

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 31 JANUARY 2018 AT 1700 HRS (SSEC2)

Present	
Megan Cartwright (MC)	Matthew Mackenzie (MM)
George Galloway (GG)	Graham Mitchell (GM)
Paul Little (PL) (Items 7 – 15 only)	Robert Morrison (RM) Convener
In attendance	
Paul Clark (PC) Board Secretary	Gillian Plunkett (JP)
Douglas Dickson (DD)	Joe Wilson (JW)
Joanne Maguire (JM) (Items 7 – 15 only)	Ann Butcher (Minute)
Apologies for absence	
Alisdair Barron (AB)	David Eaton (DE)

Item SSEC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from AB. DE was not in attendance.	

Item SSEC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	JW declared an interest under his role as Board Member, Glasgow Kelvin College.	

Item SSEC2-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None notified.	

Item SSEC2-4	Minute of the Students, Staffing & Equalities held on 15 March 2017	
Paper No: SSEC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	Approved.	

Matters Arising	
Paper No:	Lead: A Barron Action requested: Note
Decision/Noted	Equality, Diversity & Inclusion Badge Advice on recording of equality data will be provided to Board members at the Planning Day event in February.

Item SSEC2-5 Committee Terms of Reference Review	
Paper No: SSEC2-B	Lead: P Clark Action requested: Discuss
Discussion/ Matters Arising	The current Terms of Reference were reviewed by members. There were no recommended changes.
Decision/Noted	To endorse the Terms of Reference for approval by the full Board.

Item SSEC2-6 Students' Association Update	
Paper No: SSEC2-C	Lead: M Cartwright Action requested: Discuss
Discussion/ Matters Arising	<p>MC updated members on the recent work undertaken by the Students' Association (SA). The following items were particularly highlighted:</p> <ul style="list-style-type: none"> • Over 1 093 class representatives have now been elected with 33% now trained. Over 6 000 students have also completed the 'My Student Experience' questionnaire. • Student Presidential election campaigns commenced on 29 January with voting opening on 5 March. All relevant College Committees and Working Groups now have student representation. • The SA is now running a monthly 'on campus' event to promote activity and engage with students. • Student induction for January start courses has now been undertaken. • International student trips to Edinburgh and the Glasgow Uni Celidh have also been undertaken. Further events are being organised for February. • In addition to the 12 current Societies, an additional 4 have been organised. • The recent Inspire event was very successful with 150 students in attendance. Speakers included Board member, Tracey Howe. • The SA is working toward a Five Star rating for the Healthy Body, Healthy Mind Award this year. • Monthly Digital Presidential updates for both staff and students are ongoing. • Over 16 668 interactions have been recorded under 'My Voice' with many ideas, active actions and tangible outcomes being raised and agreed. • The Presidential Team have attended many events with the NUS Scotland and National Conferences taking place in March. Scottish Mental Health First Aid Training has also been undertaken. • The SA is running under budget, with an additional £4 300 being raised. • The SA website is currently under development. <p>Members praised the SA for all the excellent work and achievements made</p>

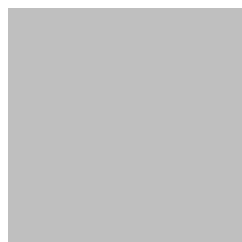
to date.

Decision/Noted To note the update report.

PL and JM arrived during the following discussion.

Item SSEC2-7		Organisational Development Update	
Paper No: SSEC2-D	Lead: D Dickson	Action requested: Note	
Discussion/ Matters Arising	DD presented an overview of Organisation Development (OD) activity for 2017-18. The following activities were highlighted: <ul style="list-style-type: none">• OD continue to support staff through their Teaching Qualifications in Further Education and the delivery of Professional Development Awards.• OD is working with the Head of Centre for Professional, Technical and Vocational Learning on a people development agenda, aligned to the College Enhancement Plan.• Mandatory training (ie safeguarding, corporate parenting, GDPR) will be re-launched.• Integration arrangements for staff at all levels are being enhanced.• Developmental pathways for staff, aligned to the Employee Journey are being considered.• The IIP standard (currently Silver) is due for renewal. The College is aiming to move towards the Gold standard with assessment taking place in June.• The One City event will be held on 22 June 2018. MM raised some concern with regard to what is expected from staff in terms of EDI legislation, particularly in relation to the Staff Code of Conduct. DD confirmed that mandatory EDI training is required and that this level of detail is not currently highlighted within the Integration Pack. He suggested that appropriate reference should now be included. GG requested additional information on uptake of CPD. This was agreed.		
Decision/Noted	<ul style="list-style-type: none">• To note the update report.• To provide information on uptake of CPD at a future meeting.		

Item SSEC2-8		Libraries & Learning Technologies Update	
Paper No: SSEC2-E	Lead: J Wilson	Action requested: Note	
Discussion/ Matters Arising	JW provided the Committee with an update on the ongoing activity and recent achievements of the Libraries and Learning Technologies (LLT). He informed that the LLT Teams are integral in the delivery of City Learning 4.0 providing relevant training to teaching staff in the development of classroom practice and communities of practice to share pedagogical practices. Development is also underway to fully embed Digital Learning within all curriculum areas. The number of permanent staff has been increased within Learning Technologies building a more stabilised team. Library opening hours have also been extended and will be closely monitored. PL added that the		



College will aspire to open the Library on a 24 hour basis..

The performance of MyCity (the College’s Virtual Learning Environment) is evaluated on an ongoing basis, working closely with IT to improve communication and technical support. Future upgrades will take place at the end of this academic year.

Decision/Noted

To note the update report.

Item SSEC2-9 ED&I Current Priorities Update

**Paper No:
SSEC2-F**

Lead: P Clark

Action requested: Note

Decision/Noted

PC provided members with an update on current EDI priorities. The following matters were noted:

- The Equality Mainstreaming Report is next due for submission in 2019. An interim report will be published in April 2018 to maintain continuity.
- In addition to staff data, the College is required to collect data information on the Board of Management in relation to gender. To gain additional information with a view to increase diversity of Board members across protected characteristics, additional information is being sought. Board access to the College MyHR system is currently being investigated in order to undertake relevant data collection. In relation to the Equality Mainstreaming Report recommendations, Board members will also be encouraged to complete their EDI digital badge.
- A gender action planning framework has been devised in support of Faculty level gender action plans which are reviewed by the Student Experience Leadership Group. The action plan for the remaining outcomes is being finalised.
- A SMART action plan from 2017-2021 has also been devised to support the College equal pay statement and address the pay gap.
- The College EDI Strategy 2013-2017 has been revised in line with the new strategic aims within the People and Culture and, Student Experience Strategies.
- The various themed monthly EDI events being delivered during 2017-18 were noted. These events were recognised positively within the Education Scotland 2016 Review.
- The Embracing Diversity Competition is now in its 7th year. Board members will be invited to attend the Awards Ceremony on 1 June 2018.

To note the update report.

Item SSEC2-10 National Pay Bargaining Update

**Paper No:
SSEC2-G**

Lead: S Thompson

Action requested: Note

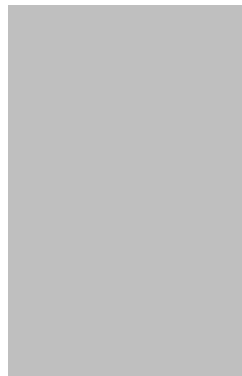
Discussion/

PL advised on his attendance at the Employers’ Association (EA) Two Day

Matters Arising	<p>Event (31 01 18 – 01 02 18). PL reported that the One Year EA Governance Review was considered in addition to the overall Strategic Direction particularly in terms of the Scope of the National Recognition and Procedures Agreement (NRPA). The requirements of the current and future NRPA were discussed.</p> <p>Support Staff The main focus is on the introduction of standardised Terms & Conditions and the plan to introduce and implement national job evaluation. Training and implementation will be considerable with completion expected early next year. The Support Staff 2018-19 pay claim has been received and will be considered at the EA meeting on 12 March 2018.</p> <p>Lecturing Side The consultative ballot of EIS-FELA members in relation to the ratification of the May and November 2017 NJNC Agreements is now closed. 96% of members agreed to accept the November 2017 Agreement recognising that this supersedes elements of the May 2017 Agreement.</p> <p>Both unions have requested a flat cash increase of £1 000 per FTE effective from 1 April 2017. The support staff union have accepted a flat rate of £425 per FTE plus additional holidays and commitment to agree future terms and conditions. A three year Lecturing staff pay deal is currently being considered.</p> <p>PL further updated the Committee on the outcome of the recent Industrial Tribunal.</p>
Decision/Noted	To note the update report.

Item SSEC2-11	Student Recruitment and Admissions Review 2017-2018	
Paper No: SSEC2-H	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP reminded members that January start programmes provide access opportunities for winter school leavers and also allow for a possible reduction or elimination of any enrolment gaps.</p> <p>GP further reported on the small shortfall in recruitment against target for January start programmes of 3%. Remedial action to offer activity over the Easter and Summer breaks is being considered to ensure a balanced budget for 2017-18.</p>	
Decision/Noted	To note the update report.	

Item SSEC2-12	Staff HR Metrics Quarterly Report	
Paper No: SSEC2-I	Lead: J Maguire	Action requested: Note
Discussion/ Matters Arising	<p>JM updated members on the implementation of the new HR system.</p> <p>Phase One HR and Payroll system builds are now complete with the first payroll parallel run taking place in February. It is anticipated that this phase will go live in April 2018.</p>	



Phase Two

The Recruitment system is also scheduled to go live in April.

Next Steps

Various employee/people manager/recruitment user training workshops are being planned for relevant staff during March.

It was noted that implementation of this new system will improve current data reporting.

Decision/Noted To note the update report.

Item SSEC2-13 Disclosability of Papers

Paper No: Lead: P Clark Action requested: Agree

Decision/Noted It was agreed that the disclosability status of papers as described on respective cover sheets be retained.

Item SSEC2-14 Any Other Notified Business

Paper No: Lead: A Barron Action requested: Note
Verbal

Decision/Noted There was no further business raised.

Item SSEC2-15 Date of Next Meeting

Paper No: Lead: A Barron Action requested: Note

Decision/Noted The next meeting of the Committee will take place on Wednesday 9 May 2018.

The meeting closed at 1825 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
SSEC2-4	Matters Arising: Provide advice on recording of equality data via MyHR.	PC	Planning Event 14 02 18
SSEC2-7	Organisational Development Update: Provide information on uptake of CPD at a future meeting.	PC/DD	Future Meeting

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC1-6	Committee Programme of Work: To be updated to include national bargaining and HR metrics.	PC	Complete
SSEC1-12	Equality, Diversity & Inclusiveness Update Report: PC to invite relevant member of staff to the next Committee meeting to assist members undertake EDI badge training.	PC	31.01.18 Ongoing