

Minute

College Management Council Sub-committee

Monday, 28 May 2018, 14:15.

Lecture Theatre, Orkney College, Kirkwall.



Present

Councillors John A R Scott, Stephen G Clackson, Alexander G Cowie, Robin W Crichton and J Harvey Johnston.

Community Representatives:

Beverly Clubley and Peter Slater.

Business Representatives:

Mark Jones and Steven Sinclair.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Wilfred Weir, Executive Director of Education, Leisure and Housing.
- Paul Kemp, Strategic Finance Manager.
- Peter Trodden, Solicitor.
- Hazel Flett, Senior Committees Officer.
- Craig Walker, Senior HR Adviser.

Orkney College

- William Ross, Principal.

Apologies

- Roy Brown, Business Representative.
- Ian Carse, Community Representative.
- Malcolm Graves, Community Representative.
- Ellen Grieve, Student Representative, Orkney College
- Hannah Thompson, Student Representative, Orkney College.

Not Present

- Iain Wilkie, Support Staff Representative, Orkney College.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor John A R Scott.

1. Highlands and Isles Students Association

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, the Sub-committee:

Noted:

- 1.1.** That Orkney College was committed to increasing the engagement of students in the life of the College and contributing in a meaningful way to its governance.
- 1.2.** That one mechanism by which the students could make a meaningful contribution to the governance of Orkney College was to make members of the Sub-committee aware of issues that were important to the students of Orkney College.
- 1.3.** That the collective body through which Orkney College engaged with students was the Highlands and Islands Students' Association.
- 1.4.** The paper prepared by the Orkney Depute President of the Highlands and Islands Students' Association, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing.

2. Strategic Plan 2018 to 2021

After consideration of a report by the Executive Director of Education, Leisure and Housing, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

- 2.1.** That Orkney College UHI was required to produce a Strategic Plan covering a three year period, which was reviewed annually.
- 2.2.** That the direction set by the Highlands and Islands Regional Outcome Agreement 2017 to 2020 informed production of the College Strategic Plan for 2018 to 2021.
- 2.3.** That a strategic planning workshop, held on 1 March 2018, considered priorities for the coming three year period, drawing on national and other external factors, together with priorities identified by College management and the Sub-committee, resulting in the draft Strategic Plan 2018 to 2021.

The Sub-committee resolved to **recommend to the Council:**

- 2.4.** That the Orkney College UHI Strategic Plan for 2018 to 2021, attached as Appendix 1 to this Minute, be endorsed for delivery.

3. Effectiveness Review

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

3.1. The requirement for the College Management Council to undertake an externally validated review of its effectiveness, measured against the principles set out in the Code of Good Governance for Scotland's Colleges, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing.

The Sub-committee resolved to **recommend to the Council:**

3.2. That the self-evaluation review of effectiveness, attached as Appendix 2 to this Minute, be endorsed as an accurate record of self-evaluation activities undertaken through workshops held on 5 October 2017, 2 November 2017 and 10 May 2018.

3.3. That, subject to the self-evaluation review of effectiveness being endorsed, the Executive Director of Education, Leisure and Housing should submit the review for external validation and thereafter to the Scottish Funding Council.

4. Orkney Research Centre for Archaeology

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

4.1. That the Orkney Research Centre for Archaeology currently operated to standards set by the Chartered Institute for Archaeologists.

4.2. That formal membership of the Chartered Institute for Archaeologists, as a Registered Organisation, would assist the Orkney Research Centre for Archaeology in:

- Attracting commercial contracts and unlocking further funding potential.
- Maintaining current and future standards amongst staff.
- Facilitating future training in heritage work.

4.3. That, in 2014, an application was made to join the Chartered Institute for Archaeologists, setting out the operational policies already in place with the Council, Orkney College and the Orkney Research Centre for Archaeology where relevant.

4.4. That, following submission of the application to join the Chartered Institute for Archaeologists, an Inspection Panel visited the Orkney Research Centre for Archaeology to assess its suitability to join as a Registered Organisation.

4.5. That, following the application process and Inspection Panel visit, the Orkney Research Centre for Archaeology was recommended to the Chartered Institute for Archaeologists Council.

4.6. That, in order to complete the process of accreditation as a Registered Organisation by the Chartered Institute for Archaeologists, a resolution on the Codes of Conduct, Charter, By-Laws and Regulations for the Registration of Organisations must be passed at the correct level regarding work carried out by the organisation.

The Sub-committee resolved to **recommend to the Council:**

4.7. That all archaeological work of the Orkney Research Centre for Archaeology be carried out in accordance with the Code of Conduct, the Charter, By-Laws and Regulations of the Chartered Institute for Archaeologists.

5. Conclusion of Meeting

At 14:50 the Chair declared the meeting concluded.

Signed: John A R Scott.