

ORGANISATIONAL DEVELOPMENT COMMITTEE

**Wednesday 31 January 2024 at 4.30pm
Via teams**

The next meeting of the Organisational Development Committee will be held on Wednesday 31 January 2024 at 4.30 pm via teams.

A G E N D A

24.01	Welcome and Apologies		
24.02	Declarations of Interest		S Heidinger

Minutes of Previous Meeting

24.03	Minutes of Previous Meeting – 20 September 2023		
24.04	Matters Arising – Action Grid	P	S Heidinger
24.05	Notes of Support and Teaching JCNC Meetings	P	L McGaw

Items for Discussion

24.06	Assistant Principal HR's Report		
24.07	KPI Report	P	L McGaw
24.08	Respect and Psychological Safety	P	L McGaw
24.09	Employer of Choice Strategy – timeline	P	L McGaw
24.10	Enhancing PDP engagement levels and impact	P	G Crankshaw

Items for Noting*

24.11	People Report 2022/23		
24.12	Review of Remit	P	K Mavor
24.13	SFC Annual Staffing Return	P	N Patton
24.14	Attendance Management Report – Aug-Oct 23	P	N Patton
24.15	Organisational Development Report	P	G Crankshaw
24.16	Health and Safety Report	P	G Crankshaw

***these items will not be discussed unless agreed**

Standing Items

24.17	Schedule of Work 2023/24		
24.18	Equalities Impact Assessment on Decisions Made		K Mavor
24.19	Review of Papers (Including disclosable status)		S Heidinger
24.20	Any other business/Items for future agenda		S Heidinger

Date of Next Meeting: 10 May 2024

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Assistant Principal: Human Resources Report
Action:	Information
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	24.06
Status:	Disclosable

1. PURPOSE OF THE REPORT

The report aims to update the Organisational Development Committee on activities within the Human Resources and Organisational Development functions since the last Committee meeting, particularly focussing on aspects not covered in other Organisational Development Committee papers.

2. ACTION FOR THE COMMITTEE

The Organisational Development Committee are asked to note the content of this report.

3. BRIEF BACKGROUND INFORMATION

3.1 Voluntary Severance Scheme (VS)

To address the funding gap in the College’s three-year financial plan (2022–2025), three phases of the Voluntary Severance Scheme have been implemented. The approved applications to date are as follows:

Phase	Lecturing	Support	Total
1	22	12	34
2	5	1	6
3	29	5	34
Totals	56	18	74

Requests from staff members are continuously being considered on a case-by-case basis.

3.2 TUPE Transfer of Cleaning Staff (Anniesland & Langside)

On 14 October 2023, the College successfully transitioned cleaning staff from ISS at Langside and Anniesland campuses to direct employment. This transition provided an opportunity for staff to align with improved terms and conditions, all of which were accepted, resulting in a successful transfer process

3.3 ***Industrial Action***

It is anticipated that there will be further industrial action this year. UNISON has already secured a renewed, six-month strike mandate after 48% of its members – equating to around one fifth of the overall FTE support staff workforce - voted for further strike action.

The EIS-FELA is also balloting for an extended mandate to continue with strikes, ASOS, and a results boycott from February onwards. This ballot closes on 16 January 2024.

3.4 ***National Bargaining Update: EIS-FELA Lecturers' Pay Claim 2022/23, 2023/24 & 2024/25***

Ongoing negotiations between College Employers Scotland and EIS-FELA involve a full and final three-year pay offer, including a £5,000 consolidated pay rise over AYs 2022/23, 2023/24, and 2024/25. EIS-FELA has submitted a revised pay claim seeking a consolidated, flat-rated rise of £8,000.

3.5 ***National Bargaining Update – Support Staff Pay Claim 2022/23, 2023/24 & 2024/25***

Negotiations for support staff include a full and final three-year pay offer of a consolidated £5,000 pay rise. UNISON's revised pay claim is for a three-year, consolidated pay rise of £6,500.

3.6 ***Estates Restructure***

The initial consultation regarding the Estates restructure modifications was released on 17 May 2023. In Phase 1, sessions were conducted involving staff members and their Trade Union representatives. At the Union's request, the deadline for Phase 1 was extended.

All input received was gathered, assessed, and the final structure was released to staff on the 27 November 2023. The transition to the new structure commenced on 8 January 2024 and all staff have since been aligned with their respective new positions. Job vacancies have now been posted and are open for applications.

3.7 ***ICT Restructure***

Phase 1 of the ICT Restructure commenced on 6 December 2023, and is presently undergoing consultation and feedback. The initial deadline for responses is 31 January 2024. Staff members have been provided with the option of individual and/or team meetings. We will be compiling and analysing the feedback received throughout this period.

3.8 ***Senior Leadership Team Restructure***

Phase one of the Senior Leadership Restructure (SLT) has successfully concluded, resulting in the consolidation of four faculties into three. Additionally, the role of Assistant Principal for International and Business Development has been realigned, now falling under the direct line management of the Deputy Principal. As we move forward, phase two of the SLT restructure is scheduled to unfold during the Spring/Summer 2024.

Currently, we are actively recruiting for the newly established position of Chief Operating Officer. The recruitment process commenced at the end of November 2023, and we have invited qualified candidates to submit their applications by the closing date on 29 January 2024.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

N/A

5. RISKS

Risks are associated with potential industrial action and may impact students' education.

**6. ANY OTHER SIGNIFICANT IMPACT
eg STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	KPI Report Quarter 1 2023/24
Action:	Information/Discussion
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	24.07
Status:	Disclosable (except HR KPIs)

1. PURPOSE OF THE REPORT

This attached paper provides an update on the Key Performance Indicators for Quarter 1 of Academic Session 2023/24. For data protection purposes, the Committee are asked to note that the Human Resources Management KPIs are non-disclosable.

2. ACTION FOR THE COMMITTEE

The Organisational Development Committee are asked to discuss the report.

3. BRIEF BACKGROUND INFORMATION

The Organisational Development Committee requested that a Red, Amber, Green (RAG) status be used for the KPI grid therefore alerting/assuring the committee of the current position.

- **RED** – significant concern that the target will not be met
- **AMBER** – some concern that the target will not be met
- **GREEN** - target met or exceeded

The following KPI's are highlighted for Quarter 1, Academic Session 2023/24:

Occupational Health surveillance baseline test completion for at risk areas

Due to the strike action in September and October 2023, the scheduled clinics for Occupational Health surveillance baseline tests in at-risk areas had to be cancelled. However, with the commencement of our new contract with MCL Medics, substantial progress has been achieved in the second quarter. Consequently, the figures to be presented to the Committee in May 2024 will reflect a noteworthy improvement in completion rates for baseline tests.

Working days lost through sickness absence

In Quarter 1, the overall sickness absence is 4.4%, up by 0.2% from the same quarter last year. More details can be found in the Attendance Management Report for August to October 2023.

Working days lost to work related stress

There has been a rise in staff attributing their absence to work-related stress in Quarter 1, with the rate now at 0.19%. This marks an increase of 0.08% compared to the same quarter last year. HR is actively collaborating with affected staff and their line managers to offer necessary support.

Protected Characteristics Data

We continue to work to improve the collection of this data and will continue to run campaigns periodically.

% Permanent staff voluntary turnover

The voluntary turnover rate for permanent staff has experienced an increase in Quarter 1, primarily attributed to the influence of several voluntary severance departures.

4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION

Appendix 1: Key Performance Indicator Grid

5. RISKS

There are no specific risks associated with this paper.

**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Respect and Psychological Safety
Action:	Information
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	24.08
Status:	Disclosable

1. PURPOSE OF THE REPORT

The report aims to provide details of the Respect @ Clyde project detailing its components and emphasising the pivotal role of psychological safety within the initiative.

2. ACTION FOR THE COMMITTEE

The Organisational Development Committee is asked to carefully consider and acknowledge the content of this report, recognising the importance of the Respect @ Clyde project in shaping the College's culture.

3. BRIEF BACKGROUND INFORMATION

Introduction

The Respect @ Clyde project serves as an overarching framework that unites various ongoing initiatives within the College. Found within Appendix 1, these initiatives encompass the Equality, Diversity and Inclusion Committee, the Psychological Safety Group, the Healthy College Group, and the Nurture College Group. Each of these groups plays a distinct role in fostering a more inclusive and supportive environment within the College community.

The Project Board, set to be established early in 2024, will appoint a member of the Senior Leadership Team (SLT) to chair each project group. These chairs will report progress to the Project Board:

- **Equality, Diversity and Inclusion Committee** - This initiative concentrates on promoting equality, diversity, and inclusion throughout the college community;
- **Psychological Safety Group** - This group will focus on cultivating an atmosphere where individuals feel secure expressing themselves without the fear of judgment;
- **Healthy College Group** - This initiative is dedicated to promoting the overall health and well-being of both staff and students; and
- **Nurture College Group** - The aim here is to create a welcoming, safe, and respectful environment for both staff and students.

The Respect @ Clyde Project Board will oversee and coordinate the efforts of these four distinct groups, seeking synergies to amplify their impact.

Respect @ Clyde

The Respect Project endeavours to instil a culture of respect, inclusivity, equity, and psychological safety within the college community. It seeks to ensure that all members, staff and students alike, feel valued, understood and supported regardless of their backgrounds, identities, or abilities. Moreover, the project aspires to support physical safety and establish an environment conducive to learning and personal development.

What is Psychological Safety?

Psychological safety is fundamental to a thriving College community, as it allows individuals to be their true selves, express their opinions, make mistakes without fear of repercussions, and effectively contribute to a collaborative atmosphere. It is the cornerstone of trust-building and the cultivation of respect and collaboration.

Project Objectives

- Foster a culture of respect, inclusivity, equity and psychological safety among college staff and students;
- Promote diversity and inclusivity awareness, understanding and empathy;
- Develop strategies to address and prevent harassment, discrimination, bias, and promote a safe reporting mechanism;
- Strengthen communication, collaboration, and trust among staff and students;
- Provide resources and support for those who have experienced discrimination, harassment or feel unsafe within the college environment;
- Develop, review and implement policies, procedures and guidelines that reinforce respect and inclusivity in the College community; and
- Offer appropriate training opportunities.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

Appendix 1 – Respect @ Clyde Project.

5. RISKS

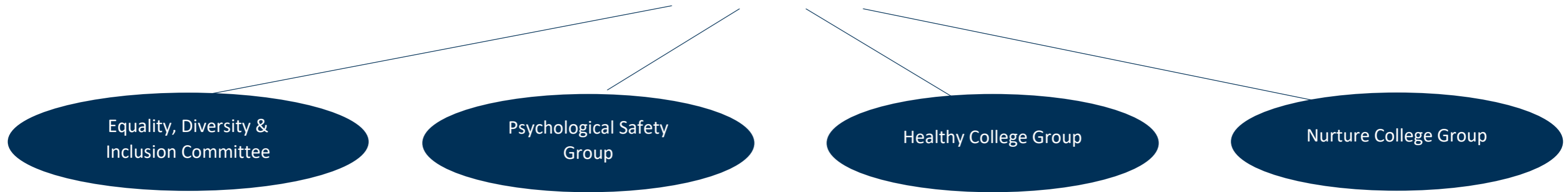
No significant risks identified at this time.

6. ANY OTHER SIGNIFICANT IMPACT eg STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY

The project is expected to have a positive impact on Equality, Diversity, and Inclusion (EDI) and the overall student experience. Furthermore, it is anticipated to positively influence the reduction of time and financial resources spent on staff or student discipline/grievance, thus minimising the risk of legal challenges in any of the aforementioned areas.

Respect Project Board

Key Initiatives



Promoting equality, diversity and inclusion within the College community

Fostering an atmosphere where individuals feel safe to express themselves without fear of judgement

Promoting overall health and wellbeing of staff and students

Creating a welcoming, safe and respectful environment for staff and students

- INITIATIVES
- Workshops
 - Awareness campaigns
 - Training sessions
 - Peer support groups

- INITIATIVES
- Mental health awareness programmes
 - Counselling services
 - Peer support groups
 - Safe spaces
 - Training for staff

- INITIATIVES
- Health campaigns
 - Fitness classes
 - Access to healthcare resources
 - Mindfulness sessions
 - Healthy lifestyle programmes

- INITIATIVES
- Safe Spaces
 - Learning and Development
 - Wellbeing Activities

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Employer of Choice Strategy – Consultation Timeline
Action:	Information
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	24.09
Status:	Disclosable

1. PURPOSE OF THE REPORT

The report aims to outline a timeframe for engaging in consultations with the Organisational Development Committee on the Employer of Choice Strategy. The primary objective is to seek the Committee's insights and recommendations regarding the proposed timeframe.

The Employer of Choice Strategy stands as a crucial element within the current broader College Strategy, contingent on the development of the overarching Strategy and subsequent alignment with strategic objectives.

2. ACTION FOR THE COMMITTEE

The Organisational Committee are asked to discuss the proposed timeframe and offer insights or revisions as deemed necessary.

Furthermore, the Committee is encouraged to deliberate on whether the Employer of Choice Strategy should be regarded as a standalone strategy, independent of its status as a pillar within the Strategic Plan. If the Committee supports this perspective, a recommendation to the Board of Management for consideration is warranted.

3. BRIEF BACKGROUND INFORMATION

Introduction

The Employer of Choice Strategy has been formulated to align with the College's mission and values. It serves as a definitive statement on how the College values its people, cultivating a culture that facilitates excellence across all facets of its operations.

The existing Employer of Choice Strategy (2021–2025) is due to conclude at the end of the Academic Session in July 2025. The forthcoming proposal outlines a consultation timeline with the Organisational Development Committee for devising a new Strategy.

The decision on whether this will be a three-year or five-year Strategy is currently contingent upon the College's overarching Strategic Plan.

Preparation Phase (July – September 2024)

- Gather relevant data and information on the current Employer of Choice Strategy.
- Develop initial information on the purpose, scope, and objectives of the Strategy.

Organisational Development Committee (September/October 2024)

- Conduct a comprehensive SWOT analysis of the current Employer of Choice Strategy.
- Define clear and measurable goals for the updated Strategy.

Drafting the Employer of Choice Strategy (October 2024 – January 2025)

- Ensure alignment with the College's overall strategic objectives.
- Present the draft Employer of Choice Strategy to the Organisational Development Committee for initial feedback.

Refinement of the Strategy (January – May 2025)

- Refine the Employer of Choice Strategy based on feedback from the Committee.
- Review of Organisational Committee KPI's to ensure alignment with the Strategy at the May 2025 Committee meeting.

Implementation Phase (June – August 2025 ongoing)

- Develop a communication plan to inform all relevant stakeholders about the approved Employer of Choice Strategy.
- Roll out the People Strategy according to the established plan.
- Monitor progress and make adjustments as needed.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

N/A

5. RISKS

The existing funding structure of the College poses challenges for strategic planning.

**6. ANY OTHER SIGNIFICANT IMPACT
eg STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

While no significant impacts have been conclusively identified at this time, it is essential to acknowledge that the ongoing development and implementation of the Employer of Choice Strategy may have effects on various aspects of the College.

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Enhancing PDP Engagement Levels and Impact
Action:	For Discussion
Prepared by:	Gillian Crankshaw, Organisational Development Manager
Agenda Item:	24.10
Status:	Disclosable

1. PURPOSE OF THE REPORT

- 1.1 This report aims to provide details of the proposals designed to increase staff engagement with Personal Development Planning (PDP).

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee is requested to discuss the findings and recommendations presented in this report.

3. BRIEF BACKGROUND INFORMATION

3.1 *Personal Development Planning (PDP)*

During academic year 2022/23, a series of initiatives were implemented to facilitate staff access and completion of their Personal Development Plans (PDPs). Key measures include:

- Transitioning from a paper-based PDP format to an online platform via the integration into the iTrent system;
- Introducing a structured PDP cycle to aid managers and staff in planning discussions throughout the year;
- Conducting training sessions for staff and managers to familiarise them with the online system and the PDP cycle;
- Providing one-to-one support for managers and staff as needed; and
- Developing and publishing training guides accessible to both staff and managers.

Moreover, requests for attending Continuing Professional Development (CPD), conferences, and courses, as well as access to our professional development sponsorship, are now contingent upon active participation in the PDP process.

3.2 *Supporting PDP Completion in 2023/24*

The Organisational Development team have been working with managers and staff in 2023/24 to facilitate completion of PDPs. Areas for improvement were identified and addressed, including:

1. Redesigning the PDP Cycle to align with the academic calendar; and

2. Integrating the Future Leaders program with the PDP process.

To emphasise the importance of participating in PDP conversations, the Learning and Development (L&D) Officer attended the Support Manager Forum on 14 December 2023, and has scheduled follow-up meetings with managers who were unavailable for the initial session. Meetings with Curriculum Quality Leaders are also planned.

Access to the Future Leaders Programme is now contingent upon inclusion in broader personal development planning discussions.

Additionally, efforts were made to gather insights from regional colleagues to understand successful processes. Feedback received included:

- Glasgow Kelvin reported over three-quarters of staff have completed PDPs, and they have attributed this to consistent communication from the HR/OD team and the Principal's active promotion of PDP through various channels; and
- City of Glasgow have not conducted PDPs for the past five years due to pre-existing plans being disrupted by Covid-19 and industrial relation issues. However, they plan to launch a new PDR process in 2024/25.

3.3 **Impact**

PDP discussions are crucial for both staff engagement and College planning. These discussions often represent the primary interaction between staff and their line managers. Fostering professional development is essential, as failure to do so can lead to disengagement.

The PDP process enables the College to identify development needs, skills gaps, and budget requirements for CPD. It is instrumental in supporting succession planning and providing managers with a comprehensive understanding of staff needs and career plans, facilitating timely action in response to staff changes.

Notably, our PDP has received validation from the General Teaching Council for Scotland, and participation is a requirement for lecturing staff as part of their professional update.

4. **SUPPORTING DOCUMENTATION/ FURTHER INFORMATION**

N/A

5. **RISKS**

N/A

6. **ANY OTHER SIGNIFICANT IMPACT** eg **STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

6.1 N/A

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Annual People Report 2022 - 2023
Action:	For noting
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	24.11
Status:	Disclosable

1. PURPOSE OF THE REPORT

- 1.1 This purpose of this paper is to share the College 'Our People' Report for 2022-23. [People Report 2022/23](#)

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note the report.

3. BRIEF BACKGROUND INFORMATION

- 3.1 This is our fourth 'Our People Report' that we have published with the first publication being in 2018/19.

The people report is designed to demonstrate how important our staff are and highlight that we strongly believe that by investing in our staff, we will provide the best possible learning experience for our students.

4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION

Appendix 1: Our People Report 2022 - 2023.

5. RISKS

No risks identified.

**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A



OUR PEOPLE 2022 - 2023

MISSION

INSPIRATIONAL LEARNING

CHANGING LIVES

VISION

By 2025 Glasgow Clyde College will be celebrated as a socially progressive college which is relentlessly focused on improving the prosperity of the communities it serves.

The College will be acknowledged for its unrivalled 'career ready' students, employment focused curriculum, pioneering approaches, financial resilience and members of staff who are passionate in their pursuit of excellence.

Glasgow Clyde College will be the partner of choice for employers, the employer of choice for members of staff and the College of choice for our communities.

OUR COLLEGE VALUES



People-centred

We are unwavering in our expectation that we conduct ourselves in a manner which is open, respectful and with uppermost integrity. The needs and interests of our students, colleagues and stakeholders will be at the forefront of all decision-making.



Pioneering

We are restless in our desire to be innovative, ambitious, forward-thinking and courageous in the pursuit of creating an unrivalled inspirational learning experience and work environment.



Principled

We are determined to ensure that fairness, equality and inclusivity are embedded into the heart of the College and guide everything we do.



Passionate

We are relentless and tenacious in our ambition to inspire students and colleagues to achieve their potential, change their lives and support them to overcome the barriers to doing so.

INTRODUCTION

Our People 2022 - 2023



Lorraine McGaw
Assistant Principal, Human Resources

Welcome to the People Report 2022/23, where we take great pride in presenting the remarkable highlights of the past year.

The report offers a comprehensive overview of the diverse and dedicated individuals who collectively shape the character, achievements, and aspirations of our college.

Within these pages, we delve into the captivating narratives, exceptional talents, and remarkable achievements of our teaching and support staff, whilst also highlighting the invaluable partnerships that fortify our connection with the communities that we serve. In exploring the various roles and contributions of our staff, we emphasise our unwavering dedication to the core values that define our college.

Our people are a source of immense pride, and their stories serve as a testament to the transformative power of education.

We extend our warm gratitude to you for joining us in this celebration of Our People, who make our college truly exceptional.

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PEOPLE EXCELLENCE AWARDS 2023



5

On Friday 23 June 2023 we held our People Excellence Awards ceremony in the theatre at Langside Campus and live streamed and recorded it for all staff to view. These awards recognise and celebrate the exceptional contribution made by individuals or teams for the academic year 2022 - 2023. Nominations come from staff across the College and staff had the opportunity to vote for their favourite nomination. Congratulations to all our nominees and winners.

Congratulations to our 2023 Award Winners



Best Customer Service Award BARBARA GIBLIN - FINANCE

Barbara was nominated for being kind and caring. Engaging with staff and students with empathy and warmth Barbara is knowledgeable and experienced, making her an integral member of the team. Potentially confusing or difficult conversations are made easy for students due to Barbara's informative, warm, open and engaging style. With her calming manner and personal approach she is an outstanding ambassador for the Finance department and the college as a whole.



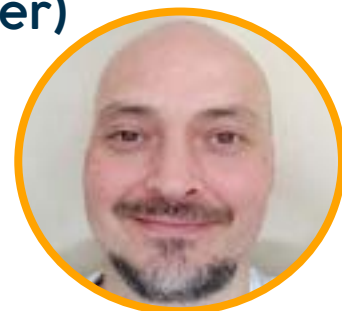
Innovative Teaching Practice Award JOANNE MORTON - SOCIAL SCIENCES, HIGHERS & NATIONALS, ANNIESLAND (Joint Winner)

Joanne was nominated for her passion, inventiveness, adaptability and her creative approach to teaching whilst stringently meeting learning outcomes. A recent example of this exemplary and ingenious practice was how Joanne created the materials and conditions simulating a famous psychology experiment – rather than just recounting to the students how the experiment went, the students lived the experience; she managed to create an extra sense of significance in their learning.



Innovative Teaching Practice Award STUART THOMSON - COMPUTING (Joint Winner)

Stuart was nominated for using innovative teaching to explain complex concepts. He has developed pioneering learning materials for online learning and uses interactive technologies in class and online to explain complex computing concepts. Stuart's ideas, techniques and materials have been shared with colleagues on Canvas.



PEOPLE EXCELLENCE AWARDS 2023



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Innovator of the Year Award ROY WILSON - COMPUTING

Roy was nominated for his ability to 'think outside the box', share his ideas with the team and together make them happen. His initiative and creativity has resulted in a new broadcasting room at Cardonald campus for Esports and Gaming students fully equipped and ready to live stream Esports Gaming Tournaments. By encouraging his colleagues to suggest new ideas he is encouraging others to be pioneering too.



Championing Diversity, Promoting Inclusion Award BRYONY WILSON - COMPUTING

Bryony was nominated for advocating for others. There are many examples where Bryony sees solutions when it comes to the diverse groups of students attending college. Mentoring and coaching women and encouraging them in pursuit of a career in computing is something she strongly promotes, eliminating barriers to learning. She always addresses and calls out unacceptable and unethical behaviours acting as a role model to encourage others to work at achieving equal opportunities for everyone.



Igniting Inspiration Award BRYONY WISLON - COMPUTING

Bryony was nominated for generating enthusiasm, treating others with respect and facing challenges positively. She inspires her colleagues to do better, has a strong rapport with students and staff, building relationships to create a sense of belonging and a welcoming environment. Bryony is seen as an inspiration, especially to women, who is always working to better our community, herself and help others better themselves.

PEOPLE EXCELLENCE AWARDS 2023



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Employee of the Year LINDA MCFALL - ESOL

Linda was nominated for exceptional professionalism, organisation and care for both students and staff in her department. She has been a champion for ESOL learners and has shaped the sector, let alone the college experience for those facing trauma, fleeing conflict and experiencing financial barriers. She has worked with 1000s of learners with a compassionate and practical approach responding at all times with positive solutions. She demonstrates new and novel approaches in content design and delivery which helps learners to make a positive contribution to society and to progress both in their personal difficulties and economically. Linda also helps her colleagues at all time through sharing all resources and findings with other teaching staff through frequent and engaging workshops and meetings. , Linda is caring, compassionate, and people-centred, truly exemplifying what it means to be an outstanding employee at Glasgow Clyde College.



Team of the Year Numeracy/Communication Servicing Team

The Numeracy/Communication Team was nominated for working tirelessly to contextualise their content to make it relevant and valuable for their learners. They collaborate with all teaching teams across the college to ensure that they are delivering high quality learning and they take on any feedback about what they can add to make their courses more useful.

Passion and People-centred - Their passion for their subject can be seen in how they collaborate with other staff around the college to answer questions and create the best plans for individual learners. This can sometime involve additional teaching sessions, study support and guidance/advice sessions. The English and Communication lecturers take time to investigate and learn about different subject areas to contextualise their content to ensure students are engaged.

Pioneering - English and Maths staff use creative teaching methods to increase engagement, understanding and confidence in their learners. Some of maths lecturers have created and developed new content for units in their own time and a lot of maths lecturers have developed teaching videos that students find really useful for revision and learning.

Principled - Staff in this team, work with learners at all different levels and with a range of differing needs and abilities. They always ensure that they will do all that they can to get students to achieve the units.



PEOPLE EXCELLENCE AWARDS 2023



8



Principal's Award KACPER KACICA - GCCSA

What the Principal said about his choice for this awards this year.

Kacper joined GCC as a student in 18/19 on an NQ Business with IT (level 5) and has since completed a HNC and HND in Business Administration, Management and Operations. Kacper was elected as Vice President of GCCSA after a year of being a class representative and was a valuable asset to the Student Association during a difficult year where we also faced a pandemic. After successfully completing his HND, he moved on to GCU.

Kacper then returned as an Engagement Assistant in the GCCSA staff team for the last 18 months and he has managed this role fantastically alongside his studies at Glasgow Caledonian University. Kacper has just achieved a first-class honours degree; BA (HONS) International Business with Human Resource Management.

Kacper's enthusiasm, organisational skills, commitment and kindness have shone through within GCCSA and across the College. His dedication to promoting students is matched by the support he provides to his colleagues and he is a true example of a member of staff that lives the College Values. Kacper will be sadly missed but is moving on with the best wishes of his friends and colleagues within the College but will always be welcomed back.



PEOPLE EXCELLENCE AWARDS - CEREMONY 2023

Our awards ceremony was hosted by Jon Vincent, Principal & CEO and Lorraine McGaw, Assistant Principal, Human Resources. All nominees and one guest were invited to attend along with Board Members and the Senior Leadership Team. Here are some images from the ceremony including some of the winners with Jon and Lorraine. Unfortunately Barbra Giblin and Joanne Morton were unable to attend

Team of the Year



Employee of the Year



Principal's Award



PEOPLE EXCELLENCE AWARDS - CEREMONY 2023

Innovative Teaching Practice



Championing Diversity, Promoting inclusion



Innovator of the Year



Igniting Inspiration



EMPLOYEE ENGAGEMENT

11



Staff Engagement Survey April/May 2023

College Average
Response Rate



College Average Score 6.7

Staff were asked questions on a scale of 0 (strongly disagree) 10 (strongly agree)



Positive Trends

Team relationships
Safety in the workplace
No concerns around bullying or harassment

Making a positive contribution to the community
Ability to speak up
Good two way communication

Areas for Action

visibility of actions taken from survey results
Perception of Senior Leadership Team
Celebrating successes
Staff understanding of college Strategy, Mission and Vision and how they contribute to the success of these



Next Steps

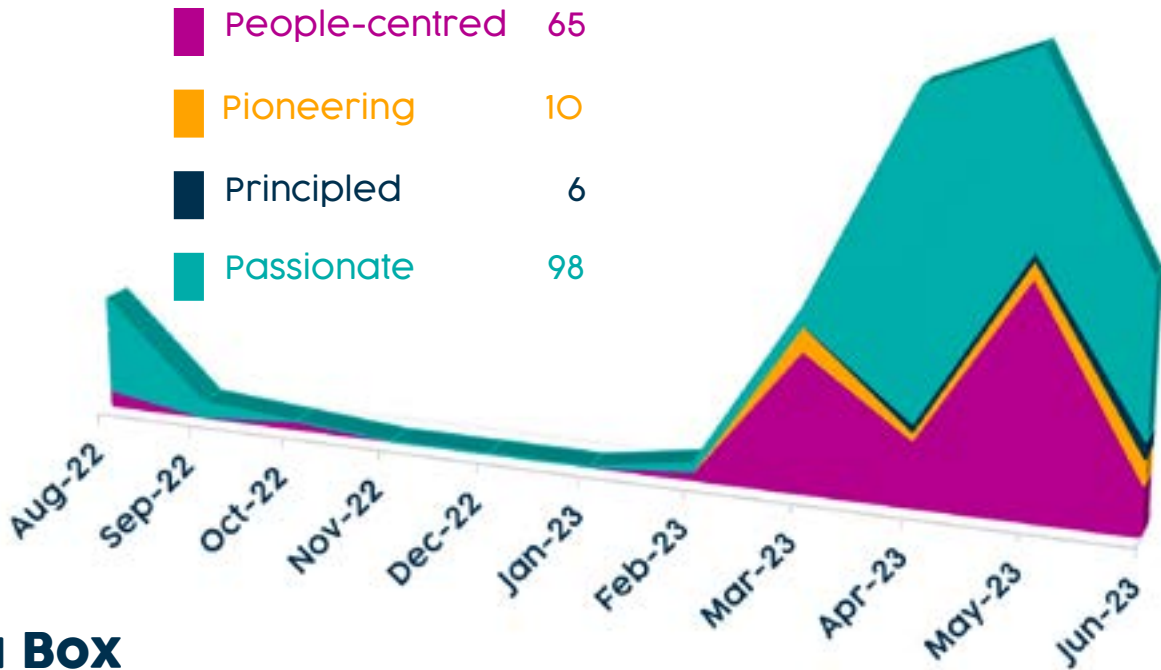
Assistant Pincipal feedback sessions
SLT working to complete and publish College wide actions by the end of June
Assistant Principal and Management Teams working to complete action plans by the end of June



EMPLOYEE ENGAGEMENT

Clyde Shout Outs

Our peer to peer recognition programme, allowing staff to recognise another member of staff's contribution to the College under the four College values, remained popular with a total of 179 Shout Outs received.



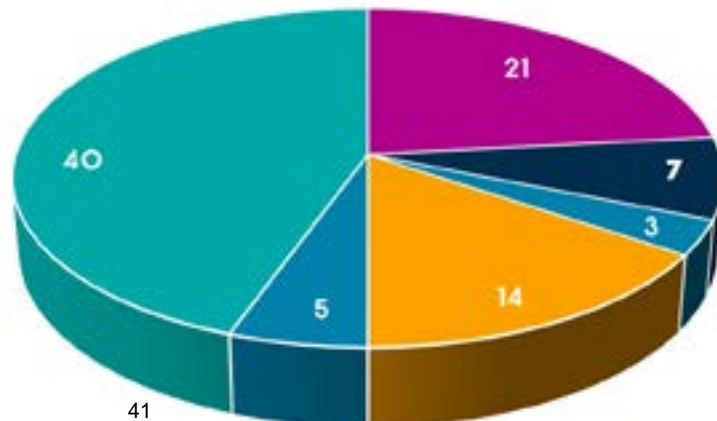
Idea Box



Idea Box is a channel for staff to speak up and share their thoughts, ideas, or concerns at any time. This year the platform has been used to share any ideas or concerns under the following topics.

- Saving Money
- Income Generation
- Green Agenda
- Customer Services
- Business Systems
- Other

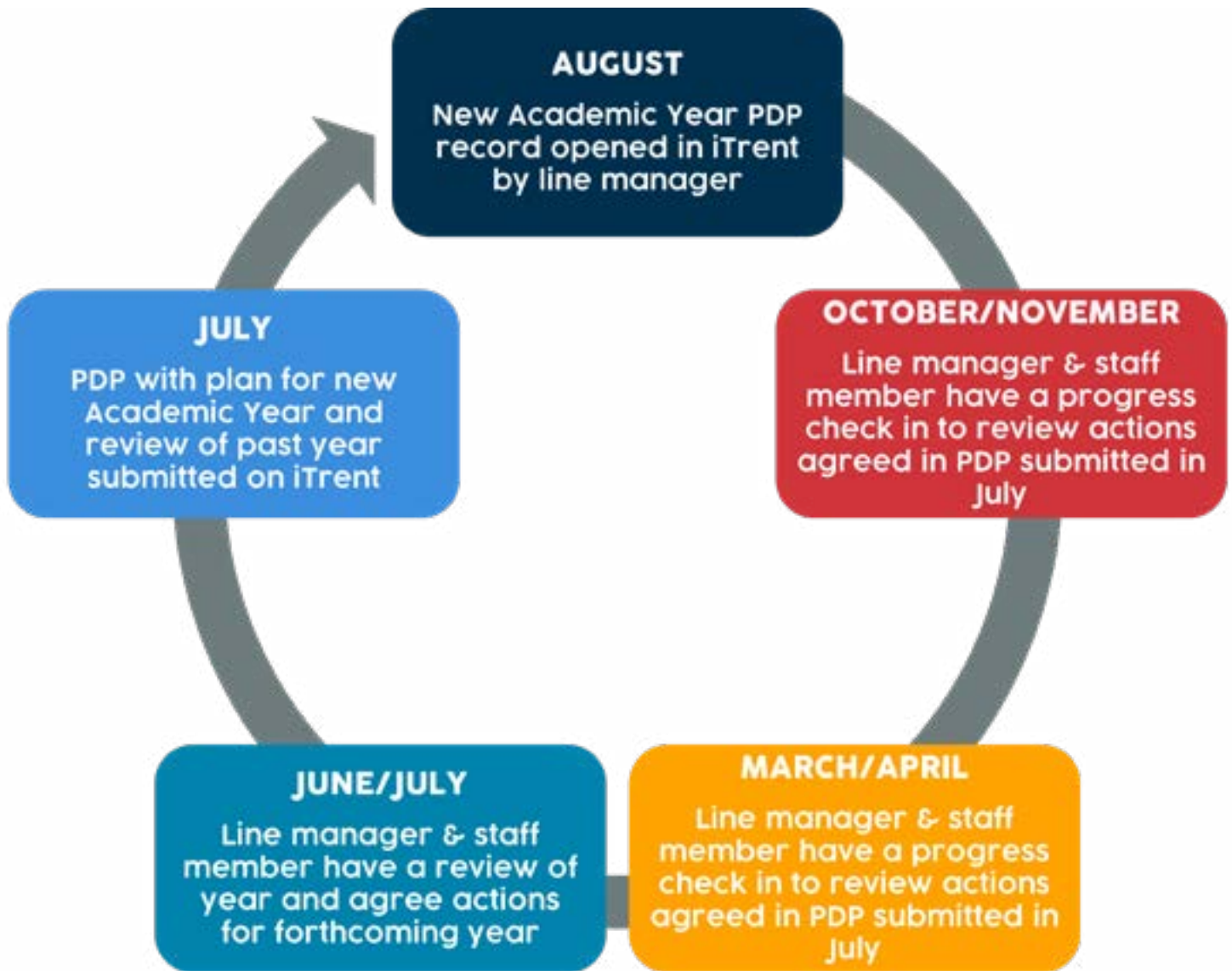
- Saving Money
- Income Generation
- Green Agenda
- Customer Services
- Business Services
- Other



DEVELOPING OUR PEOPLE

New Personal Development Planning (PDP) Process

The college launched a new PDP cycle and process which promotes the importance of continuing development discussions between our staff and managers.



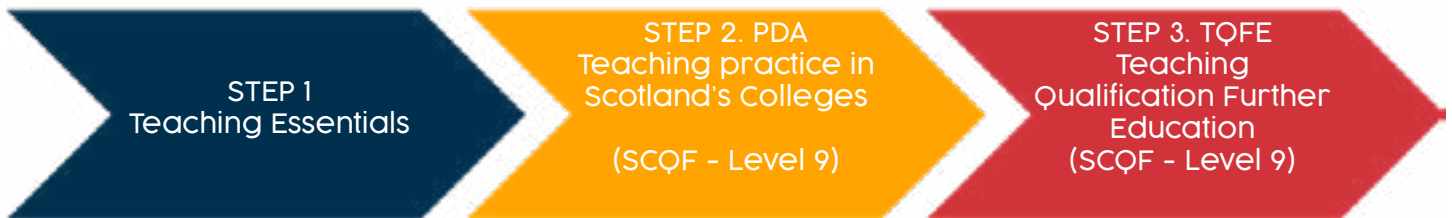
The launch of the new cycle included a move to host the PDP on the college self-service HR System, iTrent. This now allows staff to maintain all of their learning records and development plans in one, easy to access, location.



DEVELOPING OUR PEOPLE

Professional Pathway for Lecturers

The College provides teaching staff with access to a Professional Pathway for Lecturers programme. This programme takes Lecturing staff on a journey from our sector leading Teaching Essentials course which provides lecturers with crucial information around areas such as planning for learning and teaching and pedagogical approaches that can be used within the classroom. This provides a strong foundation for staff to progress to the next 2 stages and obtain teaching qualifications.



Teaching Essentials	47
PDA	14
TQFE	9

TQFE - Paul Dorman, Computing Lecturer

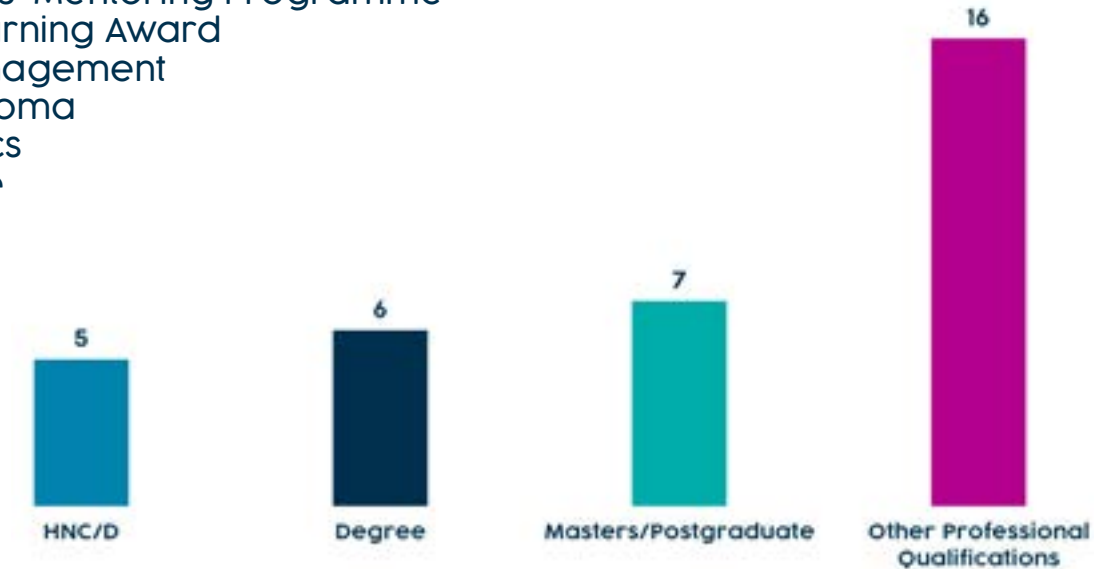
“As a lecturer, attaining my Teacher Qualification in Further Education was an informative journey. It enhanced my pedagogical skills, deepened my understanding of diverse learning styles, and enabled me to create more engaging and inclusive learning environments for my students. Achieving my TQFE was a collaborative effort, made possible through the unwavering support of the dedicated teaching teams at both Glasgow Clyde College and Aberdeen University. Their guidance and mentorship were invaluable, and I am grateful for the rich learning experience they provided. It has unquestionably enhanced my capacity to encourage and enable the upcoming generation of students.”

DEVELOPING OUR PEOPLE

Professional Development Sponsorship

The College encourages staff to focus on lifelong learning and supports funding towards further and higher qualifications. During 2022/23 we supported 34 staff to work towards the following:

- CMI Level 7 Coaching & Mentoring Programme
- Forest & Outdoor Learning Award
- HNC Construction Management
- NEBOSH National Diploma
- MSc Applied Linguistics
- BA Childhood Practice
- COSCA Accreditation
- MSc Health Studies
- HND Textiles



Leadership & Management Development

Our Leadership and Management Development programme provides all college managers with access to a range of relevant training courses to support them in their roles.



In 2022/23 the college focused on:



We also supported our Senior Leaders with training on a newly development Performance Development & Review process as well as providing access to a series of Executive Leadership Workshops.

DEVELOPING OUR PEOPLE

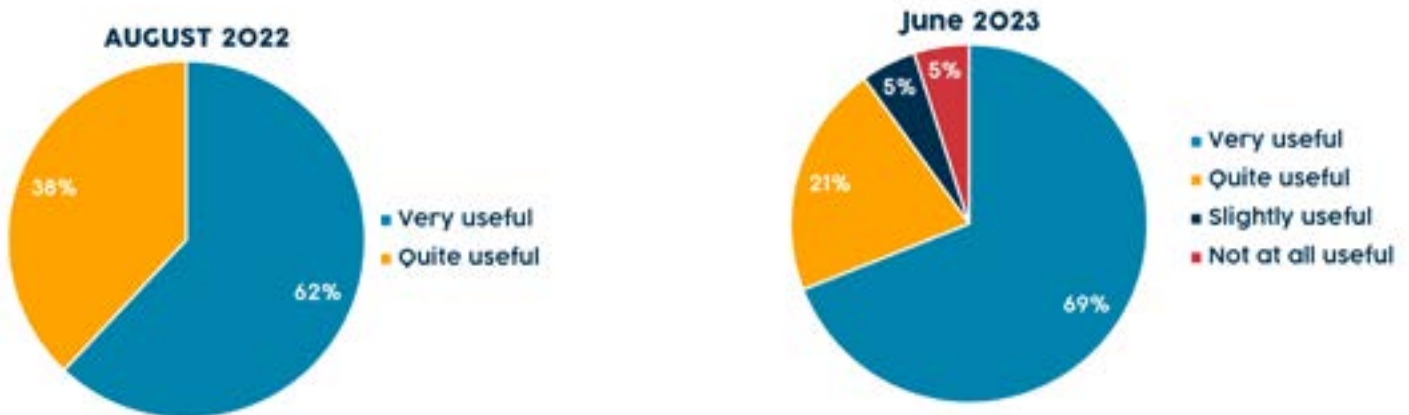
Staff Continuous Professional Development

Staff are provided with opportunities to participate in training and development throughout the year, including 3 'Learning Days' which are full day development events for staff to attend.

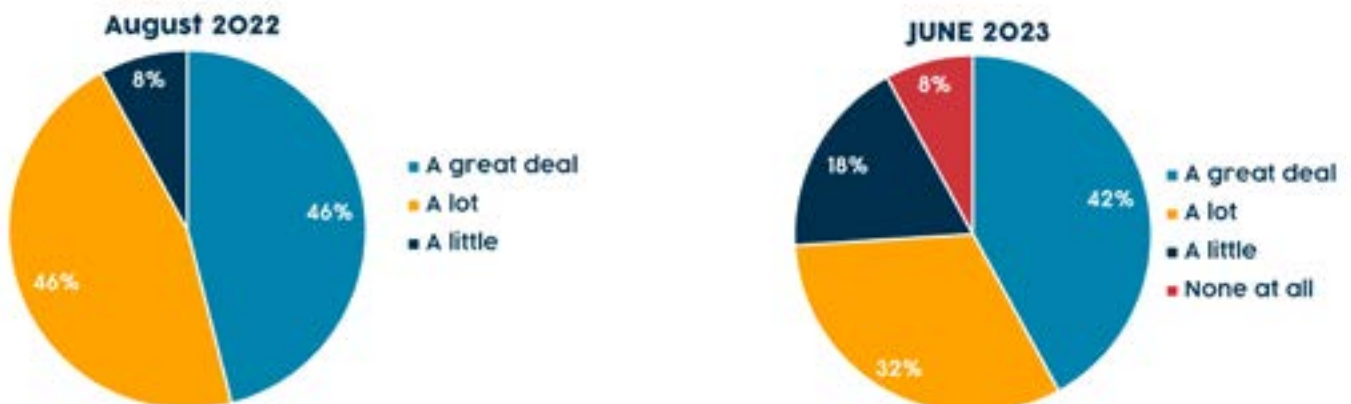
This year the events focused on our Canvas Virtual Learning Environment, Microsoft Teams, Sustainability, Mental Health, Equality and Diversity and the impact of Artificial Intelligence (AI). We also provided a range of courses to support general staff development, such as Public Speaking, Sharpening Focus, Assertiveness, Time Management and Assertiveness.

Feedback for all courses across 2022/2023 was as follows:

How useful to your job/role was the information presented in the training?

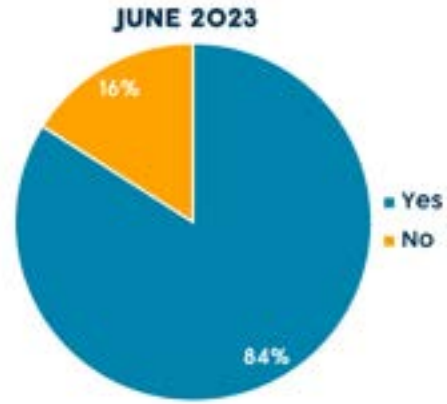
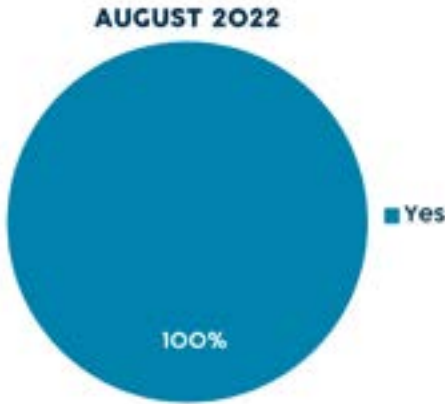


How much have your skills/knowledge improved because of the training?

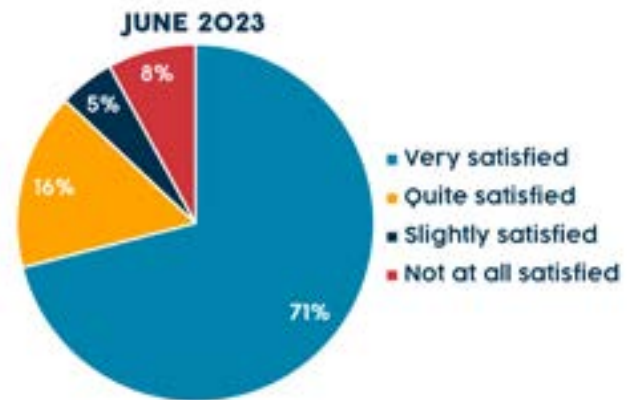
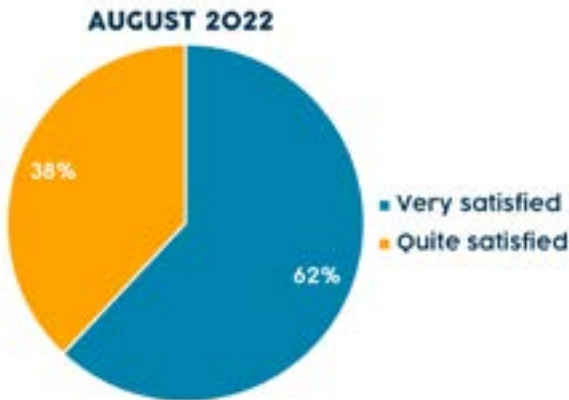


DEVELOPING OUR PEOPLE

Did the content of the course meet your expectations?



Overall what were your satisfaction levels with the training?



STAFF COMMENTS



“I thoroughly enjoy all the training I attended that day and all the sessions were helpful and informative, in their own ways, thanks to all who provided them”.

“Excellent training day. I would highly recommend to everyone. I feel I have learned so much in a short time”.

“It was great to see the difference in the team’s confidence once we were finished”.

“This session was well run, very interesting and made me think.”

PARTNERSHIP WORKING

We continue to work in partnership with our trade union colleagues EIS, Unison and GMB. Whilst a significant number of our employee terms and conditions are now determined through National Bargaining, we hold regular local Joint Consultative and Negotiating Committees (JCNC) with our trade union colleagues in order to discuss local issues.



BLENDED WORKING

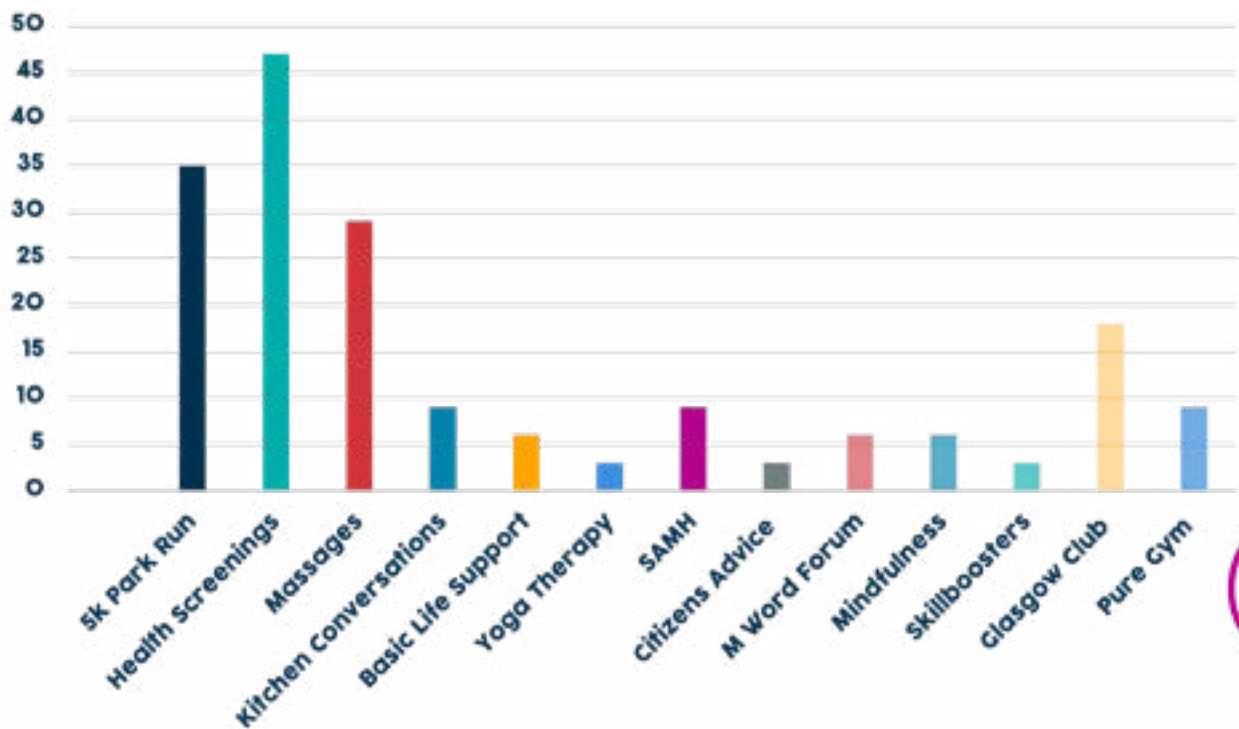


Following our successful Blended Working Pilot which ended in June 2023, it has been agreed, to work in partnership with the Support Staff Trades Union representatives towards creating a Blended Working procedure for staff working in departments and roles suited to blended working. Staff who had been participating in the pilot scheme will be able to continue their agreed arrangements while discussions on the procedure are taking place.

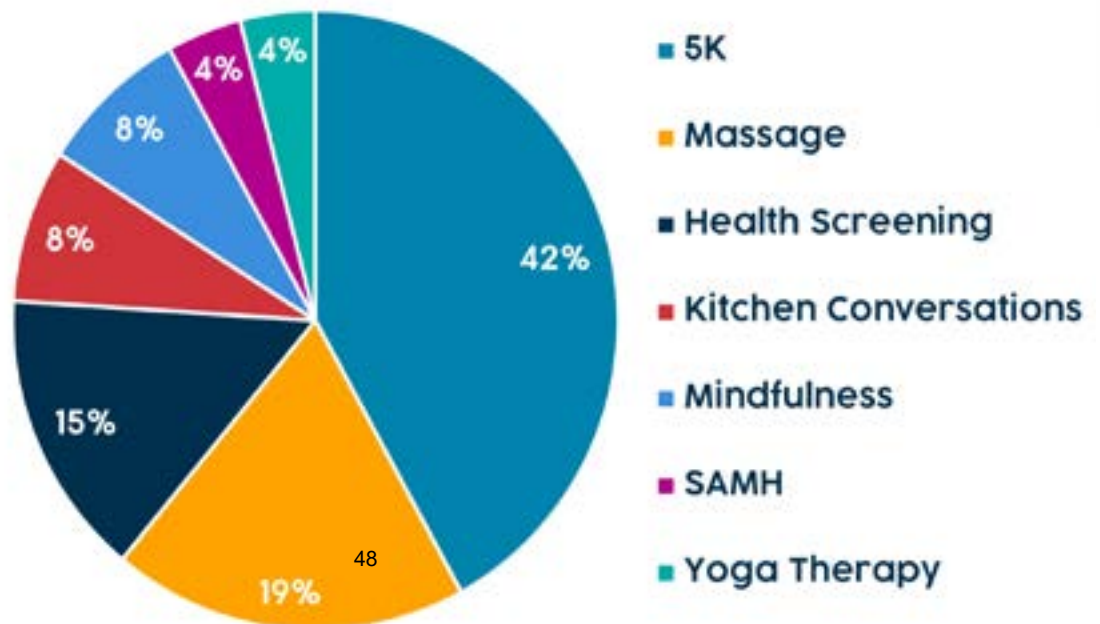
Our Healthy College Group, made up of staff volunteers, leads on a programme of activities to support and promote health and wellbeing. These activities aim to raise awareness, increase knowledge, signpost and embed strategies to improve the mental and physical wellbeing of our staff.

The annual Healthy College Day took place on Friday 16 June 2023, with a range of activities and workshops available. This event allowed staff to focus on their own wellbeing, take time for some self-care, try new experiences or simply recharge. We undertook an evaluation of the day and the results are shown below.

ACTIVITY PARTICIPATION



FAVOURITE ACTIVITIES

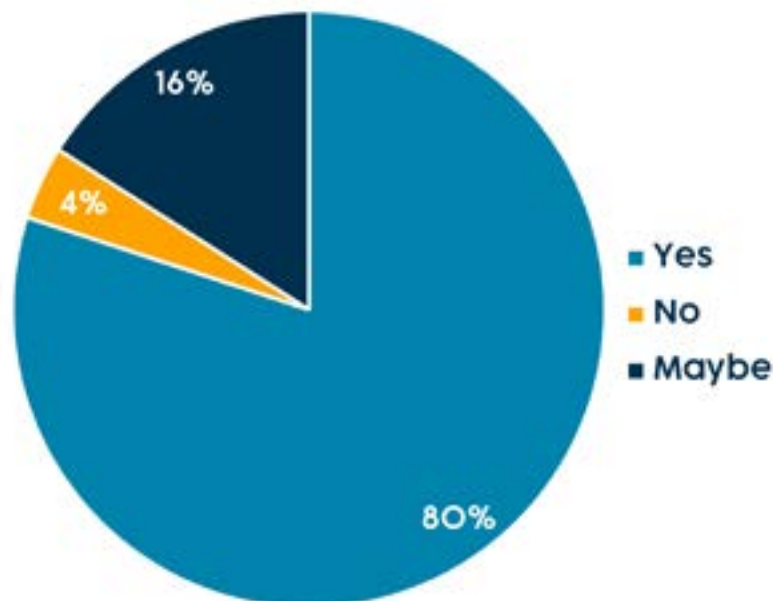


During the 2022-2023 academic year our Health and Wellbeing Officer developed a wellbeing programme and the staff wellbeing intranet page, providing information and resources on a variety of topics and opportunities available across the College. As this was a temporary post, the activities will now be monitored and developed further by the Healthy College Group.

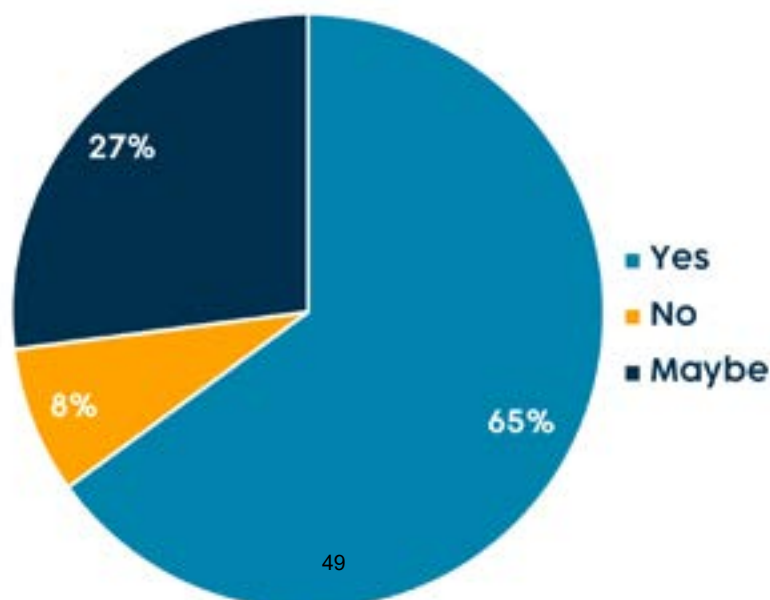
In addition to the yearly programme and the Healthy College Day our wellbeing approach also includes access to occupational health services, the employee assistance programme and a dedicated mental health helpline.

Staff have provided positive feedback on the wellbeing programme and Intranet page.

ARE WELLBEING ACTIVITIES THROUGHOUT THE YEAR BENEFICIAL?



IS THE WELLBEING INTRANET PAGE HELPFUL?



GENDER AND AGE PROFILE

GENDER PAY GAP



Hourly rate of pay (mean) = £20.46

Hourly rate of pay (median) = £21.57



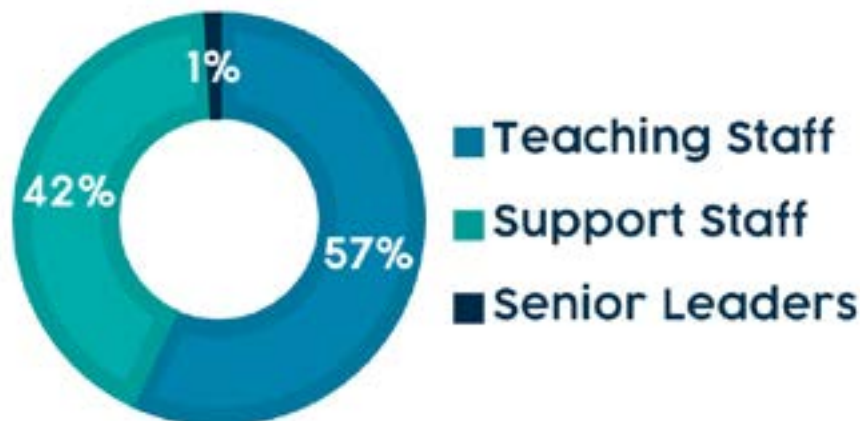
Hourly rate of pay (mean) = £21.55

Hourly rate of pay (median) = £23.82

2023

	%
Mean Pay Gap	2.23%
Median Pay Gap	0.41%

As at 31 August 2023, the College had 924 members of staff, 57% teaching staff, 42% support staff and 1% Senior Leaders.

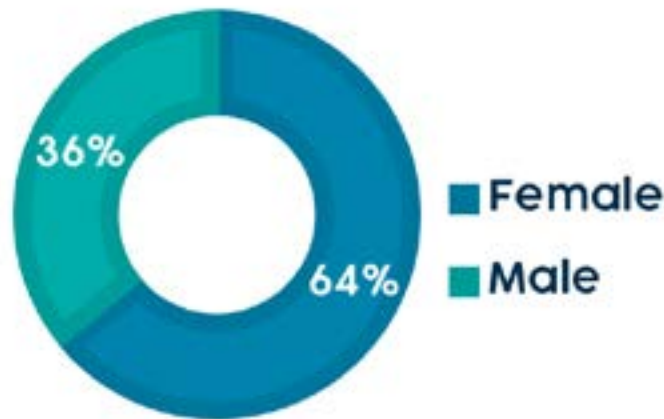


Teaching staff are employed across four Faculties and support staff provide specific services to support learning and teaching. Staff are employed on a fulltime, part time, permanent or temporary basis with a range of flexible working opportunities available. 80% of staff are permanent of which 51% are on part-time contracts.

GENDER AND AGE PROFILE

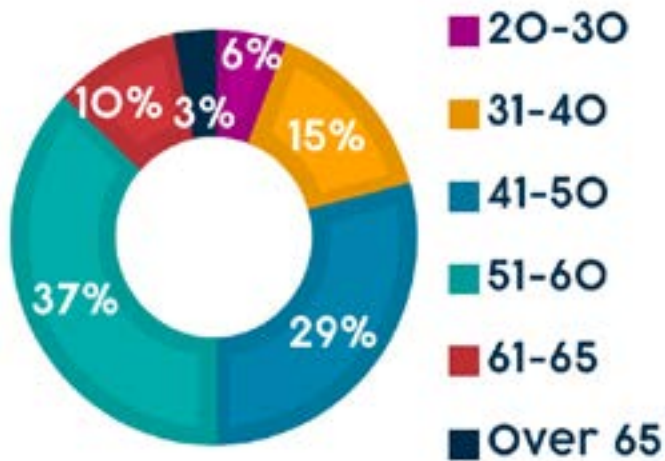
GENDER

Our gender and age profile as at end of August 2023 was as follows:
64% females and 36% males make up our current staff.

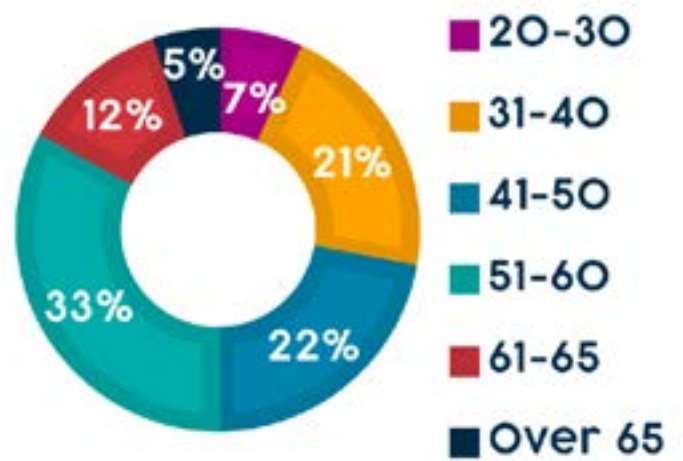


The highest percentage of staff, both male and female, is in the age range 51 - 60.

FEMALE AGE RANGE



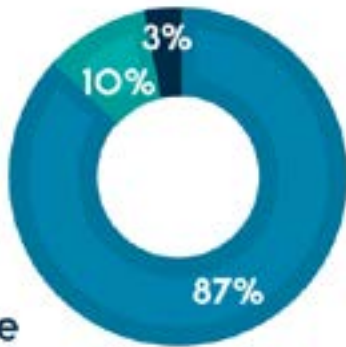
MALE AGE RANGE



DIVERSITY EQUALITY AND INCLUSION

The majority of our staff identify as White Scottish (71%), which has not changed significantly in the past year. Work continues to widen the diversity of our staff. Staff are encouraged to disclose all equality data.

ETHNICITY



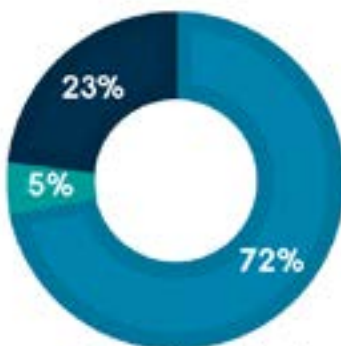
- White
- Prefer not to say
- Black, Asian, & Minority Ethnic

RELIGIOUS BELIEFS



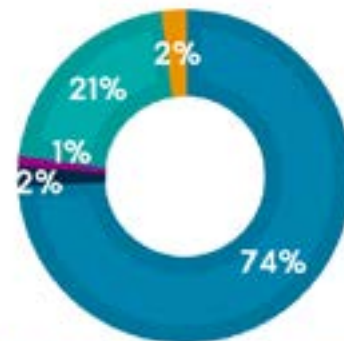
- Religious
- Not Religious
- Prefer not to say

DISABILITY



- Not disabled
- Disabled
- Not known

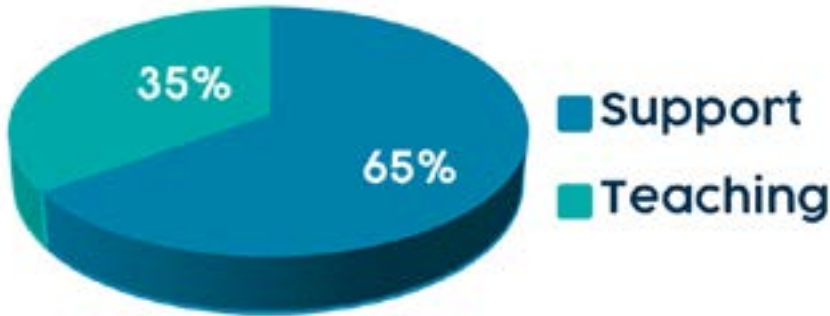
SEXUAL ORIENTATION



- Heterosexual/Straight
- Gay Man
- Gay Woman/Lesbian
- Prefer not to say
- Bi-sexual

RECRUITMENT ACTIVITY

VACANCIES

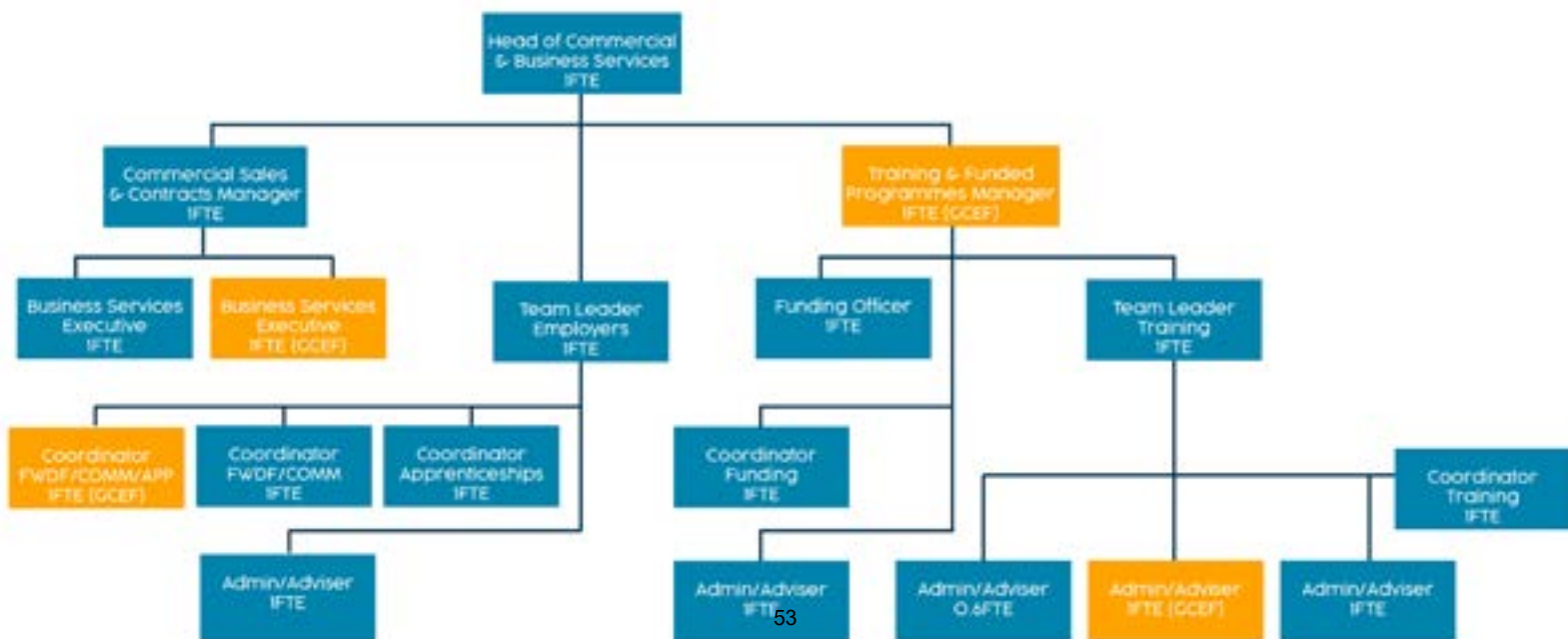


During academic year 2022/23, the College advertised 78 vacancies. Of these 51 were support staff posts and 27 were lecturing posts. In total 1,920 applications were received for these posts. 44% of applicants were male and 56% were female.

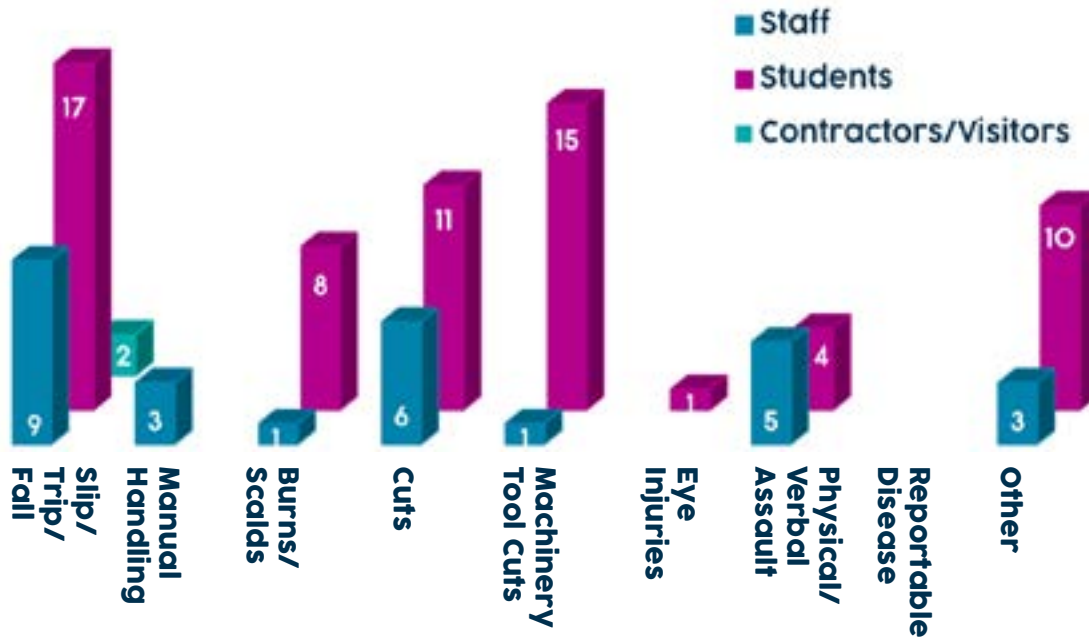
COMMERCIAL RESTRUCTURE

On 15 June 2022, the College published details of the proposed changes to the Business Development and External Funding staffing structure. Within this document, the rationale for change was detailed along with the proposed new structure. Meetings were held with all effected staff, GMB and Unison prior to this date to discuss the proposed changes. A full response was received from all which resulted in changes to the structure and further consultation with staff.

The final structure for Commercial and Business Services was agreed and on 1 December 2022 transition into the new structure began.

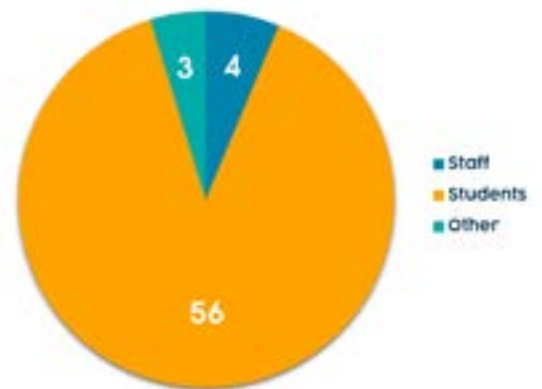


ACCIDENT STATISTICS 2022 - 2023



FIRST AID CALL OUTS 2022 - 2023

Our First Aiders operate across the 3 campuses and respond to lots of 'call-outs' throughout the year. We normally have 36 First Aiders working on a rota basis, however, additionally we have trained many staff across the College in first aid and their contribution to our service is invaluable. In addition to the numbers shown in the accident statistics above our First Aiders provided medical attention to 63 people across 2022/23.



NEAR MISSES & HAZARD OBSERVATIONS 2022 - 2023

We have been promoting the importance of reporting of near misses and hazard observations and the impact this can have on accident reduction. In June 2023 we rolled out the ability to report these incidents to our student body and will be working with GCCSA to promote this over 2023/24. Over the course of the year we recorded 11 Near Misses and 18 Hazard Observations.

High level priorities for 2023/2024 to support us as an Employer of Choice

- **Future Leaders Programme**

- **Mentoring Programme**

- **Supporting the Nurture College**

- **Student Placement Programme Pilot**

- **Staff Engagement Pulse Surveys**

- **Promotion of Health and Safety to Students**

- **Roll out of new Line Manager Induction Programme**

- **Launch new Recruitment Approach**



NOMINATIONS COMMITTEE MEETING

Date of Meeting	31 January 2024
Paper Title	Committee Remit
Action	For Approval
Prepared by	Kirsty Mavor, Clerk to the Board
Agenda Item	24.12
Status	Disclosable

1 PURPOSE OF THE REPORT

The purpose of this report is to ask the Committee to consider and approve the proposed changes to its own remit – see Appendix 1 (changes highlighted in yellow).

2. BACKGROUND

3.1 In line with the College’s Articles of Governance, each Committee must act in accordance with detailed Terms of Reference. The Nominations Committee’s current Remit is attached at Appendix 1.

3.2 It is good governance practice to regularly review Committee’ remits. Attached at appendix 1 is the current remit with one proposed change (highlighted in yellow) to include the new role of Chief Operating Officer in the list of executive staff who attend as advisors.

4. ACTION FOR THE COMMITTEE

The Committee is asked approve the remit.

5. NEXT STEPS

The approved remit will be shared with the Board for ratification.

6. RISKS

Ensuring that the Committee remit is accurate is essential to ensure competency of decisions.

7. ANY OTHER SIGNIFICANT IMPACT

e.g. **STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**
N/A

Appendix 1

ORGANISATIONAL DEVELOPMENT COMMITTEE

REMIT OF COMMITTEE

These functions are delegated by the Board of Management to the Organisational Development Committee

REMIT

To consider policy and strategy in relation to staff governance including equality and diversity, human resources, staff well-being and health and safety matters.

To fulfil this function the Committee will:

Within the boundaries set by national bargaining, determine the parameters within which the remuneration and conditions of service of all employees, other than the Principal and Senior Management, are set.

Formulate the Board's Employer of Choice Strategy and monitor this to ensure targets are being met.

Monitor compliance with relevant legislative or professional requirements relating to the employment of staff.

Receive reports of meetings of the Joint Consultation and Negotiation Committees of the College with the three recognised unions and to consider any matters arising which may require to be raised at Board level.

Review staff engagement including staff survey outputs and communication campaigns and consider any matters arising which may require to be monitored or raised at Board level.

Consider how Human Resources and Organisational Development targets and Key Performance Indicators, including those contained within the College Strategic Plan and balanced scorecard information are monitored and reported upon.

Make recommendations to the Board on major policy matters but with devolved powers to deal with time urgent matters seeking the Chair of the Board's approval where appropriate.

MEMBERSHIP

The membership of the Committee is a minimum of six members of the Board of Management, one of whom will be the Principal and Chief Executive. The Committee shall be chaired by a Board member other than the Chair of the Board. The Chair of the Committee is elected by the Board and the Vice Chair is elected by the Committee. The Board reviews membership every four years.

The Clerk to the Board, the **Chief Operating Officer**, the Assistant Principal Human Resources, Head of Human Resources, and the Organisational Development Manager attend the Committee as advisors. The Committee meets three times per year.

QUORUM

The quorum set by the Committee is three members.

*REVIEWED **JANUARY 2024***

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Organisational Development Report
Action:	For Noting
Prepared by:	Gillian Crankshaw, Organisational Development Manager
Agenda Item:	24.15
Status:	Disclosable

1. PURPOSE OF THE REPORT

- 1.1 This report provides details of some of the activities of the Organisational Development team since our last report to the Committee in September 2023.

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note this report.

3. BRIEF BACKGROUND INFORMATION

3.1 Teaching Professional Pathway

- 3.1.1 We have had a reduced uptake for the Teaching Essentials course over the past 2 blocks, partially due to the reduction in recruiting new staff to the college. We are actively promoting this with the Curriculum Managers to encourage their staff who do not have a teaching qualification to attend.

- 3.1.2 19 staff are working towards the PDA – Teaching in Scotland's Colleges qualification.

- 3.1.3 5 funded and 2 self-funded staff are currently working towards TQFE.

3.2 Leadership and Management Development Programme

- 3.2.1 The Leadership and Management Development programme continues into 2024 with sessions on Working Smart with Outlook, Mental Health Awareness for Managers and HIVE Survey Managers Training being rolled out from January.

- 3.2.2 We have purchased a number of licences from LinkedIn Learning and will be utilising these resources to provide targeted training for our managers. This platform will allow us to provide quality online training at a low cost and will offer our managers the flexibility to complete the training at a time that suits them.

- 3.2.3 Managers will also have access to over 21,000 expert-led courses that they can access within the licence.

3.3 Staff Learning Days 2023 - Feedback

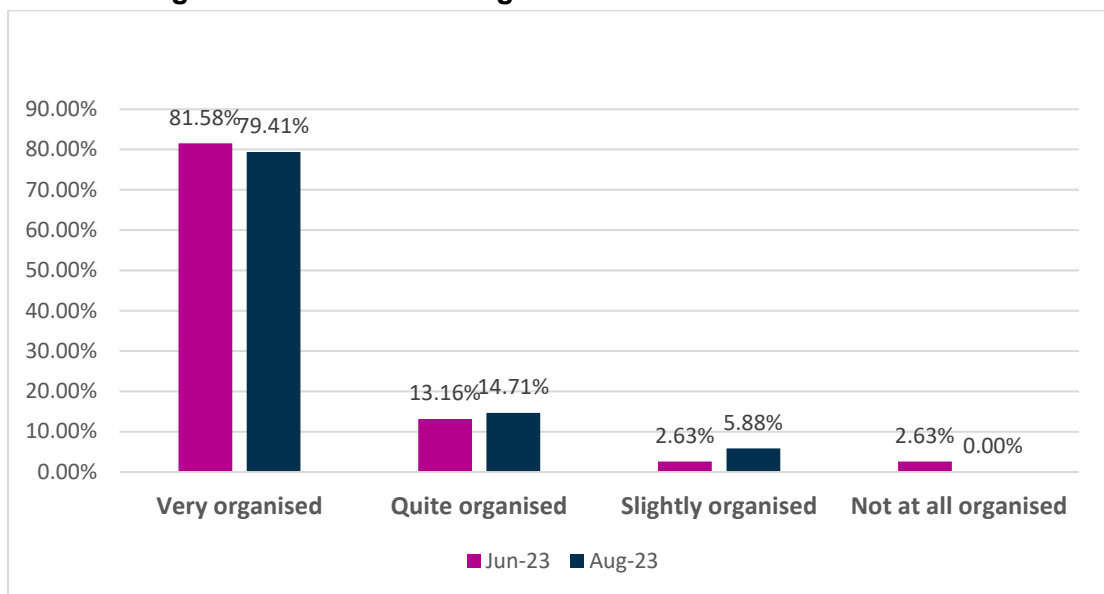
3.3.1 The Staff Learning Days took place on Wednesday 14 June, Thursday 15 June and Thursday 17 August 2023.

3.3.2 45 facilitated training sessions were provided over the development days with a range of online training modules being available for staff to access anytime.

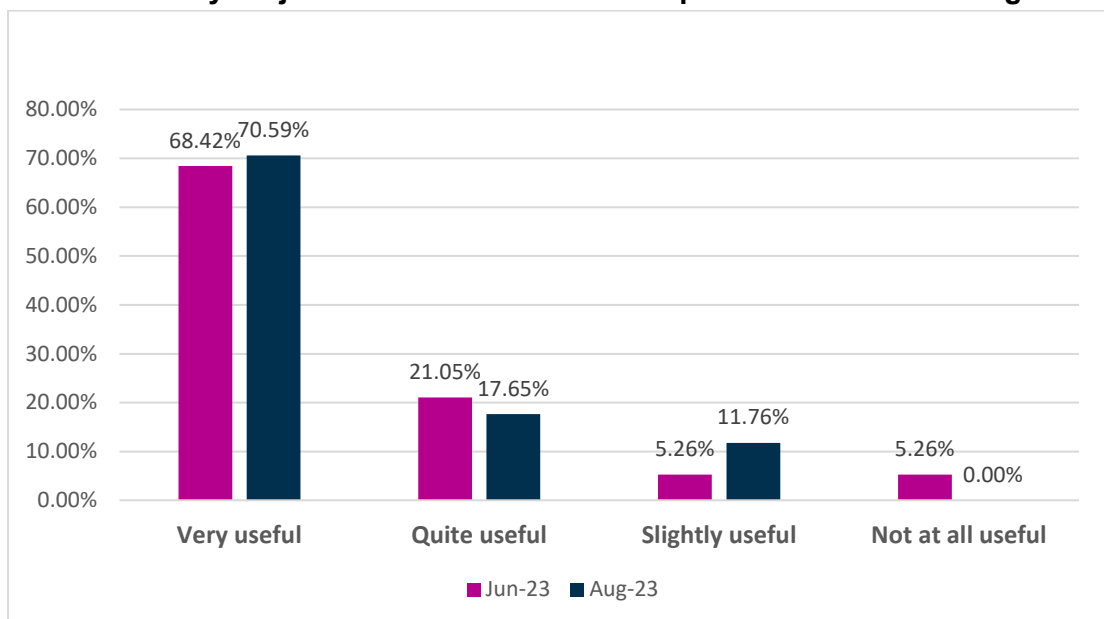
3.3.3 Staff were asked to provide feedback following their attendance at the events. This feedback was gathered anonymously and focussed the attendee on providing an honest assessment of the courses they attended.

3.3.4 Feedback Responses

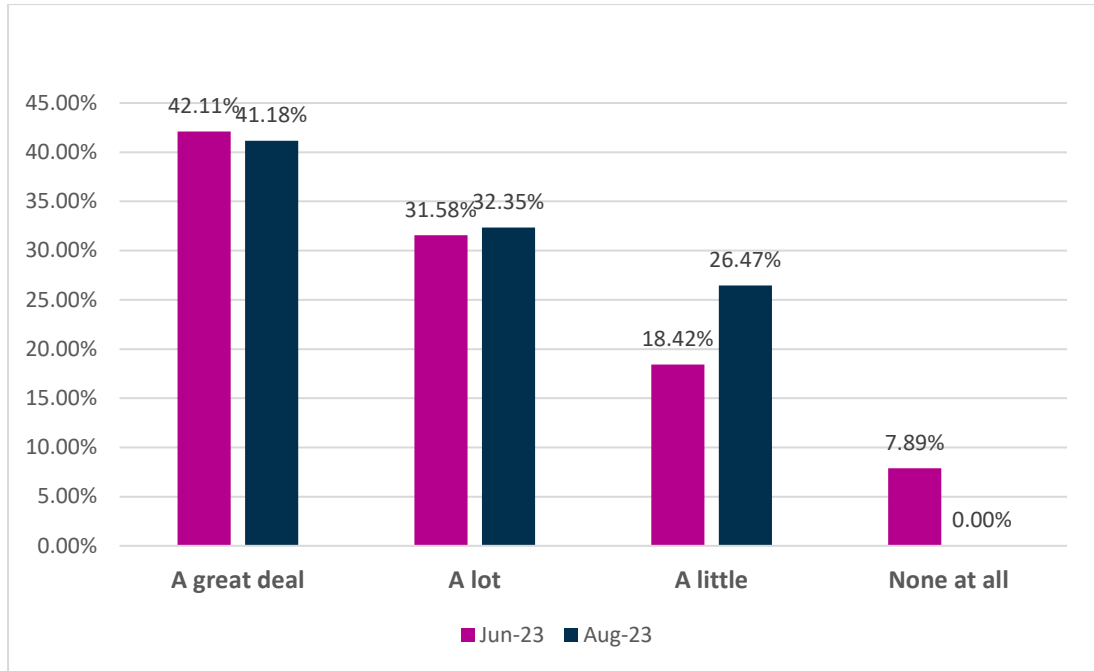
3.4.4.1 How well organised was the training?



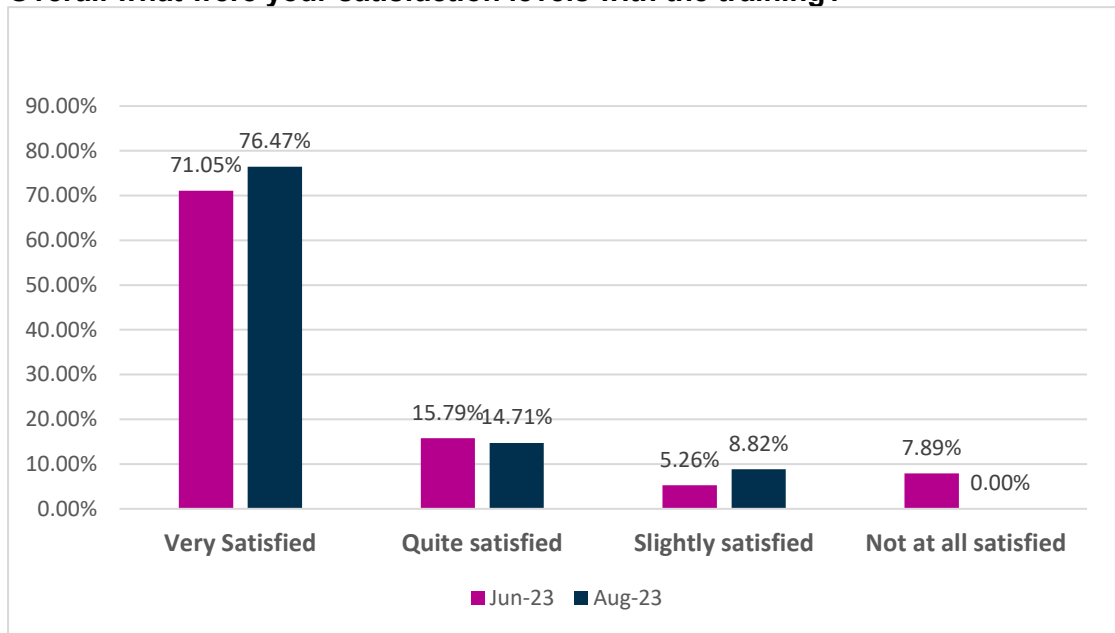
3.4.4.2 How useful to your job/role was the information presented in the training?



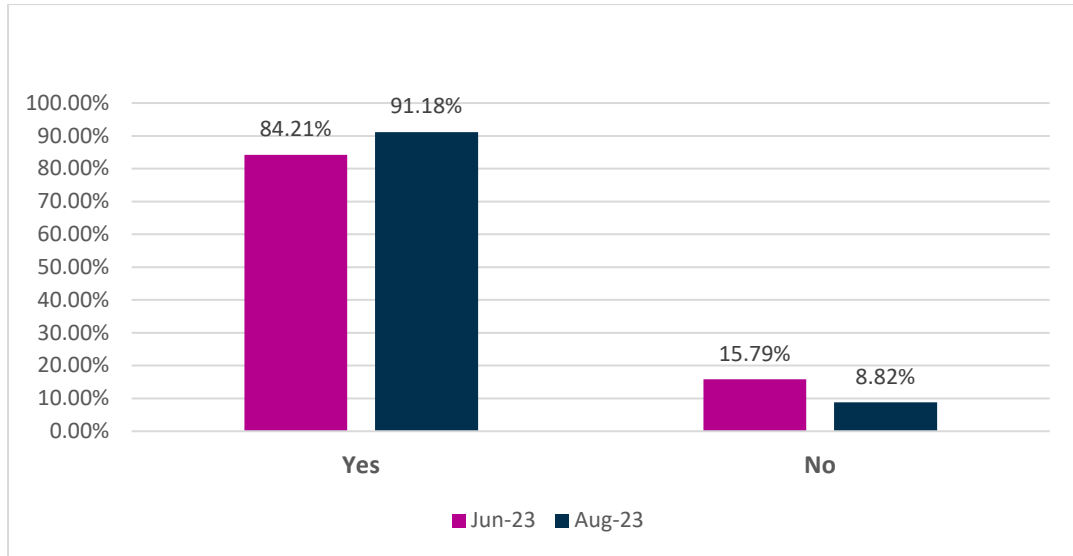
3.4.4.3 How much have your skills/knowledge improved because of the training?



3.4.4.4 Overall what were your satisfaction levels with the training?



3.4.4.5 Did the content of the training course meet your expectations?



3.4.4.6 Overall the feedback from staff was positive with the majority of the responses showing satisfaction regarding the content and relevance of the sessions.

3.4.5 Attendance Levels

3.4.5.1 The following displays the number of places cancelled on the sessions. The main reasons shown are that staff booked in error or had work commitments which meant that they could no longer attend:

Cancellation Reason	June	Aug	Total
Booked in Error	38	8	46
Did Not Attend	2	0	2
Sickness	3	1	4
Training no longer required	6	2	8
Work Commitments	33	13	46
		Total	106

3.4.5.2 The following details the number of session places available versus the number attended. It shows that just over half of the available places were utilised.

Number of Session Places Available	Number of Attendees	% of Available Places Attended
1874	1059	56.5%

*This does not include online training resources

3.4.5.3 Organisational Development will continue to work with Managers and encourage them to facilitate staff attending development opportunities.

3.5 **College Mentoring Programme**

- 3.5.1 The Mentoring Programme was launched on 29 November 2023.
- 3.5.2 The first stage of the launch was to recruit 10 college mentors. We asked staff to provide a note of interest and detail why they would like to be a mentor.
- 3.5.3 15 staff, from all levels of the organisation, have submitted a note of interest and these are being reviewed to establish if they should progress as college mentors.
- 3.5.4 The next stage is for the mentors to attend a training programme with the Scottish Mentoring Network which includes a qualification, Professional Practice Award in Mentoring - Level 7.
- 3.5.5 The second unit of the qualification requires the mentor to work with a mentee and be observed and submit reflections on the sessions. This will allow us to launch the mentoring scheme and allow staff to book a mentor while the training is taking place.

3.6 **Future Leaders Programme**

- 3.6.1 The 'Future Leaders' programme (circulated as the last Organisational Development Committee meeting), launched on 13 December which provides the opportunity for staff to gain access to development, with the aim of supporting them in taking the next steps in their career.
- 3.6.2 The programme is open to all staff in a non-managerial post and should form part of the PDP discussions staff are having with their line managers.
- 3.6.3 There are 15 places available on the programme for staff.
- 3.6.4 The first year of the programme will be a pilot and we will monitor the uptake of the programme and evaluate the impact that it has had on the participants.

3.7 **Student Placement Programme**

- 3.7.1 Organisational Development have created a Student Placement Programme which will allow our students to participate in a work placement within a department in the college.
- 3.7.2 For the first year of the programme, we are offering placements to the Health & Wellbeing and Sports and Fitness students to support them in achieving their work placement projects, as part of their graded units.
- 3.7.3 We are working with the Assistant Principal, Health and Wellbeing and the Active Campus Coordinator to identify students for the placement.
- 3.7.4 Once we have evaluated the impact and success of the first year's placements, we plan to offer this out to more course groups and offer work placements in departments across the college.

3.8 **Internal Communications**

3.8.1 **Clyde Connects**

- 3.8.1.1 Clyde Connects continues to be circulated fortnightly.

3.8.1.2 Some changes have evolved over the year since the Internal Communication Guidelines were published for example HR Vacancies are now communicated by an all staff email rather than publicised in Clyde Connects.

3.8.1.3 The readership statistics for each of the issue are attached at Appendix 1. We are continuing to promote readership through the College Management Team.

3.8.2 **People Report**

3.8.2.1 The annual People Report for 2022/2023 was published on 29 November 2023.
[People Report 2022-2023](#)

3.9 **Staff Engagement**

3.9.1 **Staff Survey**

3.9.1.1 An Equality, Diversity and Inclusion (EDI) Pulse Survey was opened on 24 November and closed on 22 December 2023.

3.9.1.2 955 members of staff received the survey for completion and 96 responses were received. This was a 10% response rate.

3.9.1.3 13 questions were asked, 11 on a scale of 0 (strongly disagree) to 10 (strongly agree) and two free text questions.

3.9.1.4 The College average score was 7.4.

3.9.1.5 The results of the survey will be presented to SLT.

3.9.1.6 A summary of the results will be circulated to all staff by the end of January and published in Clyde Connects.

3.9.1.7 The results will be shared with the EDI Committee at the next meeting to allow them to address issues raised.

3.9.1.8 A further update will be shared with the OD Committee once the EDI Committee has agreed next steps to address any issues.

3.9.2 **People Excellence Awards Review**

3.9.2.1 A review of the people Excellence Awards was completed in November 2023

3.9.2.2 A short survey was sent to SLT and Staff Voice representatives asking them what worked well and what could be improved. The survey questions are attached. (Appendix 2)

3.9.2.3 The results of the survey and plan for 2023/24 will be presented to EMT.

3.9.3 **Staff Standards**

3.9.3.1 The Staff Standards document has been finalised.

3.9.3.2 The standards have been added to the PDP Tools and can be used as part of the PDP discussion.

3.9.3.3 A communication has gone to all managers advising them to share the standards with their staff and how the standards will be used.

3.9.4 Clyde Shout Outs

3.9.4.1 The default setting for Clyde Shout Outs has been changed from private to public.

3.9.4.2 Clyde Shout Outs are now shared with staff monthly in Clyde Connects. (Appendix 3)

3.9.4.3 A total of 406 Shout Outs have now been given since launching in April 2018.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

Appendix 1: Clyde Connects Readership Statistics

Appendix 2: People Excellence Awards Evaluation Questions

Appendix 3: Clyde Shout Outs

5. RISKS

N/A

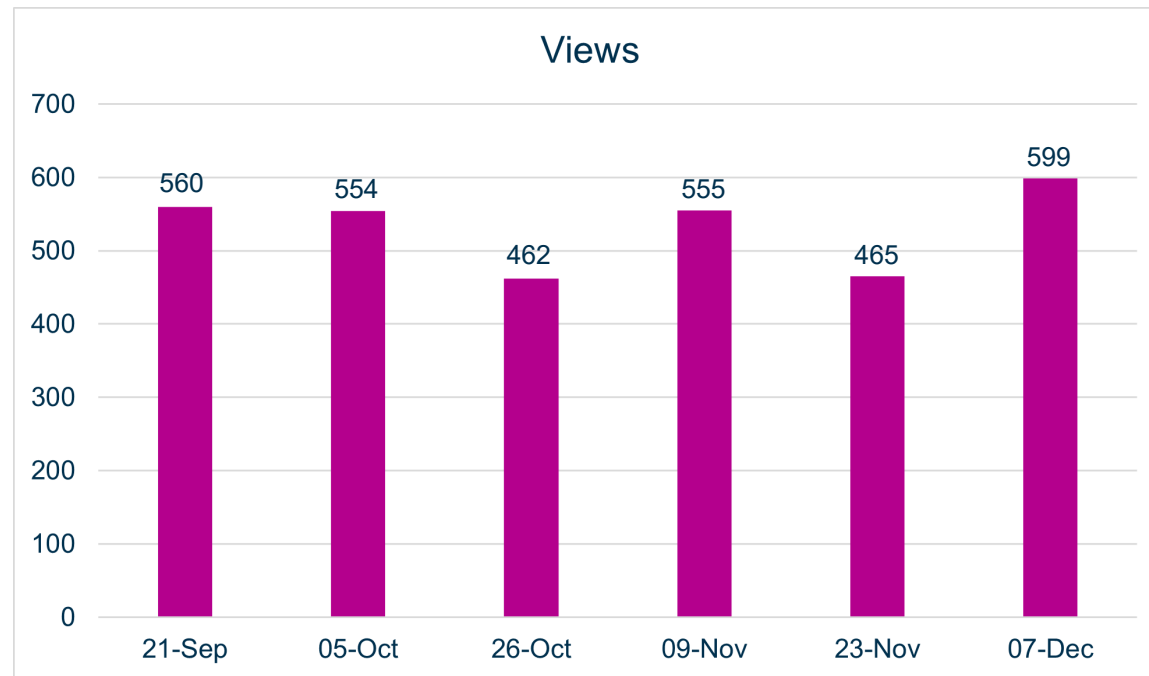
**6. ANY OTHER SIGNIFICANT IMPACT
eg STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

6.1 N/A

CLYDE CONNECTS READERSHIP DATA

21 September 2023 – 07 December 2023

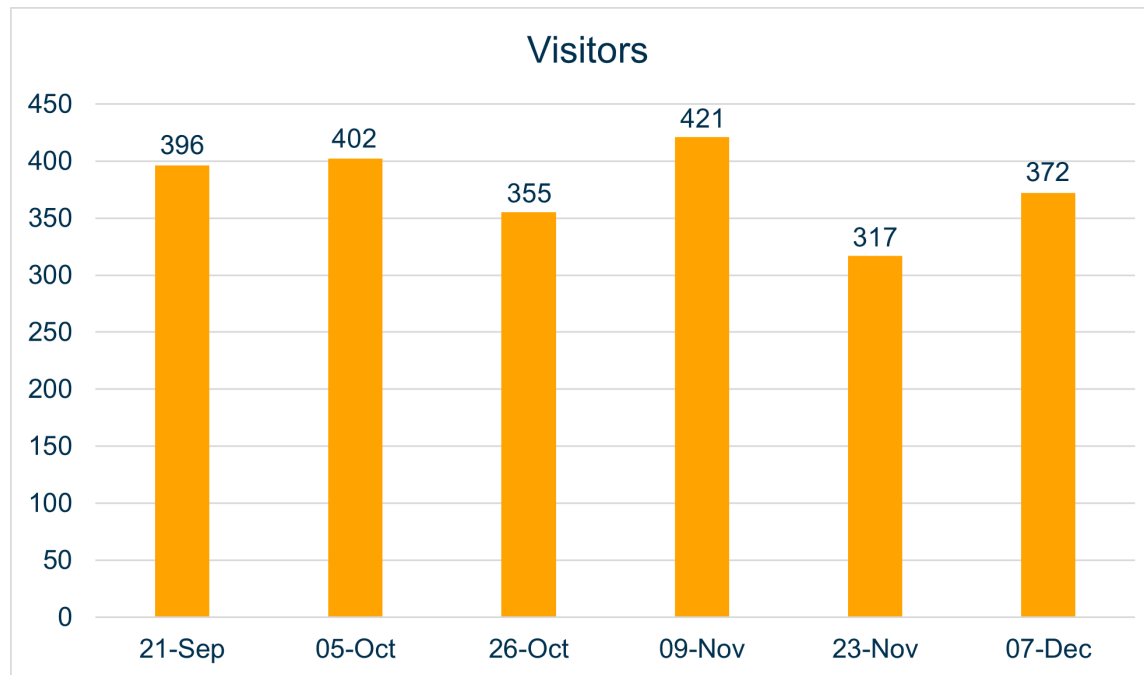
The number of views includes multiple views by the same person.



CLYDE CONNECTS READERSHIP DATA

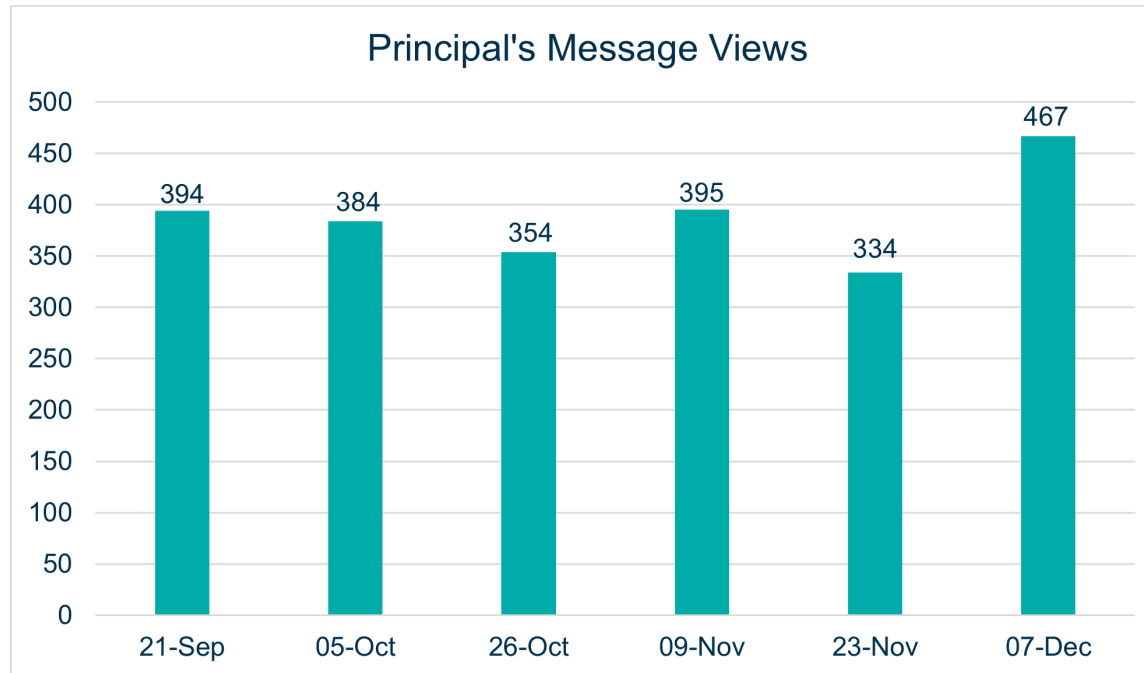
21 September 2023 – 07 December 2023

Visitors are the number of people who have viewed.



CLYDE CONNECTS READERSHIP DATA

21 September 2023 – 07 December 2023



People Excellence Awards Evaluation

Question 1

Did we have the correct amount of award categories?

Question 2

Are there any other award categories you would like to see introduced?

Question 3

Nominations were anonymised before voting to make the vote specific to the value rather than the person, did this work?

Question 4

A winners selection panel was used for previous awards. The voting system was introduced to try to make the process fairer. Should a panel system be reintroduced for:

- a. Winner selection?
- b. Shortlisting for votes?

Question 5

Were the awards held at the right time of the academic year?

Question 6

Was a Friday afternoon a good time to hold the awards ceremony?

Question 7

Were the right people invited to the ceremony? (board members, SLT, team nominees, individual nominees + guest)

Question 8

Was the length of time of the ceremony, right?

Question 9

Were the principal and a member of SLT the right hosts for the event?

Question 10

Did a mixture of in-person and live streaming of the event work?

Question 11

Did the ceremony meet your expectations? If not, how could it be improved?

Question 12

Should the awards be part of a bigger all staff event?

Clyde Shout Out

Thank someone with a little message that will make their day!

Click the Hive Link on the intranet homepage select the value and choose the lucky recipient just like staff did to give these Shout Outs this month

LM Lynne McInnes



A huge shout out to Lynne McInnes and the Marketing team for organising such a wonderful Glasgow Clyde College Graduation Award celebration ceremony on Saturday. Undoubtedly one of the best days of the year and a great example of brilliant teamwork.

GO Glenn Ostler



Glenn is one of those people who is utterly dependable and helps anyone he can. He has helped recently with a serious first aid instance, but also helped set up for an event...he is just a wonderful staff member. Thank you Glenn.

SC Sharon Campbell



For help and support, and really good joint working to ensure a good outcome for colleagues joining our organisation. Thank you Sharon!

JB James Baillie



James is an exceptional staff member who helps anyone who comes to see him. He'll devote time to people and ensure he offers as much support as he can to meet the needs of others.

KS Kimberley Scobbie



Since taking over as Head of Centre in the children's centre Cardonald, Kim has demonstrated integrity, compassion and respect for all staff, children and parents. She is doing an amazing job and needs to know that!

PQ Patricia Quinn



Going over and above to make sure what needs to happen happens.

Shout outs are automatically set to public and will be shared in Clyde Connects to celebrate our successes. To keep the Shout Out private both sender and recipient must change the setting.

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	31 January 2024
Paper Title:	Health and Safety Report
Action:	For Information
Prepared by:	Gillian Crankshaw, Organisational Development Manager
Agenda Item:	24.16
Status:	Disclosable

1. PURPOSE OF THE REPORT

- 1.1 This report covers activity undertaken by the Organisational Development Team in relation to Health & Safety since our last report to the committee in September 2023 and statistical data for Quarter 1 of the Academic Year 2023/24.

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note this report.

3. BRIEF BACKGROUND INFORMATION

3.1 Accident Statistics, First Aid Call Outs, Near Misses and Hazard Observations 1 August 2023 to 31 October 2023

- 3.1.1 Statistics reported below cover quarter one of the academic year 1 August 2023 to 31 October 2023.

- 3.1.2 As of this academic year we are introducing reporting on Fire Alarm Activations.

3.2 Accident Statistics

- 3.2.1 The accident statistics are attached as Appendix 1. There were 23 accidents reported compared with 20 in quarter one last year.

3.3 First Aid Call Outs

- 3.3.1 There were 26 first aid call outs in quarter one as shown in Appendix 2. In the same period last year there were 20.

3.4 Near Miss Reports

- 3.4.1 There were 4 near misses reported, in quarter one last year there were 3.

- 3.4.2 Action has been taken to address the uncontrolled parking with reinstatement of the barrier and messaging to staff and students. The reinstatement of the barrier and other measures of traffic calming have resulted in no near miss reports being received from Langside in relation to illegal parking or speeding.

3.5 **Hazard Observations**

- 3.5.1 There were 7 hazard observations reported, last year there were 4. Staff awareness to report hazard observations may contribute to the slight increase in reporting.
- 3.5.2 We worked in partnership with the GCCSA to promote our Hazard Observation and Near Miss reporting tool, for students, via Canvas.

3.6 **Unexpected Events**

- 3.6.1 There were no unexpected events in this period.

3.7 **Service Desk Provision**

- 3.7.1 From the 1 August 2023 to 30 November 2023 there have been 165 requests logged on the College Health and Safety Service Desk. 162 of these requests have been closed by the Team.
- 3.7.2 Three outstanding open requests relate to PEEPs where students have not been available to complete.

3.8 **Risk Assessments**

- 3.8.1 We enhanced our Risk Assessment template to make it easier for line managers to identify where a role or particular task requires specific Health & Safety training or there are Occupational Health needs arising from any hazards/risks identified.
- 3.8.2 When this was rolled out, we provided a short training video on how to complete the updated Risk Assessment.

4. **SUPPORTING DOCUMENTATION/ FURTHER INFORMATION**

Appendix 1 - Accident Statistics
Appendix 2 - First Aid Call Out Statistics

5. **RISKS**

N/A

6. **ANY OTHER SIGNIFICANT IMPACT eg STUDENT EXPERIENCE/ LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

Appendix 1

Health & Safety Accident Statistics for Glasgow Clyde College 1 August – 31 October 2023

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	2	0	0	6	2	0	0	0	0	1	1	0	9
Manual Handling													0
Burns / Scalds	2	0	0	0	0	0	0	0	0	0	0	0	2
Cuts	0	0	0	1	0	0	0	0	0	0	0	0	1
Machinery/Tool Cuts	0	0	0	4	1	0	0	0	0	0	0	0	4
Eye Injuries	0	0	0	1	0	0	0	0	0	0	0	0	1
Physical/Verbal Assault	1	0	0	2	1	1	0	0	0	0	0	0	3
Reportable Disease													0
Other	0	0	0	3	0	0	0	0	0	0	0	0	3
TOTAL ACCIDENT	5	0	0	17	5	1	0	0	0	1	1	0	23

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/incident to be reported to the HSE.

Appendix 2

First Aid Call Outs for Glasgow Clyde College 1 August – 31 October 2023

First Aid Call Outs	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
First Aid Call Outs	1	1	0	25	6	0	0	0	0	0	0	0	26
TOTAL First Aid Call Outs	1	1	0	25	6	0	0	0	0	0	0	0	26

Organisational Development Committee

Schedule of Work 2023/2024

Standing Items (every meeting)

For discussion	
Key Performance Indicators Report	
Notes re Support and Teaching JCNC meetings	
Assistant Principal HR Report	
For noting	
Attendance Management Report (annual report discussed at Sept meeting)	
Health and Safety Report	
Organisational Development Report	

20 September 2023
Employer of Choice strategy
Health and Safety Report – annual report for Board
Staffing Profile
Annual Attendance Management Report
Protected Characteristics – recruitment
PDP Completion Report
Staff Engagement Survey
31 January 2024
SFC – Annual Staffing Return
Psychological Safety
Equal Pay Report - discussion
PDP – different approach
Employer of Choice Strategy – consultation timeline
18 May 2024
Equality Mainstreaming Report- including Gender Pay Gap Report
Update on Staff Survey actions