

# **ORGANISATIONAL DEVELOPMENT COMMITTEE**

**Wednesday 18 September 2024 at 4.30pm  
The Boardroom, Langside Campus**

The next meeting of the Organisational Development Committee will be held on Wednesday 18 September 2024 at 5 pm on Microsoft Teams

## A G E N D A

- |              |                          |         |
|--------------|--------------------------|---------|
| <b>24.38</b> | Welcome and Apologies    | F Brown |
| <b>24.39</b> | Declarations of Interest | F Brown |

### Minutes of Previous Meeting

- |              |   |   |         |
|--------------|---|---|---------|
| <b>24.40</b> | Minutes of Previous Meeting – 8 May 2024    | P | F Brown |
| <b>24.41</b> | Matters Arising – Action Grid               | P | F Brown |
| <b>24.42</b> | Notes of Support and Teaching JCNC Meetings | P | L McGaw |

### Items for Discussion

- |              |   |   |         |
|--------------|---|---|---------|
| <b>24.43</b> | Assistant Principal People and Culture Report | P | L McGaw |
| <b>24.44</b> | KPI Report Full Year                          | P | L McGaw |

### Items for Noting\*

- |              |  |   |             |
|--------------|--|---|-------------|
| <b>24.45</b> | Attendance Management Report – Full year | P | N Patton    |
| <b>24.46</b> | Staffing Profile                         | P | N Patton    |
| <b>24.47</b> | Organisational Development Report        | P | G Crankshaw |
| <b>24.48</b> | Health and Safety Report                 | P | G Crankshaw |

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

### Standing Items

- |              |   |         |
|--------------|---|---------|
| <b>24.49</b> | Equalities Impact Assessment on Decisions Made  | F Brown |
| <b>24.50</b> | Review of Papers (Including disclosable status) | F Brown |
| <b>24.51</b> | Any other business/Items for future agenda      | F Brown |

**Date of Next Meeting: 29 January 2025 (Teams)**

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## ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

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<b>Date of Meeting:</b>	18 September 2024
<b>Paper Title:</b>	Assistant Principal: People and Culture Report
<b>Action:</b>	Information
<b>Prepared by:</b>	Lorraine McGaw, Assistant Principal: People and Culture
<b>Agenda Item:</b>	24.43
<b>Status:</b>	Disclosable

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### 1. PURPOSE OF THE REPORT

The report aims to update the Organisational Development Committee on recent activities within the People and Organisational Development functions focusing particularly on areas not covered in other Committee papers since the last meeting.

### 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 identified in the College's three-year financial plan (2022–2025), we have already implemented four phases of the Voluntary Severance Scheme. Phase 5 was launched on Thursday 30 May 2024, and closed on Friday 14 June 2024. While the number of applications during Phase 5 was low, we continue to accept and review applications for voluntary severance on a case-by-case basis. Discussions regarding future phases of the scheme are ongoing.

Approved applications for Phases 1 – 5 of the Voluntary Severance are outlined in the table below:

Phase	Lecturing	Support	Total
1	22	12	34
2	5	1	6
3	30	6	36
4	7	3	10
5	2	1	3
<b>Totals</b>	<b>66</b>	<b>23</b>	<b>89</b>

#### 3.2 *Lecturing Strikes and Resulting Boycott*

On the run up to the summer break EIS/FELA advised that their members would take industrial action on the following dates (19 dates in total) – these dates went ahead and were very disruptive:

- Monday 20 May 2024
- Thursday 23 May 2024
- Tuesday 28 May 2024
- Thursday 30 May 2024
- Friday 31 May 2024
- Monday 3 June 2024
- Tuesday 4 June 2024
- Wednesday 5 June 2024
- Friday 7 June 2024
- Tuesday 11 June 2024
- Wednesday 12 June 2024
- Thursday 13 June 2024
- Friday 14 June 2024
- Monday 17 June 2024
- Wednesday 19 June 2024
- Thursday 20 June 2024
- Friday 21 June 2024
- Monday 24 June 2024
- Tuesday 25 June 2024

In addition to the ongoing Action Short of Strike (ASOS) measures, which included withholding student results, the College sought legal advice. It was confirmed that withholding results constituted a breach of contract, and the College would not accept partial performance. Consequently, a deadline was set for the submission of Block One and Two results. Staff were informed that if results were not entered into the College MIS system by Thursday 20 June 2024 their salaries would be deducted from Friday 21 June 2023, through Wednesday 26 June 2024. Staff had the opportunity to explain any reasons for non-compliance. Ultimately, 43 staff members had their salaries deducted from their August 2024 pay due to the failure to submit Block One and Two results.

Immediately following the return of our lecturing staff in August, we were informed of an additional 14 days of planned industrial action scheduled for August and September. This notification also confirmed the continuation of ASOS.

College Employers Scotland (CES), which handles negotiations for the college sector, informed us that a meeting took place on Monday 19 August 2024. The meeting included two CES representatives and two representatives from the Educational Institute of Scotland - Further Education Lecturers' Association (EIS-FELA), with the Minister for Further Education, Graeme Dey, also in attendance.

During these discussions, the Minister committed to bridging the funding gap in year 4 (2025/26) between the employers' offer of a 3% pay increase and the EIS-FELA's settlement point of 4.14%. This commitment entails an additional £4.5 million per year over existing budgets. Following this pledge, EIS-FELA agreed to suspend strike action, although Action Short of Strike measures remained in place while negotiations continued.

The revised offer was subsequently put to a vote among EIS-FELA members. The results were decisive, with 95% in favour of accepting the 2022-26 Pay Offer and 5% opposed, from an 84% turnout. As a result of the acceptance, EIS-FELA has suspended all strike actions and ASOS activities, including boycotts and withdrawal of goodwill. Members are instructed to submit any withheld marks within 10 days of the agreement's ratification, expected on Tuesday 3 September 2024. Members are

advised to begin entering any previously withheld results promptly if they choose to do so.

### 3.3 Lecturing Staff Pay Agreement 2022-26

#### 3.3.1 Pay

##### **Year 1 – 1 September 2022 – 31 August 2023 (October salary)**

A consolidated Pay Award of £2,000 for all unpromoted and promoted lecturer scale points, effective from 1 September 2022.

##### **Year 2 – 1 September 2023 – 31 August 2024 (October salary)**

A consolidated Pay Award of £1,500 for all unpromoted and promoted lecturer scale points, effective from 1 September 2023.

##### **Year 3 – 1 September 2024 – 31 August 2025 (October salary)**

A consolidated Pay Award of £1,500 for all unpromoted and promoted lecturer scale points, effective from 1 September 2024.

##### **Year 4 – 1 September 2025 – 31 August 2026 (September 2025 salary)**

Following a commitment from the Scottish Government, a consolidated Pay Award of 4.14% for all unpromoted and promoted lecturer scale points, effective from 1 September 2025.

#### 3.3.2 Pay Scales/Fixed Points

From 1 September 2022, 2023, 2024 and 2025 the Lecturers' Pay Scale will be:

<b>National Scale Point</b>	<b>1 September 2021 £k</b>	<b>1 September 2022 £k</b>	<b>1 September 2023 £k</b>	<b>1 September 2024 £k</b>	<b>1 September 2025 £k</b>
<b>Point 1</b>	35,170	37,170	38,670	40,170	41,833
<b>Point 2</b>	37,217	39,217	40,717	42,217	43,965
<b>Point 3</b>	39,264	41,264	42,764	44,264	46,097
<b>Point 4</b>	41,310	43,310	44,810	46,310	48,227
<b>Point 5</b>	43,357	45,357	46,857	48,357	50,359

From 1 September 2022, 2023, 2024 and 2025 the Promoted Lecturer Fixed Points will be:

<b>National Fixed Points</b>	<b>1 September 2021 £k</b>	<b>1 September 2022 £k</b>	<b>1 September 2023 £k</b>	<b>1 September 2024 £k</b>	<b>1 September 2025 £k</b>
<b>Fixed Point 1</b>	47,257	49,257	50,757	52,257	54,420
<b>Fixed Point 2</b>	50,394	52,394	53,894	55,394	57,687
<b>Fixed Point 3</b>	53,530	55,530	57,030	58,530	60,953

### 3.3.3 **Job Security**

The Agreement ensures that any compulsory redundancies will be as a last resort after it has been determined by a college acting reasonably, that all other all other reasonably practicable options have been exhausted. There will be no compulsory redundancies in direct response to this Pay Award.

### 3.3.4 **Pay Deductions for Non-resulting**

All lecturing staff, within ten working days of the Agreement being ratified, will input all outstanding student results withheld as part of the dispute, into the appropriate college system.

Colleges that made a local decision to deduct salary from lecturers' pay in response to their participation in the Action Short of Strike comprising the withholding of student results, have agreed, on this occasion, to make repayment of any such pay deductions, once all outstanding results are entered into the appropriate college system.

Colleges should make these repayments in the earliest possible pay period.

## 3.4 **Support Staff Pay Agreement 2022 - 2025**

In June 2024, a pay agreement was reached with the Support Staff Unions, and its provisions were implemented in the July payroll. This agreement is structured as a three-year arrangement, in contrast to the four-year agreement established with the Lecturing staff.

### 3.4.1 **Pay**

#### **Year 1: 1 September 2022 to 31 August 2023 (July Salary)**

- All full-time support staff will receive a £2,000 consolidated payment.
- Part-time staff and staff who commenced or left employment partway through this period will receive a pro rata amount.

#### **Year 2: 1 September 2023 to 31 August 2024 (July Salary)**

- All full-time support staff will receive a £1,500 consolidated payment.
- Part-time staff and staff who commenced or leave employment partway through this period will receive a pro rata amount.

#### **Year 3: 1 September 2024 to 31 August 2025 (September Salary)**

- All full-time support staff will receive a £1,500 consolidated payment.
- Part-time staff and staff who commence or leave employment partway through this period will receive a pro rata amount.

### 3.4.2 **Living Wage**

The Real Living Wage rates for 2022/23 and 2023/24 have already been implemented. Where individuals have already received Living Wage over and above their current scale point, this will be offset against back pay due.

### 3.4.3 **Job Security**

There will be no compulsory redundancies for support staff from the date of this agreement until 31 August 2024. This Agreement includes a commitment to

conclude a National Approach to Consultation at the start of the Academic Year 2024/25. It also commits to jointly develop a National Agreement on the avoidance of compulsory redundancies. If there is any commitment made on job security to college lecturers, beyond what has been agreed in this paragraph 2, that same commitment will be made to support staff.

#### 3.4.4 **Other Terms and Conditions**

- **Four-day Working Week** - a commitment to a four-day working week pilot taking place in at least one college. The pilot college(s) will be identified within Academic Year 2024/25;
- **Terms and Conditions Working Group** - a commitment to the agreed programme of work, with a mechanism in place for monitoring progress, to ensure outstanding matters are concluded by the end of the Academic Year 2024/25; and
- **Job Evaluation-** a commitment to continuing discussions on Job Evaluation and Pay and Grading, as a matter of urgency.

#### 3.5 **ICT Restructure**

The ICT restructure has been completed, and the vacant positions have been advertised and are in the process of being filled.

#### 3.6 **Engineering Langside – Location Change**

The consultation, initiated in April 2024, regarding the potential relocation of Engineering activities to the Anniesland Campus - impacting six staff members based at Langside - has now concluded, with the change implemented on 1 August 2024.

This decision to centralise the Engineering department at a specialised campus aligns with our goal of becoming the leading Engineering provider on the West coast of Scotland. By consolidating all operations at Anniesland, we aim to eliminate unnecessary duplication of resources and enhance overall efficiency.

Additionally, the move ensures parity of experience for all students. Anniesland currently offers superior resources, access to a broader pool of expertise. By centralising at Anniesland, we are committed to providing uniform access to resources and opportunities for all students across the College.

#### 3.7 **Senior Leadership Team Restructure (Phase 2)**

Phase 2 of the Senior Leadership Team restructure was successfully implemented on 1 September 2024. As part of this transition, we are actively working to establish and populate the new Quality structure to ensure its effective integration into our organisational framework and support the new quality arrangements for the sector.

Niall MacPherson has been appointed as Interim Chief Operating Officer. Interviews for a permanent appointment are scheduled for late September 2024.

Ongoing interviews are being conducted to find a replacement for the Assistant Principal of Finance and Facilities, who is set to retire in December 2024.

**4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION**

N/A

**5. RISKS**

- 5.1 Failure to complete the Job Evaluation project, as stipulated in the Support Staff pay agreement, could potentially result in additional industrial unrest.

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

N/A



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## ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

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<b>Date of Meeting:</b>	18 September 2024
<b>Paper Title:</b>	KPI Report – Full Year 2023/24
<b>Action:</b>	Information/Discussion
<b>Prepared by:</b>	Lorraine McGaw, Assistant Principal: People and Culture
<b>Agenda Item:</b>	24.44
<b>Status:</b>	Disclosable (except HR KPIs)

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### 1. PURPOSE OF THE REPORT

This paper presents an update on the Key Performance Indicators (KPIs) for the Academic Session 2023/24. It includes details on the agreed KPIs for the Academic Session 2024/25 and proposes new KPIs for measuring Diversity, Equality, and Inclusion, as well as External Reputation. Please note that, for data protection reasons, the Human Resources Management KPIs are confidential and not to be disclosed.

### 2. ACTION FOR THE COMMITTEE

To discuss the report and agree new KPI's.

### 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 Academic Session 2022/23:

#### 3.1 ***Occupational Health surveillance baseline test completion for at risk areas***

The annual number of Occupational Health Surveillance Baseline tests remains below our target, with this year's shortfall primarily attributed to the disruption caused by industrial action, which has led to the cancellation of numerous clinics. Efforts are currently underway to address this issue and restore services as quickly as possible to meet our testing goals.

#### 3.2 ***Staff PDP completion rate (%)***

We have faced significant challenges with the I-Trent system, which plays a key role in supporting the Personal Development Planning (PDP) process. In response, we engaged in extensive discussions with our software provider, MHR, to address these

issues. We are hopeful that the majority of concerns have been resolved and will continue to closely monitor the system to ensure its smooth operation going forward. The Organisational Development team has been collaborating with Midland HR, the company responsible for the platform hosting the PDP, to resolve the persistent issues we've encountered. As part of this effort, Midland HR sent a fact-finding team to the college to investigate the problems. This was followed by an on-site visit from an engineer. After consultations and extensive testing, it appears that the major issues have been addressed.

Our own tests indicate that, while a few minor issues remain, the system has been improved to a level that will allow us to relaunch the online PDPs and generate more accurate reports.

### 3.3 ***Average days training/CPD uptake per employee***

The KPI figure for 2023/24 has experienced a decline, which we attribute to the impact of Industrial Action on the college's Continuing Professional Development (CPD) program, particularly towards the end of the academic session. The disruption caused by the strike action adversely affected the delivery and participation in CPD activities.

### 3.4 ***Level of permanent teaching staff with TQFE***

We have observed a decline in the number of staff members who hold TQFE (Teaching Qualification for Further Education) qualification. This decrease is attributed to several factors, including the departure of experienced staff who have opted for voluntary severance and the budgetary limitations that impact our ability to support staff pursuing this qualification.

Under the remission provisions specified in the National Bargaining Agreement, the College is obligated to cover the costs associated with the TQFE qualification, which are relatively modest. Additionally, the agreement requires that staff pursuing this qualification receive a reduction in their teaching responsibilities for the duration of their studies. However, this model imposes significant costs on the college, as it necessitates hiring additional staff to cover the hours of remission.

### 3.5 ***Working days lost through sickness absence***

The overall sickness absence figure for the year was 4.72% which is above the target set at 3.9%. A full explanation of the figure is provided in the Absence Management Report 23/24.

### 3.6 ***Protected Characteristics Data***

We continue to work to improve the collection of this data and will continue to run campaigns periodically. This data will not be reported to the committee next year but will continue to be monitored.

### 3.7 ***% Permanent staff voluntary turnover***

The voluntary turnover figure for permanent staff has increased in 23/24. This figure includes Voluntary Severance leavers.

### 3.8 Proposed Equality, Diversity and Inclusion KPI's

Measuring diversity in the recruitment process is a crucial first step in establishing and understanding the diversity levels within an organisation. By focusing on diversity metrics at each stage of recruitment, the college can gain a clear picture of how effectively it attracts a wide range of candidates from various backgrounds. This insight is essential for identifying gaps in the current recruitment strategy and addressing any biases that may exist.

One significant benefit of tracking diversity metrics in recruitment is the enhancement of employer branding. Organisations that demonstrate a commitment to diversity are increasingly seen as attractive to job seekers. By monitoring diversity throughout the recruitment process, we can build a stronger employer brand and develop a more diverse talent pool. This not only helps in meeting diversity goals but also improves the overall reputation of the College in the job market.

Furthermore, measuring diversity in recruitment helps identify potential barriers that may be hindering the inclusivity of the hiring process. By analysing the representation of underrepresented groups at each stage - from application to offer, we can pinpoint areas where biases may be occurring and make necessary adjustments. This proactive approach ensures that the recruitment process is fair and equitable, ultimately leading to a more inclusive workplace.

To effectively measure and track diversity in the recruitment process, we propose the following Key Performance Indicators (KPIs):

1. **Diversity of Candidates at Each Recruitment Stage:** this KPI tracks the representation of diverse groups at various stages of the recruitment process, including application, screening, interview, and hiring. By monitoring this metric, Glasgow Clyde can assess how well its recruitment process attracts and advances candidates from diverse backgrounds and identify any stages where certain groups may be underrepresented.
2. **Percentage of Diverse Appointments:** this KPI measures the proportion of new appointments from underrepresented groups compared to the total number of appointments. It provides a clear indication of the effectiveness of the recruitment strategy in translating diversity goals into actual appointment outcomes. Tracking this KPI helps ensure that diversity commitments are reflected in the final appointment decisions and can highlight the success of diversity-focused recruitment initiatives.

### 3.9 External Reputation/Employer Brand

Attracting high-quality candidates is essential for any organisation seeking to build a strong and capable workforce. One effective way to gauge whether we are drawing in top talent is to evaluate candidate quality throughout the recruitment process.

Research indicates that a robust employer brand can increase the number of qualified applicants by up to 50%. To ensure you are achieving this level of success, it's important to measure and analyse the quality of candidates entering our recruitment process.

One key metric to consider is the ratio of applicants to interviews. On average, this ratio is around 12%. By monitoring this ratio, we can assess how effectively our recruitment efforts are at attracting qualified candidates. A ratio higher than 12%

would suggest that our recruitment strategies are successfully drawing in a high proportion of qualified candidates. Conversely, a ratio lower than this benchmark may indicate that our recruitment process needs refinement to attract more suitable applicants.

To gain deeper insights into candidate quality and enhance the effectiveness of our recruitment strategy, we propose the following Key Performance Indicator (KPI):

1. **Applicant-to-Interview Ratio:** This KPI measures the percentage of applicants who advance to the interview stage relative to the total number of applicants. By tracking this ratio, we can evaluate the effectiveness of our recruitment efforts in attracting qualified candidates. A higher ratio indicates that the college is successful in attracting candidates who meet the job requirements and are likely to be high-quality appointments. If the ratio is below the average of 12%, it may be necessary to reassess and improve recruitment practices to ensure that more qualified candidates are progressing through the recruitment process.

### 3.10 Proposed Key Performance Indicators 2024/25

Key Performance Indicator	Reporting	Target
<b>HEALTH AND WELLBEING</b>		
Occupational health surveillance baseline test completion for at risk areas	Quarterly	100% actioned within 2 months of start date
<b>HEALTH AND SAFETY</b>		
Health and Safety induction completion rates	Quarterly	100% within 1 month
Number of Near Misses Reported	Quarterly	Increase awareness of reporting
Number of Accidents Reported	Quarterly	Increase awareness and reporting
<b>DEVELOPMENT AND TRAINING</b>		
Staff induction completion rates	Quarterly	100% within 2 months
% of successful probationary/progress reviews	Annually	95%
Support Staff PDP completion rate (%)	Annually	95%
Average days training/CPD uptake per employee	Annually	3 days per staff member
<b>SICKNESS ABSENCE</b>		
Working days lost through sickness absence	Quarterly	3.9%
Working days lost to work related stress	Quarterly	1%
<b>STAFF DIVERSITY PROFILES</b>		
Equal Pay (Gender Pay Gap)	Annually	Less than 5.0%
<b>RECRUITMENT AND RETENTION</b>		
% Permanent staff voluntary turnover	Quarterly	Monitored
Staff engagement level	Annually	Target 10 - full staff engagement
Diversity of Candidates at each Recruitment Stage	Annually	Monitored

Percentage of Diverse Appointments	Annually	Monitored
<b>EXTERNAL REPUTATION</b>		
Applicant-to-Interview Ratio	Annually	12%

**4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION**

Appendix 1: Key Performance Indicator Grid

Appendix 2: Key Performance Indicator Annual Comparison

**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

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## **ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING**

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<b>Date of Meeting:</b>	18 September 2024
<b>Paper Title:</b>	Annual Staffing Profile - 2024
<b>Action:</b>	Information
<b>Prepared by:</b>	Lorraine McGaw, Assistant Principal: People and Culture
<b>Agenda Item:</b>	24.46
<b>Status:</b>	Disclosable

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### **1. PURPOSE OF THE REPORT**

Each year, we present the Annual Staffing Profile Report to the Organisational Development Committee. This comprehensive report serves to provide valuable insights into the composition of our workforce, offering a detailed overview of staffing demographics, employment trends, and key workforce metrics.

By delivering this report, we aim to inform the Committee on the current status of our staffing landscape, highlight areas of change, and support decision-making for future organisational development initiatives. The data within this report is essential for shaping our talent strategy, ensuring alignment with our diversity, inclusion, and workforce planning goals, and fostering a work environment that reflects our organisational values.

### **2. ACTION FOR THE COMMITTEE**

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

### **3. BRIEF BACKGROUND INFORMATION**

- 3.1 The data presented in this report offers a snapshot of our workforce as of 31 August 2024, based on information extracted from our HR system. Employee data has been collected and analysed across all nine protected characteristics, ensuring a comprehensive and inclusive view of our staffing profile. The detailed breakdown is provided in the sections below.

This year's report also incorporates recruitment characteristics, as requested by the Committee last year.

### **4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION**

- 4.1 Appendix 1: Staffing Profile Report 2024

### **5. RISKS**

- 5.1 No risks identified.

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

N/A

## ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

<b>Date of Meeting:</b>	18 September 2024
<b>Paper Title:</b>	Organisational Development Report
<b>Action:</b>	For Noting
<b>Prepared by:</b>	Gillian Crankshaw, Organisational Development Manager
<b>Agenda Item:</b>	24.47
<b>Status:</b>	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 May 2024.

### 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

Following the last SLT realignment, the Teaching Fellows, who have always worked closely with the OD team, now sit as part of the team. Alongside the Learning and Development Officer and Administrator they focus on recruiting and supporting staff through a professional pathway aimed at developing the quality of Teaching and Learning throughout the College. There are 3 stages to the pathway:

- 3.1.1 **Teaching Essentials:** a 12-week programme for new and existing unqualified Lectures which aims to provide a practical framework for planning an effective learning experience, better understand the needs of learners and provide constructive assessment and feedback. This course is run each block.

- 3.1.1.1 The Teaching Essentials course is underway for Block 1, with 3 staff attending from Glasgow Clyde College and 5 staff from Glasgow Kelvin College. We recently partnered with Kelvin College, to support their teaching staff as they do not have a similar offering. We are charging Kelvin a small admin fee for their staff to attend. There has been a reduced uptake for this course from our staff, mainly due to the reduction in recruitment.

- 3.1.2 **Professional Development Award Teaching in Scotland's Colleges:** the PDA is the second stage in the Teaching Pathway and is an SCQF level 9 qualification delivered by the College Teaching Fellows. The assessments require candidates to produce written work, writing reflectively and evaluative their learning and teaching practice. Teaching observations by the Teaching Fellows also form part of the assessment for this qualification. This runs over the academic year.



3.1.2.1 The PDA course commenced on 29 August 2024, with 10 staff participating in the qualification this year.

3.1.3 **Teaching Qualification in Further Education (TQFE)** - The third stage of the Teaching Pathway is the Teaching Qualification Further Education (TQFE). The TQFE is the College Sector accepted qualification for teaching practice in Scotland and we support staff to attend the course in partnership with University of Aberdeen. This course runs from September – May.

3.1.3.1 The College are funding 5 candidates to attend TQFE this year and supporting 2 staff members who are self-funding, providing them with a college TQFE mentor.

### 3.2 **Leadership and Management Development Programme**

3.2.1 Our programme of training is underway with all managers being offered training in various courses with content linked to the College Strategic Plan, Leadership Framework and Values.

3.2.2 Managers have been participating with our tailored online LinkedIn Learning pathway, which has a focus on:

- Managing Projects
- Creative Problem Solving
- Customer Focussed
- Leading Through Change
- Sustainability
- Managing Budgets

3.2.3 As well as this training pathway, managers also have access to thousands of courses on the platform, including professional certified training by companies such as Microsoft and Academic credits from universities.

3.2.4 32 courses have been accessed on the platform by our managers and we are working to increase access rates through a communication schedule.

3.2.5 The following facilitated courses have also taken place:

<b>Course</b>	<b>Numbers Attended</b>
Mental Health Awareness for Managers (SAMH)	32
Nurture College for Managers	20
Working Smart with Outlook	32
Complaints	49

### 3.3 **Staff Learning Days 2024**

3.3.1 The Staff Learning Days took place on 19 and 20 June, and the 15 August 2024.

3.3.2 The event had range of subjects, delivered by internal and external resource, including:

Assertiveness Training	Dealing with Conflict
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Artificial Intelligence	Defibrillator Training
Canvas VLE sessions	Mental Health – Supporting Others
Classroom Behaviours/Management	Microsoft Teams Training
College Finance and Funding Awareness	Neuro-Inclusive Training Practices
Communicating and Influencing Others	Nurture College Themed Sessions
Customer Service	Social Media Masterclass
Data Protection	Supervisory and Leadership Skills
Deaf Awareness and BSL	Understanding Asylum Seekers

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. The feedback for the June and August events can be found in Appendix 1.

#### 3.4 **College Mentoring Programme**

3.4.1 5 out of the 10 college mentors have successfully completed the Professional Practice Award in Mentoring - Level 7 qualification. The remainder of the candidates have successfully passed the first unit but have been slightly delayed in completing their mentoring meetings for their second and final unit. This has mainly been due to the industrial action; however, this will now be progressed, and all candidates are expected to complete.

3.4.2 The mentors have been working with staff from the Future Leaders Programme, providing them with mentoring on an area of their choice. The next stage is to evaluate how effective this has been for both Mentors and Mentees before we roll the programme out to the rest of the College.

#### 3.5 **Respect Project**

3.5.1 Psychological Safety Focus Groups, facilitated by Organisational Development, were delivered in May and the results will be reviewed by the Assistant Principal People and Culture and the Assistant Principal Student Experience for consideration and determining our next steps.

### 4. **SUPPORTING DOCUMENTATION/FURTHER INFORMATION**

**Appendix 1:** Staff Learning Days Feedback

#### 5. **RISKS**

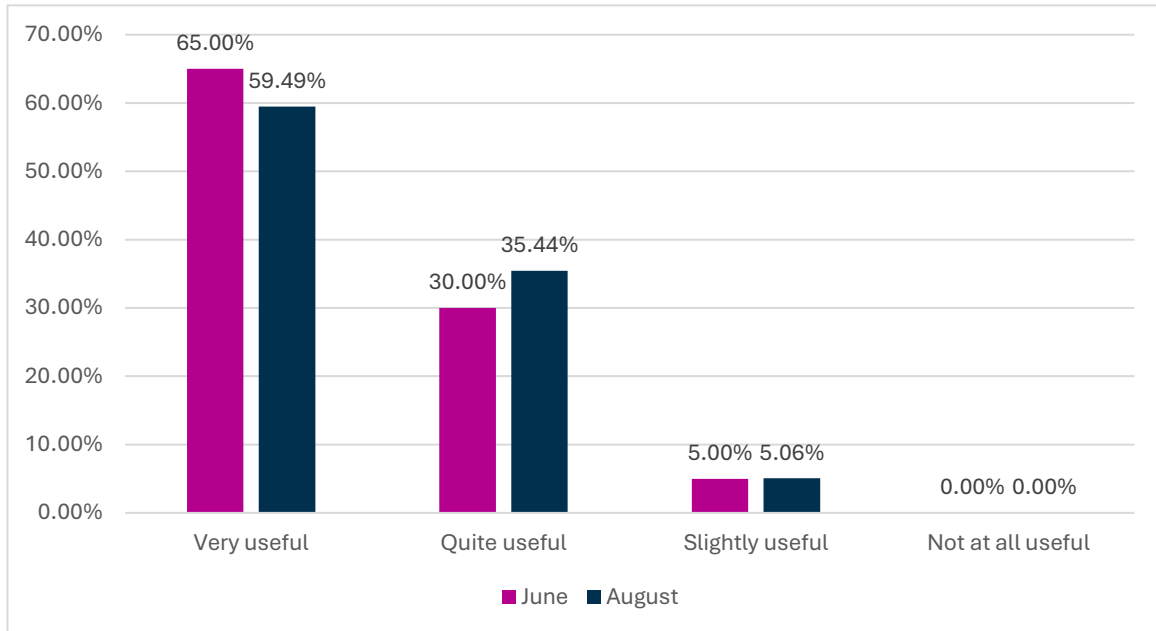
N/A

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

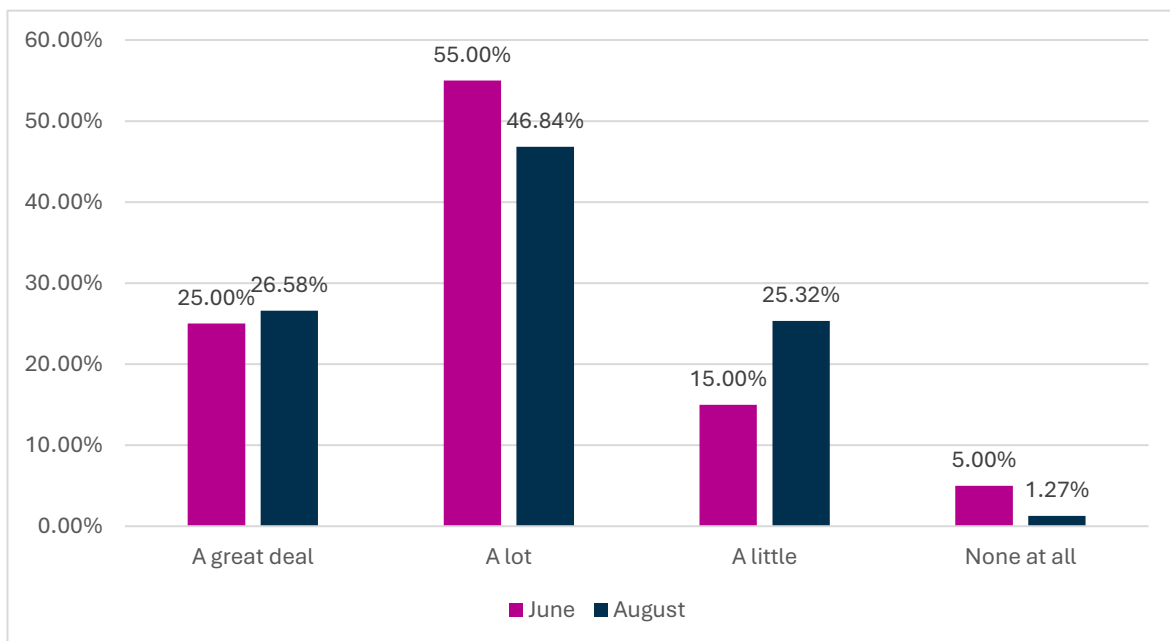
6.1 N/A

## Appendix 1 – Staff Learning Days Evaluation June and August 2024

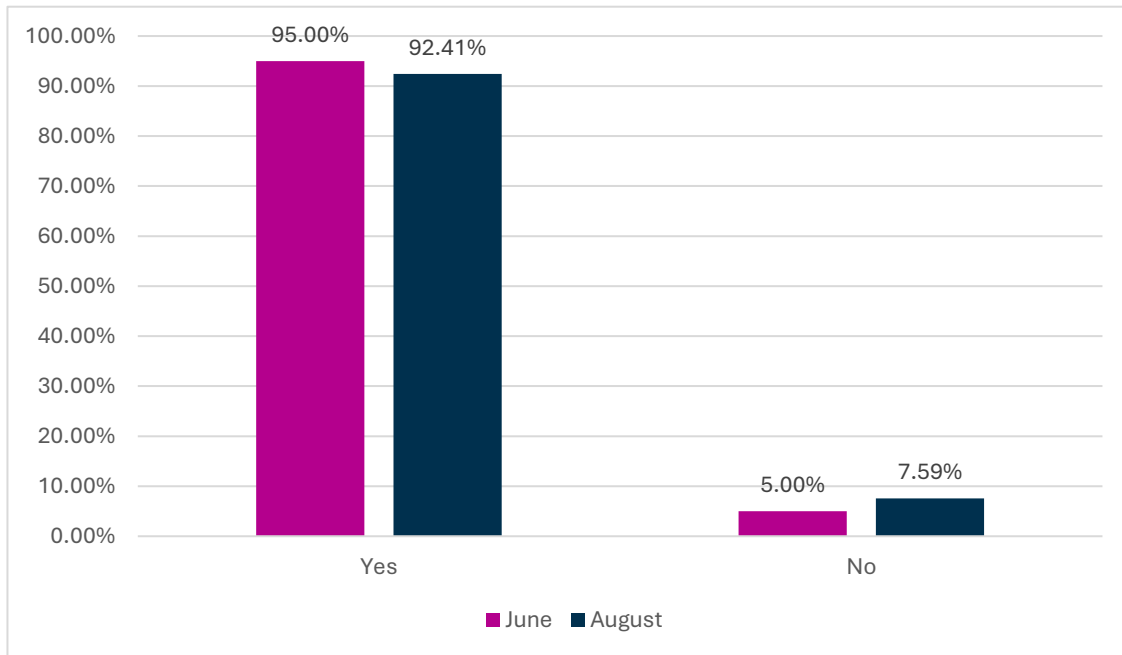
### 1. How useful to your job/role was the information presented in the training?



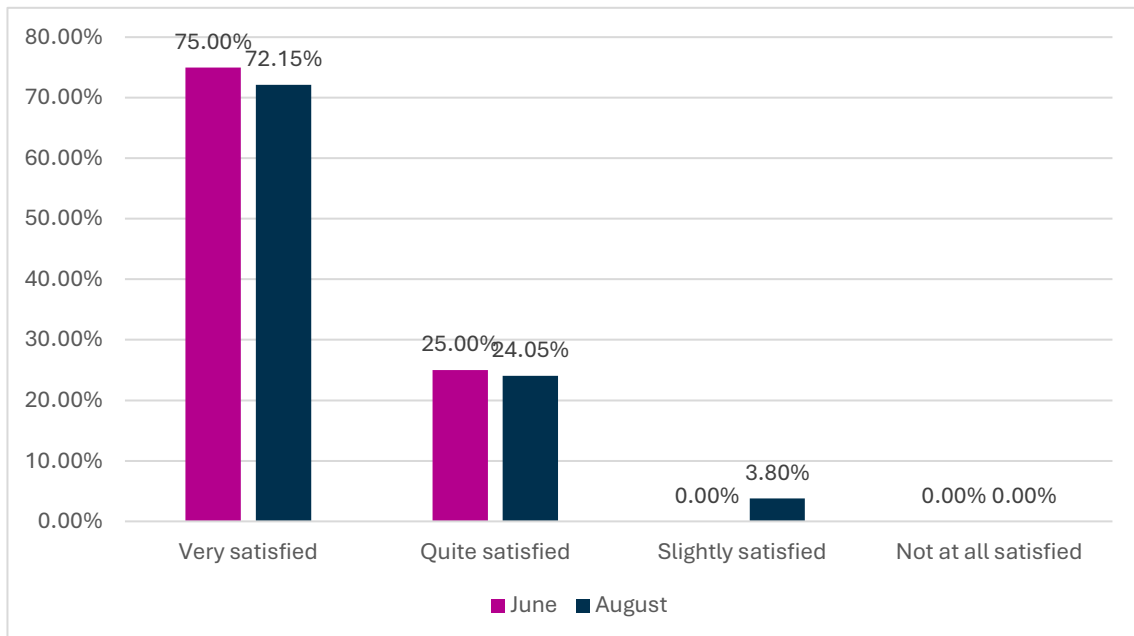
### 2. How much have your skills/knowledge improved because of the training?



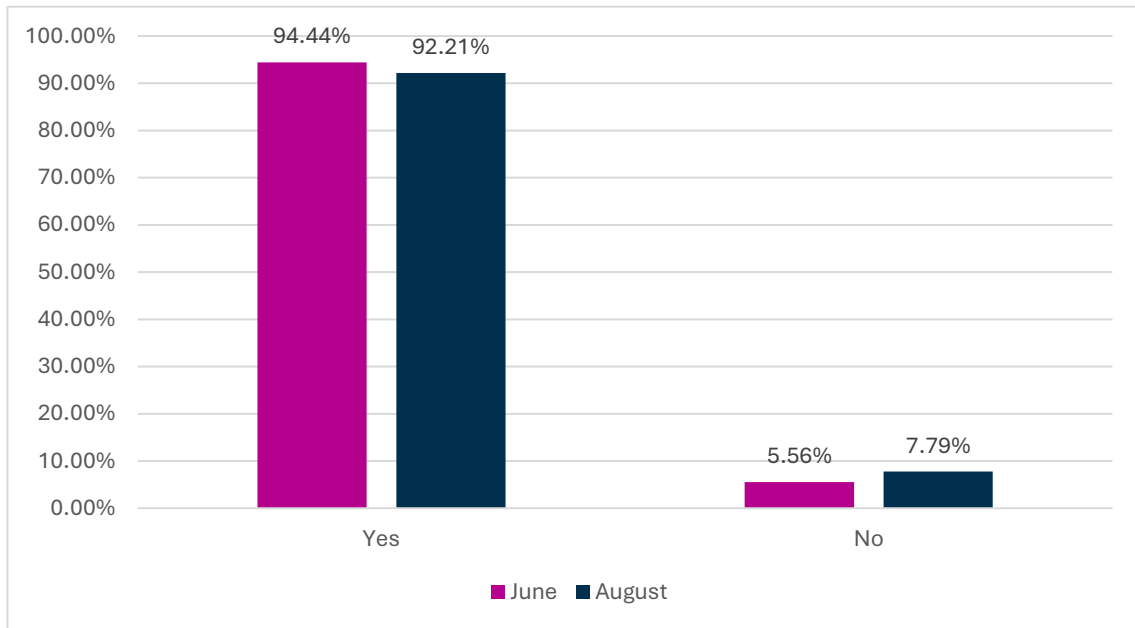
### 3. Did the content of the training course meet your expectations?



### 4. Overall, what were your satisfaction levels with the training?



## 5. Would you recommend this course to your colleagues?



## 6. Some general comments from attendees

*“This course was informative, interesting and interactive - a perfectly balanced and executed learning session. Highly recommend.”*

*“Informative content, excellent delivery and encouragement to contact them for any help needed in the future,”*

*“Excellent discussion - well organised, informative and enlightening. Would be keen to attend another session/ see the course developed further.”*

*“Training informative and easy to follow. The trainers were excellent thank you.”.*

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## ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

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<b>Date of Meeting:</b>	18 September 2024
<b>Paper Title:</b>	Health and Safety Report
<b>Action:</b>	For Information
<b>Prepared by:</b>	Gillian Crankshaw, Organisational Development Manager
<b>Agenda Item:</b>	24.48
<b>Status:</b>	Disclosable

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### 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 May 2024 and statistical data for the whole 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 Health and Safety Campus Forum

As reported at the last meeting, the recommendation to change the remit of the Health, Safety and Safeguarding Committee to run 4 Health and Safety Campus Forum meetings over the course of an academic year instead of the previous 4 per campus, was presented to the Health, Safety and Safeguarding Committee in June 2024 and this was approved.

#### 3.2 Accident Statistics, First Aid Call Outs, Near Misses and Hazard Observations 1 August 2023 – 31 July 2024

These statistics have been presented at the Campus Forum meeting and will go to the next Health, Safety and Safeguarding Committee with members of being invited to discuss.

##### 3.2.1 Accident Statistics

The accident statistics for the whole college are attached as Appendix 1. There were 92 accidents reported compared with 97 last year. A slight decrease which represents a 5.15% reduction in the total number of reported accidents. This reduction is welcome however we will continue to monitor.

##### 3.2.2 First Aid Call Outs

Over the reporting period, the College First Aiders attended 72 First Aid call outs details attached as Appendix 2, last year there were 63. This represents

a 14.2% increase in First aid callouts over the same period. First Aid can be very time consuming and can be quite demanding on our First Aiders.

### 3.2.3 Near Miss Reports

Over the reporting period, there were 8 near misses reported, last year there were 11. This represents a 27.27% decrease. The decrease in near misses may indicate improved safety practices or underreporting. A new Near Miss and Hazard Observation campaign is planned for this year.

### 3.2.4 Hazard Observations

Over the reporting period, there were 13 hazard observations reported, last year there were 18. This represents a 27.77% decrease. This may indicate a decline in reporting culture or complacency. As noted in 3.2.3 a Near Miss and Hazard Observation campaign is planned for this year.

### 3.2.5 Unexpected Events 1 August 2023 – 31 July 2024

Over the reporting period, there were 7 unexpected events reported, last year there was also 7.

## 3.3 Occupational Health Surveillance

Over the course of the year, we carried out 356 Occupational Health Surveillance checks. However, many clinics were unable to run due to industrial action and work is underway to catch up on this across block one this academic year.

## 3.4 Priority Lift Access

The new lift signage is in place for Priority Access for disabled users.

## 4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION

Appendix 1 – Accident Statistics for 1 August 2023 – 31 July 2024.  
Appendix 2 – First Aid Call Outs for 1 August 2023 – 31 July 2024.

## 5. RISKS

N/A

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

	N/A

## Appendix 1

### Health & Safety Annual Accident Statistics for Glasgow Clyde College 1 August 2023 – 31 July 2024

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	7	2	1	20	7	0	0	0	0	1	1	0	28
Manual Handling	1	0	0	1	0	0	0	0	0	0	0	0	2
Burns / Scalds	7	0	0	4	0	0	0	0	0	0	0	0	11
Cuts	1	0	0	4	0	0	0	0	0	0	0	0	5
Machinery/Tool Cuts	1	0	0	16	3	0	0	0	0	0	0	0	17
Eye Injuries	0	0	0	5	1	0	0	0	0	0	0	0	5
Physical Assault	0	0	0	2	1	1	0	0	0	0	0	0	2
Verbal Assault	9	0	0	1	0	0	0	0	0	0	0	0	10
Reportable Disease													0
Other	2	1	1	9	2	0	0	0	0	1	1	0	12
<b>TOTAL ACCIDENT</b>	<b>28</b>	<b>3</b>	<b>2</b>	<b>62</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>92</b>

\*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

### Annual First Aid Call Outs for Glasgow Clyde College Campus 1 August 2023 – 31 July 2024

First Aid Call Outs	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
<b>First Aid Call Outs</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>67</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>72</b>
<b>TOTAL First Aid Call Outs</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>67</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>72</b>