

Board of Management Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 3rd MEETING HELD ON WEDNESDAY 18 MAY 2022 AT 1500 HRS (SSEC3)

Present	
Alisdair Barron (AB) (Convener)	May Miller (MM)
David Cullen (DC)	Audrey Sullivan (AS)
Paul Hillard (PH)	Lori Templeton (LT)
Paul Little (PL)	
In attendance	
Paul Clark (PC)	Gillian Plunkett (GP)
Naira Dar	Bernie Savage (BS)
John Gribben (JFG)	Ann Butcher (ABu)
Apologies for absence	
None	

MM chaired the start of meeting in the absence of AB.

Item SSEC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no apologies received.	

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 SSEC3-4.1	Minute of the Students, Staffing & Equalities held on 2 February 2022	
Paper No: SSEC3-A	Lead: Convener	Action requested: Approve
Decision/Noted	The minute was approved.	
	Previous Actions Spiritual Care Webinar NB reported that the webinar has been postponed until next session.	

Strategic Risk Review

MC reported that whilst a systematic review of risks is being undertaken, additional work pressures and annual leave commitments had combined to prevent submission of the strategic risk report. MC confirmed however, that Risk Owners had so far reported no material changes. A comprehensive Risk Register will be submitted to the next meeting of the full Board.

Robertson Cooper Survey

JFG confirmed that a full report would be submitted at the next meeting of the Board.

Meeting with PMO Staff

SL is currently on annual leave. This has yet to be confirmed.

Values and Behaviours

A handbook focusing on values, behaviors, and core competencies is being developed for review by ELT and will be submitted to the Board when finalised.

Item SSEC3-4.2	CitySA Impact Report	
Paper No: SSEC3-B	Lead: B Savage	Action requested: Approve
Discussion/ Matters Arising	<p>BS presented the CitySA Impact Report and outlined various key outcomes delivered during 2021-22. The many changes and developments achieved throughout the year, including reintroduction of face to face events and student-led clubs and societies, were noted. BS further reported that the launch of the new Volunteering Hub had been successful in providing students with valuable volunteering experience.</p> <p>Engagement and sharing of informative content across various social channels continued, with an additional Tik-Tok channel being introduced. Improved student engagement during the recent election campaign also resulted in significant levels of voter turnout and votes cast.</p> <p>A motion put forward at this year's AGM to provide a Sensory Room was raised at the College Partnership Forum and has now been agreed. The Sensory Room is designed to provide a range of stimuli to help students develop and engage their senses. It was noted that this provision does not replicate services provided by the Quiet Reflection Room.</p> <p>BS was pleased to announce that CitySA was shortlisted in 5 categories at this year's NUS Scotland Awards, winning an impressive three awards.</p> <p>The Committee congratulated BS and the SA on their outstanding achievements, despite the many challenges faced over the year. The format of the report, including personal testimonies and short video clips was highly commended.</p>	
Decision/Noted	To endorse the Report for approval at the next Board meeting.	

AB joined the meeting during the following discussion.

Item SSEC3-5.1	Student Experience Annual Review 2021-22	
Paper No: SSEC3-C	Lead: G Plunkett	Action requested: Discuss
Discussion/ Matters Arising	<p>GP provided an overview of the wide range of supports for learning presented in the Student Experience Annual Review 2021-22. The Committee noted that, overall, students continue to be mainly satisfied with Student Experience Services with satisfaction rates at 80%+. Digital access has been improved for a range of services.</p> <p>GP reported that SFC's funding commitment for additional Mental Health Counsellors is likely to continue for AY 2022-23; however is not expected to continue beyond then. The College will continue to offer face to face and online counselling and support services to meet the needs of individual students.</p> <p>An application for funding to continue staff support for the Volunteering Hub has been submitted to the John Mather Trust. Application for Equal Opportunities funding has more limited focus and may not be appropriate.</p> <p>GP reminded members of the additional one-off SFC staff and student support funding received in June 2021 which will not be continued; she added that over both Covid years, student support expenditure has increased by more than 20%. She further advised on the increase in Hardship Fund spend which has significantly increased, mainly due to unforeseen/unplanned expenses as students are more online at home which has led to increased utility costs. Increases in living costs such as accommodation, fuel and food costs have also been factors.</p> <p>PH praised the comprehensive report and raised some concern regarding the impact on both staff and students once the additional funding is removed which may result in a reduction in some service areas. GP advised that whilst some mental health projects would continue through core budget funding, the additional mental health staffing positions would not continue. PL reported that he and others continually remind SFC of the likely negative impact on both staff and students should current projects, activities and initiatives be removed; additional funding has been requested. The potential for alternative forms of funding support was noted however this may not be place prior to removal of some services.</p> <p>Recognising the excellent student engagement work already being done, in particular the 'Get Ready for College' and ongoing School's liaison, AS queried student withdrawal rates particularly those relating to 'course not what expected'. GP confirmed that this mainly relates to the amount of time spent online and/or on campus and did not necessarily relate to subject matter. Work is being done to address this in advance of next session.</p> <p>The issue of student digital fatigue was also raised. Members were advised that the new Blended Learning model has been developed through consultation with curriculum areas and offers curriculum teams autonomy and flexibility to design course programmes that work best for students. Additional support and staff training will be provided in June. DC added his support to the new Blended Learning strategy.</p>	

	AB commended the excellent report and welcomed the information and human-interest stories provided. He reminded members that the Blended Learning approach is being undertaken by all peer organisations and the concept will continue to evolve and develop to provide maximum benefit for students.
Decision/Noted	To note the Report.

Item 8.1 was taken.

Item SSEC3-8.1	Voluntary Severance (VS) Scheme Proposal	
Paper No: SSEC3-G	Lead: J Gribben	Action requested: Approve
Discussion/ Matters Arising	<p>PL advised that the Glasgow College Principals Group had discussed the financial challenges being experienced by all of the Region's assigned colleges, resulting in a consensus that terms for VS schemes should be aligned. The proposed minor variation to the CGC approved scheme had been further reviewed by ELT. The resulting recommendation to align severance terms by reducing the maximum 12-month salary cost to a maximum 9-month salary cost was submitted for review. A revised draft of the VS Scheme reflecting this proposal was also submitted.</p> <p>Members discussed the proposal and considered options; they noted the advantages of regional consistency and noted the proposed variation ensured that the proposed scheme offered consistency across all assigned colleges in the Glasgow region. Members acknowledged the benefits of adopting a region wide approach.</p> <p>It was noted that the variation in the scheme will also require approval by both GCRB and the SFC.</p>	
Decision/Noted	To approve the revised VS Scheme for submission to GCRB.	

Item SSEC3-5.2	Staff HR Metrics Report	
Paper No: SSEC3-D	Lead: J Gribben	Action requested: Discuss
Discussion/ Matters Arising	<p>JFG provided an update on the 1 January 2022 to 30 April 2022 HR metrics. The following matters were particularly noted:</p> <ul style="list-style-type: none"> • Increase in headcount, absence rates and costs, turnover and occupational health referrals. • Vacancies have decreased since March 2022 due to revised recruitment measures. New and backfill vacancies are scrutinised by Line Managers prior to submission to ELT for approval. Automation of some services is currently being considered. • Benchmarking absence figures against the section has now been included. • Additional information on reasons for leaving has been provided. Most common reasons being retirement and career progression. • HR and Wellbeing team continue to offer support with the use of Occupational Health and the PAM Assist Employee Assistance Programme. 	

	<ul style="list-style-type: none"> • A Staff Benefit Scheme is currently being developed to enhance current contractual benefits. <p>AS asked about the arrangements in place to provide staff with time off in lieu as an alternative to paid overtime. JFG advised that this is currently being offered in some areas; however, excessive time off in lieu may cause ongoing operational difficulties. Additional information will be provided within future reports.</p> <p>JFG reported that development of the sector wide Job Evaluation for support staff continues. The process is now being accelerated to completion.</p>
Decision/Noted	<ul style="list-style-type: none"> • To note the update report. • To provide information on time off in lieu in future reports.

PL left the meeting.

Item SSEC3-5.3	Strategic Risk Review	
Paper No: Not Available	Lead: P Clark	Action requested: Discuss
Decision/Noted	With reference to discussion under Item 4.1 'Matters Arising', this item was not taken.	

Item SSEC3-6.1	ED&I Current Priorities Update	
Paper No: SSEC3-F	Lead: N Dar	Action requested: Note
Discussion/ Matters Arising	<p>ND reported that in preparation for next session, priorities will focus on automation of the Equality Impact Assessment process. Preparation of the PSED reports will also continue through April 2023. ND advised that recruitment issues within LGBT Youth Scotland have been resolved and a manager has now been allocated to CoGC. This will help support work with the Students' Association to achieve the foundation level of the LGBT Youth Scotland Charter.</p> <p>Led by EDI and Stuart Bradnam, Curriculum Head of Construction, the College is now affiliated with the Chartered Institute of Building (CIOB) Equality Charter. This provides an opportunity to showcase delivery on EDI and will help influence best practice in the sector.</p> <p>It was agreed that members be invited to attend relevant EDI events. Information on registration for the Trans inclusion event on 10 06 22 will be circulated.</p> <p>ND informed that the EDI team have now moved to a new position within the People and Culture Directorate and welcomed the opportunity to work closely with HR colleagues.</p>	
Decision/Noted	<ul style="list-style-type: none"> • To note the update report. • To invite members to EDI events. • To circulate invite to Trans inclusion event on 10 06 22. 	

Item SSEC3-7	Disclosability of Papers	
Paper No: Verbal	Lead: M Cross	Action requested: Agree
Decision/Noted	No changes were proposed.	

Item SSEC3-8	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested:
Decision/Noted	AB thanked MM for Convening the start of the meeting. Due to unforeseen circumstances, he had been unable to join.	
	There was no other business raised.	

Item SSEC3-9	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 26 October 2022	

The meeting closed at 1640 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC3-4.1 18 05 22	Matters Arising: Robertson Cooper Survey outcome report will be submitted at next Board meeting.	JFG	15 06 22
SSEC3-4.1 18 05 22	Matters Arising: Values and Behaviours Handbook is being developed and will be submitted to Board once finalized.	JFG	ASAP
SSEC3-5.2 18 05 22	Staff HR Metrics Report: Provide information on time off in lieu in future reports.	JFG	26 10 22
SSEC3-6.1 18 05 22	EDI Current Priorities: Invite members to Trans inclusion event on 10 06 22 (and other relevant events).	NG	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC2-5.3 02 02 22	Webinar invitation to be extended to Board members.	ND	Ongoing
SSEC2-5.6 02 02 22	Risk 9 score to be adjusted.	PC	ASAP Complete
SSEC1-4.3 27 10 21	Programme of Work: Provide paper on output following Roberson Cooper Survey.	JFG	Feb-2022 BoM 15 06 22
SSEC1-5.1 27 10 21	Students' Association Update – Representation: Consider methods to further increase Class Rep participation including PT courses.	GP	Ongoing
SSEC1-5.3 27 10 21	Staff HR Metrics Report: Arrange information meeting with PMO staff.	SL	Ongoing
SSEC1-5.5 27 10 21	Strategic Risk Review: provide analysis on Staff Reasons for Leaving.	JFG	ASAP Complete
SSEC1-6.2 27 10 21	Careers Guidance Plan: Consider further development of employer engagement process.	CC/GP/ Deans	Ongoing
SSEC4-13	Staff HR Metrics Report: Consider update of College Values and Behaviours.	JFG	Ongoing Superseded SSEC3-4.1