

Human Resources Committee Meeting

To be held on: 29th November, 2023

At: 4.15 pm via Teams

Members: Chris Alliston (Chair), Neil Hope, Fiona Kolontari, Ian MacEachern, Lydia Rohmer

Executives in attendance: HR Director and Governance Professional

1. – Apologies for absence
2. – Declarations of Interests
3. – Update from RICM Shadow Local Joint Consultative Committee
4. – Living Wage
5. – National Bargaining Update
6. – HR KPIs - Absence (Short term/Long Term); Turnover;
7. – Voluntary Severance Scheme
8. – Maternity Payments

Update from RICM Shadow Local Joint Consultative Committee

- Agreement to additional facility time of 0.5 FTE for EIS and Unison until the end of this academic year.
- Annual leave arrangements/ Fixed holidays in OH campus.
- Voluntary Severance Scheme
- Maternity Policy
- Long Service Awards
- Curriculum Review – Paper attached.

Next meeting – 7th December 2023

Living Wage

The new Real Living Wage rates for 2023/24 of £12.00 per hour were announced on the 24 October 2023 and officially employers have six months (until 1 May) to implement them.

UHI North, West and Hebrides, applied the new rate to all eligible college staff from 1 November 2023.

This increase has been paid pending any pay adjustments which will be applied as a result of outstanding negotiations on Pay Awards for the years 2022/23 and 2023/24. These Pay Awards will be applied from 1 September 2022 and 1 September 2023 respectively and all salaries/pay points which have increased due to the Living Wage increase will have those pay points adjusted once the Pay Awards are implemented.

National Bargaining Update
Trade Union Pay Claims

All college lecturers and support staff have formally been offered a three year, consolidated pay rise of £5,000.

This £5,000 consolidated pay offer includes the current full and final offer of a £2,000 pay rise for 2022/23 and £1,500 for 2023/24, together with a £1,500 rise in 2024/25. The proposed £1,500 pay increase for 2024/25 is subject to discussions with the Scottish Government on additional funding.

Staff costs already account for around 70% of the college sector's spending, even before the latest three-year pay offer is included. For these reasons, colleges have committed to wording on job security on the face of the pay offer.

EIS-FELA

The new offer would mean college lecturers in Scotland maintain their position as the highest Paid college lecturers in the UK. The offer would deliver an average pay rise of 11.5% from 1 September 2024, and 14.2% for lecturers at the start of the National Pay Scale.

The offer would increase the salary of a lecturer at the start of the National Pay Scale by £2,000 (or nearly 6%) to £37,170 for 2022/23. This is significantly above the headline cash uplifts recommended in the Scottish Government's 2022/23 Public Sector Pay Policy.

The proposed £1,500 increase in 2023/24 would mean lecturers at the start of the pay scale would see their pay increase by a further 4% to £38,670. This increase is ahead of the 3.5% central metric set out in the Scottish Government's 2023/24 Public Sector Pay Strategy.

The proposed £1,500 pay rise in 2024/25 would take the salary of a college lecturer at the start of the pay scale to more than £40,000 from 1 September 2024.

The EIS-FELA has submitted a revised pay claim that covers academic years 2022/23, 2023/24 and 2024/25, and is for a consolidated, flat-rated pay rise of £8,000 over three years, on all lecturing scale points. CES has advised that the revised claim is completely unaffordable.

The EIS-FELA re-balloted members to extend its mandate for strike action and ASOS. However, ballot results announced on 29th September 2023 showed that the required 50% turnout threshold was not met - meaning the union no longer has a legal mandate for strike action and ASOS. The EIS-FELA has yet to formally announce dates for another re-ballot.

Support Staff

If accepted, the proposed three-year pay award would provide an average pay increase of nearly 16% for college support staff from 1 September 2024. For support staff earning less than £25,000, the increase would be 21.5%.

The proposed £2,000 pay increase for 2022/23, which equates to an average 6.6% rise for college support staff, is significantly above the headline cash uplifts recommended in the Scottish Government's 2022/23 Public Sector Pay Policy.

The proposed £1,500 pay increase for 2023/24, which equates to an average 4.6% rise for college support staff, is ahead of the 3.5% central metric set out in the Scottish Government's 2023/24 Public Sector Pay Strategy.

Following strikes by college support staff who are members of UNISON and Unite, UNISON has launched a new ballot to extend its mandate for industrial action, potentially until June next year. This ballot opened on Monday 30 October and is due to run until Monday 4 December.

HR KPIs**Turnover**

During the period **1st August 2023 – 31 October 2023** there were **27** exits from UHI North, West and Hebrides.

Reason for Leaving	Number
End of fixed term contract	1
Retirement	3
Resignation – new job	11
Resignation – other	11
Death in Service	1
Ill Health	0

Resignation – Other (Reasons)

Unable to get childcare.

Relocated off Island.

Relocated to England.

Resignation unknown. Casual role.

Personal reasons.

Resignation Job Posts

1. Lecturer – Engineering and Electrical
2. Lecturer – Computing
3. Gaelic Short Course Co-ordinator
4. Lecturer – Pathways4Learning
5. Cleaner
6. Janitor
7. Maths Lecturer
8. IT Support Officer
9. Cleaner
10. ERI Associate
11. Lecturer – Learning for Life
12. Invigilator
13. Admin Support Assistant
14. Director – External Engagement & Facilities
15. Information Management Officer
16. Learning Centre Facilitator/Receptionist
17. Centre Administrator & Support
18. Evening Receptionist
19. Lecturer - Computing Science
20. Guidance Officer
21. Senior Marketing Officer
22. Digital Marketing Assistant (Web)
23. LC Manager
24. Learning Centre Facilitator/Receptionist

- 25. Registry Administrator
- 26. PA to Principal & Chief Executive
- 27. Instructor - Bakery

Attendance Management

Short Term Absence (less than 20 days)

In total, there were **86** staff who reported a total of **245** days of short-term absence in the rolling year **from 1st August 2023 to 31st October 2023**.

Long Term Absence 1st August – 31st October 2023

Total Number of LT cases >4 weeks	Successful RTW	Ill Health	Currently absent	Phased return utilised	Resignation during absence
9	3	1	4	3	0

Short Term Absence (less than 20 days)

In total, there were **286** staff who reported a total of **1330** days of short-term absence in the rolling year **from 1st November 2022 to 31st October 2023**.

Long Term Absence 1st November 2022 – 31st October 2023

Total Number of LT cases >4 weeks	Successful RTW	Ill Health	Currently absent	Phased return utilised	Resignation during absence
34	19	7	4	7	2

Voluntary Severance Scheme

The Voluntary Severance Scheme was launched on 13th November and is open to all staff with one year's continuous service.

We have created a dedicated page to [voluntary severance](#) and organisation design in our [HR all staff site in the UHI North, West and Hebrides Home Hub](#), which includes:

- A voluntary severance scheme summary, including criteria for approval.
- Glossary of terms
- Frequently asked questions (FAQs)
- A voluntary severance quotation request form
- A voluntary severance application form
- A video providing an overview of the scheme.

- Information on drop-in sessions.

Stage one of the voluntary severance scheme runs from Monday 13 November to Tuesday 12 December. Stage two of our voluntary scheme will run in early 2024 alongside consultation on the proposed organisational structure of the new college.

10 applications and 36 quotation requests to date.

Maternity Payments

MATERNITY PAY				Example based on maternity starting from 1st Dec 23		
Legacy College	Weeks	Payments	Notes	FP12 / £24,118 - 21 hours p/w	FP19 / £29,832 - 28 hours p/w	Point 5 / £43,357 - 35 hours p/w
North Highland (NH) ALL STAFF	Week 1 - 6	90% of salary	No SMP enhancement			
	Week 7 - 26	SMP + OMP = 90% of salary	Enhancement based on current SMP rate is uplifted from £172.48 per week to 90% of salary			
	Week 27 - 39	SMP only	No SMP enhancement			
	Week 40 - 52	OMP is equal to SMP weekly	Full enhancement £172.48 per week			
				SMP = £7829.4	SMP = £8913.42	SMP = £11162.40
				OMP = £3890.36	OMP = £7503.76	OMP = £15000.36
				TOTAL = £11719.76	TOTAL = £16417.18	TOTAL = £26162.76
Legacy College	Weeks	Payments	Notes			
Outer Hebrides (OH) SUPPORT STAFF	Week 1 - 6	90% of salary	No SMP enhancement			
	Week 7 - 18	Half salary plus SMP	Enhancement = 50% of salary			
	Week 19 - 39	SMP only	No SMP enhancement			
	Week 40 - 52	No pay	No SMP or enhancement			
				SMP = £7361.52	SMP = £8445.54	
				OMP = £1669.68	OMP = £2753.76	
				TOTAL = £9031.20	TOTAL = £11199.30	
Outer Hebrides (OH) LECTURING STAFF	Weeks	Payments	Notes			
	Week 1 - 6	Full pay	Enhancement = 10% of salary			
	Week 7 - 13	Full pay	Enhancement based on current SMP rate is uplifted from £172.48 per week to full salary.			
	Week 14 - 39	SMP only	No SMP enhancement			
	Week 40 - 52	No pay	No SMP or enhancement			
						SMP = £10694.53
						OMP = £4083.24
						TOTAL = £14777.82
Legacy College	Weeks	Payments	Notes			
West Highland (WH) ALL STAFF	Week 1 - 6	90% of salary	Enhancement based on current SMP rate is uplifted from £172.48 per week to 90% of salary			
	Week 7 - 30	SMP only	No SMP enhancement			
	Week 40 - 52	No pay	No SMP or enhancement			
				SMP = £7194.59	SMP = £8170.20	SMP = £10194.30