

**MINUTE OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 29 APRIL at 4.30PM by ZOOM CONFERENCE DUE TO COVID-19 RESTRICTIONS**

**PRESENT:**

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

**IN ATTENDANCE:**

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

- |              |  | <b>ACTION</b> |
|--------------|--|---------------|
| <b>20.15</b> | <b>WELCOME AND APOLOGIES</b><br>The Chair welcomed all to the meeting, which was held using the Zoom app.<br>There were no apologies.  |               |
| <b>20.16</b> | <b>DECLARATIONS OF INTEREST</b><br>There were no declarations of interest.   |               |
| <b>20.17</b> | <b>MINUTE OF PREVIOUS MEETING: 15 JANUARY 2020</b><br>The Minute was accepted as a true and accurate record of the meeting on 15 January 2020.   |               |
| <b>20.18</b> | <b>MATTERS ARISING- Action Grid</b><br>The Committee asked questions in relation to the status of the catering contract. It was advised that insufficient tender applications were received to allow the process to proceed as normal. The Board will therefore be involved to agree an interim solution.<br>The Committee discussed the communication channels that had been used in relation to Item number 20.06 on the grid. The Committee discussed the target in relation to staff turnover and agreed that the figure should be “monitored” rather than a target.<br>The Committee agreed that the grid should include deadlines for actions where appropriate. | LMcG          |

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

**20.19 REPORT ON JOINT CONSULTATION AND NEGOTIATING COMMITTEE MEETINGS**

The Committee noted the Report and asked that an action grid be prepared to show the actions arising from the JCNC meetings (including timescales where relevant).

**JT**

The following areas were highlighted and discussed:

- **Policies- Duties of Care**  
The Committee noted that policies in relation to the various elements of residential trips were being brought together.
- **Canvas**  
The Principal advised that the College has purchased the Canvas VLE and that staff are working on a roll-out. This has been impacted by the huge demand for online learning as a result of the college closure which means that many students are currently using the existing VLE.

**Items for Discussion**

**20.20 ASSISTANT PRINCIPAL HR REPORT**

L McGaw was invited to speak to the Report which had been issued with the Agenda.

**Academic Management Restructure:**

The Committee was advised that publication of the final academic management structure has been delayed due to the impact of the Covid-19 virus. The Committee noted that from a total of 20 applications for voluntary severance, 12 have been approved which amounts to 11.2 FTE. The Committee discussed the criteria which had been applied to approve applications and noted that this was based on the financial savings which would be made and had regard to the nature of the role including the need to back fill for some subject specialisms.

**National Support Staff Job Evaluation Project:**

The Committee noted progress and that the questionnaires in relation to 86% of the College's roles have been completed. It is likely that the College will be one of the next to be directly involved in the process.

### **Employee Engagement Survey:**

The Committee noted that, given the implications of the Covid-19 restrictions, it is not considered appropriate to proceed with the Survey at present. It is, however, ready to be issued at a more appropriate time.

#### **20.21 COVID-19 UPDATE**

The Committee was advised of the steps being taken to support staff during the College closure because of the Covid-19 restrictions.

The Committee noted that equipment has been delivered to staff to facilitate remote working where appropriate.

The Principal is in regular contact through all staff emails and the internal newsletter Clyde Connects is now published weekly (rather than fortnightly as previously). Managers have also been advised to keep in regular contact with their staff.

The Committee discussed the issues in relation to furloughing of staff which can be complicated and recognised the particular issues in relation to publicly funded posts. The Committee noted more generally that the College's finances are in a challenging position which is exacerbated as most commercially funded activities are no longer taking place.

The Committee was advised that a workshop will take place on 7<sup>th</sup> May to plan the logistical challenges following College re-opening.

The Committee noted the paper.

#### **20.22 ATTENDANCE MANAGEMENT REPORT**

N Patton was invited to speak to the Report issued with the Agenda, which detailed absence rates for the period 1 November 2019 to 31 January 2020.

The Committee discussed the figures and noted that long-term absence rate is higher than short term with the averages being 3.35% and 2.17% respectively.

The Committee noted that, although the overall absence rate has decreased when compared with the same period last year, it is still below target.

The Committee noted the breakdown of absences between long term and short term and between lecturing and support staff.

The Committee commented that mental ill health and work related stress are among the top causes of both long term and short-term absence.

There was a discussion as to the steps being taken to support staff who do not have access to email and the Committee heard about the anonymous support available to staff 24/7 who do not feel able to speak to their line manager or HR support.

The Committee noted the report.

## **20.23 ORGANISATIONAL DEVELOPMENT REPORT**

G Cranshaw spoke to the Report which had been issued with the Agenda.

The Committee noted that Teaching Fellows are in contact with their staff in relation to PDA and TQFE and are discussing arrangements to complete on-line.

The Committee was advised of the plans to progress the staff learning days in June via the use of online resources. OD staff are also sourcing online mental health and wellbeing courses for staff.

The Committee discussed the progress being made to embed the College Values through a number of routes including internal communications, Personal Development Planning process, the Annual Staff awards, Leadership Framework, Employee Engagement Survey and within recruitment processes.

The Committee noted the considerable work which was being undertaken and agreed that the process should be undertaken at the correct pace.

The Committee was taken through a presentation on the Leadership Charter which has been adopted by the College and the plans to run a Leadership Programme for staff currently in management roles.

#### **20.24 HEALTH AND SAFETY REPORT**

G Cranshaw spoke to the report which accompanied the agenda.

The Committee was advised of the good progress being made with the training programme which has been implemented to support the review of all Health and Safety Policies, Procedures and Guidelines.

The Committee was advised that Fire Risk Assessments have been undertaken by an external contractor for the College's three campuses and that resultant action plans have been shared with the Estates Teams.

The Committee noted that the online accident and incident reporting system is now available for use by staff and that an improved system of reporting is under development.

The Committee commented on the report made to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations which is unusual.

#### **20.25 KPI REPORT**

L McGaw was invited to speak to the Report issued with the Agenda.

The Committee discussed the targets contained in the report and expressed concern at the figures for Workplace Stress absences. Whilst, expressing a desire to reduce the figure, the Committee recognised the importance of encouraging reporting and openness around this measure however.

The Committee noted the report.

#### **20.26 STRATEGIC KPI**

The Committee was asked to consider the KPIs in the annex to the Report which are suggested should be collated under the Theme of "Employer of Choice". The Committee agreed that this represented a reasonable suite of KPIs which should be reviewed over time.

The Committee also agreed that the following KPIs should be reported annually to the Board: -

- % mean gender pay gap;
- % of permanent staff voluntary turnover;
- % of BME staff who work for the College;
- % of completed PDPs;
- Number of staff work days lost due to workplace accidents
- Staff engagement score through staff survey results.
- % of annual sickness absence

**20.27 COMMITTEE REMIT**

The Clerk to the Board asked that the Committee consider its remit in line with good governance principles.

The Principal advised the Committee of forthcoming legislative changes which will require the Board to include two members of Trade Unions. This was planned to take effect from August 2020 but has been deferred in light of the Covid-19 closures.

The Committee also agreed that changes will be required to the remit to align with changes to terminology now used in the College.

The Committee agreed that the Remit should be reviewed to reflect the above changes and the Board advised accordingly.

**JT/CMcC**

**20.28 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE**

No assessment required other than as reported in individual agenda items.

**20.29 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)**

Papers to be disclosed as per the coversheet.

**20.30 ANY OTHER BUSINESS**

There was no other business.

**DATE OF NEXT MEETING**

TBC