

**Item 4 RGP 12/03/18**

**Minute: Resources and General Purposes Committee**

**3.00 pm 20<sup>th</sup> November 2017 101 Park Street Coatbridge Campus**

Present: Keith Fulton (Chair), Martin McGuire, Linda McTavish, Stewart McKillop

In Attendance: 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. Rosemary McKenna has joined this committee and Dave Winning has left to Chair the CSAO committee.

**2. Apologies**

There were apologies from Rosemary McKenna.

**3. Declaration of Interest**

There were no declarations of interest.

**4. Minute of the Meeting of the 11<sup>th</sup> 2017**

**4.1** The minute of the meeting was approved.

**5. Matters Arising**

**5.1 Training in Counter Terrorism Awareness**

The Board Secretary reported that this was being considered as a presentation topic for the Board meeting in March 2018.

**5.2 Board Member Corporate Health and Safety Committee**

It is proposed that Linda McTavish will become the Board member on this committee. She will report this to the Board on the 11<sup>th</sup> December in her report.

**5.3 Update Motherwell College Build**

The committee was informed that this matter was still under discussion with Galliford Try and each side is moving closer to an agreed position. It is hoped that this will be concluded by Christmas.

**6. Organisational Development Update**

**6.1 NCL Organisational Development Update**

The NCL update reported on the following:

- Investors in Young People (IYYP) – the IYYP Framework offers a structure for considering how the college recruits, retains and develops young people. There are a number of potential benefits from this framework to recognising some of the work already done with students and how the student body could be a recruitment possibility. SLC do not have enough staff to create the critical mass for this initiative but there is potential for NCL.
- Stigma Free Lanarkshire – NCL continues to engage with Lanarkshire Links and the Stigma Free Lanarkshire and Suicide Safe North Lanarkshire initiative. The college is interested in

working with them formally and recognising the college's commitment to providing mental health support through signing their pledge.

- The marketing team has been realigned to combine digital and campaign roles.
- There has been no real movement on terms and conditions at national level since the last meeting of the RGP committee. There is a process being undertaken to go back over all the discussions held to date and to reconcile where matters currently are. There is a further meeting of the Employers Association scheduled for the day of the Board on the 11<sup>th</sup> December 2017 and Keith Fulton, Brian Gilchrist and Stewart McKillop will attend and will give their apologies to the Board.
- Keith Fulton asked about the tribunal claim which is noted in the report regarding whether overtime, commission and other such payments should be included in holiday pay. At this stage it was not possible to give a figure on the impact of the judgements. Brian Gilchrist will update Keith Fulton for the Board meeting.

***Action: A further update will be brought to the next meeting of the committee.***

## 6.2 NCL Marketing Dashboard

The committee considered the marketing dashboard reports and the committee again commended the level of activity from the marketing team demonstrated in the reports and the presentation of the information.

## 6.3 SLC HR Committee 31<sup>st</sup> August 2017

Stewart McKillop highlighted the following from the minute which is published on the SLC website:

- SLC is now fully funding staff to achieve their TQFE in line with NCL policy and a further 9 staff will be undertaking this training in 2017/18.
- There will be a pictorial overview of staff absence for this committee at the end of each academic year.
- Health and Wellbeing: a group of staff will be participating in the Great Scottish Run supported by the college on the 1<sup>st</sup> October 2017. The Health and wellbeing event took place from the 24<sup>th</sup> to 26<sup>th</sup> October 2017. A variety of organisations will be invited to attend the college and vaccinations will be offered to staff.
- Mental Health – the awareness week was the 8<sup>th</sup> – 14<sup>th</sup> May with a focus on surviving or thriving. Dementia awareness week took place on the 29<sup>th</sup> May – 4<sup>th</sup> June 2017.
- Period poverty – the college has been named as an example of good practice in the bill to end period poverty by Monica Lennon MSP for providing free sanitary products to staff and students.
- Investors in People – the college continues to deliver at Platinum Level and will be incorporating the recommendations into the operational planning process for 2017/2018.
- National Pay Bargaining – The National Joint Negotiating Committee reached an agreement relating to the March 2016 NJNC agreement and the EIS suspended industrial action. The college implemented the 25% harmonisation payment for April 2017 to March 2018 in July 2017. The interim salary scales will be used for any new lectures to the college. The Principal updated the SLC committee on the proposals to address the National Guidelines of pay for promoted staff.
- The HR Team have been working with IT developers on the staff development stage of the HR system. This phase was due to be finalised by the end of September 2017.
- SLC following a dementia audit are changing signage in the college to make it more dementia friendly.

**Action: Keith Fulton will give Stewart McKillop details of a company specialising in signage for dementia sufferers and Stewart McKillop will also follow up on dementia expertise at the University of Stirling with was raised by Linda McTavish.**

The committee congratulated Angus Allan who has won an individual award for leadership at the annual green gown awards for sustainability excellence held in Manchester.

## **7. Estates Update**

### **7.1 NCL Estates Update**

Tom Dodds highlighted the following from his report:

- Replacement of the revolving door at the Cumbernauld Campus, extensive investigation and repair of historic water ingress and fourth floor leaks at the Motherwell Campus and bypassing a fault in the water system at the Coatbridge Campus.
- Issues with the operation of the new joint Waste Management Contract, which have been caused by the contractor making changes to reduce their own carbon footprint, have been raised with the contractor and both colleges have been assured that there will be improvements in line with the service specification.
- As reported at 5.3 above there are ongoing discussions about the Motherwell Campus build retention dispute with Galliford Try.
- Building Maintenance and Condition: a Scottish Colleges report was provided at the request of the SFC and their technical consultant Gardiner Theobald. This was a desk top exercise of relatively recent Estates Condition Survey data directed by respective Colleges carried out by their own Survey Team of Consultants. A detailed condition survey for New College Lanarkshire Estate was analysed Campus by Campus (Motherwell, Coatbridge, Cumbernauld and Kirkintilloch).
- The NCL response returned to the SFC, copied to Gardiner Theobald, highlighted significant differences in the interpretation of priorities set in the initial report summary. Revised cost figures associated with the current status of back log maintenance and life cycle costing have also been submitted.

**Action: Board members will be advised in due course of any issues arising from this exercise and response from the SFC.**

- The Scottish Parliament Education and Skills Committee – Infrastructure Report  
The report makes specific references to the Cole Report commissioned by the City of Edinburgh Council following the collapse of a wall at Oxgangs Primary School. The Skills Committee seeks confirmation from the SFC acting with Colleges Scotland and Universities Scotland that their sectors are fully aware of the findings of the Cole Report and that they have taken appropriate action to ensure that the College and University Estates are safe.

The College will respond to the report through a survey to be issued by Colleges Scotland before the end of the year.

**Action: Board members are asked to consider the content and recommendations raised in the report.**

**7.1.2** The committee was advised that the method of allocation – based on the estates strategy or on credits- of funding is still be finalised. The committee was also updated on self- insurance. This is still under discussion and it may be that some insurance on some items may be allowed. The issue of insurance for personal liability of Board Members has been raised.

## 8. Reports on Health and Safety

The committee was updated by Tom Dodds as follows:

- There had been speakers at the meeting from Lanarkshire Links. They work with a number of organisations involved in the delivery of mental health services and the committee recognised that staff would benefit from more training when dealing with students with mental health issues. There will be follow up from the college on how to build on what has been already done in this area.
- Phones would be available for all staff driving vehicles
- The occupational health team was visiting the smaller college campuses
- All the AMCOL nursery accident statistics are now being recorded and presented to the committee
- There will be further Health and Safety Training for the Board in February.

The committee noted the minute from this group.

### 8.2 SLC Health and Safety Report

Stewart McKillop introduced the Occupational Health and Safety Policy which is based on the NCL policy and aligned to it. This will go to the next SLC HR committee. Keith Fulton asked whether, on P7 -the Safety Organisation and Responsibilities, the Regional Chair should be in the \Chart and what responsibilities she had as the Chair of the Board. Stewart McKillop replied that because SLC was the employing body the Health and Safety responsibilities lay with him as Chief Executive of SLC and with the Board. He did undertake to introduce a dotted line into the diagram to recognise the relationship and links to the Lanarkshire Board.

The committee noted the report.

## 9. New Data Protection Legislation (GDPR)

Brian Gilchrist presented his report which sets out the implications for the college from the General Data Protection Regulation which will come into force across all European Member states on 25<sup>th</sup> May 2018. This will require the college to review all of its protection arrangements in terms of the gathering, processing and destruction of data. This will require a documented approach to recording explicit consent from the individual data subjects or the legal basis under which information is processed. There is a requirement for an organisations Data Protection Officer to be sufficiently independent and free from any conflicts of interest. The college is currently part of a group of educational institutions exploring the possibility of developing a shared service via APUC and UCSS (Universities and Colleges shared services).

The committee noted that report and that further updates will be brought to the committee as the approach to this new legislation progresses.

**Action: This paper will be put to the Board for information.**

## 10. 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 11<sup>th</sup> September 2017.
- Item 6.1 The NCL Organisational Update
- Item 6.2 the marketing dashboard
- Item 6.3 Minute of the Human Resources Committee 31<sup>st</sup> August 2017– link to SLC website
- Item 7.1 the estates update

- Item 9 the paper on the General Data Protection Regulation.

The committee agreed that the paper for Item 8.1 is non – disclosable and the SLC Occupational Health and Safety Policy will be published on the SLC website when it is approved.

#### **11. AOB**

The committee was informed that the college came third in the recent world skills completion. The Chair congratulated the students and staff involved.

#### **12. Date of the next meeting**

The date for the next meeting is the 12<sup>th</sup> March 2018 at 3pm in the Boardroom at the Cumbernauld Campus.