

Board Meeting

Date of Meeting	Monday 26 March 2018
Paper Title	Matters Arising
Agenda Item	6
Paper Number	BM4-B
Responsible Officer	Robin Ashton, GCRB Executive Director
Status	Disclosable
Action	For Noting

1. Report Purpose

1.1. Update the Board on various issues, including matters arising from previous meetings.

2. Recommendations

2.1. The Board is invited to **note** this paper.

3. Action log

3.1. The detailed action log of items arising from previous meetings is attached as Annex A.

Action Monitoring Log

Meeting of Monday 18 December 2018					
Agenda Item	Action	Date	Owner	Status	Outcome/Progress
10	Letter of representation to be signed by the Interim Chair on behalf of the Board.	31 Dec 2017	GS	Complete	Letter Sent to External Auditor.
17	Second Terms Committee to meet re board member extensions	January 2018	PD	Complete	Recommendations on Board Agenda
17	Recruitment of non-executive members of GCRB to be progressed	January 2018	PD	Complete	Recommendations on Agenda
17	Recruitment of Chair of Kelvin College Board to be progressed	January 2018	PD	Complete	Recommendation on Agenda
20	Submit the draft ROA target data to SFC	31 Dec 2017	RA	Complete	Targets Sent to SFC
23	Further information on the commitments of the Scottish Business Pledge to be provided to the Board.	March 2018	JG	Complete	Provided in Annex B to this paper
27	Full analysis of the regional financial information for 2016-17 to be provided to P&R Committee in March 2018	March 2018	JG	Complete	Paper considered by P&R Committee on 7 March

Meeting of Monday 30 October 2017					
Agenda Item	Action	Date	Owner	Status	Outcome/Progress
16	Progress the recruitment of a permanent Finance and Resources Director so that it can be completed prior to the end of the calendar year.	December 2017	Executive Director	Complete	Jim Godfrey appointed as of January 2018.

Meeting of Monday 04 September 2017					
Agenda Item	Action	Date	Owner	Status	Outcome/Progress
11	Seek further clarification regarding the funding of additional ESOL provision for 2018-19.	September 2017	Executive Director	Complete	Following discussion with SFC, the indicative allocation represents an increase on the 2017-18 levels of funding and the requirement for this activity to be Credit eligible has been withdrawn.
19	Provide a report on further developments related to the Enterprise and Skills Review, including an assessment of impact for the Glasgow College Region, to a future meeting of the GCRB Board	March 2017	Executive Director	In progress	Provisional date of June Board meeting, dependent on review progress.

Meeting of Monday 22 May 2017					
Agenda Item	Action	Date	Owner	Status	Outcome/Progress
8	Develop strategies for ICT and estates for the Glasgow region.	December 2017	Finance and Resources Director	In progress	Report due to be provided to June Board meeting.
14	Undertake a Credit funding and activity scenario planning exercise, aligned to national policy drivers and the region's strategic plan.	December 2017	Executive Director and Finance and Resources Director	Complete	Evaluation and Indicative Credit and funding proposals provided within March Board reports.

Scottish Business Pledge	Additional Detail
Living Wage	Evidence shows that, by paying the Living Wage, employers can benefit from increased commitment and loyalty, reduced absenteeism, higher productivity and enhanced reputation.
Zero Hours Contracts	Evidence from ACAS suggests that the use of zero hours contracts corrode trust in the workplace – often putting fear and financial insecurity where fairness and mutual confidence should flourish. Research suggests this can damage performance and safety.
Workforce Engagement	<p>Half of the staff in most Scottish SMEs say they are ‘under-utilised’. They feel they could make a bigger contribution to the success of the business. Simply by investing in the workforce, an organisation can create new energy in the business. By engaging employees in decision-making, the organisation can access real experience.</p> <p>Innovating Works provides resources and tools to help think about workplace innovation in your business – harnessing the potential of people, building capacity and capability and making the most of relationships, both internal and external. The Workplace Innovation Tool that can support this process in thinking about areas of opportunity and improvement in your business.</p>
Balanced Workforce	It makes good business sense to treat people fairly. Businesses which promote inclusive employment practices are more productive, and more innovative. Putting fairness and equality at the heart of workforce planning ensures that the organisation is able to harness talent.
Invest in Youth	Every business needs an injection of new talent, new ideas and new skills to stay competitive. When an organisation creates opportunities for young people, it creates opportunities for the business.
Innovation	<p>Putting innovation at the heart of a business will help to keep its products, services, processes and systems competitive.</p> <p>Every successful organisation needs a continuous, planned way to seek improved efficiency, meet customer needs and outwit the competition. Mind-set matters too. The organisation needs to be eager to experiment, and to learn fast from failures, to try, fail and try again.</p> <p>Effective strategies for successful innovation include:</p> <ul style="list-style-type: none"> • Using internal and external knowledge, and allocating a dedicated budget for developing and trialling new ideas; • Focusing on customer need rather than pushing novel technology; and • Embracing and managing failure, leading to stronger performance.
Internationalisation	<p>As the world becomes more connected through trade and communications, international markets offer real opportunities for Scottish businesses.</p> <p>Scotland produces some of the finest food, drink and textiles in the world. We also lead the way in niche sectors such as renewables, oil and gas, digital services and content and life sciences. Scotland is also a key destination for many international visitors.</p>

Scottish Business Pledge	Additional Detail
Community	<p>Involving a business in the community isn't just about doing the right thing. It means behaving responsibly, and also dealing with suppliers who do the same. It also offers direct business benefits.</p> <p>Building a reputation as a responsible, sustainable business sets you apart from your competitors. And by acting responsibly by reducing resource use, waste and emissions an organisation can help the environment and cut costs too.</p>
Prompt Payment	<p>Paying invoices promptly has sound business benefits as well as being ethical and fair.</p> <p>Paying on time ensures that suppliers' cash flows are healthy, which has positive benefits for those companies, as well as minimising disruption to your supply chain.</p> <p>In addition, a prompt payment record can attract more preferable buying terms with new suppliers and will encourage more companies to compete business. The organisation's reputation and bottom line are improved when it pays on time.</p>