



## Board of Management

### Students, Staff & Equalities Committee

<b>Date of Meeting</b>	<b>Wednesday 9 May 2018</b>
<b>Paper No.</b>	<b>SSEC3-L</b>
<b>Agenda Item</b>	<b>15</b>
<b>Subject of Paper</b>	<b>HR Metrics Quarterly Report</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Joanne Maguire</b>
<b>Date of Production</b>	<b>12 April 2018</b>

## 1. Key Points

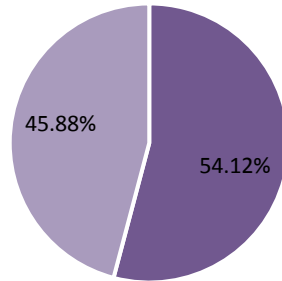
This report covers the period January to March 2018

- A total of 1419 staff were employed during the period 01 January 2018 until 31 March 2018, this is an overall increase of 55 staff since last reporting period (1 October 2017 to 31 December 2017)
- 71 new hires and 19 leavers
- Support staff includes Executive, Director and Heads of Service. Academic staff includes all lecturers and academic staff up to and including Faculty Directors

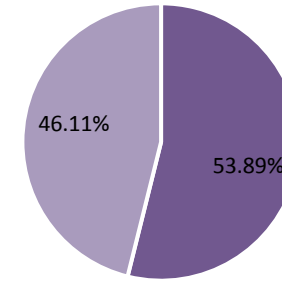
## Future Reporting

- HRIS Updates – New system
- Employee Relations
- Benchmarking

## 2. Staff Headcount

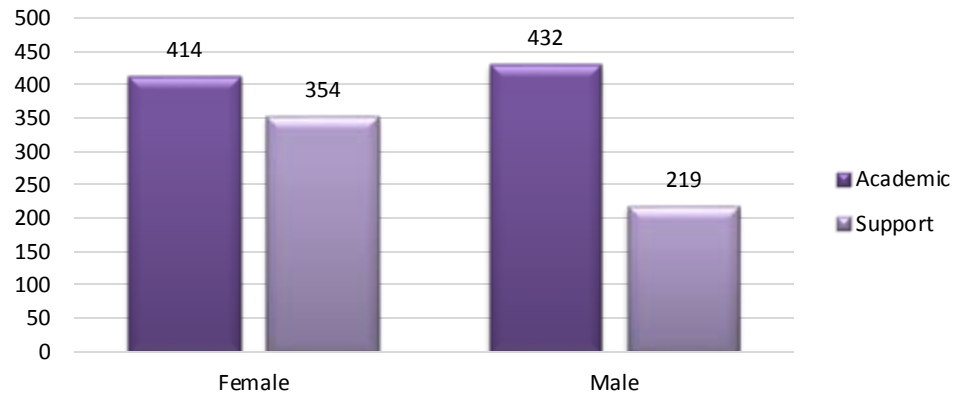


■ Female  
■ Male

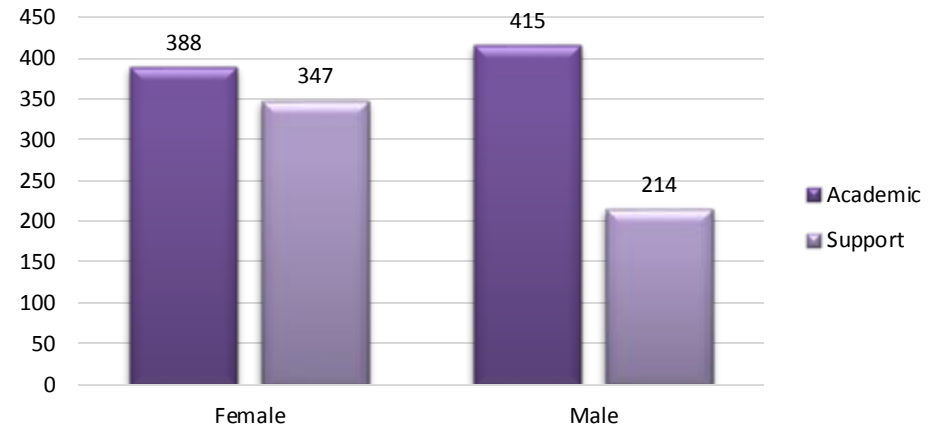


■ Female  
■ Male

### Headcount – January 2018 to March 2018



### Headcount – October 2017 to December 2017

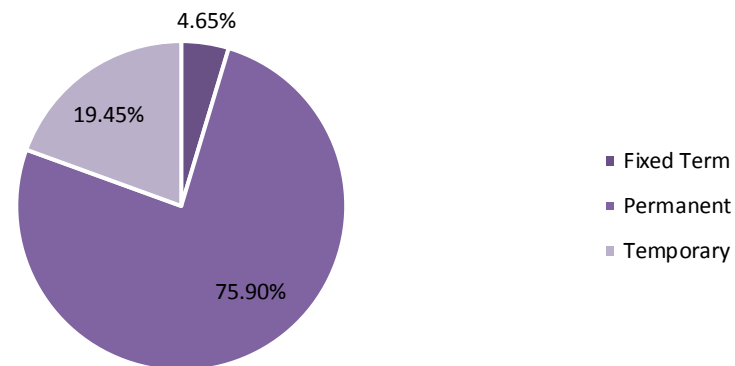
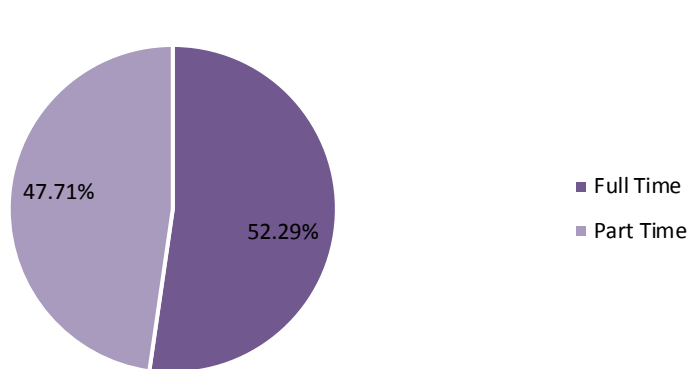


## Comment

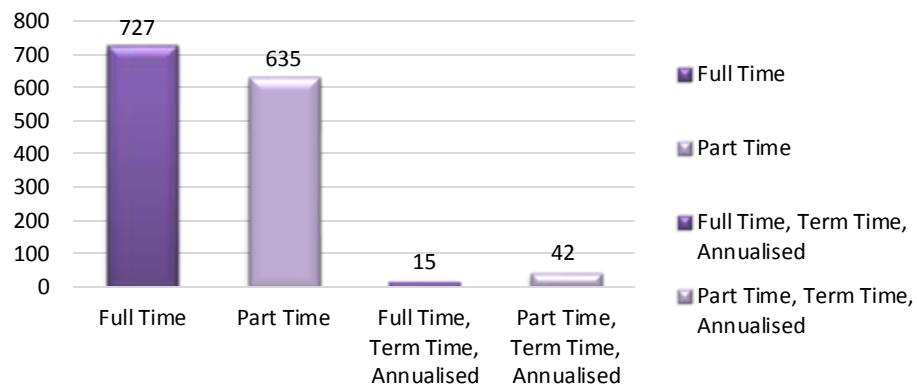
A total of 71 new hires. 27 in January, 29 in February and 15 in March. (47 academic and 24 support staff)

41 of the Academic new hires are Bank Lecturers

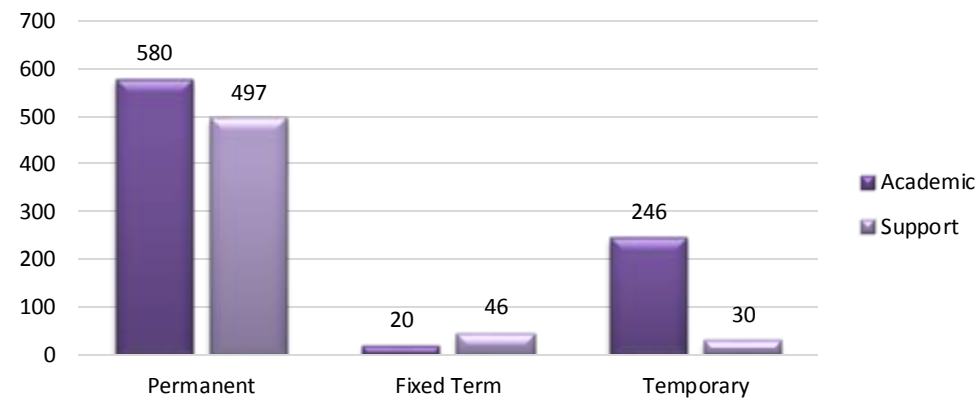
### 3. Staff Contractual Arrangements



#### Full/Part time – January 2018 to March 2018



#### Contract type – January 2018 to March 2018



#### Comment

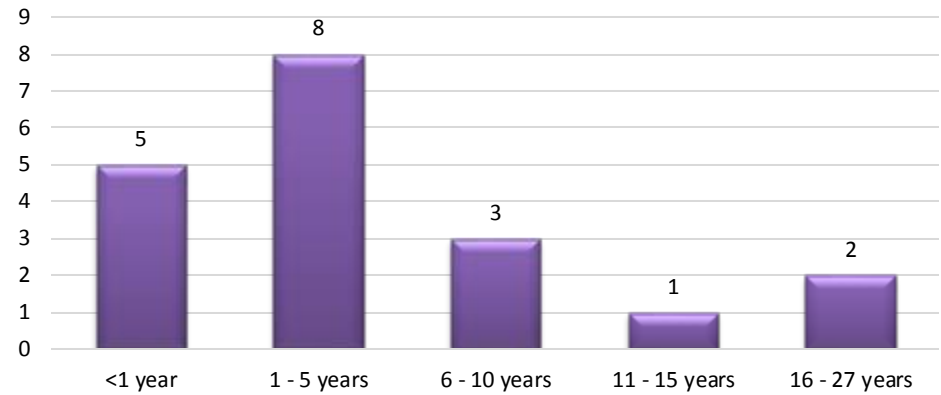
There is a decrease in the number of term time annualised full time and part time contracts since the last quarter, this is due to 9 part time and 3 full time annualised contract employees moving to full time permanent contracts

## 4. Turnover

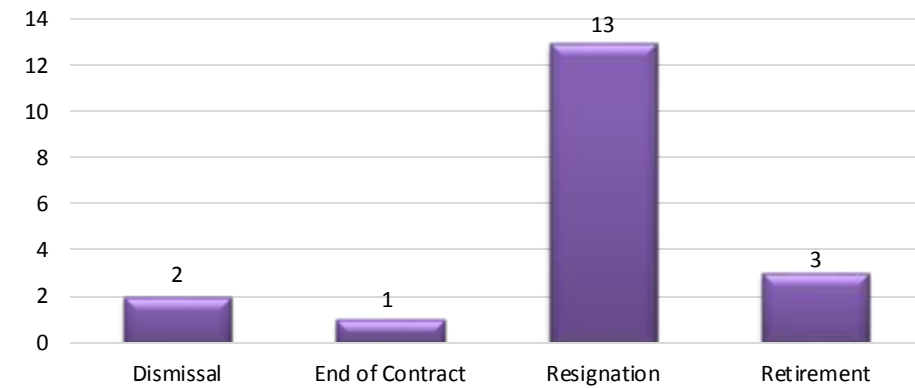
### Leavers by Month



### Leavers - Length of Service



### Leavers - Reason



### Comment

A total of 19 leavers. 6 in January, 5 in February and 8 in March. (6 academic and 13 support)

## 5. Equality and Diversity Monitoring

### Staff Profile by Ethnicity

Ethnic Origin	Female	Male	Total	Ethnic Origin	Female	Male	Total
African, African Scottish or African British	3	6	9	African, African Scottish or African British	33.33%	66.67%	100.00%
Any Mixed or Multiple Ethnic Group	5	2	7	Any Mixed or Multiple Ethnic Group	71.43%	28.57%	100.00%
Any Other African Group		1	1	Any Other African Group	0.00%	100.00%	100.00%
Any Other Asian Ethnic Group	3	4	7	Any Other Asian Ethnic Group	42.86%	57.14%	100.00%
Any Other Caribbean or Black Ethnic Group		1	1	Any Other Caribbean or Black Ethnic Group	0.00%	100.00%	100.00%
Any Other Ethnic Group	3	7	10	Any Other Ethnic Group	30.00%	70.00%	100.00%
Any Other White Ethnic Group	31	25	56	Any Other White Ethnic Group	55.36%	44.64%	100.00%
Arab, Arab Scottish or Arab British	1	1	2	Arab, Arab Scottish or Arab British	50.00%	50.00%	100.00%
Bangladeshi, Bangladeshi Scottish or Bangladeshi British		3	3	Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0.00%	100.00%	100.00%
Black, Black Scottish or Black British	2	3	5	Black, Black Scottish or Black British	40.00%	60.00%	100.00%
Chinese, Chinese Scottish or Chinese British	4	1	5	Chinese, Chinese Scottish or Chinese British	80.00%	20.00%	100.00%
Indian, Indian Scottish or Indian British	5	5	10	Indian, Indian Scottish or Indian British	50.00%	50.00%	100.00%
Pakistani, Pakistani Scottish or Pakistani British	5	11	16	Pakistani, Pakistani Scottish or Pakistani British	31.25%	68.75%	100.00%
Prefer not to say	41	44	85	Prefer not to say	48.24%	51.76%	100.00%
Unknown	1		1	Unknown	100.00%	0.00%	100.00%
White - American	1	1	2	White - American	50.00%	50.00%	100.00%
White - British	250	202	452	White - British	55.31%	44.69%	100.00%
White - English	7	23	30	White - English	23.33%	76.67%	100.00%
White - Irish	9	9	18	White - Irish	50.00%	50.00%	100.00%
White - Northern Irish	5	2	7	White - Northern Irish	71.43%	28.57%	100.00%
White - Polish	11	4	15	White - Polish	73.33%	26.67%	100.00%
White - Scottish	381	295	676	White - Scottish	56.36%	43.64%	100.00%
White - Welsh		1	1	White - Welsh	0.00%	100.00%	100.00%
<b>Total</b>	<b>768</b>	<b>651</b>	<b>1419</b>	<b>Total</b>	<b>54.12%</b>	<b>45.88%</b>	<b>100.00%</b>

## Staff Profile by Nationality

Nationality	Female	Male	Total	Nationality Cont	Female	Male	Total
Algerian		1	1	Italian	4	5	9
American	1	2	3	Latvian	1		1
Angolan	1		1	Nigerian	1	1	2
Bangladeshi		2	2	Other		1	1
British	408	336	744	Pakistani	2	4	6
Bulgarian	1		1	Phillippines	1		1
Congolese	1		1	Polish	20	4	24
Czech	2		2	Portuguese		1	1
Egyptian		1	1	Romanian	2	1	3
English	2	11	13	Russian	1		1
French	2	3	5	Scottish	302	258	560
German	1		1	Serbian	1		1
Greek	1	4	5	South African	1		1
Indian	1	3	4	Spanish	3	2	5
Iranian		2	2	Swiss	1		1
Irish	4	6	10	Syrian		1	1
Irish (Northern)	3		3	Welsh		2	2
				<b>Total</b>	<b>768</b>	<b>651</b>	<b>1419</b>

## Staff Profile by EU Status

EU/Non EU	Academic	Support	Total	EU/Non EU	Academic	Support	Total
British	800	533	1333	British	60.02%	39.98%	100.00%
EU	28	30	58	EU	48.28%	51.72%	100.00%
Non EU	18	10	28	Non EU	64.29%	35.71%	100.00%
<b>Total</b>	<b>846</b>	<b>573</b>	<b>1419</b>	<b>Total</b>	<b>59.62%</b>	<b>40.38%</b>	<b>100.00%</b>

## 6. HR Metrics – Future Plans

New System implementation:

Go-Live

- Due to essential configuration to enable the Active Directory interface between City of Glasgow College and the iTrent system being completed by MHR on the 2<sup>nd</sup> May, go-live date has been moved to June 2018
- First four weekly salary payments will be paid on 5th June and the three additional payroll salary payments on the 26<sup>th</sup> June
- Payroll parallel runs for all four payrolls will continue until go live

Progress to date

- Humans Resources system build has been completed
- Payroll system build has been completed
- Recruitment system build has been completed
- Learning events (L&D) system build has been completed
- People Development (L&D) system build has been completed
- Upgraded our iTrent system build to the latest system version and will apply updates on a quarterly basis going forward
- People Manager user training has commenced, this has been well received

Next Steps

- Continued data cleansing
- Employee self service end user training to be scheduled and training to commence end of April
- Continued People Manager user training, this will continue until go-live
- Continued user acceptance testing for all system builds, issues identified will be raised for resolution until go-live
- System review and continuous improvements