Board of Management

Agenda

Meeting reference: Board 2018-19/01
Date: Wednesday 10 October 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 a Conflict of Interest in any Agenda Item		Chair	
*4	Minutes of the meeting held on Wednesday 13 June 2018	Secretary	Chair	Paper 1
*5	Actions arising from previous minutes		Chair	Verbal
*6	Evaluative Report and Enhancement Plan	Interim Depute Principal – Academic	Interim Depute Principal – Academic	Paper 2 plus additional pdf items
*7	AST Business Plan Update		Principal	Verbal
*8	UHI Assembly Meeting Update		Chair	Verbal
*9	Development Trust Revised Structure	Vice Principal – External	Vice Principal – External	Paper 3
*10	Relocation of Pathways	Interim Depute Principal – Academic	Interim Depute Principal – Academic	Paper 4 **Closed**
*11	HISA Perth College Update	Student President	Student President	Paper 5
*12	Chair's Report		Chair	Verbal
*13	Principal's Report	Principal	Principal	Paper 6
14	**Policies and Procedures**			

University of the Highlands and Islands
Perth College

*14.1	Fee Waiver Policy	UHI Policy Group	Principal	Paper 7
*14.2	Student Support Funds Policy	UHI Policy Group	Principal	Paper 8
*14.3	Health and Safety Policy 2018	Health and Safety Adviser	Principal	Paper 9
15	**Minutes of Board Standing Committees** (approved by Committee Chair but unconfirmed by full Committee at this stage) For the Board of Management to note.			
15.1	Engagement Committee – 30 August 2018 May 2018	Secretary	Chair - Engagement	Paper 10
15.2	Chairs' Committee – 3 September 2018	Secretary	Chair – Chair's	Paper 11 **Closed**
15.3	AST Board – 11 September 2018	PA to the Principal and Chief Executive	Chair – AST Board	Paper 12 **Closed**
15.4	Audit Committee – 18 September 2018 *not yet approved by Committee Chair	Secretary	Chair - Audit	Paper 13
15.5	Finance and General Purposes Committee – 25 September 2018	Secretary	Chair - F&CP	Paper 14 **Some closed items**
16	Date of next meeting – 12 December 2018			
17	Review of meeting		Chair	

Board of Management

Draft Minutes

Meeting reference: Board 2017-18/04
Date and time: Wednesday 13 June 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Brian Crichton, Harold Gillespie, Sharon Hammell, Deborah Hutchison, Ann Irvine, Grant Myles, Sharon McGuire, Lindsey McLeod, Lynn Oswald, Charlie Shentall, John Dare (from item 6)

Apologies: David Littlejohn, Jim Crooks, Nurina Sharmin, Anna Zvarikova

In attendance: Barbara Nelson, HMIe Education Scotland
Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Jackie Mackenzie, Chief Operating Officer (COO)
Susan Hunter, Head of Human Resources and Organisational Development
Maureen Masson (Secretary to the Board of Management)

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

Ref	Action	Responsibility	Time Line
Summary of ongoing Action Items from previous meetings			
6	**Fair use Wi-Fi policy** – report back when review of UHI policy and other work is complete	COO	When review is complete
8	**ASTET Review Group** – write to the Review Group	Chair	When actions complete
8	**HISA Perth College** – prepare a paper on a possible presentation for the Engagement Committee in the Autumn	Student President /Interim Depute Principal/ Secretary	For agenda for 30 August EC meeting

Ref	Action	Responsibility	Time Line
Summary of ongoing Action Items from meeting on 21 March 2018			
7	**HMIe** - College HMIe to be invited to the October Board meeting	Secretary	ASAP
10	**Development Trust** – complete a strategic overview of development activity	Vice Principal External	October Board meeting
14	**Balanced Scorecard**- New framework to be finalised	COO	October Board meeting

University of the Highlands and Islands
Perth College

Perth College is a registered Scottish charity, number SC021209.

Ref	Action	Responsibility	Time Line
16.2	**Organisational Change Procedure** –Finalise subject to some amendments	Chair/Principal	ASAP
17	**Remit and membership of Academic Affairs** - Finalise the membership to ensure the quorum requires attendance of a Board Member	Principal/ Secretary	For 2018-19 session
21	**Schedule of meetings** - Finalise outstanding dates to complete the schedule	Secretary	ASAP

Minutes

Item		Action
1	**Welcome and Apologies**	

1 **Welcome and Apologies**

The Board agreed to take Agenda Item 6– *Confirmation of a new staff member –* as the first item of business. It was further agreed that the College's HMIe would make her address before the main business of the meeting.

The Chair welcomed everyone to the meeting including Barbara Nelson, Veronica Lynch and Lorenz Cairns who were attending their first Board meeting and Susan Hunter who was attending for HR items. Apologies were noted.

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 **Minutes of Meeting held on Wednesday 21 March 2018**

The minutes were approved as accurate record.

5 **Matters Arising**

From previous Board meetings
4. Update the Board at the next meeting regarding the ongoing work with the Development Trust

Action Update: on the agenda for the meeting.

14. Bring the Whistleblowing Policy back to the Board when the drafting process is complete

Action Update: on the agenda for the meeting

8. Fair use Wi-Fi policy – report back when review of UHI policy

and other work is complete

Action Update: No further update at the present time. An update will be provided when available.	COO

*6. ASTET Review Group – write to the Review Group

Action Update: The Chair reported that he had not yet written to members of the Review Group, as the actions arising were not fully closed off. He would do so at the earliest opportunity.	Chair

*7 Incorporated Colleges' Integration Discussions – invite Chairs of other FE delivery partners and non-integrating Colleges for a high level discussion about future thinking

Action Update: on the agenda for the meeting

*8. HISA Perth College to discuss with Engagement Committee Chair the format and nature of a presentation to the Board at its meeting on 13 June 2018

Action Update: Following the last Board meeting, the Student President had asked for more time to prepare a presentation for the Board – this will be carried forward to the next Board meeting and the format discussed at the first meeting of the Engagement Committee in session 2018/19.	Interim Depute Principal/ Secretary

9. Board Secretary to write to the Head of Governance and Records Management at UHI to notify the regional strategic body of the extension of the Terms of Office for two Board members

Action Update: Action complete

13.2 AST Business Plan - closed

13.3 Agree a date for the College's HMI to attend a Board meeting/development event.

Action Update: The College's HMIe in attendance

*6	**Confirmation of new staff member**	

A short biography for John Dare was tabled and the Board confirmed John's appointment noting his recent election as Support Staff Member on the Board of Management.

John joined the meeting at this point.

*7	**HMIe address – Barbara Nelson**	

Barbara Nelson, Lead Inspector from Education Scotland set out the

background and context going forward for HMIe input. The Board noted that Education Scotland's remit was on Further Education only. The remit Higher Education lay with the Quality Assurance Agency (QAA).

The Evaluative Report and Enhancement Plan had been prepared in Autumn 2017 and staff in the College had been working towards implementation of the identified actions. During the past several weeks, Education Scotland officials had been in College to meet the Sector Directors and Managers and the Depute Principal Academic to gain an understanding of key priorities and challenges.

Barbara reminded the Board that overall College direction should be influenced by national strategy and policy priorities reflected in the College's Outcome Agreement – priorities included widening access, articulation, attainment and retention, Developing the Young Workforce, development and innovation, modern apprenticeships, cyber security and corporate parenting. A number of key challenges and considerations were discussed and are summarised below.

- Ensuring that good practice demonstrated in some curriculum areas was shared across all sectors;

- More active engagement with particular groups of students e.g. care experienced and those with mental health issues, drawing on information from data readily available;

- Fostering a culture of empowerment, beyond traditional boundaries, and staff ownership in curriculum delivery. Greater dialogue with curriculum teams to ensure a wider understanding of context and key priorities;

- Whilst College quality processes were robust, they were perceived by some to be onerous and limiting in terms of responsiveness;

- A review of Curriculum planning - including courses with poor attainment levels; and

- Engagement in delivery of student priorities and more active employer engagement.

The HMIe outlined the approach to the Evaluative Report and Enhancement Plan going forward. The Evaluative Report would span 3 years from the next update in October 2018 and the Enhancement Plan, which would be part of that plan, would be rolled forward year-on-year and measured against a six grade assessment scale which would be made public.

The Board welcomed the update and the College will continue to work with Education Scotland to take forward priorities. The Chair thanked Barbara Nelson for attending the meeting and it was agreed

she would be invited to the October Board meeting when the next report would be discussed | Secretary

Barbara Nelson left the meeting at this point.

*8   AST Business Plan - closed

9   Incorporated Colleges Discussions

The Chair reported the latest developments since the last Board meeting. A meeting had been held with Chairs of a number of the Colleges who were not part of the Integration Board discussions and the Chair of Court, and those discussions were followed by a communication to all Academic Partner Chairs and Principals from the Perth College Chair. A meeting between the Integration Board representatives and the Minister for Further Education, Higher Education and Science had also been held on 18 May 2018.

Following the ministerial meeting, a communication from the Chair of Court had been issued across the partnership that outlined a different way forward from those proposed by the Integration Board. Formal integration was no longer on the agenda but rather there was to be a renewed emphasis on partnership working. Comments were invited and the Board and Audit Committee Chairs had provided feedback.

The Chair of Court had decided that a new 'Assembly' comprising some 72 or more members was to be established and Partner Chairs and Principals were to be central to any discussions. Dates were in place for the first meeting of the group in September. The Project Manager remained in post, but at this stage, it was not clear whether the grant funding offered by the Scottish Funding Council would be available given the scope of the discussions had changed.

The Board noted that the College was still waiting for confirmation of UHI Ltd budgets for Academic Year 2018-19.

10   Development Trust Update

The Chair updated the Board about ongoing discussions with the Development Trust and Campaign Board – this matter was discussed at a recent Chairs meeting. The Board noted that two of the trustees had resigned following discussions about the Development Trust constitution.

Chairs's Committee had recommended a full options appraisal be undertaken for the Development Trust. The Board noted that the Vice Principal External would be leading a strategic overview of development activity over the summer and that outcomes from that should be complete in time for the Autumn Board meeting. | VP External

A meeting with the Campaign Board was scheduled for 25 June 2018 and the Principal and Chair would attend to provide an update on recent activity.

*11 **HISA Perth College Update**

The Board noted the report prepared by the Student President.

*12 **Chair's Report**

The Chair covered his report in earlier agenda items.

*13 **Principal's Report**

The Principal raised a number of staffing issues including the Failure to agree with UNISON on the development of the One Stop Shop. The Principal explained the background to project and that there was some urgency to press ahead with the plans, to start the physical infrastructure work over the holiday period.

The Board discussed project communications and the consultation process to date and noted that the formal consultation process had yet to start. The Senior Management Team (SMT) reassured the Board that there had been discussion with key managers but there was some concern that staff remained unaware of the project scope and its objectives. A meeting earlier in the day with all staff directly affected had been helpful in explaining the project deliverables and it was important that SMT continued with dialogue and formal consultation. SMT would reflect on the process to date and why gaps remained at management team level. Post project evaluation would highlight lessons learned.

The Board also discussed the impact of ongoing change initiatives. The Board was keen that all staff are properly supported during this period, and emphasised that structured dialogue and communications were vital. Change management training may be an option to support staff.

The Principal also outlined other key activity she had been involved in:

- A successful trip to China to oversee graduation events and further discussions about the potential for other areas of academic delivery;

- The BSc (Hons) Aircraft Maintenance & Management had been approved, spanning Part 66 (AST) and a top up degree;

- ongoing interactions with ministers and participation in the Chairs & Principals annual residential and the recent Board Members conference;

- SMT was now operating at full capacity;

- full participation in Partnership Council including one bi-annual meeting and the Principal was chairing a Short Life Working Group on Professional Development;

- Ongoing work with Perth & Kinross Council/Perth City Development Board and leading on the City of Knowledge & Learning for the Development Board involving colleagues from UHI;

- A number of matters related to national bargaining;

- Operational planning work;

- Student engagement – continuing to meet with students regularly and a meeting with the HISA Chief Executive;

- Participation in a Sector Policy Forum to propose policy initiatives to government and to look at future funding models with SFC; and

- A number of positive activities recognising/celebrating student activity.

*14   **Balanced Scorecard**

The Board noted the paper which provided a year-end analysis of the College's key performance measures. A detailed review of the Balanced Scorecard was now underway to identify measures including how best they might be presented to the Board and its sub Committees. A revised framework would come back to the Board in due course.   COO

15   **Board of Management Business**

15.1 & 2   **Recruitment of a Chair an Independent Members**
Adverts for the role of Chair and Independent Members have been placed and the links widely shared with interested groups. The Board noted the closing date for each vacancy and that an open evening for prospective candidates would be held on 18 June 2018.

16   **Policies and Procedures**

*16.1 **Redundancy Procedure**

The Head of HR and OD introduced the proposed Redundancy Procedure which had been considered and approved by the Joint Negotiating Committees, Staff Consultation Forum and College Management Team.

The key aspects were summarised and the Board noted that there was currently no Redundancy Procedure despite the fact this was a statutory requirement. The Head of HR and OD confirmed that the Unions had accepted the rationale for the procedure which followed best practice and covered all legislative aspects.

After some discussion about the application of policy in practice, the Board approved the Redundancy Procedure noting that a number of typographical errors needed to be corrected.

*16.2 **Organisational Change Procedure**

The Head of HR and OD introduced the proposed Organisational Change Procedure. The Board noted that it had been drafted in line with ACAS good practice and that it had been considered and approved by the Senior Management Team, College Management Team and Joint Negotiating Committees.

The Board recommended some changes to the language in the procedure at item 7 and for some flexibility in the application of the policy with regard to stakeholder consultation.

The Board approved the general principles of the policy and, subject to recommended amendments noted above, delegated responsibility to the Chair and Principal to finalise the policy.

Chair/
Principal

*16.3 **Anti-Bribery Policy**

The Board approved the policy noting that it had been discussed at the last Audit Committee meeting.

*16.4 **Fraud Prevention Policy and Response Plan**

The Board approved the policy noting that it had been discussed at the last Audit Committee meeting.

16.5 **Whistleblowing**

The Board approved the revised and updated Whistleblowing Policy noting the key changes since the last policy.

*16.6 **Admissions Policies for Higher Education and Further Education**

The Board noted the Further Education Admissions Policy together with the HE Admissions Policy which had been considered in tandem at the last Engagement Committee meeting.

The Board approved the FE Admissions Policy for implementation in 2019-20 applications process.

*17 **Terms of Reference for Engagement and Academic Affairs Committees**

The Board noted proposed revised Terms of Reference for Engagement and Academic Affairs Committees. Chairs had agreed that they be implemented for Academic Year 2019-20 and reviewed for effectiveness after one year. The Board recommended that the quorum for Academic Affairs be amended to ensure that at least one independent Board Member had to be present at meetings.   Secretary

18 **IiP (Investors in People) Status Option Appraisal – Closed item**

19 **GDPR Update**

The Board noted the paper and two updates which charted progress in the work towards compliance with GDPR regulations and progress made since consideration of this item at Chairs' Committee in May. The Board noted that a shared UHI resource (a Data Protection Officer based in Moray College) had provided advice on the College's readiness. The Board further noted that there was a vacancy for a Freedom of Information/GDPR resource and that that would be determined once the organisational re-structure was complete.

There was some discussion about the College's approach to dealing with cyber security issues and the Board noted that the Head of Information Services would lead on this aspect.

20 **Minutes of Standing Committees (unconfirmed)**

20.1 **AST Board – 1 May 2018 - closed**

20.2 **Engagement Committee – 10 May 2018**
Noted

20.3 **Academic Affairs– 16 May 2018**
Noted

20.4 **Chairs Committee – 21 May 2018 - closed**

| 20.5 | **Audit Committee – 22 May 2018** |
| | Noted |

The Committee Chair informed the Board that the Audit Committee had been asked to provide a response to a series of audit questions posed by Ernst and Young. The external auditors had provide some feedback and a final response was being prepared for submission by 31 July 2018. In addition, the Audit Committee had evaluated the services of the internal and external auditors. The Committee had again commented on the need for deputies to attend the Health and Safety Committee when members were unable to attend.

| 20.6 | **Finance and General Purposes Committee Board – 7 March 2018** |

Noted – F&GPC noted that UHI Ltd final budgets for 2018-19 had not yet been determined and expressed concern that ongoing integration discussions were delaying 'business as usual' activity.

| *21 | **Schedule of Meetings** |

The Board noted the schedule of meetings which were agreed subject to some final tweaking around three dates.

New dates for two strategy days in late September and mid/late March would be sought. The dates for an AST Board and development evening next May would have to change. These dates would be confirmed asap.   Secretary

| 22 | **Date of Next Meeting** |

10 October 2018

| *15 | **Review of Meeting** |

Members agreed the meeting covered Board business.

The Chair reminded Board Members that this was the last meeting for Lindsey McLeod and Sharon Maguire. The Chair extended a vote of thanks to them for their hard work and commitment to the Board and wished them all the very best for the future.

Harold Gillespie spoke on behalf of the Board to thank Grant Myles, Chair, for his significant contribution and wise steering over the last four years, as it was Grant's last meeting. There would be an opportunity to thank Grant informally later in the year, but the Board wholeheartedly endorsed the sentiments expressed by Harold and wished Grant all the very best for the future.

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 ☒ ☐ but item 18 to remain 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? No ☒ ☐

Education Scotland – advice and guidance on grading 2017-18 Evaluative Reports

1. General overview

Grades were not published alongside college Evaluative Reports in 2016-17. However, as part of the developmental approach, colleges undertook useful grading exercises as part of their internal processes. These were further considered in pre-endorsement and endorsement discussions which included college HMI and Regional Outcome Agreement Managers. The **Supplementary Guidance for College Evaluative Reports and Enhancement Plans for AY 2017-18** indicated that Education Scotland would issue separate advice and guidance on grading, including grade descriptions.

2. The six-point scale – grade descriptions

The six-point scale is a tool for grading the **three areas** within the college quality framework – **How good is our college?**

- **Outcomes and impact (QIs 3.1 and 3.2)**
  How good are we at ensuring the best outcomes for all our learners?

- **Delivery of learning and services to support learning (QIs 2.2, 2.3 and 2.4)**
  How good is the quality of provision and services we deliver?

- **Leadership and quality culture QIs 1.1 and 1.4)**
  How good is our leadership and approach to improvement?

It should be noted that, in the college context, when a grading is applied, it is for the **whole area** and not for individual quality indicators (QIs), or themes. Individual QIs or themes should not be graded. Bear in mind that awarding levels using a quality scale will always be more of a professional skill than a technical process. However, the following general guidelines should be consistently applied:

- An evaluation of **excellent** means that this aspect of the college's work is outstanding with excellent practice worthy of dissemination. The experiences and achievements of all learners are of a very high quality. An evaluation of excellent represents an outstanding standard of provision which exemplifies very best practice, based on achieving equity and inclusion and a deep professional understanding which is being shared beyond the college to support system-wide improvement. It implies that very high-levels of performance are sustainable and will be maintained.

- An evaluation of **very good** means that there are major strengths in this aspect of the college's work. There are very few areas for improvement and any that do exist do not significantly diminish learners' experiences. An evaluation of very good represents a high standard of provision for all learners and is a standard that should be achievable by all. There is an expectation that the college will make continued use of self-evaluation to plan further improvements and will work towards improving provision and performance to excellent.

- An evaluation of **good** means that there are important strengths within the college's work, yet there remains some aspects which require improvement. The strengths have a significantly positive impact on almost all learners. The quality of learners' experiences is diminished in some way by aspects in which improvement is required. It implies that the college should seek to improve further the areas of important strength, and also take action to address the areas for improvement.

- An evaluation of **satisfactory** means that strengths within this aspect of the college's work just outweigh the weaknesses. It indicates that learners have access to a basic level of provision. It represents a standard where the strengths have a positive impact on learners' experiences. While the weaknesses will not be important enough to have a substantially adverse impact, they do constrain the overall quality of learners' experiences. The college needs to take action to address areas of weakness by building on its strengths.

- An evaluation of **weak** means there are important weaknesses within this aspect of the college's work. While there may be some strengths, the important weaknesses, either individually or collectively, are sufficient to diminish learners' experiences in substantial ways. It implies the need for prompt, structured and planned action on the part of the college.

- An evaluation of **unsatisfactory** means there are major weaknesses in this aspect of the college's work which require immediate remedial action. Learners' experiences are at risk in significant respects. In almost all cases, this will require support from senior managers in planning and carrying out the necessary actions to effect improvement. This will usually involve working alongside agencies who can provide support, or with staff in other colleges.

3. Further advice

In carrying out the grading exercise for the Evaluative Report for 2017-18, colleges should reflect on the document circulated to the sector by SFC – **Supplementary Guidance for College Evaluative Reports and Enhancement Plans for AY 2017-18.** The three high level principles should not be graded in isolation of each other. There must be clear linkages between the three areas as described in the guidance.

In carrying out the grading exercise, it is suggested that colleges start with the judgement for **Outcomes and impact**, followed by **Delivery of learning and services to support learning** and finally **Leadership and quality culture**.

The following examples are provided to illustrate **unlikely combinations**:

High level principle	Proposed grade
Outcomes and impact	satisfactory
Delivery of learning and services to support learning	good
Leadership and quality culture	very good

High level principle	Proposed grade
Outcomes and impact	good

Delivery of learning and services to support learning	very good
Leadership and quality culture	excellent

High level principle	Proposed grade
Outcomes and impact	weak
Delivery of learning and services to support learning	very good
Leadership and quality culture	good

4. Capacity for improvement

Capacity for improvement should not be graded. However, based on the findings drawn from evaluations across the three high level principles and the grades awarded, the college is required to write a short narrative to answer the question:

- **What is our capacity for improvement?**

5. Grading methodology – some helpful suggestions

Colleges may want to consider how the grading discussions should be concluded for the Evaluative Report, to ensure accuracy and robustness. College HMIs are available to support this process. The following are suggestions:

- a grading exercise/meeting could be organised once the Evaluative Report is complete, but before submission to SFC and Education Scotland;
- it would be good practice to include the college HMI and the Regional Outcome Agreement Manager at this grading meeting;
- where the college has Associate Assessors or Quality Champions, their contributions might be useful in the grading meeting; and
- good practice would also encourage colleges to include a member of the Student Association in these discussions.

Board of Management

Paper 3

Paper for Consideration

Subject: Development Trust Revised Structure
Author: Vice Principal External
Date of paper: 3 October 2018
Date of meeting: 10 October 2018

Action requested of committee:

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

Cost implications:
(Tick as appropriate)   Yes: X   No:

Executive Summary:

This paper outlines the recommendations on the revised structure of the College's Development Trust and Campaign Board to enable a strategic approach towards fundraising and alumni development.

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 X   Closed ☐ (tick as appropriate)

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 1988.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   Yes ☐   No **X** (tick as appropriate)

BOARD OF MANAGEMENT   **PAPER FOR APPROVAL**

DEVELOPMENT TRUST REVISED STRUCTURE   **3 OCTOBER 2018**

INTRODUCTION

This paper outlines the recommendations on the revised structure of the College's Development Trust and Campaign Board to enable a strategic approach towards fundraising and alumni development.

BACKGROUND

The current structure of the College's Development Trust is an arms-length body independent from the College. There is a Campaign Board which sits underneath the Trust with a focus on targeting individuals of high net worth and organising events to attract funds to the College. Since its inception in 2004, £8m has been raised in partnership with the College.

The existing Trust Deed does not comply with current charities legislation and as a result, the former Trust Chair wished to re-scope the focus and articles of the Trust. The Trust must operate independently of the College. With the recent ONS reclassification of the College as a public body, this would require the Trust to become financially self-sufficient which would not be viable. In parallel with this, the last remaining independent member of the Trust has opted to retire leaving the College Board Chair and Principal as the only remaining members of the Trust. This has provided an opportunity to restructure the Trust and the Campaign Board structure into one that complies with charities legislation.

FEEDBACK TO INFORM THE REVISED STRUCTURE

Feedback was obtained from staff and Campaign Board members to inform the revised structure. Campaign Board members have provided many years of support to the College for fundraising activities and two of the members have indicated that they will retire at this point although still remain supportive of the College and its aims. The majority felt a two tier structure was still required although the new structure should be as administratively straightforward as possible, each with a clear remit and objectives. All respondents felt that new members should be sought to join the revised organization.

REVISED STRUCTURE

Taking this feedback on board, the following approach is proposed:

- Revise the Development Trust deeds to remove the Veto. At least two new members should be appointed as Trustees alongside the College Chair and Principal. The remit and objectives of the Perth College Development Trust (PCDT) are included at Appendix 1.
- A Perth College Development Committee (PCDC) should replace the Campaign Board. The remit and objectives of this new organization are included at Appendix 2.
- Existing Campaign Board members wishing to join the Development Committee will be given the opportunity to do so. Early indications are that 3 of the existing Campaign Board members are choosing to step down. This will result in a further 3-4 new members required for the new Committee. Other members may be co-opted at other times for particular fundraising campaigns.
- Alumni relations will remain the responsibility of Perth College UHI in compliance with GDPR guidelines.

FINANCIAL IMPLICATIONS

The updating of the Development Trust deeds will incur £1,000 in legal fees.

RECOMMENDATION

This approach was endorsed by the Engagement Committee. The Board of Management are requested to note and endorse this revised approach.

APPENDIX 1

PERTH COLLEGE DEVELOPMENT TRUST

Purpose

Perth College Development Trust (PCDT) supports Perth College UHI to deliver its strategic objectives and an enhanced student experience by ensuring the governance of the Development Trust complies with OSCR legislation.

Ethos and Values

Ambition, Integrity, Respect

Structure

PCDT is an arms-length organization to Perth College UHI which is registered as a charitable organization. Annual updates on PCDT activities, progress and achievements will be provided to Perth College Board.

PCDT will provide a governance structure to support the management of all funds generated by Perth College and the Perth College Development Committee (PCDC). All funds generated will be re-invested for the benefit of Perth College UHI student experience as detailed in the revised Trust Deed.

PCDT Remit

- Undertake the governance of the PCDT and any associated funds held within the Trust.
- Act as an ambassador of Perth College UHI, raising the profile of the work of the College

Meetings

Meetings will take place bi-annually and will be coordinated by the Chief Operating Officer and the Vice Principal External.

Membership

Membership will comprise the College's Board Chair, the College Principal and 2 independent individuals who have an interest in supporting the strategic priorities and an enhanced student experience of Perth College UHI.

Members should be willing to attend a minimum of 2 x 2hr meetings per annum, as well as support at least one additional College and/or external events throughout the year.

Strategic Fundraising Priorities of PCDT 2018-19

Identify and attract funders to enhance the student experience at Perth College UHI, particularly relating to:

- Research, project development, direct funding awards, peer support initiatives, equipment and facilities
- Target audiences - care experienced, vulnerable, disadvantaged and disengaged individuals to increase their opportunities
- Target interventions - learning, skills development, work experience, innovation, enterprise, health and wellbeing

APPENDIX 2

PERTH COLLEGE DEVELOPMENT COMMITTEE

Purpose

Perth College Development Committee (PCDC) through Perth College Development Trust (PCDT) supports Perth College UHI to deliver its strategic objectives and an enhanced student experience by generating increased external fundraising activities.

Ethos and Values

Ambition, Integrity, Respect

Structure

PCDC is a sub-committee of PCDT which is arms-length organization to Perth College UHI which is registered as a charitable organization. All funds generated by PCDC will be re-invested for the benefit of Perth College UHI student experience.

Remit

PCDC remit will be:

- Act as an ambassador of Perth College UHI, raising the profile of the work of the College
- Identify potential funders/ donors to support Perth College UHI strategic objectives
- Enable introductions to Perth College UHI of new prospects and individuals of high net worth
- Provide advice and support to enable regular gift donations to Perth College UHI
- Identify and assist with the delivery of fundraising projects and activities
-

Meetings

Meetings will take place quarterly and will be co-ordinated by the Development and Alumni Manager

Membership

Membership will comprise 6-8 individuals who have an interest in supporting the strategic and priorities and an enhanced student experience of Perth College UHI. Membership will include the Vice Principal External and the Chief Operating Officer.

Members should be willing to attend a minimum of 3 x 2hr meetings per annum, as well as support at least one additional College and/or external events throughout the year.

Strategic Priorities 2018-19

Identify and attract funders to enhance the student experience at Perth College UHI, particularly relating to:

- Research, project development, direct funding awards, peer support initiatives, equipment and facilities
- Target audiences - care experienced, vulnerable, disadvantaged and disengaged individuals to increase their opportunities
- Target interventions - learning, skills development, work experience, innovation, enterprise, health and wellbeing

Board of Management

Paper for Consideration

Subject: HISA Perth College Update
Author: PC Student President
Date of paper: 2 October 2018
Date of meeting: 10 October 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.

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** ☑

HISA Perth Update

Class Talks

HISA Perth have been involved with several class talks since Freshers. It is essential we carry on the hype from Freshers and raise awareness of who we are the support we offer students at Perth. We used these visits as well to promote clubs & societies, the new NUS Totum discount card and class reps. A few classes had already elected class reps which we are delighted about. This shows us that both the students and staff are eager to be involved with what we do.

Green Week (24th-28th September)

HISA Perth had events on campus on the 24th and 26th where we promoted the benefits of having an eco-friendly campus and we surveyed students to find out their thoughts on the matter.

Through our involvement with this, our Vice President of Education of Engagement, Michaelangelo, became an ambassador for Olio, a food sharing mobile app that reduces food waste by connecting people with surplus food to those that need or wish to consume such food.

Plan of Work/Partnership Agreement

We are currently at the final stages of setting out our plan of work for the academic year ahead, once this is done we aim to tie this in to the 2018/19 Partnership Agreement with Perth UHI. In previous years the partnership agreements between the student association and Perth UHI have not signed off until the second semester and we believe that by getting this done early it allows us to focus better our work and gives us more time to achieve the targets we set in the agreement. Meetings have been set in October to finalise the plan of work between the HISA Perth executive team and to begin writing up our Partnership Agreement.

Train the Trainer (18th September)

The Perth UHI Quality team met with HISA Perth to deliver the SPARQS Train the Trainer programme. Dates are yet to be set for the Class Rep training but once they have been decided it will be a combination of both HISA Perth and the Quality team that will be training the reps.

Partnership Assembly (26th September)

Our Student President, Prince, attended the UHI Partnership Assembly along with other delegates from HISA where discussions were had about the future of UHI.

Board of Management

Paper 6

Paper for Consideration

Subject: Principal's Report
Author: Principal
Date of paper: 3 October 2018
Date of meeting: 10 October 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 from the Principal.

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

Perth College UHI

Board of Management – 10 October 2018

Principal's Update

Introduction

The summer is a relatively quiet period for meetings but a significant amount of work is done over this period effectively finishing off the previous year ie re-sits etc and preparing for the new academic year.

Activities

UHI – continued engagement with all relevant activities, significant numbers of staff are involved in university wide activities eg Quality Forum, Student Services etc and this engagement has contributed to the creation of partnership wide policies etc.

Partnership Council has continued to meet with a recent face-to-face meeting in Oban.

The UHI Assembly met on 26 September and provided a good opportunity for staff from across the partnership to contribute to a future facing discussion, this work will continue and it is expected that a report will be submitted to Boards in due course.

I am continuing to chair the SLWG on Staff Development and am now leading on the potential partner wide PDR processes to bring us into line with the GTCS requirements for registration.

Restructuring/Staffing Issues – the CMT restructuring exercise continues and we have interviewed for the Head of Business Development and the Head of Marketing and International, we have not been successful in recruiting to either of these roles. These roles will be re-advertised along with the Head of IS in the coming weeks.

We continue to address the issues of low morale/performance/sickness absence across the institution.

Perth & Kinross Council/Perth City Development Board – the Fairness Commissioners attended a progress meeting in Perth and it was good to hear the progress being made in all of the work streams.

There has been significant activity in the Development Board and there is an expectation that a revised plan/structure will be agreed going forward.

The Community Planning Partnership has continued to meet and make progress with their action plan.

I am meeting the new Council Chief Executive as part of her induction process.

Employers Association – Brian and I attended the 2-day residential in late September, this was a good opportunity to discuss the strategy going forward.

There is significant concern over the proposed cost of living increase from both TU's and EIS have concluded an indicative ballot, which saw 90% of a 60% turnout vote in favor of industrial action. The institutions themselves fund the cost of living awards with no central funding so there is significant concern from the employers that any award has to be affordable or there are potential consequences for staffing/services across the sector.

I have returned to the management side of the negotiations although for Support Staff this time.

Student Numbers – my previous report indicated some concern over our numbers for 18/19, staff across the institution have put in a significant amount of work to encourage applications and now we should meet our target numbers. A detailed report will be available at the next meeting.

Engagement with HMIe- we have continued to engage with Barbara Nelson and this has contributed to the report which is on the agenda for this meeting.

Student Engagement – we have engaged positively with the students, contributing to the new office bearer's induction programme.

All of SMT attended the Fresher's Fayre over the three days, it was very successful and students were certainly enjoying themselves.

Colleges Scotland – I continue to engage with the College Principals Group and the Sector Policy Forum.

Positive stories –

- There has been significant building work carried out over the summer period which has had a positive impact on staff/students in all of the buildings.
- We have been gifted a number of endangered trees and these have been planted at the entrance to the campus; we got some good publicity for our horticulture programmes from this.
- We had 'doors open day' on Saturday, we had about 30 visitors which included visits from 5 prospective students.
- I was a panel member for the WOW Woman Festival in Perth being questioned on my role by Perthshire Schoolgirls.

Board of Management

Paper for Consideration

Subject: Fee Waiver Policy
Author: Board Secretary – cover sheet; Policy document - UHI Policy Groups
Date of paper: 2 October 2018
Date of meeting: 10 October 2018

Action requested of committee:
(Tick as appropriate)   For information only:
                          For discussion:
                          For recommendation/approval: x

Cost implications:
(Tick as appropriate)   Yes: No:

Executive Summary:

UHI has been progressing work on a Single Policy Environment Project and four policies - Admissions, Fee Waiver, Student Support and Learner Support - have been produced and endorsed. Staff from all colleges have dedicated significant time to the Policy Ownership Groups and there has been lengthy discussion with practitioners throughout this process. The Vice Principal for Further Education has requested that these policies are considered by local Boards of Management - Perth College Board has already approved the Admissions Policy.

F&GPC considered the policy and accompanying Equality Impact Assessment at its meeting on 25 September and recommended that the Board of Management approve the policy.

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 x   Closed   (tick as appropriate)

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 x**   (tick as appropriate)

[Partner Logo]

[Partner Name], University of the Highlands and Islands

Further Education Fee Waiver Policy

POL

Lead Officer (Post):	Click or tap here to enter text.
Responsible Office/ Department:	Click or tap here to enter text.
Responsible Committee:	Click or tap here to enter text.
Review Officer (Post):	Click or tap here to enter text.
Date policy approved:	Click or tap to enter a date.
Date policy last reviewed and updated:	Click or tap to enter a date.
Date policy due for review:	Click or tap to enter a date.
Date of Equality Impact Assessment:	Click or tap to enter a date.
Date of Privacy Impact Assessment:	n/a

This policy covers the 2018-19 academic year.

For all our up-to-date policies, please visit our website.

Accessible versions of this policy are available upon request.

Policy Summary

Overview	This policy is required to set out a regional approach to Further Education Fee Waivers for (College Name) and all academic partners in the University of the Highlands and Islands.
Purpose	The policy will provide a framework for a consistent and coherent methodology for the awarding of Scottish Funding Council and discretionary fee waivers for further education courses.
Scope	This policy applies to all academic partners who run further education courses.
Consultation	This policy was developed by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from the Finance Directors Practitioner Group and Partnership Council, before the policy went through local consultation and approval by College Boards of Management.
Implementation and Monitoring	Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.
Risk Implications	The policy reduces risk for the University and academic partners by creating a streamlined process and a community of practice for staff. Students will also benefit from a consistent approach across all partners.
Link with Strategy	
Impact Assessment	Equality Impact Assessment: Assessed – No further action to be taken.
	Privacy Impact Assessment: n/a

1. Policy Statement

1.1   This document sets out the policy for the awarding of Further Education fee waivers in [Partner Name] University of the Highlands and Islands. This policy refers to Scottish Funding Council policy and guidelines on fee waivers, which is reviewed annually. A position is also set out for the awarding of discretionary fee waivers from a College's individual budget.

2. Definitions

2.1   Scottish Funding Council ("SFC") - SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC gives funding to colleges and universities with guidance on how the funds should be distributed to students.

3. Purpose

3.1   This policy sets outs a robust and transparent framework for the awarding Further Education course fee waivers at the College.

3.2   The policy will create an equality of experience for students across the partnership, whilst allowing individual colleges the flexibility to respond to local needs.

3.3   **SFC Funded Fee Waivers**
The core of this policy is based on the SFC Guidance on Fee Waiver Grant Policy and any associated annexes and appendices. The current SFC Guidance can be accessed here. The majority of fee waivers will be funded by SFC.

3.4   **Discretionary Fee Waivers**
Students attending the University of the Highlands and Islands will have a parity of experience through the use of SFC Fee Waivers. Under exceptional circumstances and subject to individual budgets, colleges have the power to award discretionary fee waivers.

3.4.1   Categories of Discretionary Fee Waivers include but are not limited to:
- Staff development, where a course is an essential part of an approved staff development plan
- Additional academic requirements, where the College stipulates compulsory completion of an additional qualification as part of the main course
- Exceptional requirements, where College Senior Management identify a significant local benefit to use of Discretionary Fee Waivers

3.4.2   Colleges should endeavour to create parity of experiences for students across the region through their use of discretionary fee waivers.

3.4.3   Due consideration should be given to the impact of discretionary fee waiver usage on other colleges in the University of the Highlands and Islands partnership.

4. Scope

4.1   This Policy applies to all applicants for further education courses (full-time and part-time), except for the courses set out in Section 5 below.

4.2   Applicants for higher education courses should refer to the Higher Education Fees Policy. Higher education courses are normally Level 7 and above on the SCQF Framework.

5. Exceptions

5.1   Courses outwith the scope of this policy are:

      - All leisure courses
      - All commercial courses
      - SVQ courses

5.2   Please refer to the accompanying Fee Waiver Procedures for further information and an eligibility flowchart.

6. Notification

6.1   Staff engaging with Fee Waivers should be familiar with this policy and all relevant SFC policies.

6.2   Annual changes to SFC policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.

6.3   Any changes in SFC policy or national legislation will be reflected in this policy.

6.4   The policy will be publicly available on the College's website, along with other current policies.

7. Roles and Responsibilities

7.1   The College's most senior Financial Officer has overall responsibility for the implementation of this policy and the management of Fee Waivers, including the approval of Discretionary Fee Waivers.

7.2   Staff administering Fee Waivers are responsible for ensuring up-to-date SFC guidance is followed.

7.3   Awarding of Discretionary Fee Waivers will be recorded and reported on annually to the Finance Directors Practitioner Group.

8. Legislative Framework

Further and Higher Education (Scotland) Act 2005

Equality Act 2010

Scottish Government: Costs of Learning Student Funding Guide

9. Related Policies, Procedures, Guidelines and Other Resources

9.1   This policy should be read in conjunction with SFC Fee Waiver policies and guidance. The up-to-date information can be accessed here.

9.2   University of the Highlands and Islands Further Education Fee Waiver Procedures (forthcoming)

9.3   University of the Highlands and Islands Further Education Student Funding Support Policy (forthcoming)

9.4   College Access and Inclusion Strategy (link to be added)

10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				

Department/Section: Date of Assessment: Review Due:

Author/Owner: Signature: Date:

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

New ❑
Revised ❑
Existing ❑

Who will be affected?	Who will be consulted?	Evidence available:

Step 2

Potential Positive/Negative/Neutral Impact Identified. **P, N, N/I**	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination									
Advancing Equality of Opportunity.									
Promoting Good Relations.									

Step 3

Action to be taken:

Summary of EIA Outcome – please tick

No further action to be carried out ❑

Amendments or changes to be made ❑

Proceed with awareness of adverse impact ❑

Abandon process – Stop and Rethink ❑

Please forward completed EIA forms to Nicholas Oakley, Governance and Policy Officer.

Board of Management

Paper for Consideration

Subject: Student Support Funds Policy
Author: Board Secretary – cover sheet; Policy document - UHI Policy Groups
Date of paper: 2 October 2018
Date of meeting: 10 October 2018

Action requested of committee:
(Tick as appropriate)   For information only:
                          For discussion:
                          For recommendation/approval: x

Cost implications:
(Tick as appropriate)   Yes: No:

Executive Summary:

UHI has been progressing work on a Single Policy Environment Project and four policies - Admissions, Fee Waiver, Student Support and Learner Support - have been produced and endorsed. Staff from all colleges have dedicated significant time to the Policy Ownership Groups and there has been lengthy discussion with practitioners throughout this process. The Vice Principal for Further Education has requested that these policies are considered by local Boards of Management - Perth College Board has already approved the Admissions Policy.

F&GPC considered the policy and accompanying Equality Impact Assessment at its meeting on 25 September and recommended that the Board of Management approve the policy.

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 x   Closed   (tick as appropriate)

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Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988?   **Yes**   **No x**   (tick as appropriate)

[Partner Logo]

[Partner Name], University of the Highlands and Islands

Student Support Funds Policy

POL

Lead Officer (Post):	Click or tap here to enter text.
Responsible Office/ Department:	Click or tap here to enter text.
Responsible Committee:	Click or tap here to enter text.
Review Officer (Post):	Click or tap here to enter text.
Date policy approved:	Click or tap to enter a date.
Date policy last reviewed and updated:	Click or tap to enter a date.
Date policy due for review:	Click or tap to enter a date.
Date of Equality Impact Assessment:	Click or tap to enter a date.
Date of Privacy Impact Assessment:	Click or tap to enter a date.

This policy covers the period (date) to (date).

For all our up-to-date policies, please visit the Policy homepage on our website.

Accessible versions of this policy are available upon request.

Policy Summary

Overview	This policy is required to set out a regional approach to distribution of student support funds for (College Name) and all academic partners in the University of the Highlands and Islands.
Purpose	The policy will provide a framework for a consistent and coherent methodology for the awarding of student support funds.
Scope	This policy applies to all academic partners.
Consultation	This policy was formulated by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from Partnership Council (TBC), before the policy went through local consultation and approval by College Boards of Management (TBC) and Finance and General Purpose Committee (TBC).
Implementation and Monitoring	Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.
Risk Implications	The policy reduces risk for the University and academic partners by creating a streamlined process and reinforcing the existing staff community of practice. Students will also benefit from a consistent approach across all partners.
Link with Strategy	This policy is linked to individual Access and Inclusion strategies and the Regional Outcome Agreement.
Impact Assessment	Equality Impact Assessment: (Forthcoming)
	Privacy Impact Assessment:

1. Policy Statement

1.1   The purpose of this policy is to outline the principles underpinning the College's process of assessing and distributing Student Support Funds. The overarching aim of this policy is to ensure that as many eligible students as possible have access to funds within allocated budgets.

1.2   Funds are distributed in compliance with the funding regulations as determined by the Scottish Funding Council and Student Awards Agency Scotland. Where discretion is given to the College to determine eligibility, this policy specifies the rationale applied.

2. Definitions

2.1   Scottish Funding Council ("SFC") - SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC gives funding to colleges and universities with guidance on how the funds should be distributed to students.

2.2   Student Awards Agency Scotland ("SAAS") – SAAS is an agency of the Scottish Government giving financial support to eligible students doing a course of higher education in the UK. SAAS provides the University of the Highlands and Islands with funds and guidance for distribution of the Higher Education Discretionary Fund.

2.3   For the purposes of this policy, the following terms will be used:
   2.3.1   The Further Education Bursary will be referred to as the "Bursary Fund".
   2.3.2   The Educational Maintenance Allowance will be referred to as the "EMA".
   2.3.3   The College and University Childcare Funds will be referred to the "Childcare Funds".
   2.3.4   The Further Education Discretionary Fund will be referred to as the "FE Discretionary Fund".
   2.3.5   The Higher Education Discretionary Fund will be referred to the "HE Discretionary Fund".

2.4   Further Education courses are normally up to and including Level 6 on the SCQF Framework. Higher Education courses are normally Level 7 and above.

3. Purpose

3.1   The College will utilise the current guidance to ensure fair distribution of the Student Support Funds.

3.2   The College aims to distribute Student Support Funds within the conditions of the respective national policies in a fair and consistent manner to assist students who demonstrate financial need. The College undertakes to maximise the use of available funds to ensure as many students as possible benefit through the qualifying criteria.

3.3   **Bursary Fund**
   3.3.1   As defined in the current SFC guidelines, available here, the Bursary Fund may be offered where the student and their course meets eligibility criteria. There is no automatic entitlement to the Bursary Fund, even where eligibility is established.
   3.3.2   The Bursary Fund constitutes the following:
   -    Maintenance Allowance
   -    Dependant Allowance
   -    Study Expense Allowance
   -    Travel Expense Allowance
   -    Additional Support Needs for Learning Allowance

3.3.3   Maintenance Allowance: the College follows the SFC guidance for this element.

3.3.4   Dependant Allowance: the College follows the SFC guidance for this element.

3.3.5   Study Expense Allowance: the College follows the SFC guidance for this element.

3.3.6   Travel Expense Allowance

-    The College will determine the most appropriate and cost-effective route or mode of transport for Travel Expense Allowance.
-    Travel expenses will only be paid for students residing X miles or more from the college.

3.3.7   Additional Support Needs for Learning Allowance: the College follows the SFC guidance for this element.

3.3.8   The attendance criteria for the Bursary Fund is based on the current SFC guidance. Where the guidance calls for institutional discretion to be applied, the process to be followed is agreed regionally and is available in the Attendance Appendix.

3.4   **EMA**

As defined in the current SFC guidelines, available here, the EMA provides a weekly term time allowance for students normally aged 16-19 years old inclusive from low income households who are studying non-advanced courses.

3.4.1   The College follows the current SFC guidance.

3.4.2   The attendance criteria for EMA is based on the current SFC guidance. Where the guidance calls for institutional discretion to be applied, the process to be followed is agreed regionally and is available in the Attendance Appendix.

3.5   **Childcare Funds (Further and Higher Education)**

As defined in the current national policy and guidelines, available here, Childcare Funds consist of two elements to help pay for formal or registered childcare expenses: the Lone Parents Childcare Grant and the Discretionary Childcare Funds.

3.5.1   The College follows the current national policy and guidelines for Childcare Funds.

3.5.2   The College may identify certain groups as priority for allocation of the Discretionary Childcare Funds element, based on assessment of need.

3.6   **FE Discretionary Fund**

As defined in the current SFC guidelines, the FE Discretionary Fund is "primarily for emergency use and instances of financial hardship".

3.6.1   The College follows the current guidance, available above.

3.6.2   The College distributes FE Discretionary Funds within allocated budgets in response to student need and circumstances.

3.6.3   The FE Discretionary Fund has priority areas for including, but not limited to:

-    Housing and accommodation costs
-    Emergency aid for unforeseen and unmanageable circumstances
-    Students at risk of financial hardship due to substantially higher-than-average utility costs

3.7   **HE Discretionary Fund**

As defined in the current SAAS guidelines, the HE Discretionary Fund is intended to "provide non-repayable assistance for students in financial difficulties in order for them to access and/or continue in Higher Education".

3.7.1   (Partner Name) follows the current guidance, available above.

3.7.2   The college distributes HE Discretionary Funds within allocated budgets in response to student need and circumstances.

3.7.3   The HE Discretionary Fund has priority areas for including, but not limited to:
- Housing and accommodation costs
- Students experiencing excessive travel costs, e.g. where the journey is greater than a reasonable commute
- Childcare costs for part-time HE courses
- Emergency aid for unforeseen and unmanageable circumstances
- Students at risk of financial hardship due to substantially higher-than-average utility costs

3.8   Supporting Evidence

3.8.1   Students applying for financial support are required to produce documentary evidence in support of their application before an award can be considered.

3.8.2   Exception may be made for care experienced students who may encounter difficulty in providing documentation in support of their application, which could create or exacerbate financial hardship. In this case, confirmation of the student's circumstances from a third party agency such as the local authority Social Work department will be accepted in place of the normal supporting documentation.

3.9   Eligibility

3.9.1   Eligibility criteria are in line with the relevant guidance/policy for each fund.

3.9.2   In addition, all applicants for student financial support will be checked for any outstanding debt to the college. Students with outstanding debt will be required to enter into a repayment agreement before additional funds will be released.

3.9.3   Where a student's experiences an unforeseeable or unavoidable change to their circumstances during an academic year, the college may re-assess the student as appropriate.

3.10   Appeals and Grievances

3.10.1   Students are entitled to raise grievances related to the application of this policy and awarding of student support funds.

3.10.2   In the first instance, students should raise their grievance with college staff responsible for student support funds administration.

3.10.3   Should this not resolve the grievance, the student will be able to escalate the issue by means of an impartial review.

3.10.4   Further information is available in the accompanying Student Support Funds Procedures.

4. Scope

4.1   Financial support may only be offered if both the student and their course are eligible for support.

5. Exceptions

5.1   The policy identifies areas of discretion for colleges, and sets out priority areas for support. Ultimate authority for awarding of discretionary funds rests with the college, and decisions will be made in line with the policy and/or guidelines issued by SFC or SAAS.

5.2   As per the Education (Access Funds) (Scotland) Determination there are different arrangements for students living in the local authority areas of Orkney Islands and Shetland Islands. These students should contact the college at which they intend to study for further information.

6. Notification

6.1   Staff members engaging with Student Support Funds should be familiar with this policy and all relevant SFC/SAAS policies.

6.2   Annual changes to SFC/SAAS policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.

6.3   Any changes in SFC/SAAS policy or national legislation will be reflected in this policy.

6.4   The policy will be publicly available on the College's website, along with other current policies.

7. Roles and Responsibilities

7.1   The College's [role name] has overall responsibility for the implementation of this policy and the management of Student Support Funds

7.2   The College's [role name] is responsible for the approval of FE Discretionary Funds and HE Discretionary Funds.

7.3   The staff administering Student Support Funds are responsible for ensuring up-to-date local policies and SFC/SAAS guidance is followed.

7.4   [Role name(s)] are responsible for ensuring that all enrolled students receiving EMA support have a signed Learning Agreement.

7.5   [Role Name(s)] are responsible for ensuring that student attendance information is passed to the SITS office for recording on the College SITS system to satisfy the conditions of the Bursary or EMA award.

7.6   Students are responsible for informing the College of changes to their circumstances, including voluntary withdrawal from a course.

8. Related Policies, Procedures, Guidelines and Other Resources

8.1   This policy should be read in conjunction with SFC and SAAS policies and guidance. Links are provided above in Section 3.

8.2   University of the Highlands and Islands Student Support Funds Procedures (forthcoming).

8.3   University of the Highlands and Islands Further Education Fee Waiver Policy (forthcoming).

8.4   Scottish Funding Council (SFC) website

8.5   Student Awards Agency Scotland (SAAS) website

9. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				
3				
4				

Department/Section: Date of Assessment: Review Due:

Author/Owner: Signature: Date:

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

New ❏
Revised ❏
Existing ❏

Who will be affected?	Who will be consulted?	Evidence available:

Step 2

Potential Positive/Negative/Neutral Impact Identified. **P, N, N/I**	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination									
Advancing Equality of Opportunity.									
Promoting Good Relations.									

Step 3

Action to be taken:

Summary of EIA Outcome – please tick

No further action to be carried out ❏

Amendments or changes to be made ❏

Proceed with awareness of adverse impact ❏

Abandon process – Stop and Rethink ❏

Please forward completed EIA forms to Nicholas Oakley, Governance and Policy Officer.

Board of Management

Paper for Consideration

Subject: Health and Safety Policy 2018
Author: College Health and Safety Adviser
Date of paper: 10 September 2018
Date of meeting: 10 October 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 Health and Safety Policy 2018 is attached for approval and signature by the Chair of the Board of Management and the Principal and Chief Executive. The Audit Committee considered and approved the Policy at its meeting on 18 September 2018.

No substantive changes have been made other than second signatory is now Brian Crichton, Chair of the Board of Management and a change in health and safety job title from officer to adviser. The policy has also been updated for the new academic year.

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** ☑

Health and Safety Policy

September 2018

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

Ask Student Services for details.

www.perth.uhi.ac.uk

University of the Highlands and Islands
Perth College

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: • Control of Noise at Work Policy. • Control of Vibration at Work Policy.
8.4	October 2017	The Principal and CEO has overall accountability as opposed to responsibility.
8.4	October 2017	The role of the Board of Management was to 'champion' H&S and that should be re-instated in the policy.
8.4	October 2017	Drafting changes to language as recommended by the Board of Management to encourage a more positive/inclusive health and safety culture.
8.5	September 2018	Insert at para 5.4 under "Managers shall", new bullet point: Change bullet point "Appoint a member of staff in their area as Risk Assessor" to read " Appoint a competent member of staff in their area as Risk Assessor" Amend para 5.6 to read:- The Health and Safety Adviser is the appointed competent person for the College on matters of Health and Safety whose main responsibilities include:

Title: Health and Safety Policy
Version/Status: 8.5, Final   **Owner:** Principal and Chief Executive
Approved By/Date: Board of Management/Oct 2018   **Lead Author**: Health and Safety Adviser
Effective Publication Date: October 2018   **Review Timing/Date:** 1 Year, 2019/20

Perth College UHI   2 of 10   QUAL/030/SB/LM

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 responsibility 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:

Brian Crichton, Chair of the Board of Management

Title: Health and Safety Policy
Version/Status: 8.5, Final   **Owner:** Principal and Chief Executive
Approved By/Date: Board of Management/Oct 2018   **Lead Author:** Health and Safety Adviser
Effective Publication Date: October 2018   **Review Timing/Date:** 1 Year, 2019/20

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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.

Title: Health and Safety Policy
Version/Status: 8.5, Final   **Owner:** Principal and Chief Executive
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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 Head of Human Resources and Organisational Development 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 Head of Human Resources and Organisational Development, 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 competent member of staff in their area as Risk Assessor.

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- 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 Adviser

The Health and Safety Adviser is the appointed competent person for the College on matters of Health and Safety whose main responsibilities include:

- Keeping up to date with health and safety legislation and new best practice developments and advise affected parties as appropriate.

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- Advising the Board of Management, SMT, CMT and the Health and Safety Committee on all matters of health and safety as appropriate.
- 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.

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- Develop employee health services by promoting health screening and surveillance and preventative medical services.
- 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 polices, 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.

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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 polices eg First Aid policy, Stress Management policy, Smoking policy etc.

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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.
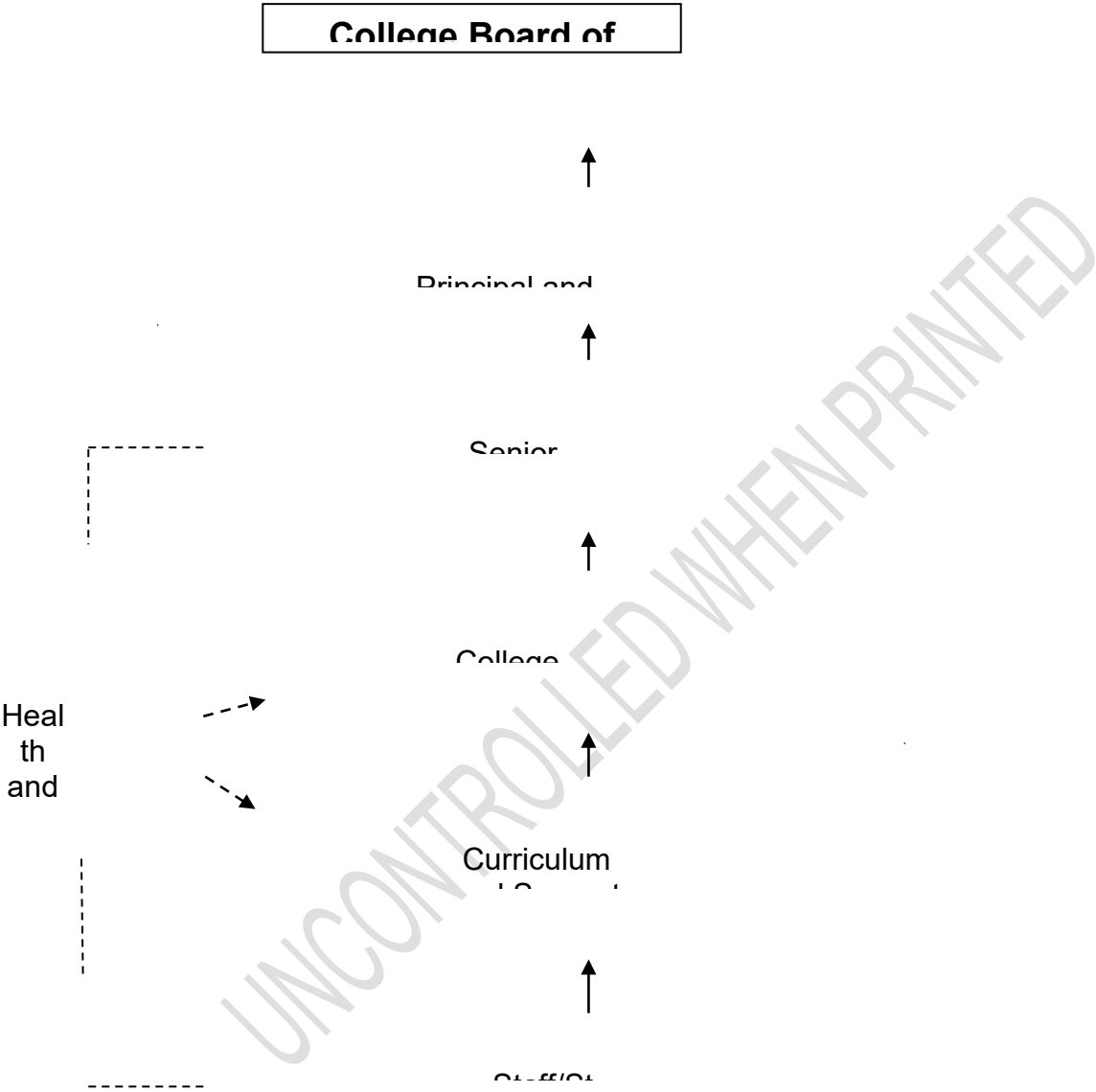
Fire and Emergency Evacuation Procedure
Accident Report Form
First Aid Policy
Smoking Policy
Stress Management Policy
Control of Substances Hazardous To Health Policy (CoSHH)
Drugs and Alcohol Policy
Electrical Safety Policy
Risk Assessment form and guidance
Employee Health and Safety Induction Booklet
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

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Effective Publication Date: October 2018   **Review Timing/Date:** 1 Year, 2019/20

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Appendix 1

The Health and Safety Institutional Responsibility Structure

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Title: Health and Safety Policy
Version/Status: 8.5, Final
Approved By/Date: Board of Management/Oct 2018
Effective Publication Date: October 2018

Owner: Principal and Chief Executive
Lead Author: Health and Safety Adviser
Review Timing/Date: 1 Year, 2019/20

Appendix 2

The Health and Safety Functional Communication Structure

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Audit

Health and Safety Committee for

Health and Safety

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Effective Publication Date: October 2018   **Review Timing/Date:** 1 Year, 2019/20

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Engagement Committee

Draft Minutes

Meeting reference: Engagement 2018-19/01
Date and time: Thursday 30 August 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, John Dare, Sharon Hammell, Prince Honeysett, Ann Irvine, David Littlejohn, Michaelangelo Philippides, Charlie Shentall

Apologies: None

In attendance: Lorenz Cairns Interim Depute Principal - Academic
Veronica Lynch, Vice Principal - External
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 meeting			
Ref	Action	Responsibility	Time Line
*7.2	**Enhanced Student Engagement by HISA** Prepare an action plan to address challenges identified in student survey outcomes and to improve engagement in terms of academic business	HISA president and Vice President and College Management Team	Immediately but with a view to presenting the plan and recommendations at next EC meeting
8.1	**Balanced Scorecard Update** Further analysis of sickness absence figures presented to Committee and H&S Committee	Head of HR and OD	ASAP
*9.1	**External Engagement Update** Include a flavour of the work of City Development Board in the report	Vice Principal - External	For next meeting
*9.2	**Development Trust** Paper to go forward to the Board	Secretary	Next Board meeting
*10.1	**Board Development** Invite Principal of Forth Valley College, Ken Thomson, to a future Board development evening (possibly May 2019).	Board Secretary	ASAP

University of the Highlands and Islands Perth College

Summary of Action Items			

Minutes

Item		**Action**
1	**Welcome and Apologies**	

The Chair welcomed everyone to the meeting, in particular John Dare, Support Staff Member and Michaelangelo Philippides, HISA Vice President (Education and Engagement) who were attending their first Engagement Committee meeting.

2   **Additions**

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 10 May 2018**

The minutes were approved as a correct record.

5   **Actions Arising from Minutes on 10 May 2018**

*6.2 Include consideration of the Admissions Policies on the Board agenda for its next meeting

Action update: Considered by the Board at its meeting on 13 June 2018 – **action complete**

*9.1 Investors in People (IiP) options paper to be considered by the Board at its meeting on 13 June 2018.

Check on the number of other FE Colleges who are IiP accredited

Action update: Considered by the Board at its meeting on 13 June 2018 – **actions complete**

6   **Final Terms of Reference for the Engagement Committee**

The Committee noted that it was working to the revised terms of Reference that had been approved by the Board at its meeting on 13 June 2018.

7   **Student Engagement**

*7.1   **HISA Perth College Update**

The Committee noted the HISA Perth College update and the activity that was ongoing leading up to Freshers' Week. The Committee further noted that a part-time intern was to be recruited and that the postholder would work closely with the Marketing Department to ensure quality and consistency in output.

*7.2   **Enhanced Student Engagement by HISA**

The Committee noted that HISA would start work on how best to engage the student body on academic business after Freshers Week. The class representative approach provided the best opportunity to engage students to seek feedback on courses and areas of concern, and it was vital that the momentum gathered at the start of the year was carried throughout the year.

The Committee noted the relatively low ratings for HISA in the National Student Survey and discussed what factors may have contributed to that. The HISA President expressed disappointment with the ratings and the wording of the question and felt that it did not accurately reflect of the work undertaken by HISA. The Committee noted that it was not possible to change the question as it was set at a national level.

The College Management Team would support HISA representatives in taking forward an action plan to address the challenges identified, with a view to improving the HISA ratings for next year. The Partnership Agreement would also provide an opportunity for joint working.

HISA President and VP working with the College's Management Team

The Committee agreed that the action plan and recommendations should be brought to the next Engagement Committee.

8   **Performance Monitoring**

8.1   **Balanced Scorecard Update**

The Committee noted the Balanced Scorecard update. A query was raised in relation to the apparent difference in the trends shown for sickness absence between those in the update and those presented at an earlier Health and Safety Committee meeting. It was agreed that further analysis would be undertaken to clarify the apparent differences and to understand the context for absences related to the impact of change management processes and absence due to work related stress.

Head of HR and OD

8.2 **National Student Survey 2017-18: Key Outcomes and**
and **Student Satisfaction and Engagement Survey2017-18: Key**
8.3 **Outcomes**

The Committee noted the very positive outcomes for the University and College in the National Student Survey against an increasing response rate. UHI secured fifth place for satisfaction in Scotland and overall satisfaction for Perth College rose to 88% with a number of questions scoring a rate of 90% or above. The Committee also noted the areas where improvement could be made.

The Engagement Committee discussed some of the outcomes in detail and that, in overall terms, that the College's core business was strong and that this presented positive opportunities in terms of advertising for recruitment and working with partners and stakeholders. The Committee was pleased that an all staff email had been sent by the Principal and that the outcomes had been discussed at a recent staff conference. The Committee wished to note formally that it was very encouraged by the outcomes.

In terms of HISA ratings, it was agreed earlier in the meeting that an action plan would be prepared to take forward some of the challenges identified.

In terms of the Student Satisfaction and Engagement Survey, the survey had a wide reach to include responses from students studying via different modes. The detailed responses were available for the Committee to review, and these would target areas for improvement and open up a dialogue via the draft action plan.

9 **External Engagement**
9.1 **External Engagement Update**

The Committee noted a paper prepared by the Vice Principal – External outlining key external engagement activities.

- Two key posts were being recruited to and those appointments would complete the restructuring process for External Engagement;

- A campaign approach to marketing had been adopted and a new approach to 'nurture' marketing had provided a new dimension to campaign based activity. As a result, recruitment numbers had remained on track;

- work on the international portfolio, business engagement activity, stakeholder engagement and the academy for Sport and Wellbeing (ASW).

In terms of business engagement it was noted that it might be worthwhile expanding the report to include the work of the City Development Board and recruitment of ambassadors. In addition, it was considered to be a pertinent time for the Board to consider BREXIT implications and risks associated with that. BREXIT would be something that would feature in the Board's development day agenda in early October.

The Committee was pleased to hear that ASW continued to look for new opportunities and was planning to exploit further the climbing wall and push for public membership. In addition, it was hoped that a number of other sports governing bodies would be encouraged to use the Academy for events, building on the netball and volleyball events that had taken place.

9.2   Development Trust – Revised Structure

The Committee considered a paper that set out a revised structure for the College's Development Trust and Campaign Board to enable a strategic approach towards fundraising and alumni development. The Committee noted that feedback had been received from staff and Campaign Board Members in drawing up the revised structure, that it would meet GDPR guidelines in terms of alumni relations and that there would be a relatively small financial cost to updating the current trust deed.

The Committee welcomed and approved the revised new structure to the Board and the opportunity to widen membership.

10.1   HR Update

The Head of HR and OD provided an update on various HR matters including work being taken forward to the health and safety and equality and diversity agendas. Work on HR systems continued underpinned by business process reviews.

A suite of training and development activities to support career long professional development would be launched in early September and the Value and Behaviours statement would be launched at the next Staff Conference.

The Committee noted that staff turnover was lower than last year, despite a perception that it was high.

11   Board Development
*11.1   Board Development

The Board noted a paper outlining the development events planned for 2018-19.

A session on innovation and connectivity would be useful and the Principal of Forth Valley College would be invited to provide some insight to the innovative work being undertaken there.	Board Secretary

12   Committee Minutes

12.1   EDIT 12 June 2018 – noted

13   Date and Time of Next Meeting

- 8 November 2018

14   Review against Terms of Reference

The Committee agreed it had discussed business in line with its terms of Reference.

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 ☒

Audit Committee

Draft Minutes – Without Chairs approval

Meeting reference: Audit 2018-19/01
Date and time: Tuesday 18 September 2018 at 5.30pm
Location: Room 019

Members present: Jim Crooks, Ann Irvine, Margaret Cook, Anna Zvarikova

In attendance: Andrew Comrie, New Board Member
                   Jackie Mackenzie, Chief Operating Officer (COO)
                   Ken Brooker, Henderson Loggie
                   Maureen Masson, Board Secretary

Apologies: Lynn Oswald, Lorenz Cairns

Chair: Jim Crooks
Minute Taker: Maureen Masson, Secretary to the Board of Management
Quorum: 3

Summary of Action Items			
Ref		**Responsibility**	**Time Line**
*6.1	**Health and Safety Annual Report** Number paragraphs in the Health and Safety Annual Report. Undertake further analysis of the sickness absence figures.	Health and Safety Adviser Head of HR and OD	For completion of final report For next meeting
*6.2	**Revised Health and Safety Policy** For formal signing at the Board's next meeting	Board Secretary	10 October 2108
*7.1 and 7.3	**Risk Appetite Health and Safety Risk Management profile as at August 2018** Identify and document the highest priority areas where there is no acceptable level of risk	COO	For next meeting
*7.2	**Strategic Risk Register** Include the recently emerging AST risk to the Risk Register	COO	ASAP
*8.2	**Internal Audit Plan 2018/19**		

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	Finalise projects and timescales in the light of the discussion at the Committee	COO	ASAP
12.1	**Health and Safety Committee** Make attendance at the Health and Safety Committee mandatory for members and/or their deputies.	Board Secretary	ASAP

Item	Action

1 Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from Lynn Oswald, Stephen Reid and Rob Jones from EY and Stuart Inglis from Henderson Loggie. Ken Brooker was representing Henderson Loggie.

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.

4 Minutes of the meeting of Audit Committee held on 22 May 2018

The minutes were approved as a correct record.

5 Actions arising from previous minutes

Procurement Strategy and Annual Action Plan 2017-18

Action - Check the date of the first Annual Procurement Report and ensure it was updated to the 2017 academic year end, as opposed to calendar year end.

Action Update – the Board Secretary had spoken with the Director of International and Corporate Services who had confirmed the report should be prepared on a calendar year basis.

6 Policies

Action - Anti Bribery and Fraud Prevention Policies to be approved by the Board at its next meeting

Action Update – complete

Action - Review approach to policy development

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Action Update – Policies will be considered by the Board and its Committees only when substantive changes are made

9.1 Annual Audit Plan

Action - Discuss at the next AST Board meeting, the implications of amendments to FRS102 effective next year.

Action Update – action complete - discussed at last AST Board meeting

10 GDPR

Action - Provide a further update to the Board of Management

Action update – action complete - considered by the Board at its last meeting on 13 June 2018

12.1 Health and Safety Committee Meeting

Action - Flag through the Chair of the H&S Committee that deputies should attend on behalf of any member submitting apologies.

Action update – raised with the Chair of the Health and Safety Committee and Health and Safety Adviser but noted that attendance remained an issue

15 and 16 Evaluation

Action - Complete evaluation for the provision of internal and external audit services and the circulation

Action Update – Complete

6.   Health and Safety

*6.1   Health and Safety Annual Report

The Committee approved the Health and Safety Annual Report which had been prepared by the Health and Safety Adviser. The Committee commended the report and welcomed its structure and content, whilst noting that numbering the paragraphs might help the reader navigate the report a little easier. The Committee also welcomed the fact that a 'golden copy' of the Health and Safety Manual would be updated electronically. In response to a query about emergency call outs, the COO reported that there no costs currently associated with the call outs.

Health and Safety Adviser

The Committee discussed the sickness absence figures. The Principal reported that further work was planned to ensure that the figures were

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being reported on a like-for like basis. This would be reported back to a future meeting of the Committee. This would be reported to a future Board meeting. The College took an active approach to sickness management and those reporting stress as a factor were immediately referred to Occupational Health, even before the normal trigger points took effect. Ongoing change management and performance management processes were thought to be a major factor in the increasing number of staff reporting sickness absence.	Head of HR and OD

*6.2   Revised Health and Safety Policy

The Committee recommended that the policy be approved by the Board for formal signature at the next meeting. The Committee noted that there were no substantive changes to the policy.	Secretary

7   Risk Management

*7.1   Risk Appetite

The Chief Operating Office introduced the paper which set out the College's approach to managing risk. The Committee noted that a portfolio approach was adopted using the UHI template and that risks were monitored on a quarterly basis by SMT. The Committee agreed this continued to be an appropriate way to manage risks. However, the Committee noted that the Board should also document priority areas where there was no acceptable level of risk e.g. in areas of child protection and safeguarding. This was in addition to the high level risks that were managed on an ongoing basis and should have visibility.	COO

*7.2   Strategic Risk Register

The COO introduced the paper which set out the updated Risk Register for the first quarter.

In terms of emerging risks, the Committee discussed the matter of integration and whether that should be identified as a separate risk for the College. Audit Committee noted that the Assembly meeting on 26 September 2018 may identify some measurable outcomes and emerging priorities so it could assess at the next meeting whether this presented a risk to the College in the longer term. The Committee did, however, express concern that business as usual activity was not being progressed as quickly as it might be because of integration discussions.

The COO notified the Committee of a further emerging risk which would be raised at the Finance and General Purposes Committee on 25 September 2018. This concerned a matter relating to AST procurement activity and had been discussed at the recent AST Board Meeting. The risk was assessed as operational, but it had the potential to impact the College as a financial and reputational risk. The COO explained that the College's internal auditors had reviewed the matter and mitigation measures had been identified to manage exposure.

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The Audit Committee unanimously agreed that the risk should be recorded on the Risk Register and that it should monitor the controls that are put in place to mitigate the risk. The Committee noted that the minutes of the AST Board would be the proper route for the College Board to have visibility of the ongoing risk and implications, together with the AST accounts reviewed quarterly via F&GPC, but that the control and mitigation measures should have visibility via Audit Committee.

COO

The Committee approved the Risk Register subject to the addition of the AST Risk.

*7.3 Health and Safety Risk Management profile as at August 2018

The Committee noted the Health and Safety Risk Management profile and that there were no red risks for this period.

The Committee agreed that a number of risks e.g. those related to vulnerable adults and child protection which were embedded in College processes should be made visible as noted earlier in the meeting as areas of the highest priority.

COO

8 Internal Audit

*8.1 Internal Audit Annual Plan Progress 2017-18

The Committee noted the internal audit annual plan and progress report and that the position remained as reported at the last meeting.

*8.2 Internal Audit Plan 2018/19

The Committee discussed the internal audit plan for 2018/19 noting it was still evolving as a working draft. The timing of some of the projects identified would be altered because other work ongoing. The Committee approved the plan subject to the following alterations:

- Payroll should be progressed this year as it would be helpful to review processes and test HR system interfaces and payments
- Under Resources - People, it would be beneficial to undertake this audit after the planned Curriculum Review was complete as the latter would inform the College's People Strategy
- The Committee noted that the planned international business audit may be impacted by Brexit outcomes, so the timing of this audit would be kept under review.

COO

9 Annual Business Continuity Report

The Committee noted the report and that the plan had been well tested during Academic Year 2017-18 and was found to be effective.

The College's Planning and Project Manager was taking forward actions

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identified for 2018-19.

10   EY Letter – Perth College Response

The Committee noted the final response prepared for EY. A draft response had been discussed at the last meeting and finalised for submission by 31 July 2018.

11   Committee Minutes
*12.1   Health and Safety Committee Meeting 3 May 2018

The Audit Committee noted the minutes and reiterated its concern about the number of apologies. Audit Committee recommended that attendance at the Health and Safety Committee should be mandated for all members or, when they could not attend, their deputies.	Board Secretary

13   Date and time of next meeting – joint meeting with F&GPC

28 November 2018 at 5.30pm

*14   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   ☑**

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Finance and General Purposes Committee

Draft Minutes

Meeting reference:	FGP2018-19/01
Date and time:	Tuesday 25 September 2018 at 5.30pm
Location:	Room 019

Members present: Margaret Cook, Brian Crichton, Deborah Hutchison, David Littlejohn

In attendance: Craig Ritchie, new Board Member
Jackie Mackenzie, Chief Operating Officer (COO)
Lorenz Cairns, Interim Depute Principal
Maureen Masson, Secretary to the Board of Management

Apologies: Harold Gillespie, Susan Hunter

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

Summary of Action Items			
Ref	**Action**	**Responsibility**	**Time Line**
8	**Relocation of Pathways – Closed**		
*9.1	**Estates** Paper on options for residences to come forward to the next meeting	COO	mid November 2018
11	**Fee Waiver Policy and Student Support Funds Policy** Include on Board agenda for 10 October 2018 meeting	Board Secretary	1 October 2018

Minutes:

Item	**Action**

1.   Welcome and Apologies

The Chair welcomed everyone to the meeting. Craig Ritchie was attending his first F&GPC meeting as a new Board Member, pending final approval processes. Andrea Saunders, Head of Finance was attending her first meeting of the Committee. Apologies were received from Harold Gillespie and Susan Hunter. The Committee noted that Jim Crooks was no longer a member of the Committee as he had

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taken on the role of Audit Committee Chair.

2.   Additions to the Agenda

There was one addition to the agenda notified by the COO which would be covered under item *6.2.

3.   Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest.

4.   Minutes of Meeting held on Wednesday 30 May 2018

The minutes were approved as a correct record subject to the correction of a typographical error on page 4.

5.   Matters Arising from Previous Minutes

Action - HR Procedure documents to be included in the agenda for the Board of Management and papers to be provided by Head of HR and OD

Action Update – action complete - considered by the Board at its meeting on 13 June 2018

6   Accounts
*6.1   Perth College Management Accounts – 12 months to 31 July 2018

The Chair reminded members this was an opportunity to review the year-end accounts before they become statutory accounts for sign off at the November meeting with the external auditors present. The COO wished to record that the Head of Finance and the Finance team had been instrumental in preparing the accounts pack.

The Committee noted the key considerations set out in the paper particularly the following:

- the final position for the College and the reasons for the reporting of a technical deficit;
- that the Centre for Mountain Studies continued to be a strategically important area for the College in the delivery of master and PhD options;
- the finance system had been upgraded and there would be enhanced reporting to managers;
- the forthcoming Board Strategy day would provide an opportunity to look at scenarios, including an exploration of the potential impact of Brexit, the College's international position and wider impact across the partnership; and

- the Committee noted the challenges ASW had faced during the first year of operation.

*6.2   AST Management Accounts – 12 months to 31 July 2018 - Closed

7   Budgets

*7.1   2018-19 Budget Proposals

The COO introduced the paper setting out the College budget for Academic Year 2018-19. The Committee noted that future years would be more challenging because of Brexit and other funding considerations such as the loss of rurality funding.

After discussion of the key considerations, the Committee approved the budget.

*7.2   Financial Forecast Return 2018/19-2022/23 - Closed

*8.   Relocation of Pathways - Closed

9   Estates
*9.1   Estates Update

The COO provided an update on the estates work that had been undertaken over the summer months. The steps leading up to the Brahan building had been replaced, work to create the one stop shop was largely complete as was the creation of the new degree kitchens and the food court had been redecorated. In addition, several areas of the College had been redecorated, flooring replaced and other ongoing maintenance undertaken as is normal during the summer recess.

COO

The Committee noted that two large contracts would be up for renewal shortly. A paper about the option for the student residences would come forward to the next F&GPC meeting.

10   Human Resources
*10.1 Human Resources Update –Key Statistics - Closed

11   Policies

*11.1 Fee Waiver Policy
*11.2 Student Support Funds Policy

The Committee approved two policies that were part of the policy development work under the banner of the Single Policy Framework.

Board
Secretary

The College had contributed to these and the Committee was reassured that they would add value. Final approval would be given by the Board.

Other policies would come forward in due course.

12   Standing Committees
12.1   Joint Negotiating Committee

Support Staff – 11 September 2018
Lecturers – 18 June 2018

Staff Consultation Forum – 27 June 2018

Noted

13   Date of Next meeting

Wednesday 28 November 2018 at 4.30pm – this would be the joint meeting with Audit Committee.

14   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 ☑   with removal of closed items 6.2, 7.2, 8 and 10.1

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 ☑**