

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 2nd MEETING HELD ON 15 MARCH 2017 AT 1700 HRS (SSEC2)

| Present | |
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| Alisdair Barron (AB) Convenor | Ian Gilmour (IG) |
| Graham Mitchell (GM) | |
| In attendance | |
| Lee Ballantyne (LB) | Joanne Maguire (JM) |
| Graeme Brewster (GB) | Joanna McGillivray (JG) |
| Paul Clark (PC) Board Secretary | Gillian Plunkett (JP) |
| Megan Cartwright (MC) | Stuart Thompson (ST) |
| Douglas Dickson (DD) | Ann Butcher (Minute) |
| Apologies for absence | |
| David Eaton (DE) | Paul Little (PL) |
| George Galloway (GG) | Robert Morrison (RM) |
| Jamie-Lee Gooding (JLG) | |

AB welcomed MC (Students' Association President elect) as an observer at the meeting.

| Item SSEC2-1 | Apologies for Absence | |
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| Paper No: | Lead: A Barron | Action requested: Note |
| Decision/Noted | Apologies were received from DE, GG, JLG, PL and RM. | |

| Item SSEC2-2 | Declarations of Interest | |
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| Paper No: | Lead: A Barron | Action requested: Note |
| Decision/Noted | None | |

| Item SSEC2-3 | Identification of Items to be Discussed Privately | |
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| Paper No: | Lead: A Barron | Action requested: Note |
| Decision/Noted | None | |

| Item SSEC2-4 | Minute of the Students, Staffing & Equalities held on 2 November 2016 | |
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| Paper No: SSEC2-A | Lead: A Barron | Action requested: Approve |
| Decision/Noted | To approve the minute of 2 November 2016. | |

Item 14, was taken (in part) at this time.

| Item SSEC2-14 CitySA Constitution – Reviewed | |
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| Paper No: SSEC2-K | Lead: I Gilmour Action requested: Discuss |
| Discussion/ Matters Arising | <p>The revised City SA Constitution was reviewed. The section added to allow for the possibility of electronic voting at future AGMs was discussed in some detail. While it was acknowledged that there were advantages to students being physically present at a meeting, it was accepted that this new approach would increase student engagement with the democratic and decision-making process.</p> <p>Whilst it was noted that the Constitution had been drafted in consultation with NUS legal representatives, it was suggested that in order to provide additional reassurance, independent legal advice should be sought. This was agreed.</p> <p>It was noted that SA membership and representation on the Board and its Committees was not referred to within the document. GP advised that this was fully documented within the new Student Partnership Agreement. It was agreed that this should be included as an addendum.</p> |
| Decision/Noted | <ul style="list-style-type: none"> • Seek independent legal advice. • Include Student Partnership Agreement as a separate addendum. • To include page numbers within the document. • That subject to the above recommendations, the Constitution was recommended for approval at the next meeting of the Board. |

| Item SSEC2-5 Fair Trade Policy | |
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| Paper No: SSEC2-B | Lead: D Dickson Action requested: Approve |
| Discussion/ Matters Arising | <p>The importance and requirement to gain Fair Trade Accreditation for the College was recognised. DD advised that the Fair Trade Policy had previously been presented in draft form, which had been provisionally accepted, and that the College had subsequently been awarded Fair Trade status. The draft Policy was reviewed in detail.</p> <p>The principles of Fair Trade will be embedded within the curriculum and purchasing frameworks where possible.</p> |
| Decision/Noted | That the Policy be approved subject to inclusion of 'Board of Management' within the Scope. |

| Item SSEC2-6 Committee Terms of Reference | |
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| Paper No: SSEC2-C | Lead: P Clark Action requested: Discuss |
| Discussion/ Matters Arising | The current Committee Terms of Reference were submitted for review. No changes were proposed. |
| Decision/Noted | To note that there were no proposed changes to the Terms of Reference. |

| Item SSEC2-7 Students' Association Update | |
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| Paper No: | Lead: I Gilmour Action requested: Discuss |

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| SSEC2-D | |
| Discussion/ Matters Arising | <p>IG provided an update on the SA current activities. The following topics were particularly highlighted:</p> <ul style="list-style-type: none"> • Class rep training sessions have continued (for January start courses) with over 300 reps trained to date. • Student elections for 2017 are now complete, with the 4 Presidential positions confirmed for 2017-18 as follows: Student President: Megan Cartwright, VP Diversity & Wellbeing: Matthew Mackenzie, VP Learning and Teaching: Jack McAllister, VP Social & Activities: Melia Leone. • Various sport clubs will continue to be offered to all students over the course of the session. • CitySA continues to invest in promotional material to increase visibility throughout the College Campus with elected members out and about promoting the work of the SA. • As previously discussed, a Student Partnership Agreement which sets out how student engagement works within the College, is being developed. • New branding within the SA space at City Campus is being considered. • The SA budget allocation for 2016-17 was noted as £30,000. AB reminded the Committee, that for full transparency, the cost of the SA facility and support staff should be included within the CitySA budget, to reflect the scale of the operation. <p>AB congratulated IG on his continued success with the role of Student President, which had built upon the success of recent predecessors, each of whom had led an increased representation and profile of the student body. AB raised the matter of usage of the SA space within the Riverside Campus, and encouraged the executive to further support specific needs of students in this area, particularly international students. It was acknowledged that the team has implemented many good ideas including airport 'pickups' for new students, a College 'buddy' system and weekend/evening leisure trips, and that the intention was to continue to improve the student journey.</p> |
| Decision/Noted | To note the update report. |

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| Item SSEC2-8 | Equality Statutory Reports & ED&I Current Priorities Update | |
| Paper No: SSEC2-E | Lead: G Brewster | Action requested: Discuss |
| Discussion/ Matters Arising | <p>GB provided the Committee with a detailed overview of the current ED&I priorities, with particular reference to the Statutory Reports required in support of the Equality Act 2010. The following points were noted:</p> <p>Equality Mainstreaming Report</p> <p>The Equality Mainstreaming Report 2017 is being systematically reviewed and results will be presented in a Mainstreaming Matrix together with a series of supporting case study spotlights of good practice. It is expected to be completed by early April 2017.</p> <p>Staff equality data continues to be monitored across all relevant protected characteristics; however, it was noted that a high proportion of 'prefer not to say' responses still exist in the areas of religion/belief and sexual</p> | |

orientation. This prevents valid evidence being used to meet the statutory duties and corporate aims. The report recommendations were noted.

Equality Outcomes 2013-2017

A report detailing progress made on achieving the Equality Outcomes will be published by 30 April 2017. Updated progress narrative, info-graphics and analysis of student and staff survey PIs is being added.

Equality Outcome Framework 2017-2021

The Equality Outcome Framework is being revised following a period of staff, student and stakeholder involvement. This will be finished by mid-April. The Glasgow Regional Equality Outcome Themes and draft College Outcomes were reviewed in detail.

Equal Pay Statement and Information 2017

ED&I and HR are currently conducting an equal pay analysis and supporting statement. Live equal pay analysis, together with vertical and horizontal staff segregation for gender, race and disability will be provided on the College Dashboard. The pay gap analysis will inform the College statement and supporting action plan.

Cross College ED&I Events

Seven ED&I events are being organised and will be delivered cross-College.

Embracing Equality Competition 2017

The Embracing Equality Competition for 2017 has now been launched and Board members will be invited to attend the Awards Ceremony on 2 June at 1130 hours in City Campus. A Regional Ceremony will also be held on 8 June 2017.

AB commended GB for his enthusiastic approach and comprehensive presentation.

Decision/Noted

To note the update report.

| Item SSEC2-9 | National Pay Bargaining Update | |
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| Paper No: SSEC2-F | Lead: S Thompson | Action requested: Note |
| Discussion/ Matters Arising | <p>ST provided members with an update on the ongoing national bargaining negotiations. He informed the Committee that the interpretation and implementation of the two year pay deal for lecturers is still in dispute, and provided the following update:</p> <p>Negotiations and discussions being undertaken by a smaller working group have accepted a 5 point salary scale (with bar point detail to be confirmed). Negotiations on the role and, terms and conditions of the academic posts are still ongoing, however an EIS staff ballot requesting further industrial action was undertaken with 93.5% voting in favour of further action. The next NJNC Working Group meeting will be held on 16 March.</p> <p>The flat cash increase of £550 for all support staff for 2016-17 was implemented in February salaries. Unison is challenging interpretation of the holiday entitlement agreed as part of the April 2106 pay settlement. An</p> | |

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| | acceptable resolution has yet to be achieved. |
| | Unison have also submitted their annual cost of living pay increase request for a flat rate of £1 000 FTE along with additional conditions. Negotiations are ongoing. |
| Decision/Noted | To note the update report. |

| Item SSEC2-10 | Organisational Development Update | |
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| Paper No: SSEC2-G | Lead: D Dickson | Action requested: Note |
| Discussion/ Matters Arising | <p>DD provided an overview of the OD activities. The current OD Projects, teaching training, team development and various Let Learning Flourish Training Programmes were reported. Of particular note was the creation of a competence framework and associated development pathways. IIP reaccreditation is also being progressed with the HR section.</p> <p>Board members with invited to participate in the College's Once City event on 20 June 2017.</p> | |
| Decision/Noted | To note the update report. | |

| Item SSEC2-11 | Libraries & Learning Technologies Update | |
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| Paper No: SSEC2-H | Lead: L Ballantyne | Action requested: Note |
| Discussion/ Matters Arising | <p>LB reported that the City Library team had successfully migrated approximately 25 000 items to the new library facilities. The library is now available over 4 levels with footfall being doubled month on month. The following matters were noted:</p> <ul style="list-style-type: none"> • MyCity has been continually developed, with year on year growth in usage. • Learning Technologists have been assigned to curriculum teams to provide appropriate support when necessary. They continue to remain part of the central Library time in order to share ideas and practices. • A PDA in Technology Enhanced Learning and Teaching has been developed and will be launched next year. • Google are creating a virtual tour of the College facilities which will be launched later this year. • A City Learning Lab which is based on a student-owned space for play and innovations is being designed on the 3rd floor library space. • An E-assessment course in collaboration with the Open University is being developed. • Open badges, to be awarded for outcomes in SQA units, is being produced with Snook design agency and will be implemented through Moodle. • The College has successfully tendered for a cloud-based e-Portfolio which allows for assessment of criteria based qualifications. • An Open Source Library Management System has been procured together with Glasgow Kelvin and Glasgow Clyde Colleges. <p>Members were encouraged by the significant difference in increased</p> | |

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| | participation following investment in the new Campus. |
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| Decision/Noted | To note the update report. |
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IG left the meeting at this time.

| Item SSEC2-12 2017-18 Student Recruitment & Admissions Update | |
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| Paper No: SSEC2-I | Lead: G Plunkett Action requested: Note |
| Discussion/ Matters Arising | <p>GP updated the Committee on Year 1 student recruitment and selection for entry at August 2017. She advised that 1st choice applications were up 2% on last year with total offers made to date down by -11%. Offers and acceptances are slower due to a return to the personal and group interview model rather than a 'direct offer' model therefore the additional time required for interview will adjust this figure to -2%.</p> <p>The recruitment targets per Faculty for 2017-18 were noted. The 4 year trend on Faculty applications shows a slowdown during March each year. Adjustments to curriculum across the Region may have had an impact in the admissions process and an update will be provided at the next meeting.</p> <p>Mini open days have been provided on Thursday evenings and Saturday mornings. These proved very successful for new applicants with tours being provided to those with confirmed offers.</p> <p>Pre enrolment activities are being improved to engage students as early as possible through multi-media and active learning opportunities.</p> <p>Widening access is being reviewed across the Region to implement inter-College progression opportunities in 2017-18 to CoGC for Social Science students at Kelvin, and Hairdressing and Events students at Clyde Colleges.</p> <p>The Committee noted that application information is now available via the College Dashboard.</p> |
| Decision/Noted | To note the update report. |

| Item SSEC2-13 Staff HR Metrics Quarterly Report | |
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| Paper No: SSEC2-J | Lead: S Thompson Action requested: Note |
| Discussion/ Matters Arising | <p>The staff turnover for the period 1 November 2016 – 31 January 2017 was reviewed. Whilst the information was considered useful, Committee members agreed that the breakdown of figures should not be viewed in isolation, and that additional context would be helpful including benchmark information. The operational figures should also be reported by Faculties and Departments, and should be RAG rated as appropriate.</p> <p>AB raised concern regarding minimum hour contracts and reminded attendees that the Committee did not support the concept of zero hour contracts. An update on this issue will be provided.</p> |
| Decision/Noted | <ul style="list-style-type: none"> • To update the paper as agreed. • To provide an update on minimum hour contracts. • To note the update report. |

| | Disclosability of Papers | |
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| Paper No: | Lead: P Clark | Action requested: Note |
| Decision/Noted | It was agreed that the disclosability status of papers as described on respective cover sheets be retained. | |

| | Any Other Notified Business | |
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| Paper No: TABLED | Lead: A Barron | Action requested: Note |
| Discussion/ Matters Arising | <p>Student Award Medal – BA Hons Contemporary Art Practice</p> <p>AB informed that the Art Foundation had proposed the creation of an award medal to be presented to an outstanding student on the BA Hons Contemporary Art Practice course. The design and manufacture of the award would also be set as a brief for the HND 1/2 Jewellery students each year.</p> <p>The Committee acknowledged that students would gain recognition of their work across the sector and would be a welcome addition to their CV.</p> | |
| Decision/Noted | To agree the proposal. | |

| | Date of Next Meeting | |
|----------------|-----------------------|------------------------|
| Paper No: | Lead: A Barron | Action requested: Note |
| Decision/Noted | Wednesday 17 May 2017 | |

The meeting closed at 1945 hours.

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

| Item | Description | Owner | Target Date |
|-----------------|---|--------------|--------------------|
| SSEC2-14 | CitySA Constitution – Reviewed: Progress various recommendations as noted prior to submission to full Board. | IG/GP/PC | Prior to 19 04 17 |
| SSEC2-5 | Fair Trade Policy: Include agreed amendment. | DD | ASAP |
| SSEC2-13 | Staff HR Metrics Quarterly Report: Update paper as agreed and provide update report on minimum hour contracts. | JM/ST | 17 05 17 |

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

| Item | Description | Owner | Target Date |
|-----------------|--|--------------|-----------------------------|
| SSEC1-13 | SA Update: Students' Association papers to be higher on the agenda. | PC | Ongoing Complete |
| SSEC2-7 | Students' Association Constitution: Consider feedback and resubmit for approval. | SA | 18 05 16 Complete |
| SSEC1-11 | Learning Support Annual Report: Report to Committee on extent of hearing loops in new campus. | JC | 09 03 16 |