

**MINUTE OF THE SEVENTEENTH MEETING OF THE ORGANISATIONAL
DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 06 FEBRUARY 2019,
THE BOARDROOM, LANGSIDE CAMPUS, GLASGOW CLYDE COLLEGE**

PRESENT:

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| S Heidinger. | Committee Chair |
| M Docherty | Committee Member |
| G Whiteford | Committee Member |
| F Robinson | Committee Member |
| J Vincent | Committee Member |

IN ATTENDANCE:

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| L McGaw | AP, Human Resources |
| G Crankshaw | 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 |
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| 19.01 | WELCOME AND APOLOGIES | |
| | The Chair welcomed everyone to the meeting. Apologies were noted from Gordon McGuinness and Clare Walker. | |
| 19.02 | DECLARATIONS OF INTEREST | |
| | There were no declarations of interest. | |
| 19.03 | MINUTES OF PREVIOUS MEETING: 19 SEPTEMBER 2018 | |
| | To correct nomenclature for L McGaw, Assistant Principal and to amend 18.39 action referencing HR to state OD. The Minutes were approved as an accurate record of the meeting of 19 September 2018. | |
| 19.04 | MATTERS ARISING | |
| | 18.20 Under the Public Sector Equality Duty, the College required to publish a Gender Pay Gap Report before 30th April 2019. Given that there would not be a further OD Committee prior to this date, this report would be shared with the OD Committee for approval by correspondence. | LMcG |
| | 18.21 The Committee asked for a progress report following its previous discussions around physiotherapy provision which had been deemed important given the levels of musculoskeletal absence within the College. It was confirmed that this was being discussed with the other Glasgow Colleges as a possible shared service provision. The Committee agreed that this should remain on the actions arising grid | NP |

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| | 18.26 The Committee wished to see an Equality Impact Assessment produced and documented in relation to voluntary severance arrangements. | JT |
| | 18.39 The Committee referred to their earlier suggestion of a solution group meeting for TU representatives only and were informed that HIVE had advised mixed groups of staff and TU representatives. The Committee confirmed that the consultant's advice, whilst important, did not need to be followed and felt that an opportunity to engage locally on a solutions focused way with the College Unions had been missed. The Committee were informed that a meeting with TU representatives will take place shortly to hear their views. | JT |
| | Assurances were given to the Committee that oversight of Local Action Plans was in place through the senior team | |
| | 18.40 The Committee queried the benchmark source data and this will be provided at the next meeting. | JT |
| | 18.43 A discussion took place around incidents of physical or verbal assault. The Committee queried the use of panic buttons and were informed that the locations and response times are currently under review. The last quarter was unusual in having three incidents. Details of such incidents will be reported at future meetings. | GC |
| | The Committee noted the updates and completed actions within the Matters Arising Action Grid. | |
| 19.05 | REPORT ON JOINT CONSULTATION AND NEGOTIATING COMMITTEE MEETINGS | |
| | N Patton was invited to speak to the paper which was circulated at the meeting. | |
| | It was noted that some rewording would be preferred by the Committee and the content more closely checked prior to publication. | |
| | The new PDP system was discussed and the timing of feedback to assess its value. This will be reported after an academic year cycle. | |
| | A discussion took place around the extent of GCC influence on contractors to meet Voluntary Living Wage accreditation criteria within the existing procurement rules and regulations. It was confirmed GCC can encourage this but cannot legally utilise it as a selection criteria under procurement rules. | |
| | The Committee noted the very positive aspects of the report and in particular the joint and partnership approaches with Trade Unions. UNISON's offer to work in partnership was welcomed and the Committee confirmed its wholehearted support for College actions to establish a forward looking relationship with Trade Union representatives. | |

The Committee noted the contents of the report and confirmed that they did not see any issues which required to be brought to the Board's attention.

19.06 ASSISTANT PRINCIPAL HR REPORT

L McGaw was invited to speak to the report previously circulated.

Discussions took place on several sections of this report. L McGaw confirmed that the unused portion of funds for voluntary severance had been returned to SFC.

The outputs of the Culture Study were discussed and the apparent lack of optimism amongst staff noted. The Committee were assured that there would be opportunities to consider the feedback at the 11th March event for Board and SLT.

The Committee were also assured that staff were being kept fully informed of progress and results using a range of appropriate mechanisms.

Clarification was sought on the National Job Evaluation Scheme. L McGaw explained this was a major national undertaking with a number of challenges. As such our role is relatively limited and the process likely to take some considerable time. The Committee noted in particular that potential future increases in costs are likely to result from implementation of the scheme.

A discussion took place around iTrent and the use and capabilities of the system. The Committee were not familiar with the procurement and governance provisions relating to IT systems implementation, noting that capital expenditure would be scrutinised through Finance & Resources Committee. In response the Committee were assured of GCC having a robust procurement and implementation process with appropriate governance and risk assessment built in.

The Committee requested to see the Internal Audit report on IT when it is produced later in the year.

JT

Appendices will be renumbered for clarity.

The Committee noted the contents of the report.

19.07 STAFF ENGAGEMENT SURVEY UPDATE

G Crankshaw was invited to speak to the report previously circulated.

G Crankshaw explained the post grades and confirmed that in general responses tended toward the neutral with higher grades giving more positive responses.

The Committee commented positively on the themes and presentation and queried the next steps.

It was confirmed the two survey strands of engagement and culture will be brought together forming a composite

snapshot of views. All staff have received communications on a regular basis and results are shared with TU's prior to wider dissemination.

Following questions on how the College would avoid inconsistent implementation of actions deemed to be required as a result of the Staff Opinion Survey, the Committee were reassured that Local Action Plans are in place, informed by more detailed feedback from the Survey. Oversight of these plans rests with local Managers and HR Advisors with the senior team having overall responsibility for monitoring actions.

A report will be available for the March event.

GC

19.08 PROGRESS ON PROCEDURE HARMONISATION

L McGaw was invited to speak to the report previously circulated detailing actions and progress to date.

The Committee were informed an additional staff resource is to be dedicated to this work to expedite progress which is slightly slower than was hoped. However, progress has been made and plans shared with TU's to enable their responses to be considered.

The timetable is fully planned and work being undertaken collaboratively.

In respect of nationally agreed policies these discussions are continuing between employers and TU's. As and when any progress is made this Committee will be informed.

A further four items will have deadlines included at the next iteration.

LMcG

The Committee noted the progress made.

19.09 SFC ANNUAL STAFFING RETURN

N Patton was invited to speak to the report previously circulated.

It was explained the report is for noting having already been submitted.

The Committee discussed the ethnic makeup of the College which was not in keeping with the ethnic makeup of the local areas in which the Campuses are based. It was confirmed that GCC was not untypical of the wider sector but that actions to attempt to encourage a more diverse range of applicants should be considered. It was also noted the that Board faced similar challenges in achieving diversity.

The Committee requested that further benchmark data be obtained from SFC. J Vincent offered to seek this information.

NP/JV

The Committee noted the improvement in disability disclosures. Further work is being undertaken to increase the level of disclosures with both students and staff.

N Patton also confirmed that the indicators used were set by SFC and therefore are not internal measures.

| | Items for Noting | |
|--------------|--|-----------|
| 19.10 | <p>ATTENDANCE MANAGEMENT REPORT</p> <p>N Patton was invited to speak to this report previously circulated.</p> <p>The Committee noted with concern the high incidence of work related stress and mental health as causes of absence. The Committee agreed that a bespoke paper on this would come to the next meeting.</p> <p>The Committee reiterated their concerns and required further actions to be implemented. It was agreed that a detailed paper would come to the next meeting. This should include an action plan on how stress and mental health issues will be supported.</p> <p>PAMAssist was discussed and the Committee learned this receives mixed feedback from staff. It was reiterated that work related stress and musculoskeletal were two areas where actions should be taken to reduce the incidence levels.</p> <p>HR undertook to speak with PAMAssist and to investigate potential actions to mitigate the causes of these two reasons for absence.</p> | NP |
| 19.11 | <p>HEALTH & SAFETY REPORT 2018/19</p> <p>G Crankshaw was invited to present this report previously circulated.</p> <p>In response to a question around governance and the process for escalation G Crankshaw explained that each campus has a HS forum meeting four times per year. In turn these report to the HS Committee which is a statutory requirement. There is Trade Union representation at each local campus forum and the central HS Committee. OD team members attend all meetings. From that Committee reports are submitted to SLT.</p> <p>The Committee noted that near misses are likely to be under reported and a discussion followed on actions which could increase levels of reporting. One innovation will be a new student app.to be launched.</p> <p>Totals in tables are to be checked for accuracy against 2.1.2.</p> <p>The Committee briefly discussed the RIDDOR reporting and decision making role of First Aiders. The need to ensure students are aware of safety precautions when working with any machinery was emphasised by the Committee.</p> | NP |
| 19.12 | <p>LEARNING & DEVELOPMENT REPORT</p> <p>G Crankshaw was invited to present this report previously circulated.</p> <p>The Committee were delighted to note the introduction of a new and more comprehensive induction process.</p> | NP |

The Committee were also asked to note as part of improving processes all new teaching staff will receive development sessions in teaching pedagogy prior to commencing tutoring at GCC.

19.13 KPI REPORT

L McGaw was invited to present the first quarter report. L McGaw confirmed that areas with issues were known and work is progressing with close monitoring.

A discussion took place around baseline Occupational Health surveillance and OH reports on a management referral basis. The potential for occupational sick pay schemes to be adjusted to ensure that attendance at OH appointments was a requirement of the sick pay scheme was discussed. It was believed that such revision would require agreement of TU's and the Committee noted the robust policies used by, inter alia, some local authorities.

The Committee noted the contents of the report.

19.14 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

Equalities discussed and considered throughout. In particular when discussing ethnicity and the need for EIA relating to voluntary severance.

In relation to equalities the need to report on Gender pay Gap by 30th April under the Public Sector Equality Duty was reemphasised.

19.15 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

The Committee agreed that 19.07 and 19.10 were not disclosable.

Papers to be checked for inconsistencies prior to publication.

19.16 ANY OTHER BUSINESS

Under this item the challenges for EU staff and students seeking Settled Status in light of Brexit was discussed. The Committee were assured that GCC is reaching out to staff and students and will offer all practical help available to support and assist in this process. This is currently being progressed

There was no other business.

DATE OF NEXT MEETING

The next meeting will be held at 4.30pm on 5th June 2019 in the Boardroom at Langside Campus.

