

Item 4 RGP6/03/2017

Minute: Resources and General Purposes Committee

3.00 pm 29th November 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 19th September 2016

4.1 The minute of the meeting was approved.

5. Matters Arising Minute 19th November 2016

5.1 NCL Facilities Management Update

5.1.1 The committee was updated that following adherence to a fully compliant tender exercise, carried out in accordance with the open procedures as set out in the Regulations which implement Directive 2014/24/EU (the Public Contracts (Scotland) Regulations 2015), a Contract Award Notification was issued informing the bidders, ISS Mediclean Limited trading as ISS Facility Services Education, that they were the preferred bidder. A contract was awarded on the 1st November 2016 following a more detailed financial review by Iain Clark and no challenges being brought to NCL's attention. The contract will be for three years starting from the 9th January 2017. Iain Clark noted his thanks for the work undertaken by the procurement secondee Cheryl Spence and the work of the Estates Team. The Chair added her thanks for the work done. Tom Dodds also informed the committee that staff had appreciated the contribution from Paul O'Donnell on behalf of the Board.

5.1.2 Tom Dodds reported to the committee that a workshop had been held for local small businesses about the Framework and how small local businesses can get onto the list. This will be followed up until the deadline in January. The feedback from the local businesses was very positive and the Chair and the committee noted the work being done to help local businesses understand the procurement processes.

5.2 Self- Insurance Update

5.2.1 It was reported to the last meeting of the committee that the Government has granted a three - year derogation to 2018 on Self-Insurance. 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 three statutory insurances namely engineering & plant inspection insurance, motor vehicles (third party, fire and theft) and employer's liability.

5.2.2 Iain Clark updated the committee that this was still at the information gathering stage. There had been a fact finding visit by College Development Network finance representatives to Northern Ireland. The six Northern Irish colleges had come together and had achieved a substantial discount for insurance. This is an alternative approach that will be followed up by Colleges' Scotland. The committee noted this update.

5.3 Update on the AMCOL Nursery Review

Iain Clark informed the committee that Wylie & Bisset had reviewed the nursery provision the week beginning the 7th November 2016.

Action: The audit report on the review of nursery provision will come to the next meeting of the committee.

5.4 Health and Safety Training

The Board Secretary informed the committee that the strategic event for the Board was having to be moved from the 19th and 20th January to the 2nd and 3rd of February. The Health and Safety Training would be held on the 20th January and on the 27th February at 5pm after the Audit Committee. The committee noted the dates.

5.5 Update on Additional Funding for Estates

The committee was informed that Linda McTavish and Martin McGuire had met with the SFC to discuss the NCL budget, the ESF price for the region and funding for estates. There will be funding of £10 million for the sector which has been branded as additional and all colleges will be able to access this fund. However, the monies must be spent by the end of March 2017 and this will be challenging given the need to procure for capital projects. Work is ongoing now to identify appropriate spend for this fund.

Action: A report will be brought to the next meeting of the RGP committee.

6. Organisational Development Update

6.1 NCL Organisational Development Update

Brian Gilchrist highlighted the following from his report which the committee noted:

1. The industrial action by UNISON members. There will be a meeting of the employers' association on Monday. The Scottish Government are offering third party mediation and further details of this are to come. Linda McTavish hoped that in moving forward there would be one negotiating table from now on for both teaching and support staff.
2. The committee noted the table on the impact on leaving the EU and that there were 721 EU students and 231 non- EU students in 2015-16. The largest group of EU students is Polish (70%).
3. The update on the SFC Gender Action Plan and the profiles in the Staffing Return Update on age, ethnicity, disability, and gender.

6.2 SLC HR Update

Stewart McKillop informed the committee that the new SLC Board was going through its first committee cycle and that reports would be available to the Lanarkshire Board following the SLC Board meeting on the 6th December 2017. He highlighted the following to the RGP committee:

- There would be two SLC staff development days on the 19th and 20th December
- More teaching staff were being trained in First Aid and that there would be enough cover from January.
- The TQFE would be aligned with NCL's.
- Staff absence was down on last year's figures
- There had been 66 flu vaccinations
- It was expected that SLC would have the LGBT Chartermark by the end of the year
- Regional equality information would be sent to Brian Gilchrist

7. Report on Health and Safety

Tom Dodds highlighted the following:

- The Health and Safety Policy had been renewed and signed off by the Principal and the Chair of the Lanarkshire Board.
- The Health and Safety Management System is due for renewal in February 2017 and the college is now creating its own self-contained system. The FESH assessment tool would be used to provide a structure and framework for evaluating Health and Safety activity in NCL. Stewart McKillop will look at this tool to see what can be translated to SLC.
- A speaker from the Health and Safety Executive would come to the next meeting.

The Chair thanked Tom Dodds and William Tait for all the work done and the committee noted the report.

8. Estates Update

Tom Dodds reported as follows:

- All the ALF projects are on track.
- The parking at the Motherwell Campus has been extended to give 70 extra spaces as follows: 50 general spaces and 20 transient spaces. Unfortunately, Tesco's have informed the college that they are re-introducing parking restrictions in the town centre at Cumbernauld. This reintroduces all the issues discussed at previous meetings of the committee.

Action: The college's response will be reported to the next meeting of the committee.

- There have been improvements to white-lining in the car parking at both Cumbernauld and Coatbridge Campuses.
- The measures taken to address the flooding at the Motherwell Campus have been successful.
- There have been toilet improvements at the Cumbernauld Campus, fire upgrades and renewed carpeting at the Coatbridge Campus.
- The auditorium at the Coatbridge Campus is now a theatre/auditorium and this is proving to be a very popular venue for student productions (saving the college from hiring other theatre facilities) but also for external organisations.
- The care commission have been inspecting the nurseries and all fared well.

9. Approval of publication of the papers from this committee

The committee approved publication of the following:

- The NCL Organisational Development Update

The committee agreed that the following papers are non-disclosable

- NCL Facilities Management Update
- NCL Corporate Health and Safety Minute

10. AOB

There was no other business.

11. Date of the next meeting

The date for the next meeting will be on the 6th March 2017 at 3pm in 101 Park Street at the Coatbridge Campus.