

West College Scotland

ORGANISATIONAL DEVELOPMENT AND HR COMMITTEE

**WEDNESDAY 26 SEPTEMBER 2018 at 4.00 p.m. in
Room 3, Abercorn Centre, Paisley Campus**

AGENDA

General Business

1. Welcome
2. Apologies
3. Declaration of Interests
4. Minutes of the meeting held on 21 May 2018
Actions from the minutes
Enclosed LL
Enclosed LL
5. Matters arising from the minutes
(and not otherwise on the agenda)

Main Items for Discussion and/or Approval

6. Remit, Membership and Dates of Meetings
Paper 6 GM
7. Update from Director Organisational Development and HR
.1 National Bargaining: Update
Oral report LC
8. People Strategy: Progress Report
Paper 8 DG
9. Workforce Planning
.1 Audit Visit Memo Report
Paper 9.1 DG
.2 Draft Strategic Workforce Plan
Paper 9.2 DG
10. Voluntary Severance Scheme
Paper 10 DG
11. GDPR
.1 GDPR Readiness Internal Audit Report
Paper 11.1 DG
.2 GDPR Implementation Update
Paper 11.2 DG
12. Building our Collective Future
Paper 12 DG
13. Risk
Paper 13 LL

Items for Information

14. Reports from Sub-Committees
Paper 14 DG
15. Audit Scotland Report – Scotland's Colleges 2018
Paper 15 GM

16. Any other business

Next meeting: Wednesday 7 November 2018 at 4.00 p.m. at the Paisley Campus

Gwen McArthur
Secretary to the Committee

ORGANISATIONAL DEVELOPMENT & HR COMMITTEE

MINUTES: 21 May 2018

Present: Lyndsay Lauder (in the Chair)
Audrey Cumberford, Linda Johnston, Keith McKellar.

Attending: David Gunn (Director Organisational Development & HR), Joe Rafferty (Head of Organisational Development & HR – for OM190).

Apologies: David Mark

OM188 PRINCIPAL

On behalf of the Committee the Chair congratulated A Cumberford on her appointment as Principal of Edinburgh College. She thanked Audrey for her inclusive and inspirational style of leadership of West College Scotland since merger and on a personal basis for her significant contribution to the OD and HR Committee.

OM189 DECLARATION OF INTERESTS

No interests declared.

OM190 DEMONSTRATION OF OD/HR PORTAL (OM178.1; 169)

Joe Rafferty, Head of Organisational Development and HR, joined the meeting and demonstrated the OD/HR Portal which would be launched on the staff intranet in the near future. This portal included all aspects of OD/HR including HR Procedures, payroll self-help videos, Health and Safety Procedures, healthy working lives, employee assistance programme, Equalities and Staff development.

The Chair thanked Joe Rafferty for his presentation and he left the meeting.

OM191 MINUTES

The minutes of the meeting held on 14 February 2018 were approved.

OM192 ACTIONS FROM THE MINUTES

The Committee noted the actions taken since the last meeting.

OM193 UPDATE FROM DIRECTOR, ORGANISATIONAL DEVELOPMENT & HR (OM179)

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.

In relation to lecturing staff, a 3 year offer had been made to the EIS which conflated harmonisation and an annual pay uplift comprising:

Year 1 (1 April 2017 -31 March 2018) - All lecturers that receive less than £600 during implementation of the first 25% of harmonisation agreement, which will result in all lecturers across the sector being on the same salary, will receive an additional unconsolidated payment to ensure that every employee will receive a minimum of £600;

Year 2 (1 April 2018 -31 March 2019) - Any lecturers that receive less than £1000 during the second 25% of harmonisation will receive an additional unconsolidated payment to ensure that every employee will receive a minimum of £1000;

Year 3 (1 April 2019 -31 March 2020) - Immediately following the final migration payment, a consolidated award of 2.5% for all un-promoted and promoted lecturers salary points.

These payments were in addition to an average pay increase for lecturers of 9% through harmonisation.

It was noted that the EIS had rejected this offer and were invoking the disputes procedure with a view to balloting for strike action in September. The claim submitted by the EIS would cost the sector an additional £60m. The Principal informed the Committee that the offer conflating harmonisation and an annual salary uplift would result in 4 Colleges, including West College Scotland, having to absorb a significant proportion of the financial impact on the sector.

In relation to the offer to the support staff, a 3 year offer had also been made by Management:

2018/19 – 3% for those earning less than £36,500 and 2% for those earning above £36,500 subject to a minimum of £500 per fte;

2019/20 – same increases as in 2018/19

2020/21 – a non-consolidated pay award of £300 per fte to move pay settlement date to 1 September 2020.

The offer had been rejected by support staff trade unions.

It was noted that this included a national pay spine up to and including Principal level posts. There were concerns in the sector in relation to the introduction of a national pay spine and timings of the introduction of national job evaluation. Concerns have also been raised with regard to the coverage of a national pay spine which includes posts not covered by the National Recognition and Procedure Agreement (NRPA).

The Principal informed the Committee that a number of colleges intended to raise various concerns with the Employers Association, including the affordability of the combined offers, the approach regarding conflating annual pay uplifts with harmonisation and the disproportionate impact of offers on a very small number of colleges. The offer is predicated on a redistribution of core grant to 'smooth' out the impact on those colleges, but a mechanism and support from the SFC has not yet been agreed.

The Committee noted this information and would be kept informed of developments.

OM194 PEOPLE STRATEGY: PROGRESS REPORT (OM180)

The Director, Organisational Development and HR, summarised the progress made in implementing the People Strategy and responded to queries from Committee members. It was **agreed** that the RAG approach was a significant improvement but that a further column should be added with relevant information which would demonstrate the impact on College performance in key areas.

It was also **agreed** that a progress report could be made to every second committee meeting. **[Action: DG]**

OM195 HSE IMPROVEMENT NOTICE (OM182)

The Director, Organisational Development and HR, provided the Committee with an update on progress in relation to the actions required by the recent Improvement Notice from the HSE. The Committee noted correspondence from [REDACTED], HM Inspector of Health and Safety, dated 28 March 2018 which confirmed that the Improvement Notice had been signed off as complete. The Committee welcomed this confirmation.

The Director, Organisational Development and HR, informed the Committee that there had been a further asbestos incident in the Oakshaw Boiler Room, Paisley Campus. It was noted that, on completion of previous works in this building, the College had received a certificate from a reputable asbestos company confirming the removal of asbestos from the Boiler Room in May 2015. In March 2018 the College appointed an independent asbestos consultant as a result of introducing an improved asbestos management policy. He was appointed to assist in the preparation of a contract to reapply insulation material to the heating pipework within the boiler room. He had discovered traces of asbestos dust and debris.

The College had immediately taken the following steps:

1. Advised the Health & Safety Executive of the position.

2. Advised the Estates staff who might have accessed the boiler room over the previous 3 years, together with their trade union representatives.
3. Contacted the College Lawyers for specialist advice.

On the recommendation of the College Lawyers a specialist expert witness in relation to such matters had been appointed to carry out a further independent inspection of the boiler room. The College also appointed a specialist Asbestos removal contractor who commenced work on the 13th April and, following the completion of the removal work, issued their certificate of re-occupation on the 5th May 2018.

The Head of Estates met with the Health and Safety Executive in connection with this matter and the outcome of their enquiries is pending. The College was still awaiting a final report, advice and recommendations from the College lawyer and these will inform the next steps.

The Committee discussed this matter at length as it was aware that this was the second asbestos incident in recent months. It was **agreed** that the Director, Organisational Development & HR would send the Committee Members a more comprehensive written update prior to the next meeting of the Board on 18 June. **[Action: DG]**

OM196 UPDATE ON EU GENERAL DATA PROTECTION REGULATIONS (OM183)

The Director, Organisational Development and HR, summarised the Action Plan for implementing the General Data Protection Regulations (GDPR) which had been taken forward by a Steering Group and cross College working groups chaired by himself. He advised that the College would be in a position to implement GDPR on 25 May 2018 and this had been confirmed by an internal audit carried out by Scott Moncrief.

OM197 VOLUNTARY SEVERANCE SCHEME (OM141; BM357)

The Director, Organisational Development and HR, summarised a paper which detailed changes to the College Voluntary Severance (VS) Scheme previously approved by SFC. Further changes required by SFC were as follows:

- 1 SFC approval required if any individual leaving through this scheme did not work notice;
- 2 No re-employment in any capacity for 2 years for individuals approved through this scheme;
- 3 A clearer definition of total cost of a staff member leaving would need to be provided.

The Committee noted these changes.

The Principal explained that the College required a budget saving ■■■■■ for 2018/19. The College was notified that activity targets would be reduced by SFC only a few days prior to the final funding allocations, published towards the end of May. The College was currently preparing

a draft plan showing how it planned to address the savings required which would be submitted to the SFC. It was also the intention to seek financial assistance from SFC for voluntary severance to achieve the required savings in staff costs.

It was proposed to use [REDACTED] College funding in the first instance, before end of this session, to launch the VS Scheme within this financial year. The Committee noted that the Principal had been highlighting budget issues at the sessions she was holding with staff.

The Committee supported the College in its intention to operate a VS scheme this session and to seek financial support from SFC in order to run the VS scheme into next session in order to contribute to the savings required to deliver a balanced budget for 2018/19.

OM198 WORKFORCE PLAN AUDIT UPDATE (OM155.3)

The Director, Organisational Development and HR referred to the internal audit assignment plan for Workforce Planning. The internal audit would commence on 28 May and he would send a report to committee members when it became available. He also advised that the Workforce Plan would be submitted to the Organisational Development and HR Committee in September 2018 for approval.

[Action: DG]

OM199 RISK (OM184)

The Committee noted the revised Strategic Risk Register which had been updated. The Committee endorsed the changes that had been made and had no additions or amendments to propose.

OM200 DATES OF MEETINGS IN 2018/19

It was noted that the Committee would meet on the following dates in session 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.

OM201 REPORTS FROM SUB-COMMITTEES (OM185)

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

- i. Joint Consultative and Negotiating Committee for Lecturing Staff meetings of 24 January and 21 February 2018;
- ii. Joint Consultative and Negotiating Committee for Support Staff meetings of 24 January and 21 February 2018;
- iii. Health and Safety Committee meeting minutes of 14 February 2018;
- iv. Equality, Diversity and Inclusion Committee meeting minutes of 15 March 2018.

OM202 NEXT MEETING

The next meeting will take place on Wednesday 12 September 2018 at the Paisley campus.

DG/GMcA/6.06.18/Final

Organisational Development & HR Committee: Meeting of 21 May 2018

Actions from the Minutes

Date of Meeting	Min Ref	Matter for Action	Responsible Person	Action Taken	Timescale (where applicable)
21 May 2018	OM190 178.1 169	People Strategy: ODHR Portal – demonstration of the ODHR Portal	D Gunn	Demonstration provided at May meeting	Complete
	OM193.1 179.1 168.2	National Bargaining – Committee to be kept abreast of developments	A Cumberland	Updates will be provided to each meeting as appropriate	On-going
	OM194 180 169	People Strategy: Progress Report i. another column to be added showing impact on College performance in key areas; ii. progress report to be provided to every second meeting	D Gunn		September meeting
	OM195	HSE Improvement Notice – Director, ODHR to provide a written update on progress prior to next Board meeting	D Gunn	Written updated provided to Committee members and circulated to Board at its June meeting.	Complete
	OM198 155.3	Workforce Plan Audit Update – i. the Internal Audit Report on Workforce Planning to be issued to Committee when available; ii. Workforce Plan to come to Committee at its next meeting	D Gunn	i. The Internal Audit Report has been circulated to Committee members. ii. Workforce Plan to come to next meeting	i. Complete ii. September meeting
		Actions from previous minutes			
8 Nov 2017	OM168.1 155.1	College Improvement Plan – Committee to be updated on progress	L Connolly		Future meeting

TITLE: **REMIT, MEMBERSHIP & DATES OF MEETINGS IN 2018/19**

Background: The Committee is asked to review its remit annually to ensure that it reflects the scope of the committee and remains relevant and up-to-date. The remit is attached for consideration.

The attached paper also contains information on the Committee membership and the dates of meetings in 2018/19 this is for noting.

Action: The Committee is asked to consider its remit, and to note its membership and dates of meetings in 2018/19.

Lead: Gwen McArthur, Secretary to the Committee

Status: Open

West College Scotland

Board of Management

Organisational Development and HR Committee

Statement of Purpose

The Board provides the principal governance mechanism through which activities are managed in accordance with legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness and economy. However, the Board has delegated some of its responsibilities to certain committees.

The main purpose of the Organisational Development and HR Committee is to develop strategy and policy in all matters relating to the recruitment, reward, recognition, retention, motivation and development of the college's employees, taking account of accepted good practice and to ensure that the Organisational Development and HR strategy of the College is clearly derived from the College's Annual Regional Outcome Agreement.

1. Remit

- a) To agree an Organisational Development and HR Strategy for the College, for approval by the Board and to review progress against key milestones;
- b) To ensure that the College complies with all aspects of employment and health and safety legislation;
- c) To monitor effective and efficient use of the College's Human Resources;
- d) To ensure that the College operates effective policies, procedures, systems and administrative controls, including:
 - recruitment and selection
 - equality and diversity
 - continuous professional development
 - employee relations
 - health and safety
 - employee communications
 - payroll
 - Freedom of Information and Data Protection
- e) To agree College Senior Management's collective bargaining remit for discussions with senior staff outwith Recognition and Procedure agreements (with the exception of those covered under the remit of the Remuneration Committee) and in liaison with the Finance and General Purposes Committee;
- f) To consider the scope and terms of any voluntary severance scheme to be introduced and to make any recommendations to the Board accordingly; to receive regular monitoring

reports from the group established by the Board to manage the voluntary severance scheme for College staff (apart from those falling under the responsibility of the Remuneration Committee): these reports to provide information on the numbers applying, the number of cases approved, the total costs involved and the potential savings to be achieved; to report on a regular basis to the Board on the implementation of the voluntary severance scheme.

The Committee will also report to the Board on any cases that are approved outwith the voluntary severance scheme (e.g. settlement agreements).

- g) To receive regular reports on staff development and training activities;
- h) To manage the annual self-evaluation activities of the Board of Management and its standing committees;
- i) To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

2. Membership

The Principal and three non-executive members of the Board of Management, one of whom will Chair.

Attending:

Director of Organisational Development and HR

The Committee is empowered to invite other members of the Executive and/or Senior Management team to attend meetings of the Committee. It may also invite other members of staff, as appropriate and following consultation with the Principal and/or the Director of Organisational Development and HR, to attend meetings to provide information to the Committee on their areas of expertise.

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee.

Other Board members can attend the meetings, with the approval of the Chair of the Organisational Development and HR Committee.

Committee members will be appointed to serve for up to four years, or for the period of their term of office.

The Chair of the Board of Management will be an ex-officio member of the Committee.

3. Quorum

A quorum will be two Members of the Board of Management

4. Frequency of Meetings

The Committee will meet at least three times per year.

5. Secretariat

Secretary to the Board of Management.

Papers for the meeting will be sent out 7 days in advance of the meeting

The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

This remit will be subject to review annually.

Approved by the Board 9 October 2017

Membership 2018/19

Lyndsay Lauder (Chair)

Liz Connolly

Linda Johnston

David Mark (Co-opted)

Keith McKellar (*ex officio*)

Attending Officers

David Gunn, Director, Organisational Development and HR

Gwen McArthur, Secretary

Dates of Meetings in 2018/19

26 September 2018

7 November 2018

13 February 2019

15 May 2019

All Wednesdays starting at 4.00 p.m. on the Paisley Campus.

GMcA/17.09.18

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. Following the Committee meeting on 21 May another column has been added to show the impact on College performance in key areas. Progress will be provided going forward at every second meeting.

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

September 2018

Review of Operational Targets 2018-19			
Key Strategic Priorities 2018-2019	Outcome (note: outcomes will not be realised until projects have been completed)	Impact on College Performance	RAG Status
<p>Priority</p> <p>Effective workforce planning.</p> <p><i>May 2019 (annual update)</i></p> <p>Status</p> <p>The first WCS Workforce Plan will be presented to the September meeting of the OD and HR Committee.</p> <p>Commentary</p> <p>The first part of this process involved a Workforce Planning audit from our internal auditors, Scott-Moncrieff. They found a number of areas of good practice. The recommended actions helped form the basis of our Workforce Plan. The auditors returned in</p>	<p>We have a completed Workforce Plan which will help ensure that the College adopts appropriate actions and strategies to respond to environmental changes and ensure that we have the right mix of skills to deliver our services in the future.</p> <p>Behind this is the considerable amount of work which has gone into the iTrent Human Resource Management System. We have cleansed data and restructured the hierarchies so that we are able to produce key metrics in a timely manner for workforce planning purposes, as well as for budgeting and KPI monitoring.</p>	<p>It is too early to say what impact the Workforce Plan will have on College Performance. However our internal auditors reported, “The College has demonstrated a clear commitment to implement the recommendations of our prior audit and improve workforce planning. We have confirmed that substantial progress has been made to-date.”</p> <p>The key aim going forward will be to make the best use of our employee’s skills and competencies to ensure the future sustainability of the college.</p>	

<p>June 2018 and gave a positive appraisal of the work done at that point.</p> <p>We are now working to produce a range of reports for effective workforce planning going forward.</p>			
<p>Priority</p> <p>Developing and delivering a planned programme of staff development.</p> <p><i>From June 2018 (annually)</i></p> <p>Status</p> <p>We released the first WCS Annual Training Programme in June 2018. <i>[The Programme was released in June so that teaching staff could book onto courses commencing when they return from the summer break.]</i></p> <p>Commentary</p> <p>Now that a general core programme has been established we are seeking to enhance the offering by identifying training needs for specific groups. The priority is ensuring that inexperienced teaching staff have an available suite of training which supports the development of high quality teaching.</p>	<p>A planned programme of training means that staff members can plan their CPD in advance which fits with the new CPDR process.</p> <p>As the programme matures we will establish specific core requirements. For example we will aim to regularly offer fundamental pedagogical training for teaching staff to reflect changing curriculum requirements.</p>	<p>The long term aim is to increase the skills work experience of the staff and ensure they keep up-to-date with new developments. This in turn should improve overall College performance.</p>	
<p>Priority</p> <p>Supporting employee health and wellbeing.</p>	<p>Our range of support to employees will be referenced in our Employee Wellbeing Strategy which is being finalised. Pursuit of the strategy should lead to</p>	<p>It is difficult to evidence how supportive initiatives contribute directly to College performance.</p>	

<p><i>Key document "Healthy Working Lives Action Plan" – June annually.</i></p> <p>Status</p> <p>WCS continues to be recognised by NHS Scotland with the Healthy Working Lives Gold Award. In the last year we have been recognised with "Carer Positive" status and have established a Carers intranet page. We also changed our Employee Assistance Programme provider (24 hour helpline) in order to improve the service and, so far, the relationship with this provider has been excellent. We are now completing the development of our Employee Wellbeing Strategy with a view to consolidating and expanding our range of employee supports.</p> <p>Commentary</p> <p>The Health and Wellbeing Agenda received a real boost when WCS won the CDN Award for Health Promoting College in 2017. A key focus of our attention at present is to co-ordinate our activities with Student Services & Communities, who have developed a Mental Health Action Plan for the student body.</p>	<p>improvements in employee wellbeing supports. For example we have engaged the services of a new Employee Assistance Programme provider (PAM Assist) as the previous provider did not fully meet our requirements. We have also improved signposting of the available wellbeing support through our new OD and HR Portal, and we have ensured that our new annual training programme includes courses to support wellbeing including "Mindfulness" and "Mental Health First Aid".</p>	<p>However we have seen a decrease in absences due to non-work related anxiety/depression (1,530 days lost in 2016 compared to 1,147.5 in 2017).</p> <p>It is hoped that supportive initiatives such as this will be reflected in future staff surveys.</p>	
<p>Priority</p> <p>Increasing appreciation of the diversity of our staff and students.</p> <p><i>Survey outcomes January 2019.</i></p> <p>Status</p>	<p>EDI outcomes are clearly stated in our 2017 Equality Report. These are:</p> <ol style="list-style-type: none"> 1. Our services are effective, responsive and sensitive to the needs of all students and staff. 2. Our staff and students are more confident in and better informed about Equality, Diversity and Inclusion. 	<p>In 2019 the College is required to publish a new Equality Report (the requirement is to report every 2 years) which will include evidence on the extent to which we have met our published Outcomes.</p>	

<p>WCS has been shortlisted for the CDN “Inclusive College Award”. This is in recognition of the College’s strategic approach to Equality, Diversity and Inclusion whereby key EDI initiatives stem from the College’s underpinning arrangements:</p> <ul style="list-style-type: none"> • A dedicated EDI Manager • An EDI Committee which includes student representation • EDI activity overseen by the Organisational Development & HR Committee (a sub-committee of the Board of Management) <p>Background work has commenced for the EDI survey which will inform EDI activity going forward into 2019.</p> <p>Commentary</p> <p>EDI balances the need for statutory reporting (such as is required by the Equality Act 2010) with practical steps in mainstreaming equalities, such as awareness training, support arrangements, consultation etc.</p>	<ol style="list-style-type: none"> 3. Staff and students achieve their potential regardless of protected characteristics. 4. We are confident that staff and students with mental health conditions are supported. 5. We address student gender imbalances at subject level. 		
<p>Priority</p> <p>Efficient, streamlined processes and procedures.</p> <p><i>Review of improvements June 2019.</i></p> <p>Status</p> <p>Last year (2017-18) the OD & HR Directorate made improvements using the technological infrastructure available to us. For example we established an OD and</p>	<p>There are a number of outcomes we wish to achieve from this priority area this year:</p> <ul style="list-style-type: none"> • Improved online data notification (HR and Payroll) • Improved HR Management Reports which take less time to produce. • Improved tracking of KPIs e.g. absence, training evaluation, health and safety inspections etc. 	<p>We will carry out a collective review of improvements in June 2019 assessing, where possible, the impact on College Performance.</p>	

<p>HR Portal to contain all information relating to our service, we converted paper-based forms to online forms and we embarked on a significant project to reconfigure and cleanse the data contained in our iTrent HR system.</p> <p>This year we intend to step up the pace of improvements with a view to increasing our capacity and our efficiency.</p> <p>Commentary</p> <p>Changes in technology and statute have an impact on OD and HR which also provides us with opportunities. For example the bureaucracy around HR processes can be streamlined with online sign-offs, automatic messaging and reminders. Legislation, such as GDPR, whilst imposing onerous requirements around data security, encourages us to minimise the storage of information, which leads to improvements in document retrieval, data retention and use of expensive office space.</p>	<ul style="list-style-type: none"> • Streamlined Induction using online information where possible. • Online PVG checking. • Standard HR File (with all non-essential information removed). 		
<p>Priority</p> <p>Embedding the “behaviours framework”.</p> <p><i>Launch June 2018 then activities ongoing. Staff Survey outcomes December 2018.</i></p> <p>Status</p> <p>We developed a behaviours framework called “Building Our Collective Future” in 2017-18 with the full support and involvement of all three trade unions. The framework was based on feedback and consultation with</p>	<p>The key outcome associated with this priority area is the development of a distinct WCS identity or culture which is energising, nurturing and achieving.</p> <p>Aspects of this outcome which are associated with the framework includes that WCS employees:</p> <ul style="list-style-type: none"> • Are student focussed. • Take ownership. • Are honest and trustworthy. • Respect others. • Work together. 	<p>Despite the fact that an improved Culture is difficult to evidence there are a few ways in which we can measure the impact on college performance.</p> <p>One way is through the staff survey wherein staff can express their views about how it feels to be working at WCS, any difficult issues or any improvements. We aim to complete a staff survey before the end of the teaching session.</p>	

<p>staff. In 2018-19 we hope to embed the framework in a range of applications including:-</p> <ul style="list-style-type: none"> • Recruitment and selection. • Management training. • Conflict resolution. • Personal development. <p>Commentary</p> <p>The success of this initiative would have a significant impact on the College as it should lead to greater collaboration and productivity, and there should be more pride in the organisation with a “feel good” factor. This is sometimes called improved employee engagement. However employee engagement is notoriously difficult to evidence.</p>	<ul style="list-style-type: none"> • Strive for excellence. 	<p>Another way is through certain HR indicators such as grievances, staff turnover, disputes etc. This year (2017-18), since we started to closely consult with trade unions over the behaviours framework, and which coincided with the release of a new grievance resolution procedure, we have not had one single formal grievance to address since its implementation in October 2018.</p>	
--	--	--	--

TITLE: WORKFORCE PLANNING AUDIT VISIT REPORT

Background: In accordance with the 2017/18 internal audit plan, Scott Moncrieff Internal Auditors, have prepared an Audit Visit Report following their visit in June 2018. The report has included suggestions for improvement to ensure robust workforce planning arrangements are in place.

Action: The Committee is asked to note the terms of the Scott Moncrieff Assignment Plan Audit Visit Report.

Lead: David Gunn, Director Organisational Development and HR

Status: Open

TITLE: **STRATEGIC WORKFORCE PLAN 2019-2024**

Background: In accordance with the 2016/17 internal audit plan, the College was asked to prepare a Workforce Plan. The Committee has been kept apprised of Internal Audit Reports prepared by Scott Moncrieff Internal Auditors on the progress being made with regard to the preparation of the Workforce Plan.

Action: The Committee is asked to provide feedback on the Draft Strategic Workforce Plan and approve or request further amendments.

Lead: David Gunn, Director Organisational Development and HR

Status: Open

TITLE: **VOLUNTARY SEVERANCE SCHEME**

Background: The Voluntary Severance Scheme approved by the Scottish Government and the Board of Management was reintroduced on 14 September 2018 and VS applications will be accepted up until 5 October 2018.

Action: The Committee is asked to note the reintroduction of the Voluntary Severance Scheme.

Lead: David Gunn, Director Organisational Development and HR

Status: Open

TITLE: **GDPR READINESS INTERNAL AUDIT REPORT**

Background: In accordance with the 2017/18 internal audit plan, Scott Moncrieff Internal Auditors, were asked to review the readiness of the College for the implementation of GDPR in May 2018.

Action: The Committee is asked to note the contents of the Internal Audit Report.

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 were implemented in May 2018. The paper provides a further update of the progress made by the College since the successful implementation of the Regulation.

Action: The Committee is asked to note the progress made and seek clarification as required.

Lead: David Gunn, Director Organisational Development and HR

Status: Open

GDPR Update

West College Scotland was well prepared for the GDPR coming into force on 25th May, a view which was backed up by an audit undertaken by Scott Moncrieff in March 2018 and endorsed by our new Data Protection Officer, Donald Maclean who took up post on 18th May 2018.

All of our top-level documents were in place, published on our website, and notified to all staff as a news item. Our general awareness training was in place, an e-learning package provided by Cylix and hosted on the staff area of our Moodle portal. Our Data Register had been created, signposting the kind of data we hold and how we use that data. Privacy notices were in place for staff, students and new applicants. Our Data Protection Policy and Procedures had been reviewed to ensure GDPR compliance.

We now move into the operational phase of Data Protection, taking on board additional requirements of the Data Protection Act 2018, much of which is contained within the schedules to the Act, and additional guidance continues to flow from the Information Commissioner's Office (ICO).

To assist us with this process, our DPO has created an Action Plan which details specific work streams which we will address. We have already made good progress, for example we have produced a quick guide for staff, enhanced the procedure for data breaches, improved guidance on subject access requests etc.

GDPR Summary Action Plan September 2018

Items Complete
1. Senior Management Awareness
2. GDPR Audit (Scott-Moncrieff)
3. Creation of Steering Group
4. Sourcing of legal advice
5. Basic staff and student privacy notices created.
6. Sourced GDPR mandatory training materials
7. Appointment of Data Protection Officer(DPO)
8. Data Protection Procedure and Code of Practice. Updated.
9. Created Data Breach policy and procedure
10. Created Subject Access Request (SAR) procedure, including procedure for requests from the Police.
11. 'Quick guide' for staff giving practical guidance for staying GDPR compliant. Posted on internet.
12. Reviewed CCTV Code of Practice.

Items in Progress

Dimension	Action Required	Responsibility	Current Status	Completion date
1. Information held by the College (Data Register)	Refine data register by department. Identify risk areas and record centrally. Identify legal justifications. Record high risk areas in risk register.	DPO, Steering Group, Heads, Support Staff Managers, Curriculum and Quality Leaders	In progress, legal justification for processing to be expanded and recorded.	December 2018
2. Information held by the college (Data Register)	DPO meets face-to-face with managers, discusses the nature of the data identifying any potential gaps and areas of high risk.	DPO, Steering Group, Heads Support Staff Managers, Curriculum and Quality Leaders	In progress, legal justification for processing to be expanded and recorded.	December 2018
3. Ensure privacy notices reflect legal justification for processing.	Review all privacy notices, based on data collected in the data register.	DPO, Steering Group, legal advice	In progress: process to be informed by consultation and completed data register.	February 2019
4. Data sharing agreements(DSA) and supplier assurance. Ensure suppliers have completed a data sharing agreement, or supplier assurance, form.	Scope all suppliers who process personal data on our behalf (or jointly) and ensure we have DSA or Subject Access Form. Record and store centrally.	DPO, Heads, Support Staff Managers, Curriculum and Quality Leaders.	Central area created for data sharing agreements, and collation of items has proceeded. Currently split into four categories: Awarding Bodies, Central Bodies, Commercial, Councils.	March 2019
5. Update all relevant current procedures, and procedures related to new data subject's	Scope requirements, source documents (UCSS and	DPO, Steering Group.	Overview document created; procedural document to be	Nov 2018

rights (withdrawal of consent, restricted processing, right to be forgotten, data portability etc.)	elsewhere) and adapt for WCS.		created, to document approaches to dealing with specific types of request.	
6. Ensure successful participation levels in mandatory GDPR training reach acceptable levels (95%).	Increase uptake of GDPR mandatory training on line awareness course.	HR staff, SMT, Induction Process	In progress. Figures at 11/9/18: 441 successful completions of 1236 staff headcount. Note: Part-time staff on few hours difficult to reach.	December 2018
7. GDPR Steering Group Awareness	Supply regular updates on a regular basis about progress, outstanding actions, and challenges.	DPO, various.	Ongoing.	Ongoing, May 2019
8. Security of data across college: physical and electronic.	Review security arrangements as part of data register creation process. Record outcomes.	DPO, Heads, Support Staff Managers, Curriculum and Quality Leaders.	Review of current arrangements for GDPR. Details will be recorded in data registers.	January 2019
9. Disposal/deletion of data.	Review arrangements for disposal/deletion of data, physical and electronic. Record outcomes.	DPO, Heads Support Staff Managers, Curriculum and Quality Leaders.	Review of current arrangements for GDPR. Details will be recorded in data registers.	January 2019.
10. Privacy Impact Assessments	Create privacy impact assessment policy and procedure, including clear responsibilities for undertaking the procedure.	DPO, Steering Group.	Format selected. To be adapted and refined for WCS.	December 2018

11. International	Scope transfer of data outside of EEA, and any implications for policy and protocols.	DPO, International area staff.	Data Register Compiled. To be completed.	September 2018
-------------------	---	--------------------------------	---	----------------

Items to be Addressed

1. Organisational Data Flow	Create data flow diagrams for all college areas, for use in conjunction with data register.	DPO, Heads Support Staff Managers.	n/a	March 2019
2. Data systems register.	Create data systems register including responsibility for data, and who has access.	DPO, Heads Support Staff Managers.	n/a	March 2019

TITLE: **BUILDING OUR COLLECTIVE FUTURE -UPDATE**

Background: Building Our Collective Future is a set of core behaviours which focuses on how staff treat one another and provide services to students and other customers. The Framework was agreed with trade union representatives who have been very supportive of this initiative. It was launched to all staff on 28 August 2018.

Action: The Committee is invited to note the update on implementation of the framework and seek clarification as required.

Lead: David Gunn, Director, Organisational Development & HR

Status: Open

TITLE: RISK

Background: The strategic risk register was updated and considered by the Board at its last meeting in June 2018.

The revised risk register is attached. Since June the College Senior Management Team (SMT) has continued to carry out periodic reviews of the Strategic Risk Register and, in a number of cases, mitigating controls and actions taken have been updated to take account of items such as the SFC final funding announcement and ongoing interactions with SFC. It should be noted that no risk score has been amended and no item has been removed or added to the Strategic Risk Register.

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

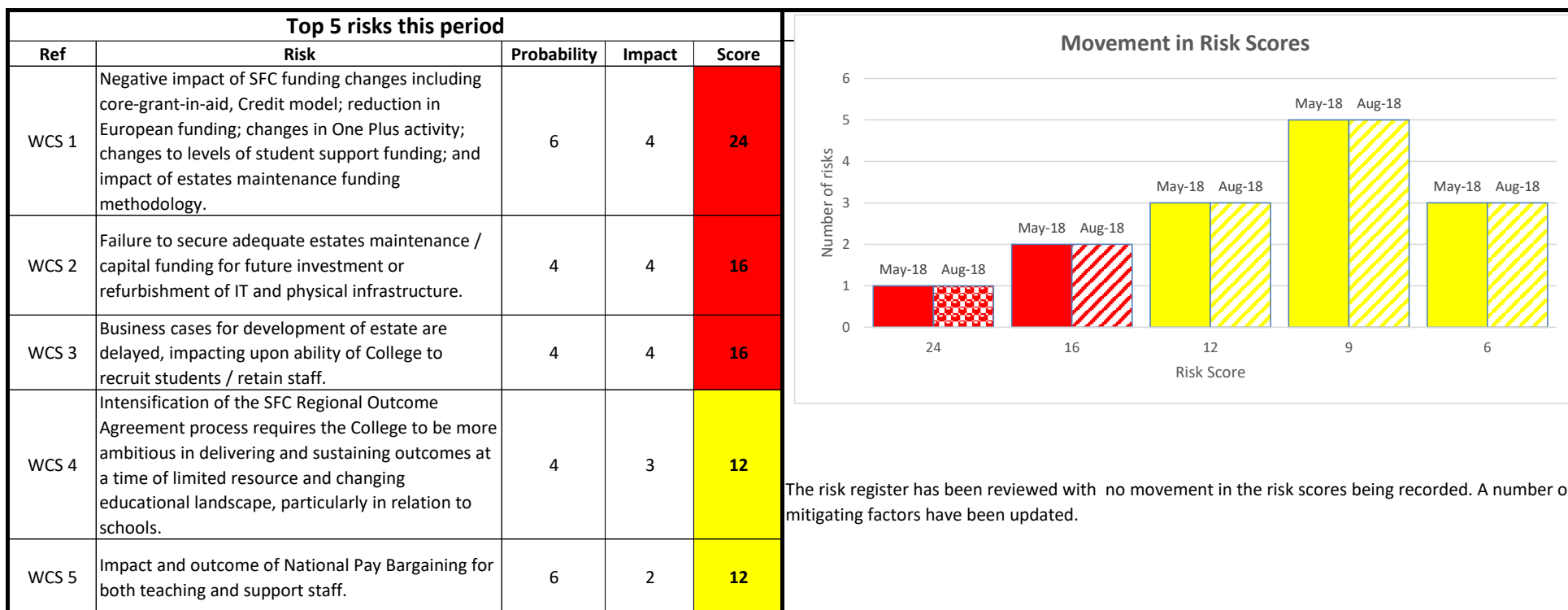
Strategic Risk Register Dashboard Report

Risk register reference date:

Aug-18

Committee review date:

06-Sep-18



WEST COLLEGE SCOTLAND STRATEGIC RISK REGISTER 2018-19

				Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
Risk No.	Risk Reference	Strategic Priority	Risk	Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
1	WCS 1	1,2,3,11	Negative impact of SFC funding changes including core-grant-in-aid, 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.	6	4	24	1) 2018-19 budget approved in conjunction with 5 year future financial scenario planning and detailed assumptions. 2) Detail of 2018-19 final SFC funding received on 18 May 2018. This shows a level of core funding which is less than in 2017-18; a 1.9% reduction in the level of activity the College will be required to deliver; a change in the estates funding methodology which will impact upon College operations; and no specific funding in order to meet the cost of any annual pay increases. The College will continue to face a number of financial challenges arising from this settlement. 3) Transition Plan created in conjunction with SFC to address future financial challenges. Final Plan submitted to SFC 24 August 2018. 4) Robust forecasting including production and review of monthly management accounts. 5) Estates Strategy including objective to improve / rationalise the College estate utilising estate maintenance funding. 6) Commercial Development Group reporting to Corporate Development Committee with focus on maintaining and growing income including ESF activity. 7) Robust monitoring of current and future curriculum delivery plans (CMAP) including staffing requirements. 8) Significant work undertaken to embed Workforce Planning into College operations / planning. 9) Active College representation and involvement in external SFC review groups - Director of Finance network; Access and Inclusion; Rural and remoteness Premium; Student Funding and SFC Funding Model review Group.	6	4	24	VP Operations / VP Educational Leadership
2	WCS 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 final funding for estates now split into lifecycle maintenance and high priority maintenance. Reduction in lifecycle maintenance will present College with operational challenges as 5 year financial modelling assumes flat cash settlement in future years. Discussions on-going with the SFC on nature of spend under high priority maintenance heading. There is also a need to understand the basis of estates maintenance funding allocation beyond 2018-19 beyond the modelling that has been undertaken. 3) WCS participation in SFC/sector Capital Working Group. 4) Outline Business cases for Paisley and Greenock being progressed with SFC and wider partners. 5) SFC issued the outcome of a national College estate condition survey in December 2017. SFC have advised this will now be used as the basis for prioritising future sector capital investment and the College requires further understanding from the SFC as to how this will be progressed and the processes and methodology behind it.	4	4	16	VP Operations

				Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
Risk No.	Risk Reference	Strategic Priority	Risk	Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
3	WCS 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	1) The College continues to actively engage with SFC, SFT and other key stakeholders. 2) College Estate Strategy highlights required estate investment for consideration by SFC and Scottish Government. 3) Option Appraisal and Outline Business Cases 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 and liaising with partners as required. College also meeting with Inverclyde Council in seeking to progress Greenock plans and liaising with the SFC and SFT on next steps regarding this. Revised OBCs are expected to be submitted to the SFC in latter half of 2018 / early 2019. 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. 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. 6) Ongoing engagement with SFC in relation to implementation of national estate condition survey review and future direction of travel.	4	4	16	VP Operations
4	WCS 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	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. 2) Continued engagement with SFC over likely impacts of "intensification of ROA objective monitoring" for current and future year delivery and funding. 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. 4) Detailed curriculum development planning and review process which has been subject to review by internal audit. 5) Blended approach to delivery of teaching and learning including distance and online learning allowing College to address changes in recruitment and delivery. 6) Curriculum offering is reviewed to ensure employer and student needs are met and appropriate courses delivered.	4	3	12	VP Educational Leadership

				Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
Risk No.	Risk Reference	Strategic Priority	Risk	Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
5	WCS 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 final 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 (June 2018).	6	2	12	Principal
6	WCS 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
7	WCS 7	2, 11	Inadequate business continuity / cyber resilience planning leading to material interruptions to service delivery.	3	4	12	1) Internal audit report on Business Continuity Planning highlighted areas for development. Action has been taken to address the audit recommendations with update provided to Audit Committee. 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. 3) Incident response plan has been updated and communicated to all relevant staff. 4) Effective estate response procedures to incidents. 5) Adequate insurance cover to assist in recovery after an incident. 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. 7) Planned preventative maintenance regime in place including fire and intruder alarms. 8) Engagement of external consultancy support to assist with addressing requirements of cyber resilience action planning and implementation.	3	3	9	VP Operations

				Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
Risk No.	Risk Reference	Strategic Priority	Risk	Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
8	WCS 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	1) Estate Strategy 2016-2026 approved by Board of Management and submitted to SFC. 2) Improvements to infrastructure and equipment are actioned and updated annually based on funding available. 3) Minimise possibility of unplanned closures through regular maintenance of physical assets. 4) On going discussions with funders and other stakeholders to identify potential funding / development opportunities. 5) College wide condition survey work undertaken to assist with identification of areas of investment . 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. 7) 2018-19 final SFC 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. Discussions have been had with the SFC on nature of spend under high priority maintenance heading and agreement reached on areas of spend. There is also a need to understand the basis of estates maintenance funding allocation beyond 2018-19.	3	3	9	VP Operations
9	WCS 9	3, 4, 11	Inability to maintain positive staff relations	4	3	12	1) Internal audit report (June 2018) on Workforce Planning confirmed substantial progress made in addressing Audit Scotland recommendations. 2) Clear procedures for communication in place in order to engage with Trade Unions and all staff across the College. 3) Developed procedures for staff engagement and negotiations. 4) Staff engagement session and staff surveys undertaken on regular basis allowing issues to be addressed early. 5) Local trade union consultation and negotiation committees in place for teaching and support staff and meet on an ongoing basis	3	3	9	Principal
10	WCS 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	1) Internal working groups have been set up to develop College workforce Plan and associated reporting requirements. 2) Detailed teaching resource planning through use of curriculum mapping tool (CMAP). 3) Resourcing of support staff structures reviewed on an ongoing basis by Executive Management Team to ensure alignment with operational and strategic priorities. 4) Itrent HR and Payroll software developed to provide staff data and reports. 5) Professional Development Policies are aligned to strategic priorities. 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. 7) Internal audit reviewed workforce planning as part of 2017-18 audit plan.	3	3	9	VP Educational Leadership VP Operations

				Assessment pre mitigation			Mitigating Controls and Actions	Assessment post mitigation			Executive Responsible
Risk No.	Risk Reference	Strategic Priority	Risk	Risk Probability	Risk Impact	Risk Score		Risk Probability	Risk Impact	Risk Score	
11	WCS 11	5, 6, 8, 11	Inability to specify, deliver and effectively implement an approach to generation of alternative income	3	4	12	1) Development of strong partnerships with local employers and stakeholders. 2) Operation planning process used to identify potential opportunities for income growth. 3) Adaption of course portfolio to meet student / employer needs. 4) Financial strategy and planning in place to address resource needs and redirect as required. 5) Review of resources required within Curriculum Development Planning procedure. 6) Annual financial target is agreed and monitored by the Corporate Development Committee. 7) Commercial Development Group reporting to Corporate Development Committee.	3	3	9	VP Corporate Development
12	WCS 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	1) Approval of CMP by Board of Management in October 2016 with this subsequently being submitted to the SFC. 2) Specific resource - staff and funding - allocated to allow CMP to be implemented. 3) Development of Sustainability Group involving board, staff and student representatives. 4) Annual Scottish Government report on carbon management and wider sustainability issues now reported on for second year. 5) College on target to achieve objectives of CMP including 10% reduction in emissions.	2	3	6	VP Operations
13	WCS 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	1) External briefings provided to SMT on principles and practicalities of implementing GDPR. 2) Establishment of College working group on implementation of GDPR requirements. This group has oversight of the information risk assessment process. 3) Update reports to SMT and OD&HR Committee on progress made. 4) Active engagement across the College to ensure collaborative approach to addressing issues raised. 5) Data Protection concepts and principles already embedded within the operations of the College. 6) Working with other Colleges to pool resources and minimise duplication of effort. 7) Data protection Officer appointed to the College.	3	2	6	Principal
14	WCS 14	1, 3, 5, 6	Normal business activities are unduly affected due to the complexity of sequencing estates investment works	4	2	8	1) Detailed resource planning involving all relevant parties at an early stage for project work undertaken. 2) Level of investment at a stage where no material impact on activities. 3) Knowledge base within current staff to be able to identify issues.	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

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

TITLE: REPORTS FROM SUB-COMMITTEES

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

- a. Equality, Diversity & Inclusion Committee – 17 May 2018
- b. LJCNCL – 9 May 2018
- c. LJCNCL – 6 June 2018
- d. LJCNCL – 18 June 2018
- e. LJCNCL – 15 August 2018
- f. LJCNCS – 9 May 2018
- g. LJCNCS – 6 June 2018
- h. LJCNCS – 18 June 2018
- i. LJCNCS – 15 August 2018
- j. Health and Safety Committee – 12 September 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 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
Karen Combe	HR Manager
Albert Sorrie	Union representative
Fiona McKenzie	Learning Communities Manager
Robyn Chandler	Student
Nicole Percival	Student Association
Apologies:	George Smith, Isabel Brown, Anne Campbell

Action		Responsibility
1	Welcome and Apologies D Gunn chaired the meeting and apologies were noted.	
2	Minutes of previous meeting Minutes of the meeting on 15 th March 2018 were agreed as an accurate record.	
3	Matters arising from 15th March 2018	
3.1	Staff Focus Groups C Fraser advised BBC website had best information regarding festival dates. Waiting on site being updated before finalising on EDI Intranet page.	
3.2	Positive Action Workshops / CQL Development Days Quality Standards Committee requires an update on QELTM. ACTION: QELTM audit to be raised at Heads meeting.	C MacNab
3.3	ECU Project update C MacNab to review report before sending to Equality Challenge Unit.	C MacNab
3.4	Gender neutral toilet – Greenock campus An update from Alan Ritchie, Director of Finance and Estates was given by D Gunn; Estates are looking at the overall programme for WCS during the summer and the gender neutral toilet will be considered.	
4	Attracting Diversity Festival of Learning – 5th June C Fraser to chair sector discussion at event; showing work over previous 2 years. C Fraser to send link with more information to committee.	C Fraser
5	Gender Imbalance – Case Studies CQLs to forward examples to C Fraser.	

Action	Responsibility
6 Royal Society Edinburgh Consultation Response WCS was asked to respond to consultation. S Graham attended event. It was acknowledged that FE has a very important role regarding articulation. West College Scotland is leading the way regarding STEM Hub. S Graham is lead contact for STEM agenda.	
7 Accessibility Issues – Paisley and Clydebank	
7.1 It was brought to committee's attention that of the 10 disabled parking spaces at Paisley, 8 were used one day with no badges displayed. ACTION: D Gunn to forward to SMT agenda. The group agreed that Marketing could focus campaign regarding Paisley parking.	DG
7.2 C Fraser noted that a wheelchair user at Clydebank campus had issues with one of the lifts and also had difficulty with the automatic doors. The Committee agreed to enquire into making both doors at the canteen automatic. An engineer has serviced the lifts and Alex Deas had increased the timing of the doors but it was acknowledged that lack of courtesy/awareness by students was also an issue. N Percival informed the committee of the RESPECT campaign run by the Student Association in Ayrshire and Dundee College.	CF
8 SLWG Board Diversity C Fraser noted the Scottish Government's intention to proceed with the 50% 50% gender aim in the appointments of Board members. A SLWG was set up – WCS currently has 37% female appointments. Recommendations by SLWG to Board on 8 th June.	
9 Proposed meeting dates for 2018/19 Dates noted.	
10 AOCB	
10.1 Disabled Hoist at Clydebank C MacNab noted the disabled hoist at Clydebank campus was an ongoing problem.	
10.2 Education Scotland observed class lessons C MacNab raised points from review: Induction: Additional support for those with needs - Important students disclose information at application stage. Well being: Student Association key priority / Healthy Body, Healthy mind project / SAMH joint programmes noted. Cultures: More engagements in positive events / celebrate other cultures.	
The committee discussed all the above points. It was suggested that discussions could be raised at Portfolio Reviews. Possible marketing within Westworld or produce a one off themed edition Highlight students' College experience rather than at course level. CF to look how other College's profile events. CF to be invited to Grey Space meeting 23 rd October 2018	CF IFS

Action	Responsibility
<p>10.3 Deaf students Focus group R Chandler discussed a Deaf Awareness event she attended. She advised committee about the usefulness of sending course work before classes to BSL to give them time to prepare. She also highlighted the need for more awareness to able-bodied students. She discussed how the College had paid for two students to have cochlear implants. R Chandler noted she was designing BSL training for class reps. R Chandler to forward notes to CF. D Gunn said this was a positive item and thanked R Chandler for her update.</p>	RC
<p>10.4. Scotland Fair Access Conference – Perth, 12th June I Forster-Smith advised committee on the above conference with particular interest in one workshop: TransEdu: developing policy and provision for trans students and staff in FE & HE.</p>	
<p>10.5 Domestic Violence – Emily’s Guide / Toolkit I Forster-Smith updated the committee on the launch of a toolkit which offers advice and training to help tackle sexual violence and harassment in Scottish Universities and Colleges. There is an expectation from SFC that this should be promoted or implemented.</p>	
<p>12. Date and time of next meeting Thursday 20th September, 10am Greenock campus, Ardgowan 4</p>	

Minutes of the Local Joint Consultative & Negotiating Committee for Lecturing Staff (LJCNC) held at Clydebank Campus on 9th May 2018

Present:

David Alexander	Chair
Stephanie Graham	Vice Principal Educational Leadership
David Gunn	Director Organisational Development & HR
John Kelly	EIS
Eugene Crummie	EIS
Pauline Nelson	EIS

Apologies: A Cumberland, L Connolly, D Munro, M Gillan

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
1 Minutes of previous meeting held on 21st February 2018 The minutes were agreed as an accurate record of the meeting subject to a small amendment.	
2 Matters Arising from Action Plan	
2.1 Sickness Cover Meeting to be arranged with EIS Representatives	DG / JK
2.2 Issues Raised In Relation To IV Further meeting to be arranged with Cathy MacNab and EIS Representatives.	EC/PN
2.3 Inclusion of “Defer” S Graham to discuss further with ELT for review at the end of the teaching year.	SG
2.4 Cuts in ASN Provision S Graham stated that a meeting had taken place with the Head, curriculum staff and EIS representative. J Kelly stated that it would be a good idea to have a baseline qualification in the area of Learner Development. S Graham stated that the minimum qualification was the SCQF level required for the post of Lecturer. There was no essential requirement for a specialist qualification as this would severely restrict the pool of applicants. D Gunn stated that the employee specification also specified the experience, skills and personal qualities required for this type of post and qualifications were only one factor.	
2.5 Room Availability and Suitability - Clydebank Campus D Alexander stated that matter had been discussed at SMT and the paper from P Nelson was shared with them. A further exercise had been carried out by the Estates team with regard to a review of teaching rooms at Clydebank campus. It has been agreed to have a more strategic	

Action	Responsibility
<p>discussion at a future meeting of the SMT, S Graham stated that there had also been a discussion at the SMT about timetabling and it would be discussed at a CQL meeting the following week. She explained that successful timetabling depended on having course plans for the next session submitted. S Graham stated that the majority of course plans were in place but some areas were outstanding. It was critical to have all plans in place by the beginning of June.</p>	
<p>2.6 Changing Rooms – Clydebank Campus D Alexander stated that work was ongoing in respect of building cubicles in the shower area.</p>	
<p>2.7 Skills Profiling – Lecturers J Kelly asked about the numbers who had completed a questionnaire. D Gunn stated that 91 Lecturers had completed a questionnaire which was a disappointing response. J Kelly stated that the EIS had fully supported the exercise and encouraged teaching staff to participate.</p>	
<p>2.8 Estates Future D Alexander stated that he had a 2 hour meeting with M Gillan who would report back to EIS representatives.</p>	
<p>2.9 Payment of £100 – National Bargaining D Gunn stated that the payment would be made to all eligible staff on 25th May.</p>	
<p>2.10 Bad Weather D Gunn to circulate previous draft guidelines.</p>	DG
<p>2.11 Period Poverty S Graham stated that she had provided feedback to the Working Group and £10,000 had been allocated from the College budget, although no additional funding would be provided to pay for this. S Graham stated that products would be made available in toilets.</p>	SG
<p>2.12 Student Placements in College Departments S Graham stated that L Connolly had raised this at the SMT and a Heads meeting.</p>	
<p>2.13 Procurement Issues D Alexander asked for clarification on the issues raised at the previous meeting. He asked if the EIS representatives were referring to items under the petty cash limit of £25. P Nelson stated that she had been referring to student educational visits to the Citizens Theatre. She had to use her own credit card in order to purchase the tickets as she was unclear on the College procedures for doing so.</p>	

Action	Responsibility
<p>D Alexander stated that he would look into this.</p> <p>P Nelson stated that it was difficult to follow the procurement process for smaller value items on the Intranet.</p> <p>D Alexander stated that he would also follow up on this.</p>	DA
<p>2.14 Implementation of National Conditions</p>	
<p>J Kelly stated that a meeting had taken place with D Alexander and D Gunn and he proposed a further meeting.</p> <p>D Alexander agreed with this proposal.</p>	JK/DG/DA
<p>3 Funding Update</p>	
<p>D Alexander stated that notification of indicative funding for 2018-19 had been received from the Scottish Funding Council at the end of February. This had been in 3 blocks:</p>	
<ul style="list-style-type: none"> • Core Grant – Grant in Aid • Estates • Specific Purposes 	
<p>D Alexander stated £30m was required to maintain college buildings in the next 5 years.</p>	
<p>D Alexander stated that £3m had been allocated for high priority maintenance based on the needs of the college sector Condition Survey undertaken by SFC during 2017.</p>	
<p>The funding of cyclical estates maintenance had been reduced from £1.975m to £1.193m (a reduction of £783,000)</p>	
<p>This was a critical budget allocation as it also covered IT and the purchase of equipment for curriculum delivery.</p>	
<p>With regard to the Core Grant, there had been a 0.9% cut in the credit target and a 0.01% overall increase in the core Grant in Aid amount.</p>	
<p>D Alexander stated that while no specific funding for the delivery of childcare courses had been provided by SFC there was still a requirement to deliver a certain number of places for this within the core grant-in-aid allocation.</p>	
<p>A total of £1.6m had been allocated in order to meet the costs arising from national harmonisation of staff pay and conditions.</p>	
<p>D Alexander stated that the College was awaiting a final announcement from the SFC. All indications were that there would be a further cut in credits. This would mean a corresponding reduction in funding.</p>	
<p>D Alexander stated that the College had reduced non staff budgets by over 10% in the 5 years since merger and that it would be difficult to make any further reductions with this impacting upon curriculum provision and services in some way. David stated that he would welcome any suggestion from staff or their representatives on any ideas they might have in relation to efficiencies and improved ways of doing things.</p>	
<p>D Gunn stated that he had reviewed budgets in his area and one concern was the cost of sickness absence pay and cover which had been extensive during 2017-18. The impact on the College through payment of sickness allowance and cover costs was estimated at £2.5m. He proposed setting up a Working Group with trade union representatives to consider issues</p>	DG

Action	Responsibility
<p>relating to sickness absence.</p> <p>This was accepted by trade union representatives.</p> <p>He also referred to a new Employee Assistance Programme (PAM Assist) which provided a range of services to improve employee wellbeing and reduce absences.</p> <p>D Alexander stated that almost 75% of College costs were now staffing and that this represented an increase of almost 10% in the 5 years since merger. Income was not maintaining pace with salary costs.</p>	
<p>4 General Data Protection Regulation (GDPR)</p> <p>D Gunn issued a paper which explained the background to the introduction of GDPR and also a GDPR Action Plan which was currently being implemented.</p> <p>D Gunn explained that the EU General Data Protection Regulation came into force on 25th May 2018 and brought significant change to the UK's data protection laws.</p> <p>Additionally, the Information Commissioner's Office (ICO) will be empowered to impose fines of up to 4% of global revenue or 20m euros for breaches of the new guidelines.</p> <p>Compliance with GDPR requires organisations to be able to understand and record what data they gather, why they gather it, how they handle it and where they hold it and how they share it.</p>	
<p>5 Estates Issues Relating to Construction Department in Paisley</p> <p>J Kelly stated that there were issues in respect of course planning and identification of classrooms.</p> <p>S Graham stated that issues could not be resolved in respect of timetabling until all course plans were submitted. The majority of course plans had been submitted however some were still outstanding.</p> <p>J Kelly stated that the Painting and Decorating students had no changing facilities. There was a changing room across the corridor in the Oakshaw Building which was padlocked.</p> <p>D Alexander stated that management had gone to great lengths to involve everyone in design of the new construction area and that there should not be a shortage of changing areas.</p> <p>D Alexander stated that he would need to look into this specific issue but reiterated that changing space had been made available.</p>	DA
<p>6 £100 Payment – National Bargaining</p> <p>D Gunn confirmed that the £100 non-consolidated payment, would be made to all eligible staff on 25th May.</p>	
<p>7 Update on Job Matching Process</p> <p>S Graham stated that she would be attending the Appeal Hearing in Edinburgh on 15th May.</p> <p>J Kelly stated that he would also be attending with P Nelson.</p>	
<p>8 Implications of Failure to Agree on National Pay 2017/18</p> <p>J Kelly stated that the pay offer made to the EIS on a national basis was</p>	

Action	Responsibility
<p>difficult to interpret due to the fact it conflated pay with national harmonisation, and that in some cases this meant the amount some members of staff would receive could not be determined until such time as their national promoted staff matching in appeal process had been completed. He was concerned that the EIS could not tell their members how much the offer would be on an individual basis.</p> <p>J Kelly asked the MS to make representation to Colleges Scotland on this basis. J Kelly stated that he had already written to Colleges Scotland on this basis.</p> <p>D Alexander stated that he would raise the matter with John Gribben of the Colleges Scotland Employers Association and asked if J Kelly could share the correspondence he had entered into with John Gribben on this matter.</p>	DA
<p>9 HRH Visit – Thursday 26th April 2018, Paisley campus</p> <p>G Ross asked about the purpose of the visit and cost implications and benefits to the College. There had been an effort made to paint parts of the building and improve road access and parking. In normal circumstances, the parking of cars took place on the pavements and was a big issue.</p> <p>S Graham stated that the visit had been arranged through the Lord Lieutenant. She could not specifically quantify the costs of the visit or benefits to the College but engagement with the College was very important in a community and educational sense. Local employers had been involved. The planning had involved and students had also designed a booklet which would be presented to the Scottish Parliament in terms of another project.</p> <p>S Graham stated that the College had not spent an excessive amount of money on the Royal visit.</p> <p>S Graham stated that she was not aware of the parking issues which would have to be addressed if there was a continuing issue.</p> <p>D Alexander stated that there was an abuse of disabled parking spaces at Paisley campus and he would speak to the Estates Manager about this and raise it at the SMT.</p>	DA
<p>10 Workshop Technician / Store person / Classroom Assistant Policy and Provision</p> <p>G Ross stated that there was a shortage of Classroom Assistants in some areas. They also used to have a Store person in the electrical area.</p> <p>S Graham stated that there had been significant funding cuts and this also impacted on support provided to teaching and learning.</p> <p>There was an arrangement in one of the legacy colleges to employ Classroom Assistants if the class was over a certain number but she did not believe that a formulaic approach was right. It depended on the type of student activity.</p> <p>G Ross stated that he understood the financial constraints and was happy to work with management on a solution in his area.</p> <p>S Graham stated that she welcomed this proposal which had to be taken forward as a team approach to curriculum delivery.</p>	SG

Action**Responsibility****11 AOCB****11.1 Criminal Conviction for Students**

P Nelson stated that she would be raising this again in respect of application forms.

11.2 Education Scotland Classroom Observations

S Graham stated that Educational Scotland were very positive about the classroom observations and had seen improvement in Learning and Teaching.

There had also been improved PIs and Student feedback.

S Graham stated that from a sample of over 60 classroom observations, Education Scotland reported that not one had started with a full class on time. There seemed to be a very relaxed approach to student attendance. This could be seen in a positive way as the curriculum was being delivered on a more flexible basis. It was possible to look at a different mode of delivery but we also needed to consider if more should be done to encourage punctuality.

11.3 IT Downtime

J Kelly stated that the CQLs had complained to him about IT downtime which was impacting on teaching.

The online application process had been down the previous week.

D Alexander said that he would follow up on this.

DA

11 Date of Next Meeting

Wednesday 6th June 2018, Paisley Campus 1pm.

Signatures**Minutes of JCNCL Meeting: 9th May 2018, Clydebank Campus**

Joint Secretary (MS) _____ Date:

Joint Secretary (SS) _____ Date:

**Meeting with EIS Representatives to discuss
Introduction of Voluntary Severance Scheme
held at Paisley Campus on 6th June 2018**



Present:

Audrey Cumberford	Chair
Liz Connolly	Vice Principal: Corporate Development
David Gunn	Director Organisational Development & HR
John Kelly	
Garry Ross	
Denise Munro	

Abbreviations used: MS – Management Side SS – Staff Side

Proceedings

J Kelly asked about the reasons for the introduction of a Voluntary Severance Scheme.

A Cumberford stated that since merger in 2013 income and SFC funding had been less than expenditure. The College had managed to close the gap through reducing non staff budgets however this was no longer an option following the announcement of funding 2 weeks ago. Staffing accounted for almost 75% of overall College costs and it became necessary to introduce a VS Scheme in order to reduce payroll costs.

L Connolly stated that the College also had a cut in credits of 1.9%.

A Cumberford stated that the funding gap amounted to £ 1.6m.

A Cumberford stated that the SFC were in discussions with colleges looking at the funding model for the sector. Audit Scotland would also be reporting on the sector's finances in June.

A Cumberford stated that there was only around £400k available for VS which came from College finances.

This would only result in VS for approximately a relatively small number of staff.

A Cumberford stated that the College was still in discussion with the SFC with regard to additional monies to support VS but there were no guarantees of any financial support.

J Kelly stated that their main concern was the delivery of provision in the West Region with reduced staff.

J Kelly stated that staff had been advised to stop recruiting students. This had been the case in two different areas that he was aware of.

L Connolly stated that S Graham had made it very clear that VS could not impact on the delivery of provision as the College still had activity targets to meet.

A Cumberford stated that the College had to achieve activity targets or it would face a financial clawback. There were no instructions to stop recruiting students.

J Kelly stated that there had been trade union concerns because of misinformation that there was £1.6 m available for VS.

A Cumberford stated the budget gap through to the end of 2018/19 was £1.6m but only £400k was available for VS at this stage. The College did not know if the SFC would fund further VS.

J Kelly asked about strain costs if staff took their pension before retirement age.

D Gunn stated that there were no strain costs for teaching staff and that teaching staff who wanted to access their pension before age 60 would need to take an actuarially reduced pension.

J Kelly asked if additional hours would be included in the calculation of annual salary for VS payment.

D Gunn stated that only permanent hours would be included in the calculation.

J Kelly suggested that it might be worthwhile including this in the FAQ.

Minutes of the Local Joint Consultative & Negotiating Committee for Lecturing Staff (LJCNC) held at Paisley Campus on 18th June 2018

Present:

David Alexander	Chair
Liz Connolly	Vice Principal
David Gunn	Director Organisational Development & HR
John Kelly	EIS
Eugene Crummie	EIS

Apologies: A Cumberland, S Graham, M Gillan

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
1 Minutes of previous meeting held on 9th May 2018 The minutes were agreed as an accurate record of the meeting subject to a small amendment.	
2 Matters Arising from Action Points	
2.1 Education Scotland Classroom Observations J Kelly stated that the EIS had spoken to their members and had not found any who had turned up late for their class during the Education Scotland classroom observations. D Alexander stated that S Graham had reported feedback given to the College by Education Scotland. J Kelly stated that it would be useful to get further feedback.	SG
2.2 Estates Issues Relating to Construction Department in Paisley J Kelly stated that he had been approached on the way to the meeting by a CEL in Construction who had expressed concern about not being able to timetable classrooms for the following academic session. D Alexander stated that he would provide this feedback to S Graham for consideration.	DA
2.3 Sickness Cover Procedure Meeting to be arranged with DG/JK, EIS representative.	DG
2.4 Issues Raised in Relation to IV J Kelly stated that a further meeting had not taken place. It was important that a meeting be arranged.	LC/PN
2.5 Inclusion of “Defer” E Crummie stated that another option had appeared on the Register to leave it open. D Alexander stated that he would refer this to S Graham.	SG
2.6 Bad Weather Policy D Gunn had circulated a draft Policy. He requested feedback from representatives.	SS

Action	Responsibility
<p>2.7 Procurement Issues In Relation To Small Items D Alexander stated that he had provided P Nelson with a detailed response.</p>	
<p>2.8 Implementation of National Conditions J Kelly stated that he had sent D Alexander a spreadsheet relating to implications for staff of the pay offer. D Alexander stated that he will liaise with the Colleges Scotland Employers Association and would get back to J Kelly on this matter. He also suggested that if J Kelly felt further information in relation to the management side national pay offer would be helpful, then the EIS should seek to progress this request through established national mechanisms.</p>	DA
<p>2.9 Changing Areas; Painting and Decorating Students – Paisley Campus D Alexander stated that he had been given assurances by teaching and estates staff that any issues could be addressed and would pick this up again to determine what progress had been made.</p>	DA
<p>2.10 Abuse of Disabled Parking at Paisley Campus D Alexander stated that Renfrewshire Council had yet to complete paperwork to implement Fixed Parking penalties at Paisley Campus for those parking in disabled bays on an unauthorised basis. However, it was anticipated that fixed penalties would be in place by the beginning of the session. Only Blue Badge holders would be allowed to park in disabled spaces. L Connolly stated that she had recently counted a number of cars in the disabled bays at Paisley campus with only a few showing disabled badges displayed. J Kelly agreed that this was totally unacceptable.</p>	
<p>2.11 IT Downtime D Alexander stated that he had looked at issues raised at the previous meeting and that going forward IT would continue to seek to minimise any downtime at critical times and dates. J Kelly stated that the main concern had been the impact on Student Recruitment.</p>	
<p>3 Funding Update D Alexander stated that there had been a reduction in SFC operational funding for 2018-19 of over 2%. The College had been informed of indicative SFC funding in February but had not been notified of the final funding until 18 May. D Alexander stated that a 1.9% reduction in student activity for 2018-19 had also been confirmed as part of the final 2018-19 final funding announcement. The College had been given no advance notice of the extent of the cut in 2018-19 student activity.</p>	

D Alexander stated that as a result of the SFC final funding announcement on 18 May the College had a £1.6m budget gap that would require to be addressed by July 2019. In seeking to address this financial position the College had undertaken initial voluntary severance during June which it was anticipated would require approximately £400,000 of College funds and the Executive were in discussion with the SFC to seek further funding to support additional VS beyond this.

J Kelly stated that it would be useful to keep staff informed as there were a lot of concerns.

D Alexander stated that he fully understood the concerns and stated that staff would be kept informed.

J Kelly asked when a response could be expected from the SFC relating to additional VS funds.

D Alexander stated that the Executive were currently preparing additional information for submission to the SFC and that it was hoped a response would be forthcoming promptly, however there was no specific timescale.

D Alexander stated that the 2018-19 SFC funding announcement had provided specific funding for high priority estates maintenance, national bargaining and ESOL which had to be applied for these purposes and was not at the discretion of the College in terms of use.

D Alexander stated that there had been a £800,000 reduction in the Estates operational maintenance budget, which was also used to support IT investment

D Alexander stated that the SFC also expected the College to make a 3% efficiency improvement.

J Kelly stated that people would be asking why there was a reduction in student activity. He asked if SFC were suggesting there should be a smaller FE presence in the West of Scotland.

D Alexander stated that there had been no prior discussion on the reasons for the cut in student activity in advance of this being communicated on 18 May.

D Alexander stated that the Executive were having ongoing discussions with the SFC and had asked for clarification on a number of issues.

4 Job Matching Update and Implications

J Kelly stated that he wished to note the outcome of the national Appeal process for promoted teaching staff in that CQLs had been confirmed at Level 2 and other promoted staff at Level 1.

J Kelly stated that he would be having a Branch meeting and this matter would be discussed. It was noted that the College would require to abide by the outcome of this appeal and would proceed on this basis.

5 Salary Negotiations Failure

J Kelly stated that a further national salary negotiation meeting would take place on Thursday of that week.

J Kelly stated that it would be helpful if D Alexander could provide feedback on the spreadsheet sent to him. This would allow him to explain to members what the salary offer actually meant to them.

Action**Responsibility**

D Alexander stated that he would review the information provided by J Kelly but given this was a national matter he would need to contact John Gribben of Colleges Scotland and advised that if the EIS felt further information was required in relation to the pay offer then that request could also be made by the EIS via the established national bargaining channels

J Kelly stated that staff not party to salary migration also had to be considered as the offer conflated migration and a pay rise.

D Alexander stated that this was a matter for national negotiations and not a local issue however he would consider any communication received from J Kelly and discuss this with the Colleges Scotland Employers Association if/as required.

6 Conserved Staff

J Kelly stated that CQL in post prior to 1 January 2018, had salary conservation as a result of national agreements.

J Kelly stated that it would be helpful to have, as previously agreed, further discussions about their workload.

D Alexander noted the request.

7 VS Update

D Gunn stated that to date, 44 VS applications had been received from Teaching staff and 34 from Support staff.

8 AOCB**8.1 Remission From Class Contact – Trade Union Duties**

D Gunn stated that remission from class contact would be reduced to 40 hours per week for EIS representatives. This would include Health and Safety representatives.

D Gunn explained that this was in line with the time allocated to other Colleges of the same size and reflected the change from local to national bargaining for pay and terms and conditions. D Gunn asked that, in accordance with usual practice, if time could be allocated to individual representatives for timetabling purposes.

J Kelly stated that the EIS did not accept the need to reduce remission and believed that it would impact, particularly on the resolution of issues, on an informal basis.

D Gunn stated that additional time would be considered for allocation if required for involvement in specific HR initiatives.

J Kelly stated that he would provide details of the allocation of remission to representatives and detail his concerns about the reduction.

D Alexander stated that he hoped that this change would not impact on the positive culture between management and trade unions in terms of resolving issues informally.

He stated that the College as out of kilter with the rest of the sector and there was a significant cost involved in remission for class contact.

Action**Responsibility****8.2 Role of the LJCNC**

E Crummie stated that the EIS considered the LJCNC to be very important and felt that it was not being given the priority it deserved by management because of meetings being cancelled or rescheduled.

D Alexander stated that the Executive considered the LJCNC to be very important and always tried to attend scheduled meetings, and on occasion, members from both sides had been unable to attend. It was inevitable that there would be diary clashes at all times but it was recognised as an important forum by all who attended.

9 Date of Next Meeting

Wednesday 5th September 2018, Greenock Campus 1pm.

Signatures**Minutes of JCNCL Meeting: 18th June 2018, Clydebank Campus**

Joint Secretary
(MS)

Date:

Joint Secretary (SS)

Date:

**Special Meeting of the Local Joint Consultative & Negotiating
Committee for Lecturing Staff (LJCNCL) held at
Paisley Campus on 15th August 2018**



Present:

David Alexander	Chair
Stephanie Graham	Vice Principal: Educational Leadership
Liz Connolly	Vice Principal: Corporate Development
David Gunn	Director Organisational Development & HR
John Kelly	
Mark Gillan	
Pauline Nelson	
Denise Munro	
Stuart Gorman	
Eugene Crummie	

Abbreviations used: MS – Management Side SS – Staff Side

Update on College Budgets

D Alexander stated that management had shared the budget position with trade unions before the summer holidays.

He explained that the purpose of the special meeting of the committee was to provide clarity in respect of the budget position for 2018/19 and 2019/20 and to detail the types of proactive measures that the college intended taking to address the shortfall.

The College funding for 2018/19 had not been announced by the SFC until 18 May 2018 and it represented an overall decrease in the core grant and an unexpected reduction in student activity of 1.9%.

D Alexander stated that the College was forced to react immediately after the late funding announcement in order to address a budget shortfall of £1.6m for 2018/19. Given this a limited voluntary severance scheme was introduced in June with SFC approval using £600k of College funds.

D Gunn detailed the response to College voluntary severance scheme in June:

- 71.5 fte submitted applications
- 48.9 fte applications rejected
- 10.7 fte applications accepted
- 11.8 fte applications on hold

J Kelly asked what was meant by on hold.

D Alexander stated that a holding letter meant that a VS application could be given further consideration in future if additional funding was provided by the Scottish Funding Council (SFC). Some additional funding had very recently been provided by the SFC and would now allow the College to reconsider the applications on hold.

D Alexander stated that taking into account the £600,000 of saving that had been achieved from the June VS scheme the College had to save a further £1m to balance the 2018/19 budget and there was a projected deficit of £1.1 m for 2019/20 which was forecast to arise based on levels of national pay claims which would not be funded by the SFC D Alexander stated that the Executive were confident that the budget short falls could be successfully addressed through a proactive longer term planned approach with full involvement of staff and trade unions.

J Kelly stated that the EIS did not accept VS in principle but accepted that it was necessary.

D Alexander stated that the Executive and Director of Finance and Estates had been working closely with the SFC to develop a 5 year plan to reduce costs and increase capacity so that the College could continue to invest in its development. It was clearly recognised by the College and the SFC that VS was only part of the longer term solution. It was however very important as staffing costs represented almost 75% of overall College costs.

S Graham explained that some staff could be accepted for VS in the longer term through curriculum planning. It was also a critical requirement that curriculum development took place to ensure course provision was current in terms of the needs of students and business clients.

S Graham stated that during College discussions with SFC the particular context of our College had been emphasised and in particular the need to provide for a significant number of students from deprived areas. The plan being presented to the SFC would be implemented on a project based approach led by senior managers.

L Connolly stated that the College also proposed increasing non SFC income. She explained that initiatives such as the Workforce Development Fund had enabled the College to develop good relationships with a significant number of companies across a wide geographical area; this enabled the College to get a clearer idea of potential skills requirements. The College has also recently undertaken a skills survey which has provided useful intelligence that can help shape suitable training solutions going forward.

J Kelly stated that they welcomed the Workforce Development Fund but it was difficult for some Departments to deliver training at short notice because of existing priorities.

L Connolly stated that this scheme had been introduced later in the session during the previous year and hence the short notice given to the curriculum. She was confident that a more planned approach could be taken in future.

S Graham stated that there appeared to be some unmet demand in providing courses in part time and evening provision for people in deprived areas. At discussions with the SFC it had been recognised that there was a need to change delivery of education around these hard to reach groups.

D Alexander stated that the College was also making a strong case to the SFC for funding to recognise the need that supporting people in more deprived areas required appropriate levels of resource..

E Crummie asked if only some of those who had received on hold letters relating to their VS application would be accepted.

D Alexander stated that this was likely to be the case. J Kelly asked if those on hold and not being accepted would receive another letter to this effect.

D Gunn stated that this was the case.

D Alexander stated that the College hoped to open up the VS Scheme to staff again and were making representations to the SFC in order to obtain funds to support this but there had been no positive response yet.

J Kelly asked if it would be the same VS scheme.

D Alexander stated that it would be the same scheme.

J Kelly stated that courses were due to start at the beginning of the session and had to be covered.

S Graham stated that the College fully recognised this and it would be a priority to ensure that VS applications did not adversely impact on teaching requirements.

J Kelly stated that the EIS would feedback to their members at branch meetings but it was important that they conveyed accurate information which reflected discussions at the meeting.

D Gunn stated that it was important that the staff were accurately informed about the outcome of the meeting and management would be preparing a briefing which would be circulated summarising the key points.

D Alexander summarised the position: There was a budget gap but it would be managed with the support of staff and trade unions in a proactive way over a longer term period. The SFC would be fully involved in the implementation of a 5 year plan. This would be done with input from staff and he particularly referred to proposals for efficiencies.

J Kelly stated that he had been approached by younger teaching staff who recognised the need to develop high quality teaching material to ensure a successful future for the College.

S Graham stated that the management approach going forward recognised that curriculum development was critical for the future of the College provision.

Minutes of the Local Joint Consultative & Negotiating Committee for Support Staff (LJCNCs) held at Clydebank Campus on 9th May 2018



Present:

Stephanie Graham	Chair
David Alexander	Vice Principal: Operations
David Gunn	Director Organisational Development & HR
Kirsty Devine	Unite
Albert Sorrie	Unison
D Thomson	Unison

Apologies:

A Cumberford, A Manning L Connolly

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
1 Minutes of previous meeting held on 21st February 2018 The minutes of the previous meeting were agreed as an accurate record.	
2 Matters arising from the minutes	
2.1 Severe Weather Policy D Gunn stated that he would forward draft guidelines previously prepared by him.	DG
2.2 Greenock Campus Refurbishment / New Build Update D Alexander stated that the Funding Council had a number of questions about the Business Cases for Paisley and Greenock campuses. The College was working through the questions and looking to progress this further with the SFC over the summer.	
2.3 Plastic Straws D Alexander stated that the College were no longer using plastic straws and were replacing them with paper straws.	
3 Funding Update D Alexander stated that notification of indicative funding for 2018-19 had been received from the Scottish Funding Council at the end of February. This had been in 3 blocks: <ul style="list-style-type: none"> • Core Grant – Grant in Aid • Estates • Specific Purposes D Alexander stated £30m was required to maintain college buildings in the next 5 years. D Alexander stated that £3m had been allocated for high priority maintenance based on the needs of the college sector Condition Survey undertaken by SFC during 2017. The funding of cyclical estates maintenance had been reduced from £1.975m to £1.193m (a reduction of £783,000) This was a critical budget allocation as it also covered IT and the purchase	

Action	Responsibility
<p>of equipment for curriculum delivery.</p> <p>With regard to the Core Grant, there had been a 0.9% cut in the credit target and a 0.01% overall increase in the core Grant in Aid amount.</p> <p>D Alexander stated that while no specific funding for the delivery of childcare courses had been provided by SFC there was still a requirement to deliver a certain number of places for this within the core grant-in-aid allocation.</p> <p>A total of £1.6m had been allocated in order to meet the costs arising from national harmonisation of staff pay and conditions.</p> <p>D Alexander stated that the College was awaiting a final announcement from the SFC. All indications were that there would be a further cut in credits. This would mean a corresponding reduction in funding.</p> <p>D Alexander stated that the College had reduced non staff budgets by over 10% in the 5 years since merger and that it would be difficult to make any further reductions with this impacting upon curriculum provision and services in some way. David stated that he would welcome any suggestion from staff or their representatives on any ideas they might have in relation to efficiencies and improved ways of doing things.</p> <p>D Gunn stated that he had reviewed budgets in his area and one concern was the cost of sickness absence pay and cover which had been extensive during 2017-18. The impact on the college through payment of sickness allowance and cover costs was estimated at £2.5m. He proposed setting up a Working Group with trade union representatives to consider issues relating to sickness absence.</p> <p>This was accepted by trade union representatives.</p> <p>He also referred to a new Employee Assistance Programme (PAM Assist) which provided a range of services to improve employee wellbeing and reduce absences.</p> <p>D Alexander stated that almost 75% of College costs were now staffing and that this represented an increase of almost 10% in the 5 years since merger. Income was not maintaining pace with salary costs.</p> <p>D Thomson asked for the definition of a credit.</p> <p>S Graham stated that a credit was 40 hours of learning delivered on a full time, part time or distance learning basis.</p>	
4	<p>Vending Machines</p> <p>K Devine asked about the cost of vending machines to the College and the varying prices at each campus.</p> <p>D Alexander stated that he would need to check the detail. At the moment, there were 3 suppliers with different pricing but this would change from June when there would be a standardised approach.</p> <p>D Alexander also noted that a soft drink levy had been passed on from the Government since 6 April 2018.</p>
5	<p>Review of Catering and Cleaning Operations</p> <p>D Alexander stated that the Board had decided to retain in-house cleaning and catering services for now and that this was subject to further service improvements, with there to be a further review by 2020.</p>

Action	Responsibility
6 Procurement	
<p>D Thomson raised the issue of best value and cost in terms of procurement procedures. He had identified a saving of £30 by buying a box from Ikea but had been told by the Finance Department that he could not purchase them.</p> <p>D Alexander stated that Procurement should add value. If a significant number of items were being purchased on a regular basis, they should go through a framework arrangement. D Alexander also added that it was the overall cost of the procurement buying process that was important, and the amount of time taken to source the individual box and the cost of this could outweigh the saving if people were doing this for each individual item rather than buying through suppliers who had already been subjected to market competition.</p> <p>D Thomson also referred to operational issues relating to the provision of hand soap providers.</p> <p>D Alexander stated that these issues should be raised with estates management.</p>	
7 CPD Budgets	
<p>A Sorrie asked if “red circled” staff had received staff development opportunities.</p> <p>D Gunn stated that all staff received development opportunities.</p>	
8 Stress At Work	
<p>A Sorrie asked if Managers were receiving training on Stress at work.</p> <p>D Gunn stated that Stress at work training had been included in annual staff development programmes which would be launched in June.</p>	
9 General Data Protection Regulation	
<p>D Gunn issued a paper which explained the background to the introduction of GDPR and also a GDPR Action Plan which was currently being implemented.</p> <p>D Gunn explained that the EU General Data Protection Regulation came into force on 25th May 2018 and brought significant change to the UK’s data protection laws.</p> <p>Additionally, the Information Commissioner's Office (ICO) will be empowered to impose fines of up to 4% of global revenue or 20m euros for breaches of the new guidelines.</p> <p>Compliance with GDPR requires organisations to be able to understand and record what data they gather, why they gather it, how they handle it and where they hold it and how they share it.</p>	
10 Voluntary Severance	
<p>A Sorrie asked for an update.</p> <p>D Alexander stated that no money had been provided by the SFC to fund a VS Scheme.</p> <p>S Graham stated that the College still had to balance the budget for 2018/19.</p>	

Action	Responsibility
11.	<p>Vacancies</p> <p>D Thomson stated that there had been a list of vacant support staff posts. He asked if there was any intention of filling the vacancies.</p> <p>D Alexander stated that each post is considered in terms of operational need and that there is a need to balance this against the challenging financial position..</p>
12	<p>FOI Request</p> <p>D Thomson referred to an FOI request previously submitted and enquired further as to the detail of the information provided. D. Alexander stated that the FOI request had sought information in relation to consultants and as previously discussed the College had responded to this using the Scottish Government definition of consultants which was publicly available in order to meet the information request. After further discussion, D Thomson reserved the right to gain further information through a FOI request.</p>
13	<p>AOCB</p> <p>13.1 Recruitment of Student Experience Assistant</p> <p>D Thomson stated the he had been told that the Student President would be involved in the interviewing process and a skills test was being used.</p> <p>D Gunn stated that the Student President would only be involved as an observer to the process.</p> <p>S Graham stated that skill tests had been used as part of the process for recruiting staff on a number of occasions and felt that they should be used more frequently. This was on the basis that they often identified the best person for the post using a selection method that could for example, demonstrate IT Skills for a post when this was a significant part of the work.</p>
14.	<p>Date of next meeting</p> <p>Wednesday 6th June 2018, Paisley campus, 3pm</p>

**Meeting with Unite and Unison Representatives to discuss
Introduction of Voluntary Severance Scheme
held at Paisley Campus on 6th June 2018**



Present:

Audrey Cumberford	Chair
Liz Connolly	Vice Principal: Corporate Development
David Gunn	Director Organisational Development & HR
Albert Sorrie	
Kirsty Devine	
Audrey Manning	
Nicky MacDonald	
George Rice	

Abbreviations used: MS – Management Side SS – Staff Side

Proceedings

A Cumberford referred to written questions previously submitted by trade unions and stated that the College had introduced a small scale VS Scheme. The College had only found out about the funding for 2018/19 two weeks ago. Action was required in order to address a funding gap of £1.6m for 2018/19.

A total of approximately £400k would be used for VS from existing College budgets in order to fund the VS scheme.

A Cumberford stated that there was also a reduction in credit targets for 2018/19 of 1.9%

A Cumberford stated that staffing amounted to almost 75% of all costs and it was not possible to reduce non staff budgets any further.

A Cumberford stated that the College had used an SFC approved scheme which had been used at merger. There had only been very small changes to the scheme at the request of the SFC.

A Cumberford stated that there never had been a right of appeal against a VS decision and there would not be in future as management approved or rejected an application for VS based on the criteria in the scheme.

D Gunn stated that Strathclyde Pension Scheme were taking 4-8 weeks to prepare pension calculations for staff considering VS applications.

A Sorrie asked if a VS Application could be approved and deferred for a year.

A Cumberford stated that this was not possible because of need to make immediate savings at this stage to reduce £1.6m budget gap.

A Cumberford stated that the College was in discussions with SFC about funding for further VS but there were no guarantees of financial support.

A Sorrie asked if staff could apply for 50% VS payment and continue working.

A Cumberford stated that this was not an option.

A Manning asked if an individual could withdraw a VS application in the event of unforeseen personal circumstances.

L Connolly stated that the College would always take exceptional circumstances into account.

A Sorrie asked if staff could access their pension if they were under 60.

D Gunn stated that this was the case.

A Sorrie asked if there would be restructuring within College through gaps provided through VS.

A Cumberford stated that there could be reshaping rather than large scale restructuring, for example, if a member of SMT left this could allow for reshaping of team responsibilities.

A Cumberford stated that there could be a requirement for staff to move campus in order to protect jobs. This would always be done on the basis of taking into consideration any personal circumstances.

A Manning stated that the trade unions would not accept staff having to move campus if they did not want to do so, particularly the lower paid.

A Cumberford stated that it might be necessary to move campus to protect jobs and a significant number of staff had done so since merger without any issues.

A Manning stated that staff could not be forced to move campus as their contract referred to a base.

D Gunn stated that this was not the case, and all pre and post merger contracts stated that staff could be asked to work at any College location.

**Minutes of the Local Joint Consultative & Negotiating
Committee for Support Staff (LJCNCSS) held at
Paisley Campus on 18th June 2018**



Present:

Liz Connolly	Chair
David Alexander	Vice Principal: Operations
David Gunn	Director Organisational Development & HR
Albert Sorrie	Unison
G Rice	Unison
N McDonald	Unison
A Manning	Unite
L McLean	Unite

Apologies:

A Cumberford, S Graham

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
1 Minutes of previous meeting held on 9th May 2018 The minutes of the previous meeting were agreed as an accurate record.	
2 Matters arising from the minutes	
2.1 Severe Weather Policy D Gunn stated that he had circulated a draft Policy.	
3 Funding Update D Alexander stated that the final funding announcement from the SFC for 2018/19 had only been issued to the College on 18 th May. There had been a 1.9% cut in student activity without any prior warning and with this the College would experience a reduction in operational funding of over 2% for 2018-19. Specific funds had been received for high priority maintenance, national bargaining and ESOL, however the College had no discretion over the application of this funding. D Alexander stated that no specific funding had been allocated to meet any costs associated with an annual pay increase and so any agreed annual pay increase would need to be paid for from the core College operational budget.	
4 Outsourcing G Rice stated that there had been rumours that catering and cleaning could be outsourced for financial reasons, however D Alexander had responded to this via email in advance of the meeting to advise that this was not an option being considered by the College.	
5 Vacant Posts N McDonald stated that 2 managers had left their posts in the commercial area and asked if there was any intention of bringing in replacements. L Connolly stated that this was under review and that there were financial constraints in replacing vacant posts across the College given the challenging	

Action	Responsibility
budget position that had previously been outlined.	
6 VS Update D Gunn stated that to date, there had been 44 VS applications from Teaching staff and 34 from Support staff.	
7 Skills Test G Rice stated that he had spoken to D Gunn about a post advertised which had included a skills test as part of the selection process. G Rice stated that there had been concern regarding this, as skills tests had been used for administration staff at Clydebank College during a restructuring process. L Connolly stated that there were no such grounds for concern in this instance because, as stated at a previous meeting, skills tests were a useful mechanism for ensuring that the best candidate was appointed and were being undertaken on this basis.	
8 Sustainability G Rice stated that computers were not shut down over night which had implications for sustainability. N McDonald stated that it took 45 minutes to power up a computer in her area and as a result they did not shut down computers. A Manning confirmed this to be the case. D Alexander stated that this should have been raised with the help desk, however given that it had been raised as a specific concern at the meeting he would ask the IT team to liaise with Nicky and Audrey directly in reviewing the functionality of their machines. He would also make the Director aware that this had been raised and enquire further as to any particular issues regarding IT functionality within the team and follow this up with D Black.	DA
9 Professional Development G Rice stated that staff had submitted staff development applications which had been approved by their line managers. They had not been progressed by HR&OD. D Gunn stated that he was not aware of any issues, which should be raised with the Head of Organisational Development and HR.	
10 Cost Saving Recommendations L McLean stated that furniture from the library had been placed in a skip and wondered if it might have been reused elsewhere. L Connolly stated that she could not comment on the detail of the library furniture but encouraged staff to propose cost savings to their line managers and advised that this had been a key topic of discussion at the recent Support staff Managers meeting.	
11. AOCB	
11.1 Dress Code G Rice asked if staff could wear shorts during the summer period. D Alexander stated that he would expect a degree of common sense during any hot period of weather, with staff wearing business dress as necessary.	

12. Date of next meeting

Wednesday 5th September 2018, Greenock campus, 3pm

DRAFT

Present:

David Alexander	Chair
Stephanie Graham	Vice Principal: Educational Leadership
Liz Connolly	Vice Principal: Corporate Development
David Gunn	Director Organisational Development & HR
Albert Sorrie	
Laura McLean	
Audrey Manning	
Danny Thomson	
George Rice	

Abbreviations used: MS – Management Side SS – Staff Side

UPDATE ON COLLEGE BUDGETS

D Alexander stated that management had shared the budget position with trade unions before the summer holidays.

He explained that the purpose of the special meeting of the committee was to provide clarity in respect of the budget position for 2018/19 and 2019/20 and to detail the types of proactive measures that the College intended taking to address the shortfall.

The College funding for 2018/19 had not been announced by the SFC until 18 May 2018 and it represented an overall decrease in the core grant and an unexpected reduction in student activity of 1.9%.

D Alexander stated that the College was forced to react immediately after the late funding announcement in order to address a budget shortfall of £1.6m for 2018/19. Given this a limited voluntary severance scheme was introduced in June with SFC approval using £600k of College funds.

D Gunn detailed the response to the College voluntary severance scheme in June:

- 71.5 fte submitted applications
- 48.9 fte applications rejected
- 10.7 fte applications accepted
- 11.8 fte applications on hold

D Alexander stated that a holding letter in essence recognised that a VS application could be given further consideration in future if additional funding was provided by the Scottish Funding Council (SFC). Following on from the initial VS scheme administered in June the SFC had now provided some further funding to support additional VS and this would enable the College to reconsider the applications on hold.

A Manning asked what the position would be if some staff who had received hold letters did not now want to go because of changes to their personal circumstances.

L Connolly stated that as previously explained management would take into cognisance changes to personal circumstances.

D Alexander stated that taking into account the £600,000 of saving that had been achieved from the June VS scheme the College had to save a further £1m to balance the 2018/19 budget and there was also a projected deficit of £1.1 m for 2019/20 which was forecast to arise based on levels of national pay claims which would not be funded by the SFC.

D Alexander stated that the Executive were confident that the budget short falls could be successfully addressed through a proactive longer term planned approach with full involvement of staff and trade unions.

D Alexander stated that the Executive and Director of Finance and Estates had been working closely with the SFC to develop a 5 year plan to reduce costs and increase capacity so that the College could continue to invest in its development.

It was clearly recognised by the College and the SFC that VS was only part of the longer term solution but that savings would be required from VS as staff costs now represented almost 75% of overall College costs.

S Graham explained that some staff could be accepted for VS in the longer term through curriculum planning and changes to services .It was also a critical requirement that curriculum development took place to ensure course provision was current in terms of the needs of students and business clients.

S Graham stated that during discussions with SFC the College had emphasised the need that SFC funding mechanisms required to recognise the need to provide for a significant number of students in deprived areas. The plan being presented to the SFC would be implemented on a project based approach lead by senior managers.

L Connolly stated that the College also proposed increasing non SFC income. She explained that initiatives such as the Workforce Development Fund had enabled the College to develop good relationships with a significant number of companies across a wide

geographical area. The College had also recently completed a skills survey which had also provided useful intelligence on future skills needs and would help the College to develop suitable training solutions going forward.

L Connolly also stated that the College had recently appointed an International Manager and were looking to develop further international business, particularly in Malaysia and Vietnam.

A Sorrie stated that James Watt College been very busy with commercial business at the Waterfront Campus. He asked why this was no longer the case.

L Connolly stated that the College responded to what companies required. The Business Development Unit (BDU) worked with sectors across the College and delivered across a wide geographical area.

A Sorrie asked if the College had offered to provide training for staff affected by closure of Aulds Bakery.

L Connolly stated that the College would be involved through Partnership Action for Continuing Employment PACE.

A Manning quoted figures relating to Commercial income and the Workforce Development Plan. She explained that in her role as a Business Development Executive her view was that some Sectors may not have the capacity to deliver the business that could be generated for the College.

L Connolly stated that they were working with the curriculum to ensure that the people with the right skills were available to deliver the training requested by companies. There had been some issues with timing in terms of delivering training funded by the Flexible Workforce Development Fund the previous year but these would be addressed in the coming year,

S Graham stated that there appeared to be some unmet demand in providing courses for individuals in deprived areas. At discussions with the SFC it had been recognised that there was a need to change delivery of education around these hard to reach groups.

D Alexander stated that the College hoped to open the VS Scheme up again to staff and were making representations to the SFC in order to obtain funds to support this but there had been no positive response yet.

D Alexander summarised the position: There was a budget gap but it would be managed with the support of staff and trade unions in a proactive way over a longer term period The

SFC would be fully involved in the implementation of a 5 year plan. This would be done with input from staff and he particularly referred to proposals for efficiencies.

G Rice asked what would happen if the College ran with a deficit.

D Alexander stated that the College had not and would not budget for a deficit as the SFC required the College to generate an underlying break even position.

A Manning asked if political pressure was being applied by the College.

D Alexander advised that the college sector would continue to seek additional funding through the annual Scottish Government spending review and through the national Employers Association.

D Gunn stated that it was important that the staff were accurately informed about the outcome of the meeting and management would be preparing a briefing which would be circulated summarising the key points.

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)
Iain Forster-Smith	Director of Student Services & Communities
Peter Thorne	Head of Estates
Susan Ferrie	EIS/FELA (Clydebank Campus)
David Black	Director of IT
Albert Sorrie	Unison (Greenock Campus)

Apologies:

Cathy MacNab	Director of Quality, Learning and Teaching
Nicole Percival	Student Vice President
Douglas Porter	EIS/FELA (Paisley Campus)

Responsibility

Welcome and Thanks

DG welcomed Iain Forster-Smith and David Black as the new Chairs of the Greenock and Clydebank sub committees. He also wished to thank Angela, Peter, and Anne for their significant contribution to the committees over previous sessions.

1 Review of Previous Meeting Notes and Action Points

2 Matters Arising from Minutes

The first Healthy Working Lives Steering Group meeting has been scheduled for 5th October, with a view to revitalising the HWL agenda across the College. A draft of the Employee Health and Wellbeing Strategy is being prepared and will be discussed with the SMT in the first instance.

Discussions will be held at today's Head's Meeting to establish who should be involved in the working group to clarify and standardise arrangements for the maintenance and inspection of equipment and machinery within workshops.

JR

KB has discussed with her CDN colleagues the suitable and satisfactory arrangements in place within the Beauty Department which ensure our clients understand that treatments and therapies provided are part of teaching and learning practices.

The additional emergency stops required within Engineering have now been installed.

The trial of improved light sensors on the second floor of Greenock Campus has been completed and was successful. Pricing for similar installation on other floors is now in progress.

DG is still awaiting confirmation of Nicky McDonald's election as Unison Health and Safety Representative for Paisley Campus. John Lacey is confirmed as the new EIS representative for Greenock Campus.

Work is ongoing to promote and improve the Clean Air campaign across the three campus.

3 Input from Sub Committees

Paisley Campus

The Healthy Working Lives initiative was discussed and the committee are keen to involve the student association in this. KB will remain in contact with Kirsty MacEwan, Student Health and Wellbeing Advisor, going forward.

The announced fire alarm tests and drill times for the start of session were discussed and agreed.

Good attendance and co-operation was noted for the Occupational Health clinics held in the last quarter. Some early reviews required, particularly for audio, which may be attributable to the lack of suitable testing environment on campus.

Clydebank Campus

DB advised discussions are ongoing with regards to providing students with condoms, representation of the Safeguarding team on the sub-committee, and the possibility of providing staff with free beauty treatments as part of HWL.

He advised that Estates had carried out a number of deep cleans and room refurbishments over the summer period, as well as repainting of the disabled parking bays.

The Health and Safety Inspection Schedule was also discussed and it was agreed that inspections will be planned and departments will be notified well in advance.

Greenock Campus

IFS confirmed that the kill switches have now been installed in W15.

New thermostats have been installed in rooms 520 and 203 to address heating issues and this is so far working well.

Changes to the work block heating system also mean that the system is now working more efficiently.

Corridor lighting on the second floor has been improved following the installation of new sensors, and these are now being priced for installation on remaining floors.

IFS thanked PP for his contribution to the sub-committee over previous sessions and wished him well for the future.

4 Main Committee

Distribution of Minutes

PT highlighted that not receiving the campus health and safety minutes before the main meeting is problematic for Heads and It was agreed that the campus chairs would ensure that meetings were arranged at least two weeks before the main meeting to give the PA's time to circulate the minutes.

IFS/DB/CM

Review Of Membership

Union and student representation to be confirmed.

DG

IFS requested that future sub-committee dates be scheduled taking into account that Student Reps work part-time.

IFS/DB/CM

5 Enforcement Authority Contact (Visits, Communication Action)

HSE Update

KB gave information relating to the bulletin from HSE and SERCC of the possibility of asbestos being contained within wire gauzes used in schools and colleges for science purposes. The gauzes originated from a Chinese supplier and it is thought supplied only to English schools and colleges. Advice and guidance has been issued by HSE and the risk of exposure has been identified as minimal. Appropriate action is being taken to identify and remove where relevant.

Asbestos Management Team Minute 270418

DG invited questions from the committee on the content of the minutes from the Asbestos Management Team meeting held on 27th April. No questions were raised.

PT then updated the committee on the most recent meeting, held in August. The AMT is now being supported by Askam's, due to the previous consultant having to withdraw services due to workload issues. Askam's have carried out a gap analysis of our asbestos processes to ensure our compliance and best practice going forward. They have so far recommended a change in format of the information held within our Asbestos Registers to identify a concise list of known asbestos containing material locations (ACM), as well as re-inspecting known locations and erecting labelling to identify ACM's.

The Asbestos Management Survey carried out in Greenock Campus (Finnart Street) 10 years ago will now be resurveyed. This work is currently out to tender and it is hoped works will commence in October, with the majority of work being carried out in evenings and on weekends. More information on this will be communicated to staff once arrangements are confirmed.

The Asbestos Management Plan requires a Health and Safety audit at least annually with input from the Trade Unions. A draft checklist document was circulated and the members of the committee were asked to submit comments to JR within two weeks.

DG stated that good progress is being made to improve our asbestos management.

6 Update on Health and Safety Training, Communications and Developments

Smoking

KB advised that the only comments received on the revised Smoking Policy were from HWL. Their suggested amendments are highlighted within the redraft which has been sent to members. The updated version will now form the new policy and be published on the intranet.

It was agreed there is still room for Smoke Free campus improvements. KB and JR to discuss taking responsibility under HWL.

KB/JR

First Aid

MC advised the committee that Health and Safety have now drafted written First Aid procedures which reflect the arrangements already in place at each campus. These will be communicated via the intranet.

LK

DG advised the procedures will need Equality Impact Assessed and asked for comments from the group to KB within one week. Procedures can then be published.

ALL

Fire Safety

KB advised that new Fire Safety Arrangements for each campus have also been drafted and that further discussions will take place with the Estates Managers, Fire Wardens and Trade Unions for agreement prior to publication. DG again invited the committee to submit comments to KB within two weeks.

ALL

KB detailed the announced testing and drills which are currently taking place. There has so far been announced evening drills at Clydebank and Paisley which both went well and were well received by staff. Further announced evening drills will take place at Clydebank and Greenock tomorrow (Thursday), with daytime evacuations commencing next week. Details of standard fire evacuation procedures were sent out in advance of testing and drills commencing.

KB advised that Personal Emergency Evacuation Plans (PEEP's) have been a priority for the Health and Safety Team over the last few weeks and ESOL classes will also be contacted to ensure they are aware of evacuation procedures.

Training

DMcP advised that Organisational Development have published their CPD programme for the year and have included health and safety workshops, such as First Aid, Epilepsy Awareness training, Mindfulness, etc. JR advised that additional Asbestos training will be added to the programme.

Review of Health and Safety Policy and General Statement

Review of the Policy and Statement is necessary to reflect the changes to the roles and responsibilities now that the AP's are not chairing the sub committees, and Liz Connolly has been appointed as Principal.

KB

DG asked for the Health and Safety Policy to be circulated to the group for further comment.

LOcHER

KB detailed the LOcHER initiative which promotes Health and Safety to students in schools and colleges as part of their teaching and learning through student led projects. This initiative will be roll out with our staff and students to engage with them in various activities to raise awareness of health and safety issues which are relevant to their courses and industry.

7 Occupational Health

MC advised of the work that Lisa Kinloch has been doing on the Occupational Health system to provide Heads and CQL's with an update on staff review dates, etc. This quarterly update won't include any sensitive data.

8 Feedback from Workplace Inspections

KB advised that the team have been working on outstanding actions and developing the inspection schedule for the first block this session. As soon as confirmation of the EIS rep's availability is received, the schedule will be circulated.

Managers and CQL's will be invited to attend the inspections.

PT requested to be kept up to date on any defects found within his area of responsibility.

9 Review of College Accidents/Illness Statistics and Trends

DMcP updated the committee on the Accident/Illness Statistics for the final quarter. Figures had increased on the same quarter for the previous year, but it is thought that this is attributable to over-reporting of minor incidents, possible increase in student numbers, and also new recruits to the first aider team. There were no significant incidents to report for the quarter, and no RIDDOR reportable incidents for the year.

10 Health Working Lives

See Agenda Item 2

Proposed Date and time of next meeting

Wednesday 21st November 2018, 10.00 – Location TBC

TITLE: AUDIT SCOTLAND REPORT – SCOTLAND’S COLLEGES 2018

Background: Audit Scotland published its report on Scotland’s Colleges in June. A copy of this report is attached for information. The report tends to concentrate on financial challenges, including infrastructure needs, and closing the attainment gap. There is mention of the impact of National Bargaining on the financial position (page 9, Para 4) and there is a brief mention of staff costs and numbers (pages 13 - 15, para’s 18 - 22).

Action: The Committee is asked to note this report.

Lead: Gwen McArthur, Secretary to the Committee.

Status: Open