

GLASGOW CLYDE COLLEGE'S EVIDENCE OF BEING A FAIR WORK EMPLOYER

No	FW Principle	Govt expectation	GCC Position
1	Appropriate channels for effective voice, such as trade union recognition	All organisations with a workforce must be able to demonstrate, before they can access a grant, that all workers employed within that organisation have access to effective voice channel(s), including agency workers. Voice exists at both collective and individual levels and organisations will be expected to show how genuine and effective voice is evidenced.	<ul style="list-style-type: none"> • We recognise Unison, GMB for support staff and EIS-FELA for lecturing staff as trade unions. • We have regular Support and Lecturing joint negotiation and consultation meetings as well as regular informal meetings with union representatives. • We have a staff voice group which meets regularly with the Principal and other members of the Senior Leadership Team. • The Principal provides regular all staff updates through the college internal newsletter Clyde Connects as well as providing all staff emails on important issues. • We have team meetings across the college and issue bi-annual all staff engagement surveys, in addition to the more regular pulse surveys we carry out on a wide range of topics. • We have an all staff email and feedback from employees on any issue is strongly encouraged. • We also have staff representatives, and union representatives, on the Board. • We have national bargaining and pay and main terms and conditions are set nationally for all employees, other than for senior managers. • There are regular management and EIS-FELA meetings. • There are regular management and Unison and GMB meetings. • We promote trade union membership during induction and in our Written Statement of T&C of Employment. • We have consultation with union reps on key decisions, e.g., proposed restructuring. • Managers are expected to have regular 1-1 meetings with all in their team. • We have a personal development review process, and all employees are expected to participate. • The Principal meets with managers at a Managers Conference three times per year. • We have a well-established Grievance Policy & Procedure. • We have a collective disputes procedure as part of the RPA (Recognition and Procedures Agreement) with all recognised trade unions.
2	Investment in workforce development	Effective workforce development involves employers providing opportunities for their staff at all levels of the organisation and should be a shared responsibility and shared commitment between the	<ul style="list-style-type: none"> • We have a central CPD budget for all cross-college activity and an active learning and development planner, which provides a wide range of development activities to all employees and is updated monthly. • We support lecturers to gain their TQFE, including providing generous time off to study. • We have a wide range of training courses available to everyone and annual management and leadership development programmes. • We provide bespoke training for employees who require training for legal standards and have a wide ranging digital training for all. • There is specialised teacher training available and employees can infill onto all college courses, with no cost to employees, where spaces are available. • We provide financial support for Further and Higher education sponsorship including for degrees and post graduate qualifications including undergraduate degrees and master's degrees. • The annual PDP process identifies individual development needs.

		<p>employer and workers. Everyone should be able to engage in lifelong learning.</p>	<ul style="list-style-type: none"> • Employees are encouraged to keep professional qualifications up to date. • As part of their nationally agreed terms and conditions all lecturers are required to be members of the GTCS and to gain a TQFE qualification if they don't already have this. • Our mandatory training for all employees covers: <ul style="list-style-type: none"> ○ Health and safety ○ Equality, diversity and inclusion ○ Safeguarding ○ Information security ○ Corporate parenting ○ Data protection and GDPR • We give a significant amount of remission time for union reps which includes remission for union learning representatives. • We support the Young Person's Guarantee.
3	No inappropriate use of zero hours contracts	<p>Although there is no legal definition of a zero-hours contract, in the context of Fair Work, such a contract is one which does not guarantee any work to the individual and does not set out a minimum number of hours (whether ongoing or for a set period).</p>	<ul style="list-style-type: none"> • All employees are employed on open ended or fixed term contracts with confirmed hours and work patterns. • All employees have a contract that accurately reflects the hours worked and guarantees a fair minimum number of hours per week. • There are no compulsory overtime arrangements. • There is little shift working but, where it exists (Estates) shifts are determined at least 4 weeks in advance and individual needs taken accommodated where possible. Generous shift working payments are made in line with national Collective Agreements. These are paid monthly and are not altered if the shift pattern changes. • Employees are moved from fixed term to permanent posts after two years continuous service, subject to national Collective Agreements. • There are no zero hours contracts in use.
4	Action to tackle the gender pay gap and create a more diverse and inclusive workforce	<p>Fair Work expects employers to go beyond their legal obligations under the Equality Act 2010, enhancing the protection for workers discriminated on the basis of their age, disability, gender</p>	<ul style="list-style-type: none"> • We measure both the gender and the ethnicity pay gap annually and a range of actions have been agreed to further improve gender balance across the college and to make us a more ethnically inclusive employer. • We have focussed management development on ethnicity inclusivity. • We publish a bi-annual Equalities Report which tracks progress against objectives and sets objectives for the college for the coming years. • We have EDI committee meetings where a wide range of employees, students and services are represented, and issues of common interest are debated. • We give generous annual leave for all employees that far exceed statutory provisions. • We support employees with disabilities and make reasonable adjustments to enable people to remain at work. We have policies and procedures, for employees and students, on Dignity and Respect, Family Friendly (maternity, paternity, parental and adoption support) and additional Leave of Absence. We provide paid leave for a wide range of situations.

		reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.	<ul style="list-style-type: none"> • Our workforce is 65.5% female and women are well represented across the College including at management level. • We have an EDI Policy, which was consulted on with employees and union representatives and also have a Dignity and Respect Policy for all employees. • Our Board is gender balanced and we take steps to diversify the make-up of the Board. • Employees are encouraged to take support and advice from union representatives. • We have an EAP (Employee Assistance Programme) available 24/7 to all employees and their families. It also provides free individual counselling sessions to employees. • We also have access to Help at Hand services which gives our employees access to GP and Physiotherapy appointments free of charge. • We were the first college in Scotland to be awarded the Menopause Friendly accreditation and we have a national Menopause Policy and college level guidance. • We provide training to managers on supporting women through the menopause. • We make reasonable adjustments to employees who have a disability or long-term health condition. • CPD opportunities are available to all employees. • We provide safe environments for breastfeeding women to express and store milk. • We have enhanced maternity, paternity, parental and adoption leave and pay provisions.
5	Payment of the real Living Wage	All UK-based staff aged 16 and over, including apprentices, who are directly employed by the grant recipient, must be paid at least the real Living Wage; and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the real Living Wage.	<ul style="list-style-type: none"> • Glasgow Clyde College pays the Real Living Wage and is recognised as a Living Wage Accredited Employer. • The College pays all nationally negotiated pay rates and pay increases. • Apprentices are paid the Real Living Wage. • The College has a Flexible Working Policy which applies to all employees from day 1 of employment. FW Requests are managed through a robust process and are approved as far as possible. • The College also has Hybrid Working arrangements in place for staff in certain roles. • Managers receive training on managing flexible working requests. • Flexible working and family friendly policies are on the recruitment website. • Working from home is common and all lecturers are entitled to work off site for up to 7 hours (1 day) a week. • There is no electronic monitoring of offsite or working from home. • Training and development opportunities are delivered as a mix of face to face (which provides a better and more interactive experience for delegates) and online via Teams. • The college does not have any employees based overseas. • The College provides an extensive range of leave of absence including: <ul style="list-style-type: none"> ○ Compassionate leave ○ Medical/dental/hospital appointments ○ Emergency leave for care of a dependent ○ Gender re-assignment ○ Other domestic emergency ○ Attendance at national and international events ○ Religious observance ○ Leave for fertility treatment ○ Antenatal appointments ○ Paternity leave ○ Parental leave

			<ul style="list-style-type: none"> ○ Shared parental leave ○ Sabbatical or employment breaks
6	Other flexible and family friendly working practices for all workers from day one of employment	Flexible working and family friendly working practices take many forms including, but not limited to, part-time work and job share, flexitime, compressed hours, term-time, staggered hours, and working remotely and working from home. Flexible working can also be a reasonable adjustment for disabled workers or those who have a long-term health condition.	<ul style="list-style-type: none"> • Glasgow Clyde College pays the Real Living Wage and is recognised as a Living Wage Accredited Employer. • The College pays all nationally negotiated pay rates and pay increases. • Apprentices are paid the Real Living Wage. • The College has a Flexible Working Policy which applies to all employees from day 1 of employment. FW Requests are managed through a robust process and are approved as far as possible. • The College also has Hybrid Working arrangements in place for certain groups of staff. • Managers receive training on managing flexible working requests. • Flexible working and family friendly policies are on the recruitment website. • Working from home is common and all lecturers are entitled to work off site for up to 7 hours (1 day) a week. • There is no electronic monitoring of off-site or working from home. • Training and development opportunities are delivered as a mix of face to face (which provides a better and more interactive experience for delegates) and online via Teams. • The college uses MS Outlook, SharePoint, O365 and Teams packages. • Flexible working is offered as a temporary solution in response to some requests where this is agreed on by the employee and the manager. • All meetings are arranged during working hours except Board meetings which are held in the evening and senior management and staff representatives attend. • Meetings are a mixture of face to face and on Teams to accommodate everyone.
7	Oppose the use of fire and rehire practice.	An employer is likely to be using fire and rehire practice if they use dismissal and re-engagement for the purpose of diminishing terms and conditions. Employers should not use the threat of dismissal and/or redundancy in order to pressurise staff into accepting changes to terms and conditions.	<p>Glasgow Clyde College has not engaged in 'fire and rehire' practices and has no plans to do so. Our main terms and conditions are driven by national Collective Agreements and any changes to non-core terms and conditions is done through consultation with employees and recognised trade union representatives, reaching agreement where possible.</p> <p>When employees leave under Voluntary Severance terms, they are advised that they cannot be re-employed by the College or within the Glasgow Region for a period of 2 years.</p>