

Glasgow Kelvin College**Board of Management****Minute**

Minute of the meeting held in F/05 and F/07 in the Easterhouse Campus at 5pm on Monday 10 October 2022

1. Sederunt

Ian Patrick, Chair;
Rob Doyle, Vice Chair;
Derek Smeall, Principal;
Dr Marion Allison;
Dr Elaine Clafferty;
Heather McNeil;
Dermot Grenham;
John McBride;
Jennifer Lavery, Support Staff Member;
Colm Breathnach, Teaching Staff Member;
Emma Leslie, Student Association Member; and
Noma Dube, Student Association Member.

In attendance:

Linda Ellison – Secretary to the Board of Management;
Robin Ashton, Vice Principal – Curriculum and Quality Enhancement;
Carol Goodwin, EIS – In attendance;
Maree Shepard, Unison – In attendance;
Jeanette Evans, Vice Principal – Operations;
Lisa Clark, Director of Corporate Services;
Doreen Shiels, Director of People and Culture;
Liz Breckenridge, Commercial Manager;
Maggie Croft, Stand;
Geoff Lawson, Health and Safety Manager; and
Annette McKenna (*for recording purposes*).

2. Apologies

Natalie Phillips;
John Hogg; and
Laura Birch.

The Chair welcomed M Croft, L Breckenridge and G Lawson to the meeting.

3. Declarations of Interest

- a) Interest**
- b) Connection**

There were no declarations of interest noted. The Chair reminded members that they could declare an interest at any point during the meeting.

The Chair proposed that item 6, College Brand Presentation, be taken first on the agenda and members agreed.

4. Minute of the Previous Meeting held on 29 August 2022

Members accepted the minute as an accurate record of the business conducted at the meeting held on 29 August 2022.

5. a) Matters Arising from the Previous Meeting held on 29 August 2022

There were no matters arising from the previous meeting.

b) Matters Arising / Action List

i) Board of Management Action Log as at October 2022

The Chair of the Board took members through the content of the Action Log and members agreed to remove the items highlighted in green.

ii) Board of Management and Standing Committee Action Log

Members noted the content of the Action Log provided for their information.

6. College Brand – Presentation

The Vice Principal Operations provided members with the context behind the presentation and the proposed refreshed branding for the College. She reminded members that the College Environment was a strand of the Campus Reinvestment Project and that the branding was part of this. It is a key area for the College.

J Evans noted that the College had been working with M Croft from Stand Branding Agency, to refresh the current brand. She added that Stand had developed the 'K' logo produced 9 years ago at merger.

She invited L Breckenridge to deliver the presentation to members and noted that this would be shared with members after the meeting.

L Breckenridge took members through the content of the presentation and highlighted the process the College had undertaken in collaboration with Stand, students and staff to consult on the refreshed branding. She noted that in the challenging financial times facing the College, the brand is crucial to attract students to apply to the College and employers to engage with the College.

She informed members that exploratory sessions and research had identified three themes: purposeful learning, lost heritage and Scots modesty. She provided members with an overview of the themes that included building pride, community spirit and providing students with the confidence and learning to obtain work and improve their lives. She added that attending college should not be a fallback position.

In addition, she informed members that the College has powerful success stories with high social impact that can be used to target messaging. She took members through the six recommendations made by Stand in relation to the refresh of the College brand. She highlighted the strapline noted in the presentation ("Nowhere like Kelvin") and examples of its creative ideas and potential. She added that the current College logo would remain as it is distinct, adaptable and flexible.

She further informed members that Stand had undertaken an exercise to look at how other colleges present themselves and found that most colleges are the same, Glasgow Kelvin College is not, it has a unique selling point.

The Chair thanked L Breckenridge for her presentation and asked members for comments and questions.

M O'Donnell commented that he really liked the refreshed brand strategy and agreed that investment in marketing was required. He added that good news stories of students' achievements are at the heart of what the College does and aids recruitment, retention and employer engagement. R Doyle echoed the comments made by M O'Donnell and added that in these difficult financial times it differentiates the College from its competitors. M Croft added that the refreshed brand would be delivered using student stories and marketing their voices, using them as the heroes to ultimately bring in more students.

M Allison added that the work undertaken by the College in its communities is impactful.

H McNeil noted that she liked the strapline highlighting the College uniqueness, this was clever, and should be linked to the Operating Plan.

J McBride added that he really liked the refreshed branding and concurred with the comments made by other Board members.

The Chair informed members that he and M O'Donnell had been provided, prior to the Board meeting, with a briefing of the presentation and that he was heartened to hear that members welcomed the refreshed brand strategy.

C Breathnach informed that he liked the emphasis on the College's uniqueness; it is different to other colleges. He added that staff might ask why the College is spending money on rebranding whilst facing current financial challenges. The Chair informed that the branding refresh would not turn the financial situation facing the College around as this is due to funding cuts, but that it would assist with meeting credit targets. M Croft added that this is not a rebranding exercise it is about defining the brand the College has, making the 'K' logo mean something.

J Lavery noted that a lot of good work had gone into reaffirming the College brand identity. She added it is good to hear how this is beneficial and how it will assist getting further students through the door; this can be relayed to staff if questions are raised.

J Evans added that the funding for the branding refresh had been built into the Campus Reinvestment budget. She added that L Breckenridge would continue to support the branding strategy and highlighted her branding and marketing experience. She noted that importance of the branding refresh whilst not spending a lot of money.

D Grenham asked how the branding strategy would now be progressed. L Breckenridge informed that it would be shared with staff and that email sign offs, social media and the website would all reflect the refreshed brand strategy. She added that following on from that they would look to getting student stories out there and build on media contacts.

The Chair thanked L Breckenridge and M Croft. Members of the Board of Management agreed to:

- i) note the contents of this paper;
- ii) consider the brand presentation; and
- iii) approve the brand strategy for the College.

Action: The presentation would be shared with members, for their information, following the meeting – Vice Principal Operations and Governance & Executive Support Manager

7. a) Chair's Report

The Chair provided members with a summary of key activities, meetings, and events he had attended since the last meeting of the Board of Management, that included:

- he and the Principal had met with the consultant appointed by the Scottish Funding Council (SFC) to take over the review of Glasgow College Region. The consultant had been tasked to investigate four options and score appropriately. He provided members with an overview of the conversations held at the meeting and noted that the status quo is not an option. He added that a recommendation on the review is expected prior to Christmas 2022;
- he had attended a Colleges Scotland Chairs and Principals meeting which took the form of a free and open discussion on taking the destiny of the college sector into our own hands and added there was a follow up meeting next week. He highlighted that the funding situation is dire and that the College and the Sector would need to look at how best to make representation and lobby the Scottish Government.

I Patrick added that it had been said previously by members that Board meetings are too long. He highlighted the good engagement held tonight surrounding the branding. He proposed trailing a 4pm start time for Board meetings to move into line with other college boards. Members agreed to trial this approach at the Board meeting being held on 12 December 2022.

Action: trial a 4pm start time for the Board meeting being held on 12 December 2022 – Chair of the Board of Management and Secretary to the Board of Management

b) Principal's Update Report

The Principal spoke to the content of the report, which detailed a summary of key activities, meetings and events attended since the last meeting of the Board of Management.

D Smeall provided a brief overview of his report and highlighted that the College is well represented at both a national and regional level.

Members noted the content of the Principal's Update Report.

c) Students Association Priorities Update

The Student Association Presidents' spoke to the content of the report that sought to provide members with an update on the Student Association (SA) activities since the last Board of Management meeting.

E Leslie informed members that the SA currently had 206 class representatives with meetings organised for October 2022. She added that SPARQs training would be

delivered online after the October week break. She highlighted that the interest for Student Executive positions have been positive.

In addition, she informed members that they had worked with the catering suppliers at the College to secure three meal deal offers for students to provide them with more affordable healthy options.

N Dube informed members that the Partnership Agreement, attached to the report as appendix 1, included four areas of collaboration with the College in session 2022/23.

She highlighted the Student Mental Health Agreement, attached as appendix 2 to the report, and that it had been developed over the previous year in conjunction with NUS Scotland's Think Positive Campaign. She highlighted the five main working areas of the Agreement and noted that the outcomes and successes would be monitored throughout the year with feedback to various college committees.

The Chair thanked both SA Presidents and commented that this was an excellent report, he liked the new format. E Clafferty echoed the Chair's comments and added that she looked forward to receiving updates on the Mental Health Agreement and how this is evaluated.

M O'Donnell noted that there is an opportunity for the SA to assist with student good news stories in relation to branding and the discussions held at item 6 on the agenda.

D Grenham added that financial management courses might be of benefit to students due to the cost of living crisis. J Lavery noted that a financial management session had been delivered to staff recently and this might be of benefit to students.

Members of the Board of Management agreed to note the content of the report.

8. Draft Standing Committee Minutes

NOT IN THE PUBLIC DOMAIN

a) Draft Audit and Risk Committee Minute – 06 September 2022

The Vice Chair of the Audit and Risk Committee spoke to the content of the draft minute.

D Grenham informed members that the College Internal Audit reports continued to be good and that this reflected well on staff and provides comfort to the Committee. He added that the Committee undertook a deep dive into the sustainable funding risk noted on the College Risk Register.

Members of the Board of Management noted the content of the draft minute.

b) Draft Learning and Teaching Committee Minute – 14 September 2022

The Chair of the Learning and Teaching Committee spoke to the content of the draft minute.

M Allison informed members that it had been agreed to extend the deep dive on learning and teaching statistics to the entire Committee. She added that a lengthy discussion was held by members on early withdrawals. The Chair added that early withdrawals also have financial issues as well as for learning and teaching.

c) Draft Finance and Resources Committee Minute – 20 September 2022

The Vice Chair of the Finance and Resources Committee spoke to the content of the draft minute.

R Doyle highlighted that a discussion had been held at the meeting related to the use of Single Source Justification in relation to procurement processes. He added that this had been discussed at length by the Audit and Risk Committee and it had been agreed this had been well managed by the College despite challenging APUC staffing situations.

9. Financial Forecast Return Update – NOT IN THE PUBLIC DOMAIN

The Vice Principal Operations spoke to the content of the report that sought approval for the College Stage 2 Full Financial Forecast Return (FFR), attached at Appendix 1 to the report. She noted that the Return was due to be submitted to Scottish Funding Council (SFC) by 30 September 2022, but was submitted to GCRB first so that they could collate all of the information for the Glasgow Region.

J Evans reminded members that the FFR is undertaken annually and over the past two years there has been an interim then final version requested by the SFC.

She provided members with an overview of the scenarios and financial assumptions noted in the Base FFR. She added that the assumptions in the Base FFR Budget are slightly worse than the College Budget and are over 5 years. She noted that the Base FFR is not realistic and that the College's Q1 Forecast will be more accurate. It is a requirement of the SFC to submit the FFR documents. J Evans then explained Scenario 1 FFR and the assumptions therein, stating that this second scenario was produced by all Colleges to at the request of College FDs to try and present a more realistic position than the Base FFR. However, some of the Scenario 1 assumptions seem particularly negative and create a position that is very pessimistic. The College Operating Plan is intended to reflect more balanced assumptions.

D Grenham asked if the College FFR information is measured against other colleges. The Principal informed that there was a time that the FFR was submitted at the end of June alongside the budget and that the SFC had introduced strict guidance for completion of the return. He highlighted that the Scottish Government had requested that the return is based on a 1.5% pay increase to allow for consistency across colleges. He informed members that is the reason for the College Operating Plan being brought early to the Board of Management, to provide a more realistic picture. He added that the FFR had been completed in accordance with the information requested by the SFC.

C Breathnach asked whether by approving the content of the FFR are members binding themselves to the financial information contained within the document. The Chair informed that this was not the case as members are being asked to approve the submission of the information required by the SFC.

Members agreed to add a caveat to the second recommendation, to include'in line with the SFC guidelines'.

In addition, members noted that the information provided to the SFC had little or no added value.

Members of the Board of Management agreed to:

- i) note the contents of this report, the planning assumptions and the appendices to this report;
- ii) approve the College has prepared FFR for 2020/21 to 2026/27 and the Scenario 1 FFR in line with the SFC guidelines;
- iii) note that the narrative from this cover report was extracted and sent to support the FFR as well as the College's original Draft Three Year Budgets; and
- iv) authorise the Vice Principal Operations to make amendments to the College submission if requested by GCRB and report to the Financial and Resources Committee if this occurs.

10. **College Operating Plan and Approval to Consult – NOT IN THE PUBLIC DOMAIN**

The Principal spoke to the content of the report. He informed members that following discussion with the Chair and Vice Chair the recommendations noted in the report had been revised. He added that the Plan is a dynamic document that provides clear identification of impact on the College for its staff and tangible evidence of impact for the SFC and other stakeholders. The plan remains flexible enough to react quickly to any external changes which can be accommodated even at "the eleventh hour".

D Smeall took members through the four revised recommendations as noted below:

- i) note the attached *College Operating Plan* and the implications for College going forwards, should the planning assumptions set out be realised;
- ii) approve the College Executive to consult with the SFC/GCRB, staff, students and stakeholders on the planning assumptions and impacts as set out in the *College Operating Plan*;
- iii) approve *the Proposal to Consult on the Closure and Sale of the West Campus*; and
- iv) request that the Executive report back on these consultations at the December Board Meeting.

He informed members that there are so many unknowns facing the Sector at present and that the Board requires to have reasonable assumptions; he believes the assumptions in the Operating Plan are accurate. He added that the Quarter 1 Forecast would be presented to members at the Board of Management meeting held on 12 December 2022.

He further informed members that a lot of work had been undertaken in producing the Plan and it had been challenging going through this analytical process. He highlighted the Plan worked on a basis of an assumption of a 5% pay rise in year one, not the 1.5% assumption requested by SFC in the FFR baseline scenario. He noted that the Plan shows the maximum possible movement of all key assumptions whilst maintaining the ability to continue operation. He reminded members that the College could not present a budget that would knowingly result in a negative cash position /"insolvency". He highlighted chart 1 on page 9 of the Plan that showed the financial position of the College if the assumptions were correct and the College did not take action, it would result expenditure beyond its ability to pay and would therefore result in the college no longer being a going concern within a very short period of time.

He drew members attention to chart 2 on page 21 that presented the core financial effects of the Plan if the detailed mitigating actions were undertaken and successfully achieved by the College. He took members through the resulting impacts noted in the Plan that included a reduction in the workforce, a reduction in the College estate, a drop in student activity, increasing pressure for efficient delivery and a reduction in non-staff spending year on year.

The Chair informed members that he, R Doyle, J Evans and R Ashton had met prior to the Board meeting and had agreed the report should be for noting at this stage for the reasons provided above by the Principal. He added that further information and discussion was required. He highlighted that it was a joint decision between the two Vice Principals', the Vice Chair and him to change the status of the report and its recommendations.

The Principal highlighted the dire situation facing the College and the Sector due to chronic underfunding.

He highlighted the estimated reduction in the workforce as shown in figure 9 on page 19 of the report. He noted that the College would require to downsize to stay "solvent" whilst retaining the quality of teaching and the College ethos. He added that the estimate had been a 25% reduction in the workforce but had since been reduced to 21% after further modelling, primarily due to the UK Government's decision to reverse its recent increase in employer National Insurance contributions.

The Chair informed members that he had listened to the recording of the Scottish Government's Education, Children and Young People Committee and the key message was the importance of colleges and what they achieve. He added that unless the Scottish Government reprioritises the funding they provide to the Sector then colleges would have no choice but to decrease in size.

He added that the Board and the Executive need to be lobbying MSPs and members of the Education, Children and Young People Committee, prior to the next Board meeting, to make clear the stark reality of what the funding settlement means for the College. He highlighted that the comments made by the Principal whilst providing evidence to the Education, Children and Young People Committee on the reduction of staffing had set the context of the dismal funding allocation.

M O'Donnell noted that lobbying should be undertaken collectively at a national level, not only by the College. The Chair added that the Chief Executive of Colleges Scotland had also raised this and he hoped that this will be the focus of the next Chairs and Principal's meeting.

J Evans provided members with a summary of the conversations held at the last Finance Directors Network meeting held on Friday 7 October 2022 and noted that she had asked the question as to why D Smeall was the only Principal highlighting the staff cuts. In response to her question, Colleges Scotland are now trying to collate the figures.

E Leslie and N Dube left the meeting at this point.

The Secretary to the Board asked members that as it was now 7pm and in accordance with the Standing Orders were they content to extend the time limit and continue discharging the remaining items on the agenda. Members agreed.

R Doyle added that Board members can assist the Executive in lobbying MSPs and appropriate stakeholders, this provides much wider engagement.

Members discussed the feasibility of sale of West Campus. The Chair added that this will not have a negative impact on the funding situation or significant impact on its

community. M Allison agreed that a Plan, that could be changed at the “eleventh hour”, is required to assist with influencing the Scottish Government and SFC. She added that a Community Impact Assessment should be undertaken in relation to the sale of West Campus. In addition, she noted that Scottish Government should be held accountable in relation to Audit Scotland’s recent report on the future of Scotland’s Colleges due to the funding implications. She noted that she was pleased that the Principal had access to national platforms and thanked him for his frankness.

J Lavery noted her surprise in the volume of staff cuts and referred to them as a limb amputation for the College. She added that staff are already feeling the strain as staff leaving the employment of the College are not being replaced. She noted that the College should be as open as possible regarding the situation and hoped that politicians would feel ashamed and change course. She noted that, in her opinion, the identity of the College could not survive the proposed cuts. J Evans informed that the College would continue to pursue its community curriculum and reminded members that it gets funding for some of this provision from sources other than SFC’s core grant. She added that the refresh of the College branding as discussed at item 6 on the agenda would assist getting the College in the spotlight and actively pursue funding; we do care about and are committed to being a community college.

The Chair informed that all Board members and the Executive are of the same view, this is a depressing paper and would not be doing any of this with anything other than a heavy heart. He added that the Principal is being realistic and that staffing cuts could not be ruled out.

C Breathnach noted his appreciation for the exercise undertaken in producing the Operating Plan, he recognised the good intent. He added that if the College go forward with the plans to reduce delivery and staffing then it would kill the College; it could not deliver to its communities. He informed that it would save the College financially but not educationally therefore leaving it open to merger. He noted that personally he could not approve recommendation 2 and 3 that requested approval from members. He added that at this point he could not approve to consultation on the sale of West Campus as the impact and detail had not been thought through fully. The Chair reminded that members were not being asked to approve the Plan, it was to be used to lobby the influencers, he noted C Breathnach’s dissent.

H McNeil commented that it was a short-term survival tactic, not an Operating Plan. D Grenham noted that C Breathnach had shown the emotion and passion felt in responding to the Plan and proposed it be presented in this way. The Chair added that is what is being proposed, proactively present the Plan whilst getting the emotional / passionate message of concern across to all in position of influence and stakeholders. The Chair noted that the lobbying meetings with Scottish Government, SFC, MSPs and stakeholders would take a lot of work from the Executive and added he would be involved; other Board members would be invited to attend if appropriate.

C Breathnach informed members that he was not proposing that the College did nothing, it should go to as many forums possible but he asked the Board of Management to reject the Operating Plan in its current form. The Principal reminded members of their duties as trustees of a Charity, they are required to set a budget that allows the College to remain as a going concern.

R Doyle noted that more information would be available for members at the December meeting of the Board of Management, this would allow them to make an informed decision, it is too early for this at present. He added that he did not agree that the College would be destroyed or a pale shadow of what it currently is, its communities still require support.

The Principal took members through, again, the proposed recommendations noted above.

Members discussed and agreed to recommendation 1.

Members discussed recommendation 2 and J Lavery commented that she was unsure if the Operating Plan, in its current format, should be shared with staff as it would be portrayed as the first step of consultation. Members discussed the wording of the recommendation and agreed that the words *inform and engage* be used rather than *consultation*.

C Breathnach acknowledged the progress made in relation to recommendations 1 and 2 but noted his dissent for recommendation 3 as not enough discussion had been held at the meeting. The Principal added that consultation was required to start now in to meet the deadline date noted in the Plan. He highlighted that members were not being asked to approve the sale, they were being asked to agree for the consultation process to begin. J Lavery agreed with C Breathnach and noted her dissent. She added that there had not been enough information provided to begin a consultation process.

The Chair proposed to consider the proposal to consult on the sale of West Campus further then discharge item 12 Annual Health and Safety report; all other items would be discharged electronically after the meeting and coordinated by the Secretary to the Board of Management. Members of the Board of Management agreed to the Chair's proposal.

The Principal reiterated that members were being asked to approve the executive to consult on the sale of West Campus, not approve the sale. He added that the request was to start putting resource into looking at the possible sale and permission to undertake a further cost analysis.

C Breathnach noted that there was not enough information provided on the impact on activities in relation to staff and courses. He noted the curriculum delivery statistics on page 2 of the report and added that although the numbers look small they could involve cutting a whole curriculum team in half; more detail and analysis was required. The Principal reiterated that the College is required to reduce its staff size and disagreed that this detail is required prior to consultation; that is the purpose of consultation. He added that a report on the outcome of the consultation would be provided to Board members at the Board meeting being held on 12 December 2022. C Breathnach added that the implications and consequences need to be identified prior to consultation. R Ashton highlighted the consultation timeline noted in the report. He added that discussions cannot be held with staff until the consultation had been approved.

Members discussed recommendation 3 and agreed for the Executive to undertake a Feasibility Study on the sale of West Campus, prior to any consultation, and feedback to the Board of Management in December 2022.

Members of the Board of Management agreed to the following revised recommendations:

- i) note the attached College Operating Plan and the implications for College going forwards, should the planning assumptions set out be realised;
- ii) approve the College Executive to consult with the SFC/GCRB, staff, students and stakeholders on the planning assumptions and impacts as set out in the College Operating Plan;
- iii) approve the Proposal to undertake a Feasibility Study on the Closure and Sale of the West Campus.
- iv) request that the Executive report back on the above at the December Board Meeting.

Action: Quarter 1 Forecast would be presented to the Board of Management at the meeting being held on 12 December 2022 – Vice Principal Operations

12 Annual Health and Safety Report

The Health and Safety Manager spoke to the content of the report that sought approval from Board members.

G Lawson took members through the main points of his report.

He highlighted that carbon dioxide (CO₂) monitors are in place in all four campuses and that the readings from the monitors are made available to staff.

He informed members that following a COSHH incident at the Springburn Campus on 11 March 2022 an externally conducted audit had been undertaken and an Action Plan put in place to address the recommendations made. He added that out of the 73 actions, 32 had been completed, 34 were in progress and 7 outstanding.

He provided members with an overview of the incident reports made in session 2021/22.

In addition he provided members with a summary of the current situation in relation to Coronavirus (Covid-19) and the outcome of the pandemic review undertaken by the College.

The Chair noted that the College is on course in relation to COSHH and fire safety actions and added that this provides members with comfort that they are being dealt with.

C Breathnach thanked G Lawson for his comprehensive report. He noted that the actions undertaken by the College with regard to Covid-19 had been exemplary. He raised a question related to the drop in staff training costs noted on page 5 of the report, G Lawson informed that a lot of training spend in 2021 was due to Covid- 19.

Members of the Board are recommended to:

- i) note the contents of this report; and
- ii) approve the Annual Health and Safety Report attached as Appendix 1

The Chair informed members that the undernoted items would be discharged via email and coordinated by the Secretary to the Board. He noted that any comments or

questions should be submitted to L Ellison. He added that the items had been considered previously by the appropriate Standing Committees.

11. Student Activity and Outcomes Review and Quality Enhancement Priorities

The undernoted recommendations were endorsed by members of the Board of Management, via email, as agreed above.

- i) consider the performance data and student feedback information provided; and
- ii) endorse the highlighted quality enhancement priorities for 2022-23.

**13. Board of Management Self-Evaluation Outcomes 2021/22
Key Action Points and Board Development Plan – Follow Up**

The undernoted recommendations were approved by members of the Board of Management, via email, as agreed above.

- i) consider and approve the actions proposed to progress the development points identified through the self-evaluation exercise for 2021/22 and incorporate them in the Governance Action Plan: and
- ii) note that the Code of Conduct refresher training and the bullying and harassment awareness training will be included in an appropriate board agenda in this academic year.

14. Alcohol, Drugs and Substance Misuse Policy

Please note the undernoted questions and related responses provided, via email, on the above noted Policy:

Question

C Goodwin noted that EIS had queried who would carry out the searches and if colleagues have the legal right to complete searches, she asked for clarification.

Response

D Shiels advised that this had been discussed further with EIS representatives and the wording in the Policy would be changed, highlighted in italics, to read:

The College reserves the right to conduct searches for alcohol or drugs on its own premises and property including, but not limited to, searches of lockers, filing cabinets and desks (including desk drawers) *and any other areas as deemed necessary. Where there are justifiable grounds and it is suspected an employee is under the influence of alcohol or drugs, or in the possession of drugs, the College is permitted to search an employee's bag, outer clothing (shoes/pockets), packages, and any other items as deemed necessary.* Where a search is carried out, it will be conducted by an appropriate member of College personnel (i.e. manager, HR or H and S), someone of the same sex, in the presence of a witness and always show respect for privacy. *Advice and support can be sought from a member of the Human Resources Management Team.* Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the College's Disciplinary Policy and Procedure. Where a staff member does not to cooperate with a search it could amount to a failure to follow a reasonable management instruction.

A physical search of an employee's person will not be undertaken unless this is deemed absolutely necessary and only when the employee provides consent.

Question

M Shepard noted that UNISON had provided input into the policy and while pleased that some of their input had been taken on board, they are still not in agreement with the searching and testing elements of this and believe that further expertise on these must be sought.

Response

D Shiels informed that the proposed changes made by Unison in these areas were incorporated into the wording of the policy almost verbatim. Unison did not raise any concerns or objections to these areas during the consultation process.

I am unclear by what Maree means when she says - 'and believe that further expertise on these must be sought' does she mean:

- on the elements of search and testing being included in the policy document. Advice was sought from our legal advisors. The document once updated considering the feedback from our TUs it was further shared with our legal advisors who were content with the revisions; or
- when testing is required. If so, the policy is clear that it is not our policy to undertake drug or alcohol screening and or testing on staff, however if it is required it would require the consent of the employee and would be carried out independently by OHS or another suitable alternative provider. Therefore, expertise would be sought.

If such a situation arises, we can discuss the management of the process with the TU at the time.

Subject to the amendments above, members agreed via email, to approve the recommendations noted below:

- i) note the content of this report and its appendix;
- ii) approve the revised Alcohol, Drugs and Misuse Policy; and
- iii) note that training for managers and awareness raising campaigns will be provided.

15. Corporate Services Framework

The undernoted recommendations were approved by members of the Board of Management, via email, as agreed above.

- i) note the contents of this report and its appendix; and
- ii) approve the Corporate Services Framework.

16. Financial Regulations

The undernoted recommendations were approved by members of the Board of Management, via email as agreed above.

- i) note the contents of this report and its appendix; and
- ii) approve the revised Financial Regulations

17. Progress Against Strategic Priorities and Transformation & Renewal Plan Objectives Academic Year 2021-22 – NOT IN THE PUBLIC DOMAIN

The report was noted by members of the Board of Management, via email, as agreed above.

18. 2022-23 Recruitment Update – NOT IN THE PUBLIC DOMAIN

The report was noted by members of the Board of Management, via email, as agreed above.

19. Management Accounts to 31 July 2022 – NOT IN THE PUBLIC DOMAIN

The undernoted recommendations were noted by members of the Board of Management, via email, as agreed above.

- i) note the financial performance for the 12 months of the year reflected in the Management Accounts to 31 July 2022;
- ii) note the Projected Underlying Cash at 31 July 2022; and
- iii) note that these numbers are still being scrutinised as part of the annual statutory external audit and that further adjustments will appear in the statutory accounts to 31 July 2022, primarily relating to College asset revaluation and Pension Adjustments.

20. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new risk management issues had arisen as a consequence of the business conducted at the meeting held on 10 October 2022.

21. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new equality management issues had arisen as a consequence of the business conducted at the meeting held on 10 October 2022.

22. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda

Members agreed no new data protection issues had arisen as a consequence of the business conducted at the meeting held on 10 October 2022.

23. Closure

The meeting closed at 8pm with the Chair thanking members for their attendance and contribution. He noted the high level of engagement with all Board members and thanked them.

24. Date of Next Meeting

The date of the next meeting is Monday 12 December 2022, room WG1 & WG2, Springburn Campus.