

Item 4 RGP 11/09/17

Draft Minute: Resources and General Purposes Committee

3.00 pm 5th June 2017 Boardroom Motherwell Campus

Present: Keith Fulton (Chair), Douglas Anderson, Martin McGuire, Linda McTavish David Winning

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

1. Chair's Welcome

Keith Fulton is now the Chair of the RGP committee. He welcomed all present to this meeting of the committee and Tom Dodds back to the committee. Tom Dodds thanked the NCL Principal, Iain Clark and all those who had supported him during his recent illness.

2. Apologies

There were no apologies.

3. Declaration of Interest

Iain Clark declared an interest in Item 5.3 on the agenda as he is a Director of AMCOL Scotland Ltd.

4. Minute of the Meeting on the 6th March 2017

4.1 The minute of the meeting was approved.

5. Matters Arising

5.1 Gender Action Plan

The Gender Action Plan was discussed at the CSAO committee on the 22nd May 2017. The Plan was circulated to the RGP committee for information and it forms Annex C to the ROA submission. It is to be finalised by the 1st July 2017. Keith Fulton commented that he thought the plan seemed to cover all aspects and any comments were invited from the committee by the 16th June 2017.

5.2 Nomination to the Employer's Association

It was agreed at the last Board meeting that Keith Fulton and Brian Gilchrist would be the NCL representatives to the Employers Association. Stewart McKillop reported that he and Angus Alan are currently the representatives for SLC and this is on the agenda for the SLC Board meeting. Keith Fulton reported that he had attended two meetings to date and there is a further meeting scheduled for the 19th June 2017.

5.3 Nursery Review

Keith Fulton reported that the Chairs' Committee had decided that the nursery review would now be taken forward by a short-term working group chaired by Kenneth Anderson and this would report through the Finance Committee to the Board. The Board Members on the group are David Winning and Paul O'Donnell and NCL Senior Management and appropriate staff will be engaged in the review.

6. Organisational Development Update

6.1 NCL Organisational Development Update

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

- National Bargaining – the committee was informed that strike action had been suspended from the week commencing the 22nd May 2017 and discussions are on-going with a number of details in the negotiation currently being clarified including the number of contact hours and what is to be included in these hours. Keith Fulton highlighted a serious governance issue in regard to the negotiations. The Board Members have a legal responsibility to the college and they are also charity trustees. Currently, the college does not have the funding to cover an award through National Bargaining. The problem with funding for the award for the college sector was raised again by the colleges with John Swinney at the Employers Association meeting on the 31st May 2017. A further meeting is scheduled for the 19th June 2017. There will be a report to the Board on the 19th June 2017 following this meeting.
- The college has run student placements, day and evening classes, all national and higher exams were held as planned and campuses remained open for private study. Heads of Faculty are considering with their teams what actions may be appropriate for their students to address the teaching time missed and any assessments missed to ensure that students are supported to achieve their qualifications by the end of the session.
- The committee received a copy of a new publication from the marketing department – the marketing dashboard which diagrammatically sets out marketing highlights and priorities in one page.

Action: The Chair of the committee and the committee agreed that this is a very useful document and this will be presented to the committee at future meetings.

- The committee also considered the Equality Mainstreaming report which is produced every two years to highlight the work in the area of equality and diversity and to demonstrate how the college has mainstreamed this activity into its day to day work. The committee noted the ageing profile of the staff with 46.8% of staff over 51 and with more staff working beyond the age of 60. The college is seeking to address this upward trend through development opportunities, apprenticeships and secondment opportunities as part of our succession planning activities. The committee noted the report.

6.2 SLC HR Update – Human Resources Committee Minute 22.02.17

6.2.1 Stewart McKillop highlighted the following to the RGP committee:

- People Health and Wellbeing award – the college successfully achieved the Investors in People Award in November 2016 and the open and supportive leadership style of the college was noted in the report. Work has started on the suggested development areas.
- Period Poverty – the college has put in place an initiative which was launched by Monica Lennon MSP to supply sanitary products for women and girls in the college and this is proving to be very popular. Rose Harkness has spoken on the Kaye Adams show to promote the initiative.
- There are a number of health and fitness initiatives ongoing across the college including work done by the College Cycling Officer working towards achieving the Cycling Scotland's Cycle Friendly Campus Award.

- Mindfulness – due to the high demand for places at the lunchtime class the college is now offering an evening class. The additional class is also open to the local community.
- Equality Monitoring Form- an on-line monitoring form has been developed and the data will link to the employee's profile on the HR enabling management information to be provided for reporting.
- The college raised awareness throughout the LGBT History Month culminating in Purple Friday on the 24th February 2017. The college is awaiting the outcome of its application to achieve the LGBT Youth Charter of Rights.
- Investors in Diversity – on line surveys have been completed and telephone interviews having taken place with the Chair and Vice Chair of the Board of Management.
- The SLC HR committee is being updated on national pay bargaining at its meetings.
- The college is developing a 5 year workforce planning strategy to put in place the necessary framework to ensure that the appropriate resources and skills are in place to achieve the organisations strategic goals.
- The anti- bribery and smoking and vaping policies have been reviewed and update.
- Phase One of the new in – house built, college specific, HR system has been launched within the HR department.
- SLC have been impressed by the NCL Health and Safety FESH tool and are looking to adopt aspects of this approach.

The RGP committee noted the report from the SLC minute.

7. Report on Health and Safety

7.1 NCL Corporate Health and Safety Committee Minute meeting of 15.05.17

7.1.1 Tom Dodds highlighted the following from the minute:

- Nursery managers have agreed on an overarching framework of classifications of types of accidents to be used for recording nursery accidents statistics.
- The Healthy Working Lives Bronze Award has now been achieved and a certificate would be displayed at each campus.
- Improvements have been made to the Tech One system to include a Health and Safety procedures check box when purchasing electrical or powered equipment and for some estates expenditure.

Action: There will be a further Health and Safety Session offered to Heads of Faculty and Board Members who were not able to attend the Board H&S training which was well received. This will be arranged by the Board Secretary. The Chair of the Board also referred to presentations given at the SMT strategy day and suggested that the presenters could address the Board at its next Strategy event in January 2018.

7.2 SLC Health and Safety Report May 2017

Stewart McKillop updated the committee from the SLC May 2017 with the accident statistics from February to April 2017. There were 45 accidents in total with 25 of these being cuts with small increases in two faculties and small decreases in the other two faculties.

The committee noted the report.

8. Estates Update

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

At its last meeting, the committee considered a report on The Estates Capital Development Programme for 2016/17 which 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). Tom Dodds updated the committee that all projects are now complete and were on target and on budget.

8.1.2 Tom Dodds highlighted the difficulties in prioritising estates projects given the cuts in funding from the SFC which have been previously reported to the committee. The cuts are resulting in a much reduced plan for this year. Committee members are aware of the growing impact of the backlog of maintenance activity as well as the financial commitment to planned maintenance over a 10 year programme. The projects in the plan for this year include:

- Wet rot repairs to the Coatbridge nursery which will keep it in service for another couple of years. The nursery is a prefabricated building dating from the 1950's which is at the end of its life. The committee was informed that a solution needs to be found for the nursery provision at Coatbridge. Demolition of this building on its own will bring considerable costs.

Decision: It was decided that the issue of the nursery building at Coatbridge be added to the remit of the short term working group which is noted at item 5.3 above. It was also decided that this should be raised with the SFC by the NCL Principal and the Chair of the Board.

- Class room improvement at the Kirkintilloch Campus.
- Digital installation at the Motherwell Campus.
- Emergency Lighting

8.1.3 The Chair and the committee noted the update.

8.2 SLC Finance and Estates Report Feb 2017-April 2017

8.2.1 Stewart McKillop highlighted the following from the executive summary:

- Painting is being undertaken by apprentices who gain valuable experience and get support from the college to find jobs at the end of their apprenticeship,
- There is one ongoing insurance claim for a delivery driver which has been declared dormant and it is likely there will be no liability.
- Solar PV panels have saved £35,484 from June 2013.
- Waste recycling was 146 tonnes compared to 124 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 fourth floor IT room, 5- year electrical testing.

8.2.2 The committee noted the report and that SLC had the same issue with funds for capital activities and that the programme this year is much reduced.

9. 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 6th March 2017.
- Item 6.1 The NCL Organisational Update
- Item 6.2 Minute of the Human Resources Committee 22.02.17 – link to SLC website
- Item 7.2 SLC Health and Safety Report May 2017 – link to SLC website
- 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

- The Gender Action Plan which will be published on the NCL website when finalised
- 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 11th September 2017 at 3pm in the Boardroom at the Cumbernauld Campus.