

Item 12
For Approval / Endorsement

Glasgow Kelvin College
Board of Management Meeting of 12 June 2024

Review of 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, 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 relating to the policies and procedures due for review in accordance with the agreed Policy and Procedure Review Schedule. Members are requested to approve the documents presented.

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 EIS/FELA Trade Union representatives declined to participate in the review of these Policies and Procedures. The Policies and Procedures covered by this paper are detailed below:

- Equality, Diversity and Inclusion [Appendix 1](#)
- Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure [Appendix 2](#)
- Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks [Appendix 3](#)
- Disciplinary Policy [Appendix 4](#)
- Grievance Policy [Appendix 5](#)

2.1 Equality, Diversity and Inclusion Policy (Appendix 1)

After consultation, including a review undertaken by the College's Equality and Inclusion Lead, no changes are recommended for this document. This Policy currently complies with legislative requirements and meets the College's operational requirements.

The Policy was considered by members of the Finance and Resources Committee at its meeting held 4th June 2024 and members were invited to comment, no comments were received.

Member of the Board of Management are recommended to approve the Equality, Diversity and Inclusion Policy for immediate implementation. The next review date for this Policy is 31 July 2027.

Members should note that the document would be reviewed at an earlier date considering any relevant legislative changes.

2.2 Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure and Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks (Appendices 2 & 3)

Members will be aware that in August 2024, the College will move to a two Faculty Model, as agreed by the College Board of Management. As part of the transition to two Faculties, lead responsibility for Safeguarding will move to the Director of Student Experience and Business Development. The College's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure and Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks are both due for review and are intrinsically linked.

In light of the operational changes, it is recommended to members of the Board that the review date for both these policies is extended to 30 September 2024. This will provide sufficient time for both documents to be discussed and reviewed to take account of the change in management responsibilities and the College structure.

2.3 National Recognition and Procedures Agreement (NRPA)

Members will recall that several College policies now fall within the scope of the National Recognition and Procedures Agreement (NRPA). In accordance with the NRPA, specific policies will be negotiated with the Unions at the National Joint Negotiating Committee (NJNC). The College's policies that are due for review that fall within the scope of the NRPA are undernoted. These include:

2.3.1 Disciplinary Policy and Grievance Policy (Appendices 4 & 5)

Members will be aware that local consultation on these documents has been postponed by the College pending the National process. Both College Policies currently comply with legislative requirements and meet operational requirements.

The National Disciplinary Policy is in the final stages of discussion, and it is anticipated that it will be launched in Academic Year (AY) 2024/25.

Members of the Board of Management are recommended to extend the review date for both Policies to 31 July 2027 pending the publication of the National Policies. Members should note that the documents would be reviewed at an earlier date considering any relevant legislative changes.

Members should note that a programme of refresher training is taking place for managers in June 2024 on managing discipline and grievance and on how to conduct investigations.

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. 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. approve the Equality, Diversity and Inclusion Policy for immediate implementation and a review date of 31 July 2027;
- ii. approve an extension to the review date for the Disciplinary Policy and Grievance Policy until 31 July 2027 pending the publication of the National Policies;
- iii. approve an extension to the review date for the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure Policy and Procedure for Protection of Vulnerable Groups (PVG) and Criminal Record Checks to 30 September 2024; and

- iv. note that a programme of refresher training is in place for June 2024 for managers in discipline and grievance and on how to conduct investigations.

10 Further Information

Further information on the content of this report and its appendices can be obtained from Doreen Shiels, Director of People & Culture Services
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