

Item 4 RGP 20/11/2017

Minute: Resources and General Purposes Committee

3.00 pm 11th September 2017 Boardroom Cumbernauld Campus

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

In Attendance: Angus Allan, Iain Clark, Tom Dodds, Brian Gilchrist, Diane McGill, Penny Neish

1. Chair's Welcome

Keith Fulton welcomed all present to this meeting of the committee. The committee was informed that Douglas Anderson who was a member of this committee had resigned from the Board due to new work commitments in London. The Chairs of the committee and the Board recorded their thanks to Douglas who was a stalwart attender and contributor to the committee and the Board and to the NCL Health and Safety Committee.

Action: The Chair of the Board will write to Douglas on behalf of the committee to thank him for his contribution.

2. Apologies

There were apologies from Stewart McKillop.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the Meeting on the 5th June 2017

4.1 The minute of the meeting was approved.

5. Matters Arising

5.1 Further Health and Safety Training Sessions

The Board Secretary confirmed that the calendar of dates for the Board and Committee meetings would go to the Board meeting on the 2nd October 2017 and following Board approval of the calendar a suitable date for Health and Safety training would be put into the calendar.

5.2 Keith Fulton confirmed that he and Brian Gilchrist would continue as the representatives on the Employers Association for a period of a year.

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 first instalment of the pay migration arrangements for un-promoted teaching staff was paid in July 2017 with the second and third instalments due in April 2018 and April 2019. Further terms and conditions for teaching staff have not been ratified and discussions are ongoing at the Employers' Association. The criteria for the matching of promoted staff have also been supplied. The job matching process is to be completed by 31st October 2017. There are some NCL staff who remain outside there arrangements and further discussion on these roles will be necessary. For support staff, a

flat rate of £425 was agreed to settle the 2017/18 pay claim and this was paid to staff in August. There has also been a change to annual leave to introduce a unitary leave entitlement of 44 days which for NCL comprises 12 fixed days and 32 annual leave days.

- The annual CPD week was held between the 21st and 25th August and mental health awareness was one of the key themes with sessions on Mental Health awareness, suicide TALK, Mindfulness and towards a Stigma Free Lanarkshire. The initial feedback was that these sessions were extremely worthwhile with 360 staff registering and it is intended to offer these sessions again at different points throughout the year.
- There were also two sessions under the Project Griffin Counter Terrorism Awareness heading and over 100 staff attended. The sessions were delivered by Police Scotland and provided staff with security advice and raised awareness of the background to the UK threat level. Linda McTavish felt that this would be good training for the Board.

Action: Training for the Board to be arranged in counter terrorism awareness and this may be included in the strategy day agenda.

- An additional framework to Investors in People has been recently developed. Investors in Young People (IYYP) has been developed to enable young people to demonstrate their commitment to employing and developing the skills of younger people. NCL's current staff age profile is 48 years for both teaching and support staff and the college is interested in becoming involved with the IYYP framework to signal its commitment to employing more young people and as part of a wider workforce development and succession planning strategy. An initial meeting has been held with RE:Markable (the new brand name for Investors in People).
- Equality Mainstreaming Report 2017: this has been published on the website and the Equality and Human Rights Commission have been in contact welcoming the addressing of issues of occupational segregation and wanting more detail on segregation across grades for the next reporting cycle in 2021. However, the college is aiming to update this analysis for the 2017 report.

6.2 NCL Marketing Dashboard

The committee noted the two reports and the level of activity being undertaken.

6.3 SLC HR Committee 16th May 2017

Angus Allan highlighted the following from the minute which is published on the SLC website:

- Planned Health and Wellbeing initiatives: the Glasgow Kiltwalk 2017 on 30th April to support Who Cares Scotland, fitness classes, Scottish Slimmer's Class and a new college choir has been set up.
- The Mental Health: the college has organised events, is promoting good mental health and has 18 members who are ASSIST trained.
- Procurement Event (March 2017): this provided an introduction to businesses that deal with publicly funded bodies.
- Investors in Diversity: the college is also looking to work with Invertors in Younger People to increase younger members in the workforce. Consideration is also being given to training for staff in the Children's Hearing System.
- Equal Pay reporting: in line with legislation the pay calculations by gender were produced at 31st March 2017 and published in the Equality Mainstreaming report. The committee noted that a higher number of females are support staff and they are lower paid than lecturing staff.

- Workforce Planning: the college has developed a five year Workforce Planning Strategy to provide the necessary framework to ensure that the college has the appropriate resources and skills to achieve its strategic goals.
- HR system: Phase 1 is operational and is proving an asset to the HR team and Phase 2 will look at CPD records and a recruitment tool.

The committee discussed the issue of procurement and smaller companies finding it difficult to find the resources to deal with the procurement frameworks and to get to tender and this is impacting on local companies.

Action: Linda McTavish requested that this issue be raised through APUC.

7. Estates Update

7.1 Update on NCL Estates development and Capital programme 2016-17

Tom Dodds highlighted the following from his report setting out the summer recess programme of Capital/minor works and planned preventative maintenance:

- General maintenance and repairs at Motherwell, Coatbridge and Kirkintilloch Campuses.
- Reconfigurations of internal space at Motherwell, Coatbridge and Kirkintilloch campuses
- Traffic management measures at the Cumbernauld, Motherwell and Coatbridge Campuses
- The nursery at Coatbridge has had necessary repairs carried out to ensure that the buildings remain safe, secure and fit for purpose in the short term while other options are explored
- Set up funding is being sought from the John Mather Charitable Trust for a café at the Kirkintilloch Campus in conjunction with the Faculty for Supported Learning.
- A programme of statutory compliance maintenance has been carried out. This with planned and preventative maintenance will be the focus of Estates response and delivery in this period of challenging funding.
- A new region wide waste management contract has been awarded and will be operational from mid-October. This has brought savings for SLC and NCL and improved service delivery. The Chemical and Biological waste contract will be awarded and operational in October 2017. The heating ventilation and Air Conditioning Maintenance contract scope and tender documents are currently being prepared. The Chair asked about the opportunity for greater region wide engagement on these and subsequent contracts. The committee was informed that this was already part of the procurement process where it was felt cost savings could be generated. David Winning made the additional point that the savings could be in improved value - not cost- and that this should also be borne in mind.
- The Healthy Working Lives Bronze has been awarded to the college. Work to advance to the Silver award is ongoing with a number of aims identified to meet the award criteria and to develop internal service provision.
- Health and Safety – the arrangement section of the Health and Safety Policy is being reviewed and will be signed off in November following Board approval. The first meeting of the Corporate Health and Safety Committee will be the 30th October 2017.

Action: A replacement Board Member is required for this group following the resignation of Douglas Anderson from the Board.

- T Dodds advised the Committee of the adverse effect the procurement process were having on encouraging small local companies to benefit from maintenance, Minor Capital Works projects across all Campuses. He will continue to review, monitor and record Contractors concerns and share with College/APUC Personnel.

- A new Business Continuity Plan is currently in draft form and will be presented to Senior Management and the Board in due course.
- Tom Dodds also raised an issue which has arisen about the Motherwell Campus build. Retention monies were not released to Miller Construction post completion (now Galliford Try (UK) Limited) because of issues with the heating and ventilation system. The college eventually had to make good the system at a cost in excess of the retention sum. A letter has been received from Burness Paul who are acting on behalf of Galliford Try requesting the retention monies.

Decision: The committee decided that Tom Dodds would email Peter Baxter of Gardner Theobald who were the college's agent in the build asking for a written response to the issues raised in the letter and for an urgent meeting with him about this matter.

7.2 Update from College Sector Capital Working Group

Iain Clark informed the committee that there has been a condition survey by the SFC of the college sectors' estate and the results of this survey by Gardner Theobald are being included in the government's spending review. There is an estimated £320 million of backlog issues over a five year period which related to repairs and maintenance only and excludes VAT, fees and buildings being fit for purpose in relation to curriculum.

7.3 Update from College Sector Business Insurance Short Term Working Group

The colleges are still wanting to be able to insure with commercial insurance companies. The Scottish Government takes the view that the overall costs of the policies are well in excess of the value of any claims. The Government are still proposing that Colleges follow public sector regulations relating to Insurance and are self-insuring apart from the statutory insurances. The colleges are preparing a further paper which will drop some of the smaller insurance categories but still argue for commercial insurance. The full business case is timetabled to be submitted to the Scottish Government on December 2017.

8. 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 5th June 2017.
- Item 6.1 The NCL Organisational Update
- Item 6.2 the marketing dashboard
- Item 6.3 Minute of the Human Resources Committee 16th May 2017– link to SLC website

The committee agreed that the paper for Item 7.1 is non – disclosable.

9. AOB

9.1 Nursery Review: Dave Winning reported that the nursery review was being 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 the group had had its first meeting following which it had been decided that Kenny Anderson would now talk to NCL Senior Management and appropriate staff to engage them in the review.

9.2 The committee was updated on the Flexible Workforce Development Fund 2017-18 and the allocation of funds to the Lanarkshire Region in this current year. The committee noted the allocation.

10. Date of the next meeting

The date for the next meeting will be on the 20th November 2017 at 3pm at 101 Park Street at the Coatbridge Campus.