

Agenda Item 4

Minute :Resources and General Purposes Committee

3.00 pm 13th September 2016 Boardroom Cumbernauld Campus

Present: Linda McTavish, Douglas Anderson, Martin McGuire,

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

1. Chair's Welcome

The Chair welcomed everyone to this meeting of the committee.

2. Apologies

There were apologies from Michelle Bingham.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the Meeting on the 6th June 2016

4.1 The minute of the meeting was approved subject to noting the attendance of Stewart McKillop.

5. Matters Arising Minute 6th June 2016

5.1 NCL Facilities Management Update

This item was taken at Item 8.1 on the agenda.

5.2 LGBT Chartermark

There had been no further developments over the summer to report to the committee.

5.3 Self- Insurance Update

The Government has granted a 3 year derogation to 2018 on Self-Insurance and Colleges Scotland is preparing a Business Case including collating information on how much is being paid in premiums by the sector as opposed to how much is being paid out to the colleges by the insurers. Insurance premiums are a substantial cost for both Lanarkshire Colleges. Self - insurance would result in the Scottish Government covering major items such as buildings, property and IT. However, it is not fully clear what would be considered as a "major" or a "minor" item or what cover there would be for other aspects of the current insurance coverage e.g. student liability and these are key aspects which would need to have very clear assurances before any change. Colleges would also still have to have cover for the 3 statutory insurances namely engineering & plant inspection insurance, motor vehicles (third party, fire and theft) and employer's liability.

Decision: Iain Clark will raise this through the College Development Network Finance Steering Group and will report to the next meeting of the committee.

5.4 Update on the AMCOL Report and proposed capital development.

Iain Clark informed the committee that a review of nursery provision was now in the Internal Audit Annual Plan 2016/17 and scheduled to start in November 2016 with a draft report in January 2017. The report will come to the February/ March 2017 Board cycle meetings of the Audit, Finance and

RGP committees. AMCOL have been informed that any capital development is on hold pending this review and subsequent report and the availability of capital funding

5.5 Lanarkshire Board Training Update –Health and Safety Policy

There was a further discussion about Health and Safety Policy.

Decision: It was agreed that rather than adding a session to the proposed evaluation meeting of the Board in September and to the proposed Board Strategy event in January 2017, as agreed at the last meeting, there would be two 2 hour training sessions – the first in the week before the Board meeting in December 2016 and the second in the week before the Board meeting in March 2017. BS and TD to arrange.

5.6 The Chair of the Board updated the committee on Item 8.1.1 of the 6th June minute. The Committee noted that there has been an announcement of £10 million additional funding to be released to the sector for estates. The Chair of the Board will follow up the Lanarkshire Region’s case for allocation of funds at a Colleges’ Scotland Parliamentary Reception being held on the 27th September 2016 and also with College Scotland.

5.7 The committee noted that there is ongoing discussion on a joint approach to waste management (Item 8.2).

6. Organisation Development Update

Brian Gilchrist presented his paper to the committee and highlighted the following:

- The new website is now live with new innovations in course search and highlighting potential career paths to students. Feedback has been very positive.
- Recruitment to the Board is now live and will close on the 30th September 2016 with a report to the Board at its meeting on the 3rd October 2016.
- National Bargaining. UNISON have balloted members for industrial action and the first day of action was on the 6th September 2016. The Chair of the Board will update the Board at its meeting on the 3rd October 2016 in her Chair’s Report.
- SFC Gender Action Plan. Brian Gilchrist informed the committee that there had been a ministerial launch of the SFC Gender Action Plan which was attended by Zorena Shanks and Nazia Ansari (HR Operations Manager). The SFC Plans states that by 2020 there will be no curricular area with more than a 75:25 split across the genders. While NCL’s student body is split 50:50 there are some teaching areas such as care, engineering, automotive and dental which can reflect a split of 95:5 (or higher) in favour of one gender. The SFC will expect funded bodies to have their own Gender Action Plans and that these will be published from March 2017. Members of the committee noted the efforts being made to achieve more of a gender balance in both colleges in areas such as construction, hairdressing and engineering and the work being done in schools. However, it also noted the intractability of this issue which results from deep seated societal issues.

Action: The Committee will receive further reports on the response to this requirement and the range of other reports and statements that are required under the Equality Act 2010.

- CPD week. The committee noted the activity set out in the CPD week event timetable.

7. Report on Health and Safety

Tom Dodds informed the committee that the current structure for Health and Safety was required because of the size and scope of the issues in NCL. A timetable of meetings to April 2017 was set out in the paper. He highlighted the following:

- Car parking: the restrictions in Cumbernauld town centre had been removed and the parking at the Motherwell Campus is being extended.
- A yes/no re support to leave a building in an emergency evacuation question has been added to the enrolment form.
- The Health and Safety Policy has to be renewed by the end of October.
- The Health and Safety Management System is due for renewal in February 2017 and the college is now creating its own self-contained system.
- Guest speakers were being invited to address the committee to inform members on specific issues.
- The FESH assessment tool would be used to provide a structure and framework for evaluating Health and Safety activity in NCL.

The committee noted the report.

8. Estates Update

8.1 Update on Estates Development and Capital Programme 2015-16

Tom Dodds presented the Estates update to the committee. He highlighted the following:

- The extension to the car parking at the Motherwell Campus, the work to resolve the drainage problem and a range of space reconfigurations and electrical and paintwork.
- Fire prevention upgrades, refurbishments of toilets, installation of kitchens, computer lab developments and car park repairs at the Cumbernauld Campus.
- Fire upgrades and carpet replacement and decoration at the Kirkintilloch Campus
- Work at the 101 Park street auditorium to create a theatre environment for teaching, corridor and stairway floor coverings, decoration and car park repair at the Coatbridge Campus.

The Chair noted that she felt that the bullet formatting in the report made this clear to read and the committee noted the report.

8.2 Facilities Management Update

The Chair took this Item 5.1 on the agenda in the estates reports. The tender process applies to the Motherwell campus only (although some ancillary services are college wide e.g. grounds maintenance) and there is no internal bid. The committee was informed that the OJEU notice and Invitation to Tender has been placed and fourteen suppliers had attended a site visit. The deadline for tender returns is the 29th September 2016. Presentations are provisionally scheduled for the week ending 21st October with a formal contract start date of the 9th January 2017. The committee noted the report. (Confirmed post-meeting as 17th October)

Action: Douglas Anderson agreed to attend the tender presentations.

8.3 SLC Minute of the Property and Estates Committee

Stewart McKillop presented the minute from the SLC Property and Estates Committee. He noted the following:

- There is an ongoing insurance claim re a delivery driver
- The accident statistics were presented with no action arising
- Waste recycling for Feb – April 2016 was 123 tonnes with recycling for the period a total of 72%. This is an area where there is potential for a joint approach as noted above at 5.7.
- There had been a programme of summer works
- Five year electrical testing was ongoing
- There was development and finishing of the bunds to the rear of the college.

The committee noted the report.

9. AOB

There was no other business.

10. Date of the next meeting

The date for the next meeting has been moved from the 28th November which is now an additional NCL holiday to the 29th November 2016 at 3pm in 101 Park Street at the Coatbridge Campus.