

**South Lanarkshire College  
Board of Management Meeting  
Held on 14<sup>th</sup> March 2017**

**Present** J Gallacher, S McKillop, I Johnstone, L McTavish, P Hutchinson, C McDowall,  
R Ralston, J Carratt, R Harkness, G Stillie, M Mitchell.

**Apologies** J McCartney, P Robertson, S Dillett, S Duffy, C Gibb.

**In Attendance** A Allan, K McAllister, A Martin.

**1. Declarations of Members' Interests**

Declarations were received from S McKillop, R Harkness, J Carratt, M Mitchell and L McTavish for their membership of The Lanarkshire Board.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 6<sup>th</sup> December 2016 were agreed by the Board of Management and approved for publishing on the website and to go forward for information to The Lanarkshire Board.

**3. Principal's Update**

Regional Finances – the Principal detailed the distribution of funding for the Lanarkshire Region and informed members that a short-life working group had been set up to look at the mechanics of the split of distribution to the Regional colleges, Regional policies and the detail of the Financial Memorandum. This Group will have membership from both colleges and be chaired by John Gallacher. **Members noted this positive move forward.**

Gender Action Plan – South Lanarkshire College – copies of the document had been distributed with the papers for members' information. The Principal stated the plan followed the five broad themes as per Scottish Funding Council guidance and that every college is required to have a plan in place. Discussion took place regarding the detail of the initiative and the targets set for 2030. Members stated that even if some targets should prove unachievable, the important point was that awareness was being raised and that attempts were being made to remove barriers and bring on board positive role models. **The Board supported the initiative and the actions outlined.**

Workforce Planning – copies of the document had been distributed with the papers. The Principal stated that this was the first draft and he would welcome comments and feedback from the Board. The College is one of the largest employers in East Kilbride and strives to provide an excellent working environment and health and wellbeing initiatives for staff. Discussion took place regarding the percentages given and the availability of comparative figures for other colleges. **The Principal stated that some benchmarking had been done with West Lothian College but that he would seek information from other colleges.** Members noted the excellent work already done on this document and looked forward to receiving further information. **The Board agreed to approve the draft and further comments from members should be brought back to the next meeting.**

#### 4. Reports from the Committees

##### Human Resources Committee

Mr McDowall took members through the minute of the Human Resources Committee which took place on 22<sup>nd</sup> February 2017.

Staff Training and Development – the evaluation information from the December staff development days was extremely positive. The evaluation from the development day for 13<sup>th</sup> March 2017 will be received by the Committee in May.

Absence – the staff absence report for the fourth quarter from 1<sup>st</sup> October to 31<sup>st</sup> December 2016, showed an overall percentage of 5.93%, mainly attributed to long term absence. No real areas of concern.

Members noted that a number of Occupational Health reports were awaited in relation to long term absence.

##### Health and Wellbeing

Award - the College successfully achieved the Investors in People Health and Wellbeing Award in November 2016. The report highlighted the open and supportive leadership across the College.

Discussion took place regarding the content of the report and **it was agreed that Ms Martin would place the document on the Board of Management Portal.**

Period Poverty – after an approach from Monica Lennon MSP, the College has embarked on an initiative to provide free sanitary wear. Ms Lennon is delighted by the College's support and much media coverage has come from it, with Ms Harkness speaking on the Kaye Adams Show.

Members agreed that this was a tremendous initiative and supported the introduction of the free dispensary units placed across the College.

##### Equality and Student Focussed Initiatives

Mr McDowall stated that numerous initiatives are ongoing across the College as detailed in the minute including the Equality and Choices Event, LGBT History Month.

Equality Group – the excellent work of this Group had been acknowledge and the minutes of the meetings would now be reported via the Human Resources Committee.

Regional Equality Outcomes – the College is currently working with the New College Lanarkshire on the REO for 2017-2021 **with a deadline for publication of 29<sup>th</sup> April 2017.**

Equal Pay Reporting – in line with legislative requirements the College is preparing pay calculations by gender. **This information will be taken in April 2017 and the details published prior to April 2018 and displayed on the College website.**

Policy Update – the Committee had been presented with the updates on the Anti-bribery Policy and Smoking and Vaping Policy. **Members had accepted the changes and now recommended the Board approved the adoption of both policies.**

Discussion took place and some changes agreed. **The Board approved the policies for adoption.**

### **Audit Committee**

Mr Hutchinson took members through the minute of the Audit Committee which took place on 20th February 2017.

Freedom of Information – the Board noted that a freedom of information request had been received for a copy of the 2015/16 accounts which following consultation with the Information Commissioner had been refused at this time as the accounts had not yet been approved by the Scottish Parliament and were thus not available to the public.

Internal Audit – audit reports had been received and approved;

Student Activity – October 2016

Corporate Governance – February 2017

**Board members had been issued with the reports in advance of the meeting and noted their content.**

Risk Management – Policy and Procedures – Mr McAllister presented the amendments to the Committee incorporating the Regional aspect to the area. This had been added as a separate section to the document to give appropriate emphasis.

**The Board approved the document for adoption.**

College Risk Register as at 12<sup>th</sup> January 2017 – the amendments have been made as requested at the previous Board meeting; these changes were in regard to the impact of Brexit and financial sustainability.

Discussion then took place in regard to the impact of a Scottish Referendum and members agreed that some consideration may need to be given in this area of risk.

**The Board approved the document.**

### **Finance and Resources Committee**

Mr Gallacher took members through the minute of the Finance and Resources Committee which took place on 22<sup>nd</sup> February 2017.

Income – the Management Forecast shows a projected surplus for the 12 months of £15K. The Region has been awarded additional capital maintenance funding and it has also received strategic funding to address the low level of activity rate re ESF funding. The ESF increase will also apply in 2017/18. The capital monies are a one off payment and have strict parameters attached.

Balance Sheet – Year to 31<sup>st</sup> July 2017/Cashflow Forecast – the College, in line with others in the Sector, has challenges maintaining a positive bank balance, particularly at the Funding Council's own year-end date of 31<sup>st</sup> March.

Discussion took place regarding the move towards Government banking with the Royal Bank of Scotland (RBS) and the current overdraft facility the College held with the Clydesdale Bank.

Mr McAllister asked the Board to note that the RBS would be providing the College's banking services, in line with new Government banking arrangements. This would be phased in over the next few months. It was also noted that the sector had been given a dispensation to continue to have overdraft facilities where necessary. In the short term, this would be maintained by the current bankers, Clydesdale Bank, but RBS representatives stated in a recent meeting at East Kilbride that South Lanarkshire College would be extended this facility by them when the migration was complete. The Board agreed to extend the current agreement with Clydesdale Bank and that Mr McAllister should make the appropriate arrangements in this regard with RBS.

It was also noted that representations have been made to the Funding Council with a view to bringing forward the payment of the April grant in aid drawdown each year. Mr McAllister would provide an update to the next meeting.

Regional Funding Allocation – the College continues to receive a lower allocation of funding per credit compared to other colleges however an increase to the rate per credit re ESF activity in Lanarkshire would greatly increase the income level of the College.

The Principal stated that the Principals' Forum was working towards a base-line credit value for the Sector. **The Board will be kept informed of any progress in this area.**

Key Performance Indicators – the Committee had found this report particularly useful and this will be given to the Board on a regular basis. Members welcomed this report. (B)

Estates Report – members were informed that the format of this part of the report would be changed for the next meeting in order to provide more focus on the information being received.

Insurance – Scottish Government is suggesting the FE colleges move to self-insurance. The College does not have the resources to support this move and or to the exposure that claims may lead to. The sector is working on a business case to achieve an exemption from this requirement.

Mr Gallacher stated that the Committee strongly supported the Senior Management Team in their unwillingness to go down the path of self-insurance and asked the Board to support this decision. Ms McTavish stated that The Lanarkshire Board was of the same opinion. **It was also suggested that this may require to be an addition to the Risk Register and Mr McAllister agreed to consider this further. The Board then gave its support.**

Procurement Update – the College now has a dedicated Procurement Office who has been seconded from Advanced Procurement for Universities and Colleges (APUC). The post holder reports to the Finance Manager and supports the College on meeting the legal requirements on tendering and on obtaining the best value for money.

Mr Gallacher stated that the report produced for the Committee was excellent and that an additional column had been requested detailing the closing dates of the contracts. **It had been recommended that a report be prepared for the Board outlining all contracts in excess of £50K and Mr McAllister would take this forward.**

Anti-Bribery Policy – this had also been presented to the Finance and Resources Committee for scrutiny and approval. **The Committee was happy to approve it for adoption.**

### **Development Committee**

Ms Johnstone took members through the minute of the Development Committee which took place on 15th February 2017.

Education Scotland – the new quality framework ‘How good is your college?’ and arrangements for assuring and improving the quality of provision and services in Scotland’s colleges was published jointly by Education Scotland and the Scottish Funding Council in December 2016.

Ms Johnstone highlighted that the College had been involved in the creation and piloting of the new framework and that this was very much to the credit of the College. Discussion took place regarding the introduction of the new framework across the Sector and the impact of the delay in the exemplar being issued. Members agreed the new system was an excellent tool for continuous improvement and opportunity but understood the concerns expressed by the Principal in regard to timescales.

Internal Audit System – the Committee received an update on the College internal audit programme 2016-17 and detail of those which had taken place. Discussion had taken place about the continued robustness of this system and the benefits of the self-examination.

The Principal stated that the reports from the audits were received by the Audit Committee in the same way as any external audits. Ms Harkness informed members that her area, Student Services, had just been through a longitudinal audit and, although taxing, it was indeed an excellent tool for all those involved.

Learner Engagement – the Committee had discussed the level of learner engagement across the College and the excellent work being done to ensure the student voice was at the forefront of all being done by the College.

Ms Johnstone stated the College’s systems were extremely robust but, having listened to the presentation made by the National Union of Students at the Board Development event, it was crucial to ensure that students were encouraged to look at and comment on the high level influences. Ms Harkness added that ongoing meaningful engagement was part of the College ethos and that the Student Representative sits on the Academic Board. Ms Mitchell, Lead Vice President of the Student Association, stated that she had excellent relationships with staff across the College.

The Principal informed the Board that representatives from Scottish Government had visited the College to meet with a cross section of students from across the faculties, the outcomes of which would be fed back to the First Minister. The Government representatives had commented on how engaged the students had been and willing to share their points of view.

Destination Success – will be held on 27<sup>th</sup> April 2017. This is an annual event hosted for the students which is packed with fun activities but focusses on the next steps and the tools needed to gain employment or continued study.

Discussion took place regarding the visibility of the Board. It was agreed that further discussion would take place around this and possible opportunities. **Ms Martin will send out an email inviting members to attend the Destination Success event.**

Mrs McTavish stated that within her role as Regional Chair she met with the Student Representatives from both colleges throughout the year.

Marketing and Recruitment Campaign – the annual campaigns have been ongoing; maildrops, billboards. This year has seen record numbers attending the Open Evenings, with more than 100 on-the-evening applications being received.

International Recruitment – two members of staff have visited China this year to enter into further dialogue with our partner college in China and to be introduced to another college which wish to take forward working with South Lanarkshire.

The Principal detailed the numbers of international students at this time and members discussed the other areas of opportunity that may exist. It was acknowledged that the changes in legislation had greatly impacted on all educational institutions' ability to recruit from abroad.

## **5. Student Association Update**

Ms Mitchell took members through the many events the Student Association had and intended to be involved in over the coming months; Student Association 3-year Strategy Report, LGBT events and activities, Who Cares? Scotland, Period Poverty, Scottish Parliament Visit.

The members applauded the level of involvement on the part of the Student Association and the work done in partnership with various departments across the College.

## **6. Annual Report**

The Annual Report for South Lanarkshire College had been tabled for members. These would now be distributed widely to key stakeholders, employers, MSPs, MPs and many more.

Members praised the layout and content of the document, commenting that it struck the correct balance to ensure that it remained engaging.

## **7. Performance Indicators – Benchmarking – Presentation by Angus Allan**

Mr Allan drew members' attention to the Motion lodged at the Scottish Parliament on 9<sup>th</sup> February 2017 congratulating South Lanarkshire College's performance indicator figures. These had been published in the Scottish Funding Council's latest data which detailed the College having achieved the highest HE full-time education attainment rates in Scotland. Members congratulated staff and students on this achievement.

Mr Allan took members through the content of the published data for Scotland's Colleges 2015-16 highlighting the Colleges success and stressed that this was under Chatham House Rules as colleges were not permitted to publish data other than their own. The Principal stated that the College would continue to strive to not only maintain these PI figures but hoped to continue to improve.

Discussion took place regarding comparison and benchmarking. **Members formally noted their thanks for the work of both student and staff in achieving such excellent levels of success.**

#### **8. EIS and Unison Pay Claim**

The Principal gave a brief update on the claims in place from both EIS and Unison and the anticipated impact should expectations not be met. **The Principal will continue to update the Chair and Board on the progress in negotiations.**

#### **9. ERDF**

The Principal updated the Board in regard to European Auditors. The College had been requested to supply further information through the Managing Agency (the Scottish Government) to the European Auditors and this had been done. No further requests have been received, nor has any feedback from the auditors.

#### **10. Governance**

Ms Martin drew the following to the attention of the Board –

Remuneration Committee – the Chair is keen that the group meet to carry out the external training and agree a schedule of meetings for across the session. The initial date suggested is 20<sup>th</sup> April 2017 from 1100 hours to 1400 hours. Ms Martin will distribute a meeting request to those members involved.

College Trust/Foundation – further to the email distributed regarding membership of this group, a position remains vacant. Should members be interested in considering this position, initial contact should be made through Ms Martin who will forward details to the Trust secretary.

Board Portal – in line with ensuring the Board members have access to key information. The College Management Team have been asked to pass key documents, initiatives and successes to Ms Martin and these will be placed on the Board Portal. Members welcomed this continuous dialogue outwith the schedule of meetings.

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance and noted that the next meeting would be held on 6<sup>th</sup> June 2017.