

Board of Management

Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 2nd MEETING HELD ON WEDNESDAY 15 JANUARY 2020 AT 1700 HRS (SSEC2)

Present	
Alisdair Barron (AB) (Convener)	Paul Hillard (PH)
David Cullen (DC)	Paul Little (PL)
Eva Curran (EC)	May Miller (MM)
Dylan Duff (DD)	Audrey Sullivan (AS)
George Galloway (GG)	
In attendance	
Paul Clark (PC)	Sheila Lodge (SL)
Claire Carney (CC)	Gillian Plunkett (GP)
John Gribben (JG)	Ann Butcher (Minute)
Apologies for absence	
None	

Item SSEC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No apologies received.	

Item SSEC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item SSEC2-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None notified.	

Item SSEC2-4.1	Minute of the Students, Staffing & Equalities held on 23 10 19	
Paper No: SSEC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	That the minute be approved.	

Item SSEC2-4.2	Committee Terms of Reference	
Paper No: SSEC2-B	Lead: P Clark	Action requested: Approve

Decision/Noted	No amendments were proposed and the Terms of Reference were approved.
-----------------------	---

Item SSEC2-4.3	Vice Convener - Vacancy	
Paper No: Verbal	Lead: A Barron	Action requested: Approve
Discussion/ Matters Arising	<p>AB invited interest from Committee members on the current vacancy for a Vice Convener. Following some discussion it was agreed that the position should be undertaken initially on a rotational basis for a 6 month period.</p> <p>MM agreed to be nominated, which was approved.</p>	
Decision/Noted	That MM undertakes the role of Vice Convener for the next 6 month period.	

Item SSEC2-4.4	PREVENT Policy (Revision)	
Paper No: SSEC2-C	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>PC advised the Committee that the revised Policy was also submitted to SMT earlier today. Only one additional job title amendment was agreed and the revised Policy was endorsed for Committee approval.</p> <p>The Policy sets out the College's position with regard to the PREVENT duty and applies to all students, staff and stakeholders. PC outlined the various revisions made with particular reference to an additional paragraph recognising that effective and appropriate delivery of PREVENT contributes to several of the Scottish Government's national outcomes. PC further advised that the new Organisational Development dashboard would evidence that appropriate training is being provided to relevant staff.</p> <p>Members reviewed the Policy and in addition requested assurance that sufficient oversight is reported to the Committee. GP informed that a report on PREVENT incidents including actions taken, is provided within the Safeguarding report which is submitted to the Committee annually.</p>	
Decision/Noted	To approve the revised Policy.	

Item SSEC2-4.5	Facility Time	
Paper No: SSEC2-D	Lead: J Gribben	Action requested: Approve
Discussion/ Matters Arising	<p>JG provided members with an overview on the provision of current facility time provided to Trade Union (TU) representatives to undertake union duties and activities. JG informed the Committee that all Colleges in Scotland are currently reviewing facility time arrangements and highlighted that the College is fully supportive on the provision of reasonable time off for official TU employees. The College will continue to be fully compliant with legislative requirements and the ACAS Code of Practice.</p> <p>The Committee agreed that any such review, revision and implementation of time off arrangements were an operational matter for the Principal or designated Executive to negotiate and that a review of the amount of remission time provided to the TUs did not constitute an amendment to the</p>	

	RPA. Members also agreed that a suitable mechanism is required to capture and record requests for time off.
Decision/Noted	To endorse the review, revision and implementation of time off arrangements to TU representatives.

Item SSEC2-5.1	ED&I Current Priorities Update	
Paper No: SSEC2-E	Lead: P Clark/N Dar	Action requested: Discuss
Discussion/ Matters Arising	<p>ND provided the Committee with an interim update on the current ED&I priorities. The following matters were particularly highlighted:</p> <ul style="list-style-type: none"> • The Trans and Gender Reassignment Guidance is currently being reviewed and updated. Standard CoGC practice will be adopted by all Glasgow Colleges. • The current online Equality Module is also being updated for staff training with additional specific training on Trans Inclusion and Race Equality being developed at the request of Faculty staff. • Bystander Training, designed for those affected by Gender Based Violence, will be delivered to staff and students. • A programme of equality events such as LGBT History month and International Women's Day has been agreed with a focus on key priorities within the College. Diversity months have also been reviewed in line with National Equality and Diversity Calendar dates. • An analysis of the current Gender Action Plan is underway. Key priorities for 2020-23 will then be developed. An overview will be provided at the next meeting in May. • The College is working towards accreditation as a disability employer. • ED&I are engaging with both staff and students to develop an ED&I brand. • The layout and design of the Quiet Reflection Room has been reconfigured to ensure a more open, accessible and inclusive room for all to use. Room usage will be closely monitored and progress reported. 	
Decision/Noted	To note the update report.	

Item SSEC2-5.2	Organisational Development (OD) Update	
Paper No: SSEC2-F	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	<p>DD reported on the following:</p> <ul style="list-style-type: none"> • The recent audit of OD received a 'Good' level of assurance. • An OD College dashboard is being developed. • Last year's One City event was adapted to focus on engagement and wellbeing with a range of innovative workshops, talks and presentations being provided during June and August. • 36 staff members are currently undertaking the TQFE programme with a new delivery partner (University of Aberdeen). Equivalent qualifications for staff with industrial experience is being discussed with the General Teaching Council for Scotland (GTCS). 	



- A 'Development Conversations' pilot which enabled staff to identify, discuss and agree professional learning and development goals has proved very successful. A formal launch is being considered.
- Senior managers have participated in various staff development events this year and additional work, recognising change, is being planned.

Decision/Noted To note the update report.

ND, DD and DC left the meeting at this time.

Item SSEC-5.3	Staff HR Metrics Quarterly Report	
Paper No: SSEC2-G	Lead: J Gribben	Action requested: Discuss
Discussion/ Matters Arising	<p>JG advised that the metrics report has been under review and the data template submitted in the paper was developed around HR KPIs. This provides an illustration of the variety and complexity of data being gathered, and will provide more robust measurements and analysis. The work being undertaken is still in progress and will continue to be developed. It is anticipated that the data will be fully populated and entered on to a dashboard by May 2020.</p> <p>Members reviewed the planned metrics template and agreed its relevance; however members stressed that the information provided needs to be of value and should be drawn down automatically from currently stored data. Statutory monitoring ED&I data i.e. ethnicity, nationality, etc will also need to be included along with a record of staff TQFE qualifications. The benefit of adding benchmarks and/or set targets was also recognised and will be included.</p> <p>Key points extracted from the current analysis were highlighted and noted.</p>	
Decision/Noted	To endorse the KPI metrics template subject to agreed additions.	

Item SSEC2-5.4	Admissions 2019-20 (Full time January Start Programmes)	
Paper No: SSEC2-H	Lead: G Plunkett	Action requested: Discuss
Discussion/ Matters Arising	<p>The summary of student recruitment activity for January 2020 full time intake was reviewed. The majority of courses are on track to meet their recruitment targets with 91% of those receiving an offer having pre enrolled. January start courses will allow the College to reduce enrolment gaps from the August intake.</p> <p>AB added that proactive recruitment of mature and disadvantaged students needs to be considered.</p>	
Decision/Noted	To note the report.	

Item SSEC2-5.5	Student Mental Health and Well Being Acton Plan	
Paper No: SSEC2-I	Lead: G Plunkett	Action requested: Discuss

Discussion/ Matters Arising	<p>GP provided an overview on the activity relating to the Student Mental Health and Wellbeing Action Plan which works in tandem with the Student Mental Health Agreement. A detailed update on the progress made within the Action Plan was submitted.</p> <p>Additional monies have been provided by the SFC for Colleges and Universities to provide trained counsellors. Two additional student counsellors will be recruited by March 2020 and a digital mental health and wellbeing service will be purchased by April 2020. An interim report on the provision and access to student counselling services was provided.</p> <p>The responsibility of staff members particularly in the provision of practical mental health support to students i.e. as 'first responders' was highlighted. A more rounded approach is being considered and appropriate training will be provided to appropriate staff over the coming year.</p> <p>A further Mental Health Conference, focusing on care experiences and homelessness, will be held later this year.</p>
Decision/Noted	To note the update report.

Item SSEC2-6.1 Students' Association (SA) Update	
Paper No: SSEC2-J	Lead: D Duff Action requested: Note
Discussion/ Matters Arising	<p>DD provided a brief update on the current SA activities. The following matters were particularly reported:</p> <ul style="list-style-type: none"> • The 'Feed Safe' initiative has been well received by students. The uptake is being tracked and data analysis will be provided following completion. • Eleven societies have now been established including STEM Girls, Film Society, Christian Union and Dungeons and Dragons. • Faculty rep elections have now been undertaken, with 40 nominations being submitted. The voting capacity has substantially increased and reps are now in place. • Executive Team elections for 2020-21 will take place at the end of January.
Decision/Noted	To note the update report.

Item SSEC2-6.2 Audited Student Funding Support 2018-19	
Paper No: SSEC2-K	Lead: G Plunkett Action requested: Note
Discussion/ Matters Arising	<p>Expenditure on student support funds for 2018-19 was reported at £10.2m. Annual expenditure on student support continues to increase (by approximately 9%) annually. This is attributed to various widening access and inclusion initiatives. It was noted that whilst this is recognised by the SFC through additional in year redistribution of funding, any additional Scottish Government initiatives may impact further on resources.</p> <p>AB suggested that additional funding should be investigated through sponsorship and charities. He further considered that individual applications should be facilitated by the College.</p>

Decision/Noted	To note the update report.

Item SSEC2-6.3	Centre of Professional and Technical Education (CoPTE) Update	
Paper No: SSEC2-L	Lead: S Lodge	Action requested: Note
Discussion/ Matters Arising	<p>The recent and ongoing achievements of the Library Services, Learning Technologies and Digital Learning were noted. The CoPTE will continue to contribute to the College development plans and will deliver on a number of transformative initiatives.</p> <p>SL advised on the planned rebranding and relaunch of the CoPTE.</p>	
Decision/Noted	To note the report.	

Item SSEC2-7	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Agree
Decision/Noted	It was agreed that the disclosability status of papers as described on respective cover sheets be retained at present.	

Item SSEC2-8	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	None	

Item SSEC2-9	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 6 May 2020	

The meeting closed at 1930 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
	NONE		

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC1-5	Committee Annual Report 2018-19: Consider appointment of Vice Convener.	SSEC/PC	15 01 19 Complete
SSEC1-6	Committee Programme of Work 2019-20: Invite BoM to Mental Health Conference.	GP/PC	ASAP Complete
SSEC4-6	PSED Reports: Provide an update on transfer of data from Wealden to iTrent HR systems, and improved data collection for PSED purposes.	JG/PC	Ongoing Complete
SSEC4-9	Corporate Caring Duties 2018-19: Highlight Committee's concerns regarding additional funding support with the SFC.	SL/GP	ASAP
SSEC4-10	SE Annual Review 2018-19: Consider student brief and reference documents.	GP	Ongoing
SSEC4-13	Staff HR Metrics Report: Provide CPD uptake data.	JG	15 01 20
SSEC4-13	Staff HR Metrics Report: Consider update of College Values and Behaviours.	JG	Ongoing
SSEC2-11	Admissions Update & Review – August Intake: Progress integrated mobile app.	SL/ST/GP/ BA	Ongoing
SSEC2-12	Staff Sick Absence Report: Put appropriate initiatives in place to reduce current absence levels and provide update reports.	ST	Ongoing