

Item 4 RGP 5/06/17

Minute: Resources and General Purposes Committee

3.00 pm 6th March 2017 Meeting Room 1,101 Park Street, Coatbridge Campus.

Present: Keith Fulton (Chair) Linda McTavish (by telephone), Martin McGuire, David Winning

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

1. Chair's Welcome

Linda McTavish could only participate in the meeting by telephone. Keith Fulton was attending the meeting as he will be moving to take the Chair of this committee in the next Board cycle and is now a member of the RGP committee. It was decided that he would chair this meeting given that Linda McTavish could only participate by telephone. Keith Fulton welcomed everyone to this meeting and welcomed David Winning, newly recruited to the Board, to his first meeting of this committee.

2. Apologies

There were apologies from Douglas Anderson and Tom Dodds.

3. Declaration of Interest

Iain Clark declared an interest in Item 11 on the agenda as he is a Director of AMCOL Scotland Ltd.

4. Minute of the Meeting on the 29th November 2017

4.1 The minute of the meeting was approved.

5. Matters Arising

5.1 NCL Facilities Management Update

5.1.1 Iain Clark informed the committee that the contract was going well and that the first two post-award contract review meetings with ISS had also gone well.

5.2 Self- Insurance Update

5.2.1 The report to this meeting was the same as to the last meeting of the committee. 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 further update.

5.2.3 Stewart McKillop informed the committee that, if the decision was that colleges should self-insure, he would determine, in any case, the legalities of continuing to insure SLC with insurers given the risks involved and this would be discussed by the SLC Board.

5.3 Health and Safety Training

5.3.1 The Board Secretary informed the committee that Health and Safety Training for the Board had taken place on the 20th January and the 27th February and had been well received by the Board and SMT members attending.

5.3.2. The value of the training was demonstrated by the emergence in discussions at the second training session of the procedure for Faculties purchasing equipment. After discussion, it was agreed that the procedure be updated to include the initial involvement of the Health and Safety Team prior to purchase, as this would inform Health and Safety requirements and inform the assessment of the full installation costs of the equipment being purchased. The committee noted that the training had taken place and the speedy implementation of the recommendation identified in the training session. The procedural update will also be reported in detail to the Corporate Health and Safety Committee.

5.4 SFC Gender Action Plan (GAP)

The SFC Gender Action Plan update is included in the NCL Organisation Development report discussed at Item 6.1 below. The work on the plan is on track to meet the required deadlines and the GAP will be circulated to the committee. The equality priorities will be reflected in the 2017-2020 Regional Outcome agreement which is in development with the SFC. Discussions around revising the equality outcomes are also progressing and there have been meetings with SLC. A refinement of the outcomes is expected rather than a major rewrite. Keith Fulton asked how the GAP fits with the Equality Action Plan which covers more key groups. Brian Gilchrist responded that that the college has a clear responsibility to manage any conflict between the policies that may arise. The committee noted the update.

Action: The GAP is to be circulated to the committee.

6. Organisational Development Update

6.1 NCL Organisational Development Update

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

- National Bargaining Update – he updated the committee from the report.
- Employer Association Nominations – at a recent meeting of the Employers Association members agreed to an amendment to enable colleges to nominate two representatives to attend each meeting with the recommendation that one be an executive and the other a non -executive Board Member.

Action: The Chair of the Board and Keith Fulton would discuss and decide on the nomination. There will be an update to the next meeting of the committee.

- He updated the committee from the report on Applied Suicide Intervention Skills Training (ASIST) - 20 staff from across the college have attended the two-day training course and consideration is being given to how to extend the Mental Health First Aid Training to staff and to the Students Association.
- Equality and Diversity Policy – a short statement summarising the policy has been drafted and included in the committee papers. This has been well received by stakeholders.

Action: The statement will be sent out to the committee.

- Impact of Leaving the EU: the committee was informed that following an FOI request NCL has determined that it has 14 EU national staff from 7 countries with 50% being Polish.

6.2 SLC HR Update – Human Resources Committee Minute Thursday 24th November 2016.

6.2.1 Stewart McKillop highlighted the following to the RGP committee:

- Teaching Qualification in Further Education (TQFE): the college is committed to support lecturing staff to achieve TQFE. During 2017/17 a further 10 members of staff have enrolled for TQFE. The funding for the qualification will be at 100% in 2017/18 in line with NCL.
- SLC is currently working towards accreditation of the Investors in People Health and Wellbeing Award. Feedback had been very positive.
- ASIST – SLC currently has 18 members of staff ASIST trained and these staff re easily identified with the ASIST logo on badges, desks and on staff photographs on the web.
- The HR team is currently developing an on-line Equality training module that will replace the existing Disable Go training which has not proved flexible enough in tailoring delivery for dyslexic members of staff.
- Gender Action Plan (GAP) – the college had established a working group to develop an action plan which would go to the SLC Board at its next meeting.
- Investor in People – SLC was the first college in the UK to be awarded the IIP platinum award in August 2016. This was presented by John Swinney during his visit to the all staff conference.
- Health and Safety - additional members of staff had been trained as First Aiders and further training is planned for the College Management Team. This will ease any issues if some staff trained as First Aiders are not in the college.
- Staff Development Training- this had taken place on the 19th and 20th December and this had also been open to staff from NCL who has attended training in the past.

6.2.2 The Chair and the committee congratulated Stewart McKillop on the platinum IIP award and noted his report.

7. Report on Health and Safety

7.1 NCL Corporate Health and Safety Committee

The committee noted the following from the minute of the meeting of the 13th February 2017:

- New telephone system: protocols have been put in place to ensure that emergency calls are treated as a priority and reception staff have been trained to deal with these calls
- The same classification for types of accidents to be used across all the nurseries
- Collapsible shovels and emergency blankets would be purchased for NCL college vehicles. Stewart McKillop confirmed that SLC were also doing this.
- The Health and Safety roles and responsibilities for several categories of staff are in the process of being reviewed.
- Comments from the Board of Management following the Health and Safety Training on the FESH tool would be reported to and reviewed by the next meeting of the Corporate Health and Safety Team.

The committee noted the report.

8. Estates Update

8.1 Update on NCL Estates Development and Capital Programme 2016-17

- The Estates Capital Development Programme for 2016/17 consisted of various projects funded by both the SFC Capital Grant Allocation and several successful bids to the Lanarkshire Further Education Fund (LFEF) – Arms -Length Foundation (ALF). The SFC Grant Funding was for £200K (including VAT) and the LFEF funding was £893,218.80 (including VAT). The projects undertaken were diverse in nature, encompassed most campuses and faculties and tackled several pressing issues as follows: statutory compliance, cyclical refurbishment, and further development of the estate to support a modern, changing curriculum, staffing model and improving the learner experience. All the SFC projects are complete and the LFEF projects are near completion and on target and on budget. SFC and LFEF funds have been used to their full potential in carrying out these projects all of which serve to improve the college estate for all stakeholders.

8.1.2 The Chair commented that Iain Clark confirmed that the bulk of the expenditure had been funded from the ALF and asked how the activity with the ALF was going. Iain Clark informed the committee that the projects that had been submitted to date had been funded although there are no guarantees of the projects being funded by the ALF. The funds left in the ALF will be much reduced following project funding and this is at a time when the capital funding from the SFC has been cut by c70% over the past few years. The SFC have commissioned a 10 year condition survey of the college sector estate. Currently, the NCL estate maintenance plan is not sustainable without further SFC funding.

8.1.3 The Chair and the committee commended the staff for getting these projects funded and completed.

8.2 SLC Finance and Estates Committee November 2016 Appendix 5

8.2.1 Stewart McKillop highlighted the following from the executive summary:

- There is one ongoing live insurance claim for a delivery driver.
- Solar PV panels have saved £33,337 from June 2013.
- Waste recycling was 110 tonnes compared to 144 in the last quarter. This is an area where joint procurement with NCL is being pursued.
- Planned activities include the conversion of rooms to a communal area, kitchen ventilation systems, 5- year electrical testing.

8.2.2 The committee noted the report and that SLC had the same issue with funds for capital activities.

9. Report on additional SFC funding for estates.

The SFC allocation to Lanarkshire of £1,012,304 - £769,671 to NCL and £242,633 to NCL had come late in the day and it had been a challenge to find projects that could be completed within the timescale, and meet procurement legislation and the further restrictive criteria. At NCL this had funded ICT purchases, estate and faculty spend. The committee noted this report.

10.NCL Nursery Review

10.1 Keith Fulton informed the committee that this report had been discussed at the Audit Committee on the 27th February and would be discussed by the Finance Committee which followed

this meeting. The key issues for discussion are the current mixed model of delivery and the provision that is needed for New College Lanarkshire. The Finance Committee was leading on this cross-cutting committee issue. At the Audit Committee, it had been decided that there will be discussion with the Finance, Audit and RGP committees on the report which will be led by the Chair of the Finance Committee and that an update will be made to the Board and to the next meeting of this committee.

Action: The RGP committee supported the decision made by the Audit Committee and noted that a report would be brought to the next meeting of this committee.

11. Approval of publication of the papers from this committee

The committee approved publication of the following:

- The Agenda
- The minute of the Meeting of the 29th November 2017
- Item 6.1 The NCL Organisational Update
- Item 6.2 Minute of the Human Resources Committee 24th November 2016 – link to SLC website
- Item 8.1 Update in NCL Estates Development and Capital Programme 2016/17 (figures removed following discussion with the Chair)
- Item 8.2 Finance and Estates Committee November 2016 Executive Summary – link to SLC website

The committee agreed that the following papers are non-disclosable

- NCL Corporate Health and Safety Minute
- Report on Additional Funding for Estates
- NCL Nursery Review

12. AOB

The committee was informed that all is on track in meeting the recommendations made in the NCL Alliance Insurance Survey. The one “high level” issue about the storage of potential combustibles was resolved immediately.

13. Date of the next meeting

The date for the next meeting will be on the 5th June 2017 at 3pm in the Boardroom at the Motherwell Campus.