Item 13

For Noting

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT

FINANCE AND RESOURCES COMMITTEE – 30 NOVEMBER 2021

HUMAN RESOURCES UPDATE

REPORT BY DIRECTOR OF HUMAN RESOURCES

1.0 Introduction

The purpose of this paper is to provide members with an update on Human Resources matters in relation to the following areas:

2.0 Employment Relations

3.0 General Teaching Council

4.0 Policy Development

5.0 Report and Support - A New Resource for Reporting Incidents

6.0 Investing in Transformation and Renewal – Human Resources

2.0 Employment Relations

The purpose of this section is to provide members with an update on employment relations in terms of both National Collective Bargaining and local matters between the College and its recognised trade unions, EIS/FELA and Unison.

2.1 National Employment Relations

<u>EIS-FELA</u>

Pay Claim 2021-222

Meetings of the NJNC – Side Table (Lecturing) are ongoing to discuss the EIS-FELA pay claim 2021-22. No further progress has been made.

<u>Unison</u>

Support Staff Pay Claim 2021-22

Similar to the EIS/FELA meetings of the NJNC – Side Table (Support) are ongoing to discuss the Support Staff pay claim 2021-22. The support staff side continue to seek a

‘package deal’ that would include other elements of their claim. Including a strategy to achieve a four-day week. Talks are ongoing.

National Job Evaluation Project

Members will be aware that the National Job Evaluation project is ongoing there is an expectation that colleges will receive details of the rank order for roles produced for their staff at the end of December 2021.

Talks with regards to a pay and grading structure are ongoing.

2.2 Local Employment Relations – EIS/FELA and Unison

Members will be aware that the College and both its recognised Trade Unions meet formally and informally through its Joint Negotiating/Consultation Committees JN/CC), previously six formal and six informal.

This arrangement continues with EIS/FELA. However, as part of a resolution to a formal dispute raised by Unison during session 2020-21 associated with the College’s ‘approach to consultation’ relating to its Voluntary Severance process, the College agreed to hold a monthly formal JN/CC.

Members will recall that the College took the decision to recommend that a number of its support staff were approved for Voluntary Severance to enable it to reinvest in the transformation and renewal and a realignment of its support staff structure. Consultation around the realignment of staffing structures is still ongoing in relation to two areas. Through consultation the College continues to work in partnership with Unison to develop roles and structures that deliver and enhance its services for learners and staff.

Ad hoc meetings are arranged as and when necessary to consult with the Trades Union to ensure that positive working relationships are maintained. In addition, consultation takes place at the Transformation and Renewal Consultation Committee to progress the Transformation and Renewal Plan.

2.3 Discipline and Grievance

The College is currently managing two cases in accordance with its Disciplinary Policy and Procedure and one grievance in accordance with its Grievance Policy and Procedure.

3.0 General Teaching Council Scotland (GTCS)

Members will be aware that Lecturing staff now require professional registration with the General Teaching Council (Scotland) (GTCS) as per NJNC circular 03/18.

GTCS continues to work on revising GTC Scotland Registration Standards and Rules and a public consultation about revised Rules has been launched. Colleges Scotland are drafting a response to the consultation exercise on behalf of the Further Education Sector. The College will feedback on the draft response prepared by Colleges Scotland in due course.

The College continues to monitor its progress in supporting its teaching staff through the registration process to ensure that those staff who are eligible achieve registration.

GTC Scotland established a process called Professional Update (PU), the development of which was required by an act of the Scottish Parliament in 2011. At the first PU validation event GTC Scotland identified that the key purposes, principles and features of the PU process were being met for all registrants within the College. As part of GTC Scotland quality assurance procedures any PU and Professional Development Review (PDR) processes are subject to revalidation within a five-year period, called Professional Update Revalidation. The Revalidation process aims to ensure that the key purposes, principles and features are still being met and take account of the GTC Scotland Guidelines - Unlocking the Potential of Professional Review and Development (October 2019). The process aims to support quality assurance processes by reviewing lecturers' experience of PU and PDR. The College is due to undergo revalidation for PU in March 2022

A further update report will be provided at a future meeting of the Finance and Resources Committee.

4.0 Policy Development

In accordance with the Policy Review Schedule three policies and procedures have been reviewed and a further three will be reviewed in the new calendar year, see Table 1 below. In addition, the College will work in partnership with its recognised Trade Unions and key stakeholders to develop a Gender Based Violence Policy to support the new Report and Support Toolkit covered at section 5.0.

Table 1 – Policy Review Schedule – Academic Year 2021-22

Policy/Procedure	Due for Review	Timeframe
Lone Working Policy	03/12/2021	September to November 2021
Dignity and Respect Policy and Procedure	11/06/2022	
Professional Learning Policy	30/06/2022	
Gender Based Violence Policy	New	January to March 2021
Disciplinary Policy and Procedure	11/06/2022	
Grievance Policy and Procedure	11/06/2022	April to May 2021
Alcohol, Drugs and Substance Misuse Policy	11/06/2022	

Revised policies and procedures will be presented at future meetings of the Finance and Resources Committee for consideration and comment prior to being presented to the Board of Management.

5.0 Report and Support - A New Resource for Reporting Incidents

Members may recall that Glasgow Kelvin College is part of the Fearless Glasgow Collaboration. This is a grouping of further and higher education institutions (Glasgow Caledonian University, the University of Glasgow, the University of Strathclyde, the University of the West of Scotland, the Royal Conservatoire of Scotland, and Glasgow School of Art, Glasgow Clyde College, Ayrshire College, Glasgow Kelvin College, and the City of Glasgow College).

The Collaboration is led by Glasgow Caledonian University. The University received a grant from the Scottish Funding Council to fund the purchase of a Report and Support Tool. This is an online platform for the reporting of harassment and bullying, including gender-based violence in an academic context and which supports the victims. The tool was developed by an organisation called Culture Shift. This system is available for institutions to implement under the name 'Report & Support'. The College as part of the Collaboration have agreed to implement the Report and Support Tool for academic years 2021/22 to 2023/24.

Report and Support was launched by the College on 29 October 2021. The implementation of the system has been well received by students, staff and the College's recognised Trade Unions.

It enables students or staff of Glasgow Kelvin College to report an incident(s) related to:

- sexual misconduct and assault;
- hate crime (i.e. hostility or prejudice based on disability, race, religion or belief, sexual orientation, transgender);
- bullying;
- discrimination;
- harassment;
- racism; and
- gender-based violence (i.e. domestic abuse, sexual violence, and sexual harassment).

It provides two reporting options - report anonymously or a named report. Staff and students may also report on behalf of someone.

The information gathered from anonymous reports will be used to help the College better understand what is happening and act to improve how it does things so that everyone who is part of or engages with the College feels supported and enabled to achieve their full potential. When a report is submitted with a name and contact details the College will contact the person within 3 working days to provide support, advice and direction.

Only a very limited number of staff from the College have access to the reports submitted through Report and Support, for staff it is the HR Team and for Students, the Student Support Services Team. These staff will provide support and signpost the individual accordingly and they will also provide advice and guidance in relation to a report which may, in fact, be a complaint and best made through the College's complaint processes.

The College's decision to put in place Report and Support is part of its commitment to being a safe and inclusive place to learn, work and thrive.

A further update report will be provided at a future meeting of the Finance and Resources Committee.

6.0 Investing in Transformation and Renewal – Human Resources

In recognition that Organisational Development (OD) and Equality Inclusion and Diversity (EDI) within the College needed to be strengthened and enhanced to fully embed and maximise the positive impact of both on staff and students and its culture, as part of the College's reinvestment in transformational change to deliver more efficient, effective, high performing and impactful support services the role of OD Lead and EI Lead were created.

Organisational Development Lead

The OD role will enable a more cohesive approach to professional learning and development for all staff. The remit of the role will range from developing effective systems and processes to support continuous professional development to designing and delivering inhouse activities to meet the needs of the College. Through investing in staff the College aims to enhance innovation and overall performance leading to greater success.

The recruitment and selection process for the OD Lead is complete and the successful candidate is currently going through the recruitment checks. A start date is to be confirmed.

Equality and Inclusion Lead

The College was also keen to redesign the way EDI is embedded and advanced in the College to effect a step change in the achievement of its equality outcomes and a measurable change in culture and EDI awareness.

The EI Lead was advertised however it received a limited response. The College will readvertise the position early in the New Year.

Wellbeing and Engagement Lead

In recognition of the impact that COVID-19 and associated lockdowns has had on the mental health and wellbeing of both students and staff the Scottish Funding Council (SFC) allocated additional funding to colleges for academic year (AY) 2021/22. The additional funding is specifically for mental health and wellbeing support for students and staff. This funding was announced in the indicative college funding allocations for AY 2021-22 published on 24 March 2021, Funding for Mental Health in colleges, AY 2021-22.

In line with the SFC guidance provided, the College created a fixed term Wellbeing and Engagement Lead. This role will undertake the types of duties outlined in the SFC guidance, including helping to lead and coordinate College projects. The funding will support this role up until July 2023. The remainder of the funds will deliver capacity building initiatives to provide long term sustainability to support staff and student mental health and well-being going forward. The additional funds will be used to extend the scope and reach of current services and to do so in a way that has long term positive

impacts. The approach will be developed in collaboration with students, staff and recognised Trade Union representatives.

The successful applicant will commence employment with the College week commencing 06 December 2021.

The three roles will work in partnership to support the implementation of the College's People Strategy.

7.0 Resources Implications

There is a resource implication identified as a result of this report to fund the Report and Support platform. The contract for the platform will run for three years and the fee for each academic year of the project is £11,202. The grant allocated by the University to the College reduces the fee to £6,022 for year one, this is based on the number of students. It is anticipated that a further grant will be available over the next two years however this is not guaranteed.

8.0 Equalities

The implementation of the Report and Support Tool supports the Board's commitment to equalities and meet the general duties of The Equality Act 2010 to eliminate discrimination, harassment and victimisation and other conduct that is prohibited by The Act.

9.0 Risk and Assurance

No risks have been identified as a result of this report.

10.0 Data Protection

No data protection issues have been identified as a result of this report.

11.0 Recommendations

Members of the Finance and Resources Committee are recommended to note the content of this report.

12.0 Further Information

Further information on the content of this report can be obtained from Doreen Shiels, Director of Human Resources (dshiels@glasgowkelvin.ac.uk).