

West College Scotland

ORGANISATIONAL DEVELOPMENT AND HR COMMITTEE

**WEDNESDAY 7 NOVEMBER 2018 at 4.00 p.m. in
Room 2, Abercorn Centre, Paisley Campus**

AGENDA

General Business

1. Welcome
2. Apologies
3. Declaration of Interests
4. Minutes of the meeting held on 26 September 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. Update from Director Organisational Development and HR
.1 National Bargaining: Update
Oral report LC
7. Workforce Planning: Draft Strategic Workforce Plan
Paper 7 DG
8. Voluntary Severance Scheme
Oral report DG
9. Fire Safety
Paper 9 DG
10. Risk
Paper 10 LL

Items for Information

11. Reports from Sub-Committees
Paper 11 DG
12. Any other business
Next meeting: Wednesday 13 February 2019 at 4.00 p.m. at the Paisley Campus

Gwen McArthur
Secretary to the Committee

ORGANISATIONAL DEVELOPMENT & HR COMMITTEE

MINUTES: 26 September 2018

Present: Lyndsay Lauder (in the Chair)
Liz Connolly, Linda Johnston, David Mark.

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

Apologies: Keith McKellar

OM203 WELCOME

On behalf of the Committee the Chair welcomed David Mark to his first meeting. The Chair also congratulated Liz Connolly on her appointment as Principal and welcomed her to the meeting.

OM204 DECLARATION OF INTERESTS

No interests declared.

OM205 MINUTES

The minutes of the meeting held on 21 May 2018 were approved.

OM206 ACTIONS FROM THE MINUTES

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

- .1 Health and Safety Matters (OM195)** – at its last meeting the Committee had been informed that a second incident involving the discovery of asbestos had occurred. Asbestos dust and debris had been discovered in the Oakshaw Boiler Room despite the College receiving a certificate of completion confirming the removal of asbestos from this area on the completion of earlier work carried out in 2015. The certificate of completion had been provided by a reputable company, [REDACTED], licensed to carry out such work. A series of actions had been undertaken by the College, including appointing a different specialist asbestos removal contractor to remove all asbestos from this area. This work was completed in May 2018 and a full report on the matter was provided to this Committee and to the Board at its meeting in June.

The College had sought legal advice and a letter to be sent to [REDACTED], the company that had carried out the earlier asbestos removal, had been prepared and would be sent to them shortly. Once a response was

received from the company then the College would decide its next course of action. The Committee would be kept informed of developments.

[Action: DG]

- .2 College Improvement Plan (OM168)** – the Principal informed the Committee that a Future Plan for the College had been developed over the summer months and would be considered at the next meeting of the Board in October. This would replace the Improvement Plan and so this could be removed from the actions list.

[Action: GMcA]

OM207 REMIT, MEMBERSHIP AND DATES OF MEETINGS IN 2018/19

The Committee noted its remit, membership and dates of meetings in 2018/19.

OM208 NATIONAL BARGAINING: UPDATE (OM193)

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.

- .1 Teaching staff** – it was noted that the pay offer hadn't changed and was in line with that previously reported. The EIS were currently conducting a consultative ballot of their members but were recommending that the offer be rejected. If the membership voted to reject the offer then it was anticipated that the EIS would ballot their members regarding taking strike action. The EIS ballot would close the next day.

Secretary's Note: subsequent to the meeting the result of the EIS ballot was announced on 27 September 2018. The membership voted overwhelmingly to reject the offer.

The Committee was reminded that the Employers Association had made the offer to the Teaching staff without securing the approval of the sector or support from the SFC. This offer would have a significant detrimental impact on the financial position of a minority of colleges (5), of which West College Scotland was one. The Finance and General Purposes Committee of the College had discussed this matter the previous day and had agreed a course of action.

- .2 Support staff** – the Support staff had been made an offer over a 29 month period (1 April 2018-31 August 2020). The unions were conducting a consultative ballot of their members and had recommended that the offer be accepted. It was also noted that the remit for the national job evaluation exercise had been agreed.

The Committee noted this information and was of the view that it was essential to maintain good working relationships with the staff and with the unions, and communication would be key to achieving this. The Committee would be kept informed of developments.

OM209 PEOPLE STRATEGY: PROGRESS REPORT (OM194)

The Director, Organisational Development and HR, summarised the progress made in implementing the People Strategy 2016-19. The Committee welcomed this update and noted the excellent progress that had been made. The outcomes achieved from the implementation of the People Strategy action plan would be included in the HR Annual Report.

The Committee was also pleased to note that the staff were participating in the staff development programme and were taking the initiatives on board, e.g. health and wellbeing. In light of the good working relationships the management had with the relevant trade unions, the Local Joint Consultative and Negotiating Committees were helping to promote these activities.

The Committee praised the Director, Organisational Development and HR, and his team for the excellent work that they were doing and for the progress that had been made, particularly in securing staff buy-in to this important area of work. In light of the current financial constraints on the College it was even more important to ensure that the staff had the relevant skills to help the College develop in the future.

The Committee **agreed** that some minor adjustments be made to the wording of the People Strategy Progress Report and that the attention of the Board should be drawn to the excellent work that was taking place and the achievements made so far. Some further consideration would be given to this latter point – see OM210 below. **[Action: DG; GMcA]**

OM210 WORKFORCE PLANNING (OM198)

The Committee received the report from the Internal Auditors on their review of progress with the development of the Workforce Plan (Audit Visit Memo – Workforce Planning, June 2018) and the draft Workforce Plan 2019-2024 which had been developed. The Committee was pleased to note that the Internal Auditors had confirmed that the College was making good progress with the development of the Workforce Plan and had made a few recommendations to further assist the College with this. The Director, Organisational Development and HR, confirmed that they had found it useful to have the Internal Auditors visit and provide advice before the Workforce Plan was finalised. The recommendations from the Internal Auditors had been actioned and the Workforce Plan developed accordingly.

The Committee welcomed the Workforce Plan 2019-2024 which they considered to be an excellent piece of work. This plan had identified some issues and challenges that the Board might like to consider further. It was **agreed** that the members of the Committee consider the Workforce Plan further and feedback any comments to the Secretary. **[Action: All]**

The Committee further **agreed** it would return to discuss the Workforce Plan further at its next meeting with the intention that a presentation on this be made to the Board at its December meeting. **[Action: GMcA]**

OM211 VOLUNTARY SEVERANCE SCHEME (OM197)

The Director, Organisational Development and HR, informed the Committee that further funding had been provided by the SFC to fund the Voluntary Severance (VS) scheme. In light of this the scheme had been re-opened and further applications had been sought with a closing date for applications of 5 October 2018.

[REDACTED]

[Action: DG]

OM212 GENERAL DATA PROTECTION REGULATION (OM196)

The Committee received two papers: the Internal Audit Report on GDPR Readiness (March 2018) and an update on the implementation of the GDPR. The Committee was pleased to note that the Internal Auditors had confirmed that the College was ready to meet the GDPR requirements by the deadline set.

The Committee noted the report on progress that had been made since the implementation of the Regulation in May 2018. A Data Protection Officer had been appointed and training had been provided to all staff. Further actions had been identified and an action plan was now in place with clearly identified deadlines. The Steering Group was still in place and had oversight of the progress being made and any further adjustments that might be required. The Committee welcomed this report.

OM213 BUILDING OUR COLLECTIVE FUTURE (OM179.2)

The Committee was pleased to note that the behaviours framework had been finalised and the publication, 'Building Our Collective Future', had been launched via the staff intranet in August. Directors and Heads were being encouraged to use this framework in their staff meetings to promote this to all staff. A version for students was currently being developed.

The Committee welcomed this publication which it considered to be an excellent piece of work and commends it to the Board. **[Action: GMcA]**

OM214 RISK (OM199)

The Committee noted the Strategic Risk Register. There had been no change to the risk scores and no risk had been added or removed since the last meeting. The Senior Management Team (SMT) had taken various actions over the summer months and the mitigating actions had been updated to reflect this. The Committee noted the Risk Register and had no additions or amendments to propose.

OM215 REPORTS FROM SUB-COMMITTEES (OM201)

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

- i. Equality, Diversity and Inclusion Committee meeting minutes of 17 May 2018;
- ii. Joint Consultative and Negotiating Committee for Lecturing Staff meetings of 9 May, 6 June, 18 June and 15 August 2018;
- iii. Joint Consultative and Negotiating Committee for Support Staff meetings of 9 May, 6 June, 18 June and 15 August 2018;
- iv. Health and Safety Committee meeting minutes of 12 September 2018.

OM216 AUDIT SCOTLAND REPORT – SCOTLAND'S COLLEGES 2018

The Committee noted the Audit Scotland Report – Scotland's Colleges 2018.

OM217 NEXT MEETING

The next meeting will take place on Wednesday 7 November 2018 at the Paisley campus.

Organisational Development & HR Committee: Meeting of 26 September 2018

Actions from the Minutes

Date of Meeting	Min Ref	Matter for Action	Responsible Person	Action Taken	Timescale (where applicable)
26 Sep 2018	OM206.1 195	Health & Safety matters – Committee to be informed once response from [REDACTED] is received (Re: Asbestos removal)	D Gunn		Future meeting
	OM206.2 168	College Improvement Plan – Committee agreed item can be removed from action list	G McArthur	Item removed from action list	Complete
	OM208 193.1	National Bargaining – updates on on-going discussions to continue to be provided	L Connolly		On-going
	OM209 194	People Strategy: Progress Report - some minor amendments to be made to Report and attention of Board to be drawn to this matter	D Gunn G McArthur	Minor amendments made to report. Board informed of the work undertaken at its October meeting	Complete
	OM210 198	Workforce Planning – i. Committee members to provide feedback on Plan to Secretary; ii. Committee to discuss this at next meeting in advance of presentation to Board at its December meeting	i. All ii. G McArthur	i. Comments sought prior to next meeting. ii. Board agreed to extend its December meeting to include presentation on Workforce Planning	Next meeting
	OM211 197	Voluntary Severance Scheme – update on progress with VS scheme to be provided at next meeting	D Gunn		Next meeting
	OM213 179.2	Building Our Collective Future – to be commended to Board at its next meeting	G McArthur	Chair commended the report to the board at its meeting on 8 October. Board warmly welcomed this	Complete

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.

At the last meeting the Committee members were asked to provide feedback on the Draft Strategic Workforce Plan 2019-2024. Some feedback has been received. However, no changes have been made to the Draft Strategic Workforce Plan yet. The Committee members will be made aware of the feedback received and invited to review the Plan and consider any amendments to be made to it before the Plan is forwarded to the Board for consideration at its December meeting.

Action: The Committee is invited to review the Draft Strategic Workforce Plan 2019-2024 and agree any amendments to be made to it before it is forwarded to the Board for consideration and approval.

Lead: David Gunn, Director Organisational Development and HR

Status: Open

TITLE: FIRE SAFETY AT WEST COLLEGE SCOTLAND

Background: In light of the recent, and second, fire at the Glasgow School of Art it was queried at the meeting on 8 October 2018 if the Board would consider conducting a review into security and fire prevention at all its campuses and other buildings. It was noted that fire risk assessments were conducted periodically across all the College buildings and other measures were in place to comply with legislation. It was agreed that the Organisational Development and HR Committee consider this matter further (as this fell within the remit of that Committee).

Action: The Committee is asked to consider the paper prepared by the Health and Safety Manager on Fire Safety.

Lead: David Gunn, Director Organisational Development and HR

Status: Open

WEST COLLEGE SCOTLAND FIRE SAFETY

Report for Organisational Development and HR Committee on 7 November 2018

General

In order to meet our legal responsibilities the College uses a combination of measures including a self- assessment approach to assess the risk of fire in all of our buildings. The duties include the identification of competent persons, the allocation of specific duties associated with emergency evacuation, to provide training in e.g. the use of fire- fighting equipment and to develop, communicate and have a fire prevention strategy and emergency procedure in place.

In addition we ensure that a suitable and sufficient fire risk assessment is carried out for all our premises. The assessment is an evaluation of Life Safety measures and must also identify Property Protection issues.

Fire Risk Assessment

A fire risk consultant was appointed in July 2014 to carry out the fire risk assessments in all College buildings. The risk of fire was assessed and certain remedial actions were identified as to be maintained or improved.

The main purpose of the fire risk assessment is to assess the risk of fire and its consequences in the various areas of the buildings and includes reviewing:

1. Escape Routes- stairs, fire doors etc.
2. Compartmentation – fire resisting integrity.
3. Fire Detection and alarm systems.
4. Fire Fighting Equipment.
5. Emergency Escape Lighting
6. Fire Safety Signs and notices.
7. Emergency plans and evacuation procedures
8. Staff training.
9. Housekeeping and other control measures
10. Electrical and Gas factors
11. Record Keeping

12. Workshops – travel distance to a means of escape, activities, hazardous substances etc.
13. Classrooms and offices – Ignition sources, means of escape, housekeeping etc.
14. Main Foyers and Entrance areas - Fire loading and ignition sources
15. Service and Plant areas - Fire Separation, Housekeeping,
16. People at Risk – number of staff, students, visitors, contractors

Reviews have been carried out by the consultant of progress made and this has been reported periodically to the Health and Safety Committee.

Fire Detection

All buildings are equipped with fire alarm systems and automatic fire detection sensors for heat and or smoke fitted at strategic points. The alarms can also be triggered via the numerous activation call points. Any unplanned activation of the alarm is automatically transmitted to the Fire and Rescue Services (FRS) via the Alarm Receiving Centre (ARC).

Fire Hydrants are located around the premises. The alarms are sounded and tested very week at various call points. The alarms are maintained and inspected by a fire detection and alarm system company. All records are kept in Fire Safety Log Books.

Fire Fighting Equipment

All fire- fighting equipment is supplied, inspected, tested and maintained by a competent contractor and records kept in the relevant log book. The College is equipped with – Fire extinguishers, fire blankets and dry risers are available for the fire service to use.

Emergency Escape Routes and Fire Exits

Daily and weekly inspections of evacuation routes, exits and doors are carried out and marked up in the relevant log book. The main emergency exit points and the escape routes leading to them are indicated by appropriate signage and have suitable levels of illumination. Signage and evacuation notices are

displayed across the College premises. Fire and smoke resisting doors are located along all escape routes. Electromagnets release the doors when the alarm is activated and in some areas of the College fire curtains descend.

Fire Plan and Evacuation Procedures

Notices showing the main fire exits are displayed and the standard procedures are regularly communicated to all staff and students by announcements on the intranet and at all inductions.

Appointed persons

The campus fire safety arrangements identify roles and responsibilities for –

1. All staff and students
2. Lecturing staff
3. Fire Evacuation Assistants and Fire Wardens
4. Senior Members of staff
5. Estates Manager and Team

Assembly Points

The assembly points are displayed on fire evacuation notices and on external signage.

Emergency Evacuation of Disabled Persons, Wheelchair Users etc.

Procedures are in place to ensure any member of staff, student or visitor with a restricted mobility can be evacuated safely and quickly in the event of a fire. Personal emergency evacuation plans (PEEPS) are completed, agreed with the person to confirm understanding and reviewed as necessary. Evacuation Chairs are provided in upper stairwells for use only in an extreme emergency when there is a fire, they are not used during fire drills or unplanned evacuations

Refuge Points

Refuge points are provided in the protected stairwells and are intended to provide a temporary place of safety where someone who needs assistance can rest and wait for help to arrive to take them to a place of safety outside. Clydebank Campus manually operate a lift to safely evacuate anyone with a disability from the upper floors. This arrangement is discussed and agreed with the person while carrying out the PEEP.

Fire Safety Training

All appointed persons with specific responsibilities for fire safety receive relevant information, instruction and training at regular intervals for the performance of their duties.

The standard procedures are regularly sent out as announcements on the staff intranet. The information is provided at all staff inductions for new starts. The Fire Safety arrangements are available on the intranet. Regular fire safety training which includes the use of fire extinguishers is provided in the CPD training programme. All members of staff who work in an area with an ignition source are encouraged to attend the training.

Fire Drills

Announced and unannounced fire drills are carried out on a regular basis and recorded in the fire safety log book. De – briefings take place following these events.

Katherine Bow
Health and Safety Manager

TITLE: RISK

Background: The strategic risk register was considered by the Board at its meeting on 8 October 2018. No changes were made to the risk register and there has been no further update to it since then.

The risk register is attached.

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

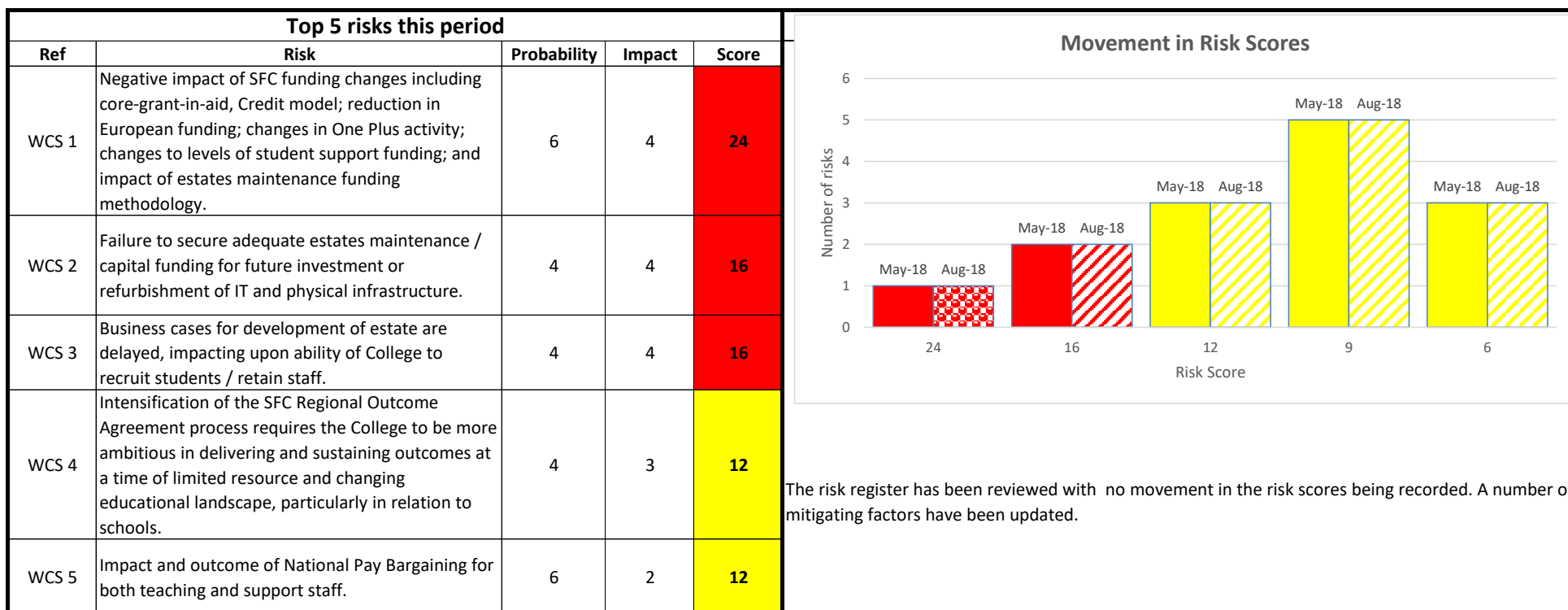
Strategic Risk Register Dashboard Report

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	<p>1) 2018-19 budget approved in conjunction with 5 year future financial scenario planning and detailed assumptions.</p> <p>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.</p> <p>3) Transition Plan created in conjunction with SFC to address future financial challenges. Final Plan submitted to SFC 24 August 2018.</p> <p>4) Robust forecasting including production and review of monthly management accounts.</p> <p>5) Estates Strategy including objective to improve / rationalise the College estate utilising estate maintenance funding.</p> <p>6) Commercial Development Group reporting to Corporate Development Committee with focus on maintaining and growing income including ESF activity.</p> <p>7) Robust monitoring of current and future curriculum delivery plans (CMAP) including staffing requirements.</p> <p>8) Significant work undertaken to embed Workforce Planning into College operations / planning.</p> <p>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.</p>	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	<p>1) College Estate Strategy submitted to SFC, reviewed by internal audit and Year 1 implementation update provided to Board of Management Estates Committee.</p> <p>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.</p> <p>3) WCS participation in SFC/sector Capital Working Group.</p> <p>4) Outline Business cases for Paisley and Greenock being progressed with SFC and wider partners.</p> <p>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.</p>	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. LJC�CL – 5 September 2018
- b. LJC�CS – 5 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

Minutes of the Local Joint Consultative & Negotiating Committee for Lecturing Staff (LJC/NCL) held at Greenock Campus on 5th September 2018

Present:

Liz Connolly	Chair
Stephanie Graham	Vice Principal Educational Leadership
David Gunn	Director Organisational Development & HR
John Kelly	EIS
Eugene Crummie	EIS
Pauline Nelson	EIS
Denise Munro	EIS
Garry Ross	EIS

Apologies: D Alexander M Gillan

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
<p>Liz Connolly stated that it was the first meeting in her new role and she hoped that the strong relationship between management and trade unions would continue on a basis of trust.</p> <p>J Kelly congratulated L Connolly on her appointment and agreed with her sentiments.</p>	
<p>1 Minutes of previous meeting held on 18th June 2018</p> <p>The minutes were agreed as an accurate record of the meeting. Notes relating to Special meetings on 6 June and 15 August were also agreed.</p>	
<p>2 Actions from Minutes</p>	
<p>2.1 Education Scotland Classroom Observations</p> <p>J Kelly stated that it would be useful to get further feedback.</p> <p>S Graham stated that oral feedback had been received on basis that no class started on time. In some cases, this was due to the fact that a full cohort of students were not in attendance on time and on other occasions, it was the case that the Lecturer did not turn up on time. It had simply been an observation.</p> <p>D Munro stated that it would have been useful if the Inspectors had given this feedback to lecturers.</p> <p>S Graham stated that this should have happened.</p> <p>J Kelly asked if the Review Report had been published.</p> <p>S Graham stated that it had been posted on the Intranet.</p> <p>J Kelly stated that the Intranet was not easy to navigate and the search engine was not easy to use.</p> <p>S Graham said she would send J Kelly the report</p> <p>L Connolly stated that the Intranet should be a resource for all staff. She asked for any examples of issues with the Intranet which could be referred to the Director of Communications and Policy.</p>	<p>SG</p> <p>EIS</p>

Action	Responsibility
<p>D Munro stated that she could not find a copy of a Student Policy on the Intranet.</p> <p>L Connolly asked if she had tried the Policy Portal.</p> <p>D Munro stated that she had done so.</p> <p>J Kelly suggested having a meeting to discuss some of the issues and L Connolly agreed.</p>	LC
<p>2.2 Job Matching – Promoted Posts</p> <p>J Kelly stated that there was a need to discuss the implications of Job Matching to ensure that they were absolutely clear about the duties of the promoted posts.</p> <p>S Graham stated that the job remits had not changed.</p> <p>It had however, been noted during the matching in process, that there was a blurring of responsibilities between CQLs, CEL and QEL posts.</p> <p>S Graham stated that she had sent written proposals to J Kelly for discussion which were intended to address the CEL and QEL posts</p> <p>J Kelly stated that there were also issues in terms of scale of responsibilities between different CQL posts.</p> <p>It was agreed that a meeting would be arranged to discuss these issues.</p>	SG/JK
<p>2.3 Issues raised in relation to IV</p> <p>S Graham stated that she had spoken to C MacNab and they were finalising a Quality Portal. It was proposed that a meeting with EIS representatives take place after that.</p>	
<p>2.4 Option to introduce 'defer' mark to Register</p> <p>S Graham stated that there were issues with outstanding results which impacted on PIs.</p> <p>S Graham stated that she would take back the consideration of 'defer' to the ELT and also establish a group to consider the problems being identified.</p> <p>J Kelly stated that it was important to inform staff when changes were being made to the Register.</p> <p>G Ross stated that additional training for staff and CELs would be beneficial.</p> <p>S Graham stated that training had taken place for CQLs and this could be expanded to include CELs.</p>	SG
<p>2.5 Bad Weather Policy</p> <p>D Gunn asked for feedback on the draft policy.</p>	ALL
<p>2.6 Implementation of National Conditions</p> <p>J Kelly stated that new starts would be employed on the negotiated national conditions. He stated that it would be helpful to have a further meeting to discuss how they would operate in practice with clear guidelines.</p> <p>D Gunn stated that he would arrange a further meeting.</p>	DG

Action	Responsibility
<p>2.7 Changing Areas; Painting and Decorating Students – Paisley Campus L Connolly stated that D Alexander had advised her that they had found a solution to the issues.</p>	
<p>2.8 Abuse of Disabled Parking at Paisley Campus D Gunn stated that Renfrewshire Council had introduced a Road Traffic Order which resulted in fines for abuse of disabled parking spaces at Paisley Campus.</p>	
<p>3 Funding Update L Connolly stated that there was no further update. They were working towards the closing of the budget gap. S Graham stated that £143,000 had been received for Period Poverty branded products. This was welcomed by the SS.</p>	
<p>4 VS Update L Connolly stated that it was hoped to introduce another VS Scheme if funding could be obtained from the Funding Council. J Kelly asked if they were still in discussion with the Funding Council. L Connolly stated that she had recently spoken to the SFC and was hopeful of setting up a meeting soon to respond to their questions. J Kelly stated that consideration had to be given to the impact on courses, in terms of accepting VS applications. S Graham stated that VS decisions were based on curriculum needs. L Connolly stated that other projects were going to be introduced, including looking at ways of increasing commercial income. J Kelly asked if lecturers would be included in these groups and L Connolly confirmed this to be the case.</p>	
<p>5 Issues relating to student incidents during class time E Crummie stated that an incident had taken place at the end of term when a lecturer had been assaulted by a student. D Gunn stated that in incidents of this type, the student should be suspended under the Student Disciplinary Procedure and the Police notified of the assault. D Gunn also stated that there had been a Working Group including staff members, who had prepared a Violence at Work Procedure. An online training course was also available online to staff on violence at work. J Kelly stated that the lecturer assaulted was not an EIS member and they did not know the outcome. S Graham stated that she had not heard about the incident. The outcome would not be made widely known to staff though.</p>	

Action**Responsibility**

L Connolly stated that the College operated a zero tolerance policy with regard to violence.

J Kelly stated that lecturers had to write student references and needed to know about incidents involving assaults.

S Graham stated that course teams would be aware of incidents of this type.

G Ross stated that every incident of this type required a different approach based on his own experience.

D Gunn stated that this was very much the advice given on the online training. He also explained that there had been very few incidents of violence reported in recent years.

6 Student Enrolments

J Kelly stated that in respect of cuts in funding, it would be useful if management could provide student enrolment numbers when available and there could be a joint EIS and management meeting to review

S Graham stated that this was an excellent idea as it was a shared agenda in terms of increasing student numbers to ensure the financial viability of the College.

D Munro stated that she was not aware of the Inverclyde Open Day that had taken place.

S Graham stated that the Open Day had been introduced in response to a suggestion made at a meeting she had with staff in the Greenock campus prior to the summer break.

S Graham stated that the Open Day had been well attended and successful.

L Connolly stated that they did not have a large marketing budget and this type of event was publicised using Metro and Social Media.

D Munro raised that in a recent advertisement of courses with spaces, some courses were not included.

S Graham stated that she was aware of a mistake being made in one case but this was certainly not intentional.

P Nelson suggested that some CQLs may have missed the email from marketing asking which courses should be included.

S Graham stated that they were all working towards the same agenda to fill courses and it may be an idea for marketing to be told when courses were full and then removed from advertising instead.

7 Clarification on Impact of National Pay Offer on all Academic Staff

J Kelly stated that he had raised this issue back in June. The National Officer thought that their interpretation was correct but they needed confirmation from management. It was incumbent on management to provide clarification.

J Kelly stated that the EIS indicative ballot opened the following Tuesday and their members had to know what the pay offer meant to them.

Action	Responsibility
<p>J Kelly stated that they could not accept the response from D Alexander that it was a national mechanism. Staff had to know at a local level what the offer meant to them.</p> <p>L Connolly referred to an update from D Alexander and explained that the College was tied into national bargaining.</p> <p>L Connolly stated that D Alexander was in discussion with the Employers Association and had asked them to provide the information requested.</p> <p>J Kelly stated that he found the situation incredible. The EIS had carried out the calculations in respect of the impact of the offer on their members and just needed someone to confirm their interpretation of the offer.</p> <p>L Connolly stated that the College was part of national bargaining and could not confirm the figures on a local basis.</p> <p>J Kelly stated that they had approached the Employers Association and had not received confirmation of the impact of the offer on individual Colleges.</p> <p>J Kelly issued a paper detailing the EIS interpretation of the offer.</p> <p>J Kelly stated that over 100 teaching staff were conserved and the Employers Association had told them that it was a local issue and he agreed. WCS had more conserved staff than the rest of the sector in total.</p> <p>L Connolly stated that she understood the salary offer data had been validated during the summer and College's Scotland would confirm implementation of the offer.</p>	
8	<p>DOCAS Service Level Agreements</p> <p>D Gunn stated that DOCAS Service Level Agreements arrangements for payment of trade union subscriptions through payroll for all 3 recognised trade unions had been implemented in compliance with the Trade Union Act 2016.</p> <p>D Gunn stated that he would like to thank the Full time Union officials for their cooperation and assistance with this exercise.</p>
9	<p>Trade Union (Facility time Publication Requirements) Regulations 2017</p> <p>D Gunn confirmed that he had written to all recognised trade unions in respect of compliance with this legislation. He confirmed that the College was in compliance with the legislation for fiscal year 2017/18 and an HR Manager would be allocated to monitor and record time off for trade union duties and activities going forward.</p>
10	<p>AOCB</p>
10.1	<p>CQL post – Motor Vehicle</p> <p>G Ross stated that a CQL post in Motor Vehicle at Greenock campus had been advertised after the current post holder had been granted voluntary severance.</p>

Action**Responsibility**

D Gunn explained that the SFC criteria of a one year pay back had been achieved on the following basis:

- The CQL position is a promoted post with teaching duties. The teaching part of the job, paid at a CQL hourly rate, is not being replaced.
- The post had been advertised internally and other staff savings had been factored in to ensure that the college met the required SFC criteria.

D Gunn stated that the approach being taken was not the norm but critical in terms of the need to reduce staffing costs.

J Kelly stated that it made sense when explained but it would be helpful to have confirmation in writing in order to explain to staff.

G Ross asked about the salary of the CQL post.

D Gunn stated that it had been based on the circular relating to migration of Lecturer's salaries to National Pay scales.

10.2

P Nelson expressed concern for students walking to College because of obliteration of footpath due to construction work.

L Connolly stated that the matter would be raised with West Dunbartonshire Council.

LC

E Crummie stated that it was disrupting classes as students were coming in late and asking to leave early.

J Kelly asked if the VP post was going to be replaced.

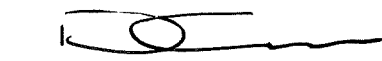
L Connolly stated that no decision had been made but there would be discussions with the Chair of the Board.

11**Date of Next Meeting**

Wednesday 10th October 2018, Clydebank Campus 1pm.

Signatures**Minutes of JCNCL Meeting: 5th September 2018, Greenock Campus**

Joint Secretary
(MS)



Date: 23/10/18

Joint Secretary (SS)


MARK GILLAN EIS-FELA DEPUTY BRANCH SECRETARY

Date: 23/10/18

Present:

Liz Connolly	Chair
Stephanie Graham	Vice Principal: Educational Leadership
David Gunn	Director Organisational Development & HR
Albert Sorrie	Unison
D Thomson	Unison
A Manning	Unite

Apologies: D Alexander

Abbreviations used: MS – Management Side SS – Staff Side

Action	Responsibility
<p>A Sorrie congratulated Liz Connolly on her appointment as Principal. L Connolly stated that she hoped the strong relationship between management and trade unions based on trust, would continue. The SS agreed.</p>	
1 Minutes of previous meeting held on 18th June 2018	
<p>The minutes of the previous meeting were agreed as an accurate record. Notes relating to Special meetings of LJCNCs on 6 June and 15 August were also agreed.</p>	
2 Matters arising from the minutes	
2.1 Computers – Clydebank campus	
<p>L Connolly stated that she had an update from D Alexander. The PCs that N McDonald and A Manning had referred to at the previous meeting, had been reviewed and operated at a normal speed.</p>	
3 Funding Update	
<p>S Graham stated that £143,000 had been received from the Funding Council for Period Poverty branded products. This was welcomed by the SS.</p>	
4 DOCAS Service Level Agreements	
<p>D Gunn stated that DOCAS Service Level Agreements arrangements for payment of trade union subscriptions through payroll for all 3 recognised trade unions had been implemented in compliance with the Trade Union Act 2016. D Gunn stated that he would like to thank the Full time Union officials for their cooperation and assistance with this exercise.</p>	
5 Trade Union (Facility time Publication Requirements) Regulations 2017	
<p>D Gunn confirmed that he had written to all recognised trade unions in respect of compliance with this legislation. He confirmed that the College was in compliance with the legislation for fiscal year 2017/18 and an HR</p>	

Action**Responsibility**

Manager would be allocated to monitor and record time off for trade union duties and activities going forward.

6 Voluntary Severance

A Sorrie asked for an update.

L Connolly stated that the College continued to be in discussion with the Scottish Funding Council (SFC). The SFC understood there was a degree of urgency in terms of providing a response to the College request for VS funding.

A Sorrie stated that a major issue for support staff was the strain on the pension fund as they did not fully understand the implications.

S Graham stated that the cost of the strain on the fund meant that the SFC criteria could not be met in respect of pay back over one year.

D Gunn stated that support staff who have their employment terminated on the grounds of voluntary severance are entitled to an immediate payment of retirement benefits if they are 50 or over.

The early payment of retirement benefits for members aged 50 or over puts a "strain on the fund" and Strathclyde Pension Fund require employers to accept responsibility for the strain costs. This means that in effect pensions and lump sum payments were being paid before the normal retirement date.

A Sorrie stated that he now understood what was meant by strain on the fund. He stated that it would be helpful if this was explained to support staff.

D Gunn stated that he would follow up on this.

DG

A Sorrie stated that D Gunn had provided an explanation as to why a CQL in Motor Vehicle post in Greenock campus had been advertised after the postholder was accepted for VS.

D Gunn explained that the CQL position was a promoted post with teaching duties. The teaching part of the job was paid at a CQL hourly rate and was not being replaced. The post had been advertised internally and other staff savings had been factored in to ensure that the College met the required SFC criteria.

S Graham stated that the College had to think creatively in terms of VS, to ensure that the budget gap was closed.

7 Executive / SMT increase

A Manning asked about Executive / SMT pay increases.

L Connolly stated that this was decided by the Board's Remuneration Committee. She explained that pay increases were in accordance with the Public Sector pay policy.

8 Paisley and Greenock Estates update (Car park in Paisley)

A Sorrie asked for an update on car parking at the Paisley and Greenock campus.

L Connolly stated any staff using disabled parking spaces at Paisley campus without a permit would receive fines.

D Gunn explained that a Road Traffic Order had been introduced by Renfrewshire Council.

Action	Responsibility	
<p>A Sorrie asked if additional parking was going to be provided at Paisley campus.</p> <p>S Graham stated that additional parking would be provided following the demolition of buildings.</p>		
9	<p>CPD Reviews</p> <p>A Manning stated that some staff had not had a CPD review for 8 years.</p> <p>D Gunn stated that training had been provided for Managers in carrying out CPD reviews.</p> <p>He agreed to write to managers and ask them to ensure CPDR meetings were taking place.</p>	DG
10	<p>Mechanical and Electrical Manager</p> <p>A Manning asked why this post had been advertised at a time when staff reductions were required.</p> <p>L Connolly stated that the post was to be funded from SFC high priority maintenance funding for 2018-19. This funding had previously been outlined at a prior meeting.</p> <p>A Manning suggested that this responsibility could be shared between Estates and Contract Managers.</p> <p>D Thomson stated that jobs were added each year in Estates.</p> <p>L Connolly stated that £3m of high priority maintenance works had to be plan, procured and carried out over the year and would require resource to support this over the coming period. The funding of the post of Mechanical and Electrical Manager had been agreed with Scottish Funding Council on a fixed term basis.</p> <p>L Connolly stated that the College required an individual with a specific skill set to assist in delivering the high priority maintenance projects for a period of time.</p> <p>D Thomson asked if the funding had to be spend in 18 months.</p> <p>L Connolly stated that this was the case.</p> <p>S Graham stated that the authorisation to appoint this post had been discussed and agreed by the Executive, who were fully aware of the need to save money.</p> <p>D Thomson stated that there was a perception of increasing management posts in this area and removing other non managerial jobs.</p> <p>L Connolly stated that it was certainly not the case and in this instance the resource was being sought to assist the College in utilising SFC estates funding for required purposes within the necessary timescales.</p> <p>D Thomson stated that the College had a vacancy for a General assistant at Clydebank campus for some time. The duties were being covered by PMAs but there was disharmony as to why the vacancy was not filled and management vacancies were being advertised.</p>	
11.	<p>AOCB</p>	
11.1	<p>First Aid</p> <p>D Thomson stated that PMAs were having to deal with all the first aid calls at Clydebank campus as a rota had not been completed. He had raised it with the Health and Safety Manager.</p> <p>D Gunn stated that he would follow up on this.</p>	DG

Action**Responsibility****11.2 Ambulance Calls**

D Thomson stated that calls had been made to the Ambulance Service for student illness on two occasions. He stated that ambulance staff had been rude to PMAs.

D Gunn state that this should be raised with the Ambulance Service.

12. Date of next meeting

Wednesday 10th October 2018, Clydebank campus, 3pm