



Agenda – NCL Board Resources and General Purposes Committee

Monday 8th September 2025 - 3.00 pm. Face to face Coatbridge Campus and via Zoom

- 1. Chair's welcome**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
- 4. Minutes of meeting of 19th May 2025 (FA) Minutes Posted- KF**
- 5. Matters Arising (FI)**
 - 5.1 Update on BTO Verbal Update– KF**
 - 5.2 AMCOL Nursery Update Verbal Update –JL**
 - 5.3 Brand Report - Colours Verbal Update – ET**
 - 5.4 APUC – best value Verbal Update - RG**
- 6. Cumbernauld Nursery Update (FI) Paper Posted – JL**
- 7. College Registrar's Report (FI) Papers Posted – ET**
- 8. NCL Estates Update (FI)* Papers Posted - RG**
- 9. ICT Update (FI)* Papers Posted – JM/RG**
 - 9.1 ICT Update**
 - 9.2 Information Systems Report**
- 10. NCL Health and Safety Report (FI) * Paper Posted – ET**
- 11. Brand Update (FI) Paper Posted – ET**
- 12. NCL College Update (FI) Verbal Update – JL/RG**
- 13. Chair's Update (FI) Verbal Update - KF**
- 14. Horizon Scanning –Strategy 2030 update (FI) Update – JL/RG**

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.



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| 15 | Procurement/ Waste Contract (FI) | Paper Posted |
| 16. | AOB | |
| 17. | Approval of publication of the papers from this committee (FA) | Board Secretary |
| 18. | Date of Next Meeting New College Lanarkshire Board: the scheduled date for the next meeting is 3 pm 17th November 2025 at the Cumbernauld Campus. | |

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Minute: NCL Resources and General Purposes Committee (RGP)

15.00 on 19 May 24 2025 at Motherwell Campus and via Zoom

Present: Keith Fulton (Chair), David Alves, Christopher Moore

In attendance: Ann Baxter, Ronnie Gilmour, Ronnie Smith (for item 5.1), Elaine Turkington, Diane McGill, Penny Neish

1. Chair's welcome

Keith Fulton (KF) opened the meeting and welcomed everyone, noting that the Principal had to leave the meeting at 16.00, following which the Committee would not be quorate. KF therefore proposed to re-organise the agenda to ensure Christopher Moore would be present for the discussion on BTO (agenda item 5.1), the Estates Report Coatbridge Nursery (agenda item 8), the NCL College update (agenda item 12) and Horizon Scanning (agenda item 15).

2. Apologies

There were no apologies.

3. Declarations of Interest

Ann Baxter (AB) and Ronnie Smith (RS) noted their membership of the AMCOL Board.

4. Minutes

Minutes of the RGP meeting of 24 February 2025

The minutes were agreed.

NB: It was noted that NCL's auditors, Audit Scotland, had picked up on the comments in the draft minute of the RGP on 24 February 2025, para 5.2, on AMCOL's Articles of Association and had queried the partial disclosure on the public register of AMCOL's charitable Objective, ie:

"In Scotland and elsewhere to make provision for child care, nursery and after school care for children of adults in full or part time education and thereby encourage adults into further education on a full or part time basis".

OSCR has confirmed to AMCOL's lawyers that they have a full copy of AMCOL'S Memos and Articles of Association (2008), which are still the current legal document, and are fully aware their objectives are more than that stated on the register. They have no concerns with regards to the information disclosed on the public register only showing part of the overall charitable objectives.

NCL's auditors will be advised of OSCR's reply to their query.

Action: Lyn McKenzie, through whom the initial query was raised, to advise Audit Scotland, that OSCR is aware of the full range of AMCOL activities as described in their Articles of Association and is content with the abbreviated statement on the public register.

5. Matters arising:

There were no matters arising which were not included in the agenda.

The Minutes follow the order in which the items were taken in the meeting.

8. NCL Estates update

Ronnie Gilmour (RG) spoke to his paper and highlighted:

Baseline 2024: The SFC and Atkins Realis Baseline 2024 survey, was completed as requested but as yet there has been no feedback from SFC to Atkins on the next steps. This delay is raising college concerns about any future funding for back log maintenance. NCL Estates Manager is chasing up on this.

Coatbridge Campus: Coatbridge Campus Nursery land went on the market with a closing date of 27 May. Some indications of interest are already being shown;

The rest of Item 8 is redacted for commercial sensitivity.

5.1 **Update on BTO:**

As part of his update, KF summarised also the outcome of the **Special Board meeting on 13 May 2025**:

The rest of Item 5 is redacted due to commercial sensitivity.

12. **NCL College update**

CM reported to the RGP that Fiona Whittaker, Chief Officer (People Resources), North Lanarkshire Council, had contacted NCL in relation to establishing a Construction Academy in the area.

The rest of this paragraph is redacted due to confidentiality.

CM met with the Deputy Chief Executive and the CE of (**redacted**) and the Head of Education and Skills. Several different approaches were discussed such as a dedicated building or shared services and CM had expressed a definite interest on behalf of NCL's involvement. This is a major initiative with strong political expectation. There is recognition that recruiting for skilled labour in the construction industry is almost impossible in North Lanarkshire.

NCL will continue discussions with leaders on the Ravenscraig development and other senior leaders of related projects. There was a very positive tone to the meeting and CM was encouraged that there was a good external view of the college.

CM was leaving the RGP to go to an Open University conference with their global partners. He is keen to develop a partnership with the OU.

KF thanked CM for his upbeat report and said that the RGP looked forward to hearing further developments of both initiatives.

5.2 **AMCOL Nursery update:**

AB gave a verbal update. There has been no AMCOL Board meeting since last RGP Committee. The new rates will be **£74.40** full day, **£37.20** half day.

As reported at the last meeting the Articles of Association are being redrafted along with the Service Level Agreement.

The query by Audit Scotland on the extract on the public register in relation to AMCOL's Articles of Association was dealt with earlier in the meeting – *see para 4 above 'Minutes of the previous meeting'*.

6. **Cumbernauld Nursery Update**

AB spoke to her paper and highlighted:

- The number of children funded either fully or partly by student funding has remained fairly consistent in the year: up to 17 from a total of 78 children
- Numbers are continuing to increase in all rooms. In terms of places, the 0 - 2, and 2 - 3 rooms are full and the 3 - 5 room is now at 81%. There is a waiting list for both under 3 rooms. There are children who have increased their days and/or hours as the children are now eligible for Council Funding, which has increased occupancy in the new term after the Easter break.
- **Applications for 2025/26;** The Nursery is beginning to receive applications through student funding for places for student children for the start of term in August.

- The Nursery currently has applications for over 40 3 to 5-year olds for academic session 2025/26 for Council Funded places and are being processed by NLC. Parents will be notified soon.
- **Full Year Provision:** The Nursery currently has 20 children requiring childcare over the full year and this is increasing, both for Council Funded places, and private clients (working parents).
- There were 19 children attending the Nursery during the Easter break, which is almost double the number of children attending during the previous non-term time week in October.
- **Curricular Interaction:** The Nursery is continuing to support 2 NC Childhood Practice students as well as one HNC Childhood Practice student and 2 Level 5 students. The Nursery is also providing a placement for a Foundation Apprenticeship student.
- **Summary Financial Position:** The Nursery has performed significantly better than budgeted for 2023/24 with a favourable variance of c£104k and a reduced operating deficit of c£73k against a budgeted deficit of c£177k.
- The Nursery remains confident of bringing in the budget to plan through increased recruitment drives, enhanced marketing and further cost savings as the year progresses.
- It should be recognised that the Nursery is only in the infancy of the revised operating hours and it will take time to fully become established in this market. The Nursery is continuing to receive applications and the staff are confident that the numbers will continue to increase, pulling in parents who specifically need the longer hours. The flexibility of the Council funded places continues to be promoted on the dedicated Facebook page, and the Nursery plans to offer temporary childcare during non-term-time weeks (Easter, Summer) to fill places, in turn attracting parents to the Nursery on a full-time basis.

7. College Registrar's Report

Elaine Turkington (ET) spoke to her paper and reported:

- As previously indicated Strategy 2030 had been widely discussed with staff across the college and with external stakeholders. Responding to feedback key projects are in development and will be taken to the Board on 9 June for sign off.

CM left the meeting.

- The Professional Services review is progressing well
- CES (College Employers Scotland): National Recognition and Procedures Agreement (NRPA); Unison and Unite have indicated their resignation from the current NRPA to which EIS-FELA and the GMB have objected. Following an extraordinary meeting with CES has agreed to:
 - develop a new NRPA to take to the support staff trade unions to formally negotiate terms, and
 - aim to work towards a six-month notice period as requested by the trade unions, with the expectation that in real terms it could take nine to twelve months to develop a revised NRPA and finalise signatories.
- Support Staff pay claim: As anticipated, the professional services unions have submitted a multi-year claim. A number of issues, alongside affordability, have to be considered including cognisance of the Public Sector Pay Policy and whether further education is part of the public sector. CES is seeking support from the Scottish Government to underpin the additional funding which will be required as they did last year. KF commented that CES is more positive about the discussions than previously and is hoping for a quick resolution.
- Job evaluation: Following further discussion the CES and sector unions are again proceeding with the national job evaluation project. A high level timeline has been developed with a starting date of May 2025 and a projected completion date of January 2028.
- Leadership mentoring programme: The new Leadership Mentoring Programme, informed and shaped by similar models in industry and HE, will be launched in June this academic year as a pilot. The programme will involve trained mentors working with mentees to provide support

and benefits that are well established within mentorship practice and will facilitate the sharing of skills, knowledge and expertise within NCL through developmental conversations, experience sharing and role modelling. The Executive Board and Deans received training and supporting literature in April to ensure they have the right skills and qualities to support their mentees. Software has been created internally to match mentees with mentors and internal CPD will prepare all involved for this year long mentorship cycle. The mentorship programme itself involves five meetings based on the well-established GROW (Goal/Reality/Options/Will) model.

9.1 IT Update*

RG spoke to John Morrison's paper and noted the following points:

Windows 11 and Windows 10 extended support: RG said that Microsoft has agreed to extend its support at a cheaper cost: \$1.00 per machine for one year in the first instance as opposed to the original cost of c\$50 per machine for a shorter timeframe. RG said that NCL will continue to replace laptops as funding becomes available. NCL is not alone in this and the RGP queried whether a group approach to Microsoft on behalf of some colleges, or via APUC, (Advanced Procurement for Universities and Colleges) would be more effective. RG agreed to follow this up.

David Alves (DA) questioned the cost of computers and said he believed better deals were available. RG advised that the sector is bound by APUC rules. KF suggested that the issue should be raised with APUC.

Action: RG to explore with APUC best value deals for IT equipment.

Cyber Security: NCL successfully achieved Cyber Essentials certification on 25 April and will now co-ordinate with Barrier Networks to schedule the Cyber Essentials Plus assessment.

Professional Services Review: The ICT element of the Professional Services Review was completed in April with the proposition being well received by both the team and the trade unions. There are three phases to the proposal:

- The introduction of a new Cyber Security Officer post. The introduction of this role was recommended in both the report from the Jisc Infrastructure review and the recent Wylie and Bisset internal audit and will provide a more dedicated focus on cyber security within the team.
- ***Department name change** from ICT Support Services to **IT Support Services**. The term 'ICT' is now outmoded and not commonly reflected across the education sector or the wider technology industry.
- Refresh and update of job descriptions and job titles.

9.2 Information systems and development

RG spoke to Allan Forsyth's paper.

Good progress is being made across a range of projects. RG made particular reference to the development enabling the ability to get more meaningful reports from Tech1 for budget holders. This was a very welcome step and although in its early stages, it was anticipated that significant further development would be possible in the near future.

10. NCL Health, Safety and Wellbeing Report

ET spoke to Robert Curran's paper:

There had been no **Health, Safety and Wellbeing Committee** since the last meeting of the RGP. ET said that she would ensure that the meetings are aligned with the RGP committee next academic year to ensure that a report can of the HSW Committee can be given to the RGP.

Action: ET to ensure the HSW Committee dates align with the RGP Committee.

There are 4 open incidents since the last report to the RGP. Appropriate investigative action is underway in all cases.

Legal compliance:

Estates & H&S are working with NCL's Equality, Diversity and Inclusion Adviser to evaluate the college-wide impacts following the recent Supreme Court ruling.

11. Brand update

The wealth of information contained in the Brand Dashboard was welcomed by the RGP. ET had followed up with the Brand Team to improve legibility by re-thinking the colours used as requested by the RGP at its last meeting. Unfortunately, the current edition had just been finalised, however the Brand Team agreed to reconsider the colours to make the text in the Highlights and Priorities section easier to read.

13. RSB and Assigned College update

Diane McGill (DMcG) reported that the Tripartite Group (the RSB, SFC and Scottish Government) have met to discuss the transition plan and to consider the process and potential risks involved in the dissolution of the RSB. The next meeting of the Group is on 9 June and will be able to update the Board at its meeting later that day. The SSI (Scottish Statutory Instrument) was successfully laid in Parliament by the deadline date of 1 May 2025. It will go through Committee and the Chamber in June. Providing there are no objections dissolution should be achieved by 30 July 2025.

14. Chair's update

KF commented that most of his activities had been covered in the discussions on BTO and CES. He is currently undertaking an evaluation of the Regional Chair as part of the annual self-evaluation process.

KF acknowledged Ann Baxter's last meeting of the RGP and her significant contribution and wished her well for the future.

General Committee Business

15. AOCB: There was no AOCB

16. Approval of publication of papers from this committee:

- Agenda for RGP 19 May 2025
- Minutes of the meeting 24 February 2025
- Cumbernauld Nursery update
- Information Systems update
- College Registrar's Update
- Healthy, Safety and Wellbeing update
- Brand Dashboard

17. Date of next meeting: the next meeting of the RGP Committee will be on **Monday 8 September 2025 at 15.00 at Coatbridge Campus and via Zoom.**

APPENDIX 1 - CUMBERNAULD NURSERY PROVISION

	Annual - Aug23 to Jul24			Annual - Aug24 to Jul25			Budget 2025/26
	Budget 2023/24	Actual 2023/24	Variance 2023/24	Budget 2024/25	Actual 2024/25	Variance 2024/25	
Academic Year	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25	2025/26
No. of Weeks Provision	38	38		45	45		45
Nursery Opening Hours	0830-1630	0830-1630		0800-1800	0800-1800		0800-1800
Hours per Week	40	40		50	50		50
Occupancy level (based upon hours)	41%	52%	11%	65%	62%	-3%	70%

Income	241,000	302,973	61,973	498,697	478,108	(20,589)	543,680
Staffing	388,227	352,658	35,569	394,335	384,119	10,216	443,407
Supplies/Services Expenditure	29,985	23,684	6,301	43,469	32,363	11,106	39,150
Total Expenditure	418,212	376,342	41,870	437,804	416,482	21,322	482,557
Surplus/(Deficit)	(177,212)	(73,369)	103,843	60,893	61,626	733	61,123
Surplus/(Deficit) as a % of income	-74%	-24%		12%	13%		11%
Allocation of Central Overheads	82,400	82,400	-	84,872	77,872	7,000	80,208
Surplus/(Deficit)	(259,612)	(155,769)	103,843	(23,979)	(16,246)	7,733	(19,085)
Surplus/(Deficit) as a % of income	-108%	-51%		-5%	-3%		-4%
Staffing FTE	10.47			11.12	10.88	0.24	11.57

Occupancy comparative based on places

	Aug-23	Jun-24	Aug-24	Oct-24	Apr-25	Jun-25	Sep-25
0 - 2	83%	97%	97%	100%	100%	100%	97%
2 - 3	56%	91%	97%	100%	100%	100%	100%
3 - 5	32%	49%	54%	57%	81%	83%	76%
Whole Nursery	40%	59%	63%	68%	86%	87%	82%

Current Intake @ 02/09/2024

Student Funding Only - 13 children
Student/Council - 3 children
Council Funding Only - 19 children
Council/Private – 11 children
Private Only - 18 children
Council/Student/Private – 0 children

Current Intake @ 30/04/2025

Student Funding Only - 10 children
Student/Council - 5 children
Council Funding Only - 29 children
Council/Private – 11 children
Private Only - 21 children
Council/Student/Private – 2 children

Current Intake @ 01/09/2025

Student Funding Only - 13 children
Student/Council - 4 children
Council Funding Only - 22 children
Council/Private – 9 children
Private Only - 22 children
Council/Student/Private – 1 child



FOR DISCUSSION/INFORMATION			
Meeting:	Finance Committee		
Presented by	Jennifer Lowe		
Author/Contact	Jennifer Lowe	Department / Unit	Executive Board
Date Created	2 September 2025	Telephone	Ext
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:
1.1 Nursery Operational Update – September 2025
1.2 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**
Possible financial exposure if not performing to forecast.
- 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

1.1 Nursery Operational Update – September 2025

Occupancy Update

Both under 3 years rooms are almost at capacity with waiting lists in place and it is predicted that both rooms will be full soon.

A number of places are still to be finalised and highlighted that 50% of children have extended hours/weeks or both in comparison to 20% the previous year.

The 3-5 year room figures are similar to previous years and over the summer period the Nursery had been busier than anticipated and term time staff had been requested to return to work to accommodate this.

Local Authority funded applications for the forthcoming year will be opened earlier with forms available in October for submission by December. This information would be highlighted by the nursery nearer the time and support provided to applicants.

A more comprehensive update on figures will be provided by the Nursery Board mid- September once the new term has been established.

Student Funding Update

Student Funding Manager advised that 2025 - 26 budget projections have been undertaken and indicated that there is a significant number of student funding forms still to be submitted. At present there are eleven students who have secured childcare totalling £108K and this is anticipated to increase.

Curricular Update

In session 2024 – 25, the Nursery had supported 2 NC Childhood Practice students as well as one HNC Childhood Practice student and 2 Level 5 students. In session 2025 - 26 there has been no demand for Early Learning and Childcare programmes at the Cumbernauld Campus, however there are two level 6 and one level 5 programme being delivered at Coatbridge Campus. A review of students from these cohorts will be undertaken to ascertain if work placement opportunities are viable for the Cumbernauld Nursery.

There is a possible partnership with the Time Capsule soft play area which would benefit student training opportunities and Nursery children participation.

Marketing

The Nursery is working with the Brand Team to showcase the Nursery in a number of ways, including college website, social media platforms, flyers, posters, media and press releases, educational resources. Meetings took place with Brand Team and Nursery leadership in July in July to discuss the Nursery video content.

1.2 Summary Financial Position

As per Appendix 1, the Nursery has performed better than budgeted for 2024/25 with a favourable variance of £733, and an operating surplus of c£62k against a budgeted deficit of c£61k. Inclusive of central costs of c£78k, it is a small deficit of c£16k against a budgeted deficit of c£24k. It should be noted that this is a significant improvement on the 2023/24 position of a c£156k deficit.

For 2025/26 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 2025/26 budget is currently expected to be achievable.



Resources and General Purposes Committee – 8th September 2025

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. NCL Strategy 2030

As the refinement activity of our strategic proposals has concluded, it has been deemed appropriate that approval for Strategy 2030 should now be sought at the first meeting of the New College Lanarkshire Board on 6th October 2025.

2. Professional Services Review

Informal consultation has taken place with the Estates and Finance teams over the summer months, with both business cases nearing completion for sharing with the trade unions.

The priority in Estates has been to achieve commonality of working practices and team structures as far as practical across the three main campuses. Within Finance, there has been a focus on establishing clearer delineation between Financial Management and Financial Operations roles, as well as building stronger relationships between the team and the departments they support by offering a named Finance Team contact for each department.

Discussions also continue with the Catering and Brand teams, and the review remains on target to be completed at the end of this academic year.

3. College Employers Scotland (CES)

3.1 National Recognition and Procedure Agreement

A new National Recognition Agreement (NRA) – Professional Services Staff (PSS) has been agreed with UNISON and Unite. It is the intention that this document will be shared to allow colleges to take it through individual governance arrangements before signing the new agreement. However, the new NRA – PSS, cannot be implemented until a subsequent new NRPA for the EIS-FELA only, is agreed or until colleges consider what steps to take if a new NRPA cannot be agreed with the EIS-FELA.

Positive discussions have taken place between the CES Team and the EIS-FELA to consider revising the existing agreement in a way that would allow a continuation, with common principles and protocols but splitting into two appendices, each of which details the agreements on scope, structures, processes and procedures, separately for each bargaining group (PSS and the Lecturing Staff Side). Good progress has been made with this document, and it is currently with the EIS-FELA to review and comment. It has also been shared with the GMB to ensure they are aware of the new NRA – PSS. UNISON and Unite are currently supportive of this approach.

The new agreement will be tabled formally at the upcoming Central Committee and Side Tables in early September 2025.

3.2 Support Staff Pay Claim

On 19 June 2025, the Joint Secretaries wrote to the Minister for Higher and Further Education seeking financial support to agree a multi-year (2025-2028) Pay Agreement for support staff.

It is understood that UNISON and Unite will be ready to ballot quickly if financial support is confirmed and provided. However, it should be noted that a Pay Agreement will not now be able to be in place for 1 September 2025.

3.3 Job Evaluation (JE)

The CES Team continues to work closely with the employers' only working group on Job Evaluation and Pay and Grading. The following draft documents have been developed and are currently being discussed with UNISON, Unite and the GMB. They are also being shared and discussed with the wider HR Strategic Group before being presented to CES in September 2025 for full discussion:

- Project Governance Structure
- College Preparation Guidance (issued)
- Pay Principles
- Appeals Process and Procedure
- Risk Register

In addition, discussions have commenced with the Scottish Funding Council on the Business Case and procurement discussions with APUC.

A new joint communication has been agreed by the Joint Secretaries and added to the [NJNC Website](#).

Work is underway in each college to map job history from 2018, ensure Job Descriptions and Organisation Charts are updated and confirm the number of roles to be evaluated.

3.4 CES Funding

At an Extraordinary Meeting on 25th June, CES considered the Letter of Grant issued by the Scottish Funding Council which confirmed £996,000 in funding for Academic Year (AY) 2025/26. It was noted that the Scottish Funding Council (SFC) has indicated that from AY 2026/27, SFC will include £996k in college funding allocations to allow colleges to fund CES directly.

Concerns were raised about the implications of a subscription based model, as well as considering implications of such models on Freedom of Information obligations and financial accountability.

An early meeting is being sought by the CEO of Colleges Scotland with the SFC regarding the funding model for AY 2026/27. Colleges Scotland will also pursue written confirmation from SFC on the proposed future funding approach and guarantees.

3.5 Updated CES Executive Group Remit

At the same meeting on 25th June, CES was advised that, as part of recent governance reforms within Colleges Scotland, a streamlined committee structure has been introduced, including the disbandment of the Sector Finances Committee. The CES Executive Group remit and membership has therefore been updated to reflect the removal of the Chair of the Sector Finance Committee, reducing permanent members from nine to eight. The number of ex officio members in the remit has also increased from two to three. This corrects a previous error.

It was noted that further discussions will take place to explore how CES governance arrangements align with the broader Colleges Scotland structure. While the current changes are largely administrative, it was acknowledged that there is a need to clarify roles and responsibilities going forward.

4. Joint Negotiating Committee Update

4.1 JNC Academic

A meeting of the JNC Academic was held on 27th May 2025. Discussion topics covered:

- Absence Management Guidelines
- Professional Services Review
- Impact of VS settlements
- Professional Development Policy
- Staff Bursary Procedure
- Student Satisfaction and Engagement Survey
- Temp staff and permanisation

The next meeting of the JNC Academic has yet to be scheduled.

4.2 JNC Professional Services

There has been no further meeting of the JNC Academic since it was last convened on 30th April 2024.

6. Employment Tribunal Update

There are six claimants in total and the claims remain sisted. The Employment Tribunal has recently requested an update which we have provided. Discussions with UNISON are underway to find resolution.

Elaine Turkington

College Registrar

September 2025

Resources and General Purposes Committee – 8th September 2025

Item 10 NCL Health and Safety Update

This paper summarises 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.

10.1 Significant Incidents Academic year 2024/2025

- There have been no new claims received since the last update.
- The solicitor for the Coatbridge tennis elbow claim requested a meeting and further information. The next step will be coming onto campus to speak to the claimants Line Manager.

DATE	CAMPUS	DETAILS	UPDATE	Status
26 th August 2024	MW	An outside contractor was removing heavy plant machinery from the mechanical workshop to be delivered to a third-party source. During the lifting operation, the machine tipped, resulting in a dangerous near miss. This incident is not RIDDOR reportable as there was not a failure of the lifting equipment or accessories.	The outside contractor did not ensure that a suitable and sufficient lifting plan was in place. The NCL department did not carry out the necessary checks to ensure the H&S standards were being met.	Closed
26 th August 2024	MW	A staff member exacerbated an existing back injury, resulting in time off work when opening a door. This is currently a lost time incident, but may become RIDDOR reportable if the employee remains off work.	The doors had new fire seals installed, which meant they were stiffer than usual. Estates have removed the bottom seal on the door and instructed the contractor to come on-site to correct any other doors that are sticking.	Closed
20 th September 2024	MW	A supported learning student was reported missing from campus after leaving college and travelling to Lanark.	The student was found several hours later, safe and well, following an extensive search involving police, family, college, and Enable staff and members of the public. The incident investigation is complete, and remedial recommendations have been passed to the department. The	Open

			department is working through these and they will be implemented for the next academic year starting.	
31 st March 2025	Motherwell	Students had set fire to a rucksack beside the picnic bench causing a small fire. Estates were called and extinguished the fire.	CCTV has been reviewed and the college worked with the school to identify the student responsible and action was taken.	Closed
24 th April 2025	Motherwell	Red conduit pipework from the smoke detection system (approx. 6m length) fell from the ceiling bringing with it some of the clips and saddles. On inspection, many of the broken clips/saddles were plastic and had discoloured over time and become brittle.	The pipework was inspected and replaced with more suitable brackets.	Closed
29 th April	Motherwell	The Kaeser compressor had an oil leak, causing an oil mist to activate the fire alarm.	The area was ventilated and the compressor shut down. An incident investigation complete and awaiting the installation of a separate isolation switch within the workshop to stop it running 24/7.	Open

10.2 Health & Safety Management System

10.2.1 Policies

- The Dogs on Campus policy and procedure have been reviewed and updated.
- The annual review of the NCL H&S policy has been completed.
- The COSHH policy and procedure were reviewed and updated.
- There are several policies in draft for review. Occupational Health, Management of Asbestos, Occupational Hygiene, and Hand Arm Vibration.

10.2.2 Audits & Inspections

- The Health, Safety & Wellbeing department has completed audits for the school's delivery programme, and reports have been issued.
- The campus conditional walkaround inspections are underway with the TU H&S Reps & Estates.

10.2.3 Legal Compliance

- A new Health, Safety & Wellbeing Performance dashboard has been developed and will launch for the new academic year.
- A paper has been presented relating to car parking issues. Several focus groups have been held with staff and conversations with students. The final stage will be a staff and student survey with feedback in September, before we move forward with the policy.
- The Motherwell Evacuation tag system has been installed and training provided to all senior evacuation officers and fire wardens. A full evacuation was undertaken to test the new system and fire lifts, and this went well.

- The H&S and Estates teams are working together to explore how The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, which received Royal Assent on Thursday, 3 April 2025, will impact the college and identify ways to mitigate our risks. A SLWG will be established in August, and a report with recommendations will be written for consideration by the Executive Board.

10.2.4 Training

- A further mental health first aid course was held in June.
- The Staff Essential learning module for H&S is fire safety and has been launched for completion.
- The new Safety Hub LMS system is now live, and the HSW team is working in conjunction with the staff development academy to prepare for its implementation.
- The HSW department is running sessions for staff on the dogs on campus and COSHH updates.

10.3 NCL Joint Health, Safety, and Wellbeing Committee

- Our next Joint HS&W Committee is scheduled for the 22nd October.

10.4 Health & Wellbeing

- A Wellbeing policy, calendar, and strategy have been drafted and are currently under consultation.
- A passport to Health initiative is running via the Wellbeing Academy across all campuses, with initiatives and external partners present in September.
- The Wellbeing Academy is launching Ready Set Apprentice sessions to focus on mental health
- Andy's Men's Club is on campus on the 15th of September.
- A Wellbeing Academy area is being developed on the staff and student intranet portals that will be the central hub for all wellbeing activities and information. This will ensure everything is easily found in one place.

10.5 Resources

- A part-time (3 days per week) role as an HSW Advisor based at Motherwell has been filled with immediate effect, following an internal advertisement.
- The Administrator role is being advertised to replace the previous role holder, who left NCL at the end of last term.

Fiona Curran

Assistant Registrar - Health, Safety & Wellbeing

18th August 2025

Brand & Communications Update: June – August 2025

Brand

- Widespread advertising and promotion across the Lanarkshire region for August 2025, Clearing and Undergraduate School courses, this has included:
 - Extensive paid advertising on key social media platforms
 - Radio sponsorship activity on Clyde & Capital
 - Widespread billboard promotion of courses & 'College of the Year'
- Presence at local events including the RUN NL Half-Marathon & NLC Summer Placement event.
- Strong increases on our social media channels with significant follower increases on Facebook, Instagram and LinkedIn.

Communications

- Picked up four awards at the Herald Education Awards, including 'College of the Year', this comes after strong written submissions from Senior Comms Officer Ian Dunn.
- Lecturer Neil McMullen named 'lecturer of the year' as part of the Pearson Teaching Awards

Events

- We celebrated Coatbridge Campus 160th anniversary with a series of events:
 - Intergenerational Day
 - NCLs Got Talent
 - Social Justice and Child Poverty Symposium
 - Celebrating Neil McMullen – lecturer of the year
- These events were covered extensively on social media, gathering over 1million views on Facebook alone.

Information Systems and Development Update Report

R&GP Committee (September 2025)

1. Introduction

Since the last report in May 2025, Nadia McGuire was appointed as the new temporary Full-Stack Developer having previously been with the team for 2 years as a Graduate Apprentice. This means we are able to build on the expertise that Nadia has built up and continue to take on a range of development requests. During the period the systems have performed well and there have been no serious service interruptions.

2. System Upgrades

Over the summer the main student records system was upgraded to the latest version and the timetabling system Celcat was upgraded to include the new student app Student Now. All the upgrades went smoothly without undue interruption to services

3. New Student App – Celcat Now

The previous Student app MyDay is being replaced by a new app Celcat Now which will give students access to much more timetabling and attendance information. The product is ready and most of the functionality has been launched. New features will be gradually released over the next few weeks once they are fully tested as we only took receipt of the product in July.

4. Staff Development Portal

A new staff development portal is being launched at the start of September. This will make it much easier for staff to track their CDP record and to request bursaries to fund their training. It will also make it easier for managers to have an oversight of all the development being undertaken



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5. General Project Progress

The table appended gives a summary update on progress so far on the current projects this year so far

Allan Forsyth
Head of Systems Development



Project	Brief description	Completion status	Priority	Customer
Student Funding - New System	Implement Student Funding in Unit-e	20%	High	Student Funding
Monitoring and Pursuit of Partial Bursary Applications	Report from Tequios showing status of applications	100%	Medium	Student Funding
Automated import of IMI References	For IMI (Automotive) courses, enable student identifier to be automatically matched and loaded into Unit-e	5%	Low	Student Records
Modern Apprenticeship Tracker/CRM	Part of CRM project	10%	High	All Departments
New Student App to replace MyDay	Celcat Now Implementation	80%	High	Marketing
Reduce Duplication of Code in Internal Systems	Combines various Visual Studio projects into one project	60%	High	Systems Development
IV Project for Quality	To automate and streamline Internal Verification processes	40%	Medium	Quality
Systems Update	Move all servers to Windows Server 2022 and SQL Server 2022	90%	High	ICT
Staff Development System	System for staff to apply for bursaries for training and to monitor progress	90%	Medium	Staff Development
How did you hear about your course	Add a new section to the apply website with the questions	0%	High	Branding
Student SQA Qualifications Upload	Allow Admissions to auto upload students quals from SQA	100%	Medium	Admissions
Servicing note screen	Create screen on course design to allow staff to create/edit notes against the subject, also email the appropriate person	100%	Medium	Servicing Departments
Timetables/Class Groups for Applicants	Show preferred day to students on application, show options on course design and group allocation websites	85%	High	Students
Annual Leave	Website to allow staff and managers to request Annual leave	80%	Medium	All Departments
Vacancy Control Forms	Convert Vacancy Control Form from Word Document to workflow online form process	0%	Medium	HR
Budget Reporting/Creation	Extract Data from Tech1 to present to budget holders in easy format	75%	High	Finance
Expenses (1)	Allow staff to submit expenses and a workflow for authorisation and payment	100%	High	HR/Finance
Staff Absence/Return to Work Workflow (2)	Automate process of staff notifying absence/Return to work		High	HR
Purchase Requisitions (3)	Streamline and make easier the process of raising requisitions/orders	20%	High	Finance
Overtime (4)	possible		High	Finance
Survey Tool (Phase 2)	Survey tool to enable staff to survey students easily with full analysis.	60%	Medium	Branding
ELS Tracker/Student Retention Tracker Rewrite	Rewrite and development of old ELS Tracker from PHP to .NET C#	85%	High	Educational Support
Retention Team Dashboard	Dashboard of courses, listed by department, and the withdrawal rate noted, while linking to overall attendance data within that course to track trends in poor attendance on courses.		Medium	Academic Departments