

Item 4 RGP 4/03/2019

Minute: Resources and General Purposes Committee

19th November 2018 3 pm Boardroom, Cumbernauld Campus.

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

In Attendance: Iain Clark, Martin Loy, Brian Gilchrist, Diane McGill, Penny Neish

1. Chair's Welcome

Keith Fulton welcomed members to this meeting of the committee and thanked Stewart McKillop for coming to the meeting straight from his flight back from holiday. He also welcomed Martin Loy (NCL Head of Estates) to his first meeting of the Committee.

2. Apologies

There were apologies from Rosemary McKenna and Linda McTavish is on leave of absence from the Board.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the Meeting of the 10th September 2018

4.1 The minute of the meeting was approved.

5. Matters Arising

5.1 The Chair informed the committee that the monitoring of how HR policies are progressing will come to the RGP committee and will be monitored through the Chair.

5.2 Tribunal Claim Update

At the last meeting of the committee it was reported that there had still been little movement on this 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. It was noted at the last meeting that this was a cross sector issue and that Colleges Scotland should have a role in this. It was agreed to explore the possibility of settling the claims and Brian Gilchrist informed the committee that the NCL's solicitors were now in discussion with other solicitors and that he should be able to update at the Board meeting. He also informed the committee that he will raise this with other HR managers in the sector to follow up on the point raised by Martin McGuire.

5.2 Health and Safety Training for the Board.

The Board Secretary updated the committee that after discussion with the Chair it was proposed to have the Health and Safety and Cyber Attack Training on the day after the Board Strategy meeting. Options to have part of the Health and Safety Training delivered on-line will be explored. The Chair informed the Board that a short term working group to plan the strategy day would be convened and invited member present to join the group.

5.3 Cyber Attack Training for the Board

See Item 6.2 above. The Board Secretary reported she would make contact with Suzanne Wilkie at the Scottish Government who were willing to help with this.

5.4 Update on PAPL Committee Meetings

Keith Fulton informed the committee that the non- executives response to the PAPLs committee had been submitted following the request from the Chair of that committee. There had been no response to the letter and it was not mentioned at the PAPLs committee meeting attended by John Kemp from the SFC and Aileen Mckechnie and Paul Johnston of the Scottish Government. A paper setting out the benefits brought by the Lanarkshire Region has been sent to the Chair of SLC for comment. This will be submitted to the Chair of the PAPLs committee along with any other rebuttals that have not yet been made to that committee.

5.5 SLC EIS Agreement wording

Stewart McKillop presented the paper which outlines the terms of the agreement on the implementation of teaching hours at SLC resulting from national bargaining. He noted that time cannot be built up and has to be taken on the day. The committee noted the terms of the agreement. The committee was informed that, following the Board decision not to uphold their appeal, the teaching unions at NCL were now considering what further action they would take.

5.6 Gardiner Theobald Assurances Update

Iain Clark informed the committee that there had been discussion between Martin Loy and David Logue of Gardiner Theobald who had confirmed that, whilst he would have wanted more in terms of presentation regarding the report, he was satisfied that all necessary checks have been made and this will be put in an email to the college.

6. Organisational Development Update

6.1 NCL Organisational Development Update

Brian Gilchrist highlighted the following from the update which is posted on the NCL website:

6.1.1 Living Wage Accreditation

Since merger in 2013, NCL has been paying the Living Wage to all directly employed staff although the Board in place at that time chose not to pursue formal accreditation via the Poverty Alliance. Since that time, formal accreditation of colleges as Living Wage Employers was subsequently agreed as a requirement of national pay negotiations. Previously, NCL was advised that we could not become a Living Wage employer due to a College-contractor relationship where the contractor did not pay Living Wage rates to their employees. The only solution proposed at that time was that the College would need to use public funds to underwrite a multinational private company, which was rejected by the College. Brian Gilchrist was able to confirm that this has been resolved due to ongoing discussion with the Poverty Alliance and the contractor and all staff employed by the contractor at NCL sites, who do not currently receive the Living Wage, will do so from 1 December 2018. Progress has also been made with AMCOL and NCL expects to be able to resolve their position as a Living Wage Employer very soon.

6.1.2 Employers' Association Update

Support Staff

An agreement between both sides of the NJNC was reached in October, following a ballot of the membership of the three recognised Support Trade Unions (who all issued a recommendation to accept to their members). This puts in place a 2½ year pay settlement to cover the period 1 April 2018 to 1 September 2020, at which time the pay settlement date will move from 1 April to 1 September each year. The pay element of the arrangement will see Support Staff earning less than £36,500 receive a pay award of 3% and those earning more than £36,500 receiving 2%. There is a minimum payment of £650 per FTE and a cap of £1,600 per FTE for anyone earning more than £80,000 and who is subject to the National Recognition and Procedure Agreement. The pay element of the settlement is being paid in November. Within the agreement, there are also a range of allowances that have now been standardised across the sector. This includes first aid payments, shift allowances and call out payments. The College has some queries regarding how these payments will apply to its staff and has sought clarification from the national joint secretaries. Payment in relation to these aspects will be paid as soon as clarification is received.

Teaching Staff

For some time, the EIS has been in dispute at a national level regarding pay. This situation has not been resolved. The EIS undertook an indicative ballot of members (with a recommendation to reject) in relation to the final offer proposed by management and the level of support for strike action, with most members rejecting the offer made. Following the ballot, the EIS submitted an alternative offer, which was not accepted by management. It is understood that the EIS now intends to undertake a statutory ballot for industrial action and further updates will be made to the committee as information becomes available.

6.1.3 Local Dispute at NCL

The dispute lodged by the local EIS Branch before the summer in relation to the arrangements for timetabling staff for 23 hours per week to meet the new national agreement was not upheld by the delegated members of the Resources and General Purposes Committee. However, the College received a second notification of dispute from the local EIS Branch on 12 October 2018 relating to the College's clarification of the contractual provisions in the lecturer contract relating to professional flexibility. This is an arrangement that, subject to the requirement of the College, permits lecturers to undertake work at a location other than the College. No disputes meeting has yet taken place, as discussion has been taking place on the issue directly between the College's Assistant Principal for Organisational Development and the EIS Area Officer. However, the Area Officer has confirmed the union's desire to progress to a formal disputes meeting and this will be arranged over the next few weeks.

6.1.4 Policy Development

The Absence Management Policy is being updated. Policy development and updates will be monitored through the RGP committee.

6.1.5 Equality and Diversity

The first meeting of the NCL relaunched Equality and Diversity Group took place at the beginning of November and was attended by a cross college section of staff. Chaired by our Equality and Diversity Adviser supported by two co-Chairs, this group will play a key role in consulting on equality and diversity matters and contributing to ongoing progress in this area. The group includes trade union representation and includes the local EIS Equality and Diversity Representative.

6.1.6 Communications Survey

During September and October, the College ran a communications survey under the remit of the Communications Sub Group of the Partnership Forum. While there were a number of very

positive comments where staff have indicated that they feel communication works well for them, the overall picture was mixed. The Communications Sub Group met on 1 November to consider the responses and to begin looking at how some of the issues highlighted.

6.1.7 Voluntary Severance and Workforce Planning

As set out in the NCL Business Plan, there is an intention to operate a voluntary severance scheme in this academic year. NCL is currently in discussion with SFC regarding agreement in principle for the release of funds. While NCL expects that the entitlements under the scheme will mirror those of the 2017/2018 scheme, further discussion and consultation will be taking place with the trade unions in relation to the scope of the scheme and any restrictions on eligibility that may apply.

6.2 The committee noted the marketing dashboard.

6.3 SLC HR Committee 29th August 2018

Stewart McKillop noted that there would be no Employers Association meeting until May 2019. He presented the minute of the SLC HR Committee on the 29th August and highlighted the following from the report:

6.3.1 Staff Training and Development

As part of SLC's ongoing commitment to developing staff, the College annually programmes four days dedicated to staff development, as well as organising ongoing staff training as appropriate and hosting an annual All Staff Conference. The staff development day held at prior to the end of term on 22nd June 2018 was used for faculty and department specific development. This had allowed all areas to address training and updates most pertinent to them.

Action: Stewart McKillop informed the RGP committee that the next event would be on the 3rd December and NCL staff were welcome to attend.

6.3.2 Teaching Qualification in Further Education (TQFE)

The College remains committed to supporting lecturing staff in achieving the TQFE qualification. During 2018/19 nine members of lecturing staff will be supported through the qualification and meeting the full cost of fees. This year the qualification will be delivered by Dundee University. Before enrolling on TQFE, staff are asked to achieve a Professional Development Award in Learning and Teaching. This year the College will support ten members of staff through the PDA. This is delivered in-house.

6.3.3 Staff Absence

The absence report detailing the levels of absence of the first quarter period 1st April to 30th June 2018 had been distributed to the members. Staff absence continued to be a high priority and significant efforts were made to support staff to attend work. Every absence is followed by a formal return to work interview with the appropriate line manager and trigger point meetings with the Principal and Depute and HR staff also take place as required. Professional occupational health and counselling services are used to support staff attendance. It was highlighted that for this period no patterns of concern existed and that considerable work had been done with staff on long term absence. A number of staff had indeed moved forward to ill-health retiral.

6.3.4. Health and Wellbeing

The College will be introducing 'Quit Your Way' sessions for students and staff towards the end of 2018 and we will be promoting the campaign through the academic session. Plans are also underway for a vaping shelter and the College is reviewing the current Smoking and Vaping Policy. Staff had taken up the opportunity of flu injections.

6.3.5 Mental Health

Mental Health Awareness Week took place from 14th to 20th May this year, with the focus being on 'Stress: Are we coping?' The content of the programme for the week including initiatives such as the Curry and Chaat, Tuck in for Mental Health was noted. This had been run to encourage students and staff to come together and enjoy some food while having a chat. This had been a great success with the students also raising £300 for charity during the event to be shared among supporters of the event; LAMH, Breathing Space and the Mental Health Foundation.

6.3.6 Equality Group – next meeting scheduled for 29th August 2018. The online Staff Equality Monitoring Form was issued to all staff on 16th April 2018 and the return window has now closed. Completion rates are up 18% to 85% this year. Disclosure rates have also increased and the HR Team have ensured that all staff that disclosed that they are a Carer have had the opportunity to discuss their needs.

6.3.7 Carer Positive Employers in Scotland – the College is proud to be a Carer Positive Engaged Employers and was delighted to receive the award during Carers' Week in June 2018. To ensure all staff are aware of the support available a 'Caring for Carers' booklets has been created. A Carers Information Board has also been added to the staff room signposting and a Support Group has also been set up. A separate booklet had been produced for students. This comes with a support plan which can help the individual faculties to assist students who have declared.

6.3.8 National Bargaining

Lecturing Staff – the cost of living pay claim for the lecturing staff remains outstanding following the sixth dispute meeting in June 2018.

The Educational Competencies Consortium (ECC) Ltd has been successful is tendering for the national job evaluation scheme and will deliver the job evaluation project using FEDRA (Further Education Development and Role Analysis)

6.3.9 HR System

Members had already heard of the ongoing benefits of the introduction of the new HR system. The next stage would be looking at the development of online recruitment.

Action: it was agreed that Stewart McKillop would share the staff absence figures with named redacted with the NCL HR Department.

6.3.10 Stewart McKillop informed the committee that SLC were intending to make a submission for the IIP Platinum Award in March 2019.

7. Estates Update

7.1 NCL Estates Update

Iain Clark highlighted the following from his report to the committee:

7.1.1 At the last RGP meeting it was reported that the SFC had released significant funds (£4,805,393 Inc. VAT, fees etc.) to New College Lanarkshire to address 'Very High Priority Maintenance' (VHPM). It was also reported that confirmation was received from the SFC via email in July that –

- All works must be completed or committed through the procurement process, contractors appointed and a programme of works in place by the end of March 2019 to give our Estates Team additional time to manage essential repairs or replacement during the Easter and Summer recess periods.
- That there were no special requirements for drawing down the funds, this should be done as part of the College monthly draw down return. It was also stated "for the avoidance of

doubt” all monies must be committed and drawn down by the end of March 2019, SFC is not able to hold these funds beyond that date.

- A proportion of the fee element of the allocation can be used to advance our options, plans and cost estimate for a replacement Campus Nursery in our Coatbridge site. This is vital given the continual deterioration of the current prefabricated building and the regular level of funding to maintain a safe environment and to keep its operational integrity for a further period.

7.1.2 Current Position: The planning, scoping and preparation of tender documents associated with the VHPM funding continues between Atkins Global (College appointed Consultants) and the NCL Estates Team. Due to the risks associated with the short windows of opportunity available during the Spring & Summer recesses the decision has been taken to appoint up to a maximum of two managing contractors to help co-ordinate & minimise the associated risks.

7.1.3 Guidance was expected for all Colleges from the SFC in early November regarding the management of VHPM funds committed/spent up to and beyond the current financial year (31st March 2019) and any spend planned beyond the current academic year (31st July 2019). An email from the SFC to all Colleges on 7th November on this matter requested further information on how much work has been undertaken and how much work is planned and on spends and commitments and the timing of those as an enhancement to the November Cash Flow return, to be provided by 20 November 2018: this information is vital to the SFC to ensure that all the backlog maintenance funding is spent or formally committed by 31 March 2019 and that no funds are lost to the sector.’

7.1.4 Work undertaken at all Campuses: The October break was used to continue with statutory plant/equipment inspections, planned maintenance and general repairs across the NCL Estate.

7.1.5 Coatbridge Campus: A Programme of reactive repairs is currently on going following recent bad weather which highlighted an additional number of roof leaks to various classrooms, café bar and atrium. VHPM allocation is being utilised to address these. Nursery roof and subfloor have required recent further repair due to wear and tear and wet rot.

7.1.6 Cumbernauld Campus: Taste Training bar has been refurbished and a number of new replacement ovens purchased and installed in the training kitchen over the October break as well as MB212 hair salon being refurbished.

7.1.7 Motherwell Campus: W118 has been upgraded from a GP classroom to an Apple Mac IT suite.

The RGP Committee noted the report.

7.2 SLC Estates Update August 2018

Stewart McKillop presented the August 2018 Estates Report as follows:

7.2.1 Repair & Maintenance: Planned Preventative Maintenance (PPM). Ongoing throughout the year as per manufacturer’s recommendations and legislation. Larger works or works in classrooms are carried out during Easter, summer and October. Facilities Maintenance staff are utilised as much as possible thus minimising costs of contractors.

7.2.2 Landscape Services: As part of the PPM, landscape maintenance is carried out by Idverde and the College’s Horticulture class group. Idverde carry out regular grass and hedge cutting, weed control and general clearing of grounds. The SLC Horticulture class have designated areas assigned to them including focal points at front of building and large external area designed for teaching.

7.2.3 Operations & Maintenance: In House –SLC have a maintenance team consisting of 2 multi-skilled staff and 5 apprentice painters overseen by a supervisor from the Construction faculty. Electrical –SLC has one electrical contractor who is very familiar with the building and processes. Plumbing – Dependant on skill requirement, our maintenance team deal with general repairs and minor works. More complex works are carried out by our mechanical/plumbing service contractor ECG.

7.2.4 Service Control: Our high level/large volume maintenance and repair are contracted out to specialist businesses. The RGP committee noted the list of supplies and contractors.

7.2.5 Capital Projects: The Bistro Kitchen and the 4th Floor IT office are on hold.

7.2.6 Facilities Management Requests: Responsiveness, Cost Effectiveness & Service Quality are all considered. An Internal ticket system enables monitoring and closing of completed works. Longer term SLC plan on implementing a Computer Aided Facilities Management (CAFM) system.

7.2.7 Training & Development: All staff are trained in specifics relating to their role prior to carrying out tasks.

7.2.8 Building Cleaning: SLC employ 28 cleaners split between Morning and Evening shifts as well as 3 day cleaners, supervised by our 4 building supervisors.

The committee noted the outputs produced by the solar panels, the drop in landfill waste from 14% to 11% and the energy consumption figures included in the report.

8. Report on Health and Safety

8.1 NCL Health and Safety Report

Brian Gilchrist highlighted the following from his report which is published on the NCL website.

8.1.1 Health and Safety Management Arrangements: Following a realignment of responsibilities within the senior management team, Health and Safety (including Occupational Health) now sits with the Assistant Principal: Organisational Development.

8.1.2 Update of Health and Safety Policy: The Organisation and Master Arrangements sections of the policy have been updated to reflect post-VS changes in responsibilities and the revised senior management team structure. There has been no significant amendment to the policy, although new content has been added on electromagnetic waves, drones, smoking and student induction. A revised *Statement of Intent* will also be provided to the Board Chair and Principal for signature to update the health and safety objectives for the coming session.

8.1.3 Workplace Inspections: there have been two health and safety inspections of the workplace. No issues of significance were highlighted at either inspection.

8.1.4 Guidance for Senior Cover Staff: Due to the multi-campus nature of the College, NCL operates a senior cover arrangement whereby a senior member of staff is appointed as the designated duty manager for each main campus each day. NCL has reviewed and consolidated the guidance for senior cover staff. This was circulated to all relevant staff in week commencing 12 November and is available for staff to download via The Clan.

8.1.5 Management Training for Health and Safety: Following a proposal from the Health and Safety Manager, the SMT agreed in November that NCL would amend the training element of the Health and Safety policy from a requirement to undertake an IOSH Managing Safely course to a requirement to undertaking appropriate college devised training. This will better meet the college's needs and the college has the knowledge, skills and capacity to develop this.

8.1.6 Scottish Fire and Rescue Service Audits – Fire Alarms at Motherwell and Cumbernauld between the hours of 8am and 4pm, we will now have a four minute filter before SFRS are

automatically called. SFRS will continue to attend all alarms at the Coatbridge campus automatically, due to our proximity to a primary school and residential areas.

8.1.7 Business Continuity Plans: The Health and Safety Manager has supported a number of business continuity analysis workshops to identify risks at a local level and these will inform the final Business Continuity Plan. Updates will be provided as this work progresses.

8.1.8 Mental Health Activity: NCL plans to offer three further cohorts of Applied Suicide Intervention Skills Training (ASIST) in the current session and are in discussion with Stigma Free Lanarkshire in relation to a mixture of faculty specific and general training sessions. Through the Faculty of Care and Science, we are also supporting a programme of Train the Trainer sessions to enable more of NCL's own staff to be competent to deliver the Mental Health First Aid Training.

Action: *The committee noted the report. The minute of the Corporate Health and Safety Committee will continue to come to the RGP committee.*

8.2 SLC Health and Safety Report 21st March 2018

8.2.1 Stewart McKillop advised the committee that there were no unexpected patterns relating to the period. Injuries were minor with no RIDDOR incidents. There have been no patterns identified relating to mental health. The Health and Safety Group will continue to monitor this and recommend any further actions to reduce the likelihood of recurrence, where necessary. A housekeeping inspection was conducted on the lower ground, ground and first floor. No serious concerns were identified, and all items were prioritised and addressed accordingly. Disclaimers are now being used in Hair Dressing and Beauty Therapy following an incident involving Digby Brown solicitors.

The RGP committee noted the report.

9. Update from special meetings of the RGP Committee 18th July and 7th August 2018

Keith Fulton reported that the non- executive board members of the RGP committee had recommended to the Board that the EIS/FELA appeal should not be upheld– see Item 6.1.3 above. The unions are now considering their position.

10. Progress and Review NCL Business Scenario Plan – Workforce Development and Infrastructure

The RGP committee noted the paper which has been produced setting out responsibilities and monitoring processes. This paper has gone to all the Board's committees

Action: *Further reports on the workforce deployment and infrastructure themes will be brought to the RGP committee and this will be a standing item on the committee's agenda.*

11. 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 10th September 2018.
- Item 6.1 The NCL Organisational Update
- Item 6.2 The NCL Marketing Dashboard
- Item 6.3 the SLC HR Committee 29th August 2018– link to SLC website
- Item 7.2 SLC Estate Update August 2018 – link to SLC website
- Item 8.2 SLC Health and Safety Report 29th August 2018

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

12. Date of the next meeting: The date for the next meeting is the 4th March 2019 2018 at 3pm in the Boardroom at the Cumbernauld Campus.