

Staff Governance Standard

A Framework for
Ayrshire College

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Introduction

Staff Governance is a system of corporate accountability for the fair and effective management of all staff and will underpin the culture of Ayrshire College.

Ayrshire College's Staff Governance Standard has been developed following significant input from staff and will be embedded and monitored within the College through the Quality Enhancement planning and team-evaluation processes.

The Vice Principal of Human Resources (HR) and Organisational Wellbeing has overall responsibility for staff governance and will provide an annual report to the College's HR and Organisational Wellbeing Committee on actions taken in support of the Standard.

The HR and Organisational Wellbeing Committee is responsible for the overall monitoring and scrutiny of staff governance within the College.

The Staff Governance Standard has five key strands which Ayrshire College will aspire to deliver, entitling staff to be:

1. Well informed
2. Appropriately trained
3. Involved in decisions
4. Treated fairly and consistently, with dignity and respect, in an environment where diversity is valued
5. Provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, students and stakeholders

Governance Strand 1:

Well informed

Ayrshire College will ensure that:

- > All staff regularly receive accessible, accurate and timely information about the College.
- > All staff have access to an appropriate range of communication channels which provide the opportunity to give and receive feedback on all aspects of College business.
- > All staff have access to a range of communication tools. This will include IT systems.
- > Staff will be provided with training opportunities in order to utilise fully College communication systems and tools.

Staff will ensure that:

- > We take responsibility for keeping fully up to date with all developments affecting the College and our role within it.
- > We take the time to contribute our views, ideas and experience so that the College can continuously develop sector leading practice.
- > We make full use of relevant communication tools and engage in training opportunities as appropriate.

Governance Strand 1:

Well informed – Actions 2013-15

Ayrshire College will demonstrate this by:

- > Producing a weekly Principal's update that will contain information on key College activity and developments.
- > Publishing a quarterly newsletter on key College activity and developments.
- > Publishing minutes of meetings and summary information of Ayrshire College Board and College Committee activity in accessible locations.
- > Executive and Senior management teams being visible on all Campuses.
- > Consulting staff on key changes with regard to College business.
- > Providing an IT infrastructure to ensure that staff have a range of available communication tools.
- > Ensuring appropriate IT skills are supported through staff learning processes.

Staff will demonstrate this by:

- > Regularly informing the Executive and Senior management teams of good practice occurring across all Campuses.
- > Reading and responding to emails and other forms of communication in a timely manner.
- > Attending and engaging fully in departmental meetings.
- > Engaging fully with all relevant elements of College business.
- > Ensuring that skills are continuously developed in order to access appropriate communication tools.

Governance Strand 2:

Appropriately trained and developed

Ayrshire College will ensure that:

- > All staff receive a regular and effective Personal and Professional Development Review (PPDR) Career Review, in order to obtain feedback; highlight good practice and identify any development needs to meet the changing requirements of the College.
- > There is a Staff Learning and Development Policy in place in order for staff to be fully prepared and confident in their role, to develop staff talent and to support succession planning.
- > Resources, including time and funding, are appropriately allocated to support staff development and meet current priorities and business needs.
- > All staff have equity of access to training and development, irrespective of working arrangements or staff role within the College.

Staff will ensure that:

- > We actively contribute to our Personal and Professional Development Review (PPDR)/Career Review bi-annually with our line manager in order to support both our own and College priorities.
- > We actively identify and seek opportunities for learning and development in line with our PPDR/Career Review and we maintain and develop our skills, including practice and professional development, to ensure that we can carry out our job roles to a high standard.
- > We are flexible in seeking learning and development opportunities, and share this learning with others as appropriate.
- > We actively participate in College learning and development opportunities in order to further develop our skills and enhance the student experience.

Governance Strand 2:

Appropriately trained and developed – Actions 2013-15

Ayrshire College will demonstrate this by:

- > Working towards the implementation of annual and interim Personal and Professional Development Reviews (PPDR)/ Career Reviews. Training will be provided to managers and to staff to support everyone's engagement in this process.
- > Developing in partnership a robust and comprehensive Staff Learning and Development Strategy and Policy.
- > Guaranteeing dedicated CPD at appropriate times during the academic year and ensuring equality of access to staff learning opportunities.
- > Time/cover given to staff to enable them to engage in learning and development opportunities.
- > All staff given opportunity to attend corporate induction.

Staff will demonstrate this by:

- > Preparing for and fully engaging in the Personal Development and Professional Review (PPDR)/Career Review process. Take part in constructive identification of development needs and taking responsibility for own professional development.
- > Highlighting and sharing information about any learning and development opportunities and taking part in sharing of good practice.
- > Engaging fully in learning and development events organised by the College.
- > Providing constructive and useful feedback on staff development undertaken.
- > Keeping CPD records up to date.
- > Keeping up to date with developments in their own professional area.

Governance Strand 3:

Involved in decisions

Ayrshire College will ensure that:

- > Staff are engaged and involved in decisions, with the opportunity to influence those decisions.
- > Staff are engaged and involved in strategic developments and operational planning.
- > There are opportunities to contribute to staff working groups and forums to ensure that the staff voice is integral to decision making processes.
- > A comprehensive, sector leading strategic plan is developed with staff and relevant partners and stakeholders.
- > Leaders are visible at all levels, who work collaboratively with staff to ensure that staff take ownership, are engaged and involved in decision making processes.

Staff will ensure that:

- > We actively participate in College decision making processes.
- > We ensure that we are fully informed of proposed developments and organisational change and will take time to contribute our views.
- > We actively participate in self-evaluation and operational planning processes.
- > We take the time to engage in, and contribute constructively to, issues that will impact on our role, service provision, student experience and business delivery.

Governance Strand 3:

Involved in decisions – Actions 2013-15

Ayrshire College will demonstrate this by:

- > Consulting with all staff and their representatives on decisions for the future business model of the College.
- > Making sure that the minutes of Board and Sub-Committee meetings are published on the staff intranet site.
- > Holding regular meetings with staff union representatives to ensure that staff have an influential role in decision making.
- > Involving staff in operational planning for 2014/15.

Staff will demonstrate this by:

- > Contributing to decision making by engaging in consultation processes.
- > Making sure that we regularly access the staff intranet to keep up to date with decisions reached at Board and Sub-Committee meetings.
- > Knowing who our staff representatives are and sharing our views and ideas with them.
- > Proactively sharing ideas and making a positive contribution during staff meetings.

Governance Strand 4:

Treated fairly and consistently, with dignity and respect, in an environment where diversity is valued

Ayrshire College will ensure that:

- > All staff are, and feel, valued as individuals, have trust placed in their ability and capability and are appreciated for their effort and contribution.
- > A core set of College values and behaviours are identified to ensure that staff are treated and treat others fairly, professionally and with dignity and respect at all times. This will be reflected through staff behaviours and actions.
- > A clear strategy and supporting policies are in place for the effective management of the workforce, equality, diversity, wellbeing, human rights and dignity at work agendas.
- > Human Resources policies are implemented fairly and consistently, are monitored, evaluated and subject to regular review to ensure they continue to meet the changing needs of the College.

Staff will ensure that:

- > We demonstrate the College values in our behaviours and actions. We lead by example, ensuring that we treat students, colleagues and stakeholders fairly, professionally and with dignity and respect.
- > We embed equality and diversity values into our role, service provision, the student experience and business delivery.
- > We are ambassadors for the College.
- > We make ourselves aware of our responsibilities as set out within the College policies and communicate and implement the College policies fairly and consistently.
- > We make it known if we witness any behaviour that causes concern.

Governance Strand 4:

Treated fairly and consistently, with dignity and respect,
in an environment where diversity is valued – Actions 2013-15

Ayrshire College will demonstrate this by:

- > Celebrating staff achievement and success in a variety of ways.
- > Leading by example and being ambassadors for Ayrshire College.
- > Ensuring that staff development opportunities are provided in equality, diversity and related areas.
- > Ensure managers are appropriately trained and developed to enable them to have high performing teams.
- > Reviewing policies and procedures to ensure that they support the values and culture of Ayrshire College.

Staff will demonstrate this by:

- > Engaging in professional dialogue with colleagues and managers and take ownership of professional relationships.
- > Treat others with respect and dignity and challenge behaviours that don't reflect the Ayrshire College culture.
- > Fully engage in staff development opportunities to develop skills and knowledge in relation to equality, diversity and related areas.
- > Take the time to recognise our colleagues' efforts and participate in the award nomination process.
- > Engaging fully and providing clear, fair and honest feedback in College surveys.

Governance Strand 5:

Provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, students and stakeholders

Ayrshire College will ensure that:

- > The personal health, safety and wellbeing of staff students and stakeholders is paramount in the design and operation of the College.
- > Staff are proactively informed and supported to manage and maintain their own health, safety and wellbeing.
- > Staff are confident to report any health and safety concerns.
- > All staff have equal access to comprehensive and high quality health and safety at work advice in order to promote individual and organisational health, safety and wellbeing.
- > Resources, including time and funding are appropriately allocated to maintain a health and safety culture.

Staff we will ensure that:

- > We take responsibility for our own health, safety and wellbeing.
- > We embrace and implement all health and safety at work requirements of the College.
- > We work safely and effectively at all times using appropriate aids and equipment to ensure our own and others, health, safety and wellbeing.
- > We raise any matters of concern in accordance with the College Health and Safety policy.
- > We actively engage in and support wellbeing initiatives promoted by the College.

Governance Strand 5:

Provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, students and stakeholders – Actions 2013-15

Ayrshire College will demonstrate this by:

Making sure that healthy eating options are available across Ayrshire College campuses.

Taking action when staff raise issues concerning their health, safety and wellbeing.

Providing health and wellbeing events and activities for staff.

Working in partnership with the community to promote staff health and wellbeing awareness.

Staff will demonstrate this by:

Making sure that we participate in health and safety training that is relevant to our role.

Raising any concerns about our health, safety and wellbeing.

Being aware of health and safety requirements and making sure that we adhere to them.

Participating in health and wellbeing events.