

West Lothian College Finance and General Purpose Committee

Meeting Date:	24 February 2022: 10.30am – 12.30pm
Venue:	https://us02web.zoom.us/j/87195796559?pwd=d2tEUHIWZ1poU1UrZ0VtSGc4VXpFZz09 Meeting ID: 871 9579 6559 Passcode: J48TfW

Ref	Agenda Item	Paper	Lead	Time
1.	Committee Administration			
1.1	Welcome and Apologies		MN	10.30
1.2	Declaration of any Conflicts of Interest		MN	10.32
1.3	Minutes of Previous Meeting	1	MN	10.33
1.4	Matters Arising	2	MN	10.35
2.	Matters for Approval			
2.1	Infrastructure Update	3	JMcL	10.40
3.	Matters for Recommendation for Board Approval			
3.1	None			10.50
4.	Matters for Attention			
4.1	Financial Management: (i) Management Accounts – January 2022	4	FH	10.50
4.2	Business Development & Performance: (i) Business Development Report	5	SE	11.10
4.3	HR Update: (i) HR & People Report (ii) Staff Survey Results (iii) Employers Association	6 7 Verbal	DOS DOS AL	11.30 11.40 11.50
5.	Matters for Information			
5.1	Self-Evaluation of F&GP Committee	Verbal	LA	12.00
6.	Any Other Business (AOB)		MN	12.10
7.	Review of Committee, Supporting Papers Any matters for escalation or update of Risk Register?		LA	12.20
8.	Date of Next Meeting: 16 June 2022		MN	

West Lothian College

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Finance and General Purposes Committee

Minute of Meeting of the Finance and General Purposes Committee held on **Thursday 25 November 2021 at 10.30am** via zoom

Present: Moira Niven (Chair)
Jackie Galbraith (Principal and Chief Executive)
Lynne Hollis
Alex Linkston
Frank Gribben
Sue Stahly

In attendance Jeanette Dobson (SA President)
Jennifer McLaren (Vice Principal, Finance and Corporate Services)
Simon Earp, (Vice Principal, Performance and Improvement)
Sarah-Jane Linton (Vice Principal, Learning and Attainment)
Derek O'Sullivan (Head of HR and People Development)
Fiona Hudson (Head of Finance, Procurement & Student Funding)
Lesley Aitkenhead (Board Governance Advisor)
Sue Cook (Vice Chair, Chair of Audit Committee)

1 Welcome/Apologies

The Chair welcomed all to the meeting. Apologies were noted Kirsti Clark. Fiona Hudson was welcomed to Committee and Sue Cook joined as Chair of Audit Committee for discussion on Item 3.1.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of Meeting of 9 September 2021

The Minute of the meeting of 9 September 2021 was approved.

4 Matters Arising

The committee noted all actions as either completed, on track or covered by an item on agenda.

5 Financial Forecast Return

Vice Principal, Finance and Corporate Services (VP, F&CS) presented Paper 3 setting out the Financial Forecast Return (FFR) for recommendation for Board approval, and submission to the Scottish Funding Council, as required.

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The committee were advised that Scenario Planning is part of the Scottish Funding Council requirements and is aimed at stressing the financial resilience of the college sector.

In order to give the FFR due consideration, a Finance Working Group was formed. Membership was the chair of the board and each committee. In addition, an invite was made to any board member who wished to join the group. The Finance Working Group used a variety of internal and external data sources, including the Strategic Risk Register to identify extreme but plausible scenarios.

The Finance Working Group identified a particular scenario that would have a material strategic, financial, reputational impact on the college, covering the withdrawal of SFC Funding for Foundation Apprenticeships and Pay Awards. Other scenarios were considered as part of the process, but did not meet the criteria of worst case, and were discounted.

The committee requested additional information on why this particular scenario was selected, and were given an explanation by the VP, F&CS, with additional context provided by the Principal and Vice Principal, Learning & Attainment. The committee were advised that the withdrawal of funding for Foundation Apprenticeships was considered to have the most significant impact in terms of financial, strategic and reputational impact to the college, and was therefore a suitable scenario for stress testing purposes.

The VP, F&CS emphasised that the scenario did not reflect college strategy, but was aimed at meeting the requirements set out by the SFC to highlight the importance of Foundation Apprenticeships as a key element of the overall college curriculum.

The committee welcomed the additional context, and recommended approval of the FFR by the Board, ensuring that all Board Members are made aware of the additional context, and that the paper is not shared publicly, as may be misunderstood, without the additional context.

6 Annual Report & Financial Statements

The VP, F&CS presented Paper 4, with appendices for recommendation for Board Approval. The committee welcomed the report and thanked the team for the effort in preparing the report for the committee. The committee noted a minor amendment to page 22 and page 29 requiring updates to the Board Members information.

The committee discussed the overall position and took time review the information contained in each of the tables, including the increase cost to premises and higher level of creditors, resulting from the estates project and timing of contractors' payments.

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The committee noted no direct impact from Brexit, but noted some potential indirect implications resulting from changes in EU funding, and welcomed the overall positive performance, given the circumstances.

The committee asked about the inclusion of personal information on salaries and was advised that the requirement is dictated by the Accounts Direction.

The committee thanked the Head of Finance, Procurement and Student Funds and recommended approval to the Audit Committee.

(i) Management Accounts

Head of Finance, Procurement and Student Funds presented Paper 5, for the attention of the committee, with no areas of concern raised.

(ii) Reconciliation of Final Outturn of 2020-21

Head of Finance, Procurement and Student Funds presented Paper 6, for the attention of the committee. This is not a standard paper, but was welcomed by the committee as it provides additional assurance on any movements between the June management accounts and the annual accounts. The reconciliation showed that the accounts were in line with the forecast presented in June 2021.

(iii) College Certificate

Vice Principal, Performance and Improvement presented Paper 7 for noting. The committee were advised that the college credits were a statement of fact and no clawback was required in 2020-21. An Internal Audit Report would provide additional assurance to the Audit Committee on 2 December 2021.

7 Business Development Report

Vice Principal, Performance and Improvement presented Paper 8 for noting. The committee welcomed the report and commented on the range of investment projects within the college.

8 Infrastructure Report

Vice Principal, Finance & Corporate Services presented Paper 9 for noting. The committee were asked to note the total estimated funds of £350k for the projects being taken forward from the 2021-26 Estates Plan. The committee welcomed the positive benefit of the work already completed within the college estate and the overall success of the programme to utilise the capital funding grant of £660k.

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9 HR and People Development

(i) HR and People Development Report

Head of HR and People Development presented Paper 10 for discussion and noted changes to the format of the report. The presenter summarised the key messages, including reference to recruitment, sickness leave and retirement.

The committee welcomed the changes to the report and asked for an update on the current discussions with the EIS on instructor roles. The committee were advised that discussions were ongoing.

The committee asked if there were any underlying trends or concerns of unplanned absence levels and was advised that sickness levels remain low, and there were no underlying trends.

(ii) Employer Association Update

The committee received a verbal update from the Board Chair on ongoing discussions with the Employers Association. The committee were advised of the plans to roll out the nationally agreed Registration Scheme but there was some discussion on its suitability for lecturers, as it was designed for nursery, primary and secondary schools. The committee discussed progress on negotiations on pay awards for lecturers and support staff. Negotiations include discussions on salary increases at a National and Local scale. Consideration has also been given to the implications of adopting a different way of working, but this was still at early stages of fact find.

11 AOB

The committee were advised of an event that occurred at another education establishment, for awareness and potential lessons learned.

12 Review of Meeting, Development and Supporting Papers

The committee discussed the quality of the papers and discussion, with positive comments.

14 Date of Next Meeting

The next meeting of the committee is Thursday 24 February 2021 at 10.30 am.

Signed

Chair, Finance and General Purposes Committee

Date

ACTION: To Discuss

Matters Arising - Board & Committees - Action Tracker

Paper 02

West Lothian College

Date: 24 February 2022

Board/Committee	Meeting	Ref	Source	Action	Owner	Priority	Target Date	Status	Update
F&GP	09-Sep-21	F5	Business Development Plan	The Business Development Report is updated to include additional information on all material bids.	VP P&I	2	30-Nov-21	Completed	Business Development Report was included in agenda for F&GP 25 Nov - Item 4.2.
F&GP	09-Sep-21	F6	HR & People Development Report	The committee recommended engaging with Trade Unions to reduce the non-disclosure of ethnicity and encourage staff to provide this information as a source of insight on diversity.	H of HR & PD	2	31-May-22	On Track	Engagement with Trade Union is ongoing, and on track for completion by end of May 22.
F&GP	09-Sep-21	F7	HR & People Development Report	The committee requested that action is taken to ensure that all staff who did not complete mandatory training last year complete with Q1 of 2021-22 academic year and that all staff are reminded of the importance of this training.	H of HR & PD	2	30-Nov-21	Completed	Included in HR & People Development Report for Nov F&GP.
F&GP	09-Sep-21	F8	HR & People Development Report	The committee requested that progress on the roll-out of the nationally agreed registration process for lecturers is included in future HR Reports.	H of HR & PD	2	30-Nov-21	Completed	Included in HR & People Development Report for Nov F&GP.
F&GP	09-Sep-21	F9	Complaints Report	The Committee Chair will discuss the potential inclusion of complaints, GDPR and FOI reports in the Audit Committee, as part of its oversight of the control environment, supported by the BGA.	BGA	2	30-Nov-21	Completed	Agreed that an overview of Complaints, GDPR and FOI will be included in Audit Committee as part of oversight.
F&GP	09-Sep-21	F10	FFR	To arrange an exceptional meeting of the Finance & General Purpose Committee to review and recommend approval of the FFR to the Board of Governors.	BGA	2	30-Nov-21	Completed	Financial Working Group held on 7 October, for discussion on FFR, with formal ratification due at next scheduled FGP on 25 November 21.
F&GP	09-Sep-21	F11	Review of Committee Papers	To present an updated version of the HR Report & People Development Report at the 25 November 2021 Committee.	H of HR & PD	2	30-Nov-21	Recommend to Close	Revised HR&People Report was presented to F&GP 25 Nov and feedback requested from Board Members.

Finance and General Purposes Committee

INFRASTRUCTURE UPDATE

Purpose

The purpose of this paper is to provide the committee with an update on the estates plans for 2021-22.

Background

At the Finance and General Purposes committee meeting held in November 2022, the committee was informed that the college was undertaking the following planned estates improvement work during this academic year:

1. Extending the main entrance of No.1 on the Square to create more circulation and exhibition space for students.
2. Completing the extension and enhancement of the engineering workshop facilities in No.2 on the Square (Faculty of Computing, Engineering and Built Environment) by reconfiguring the former lecture theatre and adjacent room to cater for an increased demand for electrical apprenticeships.
3. Creating a digital health suite in No.3 on the Square (Faculty of Care, Health and Sport) to offer health and social care students a facility to support the practical elements that underpin the theory behind clinical practice and improve the practical caring skills required in health and social care settings.
4. Reconfiguring the former executive suite in No.4 on the Square (Faculty of Access, Employability and Schools) to create a space that supports the delivery of learning and teaching to students with additional needs. This will provide more flexible learning spaces.

A tendering exercise took place at the end of 2021 to undertake the work and the tender was awarded to Livingston-based Maxi Construction who started in January 2022. Maxi completed the mezzanine floor extension in the engineering workshop in the early months of 2021.

The costs of projects 3 and 4 are expected to be met within the £350k budget approved by the committee in November. Projects 1 and 2 are being funded through the additional SFC capital grant received.

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Environmental Construction Skills Training Centre

At the November 2021 meeting the committee was informed that the college had been awarded £493k to build an environmental construction skills training centre following a successful application to West Lothian Council's Place Based Investment Fund.

The Director of the Faculty of Computing, Engineering and Built Environment has been seconded to work full time on the project supported and is being supported by an internal team. An external project manager has been appointed to provide technical expertise and work is on-going with the procurement coordinator to award the design and build contract. It is anticipated that this will be awarded in early March 2022.

Given the value of the project, approval is required by the committee.

Action

The committee is asked to note progress with the planned estates work and approve a budget of £493k for the environmental construction skills training centre.

Jennifer McLaren

Vice Principal, Finance and Corporate Services

24 February 2022

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Finance and General Purposes Committee

MANAGEMENT ACCOUNTS – JANUARY 2022

Introduction

Attached are the management accounts for the six-month period ended January 2022 and forecast for the year ended 31 July 2022.

The first tab provides the summary information which the committee is used to receiving. The second tab provides key performance indicators (KPIs) with supporting commentary. This is provided in response to a discussion with the committee where members said that they would like papers to be as concise as possible.

As this is the first time the management accounts have been presented in this way feedback would be welcomed.

Action

The committee is asked to note and discuss the financial forecast for the period ended 31 January 2022.

Jennifer McLaren

Vice Principal, Finance and Corporate Services
24 February 2022

WEST LOTHIAN COLLEGE
MANAGEMENT ACCOUNTS
JANUARY 2022

Summary	page	1
Performance indicators		2

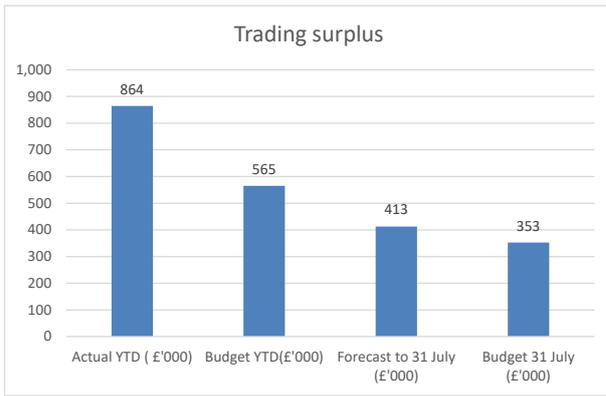
	2021/22 BUDGET £'000	As at 31 January 2022			Forecast to 31 July	
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	VARIANCE £'000
SUMMARY						
INCOME						
Grant in aid	13,330	6,665	6,665		13,275	-55
Fees	2,604	1,720	2,434	-713	2,264	-340
SDS contracts	388	310	216	+94	388	
Income generation	1,213	423	534	-111	1,013	-200
European funds	248	4	8	-4	4	-244
Other income	272	257	135	+122	324	+52
Other SFC funding	1,926	510	483	+28	2,541	+615
TOTAL INCOME	19,981	9,890	10,475	-585	19,810	-172
EXPENDITURE						
SALARIES						
Faculties	9,280	4,485	4,628	+143	9,165	+115
Departments	3,183	1,574	1,583	+10	3,204	-21
Business Development	808	402	400	-2	830	-22
Other Activities	103	41	51	+10	83	+20
Estates & Sustainability	1,005	482	504	+22	970	+35
	14,378	6,984	7,167	+183	14,252	+126
SUPPLIES & SERVICES						
Faculties	981	396	641	+245	1,014	-33
Departments	1,944	750	943	+194	2,211	-267
Business Development	427	125	169	+43	166	+261
Other Activities	248	10	220	+210	19	+230
Estates & Sustainability	1,344	607	617	+10	1,429	-85
	4,944	1,889	2,591	702	4,839	+105
OTHER PAYROLL COSTS						
	306	153	153		306	
TOTAL EXPENDITURE	19,628	9,026	9,910	885	19,397	+232
TRADING SURPLUS/(DEFICIT)	353	864	565	+300	413	+60
<i>TRADING SURPLUS/(DEFICIT) as % of Income</i>	1.8%	8.7%	5.4%	3.3%	2.1%	0.3%
RESTRUCTURING						
Voluntary Severance / Redundancy						
Pension Transfers						
Apprenticeship Levy	-35	-29	-29		-35	
Holiday Pay Accrual						
	-35	-29	-29		-35	
INTEREST						
Interest receivable	1		1	-1	1	
Interest Payable						
	1		1	-1	1	
DEFERRED GRANT & DEPRECIATION						
Release of Deferred Grant	475	110	119	-9	439	-36
Depreciation	-792	-198	-198		-792	
	-317	-88	-79	-9	-353	-36
STUDENT FUNDS						
Student Funds Income	4,688	2,129	1,172	+957	4,896	+208
Student Funds Expenditure	-4,688	-2,129	-1,172	-957	-4,896	-208
INVESTMENT FUNDS						
College Spend	-158				-158	
Transfer to ALF						
	-158				-158	
COLLEGE SURPLUS/(DEFICIT)	-156	747	457	+290	-132	+24
	-0	7.6%	4.4%	3.2%	-0.7%	0.1%
PENSION						
FRS17 LPF	-2,046				-2,899	-853
Early Retirement provision	-251				-251	
	-2,297				-3,150	-853
OPERATING SURPLUS/(DEFICIT)	-2,453	747	457	+290	-3,282	-829
Transfer (To) / From Pension Reserve	2,046				2,899	+853
Transfer (To) / From Revaluation Reserve	407				407	
NET TRANSFER TO I&E RESERVE	0	747	457	+290	24	+24
<i>Net transfer as % of Income</i>		7.6%	4.4%	3.2%	0.1%	0.1%

Variances

A + variance means an increase
A - variance means a decrease

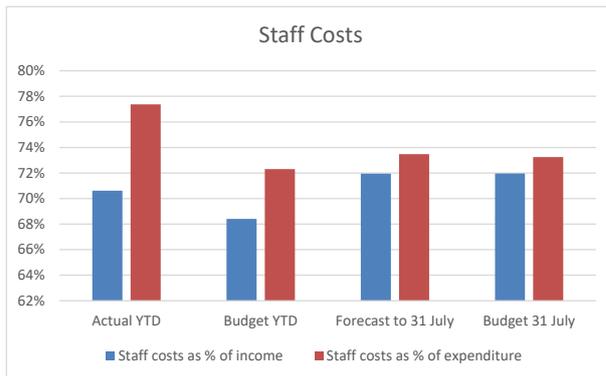
Explanations

Explanations for variances are noted in the following papers



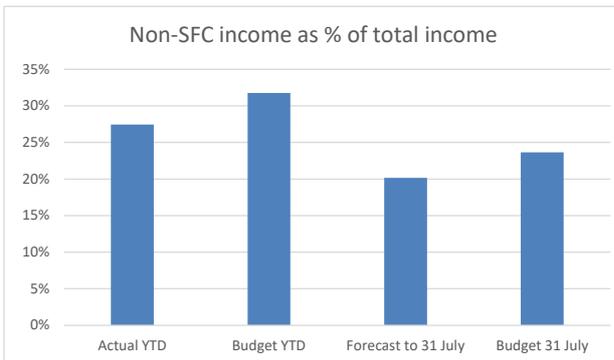
Commentary

- 1 Actual YTD trading surplus is high partially due to lower than planned spend on supplies and services across the board. Spend is forecast to increase in the second half of this financial year, with a full-year forecast of £105k surplus.
- 2 Staff costs are also forecast to out-turn lower than budgeted, £126k, largely as a result of vacant posts.
- 3 Overall income is forecast to be £172k lower than budget. This includes reduced fee income due to poor recruitment in some areas, perhaps as a consequence of Universities lowering entrance requirements due to the impact of the pandemic, and income from other activities such as European trips and CHS room hire. These lower income streams will be partially off-set by additional (non-recurring) SFC income, funding mental health, digital poverty, national transition training funds and young persons guarantee
- 4 Forecast trading surplus therefore £60k (0.1%) greater than budgeted.



Commentary

- 5 Full year forecast for staff costs as a percentage of both income and expenditure is in-line with budget.
- 6 Actual performance YTD, the staff costs represent a higher proportion of expenditure due to the lower than planned spend on supplies and services noted above.



Commentary

- 7 YTD Non-SFC income is lower than budget which is largely a timing issue as invoices for SECTT training, CIBT, Articulation students etc. will not be raised until final student numbers are confirmed. It also reflects lower income from other activities which are not taking place due to the pandemic such as European trips and CHS room hire.
- 8 The full-year forecast position is also lower than budgeted due to the one-off, non-recurring additional other SFC funds, £615k.

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Finance and General Purposes Committee

HUMAN RESOURCES AND PEOPLE DEVELOPMENT REPORT

Introduction

Please find attached the Human Resources and People Development Report for the period October to December 2021.

Action

The committee is invited to note the contents of this report.

Derek O'Sullivan

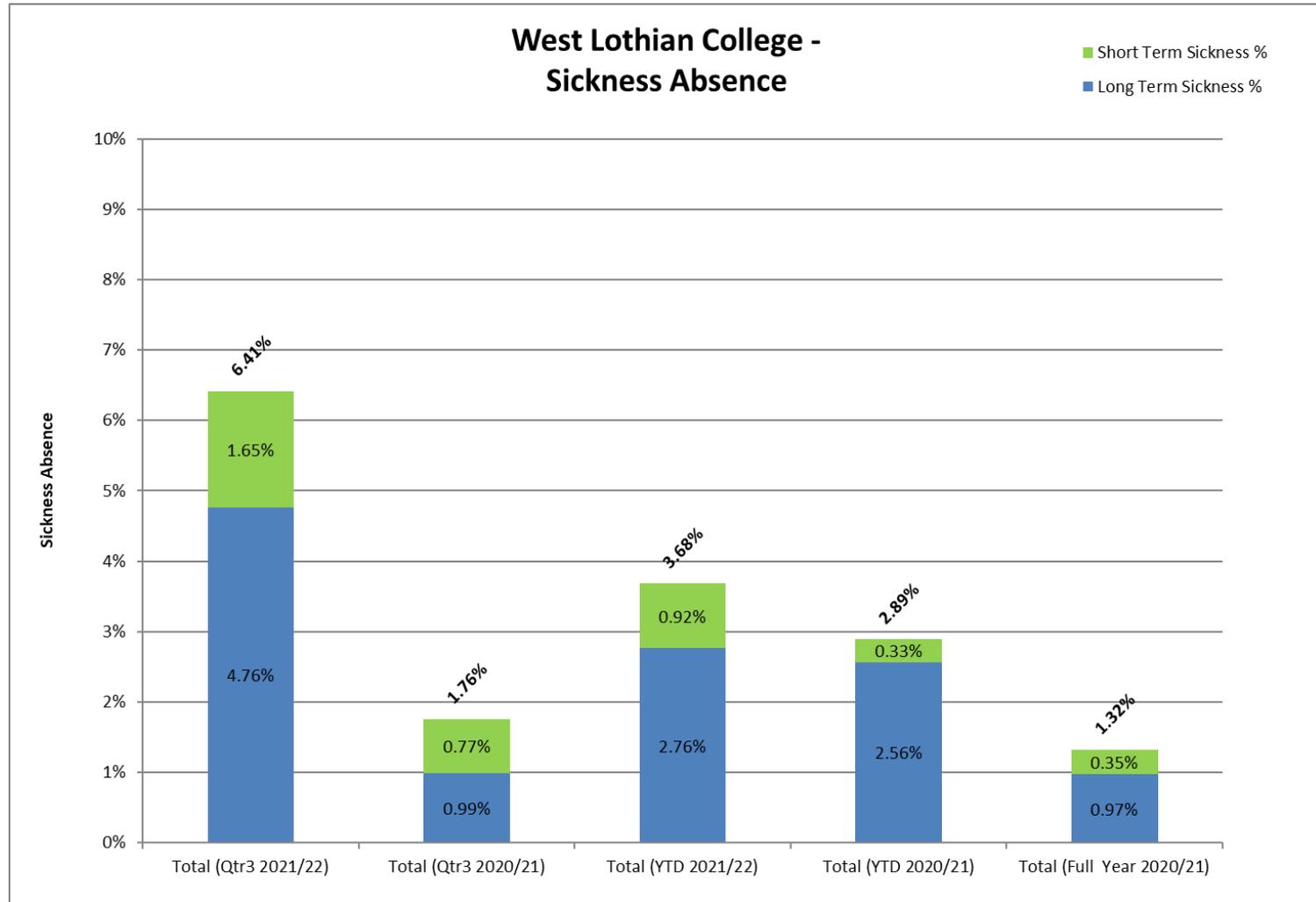
Head of Human Resources and People Development
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Workforce - Recruitment	<p>All substantive posts filled</p> <p>Lecturing applicant to vacancy ratio 4:1 (decrease against previous quarter 7:1)</p> <p>Support applicant to vacancy ratio 7:1 (same as previous quarter)</p> <p>18 new starts</p>										
Workforce - Retention	<p>9 leavers</p> <p>Employee turnover YTD 13% (2 percentage point increase against previous YTD)</p> <div data-bbox="846 635 1608 1278" data-label="Figure"> <p style="text-align: center;">Reason for leaving employment October 2021 to December 2021</p> <table border="1"> <caption>Reason for leaving employment October 2021 to December 2021</caption> <thead> <tr> <th>Reason</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Death in Service</td> <td>1</td> </tr> <tr> <td>End of Contract</td> <td>3</td> </tr> <tr> <td>Resignation - Other Employment</td> <td>4</td> </tr> <tr> <td>Resignation - Other Reasons Not Specified</td> <td>1</td> </tr> </tbody> </table> </div> <p>Annual succession/workforce planning process was undertaken for all teams.</p>	Reason	Count	Death in Service	1	End of Contract	3	Resignation - Other Employment	4	Resignation - Other Reasons Not Specified	1
Reason	Count										
Death in Service	1										
End of Contract	3										
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Resignation - Other Reasons Not Specified	1										

Health and Wellbeing – sickness absence

Sickness absence for quarter was 6.41% (increase of 4.65 percentage points compared to the same quarter in the previous year)

Sickness absence YTD 3.68% (increase of 0.79 percentage points against previous YTD)



	<p>Sickness absence is monitored and appropriate actions taken in line with the <i>Your Attendance Matters</i> policy. In particular, long-term sickness cases are monitored and managed proactively ensuring relevant actions are taken to facilitate resolution of the absence episode.</p> <p>In October, free flu vaccination vouchers were distributed to staff.</p> <p>On 2 November, we marked Stress Awareness Day with live Deskercise sessions delivered by our physiotherapy provider, Connect Health. We promoted the wide range of free services available to staff to support mental health and wellbeing.</p> <p>In December, we publicised the range of health and wellbeing supports available to staff, including access to Able Futures which is a national programme aimed at supporting staff with ongoing mental health challenges towards a healthy, positive outlook at work.</p>
<p>Reward and Recognition</p>	<p>Further national update provided to support staff regarding the progress of national job evaluation.</p> <p>National discussions are ongoing on cost-of-living pay awards for lecturing and support staff.</p> <p>Employee benefits (retail discounts/cashback offers) are available to staff and promotion about this has been undertaken.</p> <p>The updated Real Living Wage rate was announced in November (increasing from £9.50 to £9.90 per hour) and this was implemented with effect from that date for relevant staff.</p>
<p>Staff Experience and Engagement</p>	<p>In October/November, we carried out the annual staff experience survey. Results were very positive and analysis is provided in a separate paper.</p> <p>On 13 November we marked World Kindness Day with staff encouraged to carry out acts of kindness and show recognition of each other via the Staff Experience and Employee Recognition Microsoft Teams site.</p> <p>Staff connection and wellbeing was encouraged through a range of activities in the month leading up to the festive break through an online advent calendar promoting activities such as a Christmas jumper competition, quiz and a live online college Christmas party attended by over 220 colleagues.</p>

	<p>The Hybrid Working Group, established to review working arrangements for the college from academic year 2022- 23, continued its work, engaging with all staff and teams for feedback on how these can be made to work effectively.</p>
Employee Relations	<p>Regular joint JNCC meetings with EIS and UNISON continued connected to COVID restrictions and ongoing management and communication relating to this.</p> <p>One UNISON JNCC was held – national job evaluation, forthcoming (March 2022) equality and diversity data gathering exercise, Hybrid Working Group, staff probationary period process and Real Living Wage were discussed.</p> <p>One EIS JNCC was held – forthcoming (March 2022) equality and diversity data gathering exercise, Hybrid Working Group, staff probationary period process, onsite working arrangements, mandatory training and online learning were discussed.</p> <p>The ongoing EIS Instructor dispute remains extant - it was agreed to implement the provisions of a National Bargaining Circular on this matter and refer this for consideration to NJNC joint secretaries for their determination of the difference between this post and the national lecturing role profile. No agreed outcome was reached. At a national level, UNISON has raised a dispute with the Employers Association in that they should be involved in any determinations affecting support roles.</p>
Equality and Diversity	<p>The following activities are planned for academic year 2021-22:</p> <p>Exercise to collect equality and diversity staff data, in conjunction with trade unions.</p> <p>Review of staff recruitment and selection policy and processes in line with various equalities guidance on age, gender, race and disability.</p>
Learning and Development	<p>Engagement with staff mandatory training for 2021-22 is being promoted monthly and completion reports are being provided to the Executive Leadership Team.</p> <p>As part of fully embedding the college value welcoming to all, new staff inductions now include an opportunity to meet the Principal on their first day where possible.</p> <p>Work has been ongoing with GTCS registration - all eligible lecturers provided instructions to register and further direct follow-ups from GTCS and college and line manager level. 55% of lecturers have now registered, 21% are in progress and work continues to ensure engagement for the remaining 25% of lecturers currently in scope but who have not commenced the registration process.</p>

During this quarter the Leadership Development Programme for the College Leadership Team concluded. Further work on psychological safety for the Management Forum continued, supported by our Investors in People consultant.

Learning and development activities have been sourced, delivered or supported in the following subject areas:

- Digital Skills
- First Aid training
- Planning for your Future
- Assessor and Internal Verifier awards
- Epilepsy Awareness training (for January 2022 delivery)
- Deaf Awareness workshop (for January 2022 delivery)
- Resilience training (for rollout in January 2022)
- Fire Marshal training (for rollout in the Spring of 2022)

Derek O'Sullivan

Head of HR and People Development

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Finance and General Purposes Committee

STAFF EXPERIENCE SURVEY 2021

Background

This report summarises the findings of our annual Staff Experience Survey carried out over three weeks from October to November 2021. The survey was first undertaken in 2017 and is a valuable barometer of staff views. It is one of a range of ways that feedback is sought.

A total of 273 responses were received representing a response rate of 78% which is just three percentage points lower than in 2020. Of the 273 responses, 155 were from support staff, 89 from lecturers and 29 from managers.

The 2021 survey indicates a continuing high positive sentiment amongst colleagues across most staff experience areas. In comparison with 2020, some areas have slightly less favourable responses. The most significant issues remain workload, presenteeism and workplace stress.

Findings on survey themes

College overall

Key positives

- 97% have a clear understanding of the goals and objectives of the college
- 98% are aware of the college values and 96% feel able to demonstrate these values in their role
- 89% would recommend the college as a place to work

Staff experience

Key positives

- 95% are satisfied with the support of their colleagues
- 94% feel trusted to do their job
- 93% feel their role makes a difference to students
- 86% feel enthusiasm for their job
- 85% feel able to do their job to a standard they are pleased with

Area for attention

- 41% feel unable to meet all the demands on their time at work

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Perception of line manager

Key positives

- 92% believe their line manager is supportive in a personal crisis
- 91% feel their line manager encourages all to work as a team
- 88% are satisfied with the support of their line manager

Perception of the Principal

Key positives

- 93% feel the communication between the Principal and staff is effective
- 89% feel the Principal tries to involve staff in important decisions
- 89% believe the Principal acts on staff feedback

Health and Wellbeing

Key positive

- 97% feel that the college takes positive action on health and wellbeing
- 88% believe their line manager takes a positive interest in their health and wellbeing

Workplace stress and presenteeism

Areas for attention

- 51% reported attending work at some point in the previous three months despite not feeling well enough. Of these, 61% reported putting pressure on themselves to work, compared with 6% reporting pressure from their manager
- 38% have felt unwell as a result of work-related stress in the previous 12 months, mainly due to high workload and conflicting priorities.

Perceptions of discrimination, bullying and harassment

Key positives

- 97% have not personally experienced any discrimination, bullying or harassment from any source

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Next steps

Survey findings were sent to all staff in January and shared with local trade union branches. They have been discussed by the college leadership team and at trade union meetings. Managers will meet their teams to assess their results and any required actions.

Examples of the college-wide actions to address areas for attention include:

- A dedicated Wellbeing Day on top of annual leave entitlement
- A full day's resilience training available for all staff from January to June 2022. This has been supported by dedicated funding from the Scottish Funding Council to support staff health and wellbeing. To date, 135 have taken part or booked a place and feedback has been extremely positive
- Wellbeing Wednesday on 16 February for all staff with a wide range of virtual workshops
- Awareness raising of the mental and physical health support available to all colleagues will continue through the work of the Staff Experience Group.

Action

The committee is asked to note the positive outcomes of the 2021 Staff Experience Survey and the actions being taken to address areas for attention.

Derek O'Sullivan

Head of HR and People Development
24 February 2022