

## **NOTES OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE, HELD ON 28 JANUARY 2025 AT 4.30PM**

The meeting was held via teams.

### **PRESENT:**

Fergus Brown	Committee Chair
Ros Micklem	Committee Member
Jon Vincent	Committee Member
Keith Larson	Committee Member
Nicky O'Brien	Committee Member

### **IN ATTENDANCE:**

Gillian Crankshaw	Organisational Development Manager
Lorraine McGaw	Assistant Principal People and Culture
Niall MacPherson	Chief Operating Officer
Jennifer Hunter	Clerk to the Board

### **ACTION**

#### **25.01 Welcome and Apologies**

Fergus Brown welcomed everyone to the meeting. FB introduced new committee members Nicky O'Brien, who was recently co-opted to the Committee, and new trade-union Board member Keith Larson. Both are attending the Committee for the first time today. Niall MacPherson was also welcomed to his first meeting of the Committee.

Apologies were received from Nicole Patton and Mursal Noori.

#### **25.02 Declarations of Interest**

FB asked if anyone needed to declare an interest at any point within the agenda, there were no conflicts raised.

#### **25.03 Minutes of Previous Meeting – 18 September 2024**

The Minutes of the previous meeting were agreed as an accurate record.

#### **25.04 Matters Arising – Action Grid**

The Committee considered the Matters Arising Grid and agreed that a timescale should be set for the development of Equality Diversity and Inclusion Key Performance Indicators.

Lorraine McGaw will arrange a meeting to discuss EDI KPIs including David Marshall, Caroline Hutchison, Ros Micklem and Fergus Brown, this meeting will take place by the end of March 2025, allowing LM to bring a report to the Committee for the May meeting.

**Clerk/LM**

## **25.05 Notes of Support and Teaching JCNC Meetings**

Since the last report to Committee there has been one Lecturing Staff JCNC meeting which was held on 9 October 2024 and one Support Staff meeting which was held on 28 October 2024.

On 9 October Lecturing Staff discussions included holiday calendars, the development of additional online training courses, completion of pension paperwork for staff leaving the College, and emergency contacts. A comprehensive discussion was held regarding Fair Work and Audit Scotland's requirement to include a Fair Work statement in the college accounts. The relevant information is available on the College website. Additionally, there was a conversation about drafting an aspirational statement.

The Committee discussed the potential of Fair Work aspirational statement, LM will forward Fair Work Framework information to RS for reference.

**LM**

On 28 October JCNC Support Staff discussed holiday calendars and the amended finance structure.

## **25.06 Assistant Principal People and Culture Report**

The Committee discussed an internal dispute between Unison and the Unison Scotland Further Education Branch, which has resulted in Unison union-stewards taking strike action against Unison. The Committee considered the impact of the strike on the effective voice of employees and concluded that they are comfortable that effective voice is in-place at the present time, due to other avenues being available including access to other trade unions, the availability of a regular staff-voice group, and advice and support being available via Unison officials.

### **Pulse Surveys**

LM advised that the next pulse survey will be issued to staff in January 2025. This survey will focus on our Learning and Development provision, gathering valuable insights to help improve and tailor the learning offer to better meet staff needs. The goal is to create a positive feedback loop where employees feel that their voices are being heard and that participating in surveys is both meaningful and impactful.

### **Occupational Health Surveillance**

LM advised that significant improvements are being made to the system for recording and storing occupational health surveillance data and mandatory health and safety training requirements for all roles within the College. These enhancements are being implemented alongside upgrades to the risk assessment recording and reporting system.

Together, the changes will provide the College with a far more comprehensive and integrated approach to monitoring and maintaining high standards in Occupational Health and Safety. By streamlining processes and creating a unified system, the College aims to improve

accessibility, accuracy, and compliance tracking, ensuring a safer and more secure environment for everyone across the College.

#### Personal Development Plans (PDPs)

After careful consideration, the Organisational Development Team have decided to transition Personal Development Plans (PDPs) away from the current recording system. LM advised that despite best efforts, this system has fallen short in delivering the level of user functionality, reliability and oversight necessary to ensure that Personal Development Planning is consistently integrated as a routine practice across the College. To address these challenges, the college are introducing a new, streamlined system.

The new system simplifies the process, enabling more focus on dialogue and engagement, while also equipping the College with robust monitoring capabilities throughout the year.

The Committee agreed that PDP conversations are about development and should aspire to support the College to meet a commitment for employees to access a quality conversation annually.

Gillian Crankshaw confirmed that the College PDP process has validation by the General Teaching Council for Scotland. GC will forward information to Keith Larson for information.

**GC**

#### Future Leaders Programme

LM advised that to ensure that participants in the current cohort gain the full benefit of the experience, the team have decided to extend the current programme through to the end of this academic year. This extension will allow the College to provide additional opportunities for growth, reflection, and engagement, ensuring the programme delivers on its promise of cultivating leadership potential. Looking ahead, a new cohort will commence at the start of the next academic year, continuing investment in building the future leadership capacity of the College.

#### Voluntary Severance Scheme

The sixth round of the Voluntary Severance Scheme opened in mid-January with an applications closing date of 7 February 2025. It was noted that the College was operating this scheme under the final year of the GCRB approved scheme which runs from 2022 to 2025.

The Committee noted that Jon Vincent is in discussions with the Scottish Funding Council regarding the College grant, which may assist the College in terms of the scale of the funding gap.

The Committee noted that the Board had recently discussed the importance of Equality Impact Assessments when considering options to manage financial risks; both in terms of the student body and for employees. JV outlined the complexity of decision making. The outcome of the voluntary severance scheme will influence the equality impact assessments, which need to be undertaken after the scheme has closed. The deeper dive Equality Impact Assessment Analysis will take place when the decision areas become clearer. In the meantime, the discussions that are happening are keeping in mind the potential equality considerations that could arise.

## **25.07 KPI Report Full Year**

Over the past year, the College has made significant efforts to ensure comprehensive and timely accident reporting. Initiatives have included information sessions and the launch of a new poster campaign. As a result, the College now has a notable increase in the number of accidents being reported. The number of accidents reported in Quarter 1 2023/24 was 23, and the number of accidents reported in Quarter 1 in 2024/25 was 38.

The sickness absence data for Quarter 1 highlights a positive trend in employee health and attendance across the organisation. Overall sickness absence has declined by 1.1% compared to the same period in the previous year, from 4.4% in quarter one of 2023/24 to 3.33% in quarter one of 2024/25 indicating significant progress in reducing absenteeism.

Work-related stress currently stands at 0.08%, reflecting a decrease of 0.11% compared to the 0.19% reported in Quarter 1 of the previous year. This reduction represents a positive development in employee well-being and the effectiveness of workplace stress management initiatives.

FB requested that the Engagement KPI be discussed in more detail when the Committee next look at the college engagement survey results, the Committee require further clarity on participation levels.

**Clerk/LM**

## **25.08 Health and Safety Policy**

The Committee discussed Health and Safety Policy 1.8 and agreed to the tracked changes and additional edits to job descriptions.

FB noted that the policy framework comprehensively articulated the principles of individual and shared responsibility for H&S, and detailed systems of management and oversight. It was noted that H&S leadership was through the Chief Executive and Senior Leadership Team, with ultimate responsibility being held by the Board of Management. JV noted that there is no room for complacency around Health and Safety and Safeguarding in an organisation as large and as complex as the College. The College focus is to reduce accidents, to learn lessons and to minimise future accidents. The College takes Health and Safety seriously as an organisation and it is adequately resourced. JV Chairs a Health and Safety Committee which includes trade union representatives, in line with statutory expectations. The accident reporting KPIs show that the College managed to develop a culture where people report accidents. The College continues to hold a RoSPA (Royal Society of Prevention of Accidents) Gold Status, which is testament to the fact that external agencies recognise the priority the H&S takes in the organisation. FB thanked JB for the assurances.

NM suggested that consideration be given to the introduction of a standing item, or amended format for the annual H&S report, around Health and Safety Compliance with legislation and with our own College standards.

**NM/Clerk/LM**

## **25.09 Annual People Report**

The Committee thanked LM for the Annual People Report, which is very useful and interesting to read.

## **Standing Items**

### **25.10 Equalities Impact Assessment on Decisions Made**

The Committee are content that any decisions made are in good order regarding equalities impact.

### **25.11 Review of Papers (Including disclosable status)**

Clerk will further review with LM and GC before publication.

**Clerk/LM/GC**

### **25.12 Schedule of Work\***

Employer of Choice (existing) Strategy Reflective Review to be added to the Schedule of Work for May 2025.

**Clerk/LM**

### **25.13 Any other business/Items for future agenda**

The Committee welcomed the recent news that Jim Lee has been awarded an MBE for services to ESOL Education in Glasgow in the King's New Year's Honours. Jim recently retired after working for many years within Glasgow Clyde College's CLD Department, where he was the EASE Project Co-ordinator.

**Date of Next Meeting: 7 May 2025 (in-person)**