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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>17 February 2022</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; Organisational Development</b>	<b>Report No:</b>	<b>IC/01/20/RB</b>
<b>Contact Officer:</b>	<b>Ruth Binks</b>	<b>Contact No:</b>	<b>01475 712748</b>
<b>Subject:</b>	<b>Representation on the SEEMIS Group Board</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval for Inverclyde Council to express an interest in representing the West Area on the SEEMIS Board with effect from 1 April 2022 for a period of three years.

## 2.0 SUMMARY

- 2.1 SEEMiS Group LLP is an Education Management Information System (MIS) provider. As the standard MIS within Scottish Education, all local student data is processed and managed by SEEMiS software offering interfaces with external agencies such as ScotXed and SQA.
- 2.2 The SEEMiS Board is made up of 5 local authority Members representing the other Members in their geographic areas and South Lanarkshire Council (the host authority) as well as ADES and SOLACE representatives. The duration of the term of Board membership is three years and Glasgow City Council, the current Managing Council for the West Area, is due to demit office on 31 March 2022.
- 2.3 SEEMiS has sought interest from Councils in the West to represent the West Area on the Board with effect from 1 April 2022 for a period of three years. The proposal is that Inverclyde Council expresses an interest in becoming the managing Council for the West Area. If agreed, Inverclyde would be represented by the Director of Education, Communities and Organisational Development at officer level and the Convenor of the Education and Communities Committee at Elected Member level.

## 3.0 RECOMMENDATIONS

- 3.1 That the Council agrees that:
- Inverclyde expresses an interest in becoming the Managing Council for the West area on the SEEMiS Board.
  - Inverclyde would be represented on the Board by the Director of Education, Communities and Organisational Development at officer level and the Convenor of the Education and Communities Committee at Elected Member level.

**Ruth Binks**  
**Corporate Director**  
**Education, Communities & Organisational Development**

## **4.0 BACKGROUND**

- 4.1 SEEMiS Group is an Education Management Information System (MIS) provider. As the standard MIS within Scottish Education, all local student data is processed and managed by SEEMiS software offering interfaces with external agencies such as ScotXed and SQA.
- 4.2 At the heart of the product set is SEEMiS Click+Go which offers a wide range of modules to support Pupil and Staff record management including Nursery Application Management System (NAMS), Attendance, Pastoral Notes, Progress + Achievement and Reporting.
- 4.3 The SEEMiS Group LLP Members Agreement designates certain councils as Managing Councils. Each Managing Council represents their area on the Board through one elected member and one officer (usually at Head of Service level or above).
- 4.4 The SEEMiS Board is made up of 5 local authority Members representing the other Members in their geographic areas and South Lanarkshire Council (the host authority) as well as ADES and SOLACE representatives.
- 4.5 The Councils in the West Area are Argyll & Bute, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, Renfrewshire, and West Dunbartonshire.

## **5.0 PROPOSALS**

- 5.1 The duration of the term of Board membership is three years and Glasgow City Council, the current Managing Council for the West Area, is due to demit office on 31 March 2022. SEEMiS has sought interest from Councils in the West to represent the West Area on the Board with effect from 1 April 2022 for a period of three years.
- 5.2 The following process for nominations has been agreed by the Board:
  1. Where only one affirmative response is received, all other members in the area will be asked, in writing, to confirm that they are content for that member to represent them as a Managing Council. In the event that:
    - (a) No responses to the contrary are received or the majority of responses are in the affirmative, this member will be confirmed as a Managing Council,
    - (b) Only responses to the contrary or the majority of responses are to the contrary, the matter will be referred back to the Board for consideration.
  2. Where more than one affirmative response is received, all members in the area will be asked, in writing, for their preferred candidate. The member with the most votes will become the Managing Council. Where equal numbers of responses in favour are received, a meeting involving all members in the area will be arranged to resolve the issue.
  3. Where no responses are received the matter will be referred back to the Board for consideration.
- 5.3 The proposal is that Inverclyde Council expresses an interest in becoming the managing Council for the West Area. If agreed, Inverclyde would be represented by the Director of Education, Communities and Organisational Development at officer level and the Convenor of the Education and Communities Committee at Elected Member level.

## 6.0 IMPLICATIONS

### 6.1 Finance

N/A

#### Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
N/A					

### 6.2 Legal

N/A.

### 6.3 Human Resources

N/A.

### 6.4 Equalities

#### Equalities

(a) Has an Equality Impact Assessment been carried out?

<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

<input type="checkbox"/>	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
<input checked="" type="checkbox"/>	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

✓

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO

**6.5 Repopulation**

N/A.

**7.0 CONSULTATIONS**

7.1 N/A.

**8.0 BACKGROUND PAPERS**

8.1 N/A.