

## Board of Management

### Meeting of the Performance and Nominations Committee

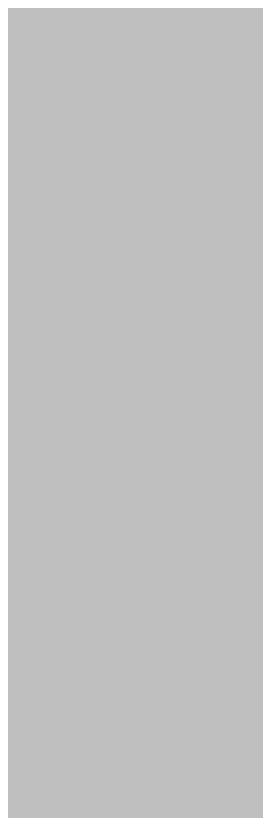
MINUTE OF THE 3<sup>rd</sup> MEETING HELD ON MONDAY 12 OCTOBER 2020 AT 1500 HRS  
(PNC2) VIA MS TEAMS VC

Present	
Lesley Woolfries (LW) (Convener)	Graham Mitchell (GM)
Alisdair Barron (AB) (Board Chair)	Audrey Sullivan (AS)
Karen Kelly (KK)	Sheila Lodge (SL)
Paul Little (PL)	John Gribben (JGr)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	
Apologies for absence	
Jim Gallacher (JG)	George Galloway (GG)

Item PNC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	G Galloway, J Gallagher.	

Item PNC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None	

Item PNC3-3.1	Minute of the Performance & Nominations Committee meeting held on 21 September 2020	
Paper No: PNC3-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	<p>GM enquired as to the possible requirement for the Board to agree GG's uptake of the position of Director of the company, City of Glasgow International. AB advised that the company was to be an independent organisation, and that the appointment of Directors would be that company's decision. AB highlighted the benefit of continuity in having a Board member on the Board of CGI.</p> <p>PL also advised on the "wholly owned subsidiary" independent status of the company, and that clarification of issues relating to conflict of interest and the degree of independence of GCI is currently being sought. PL also agreed that as Convener of the Development Committee, GG would be an ideal person to provide a link to CGI.</p> <p>LW requested that the "checklist" from the VPDI Roy Gardner include</p>	



assurances regarding conflict of interest, and that the CGI business case should provide assurance through the solicitors with clarification regarding the structure, makeup of, and relationship between the respective Boards of the College and CGI. PC to request that RG ensures that the business case include an account of the relationship of the two organisations. The Board also requires guidance regarding any role of GCRB in relationship to CGI.

AB advised that as long as any potential conflict of interest is declared appropriately, and managed if required, then this would be satisfactory. However, clarification as proposed should be obtained.

Assurance checklist noted. Any responses to be provided to PC.

PL reported that the Director of Excellence (John Gray) and Director of Comms (Will McLeish) will start on Monday 19<sup>th</sup> October. Both Directors to be invited to the next PNC.

LW updated PNC on progress with the External Evaluation. AB will evaluate submissions with LW and PC this week.

LW enquired as to the ongoing cost of Covid precautions, to which the Principal responded with the latest figure.

**Decision/Noted**

Action PC to contact RG regarding assurances from solicitors within GCI Business Case (as above), and Conflict of Interest via the “checklist”.

**Item PNC3-4.1 Principal’s Report**

**Paper No:  
Verbal**

Lead: P Little, Principal      Action requested: Discuss

**Discussion/  
Matters Arising**

PL indicated that workforce development involves talent management, as well as succession planning. PL reported on the number of students who have confirmed positive for Covid, and the total number of those who have reported Covid symptoms. 325 students are now staying in the Halls of Residence. PL emphasised the value of pastoral care provided by colleges, as distinct from universities.

PL reported that enrolments currently stand at 10124, compared to a target of 10156. There is a small shortfall in HE, and in FE targets have been exceeded. These relate to internal targets.

PL indicated that the College is entering the second six-month time period following the outbreak, where the “new normal” will be established for the College in the face of ongoing challenges.

PL reminded the Committee that this year marks the College’s 10<sup>th</sup> anniversary.

PL pointed out the fragmentation of funding streams, presenting challenges for audit and accountability. PL replied that he intended to write to SFC pointing out the confusion which this creates, which may be a consequence of political decisions to re-badge existing funding.

The College has 159 courses that provide microcredentials, which

comprise a range of duration from 1 day to 6/9weeks. Further developments are ongoing. The College is now entering a third year of workforce development funding.

Digital Ambition for Scotland has been launched with the significant involvement of VP Student Experience Dr Claire Carney.

The College of the Future Commission has been set up, which may result in considerable added funding for the sector in Scotland via Barnett consequentials. This report is due out in November.

The SFC report will be published in the coming weeks. It represents an appetite for change to funding, and for tertiary consolidation.

PL indicated that the National Clinical Director Dr Jason Leitch has stated that Colleges/Universities are key organisations, and it is essential that they continue to function through the current crisis.

PL reported on the levels of staff returning to campus working, at least for part of the week.

PL reported on the request from GCRB for the External Audit reports on IT and Finance functions. AB agreed that the recommendations from the EA reports should be shared with GCRB. It was agreed that summary findings be included.

GM expressed concern that the EA reports have been requested by GCRB prior to CoGC Board members seeing them. However, GM agreed that a synopsis of the key findings and agreed recommendations be prepared and sent to GCRB. AB pointed out that it is CoGC that has the responsibility and liability, and it is therefore important that the full reports go to the CoGC Board first, and assurances given to the College Board that all due actions have been undertaken.

GM highlighted the ongoing police action and legal process, which has been subject to delays. There is a concern that if the report becomes more widely shared, these processes may be compromised.

PNC agreed that the reports are released to GCRB at an appropriate date, however the COGC Board needs to follow due process, including full deliberation by the CoGC Board, which could be undertaken at a meeting on 11<sup>th</sup> November (Board Planning event) to facilitate their release to GCRB. AB suggested that a letter from PL/AB be sent to GCRB in response to their request. PC to draft a response to GCRB.

**Decision/Noted**

PC to draft response to GCRB re request for audit reports on Finance and IT.

**Item PNC3-4.2 Health and Safety Update**

**Paper No:  
Verbal**

Lead: John Gribben

Action requested: Discuss

**Discussion/  
Matters Arising**

JG reported on Health and Safety. Significant Covid measures have been put in place on campus. Clear published guidance including the reporting of Covid cases, has been prepared and published. Risk assessments

have been undertaken as required; 1010 have been completed, and many of these have been published, with some due for final sign off with TU consideration where appropriate. A high proportion of individual Risk assessments and transitions questionnaires have been undertaken, identifying individuals' "Covid age", and equipment has been purchased for individual use at home as required.

Two new H&S advisers have been recruited on a temporary basis, and Associate Dean C Keenan (NEBOSH qualified) has taken forward the H&S Manager role on an interim basis. Some staff members have confirmed as Covid positive. The Health and Safety Policy is still under review, as is the Health and Safety Policy Statement. Both of these documents involve consultation with the Trade Unions, and will go through Board committees and Board approvals process as appropriate.

First Aid provision is being reviewed, to include mental health and safety. Discussions continue with Trade Unions on a number of issues.

SL reported that in addition to the H&S Manager role, that of Fire Safety Officer requires to be filled. JGr also reported on progress with regard to workforce planning. This should be concluded by the end of October, with a report to follow.

Decision/Noted

To note the update report.

**Item PNC3-5.1**

**National Clinical Director – Covid Overview**

Paper No:  
PNC3-B

Lead: P Little, Principal

Action requested: Note

Decision/Noted

PL indicated that this information was for noting.

**Item PNC3-6**

**Any Other Notified Business**

Paper No:  
Verbal

Lead: Convener

Action requested:

Discussion/  
Matters Arising

AB congratulated the Principal's brother Mark, for his MBE.

Decision/Noted

Noted.

**Item PNC3-7**

**Disclosability of Papers**

Paper No:  
Verbal

Lead: Convener

Action requested: Note

Decision/Noted

The disclosability status of the papers remains as described for the present.

**Item PNC3-8**

**Date of Next Meeting**

Paper No:

Lead: Convener

Action requested: Note

Decision/Noted

Monday 18 January 2021

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PNC3-3.1	PC to contact RG regarding assurances from solicitors within GCI Business Case (as above), and Conflict of Interest via the "checklist".	PC	ASAP
PNC3-4.1	PC to draft response to GCRB re request for audit reports on Finance and IT	PC	ASAP

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PNC2-4.1	Circulate business case	RG	23.09.20
PNC2-4.1	Prepare and circulate an assurances checklist	RG	Asap
PNC2-5.1	Risk Score for Risk 27 to be adjusted as above	PC	<b>Complete</b>
PNC2-6	Arrange anti-racism development session for the Board	PC	Ongoing
PNC2-8	Arrange additional meeting of PNC	PC	October 2020 <b>Complete</b>
PNC1-4.6	Develop narrative to Workforce Planning Report	JGr	21.09.20 Ongoing