

# Board of Management

## Agenda

**Meeting reference:** Board 2017-18/01

**Date:** Wednesday 11 October 2017 at 5.30pm

**Location:** Room 019 – Brahan Building

**Purpose:** Scheduled meeting

\* Denotes items for discussion.

Members should contact the Clerk in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and Apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of Interest in any Agenda Item		Chair	
4	Minutes of the Meeting held on Wednesday 14 June 2017		Chair	Paper 1
5	Actions arising from previous minutes			
*6	AST Employment Tribunal Review Update		Chair	Paper 2 (to be tabled Closed)
*7	Perth College UHI: Evaluative Report and Enhancement Plan 2016-17/18	Vice-Principal - Academic	Principal	Paper 3 Closed
*8	HISA Perth College Update	Student President	Student President	Paper 4
*9	Chair's Report		Chair	Verbal
*10	Board Member Recruitment and Board Committee membership		Chair	Paper 5
*11	Principal's Update		Principal	Verbal
*12	Tay Cities Deal Update			Paper 6
*13	Estates Update	Vice Principal – Finance and Estates	Vice Principal – Finance and Estates	Verbal

<b>14</b>	<b>College Policies</b>			
14.1	Policies for approval by the Board of Management and Committees during 2017/18	Secretary	Chair	Paper 7
14.2	Revised Health and Safety Policy		Vice Principal – Finance and Estates	Paper 8
<b>15</b>	<b>Equality and Diversity</b>			
15.1	Equality Challenge Unit  Equality in colleges in Scotland: statistical report 2017  <a href="http://www.ecu.ac.uk/publications/equality-in-colleges-in-scotland-statistical-report-2017/">http://www.ecu.ac.uk/publications/equality-in-colleges-in-scotland-statistical-report-2017/</a>		Secretary	For information
15.2	Governing bodies, equality and diversity: A handbook for board members in Scotland's colleges  <a href="http://www.ecu.ac.uk/publications/governing-bodies-equality-and-diversity-a-handbook-for-board-members-in-scotlands-colleges/">http://www.ecu.ac.uk/publications/governing-bodies-equality-and-diversity-a-handbook-for-board-members-in-scotlands-colleges/</a>		Secretary	For information
<b>16</b>	<b>Minutes of Standing Committees (unconfirmed)</b> <i>Please note: all bulleted items are for Board approval</i>			
16.1	Engagement Committee – 31 August 2017	Secretary	Chair - Engagement	Paper 9
16.2	Chairs Committee – 11 September 2017	Secretary	Chair - BOM	Paper 10 Closed
16.3	AST Board – 19 September 2017	Secretary	Chair – AST Board	Paper 11 Closed
16.4	Audit Committee – 20 September 2017  • Health and Safety Annual Report 2016-17	Secretary	Chair - Audit	Paper 12
16.5	Finance and General Purposes Committee – 27 September 2017	Secretary	Chair- F&CP	Paper 13

17	Date of next meeting 13 December 2017			
*18	Review of meeting		Chair	

# Board of Management

## Minutes

**Meeting reference:** Board 2016-17/04  
**Date and time:** Wednesday 14 June at 5.30pm  
**Location:** Room 019

**Members present:** Brian Crichton, Harold Gillespie, Sharon Hammell, Ian Jackson, Grant Myles, Donald MacLean, Sharon McGuire, Holly Scrimgeour, Charlie Shentall

**Apologies:** Jim Crooks, Ann Irvine, David Littlejohn, John McDonald, Lindsey McLeod, Lorna Nicoll

**In attendance:** Margaret Munckton, Principal and Chief Executive  
 Jackie Mackenzie, Vice Principal, Finance and Estates  
 Pam Wilson, Vice Principal, Academic  
 Susan Bald, Vice Principal, HR and Communications  
  
 Prince Honeysett, PCSA Student President Designate  
 Nurina Sharmin, Vice President Designate (Education and Engagement)

**Chair:** Grant Myles  
**Minute Taker:** Maureen Masson  
**Quorum:** 6

Summary of Action Items from Board meeting on 22 March 2017			
Ref	Action	Responsibility	Time Line
*8	<b>Equalities Reports</b>  <b>Progress in Achieving Equality Outcomes 2013-17</b>  Circulate the online training link to new Board members.	Clerk	ASAP
Summary of Action Items from Board meeting on 14 June 2017			
*9	<b>Chair's Report</b>  Report back to Board on Development Trust and Campaign Board revisions to Terms of Reference and constitution.  Keep under review the timing for an invitation to the VP for International and External Engagement to meet the Board.	Chair  Chair	Next Board meeting  Consider at next Board meeting
10	<b>Principal's Update</b>  Clarify HE budget allocations and governance	Chair	By next Board

Summary of Action Items from Board meeting on 22 March 2017			
Ref	Action	Responsibility	Time Line
	issues. Review the College Governance Manual against the recently updated HE governance code.	Clerk	meeting By next Board meeting
*11.1	Keep under review 'Amber' outcomes in the Balanced Scorecard.	PW	ongoing
*11.2	Keep under review trends vs targets in looking at performance aspects in the Balanced Scorecard.  Consider the introduction of a Health and Safety Balanced Scorecard measure.	PW  PW	Autumn Committee cycle
*16	<b>Estates Update</b>  Identify 'shovel ready' estates projects ready for submission should any capital grant become available.  Develop College long term strategic vision to inform the development of the Estates Strategy.  Meet with senior executives and PKC to share planning insights.	JM  Chair and Principal  Chair and Principal	Start of AY 2017-18  Further update at next Board Meeting
17.1	<b>Chair's Committee</b>  Board approval of policies to be undertaken at the start of next session.	Clerk	For start of next session
*17.5	<b>AST Board – 24 May 2017</b>  Ensure the Terms of Reference are reviewed against business at the end of each AST Board meeting.  Review the wording of clause 6.1 in the AST <i>Memorandum of Understanding</i> and pass comments to Chair by 20 June 2017.	Clerk AST Board  Chair and JM	Next AST Board meeting  20 June 2017
18	<b>Schedule of Meetings for 2017-18</b>  Circulate the final schedule for the Board and Committees.	Clerk	early July 2017

## Minutes

Item	Action
<b>1 Welcome and Apologies</b>  Apologies were noted.  Margaret Cook, Principal Designate was given a warm welcome to her first meeting of the Board of Management. PCSA President Designate Prince Honeysett and Vice President Designate (Education and Engagement) Nurina Sharmim were also welcomed, together with Graeme Kirkpatrick, CEO of HISA, who was in attendance for item 7.	
<b>2 Additions to the Agenda</b>  There were no additions to the Agenda. However, the Chair indicated that item 7 would be taken at the start of business and an item on National Bargaining would be taken at the end of the agenda.	
<b>3 Declaration of Interest in any Agenda Item</b>  There were no declarations of a conflict of interest in any agenda item.	
<b>4 Minutes of Meeting held on Wednesday 22 March 2017</b>  The minutes were approved as accurate record.	
<b>5 Actions arising</b>  <b>9 Board of Management Effectiveness Review</b>  <b>Action Update:</b> The final report on the 'Board Effectiveness Review' was on the Board Agenda. Extensive discussions had been held at the last Board meeting and the Board noted that suggestions had been incorporated where appropriate.  The item regarding Board of Management engagement with students and staff would be picked up at the next Board Development Day which had been re-scheduled for 23 September 2017.  <b>9 Annual Health and Safety Update</b>  <b>Action Update:</b> This item had been discussed at the recent Audit Committee and was on the agenda for the Board meeting.  <b>12 Update on FE Funding across the partnership</b>  <b>Action Update:</b> A paper was included in the agenda for the Board meeting.	

Item	Action
<b>8 Equalities Report</b>	
<b>Action Update:</b> The online training link would be circulated to Board members.	Clerk
<b>*6 Students' Association Update</b>	
<p>Holly Scrimgeour (HS) introduced the report which provided an update on recent student activity. PCSA had been busy in recent weeks finalising the HISA/PCSA proposal following the points raised by the Engagement and Audit Committees. Louis McNaught had resigned on 16 May and Rachel Daniel had also resigned. A handover to the PCSA Designate Officers was ongoing in preparation for the new academic session.</p> <p>The Board noted this was Holly's last meeting and the Chair thanked her on behalf of the Board for her considerable commitment and contribution over the last year.</p>	
<b>*7 Student Representation: HISA and PCSA</b>	
<p>Graeme Kirkpatrick (GK) introduced the paper indicating that the Board was being asked to ratify the proposal that PCSA be disbanded and that HISA becomes the student representative body at Perth College. The Board noted the background outlined in the paper and that HISA and PCSA had worked closely together over the last several months to agree the proposed way forward.</p> <p>The Board noted that the Engagement and F&amp;GP Committees had considered the proposals at their recent meetings and had asked for further clarification of governance/staffing and financial aspects. These had been addressed in the paper now brought before the Board and an outline timeline and next steps was set out. GK updated the Board on the final figures and noting that, overall, the proposal was cost neutral, but brought additional benefits in terms of administrative support and an opportunity to increase the regional voice.</p> <p>The Board formally agreed the proposal. GK left the meeting following conclusion of this item.</p>	

Item		Action
8	<b>Chair's Reports</b>	
	<p data-bbox="252 212 766 257">The Chair reported on the following:</p> <ul data-bbox="268 291 1284 1702" style="list-style-type: none"> <li data-bbox="268 291 1284 369">• Margaret Cook had been appointed as Principal and the timing was helpful in terms of managing a handover with Margaret Munckton;</li> <li data-bbox="268 369 1284 481">• National bargaining continued and the Chair and Principal had attended numerous meetings, most recently with the Employers Association and the Deputy First Minister;</li> <li data-bbox="268 481 1284 772">• A successful Strategic Dialogue meeting had been held with two SFC Council members, the Acting Chief Executive Officer and regional Outcome Manager alongside the College staff, the Chair of FERB and PVC UHI. The Board noted that positive feedback had been received about the work of the College. A vote of thanks was extended to all who had been involved in organising and participating in the meeting. It was expected that the SFC would prepare a note of the meeting;</li> <li data-bbox="268 772 1284 851">• GM reported that his performance review had been completed by the Chair of Court and FERB in February.</li> <li data-bbox="268 851 1284 963">• Board members 1:1s had been ongoing and provided some useful feedback that would be summarised and shared with the Principal and Principal Designate;</li> <li data-bbox="268 963 1284 1332">• A meeting of the Development Trust and Campaign Board had been held. The Board noted that the Perth College Development Trust 2004 was to appoint a new Chair. The Board noted that the Development Trust was a charitable organisation whose sole purpose was to raise funds for the College whilst the Campaign Board was a sub-committee that ran most fund raising activities. Discussions were ongoing on possible revisions to the work and interactions of the Committees to improve overall fundraising potential. It was expected that any revisions would require to come back to the Board for approval.</li> <li data-bbox="268 1332 1284 1590">• A part-time Vice-Principal, International and External Engagement, Stuart Gibb had been appointed to the UHI Executive Team with effect from mid-July. There would be merit in fostering a close working relationship with the VP to build the important international agenda. It was agreed that he would be invited to a meeting of the Board in 2-3 months, through the Principal and CEO or the BOM Chair;</li> <li data-bbox="268 1590 1284 1668">• UHI had been granted research degree awarding powers in the last month. This was a significant achievement for the University; and</li> <li data-bbox="268 1668 1284 1702">• A successful OBI awards event had been held.</li> </ul>	<p data-bbox="1316 907 1420 952">Chair</p> <p data-bbox="1316 1019 1420 1064">Chair</p> <p data-bbox="1316 1489 1420 1534">Chair</p>
9	<b>Board Member Recruitment</b>	
	<p data-bbox="252 1825 1300 1915">The Board noted that an open evening for prospective Board members would be held on 28 June 2017 from 5-6.30pm.</p>	



Item		Action
10	<b>Principal's Update</b>	
	<ul style="list-style-type: none"> <li>• FE prizegiving had been held in the Academy for Sport and Wellbeing (ASW) for the first time. The space had been transformed for the event and worked well. Ann Gloag delivered an engaging and positive speech that was well received and students had provided excellent catering;</li> <li>• A promotional national STEM event had taken place in the ASW and Brahan Lecture theatre organised by P&amp;KC and those involved in the Developing Young Workforce initiative. This was a great opportunity to showcase the work of the College to numerous school pupils who attended as well as giving employers an insight to the work of the College;</li> <li>• The Board noted that the College was to host a 'Big Bang Blood Hound' Car Racing event. There would be over 40 stands and many speakers and guests and provided another opportunity to showcase the College;</li> <li>• The Principal had participated in a UHI partnership meeting in June on the learner journey, with representatives from the government. The main purpose of the meeting was to elicit feedback from various stakeholders;</li> <li>• The constitution of the Campaign Board had been agreed and a former Provost was being considered as a trustee of the Development Board;</li> <li>• The Principal and Principal Designate would attend a meeting of the Tayside Regional Board to hear about the latest on the Tay Cities Deal and other key enterprise developments;</li> <li>• Efforts to agree the UHI HE budget through proper governance channels were ongoing. Partnership Council neither agreed nor recommended the draft budget. However, UHI Court and its F&amp;GP had held separate meetings where the budget had been approved. GM had spoken with the Chair of Court and agreed that a flexible approach would have to be taken and that this had been noted by Court and F&amp;GP. The discussions had raised some concerns around non-executive HE governance that would be discussed in detail at the next Board meeting. GM would raise this with the Chairs of other Partner Colleges and would report back to the next Perth College Board meeting;</li> <li>• An AST Strategy Day would be chaired by the Principal on 20 June. The main agenda item would be the development of a recovery plan for AST, reviewing possible alternative ways for managing AST business; and</li> <li>• The College Governance Manual should be reviewed against the recently updated HE governance code.</li> </ul>	<p>Chair</p> <p>Clerk</p>
*11	<b>Balanced Scorecard</b> <b>11.1 Balanced Scorecard 2015-16</b>	
	<p>The Board noted the Balanced Scorecard outcomes had been reviewed and discussed by a number of its Standing Committees and noted, in</p>	

Item		Action
	<p>particular, the positive destination outcomes for HE and FE students at Perth College. The College had also made an outstanding contribution to the UHI Regional Outcome agreement.</p> <p>A watching brief would be maintained on the amber outcomes particularly the financial outturn and CPD staff measures.</p> <p>The Board commended the new Balanced Scorecard format and agreed that it was much clearer, easier to understand and glean trend information.</p>	
	<p><b>11.2 Balanced Scorecard 2016-17</b></p> <p>The Board noted the new format for Balanced Scorecard reporting linking to the new Strategic Plan. The format had been tweaked to improve the reporting of measures to various partners and to allow for more in-year/real-time reporting. The new approach would also help the Board review and reflect on performance matters.</p> <p>The Board commended the new format and noted that it would be used more actively by the College Management and Senior Management Teams as a management tool, particularly with the availability of real time data. More measures were also noted, namely on gender action, inclusion and research and research publications. It was noted that Item 3.c was a combined measure that would demonstrate contribution to dissemination.</p>	PW
	<p>The Board discussed occasions where it would be more appropriate to measure against targets rather than trends. It was noted that this may be true for some measures but that SFC encouraged trends in measuring some activity measures. This would be kept under review.</p>	PW
	<p>Some concern was expressed about the lack of a Health and Safety measure in the Balanced Scorecard given the size and scale of operation at PC. The Board agreed this was this was a valid point and SMT would review.</p>	PW
	<p>In terms of financial measures it was noted that the contribution of commercial activity to College business would be set against the overall outturn for the College.</p>	
*12	<p><b>Allocation of FE Funding across the partnership</b></p> <p>Jackie Mackenzie introduced this paper which set out the allocation of FE funding across the partnership for SFC grant allocation and capital and maintenance funding. The Board noted that a new approach to the allocation of funding had been accepted in principle by FERB which had agreed to its use for the allocation of the 17-18 budget. This new approach was built on a more objective review of needs and moved away from the previous approach to roll forward last year's budget.</p>	

Item	Action
<p>Some adjustments to ELS and access and inclusion funding may yet be made altering the final allocations.</p> <p>In terms of Perth College's overall allocation it was increased by a figure of £152k, an increase of 2.3%.</p> <p>The Board noted the capital and maintenance allocations but that further work was needed that would probably alter final allocations.</p> <p>The Board commended JM for the work she had led amongst partner College to develop a more objective based budgeting approach.</p>	
<p><b>*13 Access and Inclusion Strategy</b></p>	
<p>The Board approved the Access and Inclusion Strategy and noted that it had been endorsed by Academic Affairs and Engagement Committees.</p> <p>The Board noted that Student Records had developed a wide range of data which would greatly assist in reviewing progress and monitoring outcomes for access and inclusion. The data would also provide improved insight for modelling and understanding the student journey.</p> <p>The Board discussed whether the College was properly resourced to implement the report and deliver outcomes. In the absence of additional funding it was acknowledged that there may be ways to work smarter and more efficiently, and this work would be taken forward in the coming months. The work that had already started in developing student records would help with modelling and data analysis.</p>	
<p><b>*14 Corporate Parenting Plan</b></p>	
<p>The Board approved the Corporate Parenting Plan, and noted that the structure was common to all UHI Colleges. The plan had been prepared jointly with other partner organisations. It identified actions at key stages in the student journey and would be helpful in monitoring measures contained in the Balanced Scorecard. A vote of thanks was extended to Richard Ogston who had been instrumental in developing the plan.</p>	
<p><b>*15 National Bargaining</b></p>	
<p>A tabled paper on national bargaining was discussed in strictest confidence. The paper set out the background to the current position on national bargaining, recent exchanges between the Employers Association (EA) and the Scottish Government and some options outlining possible approaches related to the ongoing negotiations.</p> <p>Given the nature of this item staff and student Board members were invited to remain for the discussion but if any individual felt that they would feel in any way conflicted they were given the opportunity to leave</p>	

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	<p>the meeting. All of the staff and student members remained.</p> <p>Following a full discussion of the issues the Board agreed on the approach to be supported by our delegates at the EA meeting on 19<sup>th</sup> June.</p> <p>At the end of the meeting the Chair reminded all members of the requirement for absolute confidentiality on this matter.</p>	
*16	<p><b>Estates Update</b></p> <p>Jackie Mackenzie (JM) introduced the paper which had been prepared for the recent Strategic Dialogue meeting. The paper set out the current position with the estate and the key considerations for the Board. Perth had committed considerable investment to the estate in terms of maintenance and development but there were still areas that were not fit-for-purpose. Of the 4 main buildings across the Estate, the Goodlyburn was of the greatest concern.</p> <p>In order to meet College goals and aspirations, estate infrastructure had to remain fit-for-purpose to meet the needs of the changing education landscape including the increased use of IT. Estate investment in development and maintenance was related to the level of funding made available from the SFC and the means of distribution, as that was typically via a competitive process. Often shovel ready projects were those that were funded but that approach to funding tended to discourage strategic thinking and did not always promote value for money.</p> <p>In the light of these considerations, the Board was asked for its view on how best to develop and maintain the estate for the 21<sup>st</sup> Century. The Board agreed that the College needed to focus on business continuity and keep the estate maintained in a way that allowed that. However, the College should also begin to think about longer term strategic aims and objectives to address changing needs, digital transformation and wider city/regional developments. It was noted that over £500M was being invested in the Tayside and Perth City deal. In addition, there major local development plans taking shape and there may be opportunities worth exploring with the City Council. There were many variables to consider such as the nature of the PC site, plans for wider transport links, estates condition and the like.</p> <p>The Board recommended a two pronged approach:</p> <ul style="list-style-type: none"> <li>• To identify 'shovel ready' projects that could be submitted to the SFC at short notice should funding become available including maintenance priorities; and</li> <li>• The Board and SMT to begin to look at the long term (20 years) direction for the College with the aim of developing a strategic vision to inform the College Estates Strategy. Senior level engagement with the local authority should be progressed to</li> </ul>	<p>JM</p> <p>Action Chair and Principal</p>

Item	Action
<p>explore all opportunities within in the surrounding locale.</p> <p>The outputs from these deliberations would be taken through appropriate Committees as the new Committee cycle starts.</p>	
<b>17 Minutes of Standing Committees (unconfirmed)</b>	
<b>17.1 Chairs Committee – 18 April 2017</b>	
<p>Noted that the Board approval of policies would be undertaken at the start of the next Committee cycle.</p>	Clerk
<b>17.2 Engagement Committee – 11 May 2017</b>	
<p><b>Noted.</b></p>	
<b>17.3 Academic Affairs Committee – 17 May 2017</b>	
<p><b>Noted</b></p>	
<b>17.4 Audit Committee – 23 May 2017</b>	
<p><b>Noted</b> - although the wording of item 9.2 'Proposal for Annual Health and Safety Update to the Board' may need revised – to be picked up at next Audit meeting.</p>	
<b>*17.5 AST Board – 24 May 2017</b>	
<p><b>Terms of Reference</b></p> <p>The Board noted that the Terms of Reference had been adjusted to reflect that fact the two independent board members were on the Board.</p> <p>Consideration of the Terms of Reference at the end of AST Board meetings would now become standard governance practice.</p>	Clerk AST Board
<b>Memorandum of Agreement</b>	
<p>The Board noted that the memorandum of agreement was drafted several years ago and required updating. The memorandum sets the direction for AST Executive staff and is on the agenda for discussion the AST Strategy meeting on 20 June 2017. The Board approved the <i>Memorandum of Understanding</i> subject to a re-wording of clause 6.1 about gift aid. Board Members were invited to pass any comments on this item to the Chair by Tuesday 20 June 2017</p>	JM
<p>Brian Crichton (BC) asked if there was rigorous approach to ensuing staff and student health and safety and wellbeing when coming onto the AST premises. The Principal confirmed that robust procedures were in the place to safeguard all staff and students.</p>	

Item		Action
	<p>The Chair thanked the Principal for stepping in mid-year to Chair the AST Board until a new Chair was appointed.</p>	
17.6	<p><b>Finance and General Purposes Committee – 31 May 2017</b></p>	
	<p>JM indicated that future years were likely to be more difficult because of funding constraints. Analysis of 3 year forecasts highlighted a growing gap between income and expenditure. A review of business processes across the College would be started to review opportunities for growing areas of the business or identifying areas for improvement in operational efficiency.</p> <p>The Board further noted that the gap would be impacted (negatively) by the outcome of national bargaining and would have to be kept under careful review.</p> <p><b>Otherwise minutes noted</b></p>	
17.7	<p><b>Board Effectiveness Review Final Report</b></p>	
	<p>The Board noted the final Board Effectiveness Review Report.</p>	
*18	<p><b>Schedule of Meetings for 2017-18</b></p>	
	<p>The Board noted the draft outline schedule of meetings for academic year 2017-18. Any comments on timing should be fed back to the Clerk by 21 June.</p>	Clerk
*19	<p><b>Review of Meeting</b></p>	
	<p>Members agreed it had been an interesting meeting covering the range of Board business.</p> <p>A presentation of flowers and gifts was make to the Principal and the Vice Principal for Human Resources and Communications as this was the last Board meeting they would attend. The Chair thanked them both for their significant contribution to the life and work of the Perth College and beyond that to the wider College sector.</p>	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

**Status of Minutes**      **Open** ☒      **Closed** ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1988. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1988?      Yes ☐      No ☒

## Board of Management

## Paper 4

## Paper for Consideration

**Subject:** HISA Perth College Update

**Author:** PC Student President

**Date of paper:** 2 October 2017

**Date of meeting:** 11 October 2017

**Action requested of committee:**

(Tick as appropriate) For information only: ☒  
 For discussion: ☐  
 For recommendation/approval: ☐

**Cost implications:**

(Tick as appropriate)      Yes:      No: ☒

## Executive Summary:

The paper provides an update on the work of the Student Association.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

**Status of Papers**    Open ☒    Closed

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The College may also be asked for information contained in minutes and papers about living individuals, under the terms of the Data Protection Act 1988.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?      **Yes** ☐      **No** ☒



## **HISA Perth Update**

Our Student Association could not be any happier with the merge with HISA. Although the final decision to have the merge was made during our hand-over as officers, we were certain already from the talks and meetings we had briefly attended that it was the best move for us. We feel confident that HISA will be able to support and enhance our association as we move forward.

### **Training**

In our time in office already, HISA have put myself and my team through various training programmes such as NUS Lead & Change, HISA executive committee training, Sparqs and The Muslim Student Leadership Residential 2017. All which have been very informative and has led to us gaining essential contacts within the other student unions across Scotland.

### **Student Association Co-ordinator**

HISA are also providing us with an extra member of staff in our office whose duty will be to support our officers and staff to enable our development and work in areas such as our day to day roles, the running of events & activities and our class rep structures.

The introduction of an extra member of staff I believe will be a great benefit to our team as it will reduce our workload giving us more time to actively engage with our students, give us a better chance at fulfilling our ambitions as officers and work with the college to achieve goals set in our partnership agreement.

### **Support & Finance**

HISA also do the bookings for all our travel and accommodation for the training and conference events we attend as well saving us time and money. They are also responsible for covering affiliation fees to such as companies NUS, SSS, BUCS and NUS Scotland. This allows our association to use more of our budget to support the students.

## **Clubs & Societies**

We believe this is a very essential part of student life, having a collective of peers you share the same interest with on campus is definitely a confidence booster and we aim not to lose that opportunity for students to connect with each other.

The issue with clubs & societies at Perth UHI is that at the beginning of the academic year there is always a thirst from students to get them up and running but by the end of the year due to various reasons such as exams and students graduating, the number of clubs & societies drops. We aim to strengthen that connection between the students in these clubs & societies to ensure that we have continuation into the following year by giving the students more power in how they would like their clubs and events run and with the help of funding from HISA we will be able to provide them with extra support.

## **Prospective Opportunities**

HISA Perth is currently in talks with Equate Scotland to set up a campaign to help improve the gender imbalance in STEM (Science, Technology, Engineering & Maths) subjects. This operation is being led by our Vice President of Education and Engagement, Nurina Sharmin.

## **Freshers**

This year's Freshers event was by far the best one yet in the eyes of the Student Association as we received a great response from students signing up to clubs. We currently have 8 sport and recreational clubs up and running with more and more people signing up every week. We received good feedback from the companies that were invited to the Fayre, some of which have asked if they can return to the campus in the future for Perth UHI events.

Our engagement with students on our social media around this time as well increased dramatically on our Facebook page, this proved to us that students were showing a lot of interest in the event.

Post Engagement increase of 283%

Page Followers increase of 43%

Page Views increase of 140%

## **Events**

14<sup>th</sup> October – Perth UHI Skate Jam at East Kilbride

1<sup>st</sup> November - Guest speakers Cheryl McCradie and 2 of her colleagues from Equate shall be visiting the campus to talk about their organisation and the work they carry out across Scotland.

10<sup>th</sup> November – Guest speakers from M.E.N.D (Muslim Engagement and Development) and F.O.S.I.S (Federation of Student Islamic Societies) shall have a panel discussion about Islamophobia Awareness. *Venue & Time to be confirmed.*

8<sup>th</sup> December – Perth UHI Winter Ball. *To be confirmed.*

## **Student Partnership Agreement**

We have come to an agreement between us and Perth UHI and will use this to enhance the student experience on campus and also further develop ourselves as HISA Perth. The three aims in our student partnership agreement are;

- To improve student engagement by introducing more events and interactive activities on campus.
- Work with the Quality Department to deal with student issues raised from SRC and introduce the use of Sector reps
- Improve the learning resources used by students such as the use of the E-library, better VC learning feedback, silent study spaces and extending the opening hours of the library at exam times.

## **Class Visits & Student Representatives**

In September we spoke to several classes on campus to introduce ourselves as HISA Perth to raise our awareness to them and also to inform students that we were no longer known as PCSA. In these talks we spoke about student representative training and the importance of having reps for the college. The training for reps will run from 12<sup>th</sup> - 27<sup>th</sup> October and will take place in the Brahan Building and the Academy Of Sport and Wellbeing. The first Student Rep Council is scheduled for 6<sup>th</sup> November where all the reps shall meet for the first time, introductions will be made and our future plans for the students and HISA Perth will be discussed.

# Board of Management

Paper 5

## Paper for Consideration

**Subject:** Board Member Recruitment and Board Committee Membership

**Date of paper:** 11 October 2017

**Date of meeting: Action requested of committee:**

(Tick as appropriate) For information only:

For discussion:

For recommendation/approval: ☒

**Cost implications:**

(Tick as appropriate) Yes: No: ☒

## Executive Summary:

The paper provides and update on Board recruitment, Committee Chairs and membership. The Committee is invited to agree membership of various Board Committees.

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**Status of Papers**    **Open** ☒                      **Closed**

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes and papers about living individuals, under the terms of the Data Protection Act 1988.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?      **Yes** ☐                      **No** ☒

## **Board Member Recruitment and Board Committee Membership**

### **1. Board recruitment**

Following the Board open evening in June 2017, applications were invited and interviews were held on 6 September. Grant Myles, Chair of the Board and John McDonald independent Perth College Board member were joined by Fiona McLean Vice Chair UHI and Shona Struthers, Chief Executive of Colleges Scotland.

The Board currently has one vacancy. Ian Jackson who had been a Board member since 2011 had intimated his intention to demit office after the October Board meeting, so there are two independent Board member vacancies.

The Panel agreed that 3 of the applicants we appointable as full Board members; two will therefore be appointed as full Board Members and the third will be seconded/co-opted meantime and assume full Board membership when a vacancy arises.

### **2. Chairs and Members of Board Committees and AST Board Members**

In the light of the changing composition of the Board, some alterations to Board Committee Chairs and membership is required. The Board should note that as discussed at Chairs Committee and the Board Away day, there are plans to review the remits for Academic Affairs and Engagement, which may result in further changes to membership of these two Committees.

The membership for each Committee is set out below and changes to the Chair/membership are highlighted in red.

## Committee Membership – October 2017

<b>Academic Affairs</b>
<b>Quorum:</b> 8 including Chair or Vice Chair
Margaret Cook, Principal (Chair)  <b>Board Members</b> Harold Gillespie (Vice-Chair) Brian Crichton, Board member Sharon McGuire, Teaching Staff Board Member Donald MacLean, Support Staff Board Member Prince Honeysett, Student Member Nurina Sharmin, Student Member  <b>College Staff members</b> vacant, Head of Academic Practice Jess Borley, Head of Quality Jane Edwards, Support Staff Member Patrick O'Donnell, Academic Staff Member Dr David Gourley, Curriculum and Business Engagement Director Dawne Hodgkinson, International and Corporate Services Director Deborah Lally, Head of Student Records Richard Ogston, Head of Student Services Professor Martin Price, Director, Centre for Mountain Studies, Chair of Research, Scholarship and Knowledge Exchange Committee Pam Wilson, Vice Principal, Academic  Papers cc'd to Grant Myles (Chair of the Board)

**Audit****Quorum:** 3**Board Membership:** No fewer than 4 members of the Board of Management (not to be Chair, Principal or Chair or member of F&GP)**Board members****Brian Crichton (Chair)**

Ann Irvine

Lindsey McLeod

Lorna Nicoll

**New Board Member****Co-opted Board Member****Invited to attend:**

Principal

Chair of BOM

Chair of F&amp;GP

**In attendance**

vacant, Vice Principal, Human Resources &amp; Communications

Jackie Mackenzie, Vice Principal, Finance and Estates

Pam Wilson, Vice Principal, Academic

**Auditors:**

Keith Macpherson, Ernst &amp; Young LLP

Stuart Inglis, Henderson Loggie

Papers cc'd to Grant Myles (Chair of the Board)

**Finance & General Purposes****Board Membership:** Board of Management Chair, Board of Management Chair Vice Chair and Principal, ex officio reps plus no fewer than 2 other Board of Management members**Quorum:** 3 of which at least 2 to be independent Board of Management members**Board Members**

David Littlejohn (Chair)

Harold Gillespie (Vice-Chair)

Jim Crooks

John McDonald

Margaret Cook - Principal (ex officio)

Grant Myles – Chair Board of Management (ex officio)

Board of Management Vice Chair (ex officio)

**New Board Member****In attendance:**

Jackie Mackenzie, Vice Principal, Finance &amp; Estates

vacant, Vice Principal, Human Resources &amp; Communications

Ian Martin, Head of Finance

## Engagement

**Board Membership:** Chair of Academic Affairs Committee (ex officio); no fewer than 3 other Board of Management members, to include 1 staff member; 2 student members.

**Quorum:** 3

### Board Members

John McDonald (Chair)  
David Littlejohn (Vice Chair)  
Donald Maclean  
Sharon Hammell  
Ann Irvine  
Ian Jackson  
Lindsey McLeod  
Charlie Shentall  
Student member – Prince Honeysett  
Student Member – Nurina Sharmin  
Chair of Academic Affairs Committee (Principal - ex officio)

### In attendance:

vacant, Vice Principal, Human Resources & Communications  
Pam Wilson, Vice Principal, Academic  
Dr David Gourley (Curriculum and Business Engagement Director)

Papers cc'd to Grant Myles (Chair of the Board)

## Chairs' Committee

### Board Membership:

Chair  
Vice Chair  
The Chair of each Standing Committee  
The Principal – ex officio

**Quorum:** 3

Grant Myles (Chair)  
Academic Affairs (Chair)- Margaret Cook  
F&GP (Chair) – David Littlejohn  
**Audit (Chair) – Brain Crichton (Audit Committee Chair)**  
Engagement (Chair)– John McDonald  
**AST (Chair) – Charlie Shentall (Chair of AST)**



## Remuneration Committee

### Board Membership:

Chair

Vice Chair

The Chair of each Standing Committee

The Chair of the Board of Management shall not chair the Remuneration Committee

**Quorum:** 3

### Board Members

David Littlejohn (Chair)

Chair of the Board of Management - Grant Myles

F&GP (Chair) – David Littlejohn

**Audit (Chair) – Brian Crichton**

Engagement (Chair) – John McDonald

**AST (Chair) – Charlie Shentall**

## AST Board

**Board Membership:** 2 Directors from Perth College Board of Management (to be Chair and Vice Chair)

Plus: Principal and Chief Executive of Perth College, Chief Executive of Air Service Training (Engineering) Limited and 1 external non-executive Director

**Quorum:** 4 at least 1 to be Chair or Vice Chair

**Charlie Shentall (Chair)**

Jim Crooks

Sharon Hammell

Margaret Cook - Principal (ex officio)

Ian Neilson – AST Board member

Peter Farrow – Chief Executive AST

Sean McGovern – non executive

*In attendance:*

Vice Principal, Finance and Estates, Perth College

AST Company Secretary – Helen Warne

Papers cc'd to Janette Tosh

# Board of Management

Paper 6

## Paper for Consideration

**Subject:** Tay Cities Update

**Author:** Jennifer Thompson-Young

**Date of paper:** 2 October 2017

**Date of meeting:** 11 October 2017

### Action requested of committee:

(Tick as appropriate) For information only: ☐

For discussion: ☒

For recommendation/approval: ☐

### Cost implications:

(Tick as appropriate) Yes: ☒ No: ☐

### Executive Summary:

The paper attached sets out the various initiatives under the Tay Cities Deal that the College has involvement in.

The funding bids are not yet completed and further papers will be taken to the appropriate committees for relevant approval once full details and cost implications are known.

The Board of Management is invited to discuss and note the attached paper.

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**Status of Papers**    **Open** ☒                      **Closed** ☐

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?    **Yes** ☐                      **No** ☒

## **Tay Cities update**

The Tay Cities approach is based on the Regional Economic Strategy 2017-37, it encompasses Perth and Kinross, Dundee, Angus and North Fife. The plan aims to deliver a total of £1.83bn with £613m being sought from the Tay Cities Deal over the 2017-27 period. Perth College UHI are involved in a number of projects where commitment ranges from being a primary stakeholder to in support. An outline of each of the projects is below.

### **Aeronautical Engineering Academy**

**Partners:** Perth College UHI, Perth and Kinross Council. Potentially partnering with Angus Council, Tayside Aviation and Aviation Skills Partnership.

#### **Outline of project:**

The provision of a new build engineering facility on the grounds of Perth College UHI, a build based at Scone Airport has not yet been fully ruled out but may not be possible due to private ownership of the build. The Aeronautical Engineering Academy will have the key objective of providing the skills, knowledge and training to support the growth of the global aviation industry and also that of emerging clean technologies. The central AEA campus will focus on Engineering and Air Traffic Management and house the Engineering Innovation and Development Incubator proposed in the Tay Cities Engineering Partnership bid. The incubator will be a space providing product development, design and business angel network connection, business mentoring, legal / IP support, and support for business start-ups created as down-stream activity from engineering activity across the region.

The project will bring together the key private and public aviation training facilities across Tayside in a new collaboration that will boost the skills and technology base of the sector to become more competitive in an international marketplace

- It will establish the only internationally recognised facility in Scotland capable of meeting the full needs of Aviation Engineering Industry providing world class training.
- The Academy will facilitate transition and re-training into/from aviation/aerospace and emerging green technology and low carbon sectors
- The project will establish clear pathways for the training of aviation skills, focusing on; engineering, air traffic management and operations in a regional collaboration of private and public sector organisations
- AEA will develop new foundation & graduate level apprentice training places to meet industry demands and enhance employability, career development and staff up-skilling opportunities.
- Supported by the private sector it will develop enhanced skills programmes to optimise employment opportunities and meet industry requirements
- The Academy will led to increased revenue in regional travel and local accommodation sectors generated by visiting trainees creating a positive economic impact.

The strategic outline case for this project is in the process of being rewritten with an increased TCD ask and potential inclusion on other partnerships as referred to above.

**Total project fund:**£2.515m

**Total ask of TCD:** £1.828m including £1.47m capital and £358,000 revenue.

### **Centre for Food and Drink Knowledge and Innovation**

**Partners:**Perth and Kinross Council, University of Abertay, Perth College UHI

The Centre for Food & Drink Knowledge and Innovation will equip the Tay Cities region with the skills, knowledge and technology needed to bridge £100million productivity gap between the vital local food and drink sector and the Scottish average, while making a unique contribution to the development of industry nationally. It will uniquely deliver a step change in innovation, new jobs creation and move existing jobs up the value chain, by linking local expertise, public sector services, private sector investment and City Deal support to provide:

- Vital SME access to New Technologies not currently available in Scotland, which will cut existing and future production costs, and allow for new product innovation and new market development using the latest advanced processing technologies such as High Pressure Processing, and packaging technologies that extends shelf-life as well as reducing waste, reducing transport costs, and opening new export and other markets. It will also open the door to emerging biotech and pharmaceutical spin-offs;
- A Skilled and Motivated Workforce of HE graduates, FE technicians and modern apprentices trained, hands-on with the latest technologies, and able to service the needs of a modern and progressive food and drink industry and further ensures that the food and drinks industry sector is the employment of choice; and
- The focal point for a new Regional Food & Drink Network linking across key local and national initiatives to ensure that SMEs know what is available and how to access it, and that key opportunities from R&D and other advances are not missed.

The aim is therefore to establish a Centre for Food & Drink Knowledge and Innovation to take advantage of these existing regional strengths, assets and opportunities by leveraging additional funds to close competitiveness gaps and build a truly shared support network to deliver the full potential for sustainable jobs and inclusive growth from the Food and Drink sector. The Centre will specifically target the more downstream aspects of the innovation cycle and the industrial needs of the Technical Development and Consumer Testing stages in particular.

This will provide industry with access to production scale manufacturing and technology tools, while also allowing education/skills providers to develop a skilled workforce with the knowledge and expertise capable of supporting innovation, economic growth, and increased productivity.

The Centre, located at Perth Food and Drink Park, will also act as the focal point for a new Regional Food & Drink Network for SMEs and other partners to access business assistance and resources from both the public and private sectors (e.g. Business Gateway, proposals for a Tay Cities Trade & Investment Partnership to lead a regional drive toward greater internationalisation, and the resources offered by Scotland Food & Drink and Scottish Enterprise/SDI etc.). It would provide the

essential overarching link that ensures companies plug into and spin-out from emerging upstream research and concepts from HEIs in the Tay Cities region.

Under this project, the new physical facilities and capacity already invested in by the partner institutions will be augmented by a dedicated new facility at the Perth Food & Drink Park. Key outputs in addition to the new Centre building will be:

- Key hi-tech downstream production technologies (e.g. High Pressure Processing and packaging to prolong shelf-life) for accessing by companies on a fee-paying 'tolling' or 'plug and play' basis to add value to their production; and for use by the next generation of students / workforce to ensure they learn hands-on with the latest technology;
- 'Newton Rooms' (State-of-the-Art research and teaching facilities) which will provide a learning portal for all levels of the education system to develop key skills, provide information on career pathways in the sector, and engage with other partners (and particularly with industry) to promote food, health awareness and education;
- A home for a new Regional Food & Drink Network with space for SMEs to access business development advice and training in an easy to access and relevant environment; and,
- A pilot commercial food waste valorization project which will investigate the potential for different types of local food waste to be converted to valuable chemicals (e.g. hydrogen) on a commercial scale, while also providing a sustainable food waste disposal option for local SMEs.

The combined facilities at new and existing sites will be staffed by a mix of science and technical officers from HEIs to provide the essential technical know-how, with Business Development personnel from public and private sector available to provide services that will attract and support new companies, and provide existing companies with effective ways to grow.

Core activities will be to:

- Provide a support service to urban and rural companies in terms of food innovation, product and process development, and business support.
- Provide a workforce with the necessary skills to support the regional and national economy.
- Provide continually relevant and practical training and learning for the workplace from primary to tertiary levels.
- Formulate new and innovative products.
- Understand the influences of consumers towards products.
- Respond to changing consumer demands for nutritionally adapted foods through new product development and the consumer experience laboratory.
- Create, secure and sustain business development by understanding the needs of the economy, identifying required skills and fostering the links between education, industry and commerce.
- Provide optimism and confidence that will lead to business start-up that will contribute to the development and retention of a skilled workforce and economy.

- Implement and integrate control and optimization strategies to the production of foods.
- Develop and analyze quality systems.
- Develop packaging and labelling for foods.
- Develop management competences in a production environment.
- Support the regional food and drink sector with minimising waste, managing energy efficiency and the implementation of renewable technologies

This project is in the process of being rewritten.

Total Project Fund: £14.55m

Total TCD ask:£9.25m comprising £5m capital and £4.25m revenue.

### **Tay Cities Engineering Partnership**

**Partners:** Angus Council (lead), Dundee and Angus College, ETG, Angus Training Group, Perth and Kinross Council, Perth College UHI

The project will bring together the resources of training organisations, public sector bodies and engineering employers across the Tay Cities Region to establish the first regional Engineering and Advanced Manufacturing (EAM) network in Scotland.

The Engineering Technology Group (ETG), a specialist machine tool distributor, will help the TCEP establish a state-of-the-art demonstration centre based around the Angus Training Group and Dundee and Angus College facilities in Arbroath. This will be one of fifteen industry-led technology centres, and the only in Scotland, that the ETG is planning to establish across the UK. The project involves the purchase of new equipment, the purchase of a mobile STEM “bus” for use in partnership with schools and across the whole Tayside Region, the refurbishment of an area within Dundee and Angus College and the creation of the innovationLab to be co-located with the AEA at Perth College UHI. There will also be the ask for revenue to support staffing.

The project will be match funded through credits for STEM based delivery, MA income, staff time through partners, in kind equipment from ETG, commission from projects and corporate sponsorship of the mobile STEM lab.

The aims of the TCEP will be to support increased internationalisation, productivity, R&D and skills development across the Tay Cities engineering sector. The partnership will achieve this by committing to:

- Enhancing the engineering skills and training opportunities in the Tay Cities Deal area – by providing world-class training facilities, and increasing the interconnectedness of education institutions and industry.
- Ensuring that the sector remains competitive – by improving its capacity and capability to keep up with technological growth and compete in foreign markets.

- Creating an end-to-end support mechanism for the industry – by supporting students, employees, employers and entrepreneurs at all stages of their development. It will create new educational pathways for the engineering sector, with local, regional and national education partners working together. This will be accessible to people from across the age and experience spectrum.
- It will upskill the engineering workforce by inspiring young learners, empowering disengaged communities, enabling apprenticeships (from foundation to graduate) and delivering training programmes for existing employees.
- It will support increased internationalisation, productivity and R&D of engineering firms in the region by offering cost-effective product prototyping and testing; low-mass production and specialist incubators; and product development support.
- It will create opportunities for synergies and joint working between businesses working in the sector in Angus. Through the establishment of Scotland's first regional EAM network, and with the help of the Engineering Technology Group (ETG), the network will create an industry-led demonstration centre that offers state-of-the-art digital technology and the latest in machine tool technology.
- The facility will also drive wider geographical benefits for the sector by becoming the east of Scotland 'hub' for the Scottish Government's proposed Scottish Manufacturing Centre for Excellence.

#### **Perth College UHI involvement:**

Co location of the InnovationLab with the AEA

Supporting schools and engagement of school pupils in the STEM subjects through the use of the mobile STEM lab

Generation of projects for 4th Engineering and Aircraft students through real life projects brought in via InnovationLab.

**Total Project Fund:** £4.2m

**Total TCD ask:** £1.675m capital, £265,000 revenue

#### **Tay Adventure**

**Partners:** Lead - Perth and Kinross Council (City Development Team), Firth of Tay Marine and Leisure Tourism Infrastructure Investment Programme

#### **Outline of project:**

The Tay Adventure proposal seeks to deliver the vision of the Tay Cities Deal, by integrating a regional tourism offering by harnessing the opportunities presented by the natural and cultural assets the area has to offer, in order to deliver a truly world class experience. By addressing current market failure and coordinating the tourism offering across the Tay Cities Region, through investment in enabling infrastructure and working collaboratively with partners to improve the connectivity of water and land based activities, the Tay Adventure will deliver job creation and increased productivity, and thereby helping deliver inclusive growth across the region.

The ask of the Scottish Government is to provide the capital and revenue resources identified to help address market failure in the marine tourism market and help deliver the proposals outlined in return for growth in key regional sectors, increased productivity and GVA. The Key outputs are 68 FTE's created and 65 FTE's sustained. Outcomes focus on job creation, delivering a world class tourism offering and inclusive growth across the Tay Regions communities. the Key Objectives are;

- Invest in enabling infrastructure to offer improved service provision for key and new market segments, to generate longer visits in region, delivering increased economic spend and job creation/sustainability.
- Improve accessibility to key natural and built assets in the region, linking together key cultural attractions across the Tay Cities region.
- Ensure inclusive growth across the Tay Cities region by aligning education resources with opportunities generated by an expanding supply chain on the back of tourism growth, through collaborative partnership working.

The key objectives of Tay Adventure will be achieved by delivering the following elements:

1. Marine tourism infrastructure
2. Cycle infrastructure
3. Provision of tourism accommodation
4. Heritage Centre
5. Inclusive Growth

#### **Perth College input:**

There has already been considerable progress on collaborative partnerships, with the Tay and Earn Trust working closely with Perth UHI for the last three years to create and develop opportunities for outdoor education at the new activity centre in Willowgate. Investment in the centre and its facilities by the Trust and PC UHI have been aligned to a new outdoor education qualification (BA Hons Outdoor Education and Learning), which will provide capacity for 20 students from autumn 2017 and the regional employer demand for qualified outdoor specialists. Alignment of education programmes to deliver the skills and jobs are necessary to ensure economic opportunities generated will be maximised and sustained over the long term. The Sport's team have written this into their operation plan for 17/18.

**Partners in this aspect of the bid** - Perth UHI, Tay and Earn Trust, and PKC

Target within bid - 20 FTE's (Created)

Outcomes:

Improved partnership working



Efficiency of resources through collaborative approach

Aligning resources with opportunities created via key sector growth and new market opportunities (Marine tourism, food, tourism, outdoor education, renewables)

Inclusive growth – providing opportunities to all communities across the TC region

Collaboration with 'Inclusive Tay' proposal

**Total Project fund:**

**Total TCD ask:** £48,318,200 and is split between Capital-£47,440,000 and Revenue-£661,000

Matchfunding amounts to £5,239,000 of which £3,080,000 is from outside local government.

**Centre for Cyber Security Innovation**

**Lead** – Abertay university

**Outline of project:**

The Cyber Security Centre is a joint venture led by Abertay University, with Perth College UHI, St Andrews University and additional commercial partners to establish a physical centre for cyber security excellence in the Tay region. The centre will act as an innovation incubator and provide public and private sector expertise and community engagement. Perth College's commitment is to work with staff, undergraduate and postgraduate students from the other universities to help shape the Tay area's cyber security future. Our main benefits, in addition to access to excellence in the field, would be access to cloud computing capabilities currently outwith the scope of what the department has now, an improved cyber security profile across our curriculum and access to employers and employability skills development.

The support of the Tay Cities Deal was sought for five years (split into three phases):

Phase 1 - Start-up (1 year) in which existing cybersecurity organisations are attracted to the region

Phase 2 - Cluster Creation (2 years) – Start-ups and spins outs are created and developed by graduates/researchers

Phase 3 - Cluster Development (3 years) – Start-ups and spin-outs are grown/merged/acquired to help consolidate the cluster infrastructure.

It is planned that the project will be mainstreamed after 5 years with further phases of development of the cluster anticipated.

**Perth College input:**

The Perth College input is very small in relation to the scope of the overall project but the potential benefits to Perth College Computing team and students and also UHI Computing more widely are extensive.

Perth would develop materials for the NPA in Cyber Security (SCQF level s 4, 5 and 6) which would be for an online format and be shared within the partnership. Perth would be involved in the development of Cybersecurity interventions for use within rural Perthshire. This would essentially mean our students being involved with students from Abertay and St Andrews in developing and running cyber security clinics/roadshows for small businesses.

Computing have written this into their Operational plan for 1718 with a time resource for the above work to be undertaken.

This opportunity will increase the curriculum offer for FE and HE students to be able to develop practical skills in relation to cyber security rather than only theory as at the moment.

**Total Project Fund:** £11.21m for the creation of physical premises, technology infrastructure, start-up pump-priming, and business development/technical staff of the centre

### **Tay Cities Hospitality Centre for Excellence Lead – Dundee and Angus College**

This project will significantly help Tayside achieve the ambition to be a world class tourism destination by ensuring our workforce is trained to the standards required by the industry and to address current skills shortages. There is also an option to refurbish Camperdown House in Dundee as a commercial hospitality venue to provide a live training environment.

Development of a partnership approach to providing world class learning and development in the hospitality sector. Revenue funding support from the private and public sector, Dundee and Angus College, in partnership with Dundee City Council, Friends of Camperdown, Leisure and Culture Dundee, Perth College, Fife College, The Vine, and Gleneagles Hotel (Ennismore) present the Tayside Hospitality Centre for Excellence.

The Tayside Hospitality Centre for Excellence will provide a platform for a new workforce that is trained to the standards required by the industry and it will inspire a new generation of entrepreneurs and professionals demonstrating the careers and opportunities in the most dominant industries in the Tayside. The Bid was developed by Dundee and Angus college on a commercial basis with 3 options:

Option 1: "Virtual Centre for Hospitality"

Option 2: Tea Room, Admiral Duncan Restaurant (fine dining) and events venue based at Camperdown House

Option 3: Tea room, Admiral Duncan Restaurant, hotel and events venue based at Camperdown House

### **Perth College Input:**

Develop a stream of resource/student supply from Perthshire and job creation and sustainability

Participate in the development of a centre of excellence

Further enhance the branding of hospitality and cheffing at PC UHI

**Total Project Fund:** £7,232,510 funding support over a period of ten years to develop the centre of excellence and a contribution to the capital costs of refurbishing/building.

### **Creative Exchange:**

**Lead:** Perth and Kinross Council, St Johns Primary School

### **Outline of Project:**

This project is being wholly funded by Perth and Kinross council. The £3.5 million regeneration project will see the derelict St John's Primary School transformed into a home for artists, creative industries, business incubation and community education. The redesigned building will house workspaces and art studios, meeting rooms, a gallery and a café over three floors. The former school playground will be brought back into productive use as a community garden.

Once completed Creative Exchange Perth will provide space for 24 artists, 12 creative businesses and generate 20 jobs during construction and operation. The building will be open for business in January 2019 and will be leased to Wasps Studios for operational control - <http://www.waspsstudios.org.uk>

Wasps studios is one of the UK's largest non-profit studio providers, accommodating around 800 visual artists, craft makers, creative industries and cultural organizations in affordable work spaces all across Scotland

The funding for this project is contingent on a number of sources from within the council such as Tay Cities deal, Smart cities and other budgets being diverted to make up the estimated £3.5 million price tag. There has also been a substantial donation by Edrington for the "ideas centre" which is to be situated within the building. The donation was £500k and the caveat was that it must be called "the famous grouse ideas centre". The entire monies for the project are not in place and Finlay Kerr has asked the Perth Creative Exchange Board for a contingency fund

The chair of the Creative exchange board is Tom Flanagan

### **Perth College UHI involvement:**

The Perth College representative on the board was Pam Wilson and is now Lorenz Cairns. The college has been loosely involved since the project's inception and both the council and Wasps would like us to be involved in some way when the building is open. This involvement level is not yet certain, agreed or even intimated at this time however it is most likely to be in the form of renting some studio space for BA 4 Contemporary artists

## Paper for Consideration

**Subject:** Policies for approval by the Board of Management and Committees during 2017/18

**Author:** Maureen Masson/Jessica Borely

**Date of paper:** 2 October 2017

**Date of meeting: Action requested of committee:**

(Tick as appropriate) For information only: ☒

For discussion:

For recommendation/approval:

**Cost implications:**

(Tick as appropriate) Yes: No: ☒

## Executive Summary:

The attached spreadsheet identifies the College policies due to be revised during academic year 2017/18. The approval routes for these policies and procedures are listed in Column I.

The Board is invited to note the policies and procedures that will come its way during academic year 2017-18 once the relevant Board Committee has seen and commented on individual policies.

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**Status of Papers**    **Open** ☒                      **Closed**

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?            **Yes** ☐                      **No** ☒

Policies/Procedures to be reviewed by the Board and Committees during 2017/18

(A) Policy Reference	(B) Policy Title	(C) Owner (Senior Manager)	(D) College Manager Responsible / Lead Author	(E) Name	(F) Key Staff for Consultation (eg. Head of Resources)	(G) Related Policies and Procedures	(H) Awarding / Legislative Body	(I) Approval Route (BOLD denotes final approval board)	(J) Version	(K) Equality Impact Assessment Date	(L) Date Last Approved	(M) Review Period Requested by Owner	(N) Academic Year to be Reviewed	(O) <i>Target</i> CMT Meeting for Review
QUAL079	Equality and Diversity Policy	Head of HR & OD	Equality and Diversity Adviser	Kathleen Connor	Vice Principal, Human Resources and Communications Equality and Diversity Adviser Board of Management Personal Academic Tutor	QUAL025 - Student Disciplinary Procedure QUAL027 – Staff Disciplinary Procedure QUAL028 - Staff Complaints and Grievance Procedure QUAL029 - Data Protection Policy QUAL073 - Dignity in the College – Anti Bullying and Harassment Policy QUAL053 - E-Safety Policy QUAL045 - Safeguarding Policy and Procedure: Protecting Children, Young People, Adults at Risk and Staff QUAL054 - Whistleblowing Policy	Data Protection Act 1998 Equality Act 2010	EDIT CMT <b>Finance and General Purposes Committee Board of Management</b>	2.1	01 May 2015		2 Years	2016/17	<b>Sep-17</b>
QUAL058	Fraud Prevention Policy and Response Plan	Vice Principal, Finance and Estates	Head of Finance	Ian Martin	Principal Vice Principal, Finance and Estates Head of Finance	QUAL 081 - Anti Bribery Policy	Theft Act, 1968 Theft Act, 1978 Police and Criminal Evidence Act, 1984 Finance and Accountability (Scotland) Act, 2000 The Bribery Act, 2010	CMT <b>Audit Committee Board of Management</b>	3.1	01 March 2012		1 Year	2017/18	<b>Jan-18</b>
QUAL054	Whistleblowing Policy	Head of Human Resources and Organisational Development	Human Resources Manager	Amanda Cramb	Vice Principal, Human Resources and Communications Human Resources Manager F&GP Committee	QUAL055 - Whistleblowing Procedure. QUAL028 - Complaints and Grievance Procedures. QUAL081 - Anti-Bribery Policy	Public Interest Disclosure Act 1998. The Bribery Act 2010	CMT <b>Finance and General Purposes Committee Board of Management</b>	4.1	01 September 2011		1 Year	2017/18	<b>Oct-17</b>
QUAL055	Whistleblowing Procedure	Principal and Chief Executive	Head of HR & OD	Susan Hunter	Principal and Chief Executive Human Resources Manager F&GP Committee	QUAL054 - Whistleblowing Policy QUAL028 - Complaints and Grievance Procedures. QUAL081 - Anti-Bribery Policy	Public Interest Disclosure Act 1998 The Bribery Act 2010	CMT <b>Finance and General Purposes Committee Board of Management</b>	4.1	01 September 2011		1 Year	2017/18	<b>Oct-17</b>
QUAL039	Treasury Management Policy	Vice Principal, Finance and Estates	Head of Finance	Ian Martin	Vice Principal, Finance and Estates Finance and General Purposes Committee Head of Finance	None	None	CMT <b>Finance and General Purposes Committee Board of Management</b>	4.1	01 December 2009		1 Year	2017/18	<b>Mar-18</b>
QUAL056	Risk Management Policy	Vice Principal, Finance and Estates	Head of Finance	Ian Martin	Vice Principal, Finance and Estates Head of Finance	None	None	CMT <b>Audit Committee BOM</b>	3.1	01 September 2011		1 Year	2017/18	<b>Mar-18</b>
QUAL067	Procurement Strategy	International and Corporate Services Director	Head of Learning Resources	Rhona Munro	Curriculum and Business Engagement Director	QUAL005 - Procurement Policy QUAL081 - Anti-bribery Policy QUAL095 - Contract Management Procedure QUAL058 - Fraud Prevention Policy and Response Plan QUAL030 - Health and Safety Policy QUAL005a - Selection of Suppliers Procedure QUAL005b - Tendering Procedure	Procurement Reform (Scotland) Act 2014 Health and Safety at Work etc Act 1974 Modern Slavery Act 2015  EU Procurement Directive on Public Procurement EU Procurement Directive on the Award of Concession Contracts EU Procurement Directive on the Award of Contracts by Entities Operating in the Water, Energy, Transport and Postal Services Sectors EU Procurement Directive for Electronic Invoicing in Public Procurement  Statutory Guidance on the Selection of Tenderers and Award of Contracts Addressing Fair Work Practices, including the Living Wage, in Procurement	CMT <b>Audit Committee Board of Management</b>	4.1	01 February 2016		1 year	2017/18	<b>Oct-17</b>
QUAL030	Health and Safety Policy	Head of Human Resources and Organisational Development	Health & Safety Officer	Les Roberts	Board of Management Principal and Chief Executive Senior Management Team Head of Estates Health & Safety Officer Health & Safety Committee HR Manager Occupational Health Provider All College Staff	QUAL 059 - Fire and Emergency Evacuation Procedure QUAL 088 - First Aid Policy QUAL085 - Smoking Policy QUAL 087 - Stress Management Policy. QUAL 045 - Safeguarding Policy and Procedure	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999	Health and Safety Committee CMT (Endorse) <b>Audit Committee (Approve) Board of Management</b>	8.2	01 September 2016	01-Aug-16	1 Year	2017/18	<b>Aug-17</b>

**Subject:** Revised Health and Safety Policy  
**Author:** College Health and Safety Officer  
**Date of paper:** 2 October 2017  
**Date of meeting:** 11 October 2017

(Tick as appropriate) For information only:  
For discussion:  
For recommendation/approval: ✓

(Tick as appropriate)      Yes:      No: ☒

The Health and Safety Policy is attached for approval. This was revised for the start of the new Academic Year and considered by the Audit Committee at its meeting on 20 September. A number of suggestions were made by Audit Committee and these are incorporated in this version.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes and papers about living individuals, under the terms of the Data Protection Act 1988.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?      Yes ☐      No ☒

# Health and Safety Policy

August 2017

Also available in large print (16pt)  
and electronic format.

Ask Student Services for details.

[www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)



Perth College is a registered Scottish charity, number SC021209.



## Version Control History

Version Number	Date of Change	Summary of Revisions Made
8	Aug 15	Revised H&S statement signed by new Chair Grant Myles. Revised purpose and Residences covered all year round; Managers have new responsibility to ensure risk control measures are implemented; H&S office has a new responsibility to link with IOSH and H&S Executive; all staff have responsibility to attend H&S training and report all accidents/incidents to line manager; contractors not to start work until H&S induction completed; students have a responsibility to wear PPE, not introduce equipment without staff authorisation, report accidents; new section on responsibilities of visitors.
8.1	July 2016	Footer updated to reflect new template model.
8.2	August 2016	Dates in footer and Policy updated and new Policies added to the list of Linked/Related Documents. Updated Policy Statement signed and included.
8.3	August 2017	Owner updated to reflect it is now the Principal and Chief Executive Section 6: 2 Policies added: <ul style="list-style-type: none"> <li>• Control of Noise at Work Policy</li> <li>• Control of Vibration at Work Policy</li> </ul>
H&S Policy Statement	October 2017	The Principal and CEO has overall accountability as opposed to responsibility.
5.1	October 2017	The role of the Board of Management was to 'champion' H&S and that should be re-instated in the policy.
	October 2017	Drafting changes to language as recommended by the Board of Management to encourage a more positive/inclusive health and safety culture.

## Perth College UHI

### Health and Safety Policy Statement

The Board of Management of Perth College UHI attaches the greatest importance to safeguarding the health, safety and welfare of all staff, students, visitors and others who use the premises, and regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

It is the commitment of Perth College UHI, hereinafter referred to as "the College", to act within the requirements of the Health And Safety at Work etc, Act 1974, and subsequent legislation, and to ensure that the health, safety and welfare of all staff, students, visitors and others who may be affected by our undertakings is safeguarded, so far as is reasonably practicable.

To meet these criteria, the College will:

- Regard legal compliance as the lowest acceptable standard of management with regard to health and safety.
- Identify hazards, assess risks and manage those risks.
- Provide appropriate information, instruction, training and supervision.
- Provide and maintain equipment and a working environment that are, so far as is reasonably practicable, without risks to health and safety.
- Consult with employee's representatives on health and safety matters.
- Provide adequate funding and resources to meet Policy needs.

In order to effectively manage Health and Safety, the College Board of Management devolves policies and procedures through the Principal and Chief Executive to the Senior Management Team, to the Heads of Curriculum and Support Area Managers, and their staff, all of whom are responsible for managing Health and Safety as set out in further sections of this Policy.

The College requires that all staff, students, visitors and others co- operate in regarding safe working as a prime objective, by working within established procedures.

Overall accountability for the practical implementation of this Policy lies with the College Principal and Chief Executive.

Arrangements for implementation of this Policy are set out in the attached document, which is to be read as part of this statement, which will be reviewed and updated, as required to ensure best practice methods of managing Health and Safety are achieved.

Signature:

Margaret Cook, Principal and Chief Executive

Signature:

Grant Myles, Chair of the Board of Management

Date: 11 October 2017

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**Title:** Health and Safety Policy

**Version/Status:**

**Approved By/Date:** Health and Safety Committee/Nov 2016

**Effective Publication Date:**

**Owner:** Principal and Chief Executive

**Lead Author:** Health and Safety Officer

**Review Timing/Date:**

# Health and Safety Policy

## 1 Purpose

Perth College UHI recognises its responsibility under the provisions of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors and members of the public using the College premises and services. This Policy details roles and responsibilities to enable the College to fulfil these duties.

## 2 Scope

All staff, students and persons visiting all college premises: for example contractors or members of the public.

Air Service Training (Engineering) Limited (AST). All AST staff, students and visitors are covered by this policy when they are located within the Perth College UHI premises. However, AST have their own Health and Safety Policy for its operations elsewhere in the UK and overseas.

The Perth College UHI Student Residences are covered by this Policy during the Academic Year (August to June). In the summer recess, the Residences are leased to the Scottish Youth Hostel Association and are covered by their Health and Safety Policy during that period.

## 3 Definitions

So far as is reasonably practicable: It is a balance between injury/harm, the chances of it happening, the numbers of people affected and the overall risk reduction balanced between time, inconvenience, money and effort.

## 4 Key Principles

The Board of Management and Senior Management Team (SMT) of Perth College UHI attaches the greatest importance to safeguarding the health and safety of all staff, students, visitors and others who use the premises, and regards the promotion of health and safety measures as a mutual objective for management and staff at all levels.

## 5 Responsibilities

### 5.1 The Board of Management

The Board of Management champions Health and Safety within the College and has overall responsibility for ensuring the effective implementation of the Colleges' Health and Safety Policy.

## 5.2 The Principal and Chief Executive

The Principal and Chief Executive has overall accountability for the practical operation of and compliance with the Health and Safety Policy. The responsibility for day to day running of health and safety related activities is delegated to competent persons within the college.

## 5.3 The Senior Management Team (SMT)

The Senior Management Team is responsible for achieving the objectives of the Health and Safety Policy within the College.

The Senior Management Team will ensure that employees within their area of responsibility that are designated as having responsibilities for health and safety matters are trained and competent and are provided with the resources necessary to ensure the implementation of this Policy.

The Senior Management Team review and monitor the recommendations and findings of the Health and Safety Committee, and forward these to the Board of Management for their consideration. Health and safety matters are line management responsibilities. Responsibilities can be delegated, however accountability cannot.

The Vice Principal, Human Resources and Communications chairs the Health and Safety committee. This post holder is also the member of SMT responsible for College compliance with all those Health and Safety legal requirements that apply to the use of College premises, facilities and grounds.

In the absence of the Vice Principal, Human Resources and Communications, another member of the Senior Management Team will assume those health and safety responsibilities.

## 5.4 Managers

The key to effective Health and Safety management in the College is the control exercised by Managers.

Where responsibilities for health and safety are delegated to team members, accountability for health and safety still remains with Managers.

Managers shall:

- Bring this policy to the attention of their staff.
- Implement the Health and Safety Policy in relation to their area of responsibility.
- Appoint a member of staff in their area as Risk Assessor.

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**Title:** Health and Safety Policy

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**Effective Publication Date:**

**Owner:** Principal and Chief Executive

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**Review Timing/Date:**

- Ensure, so far as is reasonably practicable, that conditions within their work area are safe and without risk to health, by ensuring that risk assessments are conducted and completed by a competent person trained in risk assessment and that control measures are implemented.
- Ensure staff receive the necessary training to enable them to work safely. Training needs should be identified as a part of the risk assessment process.
- Ensure all accidents are reported using the accident report form as soon as possible after the accident, regardless of whether an employee, student, volunteer, contractor or visitor has been affected.
- Investigate, or ensure investigation of accidents and unsafe work practices.
- Make health and safety a standing item on the agenda of team meetings.
- Raise any matters arising at team meetings on Health and Safety, in the first instance, with the Health and Safety Officer, who will highlight these to the Health and Safety Committee as appropriate.

## 5.5 Head of Estates

The Head of Estates is responsible for:

- Providing College premises with building fabric and services which are safe working environments.
- Ensuring that the fabric and services of College premises remain safe through appropriate repair, maintenance, inspection, examination and testing regimes.
- Ensuring that risks relating to building design, building fabric and building services in College premises are managed. These include (but are not limited to):
  - Fire;
  - Asbestos;
  - Legionella;
  - Statutory inspection, testing and maintenance of plant and equipment;
  - Control of contractors.

## 5.6 The Health and Safety Officer

Main responsibilities of the Health and Safety Officer include:

- Keeping up to date with health and safety legislation and new best practice developments and advise affected parties as appropriate.
- Advising the Board of Management, SMT, CMT and the Health and Safety Committee on all matters of health and safety as appropriate.

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**Title:** Health and Safety Policy

**Version/Status:** 8.3

**Approved By/Date:** Audit Committee/ Sept 2017

**Effective Publication Date:** September 2017

**Owner:** Principal and Chief Executive

**Lead Author:** Health and Safety Officer

**Review Timing/Date:** 1 Year

- Facilitating and give practical support to staff completing risk assessments, CoSHH assessments, DSE assessments etc.
- Develop, implement and review health and safety policies and procedures.
- Conducting regular audits/inspections of the College's health and safety systems and then submit findings to the relevant Head of Curriculum or Support Area Manager/Senior Management Team and Board of Management. (These audits/inspections will at times be in conjunction with safety representatives).
- Develop and deliver health and safety training for the College; and externally to employers on behalf of the College eg REHIS.
- Contribute to team meetings to provide health and safety advice.
- Liaise with Managers on health and safety matters and then raise them with the Health and Safety Committee as appropriate.
- Co-ordinate with the Head of Estates on the effective implementation of all relevant Health and Safety Legislation, Codes of Practice, Guidance Notes etc.
- Stop unsafe working practices when deemed necessary, whether this be College employees or non-employees eg contractors.
- Report accidents, ill health and dangerous occurrences to the Health and Safety Executive when appropriate.
- Liaise with other groups including: Tayside Integrated Safety Association, UHI health and safety committee, College Development Network (Scotland), Healthy Working Lives, Scottish Fire and Rescue service, Health and Safety Executive, Institute of Occupational Safety and Health (IOSH).
- Carry out Health and Safety inductions to staff, students and contractors when requested.

## 5.7 The Health and Safety Committee

- 5.7.1 Composition and Membership of the Health and Safety Committee is identified within the Health and Safety Committee Terms of Reference.
- 5.7.2 The Health and Safety Committee will provide consultation, direction and support to College-wide activities which meet our commitment to the provision of a safe environment and enable compliance with health and safety legislation in the interests of staff, students and service users. Activities are identified within the Health and Safety Committee Terms of Reference.

## 5.8 Human Resources

Human resources will:

- Refer staff to the College Occupational Health Provider when necessary.
- Develop employee health services by promoting health screening and surveillance and preventative medical services.

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**Lead Author:** Health and Safety Officer

**Review Timing/Date:**

- Develop health promotion and education initiatives as appropriate.
- Advise and support managers on disciplinary proceedings when required.

## 5.9 Occupational Health Provider

The College Occupational Health Provider will:

- Carry out health surveillance/health checks to employees who are referred by HR.

## 5.10 All College Staff

All College staff must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do at work.

All College staff must:

- Co-operate with the College in its efforts to comply with the Health and Safety at Work etc Act, 1974 and related Regulations.
- Use correctly and safely all work items/equipment provided by the College in accordance with the information, instructions, and training given.
- Inform their immediate line manager of any work situation where they believe they or any other person is at risk of serious or immediate danger.
- Inform their immediate line manager of any work situation where they consider there to be the potential for harm to employee or others as a result of work activities.
- Familiarise themselves with health and safety policies, risk assessments, safe systems of work and arrangements as detailed in this and other Health and Safety documents relevant to their work activities.
- Where an employee believes they or another person's health or safety is in imminent danger, must temporarily suspend the dangerous activity and report this to their immediate line manager.
- Attend Health and Safety training as required.
- Report all accidents to their Line Manager as per current College procedures.

## 5.11 Contractors and their Staff

All contractors and their staff must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do at work.

Contractors and their staff must:

- Comply with this Policy.
- Report any accidents to the Head of Estates in the first instance.
- Have risk assessments and method statements for work activities, however they can use their own format, but they must meet legal requirements.
- Not start any works until they have received a College Health and Safety induction.

#### 5.12 Students

- Are expected to act in a responsible manner and not endanger any other persons by an act or omission on their part.
- Inform a College employee of any situation where they consider there to be the potential for harm to employees or others as a result of work activities.
- Shall use protective or specialist clothing as required and shall use all safety equipment available.
- Shall **not**, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on College premises.
- Shall report all accidents, whether or not injury is sustained, to the member of staff in charge of the activity or facility.

#### 5.13 Visitors

- Are expected to act in a responsible manner and not endanger any other persons by an act or omission on their part.
- Inform a College employee of any situation where they consider there to be the potential for harm to employees or others as a result of work activities.

#### 5.14 Head of Quality

Quality approval check of this Policy is the responsibility of the Head of Quality who will arrange for the Policy to be posted on the web.

**As well as the above responsibilities, persons will have specific duties detailed in other policies eg First Aid policy, Stress Management policy, Smoking policy etc.**

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**Title:** Health and Safety Policy

**Version/Status:**

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**Effective Publication Date:**

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**Lead Author:** Health and Safety Officer

**Review Timing/Date:**



## 6 **Linked/Related Documents**

The Procedures and Guidance documents listed below can be found on the College Website (Policies and Procedures), PerthNet (guidance and forms) or are available by contacting the Health and Safety Officer.

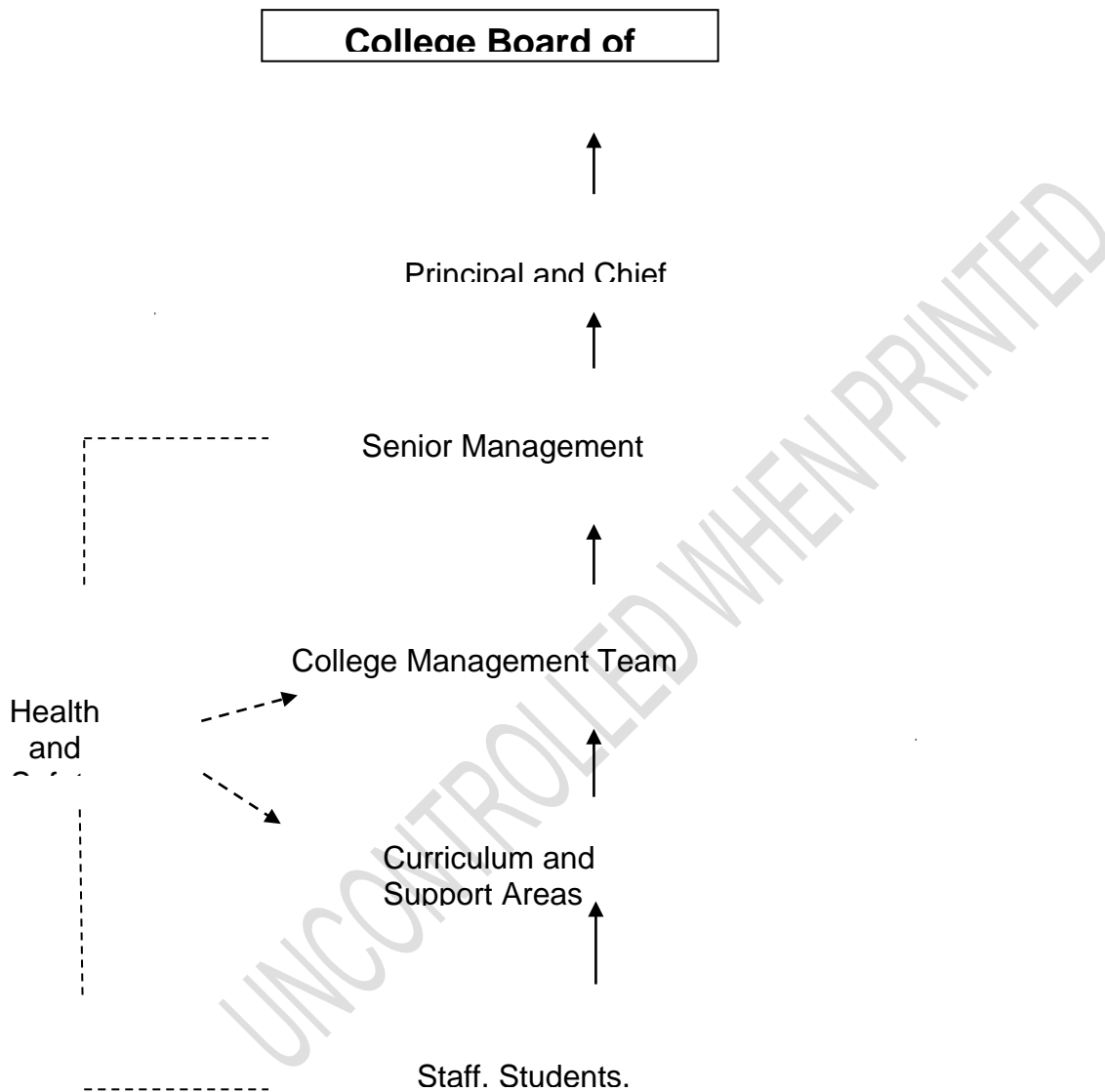
Fire and Emergency Evacuation Procedure  
Accident Report Form  
First Aid Policy  
Smoking Policy  
Stress Management Policy  
Control of Substances Hazardous To Health Policy (CoSHH)  
Drugs and Alcohol Policy  
Electrical Safety Policy  
Risk Assessment form and guidance  
Employee Health and Safety Induction Booklet  
Display Screen Equipment form c/w guidance  
Safeguarding Policy and Procedure  
AST Health and Safety Policy  
Control of Noise at Work Policy  
Control of Vibration at Work Policy

## 7 **Relevant Legislation**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999

## Appendix 1

### The Health and Safety Institutional Responsibility Structure



**Title:** Health and Safety Policy

**Version/Status:**

**Approved By/Date:** Health and Safety Committee/Nov 2016

**Effective Publication Date:**

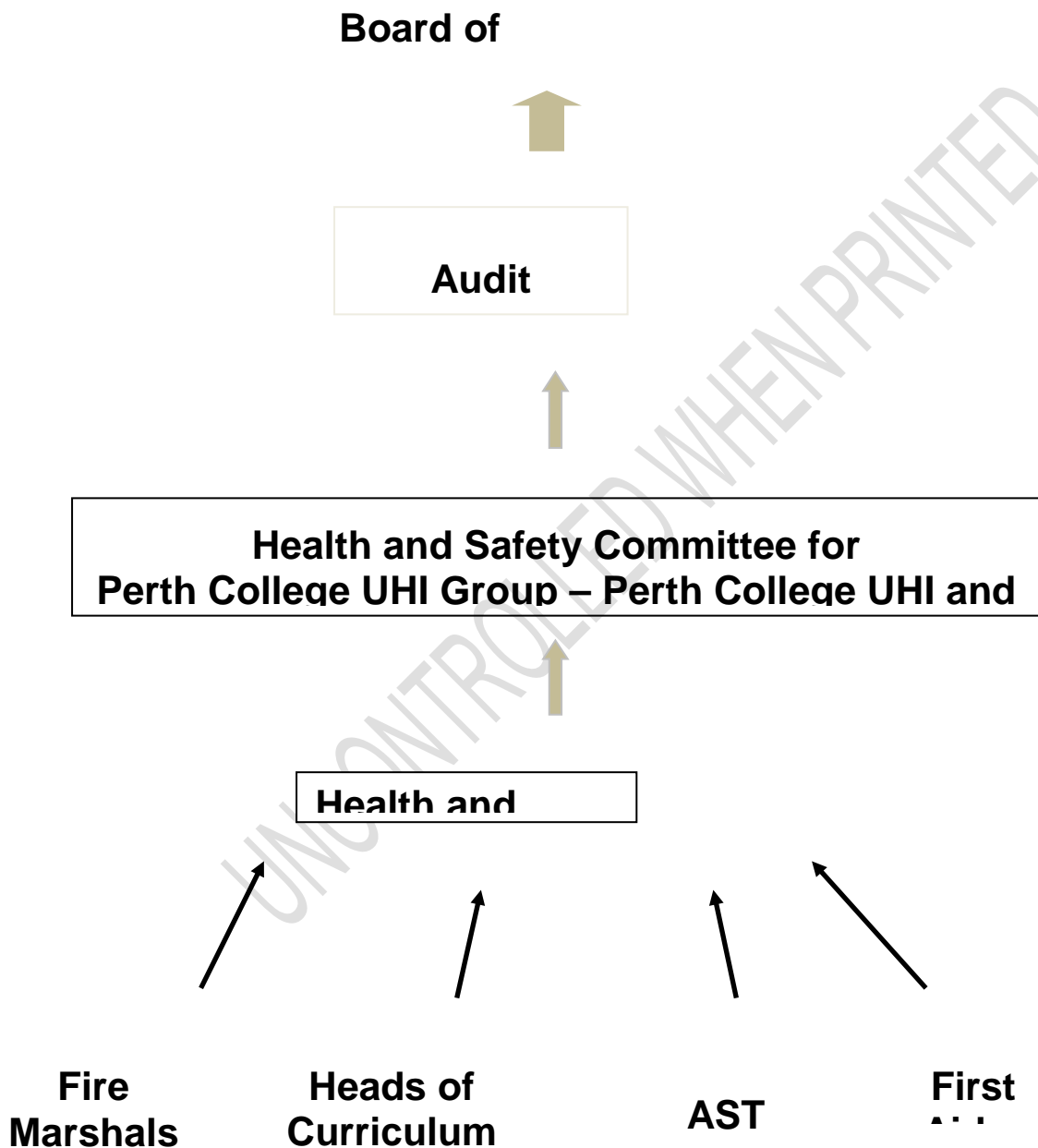
**Owner:** Principal and Chief Executive

**Lead Author:** Health and Safety Officer

**Review Timing/Date:**

## Appendix 2

### The Health and Safety Functional Communication Structure



**Title:** Health and Safety Policy

**Version/Status:** 8.3

**Approved By/Date:** Audit Committee/ Sept 2017

**Effective Publication Date:** September 2017

**Owner:** Principal and Chief Executive

**Lead Author:** Health and Safety Officer

**Review Timing/Date:** 1 Year

## Draft Minutes

**Meeting reference:** Engagement 2017-18/01

**Date and time:** Thursday 31 August 2017 at 5.30pm

**Location:** Room 019

**Members present:** Margaret Cook, Prince Honeysett, Ann Irvine, Lindsey McLeod, Charlie Shentall

**Apologies:** David Gourley, Sharon Hammell, Ian Jackson, David Littlejohn, Donald McLean, John McDonald, Nurina Sharmin

**In attendance:** Pam Wilson, Vice Principal–Academic  
Academic

Susan Hunter, Head of Human Resources and Organisational Development

**Chair:** Charlie Shentall (Acting Chair)

**Minute Taker:** Maureen Masson, Secretary to the Board of Management

**Quorum:** 3

Summary of Action Items			
Actions From 11 May			
Ref	Action	Responsibility	Time Line
9.1	<b>IIP Staff Report</b>  The items arising from the report would be taken forward by the Principal and Senior Management Team.	Principal	Ongoing as part of review of SMT structures
6.2	<b>PCSA/HISA Student Partnership Agreement Projects 2017-18</b>  Develop the student partnership proposals and actions to deliver	HISA President/VP-Academic	
*7.1, 7.2 and 7.3	<b>Balanced Scorecard and Student Surveys</b>  Continue with analysis of data arising from surveys and implement resulting actions arising	VP - Academic	

## Minutes

Item	Action
<b>1 Welcome and Apologies</b>  The Chair, John McDonald, had sent apologies and, in the absence of the Vice-Chair, Charlie Shentall had agreed to Chair the meeting in John's absence. Charlie welcomed everyone to the meeting and noted the apologies.	
<b>2 Additions</b>  There were no additions to the agenda.	
<b>3 Declaration of Interest in any Agenda Item</b>  There were no declarations of a conflict of interest in any agenda item.	
<b>4 Minutes of Meeting held on 24 November 2016</b>  The minutes were approved as a correct record subject to Lindsey McLeod's name being listed only once.	
<b>5 Actions Arising from Minutes on 2 March 2017</b>  11.2 The Board Chair had completed 1:1s with all Board members.  <b>Action Completed.</b>  <b>Actions Arising from Minutes on 11 May 2017</b>  2. Noted that the Community, Equality and Diversity Engagement Update had been removed from the minute.  <b>*6.3 PCSA/HISA Forward Proposals</b>  <b>Action complete:</b> The items raised at the last Audit Committee had been taken into account and considered by F&GP and the Board at their meetings on 31 May and 14 June 2017 respectively and the Board had approved the merger at its meeting in June 2017.  <b>7.2 Corporate Parenting Plan</b>  <b>Action complete:</b> The position with the ELS funding was noted – the VP for Finance and Estates had clarified that it was difficult to differentiate between HE and FE funding in ELS funding, but that	

an apportionment could be made.

## **8.1 Partnership Engagement**

**Action complete:** presentations were circulated.

## **9.1 IIP Staff Report**

**Action Update:** the items arising from the report would be taken forward by the Principal and Senior Management Team.

## **9.2 Staff Conference**

On the agenda for the meeting.

## **10 Board Development Day**

On the agenda for the meeting.

**6**

## **Student Engagement**

**\*6.1**

### **HISA Perth College Update**

The Student President introduced the paper and provided an update on recent student activity.

The Committee noted the report. The transition/merger with HISA had concluded and the Student Association was positive about the benefits it had brought. The officers had been well supported during the transition phase and had attended training programmes related to their roles and had built a useful network of contacts through the training programmes. An additional full time administrative member of staff would be appointed who would work and support officers in their day to day roles, running events and activities and class representative structures. The postholder would also line manage the existing part-time member of staff.

The biggest Fresher's event was planned for week commencing 4 September, with many different activities on offer across the campus.

The Committee noted that the Student Vice-President had been working with Equate Scotland to set up a campaign with the aim of helping to improve the gender imbalance in Science, Technology, Engineering and Maths (STEM) subjects. The Committee welcomed this initiative.

The Chair thanked the Student President for the report and commented that the officers were welcome to discuss the structure of the report with the senior management if that was

Principal

helpful, given this was the first report that had been prepared.

## **6.2 PCSA/HISA Student Partnership Agreement Projects 2017-18**

The Committee noted the paper which set out three specific themes to be taken forward following discussions about the priorities for the Student Partnership Agreement between Perth College UHI and HISA Perth. The three themes were:

- The development of a programme of events and clubs/ societies on offer to students to enhance the student experience, raise awareness amongst the student body of HISA Perth and reach out to students from across the College.
- Improvements to the availability of learning resources
- Strengthen the performance of the student representation system.

The Vice-Principal Academic commended the new student officers on their positive attitude and motivation in taking forward the transition arrangements and in identifying the partnership proposals. All of the proposals had featured in the manifestos of the elected officers and were important for students. The next steps would be to work with the Sector Heads and Student Services on developing the themes further and putting in place actions to deliver them.

In terms of last year's partnership proposals a student portal incorporating e-safety, was to be developed and would become embedded as part of 'every-day' student life.

HISA  
President/VP-  
Academic

## **7 Performance Monitoring**

### **\*7.1, 7.2 and 7.3 Balanced Scorecard**

The Vice-Principal - Academic introduced this item noting that the three items presented to the Committee should be considered in parallel as enclosures 5 and 6 provided evidence against the balanced scorecard.

Enclosure 5 - the National Student Survey - was published in August 2017 and although Perth has its own report, the overall information is collated for all partner UHI Colleges.

Enclosure 6 - the Student Satisfaction and Engagement Survey was an exit survey undertaken in April and collated the views of students undertaking FE to HNC level courses. Ten questions in the survey were set by the Scottish Funding Council and were compared nationally against other Colleges.

The Committee noted a number of key statistics. In relation to

the National Student Survey the response rate was lower this year but still higher than the sector average. Concern was expressed that ongoing participation in surveys is usually linked to confidence that feedback will lead to action. It was acknowledged that there may have been some confusion among the student population related to the transitional arrangements moving to HISA. However, the Student Association had plans to raise its profile amongst the student body locally and, working with the Student Representative Council, to undertake more activities to promote the work of the brand, profile and wider understanding of the work of the Student Association.

The Committee also discussed the overall statistics at UHI level which was a summary of partner colleges' performance. The nature of the dispersed learning community and multi-campus nature of UHI and the challenges that brought to each individual partner college were noted. The Committee noted that partner college was reviewing the statistics and were identifying action plans to address areas of concern.

The Committee noted the data at programme level and areas of success for the College. In addition areas where results had deteriorated were further noted and it was acknowledged that there may be local factors which contributed. Efforts would be made to identify improvements needed for example in course organisation and management or improvements to the network quality. At UHI level, the Principal was leading work to understand the collective challenges in terms of on organisation, management and the learning community. The Dean of Students had good insights into the challenges.

In terms of the Student Satisfaction and Engagement Survey the Committee noted the key statistics and the overall satisfaction rate of 95%. Particular strengths related to the manner in which students felt supported and treated, however learner satisfaction had dropped in a number of areas. Once such are area was use of PCs where it was recognised that there were network issues last year that may have affected students. Work was ongoing to review the results and understand the lessons and improvements to be put in place.

VP-Academic

## **8 External Engagement**

### **8.1 Partnership Engagement**

The Principal reported that she would be attending partnership Council on 13 September and would meet senior staff as part of an ongoing induction programme. The Principal had also been invited to participate in a short life working group to review additional credits. Although these would not be taken up at Perth



College, it would, nevertheless, be helpful to engage with other Partnership Council members.

## **8.1 Draft Perth and Kinross Council Annual Report 2015-16**

The Vice Principal Academic introduced the paper. The Report was based on a single outcome agreement that is reported on annually and the plan now included commentary from community planning partners. The College had contributed to the document and the key areas of activity from a College perspective had been highlighted.

The Committee commented positively on the joint working approach that had now been adopted by the Council, and noted the wide ranging contribution by the College to the achievement of objectives and the key role the College plays a wider local area context.

## **8.2 Perth and Kinross Community Plan Consultation 2017**

The Vice Principal Academic introduced the paper which set out how the Council would work towards achieving its vision for improved local outcomes. Five strategic objectives had been identified and the College had a part to play in delivering each of these key outcomes.

The Committee noted the College's response to the Plan and the opportunities for the College to contribute towards achievement of the strategic objectives. The Committee also welcomed the various fora for engagement and consultation.

A further draft of the plan would be prepared and it would be included in the agenda for discussion at the Board Development Day on 23 September 2017.

A query was raised by a Board Member about the opportunity for the financial contribution of the College to the city's economic sustainability to be included in the report. At present the financial contribution made by the College had not been quantified, but given a new Council leader was now in post there would be an opportunity to get insight into his expectations.

VP-Academic  
Secretary

## **9 Staff Engagement**

### **\*9.1 Staff Conference – Update**

The Principal provided an update on the recent staff conference held on 29 August 2017. The Principal had addressed staff and had used a text wall for 'Q&A' which had worked well. David Scott from Sparqs presented a session and the Student President

## Draft

had also addressed all staff. A series of workshops had been held for staff in the morning and afternoon.

A copy of the Principal's address would be circulated to Board members for information.

Secretary

### 10 Board Development Day

The Board Secretary circulated the latest iteration of the agenda for the Board Development Day on 3 June. Some changes would be made as a result of the discussion on the Community Plan. A revised agenda would be circulated in due course.

Secretary

### 11 Committee Minutes

11.1 EDIT 22 June 2017 - noted

11.2 Staff Consultation Forum – 31 May 2017 –noted

### 12 Date and Time of Next Meeting

- Thursday 9 November 2017

### \*13 Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)

Agreed the meeting met the TOR.

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

**Status of Minutes**      **Open** ☒      **Closed** ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1988. It is important that fact, rather than opinion, is recorded.

## Draft

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1988?      Yes ☐      No ☒

## Draft Minutes

**Meeting reference:** Audit 2017-18/01  
**Date and time:** Wednesday 20 September 2017 at 5.30pm  
**Location:** Room 019

**Members present:** Brian Crichton (Acting Chair), Ann Irvine, Ian Jackson

**In attendance:** Margaret Cook, Principal  
 Jackie Mackenzie, Vice Principal, Finance and Estates (VP F&E)  
 Stuart Inglis (Henderson Loggie)

**Apologies:** Lorna Nicoll, Lindsey McLeod, Pam Wilson, Keith Macpherson (Ernst & Young)

**Chair:** Brian Crichton

**Minute Taker:** Maureen Masson, Secretary to the Board of Management

**Quorum:** 3

Summary of Action Items			
Ref	Items from minutes of meeting on 23 May 2017	Responsibility	Time Line
9.1	<p><b>Amendment to the proposal for bringing the Annual Health and Safety Update to the Board of Management</b></p> <p>Append revised Health and Safety policy and Annual Health and Safety Report to the Audit Committee minutes for the next Board meeting</p> <p>Amend the process to reflect the fact that only the Principal can sign the Annual Health and Safety Update</p>	Board Secretary	By 3 October 2017
Ref	<b>Actions from meeting on 20 September 2017</b>		
*6.1	<p><b>Health and Safety Annual Report 2016/17</b></p> <p>Revise and update in light of the various actions identified in the minute.</p>	Principal and Vice Principal Finance & Estates	Next Audit Committee meeting
*6.2	<p><b>Revised Health and Safety Policy</b></p> <p>Revise and update in light of the various actions identified in the minute.</p>	Vice Principal Finance & Estates	By 3 October 2017

<b>*7.1</b>	<b>Strategic Risk Register</b> Append a footnote the Strategic Risk Register to identify UHI Shared Risks	Vice Principal Finance & Estates	Next review of Risk Register
<b>*8.1</b>	<b>Internal Audit: Progress Report Annual Plan 2016-17</b>  Henderon Loggie to start post project evaluation for ASW.	Vice Principal Finance & Estates	Immediately
<b>*8.2</b>	<b>Internal Audit Plan 2017-18</b>  Prepare revised plan in the light of changing priorities.	Vice Principal Finance & Estates	For consideration at next Audit Committee

## Minutes

Item	Action
<p><b>1 Welcome and Apologies</b></p> <p>The Chair, welcomed members to the meeting.</p> <p>Apologies were noted.</p> <p>A welcome was extended to Stuart Inglis from Henderson Loggie.</p>	
<p><b>2 Additions to the Agenda</b></p> <p>There were no additions to the agenda.</p>	
<p><b>3 Declaration of Interest in any Agenda Item</b></p> <p>There were no declarations of a conflict of interest.</p>	
<p><b>4 Minutes of Audit Committee Meeting held on 23 May 2017</b></p> <p>A correction to the minute was noted in relation to item 9.2. The Committee agreed that the Principal would retain primary accountability for the Health and Safety report: that accountability could not be delegated.</p>	
<p><b>5 Actions Arising from Previous Minutes</b></p> <p><b>10.1 Health &amp; Safety Committee minutes 9 February 2017</b></p> <p>Action: complete</p> <p>The Vice Principal Academic had spoken with HISA about Committee</p>	

attendance.

### **7.3 Internal Audit - Nursery**

On the agenda.

### **7.3 Internal Audit Follow Up Review**

Action: A process for quarterly tracking was being established.

### **9.1 Amendment to the Proposal for bringing the annual health and safety update to the Board of Management**

Action: The report will be appended to the minutes of the Audit Committee.

Secretary

## **6 Health and Safety**

### **\*6.1 Health and Safety Annual Report 2016/17**

The Committee discussed the report and agreed it was positive in overall terms. However, some aspects would benefit from further clarification and the Committee recommended some further actions: These included:

- further information needed to explain the incidence of false (fire) alarms and reassurance that appropriate follow up action was taken to reduce the likelihood of similar incidents;

VP F&E

- numbers of staff being trained in various aspects of health and safety should be augmented by percentages of qualifying population to set the figures in context;

VP F&E

- more generally, but related to the action immediately above , it was agreed that future H & S Annual Reports should be more quantitative in approach to facilitate better assessment of success and identification of improvement areas.

Principal

- the absence statistics appeared to show rates above average, and the Principal confirmed that there would be more robust and active management of sickness absence going forward; and

Principal

- the Committee wished to see greater focus in overall report on the year ahead and plans or initiatives to highlight the good work the College was doing to contribute to a positive health and safety culture.

VP F&E

### **\*6.2 Revised Health and Safety Policy**

The Committee noted the revised Health and Safety Policy and made

the following comments/suggestions:

- The role of the Board of Management was to 'champion' H&S and that terminology should be re-instated in the policy;
- the Principal and CEO has overall accountability as opposed to responsibility (ref item 5.2); and
- the tenor/language of some areas of policy should be changed to encourage a more positive/inclusive health and safety culture e.g. the role of managers described item 5.4 and in relation to item 5.8 Human Resources where a re-ordering of the bullet points was suggested.

Further work on the policy to address the comments noted above will be included in a revised draft to come forward to the next meeting of the Board. After Board agreement, the Chair of the Board of Management and the Principal would formally sign the policy.

VP F&E

## **7 Risk Management**

### **\*7.1 Strategic Risk Register**

The Committee reviewed the first draft of the Strategic Risk Register, which had been updated at the start of the new academic year to reflect Executive considerations of current risks to the College.

The Committee recognised that the biggest area for concern was a number of individual risks in the category 'developing a successful and sustainable organisation' particularly around failure to meet financial targets, affordability of national bargaining outcomes and the impact of Brexit on EU funding, student and staff recruitment.

The Committee noted the uncertain financial position the College faced, and was keen to be assured that all possible action was being taken to ensure as robust a financial footing as possible. The Committee noted that the sector too was confronting financial challenges as witnessed in recent Audit Scotland reports. In addition, there continued to be uncertainty at a national level about the funding national bargaining outcomes.

The financial sustainability of the College would be discussed at F&GP. Options for mitigating a future deficit position had been explored at the last F&GP meeting and these discussions would continue.

In terms of capital money becoming available at short notice, the College had a prioritised list of live small projects to start quickly if required.

The Audit Committee was assured that F&GP was taking all possible steps to manage different scenarios and that the position would continue

to be carefully monitored.

The Committee noted that from risk 19 onwards represented Perth's position in relation to shared UHI risks. The Committee agreed that going forward these should be identified with a footnote to distinguish them separately from College risks. The Committee was keen to continue to identify specific College risks separately to reflect the local Perth context.

VP F&E

## **7.2 Health and Safety Risk Management Profile as at May 2017**

The Committee noted that the Health and Safety Risk Management profile represented the position at May 2017. The Committee was keen to encourage the Health and Safety Committee to strive for improvements to the health and safety culture e.g. implementing a simple process for recording near misses. The Committee further noted that the caretakers had assumed a more active role in managing day-to-day health and safety across the College.

## **8 Internal Audit**

### **\*8.1 Internal Audit: Progress Report – Annual Plan 2016-17**

The Committee noted the progress report for the annual plan and that the Academy for Sport and Wellbeing post project evaluation was delayed, at the College's request, until after receipt of the final account, which had now been received.

VP F&E

### **\*8.2 Internal Audit Annual Plan 2017/18**

Henderson Loggie introduced the paper which set out proposed audit assignments for Academic Year 2017-18 in the light of the Audit Needs Assessment and Strategic Plan 2016-2020. The Committee discussed the identified priorities and proposed timescales, and it was agreed that the priorities attached to some assignments had changed since the audit needs assessment. In addition, the Principal had identified some key functions as requiring immediate attention and business reviews of these areas may have to be progressed quickly.

It was agreed that the plan would be re-assessed and brought back to the joint meeting of Audit and F&GP in November.

Principal  
and  
VP F&E

### **\*8.3 Nursery Review Update**

The Vice Principal updated the Committee on the work ongoing to address the concerns that had been identified in relation to the nursery. A number of actions had been taken forward in consultation with nursery staff, and this was having a positive impact, both financially and in terms of an improved nursery offering to students whose children access the nursery.



## **9 Annual Report Business Continuity Programme 2016-17**

The Committee noted the annual report. Business continuity procedures had been well tested during the recent period of industrial action.

## **\*10 Freedom of Information and Data Protection Annual Report**

The Committee noted the annual report and the well-established process and procedures in place for managing this.

## **11 Committee Meetings:**

### **9.1 Health and Safety Meeting 24 August 2017**

Minutes– noted

## **10 Date and time of next meeting**

Joint meeting with F&GP on 29 November 2017

## **11 Review of Meeting**

Members agreed the meeting had covered its remit.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

**Status of Papers**    **Open** ☒                      **Closed** ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

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The College may also be asked for information contained in minutes and papers about living individuals, under the terms of the Data Protection Act 1998.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1998?            **Yes** ☐                      **No** ☒

# Health and Safety Annual Report - Period 2016/2017

**August 2017**

Also available in large print (16pt)  
and electronic format.

Ask Student Services for details.

[www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)

Perth College UHI is a registered Scottish charity, number SC021209.



# Health and Safety Annual Report 2016/2017

## Executive Summary

This report reviews the health and safety management activities between 1 August 2016 and 31 July 2017.

### Highlights of the year have included:

- Development and implementation of the following policy :
  - Vibration at Work
- Maintaining the Healthy Working Lives Bronze award and achieving the Silver award

A range of health and safety training programmes were delivered to staff including MiDAS, Stress Management

- College Health and Safety Committee met four times during the year in September, November, February and May, and demonstrated support for continuous improvement in health and safety practice and culture by reviewing a range of health and safety policies and practices, and also reporting to the Board of Management via the Chair of the Committee.

## Introduction

This report reviews the performance of Perth College UHI in relation to health and safety management from 1 August 2016 to 31 July 2017.

The purpose of the report is to update the Board of Management, staff, students and other stakeholders on health and safety matters in order to provide confidence that the College is managing health and safety appropriately and seeking to continually improve.

## Cross College Health and Safety Resource

### Health and Safety Committee

The Committee met four times during 2016/17 in September, November, February and May, and is scheduled to meet four times during the coming year.

Composition of the Committee covers all areas of the College: a member of the Senior Management Team (Chair), curriculum areas, support areas, Air Service Training (AST), trade unions, student representative, College Health and Safety Officer, Board of Management representative, and administrative support to the Committee.

### Health and Safety Officer Meetings

The Health and Safety Officer attends external key committee meetings in order to share and disseminate best practice and has attended: UHI Health and Safety Practitioner meetings, Tayside Integrated Safety Association (TISA), and IOSH Branch and District meetings.

## **First Aiders**

The College currently has 20 designated first aiders who cover the Brahan, Goodlyburn, Webster, Academy of Sport and Wellbeing and Nursery buildings. In addition AST has 3 designated first aiders, and each of the four Learning Centres have trained first aiders. .

## **Fire Safety**

### **Fire Risk Assessment**

The Fire Risk Assessments for the Brahan, Goodlyburn, Webster and Nursery underwent a comprehensive review in 2016/17 by the College's Health and Safety Officer, Head of Estates and Estates Officer, and actions plans were updated.

A Fire Risk Assessment for the Academy Of Sport and Wellbeing was carried out by the Health and Safety Officer, Head of Estates and Estates Officer, this will be reviewed annually.

The Students Residences Fire Risk Assessments were reviewed in July 2016 by the College's Health and Safety Officer, they will be reviewed in August 2017.

Learning Centres:

Pathways reviewed 2017, Kinross reviewed in 2016, these risk assessments are reviewed biannually by the Health and Safety Officer.

Blairgowrie last reviewed 2012 and Crieff 2017, FRA's for both premises are Perth and Kinross Council responsibility.

## **Fire and Emergency Evacuation**

### **Evacuation Chairs**

The College has eleven evacuation chairs, four in the Brahan, four in the Goodlyburn, two in the Webster and one in the ASW, the evacuation chairs were inspected by the Health and Safety Officer in July 2017.

### **Evacuation Team**

There are currently eleven designated members of the Evacuation Team; they are trained to support persons needing assistance to evacuate the buildings using an evacuation chair.

### **Fire Marshals**

The College has designated Fire Marshals that assist the College in meeting its responsibilities in respect of current fire legislation.

### **Fire Drills**

Fire drills were carried out in the Brahan, Goodlyburn, Webster, ASW, Residences and Nursery. Fire drills are scheduled for September 2017 and January 2018.

### **Visits by Fire and Rescue Service**

No scheduled visits by the fire and rescue service took place during 2016/17.

### **Fire Incidents**

No reported fire incidents in 2016/2017

There were several 'false' alarm activations throughout the year, and the Fire and Rescue Service attended these. None of these were 'malicious' activations.

## **Maintaining Health and Safety**

### **Health and Safety Policy**

The Health and Safety Policy was reviewed, revised and re-issued in August 2016. The Policy is reviewed annually in August.

### **Health and Safety Risk Management Profile**

The College's Health and Safety Risk Management Profile details the broad key organisational health and safety risks, it rates these risks in terms of their impact and likelihood, and an action plan is in place to implement controls that will remove or reduce these risks. The action plan is monitored by the Health and Safety Committee and Audit Committee and risks are re-evaluated accordingly as control measures are implemented and take effect.

The College's Health and Safety Risk Profile was reviewed by the Vice Principal HR and Communications and the Health & Safety Officer, and then tabled for review by the Health and Safety Committee in September, January and April. The Audit Committee will review the profile every six months.

## **Risk Assessment**

### **General risk assessment**

Each Curriculum Area and Support Staff Department have risk assessment folders within the Health and Safety section of the staff intranet site, these folders contain completed risk assessments for most areas.

It is intended that all areas/departments will have their risk assessments uploaded by December 2017.

### **Risk assessment Training**

In total there are 54 trained risk assessors in the College.

### **Display Screen Equipment (DSE) Assessments**

The Health and Safety Officer carried out 25 workstation assessments for staff and made recommendations that were implemented to improve staff work areas.

### **General Estates Work**

Fixed wire testing – fixed wire testing was carried out in Goodlyburn Music and Media area, and Webster buildings during summer 2017, and the Estates Department will be assessing and dealing with any issues that have arisen.

PAT Testing – all relevant items are scheduled for PAT testing programmed in 2017 and this was partly carried out in Easter and summer recess with the balance of items to be tested in the October recess.

Fire Alarm Testing – Annual fire alarm servicing was carried out throughout the Crieff Road Campus, and Pathways and Kinross Learning Centres.

Fire Safety- A number of actions have been addressed in the Fire Risk Assessment from 2016 and from previous risk assessments. The latest 2017 FRA's will be assessed and consideration given to the actions required and funding available. Works were adjusted to the motor vehicle workshop welding enclosures to provide a ceiling to the enclosures at the request of the Insurers fire assessor.

Emergency lighting annual testing has been carried out at Brahan, Goodlyburn, Webster, Nursery and Residences and any repairs needed are being costed and scheduled.

Legionella: Water Hygiene surveys have been undertaken to record water temperatures, disinfect shower heads and clean water storage tanks in Brahan, Goodlyburn, Nursery, Webster, and Residences, and a full risk assessment has been completed for the Crieff Road campus. Fire Hose reels and fittings removed in Brahan and Goodlyburn.

Regular servicing and statutory inspection of lifts, and lifting appliances and annual servicing of gas boilers and pressure vessels have been undertaken throughout the College buildings.

A summary document to record all the regular planned preventative maintenance (PPM) items of fixed building plant and equipment is being established to keep a visible record of the historic, current and programmed events to service and keep building plant in good repair.

A register has also been prepared of Academic Equipment in 2017 to maintain a schedule of departmental equipment requiring review.

A speed bump has been installed at the Webster pedestrian crossing to reduce vehicular traffic down to 5 mph for pedestrian safety.

A tree survey was undertaken to assess the need for any work to make safe trees with one dead tree removed and other weakened limbs removed.

### **Workplace Inspections**

Formal workplace inspections took place at the AST Hangar in Scone, Creative Industries, Automotive Engineering and Estates.

Overall the standards were found to be satisfactory.

A number of workplace inspections are scheduled for 2017/18.

### **Raising the Health and Safety Profile**

#### **Training**

E-learning

18 employees completed Health and Safety Module 1.

20 employees completed Health and Safety Module 2.

32 members of staff successfully completed the Stress Management Module

#### **Staff Induction**

16 employees attended staff induction days; the induction includes a Health and Safety session.

## **IOSH Managing Safely**

One employee successfully completed IOSH Managing Safely

## **First Aid**

7 employees successfully completed the three day first aid at work course

4 employees successfully completed the one day first aid at work course

4 employees successfully completed the two day refresher first aid at work course

The courses listed below were delivered by the Health and Safety Officer:

## **MiDAS (Minibus Driver Awareness Scheme)**

30 employees successfully completed MiDAS training

## **Stress Management**

36 College Managers attended Stress Management Training

## **CoSHH Awareness**

13 employees attended a CoSHH awareness training session, this also included skin management

## **Evacuation Chair**

20 employees successfully completed Evacuation Chair training

## **Lone Working/Violence and Aggression**

15 employees successfully completed Lone Working/Violence and Aggression training

## **Health and Safety Induction**

13 ASW employees attended a health and safety induction, this included general H & S, fire safety and safe use of Evac chairs.

## **Students Health and Safety Training**

Requests were made to the Health and Safety Officer by various departments to deliver health and safety training:

REHIS Elementary Health and Safety course, 21 delegates successfully completed the course. 100% success rate

18 students attended Introduction to Health and Safety training sessions.

## **Wellbeing at Work**

## **Healthy Working Lives**

The College maintained the Healthy Working Lives Bronze and Silver awards.

## **Other training:**

3 staff attended Heartstart Discovery training

24 staff attended courses on developing students' resilience

Mental Health First Aid training sessions



**Health promotions/initiatives include:**

The College promoted the national No Smoking day in March 2017

Alcohol Awareness

Spinal Screening

Occupational and general health checks including mini-life style checks

Mindfulness Sessions

Workplace Wellness

Personal Safety over the Festive Period

Lunchtime walking group

Heart Health and Stress Awareness Campaigns

Health recipes in the College Blog

Metafit lunchtime classes

Stress awareness sessions

The Healthy Happy You initiative for staff and students, running over two weeks February into March 2017.

Terrence Higgins Trust – HIV and STI testing on campus

Sustainability through 'Pass it On Week' – Recycling, Energy savings etc.

Weekly Weigh in

Men's Health Week

Workload Management Training

Flexible working scheme

Employee Cycle Scheme

Health eating choices in Food Courts

**Stress and Sickness Absence****Counselling**

The College continues to offer staff open access to free confidential counselling provided by Rowan Consultancy.

Rowan Consultancy reported that there were 8 staff referrals during the year 2015, 8 work related, 0 non-work related.

**Work Related and Non- Work Related Referrals last 5 years**

Self-referred to Rowan Counselling (stress related)					
	2012	2013	2014	2015	2016
Work related	5	5	4	9	8
Non-work related	3	4	0	0	0

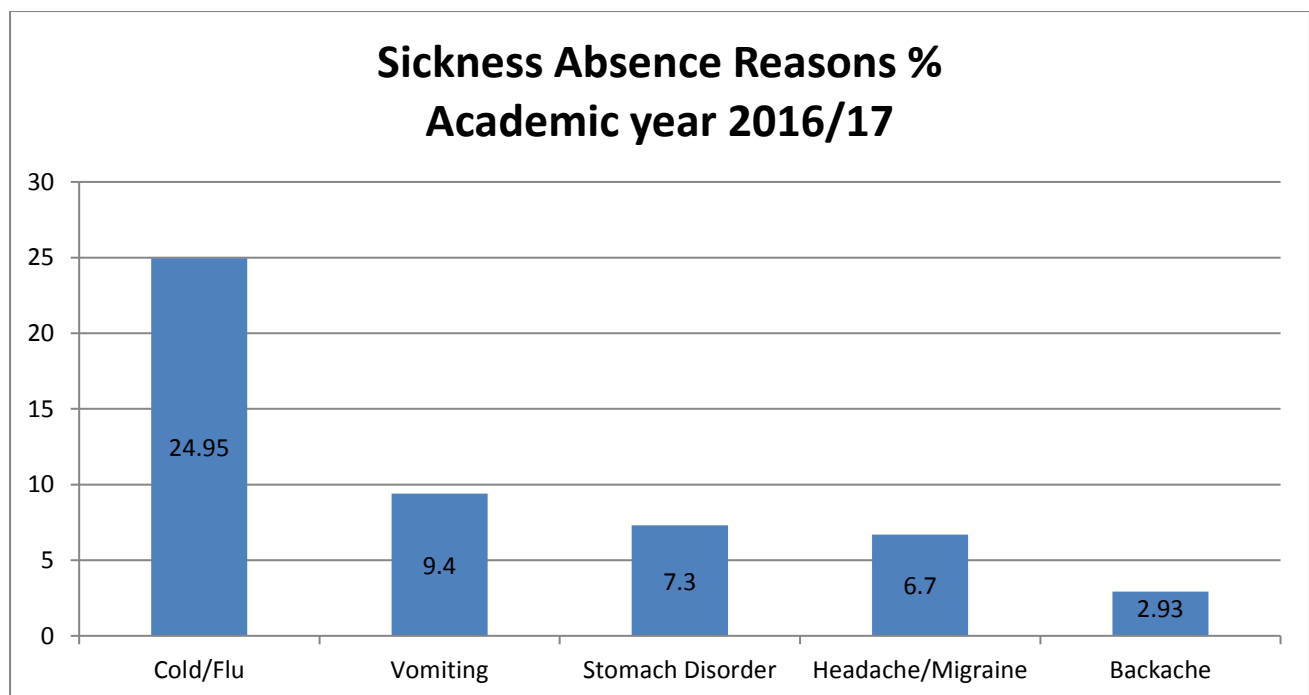
**Sickness Absence Rates**

The following table provides the total sick days lost, average sick days per head and % working time lost as at the end of 2014/2015, the year end of 2015/2016 and the year end of 2016/2017 – these figures do not include hourly paid staff as there are no work patterns applied due to the flexibility within their contract.

CIPD'S annual absence management survey 2015 reports an average of 6.9 days sickness absence per employee overall – this is a 5% trimmed mean and is up from 6.6 days the year before. The standard mean is 8.3 days sickness absence per employee overall, up

from 7.4 days from the year before. The average days per employee for the public sector is 8.7 days – this is a 5% trimmed mean and is up from 7.9 days from the year before. The standard mean for the public sector is 9.2 days sickness absence days per employee in the public sector. The UK national average for lost time rate for all industries is 3.7%, up from 3.3% from the previous year. The public sector lost time rate is 4.1%.

	2014/2015 (full year)			2015/2016 (full year)			2016/2017 (full year)		
	Total Sick Days	Average Sick Days per Head	% Working Time Lost	Total Sick Days	Average Sick Days per Head	% Working Time Lost	Total Sick Days	Average Sick Days per Head	% Working Time Lost
Management	120	4.61	1.91%	207.50	7.98	3.24%	115	4.6	1.92
Support	2258.5	10.5	4.81%	2802	12.97	5.57%	2841	11.59	5.35
Academic	735	4.56	2.04%	788.5	4.66	2.03%	1184	6.8	3.09
Total	3113.5	5.71	2.92%	3798	9.24	3.61%	4140	7.6	3.45



#### **Sickness Absence – Stress Related (number of staff absent)**

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Work related	1	7	8	4	6	5
Non-work related	2	5	5	5	7	9

#### **Accident Reporting**

SMT and the Health & Safety Committee received quarterly reports on the number of accidents occurring within the organisation affecting employees and non-employees during 2016/17. These reports acted as a means of measuring the impact of policy implementation

across the organisation and more generally the result of management activity directed to controlling Health and Safety risks.

Table 1 below shows types and number of accidents per quarter for the year 1 August 2016 – 31 July 2017

**Table 1**

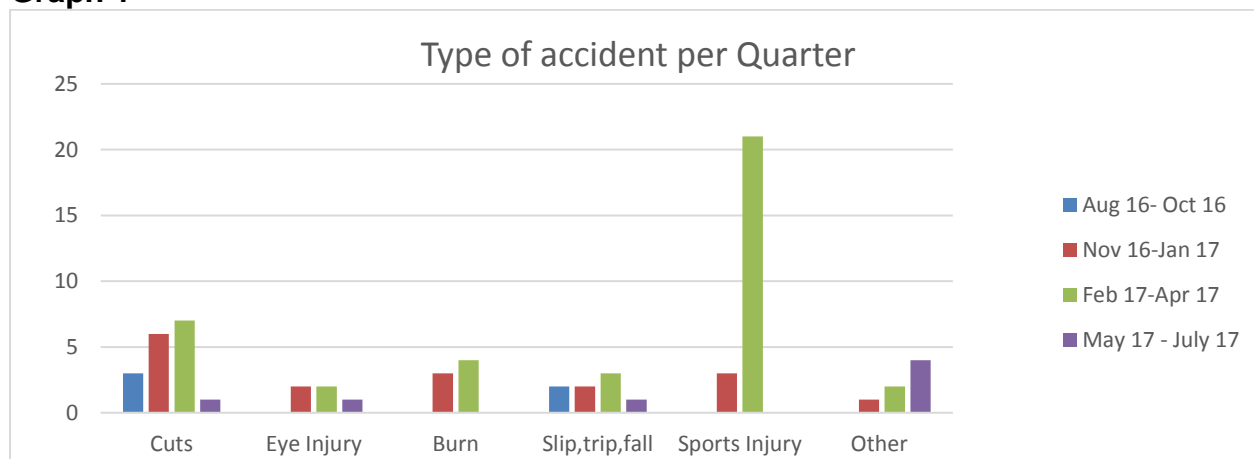
Type	Aug - Oct	Nov – Jan	Feb - Apr	May - July	Total
Cuts	3	6	7	1	17
Eye Injury	0	2	2	1	5
Sports Injuries	0	3	21	4	28
Burn	0	3	4	1	8
Slip, trip ,fall	2	2	3	0	7
Other	0	1	2	0	3
<b>Total</b>	<b>5</b>	<b>17</b>	<b>39</b>	<b>7</b>	<b>68</b>

**RIDDOR reportable accidents** i.e. reported to the HSE, a total of 7 in 2016/17, this compares to a total of three in 2015/16.

In addition to the above one Dangerous Occurrence (Near Miss) was reported to the HSE: Failure of Lifting Equipment

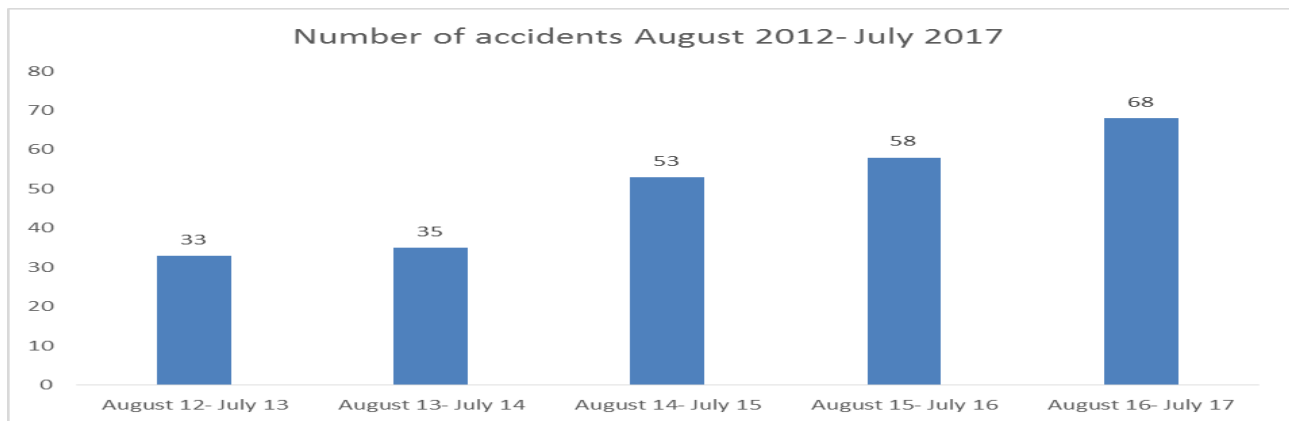
Graph 1 below shows types and number of accident per quarter for the year 1 August 2016 – 31 July 2017

**Graph 1**



Graph 2 below shows the annual number of accidents since 2013/2014

**Graph 2**



There is an increase of 10 reported accidents for the year 2016/17 compared to 2015/16. The increase is due to the additional sports activities taking place at the ASW.

Sector benchmarking data is not yet available.

### **Update on 2016/17 Actions**

The Chair of the Health and Safety Committee directs the work of the Health and Safety Officer via a work plan for identified priorities. The identified priorities for 2015-2016 were:

- Maintain the Healthy Working Lives Bronze and Silver awards and work towards meeting the criteria for the Gold award (completed)
- Develop and implement a Vibration at Work Policy(completed)
- Review Fire Marshal training and roll out to all staff(completed)
- Mentally Healthy Workplace Training (e-learning) will be rolled out to all staff (completed)
- Mentally Healthy Workplace Training for Managers will be delivered to all managers in 2016/17(ongoing)
- Implement all drafted policies once approved (completed)

### **2017-2018 The Year Ahead**

The identified priorities for 2017-2018 are:

- Maintain the Healthy Working Lives Bronze and Silver awards and achieving the Gold award

# Finance and General Purposes Committee

Paper 13

## Draft Minutes

**Meeting reference:** FGP2017-18/01  
**Date and time:** Wednesday 27 September 2017 at 5.30pm  
**Location:** Room 019

**Members present:** Margaret Cook, Jim Crooks, John McDonald (by video conference), Grant Myles

**In attendance:** Jackie Mackenzie (Vice Principal, Finance and Estates - VP F&E)  
Ian Martin, Head of Finance

**Apologies:** David Littlejohn, Harold Gillespie

**Chair:** Grant Myles  
**Minute Taker:** Maureen Masson  
**Quorum:** 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
	<b>From 8 March meeting</b>		
*8.1 and 10.1	An email to the Committee on the issues identified in CPD reporting and clarification of the heading 'depression' in sickness absence statistics and how that related to 'stress' would be made	Head of HR	Mid November 2017
<b>6</b>	<b>Accounts</b>		
*6.1	A clear explanation for the £7.4M surplus would be given in the final accounts.	Head of Finance/VP F&E	Timeline for final accounts
	The credits and associated funding from Lothian and Uplands Scotland (LUPS) should be identified in the management accounts to ensure the College continues to have sight of it.	Head of Finance/VP F&E	Timeline for final accounts
*6.2	AST Board of Management to have oversight and input forward arising from the Henderson Loggie report on AST business. Perth College Board of Management to maintain oversight through the AST Board Chair who was a member of the College Board.	VP F&E	By next AST meeting and on to the Board meeting in December

*7.1	<b>Budgets</b> The Committee will continue to have sight of an indicative budget paper for the year ahead at its May meeting. This would include key assumptions and sensitivity analysis as appropriate.  Report back latest data on 2017-18 latest recruitment targets	VP F&E   Principal	Last meeting of the F&GP meeting cycle   11 October 2-17 Board meeting
8	<b>Estates Update</b>  Keep under review any opportunities for sharing services/expertise among the partner group.	VP F&E	Ongoing

## Minutes:

Item	Action
<b>1. Welcome and Apologies</b>  In the absence of the Chair and Vice Chair, the Committee agreed that Grant Myles would chair the meeting.  Apologies were noted.	
<b>2. Additions</b>  There were no additions to the agenda.	
<b>3. Declaration of Interest in any Agenda Item</b>  There were no declarations of a conflict of interest.	
<b>4. Minutes of Meeting held on Wednesday 8 March 2017</b>  The minutes were approved as a correct record subject to a note being added which recorded Jim Crooks as leaving at item 8.	
<b>5. Matters Arising from Previous Minutes</b>  <b>*8.1 and 10.1 Human Resources Update</b>  The report on CPD report had not yet been brought back to F&GP. In addition, further analysis was needed to ascertain any correlation	

between the 'stress' and 'depression' headings in the HR figures.

An email response following up these two matters would be circulated to members before the next Committee meeting.

Principal

### **\*6.3 3 year gap analysis 2017-20**

On the agenda.

## **6. Accounts**

### **\*6.1 Draft Perth College Management Accounts – 12 months to 31 July 2017**

The Head of Finance introduced the paper noting that this would form the basis of the statutory accounts for the Perth College Group. The Committee noted the management accounts and balance sheet and the key movements in each. The following points were noted:

- overall the College was in a break even position at year-end;
- some release of funding for estate maintenance had been identified to spend against a prioritised plan;
- some movement was expected in the net asset position reported in the balance sheet and this result in a further change in the final reported position;
- the reasons for a reported surplus of £7.4M in the statutory accounts in line with FRS102 release of non government grant income for ASW from the Arms' Length Foundation, a non- cash pension charge and an actuarial adjustment for the pension fund. The Committee noted that the final accounts would include an explanation of the reported final position.
- The credits and associated funding from Lothian and Uplands Scotland (LUPs) should be identified in the accounts to ensure the College continues to have sight of it.
- Confirmation of the understanding across the UHI partnership of European funding together with an ongoing assessment of the impact of the potential loss of funding streams post Brexit.

Head of  
Finance/  
VP F&E

Head of  
Finance/  
VP F&E

### **\*6.2 Draft AST Management Accounts – 12 months to 31 July 2017**

The Committee noted the draft AST Management Accounts for 12 months to end July 2017. A small sum was available for the College Group.

The Committee noted that the Henderson Loggie had undertaken a full business review of AST and that the report was now available. The College Executive was working through report and working with the AST senior management to review opportunities for reversing the

decline in student numbers and consultancy work and other options for a more viable business model. The Chair was keen that the AST Board of Management have oversight of the report and an opportunity to influence the strategic business direction. It was also important for the Perth College Board of Management to maintain oversight through the AST Board Chair who was a member of the College Board.

VP F&E

## **7 Budgets**

### **\*7.1 2017-22 Budget proposals including Financial Forecast Return**

The Vice Principal for Finance and Estates introduced the paper, which set out:

- the Group summary Financial budget;
- the statement of comprehensive income and expenditure; and
- the summary financial reporting return 2017 and underlying assumptions.

The Committee had a thorough discussion about the budget. The circumstances resulting in a technical deficit in the 2017-18 budget were noted together with the reasons for reporting the technical deficit. The Committee approved the budget and the mechanism for reporting a technical deficit.

The Committee agreed it would be helpful to have sight of the budget as close to the start of the following academic year as possible. This would include key assumptions and sensitivity analysis and would be brought forward to the May F&GP meeting.

VP F&E

In terms of the financial reporting return, the Committee noted the worsening financial position over the period to 2022 assuming no significant change in College operations. The Committee acknowledged the need to tap into all opportunities for raising income or reducing costs and had already identified a series of actions at the last F&GPC meeting.

The Principal raised a live emerging risk relating to failure to recruit to HE and FE targets for academic year 2017-18. It was acknowledged that this would lead to a worsening income position, but this would only become clear when student numbers are firmed up in the next few weeks. The Principal reassured F&GP that the Executive was monitoring this closely and working on actions to mitigate the shortfall. An update will be provided to the Board at its meeting on 11 October 2017.

Principal



## **8 Estates Update**

The Vice Principal Estates and Finance provided an update on estate matters. A programme of works had been completed over the summer including the installation of a new lift in the Brahan Building. A programme of works for 2017-18 Academic Year was being drawn up with the focus on planned maintenance activity. The programme would come forward to the next F&CP meeting.

Post project evaluation of the Academy of Sport and Wellbeing was planned for the near future now that the final account had been agreed. The objective for ASW was a break even position and clear targets had been set to help working toward those. In terms of the ASW accounts a number of savings had been achieved – one example was the cost of marquee hire that was no longer needed.

The Chair was keen to keep under review any opportunities for sharing services/expertise among the partner group. VP F&E

## **9. Human Resources**

### **\*9.1 National Bargaining**

The Principal provided a verbal update. There had been no further national bargaining meetings since the last F&GP meeting, however, further discussions would start week commencing 2 October. The Scottish Government had undertaken a 'lessons learned' exercise in consultation with trades unions, employers association, civil servants and ministers.

UHI partner colleges had expressed concerns about the cost of pay element of implementation, the impact of national job evaluation, and the timescale for completion. Collective partnership representation was possible going forward in discussions with the Employers association given the unique and diverse nature of UHI business.

## **10. Standing Committees**

### **10.1 Joint Negotiating Committee 15 June 2017**

- Support Staff
- Lecturers

**Minutes - noted**

## **11 Date and Time of Next Meeting**

A joint meeting with the Audit Committee would be held on 29

November 2017

## 12 Review of Meeting

The meeting covered its remit

Information recorded in College minutes is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

### Status of Minutes – Open ☒ Closed

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1998. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998?      Yes ☐      No ☒