



Agenda – NCL Board Resources and General Purposes Committee

Monday 18th May 2026 - 3.00 pm. Face to face Motherwell Campus and via Teams

- 1. Chair's welcome**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
- 4. Minutes of meeting of 23rd February 2026 (FA)** **Minutes Posted- KF**
- 5. Matters Arising (FI)**
 - 5.1 AMCOL Memorandum and Arts** **Verbal Update – LM**
 - 5.2 SFC Clarification re disposal of assets** **Verbal Update – LM**
 - 5.3 Update on cladding issues other colleges** **Verbal Update - RG**
- 6. Cumbernauld Nursery Update (FI)** **Paper Posted – JL**
- 7. College Registrar's Reports** **Papers Posted – ET**
 - 7.1 College Registrar's Report**
 - 7.2 Information Governance Report**
- 8. NCL Estates Update (FI)*** **Verbal Update - RG**
- 9. ICT Update (FI)*** **Papers Posted – RG**
 - 9.1 ICT Update**
 - 9.2 Information Systems Report**
 - 9.3 NCL Digital Strategy**
- 10. NCL Health and Safety Report (FI) *** **Paper Posted – ET**
- 11. Brand Update (FI)** **Paper Posted – ES**
- 12. NCL College Update (FI)** **Verbal Update – JL/RG**
- 13. Chair's Update (FI)** **Verbal Update - KF**
- 14. Strategy 2030 Update** **Paper posted – ES**
- 15. AOB**

FI = For Information FA= For Approval FR= For Recommendation: *= non- disclosable: # = future publication

Name Key: JL= Jennifer Lowe Deputy Principal RG = Ronnie Gilmour Deputy Principal CM= Christopher Moore;
WM= William McCallum: ET= Elaine Turkington KF = Keith Fulton; BS = Board Secretary: PN = Penny Neish FC=
Fiona Curran; JM= John Morrison.



**NEW
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Bringing Education Closer

- 16. Approval of publication of the papers from this committee (FA) Board Secretary**
- 17. Date of Next Meeting New College Lanarkshire Board: the scheduled date for the next meeting is 3 pm 7th September 2026 at the Coatbridge Campus and via Teams.**

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Diane McGill Board Secretary
New College Lanarkshire: Registered Charity Number SC021206

Minute: NCL Resources and General Purposes Committee (RGP)
15.00 on 23 February 2026 at Cumbernauld Campus and via Teams

Present: Keith Fulton (Chair), Christopher Moore, Lisa Reid

Apologies: David Alves

In attendance: Allan Forsyth, Ronnie Gilmour, Jennifer Lowe, Nicola Mulholland, Elliot Scott, Ronnie Smith, Elaine Turkington, Diane McGill, Penny Neish

1. Chair's welcome

Keith Fulton (KF) opened the meeting and advised that the meeting would be quorate when Lisa Reid was able to join.

2. Apologies

As noted above.

3. Declarations of Interest

Jennifer Lowe declared that she is Chair of the Cumbernauld Nursery Board. Ronnie Smith declared his place on the Board of AMCOL.

4. Minutes

Minutes of the RGP meeting of 17 November 2025.

The minutes were agreed.

5. Matters arising:

5.1 AMCOL Memorandum and Arts (AMCOL): Jennifer Lowe (JL) reported that Ann Baxter had been asked to take forward and expedite this project. The RGP will be updated at its next meeting.

5.2 SFC clarification of asset disposal: Christopher Moore said that the Finance Committee will be updated at its meeting immediately following the RGP, however KF said that the RGP should also be updated as the query had arisen from this Committee. Unfortunately, Lynn McKenzie was not available for the RGP.

Action: LMCK to be asked to clarify the position regarding an update to the RGP on this issue.

6. AMCOL Nursery Update: JL advised that the Cumbernauld Nursery Board had agreed to revise its meeting schedule from monthly to two-monthly. It was not felt that monthly meetings continued to be necessary as the nursery is running well. A close watch will be kept on enrolments and finances, however.

JL referred to her paper. There are currently 75 children attending the nursery which is running at 97% occupancy, with a healthy waiting list. There is no immediate need for additional staff; the current staff are working well as a team.

JL advised that NCL had won the Marketing and Communications Award for 'Cumbernauld Kids' campaign at the CDN Awards in December.

The RGP congratulated all involved in the turnaround of the Cumbernauld Nursery giving it a very positive outlook.

7. College Registrar's Report

ET spoke to her paper and highlighted:

- **NCL Strategy 2030:** a comms and events initiative has taken place to engage with staff across the College. 350 staff took part and the paper 'Strategising for Success' is now with the Heads of Department.
- **Professional Services Review:** is virtually completed.
- **College Employers Scotland (CES):** The revised NRPA has been approved by CES representatives. All TUs have confirmed their agreement so ratification by the CES Board is sufficient. The implementation date of 1 March 2026 has been set.
- **Support Staff Pay claim:** Professional Services Staff received their salary increases in December 2025 with back pay accounted for in the January 2026 payroll.
- **Job Evaluation:** SFC has advised CES that an independent Lessons Learned Review is required prior to the progression of any Business Case being submitted (per the Green Book). Colleges are awaiting further clarity on next steps.
 - Following further discussion, it was agreed that trade union facilities time to support JE roles and training would have to be managed locally by individual colleges.
 - The Job Evaluation Project Board (JEPB) met for the first time in December 2025 and initial governance arrangements were put in place to enable the Project to proceed.
 - The number of job descriptions which NCL will need to pull together could be in the 200-300 range; job description templates are in preparation. It will be important for Colleges to work closely with their TUs on this project and to manage the expectations of staff.
 - This is a costly exercise to the sector which will need to set aside money annually. Any JE related awards will apply to previous (including retired) members of staff as well. In addition, there will be costs associated with consultants' fees and staff training. While, previously, the Scottish Government had reconfirmed and recommitted to its JE financial obligations, there is currently no clear provision in the SG's budget lines to cover any of this expenditure.
- **Employment Tribunal Update:** There are 8 historic claims which remain sisted. Lawyers for the College and all claimants are actively working towards settlement of their cases.

8. NCL Estates Update

RG spoke to William McCallum's paper and highlighted:

Sustainability: The Sustainability Steering and Energy Management Groups are working on plans for Net Zero. A 5 year Sustainability Strategy is in development which, together with a Carbon Management Plan, provides a clear way forward.

Resources: NCL was recently successful in recruiting a Maintenance Coordinator for the Motherwell Campus. The size and complexity of this campus made it challenging to find someone with the required range of skills and experience.

Projects: A burst pipe at the Motherwell Campus in December was well managed; damage was contained. All works were insured and the costs were offset accordingly.

KF asked if there was any update on cladding issues at other colleges. It was agreed that WMcC should be asked to discuss possible similar issues with his Head of Estates counterpart at Kelvin College and report back to the RGP.

Action: WMcC to discuss cladding and related problems with Head of Estates at Kelvin College.

KF said that the SFC needs to continue to be updated about this on-going situation as identified in the AtkinsRealis report and queried whether funding may become available from either the capital or revenue streams from the indicative funding allocations which will be announced at the end of March.

9. ICT Update

9.1 ICT Update

RG spoke to John Morrison's paper and highlighted:

Cyber security: Encryption of the college desktops and laptops is virtually complete: 1918 computers have had encryption enabled; 12 only are outstanding. Work is progressing to complete this project.

9.2 Systems Development Update:

RG invited Allan Forsyth to speak to his paper:

Background to the development of ICT Systems Development Review

- Teams have been strengthened through the use of the Graduate Apprentice Programme;
- Greater deployment of systems across the whole college;
- Systems can now be tailored to meet what departments really need;
- Savings made from the reduced need to solve issues arising from previously purchased software solutions as NCL can now write its own programmes.

The Development Review has enabled NCL to find out exactly what departments need and can now meet those needs. Reaction has been very positive. The GA developers can also see the students' perspective, so can also accommodate their requirements.

KF said that he was pleased to receive such a positive report. It was clear to the RGP that excellent progress is being made.

Information Systems Report:

AF said that the creation of a **budget reporting system** had been well received by all budget holders who could now access up to date financial information and monitor their expenditure more closely. Work has begun on the development of a **contractor sign-in** system at the request of Estates.

Other departments are also asking for **bespoke systems** for their particular requirements.

JL said that the Staff Development Portal was live and had been well received.

KF commented on the excellent progress being made and the benefits this would bring to the College.

AF said that the use of AI tools had been very powerful in producing prototypes quickly before discussing specific requirements with the departments.

Both KF and RS commended the Graduate Apprentices and how their knowledge and student perspective was helping the College move forward.

10. Health, Safety and Wellbeing Report (HSW)

ET spoke to Fiona Curran's paper:

- No new cases reported.
- The internal auditors, WBG, recently undertook an 8 day Health and Safety audit; their recommendation was 'strong', which is the highest grade, with one low risk observation and one recommendation.

- The Health, Safety and Wellbeing Administrator joined the team at the beginning of February; a seconded Trainee HSW Advisor will move into a permanent HSW Associate role on completion of her secondment.
- EIS have successfully recruited an additional two H&S reps.

11. **Brand Update**

Elliot Scott (ES) spoke to the Brand dashboard provided: The current issue covers the period November 2025 to February 2026 and includes information on upcoming projects and events in 2026. ES also commented on the strength of the January recruitment drive and the increased range of coverage of NCL activities in the media. He also reported that the Brand Team had been successful in appointing 3 new staff members which was enabling the Team to undertake a broader spectrum of engagement with social media and the organisation and promotion of events.

KF thanked ES for his positive report.

12. **NCL College Update**

JL reported:

- HMIs had visited the College in early February to review Modern Apprenticeships. They had engaged with staff and some MAs. The College is currently awaiting their draft report to check for accuracy prior to the publication of the final report being published.
- Alzheimer Scotland is running an event for Board members and senior staff on 24 February in Motherwell.
- A digital Brain Health Unit has been launched. To date through the Staff Development Agency this has been taken by more than 460 staff and over 2000 students.
- Local Authorities have also shown interest in this unit.
- The Open University is interested in developing a Brain Health unit at level 9.
- A suite of Brain Health units has been developed to enhance the Health and Social Care curriculum.
- Brain Health in the Early Years - Understanding Childhood Dementia: A new Brain Health unit, Building Bright Minds, will be piloted this year;
- Women's Health Plan: Launched by the Scottish Government in January 2026, the Women's Health Plan marks a significant step forward in addressing long-standing health inequalities. NCL has responded by developing an SCQF credit-rated module, providing high-quality, nationally recognised learning to drive meaningful change.
- A Memorandum of Understanding has been signed with Sureserve who donated £5k to the NCL Foundation and have offered substantial funding (£140k) for the development of a Renewable Energy Centre; an MOU has also been signed with Cairnhill for £110k to deliver engineering futures through SDS (Skills Development Scotland);
- Dental nursing: application has been submitted to extend the contract in China;
- NCL's Egyptian partners are also showing interest in the dental nursing units.
- The Minister for Further and Higher Education, Ben McPherson, visited the college in January and had been very impressed by the innovative developments;
- Learning Well: 102 students were enrolled in the January intake. Learning Well income for this year is anticipated to be around £400k.
- UG school has increased its programmes and is forecasting income of around £1.7m

RG reported that there had been 2 meetings recently between senior staff and SFC:

- One on sustainability, and
- On the college transformation framework.

NCL had received positive feedback from both sessions.

KF asked RG for an update on the sale of the Coatbridge Nursery land. RG said that the sale had been agreed but that at the request of the purchasers it would be completed after w/b 20 April 2026.

Public Sector Pay

ET said that it was anticipated that the next 2 year EIS-FELA pay claim would be submitted. Because of previous multi year pay deals it could mean that Professional Services and EIS-FELA pay deals were out of kilter. This would require careful negotiation.

13. Chair's update:

KF reported that since the last RGP meeting he had been involved in meetings with College Employers Scotland (CES).

14. Horizon scanning

CM proposed that now NCL's 2030 Strategy was live, this item should no longer be on the agenda. The RGP agreed.

15. RGP Committee business: RGP self-evaluation

DMcG ran briefly through the papers at item 15.

The Terms of Reference of the RGP had been updated to reflect the dissolution of the RSB. There was now no need to reference the assigned college/South Lanarkshire College.

DMcG said that on occasions it was necessary to agree which Committee, ie RGP or Finance, was the lead Committee and suggested that the Executive Board, with due regard to the revised Committee Terms of Reference documents, should be the appropriate starting point.

KF said that there was a good working relationship between the Chairs of the Board Committees and that he did not foresee any significant problems in the future now that this issue had been aired.

CM made the point that the title 'Resources and General Purposes Committee' did not inform outsiders where HR issues were considered; this had become apparent at the recent HMI visit. In the discussion ES said, in response to a request for more HR information such as absence levels, that there would need to be consideration as to how this sensitive information could be presented and the need for awareness of GDPR.

CM said that the Executive Board would come back to the next meeting of the RGP with suggestions for a new name for the RGP, but not 'the HR Committee' as its remit is far wider than this.

Action: Executive Board to provide RGP with suggestions for a new name at its next meeting.

There was no time left to have the self-evaluation workshop. It was agreed that this should take place before the next Board meeting on 16 March.

16. AOCB

RS advised that **Dave Winning's term as a Board member** of NCL had ended and for personal reasons had decided not to re-apply. RS had asked Barbara Philliben to stand in as Interim Chair of the CSAO, to which she had agreed, and nominated her to take on this role full time. He advised that DMcG would write to the full Board outlining this situation which did not preclude others

volunteering to undertake this role; in the interim BP would be Acting Chair of the CSAO. The new CSAO Committee Chair will be confirmed by the Board at its meeting on 16 March.

DW was also **Vice Chair of the NCL Board of Management**, and this too will be addressed at the Board meeting in March.

DW has been invited, and has accepted, RS' invitation to attend on 16 March. This will enable members to thank him for his contribution to the CSAO and Board.

17. Approval of papers for publication:

- i) Agenda for RGP 23 February 2026
- ii) Notes of the meeting of the RGP on 17 November 2025
- iii) Cumbernauld Nursery Update
- iv) College Registrar's Report
- v) Brand Update

18. Date of next meeting: 18 May 2026 at 15.00 at the Motherwell Campus and via Teams.



FOR DISCUSSION/INFORMATION			
Meeting:	RGP Committee		
Presented by	Jennifer Lowe		
Author/Contact	Jennifer Lowe	Department / Unit	Executive
Date Created	1 st May 2026	Telephone	7265
Appendices Attached	Appendix 1 – Summary Financial Position Statement		
Disclosable under FOISA		Yes	

1. PURPOSE

To provide an Operational/Financial Summary Update on the Cumbernauld Campus Nursery.

2. BACKGROUND

As part of the Business Plan and related Governance, The Cumbernauld Campus Nursery Development Board (NDB) formally reports quarterly to the Finance Committee. Position Statements are to be sent monthly to Committee members and the College Executive Board. NDB Minutes are made available on The Clan.

3. DETAIL

The report includes updates on:

3.1 Nursery Operational Update – May 2026.

3.2 The Summary Financial Position.

4. STRATEGIC IMPLICATIONS

The Board retains an overview of NCL governance and progress against NDB Business Plan.

5. RISK

The Cumbernauld Campus Nursery is not performing to projections within the Business Plan.

6. FINANCIAL IMPLICATIONS

The Cumbernauld Campus Nursery is not performing to projections within the Business Plan.

7. LEGAL IMPLICATIONS

Compliance with Nursery Legislation – The Education (Scotland) Act 1980, The Children and Young People (Scotland) Act 2014, Regulation of Care (Scotland) Act 2001 – this Act led to the formation of The Scottish Social Services Council (SSSC).

8. WORKFORCE IMPLICATIONS

There are no workforce implications at this juncture other than at operational levels.

9. REPUTATIONAL IMPLICATIONS

There are potential reputational implications if not compliant.

10. EQUALITIES IMPLICATIONS

There are no equalities implications.

CONCLUSIONS/RECOMMENDATIONS

The Committee is asked to consider the information contained in this report and raise or discuss any issues.

Detail

3.1 Nursery Operational Update – May 2026

Occupancy Update

Both under three years rooms are almost at capacity with the slight drop in numbers due to children moving up to older rooms. Places have been filled as much as possible from our waiting lists and numbers will increase again for the new term in August.

The number of children attending the nursery during non-term time weeks is continuing to increase, with 37% of the children on our register attending over the Easter Break.

The three to five room now has 92% of all places filled.

Local Authority funded places for three to five year olds have been offered and accepted for the next academic year, 2026/2027. By April 2027, when all funded children will have taken up their place, the three to five rooms will be at 96% capacity. We are now having to pass applications for Local Authority funded places onto parents' second choice nursery.

Student Funding Update

Student Funding Manager advised that 18 NCL students (20 children) had been allocated a place in the Nursery in academic year 2025/2026 and there are 16 children remaining after withdrawal. The income for this is £129,416.

Curricular Update

Building Bright Minds

The Nursery is proud to launch Building Bright Minds, an innovative qualification designed to champion brain health across early years settings. This empowers practitioners with the knowledge and tools to nurture healthy brain development, while inspiring children to understand and value their own wellbeing from an early age.

The qualification is centred on a robust portfolio of evidence for staff, alongside a creative "passport to brain health" for children encouraging engagement, curiosity and lifelong healthy habits.

Building Bright Minds represents a significant step forward in embedding brain health at the heart of early education helping every child thrive today and into the future.

Child Smile

The Nursery is committed to advancing oral health outcomes for children through a dynamic partnership with the dental department placing prevention and early intervention at the heart of everyday practice.

This initiative focuses on delivering clear, consistent messaging around the importance of good oral hygiene, healthy habits and regular care.

3.2 Summary Financial Position

As per Appendix 1, the 2024/2025 result was a small deficit of c£16k against a budgeted deficit of c£24k and it should be noted that this was significant improvement on the 2023/2024 position of a c£158k deficit.

For 2025/2026 the budget is based on 70% occupancy, with a c£61k operating surplus predicted. Inclusive of central costs, a deficit of c£19k is expected. Central overhead costs will be further reviewed to check that the amount remains accurate.

The Nursery has performed better than budgeted for the first 8 months of 2025/2026 with a favourable variance of £37k, an operating surplus of c£84k against a budgeted surplus of c£47k. Inclusive of estimated central overhead costs of c£53k, there is a surplus to date of c£30k against a budgeted deficit of c£7k.

Based on the forecasting exercise carried out in March 2026, using the most up to date information available at that time, the 2025/2026 budgeted position is now expected to be improved upon. Inclusive of central costs, a surplus position of c£23k is now predicted.

APPENDIX 1 - CUMBERNAULD NURSERY PROVISION

	Annual - Aug24 to Jul25				Year to Date - Aug25 to Mar26			Annual		
	Actual	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Variance
Academic Year	2023/2024	2024/2025	2024/2025	2024/2025	2025/2026	2025/2026	2025/2026	2025/2026	2025/2026	2025/2026
No. of Weeks Provision	38	45	45		50	50		50	50	
Nursery Opening Hours	0830-1630	0800-1800	0800-1800		0800-1800	0800-1800		0800-1800	0800-1800	
Hours per Week	40	50	50		50	50		50	50	
Occupancy level (based upon hours)	52%	65%	62%	-3%	70%	65%	-5%	70%	65%	

Income	302,973	498,697	478,108	(20,589)	362,453	384,649	22,196	543,680	571,666	27,986
Staffing	352,658	394,335	384,119	10,216	286,287	276,822	9,466	443,407	432,901	10,506
Supplies/Services Expenditure	23,684	43,469	32,363	11,106	29,417	23,777	5,640	39,150	35,925	3,225
Total Expenditure	376,342	437,804	416,482	21,322	315,704	300,599	15,106	482,557	468,827	13,730
<u>Surplus/(Deficit)</u>	(73,369)	60,893	61,626	733	46,749	84,051	37,301	61,123	102,839	41,716
Surplus/(Deficit) as a % of income	-24%	12%	13%		13%	22%		11%	18%	
Allocation of Central Overheads	84,872	84,872	77,872	7,000	53,472	53,472	-	80,208	80,208	-
<u>Surplus/(Deficit)</u>	(158,241)	(23,979)	(16,246)	7,733	(6,723)	30,579	37,301	(19,085)	22,631	41,716
Surplus/(Deficit) as a % of income	-52%	-5%	-3%		-2%	8%		-4%	4%	
Staffing FTE		11.12	10.88	0.24	11.57	11.53	0.04	11.57	11.53	0.04

Occupancy comparative based on places

	Aug-23	Aug-24	Oct-24	Apr-25	Sep-25	Nov-25	Jan-26	Apr-26
0 - 2	83%	97%	100%	100%	97%	100%	97%	90%
2 - 3	56%	97%	100%	100%	100%	100%	100%	90%
3 - 5	32%	54%	57%	81%	76%	77%	83%	92%
Whole Nursery	40%	63%	68%	86%	82%	84%	85%	93%

Current Intake @ 03/11/2025

Student Funding Only - 13 children
Student/Council - 4 children
Council Funding Only - 23 children
Council/Private - 7 children
Private Only - 24 children
Council/Student/Private - 2 children
73 children in total

Current Intake @ 31/01/2026

Student Funding Only - 13 children
Student/Council - 3 children
Council Funding Only - 28 children
Council/Private - 10 children
Private Only - 19 children
Council/Student/Private - 2 children
75 children in total

Current Intake @ 30/04/2026

Student Funding Only - 9 children
Student/Council - 6 children
Council Funding Only - 32 children
Council/Private - 9 children
Private Only - 20 children
Council/Student/Private - 2 children
78 children in total



Resources and General Purposes Committee – May 2026

Item 7.1 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. Professional Services Review

Staff engagement continues with the External Funding & International team regarding the future direction of those activities. This is the final team to be consulted with regarding the original Professional Services Review proposal.

2. College Employers Scotland (CES)

2.1 National Negotiating Committee (NNC) Website

The [National Negotiating Committees \(NNC\) website](#) has been launched to support the revised National Recognition and Procedures Agreement arrangements and provide a central source of information relating to National Bargaining for both Lecturing Staff and Professional Services Staff.

The website includes key information on committee matters, membership, meeting minutes and updates on national workstreams, including Job Evaluation.

2.2 Job Evaluation (JE)

A joint communication on the status of Job Evaluation has been added to the [Latest News](#) section on the NNC website.

The Joint Secretaries updated the Job Evaluation Project Board (JEPB) meeting on 22nd April 2026 that they had begun the process to explore alternative scheme providers for Job Evaluation to understand if any scheme providers are able to provide the level of satisfactory transparency to move forward. Discussions have begun with five potential scheme providers, including that of the current provider ECC-FEDRA.

Once the process is concluded, the Joint Secretaries will compile and submit a final report with their findings and conclusions to the JEPB for consideration at the next scheduled meeting on Wednesday 24th June 2026.

2.3 EIS-FELA Pay Claim

The National Negotiating Committee (NNC) – Lecturing Staff (LS Committee), met on Thursday 30 April 2026 to continue discussions on the 2026/27 and 2027/28 pay claim. The management representatives acknowledged the points raised and it was agreed the Joint Secretaries would continue offline discussions on the areas discussed.

The next scheduled meeting is Thursday 11 June 2026. However, a further meeting on pay has been provisionally scheduled to take place on Thursday 14 May 2026 subject to discussions with the Joint Secretaries.

2.4 National Grievance Policy and Procedure

Work has commenced on the initial annual review of the National Disciplinary Policy and Model Procedure, following its agreement in April 2025.

3. Joint Negotiating Committee Update

3.1 JNC Academic

There has been no further meeting of the JNC Academic since the meeting which took place on 10th December 2025.

The next meeting of the JNC Academic is scheduled to take place on 3rd June 2026.

3.2 JNC Professional Services

A JNC Professional Services meeting took place on 2nd April 2026. Discussion topics included:

- Professional Services Review.
- National Disciplinary Policy and agreement on the content of a local procedure for NCL.
- Recruitment and Selection Policy and Procedure. The trade unions confirmed their agreement with the content.
- Signing of a Collective Agreement, effective 1st April 2026, regarding the calculation of holiday pay for non-contractual overtime.

The next meeting of the JNC professional Services is scheduled to take place on 11th June 2026.

4. Policies and Procedures

- Following on from the Collective Agreement, an Overtime and Time Off In Lieu Policy and Procedure for Professional Services staff has been published.
- The National Disciplinary Policy and local College procedure has been signed off by all 3 locally recognised trade unions and has been put forward for publication. Manager training will follow.
- A Recruitment and Selection Policy and Procedure is awaiting sign off from local EIS-FELA representatives prior to publishing.
- The following policies and procedures are being drafted – Dignity at Work (including Sexual Harassment), and PVG.

5. Absence Management

The NCL Absence percentage for Q2 was 8.47% which was similar to Q1 2026. The top 3 reported absence categories in this quarter were:

- Ear/Nose/Throat
- Stomach/Bowel

- Psychological

Whilst two out of three categories were also in the top 3 in Q1, these are not consistent and indicate that a change in the season may have had an effect on staff wellness.

As a result of this absence rate level, an Absence Action Plan Working Group is to be formed to consider additional measures to support the management of attendance at work.

Three guidance documents have been produced and published by HR to support managers, and additional guidance for staff is being drafted:

- Managing Long Term Absence
- Reasonable Adjustments
- Supporting the Return to Work Process

Sector benchmarking commenced in AY25/26, however this has been paused due to the group's chair leaving the sector. It is expected that benchmarking will be resurrected in the future. However, what was discovered was that, due to the various methods of recording information, different systems, policies and process, benchmarking absence across the sector is challenging. The group did agree on standard categories for absence. It is also intended that any future benchmarking should be widened to compare other relevant data across the sector such as turnover, case management, EDI and recruitment data.

5. Employment Tribunal Update

Following the signing of the Collective Agreement, the formula for calculating the eight sisted tribunal claims has been established, and lawyers for the College and all claimants continue to actively work towards settlement of their cases.

The College has received two new Employment Tribunal claims since the last RGP Committee update:

- A claim for unfair dismissal/wrongful dismissal/disability discrimination/discrimination arising from disability/alleged failure to make reasonable adjustments. The Preliminary Hearing scheduled for May has been cancelled by the Tribunal Service and we await a tribunal hearing date.
- A claim for constructive unfair dismissal. A hearing has been scheduled for May, however we have requested a postponement due to lack of availability of witnesses.

6. Equality, Diversity and Inclusion

6.1 Leaders Unlocked: Student Commission for Racial Justice

NCL has signed up to the Leaders Unlocked: Student Commission for Racial Justice pilot project, one of five participating FE colleges in Scotland. This student-led project will give young minority ethnic students at NCL a platform to influence change at NCL and within Scotland's education sector. The project will commence at the start of the next Academic Year (26/27) and will run for 3 years.

6.2 Bystander Intervention Skills

The All Staff Essential Learning (ASEL) package comprises a series of modules that embed EDI across NCL. EDI modules have been developed and refreshed each year to ensure the content remains

relevant and impactful for NCL. This year's focus will be on strengthening Bystander Intervention skills, equipping staff with the confidence and tools to safely and effectively challenge inappropriate behaviour.

6.3 Mainstreaming Toolkit

Scottish Government recently launched a Mainstreaming Toolkit designed to support public sector organisations in embedding EDI into all areas of policy, practice, and decision-making. The Toolkit provides practical guidance, resources, and examples of good practice to help ensure equality considerations are consistently integrated rather than treated as a separate activity.

We are currently reviewing the toolkit to explore how it can be effectively utilised across our existing processes and EDI work at NCL.

It has been agreed the Mainstreaming Toolkit will be piloted with the Supported Learning and Access & Progression department, allowing us to test its application in practice and assess how it can strengthen our approach to mainstreaming. This will help inform wider rollout and ensure alignment with our ongoing commitment to the PSED.

6.4 EDI Regional Network

NCL is working with external partners across the region including Police Scotland, North Lanarkshire Council, South Lanarkshire Council and NHS Lanarkshire to establish an EDI contact network. The aim of this network is to strengthen collaboration and improve how we share and align our equality outcomes and priorities. This will support more effective partnership working, enabling us to identify areas of common focus, reduce duplication, and explore opportunities for joint initiatives with overlap. Ultimately, this regional approach will help enhance impact and drive more coordinated progress on EDI across Lanarkshire.

7. Strategy 2030 – People

One of the key enabling elements for the delivery of a successful Strategy 2030 is NCL's People. To introduce the People element, a small working group has been set up, drawn from Brand & Marketing and Human Resources, to develop, in the first instance, an initial landing page on the intranet. The intention is that this would eventually become the recognised place for "all things people", such as HR policies, employee benefits, wellbeing, and development opportunities. However, the initial approach will be to begin to introduce the People brand gradually through pages highlighting employee recognition, retirements, "meet the teams", etc, and build a platform outwards from there.

Elaine Turkington

College Registrar

May 2026

Resources and General Purposes Committee – May 2026

Item 7.2 Information Governance 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.

This update covers the period of October 2025 – March 2026 and all areas of information compliance including; UK GDPR, Privacy and Electronic Communication Regulations, Freedom of Information (Scotland) Act, Environmental Information (Scotland) Regulation and the governance of records management that supports compliance in these legislative areas.

Data Protection

Personal Data Breaches

All information security incidents are notified to the Data Protection Officer under the Information Security Incident Procedures and a full register is maintained.

	Current Reporting Period October 2025 – March 2026	Previous Reporting Period April 2025 - September 2025
Breaches reported	8	13
Notified to the ICO	0	0

The main cause of personal data breaches in this period was emails being sent to the incorrect recipient, failure to use BCC or with an incorrect attachment. The College continues to address this by including reminders in staff communications and via the e learning training module.

Data Subject Rights Requests

The most common rights request received by the college is the right of access, known as a subject access request.

Request Type	Current Reporting Period October 2025 – March 2026	Previous Reporting Period April 2025 - September 2025
Right of Access	8	3
Right to Erasure	0	0
No. of Late Responses	0	0

NCL must respond to all requests within one calendar month, unless the request is considered complex. All requests were completed within one calendar month.

Four requests were received from staff and four from students.

Data Protection Complaints

From the 19th June 2026 the new Data (Use and Access) Act requires all controllers to have a data protection complaints process in place, to allow data subjects to complain to a controller before the ICO. All data protection complaints must be acknowledged within 30 days of receipt and responded to without undue delay. The procedures for this are currently in draft and will be published ahead of the 19th June deadline. From the next reporting period data protection complaints will be include in this report.

Data Protection Complaints to the Regulator

There has been no contact from the Information Commissioners Officer (ICO) in relation to any complaints that been made to them on how we process personal data or handle data subject rights requests.

Staff Training and Awareness

The Data Protection e learning module now forms part of the All Staff Essential Learning and was updated for the 25/26 academic year. The modules are delivered via Moodle and is available to all Staff and Board members.

Freedom of Information

Request Type	Current Reporting Period October 2025 – March 2026	Previous Reporting Period April 2025 - September 2025
FOISA Requests	13	20
EIR Requests	0	0
Requests for Review	0	0
No. of Late Responses	1	1

The requests included information on: procurement activities, headcount, trade union recognition agreements, job evaluation, trade union board seats, staff costs and fair work statements. One response was late within this reporting period.

Ten out of the thirteen requests were submitted from Trade Unions.

Freedom of Information Complaints to the Regulator

There has been no contact from the Scottish Information Commissioner (SIC) in relation to any complaints or appeals that been made to them on how we have responded to any requests under the Freedom of Information (Scotland) Act.

Lorna Miller

Information Governance Lead

May 2026

**Resource and General Purposes Committee
Strategy Office Update: May – June Board Cycle.**

The following paper provides the committee with an update on the ongoing implementation of Strategy 2030, key Strategy Office activity, brand, communications and events developments and strategic projects across the College.

Strategy 2030 and Strategy Office Update

Since the formal launch of Strategy 2030, activity has continued across a number of areas aligned to the College's long-term ambitions around student success, regional impact, partnership development and income diversification.

The Strategy Office continues to coordinate and support the implementation of key strategic initiatives, while also strengthening oversight, communication and project management arrangements linked to Strategy 2030 delivery. Work remains ongoing to ensure that projects are aligned to strategic priorities and are supported through appropriate governance and reporting mechanisms.

A number of key strategic projects have progressed during this reporting period, including developments linked to social enterprise activity, The Learning Well, partnership working and commercial provision. These projects continue to support the College's ambition to establish new academic markets, diversify income streams and strengthen engagement with employers and regional stakeholders.

In addition, work is underway to further develop KPI monitoring and reporting arrangements relevant to the Resource and General Purposes Committee. This includes the continued development of a project management tool and dashboard and reporting system intended to provide enhanced visibility of strategic project progress, milestone tracking and oversight.

Social Enterprise Development

The development of a social enterprise model remains a significant Year 1 priority within Strategy 2030 and aligns closely with the College's ambitions around social value, community impact and sustainable income generation.

Following a series of workshops and development sessions with Inspirent, a government-funded organisation specialising in social enterprise development, the initial scoping and mapping phase of the project has now concluded.

The College is now progressing work around the proposal of establishing a Charitable

Company Limited by Guarantee, which would be intended to act as the parent company for the College's future social enterprise activity. Further work will now take place around governance arrangements, legal structures, operational scope and financial planning prior to a formal recommendation being presented to the Board of Management for approval.

Alongside this work, planning activity is also underway in relation to the Women's and Men's Health Symposiums, which will support Strategy 2030 ambitions around regional engagement, sector influence and partnership development across health and wellbeing sectors.

The Learning Well and Commercial Development

The Learning Well continues to be a focal point of NCLs Strategy 2030 ambitions, with a pivotal role to play in generating additional income and opening up new academic markets. A Diploma in Management and Leadership now has Academic Standards approval and will be launching imminently with a minimum of 24 students enrolled from our partners at Sureserve.

Alongside the launch of the Diploma, work is progressing on the development of new online CPD materials for the Dental industry, with practices across Scotland having expressed an interest in online upskilling for their workforce. Work is also underway in the creation of online modules to support health symposium activity.

Strategy Communication and Staff Engagement

The College continues to prioritise communication and staff engagement in support of Strategy 2030 implementation. A further development day has recently been hosted by the Staff Development Academy, Michelle Docherty and Lisa Reid, focused on highlighting the important role that Work Based Assessors can play in supporting the delivery of Strategy 2030 objectives. This activity was scheduled following the college's recent Modern Apprenticeship report and will be ongoing.

Work is also progressing on the development of a dedicated Strategy 2030 booklet, intended for circulation to staff, students, partners and external stakeholders. The booklet will help to ensure consistent and effective communication when sharing our vision for the College and our region for the next five years.

Brand and Marketing Update

The College's brand and marketing activity has continued to perform strongly during this reporting period. The launch of the "I Could Be Happy" campaign has generated significant visibility across Lanarkshire, as well as featuring inside Glasgow Queen St station.

The campaign attracted significant interest across social media channels, being shared frequently by staff, students and prospective applicants.

The College continues to report strong recruitment performance across both FE, HE and Undergraduate School offerings in the current recruitment year with figures across all three categories reporting an increase on 'this time last year' data. Work is now underway to secure enrolments with 'keep warm' activity scheduled to retain applicants.

Significant investment has also been made in the College's physical brand presence, including the installation of new branding across the Cumbernauld and Motherwell campuses.

New departmental promotional videos were also recently launched during a dedicated staff screening event, showcasing the very best of New College Lanarkshire, featuring students from a range of subjects and backgrounds.

The external facing website will also be undergoing development in the coming weeks, with new features launched and a new homepage layout. Degree course webpages will also be refreshed to reflect alignment with University webpages, ensuring familiarity with users.

Communications Update

The College's communications activity continues to strengthen the profile and reputation of New College Lanarkshire. The College has recently been shortlisted for five Herald Awards in the following categories:

- Outstanding Business Engagement in Colleges – Scottish Institute for Dental Education
- Outstanding Contribution from a College Student – Brooke MacFadyen
- Outstanding Contribution to the Local Community – Walking Football, Social Medicine
- Partnership Award – Brain Health Scotland Centre for Health and Social Care
- Partnership Awards – College Local Innovation Centres (CLIC)

Lecturer Kim Beveridge has also been nominated for ‘Lecturer of the Year’ as part of the Pearson Teaching Awards, this follows on from Neil McMullen making the finals in the same category last year who went on to collect a silver award.

The College has also recently delivered a successful International Week, led by Ian Dunn, Communications Manager and Jaz Sandhu, Equality Diversity and Inclusion Adviser. Activities throughout the week were focused on celebrating different cultures at New College Lanarkshire, with panel discussions, ESOL displays, sport and hospitality initiatives featuring heavily.

Events and External Engagement

A significant programme of key events and external engagement activity continues to take place across the College. Over the previous 3-month period we have hosted:

- Josh Littlejohn Fellowship Award
- Social Value Awards
- Scots Law showcase and booklet launch
- Scottish Apprenticeship Awards evening
- Academic department showcases (ongoing)
- CDN Marketing Conference
- 160th anniversary exhibition at Summerlee
- HOCHTIEF Memorandum of Understanding signing event

We are also currently holding ‘NCL in Action’ open days across our three main campuses, displaying the best of our academic departments and giving prospective applicants the chance to experience different courses within the college. Our student services teams will also be in attendance, supporting prospective applicants in areas such as Admissions, Funding and Educational Support.

Work is also underway in the planning of our upcoming Health Symposiums taking place in early June at our Coatbridge Campus, with our Michelle McManus fellowship event taking place in the same week.

Conclusion

The reporting period has seen continued progress across a wide range of Strategy 2030 priorities, including social enterprise development, commercial online learning, strategic partnerships, brand development and stakeholder engagement.

Further updates will continue to be provided to the Committee as projects and initiatives progress.