

Glasgow Kelvin College

Board of Management

Finance and Resources Committee

Human Resources Update – 16 February 2021

Report by Vice Principal, Operations and 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 (Scotland)
- 4.0 Attendance Management
- 5.0 Legislation and Case Law Development
- 6.0 People Strategy

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

EIS/FELA – National Dispute

Members will recall that the EIS/FELA raised a National Dispute on 28 August 2020 relating to the creation of Assessor/Instructor roles within colleges. A number of dispute meetings were held in accordance with the terms of the Dispute Resolution Procedure of the National Recognition and Procedures Agreement (NRPA). The Procedure at the National Joint Negotiating Committee (NJNC) was exhausted after which the EIS advised that they would consider their options including the possibility of balloting their members for industrial action.

The EIS held an indicative ballot which demonstrated that teaching staff would be willing to take strike action. The College received a 'Notice of Statutory Ballot for Action' on 26 January 2020. Colleges Scotland wrote to the EIS seeking to challenge its summary of the trade dispute as they considered that it misrepresented the extent of the issues that remain unresolved, however the EIS disagreed. The EIS have issued notice that it intends to hold a statutory ballot on industrial action regarding the dispute and the ballot will open on 05 February 2021. A verbal update will be provided at this meeting.

Members will recall that at the NJNC Side Table for Support Staff on 16 September 2020 the management side tabled an offer of a consolidated 2% pay increase effect from 01 September 2020 across all salary points with a minimum payment of £400. The offer was made on the condition that the outstanding dispute in respect of the pay settlement effective from 01 April 2020 was deemed to be resolved and that there would be no change to the 01 April 2020 salary points.

The staff side found this an unacceptable offer and it was agreed the Joint Secretaries would continue discussions on the matter. Informal meetings continue to take place.

2.2 Local Employment Relations

EIS (FELA) and Unison

The JN/CCs meet formally and informally as per the agreed schedule and both parties continue to build good working relations. 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.

Members will recall that the Recognition and Procedures Agreements (RPAs) between the Board and its recognised trade unions were being reviewed. The document for the EIS/FELA has been finalised and signed by both parties. Consultation with Unison is ongoing.

3.0 General Teaching Council Scotland (GTCS)

Members will recall that the Lecturing staff at Glasgow Kelvin College are part of the first group of lecturing staff who are required to register with the GTCS as identified by the College Lecturers' Registration Working Group.

The College established a GTCS Pilot Workgroup to work with GTC Scotland to test, review and feedback on systems and processes for lecturer registration in preparation for the process opening to all teaching staff within the Further Education Sector in August 2021. The Workgroup meets every two weeks.

Progress at the time of writing this report includes:

- Joint delivery of two sessions which provided an introduction to GTCS registration to teaching staff - 89% of teaching staff participated.
- Sessions for promoted teaching staff and line managers in their role as a reviewer have been scheduled throughout February 2021.
- A presentation on the use of MyPL, the CPD log utilised by GTC Scotland will be delivered to teaching staff.
- A sub group is developing an internal selection process for teaching staff for Teaching Qualification in Further Education.

- A site on the College intranet has been established specifically for GTCS materials, for example: copies of presentations; agendas and associated papers from the GTCS Workgroup; Q and A's and news bulletins.
- Drop in sessions for staff are being jointly run by Human Resources and EIS/FELA.

At the time of writing this report 56% of Glasgow Kelvin teaching staff were in the process of completing their application. The deadline for registration had been extended to 31 January 2021 and a letter was issued to all lecturers who are eligible to register. A further extension however will be necessary and a date is to be agreed.

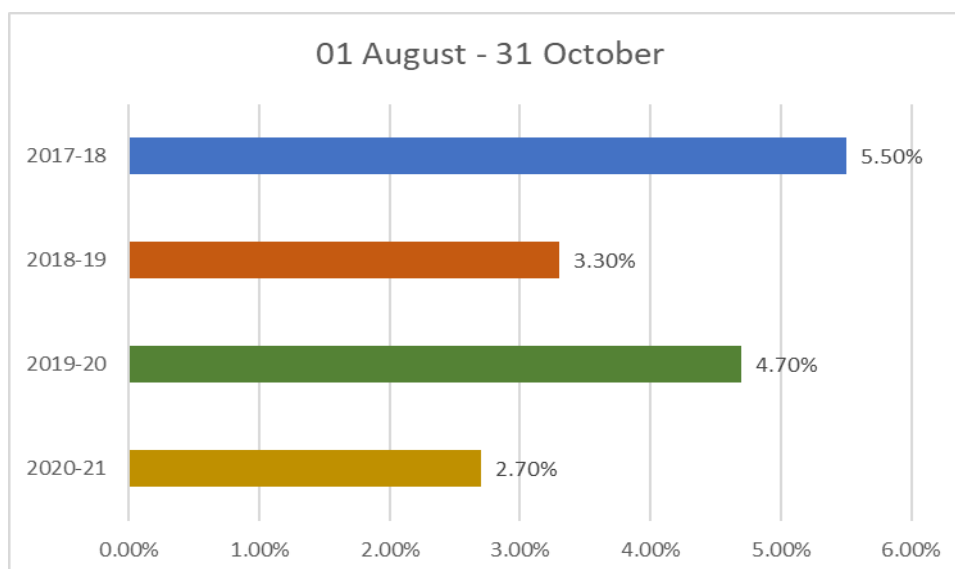
4.0 Attendance Management

Members will be aware that as part of College monitoring systems it records staff attendance figures and regularly reports these to the Committee.

The purpose of this section is to provide further details on the statistics for the first quarter of session 2020/21, which is the data available at the time of writing this report.

In comparing the absence statistics for 01 August 2020 to 31 October 2020 (Quarter 1) to the previous session for the same period, the absence percentage has decreased by 2%. Chart 1 below shows that the absence percentage rates this period over the past four years.

Chart 1 – Absence Percentage Rate – Quarter 1 - 01 August to 31 October



Collation of the Quarter 2 data is not yet complete as the deadline for the submission of January timesheets (for Temporary Lecturers and additional hours worked by permanent teaching staff) is 15 February 2021. Based on the information currently available, the percentage absence rate is also 2.7%. However, this may change once all information is included.

Table 1 below shows the absence rate for each category of staff for this reporting period and over the past four academic years.

Table 1 – Absence percentage rates 01 August to 31 October over Four Sessions

Q1	Permanent Teaching Staff	Temporary Teaching Staff	Support Staff	Management
2020-21	2.40%	0%	3.30%	0.00%
2019-20	3.20%	5.30%	5.90%	10.20%
2018-19	3.40%	0.70%	3.60%	2.00%
2017-18	4.10%	1.00%	7.20%	1.30%

Comparing the data for Quarter 1 for this session and the previous session, the following **decrease** in absence rates can be noted:

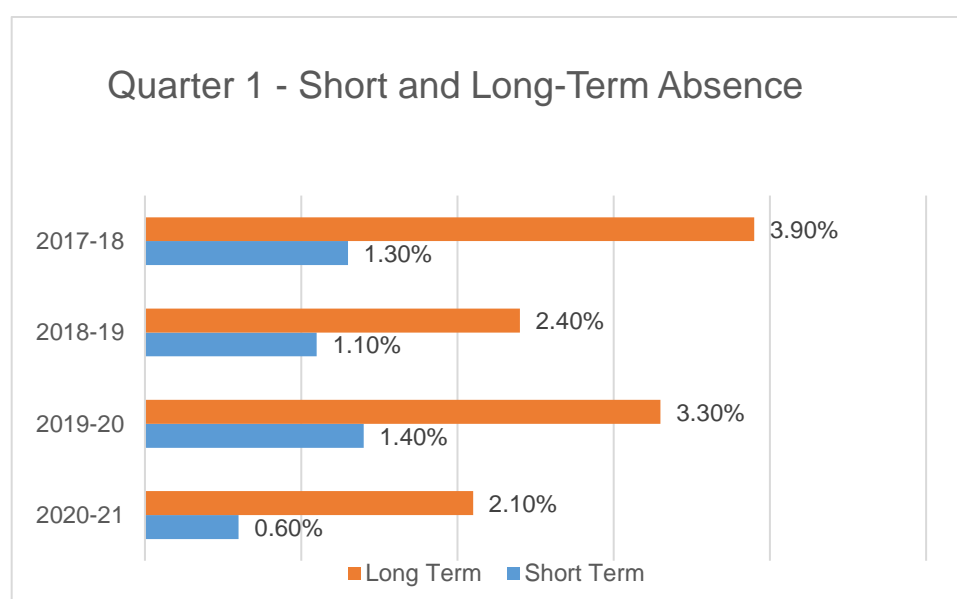
- Permanent Teaching: 0.8%
- Temporary Teaching: 5.30%
- Support: 2.6%
- Management: 10.20%

Short-term and Long-term Absence

Chart 2 below shows the short-term and long-term absence rates for Quarter 1 over the past four academic years.

In Quarter 1, Session 2020-21, the short-term absence rate was 0.6% a reduction of 0.8% from the previous session. Long term absence reduced to 2.1%, a reduction of 2.20% from the previous session.

Chart 2 – Short and Long-Term Absence – Quarter 1 – 01 August to 31 October



5.0 Legislation and Case Law

5.1 National Living Wage/National Minimum Wage/Statutory Benefits

An increase in the Living Wage, the Minimum Wage and Statutory Benefits (statutory maternity pay and allowance, and statutory paternity, adoption and shared parental pay) is expected with effect from April.

The National Living Wage has increased from £8.72 to 38.91 and it has been extended so that it will apply to 23 and 24-year olds for the first time.

Any such increases will be applied accordingly.

5.2 The Restriction of Public Sector Exit Payments Regulations 2020

Members of the Finance and Resources Committee will recall that the update provided on 16 February 2020 in relation to the Restriction of Public Sector Exit Payments Regulations 2020 (the Regulations) advised that the Regulations were approved by Parliament on 14 October 2020 and came in to force on 04 November 2020.

The Regulations brought into force a £95,000 cap on public sector exit payments that had been expected for some time with the aim of ensuring exit payments represented value for money and were fair to taxpayers.

After court action taken by the trade unions however, it has now been announced by the Government that they are withdrawing the £95,000 cap due to the unintended consequences it would have on other employees. The rules, which were meant to prevent excessive payments to the highest paid earners, would also impact on other categories of workers, especially long serving public servants. The exit payment calculation would include any mandatory strain on the fund paid by the employer and therefore impact on lower earners.

The Treasury has announced that those who have left employment since the change was introduced in November should be reimbursed the shortfall. This does not impact on the College. The Government remains committed to bringing forward proposals to tackle unjustified exit payments.

Members will be aware that the College adhered to the Scottish Funding Council, Guidance on seeking approval for severance schemes and settlement agreements, which currently applies a £95,000 cap on exit payments. In light of this recent announcement the College will inform the Scottish Funding Council should an exit payment exceed the £95,000 cap, it is not anticipated however that this will be necessary.

6.0 People Strategy

Members will be aware that the College is developing a People Strategy to support the Board's strategic aims. The Strategy will provide a high level framework to steer its operational workforce planning and progressed and achieved through the creation of a Workforce Plan. The development of the People Strategy is ongoing and will be brought to a future meeting of the Finance and Resources Committee.

7.0 Resources Implications

There are no resource implications identified as a result of this report.

8.0 Equalities

There are no equality implications identified as a result of this report.

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:

- i) note the content of this report;
- ii) note the change to the rules on the Restriction of Public Sector Exit Payments Regulations 2020 (the Regulations); and
- iii) note the actions planned or taken by the College to ensure compliance with pending changes to the legislation for April 2021.

12.0 Further Information

In the first instance further information on the content of this report can be obtained from Jeanette Evans, Vice Principal, Operations (jevans@glasgowkelvin.ac.uk) or Doreen Shiels, Director of Human Resources (dshiels@glasgowkelvin.ac.uk).