

**MINUTE OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT
COMMITTEE HELD ON WEDNESDAY 15 JANUARY, BOARDROOM, LANGSIDE
CAMPUS, GLASGOW CLYDE COLLEGE**

PRESENT:

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

IN ATTENDANCE:

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| L McGaw | Assistant Principal: Human Resources |
| G Crankshaw | Organisational Development Manager |
| J Thomson | Vice Principal: Resources & College Development |
| N Patton | Head of Human Resources |
| L Ferries | Assistant Principal: Human Resources |
| C McConnell | Clerk to Board of Management (minute taker) |

20.01 WELCOME AND APOLOGIES **ACTION**
The Chair welcomed all to the meeting.

20.02 DECLARATIONS OF INTEREST
There were no declarations of interest.

20.03 MINUTE OF PREVIOUS MEETING: 7 OCTOBER 2019
The Minute was accepted as a true and accurate record of the meeting on 7 October 2019.

20.04 MATTERS ARISING

19:40 All Staff Events: JV advised that it has been decided to hold an all staff conference at the start of the next academic year in a City Centre venue. An alternative venue has been sourced which is substantially cheaper than in previous years. A cross-college working party has been established to assist with preparation.

19:42 Employee Engagement Survey Update: Prospective plans are on the agenda. LMcG advised that work to establish an anonymous online portal to report bullying and harassment is ongoing.

19:48 Health and Safety Report: JV advised that the H&S team are working on proposals to ensure that Health and Safety moments are on the agenda for each team meeting to raise awareness across all levels within the college.

19:41 KPI Report: The Committee noted that this would be discussed later in the agenda.

The Committee noted the progress on the Matters Arising Action Grid.

20.05 REPORT ON JOINT CONSULTATION AND NEGOTIATING COMMITTEE MEETINGS

The Committee noted the Report. The following areas were highlighted and discussed:

Lecturing:

Timetabling of Classes

The Committee was concerned to note references to lecturers being timetabled for two classes on different floors at the same time and noted that this is being investigated.

Observation of Classes:

JV explained that there is continuing disagreement between the EIS and management (Nationally) as to the link between observations and GTC registration. The College is continuing with its existing protocol at present.

Support:

Fair Work Framework:

The Committee agreed that the Fair Work Framework provides a strong foundation to establish good practice.

Scottish Living Wage:

J Vincent confirmed that the College is a Living Wage Accredited Organisation and is committed to retaining that status. This will be reflected in the forthcoming tender for the catering contract which will require contractors to pay Living Wage, in so far as this can be done within procurement regulations.

Items for Discussion

20.06 ASSISTANT PRINCIPAL HR REPORT

L McGaw was invited to speak to the Report which had been issued with the Agenda. The following verbal update was noted:

Administration Restructure Consultation:

This restructure should reach its final conclusion within the next two weeks. Voluntary Severance was offered to all administration staff across the College and 4.4 FTE have accepted. Of these 3.4 FTE have left the College and the other individual will leave at the end of March. All remaining affected staff have been placed in posts at their existing level and talks are ongoing to ensure, in so far as possible, that staff can remain in their existing location.

In response to a question from the Committee, LMcG advised that it is hoped that the academic management restructure will not impact upon the new administration structure. The Committee were advised that the administrative staff restructure resulted in a saving against the budgeted costs for Voluntary Severance.

Academic Management Restructure: The Committee noted that the first round of consultations closed on 10th January and that 68 responses had been received. Management intend to meet with the EIS next week to discuss their response and to set out the timetable for Phase 2. The Committee noted that the content of the Phase 2 consultation will need to be carefully considered and that communications as to the purpose of the restructure need to be clear. The Committee commented that whilst there is a financial driver for the changes, it is important that College Management has a strategic approach to the outcome of the restructure and also measures the resultant changes in service.

National Support Staff Job Evaluation Project:

L Ferries spoke to this section of the Report. She updated that 83% of GCC questionnaires have now been submitted.

HR Procedures Update:

L McGaw updated the Committee and the progress was noted as detailed in the Annex attached to the Report.

Employee Engagement Survey Proposal

LMcGaw spoke to the proposal explaining that the two areas of Learning & Development and Reward & Recognition were outstanding from the previous survey. The Committee asked how improvements made as a result of the previous survey were being measured and stressed

LMcG

the important of ensuring concerns raised in relation to Bullying and Harassment were addressed and that colleagues were aware that they were being addressed. The Committee considered whether a follow up survey could be carried out in May- having regard to the timing in relation to the restructure. The Committee suggested that a “You said We did....” message would be helpful and discussed the most appropriate methods of communicating this. The Committee noted that a number of channels are currently used and suggested that the NHS programme, “I matter” may provide useful tools to assist. The Committee agreed that a range of communication channels should be used including posters, intranet, newsletters and team meetings

20.07 ATTENDANCE MANAGEMENT REPORT – August to October 2019

N Patton spoke to the Report.

The Committee discussed the most common reasons for overall college staff absences as detailed in Table 9 and noted that a Short Life Working Group to cover Organisation/Area based Stress Risk Assessments will be established. The Committee emphasised that the focus of the group needs to be on prevention rather than reaction. The Committee also questioned the use of Return to Work interviews and noted that limited data is available in relation to these. The Committee commented however that line managers should be carrying out such interviews and managers’ skilled engagement on this is important. The Committee agreed that restructure changes can cause stress and the College must take proactive measures to highlight what is being done to address this. The Committee were also concerned to hear of two recent sudden deaths which affected students and staff. The Committee agreed that it would be helpful to have a predetermined action plan to help staff deal with this difficult situation.

LMcG

JT

The Committee requested that the data in relation to Temporary Lecturers and Classroom Assistants be clarified. The Committee noted the Report and approved the recommendation that the absence target figure remains at 4% for the academic year.

LMcG

20.08 ANNUAL PEOPLE REPORT

L Ferries shared the latest version of the Annual People Report with the Committee. L Ferries advised that the Report is intended to be short, helpful and interesting. The Committee commended the content and layout of the

LF

Report and suggested that employee wellbeing should be noted as a key theme in the Year ahead section and that “Wellbeing” statistics could be added to the Health and Safety Section in future.

20.09 ORGANISATIONAL DEVELOPMENT REPORT

G Crankshaw spoke to the Report issued with the Agenda and highlighted the following:

Learning and Teaching Pathway

The Committee noted the numbers of teaching staff completing the TQFE and commented on the positive feedback. The Committee recognised the role of College Teaching Fellows had been found to be helpful. The Committee suggested that the positive messages could be publicised, possibly by the use of videos featuring attendees.

GC

Staff Learning Days

The Committee noted the proposed programme for 2020 sessions and asked that Mental Health and Stress Management Sessions be included. GC advised that these will be included in the June days in 2020.

GC

The Committee noted the Report.

20.10 HEALTH AND SAFETY REPORT

G Crankshaw spoke to the Report. The following elements were highlighted:

Health and Safety Review

The Review is ongoing and the aim is to have all 31 Policies, Procedures and Guidelines updated and the majority of training completed by April 2020.

Accident Statistics

The Committee welcomed the introduction of protective gloves given previous accidents involving cuts.

Near Miss Reports

Further training is to be provided in relation to near misses and hazard reporting for First Aiders and guidelines will be given to all staff in relation to improved reporting processes.

Occupational Health Surveillance

The Committee noted the intention to reduce the number of face to face consultations for non-baseline tests and recognised the benefits which this approach could bring.

The Committee cautioned that the College will need to ensure that statutory requirements are continued to be met.

The Committee noted the update.

20.11 KPI REPORT

L McGaw spoke to the Report.

The Committee expressed concern at the Health and Safety Induction Completion rates and were advised that steps had been taken to improve the figures. The Committee requested that the baseline figure for Staff Induction Completion rates be included for 2018/19.

LMcG

The Committee sought clarification on the target now included for “working days lost to work related stress” and emphasised that this figure needs to reduce.

The Committee discussed the level of Permanent Staff Turnover. It was agreed that this should not be seen as a “target” but rather should be monitored. A healthy level of staff turnover can be positive but increases can also be indicative of workplace issues which need to be addressed. The Committee agreed that the Indicator for Staff participation in Healthy College events should not be included as a KPI but instead should be reported as part of the OD Report.

The Committee noted the Report.

Continual Improvement

20.12 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

None

20.13 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

Papers to be disclosed as per the coversheet. HR elements of the KPI report should be redacted where individuals can potentially be identified.

20.14 ANY OTHER BUSINESS

None identified.

DATE OF NEXT MEETING

The next meeting will take place at 4.30pm on Wednesday 29 April 2020, Boardroom, Langside Campus.