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Finance and Resources Committee Report



Subject: People Services Report	Purpose: For Approval <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Information <input type="checkbox"/>
Prepared by: Debbie Kerr, Director of People Services	Date of Committee: 23 February 2023

Purpose: To provide an update to the committee on People Services activity, people statistics and future planning.

Executive Summary:

The mid year People Services Report is attached at Appendix 1. This provides statistical data and information to provide assurance to the Board that the College is meeting its ambitions under the Workforce Strategy. This report includes information on the outcome of the GPTW survey and future planned activity.

Key items:

Statistics
 Updates – wellbeing, employee engagement, national bargaining

Questions that Members should ask themselves when reading the paper:

Do I have the people information I need to provide governance to the College?

Linked to Strategic Ambition(s):
Create high quality learning and training opportunities which are relevant, enabling and flexible

Choose an item.

Performance Measures:
 An Agile & Creative Staff Body

Student, staff & employer satisfaction in top quartile nationally

Linked to Strategic Risk Register:
 4a - Staffing

4a - Staffing

Recommendation:

The Committee is asked to discuss the report and seek clarification if required.

Previous Committee Approvals:**For publication** **Not for publication**
If not, why not?

Finance and Resources Committee 23rd February 2023

Title of Paper: Mid-Year Monitoring Report and Update – People Services

Introduction

This paper is to provide some in year statistics and an update from the People Services department.

Background

n/a

Main body of Paper

People Services – new appointment

With effect from Monday 6th February, 2023 we have appointed a People Services/Payroll Officer. Sheila White has joined the department after relocating to Galashiels from Aberdeen. She has significant experience of operating payroll in house and also using a bureau.

People Services covers the whole employment journey, from recruitment through employment and termination as well as managing pensions, people policies, payroll and wellbeing and welfare.

The department is staffed as follows:

Debbie Kerr - Director of People Services
Louise Kerr – People Services Business Partner
Karen McDonald – People Services Officer
Sheila White – People Services/Payroll Officer

Statistics

Staff Sickness Absence - The total number of days lost per full time equivalent (FTE) to sickness absence during the period 1 August to 6 February 2023 was 4.8 days approximately, 2.5% absence rate, a decrease from the full year last year. (17.7 days 4.8%)

	2021/22	2022/23 August to February (part year)
No of days lost due to short term absence	430 days (76 staff)	224 days (55 staff)
No of days lost due to long term absence (more than 3 weeks)	3415 days (23 staff)	735 days (24 staff)
Total	3845 days(99 staff)	959 days (79 staff)

Voluntary staff turnover for the period August to February 2022/23 – 5.5% a decrease from 15.5% for the full year last year. Around 31% 5 out of 16 leavers is accounted for by individuals retiring.

Vacancy Rate - We currently only have 2 vacancies outstanding for a Business Skills Advisor and a Lecturer in Childhood Practice. Therefore our vacancy rate is less than 1%.

Disability Recruitment Project

In November 2022 we will be embarking on a Public Social Partnership mission to reduce the Disability Employment Gap. Working with partners in Scottish Government and the Scottish Union of Supported Employment we will carry out a review of our recruitment processes with an aim to increasing access, employment, support and retention of disabled staff. This will meet one of our objectives within the Equality Outcomes.

The initial feedback from this project has been received and is very positive with the Assessors advising that they had found difficulty in making recommendations within the report.

The recommendations will be shared with SLT in the near future and an action plan developed to embed these in the College. They were around linking with other organisations, looking to move up a level from Disability Confident, set up a Disabled led employee group, and gain feedback from the digital recruitment review.

Employee Engagement

The College has committed to engaging with GPTW for a total of 4 years in order to measure staff engagement and be able to monitor trends and respond to changes in the reporting.

The next survey is planned to be released to staff on 27th February 2023 with initial feedback being delivered to SLT at the end of April 2023.

Great Places to Work

The College has again for the second year in a row been awarded GPTW for Wellbeing.

Although embargoed until 26th April, 2023 for external communication the College have also been notified that we have been shortlisted to be awarded with UK's Best Workplaces 2023.

Pay and Terms and Conditions

Pay policy is determined at a national level through membership of the Employers Association National Joint Negotiating Committee.

As things are changing with regards to Support Staff, Lecturing Staff and Job Evaluation at pace an up to date confidential verbal report will be provided at the Committee meeting.

New Policy

Borders College have adopted the new national Menopause Policy and will be launching this at an event on Tuesday 21st March 2023 which is the same day that we will officially sign up to Breastfeeding Friendly.

Implications and Considerations

Financial Implications: National Bargaining will lead to increased staffing costs

Learner Implications: Savings that need to be made may impact on student direct learning or services to support learning

Equality and Diversity Implications/Equality Impact Assessment: Positive feedback from Disability recruitment review.

The new Menopause Policy will support staff affected by menopause.

Staff Implications: Support staff have waited for over 4 years for the outcome of Job Evaluation. Local Job Evaluation will lead to resources being required to complete the project.

Sustainability/Environmental Implications:

None identified

Conclusion

The People Services department are delivering a service and providing data to the Board Committee which gives them confidence in the People aspects of the College.

Recommendation

The Finance and Resources Committee members interrogate the data and information and provide feedback to the Director on other data that they would expect to have provided to them at future meetings,