CITY OF GLASGOW COLLEGE

Board of Management
Meeting of the Students, Staffing & Equalities Committee

MINUTE OF 2nd MEETING HELD ON MONDAY 1 FEBRUARY 2021 AT 1500 HRS (SSEC2)

Present	
Alisdair Barron (AB) (Convener)	Paul Hillard (PH)
David Cullen (DC)	Paul Little (PL)
Nicolas Garcia (DG)	May Miller (MM)
Iona Gibson (IG)	Audrey Sullivan (AS)
In attendance	
Paul Clark (PC)	Will McLeish (WM)
Tom Duff (TD)	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	There were no apologies.	

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 28 October 2020	
Paper No: SSEC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	That the minute be approved. **Matters Arising** **Academic Board Framework** The Academic Board Framework has been made available on Admincontrol.	

Item SSEC2-4.2	Committee Terms of Reference	
Paper No: SSEC2-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	The Committee Terms of Reference were reviewed. MM referred to Points 3, 5 and 8 highlighting that the HR strategy and policy documents had not been submitted for review this session. PL reassured members that ELT are currently completing a 'workforce for the future' exercise which will be submitted to the Committee for consideration. Policies and key documents undergo a comprehensive 3 yearly cycle review process and are presented to the Committee at appropriate review dates. AS suggested that a separate Q&A Session on the HR policy review process would be beneficial. There were no recommended changes to the Terms of Reference.	
Decision/Noted	To endorse the Terms of Reference without amendment for approval by the full Board.	

Item SSEC2-5.1	Students' Association (SA) Update	
Paper No: SSEC2-C	Lead: I Gibson/N Garcia	Action requested: Discuss
Discussion/ Matters Arising	IG advised that to date, 243 nominations have been received for Staff Awards. Two new award categories for Green Champion and Digital Innovator have been added this year. The Student Parliament met last week and implemented the role of Climate Change Officer (replacing the current Education Officer which overlaps with the VP Learning and Teaching) and will project lead on environmental sustainability matters. The variety of online clubs and societies have proved very successful. AB appreciated that the work being undertaken by staff, particularly during the present time, was being recognised by students. NG updated on the current proposal to sell advertising space on CitySA website and social media platforms which, subject to agreement of appropriate Communications guidelines aligned to the core values of the College, has been approved by SMT. All Equality and Diversity requirements must be met to further ensure that the reputation of the College and SA are not compromised. A Short Life Working Group will be formed to agree relevant guidelines. AB agreed with the proposal and was reassured that a set of criteria would be in place to underpin the advertising process. AS suggested that all companies being considered should also be accredited as National Minimum and Living Wage employers. AS will provide University contact details for additional advice on this matter.	
Decision/Noted	To note the update report.	

Item SSEC2-5.2	Admissions 2020-21 (Full Time January Start Programmes)	
Paper No:	Lead: G Plunkett	Action requested: Discuss

SSEC2-D		
Discussion/ Matters Arising	GP reported that January 2021 recruitment and enrolment activity shows an average first choice enrolment of 88%. January enrolments have been impacted by lockdown, particularly courses with high practical elements, with some applicants deferring their offer until 2021-22.	
	As mainland Scotland went into lockdown on 4 January, there was little opportunity to cancel courses due to start early January. All courses have commenced online however some construction courses (due to start mid-January) have been redesigned to reduce reliance on the practical element. Students have been provided with the option to continue with this course or defer entry until next session.	
	The admissions portal for August 2021-22 has opened with current enrolments on a par with last year.	
	AB was reassured that the demand for places remains high which was testament to the continued popularity and learning opportunities provided by the College.	
Decision/Noted	To note the update report.	

Item SSEC2-5.3	Student Support for Funding & Finance 2019-20	
Paper No: SSEC2-E	Lead: G Plunkett	Action requested: Discuss
Discussion/ Matters Arising	GP reported that College expenditure on student support funds for 2019-20 was £10.6 m, a 4% increase on the previous year. The various funding types were noted and members were informed that hardship funding has particularly assisted students facing unexpected financial challenges due to the current pandemic, such as loss of employment. GP confirmed that the College will meet its student support obligations for 2019-20. She commended all staff involved in the audit process and thanked the Student Services team for their exceptional response to students during this period. The Committee noted that a further £815 152 has been received this session through SFC In-Year Redistribution.	
	GP informed that the College has continued to support international students (including EU) affected by Brexit through provision of one-off funding support for students wishing to return home. The Committee endorsed this approach.	
	PL advised that College Principals and Colleges Scotland have continued to lobby the Scottish Government for increased resource budget which has now been recognized in the recent Scottish Budget announcement. This represents a 3.9% cash terms increase. Whilst this was welcomed, the sector expects an additional increase in funding when the £500m of COVID consequentials is made available to Scotland. Discussions on this element are ongoing with the Scottish Government.	
Decision/Noted	To note the update report.	

Item SSEC2-5.4	Student Mental Health and Wellbeing Support

Paper No: SSEC2-F	Lead: G Plunkett	Action requested: Discuss
Discussion/ Matters Arising	GP reported the findings of the NUS Mental Health and Wellbeing Support survey undertaken during October 2020. The main factors influencing student mental health and wellbeing were highlighted however students were very positive about the quality of support received.	
	The College counselling data was reviewed. The following points were raised and discussed:	
	- Counselling services since lockdown and during 2020-21 have moved to mainly telephone and online with some face-to-face sessions). By November 2020, the number of referrals had increased to comparable levels with last year with the remainder of 2020-21 likely to be similar to 2019-20. The Committee was reminded that an additional Student Counsellor was recruited in March 2020. The full team complement is now 3 FTE Student Counsellors plus 1 FTE Mental Health and Wellbeing Coordinator. - Referrals by type show that students are more likely to engage with the counselling service when they self-refer. CoGC continues to encourage staff to guide students towards self-referral although staff referral still remains an option. - Data evidence shows higher than average participation rates from students who are disabled, care experienced and in the age range 18-29 years. Students whose sexuality is other than straight are also disproportionately represented in seeking counselling. The NUS report suggests an intersectional approach in the development of services to support different groups of students. - Additional group work counselling services have been developed for 2020-21 which include a Therapeutic Anxiety Group pilot and Stress Management Workshops. Overall feedback has been positive.	
	ELT/SMT continue to monitor and manage student concerns and potential anxiety triggers. A scenario planning taskforce has been established to consider ongoing issues such as catch up on practical teaching elements and potential deferrals to next session alongside possible funding issues. The College continues to communicate with students to keep them well informed on progress.	
Decision/Noted	To note the update report.	

Item SSEC2-5.5	Learning and Teaching Academy Update	
Paper No: SSEC2-G	Lead: T Duff	Action requested: Discuss
Discussion/ Matters Arising	Tom Duff, Associate Director, provided an overview of the services and developments made since lockdown within the Learning and Teaching Academy and the progress made to establish CoGC as a leader in tertiary education, academic development and delivery. He highlighted the ongoing developments within the three service areas; Library Services; Learning Technologies and the Lecturer Development Group.	
	The Academy has assisted in the accelerated move towards the College's digital transformation through various resources such as the provision of	

digital resources, research and delivery of best practice, support for taught degree awarding powers, development of digital skills for all staff and support for innovative and sharing of teaching practices. A Digital Learning Group has also been established to support VLE delivery. TD confirmed that all support delivered to lecturers is mapped to the professional GTC standards.

DC commended the Academy for their expertise and guidance which has helped upskill staff to provide a meaningful, remote learning experience.

Decision/Noted	To note the update report.

Item SSEC2-5.6	Communications Update	
Paper No: VERBAL	Lead: W McLeish	Action requested: Discuss
Discussion/ Matters Arising	WM provided a brief overview of the communications service and activities within the College which is provided in three ways; internal, sectoral and external. Provision of clear and up to date communications is of paramount importance particularly given the current crisis. The College is implementing a concise and consistent internal and external messaging approach. His new role as Director of Communications is currently observational with current communication areas under close review for further improvement. Stakeholder engagement priorities are being coordinated with DRAM communications and external engagement with Scottish Government ministers and MSPs are ongoing. Members were encouraged to continue to raise the profile of the College through attendance at Holyrood events and more specifically through Mackay Hannah Conferences. Internal communications are currently being improved through the development of a new intranet. Training of admin hubs will take place this week with further roll out over this academic session. Discussion on alignment of corporate and student communications is also being discussed to ensure that a coherent and effective messaging process is in place. Where possible, the skills and knowledge of students will be involved in the development of College communications i.e. production of corporate videos. GP added that the Digital Officer role within Students Services is currently developing a set of standard student communications for use on various platforms. This information will be shared with appropriate Faculty staff to ensure message consistency and agreement of milestone dates throughout the year. DC suggested that appropriate training to develop staff skills on hosting and performance at Faculty Board meetings, including standardization of minutes should be provided. NG requested that paper updates be provided in future. This will provide advance notice of detailed information and discussion topics which will

	help prepare for questions in advance.
Decision/Noted	• That paper updates be provided in advance of future meetings. • To note the update report.

Item SSEC2-5.7	Staff HR Metrics Report	
Paper No: **SSEC2-H**	Lead: J F Gribben	Action requested: Discuss
Discussion/ **Matters Arising**	JFG provided an overview of key employment data and HR activity information. The management graphs including overtime spend headcount and absence reporting were reviewed by the Committee. The report will continue to build on long term data analysis. JFG informed that a separate process, detailing sickness costs associated with COVID, has been developed to ensure accurate reporting. The estimated additional costs were noted. Occupational health referrals continue and wellbeing services and initiatives e.g. PAM Assist counselling service, are being promoted.	
Decision/Noted	To note the report.	

Item SSEC2-5.8	HR Mental Health & Wellbeing Support	
Paper No: **SSEC2-I**	Lead: J F Gribben	Action requested: Discuss
Discussion/ **Matters Arising**	JFG reported on the wide range of wellbeing services and practical support which have been developed in response to the needs of staff during the COVID crisis. Details on current and planned support and activities were noted. AB was encouraged by the quality and range of initiatives and requested further details on uptake and additional information on outcomes.	
Decision/Noted	To provide additional data on uptake at the next meeting.	

Item SSEC2-5.9	Update on Organisational Development Activity	
Paper No: **SSEC2-J**	Lead: J F Gribben	Action requested: Discuss
Discussion/ **Matters Arising**	JFG presented an update on Organisational Development and associated activity for 2020-21 to date. The outline of key methods provided in support of the current time of change and disruption were reviewed. Examples of the various approaches used to engage with staff including the Staff Hub, live portal, remote working survey and transitions questionnaire were noted. A summary of each approach was also submitted. JFG further reported on the plans in place to continuously improve on current and future workforce which are directly linked to the current workforce planning exercise. A report will be provided at a future meeting.	

JFG advised that the People and Culture strategy is being redrafted and will also be submitted at a future meeting of the Committee.

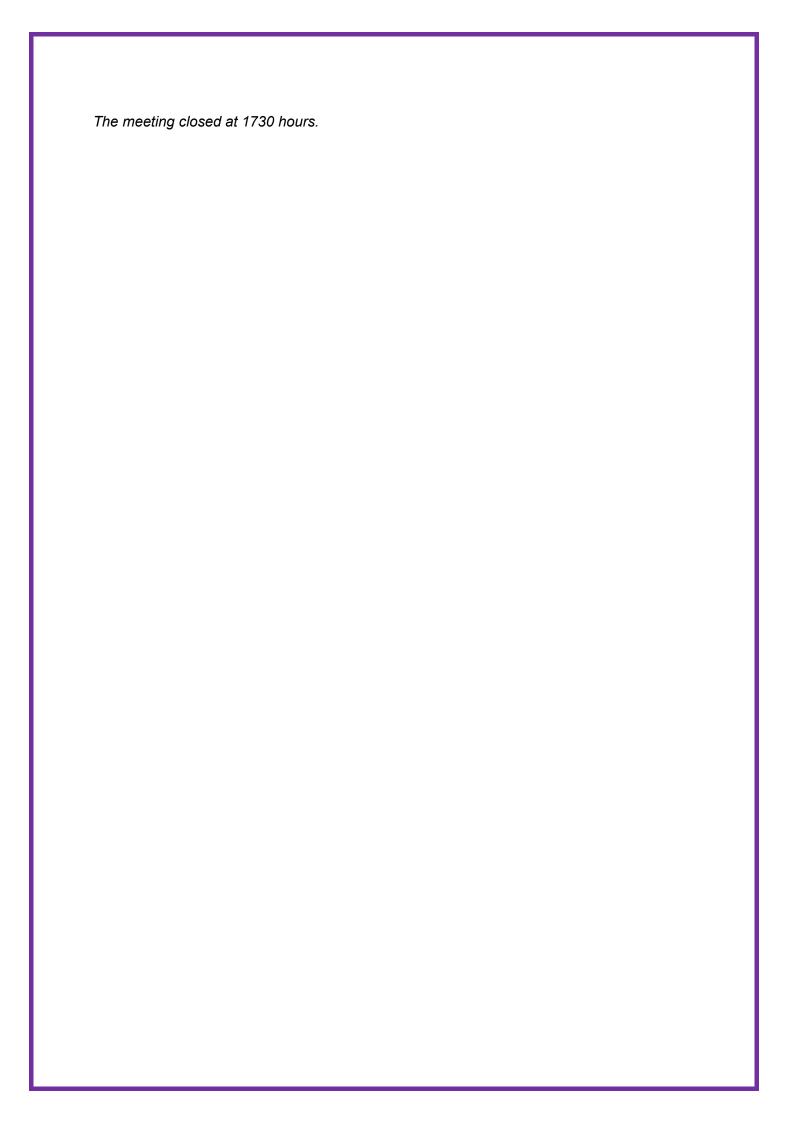|	
Decision/Noted	• To note the update report. • To submit workforce planning report. • To submit redrafted People and Culture strategy.

Item SSEC2-6.1	ED&I Current Priorities	
Paper No: SSEC2-K	Lead: P Clark	Action requested: Note
Discussion/ Matters Arising	PC provided a summary update on ED&I priorities for 2020-21. As a result of Covid-19, requests from across the sector to postpone the publication date for Public Sector Equality Duty reports have been refused by the Scottish Funding Council. This affirms the current revision and publication date for the PSED Mainstreaming Report, Equality Outcomes Report, and Equal Pay Report by 30 April 2021. The PSED planning outline, coordinated by ED&I team was noted. It was agreed that the Head of Human Resources lead on the Equal Pay information (with Equal Pay Statement and Occupational Segregation data) with assistance from the ED&I team to prepare the reports. PC further advised on upcoming ED&I campaigns which highlight key areas of inequality.	
Decision/Noted	To note the update 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; however these may change over time.	

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

Item SSEC2-9	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 19 May 2021	

The meeting closed at 1730 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
SSEC2-5.6 **01 02 21**	That paper updates be provided in advance of meetings.	As appropriate/PC	Ongoing
SSEC2-5.8 **01 02 21**	**Mental Health & Wellbeing Support**: Provide additional data on uptake of activities.	JFG	19 05 21
SSEC2-5.9 **01 02 21**	Submit workforce planning report.	PL/JFG	Ongoing
SSEC2-5.9 **01 02 21**	Submit redrafted People and Culture Strategy	JFG	Ongoing

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC1-4.2 **28 10 20**	**Committee Annual Report 2019-20:** Circulate College organogram and Academic Board framework	PC/JG	ASAP **Complete**
SSEC1-4.3 **28 10 20**	**Committee Programme of Work**: - To re-invite Board members to participate as College Champions. - To consider the provision of Committee presentations (provided by staff members) for all Board members. - To provide a Communications Update at the next meeting.	PC	ASAP **Complete**
SSEC1-5.7 **28 10 20**	**HR Metrics Report:** Provide additional data as agreed.	JG	27 01 21 **Complete**
SSEC4-10	**SE Annual Review 2018-19**: Consider student brief and reference documents.	GP	Ongoing
SSEC4-13	**Staff HR Metrics Report:** Consider update of College Values and Behaviours.	JG	Ongoing