

**South Lanarkshire College**  
**Property and Estates Committee (Board of Management)**  
**Held on 16<sup>th</sup> March 2015**

**Present**      B Johnstone (Chair)  
                  M Bingham  
                  S McKillop

**In attendance**      C Ferguson

**Apologies**      A Allan, A Martin

**1. Declarations of Members' Interests**

No declarations were received.

**2. Minutes of previous meeting**

The Minute of the meeting held on 1<sup>st</sup> December 2014 had already been agreed by the Board of Management.

**3. Matters Arising**

First Aiders – A number of staff had come forward to become First Aiders and they are currently being trained in groups of four.

First Aiders carry college mobile phones and are equipped with First Aid pouches which carry emergency equipment. First Aiders are always available when the building is open. They receive a small monthly payment for their services.

Sustainability Committee – Mr Johnstone asked for these to be sent on to him and Mr Ferguson agreed to do so.

New Building – Mr Johnstone asked for an update on progress on the new Building and Mr McKillop explained that the contract with the Campbell Construction Group was just about to be signed. Mr Johnstone commented positively in regard to their appointment as they have developed a very good reputation within the housing sector for value for money allied to good quality.

**4. Property & Estates Report**

Health and Safety Committee

Discussion took place in regard to the dissemination of these minutes.

First Aid Committee

Mr Ferguson explained the process for selecting First Aiders. Discussion took place in regard to members of staff trained to use the Defibrillators. The Committee also noted the comments on ASSIT training and the importance

placed on providing mental health support.

Mr Johnstone asked about the counselling service offered by the College and Ms Bingham explained how that worked.

The College has three Chaplains who provide a weekly pastoral care service which is available to all members of staff and students.

In addition, students can also book counselling sessions through Student Services to participate in one to one session with a post graduate student from Strathclyde University.

The College promotes positive mental health campaigns across the campus.

For staff a confidential service is provided by Employee Counselling Services.

#### Accident Statistics

These were discussed in some detail. Mr Ferguson explained the underlying cause of the increase in accidents within Hair & Beauty, Care.

Variance in accidents from the previous quarter had shown a decrease of 3.

#### Sustainability

Energy usage figures for November 2014 to January 2015 were noted.

Discussion took place around the 27% decrease in gas usage.

The College had suffered significant loss over flooding in the boiler room. This had been caused by IWS wrongly installing a new cold water storage tank. Their loss adjuster had attended a meeting with the Depute Principal and we are awaiting the outcomes of the loss adjuster's deliberations.

The building had been heated by the ground source heat pumps, air exchange unit and the air conditioning units during the time that the boilers were inoperable.

A slight rise in electricity usage was also noted.

#### Waste Recycling

Waste recycling this quarter, November 2014 – January 2015 was 100.62 tonnes compared to 105.84 tonnes last month.

Mr Johnstone asked about targets within the public sector for recycling and Mr Ferguson explained the target for 2020.

#### Planned Activities

Discussion took place in regard to planned maintenance and work to be carried out during the Easter Holiday.

International Woman's Day attracted 70 exhibitors and 850 visitors. The Principal explained that the College had committed to host the event for one more year but

as the event involved considerable planning and disruption to the College it is unlikely that we will host after 2015.

The Depute Principal is in conversation with Colliers in regard to temporary car parking for the duration of the new build.

The risk register for the new building was discussed and agreed.

There being no further business the Chair closed the meeting by thanking everyone for their attendance.