

**STAFF GOVERNANCE COMMITTEE**

Meeting to be held

On 12 May 2020

At 1000 by Skype

A G E N D A

Number	Item	Presented By	Action Required:
SG.20.02.01	(i) Resignations	Clerk	Noting
	(ii) Appointments		
SG.20.02.02	Apologies for Absence	Clerk	Noting
SG.20.02.03	Any Additional Declarations of Interest including specific items on this Agenda	Convenor	Noting
SG.20.02.04	Draft Minutes of meeting held on 28 January 2020	Convenor	Decision
SG.20.02.05	Matters Arising/Action Sheet from meeting held on 28 January 2020 *	Clerk	Noting
SG.20.02.06	Emerging Issues	Convenor	Discussion
SG.20.02.07	HR Director's Report *	Mrs C Thomson	Discussion
SG.20.02.08	Culture and Values *	Mrs C Thomson	Noting
	(i) Update *		
SG.20.02.09	Update on Staff Development Activities 2019/20*	Mrs C Thomson	Noting
SG.20.02.10	Policies due for Review	Mrs C Thomson	Discussion
SG.20.02.11	Health and Safety Update ~	Mr D Patterson	Noting
	(i) Minutes of Health and Safety Committee held on 7 May 2020		
SG.20.02.12	Date of next meeting - 10 November 2020	Clerk	Noting

01 Agenda Staff Governance Committee

RESERVED ITEMS			
SG.20.02.13	Reserved Minutes of meeting of SGC held on 28 January 2020 *	Convenor	Decision
SG.20.02.14	Reserved Matters Arising/Action sheet from meeting held on 28 January 2020 *	Clerk	Noting



STAFF GOVERNANCE COMMITTEE
Minutes of Meeting held on
Tuesday 28 January 2020
At 1000 hours in the Boardroom

Present:

Mrs Seonaid Mustard (Convenor)
Miss Caroline Webster
Mr Paul Mitchell
Mr David Patterson
Mrs Rosemary McCormack
Mr Jeremie Fernandes

In Attendance:

Mrs Carolyn Thomson
Mrs Cathie Fair (Clerk)

Item		Action	Date
SG.20.01.01	(i) Resignations		
1.1	Mr Joe Bodman resigned with immediate effect.		
	(ii) Appointments		
	Mr Paul Mitchell was appointed to the Committee.		
SG.20.01.02	Apologies for Absence		
2.1	Apologies were received from Mrs Kelly Strachan		
SG.20.01.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	Caroline Webster declared an interest in Darroch and Allen who occasionally carry out work in College		
SG.20.01.04	Draft Minutes of meeting held on 12 November 2019		
4.1	The Minutes were accepted as an accurate account of the meeting. Proposed: Caroline Webster Seconded: Rosemary McCormack		
SG.20.01.05	Matters Arising/Action Sheet from meeting held on 12 November 2019		
5.1	Mrs Fair confirmed that all matters arising had been completed or were on the Agenda for discussion.		
SG.20.01.06	Emerging Issues		
6.1	There were no emerging issues but Mrs Fair was requested to forward papers to Peter Graham and Murray Easton for Agenda Item SG.20.01.08 – Update on Issues raised by Staff (levels, 1, 2, 3) and Staff		
Action		Mrs Fair	Immediate

Agenda Item: SG.19.2.04

	Survey (Reserved) and SG.20.01.09 – Update on Staff Development Activities.		
SG.20.01.07	HR Director’s Report		
7.1	<p>The HR Director’s Report included updates on the following issues:</p> <ul style="list-style-type: none"> • National Bargaining update • Job Evaluation Project – still ongoing and potentially a massive cost challenge – expectations of support staff very high • JCC/JNC Updates from December meetings. Minutes to follow. • Learning and teaching review currently on hold. EIS willing to bring national officer to talk to the College. Concern over perceived lack of consultation over LTR. • KPI’s – Staff Sickness Absence rate at 2.6% to end Nov 2019 and it was acknowledged this is low. Discussion took place on any patterns in reasons for absence such as mental health issues but Mrs Thomson assured Committee that reasons vary. • Updates on objectives of the Operational Plan were provided. • Moray College staff online induction process is being updated. 		
SG.20.01.08	Culture and Values		
	i Update		
8.1	HR Director’s Report outlined measures being taken to address the strategic aims in relation to culture and values.		
	ii Update on Issues raised by staff (Levels 1, 2 3) and Staff Survey		
8.2	This item is reserved and the minute held in confidence.		
SG.20.01.09	Update on Staff Development Activities 2019-20 *		
9.1	A report had been provided for the committee summarising all staff development activities to date for the current session. Included within the report was an Evaluation on the activities offered during the Staff Development Event on 6 January and the Committee were pleased to note the high levels of satisfaction evident from the report.		
SG.20.01.10	Policies due for Review		
10.1	<p>The following procedures were included for the Committee’s consideration, feedback and, if considered appropriate, ratification.</p> <ul style="list-style-type: none"> • 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 		

Agenda Item: SG.19.2.04

	Noted – the Committee approved the above procedures.		
SG.20.01.11	Health and Safety Update		
	i Minutes of Health and Safety Committee 19 December 2019		
11.1	Mr Patterson highlighted some of the key issues which had been discussed including final agreement of the Health and Safety Policy, updated Terms of Reference of H&S Committee, Review of Membership of H&S Committee, final agreement to Health and Safety Monitors.		
	ii Minutes from Health and Safety Committee held on 16 January 2020		
11.2	Mr Patterson highlighted key point discussed including the use of SHE. Serious incidents in the period were discussed and Mr Duncan reported on the recent roof damage including the reasons for this and provided the Committee with an update on measures taken to secure the College.		
	iii Update on Health and Safety/Estates Responsibilities in 2020		
11.3	Mr Patterson advised the Committee that the Health and Safety Consultant will continue on a limited, Ad Hoc basis. Appointment of a Part time, Health, Safety and Wellbeing Officer had now been approved 3 days a week. Once appointed, health and safety training will be rolled out for all staff.		
	iv Report on how College covers CDM (Construction, Design and Maintenance) Element of Health and Safety requirements.		
11.4	At the request of the Committee Mr Duncan had been asked to report on how College covers CDM (Constructions, Design and Maintenance) element of H&S requirements. Mr Duncan’s paper highlighted the College’s approach to implementation of CDM in line with updated guidance. Example projects were outlined including roof repair work and boiler implementation. The College will continue to use the external building surveyors where specific expertise is required. Miss Webster was reassured by the report explaining to the Committee the background of CDM since 2015 and reasons for this legislation including the potential for criminal liability. She stressed the importance of keeping a comprehensive log detailing all previous work or maintenance carried out which should be made available to all contractors carrying out work in College.		
SG.20.01.12	Date of Next Meeting – 12 May 2020		
RESERVED ITEMS			
SG.20.01.08	Culture and Values (Reserved Item) – Update on Issues raised by Staff (Levels 1, 2, 3) and Staff Survey		

Agenda Item: SG.19.2.04

8.1	This item is reserved and the minute held in confidence		
SG.20.01.13	Reserved Minutes of Meeting of SGC held on 12 November 2019.		
13.1	This item is reserved and the minute held in confidence.		
SG.20.01.14	Reserved Matters Arising/Action sheet from meeting held on 12 November 2019		
14.1	This item is reserved and the minute held in confidence.		
	<i>Meeting closed at 1200 hours</i>		

Matters Arising Staff Governance Committee 28 January 2020
Agenda Item: SG.20.02.XX

ACTION SHEET/MATTERS ARISING FROM STAFF GOVERNANCE COMMITTEE HELD ON 28 JANUARY 2020

Item		ACTION	DATE	Update
SG.20.01.06	Emerging Issues			
6.1	Mrs Fair was asked to forward to Mr Graham and Mr Easton the paper for agenda item SG.20.01.08 (ii) Update on Issues raised by Staff (Levels, 1, 2 3) and Staff Survey (reserved) and SG.20.01.09 – Update on Staff Development Activities.	Mrs Fair	Immediate	Completed

Committee:	Staff Governance Committee			
Subject/Issue:	HR Director's Report			
Brief summary of the paper:	The attached report is the Human Resources Report covering the period 21 January to 12 May 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.			
Action requested/decision required:	The attached paper is provided for noting. Where the Committee's approval is being sought, this is identified within the paper.			
Status: <i>(please tick ✓)</i>	Reserved:		Non-reserved:	✓
Date paper prepared:	4 May 2020			
Date of committee meeting:	12 May 2020			
Author:	Carolyn Thomson, Director of HR and OD			
Link with strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information. 	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.			
Consultation: 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.			
Equality and diversity implications:	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.			
Resource implications: <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.			
Risk implications: <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**
National discussions are still ongoing in relation to the implementation of the NWPA in areas such as professional registration, professional review and observation of learning.

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.
- **UNISON National Collective Dispute – Annual Leave**
UNISON submitted a collective national dispute on 7 April 2020 and two dispute meetings have taken place at a national level. The third meeting takes place on 4 May 2020.
- **Job Evaluation**
This national exercise continues. The latest information indicates that across all college 91% of all questionnaires have been received by Colleges Scotland and that 24% of support roles have been subject to the first score stage. The NJNC Job Evaluation Working group are working on a process to identify and evaluate roles which have been implemented since Sept 2018.

Central Committee

- **Facilities Time Working Group**
Meetings are underway at a national level with regard to agreeing a policy on National Facilities Time

2. JCC/JNC Update

Joint JCC

A Joint JCC was held on 25 February 2020. The draft minutes are attached at the end of this paper. The next meeting is scheduled for 19 May 2020.

JNC Teaching

A JNC Teaching was held on 17 December 2019. The agreed JNC minutes are attached at the end of this paper.

Joint JNC

A Joint JNC was held on 28 April 2020. The minutes are currently being drafted. The agenda for the meeting covered the following areas:

- Local Facilities Time Arrangements
- Local Recognition and Procedure Agreement
- Coronavirus Job Retention Scheme

Management papers were provided for all items.

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 February 2.7%

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 Update: This task is nearing completion, at the time of writing there were 7 questionnaires to be finally agreed and submitted.	DHROD	November	O.1
Agree a revised Local Recognition and Procedures Agreement with EIS-FELA and UNISON Update: This matter is being progressed with a draft document being provided to the JNC Joint on 28 April 2020. Feedback from the recognised trade unions is awaited.	DHROD	May	O.2
Articulate clear linkages between the Workforce Development Strategy and the college's underpinning processes to deliver it Update: Please see item 7 below.	DHROD	March	O.1
Fully implement the HR Business Partner model to further empower line managers as per the EREP Enhancement Plan Update: This is complete	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

The SGC previously received updates in relation to the review of the College online induction process. The new induction has now been launched to all staff as has a reviewed suite of online training modules.

7. Workforce Planning and Development Strategy Articulation Paper

College Operational Plan 1920

Operational Plan Objective - Organisational Culture

Articulate clear linkages between the Workforce Planning and Development Strategy and the college's underpinning processes to deliver it.

Background

The primary context for the Workforce Planning and Development Strategy is the College's Strategic Plan 2016 – 2021, and in particular the Strategic Aim relating to Organisational Culture 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. The Strategic Objectives in support of this Aim are 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*

In furtherance of the above, the Workforce Planning and Development Strategy sets out a number of aims and activities as detailed below:

1. Workforce Profile Aim

To implement effective and proactive workforce planning to attract and retain suitably qualified and skilled staff, with appropriate terms and conditions to meet the current and future needs of the College.

2. Employee Engagement Aim

To develop an engaged and reflective workforce focussing on sustained quality enhancement at all levels.

3. Leadership Development and Capacity Aim

To implement appropriate structures and development to create opportunities for leadership where individuals and teams feel empowered.

4. Employee Development and Succession Planning Aim

To provide ongoing professional learning and development for all staff which fosters self-reflection and continuous improvement and aligns to the College objectives.

5. Safe and Supportive Working Environment Aim

To provide a safe, supportive and healthy working environment where diversity is valued and individuals feel supported.

Linkages to key college processes (from the Strategy) and review update

1. Workforce Profile Aim

To implement effective and proactive workforce planning to attract and retain suitably qualified and skilled staff, with appropriate terms and conditions to meet the current and future needs of the College

We will achieve this by....	College process	Update
Reviewing the staff review and staff development procedures to ensure a close articulation with planning processes and identification of development requirements to ensure staff are developed to meet future needs	Staff Review Scheme Staff Development Procedure Staff Development Days	<ul style="list-style-type: none"> • The staff development procedure was reviewed in Feb 2019 • The Staff Review Scheme is being reviewed by a SLWG • A single policy working group is considering Professional Review, with college participation • Staff Development Days have been rolled out, informed by the outputs of the staff reviews. • Support of staff development activities has increased. • The Staff Governance Committee receive detailed information in relation to Staff Development Activities
Review the provision of management information and work more closely with department heads to inform workforce planning within the departments.	HR Business Partner Model Staffing Meetings	<ul style="list-style-type: none"> • Detailed staffing meetings are held with academic managers twice a year, this informs the staffing budget and also support needs • An HR Business Partnership Model has been implemented.
Reviewing deployment practices across the college with an	Annual Review of Supply Banks	<ul style="list-style-type: none"> • A revised procedure for the review of

aim to increase the proportion of full time opportunities within the staffing compliment, and reduce reliance on supply working.	Staffing Meetings NJNC Circulars	supply banks is in development <ul style="list-style-type: none"> • A review of supply banks has taken place in the meantime with academic managers • Detailed staffing meetings are held with academic managers twice a year, this informs the staffing budget and also support needs • NJNC Circulars are implemented and communicated to all staff • Deployment of supply staff has been tightly controlled by managers
Working with UHI partners in furtherance of collaborative models aligned to the tertiary nature of UHI	Single Policy Working Groups UHI HR Practitioners Group	<ul style="list-style-type: none"> • There is college participation in a number of Single Policy Working Groups • College staff participate in Subject Networks and UHI partnership meetings • The Dir HROD is a member of the UHI HR Practitioners Group
Influence national bargaining developments to ensure that the tertiary nature of the organisation is reflected in emerging agreements where possible	Sector HR Strategic Group	<ul style="list-style-type: none"> • The Dir HROD is a member of the Sector HR Strategic Group – providing professional advice and guidance to the employers association.

2. Employee Engagement Aim

To develop an engaged and reflective workforce focussing on sustained quality enhancement at all levels

We will achieve this by....	College process	Update
Developing, communicating and supporting positive behaviours to underpin the CORE values to those who work,	Recruitment and Selection Procedure	<ul style="list-style-type: none"> • CORE Values are published at many points in the recruitment process

<p>study, visit and interact with the College</p>	<p>College Induction Compulsory Training Staff Review Internal meetings</p>	<ul style="list-style-type: none"> • CORE Values are incorporated into the staff induction and the staff review process • Staff Development has been provided to underpin the CORE Values • There was high agreement levels in the staff survey that staff were aware of the College's values • The Staff Governance Committee receive a report on progress towards CORE Values at each meeting.
<p>Ensuring fair and consistent treatment through effective and current procedures</p>	<p>JCC HR Policy Review Group Single Policy Working Groups HR Policies and Procedures Management Development HR Business Partner Model NJNC</p>	<ul style="list-style-type: none"> • HR Policies and procedures are reviewed regularly through the HRPRG, a subgroup of the JCC. • Management development on policies and procedures is provided when required • Policies and procedures are published for all staff • College staff participate in single policy working groups • NJNC Circulars are implemented • HR Business Partnership Model is in operation.
<p>Reviewing communication channels through the meetings structure and other methods to ensure that staff are advised timeously of issues that affect them, and are involved as appropriate in decision making through meaningful consultation.</p>	<p>Meeting structure JCC SLT Surgeries Newsletter Principals Updates</p>	<ul style="list-style-type: none"> • The meeting structure has been reviewed • This structure is adjusted as a result of feedback • SLT surgeries have been implemented • A monthly newsletter is published • Formal consultations through JCC take place • The college local RPA is being reviewed

		<ul style="list-style-type: none"> • The Principal provides an all staff update each semester
Ensuring effective self-evaluation and peer review processes to inform continuous improvement	MORAGAA Support Meetings Professional Dialogue	<ul style="list-style-type: none"> • Arrangements are in place in both academic and support areas to self evaluate • Professional dialogue has been rolled out and is place • New teaching staff are allocated a teaching mentor • Teaching staff are required to undertake a teaching qualification • Teaching staff will be required to self evaluate as part of professional registration.
Sharing best practice and good news stories, recognising and celebrating success.	CMT Agenda Item Newsletters Social Media Staff Awards	<ul style="list-style-type: none"> • Line managers advise of good news stories at CMT • The monthly newsletter highlights good news stories • Social media platforms celebrate success • Staff Awards have been implemented • Success stories are highlighted at the Principals address.

3. Leadership Development and Capacity Aim

To implement appropriate structures and development to create opportunities for leadership where individuals and teams feel empowered.

We will achieve this by....	College process	Update
Fully implementing an Academic Staffing Structure	Academic Staffing Structure	<ul style="list-style-type: none"> • The Academic Management structure has been implemented

Developing and delivering a management and leadership development programme	Management Development Leadership Development Staff Review HR Business Partner Model	<ul style="list-style-type: none"> • Management Development sessions are held prior to each CMT meeting • Specific Training and support is provided • Management staff were encouraged to undertake the College Leadership programme • Management competencies are reviewed at staff review • The HR Business Partnership model has been implemented
Supporting a coaching approach as a key management skill.	Management Development Development Days with Managers	<ul style="list-style-type: none"> • Managers are encouraged to manage through a coach style • Management development has been provided • Development days have been held for promoted teaching staff
Providing opportunities for cross college/departmental working at all levels to develop opportunities for leadership.	CMT meetings CMT activities Blue Sky Days Short Lift Working Groups	<ul style="list-style-type: none"> • CMT activities and meetings provide for cross college working • A number of cross college SLWG are in operation • Blue Sky days encourage cross departmental collaboration

4. Employee Development and Succession Planning Aim

To provide ongoing professional learning and development for all staff which fosters self-reflection and continuous improvement and aligns to the College objectives

We will achieve this by....	College process	Update
<p>Reviewing the staff review and staff development procedures to ensure a close articulation with planning processes and identification of development requirements to ensure staff are developed to meet future needs</p>	<p>Staff Review Scheme Staff Development Procedure HR Business Partner Model Staff Development Days</p>	<ul style="list-style-type: none"> • The staff development procedure was reviewed in Feb 2019 • The Staff Review Scheme is being reviewed by a SLWG • A single policy working group is considering Professional Review, with college participation • Staff Development Days have been rolled out, informed by the outputs of the staff reviews. • Support of staff development activities has increased. • The Staff Governance Committee receive detailed information in relation to Staff Development Activities • An HR Business Partner Model has been implemented.
<p>Supporting continued opportunities for professional learning closely aligned to the strategic plan and associated priorities and developments</p>	<p>Staff Review Scheme Staff Development Procedure Staff Development Days</p>	<ul style="list-style-type: none"> • The staff development procedure was reviewed in Feb 2019 • The Staff Review Scheme is being reviewed by a SLWG • A single policy working group is considering Professional Review, with college participation • Staff Development Days have been rolled out, informed by the outputs of the staff

		<p>reviews.</p> <ul style="list-style-type: none"> • Support of staff development activities has increased. • The Staff Governance Committee receive detailed information in relation to Staff Development Activities
Developing competency sets and associated development to support the progression of those aspiring to future leadership and management roles;	NJNC Promoted Teaching Post Profiles Management Competencies Staff Review Scheme	<ul style="list-style-type: none"> • NJNC promoted teaching staff profiles are implemented and current and new posts are aligned to the profiles • Management competencies are reviewed as part of the staff review process • Leadership development requirements are identified through the staff review scheme.
Promoting development opportunities through secondments, networking and collaborative working with the wider UHI partnership.	Module and Programme Leadership UHI Groups	<ul style="list-style-type: none"> • Collaboration happens are many levels through subject, module and programme networks • College staff participate in UHI single policy working groups • College staff participate in a large number of UHI meetings at many different levels.

5. Safe and Supportive Working Environment Aim

To provide a safe, supportive and healthy working environment where diversity is valued and individuals feel supported.

We will achieve this by....	College process	Update
Developing, communicating and supporting positive behaviours to underpin the CORE values to those who work,	Recruitment and Selection Procedure	<ul style="list-style-type: none"> • CORE Values are published at many points in the recruitment process

study, visit and interact with the college	College Induction Compulsory Training Staff Review Internal meetings	<ul style="list-style-type: none"> • CORE Values are incorporated into the staff induction and the staff review process • Staff Development has been provided to underpin the CORE Values • There was high agreement levels in the staff survey that staff were aware of the College's values • The Staff Governance Committee receive a report on progress towards CORE Values at each meeting.
Ensuring the provision of a healthy working environment as evidenced by achievement of Healthy Working Lives Silver Award	Healthy Working Lives Silver Award OH Services	<ul style="list-style-type: none"> • College underwent a successful review of the HWL at Bronze Award in July 2019 • A new OH provider has been identified and implemented in session 19/20
Actively promoting appropriate arrangements that ensure dignity at work, the elimination of discrimination and the positive promotion of equality	EIA Equalities Mainstreaming Report Annual Employee Employee Information Equal Pay Statement	<ul style="list-style-type: none"> • There were high levels of agreement in the staff survey that staff understood their responsibilities with regard to equalities. • Overall Average Pay Gap has decreased from 17% in 2015, to 12% in 2017, to 9% in 2019 and compares favourable with the reported pay gap for UK organisations. • Training has been subject to update and is being rolled out • Equalities Training is provided to staff through the staff development programmes • Support for staff in mental health issues is provided through OH Services • There has been significant training signposted and provided in relation to

		<ul style="list-style-type: none"> • mental health matters • College has retained its Disability Confident status • Disclosure rates are high • EIA are in place for HR Policies and Procedures and are being updated
Undertake the actions identified within the published equalities documentation.	<p>Equalities Mainstreaming Report</p> <p>Annual Employee Employee Information</p> <p>Equal Pay Statement</p>	<ul style="list-style-type: none"> • The Equalities online training has been updated and is being rolled out to staff • Equalities training is provided to staff through the staff development programmes • Improvements in disclosure rates of equalities information in staff is evident • EIA are in place for HR Policies and Procedures and are being updated

8. Covid 19 Update

As the committee is aware the college buildings have been closed since 19 March with remote delivery of teaching and learning and working taking place since that date. There have been significant efforts in terms of ensuring the required increased communication with and support of our staff in this exceptionally challenging time and feedback has been that this has been very much appreciated by our staff. The following measures have been put in place as reported to the H & S Committee:

- Arrangements have been put in place to ensure regular contact between staff and their line managers to ensure that any issues and concerns can be highlighted and to support wellbeing
- Line managers are meeting with the SLT weekly as an opportunity to highlight any issues or concerns
- Regular Principal communications are being provided with supportive guidance and recognition of the burdens placed on individuals at this time
- Mindfulness sessions for staff have been advertised, with significant uptake
- Many individuals took College IT kit home, including workstations and laptops
- Clear information has been provided regarding safe set up of workstations at home, including the use of laptops
- Risks of remote working in relation to wellbeing have been highlighted
- Clear information has been provided in relation to rest breaks
- All staff emails are being reduced where appropriate
- Steps are being taken to reduce the number of emails sent outwith working time (although it is recognised that for some it is more beneficial for them to have different work patterns)
- Communications recognise that 'business as usual' cannot be maintained at this time
- Staff have been advised to take their leave as booked and within the holiday year to ensure rest from work activities
- Steps have been taken to ensure wherever possible appropriate access to equipment and software
- Staff have arrangements to raise any issues
- SLT surgeries are being maintained
- Information relating to workspace assessments has been shared
- Clear guidance has been provided relating to the reporting of illness and absence
- There is access to H&S procedures
- Line managers are aware of the workload of staff and of the activities they are undertaking.
- Information has been shared with staff in relation to wellbeing and the support the college can provide to employees including 24 hour per day access to support through the Big White Wall, access to OH services and access to counselling where needed.

On Friday 17 April 2020 the UK Government adjusted the eligibility of the Job Retention and Loan Schemes to the education sector, and thereafter the Scottish Funding Council published tailored guidance for Scottish colleges and universities at on Thursday 23 April.

This guidance confirmed eligibility and arrangements for colleges in Scotland to apply to the Coronavirus Job Retention Scheme (CJRS). Scottish colleges and universities were urged to give full consideration to this scheme and to apply to it to maximise the contribution to their mitigation strategies. The guidance also stated that the SFC expected each college or university to engage at the earliest opportunity with its recognised trade unions where plans are being considered to furlough staff. The Scottish Government is also encouraging colleges and universities to top up the 80% grant from HMRC, where possible, to maintain staff incomes at normal levels.

A paper was provided to the Joint JNC which took place on 28 April 2020 and agreement was sought that the college should apply to the CJRS at the earliest opportunity to secure funding for furloughed staff, and where appropriate to backdate this application for funding to the point at which staff members were unable to perform their work duties for the college. The college also agreed to top-up the salaries of furloughed staff to maintain staff incomes at normal levels in this period. This agreement was reached in principle and following this a process was implemented to provide briefings to staff, identify staff and furlough staff over a period of less than a week. This process will be an ongoing process for the duration of the scheme but at the time of writing in the region of 87 staff had been identified for furlough and had received letters seeking their agreement to furlough. These agreements are being received currently and work is underway to ensure that the claim for 80% of normal pay plus allowable on costs for those staff, are made in accordance with the scheme rules and timescales. The adoption of this scheme will go some way to mitigate the loss of income the college is experiencing as a result of Covid-19.

Appendix JCC and JNC minutes

Joint JCC 25 February 2020

The **draft** minutes of this meeting follow:



Joint Consultative Committee (Joint)

Minutes of the Meeting held on 25 February 2020 at 3.00pm in the Board Room

Present

David Patterson, Principal and Chair
Alistair Fowlie, EIS/FELA
Catriona McBain, EIS/FELA
Nikki Yoxall, Dir of L & T
Louise Proctor, UNISON
Ken Matthews, UNISON
Jane Pickthall, Teaching Staff Representative
Sam Bright, Head of Curriculum
Toni McIlwraith, Head of Curriculum
Derek Duncan, Dir of IPSS & Minutes
Shelly McInnes, Director of Finance

In attendance

Carolyn Thomson Dir of HROD & Clerk

JCCJ.20.1.1 Apologies for Absence

Heather Hagen, Support Staff Representative

JCCJ.20.1.2 Minutes of the Joint JCC Meeting held on 22 October 2019 (reconvened on 18 December 2019)

The following amendments were agreed:

- P1 correct spelling of McIlwraith
- P12 para 1, adjust sentence to read, "She states that if the SLT are not accepting the need for change then they are like alcoholics in that there will be no action"
- P12 insert after para 1, CT left the meeting
- P12 Move the statement "The meeting adjourned for 5 minutes then reconvened" after para1, remove "He then adjourned the meeting to allow people a short pause"
- P13 Insert after para 3, "DP asked if all were happy to move on, AF indicated there was more to be said"

- P15 para 2, correct typo, and add “it had been abandoned”
- P19 para 4, insert “LP asked how staff would know, CT responded the SLT would make sure HR were advised”

With these amendments the minutes were agreed as an accurate record of the meeting.

JCCJ20.1.3 Matters arising from the meeting held on 22 October 2019 (reconvened 18 December 2019)

Carolyn referred to the action sheet provided and updated in relation to the progress detailed.

JCCJ20.1.4 Items from Management Side

(i) College Finance Update

Shelly advised that the current projected outturn for 19/20 was £360k adverse in relation to the SFC allowable deficit. She advised that the whilst there had been some positive movement on the projected outturn this has been more than overtaken by the shortfall in HE FTE numbers within the year. She advised that there had been some good work in relation to holding the payroll costs and also in relation to the non staff costs, but that this did not compensate for the projected loss in income associated with the reduction in HE numbers.

AF if there was any specific reason for the reduction in HE numbers. Derek responded that the shortfall could be assessed through the enrolment reports, there were some areas where HE numbers had held but others, for example Art, where this was not the case. David added that the reason is likely to be one of a combination of factors such as demographics, the aggressive marketing of competitors, low retention rates at HN which then affect progression and degree numbers.

Catriona indicated that retention rates at HNC were low as the courses are over assessed by SQA. David agreed and said that he had been advising for 3 years of the need to explore options for different HN awarding organisations. Nikki advised that she had asked at quality forum if teams would pilot an HN with Pearson. No teams came forward to do that. Nikki advised that she was also encouraging CertHE qualifications through the MORAGAA process which would be a better option. Nikki advised that she was aware of subject network quality dialogues and significant work undertaken by senior management at UHI on branding the HN offering.

Nikki stated that she would be pleased if any HN programmes could be identified to be piloted as Pearson programmes. Sam indicated that she could feed back through the subject network.

Jane suggested that the reduction in HE rates may be as a result of alternatives such as DWY. It was noted that this was more likely to impact FE but certainly may be having an impact.

(ii) Learning Centres Buckie/Forres

Nikki advised that she had been working with Rosemary McCormack to explore the impact the Learning Centres are having. This work has determined that the numbers using the learning centres are very low, and in some cases, single figures. Given this early discussions were underway to explore the option of withdrawing from the Learning Centres and having the staff back at the Moray Street Campus. Louise asked if there had been any discussion with the users and Nikki responded that this was mostly schools and that they were happy with the proposal. She added that there were a very small number of adults use the Learning Centres to access a computer but given that the Learning Centres are located in council buildings, this can still be done. It was noted that the staff would be deployed in the Moray Street Campus and that any remaining service users could access the service here.

(iii) Staff Survey Update

It was noted that the JCC members had met following the provision of the staff survey paper to discuss the paper and proposed next stages. Carolyn had then communicated with the trade union and staff representatives regarding the timing of the call for volunteers for the working groups as was agreed. The call for volunteers had then been issued and to date 15 people had come forward not including the SLT members. This included a member of staff from STEM and in response to a question about proportions of teaching and support, Carolyn thought that there were more support than teaching.

[Afternote: Carolyn sent an email on 25 Feb stating the following:

Hello All

I wanted to correct some information I provided at the JCC this afternoon. Of the 15 responses so far to the request for volunteers for the staff survey working groups there are 9 teaching staff and 6 support staff.

Best wishes

Carolyn]

Carolyn had written a paper for each group highlighting the specific aspects of the staff survey as had been suggested and the full survey and a feedback form is available for all groups.

The consideration would progress as per the agreed proposal within the paper previously provided.

(iv) Regional Outcome Agreement 2020/2021

Carolyn had previously advised that this matter had previously been brought to the committee in response to a request that trade union and staff consultation begin earlier to inform the draft document. The request had been made that the draft be made available when it was. It was therefore here to obtain feedback. David advised that the draft detailed the contribution each college makes to the plan and that it would be useful to receive a view on whether matters had been represented fairly. He advised that the CMT would also be considering this and that this was another avenue for staff to contribute to this process.

Nikki suggested that a focus on the relevant parts of the document might be a useful approach and David encouraged all to ensure that any developments or plans were

reflected within the ROA as this would be the document which would be referred to first in any bids for support.

Action: It was agreed that the trade union and staff representatives would provide feedback to David by 6 March 2020.

(v) Partnership Assembly Recommendations

David referred to the paper previously provided to the committee and advised that there was a current sense coming from the Partnership Assembly that there was a need to press ahead with many of the recommendations. David advised that the CMT had undertaken an exercise in relation to the recommendations which had provided a college management response which could now be represented at the different meetings. He advised that it appeared that many of the recommendations were now gathering speed and highlighted the importance of obtaining the representatives feedback.

Ken advised that there had been a briefing given to the trade union reps that some of the recommendation were progressing at a pace. He stated that there had been a meeting of UNISON, EIS/FELA and UCU in relation to the recommendations and that the trade unions had voiced serious concerns about the alignment of the contracts of employment aspect of the recommendations. It was felt that it was essential to be realistic about what is achievable and there were serious concerns that some of the recommendations would serve to undermine the efforts which had been made in relation to achieving National Bargaining.

Alistair asked if there was a single person with oversight of the different recommendations and Ken advised that this was Max Brown. Shelly reminded the committee that there was also a Sharepoint site with all the documentation.

David advised that it was important to ensure that any progress would address enhance the strengths of UHI as well as addressing the weaknesses. He highlighted the importance of being locally responsive.

Ken expressed concern about the evaluation of EO, common finance service and integrated HR services and the intention that a Professional Support Service will follow the evaluation of EO in that this appeared to be a step towards shared services.

(vi) Possible summer works

Derek referred to the announcement from SFC that there would be an increase in capital and maintenance funding in the next session and he expressed that he was hopeful that the college would benefit. In the meantime there was a requirement to progress with the roof works plan and other areas of work which had been identified as being a high priority, such as works to remove some identified asbestos from areas of the college which are inaccessible to staff but which impact upon the ability to carry out repairs. This work would require careful planning to happen when the fewest amount of staff were working during the summer as Derek highlighted the possibility of requiring to relocate to the Technology Centre for a temporary period whilst the works is underway. He advised that this would be led by safety considerations. He advised that there was also some work require to the Victoria Art building.

David reminded the committee of the survey undertaken in 2016 which identified the need to spend £13m to keep the building wind and water tight. To date only £1.6m had been received.

Sam asked when the roof work for the biblical garden and technology centre would be considered and Derek responded that the technology centre roof is in plan but there was also a requirement to consider replacing the Culbin wing boilers in the next year. Derek advised that the procurement process is underway for the bigger works.

David summarised that the message is that there will be some disruption in the summer and we need to keep this under review and make sure we are communicating.

JCCJ.20.1.5 Items from EIS/FELA

Absence reporting (from last meeting)

Catriona advised that this was an old item and requested that it be removed from the agenda

JCCJ.20.1.6 Items from Support Staff Representative

There were no items raised

JCCJ.20.1.7 Items from UNISON

There were no items raised

JCCJ.20.1.8 Date of Next Meeting 19 May 2020

JNC Teaching 17 December 2019

The **agreed** JNC minutes of this meeting follow:



Minutes of the Joint Negotiating Committee (Teaching) held on 17 December 2019 at 2.00pm in the Board Room

Present

Joe Bodman, Board of Management and Chair
David Patterson, Principal
Nikki Yoxall, Director of Learning and Teaching
Catriona McBain, EIS/FELA
Alistair Fowlie, EIS/FELA
Suki Haider, L & T Rep EIS/FELA

In attendance

Carolyn Thomson, Director of HR & OD and Clerk

JNCT.19.1.1 Apologies for Absence

There were no apologies for absence. This being a JNC Teaching there was no requirement for attendance by UNISON.

JNCT.19.1.2 Minutes of the JNC Meeting held on 8 March 2018

The minutes were agreed as an accurate record of the meeting (proposed as accurate by Nikki and seconded Catriona).

JNCT.19.1.3 Matters arising from the meeting held on 8 March 2018

The Committee noted the following in relation to the matters arising:

- NJNC Circular 02/17- this was complete
- RPA – this matter was on the agenda
- Time off for TU Duties – this matter was on the agenda

JNCT.19.1.4 Items from EIS/FELA

(i) Union Remission

Catriona advised that EIS/FELA were seeking a review of local remission arrangements for Union Duties. She indicated that the remission amount should be based on not only the size of the college, but the number of union members and number of college sites. She advised that the level of union remission for the roles Branch Secretary and Trade Union representative in Inverness College is 4 hours per week. She had been advised by the National Officer for EIS/FELA that the amount of remission within Moray College should be increased. Catriona advised that Suki would become the EIS/FELA L & T representative upon completion of training and that Lesley Boddie is the EIS/FELA Equality representative.

Catriona advised that she would provide further comparative data for the committee's consideration, along with the EIS/FELA formula for calculating remission for Trade Union Duties.

Action: EIS to provide comparative information and the formula referred to for management consideration – End Jan

(ii) Risk Assessments

Catriona advised that the EIS/FELA position, whilst recognising the duty of all staff to be mindful of Health & Safety, was that non promoted Lecturers should not be signing off risk assessments. She advised that EIS/FELA were comfortable with non promoted Lecturers contributing to risk assessments but that they should not be signing them off as approvers. She advised that it was EIS/FELA's position that the only Managers within the Curriculum Areas should be signing risk assessments as approvers. This was because non promoted Lecturers and CTLs did not have control of budgets and they therefore should only contribute to risk assessments.

Alistair indicated that training was required with regard to completion of risk assessments so that staff felt comfortable completing them.

Catriona indicated that there was also an issue in relation to risk assessments for placements where the provider does not undertake the risk assessments as a result of additional risk factors

Catriona confirmed that EIS/FELA are comfortable with Levels 2 and 3 postholders signing off risk assessments and are happy with lecturers and level 1 postholders contributing to the risk assessment in an advisory capacity - but not signing them off.

Action: Catriona will share the paragraph from Pat Flanagan with the committee to H & S Committee on Thursday.

Action: Nikki to send out the placement procedure for H & S Committee on Thursday

Alistair sought clarification regarding the role of the Health and Safety Consultant. David confirmed that the consultant had initially been brought in to review and update the H & S management arrangements and policies and procedures. It had become clear however that there was also a need to support in relation to operations and some of the consultant's time had been redirected to that. Alistair advised that the EIS/FELA view was that there should be a college H & S Officer.

David responded that the SLT had considered this area and that a recommendation to appoint a part time H & S Officer would be made to the H & S Committee and reported at the next Staff Governance Committee.

Action – Consider whether any adjustments are required to the Risk Assessment Form and make any necessary adjustments, report to the H & S Committee and Curriculum Managers.

(iii) Class Contact

Catrina expressed concern regarding some teaching staff being asked to deliver sickness cover in areas where they are not experts. She highlighted that this could become a Health and Safety matter particularly in the practical areas.

In response to a question from Nikki, Alistair indicated that he was not sure if this had happened but he thought that guidance regarding expectations for when additional hours can be sought would be helpful. Nikki advised that the SCT had agreed that where there are staff who are underemployed in terms of their weekly class contact hours, they could be asked to cover classes where reasonable. It was agreed that the curriculum managers are best placed to determine this and ensure that there is not an unreasonable demand placed in the staff members.

Alistair asked if some guidance could be provided in relation to the treatment of Pre Start events and taster days to support consistency of approach.

Action: It was agreed that the format Pre Starts and taster days would be considered by the SCT.

(iv) Observation (LTR)

Catrina advised that further information had been received from Pam Currie, EIS/FELA National Officer advising of the work that is ongoing with EIS/FELA and the GTCS to ensure that Registration and Observation arrangements are clear. The emerging framework is likely to be a national scheme.

Nikki highlighted that at the current agreed NJNC circular refers to locally agreed procedures. She advised that what had been agreed and published was a local agreed procedure in this context.

Alistair advised that EIS/FELA had provided an instruction that the local procedure could not be agreed regardless of the content of the document. It was agreed that Catriona will let Carolyn know which part of the procedure the national office had issue with.

Nikki advised that the feedback on the procedure to date had been so positive that she would not wish staff to miss out on the opportunity. She hoped that EIS/FELA would not tell staff not to participate. Catriona advised that on the basis of the national EIS/FELA position, this instruction had already gone to members.

It was agreed that this would be a matter which would require to be referred to the NJNC for a definitive position statement.

Action: EIS/FELA to provide the facts which are stopping the representatives discussing this matter by 17 Jan 2020. This will then allow referral of the matter to the NJNC by the end of January 2020.

David clarified that if and when a national scheme comes in then the college will adopt it, but indicated that it was essential that there was not a vacuum in the meantime.

Nikki advised that she will continue to offer the LTR process to the teaching staff in the meantime on a voluntary basis but highlighted that if the numbers do not support the remitted time which has been allocated in support of the process then this will require to be reduced. Alistair indicated that he considered providing remitted time in support of the LTR process had been jumping the gun.

Catriona stated that the post of Learning Coach did not exist in other colleges. Nikki clarified that there were such posts in Dundee & Angus and Borders Colleges as well as elsewhere in the UHI.

(v) RPA

It was noted that UNISON also required to be present in the discussions of this item.

Action: It was agreed that all parties would gather information regarding other Local RPAs in the sector and provide these to Carolyn by the end of February. Thereafter a Joint JNC would be arranged to discuss this by the end of March 2020.

(vi) TOIL

Suki raised a concern of staff being offered TOIL to compensate for additional hours for increased class sizes, but then not being allowed to take the time off. There was a discussion about line managers having the autonomy to agree time with staff but that it was important for staff to come forward at the time when difficulties are being experienced through the appropriate channels,

so that they can be addressed at the time, rather than waiting until a time when the event is passed and cannot be addressed

JNCT.19.1.5 **Date of Next Meeting** by end of March

Committee:	Staff Governance Committee			
Subject/Issue:	Culture and Values			
Brief summary of the paper:	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.”			
Action requested/decision required:	This paper is provided for the Committee’s information.			
Status: <i>(please tick ✓)</i>	Reserved:	<input type="checkbox"/>	Non-reserved:	<input checked="" type="checkbox"/>
Date paper prepared:	5 May 2020			
Date of committee meeting:	12 May 2020			
Author:	Carolyn Thomson, Director of HR and OD			
Link with strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information. 	As stated above this paper relates specifically to the Moray College UHI Core Strategy			
Consultation: 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.			
Equality and diversity implications:	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.			
Resource implications: <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.			
Risk implications: <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.			

Culture and Values

The committee have previously received detailed updates in relation to the actions undertaken in furtherance of the college strategic aim:

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

and particularly in relation to the underpinning objectives as follows:

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*

A number of actions have taken place as previously reported, but it is very much the case that the context within which these objectives sit has very much changed with a wholesale move to remote working and furloughing for some as a consequence of the Covid-19 pandemic.

At the start of the pandemic the primary focus of the SLT was to ensure that staff and students were safe, and the swift move to remote working provided a safer environment in which the college services could operate. This provided other challenges for the college staff and students and a key consideration has been the wellbeing of staff and students since that time. The steps which have been taken in relation to this are reported elsewhere in these papers and it is the case that the members will have received the extensive supportive messages and briefings provided to our staff during this period. The staff are working exceptionally during this period and this is evidenced through the weekly feedback meetings with managers and through the feedback from students. The staff have also provided feedback that the messages of guidance and support are welcomed and appreciated.

Two areas which were being addressed prior to the closure of the college buildings were in relation to the progressing the outcomes of the staff survey and also the

outcomes of a facilitated meeting between the promoted teaching staff and SLT which was held at the beginning of March.

As the committee are aware, in relation to the Staff Survey a number of SLWGs were being set up to consider the areas of Communication, Inconsistency, Workload and Decision Making. Each group will provide 3 SMART objectives to support an improvement within each area and a deadline had been set for reporting back on this by the end of March. This, of course, was prior to the building closure and whilst the groups are still meeting, it was considered appropriate, and was agreed, to extend the deadline for the groups to the middle of May.

Further to the facilitated meeting the following actions were agreed:

1. Catriona and Carolyn to meet to allow Catriona to provide recent and specific examples of disrespectful behaviour to allow the matters to be taken forward in a constructive and sensitive way. Discussion to take place on measures which can be reasonably adopted to impact thanks and appreciation – meeting (s) to take place by end of Mar 2020.
- A SLWG to be established with promoted lecturers and SLT in membership to identify duplication in process and explore ways of removing duplication. Recommendations to be made by the group by end May 2020
- CMT Activity to be to extend the Quality Calendar to include requirements for different areas, resulting calendar to be shared on the college intranet. – mid April
- Action note to be provided following each CMT meeting – from the next CMT meeting
- Action note to be provided following each CMT meeting – from the next CMT meeting
- A SLWG to be established with promoted lecturers and SLT in membership to explore the impacts and solutions listed in the document - recommendations by the end of April 2020 would allow reporting to the Staff Governance Committee in May.

Due to the impact of Covid-19, it has been agreed with EIS/FELA that the actions are now addressed as follows:

1. Catriona and Carolyn to meet to allow Catriona to provide recent and specific examples of disrespectful behaviour to allow the matters to be taken forward in a constructive and sensitive way. Discussion to take place on measures which can be reasonably adopted to impact thanks and appreciation – meeting (s) to take place by end of Mar 2020.

A meeting has taken place and discussion took place in general terms. There was then also a discussion with the Principal. It is recognised by all that Covid-19 and working arrangements have had an impact here and this will be revisited if required.

2. A SLWG to be established with promoted lecturers and SLT in membership to identify duplication in process and explore ways of removing duplication. Recommendations to be made by the group by end May 2020

A number of promoted staff will join the Workload SLWG, awaiting final confirmation from EIS/FELA

3. CMT Activity to be to extend the Quality Calendar to include requirements for different areas, resulting calendar to be shared on the college intranet. – mid April

This is being undertaken by the Quality Officer

4. Action note to be provided following each CMT meeting – from the next CMT meeting

There have been no CMT meetings but notes are taken on the current weekly catch up meetings and shared on sharepoint

5. Action note to be provided following each CMT meeting – from the next CMT meeting

There have been no CMT meetings but notes are taken on the current weekly catch up meetings and shared on sharepoint

6. A SLWG to be established with promoted lecturers and SLT in membership to explore the impacts and solutions listed in the document - recommendations by the end of April 2020 would allow reporting to the Staff Governance Committee in May.

It has been agreed that this action be placed on hold as it was considered that if the matters above are responded to, and the work undertaken by the Staff Survey SLWGs is completed and implemented, then the matters raised here will be resolved.

An update in relation to the outcomes of these developments will be provided to the next committee meeting.

Committee:	Staff Governance Committee			
Subject/Issue:	Staff Development Activities 19/20			
Brief summary of the paper:	The attached report is provided to update the committee in relation to Staff Development Activities which are taking place and in plan. It must be highlighted that the plans in relation to the provision of training for the remainder of the session have been impacted by Covid-19.			
Action requested/decision required:	The attached paper is provided for noting, comment and guidance. Where the Committee's approval is being sought, this is identified within the paper.			
Status: <i>(please tick ✓)</i>	Reserved:		Non-reserved:	✓
Date paper prepared:	5 May 2020			
Date of committee meeting:	12 May 2020			
Author:	Carolyn Thomson, Director of HR and OD			
Link with strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information. 	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.			
Consultation: 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.			
Equality and diversity implications:	Access to staff development activities are considered on an ongoing basis, adjustments to timings and formats being made as necessary.			
Resource implications: <i>(If yes, please provide detail)</i>	The staff development budget has been reviewed this session and activities are provided within the available budget.			
Risk implications: <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.

This paper is the ongoing report and the annual report will be provided at a meeting following the completion of session 2019/2020.

It is the case that the plans for training have been impacted by the current Covid-19 crisis. However, the college has undertaken a review of the mandatory Moray College Training Modules which are in place for staff and all staff have been signposted to complete these where they can. It is also the case that the College Online Induction has been reviewed and updated and this too has been provided to all staff.

1. Staff Development Activities 2019 and 2020 – Ongoing Activities

1.1 Staff Development/Blue Sky Days

1.1.1 20th and 22nd 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)

1.1.2 10 October 2019 – Blue Sky Day

- Highers at MC event for those delivering

1.1.3 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

1.1.4 27 March 2020 – Blue Sky Day – CANCELLED COVID - 19

- 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 Wellbeing Activities

- Mindfulness Session
- Mental Health First Aid – 24th and 25th June 2020 – repeated due to the positive feedback and requests by staff. LIKELY TO BE CANCELLED

1.2.2 Management and Soft Skills Development

- 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) – CANCELLED
 - Further CMT Training CANCELLED

1.2.3 IT Skills

- Excel Introductory – 5 Sept 2019
- Excel Intermediate – 12 Sept 2019
- Excel Advanced – 23 Oct 2019
- Excel training – specific for the Finance Team

1.3 External Signposting

A significant number of training courses, webinars and seminars are signposted to the staff throughout the session. Many of these have been included in previous reports.

1.4 Online Training

1.4.1 The following courses are provided online for staff

- As stated above the suite of 9 training modules including Health and Safety, Equality and Diversity, Data Protection, Customer Care, Bullying and Harassment have been updated and provided to staff during the Covid-19 crisis.
- 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 prior to the Covid-19 crisis

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 started the 6 month Responsible Leadership and Management for Contemporary Business course
- 23 staff undertaking other qualifications/courses

1.7 Flexible Workforce Development Fund

The college bid for funds under the Flexible Workforce Development Fund to support training activities. The 19/20 bid was being developed although there was limited feedback regarding what that might contain. Prior to the closure of the buildings indications were that the training programme would include the following (although this is obviously on hold now)

- 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.

1.8 Health and Safety Training

A training needs assessment has been undertaken to inform a training plan for when the college building reopens. This covers a large number of common and specific health and safety training areas and will be rolled out once college staff are back in the buildings and particularly when the H,S & W Officer is appointed. The areas covered in this matrix are as follows:

- Induction H & S
- Online H & S Module 1
- Online H & S Module 2
- IOSH Managing Safely
- IOSH Working Safely
- COSHH Awareness
- COSHH Assessor
- DSE Awareness
- DSEAR Awareness
- Fire Safety Awareness
- Fire Warden
- First Aid
- Food Safety/Hygiene
- Ladder Safety
- LOLER Awareness
- Manual Handling
- Noise Awareness
- Office Safety
- PPE
- Pressure Systems
- PUWER
- Risk Assessment
- Vibration Awareness
- Work At Heights
- Abrasive Wheels
- Bandsaw
- Machining
- Pedestal Drill
- Welding
- Woodworking
- Fork Lift Driving
- Minibus Driving

2.0 The Dir of HR & OD is a member of a SLWG considering a single policy for staff development. This is likely to be an overarching policy with procedures and activities being undertaken locally. It is an opportunity however to work collaboratively on compulsory training and staff development days.

Committee:	Staff Governance Committee		
Subject/Issue:	Policies due for Review		
Brief summary of the paper:	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.		
Action requested/decision required:	The attached procedure(s) have been considered by the HR Policy Review Group and, where noted, SLT and are provided for comment and ratification (if considered appropriate). Those that have not yet been considered by the SLT will be provided to the SLT for their consideration and the SGC are asked to ratify subject to agreement by the SLT.		
Status: <i>(please tick ✓)</i>	Reserved:	<input type="checkbox"/>	Non-reserved: <input checked="" type="checkbox"/>
Date paper prepared:	5 May 2020		
Date of committee meeting:	12 May 2020		
Author:	Carolyn Thomson, Director of HR and OD		
Link with strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan/enabler • other activity (eg new opportunity) – please provide further information. 	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.		
Consultation: 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.		
Equality and diversity implications:	Equality Impact Assessments are undertaken as part of the review cycle.		
Resource implications: <i>(If yes, please provide detail)</i>			

Risk implications:	
---------------------------	--

(If yes, please provide detail)

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:

- Rehabilitation Procedure: Reformatting, inclusion of consideration of impact on services and colleagues, addition of definition of resettlement.
This procedure has been considered by the SLT and is provided for the SGC ratification.
- Employee Leaving Arrangements: Reformatting, update to titles and process
This procedure has not been considered by the SLT and is provided for the SGC ratification subject to agreement being sought by the SLT
- Qualifying Period Procedure: Reformatting, update to titles, clarification that qualifying period are not applicable at the extension of an existing contract (where a qualifying period has already been completed).
This procedure has not been considered by the SLT and is provided for the SGC ratification subject to agreement being sought by the SLT
- The Parental Support Procedure: considered at the most recent HR Policy Review Group due to a legislative change which is included at section 6 in the attached document. **Ratification is sought to make this addition/adjustment to the Procedure (without affecting the review/revision date on the document)** so that it can become live for employees to access. In short, new legislation came into force in April 2020 with regards to time off for grieving parents. Until now there has been no requirement to offer paid leave of absence to parents who lose a child, but the recent legislation now offers this to employees who qualify for this right (length of service, earning amount etc etc). The addition of section 6 within the procedure ensures that the College is legally compliant.

The following procedure require some additional discussion before completion and the Committee are requested to agree the review extensions

- Stress in the Workplace – it was considered to be beneficial to have the new Health, Safety and Wellbeing Officer appointed to inform the procedure and since that recruitment has been completed (without a start date being known due to the College building being closed due to COVID-19) an extension to the review date of the procedure is requested. Additionally, the revision of this procedure has been impacted due to the stress risk assessment process which features heavily in the procedure being informed by the staff survey. A view from the Committee in relation to the staff survey going forward would be welcome so this is a further reason for requesting an extension to the review date of this procedure in order to produce a more comprehensive procedure for staff. **The committee are requested to approve up to 1 year extension to the review date of this procedure.**

The following procedure require some additional discussion before completion and the Committee are requested to agree the amended ratification arrangements

- Recruitment and Selection – the HR Policy Review Group meeting where the Recruitment and Selection procedure was reviewed took place last week with significant discussion taking place. This has resulted in agreement from the Group members that the proposed changes will be made by the HR Manager as soon as practicable, and the revised procedure will be sent to the HR Policy Review Group members for comment and agreement via email. I therefore request approval to email the reviewed Recruitment and Selection procedure to the Staff Governance Committee members to seek ratification so that the July 2020 review date can be achieved. This would also allow the procedure to be considered by the SLT at their meeting on 10th June. **Action: Request to approve email circulation of the procedure to members to seek ratification before July 2020 deadline date.**



University of the
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MORAY COLLEGE UHI

Rehabilitation Procedure

<i>Update</i>	
<i>Version Date and Number</i>	Jan 2020
<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>	Jan 2024

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

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POLICY STATEMENT

Moray College recognises the importance of a positive approach in the management of sickness absence which assists the organisation to operate effectively, and provide the necessary support to staff and ensure that staff are treated in a consistently fair manner. The Rehabilitation Procedure is designed to assist employees who have been absent on long-term illness back into the working environment.

1.0 INTRODUCTION

1.1 Scope

This programme applies to all employees of Moray College Board of Management. It provides guidance on the actions and procedures that are to be followed when returning to work after a long-term absence that will necessitate a form of rehabilitation.

1.2 Objective

To set out clearly the stages of the rehabilitation programme.

1.3 Definitions

Line Manager reports	The manager to whom the employee directly reports
Occupational Health Service College	Occupational Specialists contracted by Moray
Long Term Absence	Long term absence is defined as absence in excess of 4 consecutive weeks
Resettlement	The process of moving a person to a different area of the College to undertake suitable duties

1.4 Responsibilities

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.

1.5 References

Equality Act 2010
College Management of Sickness Absence Policy and Procedure

2.0 REHABILITATION PROGRAMME

2.1 Referrals

Any employee who is on long-term absence will be referred to the College's Occupational Health Specialist. Rehabilitation programmes will only be considered when recommended by the Occupational Health Specialist and with the agreement of the Line Manager and HR Section.

2.2 Rehabilitation Programme

If a Rehabilitation Programme is considered appropriate by the Occupational Health Specialist, a range of options will be considered, these include:

restricted work activity;
reducing working hours;
temporary resettlement with the option to return to normal duties;
permanent resettlement.

Discussions regarding the rehabilitation programme will include the involvement of the employee, Line Manager, HR Representative and the Occupational Health Specialist. The decision in determining whether a proposed rehabilitation programme is acceptable will take into account: timescales, implications, practicalities and available support.

Timescales have to be realistic to both the employee and to Moray College. The implications to the section on the employee and colleagues have to be assessed and supported appropriately. Support must also be available for the employee, line manager and colleagues. These issues must be discussed before a rehabilitation programme is approved.

Once a Rehabilitation Programme is approved, the employee and Line Manager will be provided with copies of the programme specifying:

- duration;
- place/area of work;
- payment arrangements (paid or unpaid);
- monitoring and support arrangements;
- re-assessment;
- use of holidays to support programme if longer than 4 weeks.

The rehabilitation period will be agreed for a set period of time. It is envisaged that this period of time will not exceed 4 working weeks, although it is recognised that in some cases a longer period may be required. Generally, a rehabilitation programme that lasts longer than 4 weeks and incorporates a reduction on hours will require the employee to use holiday entitlement or be unpaid. Particular consideration to the impact on colleagues and students/service during rehabilitation programmes will be given to minimise any potential detrimental impact as a result of a planned rehabilitation programme.

The return to work support will be reviewed periodically as appropriate, and may be amended by agreement.

The HR Section will notify the line manager of Occupational Health updates, including details of the rehabilitation plan. It is also expected that the employee will discuss this information with the line manager in order to agree the practicalities of the rehabilitation plan.

Following completion of the phased return to work period it is expected that the member of staff will be fit and well enough to return to normal work. In situations where this is not the case then this should be discussed with the employee. The line manager should also contact the HR Section where further review or discussion with the Occupational Health Specialist may be required.

Any change to the duties or terms and conditions will be formally agreed with the employee and will be in accordance with the terms and requirements of the Equality Act 2010. Should this agreement lead to a change in the post undertaken by the employee, they will transfer to the terms and conditions of service appropriate to the new post. Continuous service will be preserved provided there has been no break in service over the sick leave and redeployment period.

2.3 Terms and Conditions during rehabilitation

During the initial phased return period, the terms and conditions of service (including salary) of the member of staff will remain unaltered. In instances where rehabilitation plans are prolonged, consideration will be given to the employee's outstanding holiday entitlement to subsidise the rehabilitation plan beyond the typical 4 week period or be unpaid during hours not in work.



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MORAY COLLEGE UHI

Employee Leaving Arrangements Procedure

<i>Update</i>	
<i>Version Date and Number</i>	May 2020
<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>	May 2024

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2.1 Resignation

2.2 Recruitment

POLICY STATEMENT

It is recognised that employees resign for a variety of reasons. It can be useful for the College to identify the reasons why an employee resigns from their post in order that patterns and potential problems can be identified at an early stage. The monitoring of such statistics can then be used to inform change and good practice within the organisation.

It is important to recognise that, while a high level of staff turnover can be costly to an organisation in both financial terms and in loss of morale, some degree of staff turnover is inevitable, and can be beneficial to the College by giving an opportunity for new members of staff to introduce new ideas.

It is important for the efficient running of the College that all those who require to know that an employee is leaving College are notified at the earliest opportunity. This procedure, therefore, sets out the administrative steps to be taken when an employee leaves.

1.0 INTRODUCTION

1.0 INTRODUCTION

1.1 Scope

This procedure applies to all employees of Moray College Board of Management. It details the steps that are to be followed when an employee leaves Moray College for whatever reason.

1.2 Objective

To detail the administrative steps that are to be followed upon submitting a resignation or when approaching retirement.

1.3 Definitions

Line Manager – The Manager to whom the employee directly reports.

1.4 Responsibilities

The HR Section is responsible for ensuring that statistics and reports are produced accordingly and that the appropriate actions are taken and individuals informed of an employee's resignation.

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.

1.5 References

The Pensions Act 2014
Local Government Pension Scheme
Scottish Public Pensions Agency
Equality Act 2010

2.0 PROCEDURE

2.1 Resignation

When an employee resigns, they are required to submit a letter of resignation, this can be an email. The letter should be sent to the HR Section and the employees Line Manager.

The HR Section will inform the relevant sections/individuals of the employee's leaving date as detailed below:

- IT Unit - to ensure that the IT and e-mail account is disabled and employee is removed from other relevant IT Systems.
- Admin Services – to ensure that the mail slot is reallocated and that the employee's name is removed from the College phone book.
- Estates – to ensure that all keys are returned.
- Finance Section – to advise of change of signatories.
- MIS – to remove contact details from the College text notification service
- Union representatives – to advise of potential adjustments to their membership

A 'movers, joiners and leavers' process was developed by the teams who are involved in maintaining the recording of current employees which provides greater operational detail to that noted above.

The HR Section will acknowledge the resignation letter in writing requiring that College licensed software is uninstalled from all personal computer equipment and that all College property is returned.

2.2 Retirement

Any queries regarding retirement should be directed to the HR Section.



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MORAY COLLEGE UHI

Qualifying Period Procedure

<i>Update</i>	
<i>Version Date and Number</i>	May 2020
<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>	May 2024

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2.5 Appeal Procedure

Appendix 1 & 2 – Pro Forma for recording Qualifying Period Meetings

POLICY STATEMENT

Moray College UHI recognises the importance of recruiting and retaining effective employees and has identified the importance of informing new employees of the performance standards expected of them, and, where necessary, putting support in place to assist them to achieve these standards.

1.0 INTRODUCTION

3.0 INTRODUCTION

1.1 Scope

This procedure will be applied to all appointments of employees of Moray College UHI Board of Management (new and in relation to promotion or change of job) with duration greater than six months.

Where an employee receives an extension to an existing written statement of particulars, or an adjustment to their existing role (a change to the number of hours worked per week for example), and where they have already completed the qualifying period, completion of a further qualifying period will not be required

For posts within the Senior Leadership Team (SLT) the Qualifying Period Procedure shall apply subject to suitable variations to ensure appropriate and reasonable process as determined by the Board of Management.

1.6 Objective

The objective of this procedure is to ensure that the college is satisfied that an employee is capable to remain in the position on a long-term basis (i.e. beyond the 6 month qualifying period). The procedure ensures that employees are informed of the standards expected of them; that their performance is monitored on a regular basis and that potential problems are identified and resolved at an early stage. The procedure will ensure that all qualifying periods are treated fairly and consistently and support is available to assist employees during this period.

1.7 Definitions

Line Manager: The manager to whom the employee directly reports. In the case of the Principal and the Clerk to the Board of Management the Line Manager is the Chair of the Board of Management

Independent Line Manager: A manager at the same level (or above) as the Line Manager

Senior Leadership Team (SLT): Principal and Directors

1.8 Responsibilities

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.

It is the Line Manager's responsibility to ensure that meetings are undertaken timeously and accurate records are taken and forwarded to the HR Section.

1.9 References

Moray College UHI Staff Recruitment and Selection Policy

4.0 PROCEDURE

2.1 General Principles

During the qualifying period it is expected that there will be active participation from the employee's Line Manager. Qualifying period meetings (held regularly and typically once every two months) will be held with the employee during their qualifying period, with the standards of performance expected of the employee to be outlined in the initial meeting. Subsequent meetings will review the employee's overall performance, discuss any problems highlighted and identify any training needs.

Additional support can be available to new employees through College teaching mentors and external mentors, details of which are available from the HR section.

2.3 Retirement

The duration of the qualifying period is six months from the date on which the employee takes up appointment. This has been determined as a sensible period which will provide the employee with a fair opportunity to settle into their new position and demonstrate their abilities.

When HR have notification of a new employee starting whom this procedure applies to, then this procedure will be forwarded to the Line Manager through e-mail by the HR Section. The HR Section will then request the completed forms at the 6 month mark, if they have not already been received in HR.

2.3 Qualifying Period Meetings

Qualifying period meetings will be conducted by the Line Manager. The first meeting will normally be held within the first week of employment. During this meeting the Line Manager will ensure that the employee is aware of expectations in relation to performance and record this on a pro-forma (appendix 1). If the employee is employed in an SLT post, appropriate variations to the standard procedure shall be discussed and agreed at this initial meeting.

Thereafter regular meetings will be arranged by the Line Manager at Months 2, 4 and 6 in which overall performance will be reviewed, positive feedback provided, the merit of good practice will be reinforced, problems highlighted, support given and training needs identified. The Line Manager should record each meeting on the pro forma (see appendix 2) which must be signed by the line manager and the employee, and a copy of the documentation should be sent to the HR Section and can be made available to the employee if requested.

The final qualifying period meeting will be held 6 months after the commencement of employment. The Line Manager will report on the employee's performance in relation to their previous discussions.

If the qualifying period is unsuccessful, the Line Manager must provide the HR Section and the Principal with clear evidence. The employee will then be invited to a meeting with the Principal and HR representative. The employee will be served with their contractual notice as soon as practicable after the final qualifying period meeting.

If the Line Manager has determined that the employee's performance has not been of an acceptable standard but believes that there is a potential for improvement, a case can be made to the Principal to extend the qualifying period. Any extension will have duration not normally greater than three months.

The above arrangements will be suitably adjusted throughout to ensure an appropriate and reasonable process in the case of SLT post holders.

2.4 Records

Following the final qualifying period meeting, the Line Manager will provide all the records to the HR Section.

2.5 Appeal Procedure

An employee may appeal against the decision taken at the end of the qualifying period. Appeals must be presented in writing to an HR Representative within 10 working days of the final qualifying period meeting. The letter should specify the grounds on which the appeal is being lodged.

Appeals will be heard at an Appeal Hearing by two members of the Board of Management within 15 working days of the appeal being lodged. One of the two members of the Board of Management will act as Chair of the Hearing. An HR representative will be present at all Appeal Hearings.

The employee may be accompanied by a trade union representative or colleague at any Appeal Hearing. Either side may call witnesses to give evidence to the Appeal Hearing.

The employee will be informed in writing of the outcome of the appeal by the Chair of the Appeal Hearing within 10 working days of the meeting.

The above Appeals Procedure will be suitably adjusted throughout to ensure an appropriate and reasonable process in the case of SLT post holders.

Appendix 1



Qualifying Period Meeting Record – Initial Meeting

Employee:

Job Title:

Date Employment Commenced:

Line Manager:

Job Title:

Date of Meeting:

(normally within 1 week of commencement of employment)

Initial Focus and Objectives:

Employee's comments:

Line Manager's comments:

Action taken/Targets set (if applicable):

Dates of next meetings:

Employee signature:

Date:

Line Manager signature:

Date:

Please send a copy of the completed form to the HR Section.

Appendix 2



University of the
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Moray College

Qualifying Period Meeting Record

Employee:

Job Title:

Date Employment Commenced:

Line Manager:

Job Title:

Date of Meeting:
review)

Month: (for example Month 2, 4 or 6

How the employee has performed against the Initial Focus Points and Objectives:

Employee's comments:

Line Manager's comments:

Action taken/Targets set (if applicable):

Dates of next meetings:

Employee signature:

Date:

Line Manager signature:

Date:

Please send a copy of the completed form to the HR Section.



Parental Support Policy and Procedure

Date of most recent review: June 2018

Date of next review: June 2022

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

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6.5 Notice required

7.0 FLEXIBLE WORKING page 20

1.0 INTRODUCTION

1.1 Scope

The provisions contained within this document apply to all employees of Moray College UHI. The document covers all aspects of maternity, adoption, paternal and parental provisions and any related Health and Safety provisions.

1.2 Objective

The document has been prepared to give guidance to parents on their statutory and contractual rights. It details the administrative procedures to be followed in all cases where an employee wishes to exercise the right to any of the provisions detailed within the policy.

1.3 Definitions

Line Manager -	The manager to whom the employee directly reports.
Maternity parent -	The employee who is pregnant and gives birth to the baby.
Paternity parent -	The employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child.
Primary Adoptive parent -	The employee who is eligible to take the initial period of adoption leave following the placement of the child.
Secondary Adoptive parent -	The employee who is eligible to take paternity leave as the primary adopter will have taken the initial period of adoption leave.

Additional definitions are contained within the relevant sections of the policy.

1.4 Responsibilities

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

1.5 References

Employment Act (2008)
Employment Rights Act (1996)
Civil Partnership Act (2004)
Maternity and Parental Leave (Amendment) Regulations 2014
Paternity and Adoption Leave (Amendment) Regulations 2014
Flexible Working – The Right to Request
Work and Families Act 2006
Moray College UHI Flexible Working Procedure

2.0 MATERNITY PROVISIONS

2.1 Definitions

- Ordinary Maternity Leave - 26 weeks standard entitlement for all employees
- Additional Maternity Leave - A further 26 weeks leave for all employees
- SMP - Statutory Maternity Pay
- SAP - Statutory Adoption Pay
- SSP - Statutory Sick Pay
- MPP - Maternity Pay Period
- EDC - Expected Date of Childbirth
- EWC - Expected Week of Childbirth. The week, commencing on a Sunday, in which the employee is expected to give birth.
- QW - Qualifying Week (the 15th week before the expected week of childbirth).
- SMA - Statutory Maternity Allowance

2.2 Notification of Maternity

An employee will not qualify for her rights to maternity leave unless she complies with the notification rules detailed below.

a) she is required to notify the College, by the 15th week before the EWC, of the pregnancy and to submit form MATB1 as soon as this is received from the midwife. She must inform the College of the EWC, the date on which she intends her maternity leave to commence, and that she intends to return to work following the birth (if applicable).

or

b) she is required to notify the College, as soon as is reasonably practicable that she is absent because of pregnancy or childbirth prior to the date she notified but after the beginning of the 4th week before the EWC

or

c) she is required to notify her employer as soon as is reasonably practicable that she has given birth, where that birth occurred before her notified leave date.

Employees are required to notify the College in writing of the above. On receipt of this notification, the College will write to the employee within 28 days, confirming the date on which she is expected to return to work if she takes her full entitlement to maternity leave. Please note, this date will be the date on which she is due to return from Additional Maternity Leave, should she qualify for this.

Should an employee change her mind regarding the date on which she wishes to commence her maternity leave, she should advise the College of the new date in writing at least 28 days prior to the new start date of the leave. If it is not reasonably practicable to provide such notice of change of intention, the employee should provide the information as soon as is reasonably practicable.

2.3 Time off for Antenatal Care

Once employees have advised the College of the pregnancy, they are entitled not to be unreasonably refused paid time off work to attend antenatal appointments as advised by the doctor, registered midwife or registered health visitor.

Evidence confirming appointment details should be produced to the line manager, and employees should endeavour to give as much notice as possible of antenatal appointments and, wherever practicable, try to arrange them as near to the start or end of the working day as possible.

2.4 Compulsory Maternity Leave

Compulsory maternity leave is the two week period starting from the date on which the baby is born. No work may be undertaken during this period.

2.5 Ordinary Maternity Leave

All pregnant employees have an entitlement to 26 weeks maternity leave irrespective of their length of service and hours of work. All women have the right to return to work following the 26 week leave period provided they conform to the notice requirements detailed in paragraph 2.2. This is known as Ordinary Maternity Leave.

The maternity leave period commences on either:-

a) the date notified to the College

or

b) the first day on which she is absent from work wholly or partly because of the pregnancy or childbirth after the beginning of the 4th week before EWC

or

- c) the day on which the child is born if such a day falls before the previously notified leave of absence date.

This means that a woman can commence her maternity leave period at any time from the 11th week before the expected date of birth up to the actual birth itself. Maternity leave can commence on any day of the week.

An employee has the right to return after 26 weeks Ordinary Maternity Leave to the same job that she left. She can return before the end of the 26 week period provided she gives 8 weeks notice of her intention to do so. If 8 weeks notice is not given, the College can postpone the return until the full 8 weeks notice has been given. However, the College cannot extend the leave period beyond the end of the maternity leave period.

With the exception of remuneration, whilst on her 26 week maternity leave the employee is entitled to all the benefits under her conditions of employment (for example accrual of holiday entitlement).

2.6 Additional Maternity Leave

Additional maternity leave will start immediately after ordinary maternity leave and continue for a further 26 weeks.

The employee can return to work before the end of the additional maternity leave period provided she gives the College 8 weeks notice of her intention to do so.

An employee returning from additional maternity leave has the right to return to the same job, with the same terms and conditions if this is reasonably practicable. However, if this is not reasonably practicable, she has the right to be offered an alternative job that is suitable and appropriate.

Where an employee intends to take her full entitlement to maternity leave (ie ordinary and additional maternity leave), she will not be required to give the College any further notification in addition to that detailed at section 2.1 above. Should she wish to return before this date, she must give the College 8 weeks notice as detailed above. If the employee attempts to return to work before the end of the additional maternity leave period without having given 8 weeks notice of her intention to do so, the College is entitled to postpone her return, but not beyond the end of her additional maternity leave period.

2.7 Transfer of Maternity Leave

If an employee proposes to return to work by giving proper notification, her spouse, civil partner or partner may be eligible to take up to 26 weeks additional paternity leave (and additional statutory paternity pay) on her return to work. See paternity leave (section 3.3) for more information.

2.8 Keeping in Touch Days

If she wishes, and by agreement with her line manager, an employee on maternity leave can do up to ten days work during the maternity leave period. These days can be worked at any time during the maternity leave period with the exception of the two week period immediately following the birth.

Keeping in Touch days can be used to undertake normal work duties, to attend meetings or to attend training events, and will be paid at the employee's normal rate of pay.

The College will ensure that all employees on maternity leave are informed of and consulted on any changes within the College and will keep in reasonable contact with the employee whilst she is on maternity leave, particularly to plan an effective return to work.

2.9 MATERNITY PAY

2.9.1 Statutory Maternity Pay

An employee will qualify for statutory maternity pay provided the following conditions are met:-

- she has been continuously employed by the College for at least 26 weeks up to and including the 15th week before the expected week of childbirth (The Qualifying Week).
- her average weekly earnings are at least the lower NI lower earnings limit which applies in the QW.
- she is still pregnant 11 weeks before the EWC (or has already given birth).
- she has given the College the required notice in writing of her intention to stop work to have the baby (unless it has not been practicable to do so because of circumstances eg early childbirth)
- she has stopped work wholly or partly because of her pregnancy.

Statutory Maternity Pay

This will be:-

90% of average weekly earnings for first 6 weeks of MPP (the average weekly earnings is to be calculated over the period between the last normal pay day before the Saturday at the end of the qualifying week and the last normal pay day at least eight weeks before that date – shift allowances, overtime payments, bonuses and commissions are all included in this calculation).

PLUS

33 weeks of SMP at the current rate (the HR Section can advise what the current rate of SMP is).

A woman who does not qualify for SMP may be entitled to Statutory Maternity Allowance. The Payroll Section will advise employees further if the situation arises.

2.9.2 The Maternity Pay Period

The MPP is a period of 39 consecutive weeks. It cannot start before the 11th week before EWC (except in cases of early childbirth).

The employee is able to commence her maternity pay period at any time up to the date the baby is born, provided she gives sufficient notice to the College as detailed in para 2.1.

If a woman works for any week or part week of the MPP she is precluded from receiving any SMP, unless as Keeping in Touch Days (see section 2.8).

If an employee has her baby prematurely the MPP will be the period of 39 weeks beginning on the day following the birth.

The employer can refuse to pay SMP if the medical evidence (MAT B1) is not received by the end of the week which would have been the 3rd week of the MPP.

2.9.3 Moray College Maternity Pay

An employee who has 26 weeks reckonable service by the beginning of the 15th week before EWC is entitled to:-

- 9/10ths Pay x 6 weeks (incl SMP if entitled or a sum which when added to maternity allowance makes up 9/10ths pay)
- 5/10ths Pay x 12 weeks + SMP Lower Rate
- 21 weeks at SMP Lower Rate

Employees must physically return to work for 3 months or repay 12 weeks at 5/10ths.

2.9.4 Premature Birth

In cases where the baby is born prematurely, entitlement to maternity pay and leave will be calculated as if the baby was born on the expected date of delivery rather than the actual date of birth.

3.0 PATERNITY LEAVE

3.1 Definitions

Ordinary Paternity Leave - 1 or 2 weeks leave for eligible employees

Additional Paternity Leave - Up to 26 weeks leave for all eligible employees

3.2 Ordinary Paternity Leave

Ordinary Paternity Leave is a period of time off work, which is available to the biological father of a child or to a person who is married to, the civil partner of, or the partner of, the child's mother, who wishes to take time off work to care for the child or support the mother.

Paternity Leave is also available where a couple jointly adopt a child, to the individual who does not take adoption leave and to the spouse, civil partner of, or partner of, a child's adopter. (See Section 4 for more information on adoption).

In order to qualify for Paternity Leave, an employee must be:

- the biological father of the baby or married to the mother or the partner of the mother; it is for the mother to nominate the individual who is to be considered as the partner with regard to paternity leave entitlement
- taking time off to support the mother and/or care for the new child
- continuously employed for the 26 week period ending with the 15th week before the Expected Week of Childbirth
- continue to be employed from the qualifying week up until the birth

Paternity leave can be up to 2 weeks, and must be taken in one block. Paternity leave cannot start before the actual date of birth, and can only be taken during the 56 day period following the birth, except when the child is born early. Where the child is born early, paternity leave can be taken up to 56 days after the expected date of birth.

3.3 Additional Paternity Leave

In order to qualify for additional paternity leave, the employee must satisfy the requirements for ordinary paternity leave (see 3.2) in addition to:

- the mother of the child must be entitled to one or more of maternity, statutory maternity pay or maternity allowance.

Eligible employees may take up to 26 weeks additional paternity leave within the first year of their child's life provided that the mother has returned to work.

The earliest that additional paternity leave can commence is 20 weeks after the date on which the child is born, and it must end no later than 12 months after that date.

Additional paternity leave must be taken as a single block in multiples of complete weeks. The minimum period is 2 consecutive weeks and the maximum period is 26 weeks.

Additional paternity leave will generally commence on the employee's chosen start date specified in his/her leave notice, or in any subsequent variation notice.

3.4 Notification of Ordinary Paternity Leave

An employee who intends to take paternity leave must notify the College in writing of this intention. Such notification should include:

- the date on which the baby is due
- the date on which the paternity leave is to commence
- whether the employee intends to take one or two weeks leave.

This notification must be given at the latest during the 15th week before the expected week of childbirth, or, if this is not possible, as soon as is reasonably practicable.

Should the employee wish to change the date on which the leave is to start, 28 days notice must be given. If this is not possible, notice of the change must be given as soon as is reasonably practicable.

3.5 Notification of Additional Paternity Leave

Where an employee wishes to request additional paternity leave and pay, he/she must give his/her line manager 8 weeks written notice of the date on which he/she wishes to take the leave and, if applicable, additional statutory paternity pay to commence.

The request should be made in writing and include:

- the date on which the baby was expected to be born and the actual date of birth
- the date on which the additional paternity leave is to commence
- the date on which the additional paternity leave is to end
- confirming that the relationship eligibility conditions for additional paternity leave and pay are satisfied

At the same time, the mother of the child must submit written notification stating:

- her name, address and national insurance number
- the date that she intends to return to work

- that she has given notice to her employer of returning to work
- that she is entitled to statutory maternity pay, maternity allowance or statutory adoption pay
- the start date of her maternity pay period
- confirmation that the employee satisfies the relationship eligibility conditions
- that she consents to the College processing the information provided in the letter
- that the employee is to her knowledge the sole applicant for additional statutory paternity pay and that the employee is to her knowledge the only person exercising the entitlement to additional paternity leave in respect of the child.

Upon receiving the above information from the employee and the child's mother, the College will ask the employee to provide the name and address of the mother's employer and a copy of the child's birth certificate. The employee must supply this information to the College within 28 days of it being requested.

The employee should provide the College with 6 weeks notice should the start date of the additional paternity leave require to be brought forward, postponed or cancelled altogether.

The College will respond in writing to the employee's notification of the additional paternity leave plans within 28 days, confirming the relevant dates and pay.

3.6 Ordinary Statutory Paternity Pay

Ordinary statutory paternity pay is paid at a standard weekly rate. In addition, Occupational Paternity Pay equivalent to 5/10^{ths} of salary will be paid to eligible employees who opt to take one or two weeks ordinary paternity leave.

Details of the current rate of Statutory Paternity Pay can be obtained from the HR section. Paternity pay is payable for up to 2 weeks, and must be paid in one block.

To qualify for paternity pay an employee must be:

- continuously employed for the 26 week period ending with the 15th week before the Expected Week of Confinement
- earning on average at least the lower NI lower earnings limit which applies in the QW.

3.7 Additional Statutory Paternity Pay

To qualify for additional statutory paternity pay the employee must be:

- continuously employed for the 26 week period ending with the 15th week before the Expected Week of Childbirth
- remains in continuous employment until the week before the additional statutory paternity pay period begins
- earning on average at least the lower NI lower earnings limit which applies in the QW.
- the mother is entitled to statutory maternity pay or maternity allowance and has returned to work
- the mother has at least two weeks of her maternity period that remains unexpired and she has given proper notification in accordance with the legislative requirements.

If the employee is eligible to receive it, the salary will be replaced by statutory paternity pay for some, or all, of the additional paternity leave period, depending on the length and timing of the additional paternity leave.

With the exception of remuneration, whilst on additional paternity leave, the employee is entitled to all the benefits under the conditions of employment (for example accrual of holiday entitlement).

3.8 Keeping in Touch Days during Additional Paternity Leave

If the employee wishes, and by agreement with his/her line manager, an employee on additional paternity leave can do up to ten days work during the additional paternity leave period. These days can be worked at any time during the additional paternity leave period.

Keeping in Touch days can be used to undertake normal work duties, to attend meetings or to attend training events, and will be paid at the employee's normal rate of pay.

The College will ensure that all employees on additional paternity leave are informed of and consulted on any changes within the College and will keep in reasonable contact with the employee whilst they are on additional paternity leave, particularly to plan an effective return to work.

4.0 ADOPTION LEAVE

4.1 Definition

Adoption leave is a period of up to 52 weeks, paid at a standard weekly rate, allowing qualifying employees time off work following the adoption of a child. The Adoption Leave and Statutory Adoption Pay detailed within this policy is applicable only to adoptions within the United Kingdom.

Qualifying employees are entitled to ordinary adoption leave of 26 weeks, followed by 26 weeks of additional adoption leave. In order to qualify for adoption leave, an employee must have 26 weeks continuous service by the qualifying week. The qualifying week is the seven day period beginning with the Sunday of the week in which notification of matching with a child is received.

Employees who are adopting jointly with another person should note that they can decide which individual takes the adoption leave. The other person may be entitled to paternity leave (see section 4.2).

Adoption leave can start at any time between the day which is 14 days prior to the date of placement and the date of placement itself.

Once employees have advised the College of the adoption, they are entitled not to be unreasonably refused paid time off work to attend adopters matching meetings.

Evidence confirming meeting details should be produced to the line manager, and employees should endeavour to give as much notice as possible of matching meetings and, wherever practicable, try to arrange them as near to the start or end of the working day as possible.

4.2 Notification

The notification period, ie the period by which notification of intention to take adoption leave must be given, is the seven day period starting on the day that the adopter receives notification of matching with a child. Notification may be given earlier than this if wished, and it should be noted that the Department of Trade and Industry guidelines state that the recommended time of advising your employer of your intention to take adoption leave is on receipt of approval for adoption.

Notification of intention to take adoption leave must be in writing and must include:

- confirmation that an adoption is to take place
- the expected date of placement
- the date that the adoption leave and adoption pay period is to start.
- the certificate of matching should be forwarded to the HR section once it is received.
- any change to the intended start date of the adoption leave period must be notified to the College at least 8 weeks before the start of the leave. Where this is not possible, notification of the change should be given as soon as is reasonably practicable.

4.3 Ordinary and Additional Paternity Leave for Adoptive Parents

Paternity Leave is available where a couple jointly adopt a child, to the individual who does not take adoption leave and to the spouse, civil partner of, or partner of, a child's adopter. The definition of 'partner' includes same-sex partners.

Eligible adoptive parents may take up to 26 weeks additional paternity leave within the first year after the child's placement for adoption, provided always that the primary adopter has returned to work and is entitled to one or both of adoption leave or statutory adoption pay.

In order to qualify for additional paternity leave, the employee must:

- have been matched with the child for adoption and be taking the leave to care for the child
- be continuously employed for the 26 week period ending with the 15th week before the week in which the employee was notified of having been matched with the child
- continue to be employed from the qualifying week up until the week in which the employee was notified of having been matched with the child

The earliest that additional paternity leave can commence is 20 weeks after the date of placement of the child for adoption, and it must end no later than 12 months after that date. Additional paternity leave must be taken as a single block in multiples of complete weeks. The minimum period is 2 consecutive weeks and the maximum period is 26 weeks.

Additional paternity leave will generally commence on the employee's chosen start date specified in his/her leave notice, or in any subsequent variation notice.

4.4 Notification of Additional Paternity Leave for Adoptive Parents

Where an employee wishes to request additional paternity leave and pay, he/she must give his/her line manager 8 weeks written notice of the date on which he/she wishes to take the leave and, if applicable, additional statutory paternity pay to commence.

The request should be made in writing and include:

- the date on which the employee was notified of having been matched with the child
- the date of placement for adoption
- the date on which the additional paternity leave is to commence
- the date on which the additional paternity leave is to end
- any change to the intended start date of the adoption leave period must be notified to the College at least 8 weeks before the start of the leave. Where

this is not possible, notification of the change should be given as soon as is reasonably practicable.

- confirming that the relationship eligibility conditions for additional paternity leave and pay are satisfied

At the same time, the primary adopter must submit written notification stating:

- his/her name, address and national insurance number
- the date that he/she intends to return to work
- that he/she has given notice to his/her employer of returning to work
- that he/she is entitled to statutory adoption pay
- the start date of the adoption pay period
- confirmation that the employee requesting the additional paternity leave satisfies the relationship eligibility conditions
- that he/she consents to the College processing the information provided in the letter
- that the employee is to his/her knowledge the sole applicant for additional statutory paternity pay and that the employee is to his/her knowledge the only person exercising the entitlement to additional paternity leave in respect of the child.

Upon receiving the above information from the employee and the primary adopter, the College will ask the employee to provide the name and address of the primary adopters employer and a copy of relevant documentation pertaining to the adoption of the child (evidencing the name and address if the adoption agency, the date on which the employee was notified of having been matched with the child and the date on which the agency expects to place the child for adoption. The employee must supply this information to the College within 28 days of it being requested.

The employee should provide the College with 6 weeks notice should the start date of the additional paternity leave require to be brought forward, postponed or cancelled altogether.

The College will respond in writing to the employee's notification of the additional paternity leave plans within 28 days, confirming the relevant dates and pay.

4.5 Keeping in Touch Days during Adoption Leave and Additional Paternity Leave

If the employee wishes, and by agreement with the line manager, an employee on adoption leave or additional paternity leave, can do up to ten days work during the adoption leave or additional paternity leave period.

Keeping in Touch days can be used to undertake normal work duties, to attend meetings or to attend training events, and will be paid at the employee's normal rate of pay.

The College will ensure that all employees on adoption leave or additional paternity leave are informed of and consulted on any changes within the College and will keep in reasonable contact with the employee whilst they are on leave, particularly to plan an effective return to work.

4.6 Statutory Adoption Pay

Statutory adoption pay is paid at a standard weekly rate, details of which are available from the HR section.

SAP is payable for a period of up to 39 weeks.
Additional adoption leave is unpaid.

To qualify for SAP, an employee must have:

- 26 weeks continuous service by the qualifying week
- average weekly earnings of at least the lower NI lower earnings limit which applies in the QW

4.7 Moray College Adoption Pay

An employee who has 26 weeks reckonable service by the beginning of the qualifying week is entitled to:-

- 9/10ths Pay x 6 weeks (incl SAP)
- 5/10ths Pay x 12 weeks + SAP
- 21 weeks at SAP

Employees must physically return to work for 3 months or repay 12 weeks at 5/10ths.

5.0 PARENTAL LEAVE

5.1 Definition

Parental Leave is available to qualifying employees who have a child under the age of 5 (under 18 if the child is disabled). Parental leave is unpaid and is available to

enable qualifying employees to look after a child or make arrangements for the child's welfare.

To qualify for parental leave the employee must:

- a) Be the parent named on the child's birth certificate, and have one year's service by the time he/she wishes to take the leave

or

- b) Be the parent named on the child's adoption certificate, and have one year's service by the time he/she wishes to take the leave

or

- c) Have legal parental responsibility for a child and have one year's continuous service by the time he/she wishes to take the leave

5.2 Parental Leave Entitlement

Each parent will be entitled to thirteen weeks of parental leave over a five year period (eighteen weeks if the child is disabled) for each child; in the case of a multiple birth the entitlement will be thirteen weeks for each child.

Parental leave must be taken before the child's fifth birthday or, in the case of adoption, before the fifth anniversary of the placement for adoption or before the child's eighteenth birthday if this is earlier.

Parents with a child who is disabled (i.e. receiving disability allowance), have the right to take up to 18 weeks' parental leave until their 18th birthday.

It is intended that a maximum of four weeks leave in respect of any individual child may be taken in one year, in blocks or in multiples of one week.

5.3 Notice Required

Employees intending to take parental leave must give 21 days notice of their intention to do so. An application for parental leave should be made in writing to the line manager in the first instance, using a Leave of Absence form.

5.4 Postponement of Parental Leave

It is expected that the employee will discuss their intention to take parental leave with their line manager so that consideration can be given to the work commitments occurring in the area at the time the parental leave is requested.

The employer may postpone parental leave for up to six months in cases where the business cannot cope with the employee taking leave at the requested time. The College will not postpone leave in this way when the employee gives notice of

intention to take leave immediately after the time the child is born or is placed with the family for adoption.

5.5 Accrual of Benefits

Parental Leave will be unpaid. The employee will, however, accrue annual leave whilst on parental leave.

6.0 PARENTAL BEREAVEMENT LEAVE

6.1 Definition

Parental bereavement leave is time off to deal with the death of a child, if they die under the age of 18 or are stillborn. Parents will also have a right to time off for dependants in these circumstances.

6.2 Parental Bereavement Leave Eligibility

This right will apply to the:

- biological parent
- adoptive parent, if the child was living with them
- person who lived with the child and had responsibility for them, for at least 4 weeks before they died
- 'intended parent' – due to become the legal parent through surrogacy
- partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship

6.3 Parental Bereavement Leave Entitlement

Eligible parents will have a right to 2 weeks' statutory Parental Bereavement Leave .

Statutory Parental Bereavement Leave is available to employees from the first day of employment and where their child dies under the age of 18 or is stillborn after 24 weeks' pregnancy. The leave can be taken in the 56 weeks following their child's death. If more than 1 child dies, employees are entitled to 2 weeks' Statutory Parental Bereavement Leave for each child.

Employees can choose to take either 1 or 2 weeks' leave. If an employee takes 2 weeks, this can be taken in consecutive weeks, or as 2 separate weeks. The leave must end within 56 weeks of the child's death. The date of the child's death is the first day of the 56 week period.

6.4 Parental Bereavement Leave Pay Entitlement

Eligible parents will have a right to 2 weeks' statutory Parental Bereavement Pay if:

- their child dies under the age of 18 or is stillborn after 24 weeks' of pregnancy,
- they were employed by the College when their child died,
- they had worked for the College for at least 26 weeks, on the Saturday before the child's death, and

- they meet the average earnings criteria (details can be sought from the HR Section).

Statutory Parental Bereavement Pay is paid at a standard weekly rate, details of which are available from the HR section.

6.5 Notice Required

Employees intending to take Parental Bereavement Leave must advise the College when they want the leave to start, whether they want to take 1 or 2 weeks leave, and advise the College of the date their child died. This notice does not have to be in writing.

If the leave is requested within 8 weeks (56 days) of the child's death, employees can start their leave as soon as they give notice.

If the leave is to be taken more than 8 weeks (56 days) since the child's death, the employee must give the College 1 week's notice.

6.0 FLEXIBLE WORKING

Employees who worked full-time prior to maternity leave have no automatic right to return to work on a part-time basis or to make other changes to their working pattern. However, all requests for part-time work or other flexible working arrangements will be considered in line with the operational requirements of the College. If an employee would like this option to be considered, the proposal should be discussed with the line manager as soon as possible in advance of the return to work date so that there is adequate time for full consideration of the request. Please refer to the Flexible Working Procedure for more details.

