

Committee	Human Resources Committee		
Date paper prepared	18/08/2025	Date of committee meeting	01/09/2023
Subject	College HR Committee – Update Report		
Author	Vicky Ferguson, Director of People and Culture		
Action requested	I. For discussion		
Purpose of the paper	This paper provides an update on HR-related matters since the last committee meeting, including staffing changes, policy updates, ongoing initiatives, and upcoming priorities.		
Summary of the paper	HR KPI's Workplace Stress & Wellbeing Survey – next steps Organisation Structure Review Staffing Changes National bargaining update Policy and Compliance Essential Updates August 2025 Staff Development Pay Mapping Update Key Priorities for Next Reporting Period		
Consultation	Executive Leadership Team and Human Resources Team members		
Resource implications	None identified		
Risk implications	Adherence to the guidelines will help reduce the likelihood of governance failures occurring and will also increase transparency and accountability around key decisions and challenges.		

Link with strategy	This report has a direct link with the People and Culture strategy
<u>Equality, Diversity, and Inclusion</u>	Ensuring our documents can be read and understood by everyone, including people with disabilities or impairments, is a legal requirement under the Equality Act 2010.
Island Community Impact	Not required
Paper status	<p><input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. Some information is considered commercially sensitive. [Please note papers may still be subject to Freedom of Information requests – see below].</p>
<u>Freedom of information</u>	Open

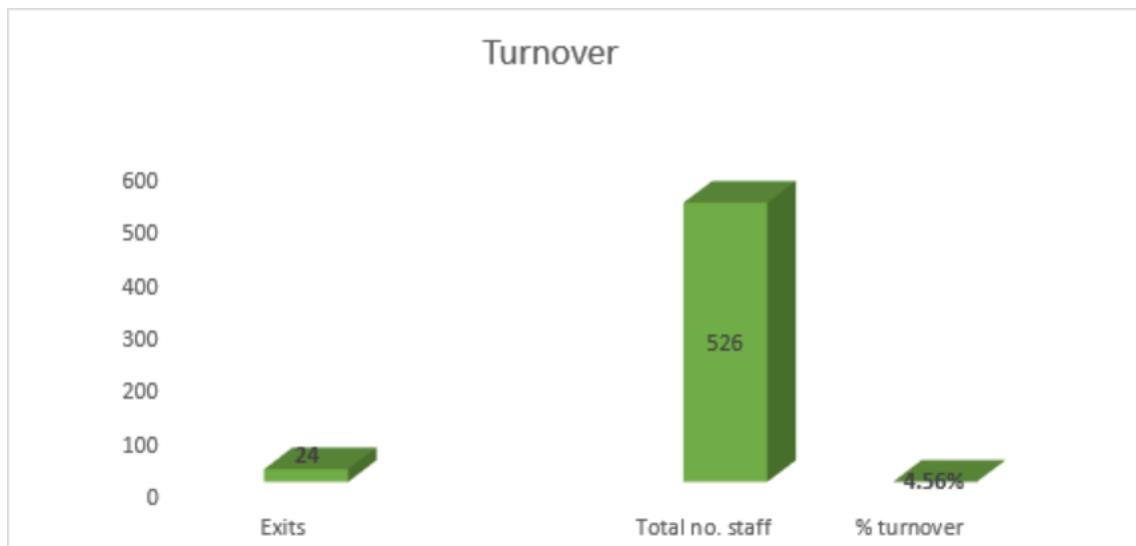
Human Resources Committee



1st September 2025

KPI's

Turnover

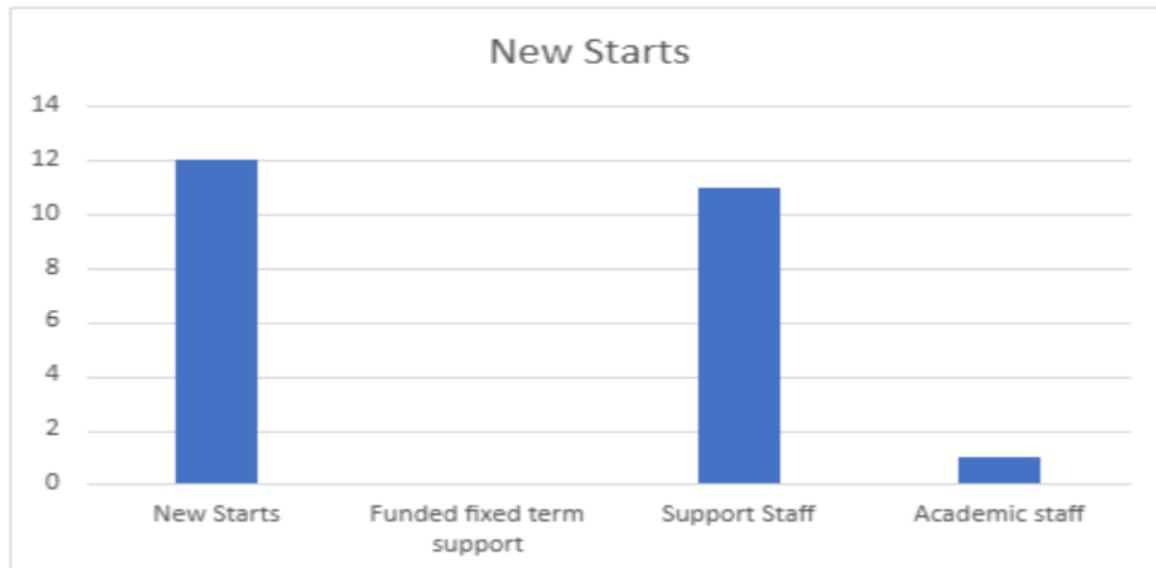


4.56% 1st May 25 – 31st July 25

2.08% March 2025 – April 2025

2.49% November 2024 – February 2025

New Starts



12 - 1st May 25 – 31st July 25

10 – March 2025 – April 2025

21 - November 2024 – February 2025

Resignations

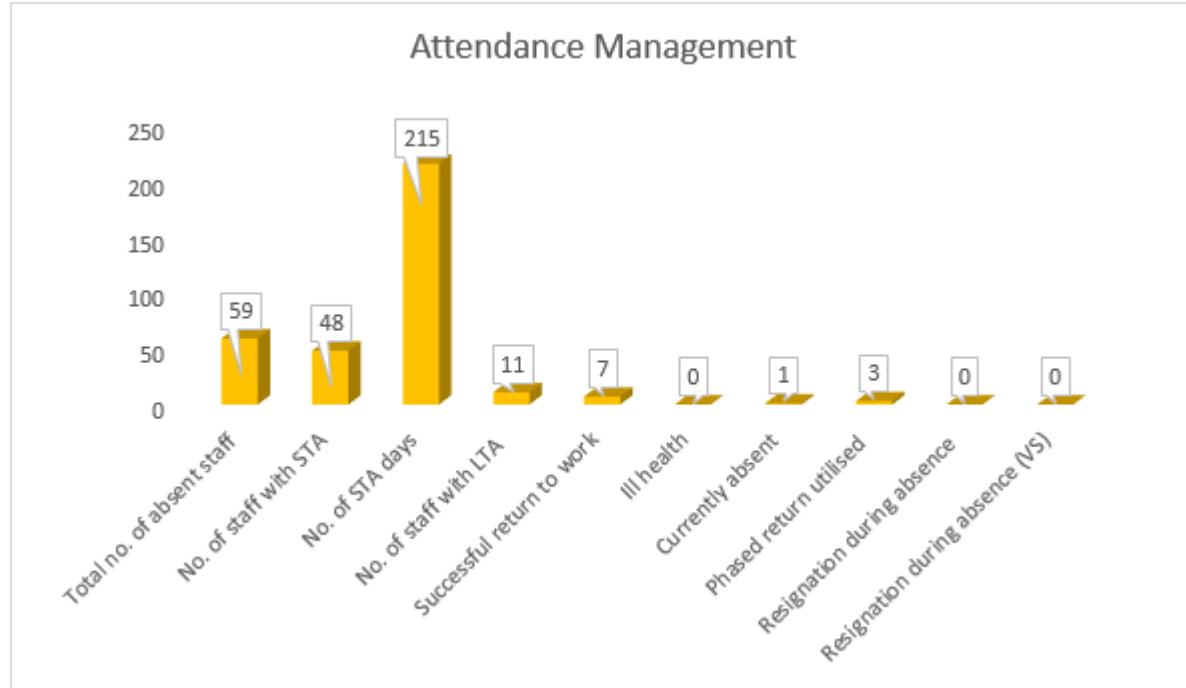


24 – 1st May 25 – 31st July 25

11 – March 2025 – April 2025

13 - November 2024 – February 2025

Attendance Management



2.21% - 1st May 25 – 31st July 25

3.46% March 2025 – April 2025

2.19% November 2024 – February 2025

Absence due to work related stress

1st May 25 – 31st July 25

2 members of staff off with work related stress, both have returned to work

March 2025 – April 2025

1 short term and 2 long term members of staff off with work related stress (the 2 long term staff returned to work in early May)

Workplace Stress & Wellbeing Survey – next steps

Our communication to staff on 20th June stated:

In agreement with our board, these are the immediate next steps we are taking:

1. *We are sharing the full results of the survey with all staff and trade unions.*
2. *We will discuss the key findings of the survey with our trade union colleagues at the Joint Local Committee and with all staff at the staff forum.*
3. *We will immediately review our 'Dignity at Work' policy and arrange mandatory training for all managers to address any form of bullying or harassment in the workplace.*
4. *We want all staff to be part of the solution. We therefore will work with staff and trade union colleagues to form a new rapid response working group to co-design an updated action plan and monitoring arrangements for implementation from September 2025.*
5. *We will undertake the same HSE survey in 12 months' time to benchmark our progress and performance.*

The terms of reference for the Rapid Response Working Group have been endorsed by ELT – [Rapid Response Group Terms of Reference.docx](#)

Purpose

The Rapid Response Group (RRG) is established to review, analyse, and respond promptly to concerns and themes identified in the Workplace Stress & Wellbeing Survey. The group will develop and oversee targeted actions aimed at reducing work-related stress, improving staff wellbeing, and fostering a supportive organisational culture.

Objectives

- **Analyse** survey findings to identify priority areas for action.
- **Develop** short-term, high-impact measures to address urgent issues.
- **Coordinate** with managers and staff to ensure interventions are implemented effectively.
- **Monitor** progress and provide feedback to staff on actions taken.
- **Recommend** longer-term initiatives for sustained improvement.

The college is also engaging with Investors in People as an external facilitator. In addition to their role as facilitator we plan to adopt their wellbeing framework. The progress to accreditation of the framework includes a survey aligned to the themes in their wellbeing framework, leading a culture of wellbeing, supporting a culture of wellbeing and improving a culture of wellbeing.

Verbal update on progress of RRG - VF**Organisation Structure Review**

[Local Dispute Resolution Post Implementation Review of OD Structure.pdf](#)

6-Month Interim Review followed by 12-Month Full Review of the integrated organisation structure.

6 months after implementation – joint review, EIS closed dispute on 25th April 2025. The review will commence in November 2025 to be completed by the end of December 2025.

Panel Composition:

- Two representatives from staff – one each from curriculum and professional services – volunteers from the staff ambassadors or for them to bring us nominations
- One HISA representative
- Two trade union representatives (1 each from EIS and Unison)
- Two ELT representatives
- Facilitator: Director of People and Culture

Scope: Initial assessment of structure effectiveness and identification of immediate concerns/mitigating actions

Targeted focus groups based on a set of agreed questions, with teaching and support staff across Tiers 6-3, and across all 19 college locations.

- Pinpoint areas where the current structure hinders performance or creates inefficiencies.
- Identify any process breakdowns, bottlenecks, or decision-making delays.
- Determine if the structure supports or hinders employee engagement.

Update will be provided at the November HR Committee meeting.

Staffing Changes

Resignation of two members of the Senior Management Team.

Verbal update - VF

National Bargaining Update

The final offer tabled by the employers and accepted by the Stewards of UNISON and Unite, and therefore will be taken to ballot, with both unions recommending acceptance, is:

- Year 1 – September 2025-26 – **4.25%**
- Year 2 – September 2026-27 – **3.40%**
- Year 3 – September 2027-28 – **3.00%**
- Salaries under £27,000 will receive a Flat Cash underpin of £1150 in Year 1.
- The ceiling limit after which overtime shall be paid has been increased to **£44,000**.
- The Stand-by Allowance will increase to **£120/week**.
- The work on the Organisational Change Guidance shall be jointly completed by 31 December 2025.

Policy and Compliance

- Dignity at Work Policy.
- Recruitment, Selection and Retention policy.
- Separate paper on policies under review and progress status.

Essential Updates August 2025

 [Programme for Essential Updates](#)

Staff Development

- IOSH
- Bespoke Strategic Leadership Training through College Development Network
- De-escalation Training
- Anti sexual harassment training

Pay Mapping Update

Positive feedback from staff, we have received eight appeals.

Verbal update on appeals - VF

Key Priorities for Next Reporting Period

- Rapid response group action plan by end of September
- Organisational change within curriculum, research and enterprise and engagement
- Establish 6-month interim review panel and focus groups
- Launch staff council forum
- Policies for endorsement at next HR committee:
 - Attendance Management
 - Performance Management
 - Time off in Lieu

