

Item 4 RGP 3/06/2019

Final Minute: Resources and General Purposes Committee (RGP)

15.00 4th March 2019 Boardroom Cumbernauld Campus

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

In attendance: Iain Clark, Brian Gilchrist, Diane McGill, Penny Neish

1. Chair's welcome

1.1 Keith Fulton welcomed everyone to this meeting of the RGP Committee.

2. Apologies

There were apologies from Angus Allan, Martin Loy, and from Linda McTavish who is on leave of absence.

3. Declarations of Interest

There were no declarations of interest.

4. Minute of the RGP meeting on 19 November 2018.

4.1 The minute was approved.

5. Matters arising

5.1 Tribunal claim update

Brian Gilchrist (BG) advised that there had been little movement; the College has written to the 4 claimants and is awaiting their responses. The issue seems to be that most of the staff are represented by the same solicitors who undertake the trade union's work and that takes priority. The College is seeking an update from the solicitors on the position re these individual claims.

Action: Further update from BG at the next meeting of the RGP.

5.2 Health and Safety training for the Board

Diane McGill (DMcG) has spoken with Willie Tait regarding the use of existing materials (amended and updated) for new Board members and those who were unable to attend the earlier training session provided for the Board. Where possible this material will also be made available online, however it is acknowledged that online access is not suitable for all Board members and hard copy of this material should be made available. Further Health and Safety training for the full Board had been scheduled to take place around the Board Strategy day on 18 March, however since this event has been postponed, and is not convenient for all Board members, a new date is being sought.

Action: Board Secretary to liaise with Willie Tait to arrange training for new Board members and for further full Board member Health and Safety training.

5.3 Cyber-attack training for the Board

It had also been intended to have cyber training for the Board on 18 March 2019, however, the postponement of the event has required a re-think on providing this training to the Board.

Action: Board Secretary to continue to seek an opportunity for the Board to receive cyber training.

5.4 Update on the PAPLS Committee

Keith Fulton (KF) referred to the letter from Jenny Marra MSP, Convener of PAPLS, in response to the Lanarkshire Board's letter on certain content in the Auditor General's report - Scotland's Colleges 2018. The Committee and the Auditor General had both been sent a paper on the regional benefits achieved in Lanarkshire. KF said that the Convener's response stated that the PAPLS committee scrutiny of the 16/17 Audit of NCL was now closed. The RGP welcomed this development.

5.5 Employers' Association Update: support staff

KF asked BG to comment on the pay element of the settlement to be paid in November 2018. BG confirmed that the range of allowances standardised across the sector that includes first aid payment, shift allowances and call out payments were applied to the relevant NCL staff in November.

5.6 Local dispute at NCL

BG advised that there is on-going dialogue with EIS on a number of issues. The three main areas of discontent are:

- Implementation of the National Bargaining Agreement
- Professional flexibility, and
- Organisational structure in certain areas.

A group of MSPs have met with Karen Watt at SFC to make representation on these issues. KF advised that he, Martin McGuire (MM), Sharon Drysdale (SD) and Linda McLeod (LMcL) had met prior to the SFC/MSP meeting to provide a full briefing on the position at NCL and the actions taken to address the EIS areas of discontent.

MM advised that he had written to the MSPs involved inviting them to come to college to discuss the contentious areas with him and Keith Fulton but only one has responded so far.

Stewart McKillop (SMcK) re-affirmed that SLC has settled on the nationally agreed maximum of 23 (+1 within constraints) hours scheduled teaching time with its EIS representatives and has not reduced the number of credits to be taught in this timeframe.

5.7 Business Plan – Voluntary Severance Scheme

BG reported that in November 2018 the College agreed with SFC an allocation of strategic funding to support VS. In December the terms of the scheme and the analysis on which it was based was outlined to the college unions. At the unions' request, the launch of the scheme was deferred until after Christmas: it opened for applications on 11 January 2019 and closed on 25 January 2019. Managers have been working since then with line managers to confirm which applications to accept. Once agreed these will be outlined to the trade unions. The decisions will be advised to staff on 8 March. It is anticipated that those staff granted VS will leave the college at the end of the session.

5.8 Meeting with Unison

KF advised RGP that he, together with MM and BG, had met recently with the college Unison stewards and the full time official, John Gallacher (JG). It was a constructive meeting with JG making some very positive comments in relation to NCL's new RPA which may be used as a template across the sector.

Regional Business

6. Progress and Review of NCL Business Scenario Plan – Workforce Deployment and Infrastructure

Iain Clark (IC) spoke to the Project Stream Report paper and sought the views of the RGP on the level of detail required by the Committee. The information provided in the paper is a top-level summary of all of the projects in progress and may well be sufficient for the Committee however, IC would be happy to provide the detail of the projects which are being handled by the SMT if the Committee so wishes. IC also made this offer to the other Committees of the Board.

Action: DMcG to ensure that there is consistent levels of reporting to all committees.

Regional College business

7. NCL Organisational Development update

7.1 NCL Organisational Development

- **IIP:** The College's third annual visit in the current 3-year accreditation took place in February 2019. The number of staff participating was good. IIP has recommended accreditation at silver level, but this has still to be confirmed. This was welcomed by the RGP and NCL SMT as it demonstrated a commitment to the college by a significant number of staff.
- **Equality and Diversity CPD Training:** Brian Gilchrist advised that external training is increasingly costly and therefore this training is now being delivered for staff in house. 250 staff across all campuses signed up for the training in January 2019 and that good feedback has been received.

7.2 Marketing Dashboard

Brian Gilchrist drew members' attention to the reference to Information Evenings on the Dashboard which had taken place in January across the three main campuses. Due to bringing forward the publication of prospectus information and the launch of the August 2019 course application process, the college was able to promote both January and August courses through early engagement with prospective students. First indicators are that this is a worthwhile development and there has been a noticeable and positive impact on applications received following this exercise. The Information Evenings will be repeated in June to raise awareness of course places remaining for August 2019.

7.3 Equality and Diversity Dashboard

Members of the RGP welcomed the development of the Equality and Diversity Dashboard and commented on the usefulness of this easy-read summary of NCL's equality and diversity activities. BG advised that it would be published quarterly and made widely available.

7.4 Equality Reporting

BG updated the Committee on the work being undertaken to meet the Scottish Government's requirement of Scottish Public Authorities to publish by the end of April 2019 the following information in an accessible format:

- A report on our progress to mainstream the general equality duty into all functions;
- Publish a report on the progress made to achieve our equality outcomes;
- Information on the protected characteristics of staff and include progress made in gathering and using that information to better perform the equality duty;
- The number of men and women board members and how this information has/ will be used to improve diversity amongst members;
- Gender Pay Gap information

The RGP will be updated at the next meeting.

Action: update on Equality Reporting (BG)

8. NCL Estates Update

IC advised the RGP that the tender process for various maintenance and H&S related projects in Coatbridge, Cumbernauld, Kirkintilloch and Motherwell campuses had run between 7 January and 6th February 2019. Two returns had been received from EMTEC and SPIE. The bids are currently being evaluated and clarified and it is hoped to appoint a main contractor by 31 March 2019. Some of the work will require staff and students to move out of their current accommodation at the Cumbernauld Campus for a few weeks with minimum disruption to students. The majority of the work will take place over the summer period when the building occupants will be mainly staff.

SFC has confirmed the spend plans and the carry forward beyond 31 July 2019.

The feasibility study on the options for a possible replacement for the current **Coatbridge Campus nursery** on the current site is nearing completion. The Board's Nursery Review Group and the Head of Centre, Coatbridge Nursery, and Estates Management representatives attended a meeting with the architects and quantity surveyors who put forward a well-developed scheme and costings for a replacement nursery which complied with current government and care commission guidance as well as addressing models of good practice.

Discussions also took place regarding the feasibility of locating the nursery within the current footprint of Coatbridge Campus. This proposal will be further considered and taken forward over the next month.

The lease for **Hamilton Towers** is due to expire in July 2019. Discussions on next steps regarding this facility will be required in the near future. This building is on an annual lease and utilised fully during the latter part of the week. Consideration of the curriculum delivery plan will be included in the deliberations on whether the lease is renewed or not.

The lease for **Broadwood Campus** has expired; the current terms of the lease are continuing in the short term. Discussions are required to establish NCL's policy for future use of this facility which is well used to the extent that space is now limited.

IC commented that capital funds are very stretched across the sector; Very High Maintenance funds can be used for scoping maintenance but not for building.

IC advised that over the weekend the railings in Park Street had been damaged by a joy rider. The damage could amount to £7,000-£8000. He is in discussion with the insurers to find out the college's position, especially with regard to any excess, and whether a claim would be feasible.

Action: IC to update on NCL estates at the next meeting of the RGP.

9. Health and Safety Report

BG said that although the RGP had a copy of the minutes of the Corporate Health and Safety Committee held in October 2018, a more recent meeting had taken place in mid-February 2019 and that the information he would give would be up to date. He offered to pick up any points in the October minutes if RGP members had any queries.

BG advised that the EIS currently have only one H&S representative and that they are being encouraged to appoint a second representative to enable them to participate fully on the Corporate H&S Committee.

9.1 Healthy Working Lives: BG advised that the College has achieved the silver award.

10. Chair's Report

10.1 KF advised members that he had been in touch **with Linda McTavish** in connection with her leave of absence and had been concerned to hear of her health issues. This unfortunate development had led to Linda deciding to focus on her health and family and that she would not be returning to the Board as Chair. Linda will be writing to Aileen McKechnie (Scottish Government) formally in the next few days.

KF has agreed to continue as Interim Chair on a temporary basis subject to the Lanarkshire Board's agreement while the public appointments process takes place.

KF will continue his contact with Linda in the coming weeks.

10.2 Board Strategy day: KF said that after much discussion and deliberation it had been decided to postpone the Board Strategy day scheduled for 18 March 2019. A number of major issues for the college are looming, including the lack of clarity around the impact of Brexit, in-year claw back, and on-going cross-sector issues with national bargaining. It is intended to rearrange the event in a few weeks.

11. SLC HR Committee 13 November 2018 – including Health and Safety update

SMcK highlighted some of the topics in the paper:

11.1 Teaching Qualifications in Further Education (TQFE)

The College remains committed to supporting Lecturing staff in achieving their TQFE. During 2018/19, nine members of staff will be taking up the qualification and as previously discussed the College will be meeting the full cost of the fees attached.

Also during 2018/19 the College will support eleven members of Lecturing staff through the PDA. Staff must have achieved this qualification to be considered to go forward to TQFE.

Ms Beresford informed members that these qualifications were now a requirement as part of the National Bargaining Negotiations process. She added that the College had made its annual return to the Funding Council on the percentage of SLC staff who had completed TQFE. At present the figure stands at 73%, this shows a slight decrease within permanent staff which was due to a number of retirements which had taken place during the year. Ms Beresford pointed out that in line with previous conversations of the Committee the College had seen an increase of 3% in terms of part-time staff achieving the awards.

11.2 Health and Wellbeing: Planned Health and Wellbeing Initiatives – the College's Health and Wellbeing event took from 23rd to 26th October. The event was a great success and once again proved useful for both students and staff. The College hosted an EXPO in the atrium with a diverse range of organisations hosting information stands. The Student Association was very involved and also had a stand for the week.

11.3 Markaton Training: a group of staff took part in a training session on 15th August 2018. Ms Harkness stated that the feedback had been excellent and that more staff were hoping to attend future training.

11.4 Leaders in Diversity: the College remains committed to improving best practice and is currently being re-assessed to maintain the Leader in Diversity status. This involves engaging with key stakeholders; leaders, staff, students and suppliers.

11.5 Equality Mainstreaming Report: Ms Beresford informed members that work was being done on updating this document at present and that it should be complete by April 2019. The report will provide an update on the College's progress in the Equality Outcomes and a draft completed by February 2019.

11.6 Investors in People: The College underwent the annual review for Investors in People in October 2018 and is currently awaiting the interim report. The assessor met with staff individually and the trade union representatives to obtain their views on working at SLC.

11.7 Human Resources System: The MyHR System has now been successfully launched to all staff and development is also underway on the next phase that will be focusing on developing recruitment online.

Discussion ensued on the benefits of the new system. Ms Beresford stated the recruitment online would include videos of staff from various areas across the College talking about their personal experience of working at SLC.

11.8 Health and Safety: The Health and Safety Group met on 26th September, the minutes had been distributed for members' information.

Ms Beresford drew members' attention to the Accident/Incident Statistics for 1st July to 30th September 2018. Members noted that the instances had decreased and that no RIDDOR reportable incidents had occurred during the quarter.

Ms Stillie stated that in many areas there was an increase in drug related incidents and enquired if the College was experiencing any issues. Ms Harkness stated that the College continued to work with a number of external organisations to ensure the correct support and knowledge for staff was in place to assist students should issues arise.

Mr Allan stated that the College had a zero-tolerance policy and that students were made aware of this at induction.

11.9 Annual Report from the Committee to the Board of Management (Draft): Ms Martin stated that through the Board Effectiveness exercise it had been agreed that it would be good practice for all Committees to follow the example of the Audit Committee and prepare an Annual Report to the Board of Management. This report would highlight attendance, terms of reference and the work done and considered by the Committee throughout the year.

Members considered the content of the report and agreed it would go forward to the Board of Management on 27th November 2018.

12. SLC Estates update November 2018

SMcK asked the RGP to note the SLC Estates Report.

General Committee Business

13. Committee Terms of Reference

The Board Secretary advised members of the RGP that all the Board Committees were being asked to review and comment on the terms of reference for their specific committee. DMcG asked members of the RGP to let her have any comments on the terms of reference for the RGP Committee by Friday 8 March.

<i>Action: All members of the RGP Committee</i>

14. Approval of publication of the papers from this committee.

The committee approved the publication of the following papers:

The Agenda

The Minute of the meeting of the 19th November 2018

Item 5.4

Item 7.1

Item 7.2

A link to the SLC website for Items 11 and 12

15. AOB: there was no additional business.

16. The date of the next meeting is 3 June 2019 at 15.00 in the Boardroom at the Motherwell Campus.