

ORGANISATIONAL DEVELOPMENT Committee

**Wednesday 19 September 2018
Boardroom, Langside Campus**

The next meeting of the Organisational Development Committee will be held on Wednesday 19 September 2018 at 4.30pm in the Boardroom, Langside Campus.

A G E N D A

18.32	Welcome and Apologies	S Heidinger
18.33	Declarations of Interest	S Heidinger

Minutes of Previous Meeting

18.34	Minutes of Previous Meeting – 02 May 2018	P	S Heidinger
18.35	Matters Arising – Action Grid	P	S Heidinger
18.36	Notes of Support and Teaching JCNC Meetings	P	S Heidinger

There are no items for Decision this meeting.

Items for Discussion

18.37	HR Procedures Harmonisation – current position and future plans	V	L McGaw
18.38	Assistant Principal HR Report	P	G Crankshaw
18.39	Staff Engagement Survey Update	P	G Crankshaw
18.40	Key Performance Indicators Reports	P	L McGaw
18.41	Recruitment, Retention and Staffing Profile	P	N Patton

Items for Noting *

18.42	Attendance Management Report	P	N Patton
18.43	Health & Safety Report	P	G Crankshaw
18.44	Learning and Development Report	P	G Crankshaw

Continual Improvement

18.45	Equalities Impact Assessment on Decisions Made	S Heidinger
18.46	Review of Papers (Including disclosable status)	S Heidinger
18.47	Any Other Business	S Heidinger

Date of Next Meeting: 4.30pm on 6th February 2019, The Boardroom, Langside Campus

***These items will not be discussed unless there is a request to do so.**

**MINUTE OF THE FIFTEENTH MEETING OF THE ORGANISATIONAL
DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 02 MAY 2018, THE
BOARDROOM, LANGSIDE CAMPUS, GLASGOW CLYDE COLLEGE**

PRESENT:

S Heidinger	Committee Chair
M Docherty	Committee Member
G Whiteford	Committee Member
G McGuinness	Committee Member
D Perez	Committee Member

IN ATTENDANCE:

G Crankshaw	Acting Assistant Principal, Human Resources
C Crawford	Acting Organisational Development Manager
J Thomson	Vice Principal, Resources & College Development
N Patton	Head of Human Resources
G Heritage	Clerk to the Board (Minute Taker)

ACTION

18.15 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were noted from Clare Walker.

18.16 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.17 MINUTES OF PREVIOUS MEETING: 15 NOVEMBER 2017

The Minutes were approved as an accurate record of the meeting of 31 January 2018.

18.18 MATTERS ARISING

The Committee noted the updates within the Matters Arising Action Grid. Items 18.06, 18.07 and 18.08 were noted as being on the agenda.

J Thomson gave two further updates relating to the minutes of the previous meeting, which were not included on the Action Grid.

Fire Compartmentation at Anniesland Campus: There is now agreement to undertake the necessary work and to remedy any faulty workmanship. This is seen as a positive move forward. .

Mary Stuart Building: work here is ongoing and part of the list of works to undertake during the summer. There is no significant health and safety risk.

G Crankshaw responded to a question on 'Staff Voice' and said there had been a very positive first meeting, well attended and with staff engagement.

18.19 REPORT ON JOINT CONSULTATION AND NEGOTIATING COMMITTEE MEETINGS

N Patton was invited to speak to the report issued with the agenda papers. This was the first report replacing supplying the Committee with often lengthy minutes of meetings.

A Committee member asked for clarification on the paragraph relating to Terms and Conditions. It was explained this related to annual leave and a lack of understanding of messages around when annual leave could be taken. The issue was resolved.

A Committee member asked for more detail about the Heating Failure Plan. J Thomson described the events in January 2018 when heating had failed and measures to remedy this including repair of boilers and one due to be replaced in the summer. Early communication with Unions will also be implemented if such events recur.

A Committee member sought clarification on Core Skills Profiling, it was explained this related to initial assessment of student skills. Information has been provided to EIS on who carries this out. Lessons learned from this year will inform future years.

J Vincent wished the Committee to note that the item on Staff Absence was odd in that he had never had such a meeting as quoted with Senior Lecturers and when challenged EIS had been unable to clarify.

The Committee were content that no issues for the Board arose from the content of this report.

18.20 ASSISTANT PRINCIPAL HR REPORT

G Crankshaw was invited to speak to the Report issued with the Agenda.

G Crankshaw confirmed that 'Workplace' the new staff communication platform would be trialled for one year.

Staff Engagement Survey closed and had a 50% response rate which the consultants felt was reasonable. It was neither simple nor possible to quickly and fully interrogate results and a meeting with HIVE and with Unions is planned to discuss results and obtain full analysis.

A Committee member asked if there were any surprises of which to be aware. G Crankshaw replied that whilst leadership and communications were cited as areas to be developed, more positively over 70% of staff felt GCC was a good place to work and enjoyed working here. Benchmarking data is not yet available.

A Committee member queried any concerns around messages when the results become public knowledge. J

Vincent said that potentially there could be something around senior management team and bullying. This had been stated by some respondents.

A Committee member sought confirmation that the full analysis will go to the Board and this was given. The Committee agreed it is preferable that this Committee and the Board have sight of the full analysis prior to it being made public. The analysis will be circulated to this Committee and the Board.

SMT

G Crankshaw described the current exercise to identify current skills and gaps, stating that the current stage is data gathering.

New PDP process is being introduced and there is a need for a different format with a coaching element and ongoing conversations. This will require training for staff carrying out PDP's and a change in culture. Currently some staff are not enthusiastic or decline any PDP. Whilst some training is specific to a job role and thereby mandatory other good practice and development training is not yet mandatory.

A Committee member expressed concern that one person would need to support PDP for 40 staff. The ambition is that PDP becomes an ongoing process not a once a year meeting, and that there is agreement for SL's to carry out PDP's to spread the workload.

It is hoped that a change to a coaching environment and a change in mindsets over time will bring improvement in take up.

A Committee member asked if the process is worthwhile and J Vincent described the issue as GCC not having that culture in existence. He confirmed it can be a very valuable process albeit logistics are a challenge but a move to a coaching model would be helpful.

There was a lively further discussion on the topic and how best the challenges can be overcome to ensure a beneficial environment.

The Committee acknowledged that OD are working hard to progress this development.

OD

G Crankshaw spoke about collaborative work with a regional OD group comprising the three Colleges and looking at talent development and leadership. It was noted CDN are also undertaking work around leadership and G Crankshaw will report back further as this group develops.

A Committee member asked about the target groups and it was confirmed this is centred on people in or aspiring to move into leadership roles and being able to identify people wanting to move on.

The Committee discussed competencies for excellence and potential opportunities and asked to be kept informed.

G Crankshaw supplied the GCC Equal Pay Audit as an annexe. The Chair of the Committee noted that there was

some conflation between gender pay and equal pay throughout the report which could be unhelpful. The Committee agreed that some clarification and consistency was needed particularly as some staff may also conflate the two strands into one and then feel there is an issue to be raised.

G Crankshaw assured the Committee that the document will be reviewed and refined promptly.

GC

KPI statistics were circulated at the meeting and G Crankshaw spoke to these. Annual figures will be available for the October meeting of this Committee.

A Committee member suggested that staff induction completions and staff turnover could be annually reported.

After a short discussion on KPI's relating to accidents, and near misses, the Committee asked that the SMT reflect on how best to present these and revert to the Committee.

SMT

The Committee thanked G Crankshaw for her report.

18.21 ATTENDANCE MANAGEMENT REPORT

N Patton was invited to speak to the report issued with the papers which related to the Absence Statistics for quarter 2. The Committee were asked to note the positive reduction of longer term absence compared to 2016/17 and that mental health is no longer a predominant reason for absence; this equates to a marked reduction in mental health issues affecting staff.

The Committee discussed MSK (musculoskeletal), a consistently common reason for absence, and what might help to mitigate incidences. PAMAssist the new Employee Assist programme receives positive feedback and there is an option to add a mainly telephone Physio service. After discussion, the Committee asked that rather than accepting the recommendation to provide through PAMAssist, senior management look at other options including potential physiotherapist time on campus, and report back to this Committee.

N Patton was thanked for her report.

NB Numbering of tables 8 and 9 to be corrected.

NP

18.22 HEALTH & SAFETY REPORT

C Crawford spoke to the report issued with the agenda papers.

Accidents have remained at a similar level to 2016/17, however C Crawford informed the Committee that three RIDDOR incidents had been reported which is unusual.

The Committee discussed the reasons and were informed the car park at Cardonald Campus is a risk and there is a need to address the poor surface, which is now considered to pose a hazard in some weather conditions. J Thomson

JT

said that a funding bid would be sought to undertake remedial work.

A Committee member asked if there was any likelihood of a claim being made against GCC due to accidents, and was informed that none of the senior team were aware of any.

The Committee thanked C Crawford for the report.

ACTION

18.23 REMIT OF ORGANISATIONAL DEVELOPMENT COMMITTEE

The Committee discussed the remit, and made some alterations to wording to simplify the text. A revised remit will be circulated.

GH

18.24 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

Equalities discussed and considered throughout. In particular a full discussion took place under item 18.20

18.25 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

The Committee agreed that all items were disclosable.

18.26 ANY OTHER BUSINESS

J Thomson raised the requirement from Chair of the Board for each Committee to pick up specific KPI's at their next cycle of meetings. This Committee is tasked to ensure monitoring of engagement levels. The committee agreed this is being measured and the survey engagement outputs will feed into this and be reviewed at the October meeting.

J Vincent raised the conditions being sought by Scottish Funding Council per Board meeting of 14 March, within item 18.08. This relates to Voluntary Severance, redeployment conditions between the regional Colleges and timescales imposed after severance preventing an individual taking up employment with another regional College for two years. This will require clarity to employees and clear voluntary severance agreements given certain actions are inconsistent with current employment law and practice.

The Committee discussed this and noted only Glasgow region has this imposed at present. The Committee and Board will be updated on any further development.

**Committee/
SMT**

JV/SMT

DATE OF NEXT MEETING

TBC.

GH

**ORGANISATIONAL DEVELOPMENT COMMITTEE
ACTIONS ARISING FROM MEETING HELD ON 02 MAY 2018**

ITEM NUMBER	ACTION	LEAD	COMMENT
18.20	This Committee will have sight of the related information on the staff survey prior to it being made public; full analysis will be circulated to this Committee.	GC	Updated paper on the staff survey is on the agenda.
18.20	The committee noted conflation of equal pay with gender pay within the Equal Pay Audit document and asked that the document be reviewed and refined.	GC	The Equal Pay Audit document has been amended.
18.20	The Committee asked that senior management reflect on how best to present KPI's relating to accidents and near misses and to report back to the Committee.	JT/GC	The KPI report is on the agenda.
18.21	Following discussion on the musculoskeletal absence figures, the Committee asked that senior management look at options for physiotherapy services other than the telephone option via PAM Assist, and report back to this Committee having analysed options.	NP	Other options for physiotherapy services are being considered.
18.22	The Committee to be kept informed of progress against funding for remedial work to Cardonald Campus car park.	JT	The large scale remedial project works to the Cardonald campus car park are underway and due to complete in mid-October.
18.26	The Committee noted the Voluntary Severance redeployment conditions preventing appointment with another Glasgow Region College within two years and the need for clear	JT	VS scheme paper submitted to the Board in June and a further amended paper in August. This now needs approved by SFC

ITEM NUMBER	ACTION	LEAD	COMMENT
	agreements. The Committee asked to be kept updated on any further development.		and GCRB and has been shared with the unions.

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting	19 SEPTEMBER 2018
Paper Title	ASSISTANT PRINCIPAL, HUMAN RESOURCES REPORT
Agenda Item	18.38
Responsible Officer	GILLIAN CRANKSHAW, ORGANISATIONAL DEVELOPMENT MANAGER
Status	DISCLOSABLE
Action	FOR DISCUSSION

1. INTRODUCTION

- 1.1 This report will provide an update to the Organisational Development Committee on some of the activity that has been ongoing within the Human Resources (HR) and Organisational Development (OD) functions since the last Committee meeting that is not covered within other Organisational Development Committee papers.

2. INTERNAL COMMUNICATIONS

- 2.1 It had been highlighted by staff that the College intranet was not fit for purpose and the OD team were tasked with creating a new site on SharePoint as an exemplar for the rest of the College. This was completed earlier this year.
- 2.2 The team were ready to work with the other College Departments when we were advised by the Systems Development Team that they had to do further development work before this could be rolled out further. They anticipate being in a position to allow us to take this forward in the next few months.
- 2.3 We are now halfway through the Workplace pilot and will be providing a report to the Senior Leadership Team (SLT) on progress. Take-up of the pilot has not been as hoped and a decision will be made to either end the pilot or re-launch, with all staff automatically opted-in. This would provide a better picture of how useful, or not, the platform is to the College.
- 2.4 Verbal feedback on Workplace was sought at the College Support Managers meeting and there were mixed reviews.

3. WORKFORCE PLANNING AND PROFESSIONAL DEVELOPMENT PLANNING

- 3.1 Due to staff shortages in the OD Unit and availability of managers this exercise has taken longer than anticipated.

- 3.2 Initial meetings with Senior and Middle Managers, have taken place, to gather qualitative data on the current staffing profile. One Head of Curriculum has still to meet with the team.
- 3.3 This information and the quantitative data held by Human Resources will be analysed alongside the College portfolio and internal/external factors to create the workforce plan.
- 3.4 The revised Professional Development Planning process which, as agreed at the Organisational Development Committee in May, will run throughout the academic year, will now be launched through information sessions for all staff and training for managers running in October. As agreed previously this process will be mandatory and should be a continuous process with a once a year paperwork submission.
- 3.5 A monitoring report on completed PDPs will be submitted to the Senior Leadership Team at the mid and end of year points.

4. NEW INDUCTION PROCEDURE

- 4.1 A new induction programme has been devised and will be presented to the Senior Leadership Team, in September, for feedback before implementation.

5. RISK ANALYSIS

There are no specific risks associated with this paper.

6. LEGAL IMPLICATIONS

There are no legal implications associated with this paper.

7. FINANCIAL IMPLICATIONS

There are no direct costs associated with this paper.

8. REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

9. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting	19 SEPTEMBER 2018
Paper Title	STAFF ENGAGEMENT SURVEY UPDATE
Agenda Item	18.39
Responsible Officer	LORRAINE MCGAW, ASSISTANT PRINCIPAL, HUMAN RESOURCES
Status	DISCLOSABLE
Action	FOR NOTING

1. INTRODUCTION

- 1.1 This paper provides an update on the staff engagement survey progress.

2. BACKGROUND

- 2.1 The survey was open to all staff from 12 February to 9 March 2018 and an overall response rate of 58% was achieved.
- 2.2 The survey responses were collated by the provider HIVE and the headline data was shared with the Senior Leadership Team (SLT) and Trade Unions.
- 2.3 Organisational Development worked with HIVE to develop the Unit/School survey feedback sessions to provide individual teams with their results. Staff were given the opportunity to feedback on the top area of priority for them or their team. This was done through a post it note exercise to allow anonymous feedback. Staff could discuss their feedback with their colleagues or feedback on their own.
- 2.4 Guidance from HIVE was that to allow staff to feel free to feedback, members of SLT did not attend the feedback sessions but that all staff and Line Managers within a team should be invited. During a small number of the sessions some staff mentioned that they didn't want to provide feedback in front of their line manager. When this was the case, the Organisational Development facilitator advised that they did not need to provide feedback at the session but could provide it directly to OD following the session, if they chose to do so. Some Line Managers chose to leave the session at this point if they thought that it would allow for a more open discussion by the team. The majority of Line Managers remained and participated in the full session.
- 2.5 Organisational Development have facilitated feedback sessions to 28 Unit/Schools with the final 9 sessions scheduled.

- 2.6 Following each session the outputs were typed up and sent out to all team members along with a copy of the slides and survey questions.
- 2.7 Solution group themes were developed utilising the feedback from the full engagement survey and the main themes emerging from the individual survey feedback sessions.
- 2.8 The main themes have been categorised under three headings:
- Health & Wellbeing
 - Recognition
 - Leadership & Management
- 2.9 Organisational Development worked with HIVE to develop solution groups which allowed attendees to explore these themes further and provide practical solutions to each of these topics. An overview of the content of each session can be found in Appendix 1.
- 2.10 Solution groups have been held in Anniesland Campus on 14 August and Cardonald Campus on 15 August 2018. These dates were selected to allow teaching staff to attend before the students returned. Three themed sessions were held on each day and all staff were invited to attend.
- 2.11 The attendance was very low. There were 20 places available at each session and attendance was as follows:

Anniesland Campus 14 Aug 2018		Cardonald Campus 15 Aug 2018	
Theme	Attended	Theme	Attended
Health & Wellbeing	4	Health & Wellbeing	8
Recognition	1 (cancelled)	Recognition	5
Leadership and Management	2	Leadership and Management	6

- 2.12 Solution groups sessions have been scheduled for Langside Campus on 17 September 2018 to allow any staff who may have been previously unavailable to attend a final opportunity to do so.

3. NEXT STEPS

- 3.1 Analysis of the solution group outputs and a College action plan will be developed by Organisational Development and shared with the Executive Management Team (EMT) in October 2018. Once agreed, the action plan will be shared with the Senior leadership Team (SLT) and unions and then with all staff.

- 3.2 There will also be a requirement for local action plans to be developed. This will ensure that any locally raised points, which would not be a part of the overall College action plan, can still be addressed.
- 3.3 Organisational Development will work with the Human Resources team to review unit/school feedback. Human Resource Advisers will then work with unit/school managers to develop their own local action plans and monitor progress.
- 3.4 A report will be developed in January with an update for the SLT on the progress of the overall college action plan.

4. RISK ANALYSIS

There are no specific risks associated with this paper.

5. LEGAL IMPLICATIONS

There are no legal implications associated with this paper.

6. FINANCIAL IMPLICATIONS

There are no direct associated with this paper.

7. REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

8. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A

- ongoing due to annual leave and absence cover. It has previously been considered that an MA role could be introduced in the College in order to provide reception and admin support across any of the three campuses. This will be reviewed shortly.

Submitted by
Nicole Patton
Head of Human Resources
npatton@glasgowclyde.ac.uk

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting	19 SEPTEMBER 2018
Paper Title	HEALTH AND SAFETY REPORT 2017/18
Agenda Item	18.43
Responsible Officer	GILLIAN CRANKSHAW, ORGANISATIONAL DEVELOPMENT MANAGER
Status	DISCLOSABLE
Action	FOR NOTING

1 INTRODUCTION

- 1.1 This report covers activity undertaken by the Organisational Development team in relation to Health & Safety in 2017/18 and the key priorities for the coming year.

2 STATISTICS

2.1 Accident Statistics

- 2.1.1 The accident statistics from 1 March 2018 to 31 May 2018 (Appendix 1), 1 June 2018 to 31 August 2018 (Appendix 2) and a full year summary are attached (Appendix 3)
- 2.1.2 The total number of accidents/incidents reported in the period 1 March 2018 to 31 May 2018 was 24 with the total number in the period 1 June 2018 to 31 August 2018 being 7. The total number of accidents reported in the period 1 September 2017 to 31 August 2018 was 84.
- 2.1.3 Over the year there have been 4 accidents that have required to be reported to the HSE (RIDDOR).
- Carpal Tunnel Syndrome (Staff)
 - Fracture to Elbow (Student)
 - Fracture to Elbow (Student)
 - Fracture to Shoulder and Elbow (Staff)
- 2.1.4 The highest category was 28 Machinery/Tool cuts. For the same period last year the highest category was Machinery/Tool cuts with 23 recorded incidents.

2.1.5 The machinery and tool cuts are being addressed through discussion with the Heads of Curriculum in the areas identified and they have been asked to promote safe use of tools, however, given the nature of some of the courses there will always be an element of minor injury.

2.1.6 Across the year 12 accidents required hospital attention and details are supplied on each individual campus report.

2.2. First Aid Call Outs

2.2.1 In addition to the above over the course of the year, the College first aiders have attended 179 calls. 84 of these calls were accidents, which are recorded in the accident statistics above and 24 of these resulted in a visit to hospital as a precautionary measure. For the same period last year, the first aiders attended 154 call outs.

3 GENERAL UPDATE

3.1 Occupational Health Surveillance

The revised programme for Occupational Health Surveillance, started in November 2017, this includes new staff in an identified “at risk” area. 297 members of staff were offered appointments with 246 attending appointments.

3.2 Health and Safety Service Desk Provision

From 1 September 2017 to 31 August 2018, 157 requests have been logged on the health and safety service desk, of which 150 requests have been closed and 7 requests are currently active. We are working to encourage all staff to log Health & Safety requests through the service desk. The highest request is for Personal Emergency Evacuation Plans (PEEP).

3.3 Health and Safety Review

Four areas of priority were identified from the recent Health and Safety Review which the College requested to be completed and these were:-

- Health and Safety Policy
- Risk Assessment Procedure and Practice
- Audit Procedure and Practice
- Fire Safety Procedure

- 3.3.1 A temporary Health and Safety Officer was appointed to work on the recommendations in these areas. An updated draft Health and Safety Policy has been written which will be presented to the Board of Management at its next meeting. A new Risk Assessment Procedure has been drafted and new practices recommended for carrying out risk assessments. A new Audit Procedure has been drafted with recommendations on how audits should be carried out in future. The final piece of work, Fire Safety Procedure will be drafted by the end of September in draft. All new procedures when agreed by the Senior Leadership Team (SLT) will be published and promoted.

4. HEALTH AND SAFETY COMMITTEES

The Health and Safety Committee met on 25 June 2018 and there were no major actions to be addressed.

5 RISK ANALYSIS

There are no risks associated with this paper.

6. LEGAL IMPLICATIONS

There are no legal implications associated with this paper.

7. FINANCIAL IMPLICATIONS

There are no financial implications associated with this paper.

8. REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

9. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A

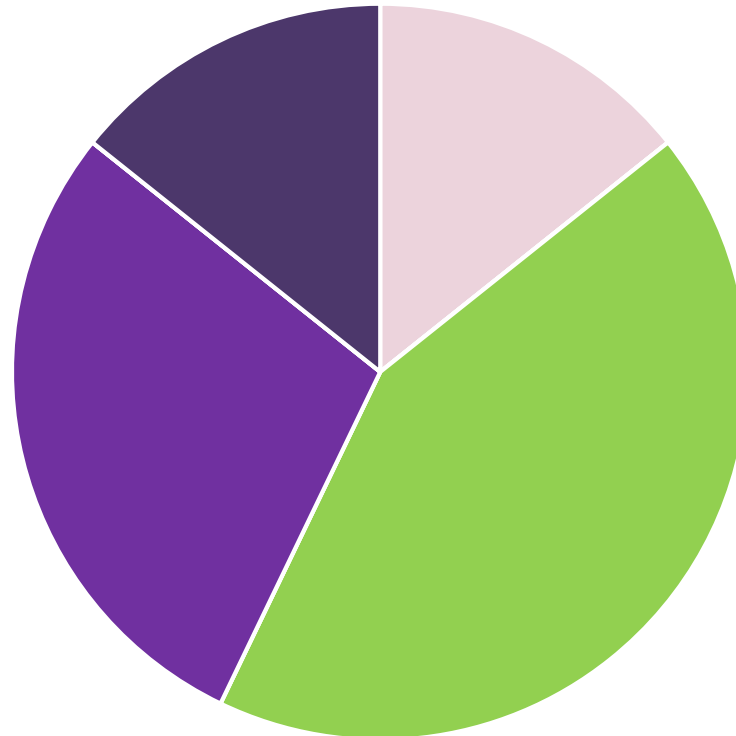
Health & Safety

Accident Statistics for Glasgow Clyde College

1 June 2018 to 31 August 2018

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall				1									1
Manual Handling													
Burns / Scalds													
Cuts	2			1	1								3
Machinery/Tool Cuts													
Eye Injuries	1			1									2
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports							1						1
TOTAL ACCIDENTS	3			3	1		1						7

Accident Category



- Slip / Trip / Fall
- Manual Handling
- Burns / Scalds
- Cuts
- Machinery/Tool Cuts
- Eye Injuries
- Physical/Verbal Assault
- Near Miss Reports

Anniesland Campus

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall													
Manual Handling													
Burns / Scalds													
Cuts				1	1								1
Machinery/Tool Cuts													
Eye Injuries	1			1									2
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports							1						1
TOTAL ACCIDENTS	1			2	1		1						4

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/first aid call out to be reported to the HSE.

1 x student sent to hospital as he stood on a nail.

Cardonald Campus

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall													
Manual Handling													
Burns / Scalds													
Cuts	2												2
Machinery/Tool Cuts													
Eye Injuries													
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports													
Other													
TOTAL ACCIDENTS	2												2

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/first aid call out to be reported to the HSE.

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall				1									1
Manual Handling													
Burns / Scalds													
Cuts													
Machinery/Tool Cuts													
Eye Injuries													
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports													
Other													
TOTAL ACCIDENTS				1									1

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/first aid call out to be reported to the HSE.

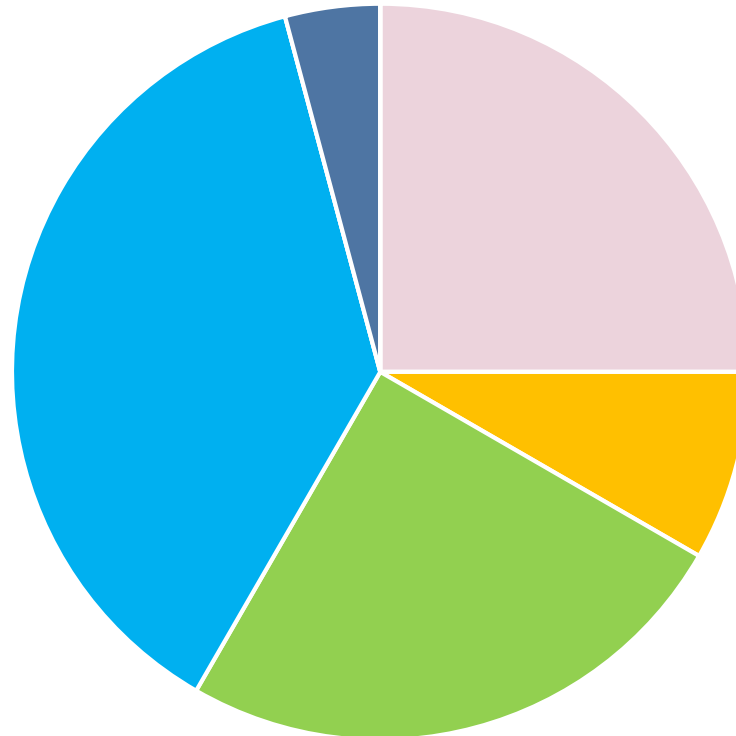
Health & Safety

Accident Statistics for Glasgow Clyde College

1 March 2018 to 31 May 2018

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	1	1	1	5	1								6
Manual Handling													
Burns / Scalds				2									2
Cuts				6									6
Machinery/Tool Cuts				9									9
Eye Injuries													
Physical/Verbal Assault				1									1
Reportable Disease													
Near Miss Reports													
TOTAL ACCIDENTS	1	1	1	23	1								24

Accident Category



- Slip / Trip / Fall
- Manual Handling
- Burns / Scalds
- Cuts
- Machinery/Tool Cuts
- Eye Injuries
- Physical/Verbal Assault
- Near Miss Reports

Anniesland Campus

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall													
Manual Handling													
Burns / Scalds													
Cuts				1									1
Machinery/Tool Cuts				3									3
Eye Injuries													
Physical/Verbal Assault				1									1
Reportable Disease													
Near Miss Reports													
Other													
TOTAL ACCIDENT				5									5

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/first aid call out to be reported to the HSE.

Cardonald Campus

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	1	1	1	2									3
Manual Handling													
Burns / Scalds				2									2
Cuts				3									3
Machinery/Tool Cuts				4									4
Eye Injuries													
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports													
Other													
TOTAL ACCIDENT	1	1	1	11									12

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/first aid call out to be reported to the HSE.

1 x member of staff sent to hospital where it was confirmed she fractured her finger and her left arm. (RIDDOR)

Langside Campus

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall				3	1								3
Manual Handling													
Burns / Scalds													
Cuts				2									2
Machinery/Tool Cuts				2									2
Eye Injuries													
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports													
Other													
TOTAL ACCIDENT				7	1								7

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/first aid call out to be reported to the HSE.

1 x student sent to hospital where it was confirmed she fractured her finger.

Appendix 3

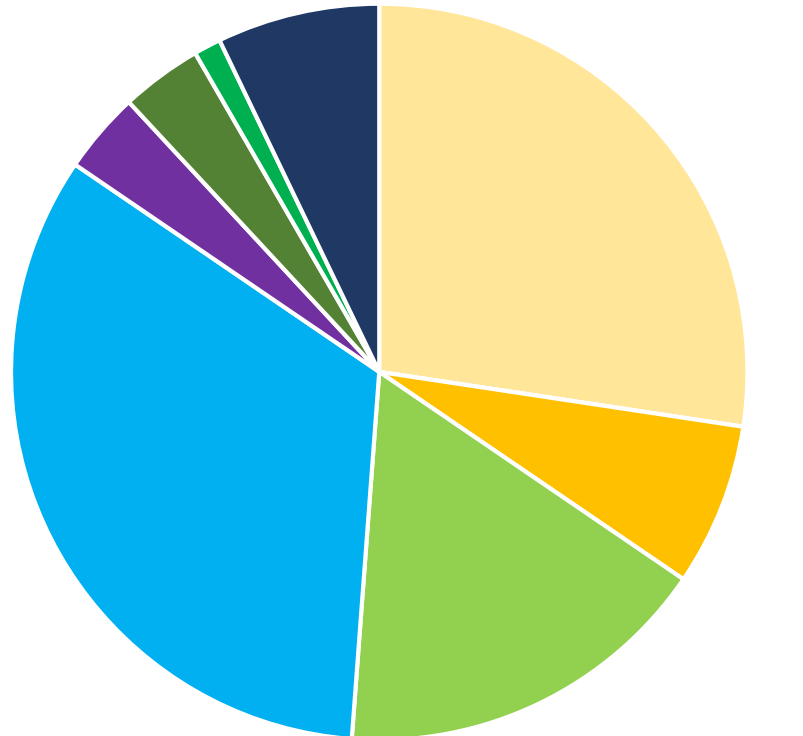
Health & Safety

Accident Statistics for Glasgow Clyde College

1 September 2017 to 31 August 2018

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	7	1	1	16	7	2							23
Manual Handling													
Burns / Scalds	1			5									6
Cuts	2			12	2								14
Machinery/Tool Cuts	3			24			1	1					28
Eye Injuries	1			2	1								3
Physical/Verbal Assault	2			1									3
Reportable Disease	1		1										1
Near Miss Reports	4						1			1			6
TOTAL ACCIDENTS	20	1	2	60	10	2	2	1		1			84

Accident Category



- Slip / Trip / Fall
- Manual Handling
- Burns / Scalds
- Cuts
- Machinery/Tool Cuts
- Eye Injuries
- Physical/Verbal Assault
- Near Miss Reports

Accident Statistics

Anniesland Campus - 1 September 2017 to 31 August 2018

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	4			2	2								6
Manual Handling													
Burns / Scalds				1									1
Cuts				3	1								3
Machinery/Tool Cuts	1			10			1	1					12
Eye Injuries	1			2	1								3
Physical/Verbal Assault	1			1									1
Reportable Disease	1		1										1
Near Miss Reports	3						1						4
TOTAL ACCIDENTS	11		1	19	4		2	1					32

Accident Statistics

Cardonald Campus - 1 September 2017 to 31 August 2018

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	2	1	1	5	2	1							7
Manual Handling													
Burns / Scalds	1			3									4
Cuts	2			5	1								7
Machinery/Tool Cuts	2			9									11
Eye Injuries													
Physical/Verbal Assault													
Reportable Disease													
Near Miss Reports													
TOTAL ACCIDENTS	7	1	1	22	3	1							29

Accident Statistics

Langside Campus - 1 September 2017 to 31 August 2018

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	1			9	3	1							10
Manual Handling													
Burns / Scalds				1									1
Cuts				4									4
Machinery/Tool Cuts				5									5
Eye Injuries													
Physical/Verbal Assault	1												1
Reportable Disease													
Near Miss Reports	1									1			2
TOTAL ACCIDENTS	3			19	3	1				1			23

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting	19 SEPTEMBER 2018
Paper Title	LEARNING AND DEVELOPMENT REPORT
Agenda Item	18.44
Responsible Officer	GILLIAN CRANKSHAW, ORGANISATIONAL DEVELOPMENT MANAGER
Status	DISCLOSABLE
Action	FOR NOTING

1 INTRODUCTION

- 1.1 This report provides details of the Learning Days held in June and planned College staff professional development sponsorship.

2 LEARNING DAYS 11 – 13 JUNE 2018

- 2.1 Three all staff Learning Days were held on 11 – 13 June 2018. Staff were given the opportunity to attend facilitated workshops, complete online learning and attend specific team learning events.
- 2.1.1 19 facilitated events were available across the three campuses along with access to the college online learning products.
- 2.1.2 533 of the facilitated session places were attended.
- 2.1.3 From feedback received the majority of staff stated that they found the sessions attended to be beneficial to their job roles and that their knowledge had been increased as a result of attending the event.

3. PROFESSIONAL DEVELOPMENT SPONSORSHIP

- 3.1 31 members of staff have been offered sponsorship to attend Further/Higher Education courses during academic session 2018/19.

4 TEACHING QUALIFICATION IN FURTHER EDUCATION

- 4.1 A total of 10 members of staff have been offered and accepted places on the Teaching Qualification in Further Education Programme (TQFE), with teaching remission, this year.
- 4.2 This year in addition to the normal selection process for TQFE sponsorship we asked for expressions of interest for a fee only programme. Over 40 responses were received and a decision was taken by the College to fund everyone. Unfortunately the teaching union, EIS rejected our proposal to

sponsor staff on this basis. The funds were therefore redirected and an additional eight fully funded, with remission, places were offered, from the expressions of interest list. This means the college is funding 18 members of staff to attend TQFE this academic session.

5. RISK ANALYSIS

There are no risks associated with this paper.

6. LEGAL IMPLICATIONS

There are no legal implications associated with this paper.

7. FINANCIAL IMPLICATIONS

There are no financial implications associated with this paper.

8 REGIONAL OUTCOME AGREEMENT IMPLICATIONS

N/A

9. HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT

N/A