



HUMAN RESOURCES COMMITTEE

NOTICE

There will be a meeting of the Human Resources Committee of North East Scotland College on Wednesday 21 May 2025 at 1400 hours through the use of Microsoft Teams.

	AGENDA	
Agenda		Paper
Item		
31-24	Apologies for Absence	
32-24	Declaration of any Potential Conflicts of Interest in relation to	
	any Agenda Items	
33-24	Minute of Previous Meeting – February 2025	Х
34-24	Matters Arising from the Previous Meeting	Х
	Matters for Decision	
	-	
	Matters for Discussion	
35-24	People Services Enhancement Plan AY2024/25 – Progress Report	Х
36-24	People Services Equalities Action Plan	Х
37-24	Employee Voice Group update	Х
38-24	Wellbeing Update	Х
	Matters for Information	
39-24	Learning & Development Update Report & Onboarding Demo (Jill Leishman)	
40-24	National Collective Bargaining Update – verbal	
41-24	Employment Law Changes – verbal	
42-24	Any Other Business	
43-24	Summation of Action and Date of Next Meeting	



HUMAN RESOURCES COMMITTEE

MINUTE OF MEETING

DRAFT Minute of the Meeting of the Human Resources Committee held on Thursday 27 February 2025 at 1400hrs via Microsoft Teams.

Susan Elston Gerry Lawrie Neil Cowie Jim Gifford – Vice Chair (from 2:31pm) Cindy Dempster Leona McDermid – Chair Emma MacIsaac In attendance: Kimra Donnelly, Director of People Services Lorna Doyle, Learning and Development Business Partner (for Agenda Items 19-24 – 24-24) Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary	A	Dranauk
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Committee approval, with the Chair highlighting this as a great indicator		
		, ,
		of actions that are in place. Noting that no alterations had been applied
		Committee approval, with the Chair highlighting this as a great indicator

	since the last approval in January 2024 the Policy and Statement was
	approved. Decision = Approved as presented.
	Guest attendee Lorna Doyle joined the Meeting at 2:07pm
19-24	2024 Staff Equality Report The Report detailed the findings of the College's staff equality profile in 2024 and provided a comparison with that of 2023. Key statistics were spotlighted and the main finding regarding staff needing to be encouraged to declare their protected characteristics was noted.
	Following acknowledgement of the work undertaken and thanks expressed to L Doyle for her presentation of the material, Members discussed the information provided.
	Discussions covered attitudes to form-filling, and options to improve the categories left blank; the relevance of the Report findings to the People Services' Strategy and the Enhancement Plan, the significance of ethnicity during recruitment, and the frequency and method of data collection.
	Regarding shared parental leave, the lack of uptake was noted. Action: LD to investigate further and provide a response. Decision = Report approved.
20-24	Pay Gap Report: Gender and Ethnicity: 2024
	The Report was presented for review and approval, following a precis of its' findings.
	Reference was made to the included salary quartiles table, and to the BAME terminology used. Decision = Report approved.
21-24	Occupational Segregation: Gender: 2024 The Report was presented for review and approval, with its' key takeaways highlighted.
	Discussion enabled the consideration of vertical and horizontal segregation, of NESCol being the right environment to facilitate movement between f/t and p/t employment and of employees' wants being reflected in their employment status.
	In response to a question regarding posts being advertised flexibly, it was recognised that this is an area in which improvement is required, in terms of formulating an approach which is understood by all managers.
	The advantages of data overlaying to facilitate like-for-like comparisons moving forward was recognised. Decision = Report approved.
22-24	Occupational Segregation: Race and Ethnicity: 2024

	The Report was presented for review and approval. Summation enabled Members to note the increase in the number of non-declarations. Decision = Report approved.
23-24	Occupational Segregation: Disability: 2024 The Report was presented for review and approval, with a summation of findings outlined. Discussion briefly touched on whether the provided declarations aligned with known disabilities amongst NESCol staff, and the College's response to those individuals impacted by mental ill-health and by trauma, with K Donnelly providing additional information on the process regarding employees only having to provide a declaration once, even if there is movement to another position within NESCol. K Donnelly also advised the team, in particular the wellbeing officer's focus this year will be on supporting staff. Decision = Report approved.
24-24	People Services Equality Action Plan K Donnelly confirmed ongoing work to create a new Plan. Action: Progress update to be provided at 21/05/25 Meeting.
	Guest attendee Lorna Doyle left the Meeting at 2:51pm
	Matters for Discussion
25-24	People Services Enhancement Plan – AY2024/25 and AY2025/26 The 2-year Plan was presented for consideration, with emphasis placed on the 8 strategic areas identified for action. Discussion was invited and concentrated on the availability of resources within People Services and the provision of support to undertake the work outlined. In relation to the actions listed under the Operational and Policy Reviews heading, a change in legislation on 01/04/25 which will impact any Disclosure Policy was highlighted.
	Regarding the actions listed under the Students' Association heading, its upcoming audit was highlighted. Action: Plan update to be provided at 21/05/25 Meeting.
26-24	Employee Voice Working Group Update K Donnelly summarised actions to-date with regard to the implementation of the Working Group, and highlighted the wish to have a further survey circulated within 2025. It was noted regular reporting will be included in the Enhancement Plan. Action: A further update is to be provided at the 21/05/25 Meeting.
	Matters for Information
27-24	Committee Evaluation Feedback Members' feedback was provided to enable consideration with regard to Committee performance.

	Appreciation for Members' engagement with the process was expressed. Thanks were voiced for the responses received, and Members were invited to forward any further comments to L McDermid and S Lawrance if desired.
28-24	CES Update K Donnelly provided an update on the support staff pay claim now circulated and shared with Committee for information. Members noted the negotiations process continues.
	The lack of local Unison and EIS representatives was highlighted. Members were advised of good recruitment support being provided by the Trade Unions, and of access to regional and national representation if required.
	Information regarding the national job evaluation exercise was shared and the ongoing risk associated with its' funding emphasised.
	Members noted the possibility of an additional Committee Meeting being scheduled if necessitated by advancements in CES discussions.
29-24	Any Other Business No other business was raised.
	no other business was raisea.
30-24	Summation of Action and Date of Next Meeting S Lawrance provided a summary of the identified actions and confirmed the next Committee Meeting as Wednesday 21 May 2025 at 1300hrs.
	Meeting ended at 3:16pm

	Actions Arising from the HR Committee – February 2025						
Item	Action	Responsible Person	Deadline				
19-24	Shared Parental Leave Uptake: Investigate further the lack of update and share with Committee any findings.	K Donnelly/L Doyle	May 2025				
24-24	Equality Action Plan: Progress update to be provided to May Committee.	K Donnelly	May 2025				
25-24	Enhancement Plan: Update to be provided to May Committee.	K Donnelly	May 2025				
26-24	Employee Voice: Update on working group to be provided to May Committee.	K Donnelly	May 2025				





HUMAN RESOURCES COMMITTEE

An update on matters arising from the meeting of the Human Resources Committee held in February 2025

Agenda Item	
	Action: 2024 Staff Equality Report - Shared Parental Leave Uptake: investigate further the lack of update and share with Committee any findings.
19-24	Status: to be advised
24-24	Action: People Services Equality Action Plan – Progress update to be provided at 21/05/25 meeting
	Status: Complete – on Agenda for May committee meeting.
25-24	Action: People Services Enhancement Plan – AY2024/25 and AY2025/25 – Plan update to be provided at 21/05/25 meeting
	Status: Complete – on Agenda for May committee meeting.
26-24:	Action: Employee Voice Working Group Update - Progress update to be provided at 21/05/25 meeting
	Status: Complete – on Agenda for May committee meeting.





HUMAN RESOURCES COMMITTEE					
	Meeting	of May 21 2025			
Title: People Services AY 2	2024-25 & 202	25-26 Enhancement Plan Update			
Author: Kimra Donnelly, A Principal – People Service		Contributor(s): People Services Teams			
Type of Agenda Item:					
For Decision					
For Discussion					
For Information					
Reserved Item of Business	s 🗆				
Purpose: To enable the H Services Enhancement P		e to consider and discuss the People or AY 2024-25 & 2025-26			
Linked to Strategic Theme	e :				
1. Being Agile and Respo	nsive				
Linked to Strategic Risk(s)):				
2.1					
	e following 8 s	ancement Plan for AY 2024-25 & 2025-26 trategic areas that were identified in the AY comes:			
Develop a LearninPolicyOperational & Poli	eople Strateg o and use of g Developm cy Reviews	y staff data in decision making ent and Learning Technology Strategy & uualities Action Plan			

Recommendation: It is recommended that the HR Committee consider and note the information provided in this report.

Sustainability

Students' Association

Previous Committee Recommendation/Approval: It was agreed at the October 2024 HR Committee that the People Services Enhancement Plan should be for a period of 2 academic years. The Enhancement plan is updated at every HR Committee meeting and can be amended as required throughout the two years.				
Equality Impact Ass	essment:			
Positive Impact				
Negative Impact				
No Impact				
Evidence:				
This report is for information only.				



Support Area Enhancement Plan Template AY 2024-26

Department/Team: People Services

SECTION 1 - ENHANCEMENT PLAN

In identifying the actions, it is important to ensure that they address a specific area for improvement and are designed to positively impact on service delivery. The actions should be SMART - specific, measurable, achievable, realistic and time bound – and should seek to address any areas for improvement identified in commentaries

Please reference each Developmental Driver using the following coding:

Area for Improvement (from the self-evaluation) - Reference back to OurEvaluation (e.g. AI - 2)

Strategic Objective - Reference number from the Strategic Plan (e.g. SO1.1)

Supporting Strategy - Reference relevant Supporting Strategies

Reference to Tertiary Quality Enhancement Framework (e.g. TQEF3)

Reference risk from Strategic Risk Register (e.g. R2.1)

Reference the Equality Outcomes and/or Equality Enhancement Plan (EO)

You can add further areas for development as they arise; this enhancement plan should be continuously reviewed and augmented as required throughout the academic session. You are required however to formally evaluate progress and update the plan in **February** and final review between **July** and **September**. You should give a brief update of progress and evaluate your progress using the RAG status. The Director of Quality will review all updated enhancement plans as part of the college-wide quality assurance activity.

RAG Guidance

Green - colour the box green if the impact has been achieved or you are on target to achieve the desired impact.

Amber - colour the box amber if there is a chance you will not achieve the desired impact by June.

Red - colour the box red if you feel there is a significant likelihood of not achieving the desired impact by June.

Enhancement Plan Requirements

You **must** include at least one action for each of the **Equalities**, **Sustainability and Students' Association Partnership Agreement** themes in your enhancement plan and clearly link to areas for development recorded on OurEvaluation from AY2023-24.

No.	Area for Development (Development Driver)	Impact (The intended difference to be made)	Action/s to be taken (Describe each activity you will undertake to have the desired impact)	By When & by Whom	Development Driver Code (e.g. Al1, E2, R1, TQEF3)
1	People Services Restructure	A full review of People Services will be undertaken in summer of 2025 to ensure that the services provided are aligned with the strategic objectives of the College.	1. The review will consider resources required and future succession planning. 2. The review will also consider how Learning & Development, Learning Technology and parts of the Quality team (the delivery of mandatory training) are structured to ensure that staff development is delivered in the most effective and efficient way.	August 2025: Assistant Principal – People Services.	S0 1, 5 People Services Strategy

May Update:

Additional resources have been approved for HR with a new HR Advisor being appointed and we are currently in the process of recruiting a Head of HR to lead the Payroll and HR teams.

The wider service review will start in May 2025. Information gathering has started by having conversations with other colleges to learn more about how their Learning & Development and Learning Technology teams are structured.

July/August/September (end of year) Update:

2	Develop a New People Strategy	A People Strategy aligned with the College's Strategic Plan will support the College to attract, retain talent, and benefit employees. A strong people strategy fosters a work environment where employees	Contribute to the revision of the College's Strategic Plan Consult with People Services teams and stakeholders to develop a People Strategy aligned with the College's Strategic Objectives.	August 2025; Assistant Principal – People Services.	Strategic Business Plan
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		feel engaged, supported, and			
		motivated to perform at their			
		best.			
May	Update:				
A me	ember of the Learning Technologies Tea	m is on the College-wide group work	ing on the new Strategic Plan and seve	ral members of People S	ervices are on the
work	king groups developing the supporting s	trategies. The Assistant Principal Ma	rketing and Communications and the A	Assistant Principal People	e Services will
	tate the Strategic Plan Sub-Strategy Me			· · · ·	
aciii	tate the Strategic Flan Sub-Strategy Me	ettilig. Our Colleagues off May 20 202	.5.		
July/	August/September (end of year) Upda	te:			
•					
3	Enhance Access to and Use of Staff	Data-driven decision making is	Establish an API/Connector to	March 2025 - Aug	SO 4, 4.3, SO 4
	Data in Decision Making.	essential for People Services, as it	and from the College's HR Payroll	2026:	4.6, SO 4, 4.7,
	Bata III Beelsion Waking.	·	system to the College's Power BI	Assistant Principal –	SO 4, 4.8
		impacts every service and	platform	People Services;	30 4, 4.8
		employee. People analytics helps	2. Identify reporting required and	Senior HR Business	
		clarify, identify, and guide actions	the priorities of these being	Partner;	
		across the College to achieve our	developed.	People Services	
		strategic goals.	•	Teams.	
		Strategic goals.	3. Actively use Power BI's analytics	Teams.	
			tools to analyse the data, spot		
			trends and provide the required		
			management information to		
			managers. Including KPIs such as		
			turnover and absence.		

May Update:

Work is still ongoing to get the connectors that will enable data to transfer between the HR Payroll system and the College's Power BI. The API connector has been established, however, there has been an issue with delays in updated data pulling across to the College systems in a consistent timeframe - when data is

4. Develop People Services team members in the use of Power BI and presenting the data in an informative and accessible way.

updated in Resourcelink there are often delays of up to 3-4 days in the updated pulling across to the College, it should happen instantly. Zellis have now confirmed that the issue is the result of a bug in the system. Last contact from Zellis was 22/04/2025 where they updated that their development team were now looking at getting the issue corrected. A further update on the progress of this will be provided to next HR Committee.

The Learning Technologies Team is also investigating the creation of additional PowerBI dashboards to extract more actionable data from Brightspace and make it available to curriculum teams.

Power BI training to be sourced and delivered to People Services team.

July/August/September (end of year) Update:

4	Develop a Learning Development and Learning Technology Strategy & Policy	A strong learning strategy improves employee skills and engagement, supporting the College's strategic objectives. Well-trained employees make better decisions, enhancing productivity and success.	 Create Learning & Development Learning Technology strategies, policies and procedures. Support the implementation of the College's Digital Strategy. Annual Programme of Business for L&D & LT. Investigate areas to support income generation, exploring enhancement of distance-learning digital course materials and use of AI in education. 	December 2025 Learning Development Manager, Learning & Technologies Manger	SO 1, 1.1 SO2, 2.2, 2.4, 2.5,2.6 SO3, 3.8 SO4 People Services Strategy
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May Update:

The Learning and Development Manager and Learning Technologies Manager met to discuss the team's programme of business for 2025. In April, a presentation was made to CQASS to outline plans for the Learning Technologies/Digital Futures Team in the coming months.

A member of the Learning Technologies Team is trialling the paid AI tool, Microsoft Copilot, before a wider launch during 2025/26. Additionally, a pilot of the AI tool Teachermatic was completed in 2024/25, with a planned rollout during 2025/26. The team will create guidance for staff on how to maximize the benefits of these tools, highlighting their time-saving and efficiency features for daily tasks.

The Learning Technologies Team will also participate in developing the College's Digital Strategy later in 2025. Furthermore, a Programme of Business for Learning Technologies is due to be created in 2025 and will be presented at the next HR Committee meeting.

July/August/September (end of year) Update:

Operational & Policy Reviews	These reviews will focus on three	1. Ensure the College is compliant	July 2026: Assistant	OurEvaluation
	operational areas:	with the new employment law	Principal – People	Al
	Harassment/Grievance, Health &	legislation around harassment.	Services; HR Team;	R2.1, R6.1
	Attendance, and Recruitment. The	2. Review our grievance	L&D Manager.	
	goal is to ensure that the related	procedures to ensure support for		
	policies, procedures, and practices	all parties.		
	are compliant, proactive, and	3. Professional development for		
	suitable for their intended purpose.	the HR Team on supporting		
		grievances.		
		4. Review our recruitment		
		practices, including (but not		
		limited to) incorporating actions		
		identified from our equalities		
		reporting.		
		5. Complete review of the		
		College's Health and Attendance		
		Policy ensuring it is meeting staff		
		and management requirements,		
		and supports wellbeing and		
		business delivery.		
		6. Management training to be		
		enhanced for all three operational		
		areas.		

May Update:

The newly recruited HR Advisor, starting in June 2025, will take the lead in ensuring our HR policies are up-to-date and compliant. Recruitment training for managers is being developed for rollout in 2025-26.

Grievance training for the HR team was conducted by employment lawyers to ensure the advice provided to managers is both legally compliant and fit for purpose.

July/August/September (end of year) Update:

6	Progress the People Services	Ensuring People Services support	1. Take forward findings and	July 2026: All People	SO 2
	Equalities Action Plan	and enable the College to embed	recommendations from recent	Services Teams.	EO 1, 2, 3, 4
		equalities and demonstrate best	equalities reports and the		R 2.1, 2.3
		practice.	equalities survey.		People Services
					Strategy

May Update:

New People Services Equality Working Group being formed to lead on projects such as inclusive recruitment and take forward the actions identified in the Mainstreaming reports.

July/August/September (end of year) Update:

7	Sustainability	As a sustainable employer, we are committed to ensuring the College's activities foster equality, build stronger communities, and improve the wellbeing of both staff and students, now and in the future.	 Continue to embed wellbeing into the College's management culture. Take a proactive and supportive approach to staff absence with an aim of reducing absence levels as a whole, but focusing on reducing absences due to work-related stress. Progress the Employee Voice Group into the next phase. Take forward ideas to improve 	July 2026: L&D Manager; Senior HR Business Partners.	SO 2, 5.8 R 2.1 Wellbeing Strategy
			forward ideas to improve employee engagement from the		

		staff survey. Prepare for the next	
		Staff Engagement survey that will	
		take place again in late 2025.	
		4. Continue to enhance and	
		provide support for staff in	
		relation to financial wellbeing.	
May U	Jpdate:		
Emplo	ovee Voice group meeting regularly, cu	rrently looking at the topic of visible leadership.	
		ne to support staff's financial wellbeing.	
A proa	active approach is being taken in man	ging staff sickness absence. The HR Advisor – Wellbeing is working closely with line managers in managing a	bsence
and ta	aking a proactive approach by using th	e stress risk assessment proactively to keep staff in work instead of reactively once they have been off.	
Variou	us new staff henefits including smart r	ay and refurbished technology have been introduced to help staff with financial wellbeing. We are also in th	e nrocess
			c process
of intr	roducing a salary sacrifice scheme for	tarr to buy electric cars.	
July/A	August/September (end of year) Upda	te:	
7,7	and an analysis of the second		
8	Students' Association	1. Ensure that the Students' July 2026: All People	
		Association is involved in college- Services Teams.	
		Association is involved in college- wide consultations proposing Services Teams.	
		wide consultations proposing	
		wide consultations proposing significant changes.	
		wide consultations proposing significant changes. 2. A greater commitment to joint	
0.0		wide consultations proposing significant changes.	
-	Jpdate:	wide consultations proposing significant changes. 2. A greater commitment to joint staff-and-students events.	
-	·	wide consultations proposing significant changes. 2. A greater commitment to joint	ed in a
People	e Services are proactively working to i	wide consultations proposing significant changes. 2. A greater commitment to joint staff-and-students events. avolve the Students' Association in college-wide consultations. Recently, the Students' Association participat	ed in a
People	e Services are proactively working to i	wide consultations proposing significant changes. 2. A greater commitment to joint staff-and-students events. avolve the Students' Association in college-wide consultations. Recently, the Students' Association participated and lower ground floors of the Tower Block at Aberdeen City Campus.	ed in a



Agenda Item 36-24

HUMAN RESOURCES COMMITTEE				
Meeting of 21 May 2025				
Title: People Service:	s Equality, Diversity	& Inclusion – Priority Actions 2025-26		
Author: Lorna Doyle, L&D Business Partner Contributor(s): Kimra Donnelly, Assistant Principal People Services				
Type of Agenda Iten	n:			
For Decision				
For Discussion				
For Information	\boxtimes			
Reserved Item of Bu	siness 🗆			
Purpose: To provide Equality, Diversity &		with an updated People Services actions 2025 -26.		
Linked to Strategic T	heme:			
2. Empowering Peop	ble			
Linked to Strategic Risk(s): 2.1				
Executive Summary: Appendix 1 outlines the updated priorities for People Services in delivering the actions identified in the staff equalities data presented to the HR Committee on 27 February 2025, as well as in the College's Equality Mainstreaming and Outcome Report.				
The HR Committee will receive regular updates on the progress of these actions.				
Recommendation: It is recommended that the HR Committee note the updated People Services Equality, Diversity & Inclusion – Priority Actions 2025 -26.				
Previous Committee Recommendation/Approval (if applicable): It was agreed at the HR Committee in May 2021 that the People Service Equality, Diversity & Inclusion – Priority Actions would be added as a standing item to the HR Committee agenda.				
Equality Impact Assessment:				
Positive Impact				
Negative Impact				
No Impact	\boxtimes			
Evidence: This report is for information purposes only.				





People Services Equality, Diversity & Inclusion

Action Plan 2025 - 26

The College continues to seek to ensure that as an organisation it creates a more equal, diverse and inclusive learning and working environment for students and staff alike. The College's approach is to:

- Use data gathered to eliminate unlawful discrimination and promote equality, diversity and inclusion
- Ensure all College staff undertake mandatory equality and diversity training to raise awareness of the need to promote equality within their work areas
- Raise awareness of a range of topics within the area of equality, diversity and inclusion

A key priority for People Services is to deliver on the actions identified in its various reports, including; gender pay gap, occupational segregation, staff equality data, and learning & development reports.

This document outlines the actions that People Services will be taking to address identified matters and to eliminate discrimination, advance equality opportunities for staff and foster good relations in 2025 and 2026.

Area	Action required	Notes	Status
Equality Group	Create a People Services working group with the specific focus of Equality		
Recruitment	Analyse why there is a significant number of BAME applicants for advertised vacancies but this is not reflected in those successfully appointed. Analyse feedback from the recruitment process to determine why BAME candidates were unsuccessful in being appointed and compare this with feedback from successful candidates to identify any potential bias in the recruitment process		
	Review recruitment adverts and identify what accessibility features could be utilised: Braille, audio, BSL, fonts etc.		



PEOPLE SERVICES

	Recruitment training to be developed and introduced to staff Examine how the College could use the Scottish Government's minority ethnic recruitment toolkit, available online at: https://www.gov.scot/publications/minority-ethnic-recruitment-toolkit/	
Existing Staff	Identify why there are so few – and in particular, women – from BAME	
Demographics	backgrounds employed at College & address any issues	
Outcomes from	Review the opportunities for part-time working at the College	
Focus Groups		
regarding the underlying causes of	Share the flexible working policy with all staff	
the gender pay gap:	Review current job adverts to determine why jobs are not currently advertised on	
	a part-time/job share basis	
	Provide recommendations on how part-time/job share could be implemented for the majority of posts	
	Investigate further the perception that part-time staff are not offered the same, consistent development/progression opportunities as full-time staff	
	Investigate how to support managers to progress identified development needs within Icon	
Favori Opportuniti	In the shaff to an also the in marks the debags of the information and a sixty.	
Equal Opportunities Monitoring	Invite staff to update their protected characteristics information and remind them of the importance of doing so	
Senior female staff	Explore the introduction of a targeted initiative to encourage females into senior managerial positions	





HUMAN RESOURCES COMMITTEE				
Meeting of 21 May 2025				
Title: Employee Voice Gro	up Update			
Author: Kimra Donnelly, Assistant Principal People Services Contributor(s): Lorna Doyle, L&D Business Partner				
Type of Agenda Item:				
For Decision				
For Discussion				
For Information				
Reserved Item of Business				
Purpose: To enable the HR Employee Voice Working		to consider the update provided on the		
Linked to Strategic Theme:				
2. Empowering People				
Linked to Strategic Risk(s)				
Executive Summary:				
The Employee Voice Working Group met on 13 March 2025. The group has several new members based across all our main campuses. During the meeting, the group agreed on terms of reference with the stated purpose:				
The purpose of the group is to provide a forum to gather employee feedback and allow employees to share their ideas on areas of the employee experience within NESCol. This group acts as a link between employees and management, fostering open communication and creating a more inclusive and collaborative workplace.				
In partnership with People Services, the Employee Voice Working Group will actively facilitate the Employee Voice Survey by:				
Contributing to the survey's co-creation, review, and action planning. Communicating with the wider staff group to gather feedback and bring meaningful dialogue to the group. Developing methods to enhance the employee experience within NESCol. Participating in group discussions during employee voice meetings. Collaborating with other working groups as needed (e.g., Equalities and Wellbeing, Sustainability).				

	Updating the group on actions taken and seeking guidance and support from all members where appropriate.				
The group's first action was to develop and issue a pulse survey on visible					
•	ey has been distributed to all staff, and the results will be				
presented at the ne	ext HR Committee meeting.				
The working group will meet again in late May 2025 to prepare for the Staff Engagement Survey, scheduled for later in 2025. The group aims to keep the survey similar to the previous one while reviewing some questions to ensure clarity for all staff. Additionally, the group will review a communication plan to increase survey participation.					
Recommendation:	t is recommended that the HR Committee note the				
information provide	d in this report.				
Previous Committee	Recommendation/Approval: It was an action of the February				
2025 HR Committee to provide an update on the Employee Voice Group.					
Equality Impact Assessment:					
Positive Impact					
Negative Impact					
No Impact					
Evidence: This report is for information only.					





HUMAN RESOURCES COMMITTEE				
Meeting of 21 May 2025				
Title: Staff Wellbeing Initiatives & Ac	tivity Update			
Author: Lynn Laing, HR Advisor- Wellbeing	Contributor(s): Kimra Donnelly, Assistant Principal People Services			
Type of Agenda Item:				
For Decision				
For Discussion				
For Information				
Reserved Item of Business $\ \square$				
Purpose: To enable the HR Committee to consider the information provided on staff wellbeing initiatives.				
Linked to Strategic Theme:				
2. Empowering People				
Linked to Strategic Risk(s)				
Executive Summary: Appendix 1 outlines recent developments in employee wellbeing including those detailed below:				
<u>Staff Wellbeing Framework</u> - Launched in October 2024, this framework sets the strategic direction for health and wellbeing at NESCol, emphasizing the importance of embedding wellbeing in all activities and defining roles and responsibilities.				
Staff Benefits - A variety of staff benefits have been introduced and are being well-utilised: • MyView PayNow • Pluxee Staff Benefits Platform • Employee Assistance Programme • Able Futures • Cycle to Work • Smart Pay • Refurbished Tech through Mobile Advantage • My Money Matters Platform				
 Refurbished Tech through Mo My Money Matters Platform 	Smart PayRefurbished Tech through Mobile Advantage			

support staff experiencing stress symptoms, with action plans created to keep

them in work. Training for managers is planned to enhance their use of these assessments.					
training and refreshe	Menopause - Menopause awareness and support continue, with manager training and refresher sessions for Menopause Champions. A Menopause Mentor scheme has been launched.				
Wellbeing Training - Various wellbeing-related training sessions have been offered, including suicide prevention, psychological safety, and menopause support.					
<u> </u>	s committed to employee wellbeing, focusing on proactive rt, data-driven insights, and fostering a culture of y and resilience.				
Recommendation: It is recommended that the HR Committee note the information provided in this report.					
Previous Committee Recommendation/Approval: NA					
Equality Impact Asse	essment:				
Positive Impact					
Negative Impact					
No Impact					
Evidence: This report is for information only.					

Wellbeing Overview for HR Committee

Introduction

This report provides an overview of recent developments in our approach to employee wellbeing, with a particular focus on mental health and stress management. The focus of the HR Advisor — Wellbeing role has primarily been on sickness absence and reducing absence days, this has included working more closely with line managers and an increased use of the stress risk assessment tool to identify stress at work before people take time off. This has been successful thus far with action plans being created and support being implemented.

New staff benefits have successfully been introduced to help staff with their financial wellbeing and these are being greatly utilised by staff.

Staff Wellbeing Framework

This framework was launched in October 2024 and sets out the strategic direction for health and wellbeing within the College. This document highlights the importance of embedding wellbeing in all that we do at NESCol and sets out the roles and responsibilities for everyone in the NESCol family and the part that they play in maintaining a wellbeing culture at NESCol.

Staff Benefits

We currently offer our staff a huge number of staff benefits and we are seeing great engagement with them all. Please find an overview of these:

Benefit	Update
MyView PayNow – Financial Wellbeing App	 26% of our employees have enrolled 77 employees are currently using the budgeting tool 54 are using the savings function 39 are using the flexible pay option 4 are using the educational tools 66% of our staff say they feel more in control of their finances There have been major increases in use this quarter with our engagement figures increasing in all these areas.
Pluxee Staff Benefits Platform	The platform continues to be well utilised by staff. Our last management report (1/9/23 – 31/8/24) told us that: • 299 employees are registered • £49,561 had been spent with £2,755 in savings • Tesco is by far the top retailer meaning our staff are saving money with their regular food shop
Employee Assistance Programme	Our figures for last year show that: • 5 people accessed the information service provided

	5 accessed telephone counselling6 accessed online counselling
Able Futures	There have been increased referrals to Able Futures with very good feedback coming back from staff on the support that they are providing. As this scheme is run by the DWP we don't have reporting figures for this.
Cycle to Work	Continues to be utilised regularly with last years figures being: 14 applications £29,350.00 spent £4,050.30 NI savings to the College £9,392.00 NI savings to staff
Smart Pay – new staff benefit introduced in February where staff can purchase vouchers from selected retailers and spread the cost (£1200 max) of purchases interest free.	There have been 5 applications for Smart Pay since it launched in February.
Refurbished Tech through Mobile Advantage – another new benefit which was also launched in February	There have been 78 members of staff who have registered so far. • 8 purchases have been made • 2 people have sold their old tech on the site • £2,574.06 has been saved by staff rather than purchasing new • £191.50 has been paid to staff for old tech • 180.00 Kg of estimated CO2 emissions has been saved
My Money Matters Platform – Support Staff Only	This platform offers staff the chance to set up pension Additional Voluntary Contributions (AVC's), free wills, education on different finance matters. 47.69% of our support staff have registered.38 15.38% accepted applications The College has saved £38,229 since the launch

Stress Risk Assessments

Whilst we have been using stress risk assessments regularly, to date they have always been used reactively once a member of staff has been off sick with stress. We are now using these in a more proactive manner with staff who are still in work but are struggling with symptoms of stress. We are working with a number of staff at the moment and these seem to be going well with support action plans being created and helping to keep people in work.

The HR Advisor – Wellbeing is attending NEBOSH Stress at Work training in September and from then a plan will be created to work more closely with managers in this area to use the risk assessment more proactively and give them the confidence to use this more independently from HR.

Menopause

Menopause awareness continues with the HR Advisor – Wellbeing picking up on this since return from secondment. Manager training took place in April highlighting the support we have on offer. This includes:

- Policy Awareness
- The role of the line manager
- Support mechanisms including the EAP, Able Futures and external signposting
- Highlighting the importance of OH if required

The HR Advisor – Wellbeing will be doing some refresher training for the Menopause Champions in June to highlight the responsibility of the role and what support mechanisms we have.

Our EAP service has also launched a Menopause Mentor scheme which gives our staff access to a mentor to help them with their menopause journey.

Wellbeing Training

Opportunities to engage with a variety wellbeing related training continue to be offered to staff and we have provided the following training this year:

- Applied Suicide Intervention Skills Training (ASIST) for members of our People Services and Student Support teams
- Suicide Prevention sessions open to all staff
- Celebrating Failure open to all staff
- Pension Information sessions for all staff
- New Staff Benefits Information sessions
- Psychological Safety for all staff
- Menopause Support sessions

Our ongoing commitment to employee wellbeing remains a strategic priority as we look ahead. We are focused on taking a proactive and forward-thinking approach that aligns with our broader organisational goals, emphasising prevention, early intervention, and inclusive support. Future plans will centre on embedding wellbeing into every aspect of our people strategy—leveraging data-driven insights, enhancing manager capability, and fostering a culture of psychological safety and resilience. By continuing to prioritise the health and engagement of our workforce, we are not only supporting our people but also strengthening the foundation for sustainable performance and organisational success.

Lynn Laing

HR Advisor – Wellbeing