

PEOPLE AND CULTURE COMMITTEE

NOTICE

There will be a meeting of the People and Culture Committee on 27th November 2025 at 17:30 hours in SLC Boardroom and on Teams.

Agenda Item	AGENDA		
		Presented By	Paper (Y/N)
01	Apologies for Absence	VA	N
02	Declaration of any potential Conflicts of Interest in relation to any Agenda items	All	N
03	Minutes of Previous Meeting	HA	Y
04	Matters Arising from the Previous Meeting (28 Aug 2025)	HA	Y
	Matter for Approval		
05	People & Culture Committee Remit	VA	Y
06	Work Plan	GM	N
07	Reserved in Draft Form – unfinished document Whistleblowing Policy	VA	Y
08	Reserved in Draft Form – unfinished document Staff Recruitment Policy	GM	Y
09	Employee Learning and Development Policy	GM	Y
10	Reserved in Draft Form – unfinished document Employee Transition and Departure Policy	GM	Y
	Matters for Discussion		
11	Sector Employment Updates	GM	Y
12	Update and Demonstration of iTrent	LM	Y
13	Quarterly Health & Safety Report	OO	Y
	Matters for Information		
14	Quarterly People Services Report	GM	Y
15	Annual Health and Safety Report	GM	Y
16	EIS-FELA Trade Union Update	SG	Y
17	Any Other Business		N
18	Summation of Actions and Date of Next Meeting (26 Feb 2026)		N

Key:

Initials	Committee Member
CS	Chris Sumner – Head of Digital
DM	Douglas Morrison – Board of Management Chair
HA	Heather Anderson – Interim PAC Committee Chair , Board of Management Vice Chair
JW	Jack Whyte – Student Vice President, Student Association
PS	Peter Sweeney – Board Member
SG	Scott Gray – Academic Trade Union Member and Curriculum & Quality Manager
SM	Stella McManus – Principal & Chief Executive

Initials	In attendance
FM	Fiona MacCormick – Depute Head of People Services
GM	Gary McIntosh – Head of People Services
LM	Lianne McMullen – People Services Advisor
OO	Omatsola Oke – Health & Safety Advisor
VA	Vari Anderson – Governance Professional

Unconfirmed HRC Minutes

HUMAN RESOURCES COMMITTEE

MINUTES

HR Committee on 28 August 2025 at 1730 hours via Microsoft Teams and in the Boardroom at South Lanarkshire College

Present

Heather Anderson (Chair HRC)

Stella McManus (Principal)

Scott Gray Committee Member

Douglas Morrison, Chair (Board of Management)

In Attendance

Gary McIntosh (Head of HR)

Vari Anderson (Governance Professional)

Christine Clark (Executive & Governance Administrator)

AGENDA ITEM

01

Apologies for Absence

Peter Sweeney

Jack Whyte

The Governance Professional stated that there was not a voting majority therefore any decisions would have to be remitted to the Board.

02

Declaration of any potential Conflicts of Interest in relation to any Agenda items

None

03

Minutes of Previous Meeting – 15 May 2025

The previous minutes were duly **approved**.

04

Matters Arising from the Previous Meeting

Item 6 – Disciplinary Procedure extension approved and remitted to the Board. Comments to GMacl and VA re-establishment of working group, including HR, JNC and Board member involvement. **Completed.**

Item 7 - Grievance Procedure extension approved and remitted to the Board. Will progress for next committee

Item 8 – Public Interest Disclosure (Whistleblowing) Policy & Procedure. Committee agreed a reduced extension of 3mths and will consider further extension if required and remitted to the Board. **Draft completed. To JNC 10/9/25.**

	<p>Item 9 – Quarterly HR Report. Correction required to Section 5.2 ('drop in grievances'). GMacI to prepare a paper on the restructure of HR, including introduction of HR Business Partners. On agenda.</p> <p>Item 11 – Communication to be sent to students to issue reassurance following VS. SMcM met with SA – no direct impact. Completed.</p>
	Matter for Approval
05	<p>Health and Safety Policy</p> <p>The Committee noted and fully discussed the policy and approved and remitted to the Board.</p> <p>The Committee agreed that consideration should be given to updating the structure of the Health and Safety report. Specifically, the Committee requested that, for the next update of the H&S Policy, the structuring of the section on responsibilities/accountabilities be changed to improve clarity and readability. The Committee noted that building a 'H&S Culture' was essential, opportunities to learn from best practice in adjacent sectors was recommended – Committee to make connections to relevant external organisations where possible. In respect of compliance, the Committee advised that consideration should be given to the 'Control of Contractors' scheme during the procurement process/onboarding to ensure that contractors are aware of our H&S measures. It was also noted that reference to the disciplinary procedure should be made for non-compliance to H&S policy.</p>
	Matters for Discussion
06	<p>Restructure Update</p> <p>The Committee noted the merging of current teams: Health and Safety into HR, Bursary into Finance, and Digital now including Admissions</p> <p>It was noted that the rejuvenated recruitment process was well received with positive engagement and feedback on fairness. The Committee acknowledged that some colleagues will be disappointed, and it was noted that support is ongoing. The Committee were assured to hear that the new roles are shaping up well and there is an excitement amongst the appointees, SMcM noted that there is a positive momentum in the College with teams aligned and a collaborative approach being adopted. The Committee noted that consideration should be given to hosting a 'Meet the Team' session to introduce the new teams and promote the new strategy. DM advised the Committee that he had received external feedback that the College had a positive atmosphere.</p> <p>The Committee noted that the HR and Senior Team have been managing various changes and priorities and congratulations were passed on to the teams. It was suggested that the team be put forward for a HR/Professional award for their hard work.</p> <p>Given the work to date, the Committee noted the importance of succession planning.</p>
07	People Services Team

	<p>The Committee noted the report outlining the vision, structure, and strategic intent of the new People Services team. It introduces a collaborative operating model, a business partnering approach, and 'centres of excellence' to drive consistency, innovation, and impact. It also highlights the benefits of digital transformation, through iTrent and other systems, and sets out the next steps for implementation and oversight. The Committee noted the term 'centres of excellence' has certain connotations and thought should be given to renaming.</p> <p>The Committee discussed renaming the department and Committee, it being confirmed that it is not a legislative requirement to have a standalone Human Resources Committee.</p> <p>The Committee noted the proposal for a dashboard with elements showing compliance status, responsible individuals, wellbeing indicators and review status. The committee suggested a register of legislative requirements with a tick-box review system and document library to support transparency and oversight. Additionally, aggregated completion scores of mandatory training and a dashboard to report completions and non-completions, with actions for non-compliance. Development of a heat map to identify gaps in management, cross-disciplinary skills, cyber awareness, and compliance with the importance of mapping a rationale for each data point. It was noted that there is a project planned for later this year to determine relevant best practice, with the aim of creating a competency framework (to include training effectiveness).</p> <p>ACTION: Add column to data table explaining purpose of each metric. Committee members to review and justify inclusion focussing at a strategic level.</p> <p>ACTION: Refresh Terms of Reference (ToR) to reflect strategic focus of the committee as well as potential name change.</p>
08	<p>Health & Safety Development</p> <p>GMcl provided an overview of this report to consider the development of the Health & Safety culture, creating a visible, shared, and practical way to make health, safety and wellbeing real for everyone, by embedding it in the culture. It focuses on employees at every level, confident student participation, and responsive systems backed by digital tools.</p> <p>Discussion included no RIDDORs, concern around no reported near misses, timings of H&S walkarounds, undesirable circumstances such as poor PPE equipment and how good reporting will result in improvements only if recorded and reported.</p> <p>Also discussed H&S placement compliance including contractors and the necessity for legislative information within method statements to measure compliance and capture institutional knowledge and objective assessments.</p> <p>ACTION: Board to receive assurance around method statements in place and being actively used.</p> <p>Action: Board members to signpost management team to other people / organisations that can support the health and safety culture.</p>

	Reference made to Dundee and Angus College's massive culture change following the development of their own systems. Further suggestion of cross sector good practice and good investment to help identify framework to adhere to.
09	<p>Reserved: Commercially Sensitive Sector Employment Updates</p> <p>The Committee noted the terms of the Sector Employment update.</p>
10	<p>Supreme Court Ruling</p> <p>The Committee noted the paper providing an update on the implications of the Equality Act 2010 and recent legal interpretations regarding individuals with and without a Gender Recognition Certificate (GRC). It was noted that guidance is pending for the Public Sector, and a follow up paper will come to the next meeting.</p> <p>The Committee noted that a sector response would be beneficial regarding the implementation of the legislation. And at a local level, consideration should be given to how the College will respond to any complaints.</p>
	Matters for Information
11	<p>Quarterly HR Report</p> <p>The Committee noted the report and discussion included headcount, staff absence, positive feedback and union activity.</p>
12	<p>Quarterly Health and Safety Report</p> <p>The Committee noted and discussed the terms of the paper.</p> <p>The Committee noted that the College was on a health and safety journey and requested further clarification regarding the Summary of Meeting Actions contained in Annex A and advised that it would like an understanding of progress being made.</p> <p>It was noted that vaping is on the increase out with the designated areas which the Committee discussed. This issue was discussed further under AOB at item 13.</p> <p>The Committee stated that the report should recognise good practice and include examples in the report.</p> <p>ACTION: Progression updates of previous meeting actions and clarity around good practice.</p>
13	<p>Any Other Business</p> <p><u>Vaping</u></p> <p>Further conversation took place around how to curb vaping out with the designated areas at the College. Discussion around potential Student Association involvement. Viewed as societal and a difficult challenge.</p>

	<p>SG advised the Committee that following discussions with VA, with the support of DM, EIS-FELA will now present a high-level overview paper around the Branch Activity/updates. Meeting scheduled for next week and noted potential change of representatives following recent promotions. Noted difficulty around scheduling JNC date, therefore 'side table' being considered meantime.</p> <p>No other items raised.</p>
14	<p>Summation of Actions and Date of Next Meeting – 27 November 2025</p> <ul style="list-style-type: none"> • Item 5 - Approved and remit to Board. • Item 6 - Consider external guests, nominations plan and succession planning. • Item 7 – Wellbeing indicators to be added. Legislative mandatory training dates, heat maps and justify reason. Refresh ToR. Data to be added to 11.1 table. • Item 8 - Undesirable circumstance to add to H&S report and ensure method statements are in place with risk assessments completions. Identify which framework to use and consideration of college becoming training provider for Martyn's Law. • Item 10 – Consider sector response re implementation of legislation and how the College will respond to complaints in this area. • Item 12 – Progression updates and clarity around good practice <p>Next meeting: 27/11/25.</p> <p>Meeting finished at 1940.</p>

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	People and Culture Committee Remit
REFERENCE	05
AUTHOR AND CONTACT DETAILS	Vari Anderson, Governance and Compliance Professional Vari.anderson@slc.ac.uk
PURPOSE:	To request members to approve the People and Culture Committee Remit.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • Approve the draft People and Culture Committee Remit • Place before the Board for approval
RISK	<ul style="list-style-type: none"> • That the College does not have up to date committee remits in place ensuring compliance with the Code of Good Governance for Scotland's Colleges.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • The People and Culture Committee Remit is presented for approval and includes areas such as composition and membership, the primary purpose of the committee and the minimum amount of times the committee should meet. Members are asked to review the full Remit as attached.

1. INTRODUCTION

- 1.1 The purpose of this paper is to provide an overview of the updated People and Culture Committee Remit for the approval of all members, the full document can be found at Annex A.

2 REMIT

- 2.1 The remit covers the composition and membership of the committee and highlights in particular that the Committee and its Chair will be appointed by the Board and will consist of no fewer than four members (including the Principal).

3 PURPOSE

- 3.1 The purpose of the People and Culture Committee is to maintain an overview of matters concerned with workforce profile, Equality, Diversity and Inclusion, Health, Safety and Wellbeing and having an overview of College policies and procedures for staff-related matters.

4 EQUALITIES

- 4.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

5 RISK

- 5.1 That the College does not have up to date committee remits in place ensuring compliance with the Code of Good Governance for Scotland's Colleges.

6 RECOMMENDATIONS

- 6.1 Members are recommended to:
- 6.1.1 Approve the draft People and Culture Committee Remit
 - 6.1.2 Remit to the Board for approval

BOARD OF MANAGEMENT

PEOPLE AND CULTURE COMMITTEE REMIT (FORMERLY HR COMMITTEE)

Constitution and Membership

The Board of Management will establish a Committee to the Board to be known as the People and Culture Committee.

The Committee and its Chair will be appointed by the Board. There shall be no less than four members (this will include the Principal). A quorum shall be a minimum of three members of the Committee.

Committee membership should, preferably, comprise at least 50% of the membership as being non-executive members but all decisions must be taken with a non-executive majority of those present and voting. The Chairing Member of the Board is, ex officio, a member of the Committee and as such is considered to be a non-executive member as defined in Annex 1 of the Code of Governance.

As there will normally be at least one Executive Board Member serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings. For the avoidance of doubt the test for a Conflict of Interest which would preclude participation in decision making and/or require withdrawal is as follows:

The objective test for determining a significant conflict of interest is whether or not a member of the public with knowledge of the relevant facts would reasonably regard the interests so significant that it is likely to prejudice decision making.

Terms of Reference

These Terms of Reference ensure that the People and Culture Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

Proceedings

The Committee should meet four times per year. The Head of People Services will attend as specialist advisor as also such other staff as may be appropriate from time to time.

All Board Members shall have a right to attend all committee meetings if they so wish.

Duties

The duties of the Committee shall include:

- Monitoring and advising on governance as it affects the terms of reference of the Committee.
- Maintain an overview of matters concerned with:
 - Workforce profile and resourcing
 - Equality, Diversity and Inclusion (workforce diversity, equality impact assessment reporting, promotion and leaver data by protected characteristic)
 - Digital & Helpdesk Efficiency
 - Engagement and Culture
 - Health, Safety and Wellbeing
 - Career Planning and Internal Progression
 - Governance and Compliance
- Overview of College policies and procedures for staff-related matters.
- Advise and participate in the staff recruitment and interview process for posts, as appropriate.
- Participate in staff grievance or disciplinary proceedings or other internal HR proceedings, as and when appropriate.
- Advise and approve changes to management structures within all sectors of the College.
- Approve or reject proposals for staff upgrading as and when appropriate.
- Advise on Termination Procedures and the policy specifically related to resignations dismissals, early retirement and be aware of staff turnover.
- Advise on absence control and the appropriate policy in relation to authorised absence, unauthorised absence, short and long term sickness.
 - Advise on workforce planning.
- Approve the College's Equality Outcomes and Plan.
- Receive reports from the Health and Safety Committee.

Reporting Procedures

The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management.

Effectiveness of the Committee

The Committee shall abide by the provisions of the Code of Good Governance and, specifically shall comply with the nationally agreed college sector *Staff Governance Standard*.

The committee shall also:

- Perform an annual self-evaluation process
- Prepare an annual report for the Board of Management on the performance and duties undertaken by the Committee

Approved by Board xxx

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	Employee Learning and Development Policy
REFERENCE	09
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To present the College's first Employee Learning & Development Policy for review and approval. The Policy has already been reviewed by the Senior Leadership Team and the Joint Negotiating Committee.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • Note the contents of the Policy. • Remit the Employee Learning and Development Policy to the Board of Management for final approval.
RISK	<ul style="list-style-type: none"> • Compliance Risk: Lack of a formal policy may result in non-compliance with governance standards and sector expectations. • Equity Risk: Without clear guidance, access to development opportunities may be inconsistent or inequitable across departments. • Operational Risk: Absence of structured development planning may hinder succession planning, staff retention, and performance improvement.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • People and Culture Development
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • The Employee Learning & Development Policy outlines the College's commitment to continuous professional development for all staff. It applies to Academic and Professional Services employees. • The policy defines principles of equity, transparency, and shared responsibility between employees and managers. It details types of learning supported (formal, informal, experiential), education funding arrangements, mandatory training, and management development. • Staff are entitled to a minimum of six CPD days annually, with effectiveness evaluated through measurable outcomes.



South
Lanarkshire
College

East Kilbride

EMPLOYEE LEARNING & DEVELOPMENT POLICY

Learning & development of talent

Version Number: 1.0

Document Information

Procedure Published/Created:	November 2025
Reviewed Date:	n/a
Owner:	People Services
Approved by:	Board of Management
Equality Impact Assessment:	TBC
Next Review Date:	November 2030

Version History

Version Number	Date	Author	Rationale
1.0	TBC	G McIntosh	Create College's first Staff Employee Learning & Development Policy

Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.



To find out more about FREDIE click [HERE](#)

To find out more about our Vision, Mission and Values click [HERE](#)



Need help with accessibility? Click [HERE](#) to view our accessibility pages.

Table of Contents

1.0 Introduction.....	4
2.0 Purpose	4
3.0 Policy Aims.....	4
4.0 Scope	5
5.0 Principles.....	5
6.0 Induction & Onboarding	5
7.0 Types of Learning & Development.....	5
8.0 Education Support.....	6
9.0 Budget Responsibilities	7
10.0 Mandatory Training & Management Development.....	7
11.0 Exclusions	8
12.0 Application and Approval Approach.....	8
13.0 Monitoring & Evaluation	9
14.0 Responsibilities	9
15.0 Assessing Training Effectiveness	10
16.0 Number of Training Days.....	10
17.0 Monitor and Review	10

1.0 Introduction

This policy outlines South Lanarkshire College's commitment to the continuous professional development of its employees. It ensures that staff have access to learning opportunities that enhance their skills, support career progression, and contribute to the strategic goals of the College.

2.0 Purpose

This policy sets out the College's framework for supporting the learning and development of all employees. It aims to foster a culture of continuous improvement, ensure compliance with statutory and regulatory requirements, and align individual development with the College's strategic objectives.

3.0 Policy Aims

- Promote a culture of lifelong learning and professional growth.
- Ensure all employees have access to relevant and high-quality development opportunities.
- Support succession planning and talent development.
- Enable employees to achieve their career goals.
- Support financial wellbeing by supporting employees to enhance their earning potential through career progression.
- To enhance employee engagement, performance, and retention.
- To ensure compliance with sector standards and governance requirements.

4.0 Scope

This policy applies to all employees of the College, both Academic and Professional Services staff. Specific provisions apply to lecturers under the Teaching Qualification for Further Education (TQFE).

5.0 Principles

- Learning and development are integral to the College's success and the personal growth of its employees.
- Opportunities will be aligned with individual performance objectives, departmental goals, career plans and the future success of the College.
- Equity and transparency will guide all decisions regarding access to development resources.
- Development activities will be evaluated for impact and effectiveness.
- Employees and managers share responsibility for planning, undertaking, and evaluating development.

6.0 Induction & Onboarding

All new employees will participate in a structured induction and onboarding program. This includes mandatory training, orientation to College systems and processes, and role-specific development. Line managers are responsible for ensuring that new staff complete all required induction activities within the first three months of employment.

7.0 Types of Learning & Development

The College supports a wide range of development activities, including:

Formal Training & Education:

- Internal and external training courses
- Professional qualifications
- Conferences and seminars
- Formal education (e.g., diplomas, degrees)

Informal & Experiential Learning:

- Reading and self-directed study
- Learning from others (e.g., peer learning, mentoring)
- Job shadowing
- Job rotation
- Secondments (internal or external)
- Project-based learning
- On-the-job learning
- Coaching and reflective practice

8.0 Education Support

In addition to other learning and development opportunities, the College also provides support for Education, as detailed below.

TQFE – Teaching Qualification for Further Education:

- Available exclusively to Lecturers.
- Funded in full based on provider pricing.
- Eligibility is based on length of service and student experience.
- Selection is made each year by the Head of Curriculum or Depute Head of Curriculum.
- Final approval by the Senior Leadership Team.

Education Requests (non TQFE):

- Must be discussed and agreed during the career review process with the employee's line manager.
- Require a business case outlining relevance to the role and strategic objectives.
- To be planned and approved in advance of budget setting each year, to allow the cost to be allocated.
- Final approval must be granted by the Senior Leadership Team.

The College allocates funding annually for employee education on the following basis:

- Formal Education (non-TQFE): Up to TQFE cost annually, based on selected provider
- TQFE (Lecturers only): Full cost as identified by the training provider

Note: All funding is subject to budget availability and must be approved in advance.

9.0 Budget Responsibilities

The budget responsibilities for Learning & Development are described below:

- People Services holds the central budget for mandatory training and management development programs.
- Each department will have its own training budget to support local training needs aligned with operational priorities.
- Approval for training funded from departmental budgets must be granted by the Head of Department.
- Formal education costs, including TQFE, must be approved by the Senior Leadership Team. This budget sits with the Head of People Services.

10.0 Mandatory Training & Management Development

The Senior Leadership Team determines the content, format, and delivery of all mandatory training and management development programs. Participation is compulsory where designated and may include:

Mandatory Training:

- Health & Safety
- Equality, Diversity & Inclusion
- Safeguarding
- Data Protection (GDPR)

- Cybersecurity
- Financial regulations

Management Development:

- Coaching
- Leadership
- Performance management
- Attendance Management
- Recruitment and selection

11.0 Exclusions

The following activities are not covered under this policy and will not be funded through any Learning & Development budget:

- Networking events or professional meetups
- Travel or accommodation for non-training purposes
- Activities primarily for student support
- Voluntary or personal interest courses unrelated to the role
- Membership fees
- Social or celebratory events

12.0 Application and Approval Approach

The College has the following approach for learning & development applications and approvals:

- All development requests must be discussed and agreed during the career review process with the line manager.
- Requests must be submitted via the Learning & Development Request Form.
- Formal training and education requests require additional approval from the Senior Leadership Team.
- In addition to the College provided e-Learning Mandatory Training modules, each department determines and has budget for training requirements and approvals for their areas of responsibility, such as:
 - Digital Team: Data Protection, Digital Skills, Cybersecurity
 - People Services: Equality, HR, Health & Safety, First Aid

- Finance Team: Finance, Procurement, Budget Management
 - Student Services: Safeguarding, Corporate Training, Student Conduct
- Any training course exceeding £1,000 will require a signed Training Cost Recovery Agreement, which outlines repayment terms if the employee leaves the College within a specified period. TQFE is exempt from this requirement.

13.0 Monitoring & Evaluation

Employees and their Line Manager are responsible for ensuring that all development activities are evaluated immediately upon completion. Where appropriate, employees are expected to share learning outcomes with their teams.

Employees and Line Managers must ensure that People Services have up-to-date information on all learning & development activities. People Services and relevant departments will maintain records and report annually to the Senior Leadership Team and through the relevant sub-committee of the Board of Management.

14.0 Responsibilities

The responsibilities of this policy are detailed below:

- Employees: Identify development needs and submit timely requests.
- Line Managers: Support and, if appropriate, endorse learning & development opportunities.
- People Services: Administer central budgets for mandatory and management training.
- Departments: Manage local training budgets and approve requests.
- Senior Leadership Team: Approve education costs and oversee strategic development programs. Approve college-wide Mandatory Training and Management Development activities.

15.0 Assessing Training Effectiveness

Employees and line managers share responsibility for evaluating the effectiveness of training and development activities. This includes setting measurable learning objectives in advance, reviewing outcomes post-training, and identifying how the learning has contributed to individual, team, and/or College performance. Managers should ensure that learning goals are specific, relevant, and reviewed regularly to support continuous improvement.

16.0 Number of Training Days

In line with the Staff Governance Standard, part of the Code of Good Governance for Scotland's Colleges, all staff are entitled to a minimum of six days (pro rata) of Continuing Professional Development (CPD) per year. This CPD must be delivered and supported in a manner that is meaningful to the individual and adds value at individual, team, and College levels. Employees and their managers are jointly responsible for ensuring that this minimum CPD entitlement is met and recorded.

17.0 Monitor and Review

Learning & development data will be monitored to ensure alignment with this policy and to identify areas for improvement.

This policy will be reviewed periodically and, if required, as a consequence of legislative or organisational changes.



South
Lanarkshire
College

East Kilbride

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	Sector Employment Updates
REFERENCE	11
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	This paper provides Members with a sector employment update, based on College Employers Scotland progress.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • note developments in the sector; • note the progress for job evaluation; • note the proactive development of a new NRPA for support staff, including the outlined timeline and engagement strategy; • note discussions on a three-year support staff pay deal; and • note that the Board of Management will be required for consideration and approval of a revised NRPA, when presented.
RISK	The following risks apply: <ul style="list-style-type: none"> • Fragmentation of national bargaining due to the withdrawal of UNISON and Unite poses risks to sector cohesion. • Non-participation or industrial action from GMB and EIS-FELA could undermine efforts to maintain a national framework, as well as impact on students. • Insufficient funding for job evaluation back pay and pay awards could result in financial instability for colleges. • Delays in reaching agreement on NRPA, job evaluation, or pay settlements could lead to industrial action.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • People and Culture Development
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • This paper provides a sector employment update for members. • Changes to College Employers Scotland Leadership. • Current status of National Recognition and Procedures Agreement discussions. • Progression and target completion dates for the 3-phase support staff job evaluation project. • Current status of the Support Staff Pay Claim, which is currently with the Scottish Government for consideration of a partial underwriting, in line with the agreement for Lecturing colleagues.

1. INTRODUCTION

- 1.1. This paper provides Members with an update relating to national sector employment updates achieved through College Employers Scotland.

2 BACKGROUND

- 2.1 College Employers Scotland (CES) is the national representative body for Scotland's colleges as employers. Its core purpose is to lead national bargaining on pay, terms and conditions for college staff, develop progressive employment policies, and ensure colleges are great places to work and learn.

- 2.2 The current National Recognition and Procedures Agreement (NRPA) covers all recognised trade unions and operates through a Central Committee and two Side Tables – one for Lecturing staff and one for Support staff. On 14 March 2025, UNISON and Unite formally submitted their notice to withdraw from the NRPA structure, citing a desire to remain in national bargaining but under a new agreement focused on support staff only. They provided six months' notice, despite the NRPA requiring a twelve-month notice period.

- 2.2.1 GMB and EIS-FELA have confirmed their intention to remain within the existing NRPA framework. Colleges Employers Scotland (CES) has been cautioned that any perception of dismantling national bargaining could lead to industrial action from the remaining unions. The Scottish Government is aware of the evolving situation.

- 2.3 UNISON and Unite are preparing to ballot their members on the continuation of national job evaluation, following a review and conclusion that employers' do not support Pay Harmonisation. Challenges in producing satisfactory data on grading disparities have resulted in the Support Staff Secretary requesting a formal written statement of the employers' position. A re-opener clause, limited to lower grades, has been requested to allow future discussions three years after job evaluation implementation.

- 2.3.1 Without Pay Harmonisation, the Support Staff Secretary has stated that a National Pay Spine would not be necessary, allowing colleges to apply grading outcomes individually. Back pay liabilities arising from job evaluation changes are confirmed to be backdated to 1 September 2018. Fresh job evaluation data will be required, although most colleges report they have sufficient historical job descriptions to support this.

- 2.3.2 Proposals for managing back pay for current and former staff, including voluntary severance and deceased cases, have been developed, subject to funding from the Scottish Government.

- 2.4 UNISON and Unite submitted a pay claim for 2025/26 and 2026/27 seeking a flat £2,000 increase, a no compulsory redundancy guarantee, and increases to specific allowances. GMB verbally supported the claim but were reminded that a single negotiation forum will be maintained. An initial employer offer of 2.5% was rejected, but discussions continue around a multi-year pay deal aligned with Public Sector Pay Policy (PSPP), proposing a 9% increase over three years. CES has been asked to consider whether mirroring PSPP would remain an option if the sector is ultimately found to sit outside formal PSPP requirements. There is general support for pursuing a three-year deal, albeit recognising the financial pressures facing many colleges.

3 KEY UPDATES

3.1 College Employers Scotland Leadership Update

- 3.1.1 College Employers Scotland's has appointed Callum Chomczuk as their new Director.

3.2 National Recognition and Procedures Agreement (NRPA)

- 3.2.1 Following the withdrawals of UNISON and Unite, CES agreed to:
 - 3.2.1.1 Take a proactive position to develop a new NRPA specifically for support staff and formally negotiate terms with the support staff trade unions.
 - 3.2.1.2 Work towards a six-month notice period for the transition, acknowledging that it may take nine to twelve months to finalise a new agreement.
 - 3.2.1.3 CES will continue to engage separately with GMB and EIS-FELA to secure their involvement and alignment with the future national framework.
- 3.2.2 The EIS-FELA took the revised NRPA to its Executive Committee on Friday 3 October 2025 for review and discussion on the employers' position of not including Health and Safety into the Scope of the Agreement. On 3 October 2025, CES were advised that "...EIS-FELA Executive have just approved the paper without H&S in scope, on the basis that we may continue discussions on H&S thereafter."
- 3.2.3 Following this notification, and as agreed at the National Joint Negotiating Committee – Side Table (Support) meeting on 10 September 2025 – Professional Services Staff wording on the disputes process was amended to mirror the wording in the Lecturing Staff Agreement.
- 3.2.4 The final draft document has now been shared with UNISON, Unite and GMB. UNISON and Unite have confirmed their agreement. The GMB has still to respond. Once a response is received from the GMB a further update will be provided on next steps.

3.3 Support Staff Job Evaluation

- 3.3.1 Regarding support staff job evaluation:
- 3.3.2 College Employers Scotland have shared the three-phase approach to progress this project, which are:
 - 3.3.2.1 Phase 1: establish the number of roles to be scored in order to provide information to the Scottish Government and the Scottish Funding Council (SFC) regarding the Business Case, and to Education Competence Consortium (ECC). ECC is the organisation who will conduct the actual job evaluations using the Further Education Development and Role Analysis (FEDRA) analytical job evaluation tool. This has a target completion date of 5th September 2025.
 - 3.3.2.2 Phase 2: collate additional information for each position to be job evaluated, to allow ECC to conduct the evaluation. This will include organisation charts, job evaluation questionnaires, and job descriptions. This has a target completion date of 31 December 2025.
 - 3.3.2.3 Phase 3: project management and completion of evaluation of questionnaires. This has a target completion date of August 2026.
- 3.3.3 Solutions for managing back pay for staff and leavers, including those affected by voluntary severance and deceased cases, have been agreed in principle, subject to final funding confirmation.

3.4 Job Evaluation Project Board (JEPB)

- 3.4.1 At the CES meeting on 24 September 2025, it was agreed that the JEPB should now be established to provide leadership, oversight and direction for the project.
- 3.4.2 At the CES Business meeting on 1 October 2025, CES agreed the JEPB needs to be ready to commence its work ideally from early November 2025. CES was advised that self-nominations had been received which ensured there are HR and Finance expertise on the JEPB.
- 3.4.3 No nominations had been received for the Project Sponsor role, therefore CES is pushing a further campaign for this key role, with an application deadline of 31st October 2025. The Project Sponsor will be the central senior figure in the Job Evaluation Project, on behalf of the colleges. They will lead the JEPB, overseeing progress of the project, being a guiding influence and the 'voice' of the sector. They shall call for the resources and support from the sector, that the project may need to ensure that it remains on track and meets the deliverable outcomes.

3.5 Support Staff Pay Claim

- 3.5.1 CES was advised:
 - 3.5.1.1 UNISON and Unite's original claim requested a flat £2,000 increase across two years, alongside a no compulsory redundancy guarantee and increased allowances.
 - 3.5.1.2 Discussions moved towards a potential multi-year agreement aligned with Public Sector Pay Policy (PSPP), with a proposed 9% increase over three years.
 - 3.5.1.3 Both UNISON and Unite held consultative ballots on a pay offer, conditional on a partial underwriting from the Scottish Government. UNISON and Unite have 4 out of the 5 seats for Staff Side representation and, therefore, their members acceptance of this resulted in a majority. CES has written to the Scottish Government regarding the underwriting of a proportion of the pay award, in line with what was paid for Lecturing employees.
- 3.5.2 Following a meeting between Scottish Government Officials and Gavin Donoghue on Friday 3 October 2025, CES received a letter (attached) from the Minister for Higher and Further Education on Monday 6 October 2025. The letter advises that "officials are actively working at pace through the necessary internal procedures required for any public finance spending proposals. This remains a priority, and we are committed to ensuring progress continues without unnecessary delay."
- 3.5.3 The Support Staff Secretary has been updated on this position and is content to allow the process to conclude.

4 RESOURCE IMPLICATIONS

- 4.1 The following resource implications apply:
 - 4.1.1 Staff time, potential legal support, and potential consultation costs will be incurred in developing a new NRPA.
 - 4.1.2 Implementation of job evaluation outcomes may require resourcing, particularly with manual processing of historical role evaluations and job descriptions, along with respective employee liaison, which will require line management, HR and payroll time, as well as approvals with the Senior Leadership Team and the Executive Leadership Team.
 - 4.1.3 Pay increases, job evaluation back pay liabilities, and future repayments for leavers will impose financial demands on colleges.

5 EQUALITIES

- 5.1 There are no new matters for people with protected characteristics which arise from consideration of the report.

6 RISK

- 6.1 The following risks apply:

- 6.1.1 Fragmentation of national bargaining due to the withdrawal of UNISON and Unite poses risks to sector cohesion.
- 6.1.2 Non-participation or industrial action from GMB and EIS-FELA could undermine efforts to maintain a national framework, as well as impact on students.
- 6.1.3 Insufficient funding for job evaluation back pay and pay awards could result in financial instability for colleges.
- 6.1.4 Delays in reaching agreement on NRPA, job evaluation, or pay settlements could lead to industrial action.

7 RECOMMENDATIONS

- 7.1 Members are recommended to:

- 7.1.1 note the developments in the sector;
- 7.1.2 note the progress for job evaluation;
- 7.1.3 note the proactive development of a new NRPA for support staff, including the outlined timeline and engagement strategy;
- 7.1.4 note discussions on a three-year support staff pay deal; and
- 7.1.5 note that the Board of Management will be required for consideration and approval of a revised NRPA, when presented.

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	Update and Demonstration of iTrent
REFERENCE	12
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To provide the Committee with an update on the implementation and enhancement of the College's iTrent HR and Payroll system. The item is a presentation and a live system demonstration led by Lianne McMullen – People Services Advisor, who has been leading the project on behalf of the College.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • Note progress on the iTrent implementation and automation features. • Endorse continued rollout of enhanced functionality across HR, Payroll, and employee self-service. • Support further development of manager dashboards and reporting tools. • Share suggestions or requests around information, insights and reports that Members would like to receive.
RISK	<ul style="list-style-type: none"> • Change Management Risk: Staff and managers may require time and support to adapt to new processes and digital workflows. • Data Integrity Risk: Automation increases reliance on accurate data entry and system configuration. • Operational Risk: Delays in full adoption may limit the benefits of automation and streamlined processes.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • People and Culture Development
SUMMARY OF REPORT:	<p>The iTrent system has undergone significant development to support the College's strategic goals in workforce management, compliance, and automation. Key improvements include:</p> <ul style="list-style-type: none"> • Automation of HR and Payroll processes, reducing manual input and increasing accuracy. • Enhanced controls and audit trails, supporting compliance and governance. • Improved employee and manager access via self-service portals, enabling real-time updates to personal data, leave requests, and interactive payslips. • Streamlined onboarding and offboarding workflows, aligned with policy and operational needs.

	<ul style="list-style-type: none"> • Customised dashboards and reporting tools for managers, enabling better workforce planning and performance oversight. • The appended presentation will outline key milestones, benefits realised, and next steps. A live demonstration will showcase system functionality and user experience improvements.
--	--

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	Quarterly Health & Safety Report
REFERENCE	13
AUTHOR AND CONTACT DETAILS	Omatsola Oke, Health & Safety Advisor Omatsola.Oke@slc.ac.uk
PURPOSE:	To update members on health and safety matters in the College.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • note the health and safety activities from the reporting period July 2025 to September 2025; • acknowledge the health and safety journey of the College; and • discuss matters contained within the report.
RISK	<ul style="list-style-type: none"> • Lift Failure: Major repair/replacement needed; accessibility risk if lift unavailable. • Incident Impact: Comparatively high non-work-related incidents straining First Aid resources. • Compliance: Health Surveillance Risk Assessment to conclude and be implemented (COSHH, Noise & Vibration).
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • People and Culture Development
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • This report covers health and safety activities from July to September 2025. • It includes the approach to Fire Risk Management: Fire Warden roles reviewed; additional evacuation equipment ordered; training planned. Lecturers responsible for classroom evacuation. • It sets out incidents in that time period at the College including, 19 reported incidents (14 non-work-related, 5 work-related • One near miss (trip) reported. • Mandatory Training including Health & Safety inductions for staff and students is ongoing. • Additional Institution of Occupational Safety and Health (IOSH) and National Examination Board in Occupational Safety and Health (NEBOSH) training planned for managers. • There is a Health Surveillance Risk assessment underway for Control of Substances Hazardous to Health (COSHH) and Noise compliance.

	<ul style="list-style-type: none">• Focus is on culture with Site Walks being introduced; Personal Protective Equipment (PPE) guide in progress.• Major repair or replacement required for lifts, funding request to Scottish Funding Council in progress.
--	---

1. INTRODUCTION

- 1.1 This paper provides an overview of health and safety activity for the reporting period of July to September 2025. The content of this report was reviewed and updated at the Health and Safety Committee Meeting which took place on 6 November 2025. Minutes of this meeting are appended to this report.

2 FIRE RISK MANAGEMENT

- 2.1 The Fire Warden coverage is in the process of being reviewed, to ensure suitable coverage, including enhancing coverage for direct traffic control, evacuation equipment utilisation, ease of headcount and control of students and effective sweeping of the building. All fire wardens will be trained on the basis of their fire warden remit, and further training will be provided when additional evacuation equipment is received. The table of fire wardens is in the minutes of the Health & Safety Committee meeting appended.
- 2.2 The revised Fire Warden list was considered by the Committee. Fire Wardens are mainly non-teaching staff. It was discussed that Lecturers will lead their classes to evacuate the building, and non-teaching staff duties will mainly be to sweep the building and evacuate others. The Aramark Manager is responsible for ensuring canteen staff leave the building safely and follows college reporting requirements.
- 2.3 In addition to the above, all Lecturers are responsible for ensuring their classrooms are evacuated and that their students go to the correct muster point. In addition, Lecturers must ensure that their students do not leave the campus.
- 2.4 The College has procured additional equipment to support evacuations for people unable to walk down the stairs, should the lift not be functional. This is expected to be delivered during November 2025.

3 INCIDENTS (ACCIDENTS, NEAR MISSES AND FIRST AID)

- 3.1 The accident reporting period for this paper is 1st July to 30th September 2025. It should be noted that students and the majority of staff members were away for summer break from the end of June to Mid-August 2025.
- 3.2 It was also noted that two incidents occurred after this date in relation to slips, trips and falls, which will be in the following report. The first was a staff member, who was teaching in a classroom at the time, and the other was evacuating the building towards the car park area. Mitigating action has been taken for the former matter and is being reviewed for the latter incident.
- 3.3 During this period there was a total of 19 reported Incidents. While the number is comparatively low for the start of an academic year, it is noted that the academic year started near the end of the reporting period. 14 of the incidents were not work related. A large part of the non-work-related incidents were because of underlying health conditions or sicknesses.
- 3.4 14 out of the 19 reported incidents required First Aid. This has a resourcing impact on our First Aiders. Hence the College could continue to encourage students who feel

unwell to take care of themselves at home, while ensuring safe behaviour is practiced even outside the College and when not working. The table below provides a summary of incidents:

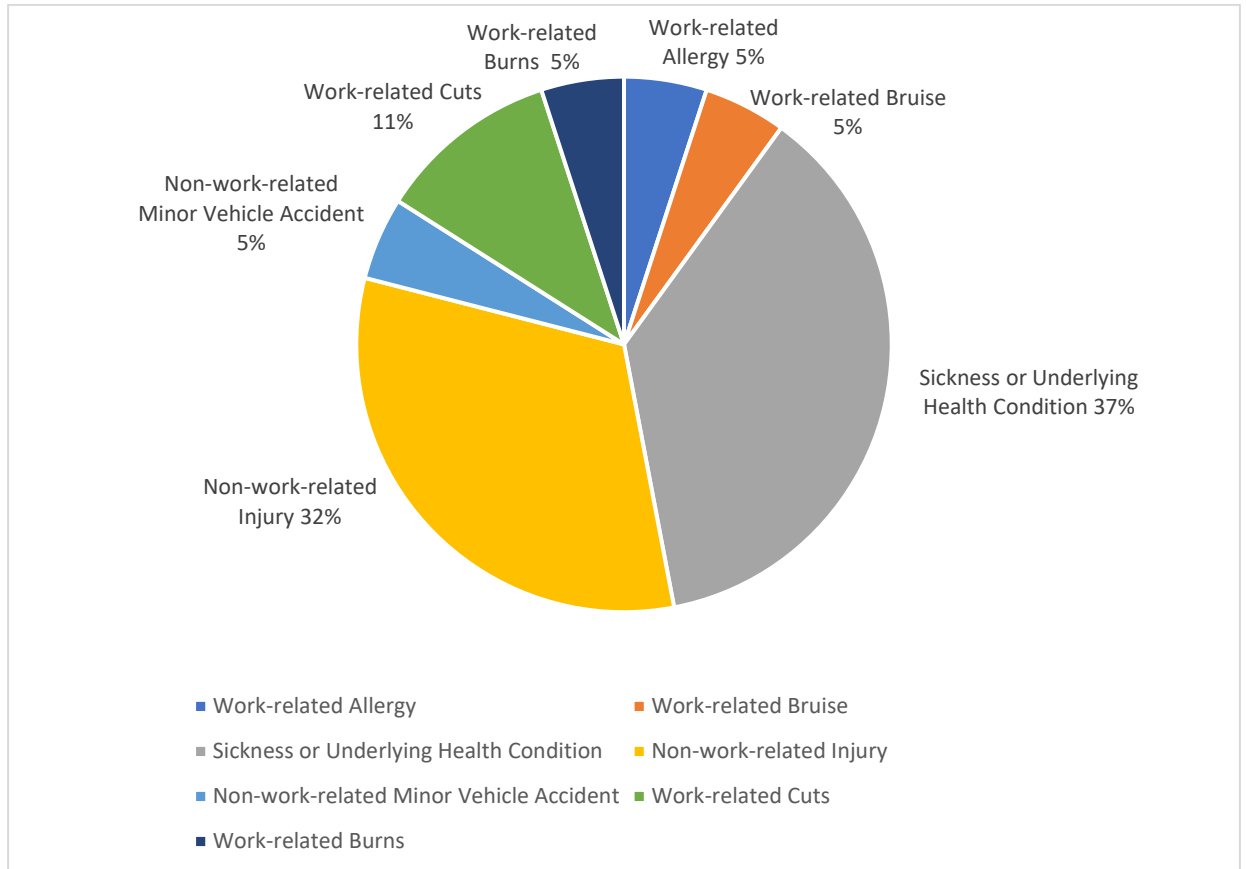
3.5 Table 2: Summary of Incidents

Summary of Incidents from July to September 2025		
Incidents Category	Numbers of Incidents	First Aid Administered
Non-work-related sickness or underlying health condition	7	4
Non-work-related injury	6	5
Non-work-related minor vehicle accident	1	0
Work-related cuts	2	2
Work-related burn	1	1
Work-related allergy	1	1
Work-related bruise	1	1
RIDDOR	0	0
TOTAL	19	15

3.6 Please see Appendix A for more information on the incidents.

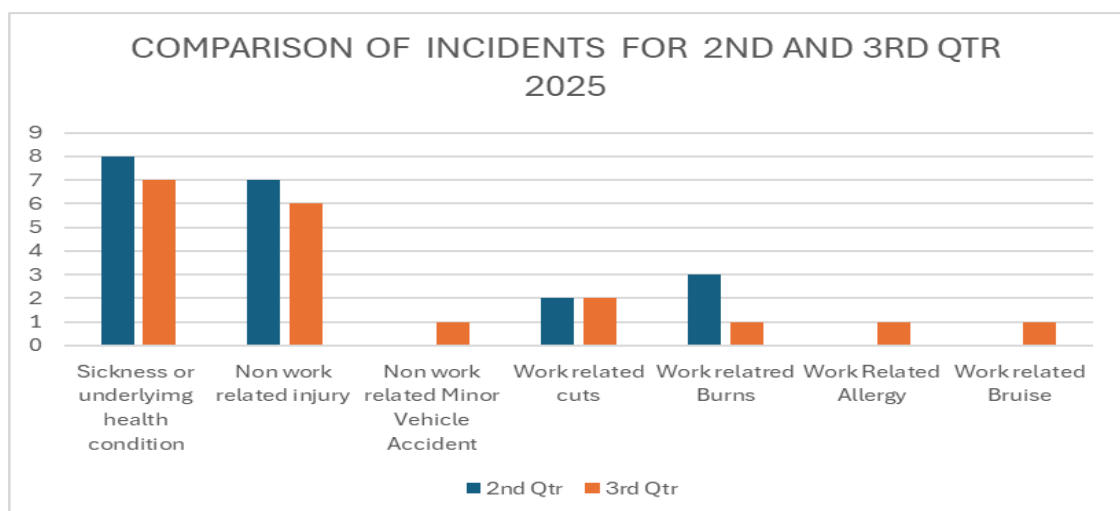
3.7 The following graph demonstrates the frequency of each category. Both non-work-related injuries and sickness or underlying health conditions makes up around 2/3 of the incidents.

3.8 Chart 1: Incidents



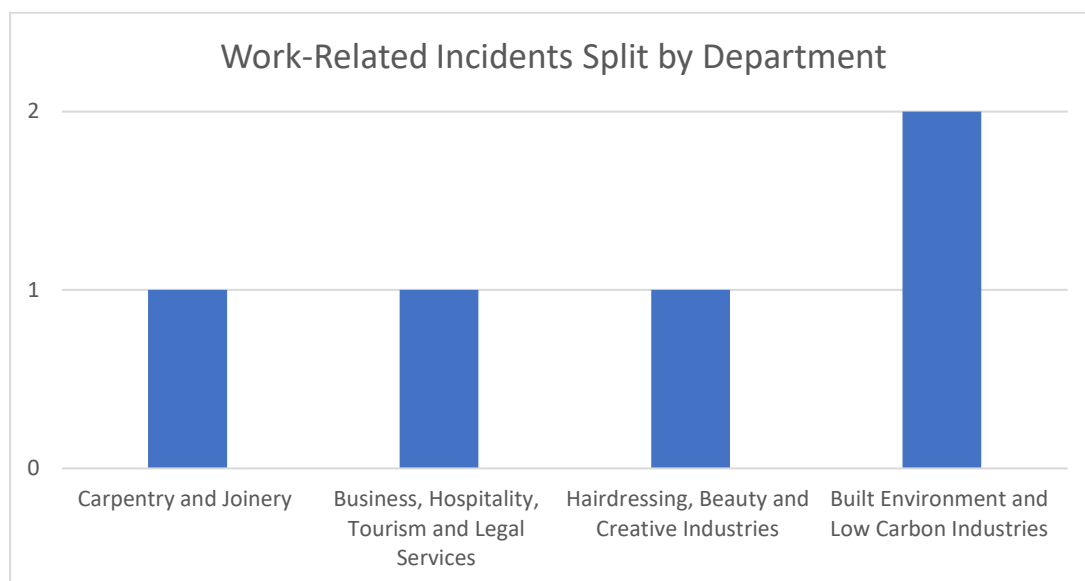
3.9 The following graph compares the reporting quarter to the previous quarter. The overall number of incidents appears similar to the last quarter, with a slight difference in the incident reasons.

3.10 Chart 2: Showing Comparison Between Current and Last Quarter



3.11 The following chart shows a breakdown of the work-related incidents only, to understand what areas these occur in. While the numbers are low, the most affected Department was Built Environment and Low Carbon Industries.

3.12 **Chart 3 of the Number of Work-Related Incidents:**



3.13 During this quarter there was one reported near miss. The table below provides details of this.

3.14 **Table 3 of Near Miss Information**

Category	Date / Time	Location	Description	Comments/ Outcome
Trip	10/8/2025 (PM)	Ground floor corridor, annex	Student reportedly tripped over her own feet when standing up off the seats in the corridor at the end of lunch. Fell to the ground	Student tripped on her own feet hence there was no further action taken.

4 **FIRST AID MANAGEMENT**

4.1 It has been reported that a number of first aid interventions include a mental health element. As such, this is being reviewed by People Services and Student Services, to ensure incidents are adequately dealt with e.g. training First Aid Responders in appropriate signposting for Mental Health Incidents. In addition, the Curriculum and Quality Manager for Health, Social Care and Science is also reviewing how the College can support mental health interventions.

4.2 The College is still seeking additional first aiders and would encourage additional all member of this Committee to promote the opportunity.

5 TRAINING

- 5.1 All new employees go through in-person and e-learning Health & Safety training. The Senior Leadership Team will further consider how often Health & Safety, Child Protection and Safeguarding refresher training should take place, but it would be recommended that this is done annually.
- 5.2 Health and Safety Training took place on 5th November for Curriculum & Quality Managers covering Risk Assessment and Control of Substances Hazardous to Health (COSHH) Risk Assessment.
- 5.3 To ensure efficiency of the Fire Evacuation process, training shall be organised to ensure the Fire Wardens are competent in the use of the Fire evacuation equipment. Once the Evacuation pads and chair are supplied, training sessions will be planned for respective fire wardens in the use of this.
- 5.4 Briefings and support is given where required for Personal Emergency Evacuation Plans (PEEPs) to ensure these are adequately in place, if required, for staff and students.
- 5.5 The procurement process is in progress for IOSH Managing Safely for all people managers and People Services Advisers, and NEBOSH training for some senior colleagues.
- 5.6 TES Develop records show that since January 2025, 26 employees have completed the Health and Safety in Education (Colleges and Universities), which is on target for completion by new hires during their induction period. This online course is mandatory for all new starts to complete in the first three months of commencing employment at the College. The completion of all mandatory online training is captured on the Employee Induction Checklist.

5.7 Table 4: Staff Health and Safety Inductions

Number of New Starts in Quarter 3	Number of Health and Safety Inductions Delivered in Quarter 3
4	4

- 5.8 **Student Health and Safety Inductions:** All new and returning students carry out Health and Safety Inductions within the first week of College, as part of the Learner Induction Checklist. Details of the Checklist are [here](#). This will be reviewed to reflect Students' responsibilities with regard to Health and Safety.

6 HEALTH SURVEILLANCE

- 6.1 To demonstrate compliance with the Control of Substance Hazardous to Health Regulation and the Control of Noise at Work Regulations, the College is currently carrying out a College-wide Health Surveillance Risk Assessment.
- 6.2 Once completed, the College will work with its Occupational Health provider to implement appropriate health surveillance.

7 CULTURE

- 7.1 The College is going to enhance Site Walks in all areas of the College, as per the proposed template in Appendix B. Relevant colleagues and managers will be involved in each Site Walk. It was discussed that Site Walks will not interfere with learning or disrupt

classes. If there is an assessment taking place in a classroom then the Lecturer will put a sign on the door to avoid disruption. Carrying out site walks will assist in promoting the Health and Safety Culture around the College. The introduction of the Site Walks will be communicated in the Fortnightly Staff Update.

7.2 Discussion took place around the requirement for all staff members to consider their own particular areas of the College and set a high standard of tidiness, cleanliness etc, ensuring that all classroom and office areas are kept tidy and desks are clear when staff have left for the day, keeping a clear-desk policy and being mindful of GDPR regulations.

7.3 The College now includes a Health and Safety section in the Fortnightly Staff Update. Health and Safety topics will continue to be shared in this Update. It was discussed that this could include information specific to certain Curriculum areas, such as asbestos awareness, but could also include other items relevant to Health and Safety such as winter driving safety tips or other seasonal issues. Local TV screens could also be used for local matters, which the Curriculum & Quality Managers can identify and implement.

7.4 The College continues to monitor the use of Personal Protective Equipment in applicable classrooms. A College-wide Personal Protective Equipment Guide is currently being prepared, with inputs from the various Curriculum & Quality Managers.

7.5 New signage on the stairs has been implemented, to guide people to walk on the left side and to hold on to the handrail. Consideration is being given for visibility for people walking down the stairs.

8 COLLEGE LIFTS

8.1 The College has two lifts in the building, to service circa 4,500 students and 270 staff. These lifts have been in operation for almost 18 years and have recorded 3 million trips.

8.2 During a routine maintenance visit Kone in 2021, the lift maintenance company, identified areas of cracking and movement, and remedial work was undertaken to strengthen the lift shaft. However, during a routine maintenance visit in summer 2025, Kone notified the college that there were further areas of cracking within one of the lift shafts in particular. The lift carriage was also connecting with the door threshold on three levels, namely ground, first and second floors.

8.3 The College commissioned Blyth and Blyth, an engineering company, to undertake a survey inspection of the lift shafts in September 2025. The engineering report recommends undertaking a retro fit of the lift shafts and the replacement of both lifts for health and safety reasons.

8.4 The College is submitting an emergency capital expenditure funding request to the Scottish Funding Council (SFC) as this project would meet the health and safety risk criteria which include:

8.4.1 Accessibility and Equality: The lack of multiple functioning lifts disproportionately affects individuals with disabilities or temporary mobility impairments, potentially breaching obligations under the Equality Act 2010.

8.4.2 Emergency Evacuation: In the event of a fire or other emergency, reliance on a single lift may hinder safe evacuation, especially if the lift fails or is inaccessible.

- 8.4.3 Lift Failure Contingency: If the sole working lift becomes inoperable, there is no immediate alternative, which could result in individuals being stranded or unable to access essential services.
- 8.4.4 Operational Delays and Congestion: Increased wait times and congestion around the lift can lead to frustration, overcrowding, and potential physical risks, especially during peak times.
- 8.4.5 The current situation may contravene health and safety regulations including the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 as well as the Equality Act 2010 as previously mentioned.

9 EQUALITIES

- 9.1 There are no new matters for people with protected characteristics which arise from consideration of the report.

10 RISKS

- 10.1 The following risks apply to this paper:
 - 10.1.1 Lift Failure: Major repair/replacement needed; accessibility risk if lift unavailable.
 - 10.1.2 Incident Impact: High non-work-related incidents straining First Aid resources.
 - 10.1.3 Compliance: Health Surveillance Risk Assessment to conclude and be implemented (COSHH, Noise & Vibration).

11 RECOMMENDATIONS

- 11.1 Members are recommended to:
 - 11.1.1 note the health and safety activities from the reporting period July 2025 to September 2025;
 - 11.1.2 acknowledge the health and safety journey of the College; and
 - 11.1.3 discuss matters contained within the report.

Appendix A – Accident Summary

Accident Summary (1 st July – 30 th September 2025)					
ID	Accident Date	Location	Accident Description	First Aid/Hospital	Category Relative to Summary of Incidents Table
1	29/08/2025 (pm)	G85	Male student cut his left hand with a saw that had just been sharpened, this was small cut to his finger.	First aid only, cleaned the cut with antiseptic wipe and issued a plaster spoke to student about using PPE.	Cut
2	01/09/2025 (pm)	Outside	Female student was stung on finger.	First aid only, ice pack obtained, no signs of an allergic reaction. Normal treatment given and advice given, should the situation worsen.	Non-work-Related Injury
3	02/09/2025 (am)	Bistro kitchen	Female student spontaneously vomited.	Student felt better with time.	Non-work-related Sickness or underlying health condition
4	02/09/2025 (pm)	Female Toilets 2nd floor	Female student feeling sick and weak.	No treatment needed. Was given a bag in case she was sick again.	Non-work-related Sickness or underlying health condition
5	03/09/2025 (pm)	Bistro	Male student felt a seizure come on, then had a seizure, was still able to speak but was just very visibly shaky.	First Aid only, sat with student and spoke with him until his seizure passed. Reviewed with Curriculum & Quality Manager.	Non-work-related Sickness or underlying health condition
6	03/09/2025 (pm)	Hairdressing reception	Female student experiencing heart palpitations, which is caused by an ongoing, underlying health condition.	First aid only, sat with student and went through medical history and how she was feeling. Discussed history of heart palpitations, etc. Discussed mental health support.	Non-work-related Sickness or underlying health condition
7	02/09/2025 (pm)	Near carpark	Female student was stung on left thumb.	First aid provided. Cleaned the sting area and applied cold compress. Student went to hospital.	Non-work-Related Injury
8	04/09/2025 (pm)	G64	Male staff member was using hacksaw, and it slipped, and hand collided with the vice.	First aid only, ice pack on affected area.	Striking Injury / Bruise
9	05/09/2025 (pm)	Ground floor, horticulture room	Female student had been working with plants, and touched face, had taken a pollen reaction.	First aid only, cleaned affected areas with sterile water, to remove any plant residue. Cool pack to help cool the area.	Work-related Allergic Reaction

10	08/09/2025 (pm)	Ag01	Female student fainted. Her head hit the doorframe but she wasn't in pain and had no visible injuries. Student said she is prone to fainting. Student was examined by the hospital during the summer who said that it is linked to low blood pressure.	First aid only, head checked for injuries. appointment.	Non-work-related Sickness or underlying health condition
11	08/09/2025 (pm)	220	Female student tried to catch a pair of falling straighteners.	First aid only, student ran cold water over the injury for 20 minutes. Burn gel and dressing applied. Student was advised to go to A&E.	Work-related burn
12	09/09/2025 (am)	222	Female student burned their arm at home with a hair straightener and had a 20p size blister. The blister opened in the class and the student requested something to cover the burn.	First aid only, gloves, anti-bacterial wipe, dressing used. Area was cleaned and a large dressing applied covering the area.	Non-work-Related Injury
13	09/09/2025 (pm)	222	Male student felt weak, went pale. This was the 2nd day this had happened.	First aid provided, kept him sitting down, gave a drink of water. Used wheelchair to get him downstairs.	Non-work-related Sickness or underlying health condition
14	09/09/2025 (pm)	G44	Female student self-harmed at the weekend and was left with shallow cuts to the left forearm that were itchy and needed cleaned and covered.	First aid only, area was cleaned and large bandage applied to avoid infection.	Non-work-related Injury
15	11/09/2025 (pm)	In canteen area beside Hair reception	Two female students had words and started fighting near the hairdressing reception. One student received a bump on the head but could not recall how it happened.	First aid only, student was asked if she lost consciousness or felt sick. Student was given a cold compress to hold on her head. She was advised when she left the college if she felt faint, sick or had a headache that she should go to A&E.	Non-work-related Injury
16	15/09/2025 (pm)	221	Female student felt dizzy and light-headed in class and felt that her legs had blood pooling and were becoming heavy.	Student lay on bed and elevated legs, began to feel better after approximately 10 minutes then felt well enough to return to class.	Non-work-related Injury on-work-related Sickness or underlying health condition
17	15/09/2025 (pm)	Student car park	Female student accidentally scratched another vehicle.	None	Minor vehicle accident
18	16/09/2025 (am)	Bistro kitchen	Female student was using a sharp knife to chop carrots and accidentally cut her finger with the knife.	First aid and hospital, did not want finger bandage, cleaned and applied plaster,	Work-related cut

				<p>tied bandage for pressure. Accompanied to A&E.</p>	
19	23/09/2025 (pm)	Car Park	<p>Male student dropped his phone in the carpark when getting out of his car, when he picked it up the glass from the screen went into his thumb. He was unable to get this out himself.</p>	<p>First aid provided, cleaned student's thumb with an antiseptic wipe, used a safety pin to remove the glass and issued a plaster.</p>	<p>Non-work-related Injury.</p>

Appendix B - Site Walk Record Form

Area(s) of Campus		Date	
Site walking lead			
Others present			

Outside Areas

Statement	Tick if acceptable	Notes / Actions
Car parking areas are clean and tidy, with adequate working lighting and signage		
Disclaimer signs are present and visible		
Reserved parking signage is clean and current		
Access roads are free from potholes		
Disabled parking is free from obstruction		
Pathways are clean, tidy and hazard free, with adequate working lighting		
Bicycle racks are clean and accessible		
Smoking and vaping shelters are being used		
No rubbish or debris on the ground		
No visible health & safety issues in Outside Areas		
No visible hazards from trees on site		

Entrance

Statement	Tick if acceptable	Notes / Actions
Entrance area is clean and inviting		
Doors are open and working		
Reception area is clean and tidy		
Reception area is staffed		
Signing in facility is available for visitors and contractors		
TV screens are on		
Safeguarding leaflets available and issued to visitors and contractors		

Building Supervisors available		
No visible health & safety issues		

Communal Areas

Statement	Tick if acceptable	Notes / Actions
The furniture and fixtures are clean and in good repair		
Branding and signage is clear, visible and up-to-date		
All areas are clean and tidy		
Notice boards / screens are up-to-date with current information / posters		
Student Association activities and events are visible		
First Aid room is fully stocked and accessible to first aiders		
No visible health & safety issues		

General Room Condition

Statement	Tick if acceptable	Notes / Actions
Rooms are tidy and lights working		
All equipment in working order including teaching aids, ventilation, etc.		
Furniture is clean and in good repair		
Floor is clean, in good repair and free from trip hazards		
Door fixtures are secure and in good working order		
Ceiling tiles are clean and complete (no missing tiles)		
Statutory signs are present and correct		
No visible health & safety issues		
Health & safety signs are present and correct		
Up-to-date risk assessment (including COSHH, if appropriate) if visible and adhered to in the room		
PPE is available and worn, if and as required by the risk assessment		
Appropriate signage in place for reporting near misses and incidents?		

If appropriate, students are adequately being supervised		
If applicable, dangerous equipment is appropriately guarded		
If applicable, walkways are clearly defined and free from obstruction		
Fire exit routes are signposted, visible and free from obstruction		
If applicable, gas cylinders are correctly stored and secured		
Adequate training is provided for all machinery		
No visible health & safety issues		

Safeguarding

Statement	Tick if acceptable	Notes / Actions
Safeguarding posters are visible and current		
All staff and students are wearing their ID badges		
Visitors & contractors sign-in and wear ID badges		
External fire exits closed and secure		
All staff have current PVG		

Equality, Diversity and Inclusion

Statement	Tick if acceptable	Notes / Actions
The environment is welcoming, accessible and inclusive		
There is signage promoting non-harassment expectations, including gender-based		
Toilets, dressing rooms and other facilities (e.g. canteen) are accessible and inclusive.		

Note: Unacceptable standards must be reported immediately to the respective Senior Leadership Team member and the Executive Team. In addition, email it to the following:
Maintenance / Cleanliness: facilitieshelpdesk@slc.ac.uk
Health & Safety: healthandsafety@slc.ac.uk
Safeguarding: rose.harkness@slc.ac.uk
Equality: equality@slc.ac.uk
IT equipment or monitors: itsupport@slc.ac.uk
Marketing: marketing@slc.ac.uk

Summary Actions/Notes and Monitoring

Detail any actions required, pertinent notes and where they will be monitored (e.g., H&S Committee). Tick if the item is a good practice, undesirable item, a process breach or a near miss.

Action / Note	Good Practice	Undesirable	Process Breach	Near Miss	Monitored (e.g. Group / Committee):

Please share the respective actions to the appropriate people and monitoring group(s). This form should be returned to the healthandsafety@slc.ac.uk



HEALTH & SAFETY COMMITTEE

1 INTRODUCTION

This paper provides an overview of health and safety activity for the reporting period of July to September 2025.

2 FIRE RISK MANAGEMENT

The Fire Warden coverage is in the process of being reviewed, to ensure suitable coverage, including enhancing coverage for direct traffic control, evacuation equipment utilisation, ease of headcount and control of students and effective sweeping of the building. Once complete, the revised coverage will be shared with the Committee. Below is the draft table.

Names	Duties	Location
Ewan Gibson and Catriona Blacker	Traffic control at the main entrance	Prevent vehicles leaving and coming in through the main Gate
Hazel McArdle and Fraser McCormick	Traffic control at the Technology Park entrance	Technology Park entrance
Paul Auld, Ondrej Pagac	Evacuate the lower ground floor by checking toilets and other areas where the likelihood of hearing the fire alarm will be missed	Lower Ground Floor
David Macmillan	Check Toilets and other areas at the Joinery section where there is likelihood for Fire Alarm to be missed	Ground Floor/ Joinery area
Emma Ballantyne	Evacuate the Painting and Decoration section of the Ground floor	
Rose Harkness	Check the Reception area is clear. Check the toilets close to the reception area for persons who might have missed the Fire alarm	

Names	Duties	Location
James Jameson	Coordinate the evacuation of the First Floor and operation of the Evacuation Chair and pad	First Floor
Jamie Beddows	Operate the Evacuation Chair and pad with support from Sam Katoozi	
Joscelyn Keane	Sweep the Lecture rooms	
Linda Hughes	Assist people with disability to evacuate the First Floor. Sweep the First-Floor areas where there is likelihood for fire alarm to be missed	
Donna Leverage	Assist people with disability to evacuate the First Floor. Sweep the Science Block wing of First floor where there is likelihood for fire alarm to be missed	
Sam Katoozi	Move to the First Floor to assist with the operation of the evacuation Chair and the Evacuation pad	
Alisdair McTavish	Lead the Fire Evacuation process on Second floor. Operation of the evacuation chair and pad	Second Floor
Graham Paterson	Assist Alisdair McTavish in operating the evacuation chair and pad	
Harvie Milligan	Assist Alisdair McTavish in operating the evacuation chair and pad	
Laura Macdonald	Sweep the second floor checking areas where fire alarm could be missed	
Christine McCandlish	Sweep the Hospitality Kitchen wing of the second floor and Canteen	
Geraldine McGregor (Kitchen)	Sweep the Hospitality Kitchen wing of the second floor and Canteen	

Names	Duties	Location
Scott Gray	Assist Alisdair McTavish when not Lecturing	
Chris Sumner	Lead the Fire Evacuation process on the third floor. Operate the evacuation chair and pad	Third Floor
Gavin Munro	Assist Chris in the operation of the Evacuation chair and pad	
Fiona MacCormick	Sweep the admin area of the third floor	
Elise Bonini	Deputy	
Richard Lawton	Sweep the classroom area of the third floor	
Rhona Anderson	Deputy	
Scott Kennedy	Assist Chris when not Lecturing	

The revised Fire Warden list was considered by the Committee. Fire Wardens are mainly non-teaching staff. It was discussed that Lecturers will lead their classes to evacuate the building, and non-teaching staff duties will mainly be to sweep the building and evacuate others. It was mentioned that Geraldine McGregor is not South Lanarkshire College staff, but she is responsible for her Aramark staff members in the case of an evacuation.

ACTION: *OO to identify who is a current Fire Warden and who is new to the role. Training is to be carried out for new Fire Wardens and Fire Wardens with new remits, a Fire Drill is then to take place, then Fire Warden training is to be carried out to teach the respective Fire Wardens in the use of the evacuation equipment.*

ACTION: *OO to update Fire Warden list to show all Deputies clearly and who they are deputising for, eg Christine McCandlish will deputise for Geraldine McGregor.*

In addition to the above, all Lecturers are responsible for ensuring their classrooms are evacuated and that their students go to the correct muster point. In addition, Lecturers must ensure that their students do not leave the campus.

The College has procured additional equipment to support evacuations for people unable to walk down the stairs, should the lift not be functionable. This is expected to be delivered during November 2025.

Discussion took place on the supply of fire evacuation equipment (evacuation chair, and pads in case of anyone taking a seizure), and the training necessary for this. Fire Drills were also discussed.

ACTION: *OO to arrange a Fire Drill to take place this month. Post-meeting note: a further evacuation has now taken place therefore there is no need for a fire drill before the training.*

Several Lecturers have reported a lack of awareness on their responsibility to create a Personal Emergency Evacuation Plan (PEEP) with Students, where a personalised plan is required. This will be reviewed, with potential training or briefings being required as well as expectations being set at the start of each academic year. It was discussed that it may be mainly new Lecturers who do not have an awareness of eg PEEPS and their responsibilities around these.

ACTION: *OO to create a Checklist for Lecturers to be used at the start of each term, covering aspects they require to consider with their classes, e.g. any requirement for PEEPS to be created.*

3 INCIDENT (ACCIDENTS, NEAR MISSES AND FIRST AID)

The accident reporting period for this paper is 1st July to 30th September 2025. It should be noted that students and the majority of staff members were away for summer break from the end of June to Mid-August.

OO talked through the data contained in the table and the split of work-related and non-work-related incidents. The number of reported incidents was discussed as it was considered to be low and concern was raised that there does not seem to be a high number of work-related incidents. It was discussed that previously figures reported may have included e.g. incidents of vomiting and this may have led to the numbers being higher previously.

ACTION: *OO to flag reporting dates to ensure context is given around e.g. start of term dates.*

During this period there was a total of 19 reported Incidents. 14 of these were not work related. A large part of the non-work-related incidents were because of underlying health conditions or sicknesses. 14 out of the 19 reported incidents required First Aid. This has a resourcing impact on our First Aiders. Hence the College should encourage students who feel unwell to take care of themselves at home, while ensuring safe behaviour is practiced even outside the College and when not working. The table below provides a summary of these incidents:

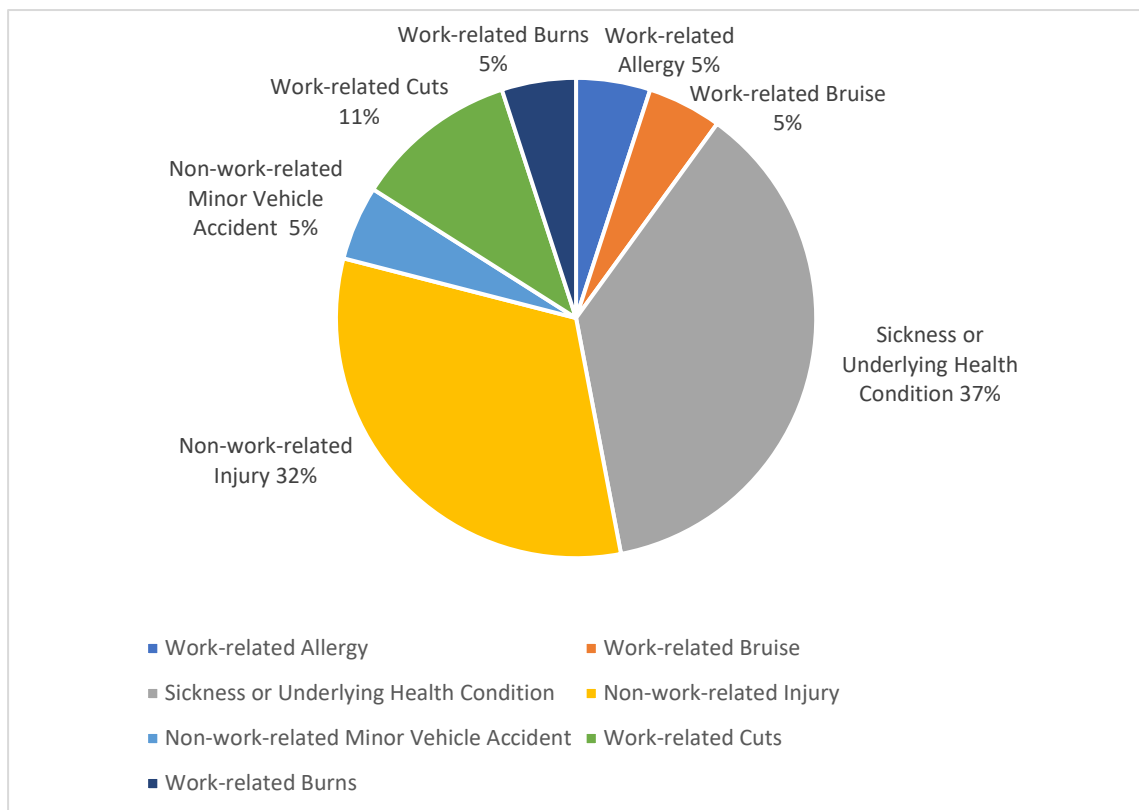
Summary of Incidents from July to September		
Incidents Category	Numbers of Incidents	First Aid Administered
Non-work-related sickness or underlying health condition	7	4
Non-work-related injury	6	5
Non-work-related minor vehicle accident	1	0
Work-related cuts	2	2
Work-related burn	1	1

Work-related allergy	1	1
Work-related bruise	1	1
RIDDOR	0	0
TOTAL	19	15

Please see Appendix A for more information.

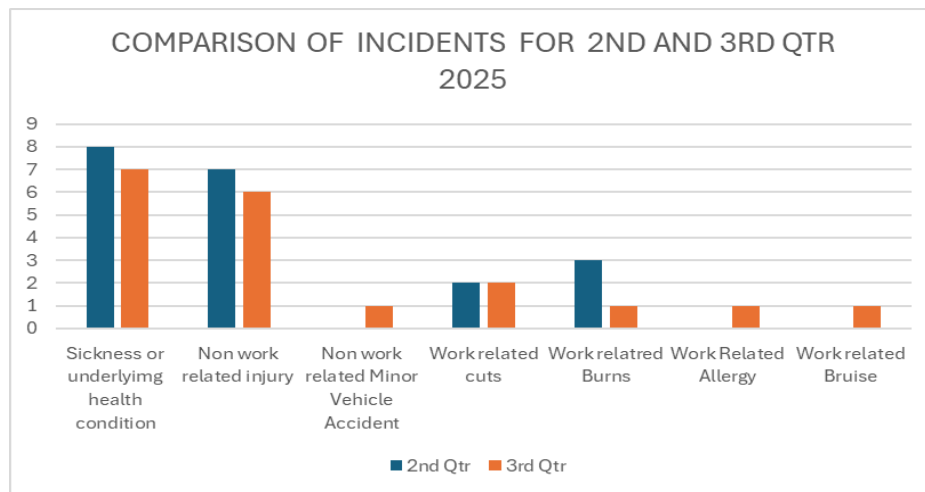
The following graph demonstrates the frequency of each category. Both non-work-related injuries and sickness or underlying health conditions makes up around 2/3 of the incidents.

Graph: Pie Chart of Incidents



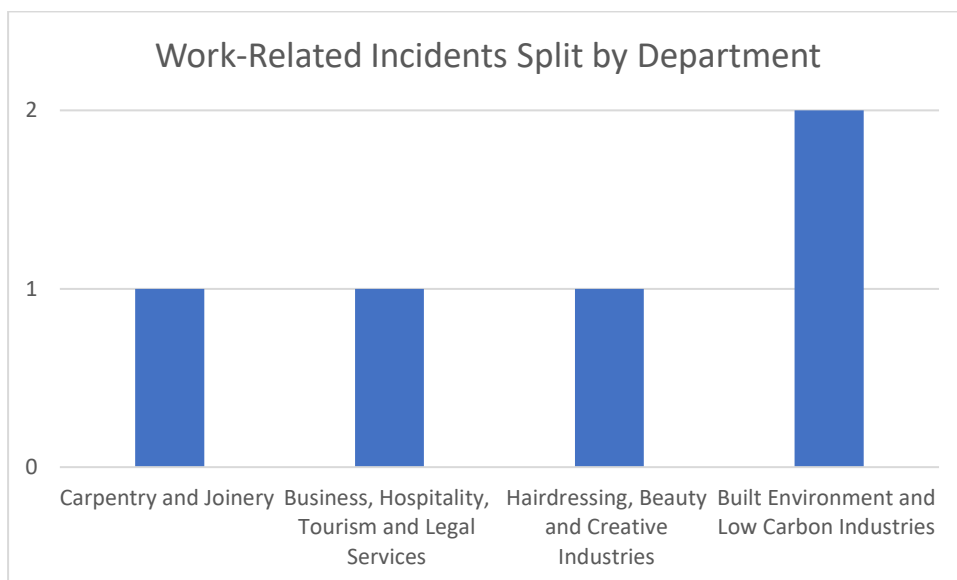
The following graph compares the reporting quarter to the previous quarter. The overall number of incidents appears similar to the last quarter, with a slight difference in the incident reasons.

Graph: Bar Chart Showing Comparison Between Current and Last Quarter



The following chart shows a breakdown of the work-related incidents only, to understand what areas these occur in. While the numbers are low, the most affected Department was Built Environment and Low Carbon Industries.

Table: Bar Chart of the Number of Work-Related Incidents:



During this quarter there was one reported near miss. The table below provides details of this:

Table of Near Miss Information:

Category	Date / Time	Location	Description	Comments/ Outcome
Trip	10/8/2025 (PM)	Ground floor corridor, annex	Student reportedly tripped over her own feet when standing up off the seats in the corridor at the end of lunch. Fell to the ground	Student tripped on her own feet hence there was no further action taken.

Near Miss Incidents were discussed and OO informed the Committee that there is now a section specifically for Health and Safety in the Fortnightly Staff Update. As a result of this focus there may now be an increase in the number of Near Miss Incidents being reported.

ACTION: *Urgent action is required across the College regarding Near Miss Incidents – OO to work on highlighting the importance of recording Near Miss Incidents.*

Recent injuries that have occurred were discussed, in which two members of staff experienced injury to their patella (one incident occurred in a classroom, the other outside the building).

ACTION: *All of the Committee Members must bring recent issues to the Committee Meeting for awareness, to ensure there is a balance between the reporting period data and awareness of more recent issues; more recent issues which require to be flagged must be highlighted instead of waiting until the next reporting period.*

ACTION: *CF to look at slabbed areas outside the building and in the car parks and work is to be done on mitigating the risk of a slip hazard in these areas.*

4 FIRST AID MANAGEMENT

It has been reported that a number of first aid interventions include a mental health element. As such, this is being reviewed by People Services and Student Services. In addition, the Curriculum & Quality Manager for Health, Social Care and Science is also reviewing how the College can support mental health interventions.

Discussion took place around the need for First Aiders knowing where to signpost people experiencing severe mental health issues and GM confirmed that work is underway with Student Services to go through the training process with all First Aiders.

The College is still seeking additional first aiders and would encourage additional all member of this Committee to promote the opportunity. SM reminded the Committee that there is a payment element to the First Aider role.

There was also discussion around the need for additional first aiders to provide cover for evening classes and it was confirmed that this should take place as part of Curriculum Planning. It was also discussed that first aid cover in the evenings could potentially be provided by the Security Guards when this role commences.

ACTION: *SM asked that First Aid is maintained as a live action on the Agenda and updates are provided.*

5 TRAINING

All new employees go through in-person and e-learning Health & Safety training.

ACTION: *GM/FM to propose to SLT if Health and Safety Refresher training needs to be undertaken every year (along with Child Protection training and Safeguarding training).*

Health and Safety Training has been scheduled for 5th of November for CQMs and this will cover Risk Assessment and COSHH Assessment.

ACTION: *Training evaluations are to be issued for this course - CP to action.*

To ensure efficiency of our Fire evacuation process, training shall be organised to ensure the Fire Wardens are competent in the use of the Fire evacuation equipment. Once the Evacuation pads and chair are supplied, training sessions will be planned for all fire wardens in the use of this.

The procurement process is in progress for IOSH Managing Safely for all people managers and People Services Advisers, and NEBOSH training for senior colleagues.

ACTION: *GM/FM to confirm if IOSH training needs to be refreshed every year.*

ACTION: *GM/FM to consider options for tracking TES training completion, with dates, including if iTrent can support this.*

TES Develop records show that since January 2025, 26 employees have completed the Health and Safety in Education (Colleges and Universities). This online course is mandatory for all new starts to complete in the first three months of commencing employment at SLC. The completion of all mandatory online training is captured on the Employee Induction Checklist.

Table 1: Staff Health and Safety Inductions

Number of New Starts in Quarter 3	Number of Health and Safety Inductions Delivered in Quarter 3
4	4

Student Health and Safety Inductions: All new and returning students carry out Health and Safety Inductions within the first week of College, as part of the Learner Induction Checklist. Details of the Checklist are [here](#). This will be reviewed to reflect Students' responsibilities with regard to Health and Safety.

6 HEALTH SURVEILLANCE

To demonstrate compliance with the Control of Substance Hazardous to Health Regulation and the Control of Noise at Work Regulations, the College is currently carrying out a College-wide Health Surveillance Risk Assessment.

ACTION: *CF and JJ to review Risk Assessment and give feedback on the document shared on OneDrive from OO. Final Risk Assessment will be taken to the Senior Leadership Team.*

ACTION: *GM/FM to work with Occupational Health once Risk Assessment is complete, to confirm requirement for frequency of checks.*

7 CULTURE:

The College is going to enhance Site Walks, as per the proposed template in Appendix B.

Site Walks were discussed, all areas of the College are being considered in the draft document which is included in Appendix B. Stella McManus will be included in the walks, along with the respective team members for the relevant area.

ACTION: All Committee Members to give feedback on the Site Walk document.

ACTION: OO to add lone-working check to the document (under Safeguarding category).

Discussion took place around the requirement for all staff members to consider their own particular areas of the College and set a high standard of tidiness, cleanliness etc, ensuring that all classroom and office areas are kept tidy and desks are clear when staff have left for the day, keeping a clear-desk policy and being mindful of GDPR regulations.

It was discussed that site walks are not interfering with learning or disrupting classes and OO confirmed that the walks have generally been well-received and welcomed. If there is an assessment taking place in a classroom then the Lecturer will put a sign on the door to avoid disruption. Carrying out site walks will assist in promoting the Health and Safety Culture around the College.

Site walks are more thorough than Housekeeping Inspections but Housekeeping Inspections are still required to take place to highlight, for example, an issue around the skips at the back of the building. It was noted that debris had built up in this area and this area is a fire evacuation route. Issues such as debris building up and needing removed, for example, should continue to be reported through the Facilities Helpdesk.

ACTION: CF to consider if locks are needed for the skips.

ACTION: CR to check that the issue of raised trunking in Room 205 has been reported to the Facilities Helpdesk, and CF to liaise with Facilities team to ensure the issue is rectified.

Progress has been made towards improving the Health and Safety Culture within the College. The College now includes a Health and Safety section in the Fortnightly Staff Update. Health and Safety topics will continue to be shared in this Update.

It was discussed that this could include information specific to certain Curriculum areas, such as asbestos awareness, but could also include other items relevant to Health and Safety such as winter driving safety tips or other seasonal issues.

ACTION: OO to include information on site walks in the Fortnightly Staff Update.

ACTION: OO to consider if a poll/survey would be effective to ask staff to highlight any areas of concern around the College. The Marketing team could also be involved and assist in this.

The College continues to monitor the use of Personal Protective Equipment in applicable classrooms. A College-wide Personal Protective Equipment Guide is currently being prepared, with inputs from the various Curriculum & Quality Managers.

ACTION: SM asked for Health and Safety Culture to be a standing item on the Committee Meeting Agenda.

ACTION: *JW to liaise with Catriona Blacker to share any known Health and Safety issues raised by students.*

ACTION: *OO to look at further improving signage on stairs; look to see where signage could best be placed to be visible to people going down the stairs.*

ACTION: *JJ to consider possible use of a tannoy system to relay messages regarding health and safety.*

8 A.O.C.B:

Lifts in College Building

CR raised a query regarding what contingency plans are in place if the one lift that is currently working should break.

SM and CF recently had a meeting with the Engineer; the options offered were to fix the lift shaft in the lift that is currently out of service, but this may break again in the future, or the other option was to replace both lifts.

SM confirmed that quotes are being received, and a report is to be submitted to the Funding Council to ask for emergency funding to repair the lift. If full lift shaft replacement goes ahead this will need to be done over the summer period as it could take between four to five weeks. The work would need to be fully scoped and then a plan would need to be developed. Usage of the lift is greater than had been planned and perhaps another option is to reposition the current lift and also perhaps consider the installation of a third lift.

There also other contingencies that could be considered in the meantime if this was required.

ACTION: *CP to include the situation regarding the lifts as a standing Agenda item.*

9 Summation of Actions and Date of Next Meeting: DATE TBC

- Item 2.1: OO to identify who is a current Fire Warden and who is new to the role. Training is to be carried out for new Fire Wardens and Fire Wardens with new remits, a Fire Drill is then to take place, then Fire Warden training is to be carried out to teach the respective Fire Wardens in the use of the evacuation equipment.
- OO to update Fire Warden list to show all Deputies clearly and who they are deputising for, e.g. Christine McCandlish will deputise for Geraldine McGregor.
- Item 2.3: OO to arrange a Fire Drill to take place this month. Post-meeting note: a further evacuation has now taken place therefore there is no need for a fire drill before the training.
- Item 2.4: OO to create a Checklist for Lecturers to be used at the start of each term, covering aspects they require to consider with their classes, e.g. any requirement for PEEPS to be created.
- Item 3.1: OO to flag reporting dates to ensure context is given around e.g. start of term dates.
- Item 3.11: Urgent action is required across the College regarding Near Miss Incidents – OO to work on highlighting the importance of recording Near Miss Incidents.
- All of the Committee Members must bring recent issues to the Committee Meeting for awareness, to ensure there is a balance between the reporting period data and

awareness of more recent issues; more recent issues which require to be flagged must be highlighted instead of waiting until the next reporting period.

- CF to look at slabbed areas outside the building and in the car parks and work is to be done on mitigating the risk of a slip hazard in these areas.
- Item 4.2: SM asked that First Aid is maintained as a live action on the Agenda and updates are provided.
- Item 5.1: GM/FM to propose to SLT if Health and Safety Refresher training needs to be undertaken every year (along with Child Protection training and Safeguarding training).
- Item 5.2: Training evaluations are to be issued for this course – CP to action.
- Item 5.4: GM/FM to confirm if IOSH training needs to be refreshed every year.
- GM/FM to consider options for tracking TES training completion, with dates, including if iTrent can support this.
- Item 6.1: CF and JJ to review Risk Assessment and give feedback on the document shared on OneDrive from OO. Final Risk Assessment will be taken to the Senior Leadership Team.
- GM/FM to work with Occupational Health once Risk Assessment is complete, to confirm requirement for frequency of checks.
- Item 7.1: All Committee Members to give feedback on the Site Walk document.
- OO to add lone-working check to the document (under Safeguarding category).
- CF to consider if locks are needed for the skips.
- CR to check that the issue of raised trunking in Room 205 has been reported to the Facilities Helpdesk, and CF to liaise with Facilities team to ensure the issue is rectified
- Item 7.3: OO to include information on site walks in the Fortnightly Staff Update.
- OO to consider if a poll/survey would be effective to ask staff to highlight any areas of concern around the College. The Marketing team could also be involved and assist in this.
- Item 7.4: SM asked for Health and Safety Culture to be a standing item on the Committee Meeting Agenda.
- JW to liaise with Catriona Blacker to share any known Health and Safety issues raised by students.
- OO to look at further improving signage on stairs; look to see where signage could best be placed to be visible to people going down the stairs.
- JJ to consider possible use of a tannoy system to relay messages regarding health and safety.
- Item 8.1: CP to include the situation regarding the lifts as a standing Agenda item.

Next mtg DATE TBC. Meeting finished at 1015.

PEOPLE & CULTURE COMMITTEE

DATE:	27 November 2025
TITLE OF REPORT:	Quarterly People Services Report
REFERENCE:	14
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the People and Culture Committee with a quarterly update on HR matters.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee & Industrial Relations.
RISK	The following risk is identified: <ul style="list-style-type: none"> Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; and employee relations, could result in poor delivery for students.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> People and Culture Development
SUMMARY OF REPORT:	<ul style="list-style-type: none"> Headcount reduced: 3 new hires, 28 leavers (mostly voluntary severance and retirements). Ongoing recruitment efforts – both internal and external. Flu vaccinations offered via Boots to support staff health and reduce absenteeism. Blood donation sessions held on campus with staff and student participation. Chiropodist services available to staff on a self-funded basis. Mental health support promoted through Access to Work and mindfulness sessions. All-Staff Conference delivered under theme “Reimagining Tomorrow”. Assistance Dogs pilot introduced to enhance inclusion and accessibility. GMB seeking local recognition, discussions ongoing. Pension recalculations completed; refunds and reimbursements in progress. New HR & Payroll system (iTrent) live with self-service functionality; demo planned. Absence rate 3.85%, above sector average; long-term sickness accounts for 80% of absences.

1 INTRODUCTION

1.1 This paper seeks to provide members with an overview of HR matters for the College for the period of 1 July to 30 September 2025.

2 HEADCOUNT MANAGEMENT

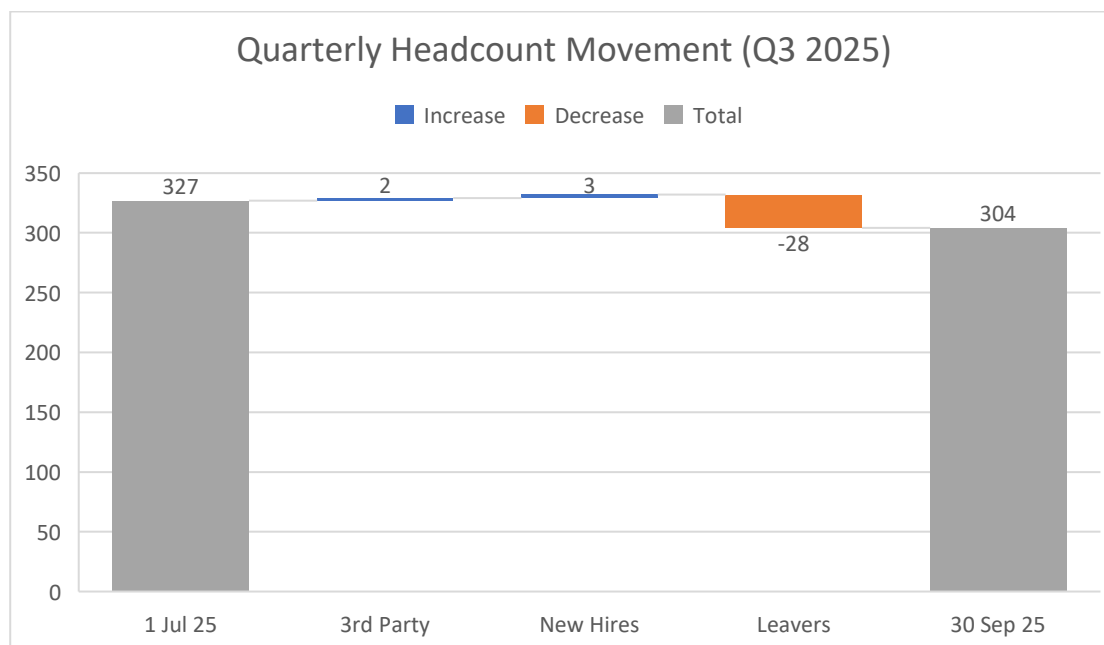
2.1 The quarterly headcount movement is shown in the graph below, which demonstrates a reduction in headcount over the period, with 2 x 3rd party contractors, 3 new hires and 28 leavers.

2.2 Twenty four of the twenty-eight leavers left the organisation through voluntary severance. Eighteen of the twenty-eight leavers were also retiring in addition to taking voluntary severance.

2.3 All new hires in Q3 2025 were appointed to a vacancy that was advertised and interviewed in Q3 2025.

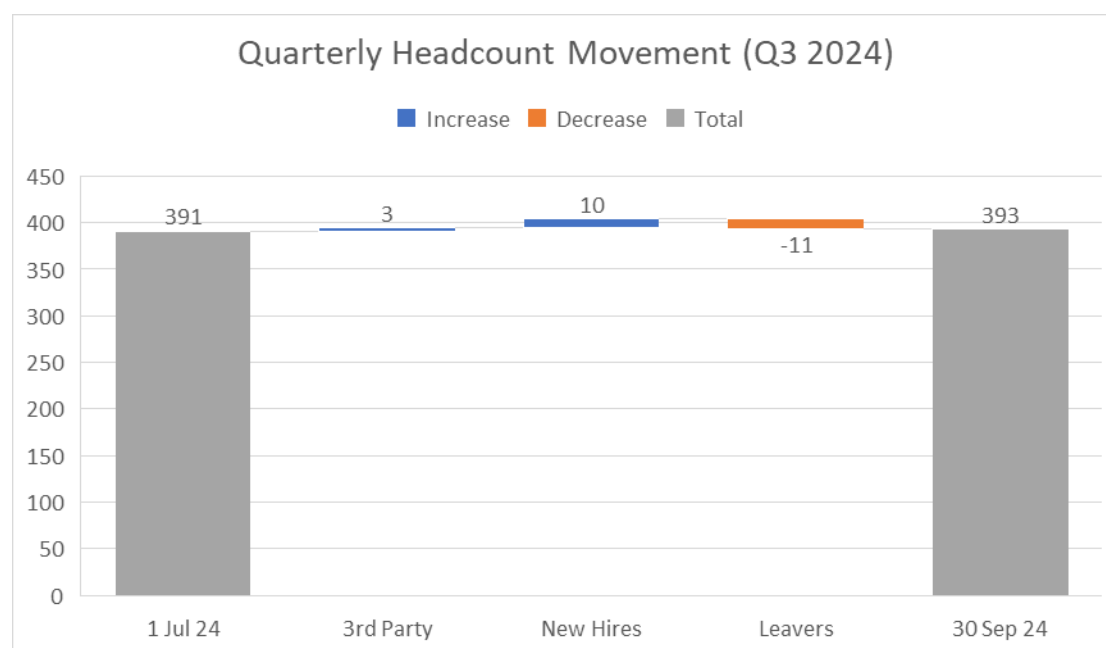
2.4 The Chair of the Board is now compensated through SLC payroll.

2.5 *Chart 1: Quarterly Headcount Movement 2025*



2.6 The following graph shows a comparison to the prior year.

2.7 Chart 2: Quarterly Headcount Movement 2024



2.8 Recruitment

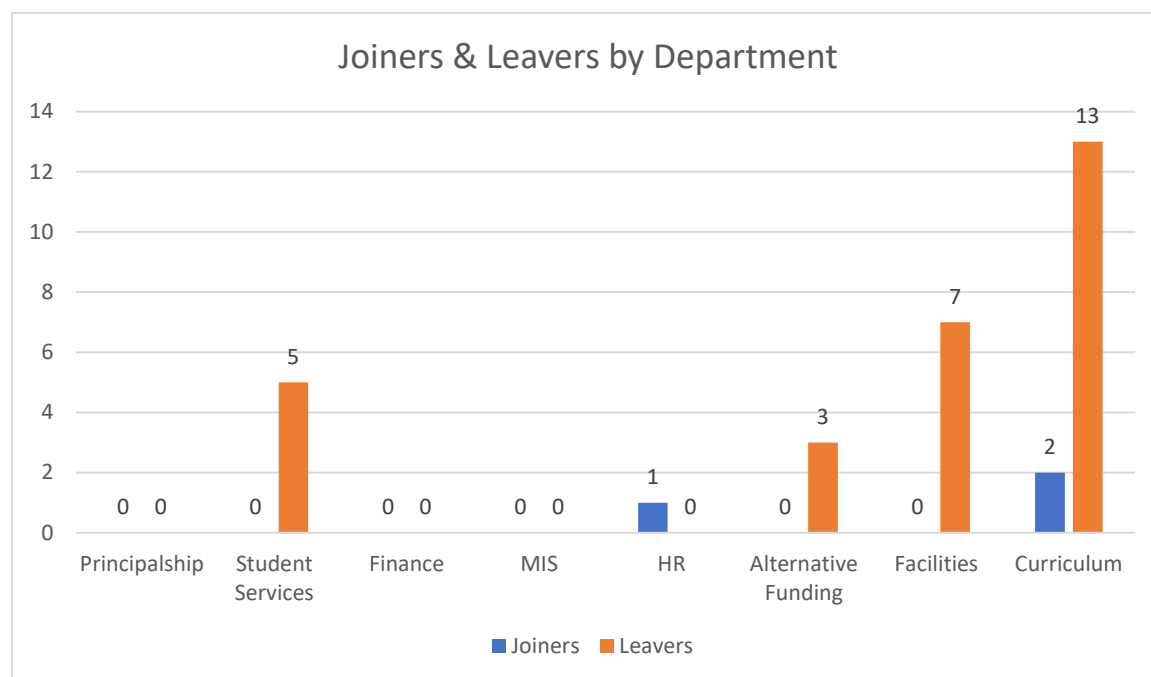
2.9 Recruitment activities during the period are shown below:

2.10 Table 1: Recruitment

Position	Status
Temporary Lecturer – Hairdressing*	Appointments made
Temporary Marketing and Communications Manager	Appointment made
Educational Learning Support Advisor	Internal appointments made
Student Funding Advisor	Appointment made
Funding and Compliance Administrator	Internal appointment made
Customer Service Advisor	Appointment made
Student Counsellor	Internal appointment made
Marketing and Schools Coordinator	Internal appointment made
Finance Advisor (Sales Ledger)	Internal appointment made
Lecturer Health and Social Care Fixed Term to June 2026, 1 FTE	Internal appointment made
Business Innovation Advisors (3 FTE)	Advertised
Support for Learning Assistants	Advertised
Hair and Beauty Receptionist	Advertised
ELS Advisor (0.8 FTE)	Shortlisting
Temporary Lecturer – BSL	Shortlisting
Head of Business Innovation	Interviewing

* started during this quarter

2.11 Chart 3: Joiners and Leavers



2.12 The next reporting period will have the new department names and structures.

3 HEALTH & WELLBEING

- 3.1 Mental health initiatives continue to be at the forefront of College Health and Wellbeing efforts.
- 3.2 The College partnered with Boots to offer flu vaccinations to staff, supporting health and wellbeing during peak flu season. This initiative helps reduce absenteeism and promotes a safer, healthier working environment.
- 3.3 Blood donation sessions were held on campus, with participation from staff and students. This demonstrates the College's commitment to social responsibility, ongoing engagement with NHS, and community health, while fostering a culture of giving back.
- 3.4 Regular chiropodist appointments were offered to staff on a self-funded basis. Providing access to these services supports overall wellbeing and helps prevent health issues that could impact work performance.
- 3.5 The College continues to raise awareness of the Access to Work Mental Health Support Service. This service, delivered by Maximus, offers support to employees who feel their wellbeing is impacting on their work, or stopping them from attending work. It is open to all employees, including apprentices, at South Lanarkshire College.
- 3.6 Employees are informed about these sessions through the Microsoft Teams Wellbeing Activities page. Additionally, an animation explaining the Access to Work Support Service is promoted via Teams. <https://vimeo.com/875592584>

3.3 Wellbeing Initiatives

- 3.3.1 The College continues to work with Access to Work to ensure employees are aware of the grant that funds practical support for those who have a disability, health or mental health condition. This support accommodates individual needs and ensures

all the reasonable adjustments are in place so that the employee can do their job to the best of their ability.

- 3.3.2 The College provides support services to employees through partnerships with PAM Assist (the employee assistance programme) and the Access to Work Mental Health support service. The employee assistance programme and occupational health provision continue at tender stage. Existing suppliers remain in place into new suppliers are appointed.
- 3.3.3 Staff and students have access to lunchtime mindfulness classes every Tuesday in the Library Group Study Room.

4 EMPLOYEE ENGAGEMENT

4.1 *Employee Engagement and Internal Communications*

- 4.1.1 On 13 August 2025, the College hosted its All-Staff Conference under the theme 'Reimagining Tomorrow: People, Community & Innovation'. The event provided a platform for strategic updates, collaborative networking, and interactive digital learning sessions, aligning closely with the priorities of our Employee Engagement Framework. Following the conference, staff were invited to complete a feedback survey to share their experiences and assess how effectively the event supported engagement objectives. Insights from this feedback will inform the design of future conferences and shape ongoing initiatives aimed at strengthening communication, fostering inclusion, and enhancing staff development across the College.

4.2 *Equality, Diversity and Inclusion (EDI)*

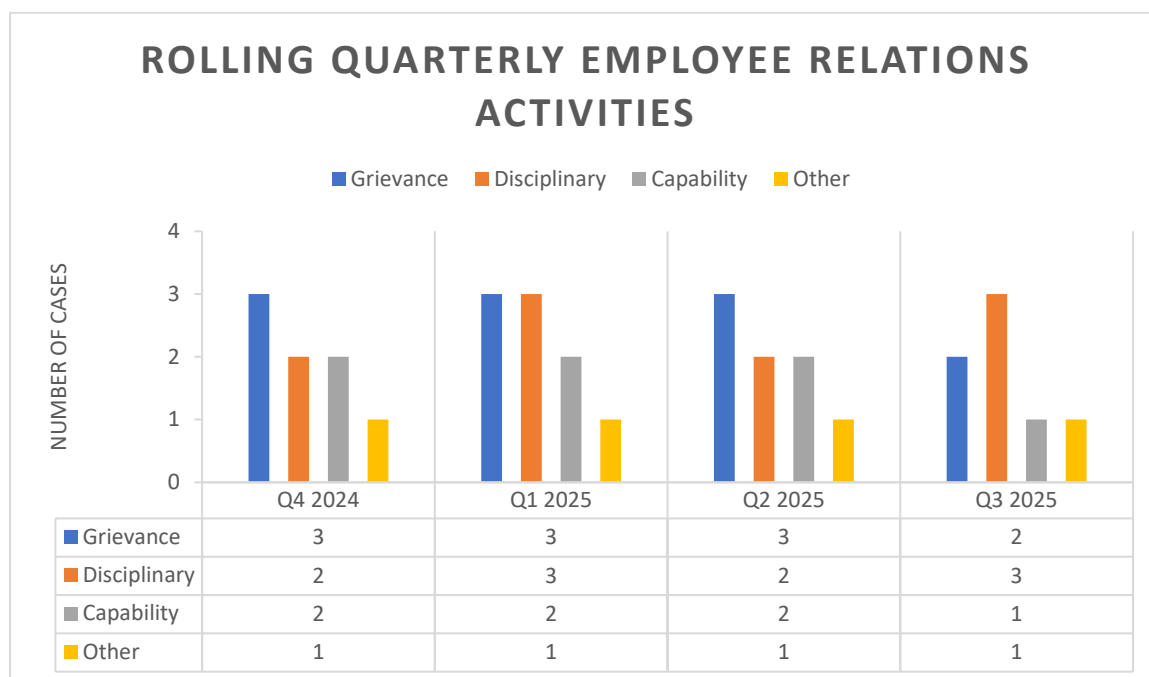
- 4.2.1 The College is delighted to welcome a student and their assistance dog to campus, which marks an important step in promoting inclusion and accessibility. As this is the first time in recent years that an assistance dog has been on campus, the initiative is being introduced as a pilot measure. To support this, an Assistance Dogs on Campus Working Group was established, bringing together key staff to ensure a positive experience for both the student handler and the dog.
- 4.2.2 The College worked closely with the student, parents, and the school, and sought guidance and training from Assistance Dogs UK. Additional advice was obtained from the CDN Equality Network, and policy and procedural information was drawn from other colleges in the network, including City of Glasgow College and New College Lanarkshire. A range of measures have been implemented, including a designated toileting area for the dog, designated quiet spaces in the canteen and library, and clear communication to staff and students about appropriate behaviour around assistance dogs. This pilot demonstrates the College's commitment to removing barriers and fostering an inclusive learning environment.

5. EMPLOYEE & INDUSTRIAL RELATIONS

5.1. *Employee Relations*

- 5.2. The following graph demonstrates a drop in grievances, disciplinarys and other employee relations matters.

5.3. Graph 3: Employee Relations Activity



5.4. Industrial Relations

5.5. The UNISON branch remains under regional supervision. Some of UNISON lay activist colleagues, who previously presented themselves as being 'on strike against UNISON', have now joined GMB. GMB are recognised nationally, but currently not locally at the College's Joint Negotiating Committee. The College has been asked by GMB Scotland Senior Organiser to recognise GMB locally.

5.6. The Principal and the Head of People Services met with Keir Greenaway, the GMB Scotland Senior Organiser regarding the step required for this recognition. GMB intimated that they likely have 10% of the group of employees in respect of which it wishes to be recognised as members of GMB. As a result, GMB asked the College to consider voluntarily recognising GMB locally, in addition to their national recognition.

7 HR PROJECTS

7.1 Pensions Contributions Project

- 7.1.1 The college has received 39 outcomes from the support staff calculations. A remaining calculation is undergoing additional checks.
- 7.1.2 The support staff outcomes confirm that 16 members of support staff over-contributed to their pension, and they will receive the detail on their individual case in writing including arrangements for a refund of the over-contributions. This is being progressed through the payroll process and subsequently offset against pension agency contributions.
- 7.1.3 There were 15 who have under-contributed and the college has sought approval from the Chairs' Committee and now the SFC to process reimbursements for these as well as the lecturing members.
- 7.1.4 The College is progressing its request to the Scottish Funding Council (SFC) for approval for the College to directly settle the underpayments, through Settlement Agreements. Based on the process required for Agreements to be signed per person, this is envisaged to conclude around March 2026.

7.2 HR System Project

- 7.2.1 iTrent is now running alone and no more in parallel with the legacy payroll system. Employee and Manager Self-Service is now available, with limited current functionality, which will be enhanced in the coming months. There are some initial issues to resolve, which do not have a high impact. The College is planning to demonstrate the functionality of the new system at the next Committee meeting on 27th November 2025.

8. ABSENCES

8.1 Five Year Rolling Absence Data

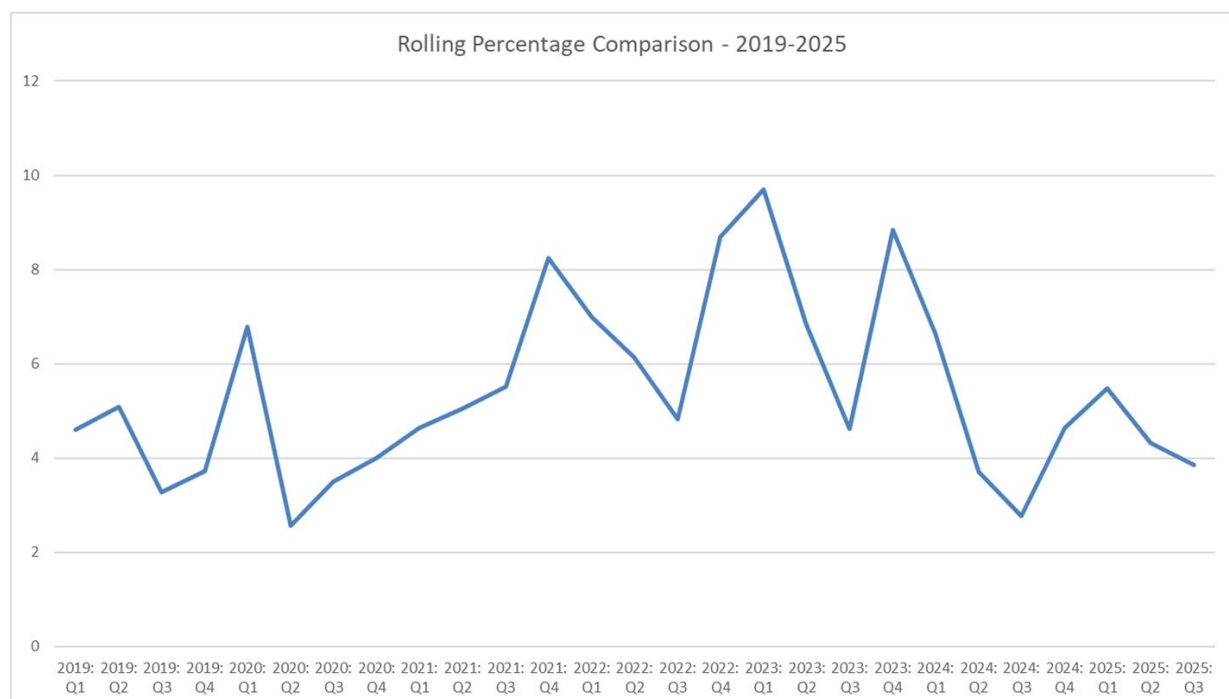
- 8.2 The College rolling absence percentages are shown in Chart 1. The current absence rate is 3.85% for the third quarter of 2025. Absence rates remain above the official average data from the Office for National Statistics (ONS). The table below is updated with the ONS 2024 Absence Rates data:

8.3 Table 1: ONS 2024 Absence Rates

UK	Scotland	Public Sector	Education
2.0%	2.3%	2.9%	2.9%

- 8.4 Unofficial Scotland Colleges data highlights an average range of between 1.4% and 3.6% for academic year 2020-2021 versus the College average of 4.2%. The average range for academic year 2021-2022 is between 3.13% and 5.5% versus the South Lanarkshire College average of 6.7%. The College anticipates that the introduction of the new Attendance Management & Support Procedure and the HR & Payroll System will provide appropriate support for employees and will have a positive impact on these figures.

8.5 Chart 1: Rolling Percentage Comparison



8.6 Departmental Absence Data

8.7 The following graph shows that long-term sickness (absences longer than 3 weeks) accounts for 80.31% of all absences. Comparative data from the Office of National Statistics 2021 Absence report highlights that similar absence categories that are comparable to College Long-Term Absences (categories of “mental health conditions” and “musculoskeletal problems”) are 16.25% of total absences.

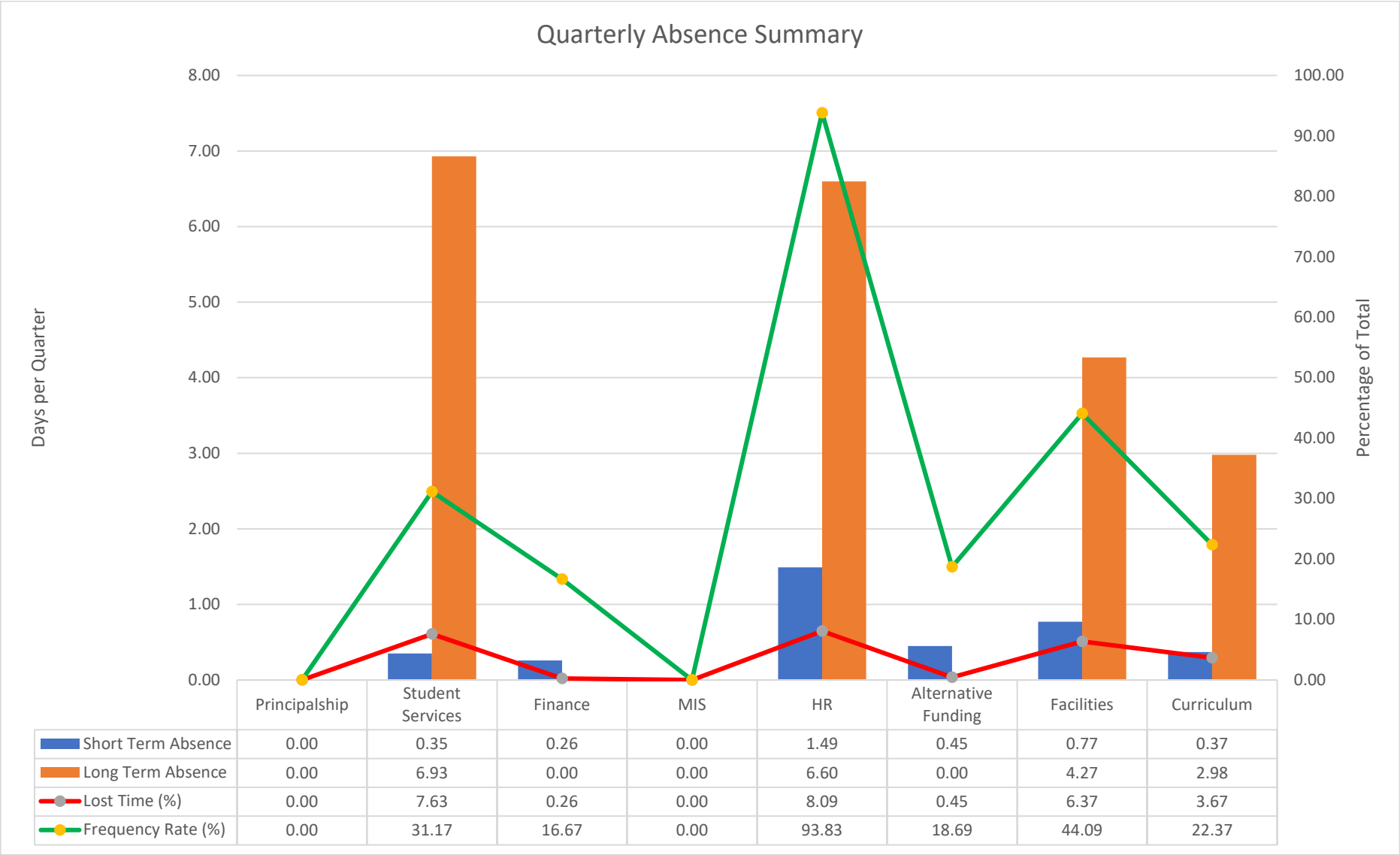
8.8 The graph below also highlights the following:

8.8.1 Lost time (%) per department which expresses the percentage of total time available which has been lost due to absence. The College has lost 3.85% of available working days to absences. The People Services (HR) and Student Services teams have higher time rates lost than other areas of the College. The approximate salary cost of lost time is £54,801.37. This does not consider the costs of overtime, replacements, impact of service and salary oncosts.

8.8.2 Frequency rate (%) per department, which is measured as the average number of absences per employee, based on the department headcount and the number of days absence in the department, expressed as a percentage. Facilities and People Services (HR) teams have higher frequency rates of absence based on headcount due to an increase in the proportionate number of sickness instances.

8.8.3 The next reporting period will have the new department names and structures.

8.9 Chart 2: Quarterly Absence Summary



9. EQUALITIES

- 9.1. There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of this report.

10. RISK

- 10.1 The following risk is identified:
 - 10.1.1 Failure to manage: the headcount; employee health and wellbeing; employee engagement; learning & development; and employee relations, could result in poor delivery for students.

11. RECOMMENDATIONS

- 11.1 Members are recommended to:
 - 11.1.1 note and question the updates relating to Headcount Management, Health and Wellbeing, Employee Engagement, Learning and Development and Employee Relations.

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	Annual Health and Safety Report
REFERENCE	15
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of People Services gary.mcintosh@slc.ac.uk
PURPOSE:	To provide Members with a consolidated annual overview of Health & Safety performance, trends, and compliance across the College for the period August 2024 - July 2025.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> • Note the contents of the report.
RISK	<ul style="list-style-type: none"> • Failure to adhere to statutory and legislative health & safety requirements. • Insufficient staffing or training impacting service delivery. • Behavioural risks (e.g. vaping-related alarms) leading to operational disruption.
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • People and Culture Development
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • Accidents increased steadily across the year (Q1: 19 → Q4: 40). • Near misses improved in Q4 (5 cases), primarily vaping-related alarms. • Hospitality and Construction accounted for >60% of all accidents. • Cuts (48%) and fainting/sickness (30%) were the most common injuries. • Fire alarms reduced overall; vaping remains a recurring issue. • Housekeeping inspections resumed after resource gaps; most actions resolved.

1. INTRODUCTION

- 1.1. This report consolidates quarterly Health & Safety updates into a single annual summary, highlighting trends, compliance, and areas for improvement.

2 BACKGROUND

- 2.1 Quarterly reports were presented to the HR Committee throughout the year. This annual report provides an aggregated summary of data and reviews insights.

3 OVERVIEW

3.1 Accident Trends

- 3.1.1 Accidents rose from 19 in Q1 to 40 in Q4, reflecting seasonal and operational factors such as term starts and winter conditions. The increase in cut injuries during Q4 is attributed to new users and the nature of class activities. This trend highlights the need for targeted safety interventions during high-risk periods.

3.2 Near Miss Analysis

- 3.2.1 Near misses were under-reported early in the year but improved in Q4 with 5 incidents, mostly related to vaping alarms. The introduction of QR code reporting and staff engagement initiatives have started to address this gap. Continued promotion and incentives may further improve reporting accuracy.

3.3 Departmental Risk Profile

- 3.3.1 Hospitality and Construction departments consistently reported the highest number of incidents, accounting for over 60% of total accidents. These environments involve practical, hands-on activities that inherently carry higher risk. Focused training and supervision in these areas are essential to mitigate risks.

3.4 Injury Patterns

- 3.4.1 Cuts were the most common injury (48%), followed by fainting/sickness (30%). Other injuries included burns, strains, and seizures. The prevalence of cuts suggests a need for improved PPE compliance and tool safety training. Fainting incidents may indicate underlying health or environmental factors requiring attention.

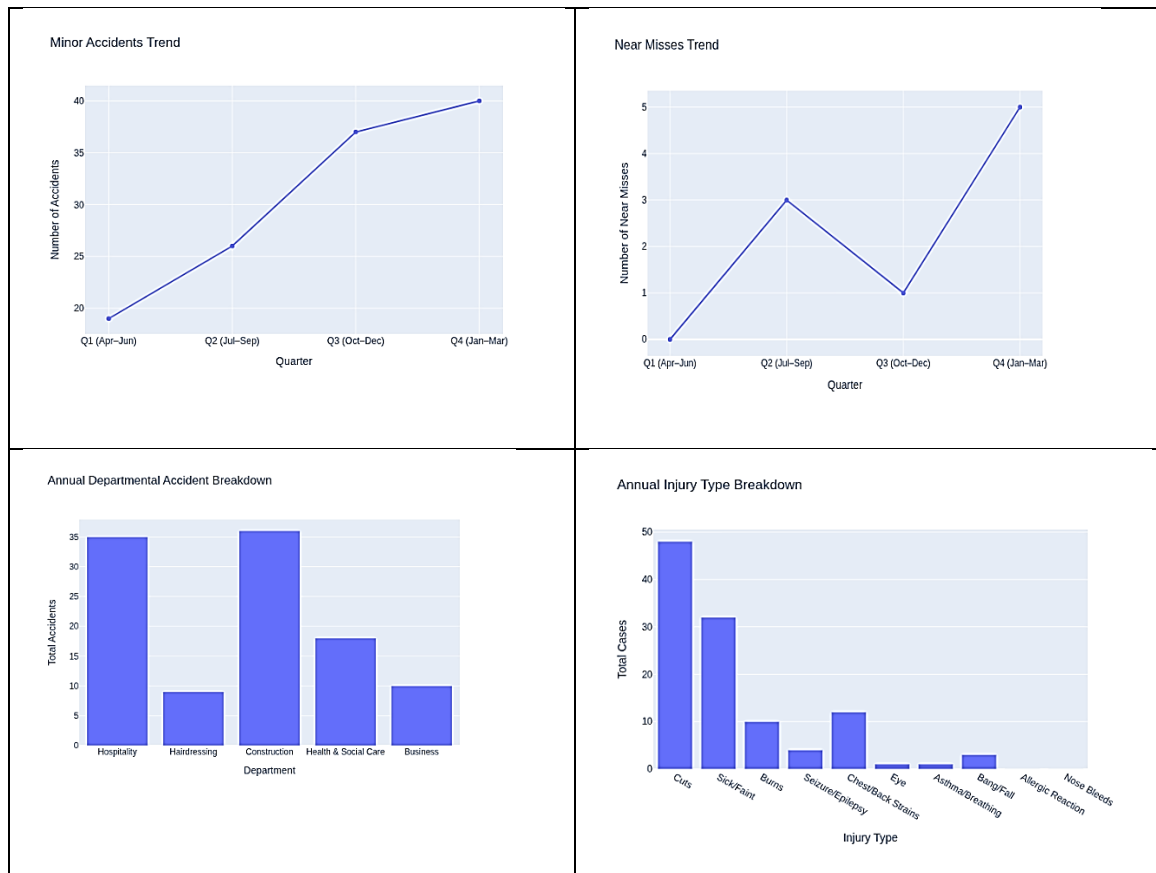
3.5 Housekeeping and Fire Safety

- 3.5.1 Housekeeping audits identified 50 actions, most of which were resolved. Fire alarm activations decreased, with vaping and air fresheners being common triggers. Continued monitoring and targeted communication are advised.

4 ANNUAL DATA

4.1 The following graphs show annual breakdown of health and safety data.

4.2 Annual Data Graphs:



5 EQUALITIES

5.1 There are no new matters for people with protected characteristics which arise from consideration of the report.

6 RISK

6.1 The following risks apply:

- 6.1.1 Failure to adhere to statutory and legislative health & safety requirements.
- 6.1.2 Insufficient staffing or training impacting service delivery.
- 6.1.3 Behavioural risks (e.g. vaping-related alarms) leading to operational disruption.

7 RECOMMENDATIONS

Members are recommended to:

- note the contents of this report

PEOPLE AND CULTURE COMMITTEE

DATE	27 November 2025
TITLE OF REPORT	EIS-FELA Update Report
REFERENCE	16
AUTHOR AND CONTACT DETAILS	Cheryl Robertson (Branch Secretary) Scott Gray (Branch Convenor)
PURPOSE:	To provide an overview of EIS-FELA's South Lanarkshire College branch focuses, initiatives and concerns
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: <ul style="list-style-type: none"> Note the current work being discussed by the EIS-FELA sub-committees
EQUALITIES	There are no adverse implications for equalities identified within the attached report.
RISK	EIS FELA and South Lanarkshire College are committed to promoting positive employee relations and ensuring effective partnership between EIS FELA and management. Failure to do so could result in: <ul style="list-style-type: none"> Increased Industrial Relation Issues Recruitment and Retention Challenges Non-Compliance with National Bargaining and Equality Duties
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> The Student Experience People and Culture Development Growth and Innovation Sustainability
SUMMARY OF REPORT:	<ul style="list-style-type: none"> The South Lanarkshire College EIS-FELA branch represents and acts as the collective voice for lecturing staff and is comprised of circa 150 members. The branch committee currently consists of 20 members and is broken down into 4 sub-committees: Equalities, Health and Safety, Learning and Teaching and Wellbeing and Social The current considerations of each committee is noted in the report.

1. INTRODUCTION

- 1.1 The purpose of this paper is to provide an overview of the most recent round of EIS FELA branch meetings, Committee meetings and sub-Committee meetings.

2. BACKGROUND

- 2.1 The South Lanarkshire College EIS FELA branch represents and acts as the collective voice for lecturing staff. It is made up of approx. 150 members who elect representatives annually at a January AGM.
- 2.2 The branch committee is represented by the branch and currently consists of 20 members.
- 2.3 Given that the branch committee is large, in comparison to others in the sector, the decision was recently taken to establish Sub-Committees. The sub-committees meet between branch committee sessions and maintain focus on key areas. The current sub-committees are: Equalities, Health and Safety, Learning and Teaching, Well-being, and Social.
- 2.4 The South Lanarkshire College branch are keen to engage with the Board, recognising that many issues are shared both locally and across the sector, particularly noting the issues around funding settlements for the FE sector and the changing learner needs.

3. COMMITTEE AND SUB-COMMITTEE UPDATES

- 3.1 The Branch Committee met and discussed the following:

3.1.1 It was noted that the pension contributions resolution is underway however not yet concluded. The Committee advised that this is a key issue for its members and will remain a standing agenda item at the Joint Negotiating Committee (JNC) until resolved. It being noted that the representatives will provide members with an update at the next full branch meeting.

3.1.2 Given the recent introduction of sub-committees, the membership for each was confirmed.

3.1.3 The branch noted that the Branch Representatives attended the EIS FELA Annual Conference 2025.

- 3.2 The Learning and Teaching Sub-Committee met and discussed the following:

3.2.1 The Sub-Committee discussed the new timetabling system which is being set up and noted that representatives will join the working group considering this.

3.2.2 It was noted that General Teaching Council for Scotland registration will be mandatory from December 2025 for lecturing staff. The Sub-Committee are keen to support the branch and intend to ask EIS and the College regarding specific training on this.

3.2.3 The Sub-Committee noted its interest in supporting and involvement in the planning of staff development days alongside People Services.

- 3.3 The Health and Safety Sub-Committee met and discussed the following:

3.3.1 The Sub-Committee discussed the concerns across the sector regarding a rise in violence in classrooms. It was noted there is a schools-based policy

however the Committee were of the opinion that this may need to be extended to cover the FE sector.

3.3.2 The Sub-Committee noted the terms of the ventilation report.

3.3.3 It was noted that the Sub-Committee will offer to participate in the Health and Safety walkarounds with the Facilities team.

3.4 The Equalities Sub-Committee met and discussed the following:

3.4.1 The Sub-Committee discussed the recent Supreme Court ruling and noted that this has placed the College in a challenging position and has caused concern within the College's trans community. The College's response has been shared with members however the Committee notes that the College is awaiting further guidance.

3.4.2 It was noted that Fife College is piloting a Reasonable Adjustments Passport for staff who have a disability and require adjustments. The 'passport' allows these adjustments to be agreed by the College, rather than the direct manager, which allows management changes without the requirement to disclose personal information. The Sub-Committee would be supportive of this measure as a benefit to their members. It was suggested that this would be particularly beneficial given the recent College restructure and line management changes.

3.5 The Wellbeing and Social Sub-Committee met and discussed the following:

3.5.1 The Sub-Committee discussed the impact of the student food larder and are keen to support this initiative. It was noted that donation boxes will be placed in each of the staff workrooms and branch officials will contact members requesting donations of food items.

3.5.2 It was noted that Sub-Committee members will be delivering at the digital showcase.

3.5.3 The Sub-Committee noted that the Hybrid Working Policy has been approved by the Board of Management. The Sub-Committee will work with members to raise awareness and encourage its use, where possible.

3.5.4 The Sub-Committee discussed the Branch initiative to encourage members to make use of College facilities such as the Hair and Beauty salons along with Bistro. Participation in these activities not only benefits members but also enhances learner experience.

4. EQUALITIES

4.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

5. RISK AND ASSURANCES

5.1 EIS FELA and South Lanarkshire College are committed to promoting positive employee relations and ensuring effective partnership between EIS FELA and management. Failure to do so could result in:

- 5.1.1 Increased Industrial Relations Issues.
- 5.1.2 Recruitment and Retention Challenges.
- 5.1.3 Non-Compliance with National Bargaining and Equality Duties

6. RECOMMENDATIONS

6.1 Members are recommended to:

- 6.1.1. Note the information contained within the report.
- 6.1.2 Where appropriate, contact branch officials to offer support and/or feedback in respect of any of the information provided within this report.