

Board of Management

Students, Staff and Equalities Committee

Date of Meeting	Wednesday 2 November 2016
Paper No.	SSEC1-B
Agenda Item	5
Subject of Paper	Committee Annual Report 2015-16
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	16 September 2016
Action	For Approval

1. Recommendations

1. To review the Committee Annual Report 2015-16
2. To approve the report (for noting by the Board) subject to any agreed changes.

2. Purpose of report

2.1 To provide the Committee with a high-level review of the activities of the Committee throughout 2015-16 within the framework of the Committee's Terms of Reference.

3. Context

3.1 In May 2014 the Committee agreed to a recommendation from the Internal Auditor to prepare "an annual report...for each sub-committee and that this is used as the basis for the preparation of the annual report for the full Board" (Ref. paper AC4-F, May 2014: "Internal Audit Report - Risk Management and Governance").

3.2 Referencing the Committee Terms of Reference, the summary schedule of work of the Committee for 2015-16, and the considerations and discussions undertaken by the Committee through the session, the attached report provides a summary report of the Committee's activities.

3.3 The benefits of such a review include the following:

- It provides a reference for progress and achievement, and an accessible update on the Committee's recent and current areas of focus, within the parameters of the Committee's areas of responsibilities. This is of value to new Committee members, other Board members, and other stakeholders.
- It provides a sound basis for the development of a College Annual Report, ensuring a robust governance framework and perspective for reportage.
- It reflects good governance practice.
- It facilitates reflection and performance improvement, thereby supporting the College's Strategic Aim 5. "With a high performance focus, be the best we can be in the way we operate and work together".

4. Impact and implications

4.1 The review process comprises a thorough review of the Committees activities in the previous academic session, informing strategic direction, and facilitating development and improvement.

4.2 It will provide further reassurance to the Board and its stakeholders, including the Regional Board, that the City of Glasgow College systems of governance review are robust, and delivered to a high standard.

Appendices:

Appendix 1: Student Staff and Equalities Committee Annual Report 2015-16.



Staff Students and Equalities Committee

Annual Report 2015-16

STAFF STUDENTS AND EQUALITIES COMMITTEE

CONVENER: Alisdair Barron

VICE CONVENER: Robert Morrison

MEMBERS: George Galloway, Ian Gilmour, Paul Little, Frances McKinlay, Ruta Simonyte

Introduction

The Students Staff and Equalities Committee, as the name suggests, has three distinct sets of responsibilities relating to each of the areas which are not directly relevant to the work of other committees. The Committee reviews reports, considers information relating to performance, and makes recommendations to the Board on any matters of significance which fall within the remit of this Committee.

Staffing strategy and staff development policy are regularly considered, and an overview of organisational structure is also maintained. Performance reports relating to health and safety, staff turnover, sickness, and absence, are monitored. The Learning Agreement with the trade Unions is also kept under review by the Committee.

Matters relating to employee relations fall under the Committee's responsibility, such as arrangements for negotiation and consultation, the College's processes for dealing with discipline and grievance, and its Recognition and Procedure Agreements. The Committee also approves the parameters within which the Executive Leadership Team is authorised to negotiate pay and conditions, and receives reports in these areas.

The Committee receives reports from the Students' Association, and addresses any issues raised via the student body and student Board members.

The Committee also assumes responsibility for equality and diversity policies relating to both staff and students, monitoring compliance with statutory requirements, and ensuring that these policies are reflected in the College's strategic and operational planning. Key indicators relating to diversity and equality across the protected characteristics are overseen to assess the implementation and impact of the College's policies.

Review of 2014-15

Standing Items

The priorities of the Committee throughout 2015-16 were represented in the Committee's agenda standing items through the session, which were:

- Students' Association Update Report
- Staff HR Metrics Quarterly Report.
- Equality, Diversity & Inclusiveness Update Report
- Update on Admissions
- Strategic Risk Review (every second meeting)

Student Matters

Student Support and Funding

The Committee received the 2014-15 Annual Report for Student information and Funding, noting that the volume of student interventions stood at 14,000, undertaken by 8 members of staff. It was noted that the three Glasgow colleges are to work collaboratively to produce a regional policy on how student support funding will be distributed in the future.

The Committee also noted that the College has signed a partnership agreement with GCU / Strathclyde University – Nightline - a helpline for students.

It was noted that following a peak in admissions at merger, these levels were now returning to normal levels. An ratio of 3% FOR applications to places was anticipated for 2016. The Committee noted the work ongoing to develop a regional application form. Progress was noted with regard to technical matters; however, significant issues were also recognised – for example concerning guidance, and a single personal statement for diverse course options.

Student Engagement

The Committee received the Student Engagement Annual Report noting that the College had recruited the highest ever number of Class Reps in the previous year (812).

Learning Support

The Committee welcomed the Learner Support Annual Report for 14-15, and was pleased to note that the target level of activity (13,000 wSUMS) had been surpassed (14,991 wSUMS).

Students' Association (City SA)

The Committee received regular reports on the activities of City SA, including an annual report which pointed to a very successful year for the Association. Student elections were held for executive positions which formed part of an NUS nationwide initiative to co-ordinate student elections in Scotland. Two student Board members (City SA President and VP) were nominated to the Board of Management.

It was noted that the Regional student engagement continues through representation on the Glasgow Colleges Regional Board. The GCRB Student Executive continue to meet regularly and inform all Presidential Teams within the three Glasgow Colleges.

The Student members reported the following to the Committee:

- CitySA has been nominated for three awards at the 2016 NUS Scotland Conference.
- CitySA hosted film screenings as part of LGBT History Month. Additional 'Big Debate' and 'Student Pride' events were also organised and were well attended.
- Two new Societies have been introduced to help engage ESOL students ie English Speaking Society and Tourism Club.
- A mini Freshers' event was held during February 2016 showcasing the SA clubs and societies. Feedback from students was very positive.
- The SA budget was set for AY 2016-17.

The City SA Annual Report highlighted that student elections 2016 were completed with a record turnout of votes cast (1,491) for CoGC (43% increase from 2014-15). The number of Class Representatives had also increased to 924 (14% increase).

Student Representation Audit

The Committee noted from an Internal Audit Report on Student Representation that appropriate governance arrangements were in place, with the Student Association (SA) and Board of Management Constitutions affirming the position of the SA and student Board members.

The report found that student representation is embedded across all schools, and the SA, Student Executive, and ISS operational plans have been developed and are on target. Two areas for further improvement were identified, ie the requirement for an improved system to record student feedback and additional specialist training for Student Executive Team members. Actions to address these improvements were noted.

Library and Learning Technologies

The Committee was pleased to note the activities and achievements of the Libraries and Learning Technologies Team, including:

- MyCity further developments with a continued focus upon on reliability and sustainability. A student led redevelopment was planned following completion of a student survey followed by a series of focus groups.
- A new portfolio of training topics for staff and students was developed following a training needs analysis, involving a variety of access modes, such as webinars, online options etc.
- A wide range of digital resources continued to be provided to support both staff and students. A comprehensive range of physical resources also continued to be offered with advice provided on access and usage.
- A wide variety of collaborative projects continued, notably the CLIPPER online media analysis and collaboration tool for Digital Researchers.

Staff Matters

Capability Procedure

The new Capability Procedure was agreed with Unison, and was put into operation. However, EIS refused to accept the concept of capability. Nevertheless, the Committee recognised that this did not prevent the College from implementing the procedure.

HR Metrics

The Committee commended the extent and quality of the data available in the HR Metrics updates. Staff turnover was discussed and the Committee noted an overall decrease in staff leaving the College in comparison with the previous period. The breakdown including gender/staff type/department with additional advice on reasons for leaving was reviewed.

Industrial Relations

Throughout the session the Committee received updates on progress with regard to anomalies within the NRPA and National Pay Bargaining. Agreement was reached via the creation of an Employers' Association with representation from each college. The Strategic Risk related to Industrial Action was re-worded in recognition of the limited influence the Board and College now has in resolving industrial disputes, due to the centralization of decision-making re terms and conditions.

Organisational Development

Members noted that the People and Culture Directorate won the prestigious HR Network Awards for Best Learning and Development Initiative for the OneCity concept.

Diversity and Equality

The Committee welcomed regular updates on Diversity and Equality priorities and activity throughout 2015-16. The Committee approved an Equality Diversity and Inclusion Policy, also recognising the change of name of the College service from Diversity and Equality to Equality, Diversity and Inclusion, mirroring the College Value.

The Committee received a brief review of the summary evaluation of the College's performance against meeting the Equality Act 2010 Scottish Specific Duties. The College had previously identified areas for improvement following feedback from the Equality and Human Rights Commission and the Equality Challenge Unit. These areas for improvement were incorporated into the College's response to the duties in April 2015 and subsequently, the Committee oversaw the College's success in meeting all reporting and publishing requirements in full for all protected characteristics. Following evaluation, it was reported that the College demonstrated a very high level of compliance compared to other Colleges.

The Committee also oversaw the introduction and progress of the open digital badge accreditation scheme, which is aligned to the College's behaviours and values. The Equality, Diversity and Inclusiveness (ED&I) badge was launched in December 2015.

The Committee noted that The student ED&I induction e-Module won an award at the College Development Network Annual Awards 2016

Risk Management

The Committee regularly reviewed the Risk Management Action Plans for those risks most closely aligned with the Committees areas of responsibility. These included risks associated with the following areas: student success, outcomes and progression, staff recruitment, retention and development, and statutory compliance matters. Among the matters discussed were CPD opportunities for staff,

Terms of Reference

The Committee reviewed and revised the Committee Terms of Reference.

Attendance

Student Staff and Equalites Committee Attendance				
Year	No. of Meetings	Total Possible Attendances	Total Actual Attendances	Percentage Attendance
2015-16	4	21	18	86%

Attendance levels were noted as excellent by the Board of Management as part of the Board evaluation exercise in June 2016.

STUDENT STAFF AND EQUALITIES COMMITTEE: TERMS OF REFERENCE

1. To regularly consider and request reports and performance information in relation to all matters relating to staffing, students and equalities, including employee relations, organisational culture, staff welfare and health and safety which are not directly relevant to the work of other Committees and, where necessary, to periodically review, instigate review and to approve the College's policies and strategies in relation to such matters.
2. To make recommendations to the Board on any matters of significance which fall within the remit of this Committee.
3. To regularly consider and approve the College's staffing strategy and to maintain an overview of its organisational structure.
4. To receive regular performance reports on all relevant matters including health and safety, the staff establishment, turnover, sickness and absence.
5. To consider and approve the College's staff development policy and to receive reports in order to monitor performance.
6. To receive reports in order to monitor and review the Learning Agreement with the recognised trades unions and the work of the College's Union learning representatives;
7. To regularly consider reports from and related to the Student Association and address any issues raised by the Association.
8. To approve the parameters under which the Executive Leadership Team is authorised to negotiate pay and conditions of service and to receive reports and provide advice on pay negotiations and agreements.
9. To monitor and review the effectiveness of the College's employee relations, of its arrangements for negotiation and consultation, of its processes for dealing with discipline and grievance, of its Recognition and Procedure Agreements, and of other aspects of employee relations.
10. To consider and approve the College's equality statement and its equality and diversity policies relating to both staff and students, to ensure that they comply fully with statutory requirements and are reflected in the College's strategic and operational plans so that equality and diversity forms an integral part of decision-making in the College.
11. To monitor the implementation of the College's policies on equality and diversity, and to review regularly its performance on key indicators in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex and sexual orientation.