

Agenda - Resources and General Purposes Committee

Monday 26th February 2024 - 3.00 pm. Face to face Cumbernauld Campus and via Zoom

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| 1. | Chair's welcome | |
| 2. | Apologies for Absence | |
| 3. | Declarations of Interest | |
| 4. | Minutes of meeting of 20th November 2023 (FA) | Minutes Posted- KF |
| 5. | Matters Arising (FI) | |
| | 5.1 Update on BTO | Verbal Update – KF |
| | 5.2 Nursery Update | Verbal Update – CM/AB |
| | 5.3 RAAC Update | Verbal Update - WM |
| 6. | AMCOL Nursery Relationship Update (FI) | Verbal Report – AB/MS |
| 7. | College Registrar's Report (FI) | Papers Emailed - ET |
| 8. | NCL Estates Update (FI)* | Papers Emailed – WM |
| 9. | ICT Update (FI)* | Paper Emailed - MS |
| 10. | NCL Health and Safety Report (FI) * | Paper Emailed - ET |
| 11. | Brand Update (FI) | Paper Emailed – ET |
| 12. | NCL College Update (FI) | Verbal Update – CM |
| 13. | RSB & Assigned College Update (FI) | Verbal Update - RS |
| 14. | Chair's Update (FI) | Verbal Report - KF |
| 15. | Horizon Scanning – Forward Plan Update (FI) | Discussion |

General Committee Business

16. **Approval of publication of the papers from this committee (FA) Board Secretary**
17. **Date of Next Meeting: the scheduled date for the next meeting is 3pm 20th May 2024 at the Motherwell Campus.**

FI = For Information FA= For Approval FR= For Recommendation: *= non disclosable #= published on SLC website ~= future publication

Name Key: AB= Ann Baxter CM= Christopher Moore ;WM= William McCallum: ET= Elaine Turkington KF = Keith Fulton; BS = Board Secretary: PN = Penny Neish.

Minute: NCL Resources and General Purposes Committee (RGP)

15.00 on 20 November 2023 at Cumbernauld Campus and via Zoom

Present: Keith Fulton (Chair), David Alves, Derek Hamill

Apologies: William McCallum, Ronnie Smith

In attendance: Ann Baxter, Christopher Moore, Matthew Smith, Elaine Turkington, Diane McGill, Penny Neish

1. Chair's welcome

Keith Fulton (KF) opened the meeting and welcomed everyone. KF commented on the success of NCL competitors at the recent WorldSkills event in Manchester. Christopher Moore (CM) said he would provide further information in his Principal's update.

2. Apologies

As noted above.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes

Minutes of the RGP meeting of 18 September 2023

The minutes were agreed.

5. Matters arising:

There were no matters arising which were not included in the agenda, however there were several action points:

Actions:

5.1 Update on return on return on GDPR Training for Board members:

Elaine Turkington (ET) advised that 84% of staff have now completed this training. This is open to all Board members and can be accessed via their nclan email addresses.

5.2 Update on BTO:

KF reported that discussions are continuing between Burness Paul, Galliford Try and their sub-contractors. It is still anticipated that discussions involving NCL will take place early in 2024. As part of this process a further inspection of the teaching block took place on 31 October (requested by Burness Paul). Among those attending the inspection were Galliford Try, Velfac and their legal representatives, BDP, and College Estates personnel. As regards costs to date, there has been no major change: less than 30% of all costs to the college are legal ones; the balance being incurred in connection with safety issues, netting etc. Matthew Smith (MS) is preparing a full cost update for the meeting of the Regional Board on 11 December 2023.

5.3 Nursery update:

CM said that the closing date for the Coatbridge Nursery is 15 December 2023 to give staff time to clear up. Dismantling will not begin until the new year.

Cumbernauld remains open. The Cumbernauld Development Board has been established and the terms of reference agreed. It is anticipated that the first meeting will be within the next month.

MS said that the proposal for the Coatbridge nursery building is to demolish it. The cost will be covered by Capital Maintenance Funding. Demolition is likely to start on 15 January 2024. MS has

got a quote for £30k + VAT for this work. Once the building is demolished and the land cleared NCL will sell the land.

MS was asked to check whether NCL will require planning permission for the demolition although the buildings are not permanent. David Alves (DA) asked if NCL had considered using a property consultant to advise on land value and the need for planning permission, etc. KF commented on the poor state of the buildings and the concerns about asbestos if they were not safely demolished or were left standing and become more dilapidated.

CM said using a property consultant was a useful suggestion and welcomed the idea to get change of use to residential which could enhance the value. Although using a consultant will incur costs, it was not thought that these would be significant.

CM thanked DA and Derek Hamill (DH) for their expertise in making these recommendations.

Action: MS to investigate further the options for the Coatbridge nursery buildings and report to the Board in December.

5.4 RAAC update:

MS advised that William McCallum (WMcC) is making weekly reports to SFC on the regular inspections being carried out by NCL. To date, NCL has been unable to find a specialist because of current high demand for their services. NCL will continue to seek a specialist consultant.

5.5 Cumbernauld roof update:

MS said through Capital Maintenance Funding NCL is continuing to maintain the roof to keep it water tight. This is proving satisfactory and currently, there is no need for any more extensive actions.

5.6 Refectory uniform:

In relation to a query about a burn incident at the Cumbernauld Refectory reported on at the previous RGP meeting in September, Ann Baxter (AB) advised that the Assistant Registrar for Health, Safety and Wellbeing had spoken to the Head of Department about staff uniforms. The staff prefer short sleeved uniforms as they are less restrictive and it is common for kitchen staff to wear short sleeves. The member of staff involved in the incident agreed that their own clumsiness had caused the splash burn and was also not in favour of wearing long sleeves. NCL has updated the relevant protocols.

KF said that as a member of the College Health, Safety & Wellbeing Committee, it was useful to be made aware not only of such incidents occurring but also the outcomes that had followed. He had mentioned this to the Assistant Registrar for Health, Safety, who had agreed to now add the actions taken to the summary incident reporting table. The RGP would receive the benefit of this development also.

AB also updated on the query regarding dog bites where eg service dogs are brought on to campus. NCL has robust policies and procedures in place should there be such an incident and the college insurers advised that the college is covered.

5.7 Evaluating the effectiveness of the brand:

This action is still being followed up. The RGP will be updated in due course.

6. AMCOL Nursery/Nursery update

AB reported to the RGP on an incident at Firtrees Nursery which had been in the national press on 14 November. This had only been brought to the attention of the college on 13 November. The

Assistant Registrar for Health, Safety and Wellbeing advised that on investigation she had found out that the incident had occurred on 31 October. The child had been collected from the nursery at 17:00 and taken to hospital that night with what appeared to be chemical burns. The police investigation is on-going, however the college has been advised that there were no chemicals in the child's clothing which would have caused such an injury. The cause is still the subject of speculation. The college has done a check on all substances with which the child would have come into contact while at the nursery and none would have caused chemical burns.

While AMCOL is a wholly owned subsidiary of NCL, NCL cannot interfere in the operational activities of the nursery and AMCOL processes, however local perception is that it is the college's nursery and therefore its reputation is also at risk. CM has asked for a timeline of events which the college received on 20 November. A copy will be sent to the Chair, Ronnie Smith.

KF commented on the previous incident involving baited rodent traps and said that on that occasion too there was a delay in advising the college. He said that AMCOL should be asked to revisit their communications strategy and advise the college immediately of any such incidents.

KF said that while the incident reporting time gaps were concerning, the lack of appropriate, procedural paperwork between NCL and AMCOL remained a cause for concern; the Service Level Agreement (SLA) still cannot be found and the Articles fall short of requirements. ET is continuing to look into this.

In addition, work is in hand to de-couple the NCL and AMCOL IT systems although NCL will continue to provide IT support. MS commented that in para 7 of the Head of ICT's Report (see note 9. of this minute):

'Talks have begun with the Managing Director of AMCOL to separate the Firtrees nursery from the college's ICT network to make it a wholly independent site. A paper has been prepared identifying all the existing dependencies (internet connection, telephone lines, network infrastructure, server infrastructure, etc.) and a plan will now be developed, and costed, to separate Firtrees from NCL completely.'

Derek Hamill (DH) asked for clarification on NCL's relationship with AMCOL and what the policy position is. ET advised that college governance documents do not include AMCOL as a standalone business which puts more importance on the SLA.

CM said that the links between NCL and AMCOL need to be clearer. He is concerned for the college's reputation and that NCL needs to be protected. AMCOL has its own Board of directors; there needs to be a clear path of separation. NCL is AMCOL's landlord and therefore becomes involved in any incidents, however the operation of the nursery activities is AMCOL's area. ET's investigation should clarify the actions which need to be taken to put the relationship on an open and clear footing.

Actions: *A copy of the timeline of events for the recent incident to be sent to Ronnie Smith.
ET to continue to investigate how to formalise and clarify the relationship between NCL and AMCOL*

7a College Registrar's report

ET spoke to her paper and highlighted:

Voluntary Severance Scheme: As part of the College's plan to address the budget shortfall for the academic year 2023/24, a self-funded VS scheme was opened to all staff from 22 May 2023, with

applications being accepted for consideration until 14 August 2023. To date, the College has been able to accept VS applications from 31 Academic and 31 Professional Services employees.

The business case which had been approved by SFC enabled the College to consider applications until 30 September. Further approval is now being sought to extend the Scheme until 31 January 2024 to encompass those staff remaining employed at the Coatbridge campus nursery until it closes at the end of 2023.

To date, the VS scheme has cost a total of £1,103,006, including Pay in Lieu of Notice (PILON), Employer's National Insurance contributions and Pension Strain costs. The Strain costs amounted to £126,337.

Estimated annual salary savings total **£2,196,400**, including on-costs (ie Employer's National Insurance and Pension contributions).

Executive Board Restructure Proposal: Following recommendation by the Remuneration Committee and subsequent approval by the Chairs' Committee, the Principal announced details of a proposal with respect to restructuring part of the Executive Board of the College.

The two main drivers are:

- to secure a clearer, focused and more senior representation of Professional Services in the Executive Board and,
- to make sure that the senior team leads on improving the effectiveness of the College and participates fully in the cost saving imperatives that we face.

To achieve this, the Principal proposed to:

- create a new position – Deputy Principal for Professional Services.
- The removal of the Chief Transformation Officer (CTO) and Chief Finance Officer (CFO) roles.
- The reallocation of responsibilities for the maintenance of the Regional Risk Register from the Chief Transformation Officer to the College Registrar.

The formal consultation process with members of Executive Board concluded on 9 November 2023, and the invitation to apply for the post of Deputy Principal has been opened to the current holders of the CTO and CFO roles in the first instance.

Professional Services Review:

There are 3 key stages:

- Stage 1: Key Support, Management Information Systems, and Systems Development
 - Stage 2: Educational Learning Support and Student Services
 - Stage 3: External Funding & International and Professional & Work-Based Learning Directorate
- Stage 1 will be led by the Chief Transformation Officer and the Assistant Principal, Education & Student Success. Immediate focus is currently on finalising the details of the Stage 1 proposals ahead of arranging consultation with the trade unions.

College Employers Scotland (CES):

KF reported that the main topics of discussion at CES meetings has been sector pay claims and Job Evaluation developments.

Pay Claims

The same offer for the three Academic Years 2022/23-2024/25 has been made to both academic and professional services staff. Neither side has accepted; only the GMB (not represented at NCL) has put the offer for the first two years to its members who have accepted. (The third year offer was made to all support staff unions post the GMB acceptance of the two year deal).

The pay offer which has been made is:

£2000 for Academic Year (AY) 2022/23, £1,500 in AY 2023/24, with the third year AY 2024/25 offer of £1,500 on all scale points, subject to discussions with Scottish Government on funding. Dialogue is continuing, but as yet, neither EIS-FELA nor UNISON have put the offer to their members.

In light of college funding levels and future funding awards being flat cash only, the pay offer is beyond that which colleges can afford. KF advised that the CES offer for years one and two is projected to be at a cost of c£51m to colleges. The additional funding for colleges for staff salaries from the Scottish Government is c£10m. KF commented that as pay awards are the result of national collective bargaining, college Boards are charged with managing these budgets without having control of the pay settlements that drive them.

He noted also that the academic and two of the support staff unions are balloting members for further strike or Action Short of Strike (ASOS) action to take place in the new year. Unions are also seeking assurances from the Scottish Government that there will be no compulsory redundancies. Colleges are unable to give this reassurance. The Minister has made it clear to the unions and to colleges that compulsory redundancy should be used as a last resort only.

Once NCL's Executive Board has ratified the decision to implement the increase in the Real Living Wage alongside the rest of the college sector this will come into effect from 1 November 2023. This will be offset against pay award claims.

Job evaluation:

This project is no further forward than previously reported. The sector has agreed that the report which was produced is unworkable and CES is in ongoing discussions with the support staff unions about how progress can be made. Currently, there is no clear agreed way forward.

NCL JNC Professional Services: The local Recognition and Procedure Agreement template remains the subject of ongoing discussions between management and Unison and Unite representatives. The unions are still seeking a route to the Board for dispute procedures. This is now with sector lawyers.

Employment Tribunal: Since the last update there has been one claim settled at court. NCL lawyers have written to the case lawyers involved to find out what costs were incurred. RGP will be kept informed.

7b. Information Governance update

ET advised that a governance lead is now in post. A Data Protection e-learning module now forms part of All Staff Essential Learning. The modules are delivered via Moodle and are available to all staff and Board members.

The Data Protection internal audit was included as part of the follow-up audit carried out in August 2023. Evidence was submitted to the auditor on each of the 8 recommendations. The auditors confirmed that 5 of the recommendations could now be closed. The follow-up audit was rated as substantial.

8. NCL Estates Update:

As part of the college's efforts on **sustainability** completion of the Public Bodies Climate Change Reporting for the 30 November deadline is in hand. NCL's data will be published on Sustainable Scotland Network web site in January 2024.

Resources: A recent Executive Management communications exercise was conducted with all Estates staff to allow them to voice concerns. This resulted in a presentation to all Heads of Departments on what the Estates service can offer and the impact this may have on students and staff accommodation.

Procurement, Funding and Finance: Estates has completed the procurement scoring for minor works supplier SME's in the local area where the College can benefit from savings within the local economy. This initiative is in partnership with South Lanarkshire College and APUC and will change the regional approach to historical National Suppliers frameworks.

Estates have secured funding from the SFC (Unallocated Emergency Funding 2023) of up to £250K for Emergency Evacuation lifts at Motherwell and Cumbernauld campuses. The project is currently at design and tendering stage with completion planned for March 2024 as required by the terms of the funding.

Capital Maintenance Projects: Capital Maintenance works are progressing and £110k savings have been made from some completed projects. These savings can be utilised to undertake further works within the financial year to March next year. The RGP suggested that this money could be used on a property consultant and the possible demolition of the Coatbridge nursery building.

9. **ICT Update:**

MS reported that as set out in John Morrison's paper 6 major projects are in progress:

- Under Capital Maintenance for 2023-24:
 - The classroom A/V refresh programme;
 - Upgrade the in-house server, storage infrastructure;
 - Implement a new backup solution to compliment the new server & storage infrastructure and improve defences against ransomware attack.
- Digital Poverty Funding 2023-24
- Desktop & Laptop refresh cycle (working towards 5 - 6 year replacement lifecycle).
- Replace the Cisco VOIP Telephone System with Microsoft Teams Telephony.
- Upgrade the LAN Core Switch at the Motherwell Campus
- Cyber Security

AMCOL Firtrees Nursery

As referred to in para 6 of this note talks have begun with the Managing Director of AMCOL to separate the Firtrees nursery from the college's ICT network to make it a wholly independent site. A paper has been prepared identifying all the existing dependencies (internet connection, telephone lines, network infrastructure, server infrastructure, etc.) and a plan will now be developed, and costed, to separate Firtrees from NCL completely.

DA had asked previously about the ownership of the web address motherwell.co.uk and whether it was John Morrison, Head of ICT at NCL. DA had concerns that this could be a conflict of interest. MS advised that he had discussed this with John Morrison (JM) and had been assured that JM, as the owner of the original Motherwell College address, was monitoring any activity and referring it to the correct contact in NCL at the nclan.ac.uk address.

10. **Health and Safety update**

Four significant incidents were reported during this academic year, all of which have been satisfactorily dealt with and closed off.

Health & Safety Management System

Policies:

- The work on improving the health and safety management systems has continued. Policies and procedures on drugs and alcohol, first aid and guidance for evening duty managers have been completed.
- The Joint Health Safety & Wellbeing Committee have been asked to review the current Health & Safety policy statement as it is due for renewal at the end of January 2024.

- The Occupational Health & Health Surveillance policy and procedure is being finalised.

Compliance:

- Fire Evacuation drills have been conducted across all of the campuses. These prove to be useful learning opportunities.
- Discussions continue in Motherwell and Cumbernauld campuses to move the majority of supported learners to the ground floor. This follows an increase in the number of learners with level 6 personal emergency evacuation support plans.

Training:

- A small group of NCL Senior Management attended an inhouse training course on NCL's Major Incident Plan and Crisis Communications plan.
- Training was provided to all Heads of Department and Academic Leads on Managing Stress and the new individual stress risk assessment.

NCL Joint Health, Safety, and Wellbeing Committee:

The NCL Joint HS&W Committee met in November. Both EIS FELA and Unison are actively working to recruit additional H&S Trade Union representatives. In the interim, Moira Jarvie will undertake this role for Unison.

Health & Wellbeing

NCL's new Occupational Health Advisor has taken over the health surveillance programme. This has been very successful and staff have been receptive and supportive. There has been a 100% participation rate and this year's screening programme has been completed ahead of schedule.

11. Brand update

The RGP welcomed the information and graphic lay out of the Brand Dashboard and noted the wide range of activities in which the college is involved.

ET advised that the exploration of the effectiveness of the brand is on-going and will be reported to the RGP at its next meeting.

12. NCL College update

CM advised that the college had just received SFC guidance on the clawback of funds related to the underachievement of credit targets in year 2022-23. The guidance indicated that NCL would not be required to pay back the full amount circa £2.3m grant in aid but only a proportion of it. The details are still being worked out. This will make a significant difference to NCL's financial position.

At the recent WorldSkills event in Manchester, NCL was announced as the number one college in the UK, its students having won a range of Gold, Silver and Bronze medals and were Highly Commended in a wide range of categories. Unfortunately, shortly thereafter, the CEO of WorldSkills contacted NCL to advise that they had made an administrative error whereby a competitor's result was incorrectly recorded against their employer rather than the College that registered the competitor. When this error was corrected it meant that Southern Regional College instead were the number one College in the UK. Despite this being a major disappointment to NCL Christopher Moore and members of the RGP congratulated the students and staff on their tremendous achievements. The college will hold a celebratory event in the coming weeks.

CM reported that the residency building on Motherwell Campus is in the process of being repurposed and the first occupants are music students studying music and related subjects. NCL is

continuing to seek other academic disciplines to take up the space which the residency building can offer.

CM said that the college had been asked to provide evidence for the on-going COVID enquiry for an extensive range of issues related to the pandemic. They had been given only 4 weeks to prepare and had requested an extension.

13. RSB and Assigned College update

Diane McGill (DMcG) updated the RGP and advised that NCL and SLC had recently met with representatives from SFC including Karen Watt, CEO, to discuss how to take this forward with the Minister, as both Boards have agreed to dissolution. There will be a further update at the meeting of the RSB in December.

14. Chair's update

KF summarised the meetings he had attended: with BTO, College Employers' Scotland, the Chairs' Group, and the NCL Joint Health, Safety and Wellbeing Committee. Reports on the activities of each of these meetings are included in the foregoing note.

15. Horizon scanning

Further discussion was deferred until the review of the Executive Board was finalised.

General Committee Business

16. Approval of publication of papers from this committee:

- Agenda for RGP 20 November 2023
- Minutes of the meeting 18 September 2023
- College Registrar's Update
- Brand Dashboard

Date of next meeting: the next meeting of the RGP Committee will be on **Monday 26 February 2024**. Venue to be advised.



Resources and General Purposes Committee – 19th February 2024

Item 7 NCL College Registrar Update

This paper provides a summary of current and planned activity in the areas above to provide an update for the Resources and General Purposes Committee. Where the approval/ratification of the Committee is required, this is highlighted at the appropriate points.

1. Voluntary Severance Scheme

As part of the College's plan to address the budget shortfall for the academic year 2023/24, a self-funded Voluntary Severance Scheme was opened to all staff from 22nd May 2023, with initial applications being accepted for consideration until 14th August 2023. Two further business cases for extensions to the Scheme were approved by the Scottish Funding Council which enabled the College to consider applications until 30th September 2023 and then again until 31st January 2024. This latter date was to encompass those staff remaining employed at the Coatbridge campus nursery until it closed at the end of 2023.

To date, the College has been able to accept Voluntary Severance applications from 32 Academic and 33 Professional Services employees. A breakdown of those details and costs is included separately in the Appendix at the end of this paper.

2. Executive Board Restructure Proposal

The RGP Committee was informed previously about a partial restructure of the Executive Board of the College. The following was proposed:

- The creation of a new position – Deputy Principal for Professional Services.
- The number of members who will report to the Principal will reduce from 5 to 4.
- The removal of the Chief Transformation Officer (CTO) and Chief Finance Officer (CFO) roles.
- The reallocation of responsibilities for the maintenance of the Regional Risk Register from the Chief Transformation Officer to the College Registrar.

There have been no successful applications for the new post of Deputy Principal for Professional Services at this time, and in the meantime the following appointments have been made:

- An interim post of Deputy Principal.
- Creation of a new position - Chief Resource Officer, an ex-officio member of Executive Board.

Recruitment activity for the permanent position of Deputy Principal will resume in due course.

Additionally, following the resignation of the Dean for Staff Development Academy, this position will not be replaced. Line management responsibility for the Staff Development Academy will be assumed by the Dean of Learning & Teaching.

3. Professional Services Review

Implementation of the Professional Services Review is proposed to take place on a phased basis, demonstrating the greatest impact on and benefit to the student community, as well as taking account of the measures by which NCL is evaluated by external organisations.

- Stage 1 - Key Support, Management Information Systems, and Systems Development
- Stage 2 – Educational Learning Support and Student Services
- Stage 3 - External Funding & International and Professional & Work-Based Learning Directorate

Detailed discussions regarding the details of the Stage 1 proposals are ongoing with relevant internal stakeholders, ahead of arranging consultation with the trade unions.

4. College Employers Scotland (CES)

4.1 National Bargaining Update – NJNC Side Table (Lecturing)

Pay Claim 2022/23

The National Joint Negotiating Committee (NJNC) – Side Table (Lecturing) most recently met on 25th January 2024. The management side confirmed to the EIS-FELA that the current full and final three-year pay offer (£2,000 for Academic Year (AY) 2022/23, £1,500 in AY 2023/24 and £1,500 for AY 2024/25 on all lecturing scale points) remains the same and advised that the management side was not in a position to change that position.

The CES Executive Group had agreed to remove the caveat of year three (AY 2024/25) of the offer being “*subject to discussions with Scottish Government on funding*” prior to the full and final offer being made. It also agreed to the following wording on job security which would be added to the full and final offer:

“The National Joint Negotiating Committee – Side Table (Lecturing) recognises the financial pressures facing the college sector, however, any compulsory redundancies will not be related directly to this pay award.”

The staff side expressed its disappointment that there was no increase to the offer and advised that it would consider when and what action will be taken following the recent ballot results in favour of strike action and Action Short of Strike (ASOS), including a resulting boycott.

The next scheduled meeting is 28th March 2024, although it is anticipated an earlier meeting on pay will take place.

4.2 National Bargaining Update – NJNC Side Table (Support Staff)

Pay Claim 2022/23

The National Joint Negotiating Committee (NJNC) – Side Table (Support) met on 27th November 2023.

The Full and Final Pay and Terms and Conditions Offer (£2,000 for AY 2022/23, £1,500 in AY 2023/24 and £1,500 for AY 2024/25) was issued to the support staff side (UNISON, Unite and GMB). The management side requested the staff side take the offer to its members for full consideration.

The CES Executive Group had agreed to remove the caveat of year three (AY 2024/25) of the offer being “*subject to discussions with Scottish Government on funding*” prior to the full and final offer being made. It also agreed to the following wording on job security which would be added to the full and final offer:

“Employers recognise the financial pressures facing the college sector, however, any compulsory redundancies will not be related directly to this pay award.”

On 5th December 2023, the management side requested confirmation from the staff side on whether the full and final offer had been shared with UNISON and Unite members following confirmation from GMB that it would be balloting its members. UNISON and Unite confirmed that the full and final offer had not been put to formal ballot of its members.

Following further discussions, the management side agreed to the staff side request for a joint meeting with the Minister. It was also agreed that whilst awaiting a meeting date, work would take place offline between the Joint Secretaries on agreeing a suggested agenda for the meeting from the staff side in order to highlight to the Minister areas where there is an impasse.

UNISON subsequently wrote formally to the Director of CES and the Management Side Joint Secretary requesting:

- *Year 1 is removed from the negotiation with the sum of £2K paid to account for this*
- *If this option (above) is not acceptable, please counter with an employer proposal of what amount you would be willing to pay before Christmas 2023."*

Management offered to continue informal discussions between the joint secretaries on the proposal, however, making it clear that the £2k offer for Academic Year (AY) 2022/23 was contingent on a two-year pay deal with £1.5k in year-two (AY 2023/24).

Job Evaluation

The National Joint Negotiating Committee (NJNC) – Side Table (Support) met most recently on 29th January 2024, to discuss Job Evaluation. Both sides had previously agreed that in expressing willingness to explore the framework of a revised Collective Agreement, any discussions would be exploratory and not binding on either side.

The staff side advised it was still waiting for its own legal advice with regards to any proposed revision of the National Collective Agreement. However, it provided clarity on its preferred way forward on:

1. Funding and Potential Ex Gratia Payment.
2. Process of Concluding the Current Job Evaluation Exercise.
3. Process for Applying Pay and Grading Outcomes.

In summary, it appears that the staff side are not prepared to enter into a revised Collective Agreement in the format suggested by the employers. The staff side proposal is more aligned to a continuation of the current process with some minor adjustments. In addition, the staff side wishes to delay any decision on how pay and grading will be applied to a later date once the evaluation process has been concluded.

The management side requested a detailed paper from the staff side confirming all points made and timelines. This was agreed. The staff side was also advised an extraordinary CES meeting was taking place on 6th February 2024 where full discussion on this matter was due to take place.

The date of the next scheduled NJNC – Side Table (Support) meeting is 20th March 2024.

5. Industrial Action

EIS-FELA re-balloted members to extend its mandate for strike action and ASOS. The ballot closed on 16th January 2024. The turnout was 58.75% with 76.73% voting in favour of strike action and 85.26% in favour of Action Short of Strike Action (ASOS) in pursuit of the national college pay dispute 2022/23.

EIS-FELA has subsequently announced that ASOS will commence on 12th February 2024 and discontinuous strike action will take place on 29th February 2024.

UNISON also balloted its members for industrial action. The ballot closed on 4th December 2023. The turnout was 59.30% with 81.10% of the votes in favour of industrial action. UNISON has announced discontinuous strike action will take place on 29th February 2024.

However, following **Unite's** ballot, members have now voted to accept the employers' full and final three year pay offer. The turnout was 70.3% with 65.4% of the votes in favour of the pay offer.

6. Joint Negotiating Committee Update

6.1 JNC Academic

A meeting of the JNC Academic was held on 16th January 2024.

There was discussion regarding the make up of the JNC membership, following adoption of the RPA and the guidance provided therein. There was also acknowledgement of the need for flexibility around meeting dates to accommodate changing timetables.

Draft policies still awaiting review or feedback for the trade union include CCTV, Drugs & Alcohol, and Armed Forces Reservists.

Other topics covered included student induction, lecturers' contract wording, permanisation, and the upskilling of the college population in health, safety and wellbeing matters. It was agreed that there would be merit in having a separate meeting to discuss absence management guidelines and practices in more detail than this forum allowed.

The trade union asked for an update on the Professional Services Review and asked that they should be included in discussions where any proposed changes would impact on Academic staff. In general, the trade union asked for improved communication and consultation on changes happening in the College, which would help them to counteract rumours and the negative impact on morale. They were also seeking more statistical information on topics such as equality, absence, etc, and it was agreed they should be provided with better signposting to information that was readily available.

An update on the School College Partnership Board proposal was provided and concerns were raised about the impact of private training providers. The feedback from the recent Education Scotland visit was also shared including their observations about NCL's opportunity for sector wide leading practices, which was very favourably received.

The next meeting of the JNC Academic has been scheduled for 19th March 2024.

6.2 JNC Professional Services

There has been no further meeting of the JNC Professional Services since it was last convened on 30th March 2023.

The local Recognition and Procedure Agreement template remains the subject of ongoing discussions between management and Unison and Unite representatives.

7. Employment Tribunal Update

There are six claimants in total and the claims remain sisted.

8. British Sign Language (BSL) Plan

Consultation is taking place with BSL users at NCL, both staff and students, to develop our local BSL Plan in line with the Scottish Government's BSL National Plan which was published in November 2023. This will be published on our website by early May 2024.

Elaine Turkington

College Registrar

February 2024



Resources and General Purposes Committee – 19th February 2024

Item 7 Appendix - NCL Voluntary Severance Update

This paper provides a summary of current and planned activity in the areas above to provide an update for the Resources and General Purposes Committee. Where the approval/ratification of the Committee is required, this is highlighted at the appropriate points.

1 Voluntary Severance Scheme

The Voluntary Severance Scheme, which was opened to all staff on 22nd May 2023, closed on 31st January 2024, in line with the business cases which were approved by the Board of Management and the Scottish Funding Council (SFC).

All 3 trade unions – EIS, Unison, Unite – have been regularly updated since the Scheme was opened.

The final figures are set out in this paper.

1.1 Staff VS Acceptances and Departure Dates

In total, the College has been able to accept 65 Voluntary Severance applications, to date, from 32 Academic and 33 Professional Services employees. This equates to 48.26 FTE.

Academic/Professional	Department	No of Staff
Academic	Access & Progression	1
	Automotive	1
	Business School	3
	Construction	1
	Dental, Health & Social Care	1
	Education & Counselling	7
	Beauty, Aesthetics & Hair	2
	Hospitality & Culinary Arts	3
	Humanities	1
	Music Industries & Performing Arts	2
	Science & Technology	5
	Supported Learning	1
	Visual & Creative Arts	4
	Professional	Admissions
Business & Commercial Development		2
Catering		1
ELS		4
Estates		2
Finance		1
Halls of Residence		1
Information Systems		1
Nursery		16

	Senior Management Corporate	1
	Student Experience & Recruitment	1
	Student Funding	1
	Supported Learning	1

Exit dates are dependent on application submission dates and operational requirements:

- 38 staff left by 31st July
- 5 staff left by 31st August
- 3 staff left by 30th September
- 9 staff left on 5th November
- 8 staff left on 31st December
- 1 staff member left by 8 February 2024
- 1 staff member due to exit by 12 April 2024

1.2 Voluntary Severance Costs and Savings*

In summary, to date, the Voluntary Severance Scheme has cost a total of **£1,164,372**, including Pay in Lieu of Notice (PILON), Employer's National Insurance contributions and Pension Strain costs. The Strain costs amounted to £126,431.

However, this can be offset against estimated annual salary savings totalling **£2,351,384**, including on costs (ie Employer's National Insurance and Pension contributions).

*All figures rounded to the nearest £.

Elaine Turkington

College Registrar

February 2024



NEW
COLLEGE
LANARKSHIRE

BRAND & COMMS DASHBOARD

NOVEMBER 2023 – JANUARY 2024

HIGHLIGHTS & PRIORITIES

- Creation of the RRAP video ahead of the Education Scotland video – reinforcing the important of our key priorities
- New signage installed at Broadwood Campus

- 'People People First' digital accessibility campaign launched, educating staff and students about the importance of creating accessible content

- January 2024 course promotion concluded at the end of this period with extremely positive figures, exceeding the January credit target
- Open days were held at our three main campuses with people signing up for January and August 2024 courses

BRAND

Throughout this period, we continued to promote our full-time, part-time, evening and free course portfolio. We created engaging paid and organic activity to help support recruitment as well as increase brand awareness.

DESIGN

130

design jobs were carried out in-house for departments across the college. Several highlights include RRAP Video, Why Not Now campaign and Broadwood signage.

SOCIAL MEDIA

Throughout this period we have focused on creating quality content across our platforms for our audience. Paid promotional activity was ongoing during this period.



- Over 175,000 accounts reached
- Content interactions up 20% on previous quarter

Most popular posts:

Ann Brown attends Gelato World Cup

Holly Burke wins gold at Youth Olympics



- 47k views
- Popular tweets:
 - WorldSkills success
 - Skyrora collaboration



- Instagram reach up 29% on previous quarter
- Passed the 4000 follower mark
- Popular posts include WorldSkills and Holly Burke Olympic Gold

COMMS



- Stories including Holly Burke winning gold at the Youth Olympics, our exciting new competition in partnership with Skyrora and the positive results from the student satisfaction survey.



- Staff usage on The Clan remains high, with staff news stories proving to be popular amongst users.

Communications activities also included:

Working closely on the launch of the brand video including editing and script work, as well as proofing on the launch of the new website.

Working with Film & TV students to use 'B-Roll' from the recent brand film to create new video content that will be released in the coming weeks.

RECRUITMENT CAMPAIGNS

Throughout this period, we continued paid activity for January 2024. This included advertising on social media, Google Ads, out-of-home billboards and in Cumbernauld's Antonine Centre. As a result of this campaign, we generated over 1300 FT applications with 749 offers confirmed. January's credit target was exceeded.

With January's recruitment campaign coming to an end, all attention is now focused on recruitment for August 2024. We have experienced a positive start with over 4700 individuals applying for a full-time course to date. This is up from 3400 individuals at the same time last year. Reasons for this include opening applications up earlier than in previous years, and the improvements on the new website, including better course content and a generally improved course and site search function.

Further activity was also carried out throughout the campaign period, including:

- Lead generation
- Direct email
- 12-month paid SEO strategy
- PPC audit and paid strategy
- Organic social engagement
- Radio sponsorship
- Out of home media
- Postcode Geo-targeting

EVENTS

- Recruitment Open Days in November and January
- Student Appreciation Days
- WorldSkills celebration
- NCL Christmas movie night and NCL Big Breakfast
- Breaking the Cycle Humanities event