

ORGANISATIONAL DEVELOPMENT COMMITTEE

**Wednesday 21 September 2022 at 4.30pm
Langside Campus**

The next meeting of the Organisational Development Committee will be held on Wednesday 21 September at 4.30 pm **at Langside Campus**

A G E N D A

22.20	Welcome and Apologies		S Heidinger
22.21	Declarations of Interest		S Heidinger

Minutes of Previous Meeting

22.22	Minutes of Previous Meeting – 4 May 2022	P	S Heidinger
22.23	Matters Arising – Action Grid	P	S Heidinger
22.24	Notes of Support and Teaching JCNC Meeting	P	J Thomson

Items for Discussion

22.25	Assistant Principal's HR Report	P	L McGaw
22.26	KPI Report	P	L McGaw
22.27	Annual Attendance Management Report	P	N Patton
22.28	Workplace planning – retirement/succession	P	L McGaw
22.29	Organisational Development Report	P	G Crankshaw
22.30	Health and Wellbeing Survey – SLT action plan	P	G Crankshaw

Items for Noting*

22.31	Protected Characteristics – high level communication plan	P	L McGaw
22.32	Staffing Profile	P	N Patton
22.33	Health and Safety Report	P	G Crankshaw

***these items will not be discussed unless agreed**

Standing Items

22.34	Schedule of Work 2022/23		K Mavor
22.35	Equalities Impact Assessment on Decisions Made		S Heidinger
22.36	Review of Papers (Including disclosable status)		S Heidinger
22.37	Any other business/Items for future agenda		S Heidinger

Date of Next Meeting: 8 February 2023

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	Assistant Principal: Human Resources Report
Action:	Information
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	22.25
Status:	Disclosable

1. PURPOSE OF THE REPORT

The purpose of this report is to provide an update to the Organisational Development Committee on the type of activity that has been happening within the Human Resources and Organisational Development functions since the last Committee meeting, and which are not covered within other Organisational Development Committee papers.

2. ACTION FOR THE COMMITTEE

The Organisational Development Committee are asked to note this report.

3. BRIEF BACKGROUND INFORMATION

Student Experience Staffing Restructure

On 20 January 2022, the College published details of the proposed changes to the Student Experience staffing structure. Within this document, the rationale for change was detailed along with the proposed new structure. Meetings were held with staff from eLearning, Libraries, Student Advice, Learning Inclusion, GCCSA, GMB and Unison prior to this date to discuss the proposed changes. A full response was received from all.

The feedback was collated and reviewed, and the final structure was released. Vacancies were advertised, interviewed and filled and where possible individuals were matched into posts. The transition into the new structure began week commencing 2 May 2022.

There are currently three outstanding vacant posts for Student Experience which are: Library and Digital Resource Facilitator (0.73 FTE), Receptionist (1.5 FTE).

Commercial Development Staffing Restructure

The initial consultation paper for the Commercial restructure was published on 15 June 2022 with a closing date for feedback of 15 July 2022. Consultation meetings took place with Trade Unions ahead of the start of engagement followed by meetings with the Business Development and External Funding Teams. Individual meetings were also available upon request.

Consideration was given to all responses received which resulted in changes to the structure and changes to job descriptions. Phase 2A of the consultation paper was released on 23 August 2022 with a closing date of 16 September 2022, during which time all staff and trade unions are invited to respond to the revised proposals.

The timescale for the next stages is detailed below:

DATE/S (2022)	ACTIVITY
<i>Phase 1 – Information exchange/discussion/consultation</i>	
<i>Phase 2 – Decision</i>	
w/b 18 July	Collation and review of feedback from staff and Trade Unions and reflection on structure proposal
w/b 22 August (4 weeks)	Feedback to all affected groups on Phase 2A structure Staff communication meeting (Trade Unions notified) Phase 2A – Second phase consultation meeting Individual meetings available upon request
16 Sept	Phase 2A closes
19 September (2 weeks)	Collation and review of feedback from staff and Trade Unions and reflection on structure proposal 2A
3 October (1 week)	Feedback to all affected groups on final structure Staff communication meeting (Trade Unions notified) Final structure released - Phase 2B
<i>Phase 3 – Implementation</i>	
w/b 10 October October Week (4 weeks)	<i>Implementation Commences</i> Vacancy Preference Process/Matching/Interviewing Interviews for vacant posts
Mon 7 November	Transition into new structure

Personal Development Plans (PDPs)

Submission of the annual PDP paperwork was due by 31 July 2022. The number of completed PDPs over the last 2 years has been particularly low with only about 20% of staff completing in 2020/21. In 2021/22 this has increased to 31% with further work required to increase this figure further for 2022/23.

The number of PDPs submitted, by Assistant Principal (AP) area in 2021/22, are as follows:

AP Area	Headcount	No. returned	No. still to return	% return
Access & Continuing Learning	207	101	106	49
Business, Creative & Digital Industries	193	16	177	8
Engineering, Computing, Built Environment	159	22	137	14
Finance & Infrastructure	125	36	89	29
Health & Wellbeing	188	99	89	53
Human Resources	20	17	3	85
International & Business Development	69	0	69	0
Quality & Performance	49	9	40	18
Student Experience	139	59	80	42
Executive Support	4	2	2	50
Totals	1153	361	792	31

The figures have been provided to the SLT, with the APs receiving details of the individuals still to complete. For the International and Business Development area the PDPs have not been completed due to the ongoing restructure as noted above.

We have sourced an iTrent consultant to work with the OD team in September. This will allow the team to amend the PDP section on iTrent and bring it in line with the recent system changes. Managers and staff will then be able to fully complete and monitor their PDPs on iTrent.

The team will provide a training guide to support staff and managers in using the new system which will be supplemented with training sessions.

We are also working with a provider in developing 'Coaching Conversation' training sessions to provide our managers with the tools to have meaningful conversations with their teams when discussing their development.

Blended Working Pilot

The Blended Working Pilot ended on 30 June.

It was agreed by EMT that during the month of July teams could continue with arrangements previously agreed for the pilot.

A staff survey on the Blended Working Pilot was completed in June. The survey comprised of two parts:

- Part 1: feedback from members of the teams that participated in the pilot.
- Part 2: feedback on the service provision from internal customers of each team participating in the pilot.

The majority of staff surveyed were very positive about their experience during the Blended Working Pilot and fed back that they felt the College should adopt a blended model for suitable teams going forward.

The information provided from the survey was used by the managers to inform their evaluations of the pilot within their teams and by EMT in their overall assessment of the pilot.

Following review of the survey results and evaluation of how the team had operated during the pilot all teams expressed an interest in continuing with a blended working model in their evaluation.

Evaluation reports were submitted for each participating team and meetings took place with available department managers, Assistant Principals and EMT in July to evaluate the pilot.

It was agreed by EMT, following these meetings, that the Blended Working Pilot would be extended to allow assessment in a full and normal academic year through 2022/23.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

N/A

5. RISKS

N/A

**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	KPI Report – Quarters 3 and 4
Action:	Information/Discussion
Prepared by:	Lorraine McGaw, Assistant Principal HR
Agenda Item:	22.26
Status:	Disclosable (except HR KPIs)

1. PURPOSE OF THE REPORT

This attached paper provides an update on the Key Performance Indicators for Quarters 3 and 4 of Academic Session 2021/22. For data protection purposes, the Committee are asked to note that the Human Resources Management KPIs are non-disclosable.

2. ACTION FOR THE COMMITTEE

To discuss the report.

3. BRIEF BACKGROUND INFORMATION

The Organisational Development Committee requested that a Red, Amber, Green (RAG) status be added to the KPI grid therefore alerting/assuring the committee of the current position.

- **RED** – significant concern that the target will not be met
- **AMBER** – some concern that the target will not be met
- **GREEN** - target met or exceeded

The following KPI's are worth highlighting in Quarters three and four:

Occupational Health surveillance baseline test completion for at risk areas

Following the appointment of our new Occupational Health surveillance provider a number of clinics were set up to capture as many staff as possible however due to EIS strike action during April and May some clinics had to be cancelled and it was not possible to arrange additional clinics at such short notice. Clinics have been set up for September, and it is hoped therefore to capture all of the staff who should have been seen in May and June which will result in the target figure being met by the end of Quarter 1 of 2022/23.

Protected Characteristics Data

The College continues to work to improve the collection of this data. All of the figures have improved, and we continue to promote to staff the disclosure of information.

PDP Completion Rate

The PDP completion rate has improved since the last meeting however participation has not improved significantly. Plans have been put in place to prioritise this in 2022/23 and to move the completion of the paperwork to our HR system as detailed in the Assistant Principal HR's report.

4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION

Appendix No: 1 – Key Performance Indicator Grid

5. RISKS

There are no specific risks associated with this paper.

**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	Workforce Planning
Action:	For discussion
Prepared by:	Lorraine McGaw, Assistant Principal: Human Resources
Agenda Item:	22.28
Status:	Disclosable

1. PURPOSE OF THE REPORT

A presentation on the development of the Glasgow Clyde College workforce planning process will be given at the meeting on 21 September 2022. This paper is provided as a background to the presentation to give Committee members an overview of what workforce planning involves in the College.

2. ACTION FOR THE COMMITTEE

The Organisational Development Committee are asked to discuss this report.

3. BRIEF BACKGROUND INFORMATION

Aims of Workforce Planning

At its simplest, effective workforce planning ensures we have:

- a workforce doing what we need them to do;
- a workforce of the right size;
- the right skills and diversity;
- a workforce that is organised and structured in the right way; and
- a staffing complement budget that we can afford.

Our workforce planning process includes a review of the contractual arrangements necessary to provide flexibility and affordability to meet the changing needs and expectations of students and employers.

Benefits of the Workforce Plan

Overall, workforce planning provides a strategic approach for making critical people management decisions and will allow the college to:

- plan for new activity and any activity that will cease;
- anticipate and resolve issues such as staff and skills shortages;
- ensure that staff are undertaking the role required to meet the current and future needs of the College;
- review the efficiency of current staffing structures;
- manage staff costs;
- plan staff development needs;

- consider the flexibility and makeup of the workforce to respond quickly to changing needs; and
- succession planning.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

Appendix 1 – Workforce Planning Presentation.

5. RISKS

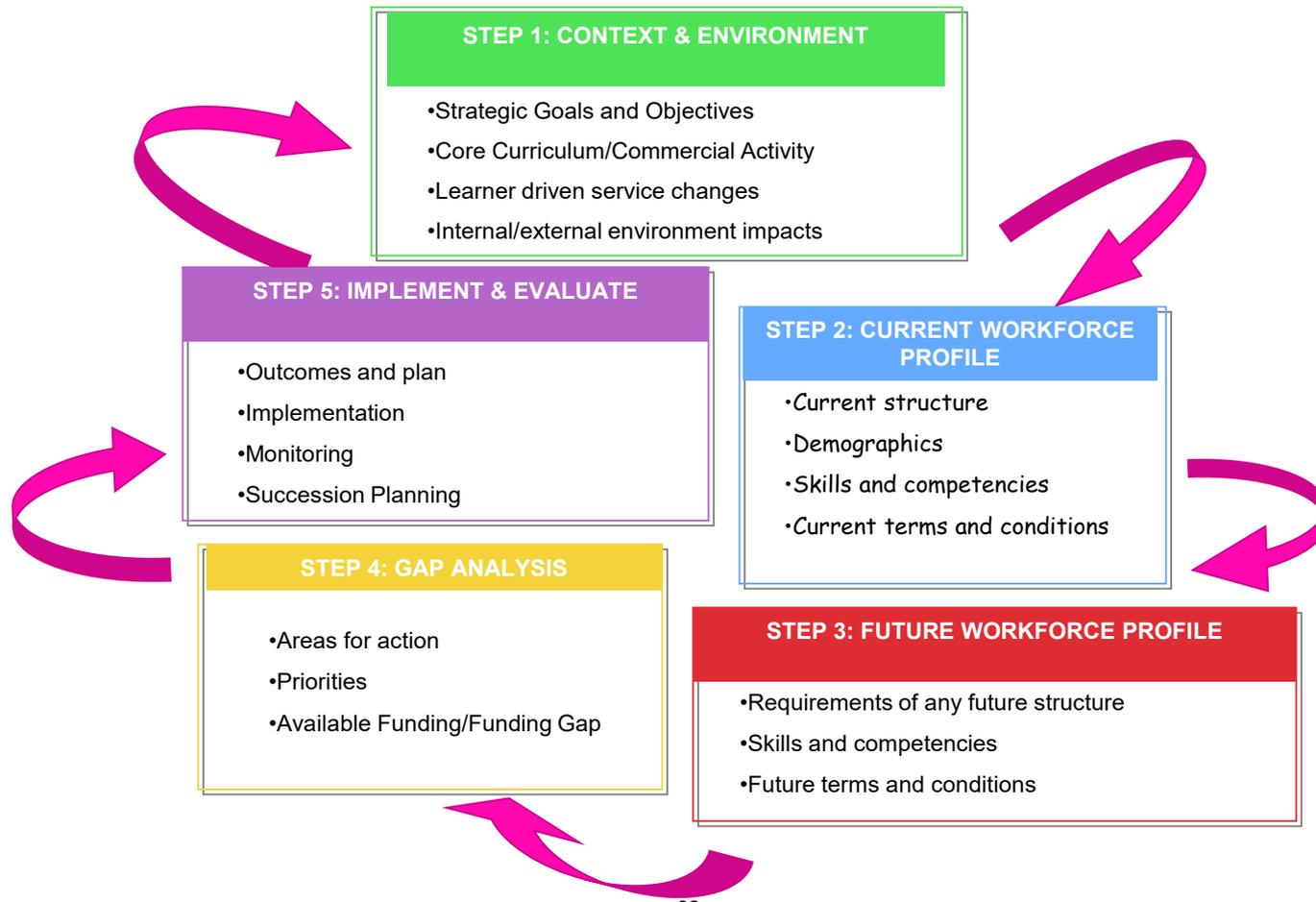
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**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

Workforce Planning

Workforce Planning Model



Some Key Questions

1 **What context are we currently working in and how is it likely to change over the next years?**

- Student numbers fragile
- Flat Cash Settlement - return to pre-pandemic credit target
- move away from multiple credit pots
- Flexible Workforce Development Fund (FWDF) – facing greater competition
- Modern Apprenticeships
- Commercial activity
- Changing nature of study – return to predominately face-to-face
- Government priorities – digital literacies, labour market trends, Brexit, Re-skilling/Upskilling, Foundation Apprenticeships

2 **Does our structure best support the delivery objectives? If not how does it need to change and what impact does this have on staffing?**

- Age Profile of Senior Management and middle managers
- Would you automatically replace posts
- Succession plans for leadership roles

Some Key Questions

3 Does the workforce composition meet future requirements? Are their foreseeable losses of staff within the next 3 years?

- Age profile in certain areas, potential retirements
- Succession planning and recruitment strategies

4 What are the new skills required for the future?

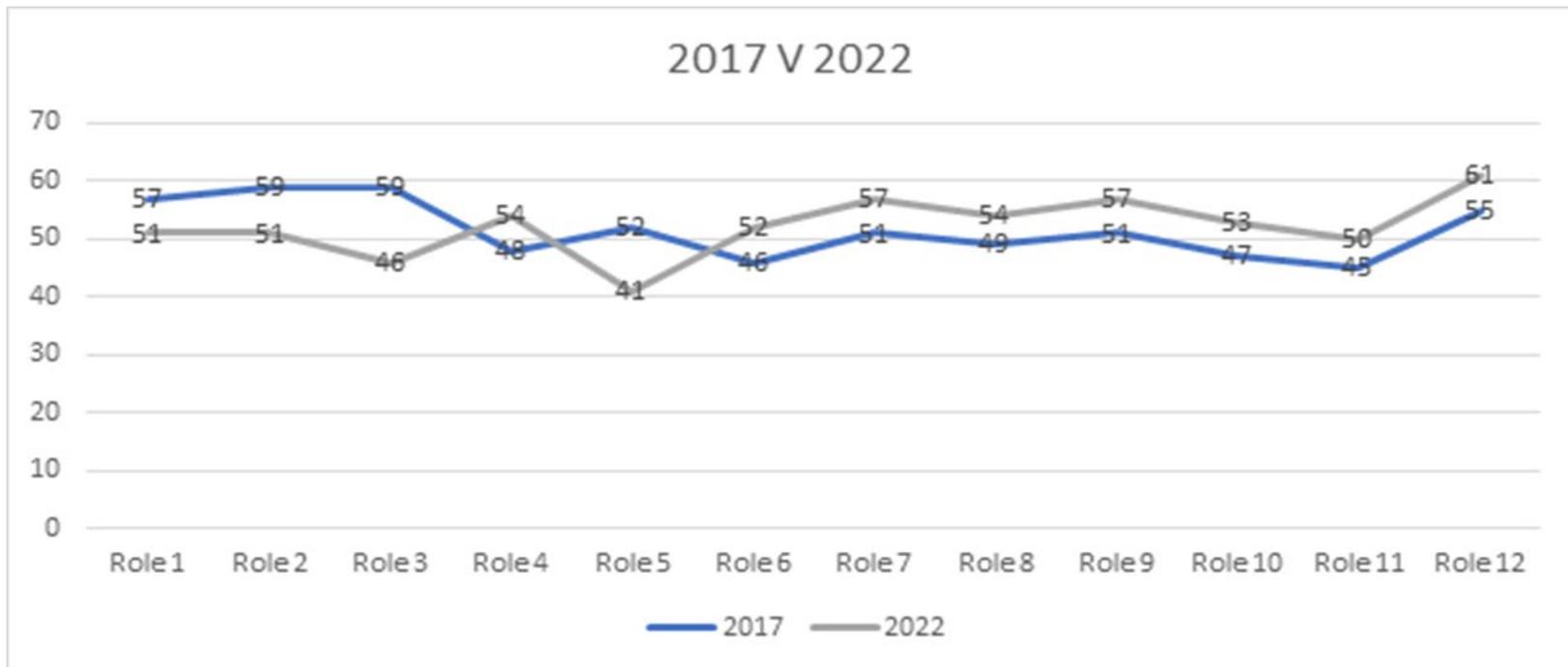
- Technological changes requiring new skills e.g. online learning
- Flexible learning
- Skill sets no longer required
- New services to be introduced
- Critical jobs

Current Assumptions

- **CURRICULUM VOLUME AND TYPE**
 - Return to pre-pandemic credit target
 - Previously reliable areas, like childcare and social care, are struggling to recruit though some older areas becoming fashionable again, such as sport.
 - Growth in MA & VQ delivery
 - Growth in E-Learning
- **NATIONAL BARGAINING – WORKFORCE OF THE FUTURE**
 - Lecturing teaching hours, annual leave, salary structure, job roles, key skills
 - Support contracts, annual leave, salary structure, job roles, key skills, working hours
- **FUTURE STAFFING STRUCTURE**
 - Age
 - Gender
 - Skill Set
 - Permanent/Temp
 - Job Roles
 - Commercial Requirements

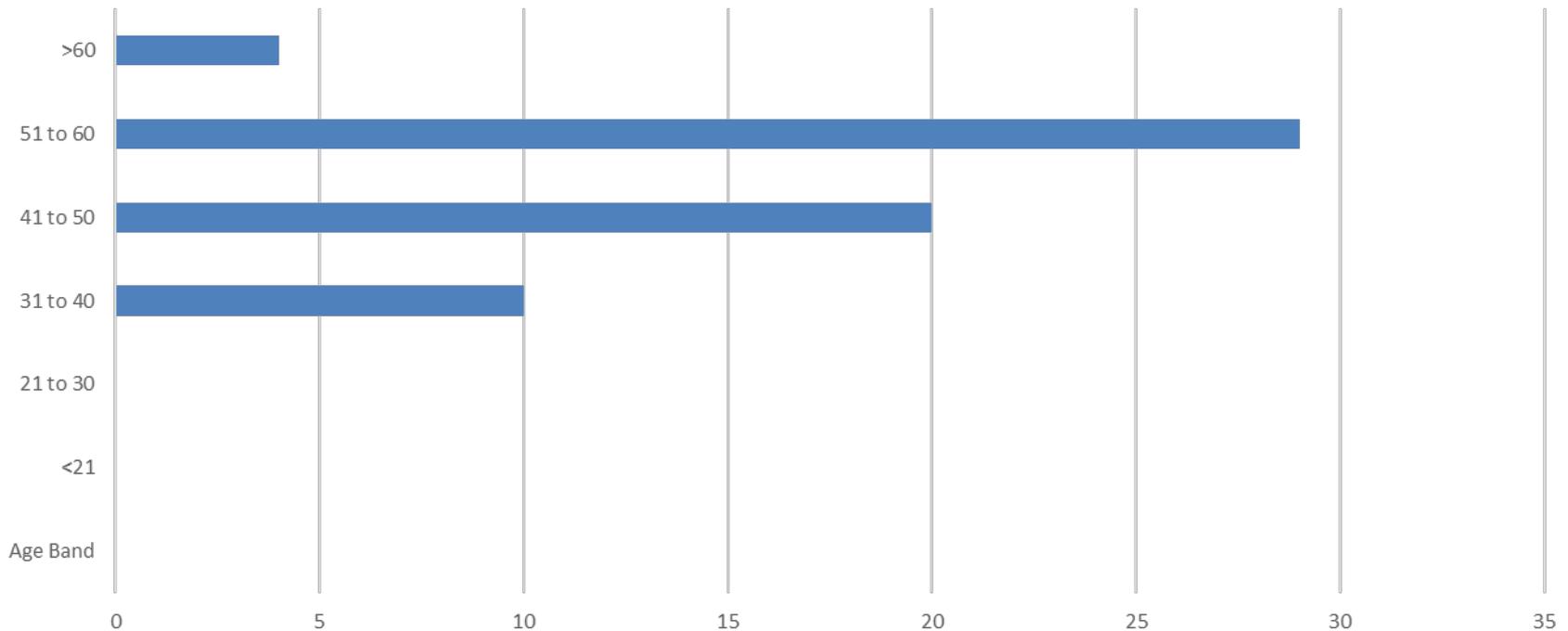
Senior Leadership Team

Average age of SLT in 2017 was 52 and in 2022 is still 52



Heads of Curriculum

Average age of CQLs & CMs is 50

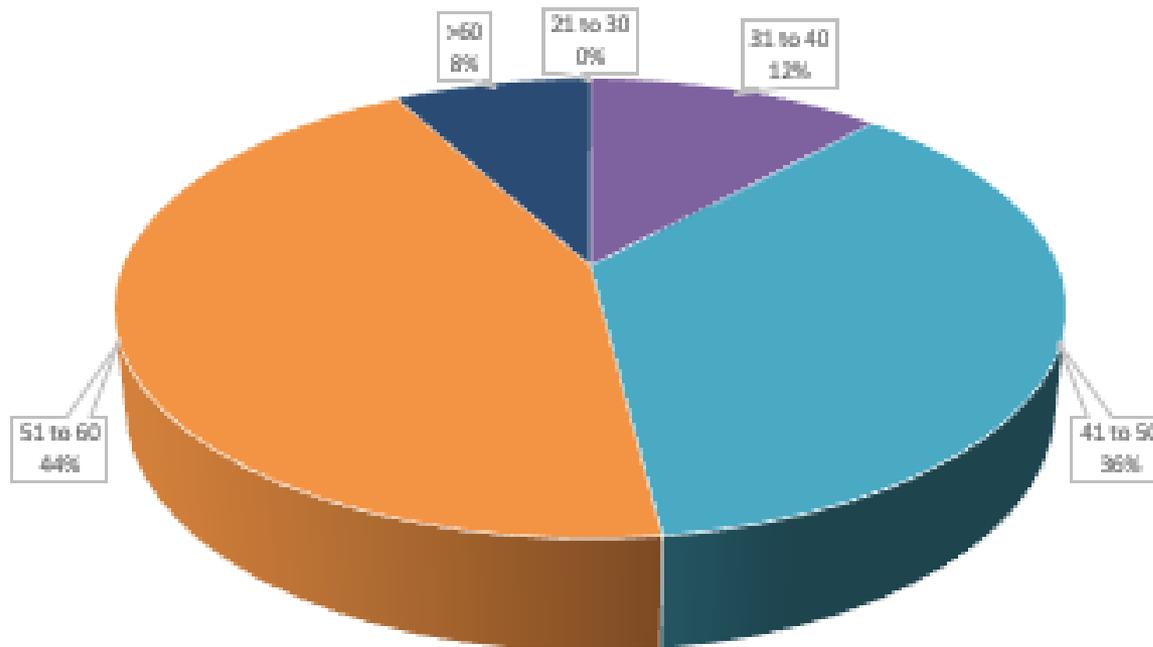


Support Managers

2017 - 40% of Support Managers were between 51 and 60

2022 – 44% of Support Managers are between 51 and 60

Average Age is 51

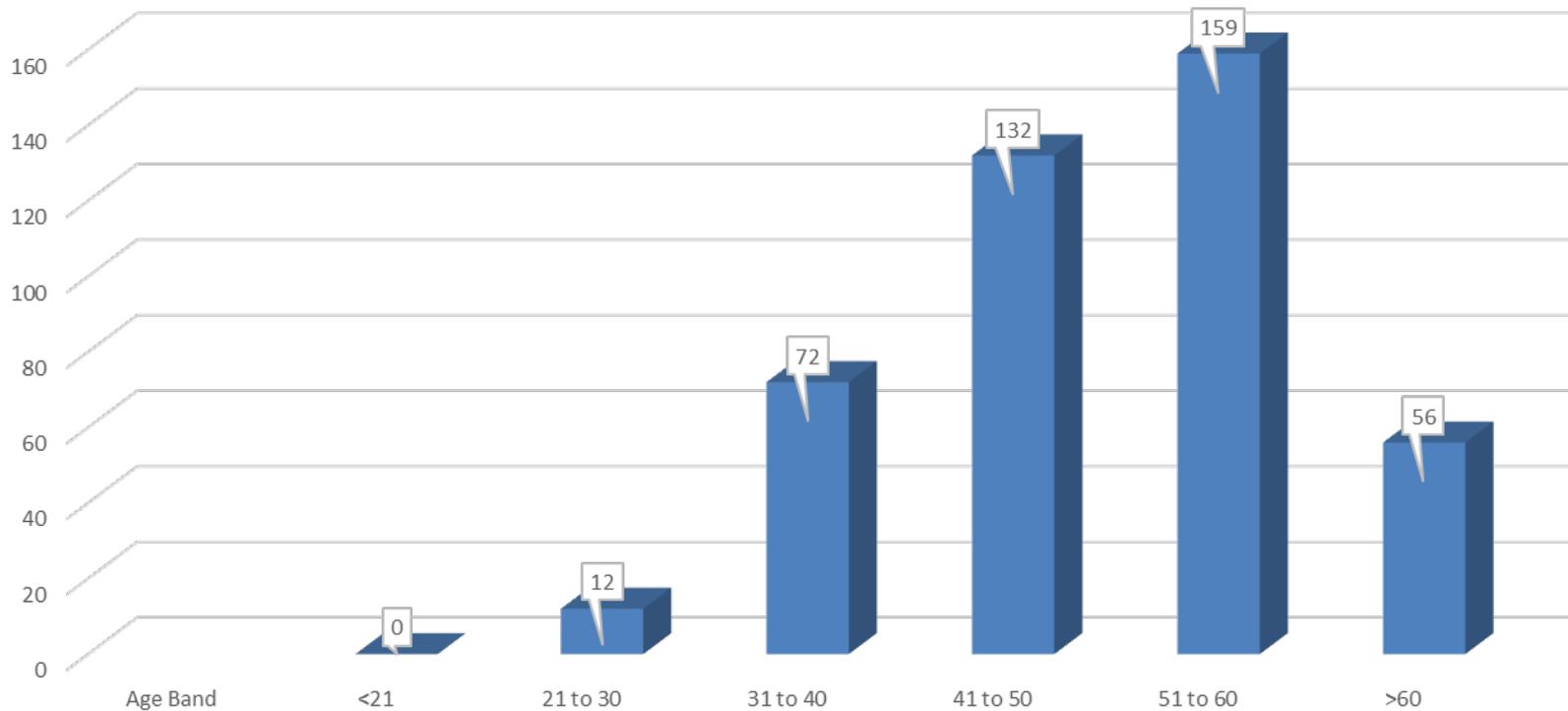


Age Band <21 21 to 30 31 to 40 41 to 50 51 to 60 >60

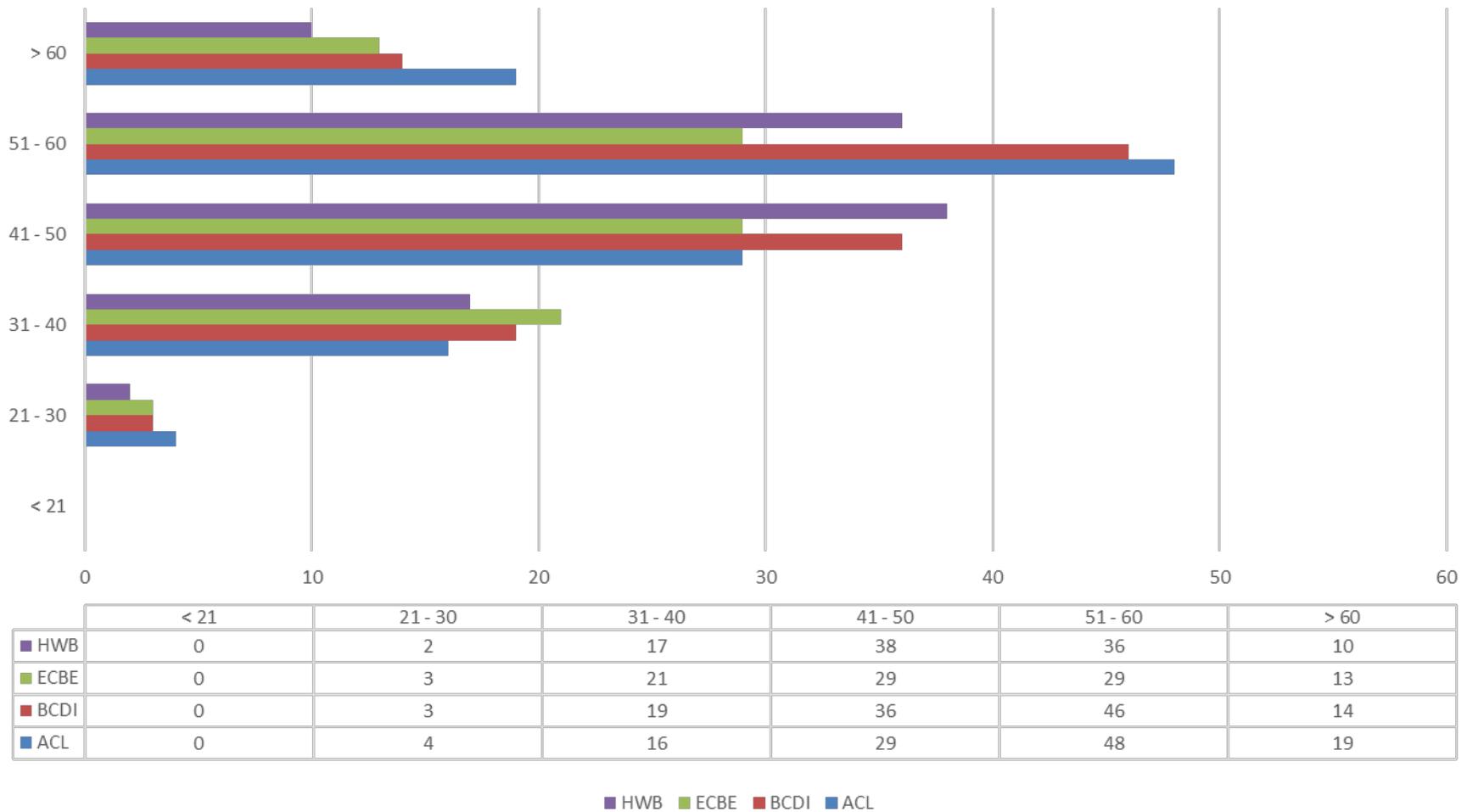
Age Profile (Lecturing)

Average age of a permanent lecturer is 50

Lecturers

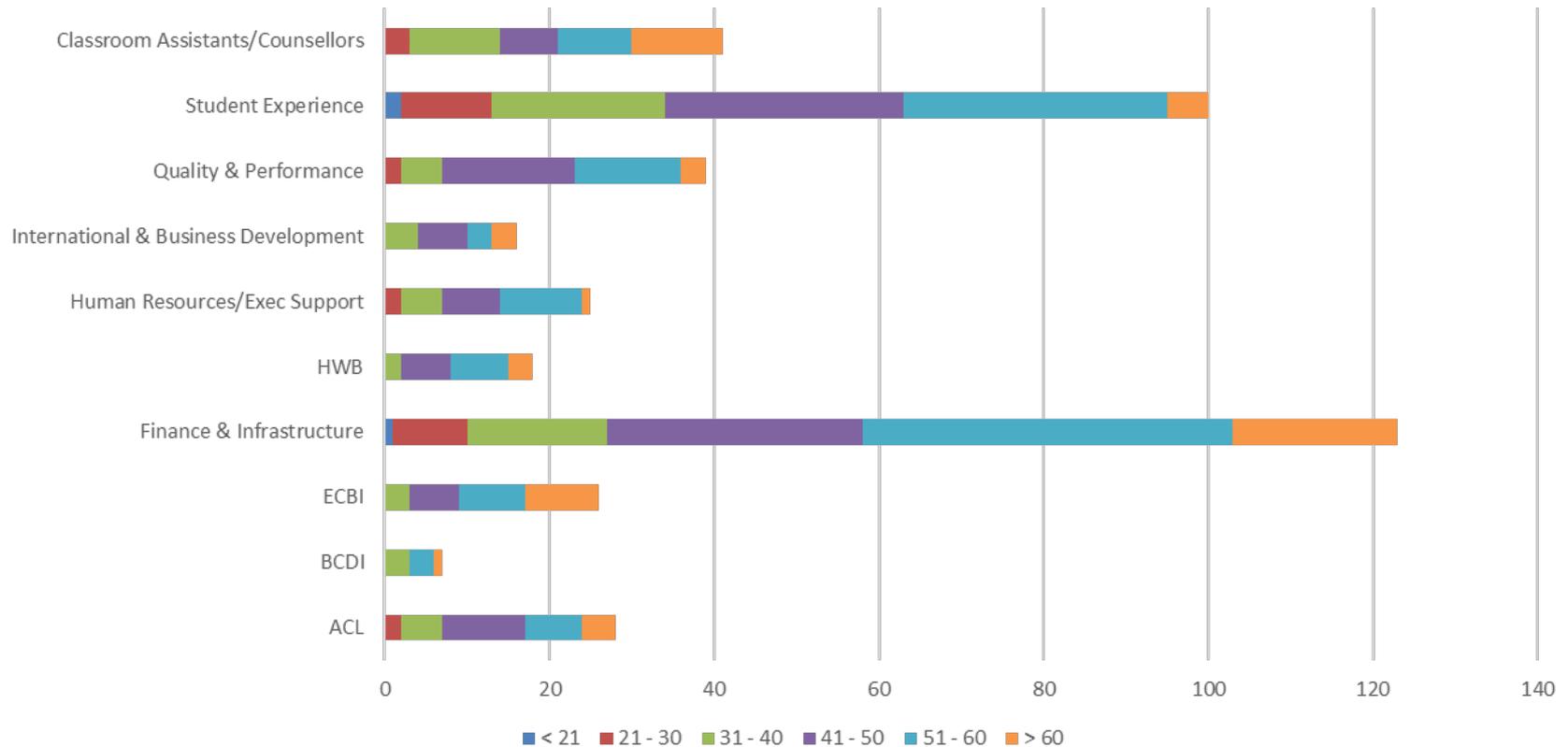


Faculty Age Profile (Lecturing)



Age Profile (Support)

33% of all Support staff are aged between 51 and 60



Workforce Planning

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	Organisational Development Report
Action:	Discussion
Prepared by:	Gillian Crankshaw, Organisational Development Manager
Agenda Item:	22.29
Status:	Disclosable

1. PURPOSE OF THE REPORT

- 1.1 This report provides details of some of the activities of the Organisational Development team since our last report to the Committee in May 2022.

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note and discuss this report.

3. BRIEF BACKGROUND INFORMATION

3.1 Teaching Professional Pathway

- 3.1.1 38 staff have completed our Teaching Essentials course in 2021/22 and a further 17 are attending courses which commenced in August 2022. We will be offering an additional two cohorts of 24 places for staff to attend, before the end of June 2023.

- 3.1.2 The second stage of the Pathway is the PDA - Teaching in Scotland's Colleges qualification. 13 staff were successful in achieving the Level 9 qualification in 2021/22. 22 have commenced our new course in August 2022 and are expected to complete by June 2023.

- 3.1.3 23 staff have successfully achieved the TQFE qualification over 2021/22. The new cohort will commence with the University of Aberdeen in September 2022 with the College fully funding 10 teaching staff places.

3.2 Staff Learning Days – June and August 2022

- 3.2.1 The Staff Learning Days took place on 13 and 16 June 2022 and 18 August 2022.

- 3.2.2 44 facilitated training sessions were provided over the development days with a range of online training modules also being available for staff to access anytime.

- 3.2.3 The programmes for the Learning Days can be found in **Appendices 1 and 2**.

3.3 Health and Wellbeing

- 3.3.1 The Healthy College Day took place on Friday 17th June. Activities provided included neck, back and shoulder massages (69), health screenings (31), menopause session delivered by Charlie Waller (24), mindfulness sessions (14), cost of living session by money advice Scotland (6), healthy eating workshop (5), basic life support (3), pure gym day pass (7), Glasgow Life voucher (17), SkyTrak and table tennis (5).
- 3.3.2 77 staff completed the healthy college day evaluation, and feedback was positive. A copy of the full evaluation is attached in **Appendix 3**.
- 3.3.3 The staff health and wellbeing intranet page, providing information, resources, and signposting for staff on a variety of health and wellbeing topics, should be finalised this month.
- 3.3.4 A communication will be issued detailing its release in September and the health and wellbeing officer will be available to meet individual teams to promote the use of this resource.
- 3.3.5 A health and wellbeing campaign programme has been developed, which highlights priority health and wellbeing topics for each month as well as potential opportunities to work with our internal stakeholders GCCSA, Mental Health Team, Equalities and Diversity Lead and Human Resources. A timetable of health and wellbeing activities is being developed around these priority areas. A copy of this is attached in **Appendix 4**.
- 3.3.6 A communication will be issued each month detailing the health and wellbeing activities available on each campus.
- 3.3.7 A staff led healthy eating group is being launched at Cardonald Campus on the 8 September. The possibility of setting up similar staff led health and wellbeing groups across all 3 campuses is currently being explored.
- 3.3.8 Gyms will be re-opening to staff at the end of September 2022.
- 3.3.9 In partnership with GCCSA and as a result of the great work done by the GCCSA and the previous cycle interns the College has been awarded Cycling Scotland's Accredited Cycling Friendly Campus Award. Further actions are planned to help the College achieve this award with distinction.

3.4 Academic Management Restructure Interim Review

- 3.4.1 Focus Groups were facilitated by Organisational Development in February 2022
- 3.4.2 Staff from both the Teaching and Support areas of the College were invited to take part in the focus groups
- 3.4.3 In total 44 members of staff participated:

15 Curriculum Managers	13 Lecturers
3 Curriculum Quality Leaders	6 Support Staff
4 Assistant Principals	3 EIS Representatives

3.4.4 4 main topics were identified:

- Curriculum Manager Workload
- Multiple Line Managers in some cases
- Structure not Student Focussed
- Clarity of Roles and Responsibilities

3.4.5 The feedback from the focus groups was presented to Jon Vincent, John Rafferty, the Curriculum Assistant Principals, Eric Brownlie and Lorraine McGaw in April 2022.

3.4.6 It was agreed at the meeting that the Curriculum Assistant Principals would gather feedback from their individual teams to validate the information gathered at the focus groups.

3.4.7 Participants in the focus groups were sent a thank you for participating email from John Rafferty in June 2022.

3.4.8 A communication will be issued detailing the results of the interim review by the end of September 2022.

4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION

N/A

5. RISKS

N/A

6. ANY OTHER SIGNIFICANT IMPACT eg STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY

6.1 N/A



Staff Learning Days



13 & 16 June 2022



Welcome

We are delighted to share with you the Staff Learning Days programme for 13 and 16 June 2022.

The session booking will be through the [Employee Self Service](#) on iTrent. You will book your places here on both the Classroom and Microsoft Teams training. A calendar invite will be automatically sent on Outlook which will contain the joining link or classroom details for the session.

Remember that in addition to the courses on the programme, you can find a comprehensive and regularly updated list of online training courses, webinars and materials in the [Organisational Development Training Page](#), on Canvas.

The Learning Days are time dedicated to you, to enhance your skills and further develop your knowledge. We hope that you can participate in the some of the sessions.

Let's get learning!

Organisational Development



What's On.....?

Click on a title to see courses available.

-  **Canvas**
-  **Compliance**
-  **Equality, Diversity & Inclusion**
-  **Health & Safety**
-  **IT Training**
-  **Leadership**
-  **Learning and Teaching**
-  **Personal Development**
-  **Wellbeing**

 People-centred	 Pioneering	 Principled	 Passionate
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(This calendar shows the facilitated sessions only – all other courses can be found within the programme)

All sessions can be booked on [iTrent Employee Self Service](#)

TIME	Monday 13 June 2022								
9.00									
9.15									
9.30			Climate Fresk!		Presentation Techniques	Powerpoint Intermediate	Teacher-Student Communication Tools in Canvas		
9.45									
10.00									
10.15									
10.30									
10.45									Getting Your Canvas Courses Ready for Next Academic Year
11.00									
11.15									
11.30									
11.45									
12.00						Canvas Basics - Getting Your Students and Courses onto Canvas			
12.15									
12.30									
12.45									
13.00	Guidance for Supporting Trans Students and Staff			Data Protection by Design and Default					
13.15									
13.30		Empowering Digital Teachers							
13.45									
14.00								Canvas Analytics from a Lecturer Perspective	
14.15									
14.30									
14.45									
15.00							Excel Intermediate	Google Sites - Easily Integrate Digital Skills for Students	
15.15									
15.30									
15.45									
16.00									
16.15									
16.30									
16.45									



TIME	Thursday 16 June 2022								
9.00									
9.15									
9.30				Keeping Calm	Climate Fresk!	Building Resilience			
9.45									Communicating with Students Through Canvas
10.00									
10.15			Riding the Wakelet Wave (Library)						
10.30									
10.45									
11.00		Empowering Digital Teachers							Gender Based Violence (GBV) – Supporting Students and Staff at Glasgow Clyde with Report & Support
11.15									Assignment Enhancements - New Look Canvas Assignments
11.30									
11.45									
12.00									
12.15									Canvas Basics - Getting Your Students and Courses onto Canvas
12.30									
12.45									
13.00	Risk Assessment Training	Data breaches and how to avoid them							
13.15									
13.30									
13.45									
14.00									
14.15									
14.30						Gender Based Violence (GBV) – Supporting Students and Staff at Glasgow Clyde with Report & Support			
14.45						Integrating ready-to-use eLessons and Assessments into your Canvas Course			
15.00									
15.15									
15.30						Canvas Analytics from a Lecturer Perspective			
15.45									
16.00									
16.15									
16.30									
16.45									



Canvas



Teacher – Student Communication Tools in Canvas

In this introductory session, learn about the communication tools within Canvas, focusing on Announcements, Discussions and Notifications. This session will demonstrate:

- How to send important updates
- How to help students interact
- How Canvas-generated communications can improve the student experience

Target Audience	Teaching Staff
Facilitator	Melissa Markle, E-Learning Team
Date	Monday 13 June 2022
Time	09:30 - 10:15
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service

Getting Your Canvas Courses Ready for Next Academic Year

The transition into a new academic year on Canvas means that every subject you teach will have a brand-new blank Canvas for you to work with. In this session you will learn how to:

- Add the college template to your blank course
- Import your Canvas course from 2021/22 to reuse your materials
- Import individual modules or resources
- Apply good practice to setting up assignments, discussions, and calendar items.

Target Audience	Teaching Staff
Facilitator	John McGuigan, E-Learning Team
Date	Monday 13 June 2022
Time	10:45 - 11:30
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service



Canvas Basics - Getting Your Students and Courses on to Canvas

From accessing Canvas to managing your Dashboard cards, from adding yourself to a course to editing a Canvas Page, this session will cover all of the Canvas Basics. Some of the topics covered include:

- Where to find Canvas and how to login
- Navigating the main menu
- Managing your Dashboard
- Searching for and adding yourself to a Course
- Student enrolments (via MIS)
- Setting out your Canvas course

Target Audience	Teaching Staff	
Facilitator	Sam Coulter, E-Learning Team	
Date	Monday 13 June 2022	Thursday 16 June 2022
Time	12:00 - 12:45	12:00 - 12:45
Location	Online (Teams)	
Book on iTrent	Sign into Employee Self Service	

Canvas Analytics from a Lecturer Perspective

In this overview of Canvas Course Analytics, you will learn to view use New Analytics to examine activity, assignment submissions, and grades. The topics covered include:

- How to access and navigate Canvas analytics
- How to lever information from the options available to make early interventions
- How to target messages for specific groups of students

Target Audience	Teaching Staff	
Facilitator	Iain Shaw, E-Learning Team	
Date	Monday 13 June 2022	Thursday 16 June 2022
Time	14:00 - 14:30	15:15 - 15:45
Location	Online (Teams)	
Book on iTrent	Sign into Employee Self Service	



Google Sites - Easily Integrate Digital Skills for Students

Learn how to use Google Sites to help your students develop and demonstrate their digital skills. The session will show how various digital skills are brought together in a single activity. This will include:

- What Google Sites is
- How to add a template
- How to add text and images
- How to embed a PowerPoint and a video
- How to share

Target Audience	Teaching Staff
Facilitator	Amy Butler, E-Learning Team
Date	Monday 13 June 2022
Time	15:00 – 15:45
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service

Communicating with students through Canvas

Taking communication to the next level, learn about the different tools available in Canvas for communicating with students. Through Canvas, you can quickly and easily:

- Send individual messages through People
- Send messages through Gradebook for quizzes and assignments
- Send messages through New Analytics

Target Audience	Teaching Staff
Facilitator	Amy Butler, E-Learning Team
Date	Thursday 16 June 2022
Time	09:30 – 10:15
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service

Assignment Enhancements – New Look Canvas Assignments

Learn about the new-look Canvas Assignments that will be in place for 22/23. This update to Canvas will make it easier for students to submit Assignments and view feedback. The session will demonstrate:

- The new process for students uploading Assignments
- Changes to feedback in SpeedGrader (for Lecturers)
- How students access feedback
- The resubmission process for students

Target Audience	Teaching Staff
Facilitator	John McGuigan, E-Learning Team
Date	Thursday 16 June 2022
Time	10:45 – 11:30
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service



Integrating ready-to-use eLessons and assessments into your Canvas Course

Learn how you can implement ready-to-use resources within your Canvas Courses. Blended Learning Consortium (BLC) resources, covering a wide range of subjects, are available as ready-to-use eLessons and Assessments. The topics covered will include:

- What the BLC resources are
- Why you should integrate them into your course
- What benefit they have for students
- What benefits they have for lecturing staff
- How to view the available BLC resources and add them to my course?

Target Audience	Teaching Staff
Facilitator	Rebekah McDaid, E-Learning Team
Date	Thursday 16 June 2022
Time	14:00 – 14:45
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service



Compliance



Data Protection by Design and Default

Do you know that data protection by design and default is a legal requirement under UK GDPR? When new systems or processes are designed and developed, data protection issues must be considered up-front. This ensures that appropriate technical and organisational measures are 'baked-in' to the final design so that personal data is protected.

Join me for this session to find out what this means in practice, including when a Data Protection Impact Assessment (DPIA) is necessary and how to complete it.

Target Audience	All Staff
Facilitator	Mairead Wood, Data Protection Officer
Date	Monday 13 June 2022
Time	13:00 – 14:00
Location	Online
Book on iTrent	Sign into Employee Self Service

Data Breaches and How to Avoid Them

Data breaches continue to hit the headlines, with big business facing hefty fines from the Information Commissioner's Office and compensation claims from those affected. In this session we'll look at some of the worst data breaches in recent years, their underlying cause and how they could have been avoided.

We'll also consider the legal obligations - including the 72-hour ICO reporting requirement - and the procedure the college has in place for risk assessing data incidents and breaches, and how these should be managed.

Target Audience	All Staff
Facilitator	Mairead Wood, Data Protection Officer
Date	Thursday 16 June 2022
Time	13:00 – 14:00
Location	Online
Book on iTrent	Sign into Employee Self Service



Online Compliance Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

You will be asked to:

1. Sign in using your usual College username and password
2. Click on the purple icon to join the course, and then to go to the course home page

Courses Available are:

- Working with GDPR
- Working with the Bribery Act
- The Modern Slavery Act



Equality, Diversity & Inclusion



Guidance for Supporting Trans Students and Staff	
This session will provide attendees with information on Trans Awareness as well as informing staff on the content of new Glasgow Clyde College Guidance for Supporting Trans Students and Staff .	
Target Audience	All Staff
Facilitator	Equality Network
Date	Monday 13 June 2022
Time	13:00 – 15:00
Location	Online
Booking on iTrent	Sign into Employee Self Service

Gender Based Violence (GBV) - Supporting Students and Staff at Glasgow Clyde with Report & Support		
Glasgow Clyde College is involved with sector leading initiatives and campaigns to support both staff and students in preventing and caring for victim/survivors of GBV.		
This session provides a brief overview of all our current work and showcases the new online Report & Support tool available to everyone in the GCC community.		
<i>There will be terms used describing/relating to GBV which may be triggering or upsetting.</i>		
<i>If you would like to access support, without attending please click here to access the Report & Support Tool which includes resources on sexual harassment, assault and violence.</i>		
<i>If you wish further information please contact Caroline Hutchison (Equality Lead) chutchison@glasgowclyde.ac.uk</i>		
Target Audience	All Staff	
Facilitator	Caroline Hutchison	
Date	Thursday 16 June 2022	
Time	10:00 – 11:30	14:00 – 15:30
Location	1.15 – Cardonald (beside Student Space)	Boardroom, Anniesland
Booking on iTrent	Sign into Employee Self Service	



Online Equality, Diversity and Inclusion Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

Courses Available are:

- Cultural Awareness
- Disability Confident
- Disabled Adventures in Customer Service
- Disabled Adventures in Work & Recruitment
- The Diversity Challenge
- Gender Matters
- Inclusion Essentials
- Inclusive Language & Communication
- Inclusive Leadership
- Understanding Equality Impact Assessments
- Managing Maternity and Paternity at Work
- Sexual Orientation
- Tackling Race Bias at Work: Managers Guide
- The Impact of Micro-Behaviours
- Trans and Non-Binary Awareness
- Supporting Trans and Non-Binary People at Work: A Managers Guide
- Understanding Equality Impact Assessments
- Understanding and Tackling Gender Bias at Work
- Understanding Unconscious Bias
- Understanding Race Bias
- Working Effectively with the Equality Act



Health & Safety



Risk Assessment Training for Staff	
This training is a key Health and Safety course for all College staff and aims to provide you with the knowledge, practical skills and confidence to carry out essential risk assessments at work.	
Target Audience	All Staff
Facilitator	Uche Okoli
Date	Thursday 16 June 2022
Time	13:00 - 15:00
Location	Online (Microsoft Teams)
Booking on iTrent	Sign into Employee Self Service

Display Screen Equipment (DSE)	
A 'DSE User' is defined as any member of staff who uses Display Screen Equipment daily, as part of their normal work, continuously for an hour or more at a time.	
Any staff who fall under this definition must complete a short DSE training course and the associated risk assessment.	
<p>Click here and sign in to the course on Canvas (using your College user name and password)</p>	
Target Audience	All Staff



IT Training



Microsoft PowerPoint Intermediate

This course will cover:

- Change layout of slides,
- Apply Designs/Backgrounds to slides
- Add Notes/Comments to Slides,
- Insert Audio and Video files to Slides
- Use the Set-Up tools e.g. add timings to slides etc.,
- Export slides/presentation as a video and Upload video to Stream.

Target Audience	All Staff
Facilitator	Rosemary Main
Date	Monday 13 June 2022
Time	09:30 – 12:30
Location	IT6, Business Centre, Cardonald Campus
Book on iTrent	Sign into Employee Self Service

Microsoft Excel Intermediate

These intermediate Microsoft Excel courses are designed for delegates who have used Excel before and want to expand their knowledge. Improving formatting, organising data, highlighting key information and creating formulas/links between sheets as well as other useful Excel features.

Target Audience	All Staff
Facilitator	Rosemary Main
Date	Monday 13 June 2022
Time	13:30 – 16:30
Location	IT6, Business Centre, Cardonald Campus
Book on iTrent	Sign into Employee Self Service

Microsoft Online Training

You can access training from Microsoft on many of their products including Teams, SharePoint, One Note, Excel, Word, Microsoft Forms and more. [Click here to access Microsoft online training.](#)

Microsoft also offer free access to their training webinars – you can find upcoming webinars [here.](#)

Target Audience	All Staff
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Leadership



Online Leadership Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

Courses available are:

- Building Trust
- Introduction to Coaching
- Avoiding Workplace Conflict
- Developing Leadership Skills
- Disciplinary Matters
- Disciplinary Investigations
- Developing Emotional Intelligence
- Making Teams Work
- Maximising Potential by Developing Strength
- Performance Appraisals
- Recruitment & Selection: An Introduction
- Six Steps to Leading Productive Meetings



Learning and Teaching



Empowering Digital Teachers

This session will demonstrate Empowering Digital Teachers (EDGE) courses and resources that have been developed to offer quick, effective digital solutions to the challenges that we all face today.

In this 30-minute session we will explore:

- How to easily access and use millions (literally) of valuable digital resources that are available to you now
- Strategies for successful group work within an online environment (always one of the more challenging parts of the job)
- How to optimise your existing PowerPoints for effective online delivery
- How to easily convert paper based assessments into a convenient electronic format (no more sending students scripts across campuses for IV purposes)
- How to easily develop and embed activities that will improve your students' digital literacy

Target Audience	All Teaching Staff	
Facilitator	Kenny Park	
Date	Monday 13 June 2022	Thursday 16 June 2022
Time	13:30 – 14:00	11:00 – 11:30
Location	Online (Microsoft Teams)	
Book on iTrent	Sign into Employee Self Service	

Riding The Wakelet Wave

Wakelet is a free curation tool that allows you to save, organise, and share content from around the web. The library has used Wakelet to build collections which showcase our digital resources and have created bespoke collections (or wakes) for each subject area. Students love these vibrant wakes which contain links to e-books, e-journals, Clickview videos, online databases and more! To see Wakelet in action and to find out how to grow your collection, join us for an introductory session.

Target Audience	All Teaching Staff	
Facilitator	Janice Shand, Library Facilitator	
Date	Thursday 16 June 2022	
Time	10:00 – 11:00	
Location	Online (Microsoft Teams)	
Book on iTrent	Sign into Employee Self Service	



Personal Development



Climate Fresk!		
<p>We all know something about Climate Change but, if you think that your learning, your teaching or your life would be better for really understanding how the causes and effects of climate change all join up, then a Climate Fresk Workshop could empower you to be part of its solution.</p> <p>Climate Fresk is a fast-paced, high-impact workshop where teams work through a series of 42 cards that join the dots on this vital and complex subject. It's completely science-based and draws only from the latest Intergovernmental Panel on Climate Change Report (IPCC) to ensure that participants get whole, current and unbiased truth about how human activity is affecting the planet and the people on it.</p>		
Target Audience	All Staff	
Facilitator	Sue Roberts, GCRB - Environment and Sustainability	
Dates	Monday 13 June 2022	Thursday 16 June 2022
Times	09:30 – 12:30	09:30 – 12:30
Location	Seminar Room 4, Cardonald Campus	Seminar Room 4, Cardonald Campus
Book on iTrent	Sign into Employee Self Service	

Keeping Calm	
<p>This course is for staff who deal with customers who have grievances. Suitable for any staff who are recipients of aggressive or abusive behaviours from customers. You will learn strategies and techniques for staying in control and keeping calm.</p> <p><i>Lunch vouchers will be available for attendees to use in the Langside refectory.</i></p>	
Target Audience	All Staff
Facilitator	Clara Moore
Date	Thursday 16 June 2022
Time	09:30 – 16:30
Location	The Space, Langside
Book on iTrent	Sign into Employee Self Service



Presentation Techniques

Presentation Techniques course will cover; how to plan, design, and deliver presentations both online and face to face, using Powerpoint for maximum effect, delivery techniques, engaging your audience, techniques for staying in control, and timings. All courses can be tailored to meet the needs of the organisation.

Target Audience	All Staff
Facilitator	Elaine Donnelly
Dates	Monday 13 June 2022
Times	09:30 – 12:30
Location	The Space, Langside
Book on iTrent	Sign into Employee Self Service

Online Personal Development Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

Courses Available are:

Communication

- Handling Difficult Conversations
- Difficult People
- Tackling Problem Behaviour
- Relating to Your Customers
- Dealing with Sensitive Issues in the Workplace
- Sensitive Issues - Alcohol
- Sensitive Issues – Body Odour
- The Smart Employees Guide to Social Media

Bullying & Harassment

- Banter in the Workplace
- Bullying and Harassment: Effective Interventions
- Challenging Behaviour
- Creating an Environment based on Respect
- Tackling Sexual Harassment at Work
- The Effective Bystander



Wellbeing



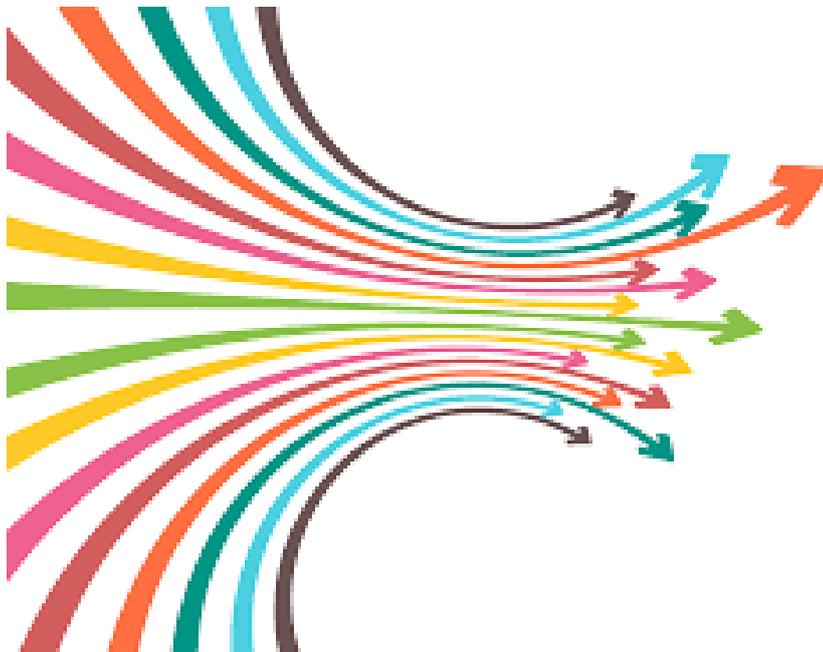
Building Resilience	
You will cover the seven elements of personal resilience techniques on this course and learn how to create a powerful personal mission statement that will keep you on track.	
Target Audience	All Staff
Facilitator	Steve Snow
Date	Thursday 16 June 2022
Time	09:30 – 12:30
Location	Seminar Room 1, Cardonald Campus
Book on iTrent	Sign into Employee Self Service

Online Wellbeing Courses
<p>The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.</p> <p style="text-align: center;"><u>Click here to access on CANVAS</u></p> <p>Courses available are:</p> <ul style="list-style-type: none"> • Assert Yourself • Building Resilience • Facing Anger & Emotion In the Workplace • Menopause at Work • Mental Health – Doing The Right Thing • Mental Health – Managing Stress • Mental Health – Stress Less • Mental Health In the Workplace – Overview • Solution Focussed Brief Therapy





Staff Learning Day



18 August 2022



Welcome

We hope that you have had a lovely summer.

We are delighted to share with you the Staff Learning Day programme for 18 August 2022.

You can book your place on a session through the [Employee Self Service](#) on iTrent. A calendar invite will be automatically sent on Outlook which will contain the joining link or classroom details for the session.

Remember that in addition to the courses on the programme, you can find a comprehensive and regularly updated list of online training courses, webinars and materials in the [Organisational Development Training Page](#), on Canvas.

The Learning Days are time dedicated to you, to enhance your skills and further develop your knowledge. We hope that you can participate in the some of the sessions.

Let's get learning!

Organisational Development



What's On.....?

TIME	Thursday 18 August 2022								
9.00									
9.15									
9.30	Social Media Mini Masterclass		Planning for Your Future (Pre-Retirement Workshop)	Microsoft Teams			Climate Fresk!		Communicating with Students Through Canvas
9.45									
10.00									
10.15									
10.30									
10.45									
11.00					Emily's Story - Gender Based Violence				
11.15		Hate Crime Awareness - Police Scotland			Smartboard Training				
11.30									
11.45									
12.00									
12.15								Canvas Basics - Getting Started with Canvas	
12.30									
12.45									
13.00	Social Media Mini Masterclass						Guidance for Supporting Trans Students and Staff		
13.15		Riding the Wakelet Wave							
13.30									
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15.45									
16.00									
16.15									
16.30									
16.45									

(All sessions can be booked on [iTrent Employee Self Service](#))



Click on a title to see courses available.

-  **Canvas**
-  **Compliance**
-  **Equality, Diversity & Inclusion**
-  **Health & Safety**
-  **IT Training**
-  **Leadership**
-  **Learning and Teaching**
-  **Personal Development**
-  **Wellbeing**

 People-centred	 Pioneering	 Principled	 Passionate
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Canvas



Communicating with Students through Canvas

Learn about the different tools available in Canvas for communicating with students. Initially looking at Announcements and Notifications, before exploring targeted messaging via People, Gradebook and New Analytics. This session will demonstrate:

- How to send important updates
- How to help students interact
- Send individual messages through People
- Send messages through Gradebook for quizzes and assignments
- Send messages through New Analytics

Target Audience	Teaching Staff
Facilitator	Melissa Markle, E-Learning Team
Date	Thursday 18 August 2022
Time	09:30 - 10:15
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service

Getting Your Canvas Courses Ready for the new Academic Year

The transition into a new academic year on Canvas means that every subject you teach will have a brand-new blank Canvas for you to work with. In this session you will learn how to:

- Add the college template to your blank course
- Import your Canvas course from 2021/22 to reuse your materials
- Import individual modules or resources
- Apply good practice to setting up assignments, discussions, and calendar items

Target Audience	Teaching Staff
Facilitator	John McGuigan, E-Learning Team
Date	Thursday 18 August 2022
Time	10:45 - 11:30
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service



Canvas Basics - Getting started with Canvas

From accessing Canvas to managing your Dashboard cards, from adding yourself to a course to editing a Canvas Page, this session will cover all of the Canvas Basics. Some of the topics covered include:

- Where to find Canvas and how to login
- Navigating the main menu
- Managing your Dashboard
- Searching for and adding yourself to a Course
- Student enrolments (via MIS)
- Setting out your Canvas course

Target Audience	Teaching Staff
Facilitator	Steven Fraser, E-Learning Team
Date	Thursday 18 August 2022
Time	12:00 - 12:45
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service

Assignment Enhancements - New Look Canvas Assignments

Learn about the new-look Canvas Assignments that will be in place for 22/23. This update to Canvas will make it easier for students to submit Assignments and view feedback. The session will demonstrate:

- The new process for students uploading Assignments
- Changes to feedback in SpeedGrader (for Lecturers)
- How students access feedback
- The resubmission process for students

Target Audience	Teaching Staff
Facilitator	John McGuigan, E-Learning Team
Date	Thursday 18 August 2022
Time	14:00 - 14:45
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service

Google Sites - Easily Integrate Digital Skills for Students

Learn how to use Google Sites to help your students develop and demonstrate their digital skills. The session will show how various digital skills are brought together in a single activity. This will include:

- What is Google Sites
- How to add a template
- How to add text and images
- How to embed a PowerPoint and a video
- How to share

Target Audience	Teaching Staff
Facilitator	Amy Butler, E-Learning Team
Date	Thursday 18 August 2022
Time	15:15 - 16:00
Location	Online (Teams)
Book on iTrent	Sign into Employee Self Service



Compliance



Glorious Copyright Compliance for Glasgow Clyde College

This session provides an engaging and interesting guide to copyright within the FE context - by the end of the session you will be able to make informed decisions on what material you can confidently use to support the delivery of learning and teaching, as well as discover new sources of materials. Content will include:

- The IP family – Copyright, Trademarks, Designs, Patents, confidential information
- Legislation and licensing in FE
- Exceptions, exceptions, exceptions – images, text, music, video
- Copyright policy/strategy
- Copyright literacy for staff and students
- The alternative copyright landscape – Creative Commons, TED talks, YouTube etc.
- Time for a few questions

Target Audience	All Staff
Facilitator	Alan Rae, Copyright Consultant - ©Here
Date	Thursday 18 August 2022
Time	14:00 – 15:00
Location	Online
Book on iTrent	Sign into Employee Self Service

Online Compliance Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

You will be asked to:

1. Sign in using your usual College username and password
2. Click on the purple icon to join the course, and then to go to the course home page

Courses Available are:

- Working with GDPR
- Working with the Bribery Act
- The Modern Slavery Act

Equality, Diversity & Inclusion



Emily's Story - Gender Based Violence (GBV)

Fiona Drouet MBE is the founder and CEO of the Scottish charity, EmilyTest. At 18 years of age, her daughter Emily took her own life after being subjected to a relentless campaign of physical, psychological and sexual abuse by a fellow student while living and studying at University. Emily's tragic death was the result of a series of preventable failures.

Since, EmilyTest has been successfully campaigning to raise awareness of Gender-Based Violence (GBV) and stimulate change in policy, professional practice, intervention and support in Scottish education. Working closely with the Scottish Government, Universities, Colleges, Police Scotland, UCU and the third sector, Fiona continues to guide the sector towards safer campuses for all students to live, work and study.

Funded by the Scottish Government, EmilyTest has developed an evidence-based GBV Charter for Colleges and Universities. This is the first Charter of its kind in the world, intended to serve as a key driver in encouraging institutions to continually strive for excellence in the field of GBV prevention and intervention.

In this session, Fiona will talk you through Emily's story and how her family's loss continues to influence real and sustainable change. In addition to learning more about Emily and the charity itself, you will have the opportunity to present questions to Fiona and Erin, the GBV Charter Development Manager, about their ongoing projects, including Glasgow Clyde's journey as one of the first Colleges in Scotland to engage.

Target Audience	All Staff
Facilitator	Fiona Drouet - Emily Test
Date	Thursday 18 August 2022
Time	10:00 - 11:30
Location	The Theatre - Langside
Booking on iTrent	Sign into Employee Self Service

Hate Crime Awareness

Police Scotland will be looking at the definition of hate crime and protected characteristics, discussing some examples, and advising on the correct reporting mechanisms.

Target Audience	All Staff
Facilitator	Police Scotland
Date	Thursday 18 August 2022
Time	11:00 - 12:00
Location	Boardroom, Anniesland
Booking on iTrent	Sign into Employee Self Service

Guidance for Supporting Trans Students and Staff

This session will provide attendees with information on Trans Awareness as well as informing staff on the content of new [Glasgow Clyde College Guidance for Supporting Trans Students and Staff](#).

Target Audience	All Staff
Facilitator	Equality Network
Date	Thursday 18 August 2022
Time	13:00 - 15:00
Location	Online (Zoom)
Booking on iTrent	Sign into Employee Self Service

Online Equality, Diversity and Inclusion Courses

The following Skills Booster courses are available for all staff to access and are hosted on CANVAS. - [Click here to access](#)

- Cultural Awareness
- Disability Confident
- Disabled Adventures in Customer Service
- Disabled Adventures in Work & Recruitment
- The Diversity Challenge
- Gender Matters
- Inclusion Essentials
- Inclusive Language & Communication
- Inclusive Leadership
- Understanding Equality Impact Assessments
- Managing Maternity and Paternity at Work
- Sexual Orientation
- Tackling Race Bias at Work: Managers Guide
- The Impact of Micro-Behaviours
- Trans and Non-Binary Awareness
- Supporting Trans and Non-Binary People at Work: A Managers Guide
- Understanding Equality Impact Assessments
- Understanding and Tackling Gender Bias at Work
- Understanding Unconscious Bias
- Understanding Race Bias
- Working Effectively with the Equality Act



Health & Safety



Display Screen Equipment (DSE)

A 'DSE User' is defined as any member of staff who uses Display Screen Equipment daily, as part of their normal work, continuously for an hour or more at a time.

Any staff who fall under this definition must complete a short DSE training course and the associated risk assessment.

[Click here](#) and sign in to the course on Canvas
(using your College user name and password)

Target Audience	All Staff
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IT Training



Microsoft Teams

This Webinar will be in the format of a short!! presentation followed by demonstrations on how to use/utilise the tools within the app. There will also be an opportunity to ask questions. The session will include/cover the following:

Activity

- Activity/Notifications explained
- How to view Feed
- How to view your Activity
- How to Filter Activities

Chat

- How to start a chat with individuals and groups
- How to format chats
- Pin/Hide/Leave Chats etc.

Calendar

- Setting up Meetings
- Change Meeting Options/settings e.g. turn camera and mic on/off for participants

Other Functions

- Accessing/joining meetings
- View Participants/Use Reactions
- Share Screens
- Create Polls before and during meetings
- Change backgrounds
- Use Together Mode
- Use Breakout Rooms
- Record Sessions and an explanation of where recordings are stored

Target Audience	All Staff	
Facilitator	Jackie Hitchen	
Date	Thursday 18 August 2022	
Time	09:30 – 12:30	13:30 – 16:30
Location	Online (Microsoft Teams)	
Book on iTrent	Sign into Employee Self Service	



Smart Board

Avocar will provide an overview of how to use the Smartboards including:

- Switching the display on and off correctly
- Connecting the display
- Enabling the Touch Screen
- The remote control functions
- Using Microsoft Whiteboard
- Using Microsoft Teams on the Board

Target Audience	All Staff	
Facilitator	Paul Bartrum, Avocor	
Date	Thursday 18 August 2022	
Time	10:30 – 11:30	
Location	Online (Microsoft Teams)	
Book on iTrent	Sign into Employee Self Service	

Microsoft Online Training

You can access training from Microsoft on many of their products including Teams, SharePoint, One Note, Excel, Word, Microsoft Forms and more. [Click here to access Microsoft online training.](#)

Microsoft also offer free access to their training webinars – you can find upcoming webinars [here](#).

Target Audience	All Staff
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Leadership



Online Leadership Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

Courses available are:

- Building Trust
- Introduction to Coaching
- Avoiding Workplace Conflict
- Developing Leadership Skills
- Disciplinary Matters
- Disciplinary Investigations
- Developing Emotional Intelligence
- Making Teams Work
- Maximising Potential by Developing Strength
- Performance Appraisals
- Recruitment & Selection: An Introduction
- Six Steps to Leading Productive Meetings

Learning and Teaching



Riding The Wakelet Wave

Wakelet is a free curation tool that allows you to save, organise, and share content from around the web. The library has used Wakelet to build collections which showcase our digital resources and have created bespoke collections (or wakes) for each subject area. Students love these vibrant wakes which contain links to e-books, e-journals, Clickview videos, online databases and more! To see Wakelet in action and to find out how to grow your collection, join us for an introductory session.

Target Audience	All Teaching Staff
Facilitator	Janice Shand, Library Facilitator
Date	Thursday 18 August 2022
Time	13:00 – 14:00
Location	Online (Microsoft Teams)
Book on iTrent	Sign into Employee Self Service

Personal Development



Social Media Mini Masterclass

Join Gary Ennis from NSDesign as he delivers a fun, fast and furious masterclass on how to get the most from social media to engage your audience, grow your own professional profile (and that of the college), while avoiding the dangers and pitfalls.

Do you know your Twitter from your TikTok? Your Hootsuite from your Hashtags? Gary will be sharing tips and advice from the recent bestselling book - "Embrace the Space", including guidance on:

- * Putting the 'social' back into social media
- * An overview of the different platforms and why you need to treat them differently
- * Understanding the algorithms and how to increase reach/engagement
- * Creating Great content people actually SEE
- * Dealing with the anti-social and avoiding obvious dangers

Expect lots of laughs, learning, and light-bulb moments, and feel free to bring any questions for Gary related to social media and digital marketing as a whole.

Target Audience	All Staff	
Facilitator	Gary Ennis	
Date	Thursday 18 August 2022	
Times	09:30 - 12:00	13:00 - 15:30
Location	Online (Zoom)	
Book on iTrent	Sign into Employee Self Service	



Climate Fresk!

We all know something about Climate Change but, if you think that your learning, your teaching or your life would be better for really understanding how the causes and effects of climate change all join up, then a Climate Fresk Workshop could empower you to be part of its solution.

Climate Fresk is a fast-paced, high-impact workshop where teams work through a series of 42 cards that join the dots on this vital and complex subject. It's completely science-based and draws only from the latest Intergovernmental Panel on Climate Change Report (IPCC) to ensure that participants get whole, current and unbiased truth about how human activity is affecting the planet and the people on it.

Target Audience	All Staff
Facilitator	Sue Roberts, GCRB - Environment and Sustainability
Dates	Thursday 18 August 2022
Times	09:30 – 12:30
Location	Seminar Room 1, Business Centre, Cardonald
Book on iTrent	Sign into Employee Self Service

Pre-Retirement Workshop - Planning for your Future

If you are nearing retirement or starting to plan for retirement, then this workshop is for you! The theme of the workshop is 'Planning for your Future' and will cover considerations such as legal, financial as well as your health and wellbeing.



Glasgow Clyde
College Planning for Y

Outline of day attached -

Target Audience	All Staff
Facilitator	Age Inclusive Workplace
Dates	Thursday 18 August 2022
Times	09:30 – 16:40
Location	Seminar Room 4, Business Centre, Cardonald Campus
Book on iTrent	Sign into Employee Self Service

Sharpening Focus and Unlocking Flow

Explore practical tools to overcome distractions, boost concentration and access elevated states of productivity.

Every day the competition for our attention is becoming more overwhelming. Focus and concentration are more difficult to maintain than ever before, making it harder to get things done. Using the latest scientific research, we'll equip you to cultivate and maintain deeper states of focus and flow, enabling you to tackle your daily workload with greater ease.

- Enhance your capability for sustained concentration
- Discover how to access the hyper-productive 'flow state'.
- Boost your memory using research-based tools and techniques
- Identify and eliminate the biggest sources of distraction in your work routines

Target Audience	All Staff
Facilitator	Haptivate
Date	Thursday 18 August 2022
Time	13:30 – 15:30
Location	Online
Book on iTrent	Sign into Employee Self Service

Online Personal Development Courses

The following Skills Booster courses are available for all staff to access and are hosted on- CANVAS.

[Click here to access on CANVAS](#)

Courses Available are:

Communication

- Handling Difficult Conversations
- Difficult People
- Tackling Problem Behaviour
- Relating to Your Customers
- Dealing with Sensitive Issues in the Workplace
- Sensitive Issues - Alcohol
- Sensitive Issues - Body Odour
- The Smart Employees Guide to Social Media

Bullying & Harassment

- Banter in the Workplace
- Bullying and Harassment: Effective Interventions
- Challenging Behaviour
- Creating an Environment based on Respect
- Tackling Sexual Harassment at Work
- The Effective Bystander



Wellbeing



Online Wellbeing Courses

The following Skills Booster courses are available for all staff to access and are hosted on the new College VLE – CANVAS.

[Click here to access on CANVAS](#)

Courses available are:

- Assert Yourself
- Building Resilience
- Facing Anger & Emotion In the Workplace
- Menopause at Work
- Mental Health – Doing The Right Thing
- Mental Health – Managing Stress
- Mental Health – Stress Less
- Mental Health In the Workplace – Overview
- Solution Focussed Brief Therapy



People-centred



Pioneering



Principled



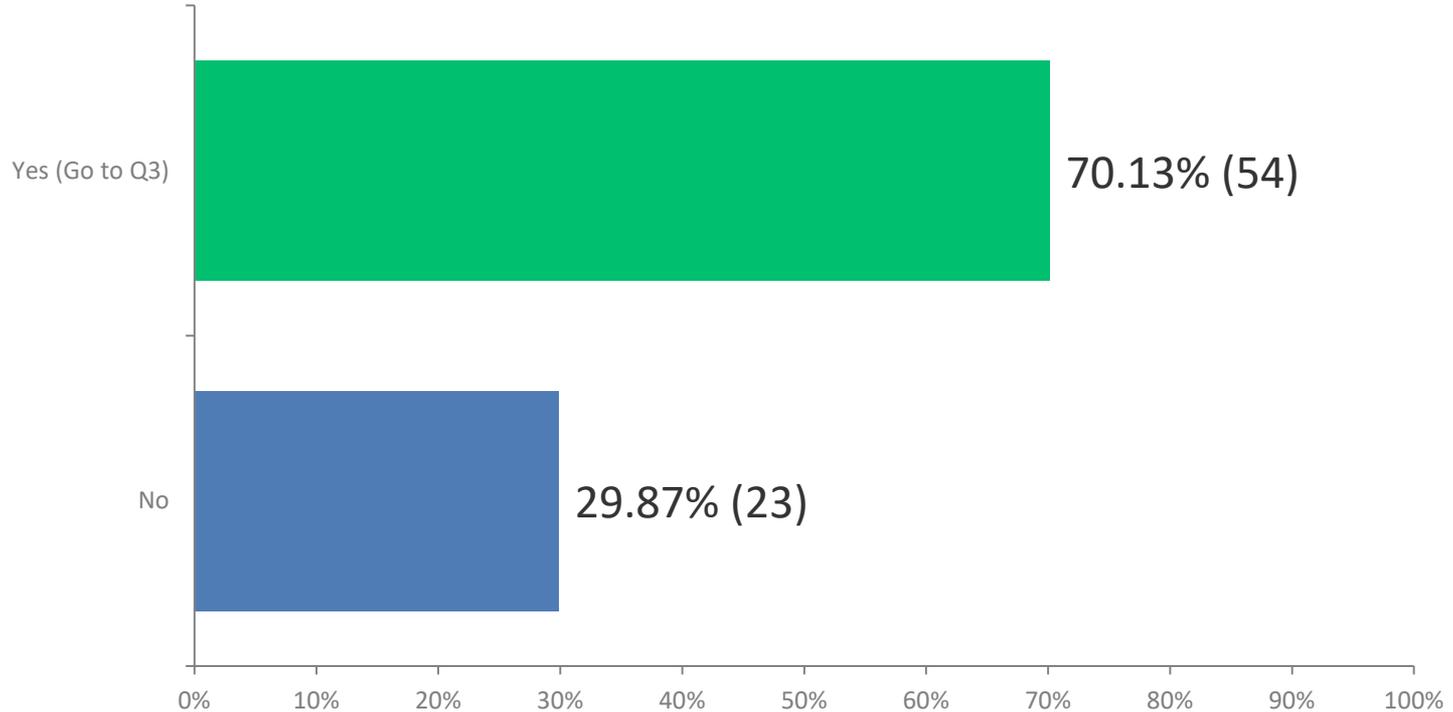
Passionate

Healthy College Day 2022 - Evaluation

77 responses

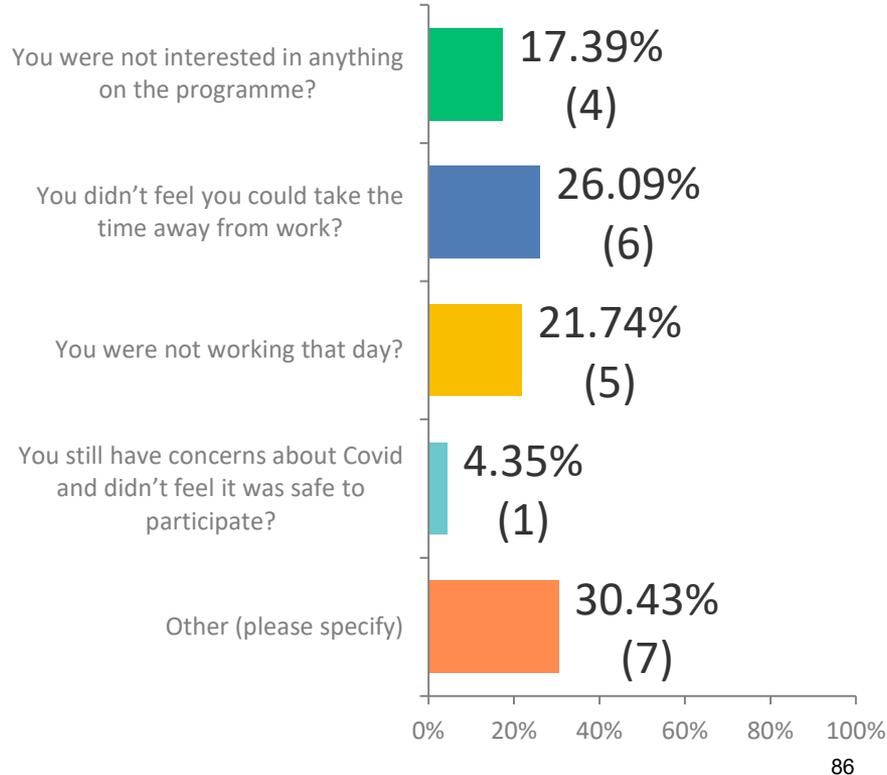
Q1: Did you participate in the Healthy College Day 2022?

Answered: 77 Skipped: 0



Q2: If 'No', was your reason for not participating because:

Answered: 23 Skipped: 54



After review of comments:

8- didn't feel could take time away from work

7- not working that day

4- not interested in anything on the programme

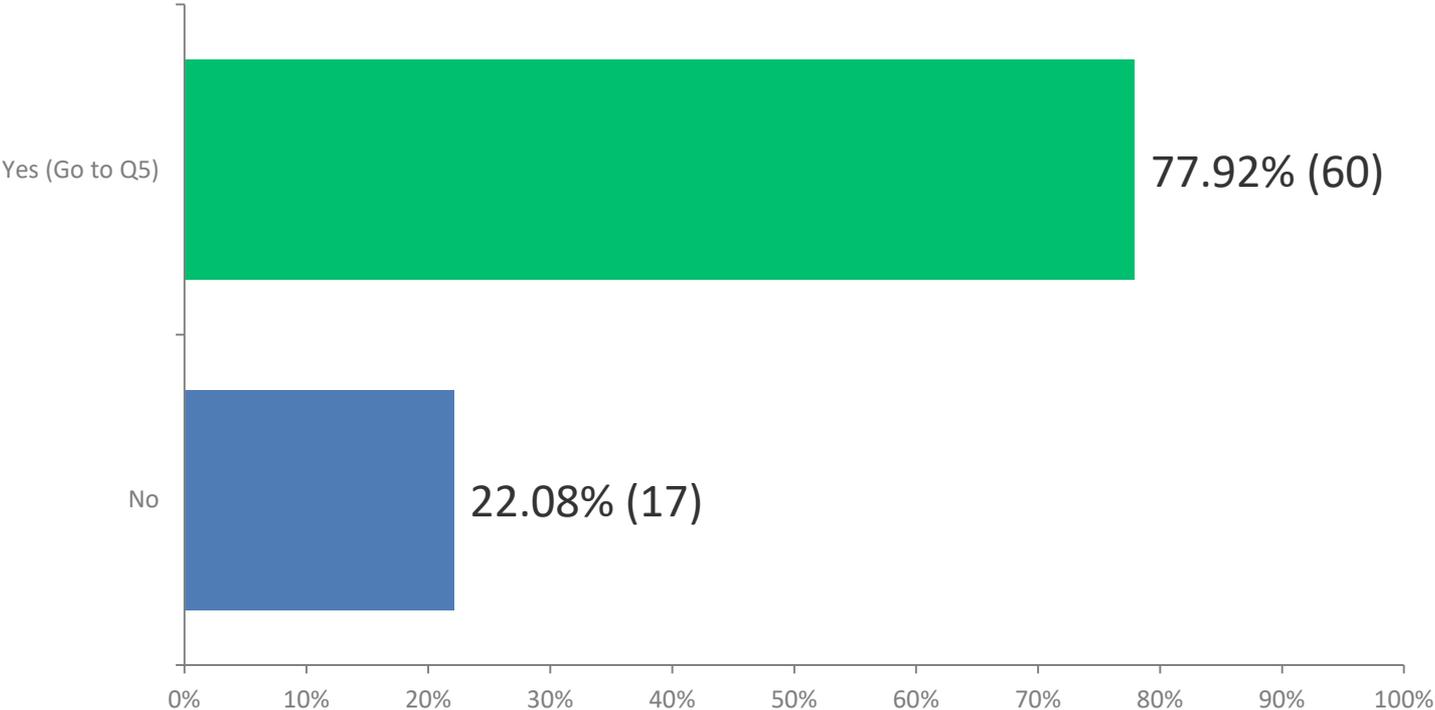
3- health screenings cancelled

1- no massage slots

1- covid concerns

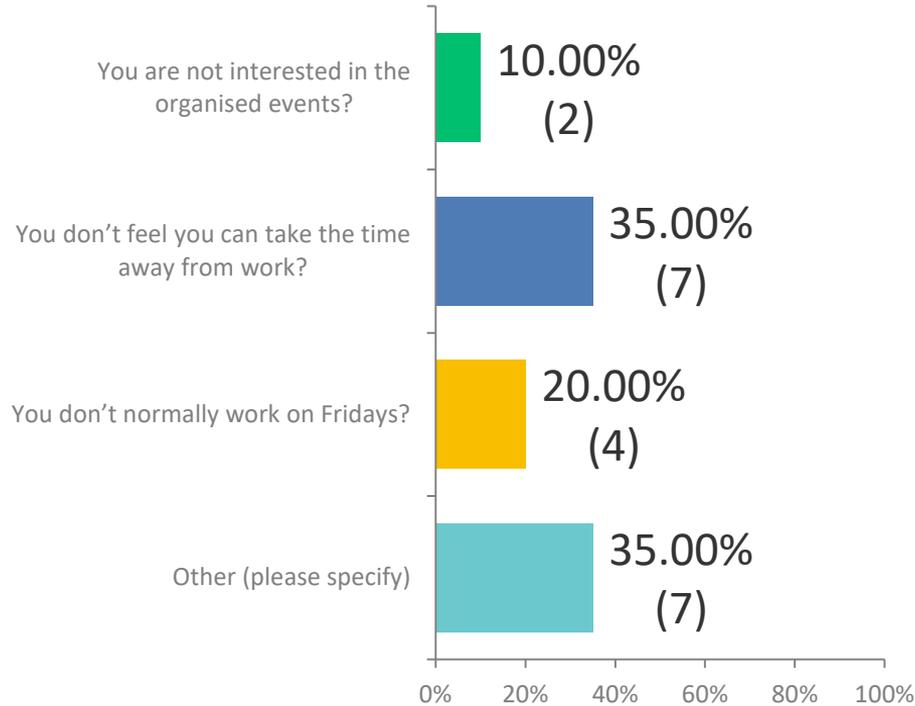
Q3: Do you normally participate in the Healthy College Events?

Answered: 77 Skipped: 0



Q4: If 'No', Is your reason for not participating in Healthy College Events because:

Answered: 20 Skipped: 57

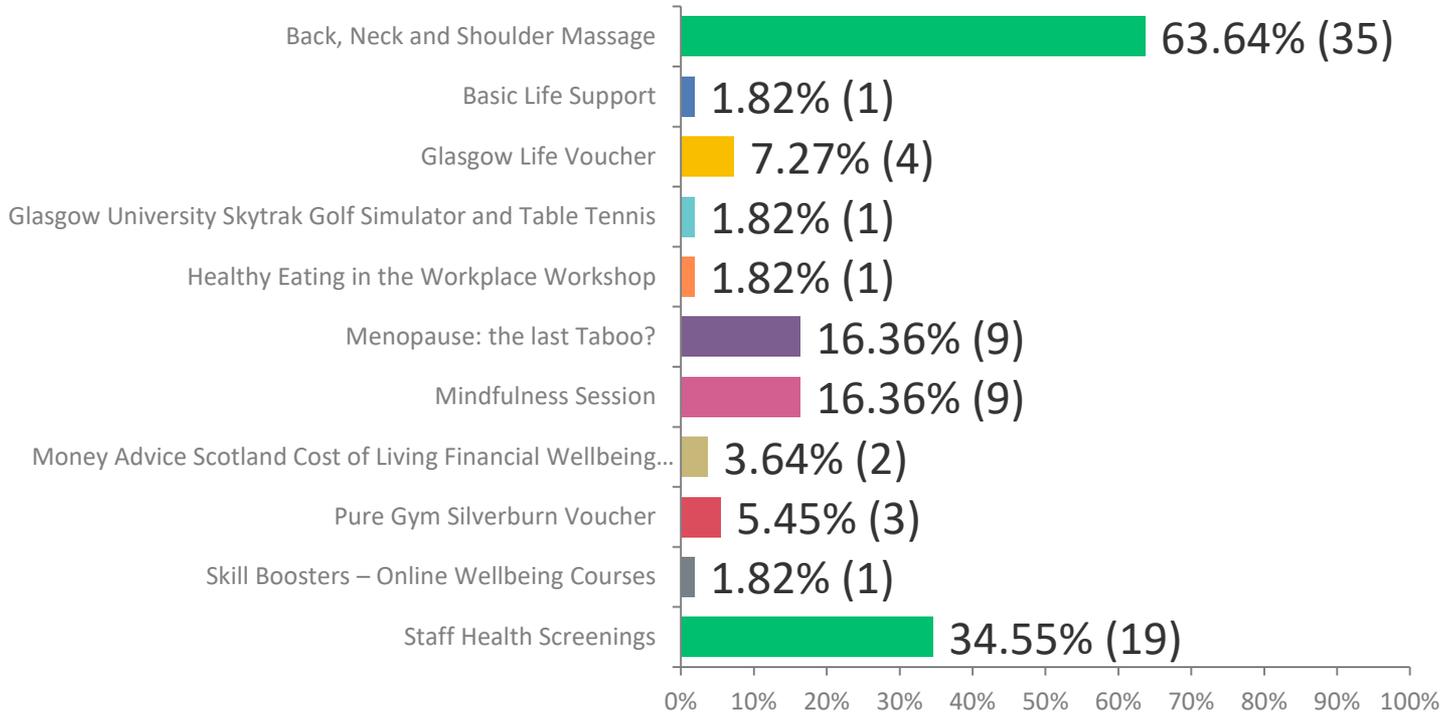


After Review of comments:

- 10- Feel like they can't take time away from work
- 5- Don't work Fridays
- 2- 1st Healthy College Day
- 2- Not interested in the event
- 1- Involved in treatments

Q5: What activities did you participate in? (Tick all that apply)

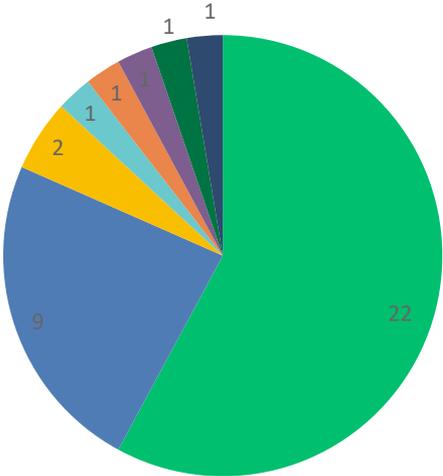
Answered: 55 Skipped: 22



Q6- What was your favourite activity and why?

37 responses

Series 1



- Back, Neck and Shoulder Massage
- Health Screenings
- Mindfulness
- Healthy snacks in canteen
- Golf simulator
- Pure Gym Pass
- Table Tennis
- Cost of Living Webinar

Comments for favourite activity

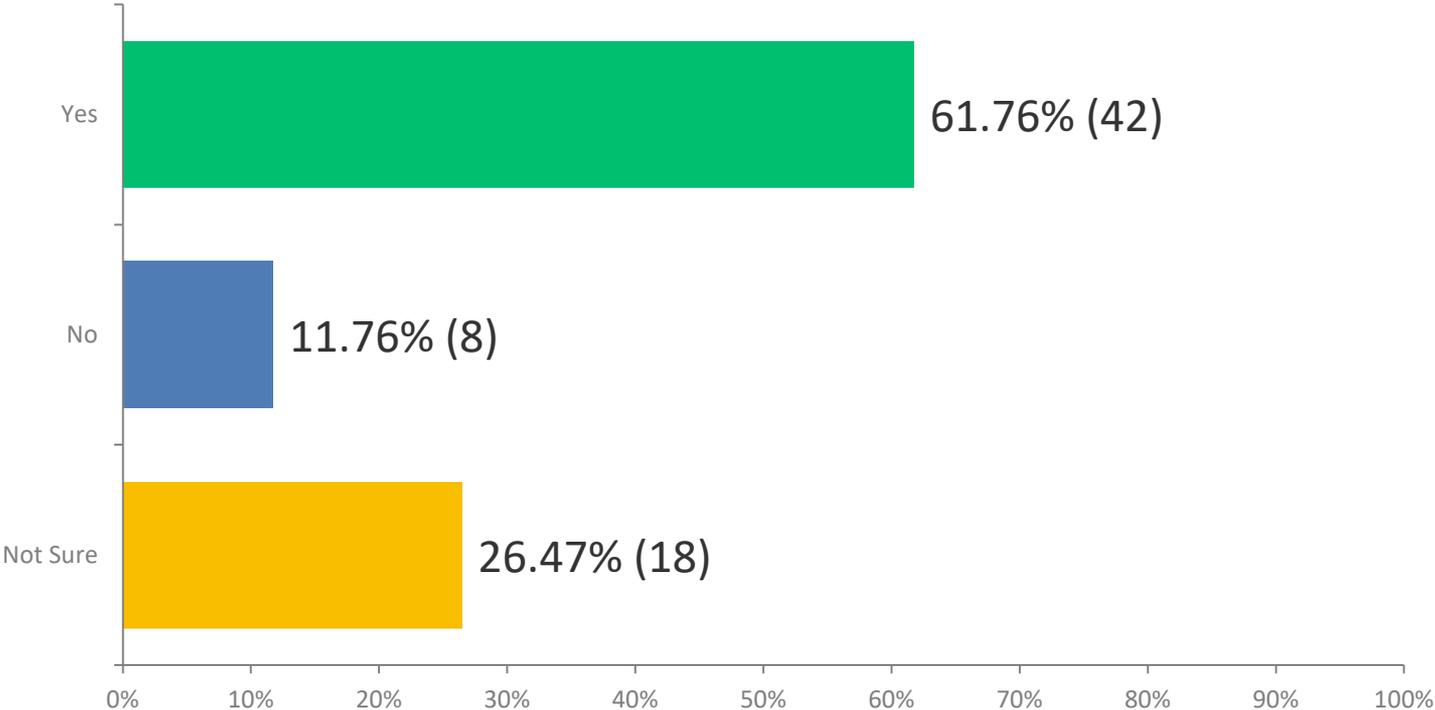
- Back, neck and shoulder massage was fantastic, student was amazing and such a credit to their lecturer and the department
- The Mindfulness Session was very relaxing. Unfortunately the Staff Health Screening session I had requested was cancelled
- Back, and neck massage but others were good too I feel the health screening should be available for all staff through out the year, as this has shown up an issue for me and have made a doctors appointment.
- I thought the health screening was a great addition to the HCD and would like to see this offered out to staff moving forward. I understand that there is a cost involved in this and it's my opinion that some staff would be happy to cover this cost themselves if the HCG budget couldn't cover it.
- I enjoyed all the activities but particularly enjoyed the massage and being able to go to the gym. However as I am already a PureGym member at Shawlands I could not get my pass for Silverburn to work so just went to the Shawlands branch instead.
- Love them all - would have loved to have participated in the golf simulator & others, but just struggling for time this year.
- Table Tennis - I enjoy it but hadn't played for years

Q7. What was your least favourite activity and why?

- The Menopause event didn't reveal anything I didn't already know and wasn't very participative. It was mostly the person delivering doing all the talking. Participants had less than 10 minutes in group sessions. Could have been much better and could have focused on what reasonable adjustments staff can reasonably expect when suffering debilitating menopause symptoms.
- Health screening. Last minute cancellation was frustrating but unavoidable. Would appreciate the chance to get that done in the near future
- I didn't have a least favourite. If I had had more time I would have like to attend the Basic Life Support and the Financial Wellbeing webinar.
- I enjoyed both activities and got information during the health screening which I am now addressing.

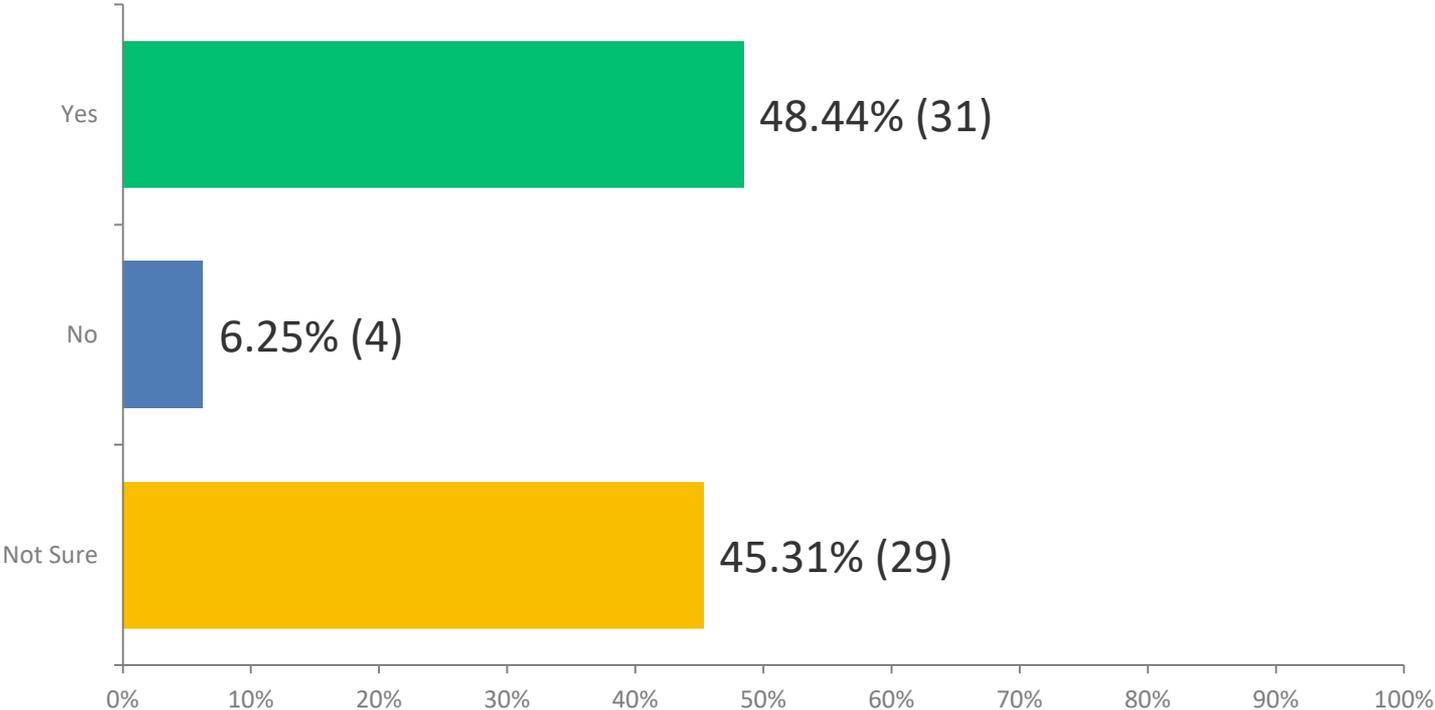
Q8: Unfortunately we were unable to run the 5K event this year. Is this part of our Healthy College day you would like us to have in the future?

Answered: 68 Skipped: 9



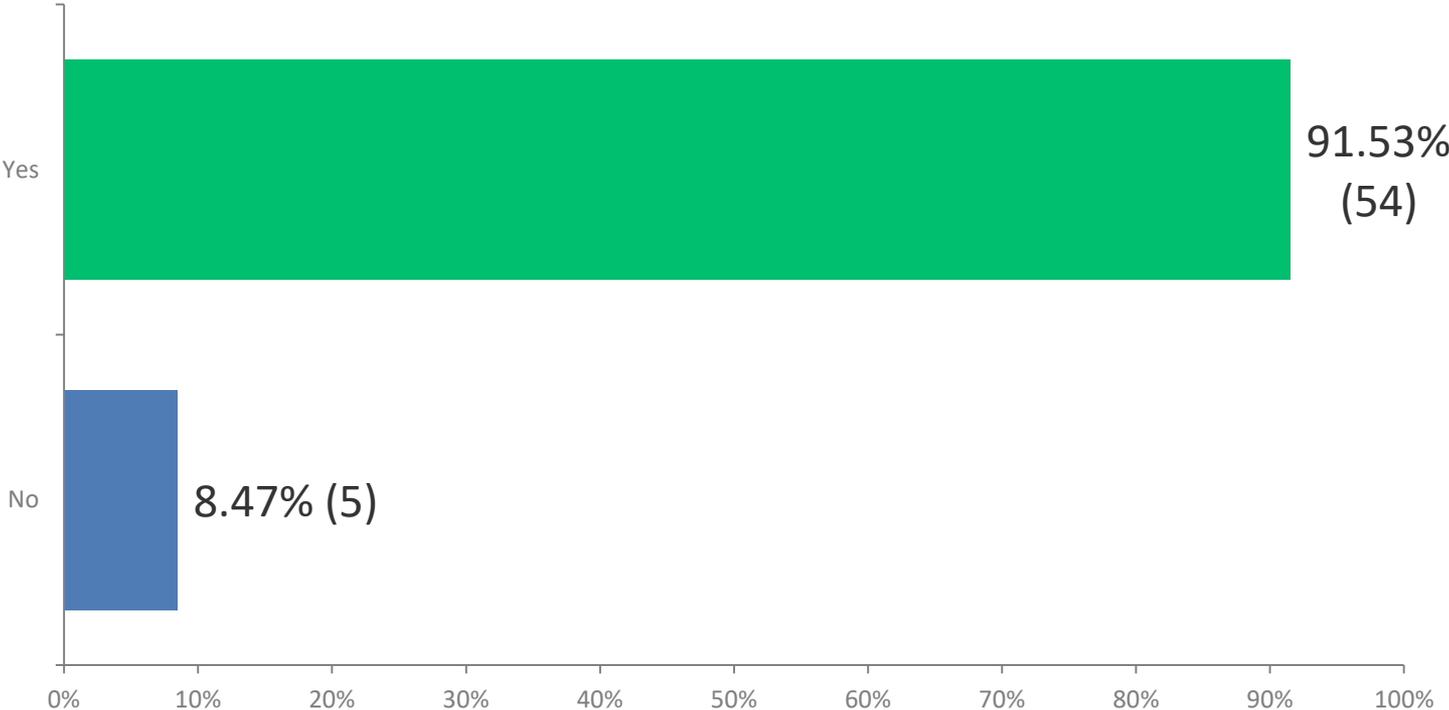
Q9: Do you think a mix of online and face to face activities worked well?

Answered: 64 Skipped: 13



Q10: Do you think there was a good variation of activities?

Answered: 59 Skipped: 18



Q.11 Anything different you would like to see

30 responses

Key themes: More face to face activities, more student led activities, onsite exercise activities/use of facilities, more beauty/holistic therapies, cookery/baking/nutrition classes, more health screenings, potential to develop own activities.

- More massage and student led activities would be good for them to showcase their learning.
- Sports in the games hall, football, basketball, badminton etc, some more outdoor activities if possible, dancing activity, I would like to have seen the on campus gym facilities utilised such as gym sessions and fitness classes
- More beauty treatments, different massages. Stress management classes.
- I would like to see staff being given an opportunity to develop their own activities. Pre-merger Langside staff had a full day which often involved a trip to another city or national park. It was a good team building exercise and allowed staff to mix with staff they don't normally see.
- More activities around individuals health (health screening for example) and practical way to address any issues that come up
- A social/nutrition event. Everyone loves a bit of free food/drink. Maybe combined with a health, diet or lifestyle component
- Info on a Bike to work programme would fit in well.

Q.12 Any other comments

31 replies

Key Themes: Activities throughout the year, opportunity for all staff to participate, workload pressures, flexibility to choose own health and wellbeing activity

- It would be great to have more activity like this throughout the year, so if you have something in your diary you can't change to be able to attend a session, then you have more scope to do so at another time. A healthy college week would be more beneficial to staff.
- Would be beneficial to all staff if hierarchy opted to close college for the day ensuring equity and equality for all staff members
- I really wanted to participate in the Healthy College day, I believe I needed this to unwind, however pressures from CM meant that work had to come first. I was very disappointed
- I think the option to perhaps do a run, in your own local area and upload the results via strava would be beneficial. With the rise in petrol costs I find I am stressed about my daily commute (I live in East Ayrshire). I would have loved to just do a 10K run then relax whilst the kids are at school and not have the commute even just for 1 day. I have not been allowed to work from home so I have not had that cost saving luxury.
- Glad to see the college is genuinely looking to expand and improve these events however some departments are still open which means not all staff are able to participate. All staff should be able to join these events at the same time. It has great benefits for anyone participating.
- Thanks very much! It would also be great if it could be on an in-service day tagged on to the Feb holiday.
- I think team events are important, get staff together. The complimentary healthy lunch was a nice touch and much appreciated.

Summary

- Main reasons for non- participation- can't get away from work, all staff not able to participate and not in on that day
- More- health screenings, holistic therapies, student involvement, on-site physical activity opportunities, activities throughout the year, opportunities to develop own activities
- Proposals?

Campaigns/Events – September to December 2022

Month/Department	Activity	Healthy College Group	Mental Health Team	Equality and diversity
September	<p>Suicide prevention day- co-ordinate across all groups the distribution of information and signposting materials- awareness video from 'united to prevent suicide' and time to talk information shared to College social media page and information/leaflets available at each campus</p> <p>World's biggest coffee morning- number of coffee mornings taken place across all 3 campuses, help promote these events, provide information and signposting material and distribute to staff and students. Personal experience piece from retired staff member to raise awareness- written and/or presented in person.</p>	<p>6-11th Know Your Numbers Week 10th- World Suicide Prevention Day 13th- WorldSepsis Day 12-18th Male Cancer Week 20-25th Organ Donation Week 23-30th National Eye Health Awareness Week 24th- World's Biggest Coffee Morning 25th- National Fitness Day</p>	<p>10th-World suicide prevention day</p>	<p>10th World suicide prevention day 19th-26th Week of happiness at Work 25th-27th Rosh Hashanah</p>
October	<p>Women's health, incorporating world mental health day- provide information and signposting for staff and students. Provide a timetable of activities- e.g. link</p>	<p>1st -Stoptober 1st - National Cholesterol Month 1st - Breast Cancer Awareness Month</p>	<p>10th World Mental Health Day 10th-16th OCD awareness week</p>	<p>Black History Month Breast Cancer awareness month 1st International Day of Older Persons</p>

	<p>with external partners to provide information stalls, provide mindfulness sessions, personal experience piece, complementary therapies, health screenings, menopause sessions by Charlie Waller, guest speakers, launch menopause forum's and accreditation process.</p> <p>Flu vaccine campaign- Media campaign to raise awareness of programme, process and eligibility. If funds prevail purchase some corporate flu vaccines</p> <p>Financial wellbeing Link with campus canteens to run a saver menu for staff and students</p>	<p>3-7 - Back Care Awareness Week 6th- World Cerebral Palsy Day 10th- World Mental Health Day 10-14 National Work Life Week TBC - Challenge Poverty Week 18th- World Menopause Day Flu vaccine campaign</p>		<p>4th Yom Kippur 5th- 11th Dyslexia Awareness Week with Dyslexia Awareness Day 7th 10th World Mental Health Day 11th National Coming Out Day 22nd show Racism the Red Card 24th Diwali</p>
November	<p>Movember- Men's health</p> <p>Provide information and signposting for staff and students. Provide a timetable of activities- eg. Link with external partners to provide information stalls, provide men's MOT's (Menself), personal experience piece, complementary therapies, guest</p>	<p>1st - Movember Men's Health Awareness Month 2-5 International Stress Awareness Week TBC - Anti-bullying Week 7th- Talk Money Week 14-20 Self Care Week</p>	<p>2nd National stress awareness day</p>	<p>Islamophobia month 2nd Purple Tuesday (Disability Awareness) 3rd National Stress Awareness Day 11th Remembrance Day 18th Nov-20th December UK Disability History Month 19th International Men's Day 19th Children in Need 19th</p>

	speakers, fundraising activities.	18-25 Alcohol Awareness Week 25th- 16 Days of Action Against Domestic Violence Paths for all steps challenge?		20 th Trans Day of Remembrance 25 th International Day for the elimination of violence against women and girls 25th Nov- 10th Dec 16 Days of Activism/action
December	Fun activity like a Santa Dash Focus on Grief in new year (Training by Charlie Waller delivered by one of the College councillors, link with HR re bereavement charter mark for Scotland)	1st - World Aids Day 2nd-7th National Grief Awareness Week 3rd - International Day of Persons with Disabilities 10th- Christmas Jumper Day 10th- Human Rights Day Santa Dash event?		1 st World Aids Day 2 nd International Day for the Abolition of Slavery 3rd International Day of Persons with Disabilities 10th Human Rights Day 18 th -26 th Hanukkah 25 th Christmas Day

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	Health and Wellbeing Survey - SLT Action Plan
Action:	Discussion
Prepared by:	Lorraine McGaw, Assistant Principal Human Resources
Agenda Item:	22.30
Status:	Disclosable

1. INTRODUCTION

- 1.1 Following the presentation of the Health and Wellbeing Survey results the Senior Leadership Team (SLT) attended workshops facilitated by Organisational Development in May to develop an action plan.

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note and discuss this paper.

3. BRIEF BACKGROUND INFORMATION

- 3.1 The workshops covered the four themes identified from the survey results:
- Workload Management;
 - Feedback on Performance;
 - Bullying at Work; and
 - Communicating and Implementing Change.
- 3.2 Each topic was discussed and actions, leads and timelines were agreed based on the impact they would have and how easy or hard they would be to implement. See Appendices 1 & 2
- 3.3 The outputs from the workshops were sent to SLT following the workshops.
- 3.4 A further meeting was held on Friday 9 September 2022 to discuss progress on the agreed actions.

4. SUPPORTING DOCUMENTATION/ FURTHER INFORMATION

Workshop outputs (Appendices 1 & 2)

5. RISKS

N/A

**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

Health & Wellbeing Survey Workshops - Outputs

WORKLOAD MANAGEMENT – 10 May 2022

ACTION	LEAD	TIMELINE
Deliver Priority Management Training to address protocols for emails.	LMcG	Oct 2022

Introduce a planning cycle to: <ul style="list-style-type: none"> • Ensure a consistent approach to planning. • Introduce a framework. • Agree priorities and deadline. • Develop clear processes. • Use the College calendar. 	JV	Sept 2022
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Follow on actions from the planning action 

Investigate the culture around compliance to improve engagement.	SLT	2022/23
Clarify roles and responsibilities to eliminate duplication.	SLT	2022/23

Conduct a range of business process reviews to: <ul style="list-style-type: none"> • Analyse workload flows. • Ensure right training and resources are in place. • Promote College systems and ensure they are meeting the needs of staff and students. Such as timetabling, admissions and student recruitment and staff utilisation.	JR/JT	2022/2023
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Use College Business Improvement Group to generate an action plan for promoting project management tools for key projects/problem solving	JT	Nov 2022
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Health & Wellbeing Survey Workshops - Outputs

FEEDBACK ON PERFORMANCE – 10 May 2022

ACTION	LEAD	TIMELINE
Review and enhance the PDP process.	LMcG	Oct 2022
Investigate the use of Student Achievement Rates per Unit (SARU) data to enhance learning and teaching	JR/EB	Oct 2022



Protocols to be designed for communication: <ul style="list-style-type: none"> • Regular 1:1 or team meetings to be held • Process to cascade information from SLT • Upwards communication within the organisation to be facilitated 	LMcG	Nov 2022
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Enhance team feedback by: <ul style="list-style-type: none"> • Using self-evaluation for support teams. • More effectively promote feedback from SFC satisfaction survey and early impressions survey. 	EB/DM	Nov 2022
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Health & Wellbeing Survey Workshops - Outputs

BULLYING AT WORK – 30 May 2022

ACTION	LEAD	TIMELINE
Publish an updated Dignity and Respect definition/statement	JV	Oct 2022

Improve communication: <ul style="list-style-type: none"> • Refresh Student Charter. • Signage in customer facing areas regarding acceptable behaviour. 	LMcG/DM	Nov 2022
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An overarching project with a timeline of approx. 3 years will be undertaken by SLT

Respect project: <ul style="list-style-type: none"> • Understanding causes of bullying. • Work with management, unions and student association. • Communication plan. • Mediation. • Training and awareness sessions. • Produce a guide on how to deal with bullying 	SLT	2022 - 2025
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An outline of the processes / support will be produced by November 2022. This will include

Promote report and support: <ul style="list-style-type: none"> • Introduce easier ways to report instances of bullying. • Awareness for managers on support available. • Use complaints process. 	LMcG/DM	Initial outline by Nov 2022
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Health & Wellbeing Survey Workshops - Outputs

COMMUNICATING AND IMPLEMENTING CHANGE – 30 May 2022

ACTION	LEAD	TIMELINE
Develop a process / guide on communicating and implementing change	JT	Dec 2022
Implement training to build project management capability/capacity for key staff	JT	June 2023
Review structure of SLT meetings: <ul style="list-style-type: none"> • Themed approach with clear outcomes • Action driven 	JV/JR	Oct 2022
Publish Internal Communication Plan	LMcG	Oct 2022

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	Protected Characteristics - Communication Plan
Action:	Discussion
Prepared by:	Lorraine McGaw, Assistant Principal, Human Resources
Agenda Item:	22.31
Status:	Disclosable

1. INTRODUCTION

- 1.1 The importance of collecting staff protected characteristics data has been discussed at the Organisational Development Committee. The Committee requested that a high-level communication plan be prepared and actioned. The plan is attached as an appendix to this report.

2. ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note this paper.

3. BRIEF BACKGROUND INFORMATION

- 3.1 The college is continuing to encourage staff to disclose their protected characteristic data and focus on the reasons why providing this information will help us to provide better staff services. We are collecting this data when staff join us however the outstanding data relates to staff who have been employed by the college for a number of years and for whatever reason are reluctant to disclose this information to us.

- 3.2 An internal communications plan for the academic year 2022/23 has been created and is attached in **Appendix 1**.

- 3.3 In addition to the communication plan the following initiatives will be implemented by Organisational Development to increase completion rates:

A request to complete equalities information and a link to Employee Self Service will be added to:

- Organisational Development Canvas page
- All online training course requests
- Staff Development Request Forms
- Further and Higher Education sponsorship requests
- Learning Days Programmes
- Staff payslips

- 3.4 The desktop message will be rotated weekly with a message, just for staff, requesting completion of their protected characteristics information.

3.5 A request to complete equalities information is also included in the online induction programme and the Staff Welcome Day presentation by Human Resources and Equalities.

4. SUPPORTING DOCUMENTATION/FURTHER INFORMATION

Protected Characteristics - Communication Plan (**Appendix 1**)

5. RISKS

N/A

**6. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

N/A

PROTECTED CHARACTERISTICS – COMMUNICATION PLAN 2022/23

Month	Activity
August	All staff email detailing: <ul style="list-style-type: none"> • why providing equalities information is important and what happens to the data. • A request for ideas and expressions of interest on setting up equality staff networks. • Networks Survey asking what networks staff would find useful and would like to be involved in.
September	Intranet College News: <ul style="list-style-type: none"> • Reminder about staff networks survey and how to complete equalities information on i-Trent
October	All staff email detailing: <ul style="list-style-type: none"> • Why providing equalities information is important and what happens to the data. • Confirmation of the equality staff networks that will be set up. • Results from the Networks Survey.
November	Clyde Connects: <ul style="list-style-type: none"> • Article on how disclosing information has helped put in place support for a member of staff.
December	Clyde Connects article and Intranet College News: <ul style="list-style-type: none"> • Promoting i-Trent clinics. These clinics will combine a drive to gather equalities information and solve any i-Trent issues
January	All staff email and Intranet College News: Launch equalities video (Monitoring Matters) explaining why providing information is important and what happens to the data.
February	Clyde Connects article and Intranet College News: <ul style="list-style-type: none"> • Update on the equality staff networks.
March	Clyde Connects article: <ul style="list-style-type: none"> • How disclosing information has helped put in place support for a member of staff.
April	All staff email and Intranet College News: <ul style="list-style-type: none"> • Promoting the Personal Development Plan (PDP) process which will include a request to complete equalities data explaining why providing the information is beneficial for the College and staff.
May	All staff email and Intranet College News: <ul style="list-style-type: none"> • Promoting Professional Development Sponsorship reminder will include a request to complete equalities data explaining why providing the information is beneficial for the College and staff.
June	Intranet College News:

PROTECTED CHARACTERISTICS – COMMUNICATION PLAN 2022/23

	Replay the equalities video.
July	Intranet College News: <ul style="list-style-type: none">• Why providing equalities information is important and what happens to the data.

ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING

Date of Meeting:	21 September 2022
Paper Title:	Health and Safety Report – September 2022
Action:	Information
Prepared by:	Gillian Crankshaw, Organisational Development Manager
Agenda Item:	22.33
Status:	Disclosable

1 PURPOSE OF THE REPORT

- 1.1 This report covers activity undertaken by the Organisational Development Team in relation to Health & Safety and statistical data covering the reporting period 1 May 2022 to 31 July 2022.

2 ACTION FOR THE COMMITTEE

- 2.1 The Organisational Development Committee are asked to note this report.

3 BRIEF BACKGROUND INFORMATION

3.1 UMAL and Fire Risk Assessment Action Plan

- 3.1.1 The new action plan for the recently conducted Fire Risk Assessments will be monitored by each Health and Safety Campus Forum. Any outstanding actions from last year's plan will be carried forward.

3.2 Emergency Evacuation

- 3.2.1 The team are continually trying to recruit to the old Fire Warden system. This is proving difficult particularly over the summer period due to staff availability. However, work on this is ongoing.
- 3.2.2 Training of staff in the use of evacuation chairs will continue to be rolled out, on all campuses, over the coming months.

3.3 Health and Safety Review

- 3.3.1 With the recruitment of the new Head of Estates, Facilities and Energy it is anticipated that the 2 procedures to be reviewed by Estates should be with the unions for consultation by the end of September. There are currently 2 procedures still to be finalised by Organisational Development and these are also expected to be with the unions for consultation by end of September.

3.4 AUDIT

3.4.1 The Health and Safety Officers, Curriculum Managers and Team Leaders have been carrying out internal audits of relevant areas operating on campus. The audits of the Faculties of Engineering, Computing and the Built Environment and that of Health and Wellbeing were completed within the first reporting period. The audits of Faculties of Access and Continuing Learning, and of Business, Creative and Digital Industries as well as the Catering department were completed within the second reporting period.

The audit of Estates Facilities and Energy was completed in the third reporting period.

Reports of findings with recommended actions were submitted to the relevant Curriculum Assistant Principals (CAPs), Curriculum Quality Leaders (CQLs) and department managers. A schedule to monitor each area's progress with implementing their respective recommended actions has been developed, shared with the CAPs, and is being overseen by the Health and Safety team.

3.5 ACCIDENT STATISTICS, FIRST AID CALL OUTS, NEAR MISSES AND HAZARD OBSERVATIONS

3.5.1 Statistics reported below cover the first reporting period from 1 May 2022 to 31 July 2022.

3.5.2 Accident Statistics

The accident statistics are attached as **Appendix 1**. There were 9 accidents reported in this period. In the same period last year there were 12.

3.5.3 First Aid Call Outs

Over the reporting period, the College First Aiders attended 5 First Aid call outs as attached in **Appendix 2**. In the same period last year, there were 6.

3.5.4 Near Miss Reports

3.5.5 The near miss statistics are attached as **Appendix 3**. There were 3 near misses reported in this period. In the same period last year there were 5.

3.5.6 Hazard Observations

3.5.7 The hazard observations statistics are attached as **Appendix 4**. There were 2 hazard observations reported in this period. In the same period last year there was 1.

3.5.8 We continue to note an encouraging response from staff in the use of the Accident and Incident Reporting (AIR) system to report Hazard Observations and Near Misses.

Agenda Item 22.33

- 3.5.9 Work is progressing with Systems Development to allow students to access the online system or produce a duplicate system that can be used for making Hazard Observation and Near Miss reports.

3.6 Service Desk Provision

- 3.6.1 From 1 May to 31 July 2022, 47 requests were logged on the College Health and Safety Service Desk. 33 of these requests have been closed by the Team. The requests on hold are for the development of Personal Emergency Evacuation Plans (PEEPs), which are awaiting the students' arrival on campus to be progressed.
- 3.6.2 Within the period 1 May to 31 July 2022 there were no requests for operator chairs.
- 3.6.3 Lateral Flow Testing kits are still available and only being issued in line with the revised Scottish Government guidance. Relevant staff and students may collect these from the reception desks on all campuses and the Student Association Offices at Cardonald and Langside campuses.
- 3.6.4 The OD Administrator continues to supply the Senior Leadership Team with weekly statistics on positive cases of COVID-19 recorded for College staff and students. The Health and Safety Officers monitor reports of COVID-19 cases and liaise with managers to address if there are any trends of concern observed. The College's Outbreak Management Protocol is in place to be implemented as and when required.
- 3.6.5 The Organisational Development team continues their messaging campaign for Keeping COVID sense in line with the Scottish Government guidance.

4. RISK ANALYSIS

- 4.1 The risks associated with this paper are in connection with ensuring the College's continued compliance with Government COVID-19 guidelines. Monitoring and communications about staff and students following critical safe behaviours is maintained, and support is available to individuals who may require additional reassurance as they resume on-campus activities.

**5. ANY OTHER SIGNIFICANT IMPACT
e.g. STUDENT EXPERIENCE/LEGAL/FINANCIAL/EQUALITY & DIVERSITY**

- 5.1 The legal implications of non-compliance with statutory and regulatory requirements have not changed in relation to the general operations of the College and the Covid-19 pandemic. The College remains resolute in adhering to its Health and Safety policies, procedures and practices, as it delivers on its duty of care to staff, students and any persons who may be affected by its undertakings.
- 5.2 Equality Impact Assessments are undertaken for each new Procedure developed.

Appendix 1

Health & Safety

Accident Statistics for Glasgow Clyde College

1 May – 31 July 2022

Accident Category	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Slip / Trip / Fall	3	2		1									4
Manual Handling	1												1
Burns / Scalds				1									1
Cuts													
Machinery/Tool Cuts													
Eye Injuries				2	1								2
Physical/Verbal Assault													
Reportable Disease													
Other	1												1
TOTAL ACCIDENTS	5	2	0	4	1	0	0	0	0	0	0	0	9

*Next to each category there is a note of whether there was a requirement for a hospital visit or for the accident/incident to be reported to the HSE.

1 x student went to the hospital for a check up after dust particles went into his right eye.

1 x member of staff went to hospital for check up after falling off a ladder

1 x member of staff went to hospital for check up after falling

Appendix 2

First Aid Call Outs for Glasgow Clyde College

1 May – 31 July 2022

Synopsis of First Aid Call Outs

First Aid Call Outs	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
First Aid Call Outs				5	1								5
TOTAL First Aid Call Outs	0	0	0	5	1	0	0	0	0	0	0	0	5

Synopsis of First Aid Call Outs

DATE	CAMPUS	COMMENT
13.05.22	Anniesland	Student fell on his way to college. Plaster given for cut between his fingers and ice pack applied to his wrist.
07.05.22	Cardonald	Student required a clean dressing for an old wound she suffered out with college.
23.05.22	Cardonald	Student complaining of chest pains during exam. Student sent to hospital for check-up.
23.05.22	Cardonald	Student hurt his fingernail with a football/ball.
31.05.22	Cardonald	Student fainted.

Appendix 3

Near Misses for Glasgow Clyde College

1 May – 31 July 2022

Near Misses	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Near Misses										3			3
TOTAL Near Misses	0	0	0	3	0	0	3						

Appendix 4

Hazard Observations for Glasgow Clyde College

1 May – 31 July 2022

Hazard Observations	Staff	Hospital	Riddor	Students	Hospital	Riddor	Contractors/ Visitors	Hospital	Riddor	Other	Hospital	Riddor	Total
Hazard Observations							1			1			2
TOTAL Hazard Observations	0	0	0	0	0	0	1	0	0	1	0	0	2

Organisational Development Committee

Schedule of Work 2022/2023

Standing Items (every meeting)

For discussion	
Key Performance Indicators Report	
Notes re Support and Teaching JCNC meetings	
Assistant Principal HR Report	
For noting	
Attendance Management Report (annual report discussed at Sept meeting)	
Health and Safety Report	
Organisational Development Report	

21 September 2022
Staffing Profile
Annual Attendance Management Report
Blended Working Trial Report (to be included in Assistant Principal's HR Report)
Protected Characteristics – High level plan for communications
PDP Completion Report (to be included in Assistant Principal's HR Report)
Health and Wellbeing Survey – SLT action plan
Workplace planning – retirement/succession
25 January 2023
SFC – Annual Staffing Return
Committee Effectiveness Review
Employer of Choice Strategy
10 May 2023
Equality Mainstreaming Report- including Gender Pay Gap Report
Annual People Report