

Draft Minute

Resources and General Purposes (RGP) Committee

23rd November 2015 Boardroom Cumbernauld Campus

Present: Margaret Cook (Chair), Linda McTavish, Martin McGuire,

In Attendance: Iain Clark, Brian Gilchrist, Tom Dodds, Diane McGill, Penny Neish

Agenda Item Minute	Action /Decision
<p>1. Chairs Welcome Margaret Cook welcomed everyone to this meeting of the Resources and General Purposes Group and noted that there would be a joint session with the Finance Committee on nursery provision at the start of the Finance Committee meeting.</p>	
<p>2. Apologies There were apologies from Michelle Bingham and Douglas Anderson.</p>	
<p>3. Declaration of Interest There were no declarations of interest.</p>	
<p>4. Minute of the meeting of the 5th October 2015 4.1 The committee considered the minute. 4.2 Matters Arising The committee was informed that there have been no further developments or communication with Galliford Try re the issue of £160 k retention monies for rectifying heating issues with the main building at the Motherwell Campus.</p>	<p>4.1 The minute was approved. 4.2 The committee noted the position.</p>
<p>. Staffing Update 1. The main points in the staffing papers were discussed as follows: The support staff contract is finalised subject to approval by staff at the Coatbridge Campus of revised wording which will allow services to be delivered to 4.30pm but allow managers some local flexibility in staffing arrangements during designated holiday periods. The Chair congratulated the HR staff. The teaching trade union has recommended rejection of the latest pay offer and are now taking consultative ballots for industrial action. Sustainability and affordability of any national pay award without intervention by the Scottish Government with additional funding is a real issue across the college sector.</p>	<p>5.1. The committee noted the staffing paper. There will be an update on IIP accreditation to the next meeting of the committee. 5.4 The following revisions/ clarification will be made to the Disciplinary Policy before it is issued for consultation: Para 4 – to be by separate email. Para 6 – the word insubordination to be reconsidered. Para 7.3 – this should not be a re-hearing of the existing facts but of substantial new evidence.</p>

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<p>5The Advancing Equality and Diversity Group which will undertake work to ensure the college remains legally compliant with equality duties and responsibilities met on the 6th November 2015 and early priorities are to establish a baseline equalities information student profile, update staff data to improve disclosure rates, relaunch the sanctuary/ reflection spaces and review information to pregnant students. The option of taking HR recruitment into the MyJobsScotland website is being discussed with COSLA.</p> <p>5.2 There have been no Joint Negotiating Committee meetings since the last committee.</p> <p>5.3 IIP Accreditation – there will be a meeting on the 10th December 2015.</p> <p>5.4 HR Policies – there was discussion of the revised disciplinary procedure.</p>	<p>Para 7.3.1 – to be reviewed re the Principal's and the RGP committees roles.</p>
<p>6. Report on Health and Safety Issues and Policies</p> <p>6.1. The committee was updated on Health and Safety progress from the paper as follows:</p> <ul style="list-style-type: none"> • an update on the progress on the implementation of the Health and Safety Policy • meetings of the Health and Safety Action Group, the Corporate Health and Safety and Faculty and Depute Heads • an update on occupational health activity, incidents and accidents reported (all minor issues) and health and safety training delivered. 	<p>6.1 The Health and Safety Policy will be issued to the new Board at the meeting on the 14th December 2015. Board training will be given on the policy and a session will be arranged. Board Secretary to action.</p> <p>The committee noted the report.</p>
<p>7. Report on Estate Issues</p> <p>The paper presented updated the committee as follows:</p> <ul style="list-style-type: none"> • the Estates staffing structure including the changes following voluntary severance • facilities management – the service contract with ISS at the Motherwell Campus has been extended to 31st July 2016. There are c 40 ISS staff. Coatbridge and Cumbernauld are managed in- house and security and cleaning services are outsourced at Kirkintilloch, Broadwood and Hamilton Campuses. There will be a full review of the facilities management service with a new structure in place by August 2016. • The paper lists the relocations, improvements and terminations of leases made since the vesting of NCL in Nov 2013. 	<p>7. The committee noted the paper and that a paper on facilities management and an update on the CMP would come to the next meeting of the committee.</p>

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<ul style="list-style-type: none"> The reinstatement costs to the landlord for the Greenhills site have now been negotiated and settled at a reasonable figure. A 5 year Carbon Management Plan (CMP) will be produced for the college and some resource in the form of a graduate student is available from the EAUC. <p>The Chair and committee members thanks the Estates staff for all the work undertaken over the summer – a lot was done to tight timescales and this effort was appreciated.</p>	
<p>8. Update on Committee Terms of Reference The Scottish Funding Council made a presentation at the Board meeting on the 26th October 2015 that included information about an Action Plan to enhance the regional dimension in the Board’s activities. This includes producing a Regional Strategy, Regional Finance Procedures, Value for Money Statements and Risk Plans. Enhancing the regional dimension will impact on the Terms of Reference for the Committees and the documents that were presented to the committees in October 2014 will be revised.</p>	<p>8. The committee agreed to approve the revised Terms of Reference by written procedure.</p>
<p>9.AOB There was no other business</p>	
<p>10. Date of the next meeting The proposed date of the next meeting is the 7th March 2016 at 3pm in the Boardroom of the Coatbridge Campus.</p>	