

MINUTE OF THE ELEVENTH MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON TUESDAY 16TH MAY 2017, THE BOARDROOM, LANGSIDE CAMPUS, GLASGOW CLYDE COLLEGE

PRESENT:

S Heidinger	Committee Chair
M Docherty	Board Member
G Whiteford	Board Member
B Hughes	Acting Principal

IN ATTENDANCE:

L McGaw	Assistant Principal, Human Resources
G Crankshaw	Acting Assistant Principal, Human Resources
N Patton	Head of Human Resources
J Thomson	Vice Principal, Resources & College Development
E Brownlie	Acting Vice Principal, Curriculum & External Relations
Gillian Murray	Clerk to the Board (Minute Taker)

ACTION

17.18 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were noted from C Walker and M Ditrichovia.

17.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

17.20 MINUTES OF PREVIOUS MEETING: 25 JANUARY 2017

A minor amendment to the wording of the Minute at 17.05 was agreed. In addition, J Thomson had erroneously not been noted as being In Attendance. G Murray advised the Committee that a consistent approach to recording comments from individuals would be taken with the use of names of Committee Members being avoided where appropriate.

The Minutes were approved as an accurate record of the meeting of 25 January 2017.

17.21 MATTERS ARISING

J Thomson provided an update on the Cleaning Services Contract. After a consultation period, management had met with S Heidinger and D Newall to discuss the best way forward. It was agreed that circumstances had changed and the preferred option was no longer to tender for external contracts for all three campuses. Instead, it was agreed that the in-house provision at Cardonald should be retained for the next period with a review in two years. Management and Unions will work with the in-house team and training will be provided to ensure

ACTION

that they have every opportunity to show during this two year period that an in-house solution for Cardonald is the optimum solution for the longer term.. J Thomson advised that management had met with the Unions to advise of the updated position. The Committee discussed the Cleaning Services Contract and noted the update.

L McGaw advised that the work being done on the HR Procedures continues to progress, albeit slowly. The procedure causing most difficulty is absence management as line managers may have different procedures to follow depending on the staff concerned based on the different legacy Colleges' procedures. Work to agree procedures continues.

The Committee noted the updates within the Matters Arising Action Grid.

17.22 NOTES OF SUPPORT AND TEACHING JOINT CONSULTATION AND NEGOTIATING COMMITTEE

The Committee considered the Minutes, noting that they had now seen all of the Minutes of the previous meetings and that, going forward, minutes would be timeously shared with the Committee.

In response to a query from a Committee Member, B Hughes explained that City of Glasgow College had accepted students on to courses with fewer qualifications than had been agreed across all three Colleges. B Hughes explained that he had raised this as a regional concern at the time. There is a regional admissions group which should help to maintain consistency of entry requirements across the three Colleges.

The Committee noted the Minutes and agreed that there were no items which required onward reporting to the Board.

PRESENTATION – UPDATE ON PROFESSIONAL DEVELOPMENT BY ERIC BROWNLIE, ACTING VICE PRINCIPAL, CURRICULUM & EXTERNAL RELATIONS

E Brownlie was invited to provide an update presentation on the Professional Development Programme available for lecturing staff. The Committee heard about the various courses available to lecturing staff including those funded through the Glasgow Clyde Education Foundation. The Committee had sight of some feedback from lecturers who had undertaken the training and noted the very positive responses.

The Committee discussed the Professional Development Programmes. They discussed the TQFE, and, in response to

a question from a Committee Member, L McGaw explained that data on the numbers of lecturing staff holding the TQFE is sent to the Scottish Funding Council annually. The Committee noted that, in common with other Colleges in Scotland, the numbers of lecturers holding this qualification is now lower than was previously the case before merger, however the number of staff who can attend is based on the agreed remission arrangements. The Committee praised the Professional Development Programme for Lecturers and the Professional Foundation Programme for Lecturers noting that part of these could potentially be mainstreamed and offered to other Colleges.

The Committee thanked E Brownlie for the update presentation.

E Brownlie left the meeting

17.23 ASSISTANT PRINCIPAL, HR REPORT

L McGaw was invited to speak to the Report issued with the Agenda. An update was given on work carried out by Organisational Development other than that work detailed elsewhere in the papers. Updates were given on:-

- Principal Recruitment
- Senior Management Movements
- Industrial Action – Lecturing Staff
- Staff Engagement Survey
- Internal Communications
- Workforce Planning

B Hughes provided an update on the latest developments around the current Industrial Action including an update on the statement from John Swinney that afternoon (16.05.17). The committee discussed the risks associated with the strike action continuing. B Hughes explained the impact the continuing strike may have on students and outlined the measures that would be taken to minimise the impact.

The Committee discussed the Staff Engagement Survey. L McGaw explained that an organisation had been appointed to assist the College with the survey and that the structure of the Staff Engagement Survey was still to be agreed with the Unions. This has been put on hold at the moment given the ongoing industrial action, however the College would be ready to proceed with the survey when appropriate to take forward. L McGaw advised Committee Members that they would receive, by email, a copy of the questions within the survey.

ACTION

In response to a query from a Committee Member during discussion on the Internal Communications, L McGaw advised that the Staff Voice was not yet in place, again, due to the current climate and ongoing industrial action. The Committee discussed Internal Communications and the Staff Voice.

During discussions on Workforce Planning, L McGaw advised that work is continuing on this and a further report will come to the next Committee Meeting.

GC

17.24 KEY PERFORMANCE INDICATORS – 2017/18

L McGaw was invited to speak to the Report issued with the papers. The purpose of the Report was to allow the Committee to consider Key Performance Indicators for 2017/18 with 2016/17 data being used as a baseline. The Report linked the KPIs to the People Strategy and proposed KPIs within the five themes identified in the People Strategy.

The Committee discussed the proposed KPIs. A number of additional KPIs were suggested including the following.

- ‘Rewarding’ staff, for example, long service awards.
- The number of staff completing the leadership programme.
- A measure relating to absence levels due to mental health.
- Increased diversity of the workforce, including disclosure levels on the more sensitive ‘protected characteristics’.
- Wellbeing, for example, the number of events/workshops available to staff and attendance levels at these events.
- Reportable accidents
- Disciplinary, grievance/dignity and respect cases and employment tribunals statistics

In addition to the suggested KPIs, the Committee recommended that the KPI ‘Average time to recruit’ could be replaced with ‘Number of applications per advertised vacancy’. Also, the reference to ‘absence statistics’ could be replaced with ‘attendance statistics’.

The Committee engaged in a very full discussion and approved the proposed KPIs, subject to the additional suggestions/comments. It was agreed that Management would consider these suggestions and report back to the next Committee Meeting with finalised KPIs and baseline data.

GC

17.25 ATTENDANCE MANAGEMENT REPORT – QUARTER 2

ACTION

N Patton was invited to provide an update on the Attendance Management within the College. The Committee had received the Absence Statistics for the period 1 November 2016 to 31 January 2017.

N Patton outlined the key statistics relating to absence. She then outlined the work that is being done to manage absence. The Committee discussed the absence statistics noting that average absence levels have decreased by 0.74% compared to last year. In response to a query from a Committee Member, N Patton confirmed that the statistics do include temporary staff. The Committee discussed the steps being taken to manage absence including the training being offered to managers to help identify poor mental health at an early stage.

The Committee noted the update on Attendance Management.

17.26 LEARNING & DEVELOPMENT UPDATE

G Crankshaw was invited to speak to the Report issued with the papers. G Crankshaw provided an update on the new Management Development Programme which has been created and is focusing on developing 'Exceptional Leaders'. The Committee received a list of the content which is available as part of the Programme. G Crankshaw advised the Committee that participation in the Programme has been good with the majority of unit managers having taken up the training. Figures would be reported to the next meeting of the Committee.

GC

The Committee received a copy of the Internal Audit which was carried out in January 2017 on Staff Development.

The Committee discussed the Management Development Programme and the Internal Audit on Staff Development. S Heidinger noted that, overall, it was a good audit report.

17.27 HEALTH & SAFETY REPORT

G Crankshaw was invited to speak to the Report issued with the papers. The Committee had received the Accident Statistics from 1 December 2016 to 28 February 2017 and details of work undertaken by the team over the academic year so far.

The Committee discussed the accident statistics. S Heidinger noted that she had seen the Accident/Near Miss Posters around the campus and acknowledged the positive impact they could have on accident and near miss reporting. The Committee were informed about the introduction of a Health & Safety Section on the new Student App which was welcomed.

ACTION

The Committee were pleased to note the reduction in accidents.

The Committee noted the Health & Safety Report.

17.28 EQUAL PAY REPORT & STATEMENT

N Patton was invited to speak to the Report issued with the papers.

N Patton outlined the background to the Report, highlighting the duties incumbent upon the College under the Equality Act 2010 before outlining the findings within the College. The overall Gender Pay Gap at Glasgow Clyde College is 1.44%. It was explained that, as this is below 3%, there is no specific requirement on the College to take any action to reduce the gap.

S Heidinger confirmed that, relative to other institutions, this was a narrow gender pay gap. S Heidinger asked for a copy of the mainstreaming report to be circulated to the Committee. The Committee discussed the next steps for the College in terms of mainstreaming and collecting data on other protected characteristics including disability, ethnicity and transgender status. S Heidinger advised that the Committee would be interested in seeing action plans for attempting to capture this data.

GC

The Committee noted the Equality Pay Report and Statement.

17.29 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

Equalities discussed throughout.

17.30 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

The quality of papers has improved. Some further work to ensure consistency on grammar was required.

17.31 ANY OTHER BUSINESS

All papers are disclosable.

The February 2015 staff survey results will be looked at in detail at the next meeting and the Committee will consider what actions have been taken as a result of this survey. This will be a substantive agenda item.

DATE OF NEXT MEETING
TBC