

Item 4.3 RGP 9/9/19

Minute: Resources and General Purposes Committee (RGP)

13.00 3 June 2019 Boardroom NCL Motherwell

Present: Keith Fulton (Chair), Martin McGuire, Rosemary McKenna (by phone).

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

1. Chair's welcome

1.1 Keith Fulton (KF) welcomed everyone to this meeting of the RGP Committee and thanked members for accommodating the change of time to enable a Special Board Meeting to take place later that afternoon.

2. Apologies

There were no apologies.

3. Declarations of Interest

There were no declarations of interest.

4. Minute of the RPG meeting on 4 March 2019

4.1 Iain Clark (IC) clarified a point in the NCL Estates Update, (note 8): *"Some of the work will require staff and students to move out of their current accommodation for a few weeks with minimum disruption to students"*. This applies only to NCL Cumbernauld: other campuses will not be affected in this way.

4.2 The Minute was approved.

5. Matters arising

The action points are already on the agenda.

5.1 Tribunal claim update: There is no further update at this point, as terms and conditions are now subsumed within national bargaining. Brian Gilchrist will raise this again with Colleges Scotland but at the moment they are reluctant to become involved in this claim.

5.2 Health and Safety training for the Board: This was to have taken place around the Board Strategy Day in March but this event was postponed. It is intended to run the Strategy Day in September once the new Chair and Principal have been appointed. The Health and Safety Training may be arranged around this. The Board Secretary is keeping this situation under review.

5.3 Cyber Attack training for the Board: The same situation applies to this Board training as for the Health and Safety training.

5.4 Update on EIS disputes at NCL:

i) EIS/FELA locally is unhappy at the **introduction of the 23/860 hours teaching time** but this falls within national bargaining and was introduced as part of the national agreement across the sector. NCL therefore regards this dispute as concluded.

ii) **Professional flexibility:** The NCL trades unions have raised their concerns on this with MSPs. This too falls within the bounds of national bargaining. Faculty Heads have reported that staff are taking a common sense approach enabling the college to run smoothly. Martin McGuire (MMcG) said that Colleges Scotland must ensure that professional flexibility is defined precisely in the wording of the national agreement to forestall a range of interpretations, leading to difficulties in the future.

The Employers' Association made a combined pay and Terms and Conditions offer to EIS/FELA who have agreed to ballot their members. Professional flexibility was added to this offer as part of the Terms and Conditions. In this offer staff are allowed 7 hours per week out of college at the discretion of their line manager. SLC did not previously have such an agreement but will now have to implement it as part of national bargaining.

iii) As reported at the previous meeting of the RGP contact had been made with a group of MSPs who had met with SFC to make representation on the NCL local disputes. MMcG advised that all of the MSPs involved had been invited into the college to meet with the Principal and or the Chair. Only one of the MSPs has not responded to the college's invitation to discuss his concerns.

5.5 Board Strategy Day update: It is intended to run the postponed Board Strategy Day in September following the appointment of the new Chair and Principal. The Board Secretary will keep the RGP updated.

6. Progress and Review of the NCL Business Scenario Plan

In the last few days IC, BG and Derek Smeall (DS) have been making presentations to staff to keep them up to date with progress, but the meetings have not been well attended. There is information on the CLAN for staff. Iain Clark, Brian Gilchrist and Derek Smeall also met with the unions beforehand to give them a full review of the presentation in advance of the all staff sessions.

The Plan is broadly on track and has been well received by SFC. Unfortunately, the early withdrawal target has not been met but progress is being made. Class sizes have increased which is a positive step towards greater cost efficiency.

The college is progressing a voluntary severance scheme as part of the workforce planning strategy within the Business Plan. NCL will be releasing 4.6FTE support staff as per the target and 10.91 teaching staff (target 13 FTE) through VS in the current session. Some staff have already left but the majority will leave in June and July. Based on average salaries the monetary value equates to £2.2m saving. Some of the unspent allocation will be used this year and discussions will be held with SFC regarding the remainder of the funding.

SFC has received the overall progress on the Business Plan very positively.

IC said that next year's budget will be under even greater pressure against plan given, for example, the increase in teaching staff pension contribution, cost of living increases and reduced funding for maintenance.

KF commented that the papers provided to RGP members gave a good summary of the current position. He advised that the Chair's Committee had met with SFC re the strategic aspects of the Business Plan but that little time had been spent on this issue other than to acknowledge the progress being made despite the disappointment regarding the missed target on retention and withdrawal. The Chairs will have a further meeting with SFC in about 6 months.

IC advised that he, BG and DS have another scheduled meeting with SFC later in June.

Action: *Board Secretary to schedule a further meeting between the Chair's Committee and SFC in six months.*

7. NCL Organisational Development Update

7.1 Organisational Development

i) Employers' Association: Support Staff: The agreed job evaluation process for support staff is now underway. Staff are being asked to complete a role questionnaire to outline the requirements of their role. Both support staff trades unions are providing support to members over a series of meetings prior to the submission date of 28 June 2019. National scoring panels will invite colleges to submit names for the national panels. NCL is unable to release anyone from HR as staffing is currently already stretched. BG will keep the RGP updated.

ii) Teaching Staff: The latest pay offer has been put out to ballot to EIS/FELA members by the TU. NCL management has circulated information to all staff to ensure that non-union members have the most recent information.

7.2 NCL Marketing Dashboard

The RGP noted this paper with thanks.

7.3 NCL Equality and Diversity Dashboard

BG reported that this information was available on the college website and had also been provided to the CSAO Committee. He commented on the gender pay gap saying that analysis had shown that this figure had been raised in the main because of the ratio of males: females in the support staff of whom a number of females were in the lowest-paid category.

8. NCL Estates Update

IC said that following the conclusion of the **Very High Priority Maintenance (VHPM)** tender process works had begun in April/May 2019. According to SFC guidance the work and the monies had to be expended by July 2019 however, this condition had been loosely phrased and some leeway had been allowed up to the start of the new session, but next year the monies will have to be expended by March 2020.

On the **Coatbridge nursery**, IC advised that he was pressing for a response from the Care Commission Inspectorate regarding a pre-registration inspection of the designs before making a bid to SFC's Estates Capital fund for this project. KF said that Elaine Smith MSP is very interested in this project and had offered to become involved if necessary.

Leases: Curriculum changes require the estate to be updated and discussions regarding Hamilton Towers and Broadwood Campus are on-going. A number of capital projects have been progressed and costed with faculties and support areas for consideration for work over the summer period. All projects will be reviewed and assessed in line with available funding with those related to H&S issues and those deemed business critical being prioritised.

Continuous Planned Preventative Maintenance (PPM) continues in line with manufacturers' recommendations with all statutory inspections complete.

Reactive maintenance continues as required either through the in-house maintenance team or through maintenance framework providers (APUC appointed).

Waste Management: A number of projects being carried out this summer will bring the added benefit of improving sustainability through reducing energy usage across NCL campuses.

Motherwell Campus: MMcG advised the RGP that there should be a final check on the work carried out at Motherwell before the warranty expires. The college has identified some issues but requires Galliford Try to carry out a survey. The confusion over the lines of responsibility following company takeovers must not mean that any outstanding commitments are waived or overlooked. IC said that 2020/21 was the end of the liability period but he would check this. It was agreed by the RGP that there should be a full inspection of the estate before the end of this period and requested IC to clarify who should be pursued to carry this out.

Action: IC to follow up with Galliford Try regarding a full estate survey before the end of the liability period.

KF said that for this year SFC is flexible re commitment dates for funding to be spent but that from a college point of view there are only certain times when works can be carried out, therefore having to have monies spent by March 2020 does not fit with the academic cycle. It is important therefore to ensure that SFC to recognises this. IC said that fortunately next year's maintenance requirements are not expected to be so intrusive as regards staff and student access/egress and internal/external works.

9. NCL Health and Safety Report

BG spoke to the draft Corporate Health and Safety Committee meeting minutes (13 May 2019). He commented on the **asbestos management survey** in relation to the Coatbridge nursery, para 4 (12) in the minutes, and advised that the results have been included in the risk register for that campus. He mentioned that the cladding at Motherwell para 4(a) had been inspected and that the survey results were expected shortly. At the Corporate H&S Committee, Martin Loy, NCL Estates Manager, had agreed to confirm with Morrisons the end date of the Defect Liability Period (DLP) and would ensure **any further surveys required** were undertaken before the end of the DLP.

Action: IC to keep the RGP informed re any further surveys required to be undertaken before the end of that period.

BG said that as regards the **HSE weld fume alert** the NCL H&S Committee had agreed that Local Exhaust Ventilation and respirators would be used at all times until further guidance is issued by the HSE regarding Workplace Exposure Limits. The HSE is currently in consultation with relevant bodies on this.

H&S Audit: 20 out of the 29 faculty/department Heads had now completed the H&S Survey. BG is liaising with Willie Tait on those areas still to respond to ensure that all departments understand the importance of this task.

10. Chair's update

Recruitment: KF updated the RPG on the position of **NCL/RSB Chair**. The Scottish Government has initiated the public appointments process and has provided a timetable of the steps involved to which they have added the rider that there may be some slippage. The closing date for applications is 7 June 2019 and so far, there has been no indication of the level of interest. At this point the Scottish Government hopes to have a new Chair in place by the end of August.

NCL Principal: The closing date for this post is 3 June 2019 and to date there have been a number of applications from a wide range of candidates from within FE, HE and other organisations.

Vice- Principal (Acting): An interim appointment has been made following an internal recruitment process. Seven applications were received and five candidates were interviewed. Feedback has been provided to the two unsuccessful candidates and to those unsuccessful, following interview.

Assistant Principal: There now needs to be another process to replace the Acting VP appointee, Ann Baxter, and that is currently in train.

Following the appointment of the Principal, permanent appointments to VP and AP will need to be addressed.

Board members: A recruitment process is also underway for new Board members. Three new Board members were appointed in March 2019 and another recruitment drive has just closed. There are four potential new appointees and interviews are to be arranged. The tenure of appointments to the Board means that of the four members whose term is up over the summer only one has indicated that she does not wish to renew her Board membership.

Trade Union representation on the Board: Following a consultation the Scottish Government is now looking at the implications that these changes will bring to Boards. For Lanarkshire this could mean that the Board increases to over thirty members. The Scottish Government have been in touch with KF and the Board Secretary to get their views on the impact of managing a Board of this size effectively.

The Good Governance Group is also looking at the implications for the sector of these changes.

The Scottish Government will issue guidance.

KF said that it will be important for the TU nominees to appreciate their role on the Board and receive guidance on the requirements and constraints of being a Board Member with the responsibilities set out in the Code of Conduct for Board Members and the Code of Good Governance.

KF also commented on the decision by the Scottish Government to pay Chairs of Assigned Colleges but that the basis is not yet known. There is a legislative process to be completed.

11. SLC - HR Committee and Health and Safety update

11.1 Stewart McKillop (SMcK) spoke to the Minutes of the SLC HR Committee (20 February 2019) and highlighted the following areas:

Professional Learning Opportunities – the members had been issued with the evaluation information relating to the December Staff Development Day. This had included the launch of a number of new on-line e-learning modules and the overall evaluations were extremely positive.

Ms Beresford stated that the evaluations were always scrutinised to ensure changes to provision was made as required.

The next staff development day was scheduled for 1st March 2019 but due to the time being lost by students due to industrial action it was considered in the best interests of all to postpone this session until June 2019. There will now be two staff development days in June. In addition, the College is currently in the process of putting out to tender for a management training programme for the middle tier of managers.

Members discussed the content of the training days and were pleased with the continued high levels of evaluations. They fully supported the decision to move the March day to June.

Career Review – the new career review documentation was launched in May 2018 and all staff were expected to have completed a Career Review by 14th February 2019. The progress of this is monitored on a weekly basis by the College Management Team.

Investors in People – members had been issued with the College’s interim report for the annual interim review which had taken place in October 2018 with a further meeting with the IIP representative taking place in February 2019.

Members noted the summary of the actions planned. Discussion took place in regard to the full review which would take place in May 2019. Members stated the importance of the staff involvement in the process and the positivity expressed due to the strong supportive culture throughout the College.

Planned Health and Wellbeing Initiatives – the Staff Benefits survey had been completed and the findings had been issued for members to consider.

Members discussed the high level of benefits provided by the College and were happy to note that there continues to be a high participation level overall of classes, clubs etc. It was noted that the overall satisfaction level stood at 85%.

Ms Beresford stated that the provision was always subject to monitoring and at present consideration was being given to changing the provider for the Employee Assistance Programme as some concerns had been raised in regard to the administrative side of the process. Members would be kept updated.

It was agreed that the Death in Service Benefit provided by the College was of assistance to staff in other areas such as when applying for mortgages. The Principal stated that he had found it was of great help to the families of deceased members of staff at the most difficult of times.

Mental Health – the CIPS Health and Wellbeing at Work Report (2018) highlighted concern in the increase in the significance of mental ill health as a cause of sickness absence. Over a fifth of the UK employees now report that mental ill health is the primary cause of long-term absence (22% of organisations compared with 13% in 2016). The College is committed to ensuring that the action is taken to identify and reduce stress in the workplace and manage mental health. This year has seen an increase in staff requesting mental health awareness training.

At the next staff development day, the College will be making a course available to all staff on mental health awareness. This course has been designed and will be delivered in-house to ensure it is current and relevant to the needs of the organisation. The College is also introducing the Mental Health and Wellbeing Award at SCQF levels 4 and 5. The qualifications aim to address gaps in knowledge and improve understanding of mental health.

Plans are underway for Mental Health Awareness Week from 13th to 17th May 2019.

Equality Mainstreaming Report – the College is due to publish an update on the Equality Mainstreaming Report in April 2019 as required under the Equality Act 2010. Members noted that the report would provide an update of the College’s progress in Equality Outcomes and looked forward to receiving the document.

- 11.2** From the Accident/Incident Statistics (1 January 2019-31 March 2019) SMcK advised that the college had had one RIDDOR reportable incident during the quarter, but that no claim had yet been received.

12. SLC Estates update January-March 2019

SMcK commented on the in-house maintenance team comprising two multi skilled operatives and five apprentices which provide the students with valuable work experience when applying for jobs.

On Training and Development SMcK said that all staff are trained in specifics relating to the role prior to carrying out tasks such as maintenance, cleaning, building supervisors, evacuation process and customer relations, technical administration and management.

13. Approval of publication of the papers from this Committee:

Papers for publication:

- i) Agenda for 3 June 2019
- ii) Minutes of the meeting on 4 March 2019
- iii) Item 7.1 Organisational Development update
- iv) Item 7.2 NCL Marketing Dashboard
- v) Item 7.3 NCL Equality Dashboard
- vi) Item 11 and Item 12 SLC papers through reference to the SLC website

14. There being **no AOCB**, the Chair closed the meeting.

15. Date of the next meeting: 9 September 2019 at 15.00 at 101 Park Street, NCL Coatbridge

9 June 2019