

Glasgow Kelvin College

Board of Management Meeting of 12 June 2023

Policies and Procedures

Report by Director of People and Culture

1.0 Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, a range of employment policies and procedures for Glasgow Kelvin College. In accordance with the agreed Policy and Procedure Review Schedule the Grievance Policy and Procedure and Disciplinary Policy and Procedure are due for review.

The purpose of this report is to request an extension to the review date for both these policies and procedures.

2.0 Public Sector Equality Duty Report 2023

Members will recall that several policies fall within the scope of the National Recognition and Procedures Agreement (NRPA). In accordance with the NRPA, specific policies will be negotiated with the Trade Unions at the National Joint Negotiating Committee (NJNC). In accordance with the NRPA, a national policy in relation to Disciplinary and Grievance is to be produced for the Further Education (FE) Sector. A National framework Procedure for these Policies will also be developed, but the final Procedure is a matter for consultation with local Trade Union representatives.

It was agreed at the Board of Management Meeting on 29 August 2022 to extend the review date of the College's Disciplinary Policy, Appendix 1 [GKC - Disciplinary Policy and Procedure.pdf](#) and Grievance Policy, Appendix 2 [GKC - Grievance Policy and Procedure.pdf](#) to 30 June 2023 pending the outcome of the National negotiation process. Both the EIS-FELA and Unison have requested further postponement of a review whilst national negotiations continue.

Members of the Board of Management are therefore recommended to extend the review date of these documents to 31 July 2024 pending the outcome of the National policies.

The National negotiation process in relation to the Disciplinary Policy is well underway and it is anticipated that the document will be issued in Academic Year (AY) 2023/24 along with a model Disciplinary Procedure. Negotiations on a National Grievance Policy should commence shortly thereafter.

Members should note however that the College has agreed with the EIS-FELA to review elements of its Grievance Procedure with the aim of improving the effectiveness of the local process in the interest of staff. It will work in partnership with representatives of its recognised Trade Unions to review this document. The NRPA provides scope for local procedures to be reviewed. A revised Procedure will be presented to a future meeting of the Finance and Resources Committee and Board of Management.

3.0 Resources Implications

There are no resource implications associated with the report.

4.0 Impact on Students

There are no impacts on students identified on students as a result of this report.

5.0 Equalities

There are no equalities impacts as a result of this report.

6.0 Risk and Assurance

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

7.0 Data protection

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

8.0 Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

9.0 Recommendations

Members of the Board of Management are recommended to:

- i) note the contents of this report and its Appendices; and
- ii) approve an extension to the review date for the Disciplinary Policy and Procedure as contained within Appendix 1 and the Grievance Policy and Procedure as contained within Appendix 2, to 31 July 2024.

10.0 Further Information

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