

Minute LB 5.1 19/06/2017

The Lanarkshire Board 27th March 2017

5pm Board Room South Lanarkshire College

Present from the Lanarkshire Board: Linda McTavish, Kenny Anderson, Douglas Anderson, Jean Carratt, John Elliot, Keith Fulton, Rose Harkness, Moira Jarvie, Martin McGuire, Rosemary McKenna, Stewart McKillop, Professor Robert Pyper, Matthew O'Hare, Zorena Shanks, Ronnie Smith, Ann Stark, David Winning.

In Attendance: Iain Clark (Vice Principal -NCL), Keith McAllister (Head of Finance-SLC), Brian Gilchrist (Assistant Principal -NCL), Diane McGill (Board Secretary -The Lanarkshire Board), Penny Neish (Assistant to the Chair of the Lanarkshire Board), Derek Smeall (Vice Principal NCL), Heather Urquhart (Vice Principal NCL).

1. Chair's Welcome

Linda McTavish welcomed Board members to this spring meeting of the Lanarkshire Board. She put on record during the meeting her welcome to the new members of the Board – Professor Robert Pyper, Matthew O'Hare and David Winning.

2. Apologies

2.1 There were apologies from Board Members as follows: Jane McCartney, Jacqueline McGarvey, Melissa Mitchell, Paul O'Donnell, Stuart Reid. There were also apologies from attendees to the Board as follows: Angus Allan (SLC), Sharon Drysdale (SFC), Alison Malcolm (SFC).

3. Declaration of Interest

3.1 There were no declarations of interest.

4. NCL Committee Minutes and Reports

Note: The Chairs of the Lanarkshire Board committees decided at the Chairs' meeting on the 8th February 2016 to report by exception in their report to the Board and where there was a recommendation to the Board the committee chair would ensure that there was sufficient information for the Board to make its decision.

4.1. CSAO Committee Minute 27th February 2017: Rosemary McKenna drew the Board's attention to the committee decision at Item 5.1 of the minute to postpone any invitation to the Scottish Government pending monitoring Lanarkshire figures against national statistics at an appropriate time in coming months. She commented that the minutes give a good overview of the work of the committee to Board members. The Board noted the decision made by the committee.

4.2 Audit Committee 27th February 2017: Keith Fulton chaired this meeting of the Audit Committee and he drew attention to the following from the minute:

- **6.1.1** – The Audit Committee is now receiving as a standing item the Technical Bulletin prepared by the Technical Service Unit in Audit Scotland which gives guidance to auditors. The committee had noted paragraph 13 p 9 of the October – December 2016 bulletin which sets out that, in the public sector, bodies may have a deficit of income over expenditure or an excess of liabilities over assets but that the operational existence of the body will not always cease as a result and that this is most likely to result from a legislative change or a decision made by parliament. The Board was informed that there would be a meeting on the 28th March

2017 with the Chair, the Principal of NCL and himself to discuss the SFC funding allocations to the Lanarkshire Region. The Chair of the Board would further update the Board in the Chair's Report at Item 8.3 on the Board agenda.

- **Item 7.2: Review of Nursery Facilities.** This review had been requested by the Finance Committee and the Audit Committee had agreed that this be included in the internal audit plan for 2016/27. The Audit Committee 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. An update will be made to the Board and to the next meeting of this committee.
- **Item 9.1:** The new external auditors for both Lanarkshire Colleges are Mazars and they were invited to the Audit Committees of both colleges but could not attend as the contact accountant was not yet in place. They would attend the next meeting of the committees. A letter has been drafted for Keith Fulton to send to the SFC (Item 9.2) to clarify the basis for consolidated accounts for the Lanarkshire Region.

The Board noted these items from the Audit Committee minute.

4.3 RGP Committee 6th March 2017: Keith Fulton also chaired this committee as the Chair Linda McTavish could only attend by telephone. He drew the Board's attention to:

- **Item 5.3.1:** Health and Safety Training for the Board had taken place on the 20th January and the 27th February 2017 and had been well received by the Board and SMT members attending. Keith Fulton reiterated the importance of this training to the Board and that materials were available to the Board members who had not attended the training.
- **Item 6.1:** Employers' 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. It was agreed that the Chair of the Board and Keith Fulton would discuss and decide on the nomination.
- **Item 8.1.2:** The funds left in the Arms- Length Foundations (ALFs) will be much reduced following project funding and this is at a time when the capital funding from the SFC has been cut by c.70% over the past few years. The SFC have commissioned a 10 year condition survey of the college sector estate. Currently, the estate maintenance plans are not sustainable without further SFC funding.

Decision: The Board decided that the nominations from NCL will be Keith Fulton and Brian Gilchrist. Stewart McKillop and Angus Allan will continue until the next meeting of the SLC Board where their nomination will be discussed. The Board noted the other items.

4.4 Chairs Committee 7th February 2017: Linda McTavish reported that the Chairs' Committee had agreed the recommendations made by the sub-committee that had been set up to consider the Finance Report. This would be reported on further at Item 4.5.3 on the Board Agenda.

4.5 Finance Committee Meeting 6th March 2017

4.5.1 SFC Funding Allocations: The Finance Committee noted at Item 7.1 that the discussion between Linda McTavish and the Principal with the SFC is ongoing and that the SFC are aware of the issues that are having a greater impact on Lanarkshire – pension and NI increases, pay settlements, revaluation of assets. There is a further meeting with the SFC on the 28th March 2017 and the Finance Committee and the Board will be updated on the progress of these discussions.

4.5.2 The Finance Committee had decided as at Item 11 of the minute that the Chair will speak to Keith Fulton (who chaired the Audit and RGP meetings due to illness of the Chairs) to look at setting up a

short-life working group with members from the three committees to consider this report. A report will be made to the Board and to the next meeting of all three committees.

4.5.3 Finance Review. The Chair of the committee drew the Board's attention to Item 12 of the draft minute. A sub-committee of the Chair's Committee had been set up to review the College's finance function. He chaired this sub-committee with Rosemary McKenna and Jane McCartney. Brian Gilchrist provided support. The group had reported to a meeting of the Chairs on the 7th February and the Chairs committee had agreed the four recommendations from that sub-committee as follows:

- A working group be set up to consider regional funding including the Financial Memorandum with SLC to ensure that the Chief Officer for the Regional Strategic Body - Martin McGuire – can fulfil his responsibilities in that role and identify what strategies need to be in place. The members of the working group from SLC will include Board Members John Gallacher and Robert Ralston (Chair of the SLC Audit Committee). The first meeting will take place in April 2017.
- Developing a one team approach. This will be a standing item on the Finance Committee agenda.
- Accurate financial reporting will remain a key priority for the Finance Team.
- The senior finance team will work with the college's policies on performance and competence. The Chair of the committee will discuss with the college how best this can be supported with progress reports being made to him.

The Chair thanked all those on the sub-committee for their contributions and noted the positive approach being taken by the NCL finance team. The Board noted Chair's update.

4.5.4 Matthew O'Hare asked the Chair of the committee if there were any issues arising from Item 6.1 of the finance committee draft minute re the update on the catering contract where it was noted that there have been increases to staff costs due to back pay, increased overtime and agency fees due to sickness. The Chair informed the Board that the catering contract is going well with an increased surplus for the year to date and that absence is being monitored and managed through HR processes. Reports will continue to be made to the Finance Committee.

5. Board Minutes

5.1 Minute of the Lanarkshire Board 12th December 2016.

The minute was approved.

5.2 Matters Arising from the minute of 12th December 2017: Linda McTavish reiterated that there would be a meeting with the SFC tomorrow following this meeting of the Board re the Lanarkshire Region Finances (minute Item 5.2), the recruitment of new members to the Board was now complete with Professor Robert Pyper, Matthew O'Hare and David Winning joining the Board (minute Item 9.3), there was a report on the Board's strategic event at Item 10 on the Board's agenda (minute Item 9.4) and the national STEM strategy consultation was underway led by Professor Hunter who had established a group to undertake this work (minute Item 10).

Decision: the Board recognised the importance of this consultation and the activity in this area undertaken by the Lanarkshire Colleges. It was decided that Linda McTavish would write to Professor Hunter to highlight the contribution that the Lanarkshire Colleges could make and with a view to being co-opted onto the group if possible.

5.3 Minute of the SLC Board 6th December 2017

Stewart McKillop highlighted the following to the Board:

- The Board had approved Gill Stillie as the senior independent member of the South Lanarkshire Board.
- The remits of the SLC Board committees had been reviewed and, in addition, governance included in the remits.
- Teaching Qualification in Further Education (TQFE) – SLC is very committed to supporting lecturing staff getting this qualification and as of 2017/18 funding would be aligned with the 100% of costs offered by NCL.
- The Annual Financial Statements were unqualified and the internal audit reports had all been very positive with no areas of real concern raised.
- SLC will strive to present a balanced budget this year but this is becoming increasingly difficult. He noted that European Funding has been confirmed for 2017/18 but after that there is uncertainty and European Social Fund monies are 13% of SLC's overall budget.
- The high demand for attendance at the graduation ceremonies was resulting in thought being given to having two ceremonies in the future.
- The Gender Action Plan would be presented to the March meeting of the Board. There has been collaboration with NCL on this.

6. Student Association's (SA's) Report

6.1 NCL Student Association Report

Zorena Shanks presented her report to the committee and highlighted the following:

- The highly successful Be Engaged programme won one of only six awards at the Sparqs Student Engagement Awards 2017 for enhancing the student experience. The programme is a partnership between New College Lanarkshire Students' Association and NCL's Learner Engagement team with over 500 awards claimed by students to date. A spokesperson for Sparqs said: "This is an initiative that was considered ambitious, well-thought-out in terms of content and has had impact on a good number of students across the College."
- A number of events and activities have been held as follows: Christmas Fayre & Christmas parties, Health and Wellbeing event, Assist Suicide Prevention first aid training, LGBT History Month, The Barber Shop, NHS Smoking Cessation Event - Kirkintilloch Campus, Lend a Helping Hand, Environmental Awareness week and 'You're Scottish Parliament' Parliamentary Visit.
- SA Work Experience: two students, who are currently studying HNC Administration and Information Technology have taken up 8 weeks work experience with the SA and have prepared two different newsletters for students, which will be distributed via paper and digital versions. They are also working on a Student Association PowerPoint presentation.
- The Students' Association are continuing to visit classes.
- Stop and Review Student Focus Groups: a focus group was set up to gather the feedback from students on the comments left on the Student Survey. This was a student led focus group, which

enabled the SA to take forward their main focus of questions as a starting point for the Be Heard Event.

- **Be Heard Forum:** On the 13th of February the Be Heard forum was held in the Coatbridge campus. This event is an opportunity for NCL students to voice their concerns or issues to the SMT. It is also an opportunity for the College's Management Team to hear from students directly. Students commented that they had felt empowered after the event. On the 28th of March a care experienced Be Heard event will be held in the social area of our Motherwell campus.
- **New Sabbatical Officers Elections 2017/18:** The Student Association Sabbatical President/Vice President Elections will be held in May this year. Preparation is well under way for the elections which will be by paper ballot. Ballot boxes will be placed in the three main campuses, with provisions being made for the evening & part-time students and apprentices. All documentation and marketing materials are ready for nominations opening on the 25th of April.
- **Class rep meetings:** The next class rep meetings will be taking place over the last two weeks of March, with SPARQS training for the new January class reps in April. The meetings will be facilitated by the SA with the Sparqs training being provided by the IAT's.

6.2 SLC Student Association Report

Rose Harkness highlighted the following from the report in Melissa Mitchell's absence:

- The SLC Student Association has started the process of developing a 3 -year strategy report to ensure a clear vision for the future and its long- term sustainability and effectiveness.
- The SA has continued to focus on promoting and supporting the LGBT community in SLC through a series of events and activities
- The SA is working closely with Who Cares? Scotland to support care experienced students and help them to enjoy college life. The SA collected gifts, sweets and snacks for the Care Family Christmas parties in Edinburgh and Glasgow and SLC care students raised £460. The SA hosted a care experienced focus group in February and will hold monthly drop in sessions.
- As part of the health and well- being focus and to address the issue of period poverty free sanitary products are being provided for females.
- The SA is continuing to produce a quarterly SA newsletter informing students and staff about the SA activities with forthcoming events.
- The SA continues to promote sustainability and held a sustainability Green Day event with a range of invited organisations and continues to work with the Campus Cycling Officer.
- The SA will be participating in a visit to the Scottish Parliament.

6.3 The Chair thanked Zorena and Rose for their reports and congratulated both SA's on their activities. She also congratulated Zorena Shanks and the Be Engaged Team on behalf of the Board in winning one of the six Sparqs awards. This was a great achievement for the SA and for the college's Learner Engagement Team.

7. SLC Report to the Board

Stewart McKillop referred to three SLC publications in giving his report:

- Equality, Diversity and Inclusion @ SLC Newsletter- March 2017 edition. This edition sets out that:
 - a) SLC is the first organisation in Scotland to be recognised as a full “Investor in Diversity” and more recently as a “Leader in Diversity” and the college has won awards from the national centre for diversity last year and again this year
 - b) It covers a range of issues from the all staff conference, the events calendar, the equality group and what it does, the access and inclusion group and its new strategy, the gender action planning group, the mental health working group, corporate parenting, hate crime reporting, suicide awareness, accessible facilities and LGBT activities.
- The staff newsletter NEWS@SLC – February 2017 edition. The top news is that SLC is one of Scotland’s top performing colleges in a number of categories: attainment is the highest at 74% with students going into jobs or onto university and students from the 20% most deprived areas are attaining at 76% as opposed to the Scottish average of 65%. The numbers of students with positive destinations are also high at 92%.
- The Annual Report and Strategic Plan Review – leaflet that reports on how well SLC is delivering on its 3 strategic priorities. This leaflet gives key facts and statistics on Strategic Priority 1 Satisfied Students (95% are satisfied and 98% said they were being encouraged to develop good learning and study skills), Strategic Priority 2 Effective Skills Training (positive destinations and attainment rates) and Strategic Priority 3 Sustainable Behaviours (reduction in carbon emissions, Green Gown award for the new building, use of emails not paper and operating a balanced budget).

8. Chairs Report

8.1 Events and Awards

8.1 Linda McTavish updated the Board as follows:

- New College Lanarkshire Hospitality and Professional Cookery students dominated the awards board at a national culinary competition – bringing home six medals. Six Professional Cookery students from the College’s Motherwell and Cumbernauld campuses competed in the Scottish Culinary Championships at annual food exhibition, ScotHot, held in the SEC Glasgow. The students competed across five categories during the two-day competition to achieve one gold, three silver and two bronze medals.
- The marketing team won 3 gold and 1 silver awards at the College Development Network Awards for:
 - a) Communications and PR – for the communication and PR activity involved in the launch of the partnership between Clyde Football Club and the Faculty of Business, Social Science and Sport
 - b) Promotional literature for the campaign focused on NCL modern apprenticeship programmes, which used case studies from across the College;
 - c) Students Award for website – shortlisted by the NUS
 - d) Internal Communications – the NCLAN portal
- SLC has won the UK Green Gown Award for the Built Environment 2016 for its new teaching accommodation which is the first building in the UK to be accredited as Outstanding BREEAM (2014) for design and construction.

8.1.2 The Board discussed the difficulty of getting the national press to report on good news stories. Rosemary McKenna and Ann Stark both emphasised that the way to get the good news out was to use social media and this was acknowledged by the Board.

Decision: The CSAO committee and the Board should receive an awards profile document at each meeting to capture the raft of activity which is going on across both colleges.

8.2 National Committees

Linda McTavish updated the Board that the Employers' Association was looking at the contract of employment for teaching staff under national bargaining as well as dealing with the ongoing teaching staff pay discussions. The Scottish Government's Learner Journey Review is underway with work streams looking at specific aspects. Peter Scott is heading up the Commission for Fair Access.

Decision: Linda McTavish will write to Peter Scott to invite him to the Lanarkshire Region

8.3 SFC Funding Update

Linda McTavish informed the Board that as well as a meeting the following day with the SFC there was also a Colleges Scotland Chairs' event at the end of the week. The allocation that has been received from SFC is an indicative allocation. The formal letter from the SFC has not yet been received.

Action: The committees and the Board will be updated in the May/June cycle on the progress made by the Chair and Principal with the SFC and the Chairs Committee will be kept informed of developments in the meantime.

9. Lanarkshire Board Health and Safety Training Update

9.1 Douglas Anderson informed the Board 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. He emphasised the focus on the Board's responsibilities as employers the necessary engagement with the plethora of legislation in this area. Douglas Anderson commended the training provided by Willie Tait as first class and he also commended the training materials to members of the Board who had not attended the training. 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.

9.2 The Board noted that the training had taken place and also noted 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 of which Douglas Anderson is a member.

Action: The Board Secretary will provide the training materials to any Board member who asks for them. The Board Secretary will write to thank Willie Tait on behalf of the Chair and the Board.

10. Lanarkshire Board Strategic Event

10.1 The Chair highlighted the comment of the Board from Jan Polley which is at the end of the report on the strategic event which is as follows:

“This board has developed considerably over the last year. It has a uniquely complex role as both a college board and a regional strategic body and it is fortunate to have a range of board members and staff with the experience and maturity to manage that complexity. Everyone involved appears to have worked hard to build a culture of transparency and partnership as a means of operating a governance model that has innate tensions built into it.”

“I think the board is correct to wish to build on that work and, now that fundable body status has been agreed, to focus more of their time and experience on addressing their regional responsibilities and to ask the agencies who work with them to support them in doing so. The board has a strong chair who has put considerable personal effort into building relationships across the region as well as a good mix of members, recently augmented by several new recruits. Looking ahead, if every member of the board takes responsibility for maintaining that culture of transparency and partnership while working together in the best interests of Lanarkshire’s learners, the board could become a source of useful ideas for other parts of Scotland seeking to make a success of a multi-college regional governance model. “

10.2 Professor Robert Pyper commented that as a new member of the Board he had found the event well- structured and organized and that the session led by Jan Polley had been very good and extremely useful.

10.3 The Chair thanked him for his comments and this is an event which will be held at the beginning of each year as part of the Board’s self- evaluation and implementation of the Board development Plan.

11. Lanarkshire Board Evaluation and Development Plan

The Board discussed the document. It was agreed that:

- the strength of the individuals was an important aspect of the plan and this should not be lost in future publication
- a lot of work had gone into the document and it should be used in discussions with the SFC and the government about finance and other issues
- it was important to get feedback about the Lanarkshire Board document to inform this process for the future

Decision: The Board approved the submission of the document to the SFC. Sharon Drysdale would also be asked to give feedback at the next meeting of the Board.

12 NCL Modern Slavery Statement

NCL has to produce a statement on Modern Slavery because of its turnover being at least £36 million a year. The Board welcomed this statement and SLC confirmed that, although they do not have to produce a statement themselves, they were more than happy to endorse the statement as a college to produce a Lanarkshire wide statement.

Decision: The Board approved the statement which will be amended to include SLC. Linda McTavish will sign this on behalf of the Board.

13. Approval of Publication of Papers from the Board

The Board Secretary informed the Board that a standing item has been introduced to the committee agendas which is approval of the publication of committee papers to respond to the additional requirements in the Revised Code of Good Governance. The issue of publication and sector guidance has

been raised with the CDN network of Board Secretaries and the Chair will also take this up with the CDN Good Governance Group.

13.2 The Board approved the publication of the following:

- The Lanarkshire Board Minute from the 12th December 2017
- The minute of the SLC Board of the 6th December 2016 will be signposted to the SLC website
- The Student Association Reports
- The Health and Safety Training Outline for the Board of Management
- The Lanarkshire Board Strategic Event Report
- The Modern Slavery Statement

13.2 The following are not for publication

- The Board Evaluation and Development Plan – not to be published until comments received from stakeholders. A summary document will be prepared for future publication.

13.3 The Board noted that:

- The committee minutes will be approved by the committees at the next Board cycle.
- The accounts will be published by the Scottish Parliament and not by the Board.

14. AOB

There was no other business.

15. Date of the Next Meeting

The next meeting of the Lanarkshire Board will be on Monday the 19th June 2017 in the Boardroom at the Motherwell campus.