

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 24 OCTOBER 2018 AT 1700 HRS (SSEC2)

Present	
Alisdair Barron (AB) Convener	George McVerry (GMcV)
George Galloway (GG)	Graham Mitchell (GM)
Milea Leone (ML)	Alex Robertson (AR)
In attendance	
Graeme Brewster (GB) (Items 1-7 & 10 only)	Gillian Plunkett (JP)
Joanna Campbell (JC)	Stuart Thompson (ST)
Sheila Lodge (SL)	Ann Butcher (Minute)
Apologies for absence	
Paul Little (PL)	

AB welcomed George McVerry to his first meeting of the Committee.

Item SSEC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from PL, SL attended in his absence. DE was not in attendance.	

Item SSEC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

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 9 May 2018	
Paper No: SSEC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	That the minute was approved.	

Item SSEC2-5	Minute of the Students, Staffing & Equalities held on 28 August 2018	
Paper No:	Lead: Convener	Action requested: Approve

SSEC2-B	
Decision/Noted	That the minute was approved.

Item SSEC2-6	Committee Annual Report 2017-18	
Paper No: SSEC2-C	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>The Committee's annual report, which provides a high-level review of the activities of the Committee throughout 2017-18 within the framework of the Terms of Reference was reviewed. It was agreed that comparative figures of the total funding allocated to student support be provided under 'Student Funding' (Page 6).</p> <p>The summary of activities undertaken were noted.</p>	
Decision/Noted	<ul style="list-style-type: none"> To approve the Committee Annual Report 2017-18 subject to agreed amendment. 	

Item SSEC2-7	Committee Programme of Work 2018-19	
Paper No: SSEC2-D	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	The draft schedule of approvals and other work of the Committee for 2018-19 was considered.	
Decision/Noted	To approve the Committee Programme of Work 2018-19.	

Item SSEC2-10 was taken at this time.

Item SSEC2-10	ED&I Current Priorities Update	
Paper No: SSEC2-G	Lead: G Brewster	Action requested: Discuss
Discussion/ Matters Arising	<p>GB provided an update on the following Statutory Reports required in support of the Equality Act 2010:</p> <p>Equality Mainstreaming Report 2019 The full Equality Mainstreaming Report (which is required for publication every two years) which incorporates staff equality data and provides details on the steps taken to gather this information and how it is used to better perform the Public Sector Equality Duty (PSED) is being progressed. Results will be presented in a Mainstreaming Matrix along with a series of Case Studies of good practice. A draft report will be provided early next year for completion by 30 04 19.</p> <p>Equality Outcomes Report A further report on the progress made to achieve the equality outcomes 2017-21 is also being progressed for completion by 30 04 19. A review of our previously submitted outcomes has been undertaken and new evidence sources have been examined. As a result it was proposed that Equality Outcome 3.3 be revised. Previously published actions under former Equality Outcome 3.3 which related to race will be incorporated into Equality Outcome 2.1. Race will continue to be supported as part of Equality Outcomes 4.1 and 4.2. This was agreed.</p>	

Equal Pay Statement and Information Report 2019

The College will publish pay gap information on the percentage difference among staff. The opportunity to publish progress on the delivery of the College action plan in support of the College Equal Pay Statement and the progress in reducing occupational segregation in relation to gender, race and disability will also be taken.

Investors in Diversity (IID)

The College will work towards IID reaccreditation through dedicated online surveys for staff, students and external stakeholders during early January 2019. Individual meetings with selected managers will also be undertaken in February 2019. The process is ongoing.

Embracing Diversity Competition 2019 and Regional Event

The 8th Embracing Diversity Competition 2019 will be launched shortly with the 4th Regional Competition planned for June 2019.

Various Cross-College ED&I Events for 2018-19 were noted.

GB further reported on the College's recent award for Inclusive Procurement at the Herald's Diversity Awards. Members congratulated everyone involved.

Decision/Noted

- To approve the revised Equality Outcome.
- To note the progress in delivering the Statutory Reports and ED&I priorities.

GB left the meeting.

Item SSEC2-8	Strategic Risk Review	
Paper No: SSEC2-E	Lead: P Clark	Action requested: Approve
Decision/Noted	Due to the absence of Paul Clark, this item was deferred.	

Item SSEC2-9	People & Culture Strategy – Outturns Report 2017-18	
Paper No: SSEC2-F	Lead: S Thompson	Action requested: Discuss
Discussion/ Matters Arising	<p>As agreed at the recent Board Planning Event on 10/10/18, the People & Culture Strategy Initiative Outturns Report for 2017-18 were reviewed. ST highlighted that the only area with limited progress is increasing the level of managers above the minimum level of management and leadership training. An intensive weekly leadership programme commences tomorrow (25/10/18) until approximately July 2019. It was noted that as part of the current Reorganisation, it is stated that relevant leadership training is a mandatory requirement for all management positions.</p> <p>It is anticipated that the College is making good progress towards achieving the 2020 strategic targets.</p> <p>AB proposed that a set month timeline for completion within 2020 would need to be attached to each outcome. This was agreed.</p>	
Decision/Noted	<ul style="list-style-type: none">• To provide regular update reportage at future meetings.• To provide a set month timeline for completion within 2020.	

Item SSEC2-11	Admissions Update & Review – August intake	
Paper No: SSEC2-H	Lead: G Plunkett	Action requested: Discuss
Discussion/ Matters Arising	<p>GP provided the Committee with a 2018 admissions review of full time courses commencing September 2018. The Committee noted that the level of application activity has decreased by 12% however this dip in applications is being experienced across the sector. This may be due to the number of young people in Scotland continuing to decrease and also the impact of widening access policies being implemented by universities. The College however still receives a ratio of 3:1 applications to places available. Any shortfall in applications will be addressed through January start courses. Increase of evening and weekend courses is also being explored.</p> <p>A comparison of enrolment data by protected characteristic, employment status and the Scottish Index of Multiple Deprivation (SIMD) has also been undertaken. Members were reassured that the College admission procedures fully support equal access for all protected groups and meet the commitment to the Regional Outcome Agreement and widening access and inclusion for people who are most disadvantaged.</p> <p>AB suggested that a mobile app which provides a full application and enrolment process solution should be investigated. GP advised that Tribal IT company undertook a cross College student survey with 98% of students requesting a combined single College and University app. SL added that this app has been developed externally and a meeting has been set up to further discuss possible implementation along with the University of Glasgow. ST and Roy Gardiner will also be in attendance.</p> <p>An integrated app for the Students' Association will also be investigated with appropriate software development students ie WorldSkills students.</p>	
Decision/Noted	<ul style="list-style-type: none"> • To note the update report. • To further progress a fully integrated mobile app solution for application and enrolment. • As a subsequent discussion, Board members will be informed of Gary MacLean's forthcoming Book Launch Demo on 30 10 18. 	

Item SSEC2-12	Staff Sick Absence Report	
Paper No: SSEC2-I	Lead: S Thompson	Action requested: Discuss
Discussion/ Matters Arising	<p>The staff sick absence report was reviewed. The increased staff absence levels across the College and the significant negative impact on both finance and the student experience were discussed.</p> <p>GMcV enquired on the reasons for absence, in particular work related stress. ST informed that current levels of disclosed stress related illness were not high however he further stated that input of data information would need to be more robust. This would provide a more accurate position for enhanced analysis.</p> <p>AB stressed that current absence costs were unacceptable and initiatives would need to be put in place to reduce current levels. ST agreed and</p>	

	advised that appropriate actions are being considered and regular update reportage will be provided. It was also suggested that information should be benchmarked against Glasgow and Edinburgh regions.
Decision/Noted	<ul style="list-style-type: none"> To note the report. To put appropriate initiatives in place to reduce current absence levels. To provide update reports at future meetings.

Item SSEC2-13	British Sign Language (BSL) Action Plan	
Paper No: SSEC2-J	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	GP submitted the BSL Action Plan 2018-23 which is now a requirement of the BSL (Scotland) Act. The Plan takes account of the relevant long term goals of the National Plan and the student journey from pre-entry through to graduation and beyond. The current BSL provision and future actions were noted. The cost implications involved, particularly with the production of the BSL Welcome Video and BSL interpretation services required to implement some of the areas within the Action Plan were acknowledged.	
Decision/Noted	To note the report.	

Item SSEC2-14	Student Mental Health Action Plan (MHAP)	
Paper No: SSEC2-K	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP advised that Ministerial Guidance to the SFC now requires the College to work closely with the Students' Association to develop a Student Mental Health Agreement. A College MHAP has now been developed based on 8 key themes which will ensure a collaborative college-wide and multi-agency approach. The key themes were noted. GP advised members on the range of support services, developments and promotional approaches being taken to raise awareness and support the needs of students. The dedicated student mental health and well-being team now stands at 3 FTE.</p> <p>AB reminded of the recent discussion at the Board Planning event to consider the provision of a College mental health nurse. He further suggested that the statistical information should be more clearly defined.</p> <p>GM suggested that if possible, a positive case study should be considered as an exemplar presenting the progress of a relevant student through their own learner journey.</p> <p>ST informed the Committee on the various measures in place for staff mental health support ie occupational health counsellors. It was agreed that a general report on staff health specifically in relation to psychological health be provided.</p>	
Decision/Noted	<ul style="list-style-type: none"> To note the update report and suggested amendments. To provide a staff mental health report. 	

AR left the meeting during the following discussion.

Item SSEC2-15	Students' Association Update
----------------------	-------------------------------------

Paper No: SSEC2-L	Lead: M Leone/A Robertson	Action requested: Discuss
Discussion/ Matters Arising	<p>ML presented a film, Student Voices: Key Issues for Students to the Committee. Subsequent timetabling issues and staggered lunchtimes were raised and discussed.</p> <p>ML confirmed that following a recent student survey, 85% preferred a 2.5 day weekly timetable as opposed to a general spread throughout the week with a staggered lunch break ie breaks from 1200-1300 hrs and 1300-1400 hrs. GP confirmed that this outcome resonates a previous survey undertaken through MyVoice.</p> <p>SL advised that timetabling spread and flexibility is being considered under efficient use of resources within the current Process and Procedures review.</p> <p>AB stressed that this was an issue of concern which significantly impacts on the student experience. He requested that a target date for implementation of a pilot model be set for Block 2 or 3 during AY 2018-19. ML added that she would be pleased to provide added student involvement to aid progress on this matter if necessary.</p> <p>It was further suggested that the film be presented on the main Atrium screen.</p> <p>ML informed that Richard Lochhead MSP had a very successful visit with the Students' Association on 11 10 18. AB added that a further visit to CoGC is being planned for late November.</p>	
Decision/Noted	<ul style="list-style-type: none"> • To note the update report. • To progress implementation of improved timetabling spread and flexible lunch breaks by Block 2/3. 	

Item SSEC2-16	National Bargaining Update	
Paper No: SSEC2-M	Lead: S Thompson	Action requested: Note
Discussion/ Matters Arising	<p>ST updated the Committee on the ongoing national bargaining negotiations.</p> <p>Support Staff The Support Staff Pay and Terms and Conditions Agreement 2018-20 has now been reached effective from 01 01 17. Future negotiations will now focus on the implementation of job evaluation.</p> <p>Teaching Staff A final 3 year cost of living pay award was issued to the EIS on 19 04 18. EIS subsequently issued an indicative ballot to members on this offer which was rejected on 26 09 18. Negotiations will recommence tomorrow (25 10 18).</p>	
Decision/Noted	To note the update report.	

Item SSEC2-17	Disclosability of Papers	
Paper No:	Lead:	Action requested: Agree

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

Item SSEC2-18 Any Other Notified Business

Paper No: Verbal
Lead: Convener Action requested: Note

Decision/Noted There was no further business raised.

Item SSEC2-19 Date of Next Meeting

Paper No: Lead: Convener Action requested: Note

Decision/Noted Wednesday 16 January 2019

The meeting closed at 1930 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
SSEC2-6	Committee Annual Report 2017-18: Amend as agreed.	PC	ASAP
SSEC2-9	People & Culture Strategy – Outturns Report 2017-18: Set month timeline for completion within 2020 and provide regular update reportage.	ST/PC	Ongoing
SSEC2-11	Admissions Update & Review – August Intake: Progress integrated mobile app.	SL/ST/GP	Ongoing
SSEC2-12	Staff Sick Absence Report: Put appropriate initiatives in place to reduce current absence levels and provide update reports.	ST	ASAP/Ongoing
SSEC2-15	SA Update: Progress implementation of improved timetabling spread and flexible lunch breaks.	SL/ST	Block 2/3

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC3-5	CitySA Annual Report 2017-18: Circulate link to the SPA to members.	GP/MC	ASAP
SSEC3-5	CitySA Annual Report 2017-18: Consider Public Relations Strategy and Media Campaign.	GP/MC	ASAP
SSEC3-8	Strategic Risk Review: Consider additional 'Mental Health' risk.	PC	ASAP
SSEC2-7	Organisational Development Update: Provide information on uptake of CPD at a future meeting.	DD	Ongoing