

## Board of Management

### Agenda

**Meeting reference:** Board 2017-18/03

**Date:** Wednesday 21 March 2018 at 5.30pm

**Location:** Room 019 – Brahan Building

**Purpose:** Scheduled meeting

\* Denotes items for discussion.

Members should contact the Secretary 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 13 December 2017	Secretary	Chair	Paper 1
5	Actions arising from previous minutes		Chair	
*6	AST Employment Tribunal Recommendations Update	Principal	Chair	Paper 2
*7	Incorporated Colleges' integration discussions		Chair	Verbal
*8	HISA Perth College Update	Student President	Student President	Paper 3
*9	Chair's Report		Chair	Verbal
*10	Principal's Report	Principal	Chair	Paper 4
*11	Admissions Policy	Principal	Chief Operating Officer	Paper 5
*12	GDPR Update	Donald MacLean	Donald MacLean	Paper 6
13	<b>Minutes of Board Standing Committees</b> (approved by Committee Chair but unconfirmed by full Committee at this stage) For the Board of Management to note.			

13.1	Engagement Committee – 1 February 2018	Secretary	Chair - Engagement	Paper 7
13.2	AST Board – 6 February 2018	AST Board Secretary	Chair – AST Board	Paper 8 Closed
13.3	Academic Affairs – 20 February 2018	Secretary	Chair – Academic Affairs	Paper 9
13.4	Chairs Committee – 21 February 2018	Secretary	Chair	Paper 10 Closed
13.5	Audit Committee – 27 February 2018	Secretary	Chair- Audit	Paper 11
13.6	Finance and General Purposes Committee – 7 March 2018	Secretary	Chair - F&CP	Paper 12
14	Date of next meeting  13 June 2018			
*15	Review of meeting		Chair	

## Minutes

**Meeting reference:** Board 2017-18/02  
**Date and time:** Wednesday 13 December 2017 at 5.30pm  
**Location:** Room 019

**Members present:** Margaret Cook, Brian Crichton, Sharon Hammell, Prince Honeysett, David Littlejohn, Grant Myles (by telephone for item 4, 12 and 13), Donald MacLean, Sharon McGuire (from 19.10), Nurina Sharmin, Charlie Shentall

**New members** Deborah Hutchison, Lynn Oswald, Anna Zvarikova

**Apologies:** Jim Crooks, Harold Gillespie, Ann Irvine, Lindsey McLeod, Lorna Nicoll

**In attendance:** Jackie Mackenzie, Chief Operating Officer (COO)

**Chair:** David Littlejohn  
**Minute Taker:** Maureen Masson  
**Quorum:** 6

Ref	Action	Responsibility	Time Line
<b>Summary of Action Items from Board meeting on 11 October 2017</b>			
4	Update the Board at the next meeting regarding the Terms of Reference for the Development Trust	Principal	Next Board meeting
4	Invite the VP international to the Board meeting on 21 March 2018	Principal	Meeting on 14 December
4	Finalise check of HE Governance Manual by next Board meeting	Secretary/COO	Mid-March 2018
14	Bring the whistleblowing policy back to the Board when the drafting process is complete	Principal/Secretary	In due course
16.4	Principal and/or COO to meet the Audit Committee Chair to discuss Health and Safety reporting	Principal/COO	By end February 2018

<b>Summary of Action Items from Board meeting on 13 December 2017</b>			
8	Consider whether a 'Fair Use' Wi-Fi policy should be drafted	COO	For next Board meeting
15	Conclude the Terms of Reference for Engagement and Academic Affairs Committees	Principal/COO/Secretary	For next Board meeting

## Minutes

### Item

### Action

1

#### Welcome and Apologies

In the absence of the Chair, David Littlejohn (Vice-Chair) would chair the meeting. A welcome was extended to all attending the meeting and apologies were noted.

The Board agreed to take Item 4 on the agenda – *Approval of new Board of Management Members* – as the first item of business. The proposed new Board Members left the meeting at this point. Grant Myles joined the meeting by telephone for this item and items 12 - *Incorporated Colleges' integration discussions* - and 13 – *Chair's Report* - which were taken together.

#### Item 4

A short biography for each candidate was tabled and Grant Myles presented the recommendations of the Recruitment Panel, which he had chaired. Following the College's open evening and recruitment advert, five candidates were invited for interview (one subsequently withdrew). Following the interview process, three candidates were deemed as meeting the recruitment criteria and were recommended for appointment to the Board.

The Board **approved** the appointment of the three new independent members noting this would take the complement of independent members to thirteen.

#### Items 12 and 13

The Chair updated the Group on confidential feedback he had received following the Incorporated Colleges' integration discussions arising from a meeting held earlier in the day. The Perth College Board Chair had not been able to attend the meeting.

The feedback received was positive and some movement was made in relation to the points that the College fed back and other significant matters. The Board noted that discussions would continue with the Chairs of the Incorporated Colleges working with the Chair of UHI Court and Principal. In addition, the Group would continue to work with the SFC to explore possible financial assistance to support further integration and to cover aspects of due diligence.

The Board noted the positive progress that had been made and looked forward to further updates in due course.

The Chair agreed to circulate a note summarising the feedback after the meeting that Board members should treat as confidential.

The new members joined the meeting at this point.

2      **Additions to the Agenda**

There were no additions to the Agenda.

3      **Declaration of Interest in any Agenda Item**

There were no declarations of a conflict of interest in any agenda item.

\*4      **Approval of new Board Members**

Taken at start of the meeting.

5      **Minutes of Meeting held on Wednesday 13 October 2017**

The minutes were approved as accurate record subject to the Principal and Student Representatives being correctly recorded as 'members' rather than as being 'in attendance'.

6      **Actions arising**

**Summary of Action Items from Board meeting on 11 October 2017**

4. Report back on possible changes to the Campaign Board and Development Trust terms of Reference and implications

**Action update** – New Terms of Reference had been developed and would be considered by the Development Trust at its next meeting. An update would be provided at the next Board meeting

Principal/  
Chair

**4. Visit by the VP international**

**Action update** - The Principal reported that she would be seeing the VP after the Board meeting and she would invite him to the next Board meeting on 21 March 2018.

Principal

**4 HE Governance Manual**

**Action Update** - A review of the manual and any proposed updates would be considered for the next meeting.

Secretary  
and COO

**7 Perth College UHI: Evaluative Report and Enhancement Plan 2016 – 2017-18**

**Action Update** - The College's Education Scotland inspector has been invited to the March Board meeting. The Principal reported on the initial feedback from the inspector on the report.

**9 UHI integration**

**Action Update** - On the agenda for the meeting.

### **11. UHI infrastructure Bids**

**Action Update** – The Principal reported that a wide variety of infrastructure bids had been prepared and submitted. No feedback had been received to date.

### **13 Estates Update**

**Action Update** – there was nothing to report in terms of the residences project. Consideration of the strategy for the estate continued.

### **14 Policies for approval by the Board**

**Action Update** – a Whistleblowing Policy had been drafted and would be considered by the Board in due course.

Principal/  
Secretary

### **16.4 - Annual Health and Safety Report**

**Action Update** – The Chair of Audit Committee would meet the Principal and COO in the new year to take forward the discussion about Health and Safety reporting and level of detail.

Principal/  
COO

### **\*7 AST Employment Tribunal Review Update**

The Principal provided background information on the Review for new members and provided an update on recent activity following the publication of the report earlier in the year. The Board noted the various actions ongoing as a result of recommendations made. It was expected that that all matters relating to this would be concluded by the next Board meeting.

The Chair of AST Board provided an update on the immediate priorities in the in the light of the Employment Tribunal Review and in response to a query from a Board member about reputational damage. The Board noted that there had been some local press coverage following publication of the review. Work to develop a robust business plan had started and other change initiatives were in train to assist with the AST recovery plan, build relationships and learn lessons from the Review.

### **\*8 HISA Perth College Update**

The HISA Perth College President presented that paper and the Board noted the report. The Board discussed the problems students had reported in accessing Wi-Fi services which were identified as a cause for concern. The Student Association was investigating the types of software packages that students would like to see available in library PCs.

The Group noted that some organisations operated a 'Fair Use' policy which set out rules around acceptable Wi-Fi use. This is something that may be considered in discussion with ICT particularly if it increases bandwidth availability.

COO

**\*9 Audit Committee Annual Report 2016-17 to the Board of Management**

The Chair of Audit presented the Audit Committee Annual Report 2016-17. This had been considered and discussed at the Audit Committee on 29 November 2017 and approved for onward transmission to the Board. The Board noted the process and **approved** the Report.

**\*10 Draft External Audit Annual Report 2016-17 to the Board of Management**

The Chair of Audit Committee presented the External Audit Report 2016-17 to the Board of Management noting that this was the first year that Ernst & Young had been external auditors. The Chair of Audit Committee noted that a reference to positive outcomes arising from the ASW post project review had been included in the report following the Audit Committee, and that the challenge of financial sustainability had also been referenced, as this remained a concern.

The Board **approved** the Annual Report.

**\*11 Draft Financial Statements for the year to 31 July 2017**

The Chair of Audit Committee presented the draft Financial Statements for the Year to 31 July 2017. The Financial Statements had been considered at joint meeting of F&GP Committee and Audit Committee on 29 November and comments made at an earlier F&GP meeting had been taken account in the final presentation.

The Board **approved** the Draft Financial Statements for the year to 31 July 2017. The Chair of the Board of Management and Principal would sign the accounts on behalf of the Board.

**\*12 Incorporated Colleges' integrations discussions**

Taken at the start of the meeting.

**\*13 Chair's Report**

Taken at the start of the meeting.

**\*14 Board Committee Membership**

The Board noted the paper, which set out proposed membership of Board Committees taking account of recent new members. The Board noted that the Terms of Reference (ToR) for Engagement and Academic Affairs Committees were under review and that as a result, Board membership of these Committees may alter. The Board approved the paper and membership of Committees. Board members were asked to provide early notification of apologies for meetings so the quorum for meetings could be ensured. Video or tele conferencing was an option for Board members if they could not attend meetings in person.

**\*15 Update on Academic Affairs Committee and Engagement Terms of Reference (ToR)**

The Principal introduced the paper which set out the approach to reviewing the ToR for Engagement Committee and Academic Affairs Committee. The Board noted that it was essential that the Board continued to have strategic oversight of the Academic business of the College. This would be taken into account in the revised ToR.

Benchmarking against other Colleges would also be worthwhile although it was noted that no two Colleges in the sector were the same. The membership of a new Academic Affairs Committee may benefit from a revised membership to include more academics.

**\*16 Principal's Update**

The Principal reported on the following:

- work on the Tay cities deal bids continued and a number of prominent stakeholders had received an overview of plans;
- The Deputy First Minister had visited the College and the Principal had raised funding concerns generally and in relation to proposals to change the rules around rurality funding;
- a meeting with new PhD students;
- regular meetings with the Chief Executive and Director of Education at Perth and Kinross Council were scheduled and a positive working relationship had developed. The Principal also attended a Community Planning event and the Perth City Development Board;
- continued discussions with the Partnership Council;
- a lunch for around thirty eight scholarships students had been held and generated positive publicity;
- a recent staff conference had been held;
- a successful Netball Scotland had been held at the Academy for Sport and Wellbeing and a further international event was planned for over the weekend of 20 and 21 January 2018. The event would be 'live-streamed' to an international audience and this presented a great opportunity to publicise the College.

Principal/  
COO/  
Secretary



- ongoing discussions with the Employer's Association.
- a STEM event had been held the previous day in the College and was well attended.

The Board commented favourably on the many activities ongoing. Continued engagement was important to ensure the College was well placed to capitalise on local and regional links/adjacencies which were currently in train such as V and A /waterfront project in Dundee and proposed developments in Perth City. The Board noted that the Sector Development Director for Creative and Cultural Industries was already working with Dundee and Angus College.

## **17 Progress against 2016-17 priority objectives**

The Principal presented that paper which set out progress achieved against the priority objectives set for 2016-17.

The Principal expressed concern about the existing approach to managing and tracking progress and explained that the whole process would be reviewed. The College Management Team Away day in January would provide an opportunity to begin to unpick the existing planning processes towards implementing a new approach.

## **18 Minutes of Standing Committees (unconfirmed)**

### **18.1 Special Meeting – 25 October 2017**

Noted.

### **18.2 Engagement Committee– 9 November 2017**

Noted.

### **18.3 Chairs Committee – 15 November 2017**

Noted

### **18.4 Academic Affairs – 22 November 2017**

Noted

### **18.5 AST Board – 22 November 2017**

Noted

The AST Board Chair provided background to new Board members on relationship between the College Board and the AST Board and the role of the Principal and Directors in managing this. Visibility of AST business is provided via the AST Chair reporting back to the Perth College Board. As a wholly owned subsidiary of the College, the Directors carry no personal financial liability.

Working with Tayside Aviation, opportunities for developing new honours degree options was being looked at and in the long term, an aspiration was to build a Scottish Aviation Academy. The AST Business Plan, which is currently being worked, will come to the

College Board next year.

18.6 **Finance and General Purposes Committee Board - 29 November 2017**

Noted

The Chair of F&GP reported that the recent joint meeting had considered the draft financial statements.

18.7 **Audit Committee – 29 November 2017**

Noted

The Chair of Audit reported on the discussion at the Audit Committee.

\*19 **Date of Next Meeting**

21 March 2018

The Board noted that the scheduled date for the next Board Development Day – 20 January 2018 - would change because of a major international netball event on that day. A new date would be sought in the early new year.

20 **Review of Meeting**

Members agreed it had been positive meeting culminating in the signing of the Financial Statements.

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 ☒ ☐

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?      No ☒ ☐

# Board of Management

Enclosure 2

## Paper for Consideration

**Subject:** ASTET Review – Final Report on the Recommendations from the Review

**Author:** Margaret Cook

**Date of paper:** 14 March 2018

**Date of meeting:** 21 March 2018

## Action requested of committee:

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

## Cost implications:

(Tick as appropriate) Yes: No:

## Executive Summary:

ASTET Review – Final Report on the Recommendations from the Review for noting.

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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** ☒

## **ASTET Review – Final Report on the Recommendations from the Review.**

### **Introduction**

The ASTET Review reported to the Board of Management on 25 October 2017. It was agreed that the actions from the report would be carried out by the Principal & Chief Executive in consultation with the Chair of the Board and other relevant individuals. This report is the final update on the actions.

Once the Board has considered this report the Chair will report the outcomes to the ASTET Group to close off this issue.

<b>Recommendation</b>	<b>Action</b>
The Board are asked to write to Mr McIver to apologise for the way in which he was treated.	The Board wrote to Mr McIver on 1 November 2017
The Board of AST should consider how it would deal appropriately with any future requests to 'buy out' any part of its business. This should be recorded as a formal process.	A process has been developed to ensure that the Board goes through a proper decision making process to make a decision on any future requests. This will be considered at the next AST Board meeting.
The Principal should be asked to review the Discipline & Grievance Procedures for both the College and AST as a matter of priority with a view to ensuring that they are fit for purpose.	The TU's have been consulted and it has been agreed that AST staff will be subject to the College's Discipline & Grievance Procedures. The review of College procedures is on-going however in the short term they are fit for purpose.
The Review Group agrees with the report's recommendation that the grievance raised by Mr McIver should be investigated by appropriately qualified and supported individuals under the	The grievance process is now complete (the delay was Mr McIver's availability) and Mr McIver has been advised of the outcomes. Mr McIver has not been provided with the report as there are other matters on-going, once they are

<p>AST Grievance Procedure. The individuals involved in that process should have had no involvement in dealing with the issue to date. The College will discuss with Mr McIver the process and the individuals identified to carry out the investigation in advance and consider any views he may have on this. In offering Mr McIver, the opportunity to engage in this process the College recognises that if he does not wish to engage then the investigation will go ahead without his involvement.</p>	<p>complete the full report will be given to him. The investigation was carried out by an HR Consultant and HR Business Partner neither of whom had had any involvement in the case previously.</p>
<p>As part of the effectiveness review process the College Board and the Board of AST should consider how to manage the relationship between Board members and members of SMT to ensure that there is clarity of roles</p>	<p>This will be built into the Board Governance Review at the appropriate time.</p>
<p>The Board is asked to give Mr McIver and his representative a copy of the Anderson Strathern Report, these recommendations and the subsequent Action Plan in advance of these being released to interested parties.</p>	<p>Both Mr McIver and his Representative received the report with the letter of 1 November 2017.</p>
<p>The College will consider, with the Board of AST the provision of executive support to AST.</p>	<p>The Executive Support for AST will remain the Principal as Line Manager and the Chief Operating Officer providing advice and support to the Senior Team of AST</p>

<p>The College will in future ensure that individuals representing the College in any legal proceedings are appropriately advised of their role in the proceedings and how those proceedings are conducted to ensure that they understand their role in them.</p>	<p>This activity will be actioned on an as and when basis.</p>
<p>Consider the report, recommendations and Action Plan at the Partnership Council of UHI with a view to considering what lessons can be learned within the partnership.</p>	<p>Complete.</p>
<p>Share all of the outputs with the SFC with a view to considering what lessons can be learned and shared across the Sector.</p>	<p>Complete.</p>
<p>Consider with CDN or other appropriate bodies what advice, training and support is available to Board members required to deal with HR issues such as Appeal Hearings.</p>	<p>Complete.</p>

## Paper for Consideration

**Subject:** HISA Perth College Update

**Author:** PC Student President

**Date of paper:** 12 March 2018

**Date of meeting:** 21 March 2018

## 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.

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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 ☒

## **HISA PERTH UPDATE**

### **Activity Fund**

Our combined panel of Perth UHI staff and students met on Feb 27<sup>th</sup> to review the applications submitted and select which applicants that would be receiving an award.

Only 2 applicants received an award but we have given feedback to the candidates that were unsuccessful and are extending the deadline for the submission to allow more students to apply/resubmit.

### **Elections**

We have 15 candidates currently running for local officer positions in Perth.

- Student President – 2
- Vice President Education and Engagement - 3
- Vice President Welfare and Activities – 10

Voting closes on March 23<sup>rd</sup>.

### **Healthy Happy You**

We took part in Perth UHI's Healthy Happy You campaign by having stalls in each of the buildings on campus to promote student support, fitness workshops, clubs and societies and also recruited some students to help out with the Diverse CiTay event.

Unfortunately we were only able to be involve in the Healthy Happy You campaign for one out of the two weeks because the campus was closed due to bad weather.

### **Sports Day**

This year HISA Perth will be taking part organising the HISA Sports Day on April 20<sup>th</sup> in Inverness. It will be fun filled day with several games to ensure participation from as many students as possible. Some of the activities that will be available on the day will be basketball, tug of war, inflatable football, highland games and rounders.

There are more activities yet to be included but this year's Sports Day is set to be the biggest yet.



## Paper 4

**Subject:** Principal's Report

**Author:** Principal

**Date of paper:** 14 March 2018

**Date of meeting:** 21 March 2018

(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 from the Principal.

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

## **Principal's Update – Board of Management**

### **Introduction**

Given that I am currently in China and not able to present this report I thought that I would amend the format and chunk the activity differently, adding a very short summary of activity.

### **Strategic level activity**

College Management Team Away Day – a good opportunity to spend the day with CMT discussing strategic level issues including the operational planning process, roles & responsibilities and future strategy/issues, a session on service redesign was less helpful than had been anticipated but the concepts were accepted. A restructuring proposal will be issued for consultation in the near future for the CMT level of management.

Employers Association – there have been various meetings of this group including a residential to look at the strategy for the continuing negotiations with the Trade Unions. The strategy is currently being written and I anticipate that this will come to a future Board meeting.

The main focus at the moment is the negotiations on the pay claim for 17/18 and 18/19.

Partnership Council – the monthly meetings have been light on business with a focus on the integration discussions but little detail shared with partnership Council.

Staff Conference Day – we have three conferences for all staff per year and one was held in February, we covered the new Operational Planning process, the integration discussions (with input from Grant Myles) and the outcomes from the Marketing work. All teams then had the remainder of the day for sessions on Research, Defining our Values and operational planning at team level.

## **Operational level activity**

Interviews were held for the Depute Principal (Academic) and the Vice Principal (External) and an appointment was made to the VP role (Veronica Lynch will start in late May) however we were unable to recruit to the DP role, the search for this is continuing and I am currently putting in place interim arrangements which will ensure that we are in the best possible shape academically for the new academic year.

BSc (Hons) Aircraft Maintenance & Management Advisory Group – this was a new process for me relating to the validation of degrees, this group looks at the proposals and advises the academics on potential changes to the programme/process, the full validation event is at the end of march. This is a really exciting and innovative degree which marries the AST Part 66 qualification within a degree framework and it is hoped that it will attract a number of international students to campus.

## **External activity**

Tayside aviation visit – this is part of the Tay Cities Deal and allowed us to begin to build a true partnership with Tayside Aviation which will allow us to work closely with them on delivering the vision outlined in our bid.

Perth and Kinross Council Provost visit – the Provost visited the Campus and was shown round, he is hosting a BBQ on Campus in September as part of the Year of the Young Person celebrations in Perth.

John Swinney's meeting with Foundation Apprentices – John met a number of our FA's from various Schools as part of the Apprentice Week celebrations, we got good publicity from this event as well as showcasing what we do in this area.

Innovation in Health & Social Care – Perth and Kinross Council Chief Executive called this meeting with partners from across Tayside to look at how we can collectively improve provision of services in this area. It is hoped that this will lead to research activity which the College/UHI can lead on given the expertise that we have both here and across the wider partnership.

**Internal activity**

I hosted our first Staff Awards Ceremony for staff who have given 25 years' service to the College and for staff who have successfully completed qualifications. The event was well received and generated positive publicity.

I also hosted a Business Engagement event which was attended by 26 businesses from across Perth & Kinross. This was the first time a number of businesses had had contact with the College and was an opportunity to showcase what we do and raise awareness of what we can offer locally.

Both of these events were hosted in the Gallery Restaurant and the catering was provided by our students.

## Paper for Consideration

**Subject:** Admissions Policy: Further Education

**Author:** Margaret Cook

**Date of paper:** 14 March 2018

**Date of meeting:** 21 March 2018

### Action requested of committee:

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

### Cost implications:

(Tick as appropriate)    Yes:            No:

### Executive Summary:

The attached final draft Admissions Policy is the output of the short-life working group on FE Admissions as part of the UHI single policy framework for FE. The group proposes that this policy is recommended for approval by each academic partner Board of Management where further education is delivered. It is proposed that this policy be adopted for implementation for the 2019/20 applicants to avoid a mid-cycle policy shift.

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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** ☒

**Perth College UHI**  
**University of the Highlands and Islands**  
**Admissions Policy: Further Education**

**Policy Statement**

Perth College UHI endeavours to be welcoming and inclusive in its admissions policy and processes, seeking to work in partnership with prospective students to match applicants with courses most appropriate to their aspirations and current level of skills, knowledge and ability.

Perth College UHI operates a fair and open admissions process that is free of discrimination and reflects a commitment to widening access and equality of opportunity. The College aims to provide appropriate services to support students with learning support needs or disabilities.

**Scope**

This Admissions Policy applies to all applicants for further education courses (full-time and part-time), including those classed as commercial.

Applicants for higher education courses (HNC, HND, Degree and Post Graduate programmes) should refer to the University of the Highlands and Islands Admissions Policy to be found on the UHI web-site at <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>

**Legislative frameworks and related policies**

This policy is aligned with the following legislative frameworks:

- Equality Act 2010
- Data Protection Act 1998
- Freedom of Information (Scotland) Act 2002
- Scottish Care Leavers Covenant 2015
- Disability Discrimination Act 2005
- General Data Protection Regulation (GDPR) (from May 2018)

Associated policies include:

Perth College UHI

**Use of Personal Data**

Personal data collected through the 'Academic Partner name' admissions process will be anonymised and used to statistical purposes to monitor applications by age, disability, sex, gender reassignment, pregnancy and maternity status, race, religion and/or belief, sex, sexual orientation, marriage and civil partnership or socio-economic background.

**Key Principles**

The Perth College UHI will:

- Follow admissions processes that are free of discrimination on the grounds of age, disability, gender and gender reassignment, pregnancy and maternity status, race, religion and/or belief, sex, sexual orientation, marriage and civil partnership or socio-economic background.
- Offer a curriculum aligned to local and regional need and in line with national priorities. Where there is diminished local need or low demand, a course may be amended or withdrawn before it commences. Equally, new courses may be introduced or the number of places on a course increased due to demand;
- Publicise courses through a variety of communication channels and in a variety of formats;
- Be fair, open and transparent in recruitment and selection processes;
- Provide clear and accurate information on available courses, entry requirements and/or selection criteria;
- Proactively encourage candidates to declare any disability or additional support need that may create barriers to their success in learning. This declaration enables Perth College UHI to provide appropriate support during the application stage and throughout a student's course;
- Publish on Perth College UHI web-site, details of the annual admissions cycle including when applications will be processed, when interviews take place and offers of places will be made.

### **Contextualised Admissions**

To further our commitment to improving access to education for people from the widest possible range of backgrounds, Perth College UHI operates a contextualised admissions policy and processes. This commitment enables the College to form a more complete picture of the characteristics of an individual applicant. To this end, Perth College UHI:

- Endeavours to take into account an applicant's background where an application falls short of the standard entry criteria for a course or where there is competition for places;
- Will provide appropriate levels of support to prospective students who require it throughout the admissions process;
- Make provision for assessments of additional support required 'on-course' during the admissions process;
- Make reasonable adjustments wherever this is possible.

Perth College UHI particularly welcomes applications from specific priority groups in line with Government priorities and legislation, including:

- Care experienced and looked after young people;
- Those living in areas of multiple-deprivation as identified by the Scottish Index of Multiple Deprivation as being the 10% most deprived post-code zones in Scotland;
- Those whose parents or carers have not accessed education beyond the compulsory school years;
- Male and female applicants to courses with nationally recognised gender imbalances e.g. males into to care, females in to construction

Perth College UHI guarantees an interview to those with a care experienced background. To support gender equality, the College also operates a guaranteed interview for specific courses that experience a severe gender imbalance and are included in the College's Gender Action Plan.

Perth College UHI records all contextualised admissions, showing the number of applicants identified within priority groups, by course and by outcome of application.

### **Discretion in making an offer of a place**

All offers of places are subject to the College's discretion. The College reserves the right to reject applications or apply further criteria under particular circumstances such as the following:

- Previous disciplinary sanctions under the college or university disciplinary procedures or those of other institutions
- Record of outstanding debt with the College or University
- They do not meet the entry criteria
- Unsuccessful at interview

Perth College UHI will

- Treat every application on its merits and will remove barriers to participation through making reasonable adjustments. However, there may be occasions when reasonable adjustments are not sufficient to enable participation on a particular course. In these circumstances, Academic Partner name will make every effort to offer an alternative course or an alternative mode of study if appropriate and / or available.)
- Reserve the right to apply additional entry criteria in instances where an applicant has a record of previous enrolments without successful completion. In such cases, due consideration will be given to an individual's circumstances and support needs when reaching a decision.
- Successful applicants to courses will be required to join the Protection of Vulnerable Groups Scheme (PVG) where the studies or placements require interaction with children and/or vulnerable adults. A previous criminal record does not, in the majority of cases, exclude an applicant from being offered a place. However, the College recognises that it has a duty of care to all students and staff and therefore reserves the right not to admit an applicant where there is evidence that they could affect the safety and welfare of students or staff. The College has the right to withdraw an offer of place if new information



becomes available which has not been previously disclosed by the applicant and which could affect the safety and welfare of students and staff.

### **Fee Status**

Every student who enrolls on a course incurs a fee. The vast majority of full-time further education students have their fees paid by the Scottish Funding Council, through the fee waiver system. Part-time students may also be eligible for fee waiver.

On application, the College will make an assessment of fee status in order to determine the appropriate level of tuition fees, in line with the relevant regulations and based on the information provided on the application form. The fee status of an individual will be communicated in the offer letter to ensure that individuals are aware if they are liable to pay fees.

The College reserves the right to change an applicant's fee status in exceptional circumstances such as the following:

- If new information becomes available which was not previously disclosed by the applicant and affects the original decision on the fee status;
- If errors are made within the initial fee assessment, either by the College or by the applicant, which affects the original decision on the fee status.

In such cases, the applicant will be notified of any change to their fee status and any consequences of this change.

Applicants assessed and determined to be international fee-payers may be required to pay full course fees prior to enrolment.

### **Appeals**

Any appeals relating to application decisions must be made in writing to 'insert relevant job title'.

### **Compliance**

The responsibility for compliance with the Admissions Policy lies with all staff involved in the process. The Policy will be regularly audited and reports submitted to the Regional Admissions Group.

### **Monitoring**

Reports on the number of applications received and offers made will inform curriculum review and courses offered in subsequent years. Applications will also be monitored by post-code, gender, ethnicity, disability, care experience and carer status to inform equality and diversity action planning.

### **Review**

The Policy will be reviewed on a three-yearly basis, or earlier if legislative change requires it.

## **Admissions Processes**

The Admissions Policy will be implemented through agreed procedures which are detailed in the document 'Admissions Procedures' and which will be followed in all instances. Admissions procedures will be regularly reviewed and assessed to ensure alignment with the College's Admissions Policy and good practice within the sector. Admissions Procedures are published on the college web-site.

DRAFT

# Board of Management

Enclosure 6

## Paper for Consideration

**Subject:** GDPR Update

**Author:** Data Protection Officer

**Date of paper:** 15/3/18

**Date of meeting:** 21/3/18

## Action requested of committee:

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

## Cost implications:

(Tick as appropriate) Yes: X No:

## Executive Summary:

**A brief over view of work requiring to be carried out for compliance with GDPR and UK DPA which will be enforced in May 2018.**

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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.

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** ☒

## GDPR Board Update March 2018

GDPR enforcement date is May 25 2018.

The expected date for enactment of the new UK Data Protection Act is also May 2018.

Time is short until enforcement, 10 working weeks.

The tables below represent the basics of work still to be done, and some tasks are obviously more onerous than others. The DPO is a member of the Scottish Colleges Information Governance Group (SCIGG) who are pooling resources with a view to avoiding all colleges doing everything from scratch. So, it is likely that procedural documents and policies will need to be tweaked, rather than created from scratch, and so may be overtaken quicker than expected. Other items, such as elimination of unnecessary paper and email documentation will be more time consuming, and will need a cross-organisational approach. These tables do not contain items already overtaken.

Week 1 is week beginning 19/3/18. Week 10 is week beginning 21/5/18.

[illegible]

[illegible][illegible]

for new 'rights'											
Create data breach procedure											DPO
Source Updated CCTV guidance											DPO
Secure destruction procedure											DPO
Register of systems											DPO/Managers
Privacy notices/advice for HISA											DPO
Review access rights for all staff and systems admins											IT

Donald Maclean  
Data Protection Officer

15/3/18

## Draft Minutes

**Meeting reference:** Engagement 2017-18/03

**Date and time:** Thursday 1 February 2018 at 5.30pm

**Location:** Room 019

**Members present:** Margaret Cook, Sharon Hammell, Ann Irvine, David Littlejohn, Charlie Shentall, Nurina Sharmin

**Apologies:** Prince Honeysett, Donald Maclean, Lindsey McLeod

**In attendance:** David Gourley, Curriculum and Business Engagement Director  
Susan Hunter, Head of Human Resources and Organisational Development

**Chair:** Sharon Hammell

**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
6.2	<b>PCSA/HISA Student Partnership Agreement</b>  Formal signing of partnership agreement required	Principal/ President HISA Perth College	Asap after Engagement Committee
10.1	<b>Board Development</b>  Inform the Secretary of possible topics for Board development	All	By end February

## Minutes

Item	Action
<b>1 Welcome and Apologies</b>  The Chair welcomed everyone to the meeting and the Committee congratulated Sharon Hammell on her appointment as Chair.	
<b>2 Additions</b>  There were no additions to the agenda.	

### **3 Declaration of Interest in any Agenda Item**

There were no declarations of a conflict of interest in any agenda item.

### **4 Minutes of Meeting held on 9 November 2017**

The minutes were approved as a correct record.

### **5 Actions Arising from Minutes on 9 November 017**

#### **IIP Staff Report**

An IIP update would be provided in the HR paper.

#### **Board Development Day 23 September and 20 January 2018**

Actions were progressing and an update would be provided at the next Board Development Day, which was re-scheduled, from 20 January 2018 to a new date of 10 March 2018.

### **6 Student Engagement**

#### **\*6.1 HISA Perth College Update**

In the absence of the Student President, the Vice President introduced the paper which provided an update on recent activity. The Committee noted the report and in particular the following:

- The Activity Grant Scheme was to go live in mid-February;
- Positive engagement with students in terms of breadth of choice and participation in clubs and societies;
- The partnership agreement was on the agenda for the Committee and was now in its final version;
- Four students were to attend a regional council event in Inverness; and
- HISA Perth's participation in events to celebrate the 'The Year of Young People'.

The Committee commented favourably on the work being taken forward by the Students' Association.

#### **\*6.2 PCSA/HISA Student Partnership Agreement**

The Committee noted the final Student Partnership Agreement which outlined the approach to College and Students' Association partnership working in student engagement. It also identified key priorities for 2017-18. The Committee welcomed the agreement and noted that it was the first time that a partnership agreement had been drafted with reference to HISA, as this was the first year that the Students Association at Perth was part of the HISA



network. The Committee noted that the agreement was similar to those of other Colleges, but that it had been tailored to reflect the particular circumstances of student priorities at Perth. The Committee approved the draft partnership agreement for formal signing by the Principal and the President of HISA.

Principal/HISA  
President

## **7 Performance Monitoring**

### **\*7.1 Student Surveys: Induction Early Experience Survey**

The Committee noted the outcomes from the Induction Early Experience Survey which included outcomes for both HE and FE students. The Committee commented on various aspects of the survey and noted that there were a number of analytical tools to review results in detail. After that further analysis, action plans for specific areas would be developed. Some of the positive aspects of the survey would be used for marketing purposes

## **\*8 External Engagement**

The Committee noted the following and commented positively on the various engagement activities ongoing:

- a College Awards ceremony had been held at the end of January to reward staff with 25 years' service, and to recognise, formally, those staff members who had completed qualifications in the recent past;
- A partners and stakeholders event had been held at the end of January with members of the senior team in attendance. This provided an opportunity to showcase the work of the College. The event had been catered by the College's students;
- A Developing Young Workforce/ Careers event was being planned for 1 March and this provided an opportunity to bring potential students onto campus and experience the College environment;
- The Principal had attended the Perth and Kinross Chief Officers' Group meeting which had included an item on innovation in health and social care which had been well received;
- The Employers' Association continued to discuss the strategy for national bargaining;
- The College had won a 2017 Green Gown award for its WEEE centre against some prestigious competition; and
- Interviews for the senior posts of Depute and Vice Principal were to be held week beginning 5 February 2018.

## **9 Staff Engagement**

### **\*9.1 HR Update**

The Head of HR and OD provided an update on the new HR structure and approach and emerging HR priorities. The Committee noted that there would be two teams supporting CPD and HR IT systems and that each would support across academic and support areas. A new approach to managing CPD and budgets would provide greater autonomy to budget holders and ensure a more strategic approach to priorities aligned to business objectives.

The Committee noted that the people strategy would build on current values expressed in the Strategic Plan and would identify behaviours and key competencies. Line managers would be encouraged to take a more active role in managing staff supported by HR as appropriate.

The Committee noted that IIP had been re-branded. College HR staff would attend a workshop in early February to find out more about the new brand and implications for the College's existing action plan arising from its existing IIP accreditation.

The Committee warmly welcomed the new structure for HR and the various actions moving forward.

## **10 Board Development**

### **\*10.1 Board development Update**

The Board noted a paper which outlined the dates for various development events that were planned. The date for the development evening in 2 May was in some doubt because of a clash with Partnership Council. Committee members were invited to let the Secretary have any suggestions for topics for board development within the next 3 weeks or so.

All

## **11 Committee Minutes**

### **11.1 EDIT 7 December 2017 – noted**

The Committee noted some changes that were being made to the staffing structure to support the Equality and Diversity agenda.

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

- Thursday 10 May 2018

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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** ☐

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

# Academic Affairs Committee

Paper 9

## DRAFT Minutes

**Meeting reference:** Session 2017/18, Meeting 2 of 3  
**Date and time:** Tuesday 20 February 2018, at 2.00pm  
**Location:** Room 19, Brahan

### Members present:

Margaret Cook Principal and Chief Executive (Chair)	Harold Gillespie, Board of Management (Vice Chair)
Brian Crichton Board of Management	David Gourley (from 15.10) Curriculum & Business Engagement Director
Professor Martin Price, Chair of Research, Scholarship and Knowledge Exchange Committee	Deborah Lally Head of Student Records
Donald Maclean Support Staff Representative	Jessica Borley Head of Quality, Chair of Quality Enhancement Committee
Richard Ogston Head of Student Services	Prince Honeysett President HISA Perth
Sharon McGuire, Teaching Staff Board Member	Dawne Hodgkinson, International & Corporate Services Director
Patrick O'Donnell	Maureen Masson Secretary to the Board of Management

**Apologies:** Jane Edwards, Support Staff Representative  
Nurina Sharmin, Vice President HISA Perth

**Minute Taker:** Maureen Masson  
**Quorum:** 8, including the Chair or Vice-Chair

Summary of Action Items			
Ref	Action	Responsibility	Time Line
<b>Carry Forward from 22 November 2017</b>			
6.1	Explore the possibility of developing STEM take away cards similar to those prepared to publicise modern apprenticeships.	Principal	Next meeting
7	<b>Education Scotland: Evaluative Report and Enhancement Plan: update and future plan</b>  Identify a suitable time for the Board to engage with the College Education Scotland HM Inspector.	Chair/Board Secretary	ASAP
8.2	<b>Student Surveys: Student Induction and early experience 2017-18</b>		

	Review questions with internal and UHI colleagues	Head of Quality	
<b>9.2</b>	<b>Student Retention and Attainment Report</b>  Review school programme to better understand negative trends in the attainment pupils undertaking courses in College	Head of Student Record and Director of Curriculum Strategy	
<b>10.1</b>	<b>Workforce Planning</b>  Communicate the REF Strategy in an appropriate way	Principal	
<b>10.2</b>	<b>Quality Evaluation/Process</b>  Finalise the review of Committee memberships and remit	Principal	June Board meeting
<b>11.2</b>	<b>Student Funding</b>  It was agreed to explore whether Celcat might be helpful in recoding unauthorised absences.	Head of Student Services	ASAP
<b>11.3</b>	<b>Student Partnership Agreement</b>  For signature	Principal and VP HISA PC	ASAP
<b>12.1</b>	<b>Balanced Scorecard</b>  Include targets in the Balanced Scorecard	Head of Student Records	For circulation with BS through committee cycle
<b>12.2</b>	<b>Student Numbers 2018-19 – Planning Update</b>  Organise a Board development event on scenario planning	Board Chair and Secretary	ASAP
<b>13.2</b>	<b>RSKE Minutes</b>  Circulate the RSKE Strategy	Board Secretary	With the minutes of the meeting

## Minutes

Item

1

### Welcome and Apologies

The Principal welcomed members and Barbara Nelson from Education Scotland. Sharon Drysdale from SFC was due to attend the meeting but had sent apologies as she has been delayed.

Action

## **2 Additions to the Agenda**

The Principal notified one addition to the agenda on the Research Assessment Exercise. This was covered under item 10.1 'Workforce Planning 2016-17'.

## **3 Declaration of Conflict of Interest in any Agenda Item**

There were no declarations of a conflict of interest.

## **4 Minutes of Meeting Held on 17 May 2017**

These were accepted as an accurate record.

## **5 Actions Arising from Previous Minutes**

6.1 The possibility of developing STEM take away card was still being investigated.

### **Action - ongoing**

7.4 The correct terminology for Developing Scotland's Workforce was confirmed as same.

### **Action - complete**

11 A new date for Academic Affairs had been organised

### **Action -complete**

## **6 Sector Manager Presentation Nick Green, Sector Manager, Audio Engineering and Theatre Arts**

Nick provided an informative and interesting presentation about the very positive work ongoing in the Department. The Committee noted that courses on offer across Audio Engineering and Theatre Arts were popular, were recognised by industry and professional associations and provided good collaborative opportunities for students to undertake work placements. A number of staff in the Department were research active with international profiles and the Department had also received a 100% satisfaction rating for its BSc honours in Audio Engineering.

The technology required to run an efficient and effective Department was vitally important and it had to remain up to speed to ensure the relevance of courses to industry and to underpin effective collaboration.

Principal

## **7 Education Scotland: Evaluative Report and Enhancement Plan: update and future plan**

The College's Education Scotland HM Inspector explained that she was keen to catch up with the Committee now that a new Principal and revised structure were in place and senior management positions were beginning to be filled. Barbara confirmed she would be staying on as the College's HM Inspector and that she would be working closely with colleagues to develop further the Education Scotland Evaluative Report and take forward actions. She acknowledged ongoing changes did present challenges, but that there was an opportunity to work with the new senior team and colleagues at head of service level to drive forward their work on the improving the student experience and to monitor impact.

The HM Inspector indicated she would like to work more closely with the Board of Management and senior management team to take forward the College's Enhancement Plan and to drive the cycle of continuous improvement. This would be taken forward in line with the action plan and there would be an opportunity for Barbara to engage with the Board at its meeting in June or at a future development day.

Chair/  
Board  
Secretary

## **8 Student Experience**

### **\*8.1 HISA Perth College Update**

The President introduced the report and the committee noted the following:

- the activity grant scheme was to go live in late-February.;
- Students were well engaged with the student events and clubs on offer;
- a small number of students had attended a Regional Council event which was positive for their development;
- Local and Regional officer elections were about to open and the new HISA administrator was leading on that. Voting would be electronic and the elections would run from 19-23 March. The Student Association was active in promoting this;
- The Partnership Agreement would be signed imminently; and
- Events to celebrate the Year of Young People within the College were being promoted by HISA, and other events were also being planned with Perth and Kinross Council.

### **\*8.2 Student Surveys: Student Induction and early experience 2017-18**

The Head of Quality introduced the paper noting that the action plan is monitored by the Quality Assessment Committee. The survey was structured similarly to previous surveys and contained 44 questions. The survey was paper based currently and, as such, did not reach all students. However, work was now being done by UHI Partnership

Council to develop a set questions to be used across academic partners via an online survey tool.

The Committee noted that course teams received detailed feedback on all aspects of the survey so improvements could be made where necessary. At present a benchmark of 70% overall satisfaction was set at the College and 12 courses fell below that level. However, a satisfaction rate of 80%, which is what UHI is moving to in line with the NSS, would mean that a significantly higher number of courses would not achieve that benchmark.

The Committee provided feedback on the outcomes. The College's HM Inspector felt that there were perhaps too many questions in the survey, and that a better approach may be for the survey to focus on questions which would determine areas when improvements could be identified and made. There may be an opportunity to do further work on the core set of questions with UHI partners to elicit feedback from students on their experience and level of engagement to make a difference to student experience agenda. The College's HM Inspector also commented that she felt it was better to delay the timing of the survey in order to go back to first principles and agree a set of meaningful set of questions. Work with UHI on the new set of questions had involved students, but it may be worthwhile re-visiting the questions.

Head of  
Quality

## **9 Strategic Planning**

### **\*9.1 Regional Outcome Agreement – Progress report on 2016-17**

The Committee noted the paper that set out the Highlands and Island Regional Outcome Agreement that was presented to FERB in November 2017. It was noted that there continued to be an apparent paucity of targets for measuring progress in deprived areas and that setting targets may help define an underlying strategy for taking this forward. It was further noted that that some 'single' policies were being developed at UHI level, an example being the Admissions Policy which would be considered by the Board at its meeting on 21 March. Other policies had been developed on the same basis e.g. safeguarding policy but this was now being developed into a procedures document which would set out the more practical aspects of policy implementation at a local level.

### **\*9.2 Student Retention and Attainment Report 2016-17**

The Head of Students Records introduced this paper. The SFC Benchmark data, which was usually available now, would not be ready until end-February due to ongoing work at SFC to ensure alignment of published statistical data. The Committee noted the key statistics and that quality review meetings were ongoing with a view to identifying actions in areas where negative trends were identified. The schools programme would also be re-visited as it

Head of  
Student  
Record and  
Director of  
Curriculum  
Strategy



appeared that the attainment levels of school pupils taking qualifications in the College were a cause for concern.

In terms of HE, here was no significant change in outcomes.

The College's HM Inspector commented that key challenges to address in the coming months were related to key government priorities such as the equality agenda/gender action plan priorities/intensification. It would be important to demonstrate progress against the key priorities benchmarked against external comparators.

## **10 Curriculum**

### **10.1 Workforce Planning**

The Committee noted Paper 6 which provided an update on recent and planned workforce planning activities. A question was raised in relation to teaching qualifications and why 10% of staff did not have one. It was noted that whilst a teaching qualification was not mandatory, it may become more important once the Teaching Excellence Framework was in place. It further noted that HR would take a more active role analysing CPD and this would help with workforce planning and split out mandatory training and CPD.

The Principal highlighted a new approach that was to be adopted regarding submission to the Research Excellence Framework 2021 (REF). At present, College staff who undertake research only had one hour a week earmarked for that and, for many, that activity was considered to be 'scholarly' in nature rather than pure research. There were a number of active researchers within the College, however, who had the potential to submit to the REF and it was proposed that a day a week would be set aside from now so they could focus on their research and thereby meet the 0.2 time criteria specified in the REF submission criteria. Only areas of known excellence would be included for submission. This approach would set out expectations as to who would submit and the time they should dedicate to that. Around 14 staff had the potential to submit but currently 50 staff undertook scholarly activity. In the light of this it would be important to manage the messaging in order not to deter staff, particularly early career researchers.

Principal

The Committee was supportive of the approach which would build research capacity for the future and facilitate delivery of research outcomes.

### **10.2 Quality Review/Evaluation Process**

The Committee noted a paper which set out the quality review/evaluation process for 2017-18 and the planned quality review meetings. A number of enhancements had been made to the process around timing and streamlining of meetings which would provide time to plan for any changes curricula that were needed. Department evaluation provided an opportunity for service and academic departments to review themselves against an evaluation

matrix and develop action plans to address identified challenges. This also helped sectors build their understanding of the Education Scotland framework.

The College's HM Inspector commented that she did believe the process to be fit-for-purpose. However, she felt that it was essential to create an environment which supported and sustained positive practice leading to a culture of continuous improvement. The Committee noted that the remit for Quality Enhancement Committee would be included in the review of the Engagement and Academic Affairs Committee remits, to clarify the different work streams and relationships between the Committees with a role in academic business, but also set out the style and hierarchy of reporting.

Principal

In terms of staff resources linking to quality processes, HR was planning to take a more active role in managing the CPD process including a development session on 'writing for assessments'.

## **11 Engagement**

### **\*11.1 Student Engagement Strategy Update**

The Head of Student Services reported that work was ongoing to develop the enabling plan to specify student engagement processes. A review with the College's HM Inspector was planned and a further update would be provided at the next meeting.

### **11.2 Student Funding Update**

The Head of Student Services introduced the paper which set out the current approach to FE/HE student funding. The Group noted that a national review of student funding took place Autumn 2017 and this identified a minimum annual income of £8180 for students. The Scottish Government was considering its response to the recommendations.

The Committee also noted that the move to 100% attendance requirement for bursaries had resulted in an increase in overall attendance although this had led to an increase in administration. It was agreed to explore whether Celcat might be helpful in recording unauthorised absences.

Head of  
Student  
Services

### **\*11.3 Student Partnership Agreement – 2017-18 Action Plan Update**

The Committee noted that the Student Partnership Agreement had been approved by the Engagement Committee and was ready to be signed.

Principal/  
HISA PC  
President

## **12 Performance Monitoring**

### **\*12.1 Balanced Scorecard**

The Committee noted the Balanced Scorecard and that it had now been named the Vision Scorecard to align with the College's

Strategic Plan. It was agreed that the targets for 2017-18 would be included in the future	Head of Student Records
<p><b>*12.2 Student Numbers 2018-19 – Planning Update</b></p> <p>The Committee noted the latest position on student numbers:</p> <ul style="list-style-type: none"> <li>the number of international students continued to decline but there was growth in in-country teaching in China and India;</li> <li>ESF funding was available until 2021 and then it was expected to decline;</li> <li>ESOL money was now included as part of the core grant although the College's credit position would not increase;</li> <li>Perth College contributed 30% to overall UHI HE targets; and</li> <li>Although not substantive, an increase in controlled numbers for BAH in Food, Nutrition and Textiles Education was positive.</li> </ul> <p>The Committee recommended that scenario planning should be undertaken by the College's Board to explore options for long term sustainability linking to the College's Strategic Plan. This may include a review of programmes and how they are managed, now courses are managed across the partnership linking to the Regional Outcome Agreement, and numbers and funding environment.</p>	
<p><b>13 Standing Committees</b></p> <p><b>13.1 Quality Enhancement Committee – 25 January 2018</b></p> <p>The minutes were noted.</p> <p><b>13.2 Research Scholarship and Knowledge Exchange Committee – 22 January 2018</b></p> <p>The minutes were noted. It was agreed the RSKE Strategy would be circulated along with the minutes of the meeting. A review of the remit and membership of the Committee had started and this would be linked to the wider review of Committee remits.</p> <p>The annual UHI Research Conference would be held at the College in December and this was a positive opportunity to raise the research agenda profile.</p> <p><b>14 Date and Time of Next meeting</b></p> <p>16 May 2018</p> <p><b>*15 Review of Meeting (to include check against ToR)</b></p> <p>Members agreed the meeting had covered its Terms of Reference.</p>	<p>Chair/ Principal</p> <p>Board secretary</p>

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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** ☐

With the exception of item 7.2 which will be redacted from the open minute.

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Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998?

Yes ☐      No ☒

## Draft Minutes

**Meeting reference:** Audit 2017-18/03

**Date and time:** Wednesday 27 February 2018 at 5.30pm

**Location:** Room 019

**Members present:** Brian Crichton (Chair), Ann Irvine (by tele conference), Lynn Oswald, Anna Zvarikova

**In attendance:** Jackie Mackenzie, Chief Operating Officer (COO)  
Stuart Inglis (Henderson Loggie),  
Susan Hunter, Head of Human Resources and Organisational Development (Head of HR and OD)  
Dawne Hodgkinson, International and Corporate Services Director (for item 4 only)

**Apologies:** Margaret Cook, Lindsey McLeod

**Chair:** Brian Crichton

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

**Quorum:** 3

Summary of Action Items			
Ref		Responsibility	Time Line
*7	<b>Procurement Strategy and Annual Action Plan 2017-18</b>  Check the date of the first Annual Procurement Report and ensure it is updated to the 2017 year end.	International and Corporate Services Director	By next meeting
*9.2	<b>Space Management</b>  Reference the review in the Henderson Loggie Annual Report	Internal Auditors	When annual reports are prepared after year-end.

## Minutes

Item	Action
<b>1 Welcome and Apologies</b>  The Chair welcomed members. Apologies were received from Margaret Cook and Lindsey McLeod. The Committee noted that Lorna Nicoll had resigned from the Board of Management with immediate effect.	
<b>2 Additions to the Agenda</b>  There were no additions to the agenda.	

### **3 Declaration of Interest in any Agenda Item**

There were no declarations of a conflict of interest.

### **4 Minutes of the meeting of Audit Committee held on 29 November 2017**

The minutes were approved subject to the following corrections:

Attendance – noted that David Archibald of Henderson Loggie had attended, not Stuart Inglis. A ‘typo’ on page 5 item 10.4 to be corrected to read ‘learning’ instead of ‘leaning’.

### **5 Actions arising from previous minutes**

#### **10.4 Internal Audit Report - ASW**

Reference the good practice identified in the ASW report in the External Auditors Report.

**Action complete**

### **6 Balanced Scorecard**

The COO introduced the paper drawing the Committee’s attention to the ‘Sustainability’ indicators, item 10 onwards. The Committee noted that a version showing expected direction of some of the indicators had been circulated.

The Committee noted explanations for some of the downward trends where they occurred. There was some discussion about the need for setting stretching targets instead of trends for example in measuring carbon footprint. The Committee was reassured to hear that the College was active in promoting carbon reduction measures, including the establishment of a Sustainability Group involving staff and students, to drive further improvements.

### **\*7 Procurement Strategy and Annual Action Plan 2017-18**

The International and Corporate Services Director introduced the paper which comprised the Procurement Strategy and Annual Action Plan. The Strategy requires update every 2 years in line with APUC guidance. The Action Plan is updated every year.

The Committee discussed a number of points and noted that quarterly procurement meetings were held to discuss procurement matters, including monitoring progress against actions. The College also was an active participant in the UHI shared services agenda and kept a ‘watching’ brief on the Tayside Collaboration Group in order to explore opportunities for potential intelligence/efficiencies/improvements.

International  
and



The International and Corporate Services Director would confirm the date of the first Annual Procurement Report and ensure that it was updated to 2017 year-end.

## **8 Risk Management**

### **\*8.1 Strategic Risk Register**

The COO introduced the paper which set out the updated Risk Register for the third quarter review together with any emerging/topical risks. The Committee noted 3 emerging or updated risks and the mitigating actions.

The indicative funding letter from SFC had been issued earlier in the day and the COO was seeking to clarify some of the detail in the letter and understand potential implications. In addition, clarification was needed on funding that had been identified for national bargaining and how that would apply across the sector.

The Committee noted that the final handover for the new UHI Finance System was end of February, but that there were still issues with the system's functionality. Perth College had retained and recently updated Symmetry, so mitigating risk exposure.

The risk on integration has been updated.

### **\*8.2 Health and Safety Risk management Profile – January 2018 – six month review**

The Committee noted the H&S risk management profile and that gas (utilities) had been added in the light of the gas leak before Christmas.

The Committee noted that the Health and Safety Officer had left some weeks ago and that a revised job profile was about to be advertised.

The Chair asked for confirmation that the interim arrangements did not leave the College exposed. The Head of HR and OD confirmed that adequate stand-in resources were available: the Director of Estates was a H&S trained competent person and fulfilled that role, the HR team was supporting Occupational Health and DSE work and the College had access to external advice and professional support.

## **9 Internal Audit**

### **\*9.1 Internal Audit Annual Plan Progress 2017-18**

The Committee noted the internal audit annual plan and progress.

### **\*9.2 Space Management**

The Committee noted the report of a business process review on space management. The review identified key requirements and opportunities for improved processes and these were set out in an agreed action plan. Audit Committee noted the action plan and key aspects to follow up. Reference to the work and action plan will be made in the Auditors Annual Report.

Internal  
Auditors

### **\*9.3 IT Network Arrangements**

The Committee noted the Audit Report on IT network arrangements, which had been identified as being satisfactory. A number of recommendations would be followed up. In terms of business continuity, the Committee noted that UHI was to undertake an exercise to test its Business Continuity Plan.

### **\*10 Freedom of Information and Data Protection six monthly Report 2017-18**

The Committee noted the Report. In terms of Freedom of Information, the Committee noted that a CCTV audit was being undertaken.

In terms of data protection, the Committee noted that SMT and CMT were fully engaged in, and committed to, preparing the College for GDPR. A data map had been drawn up and the College was working through implementation of the identified actions.

### **11 Committee Minutes**

#### **\*11.1 Health and Safety Committee Meeting 1 February 2018**

The Head of HR and OD drew attention to an item in the minutes about the misuse of drugs and informed the Committee of plans to work with the police to run staff awareness sessions. In addition, the College had received gold in the 'healthy working lives' awards.

The Audit Committee noted a high number of apologies at the last Health and Safety Committee and the Audit Chair was keen to stress that deputies should be encouraged to attend when members are unable, to ensure that constituencies are always properly represented in the most important of activities. .

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

22 May 2018 at 5.30pm

### **\*13 Review of Meeting**

Members agreed the meeting had covered its Terms of Reference.



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.

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 1998.

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

# Finance and General Purposes Committee

## Draft Minutes

Paper 12

**Meeting reference:** FGP2017-18/03  
**Date and time:** Wednesday 7 March 2018 at 5.30pm  
**Location:** Room 019

**Members present:** Margaret Cook, Jim Crooks, Harold Gillespie, Deborah Hutchison, David Littlejohn, Grant Myles

**In attendance:** Jackie Mackenzie, Chief Operating Officer (COO)  
Susan Hunter, Head of Human Resources and Organisational Development (Head of HR and OD)  
Ian Martin, Head of Finance  
Maureen Masson, Secretary to the Board of Management

**Apologies:** None

**Chair:** David Littlejohn  
**Minute Taker:** Maureen Masson  
**Quorum:** 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
*8.1	<b>Balanced Scorecard</b>  Review Balanced Scorecard indicators and format for presentation	COO and Planning and Project Manager when in post	For possible implementation next Academic year
*9.1	<b>Estates Update</b>  Extend the contract for SYHA's summer lease of the College's residences.	COO	As appropriate

### Minutes:

#### Item

#### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting, particularly Susan Hunter who was attending her first meeting of the Committee and Ian Martin, who was in attendance for the last time having resigned as Head of Finance. All members were present and no apologies were noted.

#### Action

## **2. Additions to the Agenda**

There was one addition to the agenda notified by the COO. An update on the residences project would be taken under Item 9 'Estates Update'.

## **3. Declaration of Interest in any Agenda Item**

There were no declarations of a conflict of interest.

## **4. Minutes of Meeting held on Wednesday 29 November 2017**

The minutes were approved as a correct record.

## **5. Matters Arising from Previous Minutes**

Both matters arising from the previous minutes on the budget and external audit annual report would be actioned in the course of the year as part of the normal business cycle.

### **\*6.1 Perth College Management Accounts – 6 months to 31 January 2018**

The Committee discussed the paper and the key considerations in the management accounts at the end of the second quarter. The Committee noted that the College was forecast to achieve operational break even at the year-end, taking account of a number of assumptions explained in the paper and at the meeting. The Committee was reassured that individual budgets were carefully monitored and the Finance team worked closely with budget holders to ensure that expenditure remained within budget.

### **\*6.2 Perth College Group Forecast to year end 31 July 2018**

The Head of Finance introduced the paper and the Committee noted that the College was forecast to come in on budget. The forecast profit of AST against a group budgeted position of breakeven was noted.

In response to a question about the treatment of FE and HE fee income as an accrual, the COO confirmed this approach was consistent with good practice, that the full set of accounts are available to managers and that they spend against budget, not income.

The Committee approved the forecast for the anticipated outturn at year-end.

The Chair of the Board of Management commended senior colleagues on successful recruitment outcomes in January that contributed to the anticipated positive outturns. It was noted that future years would continue to be challenging in terms of recruitment and managing the cost base.

### **\*6.3 AST Management Accounts – 6 months to 31 January 2018**

The Committee noted the six months position for AST and the surplus position at this stage against a budgeted deficit position. This was positive but the Committee noted that this was less than in the same period last year.

The COO reassured the Committee that AST management makes every effort to manage the current challenging financial climate.

## **7 Indicative Funding Announcement**

The COO introduced the paper which provided a summary of the recent SFC indicative funding announcement for FE and HE. The Committee noted that final allocations for both FE and HE would be confirmed later in the year. Work would be done to determine individual allocations across the partnership.

## **8 Reporting**

### **\*8.1 Balanced Scorecard**

The COO introduced the paper highlighting in particular the 'sustainability' measures. Following discussion, the Committee recommended that a review of the Balanced Scorecard indicators should be undertaken to consider their primary purpose and the ways in which the Balanced Scorecard is presented. In addition, it may be pertinent to look at the timing of its presentation to the different Board Committees given that some measures are only available at the end of the Academic Year.

COO and Planning and Project Manager when in post

## **9. Estates**

### **\*9.1 Estates Update**

The COO indicated that it was business as usual for the Estates Department. Consideration was being given as to how to improve the Brahan reception to enhance the student experience. The Committee noted that the Tay Cities deal outcomes would be known soon and that may lead to some bigger project work/estate development.

The COO updated the Committee on the latest position regarding the possible sale of Perth College residences and implications for the UHI residences project. Prior to taking forward to any approach, agreement

would have to be reached in terms of price and assurances given that the College could retain the full proceeds from the sale.

The Committee agreed that the contract for SYHA's summer let of the College's residences should be extended by one year. This would give time for a strategy to be developed which would address the points in relation to the sale of the residences at Perth, whilst allowing the College to retain a watching brief over the UHI residences project.

COO

## **9.2 College Sector estates condition survey**

The Group noted, for information, the outcome of the sector wide condition survey commissioned by SFC.

## **10 Human Resources**

### **\*10.1 Human Resources Update**

The Head of HR and OD introduced the paper. The Committee noted key aspects and that staff in the HR team would review the approach to L&D and its recording in due course.

The Committee warmly welcomed developments in all areas HR and was pleased that a team was in place to support the Head of HR and OD take forward this important work for the College.

## **11 Standing Committees**

### **11.1 Joint Negotiating Committee**

**Support Staff – 15 February 2018**

**Lecturers – 18 January 2018**

The Head of HR and OD reported that recent meetings with Unions had been positive and that the Unions were open to change to support managers in their day-today jobs.

## **12 Date of Next meeting**

Wednesday 30 May at 5.30pm

The Chair thanked the Head of Finance, Ian Martin, for his significant contribution to F&GPC over the years and the Committee joined in wishing Ian all the very best for his life beyond the College.

## **13 Review of Meeting**

The Committee agreed the meeting had covered its Terms of Reference.

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.

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