

## Board of Management

### Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 4<sup>th</sup> MEETING HELD ON WEDNESDAY 29 MAY 2019 AT 1700 HRS (SSEC4)

Present	
Alisdair Barron (AB) (Convener)	May Miller (MM)
George Galloway (GG)	Graham Mitchell (GM)
Milea Leone (ML)	Alex Robertson (AR)
In attendance	
Paul Clark (PC)	John Gribben (JG)
Eva Curran (EC)	Sheila Lodge (SL)
Naira Dar (ND)	Gillian Plunkett (GP)
Douglas Dickson (DD)	Ann Butcher (Minute)
Apologies for absence	
Paul Hillard (PH)	George McVerry (GMcV)
Paul Little (PL)	

Item SSEC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from PH, PL and GMcV. DE was not in attendance.	

Item SSEC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item SSEC4-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None notified.	

*Items 6 was taken at this time.*

Item SSEC4-6	Public Sector Equality Duty (PSED) Reports	
Paper No: SSEC4-C	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>PC introduced ND, the recently appointed ED&amp;I Manager (from March 2019) who was in attendance at her first meeting of the Committee. PC provided the Committee with a brief overview of the PSED reports:</p> <p>The Equality Mainstreaming Report 2019 has now been published to the required scheduled deadline date of 30 April 2019 and is now pending</p>	

Board approval. Members noted that the report, which incorporates staff equality data, is published every two years. The progress made to make PSED integral to College functions was reviewed. ND added that the report demonstrates what equality and diversity means within the College and permits future action and support to be targeted.

The progress made on the various equality outcomes 2017-20 and the impact in supporting the PSED were also noted. ND advised that the outcomes are on track for all identified actions. Where progress has not been made is mainly due to some legalities which are being addressed.

A report on the progress made in delivering the College action plan in support of the Equal Pay Statement, including the reduction of occupational segregation in relation to gender, race and disability was also submitted. The positive reduction in pay gap (decreased by 7%) was welcomed by the Committee.

PC raised some concern with regard to the information previously held within the Wealden system which has not been transferred to the iTrent system. He further pointed out that iTrent data collection does not currently meet the requirements of the PSED. JG confirmed that this is being reviewed as a matter of priority, with all essential and desirable criteria being identified. He further advised that all historical data will migrate to the new system. An update will be provided at the next meeting.

ND informed the Committee of an interactive ED&I Inclusive Language Training workshop and welcomed members to attend. She further advised on ED&I working groups and encouraged members to attend where possible.

**Decision/Noted**

- To provide an update on the transfer of data at the next meeting.
- To note the update report.

*ND left the meeting at this time.*

Item SSEC4-4		Minute of the Students, Staffing & Equalities held on 16 January 2019	
Paper No: SSEC4-A	Lead: Convener	Action requested: Approve	
Discussion/ Matters Arising	<p><b>Matters Arising</b>  <b>Admissions Update &amp; Review – Mobile App</b>            This is being progressed by the new IT Director.</p> <p><b>Organisational Development Update – CPD Information</b>            iTrent will provide live data in future. An update will be provided at the January 2020 meeting.</p>		
Decision/Noted	To approve the minute.		

Item SSEC4-5	CitySA Impact Report 2018-19	
Paper No: SSEC4-B	Lead: M Leone	Action requested: Approve
Discussion/ Matters Arising	<p>ML introduced the CitySA's Impact Report 2018-19. ML highlighted some of the activities and accomplishments made over the course of the year in particular, the launch of the new website, the increased number of societies and sports clubs and the visit from Richard Lochhead, Minister for FE, HE and Science where the help needed to support the work of the SA around mental health had been discussed. The Team has since created the first ever Student Mental Health Agreement for the College.</p> <p>The successful work of the SA, both student-led and in partnership with the Student Engagement Team, has been recognised several times throughout the year by external projects and awards from both NUS Scotland and the UK.</p> <p>AB commended the content and presentation of the report. Whilst recognising the logistical difficulties involved in holding an AGM, he expressed some disappointment on the motion to abandon the event and encouraged the team to look at other approaches ie by virtual means. He further congratulated the Team on the funds raised for the various charitable causes. Management of the SA financial resources were reviewed and additional information on planned expenditure of funds currently in reserve will be detailed. The support of the Board will also be acknowledged within the report.</p> <p>MM suggested that the new SA Executive should explore the possibility of a student TV channel. This will be investigated.</p> <p>The Committee also noted that a SA Strategic Plan has now been produced.</p>	
Decision/Noted	To endorse the City SA Impact Report 2018-19 subject to agreed amendments.	

Item SSEC4-7	Strategic Risk Review	
Paper No: SSEC4-D	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>The scoring of risks which most closely relate to the Committee's remit were reviewed, ie Risks 1, 9, 14 and 21.</p> <p>Risk 1 – <i>Failure to support successful student outcomes</i>. The Committee considered an increased risk score due to the impact of industrial action particularly with reference to the EIS request to their members to withhold student results from College systems. DD confirmed that student results are owned by the College and advised that appropriate timelines for recording and reporting results are being considered. DD indicated that plans are now in place to mitigate this risk. It was agreed that the Risk Score should remain at 10 (AMBER).</p> <p>Risk 14 – <i>Negative Impact of Industrial Action</i>. With reference to the discussion under Risk 1, it was agreed that the Risk Score should remain at 12 (AMBER).</p>	

	It was agreed that Risks 9 and 21 should remain at the Risk Scores 4 and 5 (GREEN) respectively.
<b>Decision/Noted</b>	To endorse the Risk Management Action Plans including Risk Scores with no changes being required.

<b>Item SSEC4-8</b>	<b>First Aid Support</b>	
<b>Paper No: Verbal</b>	Lead: S Lodge	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	SL updated members on the proposed new First Aid procedures. The new procedure will operate similar to the current fire marshal cover ie on a rota basis, with radio contact. Each staff member on the rota will sign in at Reception and collect a radio and will be contacted to confirm their availability to respond to first aid incidents as appropriate. A trial will be undertaken at the end of this Academic Year. Further augmentation may be required.	
<b>Decision/Noted</b>	To note the update report.	

<b>Item SSEC4-9</b>	<b>Corporate Caring Duties 2018-19</b>	
<b>Paper No: SSEC4-E</b>	Lead: G Plunkett	Action requested: Note
<b>Discussion/ Matters Arising</b>	<p>GP updated members on the actions taken to ensure that the College meets its statutory duties relating to the care of students. These relate to the College's Prevent, Safeguarding and Corporate Parenting Duties.</p> <p>KPIs have been agreed by a SLWG on Corporate Care Duties and these will be reported to SMT every 6 months and the SSE Committee on an annual basis.</p> <p>The following matters were noted:</p> <ul style="list-style-type: none"> <li>• A Safeguarding e-module has been completed by 581 employees.</li> <li>• 1 Safeguarding and 1 Prevent incident have been reported to date. The Prevent incident has been investigated and has now been downgraded.</li> <li>• Retention and success of care experienced students for 2018-19 are not yet available.</li> </ul> <p>AB added that whilst the statutory duties relating to the care of students were welcomed, additional funding to support and maintain these priorities would be required. He suggested that the Committee's concerns regarding the need for additional support should be expressed to the SFC.</p> <p>GP informed that the restructure within the Student Support Services has proved more productive and efficient.</p>	
<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>• To note the report.</li> <li>• To highlight the Committee's concerns regarding additional funding support with the SFC.</li> </ul>	

<b>Item SSEC4-10</b>	<b>Student Experience (SE) Annual Review 2018-19</b>	
Paper No: SSEC4-F	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP presented the Committee with an overview of the student support service activity and statistical information (which evidences the reach and breadth of the service provision). The following matters were highlighted:</p> <ul style="list-style-type: none"> <li>• The new responsibility and reportage on Senior Phase and Foundation Apprenticeship activity has now been centralised within the SE Directorate.</li> <li>• A new Student Mental Health and Wellbeing Coordinator plus additional Student Counsellor are now in place to support students with mental health issues.</li> <li>• Merging of the student admissions and student funding provision has provided an improved, more seamless learner journey at the point of application.</li> <li>• Learning Support Advisors are investigating a buddy and mentor system for new students.</li> </ul> <p>AB commended the wealth of information and statistics provided within the report and considered that the College should use every opportunity to publicise the excellent work being undertaken. He suggested that elements of the document could be used as a student brief and reference document. He further suggested that photographs of the Team, with contact details, be added.</p>	
Decision/Noted	<ul style="list-style-type: none"> <li>• To consider student brief and reference documents.</li> <li>• To note the report.</li> </ul>	
<b>Item SSEC4-11</b>	<b>ONE CITY - - Inspiration, Excellence and Innovation</b>	
Paper No: SSEC4-G	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	<p>DD provided an overview on the annual continuing professional development programme scheduled for 18-19 June 2019. This year's event will focus on staff engagement and will include "An audience with Graeme Obree". A further event is scheduled for week commencing 19 August and will cover an overview of College priorities and development of pedagogical practice.</p> <p>Board members were invited to attend the events.</p>	
Decision/Noted	To note the report.	
<b>Item SSEC4-12</b>	<b>National Bargaining Update</b>	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion/ Matters Arising	<p><b>NJNC – Side Table (Lecturing)</b></p> <p>The EIS-FELA are continuing with its action short of strike action. The 20<sup>th</sup> meeting in the current dispute is being held this evening (29 05 19) with further negotiations on terms and conditions.</p>	
Decision/Noted	To note the ongoing progress to date.	

EC left the meeting during the following discussion.

Item SSEC4-13		Staff HR Metrics Quarterly Report
Paper No: SSEC4-H	Lead: J Gribben	Action requested: Note
Discussion/ Matters Arising	<p>The analysis of workforce data from August 2018 to 30 April 2019 was submitted. JG confirmed that the report will be further reviewed and reformatted in line with the People and Culture Strategy. Work is ongoing with iTrent to provide more meaningful data which will in turn, provide a more user-friendly report at future meetings.</p> <p>AB welcomed the information provided and commented on the insight provided following recent agreements on permanency, particularly the ELT's agreement to reduce reliance on future bank employees.</p> <p>The Committee considered that relevant data on the uptake of CPD (by age profile) would be useful, particularly in terms of planning future delivery of relevant CPD programmes and initiatives. The overall labour profile should also underpin this data.</p> <p>Members further suggested that the overall culture, values and behaviours would need to be reviewed. It was agreed that these were now out of date and should be refreshed.</p>	
Decision/Noted	<ul style="list-style-type: none"> <li>To provide CPD data as discussed.</li> <li>To consider update of the College Values and Behaviours.</li> <li>To note the report.</li> </ul>	

Item SSEC4-14		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 SSEC4-15		Any Other Notified Business
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	<p><b>Student Members</b></p> <p>AB thanked ML and AR for their contribution to the work of the Committee and added that it had been a pleasure working with them. He reminded that they had taken over the SA during a period of change and commended them for their accomplishments over the year. ML thanked the Committee for their help and guidance.</p>	

Item SSEC4-16		Date of Next Meeting
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 23 October 2019	

*The meeting closed at 1930 hours.*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
SSEC4-6	<b>PSED Reports:</b> Provide an update on transfer of data from Wealden to iTrent HR systems, and improved data collection for PSED purposes.	JG/PC	23 10 19
SSEC4-9	<b>Corporate Caring Duties 2018-19:</b> Highlight Committee's concerns regarding additional funding support with the SFC.	SL/GP	ASAP
SSEC4-10	<b>SE Annual Review 2018-19:</b> Consider student brief and reference documents.	GP	Ongoing
SSEC4-13	<b>Staff HR Metrics Report:</b> Provide CPD uptake data.	JG	23 10 19
SSEC4-13	<b>Staff HR Metrics Report:</b> Consider update of College Values and Behaviours.	JG	Ongoing

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC2-6	<b>Committee Annual Report 2017-18:</b> Amend as agreed.	PC	ASAP <b>Complete</b>
SSEC2-9	<b>People &amp; Culture Strategy – Outturns Report 2017-18:</b> Set month timeline for completion within 2020 and provide regular update reportage.	ST/PC	<b>Complete</b> To be presented at BoM Planning event (Oct 19)
SSEC2-11	<b>Admissions Update &amp; Review – August Intake:</b> Progress integrated mobile app.	SL/ST/GP/BA	Ongoing
SSEC2-12	<b>Staff Sick Absence Report:</b> Put appropriate initiatives in place to reduce current absence levels and provide update reports.	ST	Ongoing
SSEC2-15	<b>SA Update:</b> Progress implementation of improved timetabling spread and flexible lunch breaks.	SL/ST	Block 2/3 Ongoing
SSEC3-5	<b>CitySA Annual Report 2017-18:</b> Circulate link to the SPA to members.	GP/MC	ASAP <b>Complete</b>
SSEC3-5	<b>CitySA Annual Report 2017-18:</b> Consider Public Relations Strategy and Media Campaign.	GP/MC	ASAP <b>Complete</b>
SSEC3-8	<b>Strategic Risk Review:</b> Consider additional 'Mental Health' risk.	PC	ASAP <b>Complete</b>
SSEC2-7	<b>Organisational Development Update:</b> Provide information on uptake of CPD at a future meeting.	DD	(Jan 2020) <b>Complete</b>