

Item 4 RGP 10/09/18

Draft Minute: Resources and General Purposes Committee

4th June 2018 3.00 pm Boardroom Motherwell Campus

Present: Keith Fulton (Chair), Martin McGuire, Rosemary McKenna, Linda McTavish,

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

1. Chair's Welcome

Keith Fulton welcomed members to this meeting of the committee and welcomed Rosemary McKenna back from her leave of absence from the Board.

2. Apologies

There were no apologies.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the Meeting of the 12th March 2018

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 but had been postponed because there was a conference scheduled that would give the latest update which Brian Gilchrist was to attend. It was agreed that Brian would give the presentation to the Board on the 18th June 2018. The committee also noted the speech on the new UK wide programme called CONTEST given by the Home Secretary that morning.

5.2 Update Motherwell College Build

The committee was informed that this matter of retention monies due had been concluded with the college accepting the offer of settling on a sum £158k plus VAT which was agreed at the last meeting of the committee. The college had insisted that this only covered issues that were known about at the time of signing and that any other issues that arose would still be covered by the twelve year indemnity which is due to end in 2020. The Chair again thanked all staff involved.

5.3 Tribunal Claim Update

There has been no movement on this since the last meeting. There are many cases which are stuck in the tribunal system and all colleges that have claims against them affected by this. There should be more to report for the next meeting of the committee.

5.4 Health and Safety Training for the Board.

The Board Secretary updated the committee that she had spoken to Willie Tait and dates would be scheduled and that she had asked about the use of new on-line training materials in the delivery of the training for Board Members and for updating for those who have already attended the course.

5.5 Update on new Data Protection Legislation

The update was taken at item 6.1 below.

6. Organisational Development Update

6.1 NCL Organisational Development Update

The NCL update reported on the following:

6.1.1 Data Protection

The EU General Data Protection Regulation is effective from 25 May 2018. While the key message is that good data protection practice before GDPR will remain good practice after GDPR, the new regulation has required NCL to make some changes – particularly around advising individuals of how their data will be used. The following notable steps have been taken so far:

- The Data Protection and Data Security policy has been revised;
- New Privacy Notices have been prepared and will be referred to at the point that data is collected;
- The new Data Protection Officer started in w/c 14 May. This resource is a shared resource with NCL and SLC and APUC. He is with New College Lanarkshire for three days per week;
- Online training is available to all staff. This was made available in mid-May and so far approximately 300 staff have completed it. The deadline for staff completion is 30 June.
- Other background work has been undertaken on system compliance and data mapping across the College.

6.1.2 Voluntary Severance

Brian Gilchrist updated the committee as follows:

- Since the last meeting of the RGP, six staff have now left through the voluntary severance process. Four of these were support staff and two were teaching staff. A further 25 staff will leave at the end of June.
- Two of the senior management post holders accepted for voluntary severance will leave in July. For operational reasons, due to staffing changes within the area unrelated to voluntary severance, we have asked SFC that we be permitted to retain the third member of SMT accepted for voluntary severance until September 2018 and this has been agreed.
- As a result of voluntary severance, we are revising management structures within Estates, Finance and HR, with a realignment of responsibilities within the senior management team. The necessary changes are in progress and will be complete for the new session in August. There are no changes to the faculty structures as a result of voluntary severance, although there will be some realignment in one faculty due to the removal of one promoted post holder.

The Chair of the Board commended the analysis of the voluntary severance scheme that was presented to the committee and was provided to members of the senior management team and NCL trade union representatives following the closure of the scheme. As this was considered useful in addressing some questions, it was also circulated to all staff.

6.1.3 EIS Dispute

Brian Gilchrist again updated the committee as follows:

- Following agreement reached nationally on core terms and conditions for teaching staff, the College undertook a staff consultation exercise to discuss models of delivery that would enable NCL to make the transition from its current contractual arrangements from August 2018.
- On completion of the consultation process, a local JNC was held with EIS representatives on 11th May to present feedback from the consultation and to outline the model to be implemented from August. At this meeting, the EIS signalled their intention to raise a formal dispute over the proposals as they did not consider that the proposals met their expectations in terms of lecturer workload.
- The management team has been assured that what is being proposed is in line with the national agreement and timetabling for the new session is underway on this basis. The formal disputes process will run in parallel and the first dispute meeting was scheduled for Thursday 31st May.
- NCL does not have a dispute policy because of National Bargaining and it has been suggested that presentations could be made to the RGP committee.

Action: The committee noted the proposal that presentations could be made to the committee and that a further proposal for decision may be brought to the committee.

6.1.4 National Bargaining Update

Brian Gilchrist updated the committee as follows:

- There has been no agreement reached in relation to the lecturing staff pay award for 2017/2018 and 2018/2019, although the final offer made by the management side was rejected by the EIS who remain in dispute. A further NJNC Lecturer Side Table took place on 31st May.
- Similarly, there has been no agreement with the support staff in relation to the 2018/2019 pay award, although there has been some movement. Management's offer reflects current public sector pay policy, which is a 3% increase for all posts below £36,500, which represents the vast majority of support staff.

The Chair, who attends the Colleges Scotland Employers Association meetings, informed the committee that the key issue was affordability. Without the SFC redistributing sector funds already allocated, even the employers' offer is an unaffordable one to several colleges, including those in Lanarkshire. The proposal from the unions exacerbates this position considerably.

Action: It was agreed that the Chair would raise this in his report to the Board on the 18th June 2018.

6.2 NCL Marketing Dashboard

The committee noted the Marketing Dashboard.

6.3 SLC HR Committee 21st February 2018

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

- **Staff Training and Development:** A further GDPR training session was delivered to the College Management Team and GDPR working group on the 20th February 2018 to ensure a healthy awareness of the changes in the Data Protection Legislation.
- **Teaching Qualification in Further Education (TQFE)** – the College is committed to supporting lecturing staff to achieve their TQFE. During 2017/18, ten members of staff will attend and all will be funded by the College. In addition, a number of lecturing staff will be supported through the PDA in Learning and Teaching.
- **Staff Absence** – The absence report detailing the level of absence over the fourth quarter from 1st October to 31st December 2017 had been distributed to the Committee. There had been an increase in the absence figures for both lecturing and support staff: Lecturing staff – 7.62% and Support staff – 7.3%. These figures are higher than those of the same period of the last four years which has an average figure of 5.33%. At present there were a number of staff off with serious long term illnesses and some experiencing difficult personal circumstances. The College continues to support these staff with home visits, occupational health appointments and phased return to work where possible. Short term absence had been mainly due to cold and flu. The Principal stated that a number of ‘trigger meetings’ had taken place for staff who had reached the maximum level of instance and/or days. More were being planned at present. Members noted that the College continued to monitor absence closely and had stringent systems in place.
- **Planned Health and Wellbeing Initiatives** - The College is currently working with NHS Lanarkshire towards achieving Scotland’s Charter for a Tobacco-free Generation by 2034. This will include a number of initiatives to encourage staff, students and visitors to only smoke in the designated smoking shelter. The Students’ Association is working in partnership with the College towards the NUS Healthy Body Healthy Minds Award. The award will recognise the wide range of events and activities that already take place across the College that support and promote health and wellbeing. Discussion took place in regard to the College processes in place for assisting students who had been through the care system. The ongoing improvements in place to ensure this vulnerable group were being fully supported.
- **Mental Health:** The Mental Health Working Group last met on 10th January 2018. At the meeting it was agreed that due to the success of the Personal Resilience Workshops on World Mental Health Day these would be offered again during the Equality and Choices event in March 2018. The College hosted an ASIST training course in January 2018 for the Richmond Fellowship. The Principal stated that the College was keen to increase the number of male ASIST trained staff and that three males were trained at the January workshop. The College now has 22 ASIST trained staff. In addition, the Richmond Fellowship is attending the next staff development day providing a Safe TALK session which is open to all staff and also facilitating an ASIST Support Forum.
- **National Bargaining:** this was reported as in the minute and the issue with cost of living rises was also reported to the SLC committee. The Employers Association has now appointed the successful tenderer for the job evaluation of support staff roles and the outcomes of the national evaluation exercise will apply from September 2018. The Employers Association is now considering multi- year agreements to reduce the level of negotiation required.

- The new HR System, the distribution of the new Health and Safety Policy, the approach to risk in SLC (with the risk register also being on the agenda for other committees that Audit with Audit remaining the responsible committee) and workforce planning were also highlighted from the minute.

7. NCL Estates Update

7.1.1 Tom Dodds updated the committee as follows:

- The SFC had disputed the initial allocation of funding to the Lanarkshire Colleges but after a meeting with the estates team had finally agreed that the initial allocation was correct.
- SFC confirmed that all works associated with the spend criteria must be completed or committed by the end March 2019. Committed is the key word and the Chair asked that Tom Dodds asked for a written response from the SFC to his email setting out the agreement at the meeting.

Action: Tom Dodds is to request a written response from the SFC to his email setting out the agreement from the estates team meeting with the SFC which confirms their agreement to funds being committed by March 2019.

- Discussion with the SFC also centred on the deterioration and replacement of the Coatbridge Campus Nursery and that the SDFC agreed that a proportion of professional fees allocated in the funding could be used to advance plans and consider options and provide realistic cost estimates for the replacement of the building.
- Several straight forward projects are already in advance e.g. Kirkintilloch Campus boiler replacement and fabric repairs, mechanical electrical and ventilation works.
- The summer works programme will consider Faculty and Support Services requests as well as the planned improvements.

7.1.2 Tom also reported on the external cladding incident at the Motherwell Campus. A length of external metal cladding fell from approximately the fourth floor window level of the main teaching block east elevation on the morning of the 22nd May 2018. Tom outlined the college response and timeline to the committee from Campus Security advising senior management and estates management immediately and with an immediate closure of the east car park and entrance and an exclusion zone being established and a local contractor from the NCL framework attending the site to check that the cladding posed no further risk. Gardiner Theobald were contacted and ordered to the site without delay and they were requested to contact the original main contractor Morrison Construction. The SFC were informed. Gardiner Theobald and Morrisons Construction came on site on Wednesday 23 May 2018. Morrisons arranged for a replacement section of cladding to be made by Q9, a specialist cladding contractor, using the original section as a template. Q9 returned to the site on Friday 25 May 2018 to carry out an extensive survey and to check not only the affected elevation but also over the whole Campus, with particular attention to all exterior cladding and elevation details similar to the area of concern. At the completion of the works, permits to work initially issued by ISS, site Facilities Team, were signed off on the understanding that all works had been carried out satisfactorily and no issue of concern raised. Riddor regulations were considered, HSE contacted and their response confirmed that this was not a reportable incident but steps taken were appropriate. North Lanarkshire Council Building Standards Officers were also informed. On Monday 28 May 2018 a member of the College Senior Management Team was on site and had a low level inspection and discussion of the works with the ISS team who were on-site on Friday 25 May 2018. Written assurance was also received by e-mail exchange between Morrison Construction, Q9 and the member of our College Senior Management Team. The e-mail

communication confirmed the site was fully checked and safe to remove the exclusion zone and restricted access arrangements for the return of staff and students on Tuesday 29 May 2018.

7.1.3 The committee was assured of the swiftness of the college response and that all the correct procedures had been carried out. The committee also noted the importance of the detail of the settlement with Galliford Try on the retention monies for the Motherwell Campus and that the college had insisted that the twelve year indemnity for problems that they did not know about was maintained. This means that the college will be covered for this incident. The committee also noted that a report had been promised from Morrison Construction of the incident for this meeting of the committee but that it had not yet been received. The committee thanked all staff involved for their professional approach and the speed of their response.

7.2 SLC Estates Report February 2018

This report is Appendix 5 to the Finance and Resources Committee. Stewart McKillop highlighted the following from the report.

- The Easter works log
- Landscape Services which is carried out by Idverde and the colleges Horticulture class group. Idverde carry out regular grass and hedge cutting, weed control and general clearing of grounds and the horticulture class have designated focal points assigned to them.
- Operations and maintenance- as much as possible is done in house e.g. there is a maintenance team of 2 multi – skilled staff and 5 apprentice painters and this works well in terms of training and in keeping costs down. There is an electrical contractor who is familiar with the building and the maintenance team deal with general repairs and minor works.
- There is a list of specialist businesses which carry out high level and large volume maintenance and repairs.
- There are three capital projects one the conversion of a science lab from a care classroom and the other two are on hold.
- There are figures from the solar PV panels which show a total saving of £42,411 from June 2013 which is in accordance with the projected payback time and figures for energy consumption.
- The waste contract in partnership with NCL is going well.

The committee noted the report from the minute.

8. Reports on Health and Safety

The report did not contain any items to bring to the committee by exception. The report demonstrated the breadth of the work being undertaken by the committees. There has been discussion about trimming down the number of time that the action groups are meeting and this will be brought back to the RGP committee. The committee noted the minute from this group.

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 12th March 2018.
- Item 6.1 The NCL Organisational Update
- the VS summary
- Item 6.2 the Marketing Dashboard
- Item 6.3 the SLC HR Committee 21st February – link to SLC website
- Item 7.2 SLC Estate Update February 2018 – link to SLC website

The committee agreed that the other papers are non –disclosable.

10. AOB: There was no other business

11. Date of the next meeting: The date for the next meeting is the 10th September 2018 at 3pm at 101 Park Street Coatbridge Campus.