

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 3rd MEETING HELD ON 17 MAY 2017 AT 1700 HRS (SSEC3)

Present	
Alisdair Barron (AB) Convenor	Graham Mitchell (GM)
Ian Gilmour (IG)	Robert Morrison (RM)
In attendance	
Megan Cartwright (MC)	Gillian Plunkett (JP)
Paul Clark (PC) Board Secretary	Sue Wong (SW)
Douglas Dickson (DD)	
Joanne Maguire (JM)	Ann Butcher (Minute)
Apologies for absence	
George Galloway (GG)	Paul Little (PL)

Item SSEC3-1	Apologies for Absence	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	Apologies were received from GG and PL. DE was not in attendance.	

Item SSEC3-2	Declarations of Interest	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	None	

Item SSEC3-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	None	

Item SSEC3-4	Minute of the Students, Staffing & Equalities held on 15 March 2017	
Paper No: SSEC3-A	Lead: A Barron	Action requested: Approve
Decision/Noted	To approve the minute of 15 March 2017 subject to one minor amendment.	

Matters Arising		
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	Equality, Diversity & Inclusiveness Update PC confirmed that the Equality Mainstreaming, Equality Outcomes Reports and Equality Outcome Framework have now been published on schedule.	

It was noted that the Equal Pay Statement and Information had been published by necessity pending Board approval at the June Board meeting, in order to meet the statutory deadline of 31 April 2017..

Item SSEC3-5	CitySA Update – VocalEyes Demonstration	
Paper No: Verbal	Lead:	Action requested: Note
Discussion/ Matters Arising	<p>SW provided members with a detailed overview of the new ‘MyVoice’ platform provided to students through MyCity. This additional resource will enhance the student experience and provide an additional way for student engagement in decision making processes. It also enables set topics to be posted and provides space for students to share their ideas. All students then debate and rate each other’s ideas which will be reviewed for feedback and/or action.</p> <p>AB thanked SW for her excellent presentation.</p>	
Decision/Noted	To note the implementation of the new MyVoice tool.	

Item SSEC3-6	CitySA Annual Report	
Paper No: SSEC3-B	Lead:	Action requested: Note
Discussion/ Matters Arising	<p>IG provided members with a detailed review of the Students’ Association Annual Report 2016-17. He advised that the SA now has 3 FT staff member and paid President and Vice President positions. Further changes have been made to the Class Rep system with the SA providing support to students for setting up new societies and the creating more sport club opportunities. The update to the budget has now been included.</p> <p>AB congratulated the CitySA team for the report which he considered to be a well presented, attractive document.</p>	
Decision/Noted	That the report be approved.	

Item SSEC3-7	Corporate Parenting Action Plan	
Paper No: SSEC3-C	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP provided the Committee with an update on the College’s Corporate Parenting Action Plan which was submitted for review. The key dates for training and publication were noted. The Plan is continuously in progress and will be updated quarterly. Good feedback has been received from looked after children and care leavers.</p>	
Decision/Noted	To approve the Corporate Parenting Action Plan.	

Item SSEC3-8	National Pay Bargaining	
Paper No: Verbal	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>JM updated members on the current status of National Pay Bargaining. 6 days of strike action have now taken place with 75% of teaching staff</p>	

	<p>taking part in industrial action. The impact on teaching timetables and exams is being mitigated.</p> <p>The management side have currently offered lecturers an average 9% increase and a salary of up to £40,000. In addition, their proposal comprises 24 hours teaching time per week and 56 days holiday per year with no detriment on existing staff holidays or salary conservation. Talks are ongoing and management remain hopeful that a resolution can be found.</p> <p>Unison are currently seeking £1k cash lift per annum for all employees with best in sector holiday entitlement. National job evaluation is also being considered.</p>
Decision/Noted	To note the update.

Item SSEC3-9	Equality, Diversity & Inclusiveness Update Report	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	This item was addressed under Matters Arising.	

Item SSEC3-10	ONE CITY – Inspiration, Excellence and Innovation	
Paper No: SSEC3-D	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	An overview of the annual professional development programme - ONE CITY was noted. Board members were invited to attend the event scheduled for 20 June 2017.	
Decision/Noted	To note the report.	

Item SSEC3-11	Scottish Government Learner Journey – Student Funding Review	
Paper No: Verbal	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP provided an update on the 15-24 Learner Journey review which is a programme of work, led by the Scottish Government, to review the effectiveness and efficiency of the Learner Journey for all 15 to 24 year olds. GP informed she is currently involved with the funding review project which is almost complete and will be circulated for consultation soon. Members noted the far-reaching implications of the suggested outcomes of the review, which proposes that all student funding is removed from Colleges and dealt with by SAAS.</p>	
Decision/Noted	To note the verbal update.	

Item SSEC3-12	Student Experience Annual Review 2016-17	
Paper No: SSEC3-E	Lead: G Plunkett	Action requested: Note
Decision/Noted	The Student Experience Annual Review 2016-17 was submitted and noted for information.	

Item SSEC3-13	2017-18 Student Recruitment & Admissions Performance Update	
Paper No: SSEC3-F	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	GP advised that current 1 st choice applications received to date are up by 1% compared to last year. The total number of offers made are currently up by 2% with acceptances returned up by 4%. A backlog of student interviews has been created with the ongoing strike days however a huge effort has been made to reschedule these dates. Offers to those with appropriate qualifications may need to be provided. The matter is being monitored and discussed weekly.	
Decision/Noted	To note the update report.	

Item SSEC3-14	Access and Inclusion Initiative	
Paper No: SSEC3-G	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	GP updated members following the national review of Extended Learning Support (ELS). The various recommendations will impact on the way the College will fund and monitor the delivery of learning support and will replace the current ELS activity with an Access and Inclusion Fund. An internal review of Extended Learning Support is being undertaken with findings to be presented to SMT in June/July.	
Decision/Noted	To note the report.	

Item SSEC3-15	HR Metrics Quarterly Report	
Paper No: SSEC3-H	Lead: J Maguire	Action requested: Note
Discussion/ Matters Arising	<p>The HR metrics quarterly report for the period 1 February – 30 April 2017 was submitted and reviewed. JM explained that with the exception of benchmarking information, this was the first redraft of the paper as requested at the previous meeting. Real time data will also be considered for inclusion.</p> <p>AB requested more detailed figures for sickness absence particularly in relation to work related stress. JM confirmed that figures were available and would be provided.</p> <p>The staff profile by nationality was discussed with particular reference to the possible impact of Brexit. The Committee noted that the College continues to meet with non EU UK nationals to provide reassurances, and will investigate possible financial support for relevant staff wishing British citizenship.</p>	
Decision/Noted	To note the report.	

Item SSEC3-16	Disclosability of Papers	
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 – ie with the exception of Paper SSEC3-A, all papers were considered disclosable.	

Item SSEC3-17	Any Other Notified Business	
Paper No: Verbal	Lead: A Barron	Action requested: Note
Decision/Noted	<p>Loan Workers PC informed that the Audit Committee considered the issue of loan workers and requested that this be considered under the next strategic risk review.</p> <p>Committee Self-Evaluation Members were encouraged to complete and return their self-evaluation forms no later than Friday 2 June.</p>	

Item SSEC3-18	Date of Next Meeting	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	To be confirmed.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
	None		

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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 Complete
SSEC2-5	Fair Trade Policy: Include agreed amendment.	DD	ASAP Complete
SSEC2-13	Staff HR Metrics Quarterly Report: Update paper as agreed and provide update report on minimum hour contracts.	JM/ST	17 05 17 Complete