

**South Lanarkshire College
Board of Management
Held on 19th September 2017**

Present J McCartney (Chair), S McKillop, R Ralston, J Carratt, R Harkness, G Stillie, M Mitchell, J MacKenzie, C Gibb, J Gallacher, L McTavish, P Hutchinson.

In Attendance A Allan, K McAllister, A Martin.

Apologies I Johnstone, S Duffy, C McDowall, S Dillett

Professor Frank Clark – observing on behalf of On-Board as part of Board Effectiveness Audit.

1. Declarations of Members' Interests

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

2. Welcome

The Chair welcomed Ms MacKenzie to her role as Student President and congratulated Ms Mitchell on her re-election as Vice President.

3. Minutes of the Previous Meeting

The minute of the meeting held on 30th May 2017 was agreed by the Board of Management and approved for publishing on the College website and to go forward for information to The Lanarkshire Board.

4. Principal's Update

Credit Target – the College has achieved its credit target with a slight overrun of 500 credits. The Principal stated that it was better to go over the target slightly and remained hopeful that some monies may be received for these additional credits. Members welcomed this news and expressed thanks for all the efforts put into achieving such a result.

At present College 4000 credits off target for coming year. Principal stressed he was confident that the target would be met. Discussion took place in regard to the rolling programmes in the Faculty of Construction and increases in other areas. It was noted that the target was increased by 1200 credits on that of the previous year.

Annual Financial Statements for 2016/17 – are currently being audited by Mazars. They will then go forward to the Audit and Finance and Resources Committees for recommendation to the Board for approval at the December 2017 meeting.

European Social Funding Audit – concerns in this area in move towards Brexit. Some initial discussions have taken place and external auditors will be sampling some 10/15 students' profiles.

Flexible Workforce Development Fund – this had brought an estimated £10M to the Sector and a proposed £1M to the Lanarkshire Region. The reality is however that this is money that was originally within the Sector. This will be split 75% to New College Lanarkshire and 25% to South Lanarkshire College. The Principal highlighted that the rules attached to achieving the funding were extremely complicated and discussion was ongoing between the two colleges in the Region. He explained the work required by the College to approach and sign up individual companies for the funding.

Discussion took place regarding the overall monies and the availability of bidding for additional monies for the region if other areas did not meet demand. It was agreed that this was a good opportunity for the Sector especially in the light that private providers could not apply to deliver the activity

The Principal stated that he would keep members abreast of progress in this area.

5. Reports from the Committees

Human Resources

In the absence of Mr McDowall, Ms Stillie took members through the minute of the Human Resources Committee which had taken place on 31st August 2017.

She highlighted the following areas:

All Staff Conference – this event had been extremely well received. Ms Stillie added that she had attended some of the day and had been very impressed.

TQFE – the College is committed to supporting lecturing staff in achieving TQFE. During 2017/18 a further nine members of staff will be working towards the qualification. The College has now agreed to move to the next level and fully fund their fees. Members applauded this move in staff development. Payment of the course fees brought SLC into line with that at New College Lanarkshire.

Absence Figures – a marginal increase had been seen on absence level for lecturing staff. The Committee has asked for further analysis on trends. The figures were noted as being positive but the Senior Management Team was asked to keep a watching brief.

Mental Health – the College continue to do excellent work in this area. Plans are currently being developed to support World Mental Health Day on 10th October 2017. At present the College has 18 members of staff who are ASIST trained with more training planned for January and February 2018.

Workforce Planning Strategy – this document was tabled for the Board's information.

Discussion took place regarding the document which had been distributed with the papers. This document had been presented to the Committee along with the Action Plan aligned to the College's Strategic Plan.

The Chair stated that she was pleased that this document was in place but asked that the target of 'ongoing' was not used in the Action Plan. Discussion took place regarding the frequency of

the Strategy and Action Plan being considered by the Committee. In the absence of Mr McDowall, it was agreed that Ms Stillie would take this forward with the HR Committee.

Discussion then took place on the training and development of staff and the position of full and part time staff. The Principal stated that no distinction was made between full time and part time staff. Members noted this and asked that this be made explicit in the wording of The Strategy.

Audit

Mr Ralston took members through the minute of the Audit Committee which had taken place on 28th August 2017.

He then drew members' attention to the following:

South Lanarkshire College – Internal Audit Report 2016/17 – Business Continuity Management – Scott-Moncrieff February 2017

This is an in-depth, specialist and extensive review and a number of recommendations have been made. The College has taken these on board and have engaged the services of an external agency, University and Colleges Shared Services (UCSS) to guide the College through the process of moving to having a more robust system in place.

Mr McAllister explained that from the report an action plan would be drawn up and this should be completed by the end of the year. This would then be fed through the College Risk Management Group and back to the Board of Management by Spring 2018.

Mr Ralston stated that this was an excellent report. Members noted this report and agreed that it would be used as an indicator as to how the College should proceed.

Internal Audit Plan 2017/18 – Draft for Audit Committee – Scott-Moncrieff – August 2017

Mr Ralston informed members that the draft Internal Audit Plan 2017/18 had been received by the Audit Committee from Scott-Moncrieff. The detail had been drawn from legislative and risks needs along with areas suggested by the College Management Team.

The draft report amounted to a possible 34 days of engagement. As the allocation for the year is 22 days, the Audit Committee has delegated the finalisation of the areas to be covered to the Principalship. This final breakdown will be presented at the next Audit Committee meeting.

Discussion then took place on how the number of audit days and the allocation to key areas.

Risk Management

The Risk Register as at August 2017 and the commentary had been distributed to the Board with the papers.

It was noted that the commentary outlined the main changes since the register was last presented to the Board; the incorporation of a stronger statement on Business Continuity, the inclusion of a specific mention of the new data protection regulations (GDPR) which will come

into to force in May 2018 and the decrease in risk in terms of short-term funding as a result of the 2017/18 grant-in-aid settlement.

Discussion then took place about the presentation of the Risk Register to the Board of Management and as to whether this should be at every meeting. The Chair stated that this had been raised through the Board Appraisal Process. After further debate it was suggested that Mr Ralston, Ms Stillie, Ms Gibb and Mr McAllister meet to discuss further and feed back to the Board in due course.

Consolidated Accounts

Mr Ralston stated that the Audit Committee had spoken at length on the issue of Consolidated Accounts for the Region and the direction issued by the Funding Council (the letter from the Chief Operating Officer dated 26th July 2017 had been included with the papers). The Committee had agreed that although it was for the Regional Body to take forward the content and format of the Regional Accounts this did however have an impact on the business of South Lanarkshire College. The Committee had therefore asked that Mr Ralston contact the Chair of the Audit Committee of The Lanarkshire Board to discuss the matter and outline our concerns.

The Board noted:

- the work being undertaken re Business Continuity
- the Risk Register and associated commentary
- the letter from the Funding Council re 2016-17 Accounts Direction

Finance and Resources

Mr Gallacher took members through the minute of the Finance and Resources Committee which had taken place on 6th September 2017.

He then highlighted the following –

Management Forecast – 12 months to July 2017

Members noted that the Management Forecast projected a surplus for the 12 months of £35K. It was agreed that although not a large figure when taken in the context of the total turnover of the College, it was crucial that the College continue to match its income and expenditure.

Budget for the 12 months to July 2018 and the forecast for the following 4 years to July 2022; and the Financial Forecasting Return (FFR) for the Scottish Funding Council

Mr McAllister stated the figures for the five-year period of review had been presented to the Board at the previous meeting in draft form. The purpose of this paperwork was to present an updated version that would be amended for any material change in circumstances in funding that may have occurred post-May 2017. Mr Gallacher stated that there was nothing that required a major restatement of the situation previously presented, other than a couple of minor points in line with reporting requirements.

Members were then asked to note the minor surpluses for each of the five years of review and approved the FFR for return to the Scottish Funding Council. Approval was given.

2016/17 Annual Summary Report on Procurement Operations at South Lanarkshire College

Mr Gallacher drew members' attention to the content of the Annual Summary which had been discussed by the Committee. He stated that the Committee had requested further details of levels of spend with larger suppliers to be included in the next quarterly report and that Mr McAllister would take this forward.

Development

In the absence of Ms Johnstone, Ms Carratt took members through the minute of the Development Committee which had taken place on 5th September 2017.

The following areas were highlighted -

Quality Arrangements/Self-Evaluation – the Quality Enhancement Group (QEG) have been working to align the 'How good is our College?' quality framework with the College's 2016-2017 self-evaluation cycle. The Group is now actively working towards the production of the first Evaluative Report and Enhancement Plan (EREP) to be submitted to the Funding Council and Education Scotland on 31st October 2017.

External Verification Visits – across the College sixty-four EV visits have taken place. From these visits ninety areas of good practice were highlighted and forty-one recommendations suggested for consideration by Course Teams.

Discussion took place about the importance and the process of sharing both good practice and recommendations.

Complaints Handling and Reporting - during 2016/17 sixteen formal complaints were received, logged and actioned. Thirteen of which were Stage 1 complaints and were satisfactorily responded to within the SLC Complaints Procedures required by the Scottish Public Sector Ombudsman (SPSO) five working day timeframe. The remaining three were categorised as Stage 2 complaints and were completed within the ten day working day timeframe. Ten complaints were upheld, one was partially upheld and five were not.

Student Recruitment – total applications for 2017/18 have increase by 5.5% in comparison with 2016/17.

Erasmus + Activity – the 2017/18 grant allocation for Erasmus + was €34,797 to fund staff mobility for training and student mobility for study. To date, twenty members of staff have travelled to France, Spain, the Netherland and Denmark under 2015/16 and 2016/17 funding.

Discussion took place in regard to the many benefits to both staff and students from these trips. The Principal informed members that he met with staff on their return to discuss the trip and what areas of good practice they had brought back for consideration.

6. Remuneration Committee – Update

Mr Gallacher stated that the Committee had met prior to the Board meeting to discuss the progress on National Pay Bargaining.

The Principal then gave the Board an overview of the position in relation to both lecturing and support staff pay negotiations.

Members' attention was drawn to the work being done in relation to the pay settlement for the promoted lecturing staff posts (Curriculum Managers). Mr Gallacher stated that the Principal would be meeting with the College EIS representative to take the process forward on behalf of the Remuneration Committee. The Committee would be meeting in both October and November 2017 to further discuss and reach agreement for recommendation to the Board in December.

7. Student Association Update

Ms MacKenzie drew members' attention to the content of her report outlining the varied and excellent work being carried out by the Student Association.

The Board thanked her for this informative update and noted that high level of work being done both in-house and collaboratively by the Association. All agreed that it was excellent to see the Student Association going from strength to strength and would welcome news of the elections for Student Officers.

8. Investigation and Outcome

The Chair stated that an anonymous complaint had been received by both her and some members of The Lanarkshire Board. In spite of the anonymity, an Investigatory Panel had been set up to carry out a full investigation into the allegations. The Panel had been chaired by Ms Stillie as the Senior Independent Member of SLC Board, Ms McTavish, Chair of The Lanarkshire Board and Mr McDowall, Chair of the Human Resources Committee.

Ms Stillie took members through the process of the investigation and thanked all of those involved for their work and co-operation. She stated that the robust investigation had found the allegations unsubstantiated and the complaint was not upheld. Indeed, significant areas of good practice were noted. The only recommendation made by the Panel was that work was carried out on the College's Whistleblowing Policy to ensure it was meeting all needs of current legislation and changes would be brought back to the next Human Resources Committee.

The Principal stated that he wished the Board to know that the complaint had been against him.

Members noted and accepted the decision of the Investigatory Panel.

Ms McTavish stated that she would now report back to the members of The Lanarkshire Board who had received the letter, in regard to the outcome of the investigation.

9. Any Other Competent Business

Board Members' Performance Appraisal Process

The Chair thanked members for their time and input in the process thus far. She added that it had been an extremely positive process and that she hoped to revisit the actions and objectives with members mid-June 2018.

Board Membership

The Chair informed members that Ms Robertson and tendered her resignation from the Board. A letter of thanks would be sent on behalf of the Board for her time and input during her membership.

Board Training

Ms Martin has tabled the CDN Board Development Programme 2017/18. This outlines the training available for the coming year. Members are able to book training directly through CDN or contact Ms Martin to make bookings on their behalf. Members were asked to ensure that Ms Martin is informed of training attended in order that training records are kept up to date.

Board Day – Tuesday 10th October 2017

The Chair thanked all members who had met with David Nicholl in relation to the Board Effectiveness exercise. This would be the main focus of the training day and should anyone wish further discussion or input with Mr Nicholl then interviews slots are still available.

There being no further competent business the Chair thanked members for their attendance and continued support to the College.