected that the event will last about 2 hours.

To assist in the preparations, I would be grateful if you would complete and return the attached slip to the HR Section to confirm your attendance.

I do hope that you will be able to attend.

Yours sincerely

**Principal**

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I, <<name>>, confirm that:

I will be attending the Long Service Event on <<date>>

I am unable to attend the Long Service Event on <<date>>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



University of the  
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Moray College

## MORAY COLLEGE UHI

### Overtime Working Procedure (Support Staff)

<i>Update</i>	
<i>Version Date and Number</i>	Nov 2019
<i>Approved by</i>	Staff Governance Committee
<i>Responsibility for Policy</i>	HR Manager
<i>Responsibility for Implementation</i>	HR Manager
<i>Responsibility for Review</i>	HR Manager
<i>Date for Review</i>	Nov 2023

**Please ask if you, or someone you know, would like this document in a different format or language.**

## Revision Date & Change Log

<b>Date of Revision</b>	<b>Brief Description of Change</b>	<b>Date Approved</b>

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### **POLICY STATEMENT**

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#### **2.0 Overtime Working**

- 2.1 Overtime Authorisation
- 2.2 General Rules
- 2.3 Overtime Recording

#### **3.0 Appendix**

Overtime Authority Request Form

## **POLICY STATEMENT**

This procedure is designed to give clear instructions on the completion of overtime request forms and to outline the entitlements of employees' overtime payment or time off in lieu.

### **1.0 INTRODUCTION**

#### **1.1 Scope**

This procedure applies to all Support Staff. It covers the guidelines to be followed for all employees who may be required to work overtime hours.

#### **1.2 Definitions**

Line Manager            The manager to whom the employee directly reports.

Overtime hours        All hours worked in excess of recognised full-time hours per week.

T.O.I.L.                Time off in lieu of payment for overtime working.

#### **1.3 Responsibilities**

It is the responsibility of each individual to familiarise themselves with the rules detailed in this procedure and to comply with them.

The employees line manager is responsible for ensuring this procedure is adhered to.

It is the responsibility of the HR Manager to ensure the revision and maintenance of this procedure and will be responsible for conducting impact assessments relating to equal opportunities issues.

#### **1.4 References**

Statement of Written Particulars

## **2.0 OVERTIME WORKING**

### **2.1 Overtime Authorisation**

Work in excess of the normal hours of work a week is discouraged and in particular, staff are not required consistently to work overtime. Where overtime is found to be necessary the employee's Line Manager may authorise this time as TOIL. Any overtime which will incur a cost must be authorised in advance by the Principal through the ATR process. Overtime will not be processed by Payroll without the Weekly Time Sheet for Support Staff Form signed by the Line Manager or Principal as appropriate.

Where overtime occurs on a regular basis or at particular times of the year the Head of Curriculum Area/Support Section is required to allow for this in the budget. Planned overtime includes the provision for any emergency overtime that may arise over the year. Unplanned overtime is overtime that has not been allowed for in Curriculum Area/Support Section budgets.

### **2.2 General Rules**

Extra time of less than half an hour on any day shall not rank as overtime. For overtime on any day other than a Sunday, payment shall be at the rate of time and a half. Overtime worked on a Sunday shall be paid at the rate of double time.

Compensatory leave on an equivalent basis to payment may be agreed as an alternative to payment.

Employees who are in receipt of a basic salary of SCP 26 and above shall not be eligible for payment of overtime, but may receive compensatory leave in respect of hours worked in excess of their normal hours.

The Principal shall have the discretion to apply the provision to staff in receipt of basic salary in excess of the maximum of SCP 26.

Where a member of staff is required to be in evening attendance in connection with meetings of the College which results in the total working hours being in excess of the normal working hours in a week, compensatory leave of absence shall be granted at the convenience of the employee's Curriculum Area/Support Section or overtime paid.

Where a member of staff attends a training course outwith Moray College which incurs additional hours to the normal working week no overtime will be paid. However compensatory leave of absence may be granted.

### **2.3 Overtime Recording**

The employee is required to complete the Weekly Time Sheet for Support Staff Form and pass it to their Line Manager for signature. The line manager is required to forward the authorised Weekly Time Sheet for Support Staff Form to Payroll. All TOIL shall be taken within 12 months of its accrual. Overtime is paid in arrears.

**Appendix 1 – Weekly Timesheet for Support Staff Form**



University of the  
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Moray College

**Weekly Time Sheet for Support Staff**

**Name (in capitals):**

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**Job Title:**

---

**Signature:**

---

**Date (week ending):**

---

**Breaks must be taken if working more than 6 hours. These will be deducted if not shown**

		<b>Start Time</b>	<b>Finish Time</b>	<b>Daily Total</b>
<b>Monday</b>	am			
	pm			
<b>Tuesday</b>	am			
	pm			
<b>Wednesday</b>	am			
	pm			
<b>Thursday</b>	am			
	pm			
<b>Friday</b>	am			
	pm			
			<b>Weekly Total</b>	

**Line Managers Signature:**

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**Date:** \_\_\_\_\_ **Department:**  
\_\_\_\_\_

## BOARD OF MANAGEMENT

## Health and Safety Committee

Minutes of Interim Meeting  
held on  
Tuesday 19 December 2019  
at 12.30pm in Boardroom

Present: Mr D Patterson (Chair) Mrs L Proctor  
Mrs C Thomson Mr R McGillvary  
Mr S Cruickshank Mr R Lees  
Mrs M Smith Mr D Duncan  
Mrs J Carter Mrs S Bright  
Mrs C McBain Mr K Beaton

In attendance: Mrs K Strachan (Minutes Secretary)

		ACTION	DATE
<b>HS.19.3.01</b>	<b>Apologies for Absence</b>		
1.1	Apologies were received from: Mrs H Henderson		
<b>HS.19.3.02</b>	<b>Matters Arising of Meeting held on 11 November 2019</b>		
2.1	<u>2.1.1</u> The committee were provided with an overview of the Terms of Reference document, compiled by Carolyn for review. Following some updates and clarifications, the remit was agreed and is to be added to the Health & Safety policy.		
<b>ACTION</b>	Add Terms of Reference documentation to Health & Safety Policy.	<b>CT</b>	
2.2	<u>3.5</u> Derek provided a verbal update on the use of SHE as a method of reporting incidents. New system in place within various partners, that provides a more informative report of incidents. Possibility of changing to this new system, SAMs, following investigations and approval from the committee at the next meeting in January.		
<b>ACTION</b>	Derek will present at the meeting in January.	<b>DD</b>	
2.3	<u>3.6</u> List of Fire Wardens and Assembly points has now been distributed and can be found on the college intranet under Section 18.7. Updated signposts and posters to be created and posted.		

<b>ACTION</b>	Derek to consult with Helen Williamson in Marketing on design of new posters and locations.	<b>DD</b>	
2.4	<u>4.2.1/4.2.2</u> Projector to be arranged for January meeting in order for all of committee to be able to see detail within graph.		
2.5	<u>6.1</u> Role of Health and Safety Co-Ordinators discussed later in the meeting.		
2.6	<u>11.2.</u> Derek provided a verbal update. Contractors have been contacted to arrange for a long term solution to the temperature at Main Reception. Further update will be provided at January meeting.		
<b>ACTION</b>	Committee to be updated on a long term solution at the January meeting.	<b>DD/SC</b>	
<b>HS.19.3.03</b>	<b>Approval of HSPM</b>		
	HSPM was approved following agreement on Health and Safety Monitors/Coordinators, as below		
<b>HS.19.3.04</b>	<b>Health and Safety Co-ordinators</b>		
4.1	<p>Proposal made to change the name of the role to Health and Safety Monitors. Checklist provided by June, with an overview of how to complete them. Checklists are available for each area, with areas of greater risk having more requirements to meet. Training for those completing the checklists requested. Procedure for reporting findings discussed, and agreed as follows; Monitor-Line Manager-Health &amp; Safety Consultant. Monitors to use the checklist system and report any issues or revisions required at the Health &amp; Safety meeting in April.</p> <p>Role of Health and Safety Monitors agreed.</p> <p>The committee discussed the outstanding Internal Audit recommendation (HS.R2) regarding annual workplace inspections. Together with advice from the H&amp;S Officer/Consultant, the committee considered that the monthly monitoring system implemented as per HSPM was sufficiently rigorous without additional annual inspections being layered on top. As the efficacy of the new monitoring system will be kept under review by the Committee there was still the possibility of adding in the annual inspections at a later stage should that be considered necessary.</p>		
<b>ACTION</b>	Health & Safety Monitors to use checklist and report anything requiring revision to committee meeting in April.	<b>All</b>	

<b>HS.19.3.05</b>	<b>Risk Assessments Update</b>		
5.1	Clarification sought over who is responsible for carrying out the Risk Assessments within each area. More training to be provided to those required.		
<b>HS.19.3.06</b>	<b>First Aiders</b>		
6.1	A full list of the First Aiders on campus can be located on SharePoint		



## BOARD OF MANAGEMENT

## Health and Safety Committee

**Minutes of Interim Meeting  
held on  
Thursday 16 January 2019  
at 15.00pm in Boardroom**

Present: Mr D Patterson (Chair) Mrs L Proctor  
Mrs C Thomson Mr R McGillvray  
Mr S Cruickshank Mr K Beaton  
Mrs M Smith Mr D Duncan  
Mrs S Bright Mrs H Henderson  
Mrs C McBain

Apologies: Mr R Lees Mrs J Carter  
HISA Representative (?? Check ??)

In attendance: Mrs L Gould (Minutes)

		<b>ACTION</b>	<b>DATE</b>
<b>HS.20.1.01</b>	<b>Principles Introduction/Update</b>		
1.1	This meeting was finalising details from previous meetings held in Nov and Dec, with a view to starting afresh come April 2020. It has also been decided that SHE reports will return to being produced every three years.		
<b>HS.20.1.02</b>	<b>Matters Arising of Meeting held on 11 November 2019</b>		
2.1	<u>2.1.1</u> Appendix added to Terms of Reference, the policy has also been re-written and is available on the Intranet, and will be taken to CMT tomorrow (Fri 17 Jan 20)		
2.2	<u>3.5</u> SHE update was not able to be provided due to the tight deadline so has been extended for another year. Derek highlighted his preference to replace SHE at a later date after indicating deficiencies in being able to identify trends.		
2.3	<u>3.3</u> The list of fire wardens and assembly points is now available on SharePoint.		
<b>ACTION</b>	Carolyn to send a link to all staff members as a reminder, also asking staff to ensure fire evacuation signs are located in rooms they are using.	<b>CT</b>	

2.3	<u>4.2.1</u> Meeting rooms selected for future use will have use of projectors.		
2.4	<u>4.2.2</u> Derek has identified more time is needed to investigate trend of incidents.		
2.5	<u>6.1</u> regarding the Role of Health and Safety Co-Ordinators which was discussed in the meeting, an issue with the minutes was raised.		
2.6	<u>19.2.07</u> The annual check of the partnership institutions health and safety checklist has been submitted to Executive Office.		
2.7	<u>11.1</u> a final decision on consequences following the laundry fire was to be made at the SLT meeting on Monday 20 Jan, following that the report will be released to the members of this committee.		
2.8	<u>11.2.</u> Darroch and Allan were called in to look at Main reception and an estimate for the cost of a glass partition has been asked for, however this may not be the solution. June's thoughts were full enclosure would ensure the issue was rectified, however Stuart intimated that this was not just an issue for Main Reception but all members of staff, students and the public using the surrounding areas.		
<b>HS.20.1.03</b>	<b>Draft minutes of meeting held on 19 December 2019*</b>		
3.1	<u>4.1</u> Clarification was needed confirming that the position of Health and Safety Monitors is a voluntary role, with many thinking it is mandatory. Checklists for this role will be available on SharePoint following confirmation they are the final version (link via Health and Safety > Health and Safety Monitor >Health and Safety Checklists). The committee discussed the wider issue that some staff feel uncomfortable using SharePoint as documents are still being held on both SharePoint and the Intranet. Carolyn advised that training will be taking place college-wide, making staff more aware of where documents are and how to access them.		
<b>ACTION</b>	Carolyn to look and update job descriptions re H + S monitors accordingly following gap analysis being completed	<b>CT</b>	
3.2	<u>5.1</u> Training on risk assessments will be given to those requiring it. Catriona had been in discussion with EIS and the contents have been agreed and signed so can be rolled out to lecturers.		

3.3	Minutes from the December meeting were agreed.		
<b>HS.20.1.04</b>	<b>Matters Arising of meeting held on 19 December 2019*</b>		
4.1	<u>2.1.1</u> Terms of reference have now been added to Health and Safety policy.		
	<u>3.6</u> Derek is planning to look at standardised signing for fire doors etc rather than create in house due to the volume required. He asked that Estates be contacted meanwhile should any signs be missing or in need of updating.		
	<u>4.3.1</u> Carolyn to perform gap analysis and update the committee regarding any issues/revisions required.	CT	
	4.2.2 Derek discussed earlier in the meeting one of SHE's deficiencies was identifying trends- will be continued to look at and other systems considered to help with this.		
<b>HS.20.1.05</b>	<b>HSPM – Policies/Procedures Review Timetable</b>		
5.1	An update from June was received that a comprehensive manual has been created and is important staff are made aware of its existence.		
<b>HS.20.1.06</b>	<b>HSPM – Reviewed/Updated Procedures</b>		
6.1	No updated procedures		
<b>HS.20.1.07</b>	<b>Health &amp; Safety Officer Report</b>		
7.1	Feedback received indicates there is still a need for day to day help with H+ S issues, which SLT were to look at, discuss and assess in their meeting on Mon 21 Jan, the result of which should be reported back to the committee when decided. Teams need to be made aware of who and how to approach any issues they had regarding such matters, as staff have been unaware if/when June has been off and had urgent concerns for students requiring guidance, to which Derek highlighted that any such matters should be passed to him in the absence of June or other H+S support.		
<b>HS.20.1.08</b>	<b>Reportable Accidents/Incidents/Near Misses</b>		
8.1	David wished to convey his thanks to Derek for all his work in the handling of the recent college closure following roof panels being dislodged.		
8.2	With the full report still in draft, Derek wished to update the committee following an incident on Thursday 9 Jan, where an escape of air lifted dust spillage, triggering the fire alarm at the Technology Centre. Upon the fire service arriving at Linkwood and carrying out an inspection of the building they were happy as to what caused the activation of the alarm.		



	<p>This incident has highlighted the lack of servicing of the ventilation system and a part is now on order. The Fire Officer who attend the scene was unfamiliar with the location so has asked for a meeting and tour of the facilities with a view to discussing any hazards and preventable measures being needed.</p>		
<p>8.3</p>	<p>Again, the report on the following incident is still in draft stage, the full report will be made available to the committee at the next meeting. On Monday 13 Jan at 5pm a piece of metal flashing had detached and ripped off panels, landing on the East side of main reception. Although the structural damage is fairly minimal in itself the risk of falling metal was still high. Main reception contacted Derek immediately, where both he and Jamie Gilbert (Site Assistant) put up barriers with the area secured and taped off. Derek updated David accordingly where the decision was made to close the college after consideration was given to amount of footfall, loose materials and based on the weather forecast. Members of staff, the public and students were directed towards safe exit routes, messages were sent via text, email and the web.</p> <p>Darroch and Allan were called out immediately and on-site support was fantastic. Whilst identifying what needed to be fixed, they also came across other areas in need of attention, such as the access hatch to the roof needing repaired along with the addition of a roof ladder. It was decided the college was safe to re-open on Wednesday with the necessary fire doors closed off after liaising with both the fire and service, and alternative evacuation routes emailed out to staff and students. Derek contracted surveyors working for us on other areas, to project manage and work with the architects, insurers and builders.</p> <p>A safety inspection of all college estates and roofs were also carried out with no significant risk being identified. No injuries were sustained and Marsh, our college insurers, pre-emptively sent out contact details following weather warnings in the area.</p> <p>Derek wished to thank the quick actions of reception staff, Jamie and Grant for all their hard work and support. This incident highlighted the lack of PPE issued to SLT, such as hard hats, high visibility vests etc so is something that Derek will be looking in to going forward.</p>		

	Another discrepancy highlighted some staff were not receiving text messages, whilst others that shouldn't have, did. Carolyn has asked HR staff to ensure mobile numbers are up to date.		
<b>HS.20.1.09</b>	<b>Programme of Health and Safety Checks and Reports</b>		
9.1	Nothing to report		
<b>HS.20.1.10</b>	<b>Update on Health and Safety Regulations</b>		
10.1	No update, receiving information through the Health and Safety Practitioners group.		
<b>HS.20.1.11</b>	<b>AOB</b>		
11.1	<u>5.1</u> Louise wished to clear up whether CCTV was to be used in addition to dashcams or if it was one or the other. Derek confirmed that that CCTV would be used as well as personal dashcams, as proposed by Ronnie Lees.		
<b>ACTION</b>	Minutes (including reserved items) to be made available to the committee	<b>KS</b>	asap
11.2	Roof tiles missing in L115 which Derek confirmed survey work was needing undertaken and an action plan put in place following such. Meanwhile any Linkwood issues should be mentioned to Sam and Kenny to be addressed.		
11.3	There was concerns that many issues/works over the years were still outstanding and in need of solutions. The committee were told that Ray Aitken (IT) was working on a UNIdesk solution where calls can be logged and the recipient receiving a receipt, with the hope of this going live over the next month		
<b>ACTION</b>	Sam to speak to Derek about outstanding issues in the interim.	<b>SB + DD</b>	
11.4	Carpet tiles are lifting in P105 causing a potential safety hazard.		
<b>ACTION</b>	Derek to contact contractor, since was through APUC framework the suppliers are obliged to return and fix.	<b>DD</b>	
11.5	It has transpired that HISA have been informing students where they can and cannot smoke. Some members of the committee were unaware were designated smoking areas were following removal of smoking shelters. It was agreed the signage indicating this was poor and while areas remained unclear there posed a risk of second-hand smoke coming in through vents, doors etc.		
<b>ACTION</b>	Liaise with unions on what actions can be taken, Derek to look at costings of shelters	<b>CMcB/DD</b>	
11.6	Desk and risk assessments queries should be directed to Derek, with June's consultancy contract nearing an end.		

11.7	<p>Derek updated the committee on works happening down the side of the Beechtree to the LRC which will be cornered off as of Monday 20 Jan.</p> <p>There will also be scaffolding behind the Refectory which may cause some disruption with potential room closures, but this will be kept to a minimum where possible.</p>		
<b>HS.20.1.12</b>	<b>Date of Next Meeting</b>		
12.1	Thursday 23 April 2020 at 1500 hours.		
	<i>Meeting closed 16.15pm</i>		

<b>Committee:</b>	Staff Governance Committee			
<b>Subject/Issue:</b>	College Process for Construction, Design and Maintenance (CDM)			
<b>Brief summary of the paper:</b>	<p>The College's ageing estate requires constant maintenance and updating to new standards which means regular engagement with consultants and contractors on a weekly basis.</p> <p>This paper briefly discusses the College's approach for the implementation of CDM in line with the updated guidance issued by the HSE in 2015 to ensure all work is compliant and completed safely.</p>			
<b>Action requested/decision required:</b>	For discussion			
<b>Status: (please tick ✓)</b>	<b>Reserved:</b>		<b>Non-reserved:</b>	✓
<b>Date paper prepared:</b>	23 <sup>rd</sup> January 2020			
<b>Date of committee meeting:</b>	28 <sup>th</sup> January 2020			
<b>Author:</b>	Derek Duncan			
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with: compliance partnership services risk management strategic plan/enabler other activity (eg new opportunity) – please provide further information.	<b>Risk Moray/18:</b> Non-compliance with relevant statutory regulations  Poorly managed construction and maintenance projects increase the risk of injury which is likely to lead to a statutory breach. It's important that policy and procedures are in place and are implemented correctly to reduce risk during construction and maintenance work.  Where higher areas of risk is identified, the College contracts external services to ensure work is completed in a safe and compliant way.			
<b>Equality and diversity implications:</b>	Yes			
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>	Non-standard projects require procurement of professional services to cover CDM arrangements.			
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>	Failure to adhere to CDM regulations increases the risk of injury to staff, students, visitors and contractors on-site.			

## College CDM Designation

The College is designated as a **commercial client** under CDM regulations and therefore has responsibility to put in place effective arrangements for managing any construction or maintenance activity.

CDM outlines 3 roles:

- **Client:** The College, with a designated responsible person for each project or maintenance activity.
- **Principal Designer:** A person or organisation appointed by the College to have overall design responsibility and control all aspects of a project prior to construction and also ensure the work is completed to an appropriate standard. The designer will also represent the client and is used where more than one contractor is involved in carrying out any construction work.
- **Principal Contractor:** A person or organisation appointed by the College to carry out the work. The principal contractor is responsible for planning and managing the construction phase, including all sub-contractor management and health and safety requirements.

The role of the principal contractor includes ensuring that site access is appropriately managed, with the correct safety signage and safety systems, as well as providing welfare facilities for staff.

## Example Projects

The College as the client has appointed Graham and Sibbald as Principal Designer for the first phase of the roof repair works. Faskin Group was the successful bidder for the contract and is the principal contractor appointed to carry out the work. The initial start-up phase of the project documented all aspects of the roles, responsibilities, communication, site location, safety, access arrangements and welfare arrangements for the contractors.

The boiler replacement project in July 2019 was a similar example whereby the Principal Designer (including procurement) was contracted out to another company, resulting in a successful project.

Other than for routine and planned maintenance work using assessed contractors, projects which involve multiple contractors or involve areas of risk or complexity outside of the College's capability requires the appointment of a principal designer.

## College Policy and Procedure

The College has developed a new approach to contractor management within the Health and Safety manual including a policy and procedure for the management of contractors and CDM arrangements. Additional guidance covers:

- Contractor evaluations and performance review
- Code of Conduct for Visitors and Contractors
- Emergency Repairs List (contracted emergency contacts)
- Permit to Work

All documentation is published as part of the College Health and Safety Procedures Manual on the College Intranet site at:

<https://myuhi.sharepoint.com/sites/mc/documents/Health%20and%20Safety/Forms/AllItems.aspx>