

## Board of Management

### Students, Staff & Equalities Committee

<b>Date of Meeting</b>	<b>Wednesday 28 October 2020</b>
<b>Paper No.</b>	<b>SSEC1-C</b>
<b>Agenda Item</b>	<b>4.3</b>
<b>Subject of Paper</b>	<b>Committee Programme of Work 2020-21</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary</b>
<b>Date of production</b>	<b>October 2020</b>
<b>Action</b>	<b>Approve</b>

#### 1. Recommendations

The Committee is asked to review and approve the schedule of work for 2020-21.

#### Appendices:

Students, Staff and Equalities Committee Programme of Work

**BOARD OF MANAGEMENT – STUDENTS, STAFF & EQUALITIES COMMITTEE**

**CONVENER:** Alisdair Barron

**VICE CONVENER:** May Miller\*

**MEMBERS:** David Cullen, Nicolas Garcia, Iona Gibson, Paul Hillard, Paul Little, Audrey Sullivan

**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.

\* Co opted Board Member

<b>PROGRAMME OF WORK</b>			
<b>Task</b>	<b>Presented for Consideration</b>	<b>Task Completed</b>	<b>Commentary</b>
<b>STANDING ITEMS</b>			
Strategic Risk Review (minimum every 2 <sup>nd</sup> meeting)			
Students' Association Update			
Equality, Diversity & Inclusion Current Priorities & Initiatives Update			
National Bargaining Update Report			
Staff HR Metrics Quarterly Report			
Champion Topics (to be suggested by relevant staff member)			
Committee Self Evaluation (once per year)			
<b>SCHEDULED ITEMS</b>			
<b>28 October 2020</b>			
Review of People & Culture Strategy – Outturn Report			
Committee Annual Report			
Programme of Work			
Strategic Risk Review			
Admissions Update & Review - August Intake			
Corporate Care Duties Update			
<b>27 January 2021</b>			
Committee Terms of Reference			
Student Support Funding and Finance 2017-18			
Admissions Update - January Intake			
Organisational Development Update			(Provide information on uptake of CPD – agreed Jan 2020)
Libraries & Learning Technologies Update			
Equality Mainstreaming, Equality Outcomes Reports and Equality Outcome Framework			

<b>19 May 2021</b>			
Students' Association Annual Report			
Strategic Risk Review			
ONE CITY – Inspiration, Excellence & Innovation			
Student Services Annual Review			