

MINUTE OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 10 MAY 2023 at 4.30PM via TEAMS

PRESENT:

S Heidinger	Committee Chair
M Docherty	Committee Member
C Walker	Committee Member
G McGuinness	Committee Member
J Vincent	Committee Member

IN ATTENDANCE:

J Thomson	Vice Principal: Resources & College Development
L McGaw	Assistant Principal: Human Resources
N Patton	Head of Human Resources
D Marshall	Assistant Principal: Student Experience
K Mavor	Clerk to the Board (Minute Taker)

23.19 WELCOME AND APOLOGIES

ACTION

The Chair welcomed all to the meeting, which was held remotely via teams. Both the Chair and the Principal took the opportunity to acknowledge that it was Clare Walker, Gordon McGuinness and Mary Docherty's last Committee meeting and pass on their thanks for their valuable contributions to the Committee's work.

Apologies were noted from G Crankshaw.

23.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

23.21 MINUTE OF PREVIOUS MEETING: 8 FEBRUARY 2023

The Minute was accepted as a true and accurate record of the meeting.

23.22 MATTERS ARISING - ACTION GRID

It was noted that the annual profiling report will be presented to the September meeting and this will include recruitment statistics relating to individuals with protected characteristics. The Committee was content with this approach but sought assurance that this area would be a particular focus of the report.

It was agreed that an update will be provided at the January 2024 meeting on the steps taken by the College to enhance the psychological safety of staff.

LMcG

Details were provided of the approach taken by the College to ensure supportive wellbeing discussions were taking place between line managers and staff. It was noted that this was an

ongoing process and was particularly important given recent rises in sickness absence levels.

With regard to the blended working trial, the Committee was provided with an overall update on how this was being received. Senior Management will be discussing the results of the trial shortly and will ensure that OD Committee is involved before a final decision is made on working arrangements going forward.

LMcG

No further comments were made on the action grid.

23.23 NOTES OF SUPPORT AND TEACHING JCNC MEETINGS

J Thomson presented this report which provided a summary of the Joint Consultation and Negotiation Committee (JCNC) meetings which had approved minutes since the last Committee meeting on 8 February 2023.

The possible change in approach to the curriculum delivery model was raised at the lecturing JCNC Meeting and this topic will continue to be discussed at each meeting.

With regard to support staff, it was noted that the both GMB and Unison will be provided with regular updates of staff members who are approaching the two-year period of their temporary contract.

The Committee noted the paper and did not have any questions on its content. It was agreed that there was nothing within the paper which required to be brought to the Board's attention at this time.

Items for Discussion

23.24 ASSISTANT PRINCIPAL HR REPORT

L McGaw spoke to the report which provided the Committee with an update on activity within the human resources and organisational development functions since the 8 February meeting.

The Committee noted the update in relation to the VS Scheme with 86 applications received and, at the time of the meeting, 30 being approved by the College. The individuals who have accepted the offers will leave the College before 31 July 2023.

The Committee noted that the remaining VS applications will be reviewed on an ongoing basis. The Committee discussed the impact of staff leaving the College on the workload of the remaining staff and the overall quality of the student experience. It was agreed that equality impact assessments should be updated and also that all line managers should discuss with their team what could be done differently to handle any resulting increase in workload. It was particularly important that the College took

appropriate steps to ensure the impact of VS on staff wellbeing is minimised.

Details were provided of the College plans to bring the cleaning service for the Anniesland and Langside campuses inhouse with staff being transferred into the College's employment. A further update will be provided to the Committee on progress.

An update was provided on the position with regard to industrial action with lecturing staff currently taking action short of strike (ASOS) which will continue until September 2023 if a resolution is not achieved. It was noted that further industrial action may take place at the start of the 2023/24 session.

23.25 KPI REPORT

L McGaw spoke to this item and highlighted three areas that have been categorised as red. Firstly, with regard to occupational health surveillance baseline testing, there has been an improvement in the numbers completed but the College is not where it should be with this. Progress is being made with occupational health services going out to tender and the Committee will be updated on this. Secondly, working days lost due to sick absence has increased from 4.2% to 5.3% which is outside the College's target. There is also a noticeable increase in work related stress absence (although this remains green). The Committee noted from the more detailed report on absence later in the papers that this area was being closely monitored and support measures were in place to assist the individuals concerned. Thirdly, staff turnover is higher than target due to a couple of ill health retirements but this is expected to return to normal levels in Q3.

The Committee noted the KPI report. It was agreed that the Committee should closely monitor the absence level data which may be impacted by the challenging times ahead.

23.26 ANNUAL PEOPLE REPORT

The Committee was pleased to note the Annual People Report has been published and commended the style and content of this Report.

23.27 EQUALITY MAINSTREAMING REPORT

D Marshall joined the meeting and provided the Committee with an overview of the two Public Sector Equality Duty reports (i) Equality Mainstreaming Report and (ii) Progress Toward the Equality Outcomes Report. Both of these published reports provide a summary of activity that has been undertaken in the College over the past 2 years.

The Committee thanked D Marshall for attending the meeting and recognised the work involved in getting these two important reports published. Going forward the Committee would like some thought to be given to how the College measures the success of 'report and support' and it also looks forward to receiving an update on the Emily Test Charter.

The Gender Pay Gap Report should be circulated to the Committee via email and, as discussed at the February meeting, the Committee should consider whether or not the College should set more ambitious targets in this area.

NP/KM

23.28 HEALTH AND WELLBEING SURVEY – SLT ACTION PLAN

L McGaw presented this paper on G Crankshaw's behalf. Background to the health and wellbeing survey was provided and details of the steps being taken to address the output from survey were outlined in the paper. The internal communications tool, Clyde Connects is being used to advise staff when steps have been taken in response to the survey. It was agreed that this item should remain on the Agenda until all planned actions are complete.

23.29 STAFF ENGAGEMENT SURVEY

L McGaw advised the Committee that the annual staff engagement survey was currently live and the level of completed surveys so far is low. Staff are being encouraged to complete the survey and the closing date has been extended to allow for further responses. The Committee will be provided with details of the survey responses at its September meeting.

It was agreed that from a governance perspective, the Committee should see the questions before the survey is finalised and shared. This step will be taken before the next survey.

GC

23.30 PDP COMPLETION RATES – AUDIT COMMITTEE UPDATE

The Committee noted that the deadline for completing PDP discussions was July 2023 and a meaningful update could not be provided to the Audit Committee until after this date. The PDP completion levels will be discussed at the September meeting and an update provided to the Audit Committee at this time.

23.31 Items for Noting

ATTENDANCE MANAGEMENT REPORT (AUG – OCT 2022)

Attendance levels were discussed earlier in the agenda and it was agreed that the level of work-related stress and overall absences should continue to be closely monitored. The importance of supporting all colleagues at this time was discussed.

23.32 ORGANISATIONAL DEVELOPMENT REPORT

This report provided a summary of the activities of the Organisational Development team since the last report in February 2023. The Committee noted the report and, in particular, the level of TQFE support for 23/24 will be lower than normal due to budget constraints. It was noted that alternative training is now provided in-house which is more cost effective and can be delivered to greater numbers.

23.33 HEALTH AND SAFETY REPORT

This report covered activity undertaken by the Organisational Development Team in relation to Health & Safety since the last report to the Committee in February and statistical data covering the two reporting periods 1 November 2022 to 31 January 2023 and 1 February 2023 to 30 April 2023. The Committee noted the contents of this report and the new category of unexpected events which was now reported on.

The Committee requested clarification on whether the 'near misses' all related to one campus, a particular faculty or all three campuses.

GC

J Vincent provided the Committee with an update on the position with regard to Anniesland campus which is now fully open.

23.34 SCHEDULE OF WORK

The Committee noted the upcoming schedule of work for the 2023/24 session which will be updated throughout the year.

23.35 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

These were discussed earlier in the meeting in relation to VS and any decisions surrounding the College's response to industrial action.

23.36 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

Papers to be disclosed as per their cover sheet.

23.37 ANY OTHER BUSINESS/ITEMS FOR FUTURE AGENDA

It was noted that the staff survey will be discussed at the September meeting and an update on the initiatives taken in relation to staff psychological safety will be discussed at the January 2024 meeting.

DATE OF NEXT MEETING

20 September 2023