

NOTES OF THE MEETING OF THE ORGANISATIONAL DEVELOPMENT COMMITTEE

HELD ONLINE 18TH SEPTEMBER 2024 AT 5PM

PRESENT:

Fergus Brown	Committee Chair
Ros Micklem	Committee Member
Mursal Noori	Committee Member
Jon Vincent	Committee Member (joined at item 24.41)
Lindsay Devanney	Committee Member

IN ATTENDANCE:

Gillian Crankshaw	Organisational Development Manager
Lorraine McGaw	Assistant Principal People and Culture
David Marshall	Assistant Principal Student Experience (left after 24.41)
Jennifer Hunter	Clerk to the Board

24.38 Welcome and apologies

F Brown welcomed everyone to the meeting.

Apologies were received from Nicole Patton (Head of People) and Nichola O'Brien (Co-opted Committee Member).

24.39 Declarations of interest

There were no declarations of interest.

24.40 Minutes of the previous meeting

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

24.41 Matters arising – action grid

ACTIONS

(23:27)

D Marshall provided an update on the work undertaken by College staff and student representatives on The Emily Test. The Emily Test is a national charter to guide educational institutions in addressing GBV (Gender Based Violence) and safeguarding

students, colleagues and the community. The charity was set up in memory of student Emily Drouet and is designed to tackle gender-based violence in education.

The College has now submitted its second draft report to The Emily Test, who will provide feedback. The college will then submit the third draft by the deadline of 8th October. The report will then go to an independent panel and the college will be notified if they have been granted charter status towards the end of December. DM explained that the charter was proving helpful in considering both the suitability of existing provision and identifying priority areas for further enhancements. It was noted that engaging in the assessment was resource intensive, which had been assisted by some extent by the use of intern project posts. The provisions made would be resourced going forward through existing staffing and student representative resources.

Jon Vincent joined the meeting.

The committee discussed the options for the reporting of concerns within the College. DM confirmed that, in keeping with guidance and sector practice, there are various options for both anonymous and named reporting at Glasgow Clyde.

M Noori asked if the college was able to manage reporting of incidents that took place outside of college grounds and DM confirmed that Glasgow Clyde do have systems in place to support students through referrals for incidents that took place off-campus.

D Marshall; M Noori; Jodi McNair and Caroline Hutchinson will meet to discuss systems of support for students on and off campus.

DM

F Brown thanked D Marshall and the wider team for their work on The Emily Test, noting the significant efforts of College staff and student representatives in engaging with the charter.

D Marshall left the meeting.

R Micklem asked if the Schedule of Work for the Committee could be provided before the next meeting. F Brown suggested that himself, J Hunter and L McGaw meet in the coming weeks to finalise the Schedule of Works for the Committee for 2024/2025.

Clerk/FB/LM

24.42 Notes of Support and Teaching JCNC meetings

L McGaw presented a short report to the committee, there have been no meetings of the JCNC since this committee last met. A new schedule of JCNC meetings has now been established. The college currently has a vacancy for a GMB representative. The committee noted the report.

Items for discussion

24.43 Assistant Principal People and Culture Report

L McGaw presented the Assistant Principal People and Culture Report. The committee discussed the report and welcomed the pay settlements agreed for lecturing and support staff.

The committee noted that the college have now implemented four phases of the Voluntary Severance Scheme. The number is applications was low, though the College continues to accept applications on a case-by-case basis.

In the weeks approaching the summer break EIS/FELA advised their members would take nineteen-days of industrial action. The action did go-ahead and was very disruptive. Action Short of Strike measures were also ongoing and included withholding student results.

The College had made requisite salary deductions in respect of staff members who had participated in the Action Short of Strike comprising the withholding of student results. In line with sector agreements then made, on this occasion the College had chosen to repay deductions where outstanding results are entered into the appropriate College system. Repayments are likely to be in October, if all results are in.

The committee discussed the impact assessment of the Engineering location change from Langside to Anniesland and noted that a sub-contractor had not renewed the contract with the College, due to industrial action, which caused disruption to their business.

24.44 KPI Report Full Year

F Brown thanked L McGaw for the KPI (Key Performance Indicator) report.

L McGaw reported that the College had made good progress on KPIs and noted that there are technical difficulties with online recording of Personal Development Plans (PDPs). The Organisational Development team are working on solutions, though sadly in the meantime, this has impacted the KPI results.

R Micklem suggested reviewing the use of the word 'average' within KPIs. LM to note for future reviews to consider a reword the 'average' option.

LM

The committee discussed the source of some of the KPIs including the Teaching Qualification in Further Education (TQFE). J Vincent noted that the College has several staff waiting to complete the TQFE qualification, and that the cost to support someone through the qualification is high. The cost of the course itself is not excessive however the cost of remission is high. Even if a member of staff is on a fractional contract, they still receive full remission to complete the qualification.

L McGaw requested feedback on 3.8 (Proposed Equality, Diversity and Inclusion (EDI) KPI's and 3.9 (External Reputation/Employer Brand).

R Micklem congratulated L McGaw on the work so far on the EDI KPI. The committee discussed the report and decided to take time to think more deeply about what is taken forward for reporting. There is a vast amount of data gathered and the key consideration is what exactly is reported to this committee.

J Vincent suggested that an annual EDI report to the Organisational Development Committee might be valuable, given that trends related to recruitment, for example, are likely to be annual trends.

F Brown noted that, the College must take a careful and considered approach to Equality Diversity and Inclusion KPIs, as such the Committee will undertake further benchmarking and discussion before making a final decision. As a next step, a meeting will be arranged for L McGaw and F Brown and subject experts to discuss further.

Clerk/FB/LM

Items for noting

24.45 Attendance management report – full-year

L McGaw submitted a full and detailed report to the committee and noted that the sickness absence level is higher than the target figure of 3.9% at 4.72%. The 3.9% figure was a stretch target set in 2023. The committee discussed, reasons for absence and having discussed the issue further, agreed a new target should be set at 4.3%.

LM

24.46 Staffing profile

L McGaw presented the staffing profile report and asked the committee to note the staffing profile report.

The Organisational Development Team present the Annual Staffing Profile Report to the Organisational Development Committee. This comprehensive report serves to

provide valuable insights into the composition of the College workforce, offering a detailed overview of staffing demographics, employment trends, and key workforce metrics.

The report included a range of statistics across the staffing landscape, including:

- *On the 31st of August 2024, the College had 890 employees. Of these, 52.86% are teaching posts and 45.93% are support posts and 1.21% Senior Management.*
- *Staff are employed, as required, on a full time, part time, permanent or temporary basis with a range of flexible working opportunities available. As of 31st August 2024, permanent staff made up 82.74% of the total, with over 58.82% of staff on part-time contracts.*
- *The gender split is higher for female than for male with 65.51% female.*

F Brown thanked L McGaw for the report stating that it was very useful and helpful. The committee noted the report.

R Micklem noted a typo on page 46 within the work-life-balance chart. L McGaw will ask for this to be amended.

LM

24.47 Organisational development report

G Crankshaw presented the organisational development report and asked for any comments or questions.

The report highlighted teacher learning throughout the college, including a 12-week programme called Teaching Essentials, which provides a practical framework for planning an effective learning experience to better understand the needs of learners, and the Professional Development Award: Teaching in Scotland's Colleges which is an SCQF 9 qualification delivered by the College Teaching Fellows. The PDA course commenced on 29 August 2024, with 10 staff participating in the qualification this year.

R Micklem noted that the section on the teacher professional pathway section of the report was particularly useful.

F Brown thanked G Crankshaw for the report.

24.48 Health and safety report

G Crankshaw presented the health and safety report and asked for any questions or comments.

F Brown thanked G Crankshaw for the report, there were no further questions.

The committee noted the report.

Standing items

24.49 Equalities impact assessment on decisions made

F Brown noted that a decision had been made on the sickness absence target and asked the committee to consider if this decision stands up to equalities impact scrutiny.

The committee agree that the decision made at item 24.45 is in good order, as regards equalities impact.

24.50 Review of papers (including disclosable status)

To be reviewed.

Clerk/LM

24.51 Any other business / Items for future agenda

F Brown will be in contact with the Clerk as regards the schedule of works for 2024/25.

FB/Clerk

F Brown asked if there was any other business.

There was none.

Date of next meeting: 29th January 2025 (online)