

Board of Management Students, Staff & Equalities Committee

Date of Meeting	Wednesday 2 November 2016
Paper No.	SSEC1-C
Agenda Item	6
Subject of Paper	Committee Programme of Work 2016-17
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	October 2016
Action	For Approval

1. Recommendations

1. That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose of report

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2016-17, for discussion and further development.

3. Context

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The Internal Audit Report of Risk Management and Governance of March 2014, while noting evidence of good practice, identified a “small number of improvement opportunities” for governance arrangements. The report included a recommendation that the Board of Management Committees develop programmes of work for each academic year.

3.3 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Students, Staff and Equalities Committee Programme of Work 2016-17

BOARD OF MANAGEMENT – STUDENTS, STAFF & EQUALITIES COMMITTEE

CONVENER: Alisdair Barron

VICE CONVENER: Robert Morrison

MEMBERS: David Eaton*, George Galloway, Ian Gilmour, Jamie-Lee Gooding, Paul Little, Graham Mitchell

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, student funding and admissions, 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 resource, 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 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, including National Bargaining.
7. 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.
8. To consider and review the College's HR Policies.
9. 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;

10. To regularly consider reports from and related to the Student Association and address any issues raised by the Association.
11. To regularly consider reports relating to student engagement, and to monitor and review performance
12. 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.
13. 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.

* 'Optional' status allows a Committee member to be in attendance

PROGRAMME OF WORK			
Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
Students' Association Update			
Staff HR Metrics Quarterly Report			
Equality, Diversity & Inclusiveness Update Report			
Update on Admissions			
Strategic Risk Review every 2 nd meeting			
Committee Self Evaluation (once per year)			
SCHEDULED ITEMS			
2 November 2016			
Committee Annual Report			
Programme of Work			
Student Engagement Annual Report			
Learning Support Annual Report			
Student Support & Funding Annual Report			
Strategic Risk Review			
15 March 2017			
Committee Terms of Reference			
Libraries & Learning Technologies Update			
Organisational Development Update			
17 May 2017			
Students' Association Annual Report			
Strategic Risk Review			