

## BOARD OF MANAGEMENT

*Minute of Meeting of 03 October 2016*

The meeting commenced at 1400 hours.

**PRESENT** – D Anderson, A Bell, S Cormack, D Duthie, J Gall, I Gossip, J Henderson, C Inglis, S Masson, R McGregor, K Milroy (Chair), A Simpson, A Smith, R Wallen, K Wetherall.

**IN ATTENDANCE** – P May, P Kesson

**1. Apologies for Absence**

Apologies were received from J Harper and D Russell.

**2. Minute of previous Meeting**

The Minute of Meeting held on 19 July 2016 was approved.

**3. Matters arising from previous Meeting**

The Board noted a paper providing information on matters arising.

Information was provided on Estates Strategy – Masterplans; Fellowship; and Governing Bodies, Equality and Diversity.

**4. Report to the Board by the Regional Chair**

The Board noted a report providing information on: the induction process for the new Principal; National College Board Induction Workshops 2016-17; Scotland's Colleges 2016 annual report; Impact and Success of the Programme of College Mergers in Scotland; Gender Action Plan; and Learning for All: Measures of Success.

The Interim Letter of Guidance for 2017-18 was tabled and noted.

Mr Milroy informed Members that Mr Wallen would demit the post of Principal on 09 December 2016. Members agreed the proposed arrangements for a retirement dinner for Mr Wallen following on from the meeting of the Board on 05 December 2016.

Ms Inglis joined the meeting at this time.

**5. Report to the Board by the Principal**

The Board noted a report providing information on: Audit fieldwork arrangements; site of the former Balgownie Centre; Estates Development Strategy – Outline Business Case; Engineering Technologies, Fraserburgh Campus; Beacon Award Assessment visit; RGU Strategic Planning Group; and SQA Qualifications Committee.

Mr Wallen informed Members that the assessors who visited the College for the Beacon Awards had been highly impressed by the College's BYOD scheme. Mr McGregor was thanked for arranging an excellent programme of activities for the assessors.

Mr Wallen provided information on the RGU Strategic Planning Group.

Mr Wallen informed the Board that arrangements are being made to display the College's Queen's Anniversary Awards Medals.

Members recorded their thanks to all those involved in the recent and very successful Awards Ceremony held at the Fraserburgh Campus.

## **6. Reports by Chair and Standing Committee Chairs**

### **6.1 Meetings of Standing and Ad Hoc Committees**

Members were informed that approved minutes of meetings of Standing Committees that had been held since the last meeting of the Board of Management had been circulated in hard copy to Members as appropriate.

Mr Milroy invited Members to comment or request further information on the business transacted in the Standing Committees and Ad Hoc Committees of the Board of Management.

There were no matters arising.

## **7. Matters for Decision**

### **7.1 North East Scotland College Position relating to National Collective Bargaining**

The Board considered information which would provide them with an opportunity to consider what the College should be seeking to achieve through the process of national collective bargaining and the related work on the "workforce for the future" for the College sector.

Information was provided on the approach adopted by the College over many years of local bargaining; the current position; and issues relating to national collective bargaining.

After some discussion Members agreed the set of issues to be observed in the course of national negotiations as presented in the paper.

Mr Wallen provided further information on the current dispute over the level of pay award to support staff for 2016-17. Members were advised that the second day of industrial action, called by UNISON, had no impact on the daily working of the College.

In response to a matter raised by Ms Masson on the issue of flexible working, Mr Wallen said that this was a matter for consideration at a local College level.

It was noted that Ms Hart, in her role as the College's representative on the Employers' Association, would refer back to the Board if proposals were made as part of national negotiations that were not in line with the College's interests.

It was agreed that the Human Resources Committee would keep national collective bargaining developments under review and bring matters to the attention of the Board as appropriate.

### **7.2 Review of Governance Manual**

The Board considered proposed changes to its Governance Manual, noting that the amendments are to reflect the requirements of the revised Code of Good Governance for Scotland's Colleges, published in September 2016.

Members adopted the amended Governance Manual. Mr Milroy advised that the Manual would continue to be considered regularly by the Board's Governance Steering Group and that any future amendments would be brought back to the Board for consideration as appropriate.

It was noted that the Governance Steering would consider in due course, model schemes of delegation and standing orders circulate to the sector by the Good Governance Steering Group.

### **7.3 Equality and Diversity Champion**

Members considered and approved the proposed role description for the Board of Management's new Equality and Diversity Champion.

Mr Duthie proposed, seconded by Mr Gossip, that Ms Bell be appointed to the role of Board Champion. Ms Bell accepted the role.

### **7.4 Remuneration Committee**

Mr Milroy advised Board Members that this paper had been deferred to a future meeting as the matter had not yet been discussed with the staff concerned. He asked Members to notify the Remuneration Committee if they had any comments or suggestions on the revised draft Policy.

Mr Milroy thanked Ms Inglis for the work undertaken on the draft Senior Staff Pay Policy.

## **8. Matters for Discussion**

### **8.1 Updated Code of Good Governance for Scotland's Colleges**

The Board considered the updated Code of Good Governance for Scotland's Colleges, published in September 2016.

Members noted that the Code has been updated to reflect the findings of the Cabinet Secretary's Governance Task Group that reported in March 2016.

Members noted the changes and supporting comments.

### **8.2 Board Evaluation Processes**

The Board considered the evaluation processes adopted to monitor and strengthen its effectiveness.

Information was provided on: the background to the process; Regional Chair's Annual Appraisal by Vice Chair; Annual Committee Chair Development meetings; training plans; external effectiveness review; and Secretary to the Board's Annual Appraisal.

After some discussion Members confirmed that they were comfortable with the way forward for the external effectiveness review. It was noted that the Governance Steering Group would review the matter further and share their thoughts with the Board at its meeting in December.

Mr Milroy commented that a similar format could be adopted to that currently used in internal audits with a report, commentary, and then management response.

The Board agreed the evaluation processes adopted to monitor and strengthen its effectiveness and agreed that the matter be discussed in more detail in due course.

### **8.3 Board Planning Event**

Members considered arrangements for the Board's Planning Event on 18 and 19 November 2016.

Information was provided on: venue for the event; invited guests; programme for the event; and a pre-dinner briefing by an official of the Scottish Government.

In adopting the proposed arrangements Members noted that in session 1 the wording at the end of the sentence would be changed to also include the consideration of opportunities; and session 7 relating to the Students' Association would be rescheduled to the Friday afternoon due to Ms Simpson's unavailability on the Saturday morning.

### **8.4 New College Quality Arrangements 2016-17**

The Board considered information on the new arrangements for improving and assuring the quality of provision and services for the academic year 2016-17.

Information was provided on the success of the College in the pilot scheme; and the arrangements proposed to take place over a 2 year cycle starting in August 2016.

Mr Wallen summarised the College's use of an external Validation Panel to support the development of new quality arrangements as part of the Action Learning Project, and commented that the continuation of this approach would be beneficial.

### **8.5 Risk Registers**

The Board considered the College's High Level Strategic Risk Register and the College's Operational Risk Register.

It was agreed that further consideration should be given to the proposal to merge the 'demand for College provision' risk into the 'curriculum' risk of the High Level Strategic Risk Register. It was also agreed that a risk relating to effective transition arrangements for the Principal's role should be added to the Operational Risk Register under the 'Corporate' heading.

Mr Duthie raised the issue of security of the College's IT systems and it was agreed that Mr Matthew, Head of IT, be asked to give a short presentation to Members at the December meeting of the Board.

### **8.6 Internal Audit Programme, 12 months to 31 July 2017**

The Board considered and approved the Internal Audit Programme for the financial reporting period for the 12 months to 31 July 2017.

Members noted that the Programme had been considered and approved by the Audit and Risk Committee at its meeting in September 2016.

### **8.7 Report by the Investment and Project Committee**

The Board considered the work of the Investment and Project Committee.

Mr Milroy reported on the business conducted by the Committee at its meeting held on 19 July 2016 at which the project to redevelop engineering technologies training facilities at the Fraserburgh Campus; and matters related to the sale of the former Balgownie Centre were discussed. Mr Milroy said that the College's advisors had recommended that no further marketing of the site takes place in the interim.

Mr Milroy also reported on the business conducted by the Committee at its meeting held on 13 September 2016 at which the project to redevelop engineering technologies training facilities at the Fraserburgh Campus was discussed. He confirmed that the project at Fraserburgh is on time and within budget, had been exceptionally well managed, and no major issues have been identified.

## **9. Matter for Information**

### **9.1 Developing Scotland's Young Workforce Conference**

Ms Simpson provided Members with a summary of a recent Conference for Developing Scotland's Young Workforce, and a parliamentary reception, which she had recently attended.

Ms Simpson commented that the quality of the speakers at the Conference had been very good and she considered her attendance at the event to be very worthwhile.

Mr Milroy thanked Ms Simpson for her attendance at the events.

## **Other Business**

### **1. Students' Association**

Mr Wallen raised an additional item of business relating to the legislative requirement to enrol Students' Association Sabbatical Officers on a College course and confirmed that the College would implement this as required.

### **2. Fellowship Award**

Ms Bell asked for it to be noted that she wished to propose a member of the Score Group for the 2017 Fellowship Award Scheme.

## **10. Summation of Business and date of next Meeting**

The Secretary gave a summation of business conducted. The next meeting of the Board of Management is scheduled to take place on Monday 05 December 2016 at 1400 hours.

## **Reserved Items of Business**

### **11. Matters for Discussion**

#### **11.1 Meetings of Standing and Ad Hoc Committees – Reserved Items of Business**

#### **11.2 Aberdeen Skills and Enterprise Training Limited – Annual Report by Chair**

#### **11.3 Regional Chair's Annual Appraisal by Vice Chair**

### **12. Summation of Reserved Items of Business**

The Secretary gave a summation of the reserved items of business.

The meeting concluded at 1542 hours.