

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 3rd MEETING HELD ON WEDNESDAY 16 JANUARY 2019 AT 1700 HRS
(SSEC3)

Present	
Alisdair Barron (AB) Convener	Paul Little (PL)
George Galloway (GG)	Graham Mitchell (GM)
Milea Leone (ML)	Alex Robertson (AR)
In attendance	
Joanna Campbell (JC)	Stuart Thompson (ST)
Douglas Dickson (DD)	Joe Wilson (JW)
Keith Ross (KR)	Ann Butcher (Minute)
Apologies for absence	
George McVerry (GMcV)	

Item SSEC3-1 Apologies for Absence	
Paper No:	Lead: Convener Action requested: Note
Decision/Noted	Apologies were received from GMcV. DE was not in attendance.

Item SSEC3-2 Declarations of Interest	
Paper No:	Lead: Convener Action requested: Note
Decision/Noted	There were no declarations of interest.

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

Item SSEC3-4 Minute of the Students, Staffing & Equalities held on 24 October 2018	
Paper No: SSEC3-A	Lead: Convener Action requested: Approve
Decision/Noted	Subject to one minor amendment, the minute was approved.

Item SSEC3-5 Committee Terms of Reference	
Paper No: SSEC3-B	Lead: P Clark Action requested: Approve
Discussion/ Matters Arising	The Committee reviewed their current Terms of Reference. No amendments were proposed.

Item SSEC3-8	ED&I Current Priorities Update	
Paper No: Verbal	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>PC reported that GB has now commenced a new position within the College within Learner Support. A replacement EDI Manager has been appointed and will commence during February. The Convener and members congratulated GB on his new appointment and recognised his expertise, enthusiasm, and commitment to EDI.</p> <p>PC provided a verbal update report.</p> <p>Equality Mainstreaming Report 2019 A systematic review to determine the progress the College has made in mainstreaming the Public Sector Equality Duty (PSED) is currently being conducted until mid-February. HR is supporting the process through the provision of relevant staff equality data with completion of the equality information component expected to be complete by the end of February. The final report will be completed by 30 04 19. This will enable the College to better progress the PSED year on year.</p> <p>Equality Outcomes Report The Equality Outcomes Report which provides the progress made to achieve the quality outcomes 2017-2021 will also be completed by 30 04 19.</p> <p>Equal Pay Statement and Information Report 2019 The College is working towards the publication of pay gap information on the percentage difference among staff between men and women's average hourly pay. This is also required for publication by 30 04 19.</p> <p>Investors in Diversity (IID) The College will be reaccredited through dedicated online surveys for staff, students and external stakeholders in February. Twelve managers will also take part in individual meetings with assessors during March.</p> <p>Embracing Diversity Competition 2019 and Regional Event The 8th Embracing Diversity Competition 2019 will be launched at the end of January with the 4th Regional Competition taking place during June 2019.</p> <p>Stonewall Scotland Workplace Equality Index 2019 Performance The College participated in the annual Stonewall WEI benchmarking tool for employers which measures progress on LGBT inclusion in the workplace. The College has achieved its highest performance to date securing a place in the Stonewall Top 100 Employers 2019 list.</p>	
Decision/Noted	<ul style="list-style-type: none"> To note the progress in delivering the Statutory Reports and ED&I priorities. 	

PL arrived during the following discussion.

Item SSEC3-9	Audited Student Funding Support 2017-18 and 2018-19 Update	
Paper No: SSEC3-E	Lead: G Plunkett (Presented by J Campbell)	Action requested: Note
Discussion/ Matters Arising	<p>JC provided the Committee with an overview of the audited student support funds expenditure for 2017-18.</p>	

The breakdown of student support funding streams totalling £9.9m was noted. Members also noted that in general funding provided to FE students is less than half of funding provided for HE students. To help redress this balance, the College has removed stringent financial penalties related to absence for FE students which were compounding financial problems.

The College has also sourced additional support from the John Mather Trust totalling £8k for bursaries for Deck and Engineer Officer Trainee Programmes.

The Summary of Recommendations following the Independent Review of Student Financial Support in Scotland was also noted. Members were informed that the NUS and other support groups currently oppose the recommendations, particularly in relation to the recommendation to offer student loans to FE students. There has been little movement to date.

Possible SFC reallocation of student support funding for 2018-19 has not yet been advised, however the College can utilise any additional funding for a number of projects.

The Student Recruitment and Student Funding functions have now been merged within the new reorganisation. JC confirmed that this change will provide an improved service to students with no negative impact on staffing.

Decision/Noted To note the report.

Item SSEC3-10 Admissions 2018-19 (Full Time January Start Programmes)

Paper No: Lead: G Plunkett Action requested: Note
SSEC3-F (Presented by J Campbell)

Discussion/ Matters Arising The high level summary of student recruitment activity in January 2019 was submitted. JC reported that the College has now achieved its student recruitment and enrolment targets for 2018-19.

Decision/Noted To note the report.

Item SSEC3-11 Organisational Development Update

Paper No: Lead: D Dickson Action requested: Note
SSEC3-G

Discussion/ Matters Arising DD provided an overview of the Organisational Development (OD) activity for 2018-19. The following objectives, which were achieved, were particularly noted:

- Creation of a blended integration programme for new colleagues which was launched in October 2018.
- Revision of the Personal Development and Review Scheme. This has now been piloted and will be launched during January 2019.
- Development of agenda and approach to deepen staff engagement. A working group has been formed, with the group identifying future priorities to build an engagement culture.
- Provision of a training programme to support those associated with the reorganisation. Feedback from these sessions have been extremely positive. CMI accreditation will be considered next session.

Decision/Noted	To note the report.	
Item SSEC3-12	Students' Association (SA) Update	
Paper No: SSEC2-L	Lead: M Leone/A Robertson	Action requested: Note
Discussion/ Matters Arising	<p>The SA update at January 2019 was submitted. ML and AR specifically reported on the following matters:</p> <ul style="list-style-type: none"> • The SA 'Raise It' charity introduced the 'Sock It' initiative where 140 socks, filled with essential items for those affected by homelessness, were donated for the Lodging House Mission. • The launch of the new SA website has been slightly delayed and is expected to launch at the end of January. • The SA Presidential and Executive team undertook a development day today (16 01 19) at the Scottish Parliament. The team met with Sandra White MSP and attended the Ministerial Statement on Brexit. <p>PL particularly commended the SA on their successful Healthy Body and Mind initiative which now demonstrates clear benefits to students.</p>	
Decision/Noted	To note the update report.	

Item SSEC3-13	National Bargaining Update	
Paper No: SSEC3-I	Lead: P Little	Action requested: Note
Discussion/ Matters Arising	<p>PL further reported on the EIS/FELA strike action undertaken today (16 01 19). A further programme of industrial action has also been advised during February and March. Discussions with EIS/FELA will continue on 24 01 19.</p> <p>The sole focus of discussions with support staff are currently on the implementation of job evaluation.</p> <p>PL welcomed Board members attendance at the next meeting of the Employers' Association in May.</p>	
Decision/Noted	To note the update report.	

Item SSEC3-14	Staff HR Metrics Quarterly Report	
Paper No: SSEC3-J	Lead: K Ross	Action requested: Note
Discussion/ Matters Arising	<p>KR presented the HR metrics report which covered the period 1 July 2018 – 8 January 2019. The report covers a period of transition with the establishment of the new reorganizational structure. As such, the report could not fully reflect the new structure nor reporting relationships.</p> <p>The sickness absence rate (including leavers) was noted as 4.97%. This is a reduction from the previous report which was 5.4%. RK highlighted that additional data providing 'reasons for absence' has been provided. AB noted some concern with regard to absence issues based on stress, anxiety and mental health particularly across 3 Faculties. PL reminded of the</p>	

	changes made within the reorganisation and considered that once this was completely in place, revised figures would be provided.
	The reasons for absence will also be more accurately recorded. It was also suggested that the information could also be provided on the dashboard, and that a benchmarking exercise be undertaken with the other Glasgow Colleges and the overall College sector.
Decision/Noted	To note the report.

Item SSEC3-15	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 SSEC3-16	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Regional Board – Mental Health Initiative AB informed members of a potential Mental Health Seminar for Board members which may be organised later this year, funded through the Regional Board. The overall programme is still at the development stage.	

Item SSEC3-17	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 6 May 2019	

The meeting closed at 1850 hours.

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
SSEC2-6	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	Ongoing
SSEC2-15	SA Update: Progress implementation of improved timetabling spread and flexible lunch breaks.	SL/ST	Block 2/3
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