

**South Lanarkshire College**  
**Board of Management Meeting**  
**Held on 30<sup>th</sup> May 2017**

**Present** J McCartney (Chair), S McKillop, C McDowall, R Ralston, J Carratt, R Harkness, G Stillie, M Mitchell, P Robertson, S Duffy, C Gibb, J Gallacher.

**In Attendance** Angus Allan, Angela Martin.

**Apologies** L McTavish, I Johnstone, P Hutchinson, S Dillett, K McAllister.

**1. Declarations of Members' Interests**

Declarations were received from S McKillop, R Harkness, J Carratt, M Mitchell for their membership of The Lanarkshire Board. P Robertson also declared her position with CITB.

**2. Employers' Association**

Employers' Association Negotiations - members were updated on the progress between the Trade Unions and the Employers' Association. The Principal asked members to note that the financial agreement had been reached without agreement on terms and conditions and this may well cause issues. Members noted this concern and that agreement on terms and conditions not in place in South Lanarkshire at present may well have a financial impact. *Action: it was agreed that a watching brief would be in place and Board members kept fully up to date. Any financial impact may move the Board towards writing to the Funding Council.*

Discussion then took place on the forthcoming vote on lecturing terms and conditions. Concerns were raised that details of the proposals and thus the implications of the vote had not been made clear to the college sector. Further discussion took place regarding the impact of voting, not voting and abstaining. The members gave the Principal a mandate to go with what he felt at the time was in the best interests of the organisation and to abstain if he so thought fit.

(Staff representative members and student representative joined the meeting at this point)

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 14<sup>th</sup> March 2017 were agreed by the Board of Management and approved for publishing on the website and to go forward for information to The Lanarkshire Board.

**4. Principal's Update**

Industrial Action – so far there have been six days of industrial action and a further meeting taking place this week. This has had an impact on both students and lecturers. An email has been sent to students, with the agreement of the EIS representatives.

Members agreed that it was important for the College to communicate with students offering ongoing support at this difficult time.

Recruitment 2017/2018 – industrial action has impacted on arranged interviews for prospective students. This has, of course, raised concerns and pressure on continuing to work to reach

targets. That said, at present, applications are up on last year at the same time by 5.6%. We have taken some credits that New College Lanarkshire had decided to de-commit. Detailed discussion took place regarding areas of growth for the College and actions being taken in areas where a reduction in applications was trending.

College Banking Arrangements – The College, as is the case with all Scottish FE colleges, is now part of the UK Government banking system. This will result in the College opening accounts with RBS. As a first step, the Chair and the Principal have signed the relevant application forms. An overdraft facility has been agreed with RBS and it is expected that the new arrangements will be fully operational at the start of August, to allow for the various administrative changes to be effected.

The existing accounts with the Clydesdale Bank will remain open until, at least, the end of August. After this, arrangements will be put in place to ensure that all transactions that may be made via the Clydesdale accounts will be transferred automatically to the RBS accounts.

UK Anti-Money Laundering Requirements – Our internal audit service providers, Messrs Scott-Moncrieff, are legally obliged to carry out various anti-money laundering checks on all of their clients. These include confirming the identity of every person who has a financial interest in the management of the organisation, including Board of Management members.

As the induction process for the establishment of the new Board was completed so recently and appropriate documentation was provided by Board members at that time, it has been agreed with Scott-Moncrieff that this information can be used for the exercise and thus no new forms have to be completed.

## **5. Reports from the Committees**

### Human Resources

Mr McDowall took members through the minute of the Human Resources Committee which took place on Tuesday 16<sup>th</sup> May 2017.

Staff Development Day – the evaluation of the March staff development day was received and overall was extremely positive. One session had not scored particularly well and members had been informed that the format of the training had now been changed in line with staff feedback and it was hoped that it would be far more positivity received at further sessions.

Staff Absence – the absence report from 1<sup>st</sup> January to 31<sup>st</sup> March 2017 had been received by the Committee. It had been noted that the figures had risen but that on the whole this increase was due to long term absences. It was noted that ongoing support was being given to staff on prolonged periods of absence.

Health and Wellbeing – the College continues to provide a wide range of well attended staff initiatives. An addition to this term is the College Choir which has been extremely well received. Members noted the detail of the Committee minute and agreed that the many groups from Scottish Slimmer's to fitness and running groups were an excellent benefit to staff which also allowed staff to come together from areas that otherwise may not have the opportunity to meet up.

The On-line Equality Monitoring Form – completion rates have increased from 56% in 2016 to 71% in 2017. Discussion had taken place regarding those that did not respond and it was felt that staff may not always see it as a priority but that no refusals to complete had ever been received.

Mental Health – the Mental Health Working Group met on 22<sup>nd</sup> March 2017. This year's focus is on 'surviving and thriving'. The College currently has 18 members of staff who are ASIST trained. These staff have keys for first aid rooms to allow them instant access to private areas should it be needed.

Equality Mainstreaming Report – members had received this report with their papers. Ms Robertson complimented the content and quality of the report.

### Audit

Mr Ralston took members through the minute of the Audit Committee which took place on Monday 15<sup>th</sup> May 2017.

### **Internal Audit**

#### Workforce Management – March 2017 (Messrs. Scott-Moncrieff)

This was a good report with only four minor issues being highlighted. It was noted that the College's Workforce Planning Strategy was a work in progress and the Principal had assured members that it was currently going to HR Committee for consideration before coming before the Board of Management.

The conclusion on page one of the report stated 'In our opinion the controls surrounding workforce management within South Lanarkshire College are well designed and generally operating effectively. On this basis we can give a high level of assurance that material risks are being adequately managed'.

#### Budget Setting – April 2017 (Messrs. Scott-Moncrieff)

The report highlighted the work that had been carried out by the College on updating its policies, procedures and documentation for the current budgeting cycle. No weaknesses were identified and the process was reported as 'robust, appropriate and defined'. This process will be utilised to manage the preparation of the 2017/18 budget.

#### Internal Audit Service Provision

The Committee noted that the current contract with Messrs. Scott-Moncrieff was until 31<sup>st</sup> July 2018 but the audit plan only ran until 31<sup>st</sup> July 2017. *Members noted that a proposal document was currently being drawn up and would be presented to the next Committee meeting for review.*

### **External Audit**

Mr Ralston stated that this had been the first meeting for Mazars since their appointment as the College's external auditors. Members were reminded that this appointment had been made by Audit Scotland and that they had also been appointed as the external auditors for New College Lanarkshire. Mr Ralston stated that Ms Nutley, Director, Mazars had given assurances that whilst the management of the two audits would be covered by the same senior staff, including herself, the field work for each college would be undertaken by separate teams.

Discussion took place in regard to the South Lanarkshire College's positioning and the importance that Mazars recognised its individual status. *Board members welcomed the assurance received from Mazars.*

Audit Strategy Memorandum for year ended 31<sup>st</sup> July 2017  
(this document had been distributed with the papers)

Mr Ralston advised members that the Committee had considered this document in detail and having agreed a few minor changes, were happy to approve it to go forward to the Board of Management for final approval.

*Members approved the Audit Strategy Memorandum and the annual fee of £13,960.*

#### Risk Management

Mr Ralston stated that the Committee had considered the latest Risk Register and the commentary attached. The commentary noted the changes to risk, including the impact of the preparation for a 5-year financial forecast. *The Committee had agreed the work being done on risk as being appropriate.*

Detailed discussion then took place regarding the reporting methodology of the Risk Register to the Full Board through the Audit Committee. Members debated the need for the full register being presented at every meeting, an abbreviated version of the red and amber risks at every meeting, the red risks being shown on the main agenda or status quo. *Action: it was agreed that the full Risk Register would come to the September 2017 Board and further discussion could take place there.*

#### Finance Committee

Mr Gallacher took members through the minute of the Finance and Resources Committee which took place on Monday 8th May 2017.

#### Management Forecast

Members noted that the Management Forecast continued to show a small surplus, albeit with several individual lines showing positive or negative variances. Cashflow continues to be an issue.

#### Long term forecasting / 5 year financial plan

Members noted the document produced by the Funding Council on long-term planning. Management had referred to the document in preparing its 5-year financial plan. The plan itself was considered by the Board and was accepted with the proviso that subsequent events may require College management to revisit this. It was noted that the College had to make a financial forecasting return to the Funding Council prior to the next Finance Committee meeting, and SFC had allowed returns to be made in draft form. *This is what management had proposed to do; this was agreed.*

Management had prepared a Financial Planning document 'Mainstreaming Long-term Financial Sustainability', addressing several key areas and stating financial targets for the next 5 years. *The document, and the Budget Process and Preparation Procedure documents were noted and accepted as a way forward for the College.*

## Development

In the absence of Ms Johnstone, the Principal took members through the minute of the Development Committee which took place on Tuesday 9th May 2017.

## **Quality Report**

Educations Scotland - Andrew Brawley, ES College HMI, visited the College on 22<sup>nd</sup> March 2017 to finalise the engagement arrangements for 2017/18. Members had received an explanation of how topics were agreed.

Professional Discussion of Learning and Teaching (PDLT) Update – round three took place week commencing 20<sup>th</sup> March 2017. An annual total of 36 observations were carried out with three being observed by Mr Brawley as part of his visit.

Discussion took place regarding the benefits from these sessions. Members noted that the Quality Unit used feedback to consider emerging themes and good practice which, in turn, informed future staff development sessions.

Complaints Quarterly Update 2016-17 – the Committee received an update on the complaints received for the quarter. An explanation was given of the process in place and the lead status of the Scottish Public Sector Ombudsman.

## **Report – Marketing, Recruitment and International Activity**

Destination Success – members were informed that due to the level of days lost through industrial action it had been decided that this event would not go ahead this year. As much of the preparation had been in place, students were issued with the ‘goodie bags’ designed for the event and the prize draw had gone ahead.

Members agreed that although unfortunate that such a popular event had been cancelled, it was of course the priority to maximise the time available to students to complete course work.

Media – the media and recruitment campaign has been underway since September 2016.

Information Evenings – these have been extremely well attended with numbers up to 400 showing up at the events.

Annual Report – this has been sent out to all stakeholders. It has also been published digitally and placed on the College website. *In line with discussions at a previous Board meeting, the report was also distributed to all students as part of their Destination Success bag. Members welcomed this move.*

## **6. Remuneration Committee**

Mr Gallacher stated that the Remuneration Committee had met and gone through the required training for College Remuneration Committee members in April 2017. He stated that this was detailed on-line, interactive training and the Committee had found it useful in the drawing up of the new remit.

Remit and Schedule of Meetings (tabled) – members noted the content and timings. The remit for the Remuneration Committee was then duly approved.

*The next meeting will take place prior to the Board meeting on 19<sup>th</sup> September 2017.*

## **7. Student Association Update**

Ms Harkness informed members that the Student Association Elections 2017 had taken place and the outcome was as follows –

Julie MacKenzie – Student President

Melissa Mitchell – Vice President

Members congratulated Ms Mitchell and looked forward to meeting Ms MacKenzie at the next round of meetings.

Ms Mitchell took members through the detail of her report. Highlighting the following -

SLC Student Association 3-year Strategy Report – work is continuing on this report. Ms Mitchell stressed that the Association wanted to have a clear vision of key objectives and the future of the SLCSA.

LGBT Events and Activities – SLCSA continues to promote and support the LGBT community. The College students and staff will once again this year take part in the Glasgow Pride 2017 march and events.

No Period Poverty at SLC – SLCSA is proud and delighted that the College is part of the campaign to provide free sanitary products. The student feedback from this has been exceptionally positive.

Members welcomed Ms Mitchell's input and praised the ongoing work and support of the SLC Student Association.

## **8. Governance**

Ms McCartney informed members that preparatory work was being done at present on the Board Member Appraisal and Board Effectiveness processes. *Members noted that it was hoped that distribution of the documentations would begin towards the end of August, meetings with the Chair in September and a session of Board Effectiveness as part of the Board Information Day on 10<sup>th</sup> October 2017.*

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance. The next meeting will take place on 19<sup>th</sup> September 2017.