

POLICY & RESOURCES COMMITTEE

MINUTES OF MEETING OF 14 JANUARY 2015

11:00 Boardroom, Granton Campus

Present: Martin Crewe; Ian McKay; Nigel Paul; David Rutherford; Robin Stimpson; Ian Young (Chair).

In attendance: Su Breadner; Penny Davis; Elaine McMahon; Marcus Walker (Clerk); Alan Williamson; Craig Wilson.

1 WELCOME AND APOLOGIES

1.1 Apologies had been received from Alan Johnston.

2 DECLARATIONS OF INTEREST

2.1 None.

3 MINUTES OF PREVIOUS MEETING

3.1 The Board APPROVED the Minutes from 22 October 2014 as an accurate record of the meeting.

4 MATTERS ARISING

4.1 Actions from the previous meeting were complete, overtaken or on the agenda.

5 *Paragraph 5 presently exempt from publication under the Freedom of information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

6 FINANCIAL REPORT

6.1 MANAGEMENT ACCOUNTS TO NOVEMBER

6.1.1 The Committee NOTED the financial performance of the College, as highlighted in the Financial Accounts to November 2014.

6.1.2 The Committee DISCUSSED the temporary staffing overspend, and the approval process in-place for temporary staff allocation at the College. The Committee

NOTED the importance of effective staff utilisation across the College, and Members AGREED that a staff utilisation report (with a breakdown of staff on a departmental basis) should be provided to a future meeting of the Board.

6.1.3 *Paragraph 6.1.3 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.*

6.2 WSUMS UPDATE

6.2.1 The Committee NOTED an update on the College's current SUMs position.

6.2.2 The Committee DISCUSSED the contributing factors to the College sitting behind its SUMs target. The Director of Finance confirmed that the College had developed its application process to produce a higher conversion rate.

6.2.3 The Committee NOTED progress with WSUMs delivery would continue to be monitored in future Management Accounts reports.

7 ORGANISATIONAL AND STAFFING REPORT

The Clerk left the meeting

The Governance Director assumed the role of Clerk.

7.1 JOB EVALUATION SCHEME

7.1.1 *Paragraph 7.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.1.2 *Paragraph 7.2 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.1.3 *Paragraph 7.3 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.1.4 *Paragraph 7.4 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

The Clerk returned to the meeting

Nigel Paul left the meeting

7.2 HR POLICY DEVELOPMENT

7.2.1 *Paragraph 7.2.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.2.2 *Paragraph 7.2.2 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.2.3 *Paragraph 7.2.3 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.2.4 *Paragraph 7.2.4 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

7.3 CURRICULUM MANAGERS

7.3.1 The Committee received a verbal response from the Director of OD & Communications to a matter raised in closed session at the Board meeting on 04 November 2014 (*BoM Minute 7.1.4/04.11.14 refers*), related to pay awards for Curriculum Managers.

7.3.2 The Committee NOTED that all middle managers were appointed to new roles on support staff contracts, regardless of their area of work at the College. As these roles were technically support staff contracts, but are not covered by any collective agreement, the College in 2013 (as a gesture of goodwill) granted a £750 pay award, in alignment with the award received by support staff.

Since managers roles were excluded from the support staff job evaluation exercise, there was no change to middle managers salaries in 2014. The Director of OD and Communications confirmed that no separate pay award was made to the Leadership or Management Teams in 2014 due to affordability.

7.3.3 The Committee NOTED that the Executive pay award granted in December 2014 was not a cost of living award. Instead, this change to salary was provided to address identified market level anomalies made on appointment (as the result of a salary benchmarking exercise). The Committee NOTED that it was the intention to undertake a benchmarking exercise in 2015 for Leadership and Management roles.

7.3.4 The Committee AGREED that the Committee Chair would report back to the Board on the matter at its next meeting.

8 RECRUITMENT OF NEW PRINCIPAL

8.1 The Committee NOTED an update on the recruitment process for the new Principal. Director of OD and Communications informed the Committee of the strategy used to attract suitable candidates, and provided an overview of the selection process.

8.2 The Committee welcomed the inclusion of various members of the Board, ECSA and the Executive Team in the recruitment process.

9 *Paragraph 9 presently exempt from publication under the Freedom of information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

10 ANY OTHER COMPETENT BUSINESS

10.1 CODE OF GOOD GOVERNANCE

10.1.1 The Governance Director informed the Board that the Code of Good Governance would be considered in detail at the Board meeting on 24 March 2015. Hard copies of the Code were provided to all Members, for future reference.

13 DATE OF NEXT MEETING

The next meeting would be held at 14:00hrs on 05 March 2015 at the Granton Campus.

14 CLOSED BUSINESS

No closed items of business were considered.

Meeting closed at 14:30