

Minutes of the 43rd SCQF Partnership Board held on Thursday 13 September 2018 at 09.00 hours in the SCQF Partnership Conference Room, 201 West George Street, Glasgow, G2 2LW

Confirmed for website

Present:

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| Rob Wallen (RW) | Chair SCQF Partnership |
| Jim Metcalfe (JM) | College Development Network |
| Alastair Sim (AS) | Universities Scotland |
| Bernadette McGuire (BMcG) | Chair of the Quality Committee |
| Rowena Pelik (RP) | QAA Scotland |
| Lynn Tully (LT) (in attendance for Janet Brown) | SQA |

In Attendance:

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| Aileen Ponton (AP) | SCQF Partnership |
| Sheila Dunn (SD) | SCQF Partnership |
| Julie Cavanagh (JC) | SCQF Partnership |
| Beverley Wallace (BW) Minutes | SCQF Partnership |
| Laura Wilding (LW) as an observer | SCQF Partnership |

Welcome and introductions

RW welcomed all to the meeting, in particular the new members of staff at SCQF Partnership, Beverley Wallace, Senior Administrative Officer and Laura Wilding, Financial Assistant.

Apologies for absence

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| Janet Brown | SQA |
| Steve Hearty | CITB |
| Paul Smart | Scottish Government Observer |

Register of Interests

RW reminded Directors of the Register of Interests form which was included with the papers. Any change in related interests of Directors should be recorded on the form and submitted to BW to hold on record.

1. Minutes of the meeting held on 14 June 2018

RW asked Directors if they were happy that the minutes were an accurate record of the meeting. The Directors confirmed they were satisfied that the minutes were an accurate record of the meeting. They accepted the redacted version of these for the website.

2. Matters Arising

RW invited AP to update on the paper issued. AP referred to Item 3 and confirmed that the launch of the Skills Recognition Project was going ahead on the 20th September 2018 with Mr Hepburn in attendance, along with JC representing SCQFP.

AP then referred to Item 8, stating there was still no word from Poland or Macedonia in relation to the return of funds. A further update was given in Agenda Item 5.

3. CEO Report

RW invited AP to add any updates to the CEO report issued with the Board papers. AP informed the Directors that SCQFP had been shortlisted for 2 Glasgow Business Chamber Awards 2018. AP expressed her delight at being shortlisted and confirmed RW would attend the awards along with 4 members of staff.

AP then provided an update on the Veterans Project. Further, all members of the Board have been invited to 2 focus groups on the 23 October 2018. The focus groups are aimed at stakeholders, including colleges and universities, and SCQFP would be presenting its findings to date. A scoping report setting out all of the background and the key outcomes would be circulated in advance to those attending. Following questions from the Directors, AP and JC provided some additional detail on the purpose of the project, findings so far and how the project was progressing.

Finally AP informed the Board she had received a formal invitation from the Macau Government to join its new International Advisory Panel. She had discussed this with RW who had provided his agreement.

4. Learner Journey Review

RW invited JC to introduce this paper. JC discussed the paper, the challenges around managing the review and how SCQFP could add value to the recommendations. RW pointed out the ambiguity over the use of the word “we” in the table in Annex 1 and requested the column headings be changed to separately show Scottish Government and SCQFP activities. AP confirmed the Scottish Government was happy with the paper but required clarification around colleges estimating levels, which SCQFP had provided.

RW then invited suggestions for amendments. BMcG thought that the use of language “We could support this”, found in recommendation 11 of Annex 1, sounded vague. In response AP explained the reason for this use of language but agreed to revisit this to see if it could be made clearer.

RP raised her concern over the complexity of the plans for the Learner Journey Review and the potential problems arising from a lack of alignment and co-ordination across organisations when carrying out the recommendations. She then suggested a discussion during the Learner Journey Review meeting planned by Scottish Government for 28 September 2018 would be helpful. Following a discussion around this point the Board noted the ways in which SCQFP could be supportive of the programme but acknowledged a need to be selective over what SCQFP could do and to encourage the Scottish Government to co-ordinate and avoid duplication.

In reference to recommendation 16 in Annex 1, LT informed the board that the SCN was allocated to individuals with personal information attached, so there could be challenges around third parties obtaining the SCN. The Board then approved the paper with the caveats mentioned.

5. Management Accounts 2018 - 19 Quarter 1

RW invited AP to speak on this paper. AP acknowledged the appointment of Alison Stewart as the new chair of ARC and the work she has done so far.

AP pointed out additional funding this year for the Veterans Project and for the Review of Colleges. There was also some European funding for EQF activity and payments for the EQF portal and NQF-IN project. The Board then approved the management accounts.

6. Report from the Audit & Risk Committee

RW expressed gratitude to Alison Stewart for agreeing to chair ARC before referring to the ARC minutes and asking AP to comment on any issues. AP relayed Alison Stewart's concern that the accounts were not as detailed as they should be and that a meeting was being arranged with Cook and Co to look at improvements. The Board then noted the minutes.

RW then directed the Board to the Risk Management Strategy and invited AP to give an update. AP drew the Board's attention to the updated Risk Management Strategy in Annex 1, which now aligns each colour coding to a range of numerical values. AP talked through recent staff changes and the impact that it had had on the business and informed the Board of the upcoming interviews for the Development Officer post. RP commented that the controls highlighted in blue in the Risk Register were not controls but were updates and thought greater clarity between the control in place and a comment on that control were needed. RW then commented on the sequence of columns in the Risk Register, suggesting they could be put in a more logical order. AP agreed to look into the matter as an action. Referring to Risk 3 on the Risk Register, RP stated, in relation to the Learner Journey, there was also the risk that expectations on SCQFP would be too high, which AP noted and agreed to incorporate. The Board approved the risk strategy subject to the amendments being made for the next meeting.

Referring to the Data Protection Policy in Annex 2, AP gave an update on the GDPR work being undertaken. Having been approved by ARC, AP confirmed the policy on the table was the final version. The Board accepted the paper and adopted the Data Protection Policy.

7. Report from the Quality Committee

RW invited BMcG to speak to the general business carried out by the Quality Committee as two of the more specific items were included as separate papers. Referring to the Minutes of the Quality Committee, BMcG informed the Board that the re-referencing work to the EQF had commenced and confirmed a draft would come to the Quality Committee in November and to the Board in December 2018. The Board noted the minutes of the meeting.

RW then invited SD to give an update on the Scottish Police College Periodic Review Report. The Board agreed the recommendation to allow the police to continue as a Credit Rating Body, subject to the conditions stated.

RW then invited SD to give an update on the Ceasing of Third Party Credit Rating paper. SD provided a background to the reason for the paper and talked through the new processes as detailed in the flow chart in Annex 1. RW asked for clarification around whether there was an issue around who was going to provide the ongoing quality assurance of the certificating processes. The Board agreed there was an issue and a discussion around this followed. RW highlighted the importance of the piece of work being undertaken to minimise damage to the integrity of SCQF reputation when CRBs were ceasing Third Party Credit Rating. LT commented on the excellent quality of the work undertaken in the paper and agreed that the processes outlined covered all eventualities. Some further discussion took place around each of the scenarios outlined but after that the Board approved the policy and processes to be adopted.

8. Annual Report

AP discussed changes to the look and content of the annual report. RW commented that the new style and approach worked well. Thanks were passed to JC and Samantha Houten Feeley who produced the report. AP confirmed the report would be published on the website and a link sent to partners and stakeholders. The Board approved the Annual Report.

9. Any other business

RW reminded the Board of the Employee Seminar Meeting taking place after the Board Meeting had concluded.

10. Date of the next meeting

RW confirmed to Directors that the next meeting would be held at 09.00 on Thursday 13 December 2018.