

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

MINUTE OF 1st MEETING HELD ON WEDNESDAY 26 OCTOBER 2022 AT 1500 HRS
(SSEC1)

Present	
Alisdair Barron (AB) (Convener)	May Miller (MM)
David Cullen (DC)	Leo Subido (LS)
Zara Grew (ZG)	Audrey Sullivan (AS)
Paul Hillard (PH)	
In attendance	
Naira Dar (ND)	Drew McGowan (DM)
John Gribben (JFG)	Gillian Plunkett (GP)
Sheila Lodge	Ann Butcher (Minute)
Apologies for absence	
Paul Little (PL)	

AB welcomed student members ZG and LS to their first meeting of the Committee.
DM introduced himself to the Committee in his newly appointed role as College Secretary.

Item SSEC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no apologies received.	

Item SSEC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item SSEC1-3	Identification of Items to be Discussed Privately	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None notified.	

Item SSEC1-4.1	Minute of the Students, Staffing & Equalities held on 18 May 2022	
Paper No: SSEC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	The minute was approved.	
	<p>Matters Arising ND informed that the TransEDU Conference hosted by the College in June had been very successful and well received. Outcomes will help inform</p>	

future engagement work and current review of transgender guidance and policies. LS further updated the Committee on the ongoing work of the SA to raise awareness and support gender diverse students including guidance and information on the use of pronouns. The SA continues to work with NUS on policy review of gender equality and transitions.

Item SSEC1-4.2		Committee Programme of Work 2022-23	
Paper No: SSEC1-B	Lead: D McGowan	Action requested: Approve	
Discussion/ Matters Arising	<p>The proposed Programme of Work which provides a list of essential work and approvals throughout 2022-23 was submitted for review.</p> <p>DM reminded that the paper presented would be considered live throughout the year and could be adapted to changing situations and priorities as required . It was agreed that the statutory Public Sector Equality Duty reports would be submitted at the next meeting.</p> <p>PH referred to the current Terms of Reference and suggested that matters specifically relating to student welfare and wellbeing should be referenced. It was agreed that this be included within Point 1 <i>'To regularly consider and request reports and performance information in relation to all matters relating to staffing, students and equalities, including employee relations, organizational culture, staff and <u>student</u> welfare'</i></p> <p>AB provided members with advice on 'Champion' topics whereby members are encouraged to become involved with Faculties and Directorates on specific areas of interest which in turn provides better insight on subject areas and allows members to share information with the Committee.</p>		
Decision/Noted	<ul style="list-style-type: none"> • To update the Programme of Work as agreed. • To update the Terms of Reference as agreed and request approval from the Board. 		

Item SSEC1-5.1		Students' Association – LGBT Charter	
Paper No: Verbal	Lead: L Subido	Action requested: Discuss	
Discussion/ Matters Arising	<p>LS updated the Committee on the work being undertaken by the LGBTQ+ Society particularly in relation to support and inclusion for transgender students including hosting fitness (Transmasc/Transfemme) workshops for the trans and gender non-conforming students; promotion on use of pronouns and the forthcoming Society talk/presentation on trans awareness and safe binding demo.</p> <p>ZG added that the LGTQ+ Society membership has increased this session and conveners continue to promote liberation issues and action positive change through planned events and campaigns.</p> <p>AB was encouraged by the various activities being provided for the benefit of the students and welcomed brief written reports at future meetings. This will help ensure the valuable work being undertaken is recognized. GP will discuss a bullet point update template report with the CitySA team.</p>		

Decision/Noted

- To provide brief written update reports at future meetings.
- To discuss bullet point template report with CitySA.

Item SSEC1-5.2 Student Recruitment Review 2022-23	
Paper No: SSEC1-C	Lead: G Plunkett Action requested: Discuss
Discussion/ Matters Arising	<p>GP provided a review of the admissions for the main 2022-23 full-time intake. The following key issues were discussed:</p> <p>Student Recruitment Activity Application activity for 2022-23 entry has decreased by 7% compared to the same period last year and 17% over the last 5 years. This decline varies across Faculties with the most significant drop being within Education and Humanities as some curriculum areas also offered by local universities. Applications in Hospitality and Leisure are also down as industry sectors are still recovering from the impact of COVID. This reduction is also being experienced across the sector with increased applications to universities heightened by the impact of widening access policies. An increase in the level of school pupils staying on for 5th and 6th year was also reported. Members noted that Creative Industry applications have increased by 1%.</p> <p>Application Satisfaction Survey Overall satisfaction with the application process and applicant experience remains high at 92%. An improved digital-first streamlined approach is being discussed to make the application process more efficient.</p> <p>Equality, Diversity and Inclusion Statistics The number of applications made across the seven protected characteristics compared with those moving to enrolment were analysed, with no significant variations being reported.</p> <p>January intake activity was discussed. GP advised that publication of the College prospectus has been brought forward this year and various Faculty and curriculum area open days have been offered. Digital video communications have also been provided for school careers guidance and assemblies. The benefit of College qualifications will continue to be promoted through teachers, careers advisers and other influencers. ND added that promotion and engagement through various external community programmes should also be considered. Members noted that additional testimonials will be provided on the College website.</p> <p>DC encouraged increased support initiatives to help assist diverse learners, in particular ESOL students, apply and successfully transition on to vocational programmes. The need to support diverse groups was recognized by the Committee, AB reminded that the high level of support and funding required particularly during the current financial crisis would need to be taken into account.</p> <p>DC further reported on the FE Colleges of Sanctuary (CoS) initiative and the commitment to support the CoS charter and organizational values. Whilst the College will continue to promote diversity and inclusiveness, it was acknowledged that appropriate levels of support services would need to be in place to successfully deliver what would be required and any lack in</p>

	resources and services would be counterproductive. AB agreed with the CoS in principle however advised that an appropriate business plan would need to be submitted to the Board for full review and consideration.
Decision/Noted	To note the update report.

Item SSEC1-5.3	HR Metrics Report	
Paper No: SSEC1-D	Lead: J Gribben	Action requested: Discuss
Discussion/ Matters Arising	<p>The HR metrics report providing key employment data and core activity in HR and the wider People & Culture team for the period 1 May to 30 September 2022 was previously submitted and taken as read.</p> <p>JFG raised awareness of the business as usual work of the HR team and additional activity required due to the increased support needed to manage the mitigations in place to address the deficit budget, including coordination of the Voluntary Severance scheme.</p> <p>JFG further advised the Committee that the SFC has today (26 10 22) approved the College VS scheme, subject to a couple of minor caveats. The formal consultation process will commence with a Trade Union representative meeting on 31 10 22. An 'All Staff' briefing will then be circulated and the Scheme will be launched. ELT will continue to work through all other agreed mitigations.</p> <p>Whilst members were aware of the significant financial challenges faced and the difficult measures required to safeguard the future of the College, the Committee recognized this was a very difficult time for staff and welcomed all the support provided.</p> <p>AS thanked the team for inclusion of information on the use of TOIL. It was noted that TOIL is not centrally recorded and is managed within Faculties/Directorates. JFG confirmed that a TOIL Policy is currently in place and current guidelines were advised.</p>	
Decision/Noted	To note the update report.	

Item SSEC1-5.4	Strategic Risk Review	
Paper No: SSEC1-E	Lead: S lodge	Action requested: Discuss
Discussion/ Matters Arising	<p>The Risk Management Plans closely related to the Committee's remit were submitted for review. Members noted the agreement by PNC to reduced Risk 1 – <i>Failure to support successful student outcomes</i> risk score from 10 to 5 (GREEN). Given the current labour market situation and future reduction in staff, it was agreed that Risk Score for Risk 9 – <i>Failure to attract, engage and retain suitable staff</i>, would be further reviewed at the next meeting.</p> <p>An error in the cover narrative for Risk 21 was noted and will be amended.</p>	
Decision/Noted	To further review Risk Score for Risk 9 at the next meeting.	

Item SSEC1-6.1	ED&I Current Priorities Update	
Paper No: SSEC1-F	Lead: N Dar	Action requested: Note
Discussion/ Matters Arising	<p>ND provided the Committee with an update on the following key ED&I priorities:</p> <ul style="list-style-type: none"> • The statutory Public Sector Equality Duty reports are required to be published by 30 04 23. Draft reports will be submitted at the next meeting. The current format has been reviewed and guidelines for the next reporting cycle are expected early 2023. • CoGC has been accredited as a Stage 2 Disability Confident Employer (valid until 2025) and is working towards achieving Disability Confident Leader. • The ED&I team continues to work closely with CitySA to achieve Silver status of the LGBT Youth Charter. • A Short Life Working Group is progressing implementation of an automised EQIA process and is working with East Ayrshire Council to share knowledge and experience. Members additional support was welcomed. • The Spiritual Care Team attended this year's Fresher week events and a drop-in service has been re-established at Riverside Campus. CoGC will continue to work with the Team to further develop an action plan for spiritual care services and engage with wider College activities. • A new online EDI module for staff is being developed. <p>Members noted that the ED&I team continue to engage with staff and students through various opportunities and events to help support campaigns across the College.</p>	
Decision/Noted	To note the update report.	

Item SSEC1-6.2	Review of Corporate Caring Duties 2021-22 – Key Pls	
Paper No: SSEC1-G	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP provided an update on statutory duties related to safeguarding and care of students. The following issues were highlighted:</p> <p>PREVENT Duty – The Committee was advised that no PREVENT training has been provided since 2020-21 as current training is interactive and participation was impeded by COVID. To improve uptake, an online module will be developed lead by the College Secretary. Members were also informed that PREVENT is covered within staff induction. It was agreed that information on the content of staff induction will be included within the next metrics report. No PREVENT incidents were reported during 2021-22.</p> <p>Safeguarding Duty - One safeguarding incident was reported during 2021-22. This was escalated to ELT and emergency services and led to a successful outcome.</p>	

	Corporate Parenting Duty – The number of students declaring care experienced status has continued to rise significantly over the last 5 years however success rates have reduced particularly over the period where there have been restrictions on campus learning. This may be attributed to lack of digital access and digital literacy skills.
Decision/Noted	<ul style="list-style-type: none"> To note the report. To provide information on staff induction content within future metrics reports.

Item SSEC1-6.3	Cost of Living Crisis 2022-23	
Paper No: SSEC1-H	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	<p>GP informed the Committee that impact of the cost of living crisis on students is of key concern and various actions have been initiated by support services and CitySA including advice on student discounts, money saving ideas and travel savings.</p> <p>Discretionary (Hardship) Funding is also made available and assessment procedures have been further streamlined. Examples of current social media and online campaigns were provided and it was noted that additional campaigns focusing on accommodation, fuel, food and exercise during winter months are being planned.</p> <p>The Committee were reassured by the excellent work being done to help mitigate the current crisis and particularly commended the work of CitySA in setting up a Breakfast Club offering a free breakfast deal to students.</p> <p>Members suggested potential funding sources including the Vardy Foundation; Wheatley Foundation; John Mather Trust; community grants from national retailers and; the Chamber of Commerce.</p>	
Decision/Noted	To note the report.	

Item SSEC1-7	Disclosability of Papers	
Paper No: Verbal	Lead: D McGowan	Action requested: Agree
Decision/Noted	No changes were proposed.	

Item SSEC1-8	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested:
Decision/Noted	There was no other business raised.	

Item SSEC1-9	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 1 February 2023	

The meeting closed at 1655 hours.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC1-4.2 26 10 22	Programme of Work 2022-23: Update as agreed.	DM	ASAP
SSEC1-4.2 26 10 22	Terms of Reference Amendment: Update ToRs as agreed for approval at the next Board meeting.	DM	BoM 14 12 22
SSEC1-5.1 26 10 22	Students' Association Update: To discuss bullet point template and provide paper updates at future meeting.	GP/LS/ZG	ASAP
SSEC1-5.3 26 10 22	Strategic Risk Review: To further consider Risk 9 at the next meeting.	JFG/DM/ ALL	SSEC 01 02 23
SSEC1-6.2 26 10 22	Review of Corporate Caring Duties: To provide information on staff induction content in metrics reports.	JFG	SSEC 01 02 23

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
SSEC3-4.1 18 05 22	Matters Arising: Robertson Cooper Survey outcome report will be submitted at next Board meeting.	JFG	15 06 22 Complete
SSEC3-4.1 18 05 22	Matters Arising: Values and Behaviours Handbook is being developed and will be submitted to Board once finalized.	JFG	Ongoing
SSEC3-5.2 18 05 22	Staff HR Metrics Report: Provide information on time off in lieu in future reports.	JFG	26 10 22 Complete
SSEC3-6.1 18 05 22	EDI Current Priorities: Invite members to Trans inclusion event on 10 06 22 (and other relevant events).	NG	ASAP Complete
SSEC2-5.3 02 02 22	Webinar invitation to be extended to Board members.	ND	Ongoing Complete
SSEC1-5.1 27 10 21	Students' Association Update – Representation: Consider methods to further increase Class Rep participation including PT courses.	GP	Ongoing
SSEC1-5.3 27 10 21	Staff HR Metrics Report: Arrange information meeting with PMO staff.	SL	Ongoing
SSEC1-6.2 27 10 21	Careers Guidance Plan: Consider further development of employer engagement process.	CC/GP/ Deans	Ongoing