



For the future you want

EDINBURGH COLLEGE BOARD OF MANAGEMENT

MINUTES OF MEETING OF 15 FEBRUARY 2018

14:00 Boardroom, Milton Road Campus

Present: Beth Anderson; Neal Black; Annette Bruton; Bruce Cassidy; Mike Cowley; Bob Downie; Lesley Drummond; Stephen Dunn; Alan Johnston; Ann Landels; Ian McKay (Chair); Nigel Paul; Judith Sischy; Azra Sharif-Qayyum; Jeanette Stevenson; Ian Young

In attendance: Alex Craig; Nick Croft; Michael Jeffrey; Christine McDougall; Jonny Pearson; Marcus Walker (Clerk); Alan Williamson

1. WELCOME AND APOLOGIES

1.1 Apologies were received from Niki McKenzie and Fiona Riddoch.

1.2 The Chair welcomed Christine McDougall, Head of Resources & Facilities, to the meeting for Item 6; Catering Provision at Edinburgh College.

2. DECLARATIONS OF INTEREST

2.1 None

3. MINUTES OF PREVIOUS MEETINGS

3.1 MINUTES 12.12.17

3.1.1 The Board APPROVED the minutes from 12 December 2017 as an accurate record of the meeting.

3.2 CLOSED MINUTES 12.12.17

3.2.1 The Board APPROVED the closed minutes from 12 December 2017 as an accurate record of the meeting.

4. MATTERS ARISING

4.1 Actions from the previous meeting were complete, overtaken or on the agenda, with the exception of the following:

4.2 LOTHIAN PENSION SCHEME CONTRIBUTION RATE

4.2.1 The Board NOTED that horizon scanning reports to the Policy & Resources Committee and Audit & Risk Assurance Committee, in November 2017, had highlighted that a Local Government Pension Scheme (LGPS) pension fund actuarial valuation would be completed in December. The Chief Operating Officer advised the Board that following the actuarial valuation a proposed actual increase of 0.3% was advised by LGPS by 16 February 2018.

4.2.2 The Board DISCUSSED the rationale for the proposed increase in the LGPS employers' contribution rate from 17.5% to 17.8% (for support staff), as endorsed by the Executive Team, and the financial implication for the college.

4.2.3 The Board APPROVED an increase of 0.3% in the LGPS employers' contribution rate.

5. CATERING PROVISION AT EDINBURGH COLLEGE

Paragraphs relating to this item of business are presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 43, Commercial Sensitivity.

The Head of Resources & Facilities left the meeting.

6. GOVERNANCE CONTINUITY ARRANGEMENTS

6.1 NON-EXECUTIVE APPOINTMENT

6.1.1 The Board NOTED that shortlisting and interviews for non-executive Board members in January, with Angela Leitch (Chief Executive, East Lothian Council) acting as the independent panellist. The Chair informed the Board that following this process, the interview panel had agreed to recommend a candidate for appointment.

6.1.2 The Board AGREED to endorse the recommendation of the interview panel to Scottish Ministers, with a view to new members of the Board undergoing their induction before their first Board meeting on 20 March.

6.2 PROCESS OF APPOINTMENT FOR A NEW CHAIR OF THE BOARD

6.2.1 The Board NOTED an update on transition arrangements for a new Regional Chair.

6.2.2 The Board NOTED that, as agreed by the Board on 12 December 2017, the Vice Chair would temporarily be empowered, as an 'Interim Chair', should any time elapse without a publicly appointed Regional Chair being in post.

7. RETIREMENT OF PRINCIPAL & CHIEF EXECUTIVE

- 7.1 The Board NOTED a tabled paper which advised the Board that Annette Bruton, Principal & Chief Executive, had advised the Chair of her intention to retire on 31 August 2018, and that this request had been formally accepted. The Principal advised the Board that although it was a difficult decision, she believed the college had turned a corner and had in place a robust five year strategic plan.
- 7.2 The Board NOTED that the Principal had worked in public service for 42 years and her departure would be a straight forward retiral. The Chair informed the Board that since her arrival at the college, the Principal had addressed a number of significant challenges and had moved the college towards becoming a stable and thriving organisation.
- 7.3 The Board NOTED that a communication would be circulated to notify stakeholders of the Principal's decision, and that a robust communications plan would be developed in advance of the Principal's retirement in August 2018. The Chair, on behalf of the Board, thanked the Principal for her significant service to the college over the past three years.
- 7.4 The Board NOTED that the incoming Regional Chair would convene an appointment panel to identify a new Principal & Chief Executive, the membership of which would be agreed by the Board at its meeting on 20 March. The Board AGREED that the appointment panel would have delegated authority to lead the recruitment and selection process and appoint a preferred candidate. The Head of Corporate Development confirmed that the Board would be updated on the outcome of the recruitment process at its meeting on 19 June.
- 7.5 The Board NOTED that the Remuneration Committee would be responsible for the development of the contractual terms & conditions for a new Principal (including salary arrangements), whilst a small project team consisting of the Board Secretary, Executive Development Manager, Governance Advisor and Head of HR & OD would be formed to support communication flow and transition arrangements.
- 7.6 The Board AGREED to endorse the proposed recruitment process, and welcomed the opportunity to receive a more detailed update on the process at its next meeting.

8. ANY OTHER COMPETENT BUSINESS

8.1 DEPARTURE OF A NON-EXECUTIVE MEMBER

- 8.1.1 The Board NOTED that the Chair of the External Engagement Committee, Alan Johnston, would be standing down as a Non-Executive Board Member on 01 March 2018. The Chair, on behalf of the Board, thanked Mr Johnston for his significant contribution to the development of key aspects of the External

Engagement Committee, including its oversight of commercial and international developments, and for his membership of the Policy & Resources Committee and the Remuneration Committee.

8.1.2 Mr Johnston thanked the Board and Executive colleagues for their support since he joined the college as a Non-Executive in December 2012, and welcomed the significant progress made by the college in recent years.

8.1.3 The Board NOTED that arrangement relating to the Chairing of the External Engagement Committee would be considered by the Board in due course.

8.2 DEPARTURE OF THE CHAIR OF THE BOARD

8.2.1 The Board NOTED that the Chair of the Board, Ian McKay, would be standing down as Regional Board Chair on 02 March 2018. The Vice Chair, on behalf of the Board, thanked the Chair for his massive contribution to Edinburgh College since its merger in October 2012.

8.2.2 The Chair informed the Board that it had been a privilege to serve on the Board of Edinburgh College as the Regional Chair. Further to this, the Chair wished to thank both Board and Executive colleagues for their continued support during his period of tenure.

8.2.3 The Board NOTED a formal leaving dinner would be held in the Chair's honour on 20 March 2018.

9 DATE OF NEXT MEETING

9.1 The next meeting would be held at 14:00hrs on 20 March 2018 at the Milton Road Campus.

Meeting closed at 15:30