

MINUTE OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 8 MAY 2024 at 4.30PM (VIA TEAMS)

PRESENT:

S Heidinger	Committee Chair
F Brown	Committee Member
M Tuskova	Committee Member
J Vincent	Committee Member
R Micklem	Committee Member

IN ATTENDANCE:

L McGaw	Assistant Principal: Human Resources
N Patton	Head of Human Resources
G Crankshack	Organisational Development Manager
G Murray	Temporary Clerk to the Board (Minute Taker)

24.21 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting.

24.22 DECLARATIONS OF INTEREST

There were no declarations of interest.

24.23 MINUTE OF PREVIOUS MEETING: 31 JANUARY 2024

The minute was accepted as a true and accurate record of the meeting.

24.24 MATTERS ARISING - ACTION GRID

The Committee noted some actions required to be updated and marked as complete.

The Committee discussed the action relating to the Gender Pay Gap Report and it was confirmed that the Report produced at Item 24.29 had not yet been published in accordance with the earlier requirement that the Committee has sight of it before publication.

The Committee were informed that the Mainstreaming Report is only published every two years and noted that the Committee Workstream should be updated to reflect this.

The Committee discussed the Benefits Portal and noted that Support Staff have access to 'Help at Hand' via the Life Insurers. This is being monitored and may be revisited in due course.

The Committee noted the action grid.

23.25 NOTES OF SUPPORT AND TEACHING JCNC MEETINGS

L McGaw presented this report which provided a summary of the Joint Consultation and Negotiation Committee (JCNC) meetings which had approved minutes since the last Committee meeting.

The Committee discussed the level of communication with UNISON and GMB members in the absence of their representative's attendance at the JCNC Meetings.

Items for Discussion

24.26 ASSISTANT PRINCIPAL HR REPORT

L McGaw spoke to the report which provided the Committee with an update on activity within the human resources and organisational development functions since the 31 January 2024 meeting.

An update was provided on the Voluntary Severance Scheme.

A further update was provided in relation to Industrial Action with the Committee noting the additional dates for strike action.

An update was provided in relation to the recruitment of a Chief Operating Officer.

The Committee discussed the national pay negotiations, noting with much concern that staff covered by national bargaining had not received a pay award since 2021. As a people oriented employer, and especially for lower paid colleagues during a cost of living crises, the Committee, whilst recognizing the circumstances around national bargaining, remained extremely uncomfortable with this and agreed to advise the Board that this concern remains.

The Committee thanked L McGaw for the helpful update.

24.27 KPI REPORT Q2

L McGaw spoke to this item which provided KPI data for quarter 2 of the 2023/24 session.

The Committee noted that the statistics relating to Stress Rate for the year 2019/20 were measured differently to the subsequent years and therefore no comparisons should be drawn. The Committee discussed the target rate for work-related stress and the possibility of unintended consequences of setting a target too low. The Committee agreed that the target should be set at 0.2%.

The Committee thanked L McGaw for the report

KPI RATIONALISATION REPORT

L McGaw introduced the paper which set out a review of the KPIs to be monitored during academic session 2024/25.

- 24.28** The Committee agreed that it was important that the KPIs do what the Committee requires them to do and provide data that is meaningful and reflective of the themes that the Committee wants to measure.

The Committee agreed to retain the KPI around PDP Completion Rate. The Committee agreed to reduce the number of KPIs relating to probationary reviews.

The Executive agreed to come back to the Committee with proposed Equality KPIs and Employer Brand KPIs and noted that a more fundamental review of KPIs would ensue when the new People/Employer of Choice Strategy was developed.

LMcG/JV

GENDER PAY GAP REPORT

N Patton presented the Report on Gender Pay Gap.

- 24.29** The Committee discussed the Report with some minor changes being proposed. It was agreed that Committee members would email proposed changes within one week and the Report would then be published.

The Committee agreed to add a review of the Action Plan to its **All Com.** Work Schedule for the following academic year.

The Committee thanked N Patton for the Report.

GM

HYBRID WORKING GUIDELINES

- 24.30** G Crankshaw introduced the Report which contained the draft Hybrid Working Guidelines. It was explained that the Guidelines were being introduced for Support Staff until a National Procedure is introduced.

The Committee discussed the draft Guidelines with some suggested revisals being put forward. The Committee noted the importance of managing the business needs and the importance of the campus experience for both students and staff. G Crankshaw agreed to make changes to the Guidelines in accordance with the comments of the Committee.

The Committee thanked G Crankshaw for the Report.

Items for noting

GC

ATTENDANCE MANAGEMENT REPORT- NOV-JAN 24

This report was noted. The Committee noted an increase in sickness absence for both Quarter One and Quarter Two compared to the previous year and recommended that this was monitored to ensure this was not a trend.

24.31

The Committee thanked N Patton for the Report

ORGANISATIONAL DEVELOPMENT REPORT

This report provided a summary of the activities of the Organisational Development team since the last report in January 2024.

24.32

The Committee discussed a report of the Staff Survey Results broken down by gender. It was agreed that the EDI Committee would consider the results and feed back to the Committee with any proposed actions.

The Committee thanked Crankshaw for the Report.

GC

Standing Items

HEALTH AND SAFETY REPORT

The contents of this report were noted by the Committee.

SCHEDULE OF WORK 2023/24

24.33

24.34

The Committee discussed the Schedule of Work and agreed to add **GM** the following items to the 2024/25 Schedule of Work:-

An Update on the Respect at Clyde Policy

Staffing Profile Report

An Update on the actions flowing from the Staff Engagement Report

24.35

EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

No decisions were made requiring an EIA

24.36 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

Papers to be disclosed as per their cover sheet.

24.37 ANY OTHER BUSINESS/ITEMS FOR FUTURE AGENDA

As per discussion at 24.34

J Vincent noted that it was S Heidinger's final Committee as Chair and he extended a warm thanks to her for her dedication to the College and the Committee in her 10 years as Chair of OD. The Committee and Exec echoed this thanks noting, that S Heidinger had been a fantastic Chair.

DATE OF NEXT MEETING: 11 SEPTEMBER 2024