

**ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING**

Date of Meeting	25 January 2017
Paper Title	SCOTTISH FUNDING COUNCIL – ANNUAL STAFFING RETURN 2016/16
Agenda Item	17.14
Paper Number	17.14A
Responsible Officer	NICOLE PATTON, HEAD OF HUMAN RESOURCES
Status	DISCLOSABLE
Action	FOR NOTING

**1 INTRODUCTION**

The return date deadline for the Scottish Funding Council Staffing Return for the Academic Session 2015/16 was 21 October 2016. The format of the staffing return is in line with the Scottish Government’s Quarterly Public Sector Employment Survey Questionnaire.

The data collection is based on number of employees who are being paid by the College, rather than the number of jobs/posts.

**2 ABOUT THE STAFFING RETURN**

There are two sections for completion, one for headcount and another for full time equivalent (FTE).

**2.1 Data Coverage**

Data (both headcount and FTE) is included for all employees paid through the College payroll employed for at least 10% of an FTE at some point in the academic session (1 August 2015 to 31 July 2016).

Employees on secondment or loan are only included if the College is paying for the majority (50% or more) or all of their salary. If costs are split equally, then the sending rather than the receiving college counts the employee. Employees seconded in from the private sector would be included if the College was paying for the majority or all of their salary, however we did not have any staff in this category during Academic Session 2015/16. Any employees seconded out to the private sector are excluded, however again we did not have employees in this category.

If a member of staff is employed by the College on more than one occasion throughout the year (for example, August to October, then January to May) they will

be counted once on the return in relation to their contract with the majority of hours.

## 2.2 Absence

Employees on paid maternity/paternity leave are included in this return. For the purpose of calculating FTEs, contracted hours for those on maternity/paternity leave are the hours that they were contracted to work before they went on leave.

Self-employed, contract workers and agency workers who are not paid directly from the payroll are excluded from the return.

## 3 TEACHING STAFF

Table 1 - FTE and Headcount Annual Comparison

	2013/14	2014/15	2015/16
<b>Headcount</b>	486	514	506
<b>FTE</b>	342.31	353.83	348.84

The headcount for teaching staff has decreased from 514 in 2014/15 to 506 in 2015/16, a difference of 8 and the FTE for teaching staff has decreased from 353.83 in 2014/15 to 348.84 in 2015/16, a difference of 4.99.

Due to the Curriculum Estates Review, there has been a reduction in credits (1483) in core funding between academic years 2014/15 and 2015/16. As a result, there has been teaching decline in Creative Industries, ESOL and General Education, hence the reduction in FTE and staffing as a whole.

Table 2 - FTE and Headcount by Employment Status

		2013/14	2014/15	2015/16
<b>Headcount</b>	Permanent	326	400	430
	Temporary	87	114	76
<b>FTE</b>	Permanent	247.43	318.08	327.65
	Temporary	42.77	35.75	21.19

The headcount for permanent teaching staff has increased from 400 in 2014/15 to 430 in 2015/16, a difference of 30, whilst for temporary teaching staff headcount has decreased from 114 to 76, a difference of 38.

The FTE for permanent teaching staff has increased from 318.08 in 2014/15 to 327.65 in 2015/16, a difference of 9.57, whilst for temporary teaching staff FTE has decreased from 35.75 in 2014/15 to 21.19 in 2015/16, a difference of 14.56.

There was increase in headcount and FTE for permanent teaching staff and decline in temporary staff in 2015/16. The criteria of The Glasgow Clyde College Temporary

to Permanent Review changed in 2014, which meant temporary staff with at least 2 years' service are now considered dependant on the amount of temporary hours worked. In August 2015, 27 members of temporary staff accepted first permanent hours with a total of 4.12 FTE, thus the reduction in temporary staff. Also, additional permanent hours were offered to existing part time lecturing staff, consequently decreasing the FTE for temporary lecturing staff.

#### 4 NON-TEACHING STAFF

Table 3 - FTE and Headcount Annual Comparison

	2013/14	2014/15	2015/16
<b>Headcount</b>	413	423	416
<b>FTE</b>	290.2	318.46	325.89

The headcount for non-teaching staff has decreased from 423 in 2014/15 to 416 in 2015/16, a difference of 7.

The FTE for non-teaching has increased from 318.46 in 2014/15 to 325.89 in 2015/16, a difference of 7.43.

Table 4 - FTE and Headcount by Employment Status

		2013/14	2014/15	2015/16
<b>Headcount</b>	Permanent	326	341	343
	Temporary	87	82	73
<b>FTE</b>	Permanent	247.43	285.90	286.36
	Temporary	42.77	32.56	39.53

The headcount for permanent non-teaching staff has increased from 341 in 2014/15 to 343 in 2015/16, a difference of 2, whilst for temporary non-teaching staff headcount has decreased from 82 in 2014/15 to 73 in 2015/16, a difference of 9.

The FTE for permanent non-teaching staff has increased from 285.90 in 2014/15 to 286.36 in 2015/16, a difference of 0.46, whilst temporary non-teaching staff FTE has increased from 32.56 in 2014/15 to 39.53 in 2015/16, a difference of 6.97.

Unlike permanent teaching staff, there was minimal movement in terms of permanent FTE or Headcount in non-teaching staff. There was no voluntary severance scheme offered to staff in Academic year 2014/15 therefore a low turnover of staff.

Temporary non-teaching staff FTE increased considerably, although there was a decline in headcount. This is due to a number of part time temporary staff increasing

hours when fixed term contracts become available such as externally funded posts and posts created by the Glasgow Clyde College Education Foundation.

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## ETHNIC ORIGIN

Glasgow Clyde College has various systems in place in order to gather a range of equality information relating to staff. The employment data contained within this report has been collated across various protected characteristics. Please see Appendix 1 for breakdown of ethnic origins included in each category required for the return.

Table 5 - Ethnic Origin by Status

		2013/14		2014/15		2015/16	
		Black and Ethnic Minority	Other Ethnicity	Black and Ethnic Minority	Other Ethnicity	Black and Ethnic Minority	Other Ethnicity
Teaching	Permanent	3	359	5	395	5	425
	Temporary	11	113	2	112	1	75
Non-Teaching	Permanent	2	324	4	337	5	338
	Temporary	1	86	2	80	3	70
<b>Total</b>		<b>17</b>	<b>882</b>	<b>13</b>	<b>924</b>	<b>14</b>	<b>908</b>

Overall in 2014/15, 1.39% of employees were of black and ethnic minority. Figures for 2015/16 show that the percentage of black and ethnic minority employees within the College is 1.52%.

## **APPENDIX 1 – ETHNICITY IN THE STAFFING DATA RETURN**

### **Black and Ethnic Minority Staff**

Included in this category:

- Mixed or multiple ethnic groups;
- Pakistani, Pakistani Scottish or Pakistani British;
- Indian, Indian Scottish or Indian British;
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British;
- Chinese, Chinese Scottish or Chinese British;
- African, African Scottish or African British;
- Caribbean, Caribbean Scottish or Caribbean British;
- Black, Black Scottish or Black British;
- Arab;
- Any other Asian, Asian Scottish or Asian British;
- Any other African, Caribbean or Black.

### **Other Ethnicity**

Included in this category:

- White (including White Scottish, White English, White Welsh, White Northern Irish, White British, White Irish, White Gypsy/Traveller, White Polish and any other White ethnic group);
- Not stated.