

FINANCE & GENERAL PURPOSES COMMITTEE REPORT

Subject: HR Annual Report	Purpose: For Approval <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/>	
Prepared by: Debbie Kerr, Head of HR and Development	Date: 21 September 2021	
Purpose: To advise the Committee of the key activities and staff data for session 2020/21 and detail some of the activity planned for 2021/22.		
Linked to Strategic Ambition: We will create high quality learning and training opportunities which are relevant, enabling and flexible		
The annual report is attached as Appendix 1.		
Recommendation: The Committee is informed of key HR activity and plans.		
Previous Committee Approvals:		
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>	Not for publication <input type="checkbox"/>

Annual Monitoring Report 2020/21 - HR

Statistics

Gender of Staff Employed during the year

Year	Male	Female
2018/19	115	221
2019/20	107	233
2020/21	102	228

Full time Equivalent staff 2020/21 – 205.4 fte

Staff Sickness Absence - The total number of days lost per full time equivalent (FTE) to sickness absence during 2020/21 was 4.77 days, a decrease from 12.25 days last year. It is possible that this decrease is due to under reporting as staff have been based from home since 21st March 2020. Although data suggests that there were much fewer cases of

Voluntary staff turnover 2020/21 – 7.1% an increase from 6% last year. This increase can be linked to staff during lockdown making life changing decisions including change of career, retirement and moving abroad.

Pay Gap - An equal pay audit was carried out in January 2021 and indicates that the College currently has a 9.2% pay gap between men and women. This was calculated using the mean. Nationally this is 15.5% therefore the College is much better than average.

We report on this metric as part of our Mainstreaming Equalities report every two years.

The College is currently paying the Living Wage as a minimum to its staff and is an accredited Living Wage employer.

Disability Confident

The College's approval as a Disability Confident Employer.

Employee Engagement

The College has committed to engaging with GPTW for a further 3 years in order to measure staff engagement and be able to monitor trends and respond to changes in the reporting.

A full report on the outcome of the initial GPTW, where 75% of staff said that the College was a Great Place to Work, was shared with the Committee at the last meeting.

The report has been used to develop individual departmental action plans which will be monitored by SLT.

The same survey will be completed again in early 2022 and the results compared against the first set of results.

The College has been awarded with Great Places to Work Certified Employer and Great Places to Work for Women.

The software moving forward has the facility for us to initiate pulse surveys and we will be using this to survey staff throughout the year on “hot topics”.

Exit interviews

The majority of individuals who carried out a leaving interview in 2019/20 would recommended BC as a place to work. Some of the comments received from staff as part of this anonymous process are detailed here:

its been a pleasure working with borders college especially the support from other staff members

I quite often bump into ex students who always speak and tell me how they are getting with work

Staff involvement

We meet regularly with the recognised trade unions, the EIS (Educational Institute for Scotland), Unison and a non-union staff representative for support staff.

We have moved to a joint model meeting with both support and teaching unions together within the College which is unusual in the sector.

As well as formal arrangements to meet a member of the Executive and myself meet with all of the representatives on an informal basis every three weeks to keep communication channels flowing and to resolve and issues quickly and effectively.

Relationships with all of the Unions is currently very positive despite the national strike action which took place during this year.

The Principal has been holding a series of informal Staff forums and the feedback from these has been invaluable in addressing issues and making changes to support and maintain the wellbeing of our staff.

Communication, Recognition and Celebrating Success

The College publishes a monthly newsletter that is readily available to all staff. With effect from September 2021 a section of the newsletter will be dedicated to a “thank you” section in which staff, peer, colleagues and managers can say a public thank you to another member of staff.

With effect from September 2021 one SLT member will be nominating one staff members from their area to be our “Star of the Month”. The individual will receive a voucher at a celebration event attended by the Executive. Over the next 18 month each department will have the opportunity to make this award.

We have extended the “coffee voucher” scheme whereby a member of SLT or WLT can award an individual from out with their area with a free coffee.

Following feedback from GPTW we will be using the pulse survey to ask staff what other initiatives they would like to see and will take forward staff suggestions later in the session.

Pay and Terms and Conditions

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

I remain a member of the Management Side Negotiating Committee and work along side Employers Association staff in terms and conditions working groups. This enables us to have a strong influence on agreements and to some extent protect the College and at least make us more prepared for impending changes.

Work is continuing at a national level to take us towards the conclusion of the first stages of Job Evaluation for Support staff. It is expected that all posts in the section in existence in September 2018 will have been evaluated by December 2021.

Following this agreements need to be reached on pay and grading and the data needs to be sense checked by the College and any anomalies addressed prior to results being communicated the staff.

Staff Wellbeing

The Wellbeing Group, which reports in to the Health and Safety Committee, has been gathering feedback from staff forums, its membership and all staff on activities and support that staff would like to take advantage of. Some of the recent activities are listed below:

- A recommendation that managers ensure that they monitor annual leave and make sure that staff are taking time away from work to support their wellbeing and use their annual leave throughout the year so that it does not build up
- A toolkit to support manager with conversations regarding wellbeing and supporting staff who are reaching burn out
- A toolkit for Managers to implement a hybrid working approach for their team