

**West College Scotland**

**ORGANISATIONAL DEVELOPMENT AND HR COMMITTEE**

**MONDAY 21 MAY 2018 at 4.00 p.m. in  
Room 116 (Estates Room), Renfrew Building, Paisley Campus**

**AGENDA**

**General Business**

1. Welcome
2. Apologies
3. Declaration of Interests
4. Demonstration of OD/HR Portal JR  
Joe Rafferty, Head of Organisational Development & HR
5. Minutes of the meeting held on 14 February 2018 Enclosed LL  
Actions from the minutes Enclosed LL
6. Matters arising from the minutes  
(and not otherwise on the agenda)

**Main Items for Discussion and/or Approval**

**Agenda item 11 below is deemed to be a restricted item at this stage**

7. Update from Director Organisational Development and HR  
.1 National Bargaining: Update Oral report AC
8. People Strategy: Progress Report Paper 8 DG
9. HSE Improvement Notice: Update Paper 9 DG
10. Update on EU General Data Protection Regulations (GDPR) Paper 10 DG
11. Voluntary Severance Scheme Paper 11 DG
12. Workforce Planning Audit: Update Paper 12 DG
13. Risk Paper 13 LL
14. Dates of Meetings in session 2018/19 Paper 14 GM

**Items for Information**

15. Reports from Sub-Committees Paper 15 DG
16. Any other business

Next meeting: Wednesday 12 September 2018 at 4.00 p.m. at the Paisley Campus

Gwen McArthur  
Secretary to the Committee

## **ORGANISATIONAL DEVELOPMENT & HR COMMITTEE**

**MINUTES:** 14 February 2018

**Present:** Lyndsay Lauder (in the Chair)  
Audrey Cumberford and Linda Johnston.

**Attending:** David Gunn (Director Organisational Development & HR), Gwen McArthur (Secretary to the Committee).

**Apologies:** Keith McKellar

### **OM176 DECLARATION OF INTERESTS**

No interests declared.

### **OM177 MINUTES**

The minutes of the meeting held on 8 November 2017 were approved.

### **OM178 ACTIONS FROM THE MINUTES**

The Committee noted the actions taken since the last meeting, and particularly the following:

- .1 OM169 People Strategy: ODHR Portal** – it was noted that there would be a demonstration of the ODHR portal at the next meeting.  
**[Action: DG]**
- .2 OM170 Health and Safety Audit Report** – it was noted that the actions proposed were now being progressed with some already complete. A full update on progress would be provided to the Audit Committee for inclusion in the Rolling Audit Action Plan.  
**[Action: DG]**

### **OM179 UPDATE FROM DIRECTOR, ORGANISATIONAL DEVELOPMENT & HR (OM168)**

The Director Organisational Development and HR reported on the following matters:

- .1 National Bargaining: Update**  
The Principal provided an update on the ongoing national bargaining negotiations with the Colleges Scotland Employers' Association and trade unions representing support and lecturing staff. A 2 day residential meeting had been held recently where some very useful ideas emerged. It was noted that the draft budget for the sector indicated that the costs of harmonisation, including terms and conditions, would be met. However, the detail at College level was not available. There would be no additional funding to meet cost of living increases. West College Scotland

(WCS) has borne significant recurrent costs associated with harmonisation at a regional level. No additional funding has been provided to cover this. Staff at WCS are amongst the highest paid in the sector and, therefore, the impact of harmonisation at a national level has less impact in comparison to other colleges across the sector. Consideration was being given to making a 3 year pay offer for lecturing staff. In relation to support staff it was noted that the national job evaluation exercise was currently the subject of discussion with support staff trade unions and a specific scheme had been selected following a procurement exercise. Support staff at WCS had some concerns as they had previously been through a job evaluation exercise and were unclear as to how this further exercise might impact on them. The Committee would continue to be kept abreast of developments in the national bargaining negotiations. **[Action: AC]**

**.2 Building Our Collective Future**

The Director, Organisational Development and HR, provided an update on progress with the development of a behaviours framework for all staff. Following further consultation the behaviours framework was now being finalised ready to be rolled out to staff. This would be accompanied by a series of continuing professional development (CPD) events and presentations to staff to ensure that the key messages were clearly understood. The Committee welcomed this development and was confident that it would create a positive impact from the outset with all staff being clear about what was expected of them. The Committee was pleased to note that the staff unions were very supportive of this programme and also that a similar behaviours framework would be developed for students. It was **agreed** that this matter was now complete and that the development of the behaviours framework through the "Building Our Collective Future" programme be drawn to the attention of the Board at its next meeting. **[Action: AC]**

**.3 Healthy Working Lives 3 Year Rolling Action Plan (OM158)**

The Committee noted and welcomed the 3 year Rolling Action Plan which had been developed to support the Healthy Working Lives programme in the College. This had already been approved by Healthy Working Lives as part of the Gold Award criteria.

**OM180 PEOPLE STRATEGY: PROGRESS REPORT (OM169)**

The Director, Organisational Development and HR, presented the revised People Strategy and the latest People Strategy Monitoring Report. The People Strategy had been updated to include the workforce planning framework and activities. The group responsible for developing the workforce plan would meet the following day to review progress and the Internal Auditors would be consulted for their feedback. The Committee

welcomed this development and found this information very helpful. It was also pleased to note that a lot of good practice was already being undertaken in the College and that a skills profile of teaching staff would be conducted to identify the full range of skills they had and what further CPD activities might be required. It was the aim to have a draft workforce plan in place by April which could then be finalised by the start of next session, following which it would be tested and monitored on a regular basis. The Committee welcomed the revised People Strategy and the approach being taken to workforce planning. It was **agreed** that the Director, Organisational Development and HR, continue to provide regular updates on progress with workforce planning to the Committee.

**[Action: DG]**

The Committee noted the progress report on implementing the People Strategy. It was very pleased to note the excellent progress made to date and also that the College had recently received Carer Positive accreditation.

**OM181 HUMAN RESOURCES REPORT 2017**

The Committee considered the draft Human Resources Report 2017. It welcomed the range and quality of information provided in this report. This showed that there were many positive developments taking place in the College, particularly in relation to equality, diversity and inclusion; health safety and wellbeing; and CPD, particularly the development of a bespoke leadership development programme and the move towards professional accreditation for all teaching staff. The Committee

**RECOMMENDS** to the Board that the Human Resources Report 2017 be approved.

**[Action: LL; DG]**

**OM182 HSE IMPROVEMENT NOTICE (OM171)**

The Director, Organisational Development and HR, provided the Committee with an update on progress in relation to the actions required to be taken in light of the receipt of an Improvement Notice from the HSE. The Committee noted the actions already taken and those that were planned. In particular the Committee noted that an Asbestos Policy and Asbestos Management Plan had been drafted for approval by the Health and Safety Committee and the Senior Management Team (SMT), and relevant staff had received training in asbestos awareness. Also a positive meeting with an HM Inspector of Health and Safety had taken place and he had indicated that he was satisfied with these actions, both completed and planned. He had also agreed to an extension of time, to 26 February 2018, to allow all these actions to be completed. The Committee welcomed this information.

**OM183 EU GENERAL DATA PROTECTION REGULATIONS (OM172)**

The Director, Organisational Development and HR, provided the Committee with an update on progress in meeting the new requirements of the EU General Data Protection Regulations. Agreement had been reached that the College would use the shared service that would be provided by Universities and Colleges Shared Services (UCSS) to ensure that the College fully complied with the new regulations. As part of the preparatory work involved the College had also engaged the services of Laura Irvine of BTO Solicitors LLP who has a high degree of expertise and experience in data protection. She had already run a workshop for staff in the College involved in processing such data. The Committee noted and welcomed this update.

**OM184 RISK (OM173)**

The Committee noted the revised Strategic Risk Register which had been updated in light of detailed consideration by the Senior Management Team (SMT). The Committee endorsed the changes that had been made and had no further changes to propose.

**OM185 REPORTS FROM SUB-COMMITTEES (OM174)**

The Committee noted the reports from the following sub-committees:

- i. Joint Consultative and Negotiating Committee for Lecturing Staff meetings of 11 October and 20 December 2017;
- ii. Joint Consultative and Negotiating Committee for Support Staff meetings of 11 October and 20 December 2017;
- iii. Health and Safety Committee meeting minutes of 22 November 2017;
- iv. Equality, Diversity and Inclusion Committee meeting minutes of 14 December 2017.

**OM186 BOARD EFFECTIVENESS ANNUAL REVIEW**

The Committee had, within its remit, the responsibility 'To manage the annual self-evaluation activities of the Board of Management and its standing committees'. It was noted that there was no requirement to involve an external reviewer/facilitator this year as had been the case last year. The members of the Committee **agreed** to consider this matter further and bring forward ideas for the review. **[Action: LL; LJ]**

**OM187 NEXT MEETING**

The next meeting will take place on Wednesday 16 May 2018 at the Paisley campus.

## Organisational Development & HR Committee: Meeting of 14 February 2018

### Actions from the Minutes

<b>Date of Meeting</b>	<b>Min Ref</b>	<b>Matter for Action</b>	<b>Responsible Person</b>	<b>Action Taken</b>	<b>Timescale (where applicable)</b>
14 Feb 2018	OM178.1 169	People Strategy: ODHR Portal – demonstration of the ODHR Portal to be provided at next meeting	D Gunn		May meeting
	OM178.2 170	Health and Safety Audit Report – full update on progress to be provided to Audit Committee for inclusion in Rolling Audit Action Plan	D Gunn	Actions now incorporated into Rolling Audit Action Plan and will be monitored by Audit Committee until complete	Complete
	OM179.1 168.2	National Bargaining – Committee to be kept abreast of developments	A Cumberland	Updates will be provided to each meeting as appropriate	On-going
	OM179.2 168.3	Building Our Collective Future – matter now complete and Board's attention to be drawn to this programme	A Cumberland	The Board was updated on this matter at its meeting on 26 March 2018	Complete
	OM180 169	People Strategy: Progress Report – Director, ODHR, to continue to provide regular updates to the Committee on progress with workforce planning	D Gunn		On-going
	OM181	HR Annual Report 2017 – to be presented to Board for approval	L Lauder D Gunn	Board approved report at its meeting on 26 March 2018	Complete
	OM186	Board Effectiveness Annual Review – members of the Committee invited to bring forward ideas for the review	L Lauder L Johnston	Board Annual Effectiveness Review questionnaire now in place	Complete
		<b>Actions from previous minutes</b>			
8 Nov 2017	OM168.1 155.1	College Improvement Plan – Committee to be updated on progress	L Connolly		Future meeting

	OM169 156	People Strategy – i.future progress reports to include RAG system for reporting	D Gunn	i. RAG status now incorporated into strategy updates	i. Complete
	OM170 157	Health and Safety Audit – report on staff development information relating to health and safety to be provided	D Gunn		Future meeting
	OM171	HSE Improvement Notice – Committee to be updated on actions taken	D Gunn	Progress report provided and noted	Complete
13 Sept 2017	OM155.3	Workforce Planning – I. Workforce plan to be included in People Strategy to make tracking progress easier; ii. Audit Report and Management Response provided to Committee	D Gunn	Workforce planning built into People Strategy and will be monitored on a regular basis by Committee	Complete
	OM155.4	Developing the College KPI Dashboard – the Committee to discuss the KPIs to be adopted in the College’s Dashboard.	L Connolly	KPI’s provided to Board at its meeting on 5 February 2018 and approved.	Complete
	OM158	Employee Wellbeing Survey – Healthy Working Lives Gold Award retained by the College and work is being undertaken for a revised HWL Three Year Rolling Plan.	D Gunn	HWL Three Year Rolling Plan presented to Committee at its February meeting.	Complete



**TITLE:** **SUMMARY ACTION PLAN FOR IMPLEMENTING PEOPLE STRATEGY 2016 -2019**

**Background:** The Director Organisational Development and HR was asked by the Committee to keep them apprised of the progress made in implementing the People Strategy 2016-2019 using a RAG reporting format.

**Action:** The Committee is asked to note the Progress/Update on implementation of the People Strategy.

**Lead:** David Gunn, Director Organisational Development and HR

**Status:** Open

# People Strategy – Progress Report 14 MAY 2018

The Organisational Development and HR Committee will be responsible for monitoring the implementation of the People Strategy on an annual basis. They will use the reporting structure that is integral to the Operational Planning Process.

When reviewing progress the Committee should:

- Ensure that activities are kept within the parameters of the agreed strategic priorities;
- Ensure that activities are consistent with the College’s vision, ambitions, culture and values;
- Keep under review internal and external changes which may require adjustments to the People Strategy or affect the ability to achieve the objectives.

*Extract from West College Scotland People Strategy*

Review of Operational Objectives 2017-2018					
References			Review of Targets 2017-2018	Outcome  (note: outcomes will not be realised until projects have been completed)	RAG Status
CP	ROA	ESQF			
26 34	1	2.4	<p><b>Target</b></p> <p>Develop and implement a Workforce Plan for West College Scotland.</p> <p><i>By end of April 2018</i></p> <p><b>Status</b></p>		

			<p>A short life working group involving the VP Educational Leadership , VP Corporate Development ,Director Finance and Estates ,Director Organisational Development and HR and Head of OD and HR has prepared a draft Workforce Plan which will be reviewed by Auditors on 28 May.</p> <p>The status sits at amber as the completion is likely to be the end of May rather than the original end of April.</p> <p><b>Commentary</b>  <b>It is proposed that the Workforce Plan will be submitted to the OD and HR Committee for approval in September 2018.</b></p> <p>.</p>		
12 29		3.1	<p><b>Target</b></p> <p>Develop a Carers Strategy associated with the Carer Positive accreditation to ensure that that staff with caring responsibilities are adequately supported.</p> <p><i>July 2017</i></p> <p><b>Status</b></p> <p>Complete.</p> <p>Representatives from Carer Positive Inverclyde and Carer Positive Renfrewshire have staged information session at Greenock and Paisley Campuses.</p> <p><b>Commentary</b></p> <p>With an increasing percentage of the population taking on caring responsibilities there is a potential knock on effect in the workplace e.g. staff members who are feeling stress or who are having difficulty balancing their personal and work based responsibilities. In order to ensure people are able to fulfil their duties the College</p>		

			will ensure we properly promote our flexible working policies, our employee assistance programme and offer any other supports, such as resilience and mindfulness training, which can help staff to deal with the pressures of being a Carer.		
1 2 12 29			<p><b>Target</b></p> <p>Develop actions to embed a Behaviours Framework especially with regard to:-</p> <ul style="list-style-type: none"> <li>- recruitment and selection;</li> <li>- providing development feedback through CPDR;</li> <li>- linking to leadership development.</li> </ul> <p><i>By end of December 2017</i></p> <p><b>Status</b></p> <p>The guidance document is complete and is now with our graphic artist for publication.</p> <p>The document has been used on the WCS Leadership Development Programme and also with some sectors as part of their departmental development days.</p> <p>The status sits at amber as there is a little more work to do on implementation and we have exceeded the target date.</p> <p><b>Commentary</b></p> <p>The Behaviours Framework provides a number of examples of instances where the framework would be appropriate and helpful. Some of these examples can be adapted informally, as required, whereas others ought to be formally embedded into the process e.g. the recruitment process. There may therefore be several streams to this objective.</p>		

26 32		3.1	<p><b>Target</b></p> <p>Develop actions in response to rising levels of sickness absence to include raising awareness amongst staff and line managers.</p> <p><i>By end of August 2017</i></p> <p><b>Status</b></p> <p>Early emphasis was put into developing a regular reporting mechanism and setting up monthly monitoring meetings. We are confident that best practice is being adopted to respond to long term absence with appropriate actions, involving line managers and Occupational Health as appropriate. We have decided to exceed the deadline to ensure that communication to all staff is properly considered as there is always a risk that inappropriate communication around absence management could damage employee relations. This issue was raised at meetings of the LJCNCs on 9 May 2018 with a view to setting up a joint working group to look at sickness absence levels.</p> <p><b>Commentary</b></p> <p>The two key strands to this activity are the analysis of absence data and developing appropriate responses, both of which we are currently addressing.</p>	<p>Long term absence is closely monitored and responded to through a regular HR Managers meeting chaired by the Director Organisational Development &amp; HR.</p>	
12 29 32		3.1	<p><b>Target</b></p> <p>Develop and implement a WCS Employee Wellbeing Strategy.</p> <p><i>By end of September 2017</i></p> <p><b>Status</b></p>		

			<p>Due to unforeseen operational difficulties the target date has been exceeded. However the development of the strategy is now making good progress.</p> <p><b>Commentary</b></p> <p>This activity will closely link with the Healthy Working Lives agenda, the absence management approach, occupational health and employee assistance provision, flexible working policies and also training for staff and managers on key issues such as mental ill health, stress, resilience etc. The aim of the strategy will be to take a collective overview of the procedures and supports currently in place, improve or enhance these and then communicate the mechanisms/opportunities available to all staff and managers.</p>		
12 25		3.1	<p><b>Target</b></p> <p>Develop the Organisational Development &amp; HR intranet site to ensure all staff related guidance, policies and procedures are easily accessible.</p> <p><i>By end of March 2018</i></p> <p><b>Status</b></p> <p>The Portal is now complete and will be officially launched towards the end of May 2018.</p> <p><b>Commentary</b></p> <p>This activity involves developing the HR area of SharePoint so that documents are readily accessible to staff. A similar exercise was undertaken for Health &amp; Safety in 2016.</p>		
9 27		1.3 2.4	<p><b>Target</b></p>		

		<p>Undertake a re-examination of data protection processes and procedures to ensure compliance with new EU General Data Protection Regulations in 2018.</p> <p><i>By May 2018</i></p> <p><b>Status</b></p> <p>An audit of our preparation from Scott-Moncrieff highlighted very few risks. Those that were highlighted were quickly addressed.</p> <p>The majority of our action plan has been successfully completed.</p> <p><b>Commentary</b></p> <p>The requirements of the new legislation will not come into force until 25 May 2018 and a recent internal audit has concluded that the college has made the necessary preparations to comply with the legislation</p>		
32	3.1	<p><b>Target</b></p> <p>Implement the Government Automatic Enrolment initiative for pensions.</p> <p><i>By July 2017</i></p> <p><b>Status</b></p> <p>The implementation was successfully completed, co-ordinated by our Senior Payroll Adviser.</p> <p><b>Commentary</b></p> <p>As of July 2017 the College will be implementing the Automatic Enrolment process and is required to automatically enrol staff into a Pension Scheme. This will</p>	<p>We have achieved successful implementation of the Automatic Enrolment Initiative. The purpose of the initiative was to help more people save for later life through a pension scheme at work</p>	

			require technical modifications to iTrent and close communication with affected staff members.		
29 32	4	1.1 1.2 1.3	<p><b>Target</b></p> <p>Ensure that the Leadership Development Programme is properly evaluated and embedded.</p> <p><i>By May 2017</i></p> <p><b>Status</b></p> <p>Two cohorts of managers have been undertaking the programme since February 2018. An interim evaluation by the course providers (CDN) will be made available in June 2018. Anecdotal feedback has so far been extremely favourable.</p> <p><b>Activity</b></p> <p>It is important that the delivery of the first cohort is effectively evaluated and, if necessary, changes made. Thereafter the Programme will become the College's mechanism for ensuring that all leaders (managers, aspiring managers etc.) are appropriately trained.</p>		
8		2.3	<p><b>Target</b></p> <p>Introduce the PDA Teaching qualification for teaching staff.</p> <p><b>Status</b></p> <p>The target has changed. The PDA certificate will not be our baseline qualification.</p> <p>The workforce development group has now developed an alternative approach with a clearly described pathway for CPD for teaching staff.</p>		



			<p>The baseline qualification will be “Teaching in Colleges Today” offered by the College Development Network.</p> <p>This qualification has now been offered out to teaching staff who do not currently hold a teaching qualification.</p> <p><b>Commentary</b> The College has decided to take a more planned and focussed approach to the support and development of our teaching staff.</p>		
8 32		2.3 2.4	<p><b>Target</b></p> <p>Update the corporate Training Needs Analysis undertaken in 2016.</p> <p><i>By August 2017</i></p> <p><b>Status</b></p> <p>The training programme for 2018-19 has been planned and scheduled, with dates/rooms and facilitators booked from August 2018 to June 2019. The programme will be formally launched on the 1<sup>st</sup> June 2019.</p> <p><b>Commentary</b> <b>Staff will now be able to schedule their training requirements over a 12 month period</b></p>	Staff will now have an annual programme of training to allow staff to plan their training along with their managers under the CPDR process.	
8 9					

8 32		1.1 1.2 1.2	<p><b>Target</b></p> <p>Provide training for managers on how to handle complex people management issues associated with, for example, absence management, capability, grievances and disputes, conduct and providing feedback.</p> <p><i>June 2018</i></p> <p><b>Status</b></p> <p>Complete.</p> <p>An initial course entitled Leading Teams Effectively has been developed and delivered by the Head of Organisational Development &amp; HR. Three pilot courses have taken place and feedback was excellent. The course is now an established regular offering and acts a feeder into the WCS Leadership Development Programme.</p> <p>In addition the College is offering supplementary management training such as managing absences and CPDR.</p> <p><b>Commentary</b></p> <p>The College will provide a Leadership Development Programme to provide managers with the theoretical knowledge and practical strategies for leading their teams and their sectors. In addition the College will provide this supplementary training in people management skills to ensure that managers take a consistent, college specific approach to dealing with difficult people related issues.</p>	<p>An initial course entitled Leading Teams Effectively was developed, delivered by the Head of Organisational Development &amp; HR.</p> <p>The WCS Leadership Development Programme was launched in February 2018.</p> <p>Supplementary training is also being offered through the course programme.</p>	

8 32		1.1 1.2 1.2	<p><b>Target</b></p> <p>Ensure the successful rollout of the CPDR process.</p> <p><i>By end of December 2017</i></p> <p><b>Status</b></p> <p>Training has been provided for managers. Further courses are scheduled for anyone who missed the training. CPDR meetings are taking place throughout the College.</p>		
12 29		3.1	<p><b>Target</b></p> <p>Refresh the Healthy Working Lives programme with a particular emphasis on employee wellbeing.</p> <p><i>End of September 2017</i></p> <p><b>Status</b></p> <p>The College was re-assessed for the Gold Award at the start of the summer and a verification visit took place in August 2017. The College has retained its Gold Award. A refreshed programme of activity has been developed.</p> <p>The College won the CDN Award for the Health Promoting College Category. A ceremony took place in November 2017.</p>	<p>A refreshed programme of activity has been developed. The college has retained its Gold Award.</p> <p>The College won the CDN Award for the Health Promoting College Category. A ceremony took place in November 2017.</p>	
32		3.1	<p><b>Target</b></p> <p>Prepare an annual programme of policy and procedural review for Health and Safety Committee.</p>		

			<p><i>By June 2018</i></p> <p><b>Status</b></p> <p>The College has developed a robust Asbestos Management policy and associated set of procedures. The College has also reviewed its Fire Evacuation Procedures and improved fire safety facilities particularly on the Paisley Campus. These have been significant pieces of work.</p> <p>Recommendation for further policy reviews will be brought to the WCS Health &amp; Safety Committee.</p> <p>The College's Health and Safety Information Centre has been developed and updated as a repository for the policies and procedures which staff can easily access.</p> <p><b>Commentary</b></p> <p>Health and Safety procedures need to be regularly updated and reviewed to keep up with any changes (organisational, technological or legislative), and this programme of policy and procedural review will ensure that task is undertaken with appropriate oversight.</p>		
32		3.1	<p><b>Target</b></p> <p>Undertake a re-examination of the College's arrangements for health surveillance, with particular regard to baseline examinations and environmental monitoring.</p> <p><i>By June 2018</i></p> <p><b>Status</b></p>		

			<p>A revised health surveillance policy has been developed.</p> <p><b>Commentary</b></p> <p>Health surveillance is an important measure to ensure that risk controls are protecting staff as they are designed to. However it is important that health surveillance is used only in the appropriate circumstances, as it is costly and may highlight individual health issues, throwing up concerns, even when the College is not exposing the employee to any identifiable risk. This work will ensure that health surveillance is used in the most appropriate way.</p>		
8 32		3.1	<p><b>Target</b></p> <p>Provide a programme of health and safety training/toolbox talks/online training to ensure that staff are adequately trained on all of the necessary health and safety topics.</p> <p><i>By June 2018</i></p> <p><b>Status</b></p> <p>The College has purchased a Cylix e-learning packing with a comprehensive range of general health and safety training which will now be made available to staff. This now forms part of Induction.</p> <p>Training on specific risks e.g. Asbestos, Electrical Safety, Food Hygiene etc. is provided.</p> <p>Specific toolbox talks are undertaken by Health &amp; Safety Advisors as and when required.</p> <p>The third cohorts of IOSH Managing Safely have now been completed.</p>		

			<p><b>Commentary</b></p> <p>As well as continuing the programme of IOSH Managing Safely Training and IOSH Working Safely Training, training on specific risks will be provided.</p>		
29 32		1.1 3.1	<p><b>Target</b></p> <p>Raise awareness of health and safety across all College campuses.</p> <p><i>By end of December 2017</i></p> <p><b>Status</b></p> <p>Improvement work is complete on the Health &amp; Safety Information Centre (staff intranet).</p> <p><b>Commentary</b></p> <p>This is a continued expansion of the work accomplished to date on the Health &amp; Safety section of the staff intranet. The Health &amp; Safety Information Centre has been incorporated into the Organisational development and HR Portal.</p>		
1, 2, 3.	4	3.2	<p><b>Target</b></p> <p>Address gender imbalances at subject level (gender mix on courses).</p> <p><i>Completion of activity by June 2018.</i></p> <p><b>Status</b></p> <p>Work is now ongoing.</p>		

			<p>The EDI Manager delivered Unconscious Bias Training at CQL forums on 6th, 8th, and 10th November. The courses evaluated very well and have now become an integral element of the annual Training Programme.</p> <p><b>Commentary</b></p> <p>Activity will include the following:</p> <ul style="list-style-type: none"> <li>• Develop the capability and motivation of staff to tackle student gender participation imbalances.</li> <li>• Encourage applications from minority gender students.</li> <li>• Work institutionally, in collaboration with other institutions and in partnership with other sectors.</li> <li>• Learn more about what motivates student choices.</li> <li>• Support Engineering and Computing CQLs in participation in ECU Attracting Diversity Project.</li> </ul>		
3, 11	2	1.1	<p><b>Target</b></p> <p>Enhance the EDI practice of the Board of West College Scotland.</p> <p><i>Activity complete by May 2018.</i></p> <p><b>Status</b></p> <p>An EDI presentation from the EDI Manager was successfully delivered to the Board on 9<sup>th</sup> October 2017.</p>		

			<p>An independently chaired Short Life Working Group has been set up to consider improvements in diversity on the Board of West College Scotland.</p> <p><b>Commentary</b></p> <p>The scope of the presentation included:</p> <ul style="list-style-type: none"> <li>• Deliver EDI Good Practice Update to Board</li> <li>• Review advertising of Board appointments</li> <li>• Increase use of social media and existing networks to advertise opportunities</li> <li>• Ask existing members to update their equality data to better understand their profile in terms of diversity</li> <li>• Raise awareness of the role of Board members and the benefits it offers to the individual and the community</li> </ul>		
1, 3, 4.	2	1.2	<p><b>Target</b></p> <p>Increase staff awareness of and confidence in Equality, Diversity and Inclusion</p> <p><i>Activity complete by March 2018.</i></p> <p><b>Status</b></p> <p>A new EDI e-learning package has been launched for completion by all staff.</p> <p><b>Activity</b></p> <p>Activity will include the following:</p>		



			<ul style="list-style-type: none"> <li>• Develop an EDI CPD area on the staff intranet providing information about the range of courses available</li> <li>• Procure online training for staff which is tailored to WCS policies and processes</li> <li>• Deliver further Unconscious Bias training, targeting Teaching Staff in gender imbalanced subjects as a priority</li> <li>• Develop and publish case studies to engage with staff in ways to further advance equality</li> </ul>		
1, 4	2, 4	1.3, 2.4	<p><b>Target</b></p> <p>Ensure that staff and students with mental health conditions are supported.</p> <p><i>Activity complete by May 2018.</i></p> <p><b>Status</b></p> <p>Background work is complete and a Mental Health Action Plan for students is complete.</p> <p><b>Commentary</b></p> <p>Activity will include the following:</p> <ul style="list-style-type: none"> <li>• Promote existing services which support the physical and emotional health and well-being of staff and students</li> <li>• Encourage staff and students to provide us with information about their mental health conditions</li> </ul>		

			<ul style="list-style-type: none"> <li>• Assist with the implementation of the Access and Inclusion Policy</li> <li>• Work with Health and Safety Department to promote mental welfare campaign, e.g. See Me</li> </ul>		
1, 3	4	2.4, 3.1	<p><b>Target</b></p> <p>Increase involvement with students in the EDI agenda</p> <p><i>Activity complete by April 2018.</i></p> <p><b>Status</b></p> <p>Work is currently ongoing.</p> <p>The EDI manger has met the new Student President to plan Student association training.</p> <p><b>Commentary</b></p> <p>Activity will include the following:</p> <ul style="list-style-type: none"> <li>• Conduct student focus groups (looking at LGBT issues and data in particular) in order to inform action to reduce real or perceived barriers</li> <li>• Provide workshops for the Student Association to assist them in the advancement of equality and supporting students from protected groups</li> <li>• Launch Smartphone training</li> </ul>		
1, 2, 4.	2, 4	1.2, 1.3	<p><b>Target</b></p>		

			<p>Respond effectively to matters raised in the EDI Staff Survey 2017</p> <p><i>Activity complete by June 2018.</i></p> <p><b>Status</b></p> <p>Work is currently ongoing.</p> <p><b>Commentary</b></p> <p>Activity will include the following:</p> <ul style="list-style-type: none"> <li>• Benchmark workplace practices against the Stonewall Workplace Equality Index</li> <li>• Develop evidence base to cross reference career progression with protected characteristics</li> <li>• Ensure good practice equality is embedded within future Estates Development process</li> <li>• Facilitate focus groups for staff to better understand their needs and how we can ensure that we meet them</li> </ul>		
21 32		1.1 2.6	<p><b>Target</b></p> <p>Implement the terms and conditions resulting from National Bargaining.</p> <p><i>2018, once changes are agreed.</i></p> <p><b>Status</b></p> <p>Negotiations are intense and are continuing.</p>		

			<p><b>Commentary</b></p> <p>The activity will involve informing all staff of changes to terms and conditions resulting from National Collective Agreements through local joint consultative and negotiating committees and by issuing amended Procedures and contractual documentation to individuals.</p> <p>Introduce</p> <p>A local Facilities Agreement based on the ACAS Code will be introduced.</p>		
29 32		1.1 1.2 1.3	<p><b>Target</b></p> <p>The college will continue to share sensitive information with trade union representatives in the confidence that they will recognise the best interests of the College and their members.</p> <p><i>Target date: 2018</i></p> <p><b>Status</b></p> <p>This approach remains our modus operandi and is key to handling some of the difficult transitions linked to national bargaining.</p> <p><b>Commentary</b></p> <p>The college will continue to use regular informal open agenda meetings with trade union representatives and also formal mechanisms as part of the RPA's.</p>		

ROA: Regional Outcome Agreement (Priority Impact Section)  
ESQF: Education Scotland Quality Framework (Quality Indicator Reference)  
CP: Corporate Plan – WCS Strategic Priorities and Objectives

**TITLE:** **IMPROVEMENT NOTICE ISSUED BY HEALTH AND SAFETY EXECUTIVE (HSE)**

**Background:** The incidents relating to the improvement notice being issued by HSE have been fully investigated by the College. A meeting with the HM Inspector of Health and Safety has taken place and the Improvement Notice was signed off as completed by HSE.

**Action:** The Committee is asked to note the correspondence from Russell Berry, HM Inspector of Health and Safety dated 28 March 2018 stating that the Improvement Notice was signed off as completed

**Lead:** David Gunn, Director Organisational Development and HR

**Status:** Open

**TITLE:** **UPDATE ON IMPLEMENTATION OF EU GENERAL DATA PROTECTION REGULATION (GDPR)**

**Background:** The EU General Data Protection Regulation will be implemented on 25 May 2018. The Action Plan being used to implement this legislation is attached.

**Action:** The Committee is asked to note the progress made in respect of the implementation of the legislation.

**Lead:** David Gunn, Director Organisational Development and HR

**Status:** Open

## GDPR Action Plan – Updated 23/04/2019

<b>Dimension</b> (Based on ICO Document “GDPR: 12 Steps to Take Now”)	<b>Actions</b>	<b>RAG</b>	<b>Completion Dates/Targets</b>	<b>Owner(s)</b>
<b>1. Awareness</b> You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.	<b>Senior Management Awareness</b>  Trail the future implementation of GDPR with input from Anderson Strathern (legal advisers) to SMT.	<b>G</b>	<b>COMPLETED</b> – 27 <sup>th</sup> March 2017	David Gunn
	<b>Organisational Development and HR Operational Plan (2017/18)</b>  Ensure preparations for GDPR are included as a key objective in the Organisational development and OD Operational Plan.	<b>G</b>	<b>COMPLETED</b> – May 2017	David Gunn
	<b>GDPR Working Group</b>  Establish a broad based working group, chaired by the Head of Organisational Development and HR, to scope out the initial steps to be taken in order to comply with GDPR.  Identify priority actions based on ICO Document “GDPR: 12 Steps to Take Now” ( <b>initial Gap Analysis</b> ).  Refer key actions to SMT for approval (including budget for the appointment of a Data Protection Officer in due course).  Expand the membership of the GDPR Working Group to include all named contacts for data ownership across all College functions.	<b>G</b>	<b>COMPLETED</b> – June 2017	David Gunn
			<b>COMPLETED</b> – June 2017	Joe Rafferty
			<b>COMPLETED</b> – October 2017	Joe Rafferty
<b>COMPLETED</b> – October 2018	David Gunn			

	<p><b>GDPR Steering Group</b></p> <p>Establish a high level steering group, chaired by the Director Organisational Development &amp; HR in order to expedite the implementation of critical GDPR processes and infrastructure.</p>	G	COMPLETED – October 2017	David Gunn
	<p><b>GDPR Adviser</b></p> <p>Arrange to select and retain the services of an external adviser on GDPR to ensure sufficient expertise is available until such times as a Data Protection Officer can be appointed.</p>	G	COMPLETED – December 2018 (Laura Irvine, BTO Solicitors)	Alan Ritchie
	<p><b>Audit</b></p> <p>Organise for an internal audit to assess readiness for the implementation of GDPR.</p> <p>Assess recommendations and take actions to improve readiness.</p>	G	COMPLETED – February 2018  COMPLETED – April 2018	Alan Ritchie  David Gunn
	<p><b>Management Awareness</b></p> <p>Arrange briefings for CQLs, Support Managers and Heads to ensure they are aware of the implications of GDPR.</p>	G	COMPLETED – October/November 2018	Joe Rafferty



	<p><b>E-learning:</b></p> <p>E-learning packages assessed and selection made</p> <p>E-learning package purchased.</p> <p>Install on Moodle Staff Room.</p> <p>Send out communication to all staff to complete the training.</p> <p>Audit to endure all staff completed.</p>	G	<p><b>COMPLETED</b> – 02/04/18</p> <p><b>COMPLETED</b> – 22/04/18</p> <p>11/05/18</p> <p>18/05/18</p> <p>14/06/18</p>	<p>Joe Rafferty</p> <p>Gary McIntyre</p> <p>Gary McIntyre</p> <p>Gary McIntyre</p> <p>Gary McIntyre</p>
	<p><b>Policies/procedures:</b></p> <p>Place all new policies and procedures relating to Data Protection/GDPR on Intranet.</p> <p>Send out communication to all staff to that policies and procedures have been place on intranet.</p>	G	<p>18/05/18</p> <p>18/05/18</p>	<p>Joe Rafferty</p> <p>Joe Rafferty</p>
<p><b>2. Information you hold</b></p> <p>You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.</p>	<p><b>Data Register:</b></p> <p>Review named contacts for data ownership across all College functions (consult SMT on 6<sup>th</sup> March 2018).</p> <p>Distribute the Data Register and require all contacts to update with any known gaps (NOTE: the Data Register is a living document which needs to be kept under review as processes and procedures change over time).</p> <p>Send to GDPR Adviser (external consultant) to identify legal basis and any requirements for processor contracts.</p>	G	<p><b>COMPLETED</b> - 14/03/18</p> <p><b>COMPLETED</b> - 30/03/18</p> <p><b>INITIALLY COMPLETED</b> - 19/04/18 (as procedures change this work will be reviewed)</p>	<p>Joe Rafferty</p> <p>Joe Rafferty</p> <p>Joe Rafferty</p>

	<p>Identify actions arising from the information e.g. privacy notices, retention rules etc.</p> <p>Complete actions from the information.</p>		<p><b>INITIALLY COMPLETED</b> – 19/04/18 (as procedures change this work will be reviewed)</p> <p>25/05/18</p>	<p>Laura Irvine</p> <p>GDPR Working Group Members/Laura Irvine</p>
	<p><b>Retention Schedule:</b></p> <p>In consultation with named contacts, review the WCS data retention schedule (contained within the Data Protection Procedures).</p>	G	25/05/18	Joe Rafferty
	<p><b>Processors:</b></p> <p>Identify “processors” from supplier list.</p> <p>Draw up GDPR compliant contracts for processors.</p> <p>Distribute to suppliers for completion.</p>	G	<p>08/05/18</p> <p>15/05/18</p> <p>17/05/18</p>	<p>Alan Ritchie</p> <p>Alan Ritchie</p> <p>Alan Ritchie</p>
<p><b>3. Communicating privacy information</b></p> <p>You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.</p>	<p>Review all privacy notices in line with GDPR</p> <p>Ensure privacy notices suitably installed on appropriate platforms.</p>	G	<p>15/05/18</p> <p>25/05/18</p>	<p>Working Group Members/Laura Irvine</p> <p>Working Group Members</p>

<b>4. Individuals' Rights</b> You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.	<b>Data Protection Procedure:</b> Review Data Protection Procedure and Code Of Practice  Agree Data Protection Procedure and Code Of Practice  Add further enhancements (such as data breach reporting arrangements, once DPO in place) prior to 25 <sup>th</sup> May.	G	<b>COMPLETED</b> - 02/03/18  <b>COMPLETED</b> - 05/03/18  24/05/18	David Gunn  David Gunn	
	<b>IT Implications:</b> Ensure any Cyber Resilience Strategy implications are reflected in Data Protection arrangements.  Update any GDPR related protocols relating to WEEE contractors (disposal of IT hardware).		G	31/10/18  31/10/18	David Black  David black
	<b>Waste Disposal/Storage Implications:</b> Review methods/protocols for storing/disposing of physical data to ensure they continue to comply with data protection requirements.			G	29/06/18
	<b>5. Subject access requests</b> You should update your procedures and plan how you will handle requests within the new timescales and provide any	<b>Subject Access Rights and Exemptions</b> Advice to be given on subject access rights and exemptions (e.g. right to be forgotten).  Update Data Protection Procedures accordingly.	G	<b>COMPLETED</b> - 19/04/18  24/05/18	Laura Irvine  Joe Rafferty

additional information.				
<b>6. Lawful basis for processing personal data</b> You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.	<b>Legal Basis</b>  See above: '2. Information you hold – Data Register'	G		
<b>7. Consent</b> You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.	<b>Obtaining Consent</b>  Identify any areas where we may need to seek consent based on information in the completed Data Register.   Refresh existing consents or put new consents in place.	G	<b>COMPLETED</b> - 19/04/18  Possible: Hairdressing & Beauty Alumni  24/05/18	Working Group/Laura Irvine   Working Group Members
<b>8. Children</b> You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain	<b>Children</b>  Not necessary for our purposes. View of Steering Group 5 <sup>th</sup> March 2018.  Consider new information regarding schoolchildren and nursery kids identified April 2018.	G	<b>INITIALLY COMPLETED</b> – 05/03/18  25/05/18	Steering Group  Working Group/Laura Irvine

parental or guardian consent for any data processing activity.				
<b>9. Data breaches</b> You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.	<b>Data Breaches</b> Provide guidance on data breach protocol (published late from ICO). Agree a data breach protocol.	G	04/05/18 11/05/18	Laura Irvine Steering Group
<b>10. Data Protection by Design and Data Protection Impact Assessments</b> You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.	<b>Privacy Impact Assessments</b> Agree protocol for ("when" and "how") Privacy Impact Assessments.	G	14/05/18	Steering Group
<b>11. Data Protection Officers</b>	<b>Data Protection Officer</b> Consider shared service offering from UCSS	G	COMPLETED – November 2017	Steering Group

<p>You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.</p>	<p>Sign agreement with UCSS.</p> <p>Appoint Data Protection Officer</p> <p>Induct Data Protection Officer</p>		<p><b>COMPLETED</b> – March 2018</p> <p><b>COMPLETED</b> – Week ending 20/04/18</p> <p>Week beginning 17<sup>th</sup> May</p>	<p>David Gunn</p> <p>UCSS</p> <p>Joe Rafferty</p>
<p><b>12. International</b> If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party</p>	<p>Identify any international implications.</p>	G	<p><b>COMPLETED</b> -19/04/18</p> <p>(data not transferred across international borders)</p>	<p>Sara Rae/Laura Irvine</p>

guidelines will help you do this.				
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**TITLE:                   WORKFORCE PLANNING UPDATE**

**Background:**       In accordance with the 2016/17 internal audit plan, Scott Moncrieff Internal Auditors, will assess workforce strategies including skill mix and staff continuity. The work will comprise a facilitated self-assessment in line with Audit Scotland guidance. The aim of this work is to support the College in developing an action plan to improve workforce planning processes and as such, is considered to be advisory rather than an assurance review.

**Action:**             The Committee is asked to note the terms of the Scott Moncrieff Assignment Plan which will commence on 28 May 2018. Progress updates will be provided to the Committee.

**Lead:**                David Gunn, Director Organisational Development and HR

**Status:**             Open



**TITLE: RISK**

**Background:** The strategic risk register was updated and considered by the Board at its last meeting on 26 March 2018.

The revised risk register is attached and the Committee is asked to consider the risks identified and the mitigating actions being taken and if there are any further additions or amendments to be made to it.

**Action:** The Committee is asked to review the current strategic risk register in light of the matters discussed at the meeting and to propose any amendments and/or additions, or any re-phrasing, to be made to this register.

**Lead:** Lyndsay Lauder, Chair, Organisational Development & HR Committee.

**Status:** Open

## WEST COLLEGE SCOTLAND STRATEGIC RISK REGISTER 2017-18

Risk No.	Strategic Priority	Risk	Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
			Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
1	1,2,3,11	Negative impact of SFC funding changes including revised Credit model; reduction in European funding; changes in One Plus activity; changes to levels of student support funding; and impact of estates maintenance funding methodology.	5	4	20	1) 2017/18 budget approved in conjunction with 5 year future financial scenario planning and detailed assumptions. 2) Detail of 2018/19 indicative SFC funding received on 27 February 2018 and this indicates a level of resource which is similar to 2017/18, and thus the College will face a number of financial challenges arising from this - including in relation to staff pay and general inflationary cost pressures. 3) Robust forecasting including production and review of monthly management accounts. 4) Estates Strategy including objective to improve / rationalise the College estate utilising estate maintenance funding. 5) Commercial Development Group reporting to Corporate Development Committee with focus on maintaining and growing income including ESF activity. 6) Robust monitoring of current and future curriculum delivery plans (CMAP) including staffing requirements. 7) Significant work undertaken to embed Workforce Planning into College operations / planning. Positive internal audit report highlighting solid base position. 8) On going discussions with SFC combined with modelling of financial and delivery scenarios. 9) Active College representation and involvement in external SFC review groups - Director of Finance network; Credit review; Access and Inclusion; Rural and remoteness Premium; and Student Funding.	4	4	16	VP Operations / VP Educational Leadership
2	1,2,3,11	Failure to secure adequate estates maintenance / capital funding for future investment or refurbishment of IT and physical infrastructure.	5	4	20	1) College Estate Strategy submitted to SFC, reviewed by internal audit and Year 1 implementation update provided to Board of Management Estates Committee. 2) 2018/19 indicative funding for estates now split into lifecycle maintenance and high priority maintenance. Reduction in lifecycle maintenance will present college with operational challenges as financial modelling assumed flat cash settlement in future years. Initial discussions have been had with the SFC on nature of spend under high priority maintenance heading. Further work to be done to establish what funding can be spent on. There is also a need to understand the basis of estates maintenance funding allocation beyond 2018/19. 3) WCS participation in SFC/sector Capital Working Group. 4) College working with the SFC to review Outline Business Case for Greenock. Discussions being progressed with Inverclyde Council as to nature of future development. 5) Outline Business Case for the development of the Paisley campus submitted to the SFC. Feedback from the SFC in relation to the OBC received in February 2018 and work is now ongoing to progress this to agreed completion. 6) SFC have issued the outcome of a national College estate condition survey. College requires further understanding from the SFC as to how this will be used to inform the prioritisation and funding of major college sector infrastructure projects.	4	4	16	VP Operations

Risk No.	Strategic Priority	Risk	Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
			Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
3	1,2,3,11	Business cases for development of estate are delayed, impacting upon ability of College to recruit students / retain staff.	5	4	20	<p>1) The College continues to actively engage with SFC, SFT and other key stakeholders.</p> <p>2) College Estate Strategy highlights required estate investment for consideration by SFC and Scottish Government.</p> <p>3) Option Appraisal and Outline Business Case for College estate in Greenock and Paisley submitted to the SFC. Response received from SFC in regard to Paisley OBC and College now working through making necessary changes. College has met with SFC to confirm space model basis appears reasonable.</p> <p>4) Ongoing prioritisation of College estates funding in a way which links to priority projects, with update reports being provided to each meeting of the Board of Management Estates Committee.</p> <p>5) Ongoing involvement in sector/SFC capital working group enables WCS input to ongoing discussions in relation to SFC estates maintenance allocation methodology and capital allocations.</p> <p>6) Ongoing engagement with SFC in relation to implementation of national estate condition survey review and future direction of travel.</p>	4	4	16	VP Operations
4	1, 3, 5, 6	Intensification of the SFC Regional Outcome Agreement process requires the College to be more ambitious in delivering and sustaining outcomes at a time of limited resource and changing educational landscape, particularly in relation to schools.	5	4	20	<p>1) Improving working relationships with local authorities and school head teachers in order to access attainment funding in support of College activities in this area.</p> <p>2) Continued engagement with SFC over likely impacts of "intensification of ROA objective monitoring" for current and future year delivery and funding.</p> <p>3) Robust internal monitoring, tracking and reporting procedures in place, including through College operational planning process and ongoing monitoring through the Board of Management and sub-committees.</p> <p>4) Detailed curriculum development planning and review process which has been subject to review by internal audit.</p> <p>5) Blended approach to delivery of teaching and learning including distance and online learning allowing College to address changes in recruitment and delivery.</p> <p>6) Curriculum offering is reviewed to ensure employer and student needs are met and appropriate courses delivered.</p>	4	3	12	VP Educational Leadership

Risk No.	Strategic Priority	Risk	Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
			Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
5	3, 11	Impact and outcome of National Pay Bargaining for both teaching and support staff.	6	3	18	1) WCS representation and involvement in national college Employers Association and national joint negotiating committee (NJNC). 2) Financial impact assessment / planning scenarios with the financial impacts of National Bargaining under ongoing discussion with the SFC. 3) 2018/19 Indicative SFC funding included an allocation in order to meet the initial costs of national bargaining. However further information and understanding of how this will be funded beyond 2018/19 is required. 4) Business continuity Planning considers impact of industrial action, with specific plans in place. 5) Local trade union consultation and negotiating committees for support and teaching staff continuing to meet on an ongoing basis in order to maintain positive College industrial relations. 6) Robust college sector and WCS communications plan. 7) Local workforce planning arrangements subject to positive internal audit review (May 2017) - with a follow up review planned during 2018.	6	2	12	Principal
6	2, 3	Failure to maintain or acquire and use IT systems and infrastructure to support the digital ambitions of the College.	4	4	16	1) IT Strategy, Policies / Procedures and system access processes in place. The Finance and General Purposes Committee have reviewed progress achieved in delivering the IT Strategy as at Year 2 and are satisfied with progress given the level of resource available to the College - although recognise that the College digital ambitions are being constrained by the level of SFC funding. Strategic dialogue with the SFC is therefore ongoing in an effort to secure the required level of funding in order to deliver College digital ambitions. 2) Staff and student feedback and evaluation procedures in place. 3) IT Contingency Plan in place with regular review. 4) Embedded IT incident review process. 5) Review of College cyber resilience undertaken with a plan in development to secure Cyber Essentials Plus accreditation by October 2018 in accordance with Scottish Government guidelines. 6) Development of College Digital Strategy with assistance from external organisations. 7) Development of funding bid based on above work for submission to SFC to ensure IT systems are fit for purpose.	4	3	12	VP Operations

Risk No.	Strategic Priority	Risk	Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
			Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
7	2, 11	Inadequate business continuity / cyber resilience planning leading to material interruptions to service delivery.	3	4	12	<ul style="list-style-type: none"> <li>1) Internal audit report on Business Continuity Planning highlighted areas for development. Action being taken to address the audit recommendations with updates being provided to Audit Committee.</li> <li>2) Internal audit have carried out IT security health check with aim of preparing the College to answer requirements of Governments Cyber resilience Strategy. Action plan in place to address recommendations made.</li> <li>3) Incident response plan has been updated and communicated to all relevant staff.</li> <li>4) Effective estate response procedures to incidents.</li> <li>5) Adequate insurance cover to assist in recovery after an incident.</li> <li>6) Risk assessment process well embedded at strategic level now being further embedded at operational level. Review of risk appetite undertaken by Board and SMT.</li> <li>7) Planned preventative maintenance regime in place including fire and intruder alarms.</li> <li>8) Engagement of external consultancy support to assist with addressing requirements of cyber resilience action planning and implementation.</li> </ul>	3	3	9	VP Operations
8	2, 9, 11	Unable to develop and commence implementation of an Estate Strategy that achieves the agreed criteria for size, quality, flexibility and carbon emissions	3	4	12	<ul style="list-style-type: none"> <li>1) Estate Strategy 2016-2026 approved by Board of Management and submitted to SFC.</li> <li>2) Improvements to infrastructure and equipment are actioned and updated annually based on funding available.</li> <li>3) Minimise possibility of unplanned closures through regular maintenance of physical assets.</li> <li>4) On going discussions with funders and other stakeholders to identify potential funding / development opportunities.</li> <li>5) College wide condition survey work undertaken to assist with identification of areas of investment .</li> <li>6) Internal audit review (May 2017) of Asset Management included positive review of work undertaken to develop and implement the College Estate Strategy 2016-26.</li> <li>7) 2018/19 indicative funding for estates now split into lifecycle maintenance and high priority maintenance. Reduction in lifecycle maintenance will present College with operational challenges as financial modelling assumed flat cash settlement in future years. Initial discussions have been had with the SFC on nature of spend under high priority maintenance heading. Further work to be done to establish what funding can be spent on. There is also a need to understand the basis of estates maintenance funding allocation beyond 2018/19.</li> </ul>	3	3	9	VP Operations
9	3, 4, 11	Inability to maintain positive staff relations	4	3	12	<ul style="list-style-type: none"> <li>1) Internal audit report on Workforce Planning confirmed positive outcomes based on Audit Scotland guidance.</li> <li>2) Clear procedures for communication in place in order to engage with Trade Unions and all staff across the College.</li> <li>3) Developed procedures for staff engagement and negotiations.</li> <li>4) Staff engagement session and staff surveys undertaken on regular basis allowing issues to be addressed early.</li> <li>5) Local trade union consultation and negotiation committees in place for teaching and support staff and meet on an ongoing basis</li> </ul>	3	3	9	Principal

Risk No.	Strategic Priority	Risk	Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
			Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
10	3, 4,	Failure to implement a systematic approach to workforce planning resulting in lack of appropriate resources and skills to achieve strategic priorities	4	3	12	<ul style="list-style-type: none"> <li>1) Internal working groups have been set up to develop College workforce Plan and associated reporting requirements.</li> <li>2) Detailed teaching resource planning through use of curriculum mapping tool (CMAP).</li> <li>3) Resourcing of support staff structures reviewed on an ongoing basis by Executive Management Team to ensure alignment with operational and strategic priorities.</li> <li>4) Itrent HR and Payroll software developed to provide staff data and reports.</li> <li>5) Professional Development Policies are aligned to strategic priorities.</li> <li>6) Roll out of College CPD review process is ongoing and supports succession planning, leadership development and assists in mitigating the impact of the loss of key staff.</li> <li>7) Internal audit reviewed workforce planning as part of 2016/17 audit plan. Action plan developed to address recommendations made.</li> <li>Follow up audit of work carried out planned as part of 2017/18 work.</li> </ul>	3	3	9	VP Educational Leadership VP Operations
11	5, 6, 8, 11	Inability to specify, deliver and effectively implement an approach to generation of alternative income	3	4	12	<ul style="list-style-type: none"> <li>1) Development of strong partnerships with local employers and stakeholders.</li> <li>2) Operation planning process used to identify potential opportunities for income growth.</li> <li>3) Adaption of course portfolio to meet student / employer needs.</li> <li>4) Financial strategy and planning in place to address resource needs and redirect as required.</li> <li>5) Review of resources required within Curriculum Development Planning procedure.</li> <li>6) Annual financial target is agreed and monitored by the Corporate Development Committee.</li> <li>7) Commercial Development Group reporting to Corporate Development Committee.</li> </ul>	3	3	9	VP Corporate Development
12	1,2,3,11	Failure to invest sufficient resource (financial / staff) into delivery of College Carbon Management Plan (CMP) resulting in negative publicity and failure to achieve ROA outcomes.	3	3	9	<ul style="list-style-type: none"> <li>1) Approval of CMP by Board of Management in October 2016 with this subsequently being submitted to the SFC.</li> <li>2) Specific resource - staff and funding - allocated to allow CMP to be implemented.</li> <li>3) Development of Sustainability Group involving board, staff and student representatives.</li> <li>4) Annual Scottish Government report on carbon management and wider sustainability issues now reported on for second year.</li> <li>5) College on target to achieve objectives of CMP including 10% reduction in emissions.</li> </ul>	2	3	6	VP Operations

Risk No.	Strategic Priority	Risk	Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
			Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
13	11	Inability to ensure a holistic response to data and information governance, including compliance with the General Data Protection Regulations (GDPR).	3	3	9	<ul style="list-style-type: none"> <li>1) External briefings provided to SMT on principles and practicalities of implementing GDPR.</li> <li>2) Establishment of College working group on implementation of GDPR requirements. This group will have oversight of the information risk assessment process.</li> <li>3) Update reports to SMT and OD&amp;HR Committee on progress made.</li> <li>4) Active engagement across the College to ensure collaborative approach to addressing issues raised.</li> <li>5) Data Protection concepts and principles already embedded within the operations of the College.</li> <li>6) Working with other Colleges to pool resources and minimise duplication of effort.</li> </ul>	3	2	6	Principal
14	1, 3, 5, 6	Normal business activities are unduly affected due to the complexity of sequencing estates investment works	4	2	8	<ul style="list-style-type: none"> <li>1) Detailed resource planning involving all relevant parties at an early stage for project work undertaken.</li> <li>2) Level of investment at a stage where no material impact on activities.</li> <li>3) Knowledge base within current staff to be able to identify issues.</li> </ul>	3	2	6	VP Operations

# STRATEGIC PRIORITIES

1. We will provide education and training in inspirational and innovative ways to engage and meet the diverse needs of our students.
2. Education and training will be delivered to students in high quality College facilities, in their place of work or through the development and use of digital technologies.
3. We will provide the highest quality of teaching and tailored support to maximise our students' opportunities to achieve success and progress to employment and further study.
4. We will support the development of our staff and teams to achieve successful outcomes for themselves, our students and the College.
5. We will develop our curriculum and services to ensure they align with and support Scotland's key economic sectors. We will ensure that our students are equipped with the relevant training, qualifications and essential skills they need for employment and life.
6. We will develop meaningful partnerships; connections and alliances with business and industry to ensure employers are directly involved and invest in educational and skills development across the west.
7. We will become a strategic resource and valued partner with our stakeholders, building relationships, leveraging resources and capabilities to design, develop and deliver our products and services.
8. We will proactively look for new partners and new areas of activity, which will allow us to grow and develop our income to reinvest in our core business for the benefits of our students, our staff and our communities.
9. We will grow our reputation both nationally and internationally. Our reputation will be based on the quality of our teaching, outcomes for our students and our willingness to strive for and set the highest standards across all areas of our work.
10. We are committed to taking a leadership role in the West Region and together with our partners and stakeholders, tackle the significant social and economic deprivation, which still characterise many of our communities.
11. We will deliver a sustainable, effective and efficient service to our communities, through the implementation of sound governance, leadership, planning and management.



Probability	Score	Impact	Score
Almost Certain	6	Catastrophic	4
Very Likely	5	Critical	3
Likely	4	Marginal	2
Possible	3	Negligible	1
Very Unlikely	2		
Remote Chance	1		

**Risks - Probability x Impact Score Grid**

<b>Almost Certain 6</b>	6	12	18	24
<b>Very Likely 5</b>	5	10	15	20
<b>Likely 4</b>	4	8	12	16
<b>Possible 3</b>	3	6	9	12
<b>Very Unlikely 2</b>	2	4	6	8
<b>Remote Chance 1</b>	1	2	3	4
	<b>Negligible 1</b>	<b>Marginal 2</b>	<b>Critical 3</b>	<b>Catastrophic 4</b>

**TITLE:                   PROPOSED DATES OF MEETINGS IN 2018/19**

**Background:**       Consideration has been given to the schedule of meetings for the Board and its committees in session 2018/19. The Committee is asked to note that it is proposed that it continue to meet 4 times through the session on the following dates in 2018/19:

12 September 2018  
7 November 2018  
13 February 2019  
15 May 2019

All Wednesdays starting at 4.00 p.m. and to be held on the Paisley Campus.

The proposed schedule of Board and committee meeting dates for 2018/19 is attached for information.

**Action:**            The Committee is asked to consider and agree these dates.

**Lead:**               Gwen McArthur, Secretary to the Committee

**Status:**            Open

**Dates of Meetings in 2018/19**

<b>Committee</b>	<b>Aug</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>BOARD</b> Mondays at 4.00 p.m.			<b>8</b> <b>C</b>		<b>3</b> <b>P</b>		<b>4</b> <b>G</b>	<b>25</b> <b>P</b>			<b>17</b> <b>P</b>
<b>Audit</b> Thursdays at 4.00 p.m.		6			13			14		23	
<b>Joint Audit &amp; Finance</b>				20 <b>4.00 p.m.</b>							
<b>Finance and GP</b> Tuesdays at 4.00 p.m.		25		20 <b>2.00 p.m.</b>				5			4
<b>Corporate Development</b> Tuesdays at 4.00 p.m.											
<b>Estates</b> Tuesdays at 4.00 p.m.		11 <b>C</b>			11 <b>G</b>		26 <b>P</b>			28 <b>C</b>	
<b>OD&amp;HR</b> Wednesdays at 4.00 p.m.		12		7			13			15	
<b>LTD</b> Wednesdays at 4.00 p.m.			24 <b>C</b>				20 <b>P</b>			22 <b>G</b>	

**NOTE: the venue for the Board and some Committee meetings will alternate between different Campuses as indicated above.**

**C = Clydebank; G = Greenock; P = Paisley.**

**TITLE:                   REPORTS FROM SUB-COMMITTEES**

**Background:**       Reports from the meetings of the Sub-Committees are attached for the Committee's consideration. These include:

- a. Health and Safety Committee – 14 February 2018
- b. LJCNCL – 24 January 2018
- c. LJCNCS – 24 January 2018
- d. Equality, Diversity & Inclusion Committee – 15 March 2018

**Action:**            The Committee is invited to note the reports and to seek further information or clarification on any points contained within them.

**Lead:**                David Gunn, Director of Organisational Development and HR

**Status:**             Open

**Present:**

David Gunn (Chair)	Director Organisational Development & HR
Joe Rafferty	Head of Organisational Development & HR
Katherine Bow	Health and Safety Manager
Donna McPate	Health and Safety Advisor (Greenock Campus)
Mandy Cameron	Health and Safety Advisor (Paisley Campus)
Anne Campbell	Assistant Principal
Peter Thorne	Head of Estates
Susan Ferrie	EIS/FELA (Clydebank Campus)
Albert Sorrie	Unison (Greenock Campus)

**Apologies:**

Angela Pignatelli	Assistant Principal
Peter Pringle	Assistant Principal
Douglas Porter	EIS/FELA (Paisley Campus)
William Weaver	Unite (Paisley)
David McDonald	EIS/FELA (Greenock Campus)

**Action**

**Responsibility**

**1 Review of Previous Meeting Notes and Action Points**  
 Minutes of meeting held on 22<sup>nd</sup> November 2017 were reviewed and agreed.

**2 Matters Arising from Minutes**

An announcement has been added to the intranet to remind staff of the Educational Visits and Field Trips Procedure, and invite them to contact Health and Safety staff if they need any further assistance prior to organising an activity. DMcP to send out again next week.

**DMcP**

KB advised that on this occasion, we have chosen not to advise staff of the cost of missed occupational health surveillance appointments. The reason for this was that we worked closely with CQL's to arrange the clinics, and so far the attendance has been very good.

Healthy Working Lives groups for each campus have still to be set up.

**JR**

See Item 3 for update on Greenock kill switches.

DMcP still to provide PP with knife cut breakdown for hospitality students.

**DMcP**

First aid policy document still to be finalised and cascaded to the committee

**JR**

DG to arrange meeting to discuss the maintenance and inspection of machinery within the various workshops.

**DG**

**3 Progress of Sub Committees****Paisley Campus**

AC thanked PT for the update he gave to the sub-committee on the recent fire safety audit and the asbestos arrangements.

**Clydebank Campus****Beauty Incident**

AP submitted a written update on an incident within the Beauty Department which has resulted in a claim being made. JR detailed this to the committee, with input from KB and SF.

A client mounted a beauty plinth for treatment and as she did so, the plinth toppled, causing her to hit her head and shoulder on a cabinet beside the plinth.

Signage and verbal instruction on how to mount the beds was already in place. A quote for adjustments to be made to the plinths has been received and will be discussed with Karen McIlvenna.

PT asked what the college position would be on having clients sign disclaimers prior to treatments, due to the learning and teaching environment of the activities. KB advised there is some difficulty in this, but issuing a Letter of Understanding may be a possibility. AC suggested asking CDN for opinions and experience in other colleges.

KB

**Smoking**

AP also submitted an update on smoking advising that the Student Vice President and other staff members have reported that some staff members are smoking on college grounds, which makes it more difficult to enforce the initiative with students. AP to arrange communication to staff.

AP

**Greenock Campus****Fire Evacuation**

DMcP and KB detailed the fire evacuation which took place on 31<sup>st</sup> January. This was due to a contractor using a stihl saw in the loading bay, where the dust activated the sensor. There was an issue with the fire alarm monitoring company, meaning that they did not notify the fire brigade until 6 minutes after the alarm activated. KB advised that the fire risk assessments recommend that we also have someone onsite call the fire brigade. A standard delay in the alarm system is to be discussed further as part of an overall review of the fire safety arrangements at Greenock Campus.

PP/KB

**Kill Switches**

At the time of the sub-committee meeting, no action had been taken on the kill switches and another meeting was proposed. DG will now take the issue to SMT for prompt action to be taken as the committee agrees that best practice should be adopted and the kill switches be installed.

DG

**4 Accidents / Illnesses: Statistics and Trends**

DMcP detailed the Greenock Campus incidents and in particular the three staff accidents. The first of these was an electric shock to the Media Technician when changing a fuse on the departments lighting rig. It is recommended that he receives some electrical training to provide him with sufficient knowledge of how to carry out minor electrical works within the department.

The lighting rig is also being replaced.

The second incident involved a catering assistant who was transporting water and juice using a standard hostess type trolley. The trolley collapsed and the assistant fell forward onto it, badly bruising her legs. A recommendation was made to the catering manager to purchase more suitable and sufficient trollies for transporting these types of goods.

The final incident involved the library assistant at Waterfront Campus. She was making lunch in the back room of the library and received an electric shock and subsequent scald from the kettle. A full PAT test was carried out by an electrical contractor which confirmed the kettle was not faulty. However, a visit to the Library showed that the area the library assistant uses for lunch and tea prep is not safe or suitable for this purpose. It will be recommended to the Head of Sector that the room be tidied and rearranged in a way that allows for a small, safe area to be set up to allow for tea/lunch prep.

DMcP

**5 Update on Health and Safety Training, Communications and Developments****Clean Air Campaign**

As per Item 3, AP to send out communication to staff.

**Risk Assessments**

The committee was provided with copies of the current forms used for general risk assessments, and Display Screen Equipment Assessments. It is hoped that we will soon have these added to the intranet as a package.

We will also be working with college departments to clarify which risk assessments are in place.

**Disabled Parking**

No further update.

**First Aid**

Defibrillator training for SMT and Heads was successful and more of this training will be organised.

Gary McIntyre is establishing a system to ensure that staff are aware of their First Aid certificate renewal dates. Refresher training is also being organised for those whose certificates are due to expire in the coming weeks.

**Fire Evacuations**

See Item 3 for details of fire evacuation at Greenock Campus.

Fire Safety Arrangements for all campuses are currently under review following the fire safety audit at Paisley Campus.

### **Respiratory Protective Equipment (RPE) Training**

Training took place across the three campuses in November. Attendance was low, but more training will be arranged for future CPD days

## **6 Occupational Health Surveillance**

Clinics have taken place at Greenock and Paisley Campuses, with more clinics scheduled for all campuses over the next few weeks. Appointments have been well attended so far.

## **7 Workshop Inspections**

DMcP detailed the inspections which have taken place at Greenock Campus since the last meeting. Findings of these inspections will be sent to CQL's shortly.

Health and Safety will now schedule inspections across the three campuses, to commence in the next block.

The findings of inspections will be communicated to Heads and CQL's with the request that they share the information with the relevant CQL in the corresponding curriculum areas across all campuses.

It is hoped that advisors and Trade Union Representatives will also carry out inspections out with their own base campus, to help share best practice with colleagues.

## **8 Enforcement Authority Contact (Visits, Communication Action)**

### **HSE Update**

JR advised the committee that HSE had granted an extension until the end of February for us to meet the requirements of the improvement notice issued in relation to asbestos management. A communication from the HSE Inspector had been shared with Committee members.

PT outlined the new Asbestos Management Plan and Policy, and invited committee members to make comment by 16<sup>th</sup> February, after which the papers would be submitted to SMT for approval, and then submitted as draft to Russell Berry, HSE Inspector.

**ALL**

### **Fire Safety Audit**

JR advised that the two main areas of concern following the recent audit were the fabric of the building and some aspects of the fire evacuation procedures. We will be addressing the evacuation issues by utilising our fire wardens, communicating more via radio, and implementing additional support from SMT members at the fire panel during evacuations.

PT expanded on this to advise that we require additional detection in corridors and stairwells, and this was scheduled for the February long



<b>Action</b>	<b>Responsibility</b>
weekend. Installation of fire doors in the Renfrew building is also due to commence.	
<b>9 FESH Assessment Tool</b> KB advised that the majority of feedback was in relation to communication and use of the intranet, which has been taken on board. An action plan will now be drafted prior to the next meeting.	<b>KB</b>
<b>10 Health Working Lives</b> JR to set up campus groups for taking forward future initiatives.	<b>JR</b>
<p>KB advised that Gary McIntyre is involved in implementing a rolling programme of Mental Health Training initiatives. We are also promoting the Weigh in at Work initiative and have asked for volunteers to take this forward, with staff at Clydebank keen to be involved.</p> <p>We will continue to promote campaigns through the staff intranet throughout the year.</p> <p><b>Date and time of next meeting</b> Wednesday 23<sup>rd</sup> May 2018, 10.00, Abercorn 2, Paisley Campus</p>	

DRAFT

**Minutes of the Local Joint Consultative & Negotiating  
Committee for Lecturing Staff (LJCNCL) held at  
Clydebank Campus on 24<sup>th</sup> January 2018**

**Present:**

Audrey Cumberford	Chair
Stephanie Graham	VP Educational Leadership
David Alexander	VP Operations
David Gunn	Director Organisational Development & HR
John Kelly	EIS
Garry Ross	EIS
Eugene Crummie	EIS
Denise Munro	EIS
Mark Gillan	EIS
Pauline Nelson	EIS

Abbreviations used: MS – Management Side SS – Staff Side

<b>Action</b>	<b>Responsibility</b>
<p><b>1 Minutes of previous meetings held on 11<sup>th</sup> October 2017 and 20<sup>th</sup> December 2017</b> The minutes were agreed as an accurate record of the meetings subject to small amendments.</p>	
<p><b>2 Matters Arising from Action Plan</b></p>	
<p><b>2.1 Sickness Cover</b> Meeting to be arranged with EIS Representatives</p>	DG
<p><b>2.2 Student Advisory Services</b> G Ross stated that he had arranged a meeting with Iain Foster-Smith</p>	
<p><b>2.3 Issues Raised In Relation To IV</b> E Crummie stated that further meetings were to be arranged with Cathy MacNab</p>	EC
<p><b>2.4 Review of Grievance Procedure</b> A Cumberford thanked the trade union representatives for their input and stated that the new Grievance Resolution Procedure was more conducive to the type of staff behaviour that the College wanted to promote. D Gunn stated that he would arrange to meet with representatives to go through the Grievance Resolution Procedure</p>	DG
<p><b>2.5 Inclusion of "Defer"</b> G Ross stated that they could not defer results between blocks. S Graham stated that she would get this item back on the ELT agenda. J Kelly asked that staff be notified of any changes to Registers and this was agreed.</p>	SG

Action		Responsibility
2.6	<p><b>Building Our Collective Future</b></p> <p>D Gunn stated that a further meeting of the SLWG would take place on 2<sup>nd</sup> February 2018</p>	
2.7	<p><b>Mini Bus Hire Arrangements</b></p> <p>E Crummie stated that he had cleared up most of the ambiguity about mini bus hire in email correspondence with D Alexander. He noted that a mini bus could be cancelled at no cost with advance notice.</p>	
2.8	<p><b>Cuts in ASN Provision</b></p> <p>J Kelly issued copies of a spreadsheet which had been prepared by EIS following a series of FOI requests to Colleges. He stated that there seemed to be a 66% cut in the provision for students with additional support needs since 2009.</p> <p>J Kelly stated that there would always be students with additional support needs and the cuts in provision were a big worry for the EIS.</p> <p>S Graham stated that there was an issue with the accuracy of data pre 2013 as the James Watt College data may have included Kilwinning campus. There was also an issue in terms of how students were categorised at that time either through DPG18 or ELS.</p> <p>S Graham stated that ASN was not a recognised category. Also, DPG18 was a broad category and practices varied.</p> <p>S Graham stated that she had provided John with Learner Development numbers for WCS from merger but it was very difficult to verify data pre 2013.</p> <p>A Cumberford stated that WCS had given a commitment to provide SEN related activity and would monitor the data and related activity levels.</p> <p>J Kelly stated that there also was a reduction of professionally qualified staff with a Diploma in Special Education Needs or equivalent from 16 in 2009, to 7 at present.</p> <p>S Graham stated that prior to merger, it was again difficult to verify the data but she was not aware of any requests to undertake this particular qualification being raised recently.</p> <p>J Kelly questioned whether it should not be a qualification requirement for employment.</p> <p>S Graham would raise the issues relating to the qualifications with the Sector.</p> <p>J Kelly stated that it would be helpful if management gave feedback on the collection of data from Colleges.</p> <p>A Cumberford stated that this proposal could be followed up.</p>	<p>SG</p> <p>SG/JK</p>
2.9	<p><b>Room Availability – Clydebank Campus</b></p> <p>P Nelson provided a paper “Brief Review of room usage in Clydebank campus 01/10/17”.</p> <p>P Nelson explained that the paper had been completed with the assistance of Susan Ferrie, EIS Health and Safety Representative.</p> <p>P Nelson went through the paper and explained their findings when visiting the various class rooms at Clydebank campus.</p> <p>A Cumberford thanked them for preparing a very useful paper and stated</p>	

Action		Responsibility
	<p>that there were both short and long term actions that could be followed up.</p> <p>D Alexander stated that the room utilisation in Clydebank was below 20%. A Cumberford stated that it would be helpful to have a follow up discussion with P Nelson with a view to making improvements where possible.</p> <p>D Alexander stated that he would share the paper with his Estates Team.</p> <p>G Ross stated that some staff involved in timetabling did not know the process for room booking.</p> <p>S Graham stated that she would include this and P Nelson’s paper on the ELT agenda with a view to enhancing the procedure for 2018/19.</p> <p>D Munro stated that room utilisation surveys were problematic as they were carried out during weeks 11 and 12 when some students used the Library for study.</p> <p>D Alexander stated that there was never a perfect time to carry out the room utilisation survey but this was the best data available.</p> <p>D Alexander stated that the SFC determined how room utilisation was measured.</p>	<p>DA</p> <p>SG</p>
<b>2.10</b>	<p><b>Staff Toilets and Changing Rooms – Clydebank Campus</b></p> <p>A Cumberford stated that the College did not have funding to build new toilets or changing rooms at Clydebank campus. Staff could use the changing facilities at the Sports Centre at a major discounted membership price.</p> <p>E Crummie stated that the Healthy Working Life agenda encouraged staff to cycle to work and it was only reasonable that they could use the campus facilities without being put at risk through safeguarding concerns. After further discussion, it was agreed that the option of building cubicles for showers would be considered.</p>	<p>DA</p>
<b>2.11</b>	<p><b>College Calendar</b></p> <p>S Graham stated that agreement had been reached on the College calendar.</p>	
<b>2.12</b>	<p><b>Promoted Staff Stepping Down</b></p> <p>D Gunn stated that there was no significant number of promoted staff stepping down since merger or problems filling promoted vacancies.</p> <p>J Kelly stated that it would be helpful if figures were available.</p>	<p>DG</p>
<b>2.13</b>	<p><b>Fire Incidents, Paisley Campus</b></p> <p>D Gunn stated that he had circulated a report from Alan Ritchie to members of the committee. This had provided a comprehensive overview of the fire incidents at Paisley campus and the actions being taken by management.</p> <p>G Ross stated that a note on Fire Evacuation Processes at Paisley campus posted on the intranet had disappeared.</p> <p>D Gunn stated that he would look into this.</p>	<p>DG</p>

## Action

## Responsibility

### 2.14 Query Transfer to Permanent Contracts

D Gunn responded to the query from the previous meeting.

J Kelly stated that he wished management to consider the implications of the national agreement on transfer to permanent contracts which would be implemented in 2018.

A Cumberford stated that this would be considered by management.

### 3 Funding Update

A Cumberford stated that a draft budget had been outlined by the Scottish Government for 2018-19 which suggested there was an increase in overall funding, however at this stage the detail was not known, but it was likely that any additional funding would be required to meet the costs of national bargaining.

A Cumberford stated that D Alexander would discuss funding with representatives once figures were known.

### 4 SFC College Estate condition review

D Alexander referred to the above publication which was 440 pages. He noted that a page had been missing relating to the College Waterfront Building and YMCA premises but assurances were given by SFC that they had been included in costs.

D Alexander stated that the projected figure for maintaining the WCS estate over a 5 year period was over £20m excluding VAT and fees.

### 5 Continuous Professional Development Review Procedure

D Gunn stated that there had been rumours about the EIS not being in agreement with the CPDR Procedure.

J Kelly stated that the EIS had agreed to the implementation of the CPDR Procedure and recognised the importance of the process to individual members of staff.

J Kelly stated that CQLs had identified an overall workload issue and CPDR was only one of the tasks which was recognised as a priority but it was difficult to find time to carry them out.

S Graham stated it was recognised that some CQLs only had line management responsibility for 3 or 4 staff whereas others had a much larger staff responsibility. This could be looked at in terms of spreading the workload in respect of CPDR.

J Kelly stated that management had allowed a structure which had different levels of staff reporting responsibilities.

S Graham stated that she realised this had been identified through the matching in process but no changes would be made pending the national appeal.

J Kelly stated that matching in was a separate issue which only identified where the post was to be placed on a national pay scale.

A Cumberford stated that there was agreement that CPDR was a critical process for staff and proposals suggested by S Graham had to be considered.

J Kelly stated that there should be a joint review of the workload of

**Action****Responsibility**

promoted staff.

A Cumberland stated that she would prefer to wait for the outcome of the national matching in appeal process for promoted staff as it could have implications for the organisational structure.

**6 Skills Profiling - Lecturers**

D Gunn issued a draft Skills Profile questionnaire for issue to teaching staff. This type of approach had been discussed and agreed at previous meetings.

J Kelly stated that he believed it was a good idea and proposed involving Learning Representatives in the process.

D Gunn agreed that this would be a sensible approach and agreed to discuss it further with J Kelly.

DG

**7 Bad Weather**

P Nelson raised an issue about a member of staff who had tried and failed to attend work because of bad weather. They were looking for guidance on how to deal with this type of situation.

A Cumberland stated that she would expect staff to make every effort to attend work or work at home or another campus. If they did this, they should not be penalised.

D Gunn stated that he had previously prepared guidelines on bad weather but could not reach agreement with the EIS because of historical issues which had influenced their thinking.

It was his understanding that a Bad Weather Policy was on the agenda for national bargaining.

A Cumberland asked D Gunn to look out the previous guideline for consideration pending a national agreement.

DG

**8 Campus Names**

M Gillan stated that campus names should identify with the history of the local community. He referred specifically to the James Watt centenary.

A Cumberland stated that it was important to build in legacy moving forward, but at the same time, create a new brand. The College was supporting the James Watt Festival and sponsoring prizes. It was important not to go backwards, in terms of the brand of the College. It was about creating a new brand for WCS and at the same time, retaining a legacy.

**9 Estates Future**

M Gillan issued a paper " Estates Future – Questions following Ask Audrey Sessions" which had been compiled following feedback from staff at Greenock Campus.

D Alexander asked that M Gillan forward him a copy of the paper electronically in order that he could follow up on the matters raised and meet with M Gillan to discuss these.

MG

**10 Period Products**

J Kelly referred to an EIS campaign in respect of Period Poverty.

**Action****Responsibility**

S Graham stated that this initiative had been taken forward by the College and a budget had been allocated. The products would be distributed through the Student Advisory Service.

**11 AOCB****11.1 Payment of £100**

A Cumberford stated that the College was committed to paying the £100 as part of a previous national bargaining agreement but would only do so after an agreed technical note was issued.

**12 Date of Next Meeting**

Wednesday 21<sup>st</sup> February 2018, Paisley Campus 1pm.

**Signatures****Minutes of JCNCL Meeting: 24<sup>th</sup> January 2018, Clydebank Campus**

Joint Secretary (MS)

21/2/18

Date:

Joint Secretary (SS)

21/2/18

Date:

**Minutes of the Local Joint Consultative & Negotiating Committee for Support Staff (LJCNS) held at Clydebank Campus on 24<sup>th</sup> January 2018**



**Present:**

Audrey Cumberford	Chair
Liz Connolly	Vice Principal
David Alexander	Vice Principal
David Gunn	Director Organisational Development & HR
Audrey Manning	Unite
Nicky McDonald	Unison
D Thomson	Unison

**Apologies:**

S Graham,

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
<p><b>1 Minutes of previous meeting held on 20<sup>th</sup> December 2017</b> The minutes were agreed subject to small amendments.</p>	
<p><b>2 Matters arising from the minutes</b></p>	
<p><b>2.1 Differentiation between delivery and supporting in the class room</b> S Graham stated that a joint meeting had taken place.</p>	
<p><b>2.2 Consultants / Costs</b> D Thomson stated that the trade unions had submitted an FOI seeking an understanding of the costs of all consultants in the College. D Alexander stated that the term Consultant was defined in the Scottish Government Finance Manual and that the College response to the FOI had been in accordance with this.</p>	
<p><b>2.3 Modern Apprentices</b> D Thomson stated that the query was about the job opportunities available to Modern Apprentices within WCS. D Gunn agreed to find out how many MA's were at WCS and how many found employment with the college. A Cumberford stated that the Executive agreed that the College was keen to look at how we might take on more MAs as an employer.</p>	DG
<p><b>2.4 Review of Cleaning and Catering – 2 year period ended</b> D Alexander stated that the composition of the FGP committee had changed and they had asked to be familiarised with the catering and cleaning arrangement at their next meeting on 6<sup>th</sup> March. D Alexander stated that no review had taken place. D Alexander stated that he would keep representatives informed of any developments.</p>	
<p><b>2.5 Brexit</b> L Connolly stated that she had a helpful discussion with a member of staff who was a European national and would follow up some of the issues</p>	LC



with D Gunn.

## **2.6 Fire Incidents, Paisley Campus**

D Gunn stated that he had issued a report to College Health and Safety Committee members from Alan Ritchie. This had provided a comprehensive overview of the fire incidents at Paisley campus and the actions being taken by management.

## **3 Funding Update**

A Cumberford stated that a Scottish Government draft budget for 2018-19 had been published at sector level which suggested there might be an increase in overall funding – however at this stage no detail had been provided – and so it was not known how any available resource might be required in order to meet a range of areas, including national bargaining, outcomes of the Scottish Government student support funding review and general costs pressures. The Scottish Parliamentary budget process was still to conclude.

A Cumberford stated that D Alexander would discuss funding with representatives once figures were known.

A Manning stated that staff had read about an increase in FE funding in a Herald article.

A Cumberford stated that it did not represent an increase in core funding.

A Manning asked about capital funding.

D Alexander stated that capital funding in the sector had been targeted at specific projects. However at this stage there was no indication that there had been any increase in the funds allocated annually to colleges for Estates maintenance.

## **4 SFC College Estate Condition Review**

D Alexander referred to the above publication which was 440 pages. He noted that a page had been missing relating to the College Waterfront Building and YMCA premises but had been advised by the SFC that the costs required to bring these buildings to a wind and watertight condition were included in the overall cost figure contained within the report.

D Alexander stated that the projected figure for maintaining the WCS estate over a 5 year period was over £20m excluding VAT and fees.

## **5 AOCB**

### **5.1 Payment of £100**

A Cumberford stated that following an Employment Tribunal involving the City of Glasgow College, WCS was committed to paying the £100 to all staff.

A Cumberford stated that this would only occur once a technical implementation note was agreed and issued at a national level.

### **5.2 Frequency of future meetings**

A Cumberford proposed that in view of the national negotiating structure, local meeting should be held every 2 months.

A Manning stated that they were not keen on this idea but would consider it.

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**Action****Responsibility**

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A Cumberford stated that informal meeting could still be arranged with D Gunn.

A Manning stated that they valued the contact with management through monthly meeting which were important for local employee relations.

**6. Date of next meeting**

Wednesday 21<sup>st</sup> February 2018, Paisley campus, 3pm

**Present:**

David Gunn (Chair)	Director Organisational Development and HR
Iain Forster-Smith	Director Student Services and Communities
Clare Fraser	Equality, Diversity and Inclusion Manager
Cathy MacNab	Director Quality
Drew McGowan	Policy Officer
George Smith	ELS Manager
Karen Combe	HR Manager
Albert Sorrie	Union representative

**Apologies:** F McKenzie, Robin Chandler, Isabel Brown, Nicole Percival, Anne Campbell

<b>Action</b>	<b>Responsibility</b>
<p><b>1 Welcome and Apologies</b>  D Gunn chaired the meeting and apologies noted.</p>	
<p><b>2 Minutes of previous meeting</b>  Minutes of the meeting on 14<sup>th</sup> December 2017 were agreed as an accurate record.</p>	
<p><b>3 Matters arising from 14<sup>th</sup> December 2017</b></p>	
<p><b>3.1 Equality Outcomes – Sexual Orientation</b>  To be c/f to next meeting</p>	
<p><b>3.2 EDI Area – Intranet</b>  Information area now available to staff; includes videos and policies.</p>	
<p><b>3.3 Addressing Gender Imbalance</b>  I Forster-Smith and A Campbell chairing SPRINT groups; aim to improve gender imbalance /recruitment campaign. They will update committee where necessary.</p>	
<p><b>3.4 Staff Focus Groups</b></p> <ul style="list-style-type: none"> <li>Religion – it was agreed that all religious festival dates be uploaded to the EDI Intranet page. C Fraser to send to D Gunn for submission to SMT.</li> <li>Disability – it was agreed the support was unique to each individual.</li> </ul>	CF
<p><b>3.5 Stonewall Self Evaluation</b>  C Fraser contacted Union reps who have agreed to provide input into action to influence change.</p>	
<p><b>3.6 Unconscious Bias</b>  The committee noted that CDN work with Marshalls and it was suggested that C Fraser contact A Pignatelli who may be able to signpost providers via CDN, in order to reduce costs.</p>	

Action	Responsibility
Uptake of staff undertaking training is low. It was agreed that a more focussed, mandatory message be sent out to staff.	
<b>4 Gender Reassignment Guidance</b>	
Paper sent to committee for recommendation; Gender Reassignment area on staff intranet.	
C Fraser preparing policy for approval by SMT. It was agreed that the Student Association be involved and good practice shared with other Colleges / CDN.	
<b>5 College Complaints – Protected Characteristics Review 2016/17</b>	
Update given by C MacNab.	
2017/18 figures will be updated at end of session.	
It was noted that students need to disclose mental health issues when enrolling so stats more accurate.	
A Health and Wellbeing questionnaire is being distributed	
<b>6 SFC EIA Project</b>	
2 year, high profile project focusing on assisting funding and guidance on impact assessment agreements. WCS and one other college is participating; the rest are Universities.	
<b>7 Positive Action Workshops / CQL Development Days</b>	
C Fraser has action points from the sessions (to be linked to Portfolio Reviews)	
It was also discussed that there is no audit for QELTM.	
Equality checklist to be added to next agenda (Heads to forward samples).	
C MacNab to take forward to ELT / Heads meeting.	C MacN
<b>8 Equate Scotland - Intersectionality</b>	
C Fraser to update how we report equality data, ie young woman compared to older woman.	
<b>9 ECU Project update</b>	
Update given to committee by C MacNab. Report due 18 <sup>th</sup> May.	CF / C MacN
<b>10 Gender neutral toilet – Greenock campus</b>	
Paper submitted on behalf of the Student Association was given to committee supporting a gender neutral toilet at Greenock campus.	
It was agreed that any incidents of students not feeling staff should be reported to C Fraser.	
The toilet at the top of reception stairs was possible location. A Sorrie to forward details to DG to discuss at SMT.	A Sorrie
CF to forward other campus facilities.	C Fraser
The committee agreed that the current proposed site (on ground floor) is too visible; not ideal.	
<b>11. Student Association</b>	
Elections are now closed.	
Mac Murray has been elected President and	
Nicole Percival is Vice President.	

**12. Date and time of next meeting**

Thursday 17<sup>th</sup> May 2018, 10am Clydebank campus, Boardroom

**Minutes of the Local Joint Consultative & Negotiating Committee for Lecturing Staff (LJCNCL) held at Paisley Campus on 21<sup>st</sup> February 2018**

**Present:**

Liz Connolly	Chair
Stephanie Graham	Vice Principal Educational Leadership
David Gunn	Director Organisational Development & HR
John Kelly	EIS
Denise Munro	EIS
Mark Gillan	EIS
Pauline Nelson	EIS

**Apologies: A Cumberland, D Alexander, G Ross, E Crummie**

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
<p><b>1 Minutes of previous meeting held on 24<sup>th</sup> January 2018</b> The minutes were agreed as an accurate record of the meeting.</p>	
<p><b>2 Matters Arising from Action Plan</b></p>	
<p><b>2.1 Sickness Cover</b> Meeting to be arranged with EIS Representatives</p>	DG / JK
<p><b>2.2 Student Advisory Services</b> G Ross stated that he had arranged a meeting with Iain Foster-Smith</p>	
<p><b>2.3 Issues Raised In Relation To IV</b> Further meeting to be arranged with Cathy MacNab and EIS Representatives.</p>	EC/PN
<p><b>2.4 Inclusion of “Defer”</b> S Graham stated that ELT had decided not to have a “deferred mark”. A lot of progress had been made in terms of resulting. It would be reviewed at end of teaching year.</p>	
<p><b>2.5 Cuts in ASN Provision</b> J Kelly stated that S Graham had come back with a number of suggestions in terms of the information to be included in an EIS FOI, in order to make the information meaningful. J Kelly stated that there had also been correspondence on professional qualifications in the Learner Development area. He stated that it would be helpful to identify what was meant by equivalent for a professional qualification. S Graham stated that a teaching qualification would be equivalent but there were no subject areas requiring a post graduate qualification and this also applied to Learner Development. J Kelly stated that it would be useful to identify a standard qualification in Learner Development. It was agreed that a meeting would be arranged with the Head in order to</p>	SG

<b>Action</b>	<b>Responsibility</b>
<p>discuss the level of qualification. D Munro stated that there was also a need to consider appropriate staff development for staff that service this area.</p>	
<p><b>2.6 Room Availability – Clydebank Campus</b> S Graham stated that she had shared the useful paper with the ELT. A group would be set up including Estates staff.</p>	SG
<p><b>2.7 Staff Toilets and Changing Rooms – Clydebank Campus</b> L Connolly provided an update from A Ritchie whereby 6 cubicles would replace 8 shower heads. J Kelly stated that this was a good solution.</p>	
<p><b>2.8 Promoted Staff Stepping Down</b> D Gunn stated that he had forwarded information to J Kelly which had been provided by HR Managers. Since merger, 2 CQLs had asked to return to lecturer grade. One CEL had asked to return to being a lecturer. D Gunn stated that there had been difficulty recruiting a CEL in Art and Design and a CQL in Beauty. These were relatively small subject areas and there was not a big pool of staff who could apply for the promoted posts. J Kelly stated that the staff side had a different list including those who had chosen to retire because of pressures of promoted roles. D Gunn stated that he had only been asked for a note of promoted staff who had asked to return to lecturing duties. S Graham stated that they wanted to review the workload of CQLs with a view to reducing pressures. It had been decided to wait for the outcome of the national appeal before commencing this exercise.</p>	
<p><b>2.9 Fire Incidents, Paisley Campus</b> D Gunn stated that the information referred to at the previous meeting had been removed by mistake and was back on the intranet.</p>	
<p><b>2.10 Skills Profiling - Lecturers</b> D Gunn stated that he had met with J Kelly and a questionnaire had been sent out to all lecturers.</p>	
<p><b>2.11 Estates Future</b> M Gillan stated that he had arranged to meet with D Alexander</p>	MG
<p><b>2.12 Payment of £100 – National Bargaining</b> D Gunn stated that there was no further update from Colleges Scotland.</p>	
<p><b>2.13 Bad Weather</b> D Gunn stated that he had still to look out previous guidelines</p>	DG
<p><b>2.14 Transfer to Permanent Contracts</b> L Connolly stated that management were still considering the implications of the national agreement on the transfer to permanent contracts from 2018</p>	

**2.15 Period Poverty**

J Kelly asked that consideration be given to putting products in the toilets as there was a stigma in terms of individuals having to go and ask for them from Student Services.

S Graham stated that she would provide this feedback to the SLWG.

SG

M Gillan stated that EIS representatives were asking to be more involved in this initiative based on directions from the EIS.

S Graham stated that the only discussions to date were about ways of distributing the products but they could be involved in future if there was a need.

**3 Funding Update**

L Connolly stated that the final reading of the Finance Bill was taking place in the Scottish Parliament.

**4 Non Compulsory Redundancy Assurance**

M Gillan stated that in view of a number of concerns about cuts in courses and the skills profile questionnaire, staff particularly at Greenock Campus had concerns about their job security and were looking for an assurance on non compulsory redundancy.

D Gunn stated that he was disappointed with the reference to the skills profile questionnaire being a threat to job security.

This had been a collective approach agreed with trade unions at previous meetings of the LJCNCL and was seen as being a positive initiative for teaching staff rather than a threat to job security.

D Munro stated that based on previous experiences of staff at James Watt College, it was seen as a way of justifying their jobs and a threat to their employment security.

D Gunn stated that he could not speak for former JWC management, but the approach taken since merger in 2013 at WCS, was to work closely with trade unions for the benefit of staff and the College. The skills profile questionnaire had been seen at previous meetings as a positive developmental initiative and was not a threat to staff.

M Gillan stated that in view of all that was happening, they were asking for an agreement on non- compulsory redundancy.

J Kelly asked if there were any plans for reducing staffing through compulsory redundancy.

D Gunn stated that there were no plans for reducing staff by compulsory redundancy. If there were to be any reductions in staffing, the College would introduce a Voluntary Severance Scheme.

D Gunn stated that the formal position of the Board of Management with regard to compulsory redundancies, was that they would do all that was practicable to mitigate the need for compulsory redundancies.

**5 Cuts To Courses / Advertising**

M Gillan stated that courses had been removed from the website, such as HNC Software Development, HND Business at Greenock campus;



## Action

## Responsibility

removing courses from the website affected prospective students.

M Gillan stated that they had to look at the costs and effectiveness of advertising in the local press and the use of consultants.

S Graham stated that courses were only removed from the website if there was an expectation based on previous experience, that they would not recruit well. These courses were replaced by ones that were expected to recruit well. This was based on the college position whereby overall credits could not be increased.

S Graham stated that decisions of this type were discussed and agreed at Curriculum Portfolio Reviews. As an example, she stated that a Cyber Security course had been introduced at Greenock campus as a result of the need to plan and refresh curriculum provision. She believed that this was the first course of its type in Scotland.

S Graham issued a paper which detailed changes to course listings for 17/18 and 18/19.

D Munro stated that staff were not involved in the process of removing courses or the rationale behind it.

J Kelly stated that there had to be an improvement in local communications with staff who sometimes think poor student numbers is down to the way we recruit.

L Connolly stated that every year a summer student recruitment campaign was carried out and the College had received a marketing award for its campaign last year. A number of short videos were developed and shared via social media and the College website. This was supplemented by a poster campaign and other marketing activities. A consultant was used for specialist support in respect of the social media campaign. This strategic approach was supplemented by tactical marketing related to specific courses or campuses

L Connolly stated that there was engagement with students in terms of improving recruitment

P Nelson stated that in her experience, a student application should never be taken for granted.

S Graham stated that this was a very important message which would be discussed at the CQL meeting scheduled for Friday of that week.

M Gillan stated that staff had the experience to assist with the social media approach to student recruitment.

M Gillan stated that the HND in Business had been taken off the website and this affected HNC Business students.

S Graham stated that the decision to remove the HND had been a curriculum team decision.

She reiterated that there was an overall cap on credits and the College was not funded for growth therefore in order to run new courses such as Cyber Security, other courses had to go.

J Kelly stated that communication with staff in this subject area had been the problem. Staff had not been involved in discussions about course removals and had received the information about the HND course from students.

J Kelly stated that the explanation given by S Graham seemed reasonable but it had to be conveyed to staff in the subject area.

<b>Action</b>	<b>Responsibility</b>
<p>S Graham stated that this is what should be happening.            J Kelly referred to the business subjects that he was teaching and asked if the College could provide student placements in IT, Finance, HR etc.            S Graham stated that the College did take student placements.            L Connolly stated that she would put this item on the SMT agenda.</p>	LC
<p><b>6 Organisational Charts</b>            D Gunn stated that Organisational charts would be placed on the HR Portal which was being finalised in March.</p>	
<p><b>7 Procurement</b>            M Gillan stated that a couple of members had come to him about difficulties procuring small items as they did not understand the procurement process. He had checked the procurement portal and all he could see was extensive reference to legislation.            P Nelson stated that procuring small items was unnecessarily difficult. She had to use her own credit card to purchase books and claimed back the money            L Connolly stated that she would raise the issues with D Alexander.</p>	LC
<p><b>8 AOCB</b></p>	
<p><b>8.1 National Terms and Conditions</b>            J Kelly proposed that a meeting be arranged with D Gunn to discuss implementation of ratified national agreements.            D Gunn stated that implementation of agreements would be on the basis of guidelines from the Joint Secretaries.            He was however, happy to meet and discuss these issues in order to get a better understanding of the implications.</p>	DG/JK
<p><b>11 Date of Next Meeting</b>            Wednesday 21<sup>st</sup> March 2018, Greenock Campus 1pm.</p>	

<b>Signatures</b>		
<b>Minutes of JCNCL Meeting: 21<sup>st</sup> February 2018, Paisley Campus</b>		
Joint Secretary (MS)		Date:
Joint Secretary (SS)		Date:

**Minutes of the Local Joint Consultative & Negotiating Committee for Support Staff (LJCNCS) held at Clydebank Campus on 21<sup>st</sup> February 2018**



**Present:**

Stephanie Graham	Chair
Liz Connolly	Vice Principal Corporate Development
David Gunn	Director Organisational Development & HR
Audrey Manning	Unite
Albert Sorrie	Unison

**Apologies:**

A Cumberford, D Alexander

Abbreviations used: MS – Management Side SS – Staff Side

<b>Action</b>	<b>Responsibility</b>
<b>1 Minutes of previous meeting held on 24<sup>th</sup> January 2018</b> The minutes of the previous meeting were agreed as an accurate record.	
<b>2 Matters arising from the minutes</b>	
<b>2.1 Modern Apprentices</b> D Gunn stated that there were currently 3 MAs in the following areas; Developing the Young Workforce, Business & Technologies, Learner Development	
<b>2.2 Brexit</b> L Connolly stated that she had forwarded information to D Gunn following discussions with a member of staff who was a European National. A Manning gave an update on a Brexit conference she had attended organised by Unite. It had been attended by 80 Unite members and an MSP and MEP. There was still a lot of uncertainty, but it seemed that ERASMUS and ESF funding would be protected during the transition period until 2020. S Graham stated that there were around 7000 credits delivered through ESF.	
<b>2.3 Frequency of Future Meetings</b> A Sorrie asked why there was no suggestion made to the EIS that the frequency of their meetings should be reduced. D Gunn stated that to date, the EIS had a significant number of agenda items but this was not the case with the LJCNCS. D Gunn stated that the frequency of meeting with the EIS would be kept under review. A Manning stated that they would prefer to continue with the scheduled meetings. D Gunn proposed that the scheduled meetings could be kept in the diary and cancelled if there were no significant agenda items. As stated at the previous meeting, some issues could be dealt with through informal discussion with management. This was agreed as a reasonable proposal.	

Action	Responsibility
<p><b>3 Funding Update</b> S Graham stated that the College Sector was still waiting for the funding announcement.</p>	
<p><b>4 Severe Weather Policy</b> A Manning stated that they had looked for a policy but could not find one on the intranet. D Gunn stated that his understanding was that this was a policy for discussion at a national level. He had previously prepared guidelines and would try to locate them.</p>	DG
<p><b>5 Greenock Campus Refurbishment / New Build Update</b> A Sorrie asked for an update following the presentation on estates given by Alan Ritchie. L Connolly stated that D Alexander and A Ritchie were meeting with the Funding Council the following day and an update would be provided to the committee.</p>	DA
<p><b>6 AOCB</b></p>	
<p><b>6.1 Redeployment Policy</b> A Manning asked if the College had a Redeployment Policy. D Gunn stated that he understood that a management of change type policy was being discussed at a national level. D Gunn stated that a skills profile questionnaire had been issued to teaching staff in order to identify skills that could be developed for the benefit of students. It was proposed that a similar approach could be taken with support staff but this would be discussed with staff representative in the first instance.</p>	
<p><b>6.2 Plastic Straws</b> A Sorrie referred to a newspaper campaign relating to the use of plastic straws and damage to the environment. He asked if the College used plastic straws? S Graham stated that she would need to check this out with Estates. A Sorrie stated that another proposed initiative would be to replace plastic cups with paper cups.</p>	SG
<p><b>6.3 Job Evaluation – National Bargaining</b> A Manning referred to an SMT all staff update on 23 January which referred to national bargaining and stated that a new Job Evaluation Scheme had been agreed and would be implemented. This was not the case as negotiations on the implementation of Job Evaluation and contractual implications were continuing at a national level and the trade unions had not signed up. A Manning stated that this should not have been issued to all staff as it was not accurate. S Graham stated that the feedback was noted.</p>	

**6.4 Grievance Resolution Process**

D Gunn stated that a presentation on the new Grievance Resolution Procedure would take place at Greenock campus on 7<sup>th</sup> March. Invites would be sent out to staff representatives.

**7. Date of next meeting**

Wednesday 21<sup>st</sup> March 2018, Greenock campus, 3pm