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Finance and Resources Committee

14 March 2023

BORDERS COLLEGE REGIONAL BOARD

Mid-Year Monitoring Report and Update – People Services

1.0 PURPOSE OF PAPER
For information

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

2.0 EXECUTIVE SUMMARY

2.1 This paper includes an update on the key metrics used within HR reporting to determine staff engagement and retention.

2.2 It also provides an update on key activities within the College and the wider sector.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

3.1 I recommend that the Finance and Resources Committee : -

3.1.1 are well informed on the performance of the college with regard to key metrics

3.1.2 have an opportunity to request further information and ask any question on the information provided

4.0 BACKGROUND

4.1 This is a regular in year report which provides the committee with the information that has been requested to ensure good governance of staff.

5.0

5.1 **People Services Department**

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

5.2 **Statistics**

Staff Sickness Absence - The total number of days lost per full time equivalent (FTE) to sickness absence during the period 1 August 2023 to 12 February 2024 was 3 days approximately, 2% absence rate, a decrease from year last year which was 2.5%.

	2022/23 August to February (part year)	2023/24 August to February (part year)
No of days lost due to short term absence	224 days (55 staff)	311 days (56 staff)
No of days lost due to long term absence (more than 3 weeks)	735 days (24 staff)	496 days (18 staff)
Total	959 days (79 staff)	807 days (74 staff)

Voluntary staff turnover for the period August 2023 to February 2024 was 4.5% a decrease from 5.5% for the same period the previous year.

Vacancy Rate - We currently only have no vacancies outstanding. Therefore our vacancy rate is less 0%.

College Employers Scotland are embarking on a project to gather statistics on sickness absence and staff turnover which will provide measures and comparisons for future reporting.

5.3 **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 19th February 2024 with initial feedback being delivered to SLT at the end of April 2024 and a report made to this committee at the June 2024 meeting.

5.4 **Pay and Terms and Conditions**

Pay policy is determined at a national level through membership of the College Employers Scotland 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.

6.0 IMPLICATIONS AND CONSIDERATIONS

6.1 Financial Implications

National Bargaining has lead to increased staffing costs. The job evaluation project has significant financial implications both for the implementation and sustainability of the process.

6.2 Learner Implications

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

6.3 Staff Implications

Support staff have waited for over 5 years for the outcome of Job Evaluation. Local Job Evaluation will lead to resources being required to complete the project.

6.4 Equality and Diversity Implications/Equality Impact Assessment

Monitoring sickness absence highlight any equality implications.

6.5 Sustainability/Environmental Implications

None identified

7.0 RISK COMMENTARY

7.1 N/A

8.0 CONCLUSION

8.1 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.

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Deborah M Kerr

Director of People Services

13th February 2024

Previous Board or College Committee Approvals:

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