Item 15
For Information

Glasgow Kelvin College

Board of Management Meeting – 5 October 2020

Covid-19 – Staffing Approach

Report by Director of Human Resources

1. Introduction

The health, safety and wellbeing of staff is the main priority for the College. The College is committed to ensuring that staff have the information they need to respond to the current COVID-19 situation. A wide range of steps have been put in place to fully support staff carry out their role, whether working on campus, from home or both, to continue to deliver a high-quality service to learners, employers and the communities served by the College.

The purpose of this paper is to provide members with a summary of the key actions taken to date to support and assist staff during the COVID-19 situation.

2. People and Wellbeing

Members will be aware that a more formal structure has been implemented to support the implementation of the Transformation and Renewal Plan. This includes that creation of a Transformation and Renewal (T&R) Consultative Committee. This committee has oversight of 5 working groups, and together the focus is on how the College will plan, prepare and implement appropriate actions for a phased transformation and renewal to ensure that the College continues its journey towards its vision and mission during the COVID19 situation and beyond.

The People and Wellbeing Working Group has responsibility for four main areas. These include:

- Communication
- Consultation
- Human Resources
- Wellbeing

The Working Group has developed and implemented in partnership with staff, managers and Trade Union representatives a range of communications, systems and process to address the four key areas. A summary of approaches taken by the College to date are outlined below in each section.

2.1 Communication

Examples of communications include:

- A communications plan has been developed and rolled out which utilises a variety of methods and media for each stakeholder group.

- A video for students has been developed to welcome them on campus and demonstrate the arrangements in place to maintain their health, safety and wellbeing.
- A dedicated site on Coronavirus (COVID-19) for staff which provides updates, information, risk assessments, etc.
- A COVID19 Staff Toolkit – provides information on teaching in the new Academic year, Academic Calendar, Risk Assessments, cleaning, food and drink, etc and provides a link to key documents or sites with information or materials relating to COVID19.

2.2 Consultation

Examples of consultation processes include:

- All T & R working groups have staff, management and trade union representation.
- Consultation takes place on key areas with the Trade Unions at the formal and informal Joint Negotiation/Consultative Committees
- Consultation on communications, systems and processes takes place with managers and staff through various forums.
- The establishment of a manager's forum held by HR and H and S to provide immediate responses to concerns, requests for information, etc from managers.
- Staff briefings, ad hoc meetings with TU representatives, Team Meetings to discuss and review concerns, approaches, etc.

2.3 Human Resources

A range of documentation has been produced to support staff and managers, these include:

- Managers Discussion Guide – aims to support managers discussing staff needs and a return to campus working to ensure a consistent message is conveyed.
- Ways of Working – provides information and advice to staff on key areas such as the social distancing framework, ICT equipment, supporting processes, and links to other key documents/sites.
- Staff Self-Assessment Tool (SAT) – to support staff and managers to consider individual needs and identify reasonable adjustments.
- Occupational Risk Assessment (ORA) – the Scottish Government produced an ORA for employers to use, this process supports the SAT and identifies the risk level of staff.
- Staff-needs Assessment Pro-forma – all managers are required to submit collated data on their staff to their HR Business Partner. The HRBP in discussion with the manager identifies support or assistance for staff where required. The overall data for staff is collated to show the impact of COVID-19 on staff and shared with the SMT.

2.4 Wellbeing

The health and wellbeing of staff and students is supported through a range of approaches, these include:

- The promotion of GKC wellbeing site for staff on Teams.
- Development of a COVID-19 staff survey – an anonymous survey which will focus on wellbeing, health and safety, homeworking, readiness to return and communication. If appropriate a further report will be presented on the

outcome of the staff survey and planned actions to a future meeting of the Finance and Resources Committee.

- Regular updates on public health through a variety of media for staff and students.
- An action plan of events to run through out session 2020-21 for staff and students covering health, safety and wellbeing.

3. COVID-19

At the time of moving from Campus working to working from home at total of 47 staff identified as self-isolating due to an underlying health condition.

During the period 01 April to 04 September the College recorded a total of:

- Nil staff are confirmed as testing positive
- 25 staff displayed symptoms and self-isolated
- 21 staff self-isolated due to family member showing symptoms
- One staff member self-isolated prior to hospital treatment

The HR Department are working with managers and staff to ensure that staff are supported back into working on premises. The default position remains that where staff can work from home they should continue to do so. The HR Team are collating information for each manager in relation to their staffing arrangements.

The data gathered to date shows:

Support Staff: 219 (headcount)

Remote Working	28
Agile Working	87
Campus	41
	156

Of the 28-support staff who are remote working: 4 are for health reasons, 24 are able to work from home.

Teaching Staff: 295 (headcount)

Remote Working	48
Agile Working	90
Campus	7
	138

Of the 48-teaching staff who are remote working: 45 – classes can be delivered online, 1 for health reasons, 1 for kinship caring, 1 is pregnant.

The College continues to monitor the impact on staffing due to the COVID-19 situation.

4. Resource Implications

No resource implication identified as a result of this item.

5. Equality

There are no equality issues identified as a result of this item. An Equality Impact Assessment has been undertaken and reviewed on an ongoing basis.

6. Risk and Assurance

There are no risks have been identified as a result of this item.

7. Data Protection

There are no data protections issues as a consequence of this report.

8. Recommendations

Members of the Board of Management are recommended to:

i) note the content of this report provided for members information; and
ii) note a further report will be presented on the outcome of the staff survey and planned actions to a future meeting of the Board of Management if appropriate.

9. Further Information

Further information on the content of this report can be obtained from Doreen Shiels, Director of Human Resources at dshiels@glasgowkelvin.ac.uk or Derek Smeall, Principal at dsmeall@glasgowkelvin.ac.uk