

## Board of Management People & Culture Committee

The 1<sup>st</sup> meeting of the People and Culture Committee (Session 2023-24) will be held at 1500 hours on Wednesday 1 November 2023 on City Campus, Room C.06.106.

### Agenda

		Paper	Lead
1.	Apologies for Absence		DM
2.	Declarations of Interest		Convener
3.	Identification of Items to be Discussed Privately		Convener
<b>4.</b>	<b>For Approval</b>		
4.1	Minute of the Students, Staff and Equalities Committee meeting held on 17 May 2023	PCC1-A	Convener
4.2	Committee Schedule of Business AY 2023-24	PCC1-B	DM
4.3	Students, Staff & Equalities Committee Annual Report 2022-23	PCC1-C	DM
4.4	Fire Safety Policy	PCC1-D	JFG/JL
4.5	Smoke and Vape Free Policy	PCC1-E	JFG/JL
<b>5.</b>	<b>For Discussion/Decision</b>		
5.1	Organisational Change Update	Verbal	JFG
5.2	Hybrid Working	PCC1-F	JFG
5.3	Health & Safety Annual Report	PCC1-G	JFG/JL
5.4	Health & Safety Monthly Reports	<i>(Standing Item)</i> PCC1-H	JFG/JL
5.5	HR Metrics Report	<i>(Standing Item)</i> PCC1-I	JFG
5.6	Strategic Risk Review	PCC1-J	DM
<b>6.</b>	<b>For Noting</b>		
6.1	Equality, Diversity & Inclusion Update	<i>(Standing Item)</i> PCC1-K	ND
6.2	Estates and Facilities Management Report	<i>(Standing Item)</i> PCC1-L	JFG
6.3	IT Progress Report	<i>(Standing Item)</i> PCC1-M	BA
7.	Disclosability of Papers		
8.	Any Other Notified Business		
9.	Date of Next Meeting – Tuesday 13 February 2024		

**CITY OF GLASGOW COLLEGE**  
**People and Culture Committee of the Board of Management**

**REMIT**

1. Review regular reports and performance information in relation to all matters relating to human resources, organisational development, health and safety, staff welfare and well-being, and equalities. Periodically review, instigate review and approve the College's policies and strategies concerning such matters.
2. Maintain an overview of the College's organisational structure.
3. Approve the parameters under which the Executive Leadership Team is authorised to negotiate pay and conditions of service. Members will receive reports and may provide advice on pay negotiations and agreements, including national bargaining.
4. Monitor and review the effectiveness of the College's employee relations, arrangements for negotiation and consultation, processes for dealing with discipline and grievance and Recognition and Procedure Agreements.
5. Review and approve the College's equality statement and its equality and diversity policies, to ensure that they comply fully with statutory requirements and are reflected in the College's strategic and operational plans so that equality and diversity form an integral part of decision-making in the College.
6. Monitor the implementation of the College's policies on equality and diversity, and to review regularly its performance on key indicators in relation to protected characteristics.
7. Receive updates on the Continuous Professional Development for support and teaching staff.
8. Review regular reports and performance information concerning the business-as-usual management of the College's existing estates, facilities and IT functions and infrastructure.<sup>1</sup>
9. Review the Strategic Risk Register and Management Action Plans for those risks that are directly related to the Committee's remit and recommend any changes to the Board of Management for final approval.
10. Recommend to the Board of Management any matters of significance that fall within the Committee's remit.

<sup>1</sup> The Committee's remit will include oversight of the College's existing, business-as-usual estate, facilities and IT infrastructure and functions. Proposals and plans for new developments to the College's campuses and property will be considered by the Development Committee. Decisions on of the expenditure for the College's capital plan will be tabled for the consideration of the Finance Committee.