

Glasgow Kelvin College

Board of Management

Finance and Resources Committee – 29 November 2022

Human Resource Management Update

Report by Director of People and Culture

1. Introduction

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

- 2.0 People and Culture Services
- 3.0 Employment Relations
- 4.0 Tender for External Service Providers
- 5.0 Attendance Management

2. People and Culture Services

2.1 Staffing

Members will recall that three roles were created within People and Culture Services, as part of the College investing in transformation and renewal exercise. In session 2021/22, the College was successful in making two appointments, Organisational Development Lead and Wellbeing and Engagement Lead (fixed-term).

The remaining role Equality and Inclusion Lead was re-advertised on a few occasions without a successful outcome. The role was recently re-advertised (fixed-term) and an offer of appointment has been made. It is anticipated that, post recruitment checks, the post holder will join the College in January 2023.

2.2 Organisational Development and Wellbeing and Engagement

Members will recall at the meeting held on 20 September 2022 a comprehensive update was presented on activities relating to both Organisational Development and Wellbeing and Engagement. A brief update on both areas is undernoted for information.

2.2.1 Organisational Development

Activities included:

- GKC Learning Academy - several meetings have taken place with managers, staff and Trade Union representatives to consult on the GKC Learning Academy concept. The views of stakeholders will inform the ongoing development of this initiative.
- Themed Months – a wide range of training and development continues to be delivered, covering areas such as corporate parenting, gender-based violence, unconscious bias, coaching skills for managers, Wakelet: Free digital curation and collaboration platform, basic cycle maintenance, copyright training, etc.
- [Staff Development Day: Wednesday 23 November \(Accessibility view\) \(office.com\)](#) – an all-staff event took place on 23 November 2022. This event was held online. Activities included neurodiversity, and how to design for inclusion, an introduction to click view, embedding sustainability in the curriculum, new skills for VET teachers, STAY mentoring programme, sleep and mental health, Seasonal Affective Disorder, foundation of stress and self-care and a range of other sessions for updating digital skills, etc. In addition, throughout week commencing 21 November 2022 additional professional development activities were offered.

2.2.2 Wellbeing and Engagement

Activities included:

- Sessions offered throughout the months of October and November included: Men's Health Matters, Women's Health Matters, Cancer in the Workplace, Let's talk about....Suicide Prevention, find you inner confidence, digital burnout, financial wellbeing, energy management, etc.
- WRAW (Workplace Resilience and Wellbeing) – a Wellbeing Staff Survey was launched and continues to be promoted to all staff.
- Onsite Flu Clinic – staff were provided with access to a free flu injection 16 November 2022.
- World Mental Health Day (10.10.22) – a range of activities were provided online, and a 'marketplace' event took place at each campus for staff and students during the week of 10 October 2022, with internal and external presenters participation to promote mental health.

3. 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.

3.1 National

3.1.1 EIS-FELA

The EIS-FELA submitted their pay claim for academic year (AY) 2022/23. The EIS-FELA lodged a dispute on Friday 28 October 2022, regarding the lack of any counter offer to the EIS-FELA pay claim. In line with the dispute procedures set out in the National Recognition and Procedures Agreement, two meetings were scheduled to take place on Thursday 10 and 17 November 2022.

Following productive discussions on 10 November, it was agreed that the meeting for the 17 November be rescheduled to 24 November to allow the impact of the Autumn Statement to be assessed. A further meeting is scheduled to take place on 26 November 2022.

3.1.2 Unison

No meetings to discuss the Support Staff pay and Terms and Conditions Pay Claim for 2022/23 submitted by the Support Staff Trade Union have taken place. Unison have indicated that until the situation relating to facility time has been resolved it is unable to meet with Colleges Employers Scotland.

3.1.3 National Policies

Circular CC 06/22 – National Menopause Policy for Support Staff and Lecturing Staff, launched agreed Menopause Policy which is the first of the National policies to be produced.

The National Policy Workgroup is currently working in partnership to produce a National Disciplinary Policy and Disciplinary Procedure framework.

3.1.4 National Job Evaluation

The National Job Evaluation project team has been concluding the final quality assurance checks on the scores across all 22 colleges, as part of Stage Two (evaluation of roles) of the project.

It was anticipated that the outcomes from the evaluation process would be presented to individual college HR and OD Leads for final feedback during mid-November 2022 before these are presented to the NJNC Job Evaluation Working Group and subsequently to the full NJNC for ratification. It is now anticipated that the rank order for posts will be shared with HR and OD Leads commencing in December 2022 into January 2023. Once the College is in receipt of the rank order for its roles this will be considered against its current structure.

Once Stage Two of the project has concluded, the project team will be able to communicate definite timescales for taking forward Stage Three (development of pay and grading options).

3.2 Local

3.2.1 Meetings

Members will be aware that the College and both its recognised Trade unions meet in accordance with an agreed schedule through its Joint Negotiating/Consultation Committees (JN/CC).

The College and its recognised Trade Unions continue to work together and have positive working relationships.

This academic year JNCC meetings with the EIS-FELA have followed the agreed schedule. A JNCC meeting with Unison has now taken place and the agreed schedule of meetings for the AY has been revised to facilitate a meeting every six weeks.

Members will recall that the College entered into consultation with Unison on the staffing structure of its Student Information Services Team. This process is ongoing.

3.2.2 Discipline and Grievance

Members will recall that the College reported at the last Finance and Resources Committee meeting that a grievance case had progressed to a Stage Two Appeal. The meeting proposed was postponed at the request of the Trade Union representative and will be rearranged in due course.

4. Tender for External Providers

Members will recall that the College reported at the previous Finance and Resources Committee meeting, 20 September, that People and Culture is currently undertaking two tender exercises. One related to the provision of legal advice associated with employment law matters and the other related to Occupational Health services to support the management of workplace occupational health and attendance management.

The College received one tender for its Occupational Health service and the contract is currently being discussed with the provider. This is a collaborative bid with Clyde College to secure a competitive rate for both colleges.

The College received three bids for its Legal tender and at the time of writing this report no decision with regards to a successful bid had been decided. A presentation form each bidder is due to take place week commencing 21 November 2022. A verbal update will be provided at the meeting.

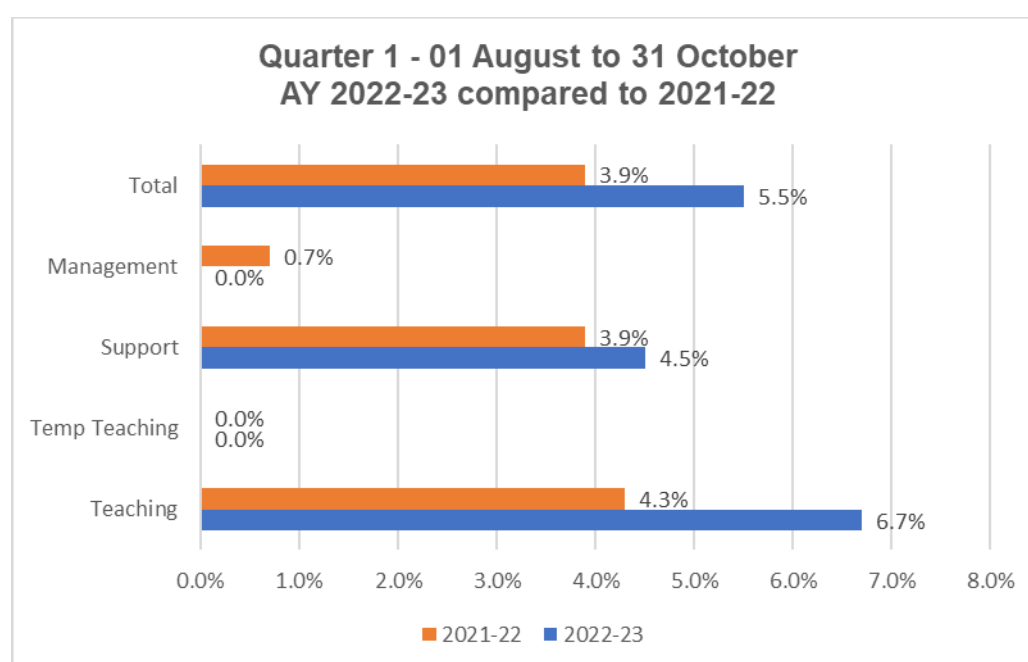
5. Attendance Management

The attendance and absence information for the College is split into the four main staff groups represented in the College workforce. The allocation is Permanent Teaching Staff and Temporary Teaching Staff, Support Staff and SMT/OMT.

Graph 1 below shows the absence statistics for the four staff groups for Quarter 1 (1 August 2022 to 31 October 2022) for AY 2022/23 in comparison to AY 2021/22 for the same period. Members should note that the data for temporary teaching staff is yet to be finalised due to the information being processed a month in arrears

The total absence percentage rate in comparison to the same period in the previous AY has seen an increase of 1.6% to 5.5%. There was a rise in both short and long-term absence. Teaching is particularly high at 6.7% compared to 4.3% last year – and increase of 2.4%.

Graph 1 – Quarter 1 – Academic Year 2022/23 in comparison to Academic Year 2021/22



6. Resources Implications

There is a resource implication identified as a result of this report associated with the cost of funding any future Nationally negotiated pay awards which exceed that offered by the Public Sector Pay Policy and with National Job Evaluation. The rise in sickness absence associated with teaching staff also has budgetary implications for increased temporary teaching staffing costs.

7. Impact on Students

The significant levels of staff absences could potentially impact on students and service delivery, however the College is actively managing this with temporary staffing and through the application of its Attendance Management and Support Policy.

8. Equalities

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

9. Risk and Assurance

The cost of the pay awards will result in further cost pressures and may require further savings to be made.

The impact of high levels of staff absence is referenced at 7.0 above.

10. Data Protection

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

11. Recommendations

Members of the Finance and Resources Committee are recommended to:

- i. note the content of this report; and
- ii. note that an update on the procurement of Legal Services and Occupational Health Services will be presented to a future Finance and Resources Committee.

12. 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).