Board of Management
People & Culture Committee

Date of Meeting	**1 November 2023**
Paper No.	**PCC1-C**
Agenda Item	**4.3**
Subject of Paper	**Committee Annual Report 2022-23**
FOISA Status	**Disclosable**
Primary Contact	**Drew McGowan** **College Secretary**
Date of production	**9 October**
Action	**For Approval**

1. Recommendations

1.1. To review the Committee's annual report for the 2022-23 academic year and approve it for tabling at the Board of Management for noting.

2.   Purpose

2.1.   To provide the Committee and the Board of Management with a high-level review of the Committee's business throughout the most recent academic year.

3.   Consultation

3.1.   Members are asked to discuss the Committee's annual report and, subject to any changes, approve the paper for tabling at the Board of Management's next meeting for noting.

4.   Key Insights

4.1.   Since 2014-15, following an internal audit recommendation, the Board of Management has established the practice of preparing an annual report for each committee. Annual committee reports are tabled early in the academic year.

4.2.   The annual reports provide a high-level review and record of the Committee's deliberations and decision-making which can be used by members to reflect on the year, as well as to inform other stakeholders. In addition to the regular publication of Board and committee minutes and papers, annual committee reports demonstrate the College's commitment to openness and transparency.

4.3.   All of the annual reports prepared for the committees will be used as a basis for the drafting of the College's annual report, in line with the original internal audit recommendation.

5.   Impact and Implications

5.1.   Annual committee reports are one aspect of the Board's established practices that aim to provide assurance to the College's students, staff and other stakeholders, including the Regional Board, that our systems of governance, effectiveness and accountability remain robust and delivered to a high standard.

Appendices:

Appendix 1: The Students, Staffing & Equalities Committee Annual Report 2022-23

Students, Staffing & Equalities Committee Annual Report AY 2022-23

Introduction

1. The Students, Staffing & Equalities Committee, hereafter referred to as "the Committee", had oversight over human resources, organisational development, employee relations, health and safety and equality, diversity and inclusion. The student experience, recruitment, funding and support were also part of the Committee's remit.

2. A Barron convened the Committee and, over the course of the academic year, its membership consisted of D Cullen, Z Grew, J Taylor, P Hillard, P Little and A Sullivan. M Miller and L Subido also served as co-opted members.

Committee Business

3. During this academic year, 3 meetings of the Committee were held to consider the work and priorities of the College within its remit. Members received reports and presentations from members of the Executive Leadership Team and Senior Management team, as well as from other members of staff. A summary of key issues and business of note is enclosed below.

Students' Association

4. The Committee were kept abreast of the work of the Students' Association (SA) throughout the year, particularly on the cost of living, the free breakfast and pantry initiatives for students, the LGBTQ+ Society, Black History Month, the class representative system and the Student Presidential elections.

5. The SA delivered a "robust course representative system that has been an exemplar nationally," according to the quality agency Sparqs, with 86.5% of classes electing representatives in 2022-23. At the end of the academic year, the SA ran its Big Student Elections for the 2023-24 Presidential Team, with 11 candidates putting themselves forward and nearly 2,000 students voting

6. Over the course of the year, the SA also established 10 clubs and societies with more than 800 students engaging as active members. At the NUS Scotland Awards 2023, the Tabletop Gaming Society won the Club/Society of the Year Award, while the SA won the Student Association of the Year Award and L Subido won the Student of the Year Award.

7. In May, the Committee reviewed the CitySA Impact Report, CitySA Strategic Plan 2023-28 and the Student Partnership Agreement and endorsed all for final approval at the Board of Management meeting in June.

Student Experience

8. The Committee also considered the Student Experience Annual Report. In the 2022-23 academic year, the College delivered more than 9,000 student support interventions in matters related to accommodation, articulation, careers guidance, funding, gender-based violence and other personal support – a 61% increase on the previous year.

9. Members noted that the College also distributed over £11 million in support funding to more than 5,000 students and supported more than 500 students with counselling and nearly 2,500 students with Personal Learning Support Plans. 152 Student Engagement Workshops were facilitated over the course of the year with 2,771 students participating.

Duty of Care to Students

10. The Director of Student Experience tabled a report to the Committee on the College's duty of care to students, including the corporate parenting, safeguarding and Prevent duties. Members noted that the College had one safeguarding incident and zero Prevent incidents in the previous

academic year; however, it was also noted that there was a significant increase in students declaring to be care experienced and that success rates had fallen in recent years.

11. In January 2023, from Who Cares? Scotland facilitated a session with members of the Board of Management to explore their roles as Corporate Parents and how they could contribute to a lifetime of equality, respect and love for care experienced people. Following this well-received session, the Committee received a presentation from the Head of Student Support & Wellbeing on the College's current practice and support offered to care experienced students.

HR Metrics Report

12. At each meeting of the Committee, members received a report on HR metrics and activity. In addition to core data and analysis on staff headcount, vacancies, turnover, overtime, absence, development and integration, the report provides an update on the work of the People & Culture team and employee relations in the College.

13. Throughout the year, members were apprised of the College's wellbeing initiatives being supported by the Wellbeing Officer and wider People & Culture team, including one-to-one wellbeing conversations and 'Bring Your Own Bother' meetings, as well as training sessions on mental health first aid, wellbeing champions, resilience/team dynamics and menopause. This work was recognised at the Glasgow Business Awards 2022 where the College won the Fair And Healthy Workplace Award, sponsored by NHS Greater Glasgow & Clyde.

14. The Committee were also updated on the work of the People & Culture team to support the implementation of several of the 19 mitigation and interventions to address the College's financial and funding challenges. In particular, the People & Culture team led the delivery of the voluntary severance scheme.

Equality, Diversity and Inclusion

15. The Committee was kept abreast of the range of equality, diversity and inclusion work being undertaken across the College throughout the 2022-23 academic year. Members welcomed the news that the College had been accredited as a Disability Confident Employer and would now progress work to achieve Disability Confident Leader status.

16. The EDI Manager also reported on work being undertaken to automate and improve the College's Equality Impact Assessment (EQIA) process and the development of new EDI training modules for staff.

Strategic Risk

17. Members regularly reviewed the Strategic Risk Register and Management Action Plans (MAPs) for those risks within the remit of the Committee, recommending any changes to the Board for final approval.

Members' Attendance

18. The attendance of members of the Committee for this academic session, and the previous four academic years, is as follows:

Year	No. of Meetings	Possible Attendances	Actual Attendances	Percentage Attendance
2018-19	4	31	23	74%
2019-20	3	27	22	81%
2020-21	3	24	24	100%
2021-22	3	21	21	100%
2022-23	3	24	20	83%

Review

19. The Board of Management's committees review their Terms of Reference annually, recommending any changes to the Board for approval. This is an opportunity for members of the Committee to reflect on the purpose, remit, business, membership and meetings at the end of the academic year with the next session in mind.

20. In June 2023, the Board of Management approved a new structure and Terms of Reference for its committees. On 1 August, the Committee was retitled "People & Culture Committee" and assumed responsibility for estates, facilities, IT and health and safety. The People & Culture Committee will consider the College's existing, business-as-usual estates, facilities and IT functions. Meanwhile, the Development Committee will consider proposals and plans for new Developments to the College's campuses and property.