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## **ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING**

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Date of Meeting	25 JANUARY 2017
Paper Title	RECRUITMENT AND RETENTION REPORT
Agenda Item	17.09
Responsible Officer	NICOLE PATTON, HEAD OF HUMAN RESOURCES
Status	DISCLOSABLE
Action	FOR NOTING AND DISCUSSION

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### **1. INTRODUCTION**

This report details the recruitment statistics for Glasgow Clyde College (GCC) for the period August 2016 – 31<sup>st</sup> December 2016. Also included are figures on employee turnover from 1<sup>st</sup> August 2016 – 31<sup>st</sup> December 2016.

The recruitment figures shown reflect appointments for both support and lecturing roles on both a permanent and temporary basis.

### **2. RECRUITMENT**

Within this period a total of 37 vacancies were advertised both internally and externally. Contributing factors to the creation of these vacancies continue to be internal promotion, sickness absence and applications for flexible and part time working hours.

Over this period a total of 18 support staff roles were advertised compared to 19 within lecturing staff so both were fairly evenly matched. As is usually the case at the beginning of an academic year, the number of temporary posts advertised increased with the requirement for such posts as temporary lecturers and classroom assistants.

### **3. SATURDAY PROGRAMME**

In February, the College will launch our new Saturday Programme which will see a range of part time courses being delivered at our Langside Campus on a Saturday. This is a new venture for Glasgow Clyde which will see employment opportunities across both support and lecturing roles and will offer courses for both children and adults from Dance and Drama to Computing and IT.

#### 4. THE YEAR AHEAD

A main focus for us in 2017 in terms of recruitment will be the launch of our e-recruitment platform which will allow us to execute a more efficient, effective and less expensive process. As with many other business activity areas, our traditional recruitment model will be enhanced with the power of modern technology. Online recruitment can reach a larger pool of potential employees and help facilitate the selection process. The online promotion of the College as a desirable place to work will be further endorsed by the launch of the new College website which will serve as our ultimate brand statement and help establish the GCC brand amongst key audiences. As organisations find the need to appeal to an ever-increasing and diverse candidate base, successful branding and marketing have become increasingly important activities and we look forward to the challenges these pose.

As part of our ongoing focus and commitment to ensuring the College workforce is reflective of the communities we serve, we are conscious of the need to maintain the organisation as a socially inclusive employer to ensure all local groups have equal access to opportunities of employment and as such ensure that information relating to our external vacancies is forwarded to a number of third party contacts who can then circulate this information.

#### Recruitment

##### Glasgow Clyde College Recruitment

Table 1 - Posts Advertised

	Support	Lecturing	Total
<b>Total Number of Posts Advertised</b>	18	19	37

Table 2 – Number of employees recruited

	Male	Female	Total
<b>Total Number Staff Recruited</b>	49	49	98

GCC have successfully appointed 98 members of staff, both internal and external, into new roles between August and October 2016. The reason for the significant increase in numbers in comparison to previous months is attributable to the number of temporary roles advertised over this period of time which

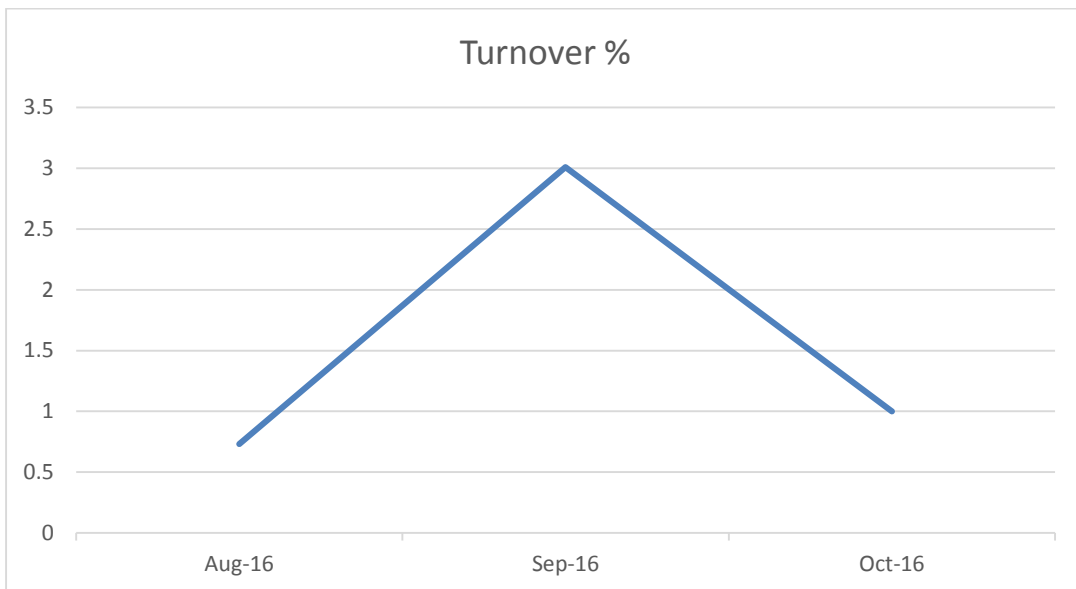


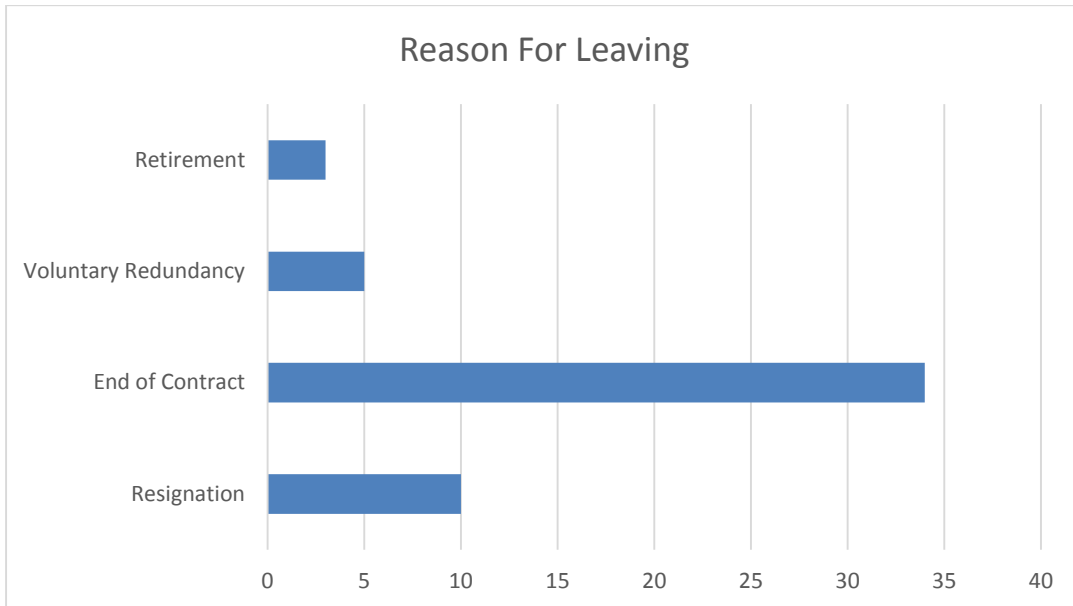
resulted in the recruitment of large numbers including Classroom Assistants, Temporary Lecturers and Recreation Assistants.

#### 4.1.3 *Employee Turnover*

The following table shows the percentage turnover for the College, across the three Campuses from August – October 2016 along with information on the reasons for leaving. These figures include all College staff (both support and lecturing) permanent and temporary.

**Table 1**  
**Employee Turnover (%)**





A total of 52 individuals left employment with GCC over this period of time. As shown, the main reason for leaving was end of contract, followed by resignation. Over this period, 5 individuals took voluntary redundancy and 3 retired. These figures are inclusive of both lecturing and support staff and those on both permanent and temporary contracts.

The turnover figures for the period are as follows:

	Monthly %
<b>August 16</b>	0.73
<b>September 16</b>	3.01
<b>October 16</b>	1.00

## 5. RISK ANALYSIS

The College has a robust procedure in place to ensure that all recruitment is fair and that the process is transparent.

## LEGAL IMPLICATIONS

There are no specific legal implications associated with this paper.

**FINANCIAL IMPLICATIONS**

There are no specific legal implications associated with this paper.

**REGIONAL OUTCOME AGREEMENT IMPLICATIONS**

GCC provides HR support to GCRB including recruitment services.

**HAS AN EQUALITY IMPACT ASSESSMENT BEEN CARRIED OUT**

N/A