BOARD OF MANAGEMENT

Minute of Meeting of 05 October 2015

The meeting commenced at 1405 hours.

PRESENT: D Anderson, K Anderson, A Bell, I Gossip, J Harper, J Henderson, C Inglis, S Masson, K Milroy (Chair), A Simpson, A Smith, S Smith, R Wallen, K Wetherall

IN ATTENDANCE: E Hart, P May, P Kesson

Mr Milroy commented on the very successful graduation event at Fraserburgh on 03 October and thanked Ms Bell for stepping in to assist at short notice.

Mr Milroy also commented on the very useful visit undertaken by Board Members in the City Campus earlier in the day and thanked all staff who supported the visit.

1. Apologies for Absence
   Apologies were received from S Brimmer, S Cormack, D Duthie, and D Russell.

2. Minute of previous Meeting
   The Minute of meeting held on 21 July 2015 was approved subject to the amendment of item 6.1, paragraph 4, to read “Mr Russell asked …” and not Mr Anderson.

3. Matters arising from previous Meeting
   3.1 Site of the former Balgownie Centre
       Mr Wallen reported that a meeting had taken place with City Council officials last week and that the Council were currently considering their position on the matter. Mr Wallen also informed Members that Barratt had confirmed that they remain interested in buying the site.

   3.2 Animal Care Provision
       Mr Wallen said that he and Dr Black, SRUC, had recently met with College staff based at Craibstone to discuss the transfer of animal care provision to the SRUC.

4. Report to the Board by the Regional Chair
   Members noted a report by the Regional Chair providing information on: the Scottish Government’s recently published Letter of Guidance for AY2016-17; demonstrating the economic value of Scotland’s Colleges; and attendance at meetings.

   Mr Milroy commented that impacts of the upcoming Scottish Government Spending Review would be known until January 2016.

   Mr Milroy reported on the recent Parliamentary Reception which he and Mr Anderson had attended and said that the event had showcased a number of good examples of innovation from across the sector, including virtual welding software from NESCol.
5. **Report to the Board by the Principal**

Members noted a report by the Principal providing information on full-time enrolment; forthcoming sessions with local partners regarding Developing the Young Workforce; and the shortlisting of the College for three awards by the College Development Network.

Mr Wallen commented on the enthusiasm expressed by Aberdeenshire Council for the upcoming session on Developing the Young Workforce. Members were informed that a similar event for Aberdeen City Council has been arranged for 05 November 2015.

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

6.1 **Meeting 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 raised by Members.

7. **Equality and Diversity Briefing**

The Board received a presentation from Ms Hart on Public Sector Equality Duty and Equality Impact Assessments (EIAs).

Ms Hart said she would seek advice on whether ASET will require to develop its own EIA policy and to undertake EIAs.

Members were advised that College managers are currently receiving training on the completion of EIAs and Ms Hart advised that training can be arranged for Board Members if they so wish.

A short discussion was held on the College’s EIA form and the process for its completion. It was suggested that it may beneficial to list the protected characteristics on the form.

Mr Milroy said that the Board should consider this matter again once EIA mechanisms and processes have been embedded across the College. It was agreed that consideration would also be given to the preparation of an annual report to the Board of Management on EIAs.

It was noted that the Equality and Diversity Strategy Group would undertake a role in overseeing the EIA process.

8. **Matters for Decision**

8.1 **Equality and Diversity Policy**

The Board considered the College’s Equality and Diversity Policy.

Ms Hart confirmed that staff, students, and stakeholders had been consulted on the Policy.

Mr Wallen said that the Policy would be advertised throughout the College to ensure that visitors are aware of its existence.
The Board approved the Equality and Diversity Policy and agreed that it next be reviewed in September 2017.

Ms Hart left the meeting at this time.

9. Matters for Discussion

9.1 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 meetings on 21 July and 15 September 2015 at which the project to redevelop engineering technologies training facilities at Fraserburgh Campus was discussed. The meeting on 15 September was also concerned with the recent project to over-clad and re-roof parts of the Aberdeen City Campus.

9.2 Report by the Governance Steering Group

The Board noted a paper providing information on the business conducted at the inaugural meeting of the Governance Steering Group which was held on 17 August 2015.

Ms May said she would circulate the note of the meeting of the Steering Group to Board Members.

9.3 Joint Audit Committee Event

The Board noted a paper providing information on a Joint Audit Committee Event held with the Robert Gordon University (RGU) and the University of Aberdeen on 30 September 2015.

Ms Bell, Mr Anderson and Ms Simpson summarised the discussions which had taken place.

Ms Bell commented that it had been a very worthwhile exercise in which a lot of issues had been covered in what was an open and frank discussion.

Mr Anderson said that the discussion around the SFC placing governance high on their risk register was very enlightening, and suggested that this should be reflected upon further at the forthcoming planning event.

Ms Bell said that reflecting on the Event’s discussions, consideration should be given to changing the title of the College’s Audit Committee to the Audit and Risk Committee.

Professor Harper commented that feedback from his RGU colleagues indicated that it had been a very useful event.

Ms Bell thanked RGU for the use of their facilities and for the provision of catering.

9.4 Internal Audit Programme, 12 months to 31 July 2016

The Board considered the internal audit programme for the financial reporting period of the 12 months to 31 July 2016 that had been adopted by the Audit Committee.

In noting the internal audit programme, Mr Scott was asked to provide clarification on the number of days assigned to audits.
9.5 Contest and Prevent Duty

The Board considered information on work that is being undertaken by the College to meet its responsibilities relating to CONTEST, and the associated Prevent Duty, and the recently enacted Counter Terrorism and Security Act 2015.

Information was provided on the background to CONTEST, the Government’s counter-terrorism strategy; Prevent Duty; collaborative approach with public authorities; and Project Griffin and Project Argus.

It was noted that responsibilities relating to external speakers and events have now been added to the areas of specific duties placed on colleges.

Mr Milroy informed Members that Colleges Scotland has appointed both a Chair and Principal to the national group.

The Board commended Mr Scott for his excellent work in leading the College’s approach.

9.6 Planning Event

The Board considered the proposed programme for the Planning Event taking place on 06 and 07 November 2015.

Mr Wallen summarised the proposed format for the Event and key contributions which will be made by members of the Senior Management Team. It was also noted that Michael Cross, Deputy Director Scottish Government would speak to Members ahead of the dinner on 06 November.

In noting the programme it was agreed that it would also be beneficial for the Board to consider the key demographic projections for the region.

9.7 National Collective Bargaining

Mr Wallen provided the Board with information on the current situation in relation to National Collective Bargaining (NCB).

Members were informed that most colleges had now signed the National Recognition and Procedures Agreement (NRPA) although concerns had been noted by many.

Mr Wallen advised that he had not yet signed the NRPA, and summarised feedback received from NESCol staff representatives which indicates that staff do not want to enter into NCB. Mr Wallen said he was awaiting guidance from the Scottish Government on the issue of signing the NRPA. Mr Milroy noted that the Board of Management has adopted a position that is consistent with the Scottish Government.

Mr Wallen reported that the unions involved in NCB have rejected a pay offer of 1% non-consolidated.

The Board noted the current position in relation to NCB.

10. Matters for Information

10.1 Outcome Agreement AY2016-17

The Board noted a paper providing information on the development of the College’s Outcome Agreement for AY2016-17.
Ms May commented that the paper summarised the guidance the College has received from the SFC, and highlighted a number of changes in comparison to the guidance received for the Outcome Agreement AY2015-16.

10.2 Action-learning Project Update
The Board noted a paper providing an update on the College’s participation in the SFC’s Action Learning Project.

Information was provided on the context for the project; NESCol Pilot Evaluation Project; NESCol approach to meeting the established criteria; implications of being involved in the Project; and the next steps.

10.3 Partnership Matters
The Board considered the “Partnership Matters” arrangements for supporting students with additional needs.

It was agreed that changes required to be made to paragraph 2.1 of the document and Mr Wallen said he would discuss these with partners and ask for the terminology to be updated.

Members noted the information.

11. Summation of Business and date and time of next Meeting
The Secretary gave a summation of the business conducted. The next meeting of the Board of Management is scheduled to take place on Monday 7 December 2015 at 1400 hours.

Reserved Items of Business
12. Matter for Discussion
12.1 Meetings of Standing and Ad Hoc Committees - Reserved Items of Business

The meeting concluded at 1538 hours.