

# Engagement Committee

## Minutes

**Meeting reference:** Engagement 2019-20/04  
**Date and time:** Thursday 07 May 2020 at 5.30pm  
**Location:** Online

**Members present:** Sharon Hammell, Board Member (Chair)  
Debbie Hutchison, Board Member  
David Littlejohn, Board Member  
John Dare, Board Member (Staff)  
Margaret Cook, Principal  
Michaela Asisten, VP Education & Engagement HISA Perth

**In attendance:** Lorenz Cairns, Depute Principal (Academic)  
Catherine Etri, Associate Principal (Curriculum)  
Veronica Lynch, Vice Principal (External)  
Katy Lees, Head of HR & Organisational Development  
Ian McCartney, Clerk to the Board of Management

**Apologies:** Amy Studders, President HISA Perth

**Observing:** Alex Wilson, HISA Perth President-Elect  
Aimee Cuthbert, Students' Association Coordinator (HISA Perth)

**Chair:** Sharon Hammell  
**Minute Taker:** Ian McCartney  
**Quorum:** 3

| Summary of Action Items |  |                |                 |
|-------------------------|--|----------------|-----------------|
| Ref                     | Action   | Responsibility | Time Line       |
| 6.2                     | <b>HISA Perth Plan of Work</b><br>Chair requested additional narrative in future reports.  | HISA Perth     | Future meetings |
| 9.2                     | <b>Risk Register</b><br>Current Actions within Risk 3 to be replaced with actions from recently-approved International Strategy. | Clerk          | Next meeting    |

**Minutes:**

| Item |   | Action |
|------|---|--------|
| 1.   | <p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were noted.</p>  |        |
| 2.   | <p><b>Additions to the Agenda</b></p> <p>There were no additions to the agenda.</p>   |        |
| 3.   | <p><b>Declaration of Interest in any Agenda Item</b></p> <p>There were no declarations of a conflict of interest.</p>   |        |
| 4.   | <p><b>Minutes of Meeting held on 29 August 2019</b></p> <p>The minutes were approved as an accurate record.</p>   |        |
| 5.   | <p><b>Matters Arising from Previous Minutes</b></p>   |        |
|      | <p><u>7.1 Balanced Scorecard</u></p> <p><b>Action:</b> Clerk to consider feedback for future development of Balanced Scorecard</p> <p><b>Action Update:</b> Balanced Scorecard is being reviewed more widely at the June Board meeting.</p> <p><u>10.1 Review of Risk Register</u></p> <p><b>Action:</b> Consideration should be given to splitting Risk 3 into 2 areas – domestic and international</p> <p><b>Action Update:</b> Risk Register is being reviewed more widely at the June Board meeting</p> |        |
| 6    | <p><b>Student Engagement</b></p>  |        |
| *6.1 | <p><b>HISA Perth Update</b></p> <p>HISA Perth VP Education &amp; Engagement summarised the key points of Paper 2, highlighting that supporting of Class Reps was now being provided online; that the new Students' Association Coordinator had taken up post; that Perth College reported the highest turnout in Student Elections across the Partnership; and that the OBI Awards</p>  |        |

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|             | <p>were still going ahead, but now online.</p> <p>Staff Board Member asked about attendance levels for Drop-Ins. HISA Perth VPEE noted that attendance had been mixed, Wednesdays seemed to work best so focus will be on that session.</p> <p>Chair commended work of Students' Association throughout year and in response to COVID-19.</p>   |            |
| <b>*6.2</b> | <p><b>HISA Perth Plan of Work</b></p> <p>Committee received Paper 3, which summarised work undertaken by HISA Perth throughout year against targets. HISA Perth VPEE noted that some events had been cancelled due to COVID-10, but as many as possible were held online.</p> <p>Committee noted that the format for the report will form the basis for planning 2020/21 objectives, and strategic development work will be rolled forward.</p> <p>Staff Board Member noted the work HISA Perth were doing to promote student engagement during lockdown.</p> <p>Chair thanked HISA Perth for Plan of Work report, however requested additional narrative in future reports.</p>  | HISA Perth |
| <b>7</b>    | <p><b>External Engagement</b></p>   |            |
| <b>7.1</b>  | <p><b>External Engagement Update</b></p> <p>Vice President introduced Paper 4, noting that activities during the period February – April have been significantly impacted by COVID-19, and the report predominantly reflects the early impacts emerging.</p> <p>Vice Principal advised that International Development is likely to be heavily impacted re future travel arrangements, and Business Development may be limited for a period due to broad-scale furloughing of staff.</p> <p>Vice Principal noted the ASW had shown good membership retention, and online classes had been very well attended.</p> <p>Board Member queried impact on discussions re Aviation Academy, Vice Principal noted that industry has been hit considerably by COVID-19, but the age profile of the workforce demonstrates there is still a need for developing skilled staff generated by replacement demand rather than growth pressures, albeit levels required are currently unknown. Greater clarity will be required once full impacts</p> |            |

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|            | are known.   |  |
| <b>8</b>   | <b>Staff Engagement</b>  |  |
| <b>8.1</b> | <p><b>HR Update</b></p> <p>Head of HR summarised Paper 5, noting that the consultation process around the UK Government’s Job Retention Scheme had now concluded and furloughing of certain staff will proceed.</p> <p>Head of HR also advised that both long-term absences and Coronavirus-related absences had reduced since the report was written.</p> <p>Board Member queried the anticipated date for results re Job Evaluation Scheme. Head of HR noted that timescale was 1-3 years for Phase 1, ie those jobs scored in 2018. The ramifications of this are that any pay awards arising from the review will be backdated to September 2018.</p> <p>Staff Board Member sought clarification on whether the Government set aside funds re cost implications of Job Evaluation Scheme. Principal noted that a notional sum of money had been set aside but much will have changed by time process is completed.</p> <p>Board Member queried which areas of College would be impacted by furloughed staff. Head of HR noted that furloughing would be restricted to ASW due to the commercial nature of certain roles affected by the closure of the gym.</p> <p>Chair requested more details re the short life working group on stress being set up by Health &amp; Safety Committee, as noted in report. Head of HR advised that the first meeting had only taken last week but meeting seemed positive.</p> |  |
| <b>8.2</b> | <p><b>Consultation Update</b></p> <p>Principal advised that the Consultation exercise had been paused, as agreed at the last Board meeting as there was no agreement regarding compulsory redundancy.</p>  |  |
| <b>9</b>   | <b>Performance Monitoring &amp; Compliance</b>   |  |
| <b>9.1</b> | <p><b>Balanced Scorecard</b></p> <p>Clerk presented Paper 6 on the latest update of the Balanced Scorecard.</p>  |  |

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|             | <p>Chair expressed frustration at the lack of narrative and insight provided in order to allow Committee members to determine what is driving change. Clerk advised that these areas were due to be addressed within the review of the Balanced Scorecard currently being undertaken.</p>  |       |
| <b>9.2</b>  | <p><b>Risk Register</b></p> <p>Clerk presented Paper 7 for review by Committee.</p> <p>Vice Principal noted that all Current Actions within Risk 3 had now been completed, and should be replaced with actions from recently-approved International Strategy.</p>  | Clerk |
| <b>10</b>   | <p><b>Board Development</b></p>  |       |
| <b>10.1</b> | <p><b>Board Development Update</b></p> <p>Principal noted that COVID-19 had impacted on plans re Board Development and methods for running sessions with smaller numbers of Board Members with repeating topics is being considered.</p> <p>Principal also noted that initial feedback from External Effectiveness Review was positive, and the full report would be discussed at the June Board meeting.</p>  |       |
| <b>11</b>   | <p><b>Committee Minutes</b></p> <p>The minutes for the following meetings were received and noted:</p> <ul style="list-style-type: none"> <li>• Staff Engagement Group, 10 January 2020 &amp; 6 March 2020;</li> <li>• Student Engagement Group, 3 February 2020 &amp; 4 March 2020.</li> </ul> <p>Committee were advised that the EDIT meeting scheduled for 19 March 2020 was cancelled due to lockdown responses to COVID-19 occurring at that time</p> |       |
| <b>12</b>   | <p><b>Date of Next meeting</b></p> <p>Meeting date tbc, pending Board approval of the full Committee Schedule for 2020/21</p>  |       |
| <b>13</b>   | <p><b>Review of Meeting</b></p> <p>The Committee agreed the meeting had covered its Terms of Reference.</p>  |       |

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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**

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The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. 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 1998?    **Yes**     **No**