

Item 4 RGP/19/112018

Minute: Resources and General Purposes Committee

10th September 2018 2.30 pm 101 Park Street, Coatbridge Campus

Present: Keith Fulton (Chair), Martin McGuire, Rosemary McKenna (by telephone), Linda McTavish,
In Attendance: 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 thanked those who were staying for the Board meeting at 6.30 acknowledging that it would be a long day.

2. Apologies

There were apologies from Iain Clark.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the Meeting of the 4th June 2018

4.1 The minute of the meeting was approved.

5. Matters Arising

5.1 Tribunal Claim Update

There has still been little movement on this since the last meeting and given that it has been three years since the claim was lodged Brian Gilchrist informed the committee that there was now consideration as to whether it would be more time efficient and more economic for the College to settle the claims rather than wait for the outcomes of the tribunal with the associated costs. Martin McGuire asked if these claims were across the sector and if so that Colleges Scotland should have a role in this. To date this has not been raised in the Employers Association.

Action: After discussion, it was agreed to explore the possibility of settling the claims and a report will be made to the next meeting of the RGP committee.

5.2 Health and Safety Training for the Board.

The Board Secretary updated the committee that there had been a number of Board meetings over the summer, which had put a demand on members' time, but she would follow up on the report made to the last meeting and dates would be scheduled.

5.3 Cyber Attack Training for the Board

The Board Secretary reported that Jason Quinn had made contact with Suzanne Wilkie at the Scottish Government and they were willing to help with this. She would follow this contact up to arrange the Board training.

5.4 Update on new Data Protection Legislation

The new data protection officer Gerry O'Hare, who is a joint appointment with NCL, SLC and APUC, is currently working through policies and legal requirements. Training has been undertaken with staff. Stewart McKillop informed the committee that the joint appointment was working well.

5.5 Report from NCL meeting with the PAPLS committee 28.06.18

5.5.1 The committee noted the management structure paper, which was submitted to the PAPLS committee, and the summary paper, which set out the position on Due Diligence, College Structure and the CQL's.

5.5.2 Linda McTavish informed the committee that the further evidence requested by the committee – the management structure of NCL, the national bargaining decision on the CQL posts and the costs of the due diligence at Coatbridge College had all been submitted to the PAPLS committee. She understood that the unions and the professional bodies at NCL had also been asked to submit evidence to the committee. Management at NCL would make a further submission to the committee for the 13th September 2018 and there had been a request from the Convenor of the PAPLS committee for further evidence from the non- executive members of the Board. The non- executive members had decided to submit one response and this was now in draft and would be discussed after the Board meeting tonight. There had been a full consultation with staff on the Draft Business Scenario Plan over the summer and the plan would be considered for approval in principle by a special meeting of the Board following this meeting.

6. Organisational Development Update

6.1 NCL Organisational Development Update

The NCL update reported on the following:

- **'Have Your Say' – Staff Consultation** The staff consultation on the Business Plan has taken place throughout July and August. Staff have been able to provide feedback online in both a discussion forum and an anonymous survey. A total of 11 consultation events have been held in three stages across our main campuses – to outline the background to the plan, to discuss the draft plan and to feedback on questions and suggested actions received during the process. Some staff have engaged with the process through the online routes, but most engagement has been at the various consultation events, which have provoked robust debate on the issues highlighted in the draft Business Plan and accompanying information. Separate discussions have also taken place between the Vice Principal: Corporate Strategy and Performance and the Vice Principal: Resources with trade union representatives from the EIS, UNISON and UNITE – with a particular focus on the impact assessment process.
- **National Bargaining** There has been no movement in relation to any pay award for teaching staff for 2017/2018 and 2018/2019 or for support staff for 2018/2019. Final offers made to both staff groupings at the NJNC have been rejected and the EIS has indicated an intention to open a consultative ballot on 11 September to consider the level of support for industrial action in relation to the pay award position. The next meeting of the Employers' Association will take place over two days on 19 & 20 September.
- **Implementation of November 2017 Agreement – Teaching Terms and Conditions:** The College has implemented the core terms of the November 2017 agreement, in relation to teaching hours and annual leave. All FTE teaching staff at New College Lanarkshire are now being timetabled for 23 hours per week, which is a reduction of 1 hour per week. This has

been achieved by shortening existing timetable slots. Although not part of the agreement, the EIS branch have stated that the reduction in teaching per week should be accompanied by a reduction in the number of units taught per lecturer per year. This has not been implemented and the EIS have declared a formal trade dispute. As members will be aware, this was referred to the Resources and General Purposes Committee for consideration as part of the formal disputes process.

- **Post-Severance Arrangements:** Due to the reduction in the number of senior management posts, a number of changes have been made across the portfolios of the senior staff. For learning and teaching, the key change is that the Vice Principal: Strategy and Corporate Performance has assumed formal leadership for our six faculties, following the loss of the Vice Principal: Curriculum. In this, he will be supported by the Assistant Principals for Learning and Teaching, Quality Enhancement and Systems. Over the summer, we have appointed to the new roles of Head of Estates and Financial Controller, with both being internal appointments. These posts are part of the realignment of duties in these areas and both roles have been created within the parameters of the voluntary severance scheme payback requirements. In effect, both upgrade an existing post to take account of a redistribution of responsibilities and do not increase the number of management posts in the College. There are also some changes in the line management arrangements for some of our support teams. This is currently being formalised and further details can be provided to members as required. Out with the realignment to facilitate the voluntary severance changes, a permanent HR Manager has been appointed following an 'acting' period since March 2017. Again, this is an internal appointment and follows the departure of the previous incumbent in November 2017.
- **CPD Update**
As part of the continued focus on mental health support, the following CPD opportunities were offered to staff at the start of August 2018:
 - Applied Suicide Intervention Skills Training (ASIST)
 - Health Working Lives – Managers' Training for Mentally Healthy Workplaces
 - suicideTALK
- **British Sign Language (BSL) Plan**
Following the update to the Curriculum, Student Affairs and Outcomes Committee earlier in the year, our BSL Plan has now been published in draft for wider consultation. Members will recall that we are required to publish such a plan under the British Sign Language (BSL) (Scotland) Act 2015 by October 2018. This work is being led by our Faculty of Supported Learning and in developing our plan, we are encouraged to take into account the goals and actions that have been published by the Scottish Government in October 2017 as they relate to our specific areas of activity. By the time of the next Resources and General Purposes Committee meeting, our plan will have been formally published.
- **Appointment of Equality and Diversity Adviser**
Following a very competitive recruitment process, a full-time Equality and Diversity Adviser for the College has been appointed. This new post will build on some of the existing work undertaken by the Quality Enhancement and Organisational Development teams and will have strong links to our Learner Engagement team, Quality and Human Resources.

6.2 The committee noted the marketing dashboard.

6.3 SLC HR Committee 16th May 2018

6.3.1 Stewart McKillop presented the report to the HR Committee and highlighted the following from the report:

- **Staff Training and Development** – there are four days programmed for staff development as well as ongoing training and the annual all staff conference. There was positive feedback from the staff development day on the 19th of March 2018.
- **Teaching Qualification in FE (TQFE)** The college is committed to supporting lecturing staff to achieve their TQFE and during 2017/18 there were 10 members of staff supported and in 2018/19 the college will support a number of lecturing staff through their PDA and this will take place before they are considered for the TQFE.
- **Staff Absence** – this is a high priority and significant efforts are made to support staff to attend work with return to work interviews and trigger point meetings with the Principal or Deputy Principal.
- **Health and Well- being Initiatives** – there are a range of initiatives in the college ranging from making the college a clean air college , fitness classes, Scottish Slimmer’s classes, mindfulness classes and the Glasgow Kiltwalk.
- **Glasgow Pride:** The College took part in the Glasgow Pride event on the 14th and 15th July.
- **The Gender Action Plan** – there has been an increase in students enrolling on the SVQ level 2 Barbering (13 males) and the HNC Quantity Surveying (18 females).The college is also developing Women Into courses (badged as women into but males can apply)and has focussed on Women Into Construction and Women into Painting and Decorating.
- **The MyHR system** has been successfully launched to all staff and development is now also underway on the next phase which will be focussing on developing recruitment on-line.

6.3.2 Stewart McKillop also confirmed the position at SLC relating to the implementation of the National Agreement for lecturing staff and made it clear that, for the avoidance of doubt, it is entirely untrue that South Lanarkshire College has dropped the number of units taught as well as reducing teaching hours per week. The number of units taught per member of staff remains entirely unchanged. Class contact is to be as the National Agreement of 23 hours per week with additional class cover on a short notice basis (23+1). The teaching staff at South Lanarkshire College remain on a 34 hour contract during which time they have to be in College. As a consequence, the academic year will be extended by one week and the so called catch up week will become a normal teaching week. This been agreed with EIS Branch officials at South Lanarkshire College and also with the Branch.

Action: Stewart McKillop agreed to share the wording agreed with the EIS legal representative with the Chair of the RGP Committee.

7. Estates Update

7.1 NCL Estates Update

Tom Dodds highlighted the following from his report to the committee:

- As reported to the last meeting, the SFC has released significant funding to address very high priority maintenance. He confirmed that the SFC had confirmed its agreement that the sum is £4,805,393 inclusive of VAT and fees, all works must be completed or committed by the end of March 2019 and funds drawn down from the SFC and a proportion of the fee element of the allocation can be used to advance options, plans and a cost estimate for a replacement to the Coatbridge Nursery.

- Consultants have been appointed to support the college through the process and work has started. The boiler has been replaced at the Kirkintilloch Campus and the gable end of the main teaching block at Cumbernauld has been re-rendered.
- There has been an estates summer programme of works carried out at each campus which includes reconfiguration of some spaces, general maintenance and painting and electrical work in the Halls of residence.
- There was discussion about the letter from Gardiner and Theobald about the cladding failure at the Motherwell Campus which was reported to the June meeting of the committee. There are assurances from Morrison's Construction and from Q9 Cladding Solutions which have been sent with the Gardiner and Theobald letter. The letter states that Gardiner Theobald have been attempting without success to get further assurances from Morrison's Construction.

Action: The committee agreed that Gardiner Theobald should be contacted to ask them what further assurances would be required other than those already received and to make the point that the Board can only be satisfied when they are satisfied. This will be reported on at the next meeting of the RGP committee.

Keith Fulton also noted that there will be a condition survey of the Motherwell Campus carried out before the warranty on the building runs out in 2020.

7.2 SLC Health and Safety Report 21st March 2018

Stewart McKillop presented the May 2018 Estates Report as follows:

- Planned Preventative Maintenance PPM is ongoing throughout the year. Larger works or works in classrooms are carried out during Easter, summer and October.
- Landscape maintenance is carried out by Idverde and the college's horticulture class group. The horticulture class have designated areas assigned to them including focal points at the front of the building and a large external area designed for teaching.
- There is a maintenance team consisting of 2 multi skilled staff and 5 apprentice painters. There is one electrical contractor who is familiar with the college. More complex plumbing issues are carried out by a mechanical plumbing service contractor.
- Sustainability – the solar panels are generating an income which will pay off the initial investment.
- Waste – Recycling figures are up from 74% to 86% partly due to staff training and to a complete transition to new contractor figures.

The committee noted the energy consumption figures included in the report.

8. Report on Health and Safety

8.1 NCL Health and Safety Report

Tom Dodds presented the report on Health and Safety and outlined the inspection and testing that had been undertaken from June – August 2018, the review and revision underway to the Health and Safety policy, the planned Health and Safety Audit and the e-learning modules which are available to all NCL staff via the "workrite" tab on the Clan.

The committee noted this report and the schedule of activity from the Occupational Health Team.

8.2 SLC Health and Safety Report 21st March 2018

Stewart McKillop advised the committee that there had been no RIDDOR reportable incidents during the quarter and this is comparable to the same period in 2017 and there were no staff involved in

incidents/accidents for this period which is a slight decrease on last year when there was one incident.

The committee noted the minute and the accident report.

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 4th June 2018.
- The NCL structure and summary report submitted to the PAPLs committee
- Item 6.1 The NCL Organisational Update
- Item 6.2 The NCL Marketing Dashboard
- Item 6.3 the SLC HR Committee 16th May 2018 – link to SLC website
- Item 7.2 SLC Estate Update May 2018 – link to SLC website
- Item 8.2 SLC Health and Safety Report 21st March 2018

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

10. AOB: The Chair of the Board, the Chair of the committee and the NCL Principal and members of the committee all spoke very highly of Tom Dodds, who is leaving NCL in September, and his contribution to the college over 20 years. All said he will be missed and all wished him well for the future. Tom recorded his thanks to the Board and to members of the committee for the support he had had over the years.

11. Date of the next meeting: The date for the next meeting is the 19th November 2018 at 3pm in the Boardroom at the Cumbernauld Campus.