

**A MEETING OF THE GLASGOW CLYDE COLLEGE ORGANISATIONAL
DEVELOPMENT COMMITTEE WAS HELD ONLINE, ON 4 FEBRUARY 2026 FROM
4.30PM**

Present:

Ros Micklem	Committee Member
Fergus Brown	Committee Member (Chair)
Jon Vincent	Committee Member
Keith Larson	Committee Member (joined at item 26.07)

In attendance:

Lorraine McGaw	Assistant Principal People and Culture
Gillian Crankshaw	Organisational Development Manager
Nicole Patton	Head of People
Niall Macpherson	Chief Operating Officer
Jennifer Hunter	Clerk to the Board

26.01 Welcome and apologies

ACTIONS

Fergus welcomed everyone to the meeting. The Committee noted that Keith Larson would be attending from 5pm and noted apologies for Shory Lee and Nicky O'Brien.

26.02 Declarations of interest

There were no declarations of interest.

26.03 Intimations of any other business

There were no items for any other business.

26.04 Draft minutes of the previous meeting

The minutes of the last meeting were agreed as an accurate record.

26.05 Matters arising

The Committee discussed the matters arising report and noted that all items were complete, other than those which have been agreed to be in Q4 of the current academic year, or Q1 of the next academic year. Outstanding items will be added to the schedule of work.

JH

26.06 People and culture report

Lorraine McGaw spoke to the report.

The revised National Recognition and Procedures Agreement (NRPA) has been issued to colleges. College Employers Scotland (CES) had provided explicit assurance that the proposed revisions do not alter the position of Colleges as employers, nor do they introduce any new obligations. Instead, the revisions consolidate and clarify existing arrangements to

support effective national bargaining processes. It was anticipated that the revised agreement will come into effect on 1 March 2026.

Sickness absence rose to 4.39% in Q1 2025-26, up 1.06 percentage points from last year, driven by increases in both long-term (up 2.88%) and short-term (up 1.50%) absence. Mental health related absence remains the leading cause of sickness. Work-related stress has increased and now appears in both long- and short-term categories.

A total of 42 accidents were recorded, an increase of four compared with last year. No trends have been identified that would require targeted action in any particular area. One RIDDOR reportable incident was notified to the Health and Safety Executive (HSE) during this Quarter. During the reporting period, College First Aiders responded to 32 call outs. This compares with 37 call outs during the same period last year. There were five Near Miss Reports submitted in Quarter 1. A total of three hazard observations were recorded during the reporting period, consistent with the same period in the previous Academic Year. Committee discussion arising clarified that First Aider pool numbers had been reviewed as suggested in previous OD Committee discussions, which had given reassurances that there was reasonable provision.

The Internal Communications Pulse Survey (30 September–13 October 2025) received 127 responses, maintaining a 15% rate and showing moderately positive sentiment. To strengthen internal communications and encourage wider engagement the team will continue offering survey drop-in sessions for non-desk-based colleagues, alongside information stalls open to all staff.

The Committee discussed the sickness absence rates and agreed that although the target had been removed at the previous meeting of the Committee, that the Committee would continue to monitor the absence rate through regular the People & Culture Report inclusion and the annual full Absence Report item.

The Committee congratulated the team on the innovative engagement used to survey the staff and encourage participation, including offering drop-in sessions for non-desk-based colleagues. The Committee discussed benchmarking for the survey, and how the European Net Provider Score can be used for some benchmarking, though currently as all Colleges ask different questions benchmarking in this area it can be difficult to draw comparisons.

The Committee noted the report.

26.07 JCNC meeting report

Keith Larsen joined the meeting.

Lorraine McGaw spoke to the report.

It was agreed at the JCNC meeting that a local Fair Work meeting will be convened to review the criteria that must be met and to assess current progress against requirements. It was noted that any national decisions or guidance relating to Fair Work will need to be considered and reflected in local discussions and planning.

A detailed discussion also took place regarding PVG registration, following the identification of 29 members of teaching staff who did not hold the appropriate PVG status. All teaching staff now hold the required PVG membership.

The Committee noted that the Tertiary Education Act has required the College to meet all aspects of the Fair Work Convention rather than two aspects. There are no concerns at this stage of the College being un-able to meet the requirements of the new Act, though this will need to be monitored closely.

The Committee noted the report.

26.08 KPI report

Lorraine McGaw spoke to the report.

Occupational Health surveillance baseline testing is progressing well across all identified at-risk areas. As of the end of Quarter 1, 88% of baseline tests are completed. There continues to be a steady increase in the number of accidents being reported, and this upward trend reflects greater awareness and improved confidence in the reporting process. Overall sickness absence for Quarter 1 stands at 4.39%, representing an increase of 1.06 percentage points compared with the same period last year. Both long-term (2.88%) and short-term (1.50%) absence contributed to this rise, with short-term absence showing the more significant year-on-year increase. In the first Quarter of the 2025/26 Academic Year, work-related stress accounted for 0.57% of overall absence, representing an increase of 0.32 percentage points compared with the same period last year.

The Committee sought clarity on how the KPI for Personal Development Plan engagement was monitored and progressed. It was clarified that the Senior Leadership Team receive regular updates and engage with participants and reviewers to highlight the importance of participation? The Committee discussed the monitoring of accidents and the team confirmed that where a pattern is discovered, action will be taken to reduce accidents in the identified areas. The Committee noted the report.

26.09 Policy review

Lorraine McGaw spoke to the report.

There were a number of policies due to be reviewed and the Committee were asked to consider proposed tracked changes and any other additional changes they may like to make.

Policy Staffing 3.1 had no significant changes, proposed edits were related to nomenclature and updated language. Policy 3.1 proposed changes were approved.

Policy Secure Handling 3.2 proposed significant changes to bring up to date wording as regards legislation for Protection of Vulnerable/Disclosure Scotland, other proposed edits included nomenclature and updated language. Policy 3.2 proposed changes were approved.

Policy Staff Management 3.3 had no significant changes; proposed edits were related to nomenclature and updated language. Policy 3.3 proposed changes were approved.

Policy Continuing Professional Development 3.4 proposed inclusion of the personal development planning process within the policy, other proposed edits included nomenclature and updated language. The Committee agreed that the second bullet point covering teaching qualifications would replace 'towards' with the word 'achieve'. Policy 3.4 proposed changes were approved.

The Committee discussed teaching qualifications in further education and the high cost of sending lecturers on the course. Due to affordability very few lecturers are able to achieve the qualification required, while Scottish Government requires lecturers to achieve the qualification. The Committee highlighted this issue as a risk. A discussion on TQFE will be added to the schedule of work for the Committee.

JH

The Committee discussed the procedures that follow on from the policies and requested that policies list the aligning procedures within the policy document – under the History of Changes section. Lorraine McGaw will contact the Quality Department to ask if this is something that can be done.

LM

Policy Healthy College 3.5 had no significant changes; proposed edits were related to nomenclature and updated language. Policy 3.5 proposed changes were approved.

Policy Local Negotiation 3.6 had no significant changes; proposed edits were related to nomenclature and updated language. Policy 3.5 proposed changes were approved.

Policy Unethical Behaviour and Whistleblowing 1.2 proposed an update to acknowledge new legislation under the Employment Rights Act 2025 which incorporates protection of disclosures that has occurred, is occurring or is likely to occur. Policy 1.2 was approved.

26.10 Schedule of work

The Committee discussed the schedule of work and agreed that it would be updated to incorporate how Key Performance Indicators will relate to the new strategic plan for the College (once agreed). KPI recommendations coming from the Governance Effectiveness Review will also be added to the Schedule of Work.

JH

26.11 Committee Remit

The Committee considered agreed proposed changes to the Committee Remit which related to changes in job titles. The Committee agreed further changes including that 'at least' be added to the regularity of meetings, providing the Committee with the option to meet more than three times annually, as required. A further change was agreed, to change Human Resources to People and Culture throughout. The Committee discussed the name of the Committee and considered if Organisational Development was still appropriate, Jennifer Hunter agreed to discuss this with the Chair of the Board of Management.

JH

26.12 Items for any other business

The Committee discussed the future Employer of Choice Strategy and agreed that the paper that will come to the May meeting could be a draft version, with the final version being agreed in Q1 of 2026-27 academic year.

JH/LM