Engagement Committee

Draft Minutes

Meeting reference: Engagement 2016-17/03
Date and time: Thursday 2 March 2017 at 5.30pm
Location: Room 033

Members present: Ann Irvine, Charlie Shentall, John McDonald, Lindsey McLeod, Margaret Munckton, Sharon Hammell

Apologies: David Littlejohn, Ian Jackson

In attendance: David Gourley, Curriculum and Business Engagement Director
Donald MacLean
Pam Wilson, Vice Principal, Academic
Susan Bald, Vice Principal, HR and Communications

Chair: John McDonald
Minute Taker: Carolyn Sweeney-Wilson
Quorum: 3

Summary of Action Items			
Ref	**Action**	**Responsibility**	**Time Line**
Actions from 24 November:			
11.2	**Reconvene cancelled November Induction/CPD event for January/February 2017.** **Action Update:** Discussed at the Chairs Committee and the new Clerk will take this forward.	Clerk	June 2017
11.2	**Individual Board members to be offered further discussions/ briefings from Committee Chairs and key College staff during January/February 2017.** **Action Update:** It was agreed this would be done once Board members had settled into their new positions. This will come back to next Engagement Committee meeting.	Clerk	11 May 2017
Actions From 2 March:			
4	**Minutes of Meeting held on 24 November 2016** Ann Irvine's name listed twice – remove one.	Clerk	Immediately

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Summary of Action Items			
Ref	**Action**	**Responsibility**	**Time Line**
8.1	**Equalities Reports** The Committee recommended these reports to the Board for approval.	Clerk	22 March 2017
10.1	**Draft Revised Committee Terms of Reference** Each committee should review its TOR and then these to be discussed and pulled together at the next Development Day. It was agreed that all TORs should be ready for next session.	Clerk	3 May 2017
11.2	**Board Development Day – 3 June 2017** It was agreed that the agenda for the Board Development Day on 3rd June would include the following: • Conclusions and actions regarding the Board Effectiveness Review. • Follow-on discussion on revised UHI structures and committees – implementation of the UHI Strategy Working Group. • Follow-up on Board engagement plans and networking. **AP:** It was agreed that the Development Day would be held in the ASW. CSW was asked to check that rooms were booked for this on 3rd June. **Addendum:** CSW confirms rooms are booked for this event.	Clerk Carolyn Sweeney-Wilson	3 June 2017 Immediately
11.3	**Response to Consultation on the Draft Gender Representation on Public Boards (Scotland) Bill** The response was agreed and should now go forward.	Margaret Munckton	By deadline
14	**Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)**		

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Summary of Action Items			
Ref	Action	Responsibility	Time Line
	The membership list of the TOR (last page) to be updated.	Clerk	ASAP

Minutes

Item		Action
1	**Welcome and Apologies**	

The Chair, John McDonald (JM), welcomed everyone to the meeting. In particular, he welcomed Donald MacLean, recently appointed Support Staff Board representative.

The apologies were noted.

2   Additions

There were no additions to the Agenda.

3   Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest in any agenda item.

4   Minutes of Meeting held on 24 November 2016

Anne Irvine (AI) noted that she had been listed twice on the minutes as being present.

Subject to the above amendment, the minutes were approved as a correct record.

5   Actions Arising from Previous Minutes

6.2 Process of appointing Advisory Committee Chair and PCSA President Line Manager be discussed.

Action Completed.

6.3 Revise the Student Partnership Agreement as noted.

Action Completed.

10.1 Draft revised Committee Terms of Reference.

Action Update: On the agenda.

10.1 Board Dev Day.

Action Update: On the agenda.
10.1 Potential Invitees to ASW.

Action Completed.

11.1 Revise wording of the first self–evaluation question and include a sliding scale 1-5 for scoring purposes.

Action Completed: Questionnaire was issued.

11.1 Pre-circulate a revised pro-forma/questionnaire to Board members and convene a Board workshop in January 2017 to agree a summary of views.

Action Completed.

11.1 Draft Brief to procure services of an external facilitator for the College Procurement team to progress.

Action Completed.

11.2 Reconvene cancelled November Induction/CPD event for January/February 2017.

Action Update: Discussed at the Chairs Committee and the new Clerk will take this forward.

11.2 Board Chair to arrange 1-1 discussions with Board Members during January and February 2017.

Action Completed: The Chair of Board has taken this forward.

11.2 Individual Board members to be offered further discussions/ briefings from Committee Chairs and key College staff during January/February 2017.

Action Update: It was agreed this would be done once Board members had settled into their new positions. This will come back

to next Engagement Committee meeting.

11.2 Programme in externally facilitated self-evaluation workshop Jan-Feb 2017.

Action Completed.

11.2 March CPD event to include session on the external operating environment of the College, i.e., the economic, social and cultural context.

Action Update: This will now take place in May 2017.

6   **Student Engagement**
*6.1   **PCSA Update**

In the absence of Holly Scrimgeour (HS), Lindsey McLeod (LM) gave the update.

LM advised that there had been a review of the Student Association (PCSA) by NUS Scotland and this report had been received after Christmas. LM said that this was a good report, with pragmatic steps that the PCSA could take. LM said that HS will present more on this report and forward proposals at the meeting in May.

PCSA were holding elections at the moment for new officers in 2017-18.

Pam Wilson (PW) said it was very good to see Rachel Daniel in post; her remit was Clubs and Societies. Rachel replaces John Gibson in post as Vice President. PW advised that HS was strongly lobbying within the government, around student funding and the need for increased funding. She had already had two external meetings, one with John Swinney; another with a regional list MSP.

There was some discussion around the report and the transparent, partnership working.

John McDonald (JM) said that the fact that PCSA was actively involved in dialogue was a positive thing.

AI said that it should be noted to HS that the papers were very comprehensive and useful.

7   **Performance Monitoring**
7.1   **Update on Board Effectiveness Review**

Margaret Munckton (MM) advised that the Effectiveness Review Workshop had been held last Thursday and was led by Henderson Logie. There were 7 Board of Management (BoM) members in attendance and Jackie Mackenzie attended as the senior College manager supporting the Board. Henderson Logie looked at all questionnaires and analysed them. Issues were identified and potential solutions discussed and Henderson Logie were now undertaking a desk audit and writing up the report with a proposed action plan. The completed report would be available to go to the BoM meeting on 22nd March, where there would also be a review of the Board meeting itself, by Henderson Logie. MM said that the workshop went well and covered a significant amount of work.

8 External Engagement

8.1 Equalities Reports

SB advised that there were two further reports that require to be published – The Gender Pay Gap and the Annual Employee Information Report, but these will not be completed until mid-March and will go straight to the BoM meeting on 22nd March. Going forward, The Gender Pay Gap will change name and will be known as The Equality Pay Gap in the future, to cover disability and race, in addition to gender.

SB indicated that, as a public sector organisation, the College had a statutory duty, every 2 years, to report on the progress it had made in achieving its equality outcomes. The Equality Outcomes 2013-2017 report shows information about the outcomes set in 2013, the action taken and the progress made towards achieving them.

SB indicated that this was also the first time the College had had a full 4 years to report on how the College had achieved the Equality Outcomes. For future reporting, this report would be split into 3 sections, rather than one main report and the Equality Outcomes would be expected to be evidence based.

Equality Outcomes 2013-17: SB advised that Helen Duncan (HD) had produced the reports. This report provided information about the outcomes the College set in 2013, the action taken and the progress made towards achieving them.

Sharon Hammell (SH) queried the statistics on page 7, regarding the question: "My lecturers treat us all fairly and equally" and wondered why the percentage of students who had agreed, had gone down in 2016. PW said the student sample was changed. In 2013 all the students surveyed were campus based; where for this survey, distance learning students were also included. PW advised that any comparisons should be looked at going forward, rather than historically.

SH referred to the number of staff who had completed the online EIA training module and asked what percentage of staff that figure represented. SB said she thought this would be about 50%.

Equality Mainstreaming 2017: SB indicated that the College mainstream's equality and diversity into all aspects of its operations and this document reported on how the College integrated equality into the day-to-day working of the College. SB said that at the end of the report was a draft Access and Inclusion Strategy, which was a work in progress.

AI queried page 65 of the report, where it says "Perth College does not currently have a specific strategy for Access and Inclusion." PW advised that, at the moment, the College was not required to have a specific strategy for this. However, with government agendas changing, the College was asked to have a strategy. The Access and Inclusion Strategy will now be a much bigger report and the process had already started to map out the College's commitment to Access and Inclusion. The government will be looking to see that we are meeting their agenda.

PW said that the expectations on delivering access and inclusion were growing, but funding was shrinking and the pressure was on the College to deliver further outcomes around access and inclusion going forward.

Equality Outcomes: SB advised that under the Scottish specific duties of the Equality Act 2010, the College was required to prepare and publish equality outcomes at intervals of not more than four years.

SB said this report had been out for consultation to staff and been to various committees.

JM said that there was a huge amount of work in these reports and they were very detailed. JM asked what SB's expectations were in terms of reporting, monitoring etc, from the Engagement Committee. SB said that this Committee was for statutory reporting and that the EDIT minutes etc do come to Engagement for review.

MM said that as the committee was being asked to make a recommendation to the Board on these reports, she asked if the committee were comfortable to speak to the depth of these reports, particularly bearing in mind that a further two, new, reports would be presented to the Board on 22nd March. MM queried whether all the reports needed to go in full to the Board.

Charlie Shentall (CS) felt that the Board should read the reports as they gave a good indicator of the breadth, and an in-depth insight,

into the work of the College. JM said that it would need to be stressed that this was a Board statutory responsibility and all Board members were to be urged to read the reports in advance of the meeting on 22nd March. JM said he would give a statement to the Board to advise that the Engagement Committee had read and discussed the reports in detail.

The Committee recommended these reports to the Board for approval.

The Engagement Committee wished to pass on their thanks to Helen Duncan for the good work done on the reports.

8.2 Partnership Engagement

MM advised that since the last Engagement Committee meeting in November, the focus had been on the Tay Cities Deal and bid. There were still many individual projects within the submission and MM said they had been working on the Food and Drink bid with Abertay and PKC, the Cyber Security bid, a late bid on Aviation Engineering and 'Active Tay'. PW said that 'Active Tay' was about bringing the Tay much more into people's lives and into education.

MM explained that the process now required the deal to be presented to government this month. However, there was still more work forthcoming on the deal as the business cases would need to be worked up.

Perth City Development Board met in February and new members were elected. The Board's profile was slightly different now with the new members; there being more third sector and private sector members than previously.

At the meeting an update was given on the transport infrastructure and the City of Culture 2021; the bid for which has to be lodged by 28th April. MM indicated that the decision for The City of Culture would be announced in December 2017.

PW said she hoped that Board members would come along to the May Board Development Day to help with ideas for a discussion around the economic, cultural and social operating context for the college.

MM said that a manager has now been appointed to the DYW Board - Fiona Reith. SB, PW and DG were keeping up with the work of the DYW Board, which was so important for keeping up with the development of young people.

MM advised that PW attended the recent CPP meeting. PW updated the Committee on discussions at the recent CPP meeting.

This included information on the 5 locality plans, which were to be more based in community partnerships and less PKC centric. PKC were now hosting the locality plans on an external website, so that they didn't automatically link back directly to PKC. PW said this was still a work in progress and draft plans hoped to be in place by summer.

9   Staff Engagement

9.1   IIP Award Renewal Update

SB provided the Committee with an update on the College's IIP assessment, which had taken place this week (week commencing 27 February 2017).

SB said she had just finished meeting today with Michelle Austin, IIP Assessor, to receive Michelle's feedback. SB said that they had asked Michelle to ask staff some specific questions and Michelle confirmed she had received good feedback from staff. SB advised that the feedback she had received was very positive.

SB advised that the full IIP report would be available for the May Committee meeting.

*9.2   Staff Survey Action Plan Update

SB reviewed the actions in the document for the Committee.

SB advised that there were a variety of actions for the Board, but these would be taken forward when the new Clerk was in place. SB said that overall there had been some progress, but there were still some points to be achieved.

10   Remit and Role of Committees

*10.1   Draft Revised Committee Terms of Reference

MM referred to the full discussion that had taken place at the last Committee meeting. MM said that a review of all the Committee TORs would take place and that this would be done in time for the next academic session.

JM summarised the discussion and the Committee agreed that each committee should review its TOR and then these would be discussed and pulled together at the Development Day.

It was agreed that the TORs would be discussed at the next Development Day, when the new Clerk would be in place.

It was agreed that all TORs should be ready for next session.

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11 Board Development
11.1 CPD Evening – 3 May 2017

PW said that the CPD evenings were for scene setting and background information. The current plan for 3rd May was to have a discussion around the economic, cultural and social operating context for the college and how the College was working collaboratively within that. PW said that there could be external speakers brought in to facilitate discussions in some areas.

11.2 Board Development Day – 3 June 2017

The Committee discussed the topics for the Board Development Day on 3rd June. It was agreed that the agenda would include the following:

- Conclusions and actions regarding the Board Effectiveness Review.
- Follow-on discussion on revised UHI structures and committees – implementation of the UHI Strategy Working Group.
- Follow-up on Board engagement plans and networking.

AP: It was agreed that the Development Day would be held in the ASW. CSW was asked to check that rooms were booked for this on 3rd June.   **CSW**

11.3 Response to Consultation on the Draft Gender Representation on Public Boards (Scotland) Bill

SB advised that HD had drafted a response which SMT had discussed at their recent meeting. Broadly there was nothing contentious in the response. However, SB noted that this was a response that should come from the Board and wondered, therefore, if there were any comments or tweaks that the Committee wished to be made to the document.

AP: The Committee were happy with the response and agreed it should now go forward.   **MM**

12 Committee Minutes
12.1 PCSA Advisory Committee

- No recent minutes for noting

Noted

12.2 EDIT

- 19 January 2017

Noted

12.3 Student Representative Council

- 30 January 2017

PW advised that HS regularly meets with the Head of Quality and the Head of Academic Practice to discuss anything arising from the SRC meeting. PW said this was a really important link to ensure students were supported and ensures they are aware where they fit into the bigger picture.

Noted

12.4 Staff Consultation Forum

- 26 January 2017

Noted

12.5 Information Sharing Forum

- 30 November 2016

SB informed the Committee that this Forum was a cross-college partnership and the focus of the Forum was about sharing cross-partnership issues. There was also union membership of the Forum and this allowed unions to have an input into University-wide issues. The Forum meets a few times a year.

Noted

13   Date and Time of Next Meeting

- Thursday 11 May 2017

*14   Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)

Agreed the meeting met the TOR.

The membership list of the TOR (last page) needs updating.

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information

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relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes　　　　**Open** ☒　　**Closed** ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1988. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1988?　　　Yes ☐　　　No ☒