

**BOARD OF MANAGEMENT
[STAFFING COMMITTEE]**

Minute of the Meeting of the Staffing Committee held on Wednesday 11 March 2009 at 9.00 am in the Principal's Room.

PRESENT: A Shelton (Chair), A G Hyslop, R Ashton, G Fraser,
A Struthers

IN ATTENDANCE: C M Thomson (Secretary to the Board), I Shackell, I Duncan

ITEM

ACTION

1. **APOLOGIES**

R W Paterson.

2. **DECLARATION OF INTEREST**

None.

3. **MINUTE OF PREVIOUS MEETING AND MATTERS
ARISING**

The minute of the meeting held on 19 November 2008 was approved. Matters arising included:

▪ **College Disciplinary Procedures**

Mr Shackell reported on progress with the consultation with Trade Unions and stated that a report on the

ITEM**ACTION**

discussions would be completed in the near future. The Chair advised on imminent changes to dispute resolution legislation and Mr Shackell agreed to contact ACAS.

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Mr Hyslop stated that the Chair of the Trade Union branch was in agreement with the commitment to review procedures.

Mr Shackell agreed to send a memory stick containing relevant policies and procedures to members;

IS

- **Strategic Implementation Plans**

Mr Hyslop stated that the Strategic Implementation Plan would be accessed through the shared server. He added that a bullet point summary would be presented to the Board at the next two quarterly meetings and the process would then be reviewed. It was then a decision for the Committees whether or not to also have a bullet point summary for the Committees;

- **DisabledGo**

Mr Duncan reported on progress regarding this matter and concluded that more colleges were becoming involved with this organisation.

The Chair observed that there was an increasing number of groups in Glasgow working with disabled people.

Mr Hyslop added that consideration was being given to a 'vox pop' approach to assessing equalities impact in the College as a fundamental change was required;

- **Salary Awards**

Mr Hyslop reported that 38 colleges had responded to the consultation on national pay bargaining and that 4 or 5 colleges had agreed with the concept of a national frame of reference for salary awards.

ITEM**ACTION****4. STAFF ABSENCE SUMMARIES - SUMMARY OF ALL STAFF ABSENCES**

Mr Duncan referred to the summary report and supporting documentation relating to the above. He stated that the report provided a full analysis of sickness and absence in 2008 with a comparison with 2007. He indicated a significant difference in levels of absence between lecturing and support staff and that the College would look at this carefully. Mr Duncan assured members that the College was supporting staff in long term absence.

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Mr Hyslop commended the details and presentation of the report as providing information which the Committee had requested.

Mr Duncan stated that along with the benchmarking reports, this would provide valuable comparative data for members and the College.

Following a full discussion, the Staffing Committee agreed to:

- (i) note the report.

5. VACANCIES REPORT FROM 19 NOVEMBER 2008 TO 11 MARCH 2009

Mr Duncan referred to the summary report and supporting documentation relating to the above. He advised that a working group had been established to review internal and external appointments with a view to the preparation of a set of protocols. Mr Duncan stated that the Trade Unions would be engaged with fully.

During the course of a full discussion the following issues were raised:

- the balance between external and internal appointments;
- the use of a model similar to the fair treatment

ITEM**ACTION**

initiative;

- the role and use of exit interviews; and
- the contentious nature of appointment filling and the need for transparency.

Mr Hyslop assured members that with regard to a recent innovative approach to the filling of an appointment, the decision taken by management was proper and transparent.

Following a full discussion, the Staffing Committee agreed to:

- (i) note the report.

6. BENCHMARKING REPORT

Mr Hyslop provided a background report to the establishment of the benchmarking club which he stated had initially stalled and then had developed into a useful partnership.

Mr Duncan referred to the summary report and supporting documentation relating to the above. He firstly commended Mr Shackell for his work in this area. Mr Duncan stated that more work was required on clarification of definitions to ensure that data was comparable. Mr Duncan also stated that while much of the data was gathered to a specification produced by audit bodies in 2008 as a model for benchmarking, work would be done by the benchmarking club to further develop the data gathering model.

During the course of a very full discussion the following points were made:

- the College was well placed to move forward;
- the need to include user satisfaction data which the College had produced;
- the desirability of using industry standards;
- the need to clarify 'learning' data for staff;
- the use of the data was paramount and so data sets must be comparable;

ITEM**ACTION**

- the increasing use of the term 'capability' in HR must be considered;
- the need to extend the scope of equalities in the model;
- the need to consider overall College strategic objectives as part of the model;
- individual performance review must be defined more widely than the narrow reference of 'appraisal' which in the view of the College is not helpful;
- the need to clarify and amend some of the data; and
- The age profile was of concern. This could be mitigated by succession planning and in College this included positive sharing of management and facilitation.

Following a full discussion, the Staffing Committee agreed to:

- (i) note the report;
- (ii) request that the proposed changes to the benchmarking process are pursued; and
- (iii) request that the HRM Benchmarking Report for 2007-08 is brought to a future meeting of the Staffing Committee.

7. LJNC MINUTES

(i) Lecturing Staff: 03/11/08; 12/01/09 (draft)

The following points were raised:

- DPG18 was explained by Mr Hyslop who added that it was hoped the Scottish Funding Council would provide extra funding for the College as a result of this exercise; and
- the speedy reworking of disciplinary and grievance procedures was advised and it was stated that the timeline for implementation was for 2009/10. There was also a request for a more methodical approach to the review of policies and Mr Thomson stated that he was in discussion with Assistant Principals and that an early draft protocol had been discussed.

CMT/APs

ITEM**ACTION**8. **DATE OF NEXT MEETING**

To be arranged

CMT

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	

CMT/MW/STF1103M
 12 March 2009
 Amended 13/03/09/MW
 Amended 23/03/09/HB
 Amended 28/04/09/JD