

Engagement Committee

Draft Minutes

Meeting reference: Engagement 2017-18/03
Date and time: Thursday 1 February 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Sharon Hammell, Ann Irvine, David Littlejohn, Charlie Shentall, Nurina Sharmin

Apologies: Prince Honeysett, Donald Maclean, Lindsey McLeod

In attendance: David Gourley, Curriculum and Business Engagement Director
Susan Hunter, Head of Human Resources and Organisational Development

Chair: Sharon Hammell

Minute Taker: Maureen Masson, Secretary to the Board of Management

Quorum: 3

Summary of Action Items			
Actions From 11 May			
Ref	Action	Responsibility	Time Line
6.2	PCSA/HISA Student Partnership Agreement Formal signing of partnership agreement required	Principal/ President HISA Perth College	Asap after Engagement Committee
10.1	Board Development Inform the Secretary of possible topics for Board development	All	By end February

Minutes

Item	Action
1 Welcome and Apologies The Chair welcomed everyone to the meeting and the Committee congratulated Sharon Hammell on her appointment as Chair.	
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 9 November 2017

The minutes were approved as a correct record.

5 Actions Arising from Minutes on 9 November 017

IIP Staff Report

An IIP update would be provided in the HR paper.

Board Development Day 23 September and 20 January 2018

Actions were progressing and an update would be provided at the next Board Development Day which was re-scheduled from 20 January 2018 to a new date of 10 March 2018.

6 Student Engagement

***6.1 HISA Perth College Update**

In the absence of the Student President, the Vice President introduced the paper which provided an update on recent activity. The Committee noted the report and in particular the following:

- The Activity Grant Scheme was to go live in mid-February
- Positive engagement with students in terms of breadth of choice and participation in clubs and societies;
- The partnership agreement was on the agenda for the Committee and was now in its final version;
- Four students were to attend a regional council event in Inverness; and
- HISA Perth's participation in events to celebrate the 'The Year of Young People'.

The Committee commented favourably on the work being taken forward by the Students' Association.

6.2 PCSA/HISA Student Partnership Agreement

The Committee noted the final Student Partnership Agreement which outlined the approach to College and Students' Association partnership working in student engagement. It also identified key priorities for 2017-18. The Committee welcomed the agreement and noted that it was the first time that a partnership agreement had been drafted with reference to HISA, as this was the first year that the Students Association at Perth was part of the HISA network. The Committee noted that the agreement was similar to

those of other Colleges, but that it had been tailored to reflect the particular circumstances of student priorities at Perth. The Committee approved the draft partnership agreement for formal signing by the Principal and the President of HISA.

Principal/HISA
President

7 Performance Monitoring

7.1 Student Surveys: Induction Early Experience Survey

The Committee noted the outcomes from the Induction Early Experience Survey which included outcomes for both HE and FE students. The Committee commented on various aspects of the survey and noted that there were various analytical tools to review results in detail. After that further analysis, action plans for specific areas would be developed. Some of the positive aspects of the survey would be used for marketing purposes

8 External Engagement

The Committee noted the following and commented positively on the various engagement activities ongoing:

- a College Awards ceremony had been held at the end of January to reward staff with 25 years' service, and to recognise, formally, those staff members who had completed qualifications in the recent past;
- A partners and stakeholders event had been held at the end of January with members of the senior team in attendance. This provided an opportunity to showcase the work of the College. The event had been catered by the College's students;
- A Developing Young Workforce/ Careers event was being planned for 1 March and this provided an opportunity to bring potential students onto campus and experience the College environment;
- The Principal had attended the Perth and Kinross Chief Officers' Group meeting which had included an item on innovation in health and social care which had been well received;
- The Employers' Association continued to discuss the strategy for national bargaining;
- The College had won a 2017 Green Gown award for its WEEE centre against some prestigious competition; and
- Interviews for the senior posts of Depute and Vice Principal were to be held week beginning 5 February 2018.

9 Staff Engagement

9.1 HR Update

The Head of HR and OD provided an update on the new HR structure and approach and emerging HR priorities. The Committee noted that there would be two teams supporting CPD and HR IT systems and that each would support across academic and support areas. A new approach to managing CPD and budgets would provide greater autonomy to budget holders and ensure a more strategic approach to priorities aligned to business objectives.

The Committee noted that the people strategy would build on current values expressed in the Strategic Plan and would identify behaviours and key competencies. Line managers would be encouraged to take a more active role in managing staff supported by HR as appropriate.

The Committee noted that IIP had been re-branded. College HR staff would attend a workshop in early February to find out more about the new brand and implications for the College's existing action plan arising from its existing IIP accreditation.

The Committee warmly welcomed the new structure for HR and the various actions moving forward.

10 Board Development

***10.1 Board development Update**

The Board noted a paper which outlined the dates for various development events that were planned. The date for the development evening in 2 May was in some doubt because of a clash with Partnership Council. Committee members were invited to let the Secretary have any suggestions for topics for board development within the next 3 weeks or so.

All

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11.1 EDIT 7 December 2017 – noted

The Committee noted some changes that were being made to the staffing structure to support the Equality and Diversity agenda.

12 Date and Time of Next Meeting

- Thursday 10 May 2018

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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