CITY OF GLASGOW COLLEGE

Student, Staff, and Equalities Committee

Date of Meeting	**Wednesday 25 October 2016**
Paper No.	**SSEC1-B**
Agenda Item	**5**
Subject of Paper	**Committee Annual Report 2016-17**
FOISA Status	**Disclosable**
Primary Contact	**Paul Clark, College Secretary/Planning**
Date of production	**18 September 2016**
Action	**For Approval**

1. Recommendations

1. To review the Committee Annual Report 2016-17

2. To approve the report (for noting by the Board) subject to any agreed changes.

2. Purpose of report

2.1 To provide the Committee with a high-level review of the activities of the Committee throughout 2016-17 within the framework of the Committee's Terms of Reference.

3. Context

3.1 In May 2014 the Committee agreed to a recommendation from the Internal Auditor to prepare "an annual report…for each sub-committee and that this is used as the basis for the preparation of the annual report for the full Board " (Ref. paper AC4-F, May 2014: "Internal Audit Report - Risk Management and Governance").

3.2 Referencing the Committee Terms of Reference, the summary schedule of work of the Committee for 2015-16, and the considerations and discussions undertaken by the Committee through the session, the attached report provides a summary report of the Committee's activities.

3.3 The benefits of such a review include the following:

- It provides a reference for progress and achievement, and an accessible update on the Committee's recent and current areas of focus, within the parameters of the Committee's areas of responsibilities. This is of value to new Committee members, other Board members, and other stakeholders.
- It provides a sound basis for the development of a College Annual Report, ensuring a robust governance framework and perspective for reportage.
- It reflects good governance practice.
- It facilitates reflection and performance improvement, thereby supporting the College's Strategic Aim 5. "With a high performance focus, be the best we can be in the way we operate and work together".

4. Impact and implications

4.1 The review process comprises a thorough review of the Committees activities in the previous academic session, informing strategic direction, and facilitating development, performance monitoring, and improvement.

4.2 It will provide further reassurance to the Board and its stakeholders, including the Regional Board, that the City of Glasgow College systems of governance review are robust, and delivered to a high standard.

Appendices:

Appendix 1: Student Staff and Equalites Committee Annual Report 2016-17.

CITY OF GLASGOW COLLEGE

**Board of Management
Student Staff and
Equalities Committee**

Annual Report 2016-17

Let Learning Flourish

STUDENT STAFF AND EQUALITIES COMMITTEE	
CONVENER:	**Alisdair Barron**
VICE CONVENER:	**Robert Morrison**
MEMBERS:	**George Galloway, Ian Gilmour (Student President) Jamie-Lee Gooding (Student VP) Paul Little, Graham Mitchell.**

Introduction

The Students Staff and Equalities Committee, as the name suggests, has three distinct sets of responsibilities relating to each of the areas which are not directly relevant to the work of other committees. The Committee reviews reports, considers information relating to performance, and makes recommendations to the Board on any matters of significance which fall within the remit of this Committee.

Staffing strategy and staff development policy are regularly considered, and an overview of organisational structure is also maintained. Performance reports relating to health and safety, staff turnover, sickness, and absence, are monitored. The Learning Agreement with the trade Unions is also kept under review by the Committee.

Matters relating to employee relations fall under the Committee's responsibility, such as arrangements for negotiation and consultation, the College's processes for dealing with discipline and grievance, and its Recognition and Procedure Agreements. The Committee also approves the parameters within which the Executive Leadership Team is authorised to negotiate pay and conditions, and receives reports in these areas.

The Committee receives reports from the Students' Association, and addresses any issues raised via the student body and student Board members.

The Committee also assumes responsibility for equality and diversity policies relating to both staff and students, monitoring compliance with statutory requirements, and ensuring that these policies are reflected in the College's strategic and operational planning. Key indicators relating to diversity and equality across the protected characteristics are overseen to assess the implementation and impact of the College's policies.

Review of 2016-17

Standing Items

The priorities of the Committee throughout 2015-16 were represented in the Committee's agenda standing items through the session, which were:

- Students' Association Update Report
- Staff HR Metrics Quarterly Report.
- Equality, Diversity & Inclusiveness Update Report
- Update on Student Recruitment and Admissions
- Strategic Risk Review (every second meeting)

Student Matters

Corporate Parenting

The College has a Corporate Duty defined in the Children and Young People (Scotland) Act 2014 as: "the formal and local partnerships between all services responsible for working together to meet the needs of looked after children, young people and care leavers". In partnership with CELCIS (Centre for Partnership for Looked after Children in Scotland) and Who Cares? Scotland, The Board of Management (and Senior Management Team) undertook development in session 2016-17, recognising their statutory duties in supporting this vulnerable group. The Board also included a full session on this subject at its Planning Residential event.

The Committee received updates on the development and completion of the College Corporate Parent Action Plan, which has received positive feedback from looked after children and care leavers.

Student Experience Annual Review

The Committee received the 2015-16 Annual Report for Student Services, and later in the session, the 2016-17 Student Experience Annual Review, which reflected the work of the new directorate, and the holistic approach to supporting the student experience. The Committee was made aware of the hardships faced by some students through case studies, and the range of student challenges addressed by the College through the Student Experience Directorate service delivery.

The report included feedback from students obtained via surveys and focus groups, and the Committee was pleased to note high levels of student satisfaction recorded with respect the student services provided in 2016-17, as well as high levels of student retention among student receiving support, and care-experienced students.

The reports included a focus upon student articulation, which indicated an increasing

number of students expressing an interest in articulating to degree level study, and an increase in the success of articulating from the College. Over 600 CoGC students attended a University Information Day in October 2016, and the following table shows the four-year trend:

	2013/14	2014/15	2015/16	2016/17*
Applicants	1,348	1,424	1,737	1,785
Number of Choices	5,651	5,778	6,625	7,594
Students successfully articulating	997	1,031	1,129	n/a

The the 2016-17 Student Experience Annual Review includes reports relating to the wide the range of learning support, advice, guidance and counselling provided to City of Glasgow College students over the course of the year, as well as the ongoing development of student representation.

Student Recruitment and Admissions Review
The Committee received this report which highlighted trends in applications across the College Faculties, and some of the initiatives employed to recruit students, such as school pupil visits to the College through the session. Pre-enrolment initiatives were noted, included further induction and familiarisation activity.

The Committee oversaw an improvement in conversion rates in 2016-17, and also noted equalities information under protected characteristics for applications and enrolments, which indicated no significant deviation from the proportion found in the general population of Glasgow. Application information was made available via the College Dashboard (on the College intranet – Connected).

The Committee noted that widening access was reviewed across the Region to implement inter-College progression opportunities in 2017-18 to CoGC for Social Science students at Glasgow Kelvin College, and Hairdressing and Events students at Glasgow Clyde College.

Student Experience Strategy
VP Student Experience presented the development of the Student Experience Strategy to the Committee, which sets out the College's commitment in which: "Individual needs are anticipated at every step of the student journey and are met in a proactive and meaningful way".

The strategy supports the strategic priority of Students in the College Strategic Plan, and responds to the key drivers of Scottish Government priorities, and the Glasgow Regional Outcome Agreement. A range of factors are considered in the strategy, including the skills needs of employers and skills gaps of those seeking and changing

employment, as well as new and future technologies, automation, transferability of learning, and the changing nature and diversity of the the student body.

The strategy includes a Student Experience Map, which outlines how the College supports each student through their student journey from first contact with the College, through application, induction, support, academic guidance, learning employability and further study.

Delivery of the Strategy is set out under three key initiatives covering curriculum, access, and engagement:

- City Learning 4.0
- Widening Access
- Student Partnership Agreement

Students' Association (City SA)
The Committee received regular reports on the activities of City SA, including an annual report which pointed to a very successful year for the Association. Student elections were held for the four executive positions, President and three Vice Presidents. Two student Board members (SA President and VP) were nominated to the Board of Management.

It was noted that the Regional student engagement continues through representation on the Glasgow Colleges Regional Board.

The Committee provided oversight of the Students Association Constitution, which included reference to the enhancement of student participation via new technologies, such as electronic voting, social media etc. Further advice and guidance was obtained via NUS and the College solicitor.

The Student members reported the following to the Committee:

- The development of a new Student Partnership Agreement, detailing student engagement at CoGC
- Class rep training
- New branding at the SA space at City Campus
- The SA budget was monitored for AY 2016-17

City SA Annual Report
The Student President Ian Gilmour 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 as well as 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 creation of more sport club opportunities

<u>MyVoice Platform</u>
The Committee were provided with a demonstration of the new 'MyVoice' platform provided to students through MyCity. This additional resource will enhance the student experience including student participation in the sharing of ideas, decision-making, discussion, and democratic processes.

<u>Student Award Medal</u>
The Committee approved a proposal, considered and put forward by the Art Foundation, for the creation of an award medal to be presented to an outstanding student on the BA Hons Contemporary Art Practice course.

<u>Library and Learning Technologies</u>
The Committee was pleased to note the activities and achievements of the Libraries and Learning Technologies Team, including the migration of 25,000 items to the new library facilities over four floors at the City Campus. Members also noted the following:

- MyCity VLE 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 in order to facilitate the sharing ideas and best practice.
- A PDA in Technology Enhanced Learning and Teaching has been developed and will be launched in 2017-18.
- Google are creating a virtual tour of the College facilities which will be launched later in 2017.
- A City Learning Lab which is based on a student-owned space for play and innovations was designed on the 3rd floor library space.
- An E-assessment course in collaboration with the Open University is under development.
- 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.

Members were encouraged by the significant difference in increased library service participation following investment in the new campus.

Staff Matters

HR Metrics
In terms of staff headcount, it was noted that a total of 1364 staff were employed during the period 1 February 2017 to 30 April 2017, including 50 new appointments and 19 leavers during this period. The gender balance at this point was 732 female, and 632 male staff. Other metrics monitored by the Committee included Sickness absence, equality and diversity monitoring, and modes of employment.

Brexit Impact
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.

Industrial Relations
Throughout the session the Committee received updates on progress with the activities of the Employers' Association in the context of National Bargaining involving those colleges who have signed up to the NRPA (National Recognition and Procedures Agreement).   The College Board Chair and Principal both sat on the Employer's Association, and provided the Committee with updates on negotiations with both the EIS and Unison Trade Unions, and summaries of the political and economic context.

Organisational Development
The committee received reports on the activities of the Organisational Development Team, including various projects, teacher training, and team development. One key development was the creation of a competence framework and associated development pathways. Investors in Peope re-accreditation was also progressed.

Diversity and Equality

The Committee provided oversight of the development of the Statutory Reports required in 2017 in support of the Public Sector Equality Duties under the Equality Act 2010, which were completed to schedule by April 2017. These reports were:

- Equality Mainstreaming Report 2017
- Equality Outcome Framework 2017-2021
- Progress in Achieving Equality Outcomes 2017
- Equal Pay Statement and Information 2017

Each of these extensive and significant reports represented a significant volume of work for the ED&I team, and the Committee commended those who contributed to the reports, as well as the ED&I colleagues who produced the final published versions.

Risk Management

The Committee regularly reviewed the Risk Management Action Plans for those risks most closely aligned with the Committees areas of responsibility. These included risks and mitigations associated with the following areas: student success, outcomes and progression, duty of care to students, staff recruitment, retention and development, statutory compliance, as well as related matters such as the impact of industrial action.

Terms of Reference
The Committee reviewed and revised the Committee Terms of Reference.

Attendance

Student Staff and Equalities Committee Attendance				
Year	No. of Meetings	Total Possible Attendances	Total Actual Attendances	Percentage Attendance
2015-16	**4**	**21**	**18**	**86%**
2016-17	**3**	**24**	**14**	**58%**

Attendance levels have dropped significantly from 2015-16. The Convener and Student President recorded 100% attendance through the session.

STUDENT STAFF AND EQUALITIES COMMITTEE: TERMS OF REFERENCE

1. To regularly consider and request reports and performance information in relation to all matters relating to staffing, students and equalities, including employee relations, organisational culture, staff welfare and health and safety, student funding and admissions, which are not directly relevant to the work of other Committees and, where necessary, to periodically review, instigate review and to approve the College's policies and strategies in relation to such matters.

2. To make recommendations to the Board on any matters of significance which fall within the remit of this Committee.

3. To regularly consider and approve the College's staffing strategy and to maintain an overview of its organisational structure.

4. To receive regular performance reports on all relevant matters including health and safety, the staff resource, turnover, sickness and absence.

5. To consider and approve the College's staff development policy and to receive reports in order to monitor performance.

6. To approve the parameters under which the Executive Leadership Team is authorised to negotiate pay and conditions of service and to receive reports and provide advice on pay negotiations and agreements, including National Bargaining.

7. To monitor and review the effectiveness of the College's employee relations, of its arrangements for negotiation and consultation, of its processes for dealing with discipline and grievance, of its Recognition and Procedure Agreements, and of other aspects of employee relations.

8. To consider and review the College's HR Policies.

9. To receive reports in order to monitor and review the Learning Agreement with the recognised trades unions and the work of the College's Union learning representatives;

10. To regularly consider reports from and related to the Student Association and address any issues raised by the Association.

11. To regularly consider reports relating to student engagement, and to monitor and review performance

12. To consider and approve the College's equality statement and its equality and diversity policies relating to both staff and students, to ensure that they comply fully with statutory requirements and are reflected in the College's strategic and operational plans so that equality and diversity forms an integral part of decision-making in the College.

13. To monitor the implementation of the College's policies on equality and diversity, and to review regularly its performance on key indicators in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.