

Minute

Resources and General Purposes Committee

3.00 pm 6th June 2016 Boardroom Motherwell Campus

Present: Linda McTavish, Douglas Anderson, Martin McGuire, Stewart McKillop

In Attendance: Iain Clark, Brian Gilchrist, Diane McGill, 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 7th March 2016

4.1 The minute of the meeting was approved.

5. Matters Arising

5.1 Lanarkshire Board Training Update –Health and Safety Policy

There was discussion on adding a session to the proposed evaluation meeting of the Board in September and to the proposed Board Strategy event in January 2017.

Decision: There will be a presentation on Health and Safety at the October meeting of the Board and a session on Health and Safety at the Board strategy event in January 2017.

5.2 NCL Facilities Management Update

5.2.1 Iain Clark updated the RGP Committee as follows:

- Wylie & Bisset had carried out a review of Facilities Management Contract (Motherwell Campus) and this was presented to the Audit Committee on the 29th February 2016. At that meeting, the Audit Committee agreed that because of the specialist nature of security issues this aspect should stay outsourced and that ground maintenance should also continue to be outsourced. The committee agreed that senior management should carry out the full costing recommended in the report and then, assuming continued cost neutrality, decide on the best way forward with this contract. Senior management drew attention to the original scope of the audit but agreed to carry out the full costing.
- At the next meeting of the Audit Committee, on the 23rd May 2016, the committee was informed that the full costing recommended in the report had now been carried out by senior management and significant additional costs of £150k-170k per annum had been identified e.g. holiday pay, costs of absenteeism and consumables. Additionally one-off capital costs of c £100k would be incurred for equipment such as fork lift trucks and specialist cleaning equipment. These additional costs would now have to be verified by the auditors and there was a deadline of the 30th July to determine how the contract was to be taken forward.

- The auditors had now audited these figures and had written to verify the position of additional costs of £150k-£175k to bring this service in-house. The letter had been circulated to the Finance Committee and the Audit Committee had referred this to the Finance Committee following this meeting for a decision.

The RGP committee noted the report and the action taken.

6. Organisation Development Update

6.1 NCL Organisational Development Update : Brian Gilchrist highlighted the fact that NCL annually reviews part time and temporary contracts and is intending to offer permanency, or an increase in permanent hours to 41 lecturing staff and 1 Work Based Assessor, representing an increase of 27.6FTE. This includes 25 temporary staff who are being offered a permanent contract for the very first time. It should be noted that most of these hours are already being worked on a temporary basis and only 4FTE relates to new provision. The committee noted the paper.

6.2 NCL Equalities and Diversity Report

6.2.1 The Faculty of Business, Social Science and Sport invited the Lord Advocate to give a guest lecture to some of our learners undertaking legal courses. From this relationship, our HND Legal Services students were given the opportunity to undertake a project on behalf of the Crown Office and Procurator Fiscal Service (COPFS) to develop a guide to Scots Law for new arrivals in Scotland. This was a three way collaboration between COPFS, Police Scotland and the College. The new guide was launched at Hampden Park on 22 March 2016 and has been very well received across the country and the College is proud of the learners' achievement. In his foreword to the document, the Lord Advocate comments: *"This guide is an example of the good work being done throughout Scotland to eliminate discrimination and to foster inclusivity of all people whether they have been here for years or have just arrived in the last few days."*

6.2.2 The College has been asked to consider making a submission for the award of the LGBT Scotland Youth LGBT Chartermark. Although the specific work of LGBT focuses on supporting LGBT people to access services and encouraging organisations to ensure that the needs of LGBT people are met, many of the principles that underpin the LGBT Youth Scotland Charter of Rights are fundamental across the student population. The Charter defines nine rights that form the basis of the charter mark: the right to be kept from harm, the right to be heard, the right to be yourself, the right to be healthy, the right to be looked after, the right to form relationships, the right to privacy, the right to support by the Scottish Government and Westminster, the right to education. The college is at the early stages of considering this – South Lanarkshire College are just finishing the process to get the Chartermark and offered to give advice to NCL on the process.

6.3 NCL Communications Report: The committee noted the introduction of the Natter, Newsclan, campus forums, focus groups, formal meetings, JNC/Informal Meetings, consultations and emails, noticeboards and digital signage and the campus radio station. There have been no formal JNC meetings since the last meeting of the RGP. There is a need to get the balance right between National Bargaining and the communication processes at a local level. Linda McTavish commented on the impact of the radio station and that the student president felt that this had helped in the student election process. The committee was informed that the radio station is available across all the campuses and that being internet based it can also be heard internationally e.g. in Russia.

6.4 NCL Disciplinary Policy

6.4.1 The committee was informed that the SMT have considered the policy which is an amalgamation from the three legacy policies. This policy takes the ACAS code into consideration. The Board will only be involved in relation to a Vice Principal or an Assistant Principal. The Chair will be informed when there is such a case and will decide whether the matter should be investigated by a Vice Principal, the Principal or assigned to a member of the Board. Any disciplinary issue relating to the Principal will be taken forward via the Board. There will be detailed guidance for managers which sits alongside the policy.

Decision: The committee agreed that the policy should be sent out for consultation and would then be brought back to the next meeting of the RGP Committee. It will be reported to the Board through the committee report. Members of the Committee will send any comments to Brian Gilchrist.

6.5 NCL Prevent Report: Brian Gilchrist has completed training from the Scottish Government and this will now be cascaded to NCL staff and tailored to specific audiences including a further presentation to the Board. The committee noted this report.

6.6 SLC Equalities Report

Stewart McKillop highlighted the following from his report.

- **National Centre For Diversity (NCFD)** - as well as being the first organisation in Scotland to be recognised as a 'Leader in Diversity', the college also featured at number 32 in the 'Top 100 Index' at the 'National Centre for Diversity Grand Awards' in January 2016. The index highlights the very best from across 600 organisations and recognises positive and proactive work in all areas of equality, diversity and inclusion.
- **Investors In People (IIP)** - having successfully maintained Investors in People accreditation for several years, the college is one of the small number of organisations in the UK to have achieved and maintained Investors in People Gold Standard, and to be an Investors in People Champion. Now as part of its objective for continuous improvement, the college is currently working towards the highest IIP Platinum accreditation.
- For the first part of this latest assessment journey all college staff were invited to complete an online IIP survey. The next part involved a selection of staff all chosen by IIP, invited to have one to one discussions the IIP practitioner. Feedback on the accreditation is expected mid- June 2016.
- **LGBT Charter Mark** - in partnership with LGBT Youth Scotland, the College is proud to be working towards the LGBT Charter of Rights and to show support for LGBT equality the college held its first ever Rainbow Day in February. With Rainbows everywhere it was fantastic to see so many students and staff showing their support by wearing rainbow ties, badges and fabulous bright clothes. Partner organisations, including: LGBT Youth Scotland, Rape Crisis, Terrence Higgins Trust and Women's Aid all reported having some great conversations as they hosted information stands in the Atrium. Lots more is planned this year, including students and staff taking part in Glasgow Pride 2016.
- **Mental Health Working Group** – a diverse range of staff and a member of the student association work together to provide and promote emotional support.
- **Student Counselling Service** - working in partnership with the Counselling Unit at Strathclyde University, the College provides placement opportunities for 'Post-graduate Diploma in Counselling Students' who in turn, provide a service for students here who may be having a difficult time.

6.7 SLC Safeguarding Our Communities

Stewart McKillop reported the following:

- **Corporate Parenting** - in line with our duties and responsibilities as a 'corporate parent' and in the protection of young people and vulnerable adults within the College, the new 'Safeguard our Community' leaflet provides an overview of our responsibilities and contact details for the Safeguarding Team.
- **Prevent Duty** – to safeguard young people and vulnerable adults within the college from radicalisation, 117 staff have completed 'Prevent Duty and Safeguarding' training. All Safeguarding policies and procedures are available for staff to view on the college portal.
- **Hate Crime and Third Party Reporting Centre** – the College now performs the role of a 3rd party reporting centre. Working in partnership with Police Scotland, seven members of frontline staff are trained to assist a victim or witness in submitting a report to the police.
- The paper sets out SLC's activities in equality monitoring and impacts.

Linda McTavish thanked him for both reports and the committee noted them.

7. Report on Health and Safety

7.1 NCL Corporate Health and Safety Committee

7.1.1 The committee was informed that the meetings of the Corporate Health and Safety Group had been streamlined to fit with the RGP Committee cycle and had gone from four meetings to three a year. Iain Clark highlighted the following from the minute of the Corporate Health and Safety Committee:

- Roof leaks were an ongoing issue at the Coatbridge Campus.
- A proposal to extend the car parking at the Motherwell Campus by c. 70 spaces was under consideration
- There have been drainage issues at the Motherwell Campus and there is now agreement with respective stakeholders on the way forward.

7.1.2 There was discussion about the issue of the Scottish Government enforcing self- insurance and both colleges were clear that this is not a practical option. There is currently a three year concession during which the sector has to present a viable business case for continuing with commercial insurance. The introduction of ONS has resulted in the colleges simply not having the funds to cover any major incident.

Decision: The committee noted and endorsed this position.

7.1.3 The committee received an assessment from Struer Consulting Engineers on whether there were any issues for NCL following the recent quality issues with the Edinburgh schools masonry construction. The main D&B contractor for the schools was Miller Construction and they were also the D&B contractor for the Motherwell Campus.

- From the extensive 'sample' survey of all Motherwell Campus buildings, a brickwork panel on the elevation of the Engineering block was reported as having wall ties at varying centres. All other building were reported as 'as build' and no issues of concern were reported.
- From the initial findings the College was again reassured that although remedial work may be considered, there was no risk of collapse or deterioration in the structure given that the panels were at low level, single story with minimum wind loading.

- In response to the report, the College instructed a fuller investigation over a wider area of the buildings to determine if the initial findings were isolated and to what extent remedial work 'if any' was necessary.
- A further report has now been received which reassures that no further work is required. Douglas Anderson commented on the thoroughness of the Assistant Principal Estates in ensuring college safety.

Action: Committee members endorsed the action taken by the College in the light of the issues arising from the Edinburgh schools reported structural failures and given the assurances from the independent structural specialists that the buildings are safe, agreed that the matter is now closed with a satisfactory outcome. The Board Secretary is to circulate this paper to the Board.

8. Estates Update

8.1 Report on Estates Development and Capital Programme 2015-2016

8.1.1 Iain Clark informed the committee that the capital budget had been cut by £964k over two years. Colleges are being encouraged to apply to the ALF for funding and without the ALF there will be no funds for capital development. There is a £37 billion government budget for all public bodies in which the Health Board, local government etc. are included. The SFC has to look at accessing some of these funds set aside for capital and estate maintenance in the future.

Action: The committee noted that these cuts will have a significant impact on estates development in the future. The NCL Principal noted that this is affecting strategic planning and it was agreed that a letter on this issue from a regional perspective should be sent on behalf of the Board.

8.1.2 The report on NCL Estates Development and Capital Programme 2015/16 and 2016/17 sets out previously reported activity and activity for 2016/17. There is a table at P7 – 8 of the report which sets out requests to the ALF for 2016/17.

Decision: The committee considered these requests and approved all except 4a. It was felt that the review of the nurseries which is being led by the Finance Committee had to be conducted before there could be any further capital development.

8.1.3 The committee also received a report from GVA James Barr – Planned Preventative Maintenance Survey Summary. This report sets out the overall condition of the buildings and lists work that should be undertaken at each campus. All buildings are in good order or reasonable condition. There is a table at the end of the report which shows the level of planned maintenance costs year on year for each campus for a period of 10 years. The figures vary year on year with a total 10 year figure of £7,823,496 excluding VAT and c£10 million including VAT. The committee noted this report and the budget pressures this will bring.

8.1.4 The committee was informed that the horticultural area including the poly-tunnel has now been re-built at a higher specification in a more suitable area with more outside planting space.

8.2 SLC Minute of the Property and Estates Committee

SLC is looking into the costs of the removal off site of non – recyclable waste. It was suggested this is an area where the colleges could collaborate to try to bring down costs.

Action: The committee agreed that a joint approach to waste recycling should be explored and noted the minute.

8.3 The committee considered the SLC schedule of Easter works 2016. The committee noted that apprentice painters are getting experience by painting the college and this has the benefit of helping to off- set some maintenance costs. There is also an in – house plumber and electrician and this is found to be an effective approach to a range of maintenance issues. NCL is also considering this approach. The committee noted the Easter works report.

9. AOB: There was no other business

10. Date of the Next Meeting: The proposed date for the next meeting is the 19th September 2016 at 3pm in the Boardroom at the Cumbernauld Campus.