

## Board of Management Meeting of the People and Culture Committee

MINUTE OF 2<sup>nd</sup> MEETING HELD ON TUESDAY 13 FEBRUARY 2024 AT 1500 HRS (PCC2)

<b>Present</b>	
Alisdair Barron (Convener)	Stuart Mcdowall
Paul Hillard	Audrey Sullivan
Paul Little	
<b>In attendance</b>	
Marty Brandrick	Drew McGowan
Debbie Gordon	May Miller
John Gribben	Candy Munro
Jill Loftus	Josh Taylor
Ciara McCarthy	Ann Butcher (Minute)
<b>Apologies for absence</b>	
None	

*A Barron warmly welcomed C Munro who was attending as an observer for the External Effectiveness Review. He also extended a warm welcome to M Brandrick and D Gordon who were present to deliver a Fire Safety presentation during Item 5.1.*

*P Little informed the Committee that Scott Renton has been appointed IT Director. He has already commenced this role and will attend the next meeting.*

<b>Item PCC2-1</b>	<b>Apologies for Absence</b>	
<b>Paper No:</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	No apologies were received. R Gillespie was not in attendance.	

<b>Item PCC2-2</b>	<b>Declarations of Interest</b>	
<b>Paper No:</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	There were no declarations of interest.	

<b>Item PCC2-3</b>	<b>Identification of Items to be Discussed Privately</b>	
<b>Paper No:</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	None notified.	

<b>Item PCC2-4.1</b>	<b>Minute of the People &amp; Culture Committee meeting held on 1 November 2023</b>	
Paper No: PCC2-A	Lead: Convener	Action requested: Approval
Decision/Noted	<p>The minute was approved.</p> <p><b>Matters Arising/Actions</b>  <b>Values and Behaviours Handbook</b>  The Committee was advised that the Values and Behaviour's Handbook will be officially launched after discussion with Unison and EIS-FELA.</p>	

<b>Item PCC2-5.1</b>	<b>Fire Safety Officer - Presentation</b>	
Paper No: VERBAL	Lead: M Brandrick/D Gordon	Action requested: Discuss
Discussion	<p>M Brandrick, the College's Fire Safety Officer, outlined his extensive work experience with the Scottish Fire and Rescue Service. He assured the Committee that the College's key fire safety indicators were positive, highlighting the high levels of building safety and legislative compliance.</p> <p>The Fire Safety Policy and Procedure have been updated and simplified to increase their effectiveness and, through the implementation of a robust fire safety strategy, the College aims to minimise fire risk, preserve its assets and maintain high safety standards across all buildings. Regular fire training sessions are delivered to staff and students and a fire evacuation drill was recently undertaken, with a lessons learned exercise to identify improvements. M Brandrick also highlighted the College's strong partnership working with FES and the Scottish Fire and Rescue Service, and noted that College had recently joined the University Safety and Health Association.</p> <p>A Barron sought assurances regarding fire safety standards in the Halls of Residence, particularly in the St Luke's Halls. M Brandrick outlined the series of measures in place, including regular evacuation drills, ongoing engagement with students through fire awareness talks and the active involvement of on-site management in St Luke's, who are well prepared for any fire emergencies.</p> <p>P Little enquired about the arrangements in place for short-term international students whose first language is not English. M Brandrick informed the Committee that he has met with students whose first language is not English to address this concern, with some progress being made. He reassured members that the current fire marshal and Person in Charge (PIC) fire evacuation system is designed to ensure the safe evacuation of all vulnerable staff and students from the building, as well as all signage following international standards.</p> <p>A Barron thanked M Brandrick for his informative and insightful presentation.</p>	
Decision/Noted	To note the information presented.	

<b>Item PCC2-5.2</b>	<b>Review of People and Culture Strategy</b>
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<b>Paper No: PCC2-B</b>	Lead: J Gribben	Action requested: Discuss
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<b>Decision/Noted</b>	<p>J Gribben provided the Committee with an update on the incremental progress made towards achieving the 4 aims outlined in the People and Culture Strategy. This report comes against the backdrop of organisational change, ongoing industrial action and future financial challenges. The Committee were advised that a detailed operational plan, comprising hundreds of activities, is in place to deliver this strategy.</p> <p>The update on progress made under each aim was detailed within the report, such as investment in the learner experience platform; the successful launch of the staff benefits platform and the delivery of core skills programs. The Committee also noted the commitment to Fair Work, ongoing support for the wellbeing strategy and workplan, and the upcoming launch of the Professional Development Review (PDR) process. J Gribben further highlighted the College’s success in winning the Glasgow Business Awards for Health, Wellbeing and Fair Work for two years in a row.</p> <p>While significant progress was evident, areas for further development were also identified including updates to the recruitment and selection process and the establishment of a staff council.</p> <p>S Mcdowall referred to the commitment to undertake an additional staff survey and, while acknowledging the substantial investment in staff wellbeing, enquired about the potential impact of recent challenges on response rates. J Gribben advised that briefing sessions and engagement with trade unions would be held before the launch. Staff will be encouraged to participate, emphasising the importance of their input in shaping future direction including hybrid working.</p> <p>P Little updated the Committee on College and sector’s commitment to General Teaching Council Scotland (GTCS) registration, outlining the context and emphasising the benefits and value for lecturers. J Gribben advised that future HR metrics reports would include staff GTCS registration figures, noting that these are self-reported, as well as figures related to Teaching Qualification in Further Education (TQFE).</p> <p>A Sullivan enquired about the wellbeing framework particularly the associated tool available for managers to monitor team wellbeing in real time. J Loftus explained that individual team data is anonymised and can be accessed for analysis across different topics and levels. This allows for actions aimed at improving overall team wellbeing. It was agreed that a presentation of this tool be provided at a future meeting.</p>	
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<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>• To note the update report.</li> <li>• To provide a presentation on the departmental wellbeing tool at a future meeting.</li> </ul>	
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<b>Item PCC2-5.3</b>	<b>HR Metrics Report</b>
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<b>Paper No: PCC2-C</b>	Lead: J Gribben	Action requested: Discuss
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<b>Item PCC2-5.5</b>	<b>Strategic Risk Review</b>	
Paper No: PCC2-E	Lead: D McGowan	Action requested: Discuss
Discussion	<p>The Risk Register and 3 strategic risk MAPs reported to the Committee were submitted. No changes to risk scores were proposed.</p> <p>P Hillard enquired about the status of staff retention and recruitment. J Gribben reported that while the national pay award has been proposed for both lecturing and support staff, final agreement is still outstanding. Additionally, the uncompleted national job evaluation process has contributed to difficulties in attracting and retaining staff. These challenges have been further compounded by financial constraints within the sector and are affecting the perception of the College as a desirable and stable place to work. It is anticipated that this will continue in the foreseeable future, presenting ongoing challenges for the College.</p>	
Decision/Noted	That the 3 strategic risk scores and MAPs were reviewed with no changes proposed.	

<b>Item PCC2-6.1</b>	<b>Hybrid Working Update</b>	
Paper No: PCC2-F	Lead: J Gribben	Action requested: Note
Discussion	<p>A report detailing the planned activities for reviewing the hybrid working pilot in 2024 was provided. P Hillard highlighted the current internal focus, emphasising the importance of extending the assessment to include external factors and aligning with market demands, to ensure the College remains competitive.</p> <p>J Gribben agreed, recognising the importance of acknowledging people's desires for choices and flexibility. The crucial role of peer group support not only in professional development but also for mental wellbeing was also highlighted. The Committee noted that key hybrid working questions will be included in the Robertson Cooper staff survey to facilitate analysis of both business and personal outcomes in combination with workplace factors.</p>	
Decision/Noted	To note the update report.	

<b>Item PCC2-6.2</b>	<b>ED&amp;I Current Priorities: Update</b>	
Paper No: PCC2-G	Lead: N Dar	Action requested: Note
Decision/Noted	To note the Equality, Diversity and Inclusion activities and priorities update report.	

<b>Item PCC2-6.3</b>	<b>Estates &amp; Facilities Management Report</b>	
Paper No: PCC2-H	Lead: J Gribben	Action requested: Note
Discussion	The report on Estates and Facilities Management for the period October to December 2023 was provided to the Committee. J Gribben particularly highlighted that remedial works on the Riverside Atrium roof light have been	

	<p>delayed due to legal issues between the builder and their subcontractor. The works have been postponed until April and May 2024.</p> <p>The Committee also noted that the Resource Efficient House located in the Riverside Campus has now been moved. This was obtained free of charge by the Faculty of Nautical Science and STEM however, it was not built due to financial and planning constraints.</p>
<b>Decision/Noted</b>	To note the report.

<b>Item PCC2-6.4</b>	<b>Public Bodies Climate Change Duties Report</b>	
<b>Paper No:</b> PCC2-I	Lead: F McCauley	Action requested: Note
<b>Decision/Noted</b>	To note the Public Bodies Climate Duties report 2022-23.	

<b>Item PCC2-6.5</b>	<b>IT Progress Update</b>	
<b>Paper No:</b> PCC2-J	Lead: K Anderson/C Dowling	Action requested: Note
<b>Discussion</b>	P Little provided the Committee with an update on key IT services including the ongoing development of operational management and strategic dashboards. The Committee noted that the new IT Director would attend the next meeting and is currently reviewing plans for the end-of-lifecycle replacement of network servers and IT resources.	
<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>To note the update report.</li> <li>That the IT Director would attend the next meeting of the Committee.</li> </ul>	

<b>Item PCC2-7</b>	<b>Disclosability of Papers</b>	
<b>Paper No:</b> Verbal	Lead: D McGowan	Action requested: Agree
<b>Decision/Noted</b>	No changes were proposed.	

<b>Item PCC2-8</b>	<b>Any Other Notified Business</b>	
<b>Paper No:</b> Verbal	Lead: Convener	Action requested:
<b>Decision/Noted</b>	None.	

<b>Item PCC2-9</b>	<b>Date of Next Meeting</b>	
<b>Paper No:</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	Wednesday 15 May 2024	

*The meeting closed at 1655 hours.*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PCC2-5.2 13 02 24	<b>Review of People and Culture Strategy:</b> Provide a presentation on the departmental wellbeing tool at a future meeting.	JFG	Ongoing
PCC2-6.5 13 02 24	<b>IT Progress Update:</b> New IT Director to attend next meeting.	SR	PCC 15 05 24

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PCC1-4.1 01 11 23	<b>Matters Arising:</b> Provide advanced copy of Values and Behaviours Handbook to full Board.	J Gribben	ASAP <b>Complete</b>
PCC1-4.4 01 11 23	<b>Fire Safety Policy:</b> Provide an update on lecturer PEEPs responsibilities.	J Gribben/J Loftus	PCC 13 02 24 <b>Complete</b>
PCC1-5.2 01 11 23	<b>Hybrid Working Update:</b> Provide update at next meeting.	J Gribben	PCC 13 02 24 <b>Complete</b>
SSEC1-5.3 27 10 21	<b>Staff HR Metrics Report:</b> Arrange information meeting with PMO staff.	SL	Ongoing