

MINUTE OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON WEDNESDAY 31 JANUARY 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 Crankshaw	Organisational Development Manager
A Jack	Board Member, Observing
K Mavor	Clerk to the Board (Minute Taker)

24.01 WELCOME AND APOLOGIES

ACTION

The Chair welcomed everyone and took the opportunity to welcome Ros Micklem to her first meeting. A Jack will be observing the meeting.

24.02 DECLARATIONS OF INTEREST

There were no declarations of interest.

24.03 MINUTE OF PREVIOUS MEETING: 20 SEPTEMBER 2023

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

24.04 MATTERS ARISING - ACTION GRID

The Committee noted the action grid and that the blended working policy will shortly be shared with the Committee. This will be guidance note rather than a formal process given a national blended working policy is anticipated.

The actions following from the staff engagement survey will be reported on at the May Committee meeting. The Chair requested that, prior to actions being finalised, the survey results are analysed based on race/gender to inform the action planning.

GC

The Committee noted that the SFC return that was shared with the Committee suggested a slight decline in staff who have protected characteristics. It was agreed that this information should be included in the staffing profile report.

NP

It was noted that there was no further progress with regard to policy harmonisation. The Committee noted the remainder of the action grid.

23.05 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 on 20 September 2023.

L McGaw confirmed that Unison is currently not attending formal meetings. EIS has also raised concerns about the approach being taken to redeploying teaching staff and whether they are appropriately qualified and experienced. The Committee was given further information on this issue and it was agreed that updates will be provided to the Committee on how this develops.

The Committee noted the paper and discussed its content. It was agreed that there was nothing within the paper which required to be brought to the Board's attention at this time.

Items for Discussion

24.06 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 20 September 2023 meeting.

An update on the VS Scheme was provided to the full Board at the December meeting. There have been three additional VS applications accepted since then.

The Committee noted the position with regard to anticipated industrial action with EIS-FILA having a mandate for action short of strike (ASOS) starting on 12 February 2024 with a strike day planned on 29 February 2024. Unison has a mandate but has not communicated any formal action. College Principals across the sector have discussed what response there should be to ASOS and updates will be provided to this Committee and the Board.

With regard to national bargaining, L McGaw confirmed there was no update since the briefing provided at December's Board meeting.

An update was provided on recent restructures and their strategic aims. The new role of Chief Operating Officer is currently being recruited for.

The Committee thanked L McGaw for the helpful update.

24.07 KPI REPORT

L McGaw spoke to this item which provided KPI data for quarter 1 of the 2023/24 session. It was noted that two areas were categorised as red, these being the number of working days missed due to sickness and the occupational health service baseline test completion rates.

With regard to occupational health service baseline test rates, L McGaw assured the Committee that a new supplier is now in place and a more positive outcome is likely to be reported at the May meeting.

It was noted that for quarter 1, overall sickness absence is 4.4%, up by 0.2% from the same quarter last year. More details are set out in the Attendance Management Report for August to October 2023. The Committee noted that is not unusual for sickness absence to be higher at this time of year however, it was noted with concern that the levels are higher than this time last year. It was agreed that further details should be provided at the May meeting of work-related stress figures and a discussion should ensue on the appropriate target for this. It was also agreed that the KPI spreadsheet should be amended to allow comparison between different quarters not just the annual figure. **(LM/NP)**

The Committee thanked L McGaw for her report and noted that the College will be looking to review the overall approach to KPIs across the Board and its Committees.

24.08 RESPECT AND PSYCHOLOGICAL SAFETY

L McGaw provided the Committee with details of the Respect @ Clyde project which serves as an overarching framework that unites various ongoing staff support initiatives within the College.

The Committee noted that a project board is currently being set up with members of the senior leadership team leading on a particular project area. Members of the Committee stressed the importance of ensuring a range of representation from different levels across the College in this important work. Steps will be taken to encourage volunteers from different areas and the project board will report to this Committee on how it intends to measure the success of its work. It was agreed that a further update should be provided at the September meeting. **(LM)**

24.09 EMPLOYER OF CHOICE STRATEGY - TIMELINE

L McGaw provided background to the employer of choice strategy which forms part of the College's overall strategy for 2021 to 2025 with a detailed update on progress being provided at the last meeting. At the September meeting, the Committee asked for a plan to be provided setting out the key stages and timings for the

development of the next strategy. L McGaw provided these details to the Committee and it was agreed, regardless of the uncertainties and challenging times facing the College and the sector, a people focused strategy will always be required. The Committee noted that the timing of the plan may shift in response to the challenges facing the College and the College setting the overall strategy but agreed that the consultation phases outlined should be maintained. The Committee thanked L McGaw for the detailed plan and for ensuring that the appropriate level of consultation with the Committee was allowed for.

24.10 ENHANCING PDP ENGAGEMENT LEVELS AND IMPACT

G Crankshaw provided background on the levels of PDP completion across the College with concerns having previously being raised in the internal audit process. It was noted that the OD Team and this Committee had explored various ways of engaging with staff on PDP completion but the levels of engagement had only increased slightly. It was agreed at the September meeting that a paper should be provided setting out a different approach to improving levels of engagement with feedback and development conversations.

The Committee noted that the Trade Unions were supportive of encouraging development conversations and it was agreed that a next step would be to issue a joint communication emphasising the importance of engaging in the process. This joint statement with the Trade Unions along with regular communications from the College, should help increase the levels of participation. It was agreed that the Committee will revisit this area further if the joint statement does not help improve the position, with a revised and fresh approach being developed.

Items for noting

24.11 ANNUAL PEOPLE REPORT 2022/2023

This report was noted and the Committee appreciated the effort taken to highlight to staff a range of positive developments and achievements.

24.12 REVIEW OF REMIT

The Committee, in line with good governance practice, reviewed its own remit with the only change being to include the new role of Chief Operating Officer.

24.13 SFC ANNUAL STAFFING RETURN

The contents of this report were noted by the Committee. Further details about the College's staffing profile will be considered at the September meeting.

24.14 ANNUAL ATTENDANCE MANAGEMENT REPORT

This report was considered earlier in the agenda when the Committee discussed the KPI relating to work absences.

24.15 ORGANISATIONAL DEVELOPMENT REPORT

This report provided a summary of the activities of the Organisational Development team since the last report in September 2023.

G Crankshaw presented the high-level findings of the equality, diversity and inclusion pulse survey which was completed at the end of 2023. The Committee was disappointed to note the low participation rates of 10% of all staff but noted that the findings would be shared with the SLT, all staff and that the Equality, Diversity and inclusion Committee will oversee the actions.

It was agreed that the slides will be shared with Committee members for further review. **(GC)**

24.16 HEALTH AND SAFETY

The Committee noted this report which covered activity undertaken by the Organisational Development Team in relation to Health & Safety since the last report to the Committee in September 2023 and incorporating statistical data for quarter 1 of 2023/24.

Assurances were provided to the Committee that full investigations had taken place in relation to the three assaults reported and guidance to staff on what to do if this situation occurs is likely to be published by the end of March 2023.

24.17 SCHEDULE OF WORK

The Committee noted the upcoming schedule of work for the remainder of the 2023/24 session.

24.18 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

It was agreed that the equality impact assessment on the VS Scheme should be updated in light of the protected characteristics of the individuals leaving under the Scheme.

24.19 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

Papers to be disclosed as per their cover sheet.

24.20 ANY OTHER BUSINESS/ITEMS FOR FUTURE AGENDA

It was noted that the equal pay report will be considered at the May meeting along with the blended working guideline and an update on actions resulting from the staff survey.

DATE OF NEXT MEETING: 8 MAY 2024