

Board of Management

Date of Meeting	Wednesday 26 August 2020
Paper No.	BoM1-H
Agenda Item	5.2
Subject of Paper	Return to Work Transitions Progress
FOISA Status	Disclosable
Primary Contact	John Gribben
Date of production	21st August 2020
Action	For Noting

1. Recommendations

To note the progress of transitional arrangements to support all staff returning to work, including:

- Home working guide
- Generic COVID Risk Assessment
- Transitions Questionnaire

2. Purpose of report

To provide the Board reassurance that all practical measures are being taken, (in line with Scottish Government Guidance), to support employees in returning to the workplace physically, virtually or blended.

That the Health Safety and wellbeing of all our employees and students remain our primary concern as we support that transition.

3. Context

The [Staff Resource Hub](#) contains all guidance for staff and managers related to the current COVID working arrangements. This includes access to the home working guide, risk assessment guidance and forms.

All staff have received multiple communications via email, manager and Principal briefings, all providing guidance, support and direction to the appropriate resource.

To help create the most robust plans possible for a safe transition back to work we have created a:

- [Home working guide](#)
- [Generic COVID Risk Assessment](#)
- [Transitions Questionnaire](#)

All of the above have been developed with full consultation with our recognised trade unions, with the home working guide being agreed by our Health and Safety Committee.

We are stringently adhering to Scottish Government advice and will ensure that **all staff who are able to work remotely will continue to do so** as safely as possible for as long as the current Scottish Government guidance remains. All activity is subject to risk assessment.

We also realise that Covid-19 has created new patterns of behaviour concerning how we live and work and we are conscious that previous models of working, learning and teaching are likely to change forever

We are also conscious though, that some staff may require additional support to enable continued remote working or physically returning to college which is why the transition questionnaire was developed. With this in mind we have created guidance on future remote working which will enable us to begin having conversations with all staff around this.

Information generated from this exercise will ensure we can:

- Facilitate as safe an initial phase of transitioning back to onsite working as possible
- Identify modified approaches to ensure safe continued remote working
- Be informed about future aspirations around longer term working arrangements

4. Impact and implications

Until such times as all staff complete the questionnaire we will not be able to fully identify impact and implications. As a guide, the following is a summary of response to the questionnaire at 14 August 2020

722 responses received

Covid Age

Low - 373

Moderate - 297

High - 52

Very High - 2

2 people are currently living abroad

Other considerations

Mental health - 81

Workplace adjustment/PEEP - 48

Disability - 57

Able to transition back to onsite working

Yes - 657 (91%)

No - for health reasons - 16

No - for caring reasons - 23

No - for travel reasons - 13

No - for other reasons - 15

Equipment

270 have requests (37%) - about half of these are for multiple items; the majority are looking for chairs

Interested in remote working in longer term

Yes - 555 (77%)