

Item 09
For Approval and Endorsement

Glasgow Kelvin College

Finance and Resources Committee

Review of Policies and Procedures – 26th November 2024

Report by Vice Principal Operations, Director of People and Culture & Finance & Student Funding Manager

1.0 Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, staff, management and external partners and students, where appropriate, a range of policies and procedures for Glasgow Kelvin College.

The purpose of this report is to apprise members of the outcome to the consultation of the policies and procedures due for review in accordance with the agreed Policy and Procedure Review Schedule. Members are requested, as indicated in the paper, to approve, note, or comment on the documents presented. The relevant Policies will be presented to the Board of Management for approval as indicated in the paper at the next scheduled meeting on 11 December 2024.

2.0 Policies and Procedures

The following section provides members with an update on the policies and procedures that have been reviewed. Members should note that Unison Trade Union representatives declined to participate in the consultation of these Policies and Procedures due to internal matters between local and Regional Unison representatives, with the exception of the Lone Working Policy. The Policies and Procedures covered by this paper are detailed below:

- a) Professional Learning and Development Policy ([Appendix 1](#))
- b) Lone Working Policy ([Appendix 2](#))
- c) Dignity and Respect Policy and Procedure ([Appendix 3](#))
- d) Fees and Fee Waiver Policy ([Appendix 4](#))

2.1 Professional Learning and Development Policy (Appendix 1)

After consultation, feedback was received from the EIS-FELA, staff and management. The College is seeking approval of the Policy, with the caveat that, should Unison raise any issues regarding the document that is fundamental to its content or operation, the College agrees to reopen consultation.

Revisions are recommended for this Policy. The main changes include:

- A review of the Aims and Objectives of the document to more accurately reflect the purpose of the Policy.

- The addition of Section 5 which outlines the responsibilities of managers, staff and the College.
- The addition of Section 8, which outlines the Professional Pathway for Lecturers.
- A review of Section 9 which introduces the Teaching Activity Exchange process for teaching staff.
- A general update on role titles, links to documents, etc to reflect the current structure within the College.

Members are recommended to comment on the Professional Development and Learning Policy and note that this Policy will be presented to the Board of Management on 11 December 2024 for approval taking cognisance of any comments from members of the Finance and Resources Committee.

2.2 Lone Working Policy (Appendix 2) – For Approval by the Finance and Resources Committee

After consultation, feedback was received from both the EIS-FELA and Unison Trade Union Health and Safety representative, the Health and Safety Manager, staff and management.

Minor revisions are recommended for this Policy. The main changes include:

- The Policy now covers staff members, as well as Estates staff, using College vehicles in recognition that some staff are trained to use the College mini buses.
- A recognition that measures to manage lone workers will be different for each role or task
- Rewording and formatting of the measures expected of the College and staff.
- A requirement for staff to disclose a medical condition which may impact on lone working.
- A review of the wording in the checklist clarifying it is not a definitive list but an aide memoire for managers to ensure lone working measures have been considered.

Responsibility for the Lone Working Policy has been delegated to the Finance and Resources Committee and members are recommended to approve the revised Policy. The next review date is 31 July 2027.

2.3 Dignity and Respect Policy and Procedure (Appendix 3) – For Approval by the Finance and Resources Committee

After consultation, feedback was received from the EIS-FELA, the College's Equality and Inclusion Lead, staff and management. The College is seeking approval of the Policy with the caveat that, should Unison raise any issues regarding the document that is fundamental to its content or operation, the College agrees to reopen consultation.

Revisions are recommended for this Policy. The main changes include:

- A review of the Introduction, the wording seeks to reinforce the College's commitment to equality, diversity and inclusion (EDI).
- The inclusion of proactive measures throughout the document to address discrimination, harassment, bullying or victimisation demonstrating further the College's commitment to EDI.
- A review of Section 4, The Legislation, to reflect current legislation.
- An amendment to Section 6.2, Formal Complaints, which this is the most significant change to the Procedure. Previously the procedure advised that any allegations against the Principal or Vice Principal should be made to the Director of People and Culture or the Director of Estates and Corporate Governance, the Director would then send the complaint to the Secretary to the Board. The procedure had been amended and any allegations against the Principal or the Vice Principal should now go directly to the Secretary to the Board and copied to the Directors. Members of the Senior Management Team felt that this approach provided an increased level of transparency.
- A general update of the document to reflect the current structure within the College and changes to role titles, links to documents and the removal of references to the Report and Support platform which has been replaced by [Report It](#) – Glasgow Kelvin College platform.

Responsibility for the Dignity and Respect Policy has been delegated to the Finance and Resources Committee and members are recommended to approve the revised Policy. The next review date is 31 July 2027.

2.4 Fees & Fee Waiver Policy (Appendix 4) – For Approval by the Finance and Resources Committee

The Finance and Resources Committee is required to approve the Policy prior to the start of each academic year. The 2024-25 Policy was approved by the Finance and Resources Committee at its meeting on 4 June 2024. To bring Glasgow Kelvin College into line with the other two Glasgow colleges, the 2025-26 has been reviewed so that this can be published by January 2025 in time for applications.

The Fees Policy for Academic Year 2025/26 sets out the fees and charges that will be applied during that academic year. This includes the scope and discretion that the College has to waive fees due for programmes of learning.

The Policy, has been updated to reflect the revised reference date, changed guidance and clarification of College processes in relation to fee waiver. The changes are highlighted in yellow in the Appendix and main changes are noted below:

- the review date for this Policy will now be November each year;
- Section 7.2 Cancellation due to Industrial Action, which was added in May 2024, has now been removed again;
- Additional words have been inserted to the sentence which was added in section 11 in May 2024 relating to refunding fees and industrial action;

- the table at Annex 1 now shows fees for two Academic Years; the current year and the proposed fees for 2025-26; and
- the proposal is to increase overseas and Rest of the UK (RUK) fees by 3%, rounding overseas fees to the nearest £50 and RUK to the nearest £5.

The Policy was endorsed by the College's Senior Management Team on Tuesday 5 November 2024.

Responsibility for this Policy has been delegated to the Finance and Resources Committee, so this does not have to go to the Board.

3 Resource Implications

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

4 Impact on Students

The Policies and Procedures contained within this report aim to provide interventions that support students and staff. The policies aim to enhance the working and learning environment and the culture of the College. Effective, supported and trained staff create a more positive learning environment to deliver a high quality of service to students.

5 Risk and Assurance

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

6 Equality and Inclusion

There are no equality implications identified as a result of this report. Members should note that the Equality Impact Assessment has been reviewed and revised for each policy, these are available on the College website.

7 Data Protection

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

8 Environmental and Sustainability

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

9 Recommendations

Members of the Finance and Resources Committee are recommended to:

- i) comment on the Professional Development and Learning Policy (Appendix 1) and note that this Policy will be presented to the Board of Management

- on 11 December 2024 for approval taking cognisance of any comments from members of the Finance and Resources Committee.
- ii) approve the Lone Working Policy (Appendix 2), the Dignity and Respect Policy (Appendix 3) and the Fees Policy 2025/26 (Appendix 4).
 - iii) note that the College is seeking approval of the Dignity and Respect Policy with the caveat that, should Unison raise any issues regarding the document that is fundamental to its content or operation, the College agrees to reopen consultation; and
 - iv) note that the Lone Working Policy and the Dignity and Respect Policy will be reviewed by 31 July 2027 or earlier in light of any legislative changes.

10 Further Information

Further information on the content of this report and its appendices can be obtained from Jeanette Evans, Vice Principal Operations jevans@glasgowkelvin.ac.uk, Doreen Shiels, Director of People & Culture Services dshiels@glasgowkelvin.ac.uk, and Andrea Daly, Finance & Student Funding Manager adaly@glasgowkelvin.ac.uk