



REGIONAL BOARD

NOTE OF MEETING

Minute of the meeting of the Regional Board of North East Scotland College, held on Wednesday 11 October 2023 at 1000 hours in G25, City Campus.

Agenda Item	<p>Present: Susan Elston (Regional Chair) Neil Cowie Jim Gifford Bryan Hutcheson Carrie Beaton Leona McDermid Andy Rodden (not present for discussion of Agenda item 14-23) Sheena Ross Iain Watt Mark Fotheringham Cindy Dempster Neil McLennan Dave Anderson</p> <p>In attendance via Teams: David Blackhall Duncan Cockburn</p> <p>In attendance: Stuart Thompson, Vice Principal, Finance & Resources Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p> <p>Guest attendees: Susan Grant, Strategic Lead, Energy Transitions (for Agenda item 14-23 only) Kimra Donnelly, Director of People Services (for Agenda items 20-23 and 21-23 only)</p>
01-23	<p>Welcome and Apologies for Absence Opening the first meeting of AY2023/24, Regional Chair S Elston welcomed all in-person and virtual attendees.</p> <p>Apologies were received in advance from R McGregor and G Watt.</p>
02-23	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items L McDermid declared a potential conflict of interest by virtue of her position with Aberdeen Foyer. J Gifford declared a potential conflict of interest by virtue of his position with Aberdeenshire Council and Agenda item 05-23. A Rodden declared a potential conflict of interest by virtue of his position with ETZ Ltd and Agenda item 14-23.</p>
03-23	<p>Minutes of Previous Meeting (21.06.23) The Minute was approved as a true and accurate record.</p>
	Reserved Matters for Decision
05-23	Regional Outcome Agreement

06-23	ASET Chair (S Elston) – verbal update
07-23	<p>Ratifying of Contracts approved by Chairs Committee</p> <ul style="list-style-type: none"> • Nursery Contract • Protocol Contract • South Block Glazing Contract • VLE Contract
	Governance Matters for Decision
08-23	<p>Regional Board Terms of Reference Members were asked to review the shared Terms of Reference. These were approved.</p> <p>Decision - Approved.</p>
09-23	<p>Regional Board Programme of Business Members were asked to give consideration to the proposed Programme of Business for the upcoming AY.</p> <p>The Committee approved the content, with the provisos that flexibility in terms of meeting scheduling and meeting agendas is allowed for, and that an update on ETZ Ltd and the Energy Transitions and Skills Hub (ETSH) is added as a standing item to meeting Agendas.</p> <p>Action: Board Secretary to amend future PoBs to include Standing Item on Energy Transitions and Skills Hub.</p> <p>Decision = Approved.</p>
	Reports to the Board
10-23	<p>Report by the Regional Chair (Susan E) S Elston summarised the key messages and highlighted an omitted attendance at the 15/09/23 ETSH launch event.</p> <p>Thanks were expressed to members following their engagement with and feedback provided at 1:1 meetings.</p> <p>Praise was expressed following the highly successful graduation events.</p> <p>Participation benefits from attending meetings and engaging with Community Planning were highlighted with J Gifford to ensure S Elston is invited to</p>

	<p>Aberdeenshire Community Planning Meetings. N Cowie highlighted the increased engagement with schools and the ambition to increase key feeder school activities further.</p> <p>Action: J Gifford to extend an invitation to SE from Community Planning Aberdeenshire.</p>
11-23	<p>Report by the Principal (N Cowie)</p>
12-23	<p>Report by Committee Chairs Members noted the Report by the Committee Chairs.</p> <p>L McDermid provided an overview of key activities in her capacity as Chair of the Human Resources Committee. The ambition behind the People Service's Enhancement Plan was recognised with a key aspect of switching of VLE provider noted. The positive significant change to integrate libraries within the wider team was also noted.</p> <p>On behalf of the Finance and Resources Committee, Chair S Ross pinpointed the course fees increase for next year; the procurement review and the annual actions update as key points.</p> <p>J Gifford highlighted the key business discussed at his first meeting as Chair of the Audit and Risk Committee, namely audit plans and reports and the National Fraud Initiative update.</p> <p>S Elston expressed her gratitude to the members of the various Committees for their contributions and to the Committee Chairs for their overseeing management. Confidence was conveyed in the Regional Board, based on the practices of its' underlying Committees.</p>
	<p>Reserved Matters for Discussion</p>
13-23	<p>Start of year position, including credit activity, enrolments</p>

14-23	Energy Transition & Skills Hub Update (presentation and paper)
	<p>Guest Attendee S Grant left the meeting at 12:38pm</p> <p>A Rodden returned to meeting at 12:39pm</p> <p>B Hutcheson left the meeting at 12:40pm</p> <p>D Blackhall left the meeting at 12:50pm</p>
	Matters for Discussion
15-23	Strategic Risk Register (S Thompson)

	<p>S Thompson highlighted the applied changes to the SRR following its agreement by the Leadership Team and the feedback obtained from the A&R Committee at its meeting on 29/09/23. The request to have the ETZ Project included was also noted. Members expressed a preference for the newer version as presented.</p>
	Matters for Information
16-23	<p>Strategy Event – next steps (N Cowie/S Elston) – verbal</p> <p>N Cowie confirmed that plans continue to evolve for Wed 22/11/23 Strategy Event, and elaborated on the proposed content and guest speaker, Mr Russell Borthwick, CEO of Aberdeen and Grampian Chamber of Commerce. D&A College's Service Design Academy colleagues are in place to facilitate the event.</p> <p>S Elston detailed plans for a Regional Board Development Day. Action: S Lawrance to gauge availability for such in January 2024 via email.</p> <p>S Elston advised that the Chairs of NESCol, RGU and UoA have met and agreed a proposal to hold a collective meeting (hosted by RGU) in early 2024 to discuss joint challenges and opportunities.</p>
17-23	<p>Health and Safety Annual Report</p> <p>Members noted the Health and Safety Annual Report summarised by S Thompson, who highlighted the ratio of higher number of accidents reported, remains low with many min or cuts and burns. Further explanation of the RIDOR reporting requirements was given by S Thompson, with First Aiders advice now updated to reflect RIDOR reporting. The positivity of the reporting culture and raising of mental health awareness was noted. The need to maintain a balance of reporting and trends was noted.</p> <p>Action: S Thompson to share Q1 data at 13/12/23 meeting and detail pro-active seps to addressing increases.</p>
	D Cockburn left the meeting at 12:58pm (Teams' call terminated)
	Governance Matters for Information
18-23	<p>Governance update (Susan L)</p> <p>Board Secretary S Lawrance updated members on the Good Governance Steering Groups' recent findings. Updates regarding the presence of trade union observers at Board meetings were provided.</p> <p>Members noted the information provided.</p>
19-23	<p>Any Other Business and Summary of Actions</p> <p>No other business was raised. A summary of identified actions was provided by S Lawrance.</p>
	Guest Attendee K Donnelly joined the meeting at 1:12pm
	Private Reserved Matters for Information
20-23	National bargaining update (K Donnelly) – verbal
21-23	Industrial Action update (K Donnelly) – verbal
	NESCol and SA staff members (including guest attendee K Donnelly) left the meeting at 1:19pm

	Private Reserved Matters for Decision
22-23	Principal's Performance Management Objectives for AY2023/24

Actions from the Regional Board Meeting of 11 October 2023			
Agenda Item	Action	Responsibility	Deadline
09-23	Programme of Business: Amend PoB to include future standing item for Energy Transitions and Skills Hub	Board Secretary	For next meeting
10-23	Regional Chair Report: S Elston to be invited to join Community Planning Aberdeenshire.	Jim Gifford	As soon as possible
11-23	Principal's Report: Write to J Dunphy to express thanks for previous engagement with College.	Neil Cowie	As soon as possible.
14-23	ETZ Skills Hub:		
16-23	Strategy Event: Send out doodle poll to gauge availability for January/early 2024 Board Development event.	Board Secretary	As soon as possible
17-23	Audit and Risk Report: Share A1 Health and Safety data with Regional Board at their December meeting.	Stuart Thompson	By next meeting
22-23	Principal's Performance Objectives:		

Signed by: **S Elston Regional Chair**

Date: **13.12.23**