

BOARD OF MANAGEMENT

Human Resources and Development Committee



Thursday 9 November 2023 at 5.00pm **Room A625,**
Kingsway Campus (MS Teams option available)

AGENDA

1. WELCOME
2. APOLOGIES
3. DECLARATIONS OF CONNECTION & INTEREST
4. MINUTE OF THE PREVIOUS MEETING – 7 September 2023 Paper A for approval
5. MATTERS ARISING Paper B for noting
6. PEOPLE AND PERFORMANCE REPORT Paper C for information ST
7. NATIONAL BARGAINING Paper D for discussion ST
8. HEALTH & SAFETY ANNUAL REPORT Paper E for information BG
9. STRATEGIC RISK REGISTER Paper F for approval ST
10. HR METRICS Paper G for information ST
11. MEETING MINUTES/UPDATES Paper H for noting
 - Joint Consultation & Negotiation Forum
 - Health, Safety & Wellbeing Committee
12. DATE OF NEXT MEETING – Thursday 15 February 2024 at 5.00pm in Room A625, Kingsway Campus



Human Resources and Development Committee

Thursday 9 November 2023

PAPER A

**MINUTE OF THE PREVIOUS MEETING –
Thursday 7 September 2023**

BOARD OF MANAGEMENT

Human Resources and Development Committee



Thursday 7 September 2023

Draft

Minute of the Human Resources and Development Committee meeting held on Thursday 7 September 2023 at 5.00pm, in Room A625, Kingsway Campus.

PRESENT:

D Mackenzie	D Smith
B Lawrie	K Buchan
S Hewitt	D Rosie
C Cusick	

IN ATTENDANCE:

S Taylor (Vice Principal)	P Muir (Board Administrator)
A Mawhirt (Head of People & OD)	J Grace (Vice Principal)
K Buchan (HR Manager)	

1. WELCOME

D Mackenzie welcomed Committee members.

2. APOLOGIES

Apologies were received from J Buchanan, N Lowden, S Stirling, J Carnegie, and B Grace

3. DECLARATIONS OF CONNECTION & INTEREST

There were no declarations of interest or connection.

4. MINUTE OF THE PREVIOUS MEETING

The minute of the meeting held on Thursday 4 May 2023 was approved as an accurate record.

5. MATTERS ARISING

There were no matters arising.

6. 2023/24 KEY PRIORITIES FOR STAFF

S Hewitt highlighted the success of the two all staff development days at the start of session. This included the College's 'traditional' welcome back to the new academic year at Gardyne campus with operational updates from a range of teams.

S Hewitt had welcomed staff to the event and set out the priorities for the year ahead- the importance of sustainability, stability, and support. C.400 staff had attended the session, with around 250 in person and 150 online viewing the live stream. The afternoon saw a range of sessions available to staff, with academic staff engaging with the Quality team and support staff able to choose from a range of inputs.

S Hewitt stated the feedback on the format and organisation has generally been positive with staff enjoying the opportunity to get back on campus in larger groups, catch up on what is happening and reconnect with colleagues.

The key messages for the year were summarised and S Hewitt noted that he was keen that there was a consistency around the use of these to inform priorities and developments.

J Grace highlighted the sustainability for staff- she expressed that this sustainability is translated into meetings, with managers providing clear, concise, and calm leadership which is filtering through their staff and reflecting onto their hard work as teams.

C Cusick praised and recognised the openness and transparent culture that the college provides to staff and students.

The report was welcomed by the Committee.

7. MORE SUSTAINABLE COLLEGE SAVINGS PLAN OUTCOMES

S Hewitt summarised progress in respect of the financial sustainability papers, with the College proactively managing the financial situation to seek to provide financial stability and sustainability going forward. S Hewitt stated it remained a challenging time for the College, however it is in a better financial position than before with a solid foundation to work from.

S Hewitt highlighted that work and discussions had progressed significantly in terms of the savings needed, with the total savings achieved sitting at £2.7 million relative to the £2.5 million target through a combination of savings and additional income. This represented a c10% savings taken out over the two years, without any compulsory redundancies being required.

S Hewitt noted that engagement with Trade Unions remains positive, with good working relationships to support staff through a difficult and challenging situation.

Recruitment continued to be a focus, with all areas actively recruiting students and although recruitment had been initially challenging, student numbers have increased.

S Taylor highlighted as the savings plan has progressed, an increased number of Voluntary Severance (VS) applications have been received and approved. This has supported the savings plan outcomes and assisted the College to match staffing needs against revised curriculum and operating plans and needs.

C Cusick raised a suggestion with regards to the College savings plan and suggested a four-working week may be beneficial. S Taylor stated this idea had already been considered with ongoing discussion and consultations however, as J Grace explained this was challenging as the College was committed to providing a full five-day working week to apprentices and schools.

Overall substantial progress had been made across all points of the savings plan, with the key elements outlined within the June 2023 implementation paper almost complete. The combination of voluntary severance, natural vacancies, non-pay savings and increased income has allowed the College to meet the minimum £2.5million target outlined within the plan and, importantly, allowed the College to remove the risk of compulsory redundancy in respect of this.

S Taylor discussed the Audit Scotland Report that had recently been published. This report identified the risks to the college sector's financial sustainability, stating they have increased since their previous report in 2022, in which they reported that change was needed to ensure the sector's financial sustainability in the long term.

The impact of the savings plan were discussed and J Grace noted that student numbers had only declined by 4% despite a reduction in 9% of courses offered. This was welcomed as an increase in efficiency and also as evidence of more limited impact on student opportunities whilst still supporting financial sustainability.

Progress in respect of the savings plans and the information provided around the related changes was welcomed.

8. VP PEOPLE AND PERFORMANCE REPORT (INC NATIONAL BARGAINING UPDATE)

S Taylor noted the feedback from the Voluntary Severance (VS) scheme, with an increased number of VS applications received and approved. Applications started early last year, saving almost 40 FTE, with some applications still to be finalised. This has supported the savings plan outcomes and assisted the College to match staffing needs against revised curriculum and operating plans and needs.

Developments around national bargaining were noted. S Taylor highlighted the ongoing negotiations for both academic and support staff. Negotiations for the 2022/23 and 2003/24 academic staff salary settlements remain difficult, with a final offer of £2000 for 2022/23 and £1500 for 2023/24 on all salary points being rejected and a ballot on industrial action returning a majority vote.

Both EIS/FELA and Unison had commenced strike action, with the first day taking place on 7 September. Around 39% of academic staff and 225 of support staff had taken part in the action at D&A.

S Taylor highlighted that the College was pleased to confirm a local union representative for Unison. Richard Gordon (IT Technician) has been appointed to this role and is currently completing the national training required to become a fully approved representative.

Unison officers have attended the College in recent weeks to seek to encourage further representation, and the College has worked with representatives from the national Unison FE branch in respect of the savings plan.

S Taylor stated the Scottish Government is in the process of amending legislation to create the roles of Trade Union Nominated Board Members for Colleges. This new legislation is planned to come into effect from January 2024 with elections and appointment of these new Board members planned to take place in October/November 2023.

S Taylor highlighted the importance of the Thrive with D&A project. A significant and valuable support for our students and many staff. Following consideration by the Executive team, and reflection / evaluation from the Students' Association, it has been confirmed that the Thrive initiative and work will continue throughout 2023/24.

D Mackenzie asked about the impact of VS in terms of courses and activity and S Taylor stated that every Voluntary Severance (VS) application is considered on a case-by-case basis, matching the applications against the changes in the course portfolio and looking at the organisation impact and financial benefits.

A Mawhirt summarised development in respect of lecturer registration arrangements with the General Teaching Council of Scotland (GTCS) highlighting that this would now allow almost all college staff to progress with their GTCS membership.

Changes to the structure of the People Team, progress around the iTrent project and maternity leave arrangements for A Mawhirt were noted.

The report was welcomed and the Committee passed on their best wishes to Abi.

9. STRATEGIC RISK REGISTER

S Taylor noted the review being undertaken of the Risk Register but highlighted that no changes were proposed in respect of the risks allocated to the Human Resource and Development Committee.

The paper was approved.

10. HR METRICS

HR Metrics were noted by the Committee.

11. MEETING MINUTES/UPDATES

The Joint Consultative Committee (JCF) and Health, Safety and Wellbeing (HS&W) minutes were noted.

12. DATE OF NEXT MEETING

Thursday 9 November 2023, 5pm, Room A625, Kingsway Campus

Action Point Summary

	Action	Responsibility	Date
No action points noted			



Human Resources and Development Committee

Thursday 9 November 2023

PAPER B

MATTERS ARISING

BOARD OF MANAGEMENT

Human Resource and Development Committee

Thursday 9 November 2023

Matters Arising



Paper B for noting

Agenda Item No	Action	Current status	Open / Closed
	There were no matters arising		

Author & Executive Sponsor: Steven Taylor, Vice Principal – People and Performance



Human Resources and Development Committee

Thursday 9 November 2023

PAPER C

PEOPLE AND PERFORMANCE REPORT

BOARD OF MANAGEMENT

Human Resources and Development Committee

Thursday 9 November 2023



VP People and Performance Report

Paper for information

1. Voluntary Severance

As final elements of the More Successful and Sustainable College savings plan have been progressed, decisions in respect of the remaining pending applications have been made as final staffing and structure changes are progressed. This has resulted in two further two further voluntary severance options being progressed since the last meeting.

This will bring the total VS savings achieved to c£2.1 million at an estimated VS cost of c£976k.

Given the on-going need for savings to be realised it is proposed that the voluntary severance scheme reopen again during 2023/24 as required through until the end of the academic year.

2. Savings Plan Progress

As an integral part of the savings plan, a small number of activities and approaches were identified for further review and progression during academic year 2023/24. These were identified to support further (future) savings opportunities and to enhance College operations in some aspects of activity where savings have already been achieved.

All of the areas identified have been developed into an action plan with clear responsibilities and timelines created for each task.

This action plan includes completion of the Equalities Impact Assessment and 'lessons learned' exercise.

3. Trade Union Nominees of Boards

As highlighted at previous meetings, the Scottish Government is in the process of amending legislation to create the roles of Trade Union Nominated Board Members for Colleges. This new legislation has been delayed slightly by the government and will now come into effect at the end of January 2024.

4. People Team Structure Review

As detailed at the previous meeting, a number of changes have been made to the structure and responsibilities across the People Team. In some areas these have been progressed alongside some staffing changes arising from vacancies and long-term absence.

Two new members, Darren Abel and Valerie Gudgeon joined the team as Advisors on 30 October 2023. Darren and Valerie are also joined by Craig Skelly in a systems administration role (seconded from ICT) and Lisa Kelbie as OD Assistant, joining the team from our Help Point service.

The new appointments are very welcome and will bring the team back up to a full complement of staff for the first time since before the summer and will allow all aspects of the service to progress.

5. Development of Systems and Reporting

As part of the iTrent HR/Payroll systems development highlighted in the previous report, we have now moved away from the bespoke College systems for staff absence, annual leave and special leave recording and reporting. Whilst this has created a short-term issue in respect of duplication of some absence data, this change supports the College 'digital first' strategy and will minimise data input and duplication going forward.

As part of this transition it is proposed that the current structure and format of the HR metrics provided to the HR Committee will be reviewed and proposals for change brought forward to a future meeting (likely to be May 2024). As part of this development it is anticipated that clearer data will be able to be provided on a basis that requires significantly less manual manipulation to create.

A proposal in respect of planned changes will be brought forward for consideration prior to these changes being enacted.

6. CQL Leading Student Experience programme

The Curriculum and Quality Leader programme has been kicked off and sessions are planned through to May 2024.

In September the group attended a Quality Essentials training session with Michelle Hamilton the Quality Manager covering policies, processes, guidelines, and documentation. The session was well attended by CQL's.

CQL Peer Network met up w/b the 2nd of October groups met across the three campuses, these groups are encouraged to meet three times a year and are supported by Christine Calder Academic Development Lead.

On the 25th of October CQLs attended the CQL specific development session with the theme of Leading Inclusive and Effective Meetings. Three themes were planned to be covered but the reality was that the CQL group engaged so well and were keen to discuss and unpick some of the elements that only the first two bullet points were covered and the third will roll over into the peer network.

- Listening and paraphrasing. Considering areas such as listening to hear rather than listening to respond.
- Success Wheel – considering individual skills for the CQL role, self-awareness of these and consideration for future development.
- Using Insights colour preferences for planning and running inclusive team meetings.

Further sessions are planned for November on Leading Student Experience with a Pedagogical Focus led by Jane Roscoe and the programme will commence again after the Christmas break in February and cover topics such as:

- Service Design
- Curriculum Design with the learner in mind
- The role of the Group Tutor
- Dealing with Student Complaints

7. Academic Development Update

The usual range of support for teaching staff is progressing well with Teaching in Colleges Today, Teach& D&A and the full Teaching Qualification (TQFE) all underway and going well.

Internal delivery of the L&D9DI and L&D11 Assessor and Verifier qualifications are progressing, with numbers steady (currently 21 on L&D9DI and 10 on L&D11).

The Academic development team are working with curriculum and support departments around a variety of individual and team needs.

This includes working with the Curriculum Directors to roll out the next phase of GTCS registration – Provisional Conditional Registration. This new registration category will allow most of the lecturers who do not yet have the full TQFE or equivalent teaching qualification to become registered with GTC Scotland. The new category went live week beginning 30 October 2023. Insights Discovery activity is also progressing for teams and individuals, with insights profiles and team sessions progressed as follows.

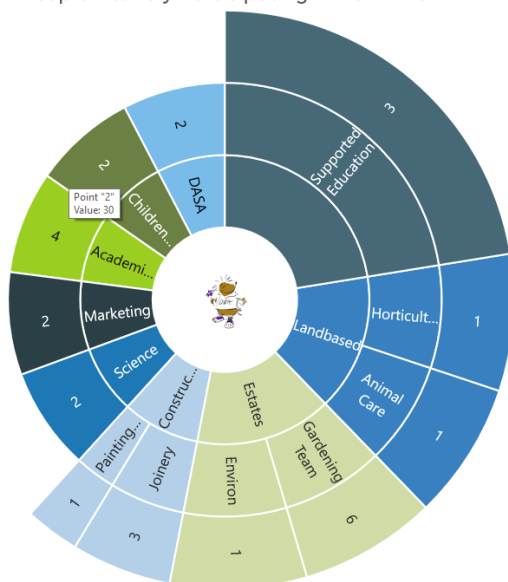
Teams	Numbers of Staff	Team Sessions
Quality	6	1
Student Services (KC)	10	1
Student Services (Arb)	19	1
Student Services (GC)	10	1
Student Services (Counsellors)	6	1
DASA	5	1
ELTT	24	3
SDA	8	
Engineering	1	
Health and Social Care	2	
TRPT	5	1
Learner Engagement	6	1
APT	5	1

There have been additional, individual debriefs with people who have requested these too.

The following Academic development projects are also current being supported:

- Applied to GTCS for Professional Recognition of their Success Intelligence Coaching Course – being piloted with 17 Group tutors this academic year.
- Delivered sessions to New College Lanarkshire about the Hedgehog Friendly Campus Project
- Took a group of students and staff to deliver to 70 GTC Scotland staff as part of their wellbeing day (details on portal)
- Supporting Action Research within the College on the use of mindfulness in the classroom
- Been asked to deliver at the CDN Researcher Development Programme
- Delivering at EAUC network event on sustainability in November about the Hedgehog Friendly Campus and how it is used in curriculum for project based learning/interdisciplinary learning. Normally it is purely used by university student unions as a piece of extracurricular work based on the achievement of set criteria. It does not normally have anything to do with the curricular courses.

People Actively Participating in D&A HFC



Active Staff
- 28

Active Students
- around 100



023

8. Head of People and Organisational Development – Maternity Leave

Following commencement of Abi Mawhirt’s maternity leave in September, we are pleased to announce the safe arrival of Ellis Autumn Mawhirt in early October 2023 weighing in at 7lbs 4oz. As any Board members attending graduation will know, both mother and baby are doing well.



9. Storm Babet

Whilst the impact on the College was tiny compared to the devastating personal and property impacts elsewhere, storm Babet did test our business continuity planning arrangements. The impact of the storm required changed as the red weather warning was extended in area and duration, with initial closure of the Arbroath campus extended to include both Dundee campuses on 19 and 20 October 2023. Planning and communication arrangements around this seemed to work effectively, including liaison with our trade unions and managers in advance of staff updates being published.

10. D&A 10 Year Anniversary

As Board members will be aware, 1 November 2023 marks the 10th anniversary of the merger of Dundee and Angus Colleges. To mark this milestone for staff an additional day of annual leave has been awarded, with this being added alongside the usual May Day holiday to create an extended (Friday and Monday) long weekend.

Staff were also provided with free tea/coffee and cake on 1 November and a number of other events and celebration opportunities are planned throughout our 10th anniversary year.



11. Awards Shortlist Places

We are pleased to note that D&A has been shortlisted for the Holyrood Climate Action Awards in the Technology & Innovation category for our excellent work in Electric and Hybrid Vehicle Training. These awards are announced on 8 November 2023.

We have also been shortlisted in the national Green Gown environmental awards in three categories, Next Generation Learning & Skills; Sustainability Champion – Staff; Creating an Impact. These awards are announced on 30 November 2023.

12. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of a range of risks identified within the Strategic Risk Register namely:

- 2.2 – failure to achieve institutional sustainability
- 3.1 – failure to reach aspirational standards in learning, teaching and service delivery
- 3.3 – Legal actions; serious accident; incident or civil/criminal breach
- 3.4 – failure to meet aspirational standards in respect of the health, safety, wellbeing and development of staff and students
- 3.9 – failure to meet PREVENT and related obligations

Authors: Steve Taylor, Vice Principal, Karen Buchan, HR Manager and Christine Calder, Academic Development Lead

Executive Sponsor: Steve Taylor, Vice Principal



Human Resources and Development Committee

Thursday 9 November 2023

PAPER D

NATIONAL BARGAINING

BOARD OF MANAGEMENT

Human Resources and Development Committee



Thursday 9 November 2023
National Bargaining Update

Paper for information

1. Introduction & Context

This paper summarises the current position, recent developments and national disputes arising from the national bargaining processes in place for colleges.

Following conclusion of the 2021/2022 academic and support staff negotiations, arrangements were progressed in respect of the 2022/2023 and then 2023/2024 settlements (effective from 1 September 2022 and 1 September 2023 respectively). This offer equates to almost 10% at the lowest academic salary point.

Despite on-going national discussions, no settlements have yet been reached and details around the current situation for each staff group are summarised below.

2. Academic Staff Negotiations

Negotiations for the 2022/23 and 2023/24 academic staff salary settlements remain difficult, with a final offer of £2000 for 2022/23 and £1500 for 2023/24 on all salary points being rejected and a ballot on industrial action returning a majority vote.

Notification of planned action consisting of a 'work to rule' and action to withhold student results was enacted from 2 May 2023 with some staff taking part in this action and work undertaken to minimise the impact (particularly of the resulting boycott) on student progression.

Strike action by academic staff was confirmed, with strikes undertaken on 7 and 21 September 2023 and on 2,3 and 4 October 2023. The College remained open on these dates with c33% of academic staff involved in the action and steps were taken to minimise disruption to learning.

Following further national discussions and the intervention of the Minister, it was proposed that a three year deal be considered (2021/22, 2022/23 and 2023/24) with an offer of 3.5% on all salary points being made for year 3 alongside the £2000 and £1500 offers for years 1 and 2. EIS/FELA has rejected this offer, with a counter offer of £8000 being made. Discussion in respect of the year 3 settlement are on-going with no immediate signs of resolution being imminent.

National proposals to hold supported discussions with ACAS and/or to consider an independent pay review for academic staff have not been accepted by EIS/FELA.

Alongside these discussions, the legal authority for industrial action obtained through the membership ballot for EIS/FELA members expired on 14 October 2023 and a follow up ballot failed to achieve the legal threshold to support further or continued action.

Given the expiry of legal authority, the current strike and action short of strike (including the resulting boycott) has ceased and arrangements have progressed in the College for the small number of outstanding results from AY 2022/23 to be input. This has been completed and all student results have been confirmed with the appropriate awarding bodies to allow final certification to be issued.

It has been advised nationally that a further EIS/FELA ballot on strike and action short of strike action is likely to be announced in the near future. Assuming this meets the required threshold then further action would be likely to be announced at some point in the new year.

Alongside discussion on pay, dispute has also arisen and discussions are ongoing around wording in respect of a request for a national sector wide guarantee on no compulsory redundancies.

3. Support Staff Negotiations

In respect of Support staff, a complex pay and conditions demand has been submitted on behalf of Unison, GMB and Unite (and detailed at previous meetings).

A similar final offer of £2000 for 2022/23 and £1500 for 2023/24 on all salary points has been made to support staff, with this being rejected by Unison who then held an initial ballot on industrial action returning a majority vote. His offer equates to almost 18% at the lowest salary point.

Notification of planned action consisting of strike action by support staff was confirmed, with strikes undertaken on 7 and 21 September 2023 and 4 October 2023. The College remained open on these dates with c15% of support staff engaged in the action and steps were taken to minimise disruption to learning.

The two year pay offer has been accepted nationally by GMB (who are the predominant union for support staff at D&A, particularly in respect of the Dundee campuses) but as a single bargaining group, this cannot be progressed until the other unions (Unison and Unite also accept an offer).

Following further discussion, it has been proposed that a three year deal be considered (2021/22, 2022/23 and 2023/24) with an offer of 3.5% on all salary points being made for year 3 alongside the £2000 and £1500 offers for years 1 and 2.

This offer has been rejected by Unison, no counter offer has been made, and their focus remains on a 1 year deal. Given this, negotiations have stalled and Unison have progressed a further ballot to renew authority for future strike action, assuming the statutory threshold is achieved action would be likely to arise at some point in the new year.

Alongside discussion on pay, dispute has also arisen around wording in respect of a request for a national guarantee on no compulsory redundancies.

4. 2021 Instructors Dispute

Following resolution to the 2021 national dispute with academic staff surrounding the use of instructor roles, a national dispute has been raised by support unions to the Employers' Association as a result of the terms of the [national agreement reached with EIS/FELA](#).

Support unions remain unhappy that the review process agreed as a resolution to the EIS/FELA dispute does not involve them in discussions around potential changes to the designation of instructors/trainers (who are support staff).

National discussions have not progressed for some time due to discussions around the pay disputes.

5. National Job Evaluation

Arrangements in respect of the national support staff Job Evaluation exercise continue to progress very slowly, with the last update on this produced in March 2023. Details of work being undertaken is available on the NJNC website: <https://njncscotlandscolleges.ac.uk/job-eval-latest-news/>

Significant concern has been highlighted to support unions nationally regarding the accuracy and validity of much of the job evaluation outcomes created and concern exists that this data (as of 1 September 2018) is reaching a point where it may be too out of date to be reasonably used to inform JE outcomes.

National discussions around this are progressing but it is recognised that there is significant likelihood for national arrangements to be further delayed or derailed as arrangements progress and as complex and contentious elements for discussion/agreement arise.

Part of the ballot in respect of industrial action for support staff relates to the failure of employers to provide for 'pay harmonisation' in respect of support roles.

Alongside these issues, concerns also exist around the availability and security of SFC funding that has been ringfenced since 2018 to support the costs of moving to a new pay and grading system. These are substantial funds nationally (c£61million) and given the current funding crisis across the public sector the risk around retention of these funds is heightened and there is an increased impetus to reach agreement and access these funds.

6. National Policy Development

National discussions have been ongoing over several years to support development of a suite of national policies, with a particular focus around the following areas:

- Absence Management
- Family Friendly Policies (including Maternity, Paternity etc.)
- Discipline and Grievance
- Flexible Working

- Professional Development.
- National Menopause Policy
- Annual Leave Policy
- Managing Workforce/Organisational Change Policy

These discussions have proven challenging, with only a national menopause policy having been agreed. Discussions around the remaining areas, plus other issues – such as a 4 day working week – continue, with progress being made in respect of the planned disciplinary policy and process.

7. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of the following risk within the Strategic Risk Register.

- 2.3 National outcomes on salaries and conditions of service outstrip ability to pay
- 3.6 National bargaining outcomes impact adversely on College operations, activity, and flexibility
- 3.7 Industrial Relations Problems (including industrial action)

Author and Executive Sponsor: Steve Taylor, Vice Principal



Human Resources and Development Committee

Thursday 9 November 2023

PAPER E

HEALTH & SAFETY ANNUAL REPORT



HEALTH AND SAFETY ANNUAL REPORT

August 2022 – July 2023

October 2023

Author: Sandy Fowler, Health & Safety Officer

Contents

1. Introduction
2. Health and Safety Team Core Activities
3. Health and Safety Training
4. Departmental Safety Checklist
5. Fire Arrangements and Emergency Evacuation
6. First Aid Provision
7. Generic Risk Assessment 5x5 Risk Rating Template
8. Accidents, Incidents and Near Misses (AINM)
9. Henderson Loggie Audit Health, Safety and Wellbeing Management System (PDCA)
10. Health, Safety and Wellbeing Management System Policy Documents Review

1. Introduction

This annual report has been created to identify and document the College's Health and Safety team's performance and progress for the academic year 2022/23. This report augments the regular notes of Health, Safety and Well-Being Committee meetings.

2. Health and Safety Team Core Activities

The Health and Safety Teams core activities this academic year Aug 22 – July 2023, has been supporting departments and staff:

- Accidents, Incidents and Near Miss reporting/Investigation
- Health and Safety Training
- Supporting curriculum unit delivery
- Administration of first aid requirements
- Administration of fire evacuations/ including PEEPS
- Occupational Health Referrals (DSE) Risk Assessment
- Attending relevant meetings; internally and externally (MSIP) Skills Academy
- Provision of statistics and appropriate reports for relevant meetings
- Control of Asbestos
- Board of Management Audit and Risk Committee Audit Support External Auditors Henderson Loggie
- Reviewing safety management systems, guidance, practices and procedures

3. Health and Safety Training

Staff Training

The People Team organise health and safety training through EduCare/TES Institute, the current Mandatory Training Provider. Training has moved into 'themed years' for ongoing completion of mandatory training, with each year having a different theme with all staff being informed which training modules should be completed that year. This will then form the basis of the ongoing update of mandatory training across the College for all staff, as the themed years will repeat, meaning everyone completed Health and Safety training every three years and is subject to Estates Monthly Monitoring procedure.

Curriculum Based

The Health and Safety Team continue to support department lecturers across all campuses in the delivery of Health and Safety units within the curriculum.

4. Departmental Safety Checklist

Departmental Safety checklist forms and guidance were sent out to 36 departments in November 2022 and returned January 2023. The returns were reviewed with the information/data provided being compiled into 2 analysis reports showing each departments performance over the 4-subject areas: People, Procedures, Plant/Substances, Premises using a traffic light grading system.

Grade A: Green: No action required, Grade B: Amber: Action Required, Grade C: Red URGENT Action required and Grade D: Purple: Non-applicable. Urgent actions were addressed in line with the ongoing procedure reviews.

5. Fire Arrangements and Emergency Evacuation

Fire evacuation drills were carried out at all 3 campuses on the following dates with the buildings efficiently evacuated with all records retained. There was a minor alarm technical issue at Kingsway which resulted in 2 evacuations of campus buildings with the alarm issue being resolved

- 28/11/2022, Kingsway
- 29/11/2022, Gardyne
- 30/11/2022, Arbroath
- 31/03/2023 Helping Hands Nursery

Further to the ongoing review of Fire Risk Assessment Procedures within all campuses, it was identified that there were possible gaps in the availability of staff on campuses to perform the roles of Fire Reporting Officer, Fire Warden, trained Evac Chair operator during an emergency evacuation due to staff working from home and moving between campuses.

To address this, a draft proposed solution for Fire Emergency Evacuation Procedures (Emergency Evacuation Stations) EES has been researched and developed with a short presentation provided to members of the Health, Safety and Wellbeing Committee including Union Safety Reps on Thursday 23rd March 2023, which was well received. The new procedures supported by the placement of 75 new EES boards within the 3 campuses, along with a training video and training guide for all staff with separate training sessions being arranged for caretakers on the Fire Reporting Officers procedures in preparation for the planned launch the beginning of the Academic year Aug 2023.

The annual servicing of fire extinguishers at Kingsway and Gardyne Campus has been carried out during the summer break 2023 and records retained. Arbroath Campus testing was carried out in November 2022. The Fire Dry Riser service checks for Gardyne and Arbroath campuses were carried out during September 2022. All EVAC Chairs were subject to internal visual inspections during Aug 2022 and Feb 2023. Evac International Chair Company undertook annual contract maintenance/service in June 2023 with records retained.

Laser Cutting Machine Fire Gardyne Campus Room Y345 22nd June 2023

On Thursday 22nd June 2023 at 14:15pm, a laser cutting machine which was being used by a member of staff (left unattended) went on fire within the Art and Design Department workroom Y345. This resulted in the full evacuation of Gardyne Main Campus Building and subsequent attendance by Scottish Fire and Rescue Service who gave all clear for safe re-entry to the building.

At the time of writing this report, a full health and safety investigation into the circumstances had been completed with a summary report detailing the immediate and underlying causes of the machine fire and the actions required to prevent any future recurrence being distributed to the Art and Design Curriculum Director, Senior management Team with a progress review date set 27th November 2023.

6. First Aid Provision

First Aid provision has continued to be maintained in all campuses through the flexible support of our qualified first aiders which is very much appreciated.

First Aid Training - Aug 2022- July 2023

The following courses were completed last year with the number of participants for 2022/2023

Course	Number of Courses	Number of Participants
Emergency First Aid at Work Course:	0	0
2 Day Refresher Course:	1	4
3 Day First Aid at Work Course:	0	0

Qualified First Aiders

The number of qualified first aiders for each campus as of 25th Aug 2023 is as follows:

CAMPUS	DESIGNATED	ROTA	TOTAL
Kingsway	11	3	14
Gardyne	11	4	15
Arbroath	11	5	16
Total	33	12	45

7. New Generic Risk Assessment 5x5 Risk Rating Template

The new generic 5x5 Generic Risk Assessment template continued to be trialled and developed by the Landbased department as a replacement to the current 3x3 form. The 5x5 form provides the risk assessor with opportunities to consider a wider range of medium level hazards and risks and assist in identifying additional control measures to prevent or reduce the risks.

In preparation to assist with future rollout to adopt the new 5x5 form across other academic and support service areas, engagement and consultation has taken place with other departments and Union Safety Reps which was well received with the view to rolling out the new 5 x 5 from the start of the next Academic Year from August 2023 supported by training module and materials.

8. Accidents, Incidents and Near Misses (AINM)

We continue to keep the AINM system under review looking for ways to make it as user friendly as possible to encourage staff to record accidents, incident and near misses and to improve data analysis and we have continued to work with managers providing instruction and assistance with effective accident investigation and prevention providing encouragement to staff to record all instances of Accident, Incidents and Nera Misses.

During the period August 2022 – July 2023 there were 76 accidents, 76 incidents and 36 near misses reported. There were 4 RIDDOR reportable accidents reported during this period (0 Employees, 4 Students) and is summarised in Chart 5. None of the 4 RIDDOR reportable accidents to date have been subject to further enquiries by the Health and Safety Executive.

AINM data charts by categories:

Chart 1 All AINM Stats/Type/Locations 2022-2023 THIS YEAR

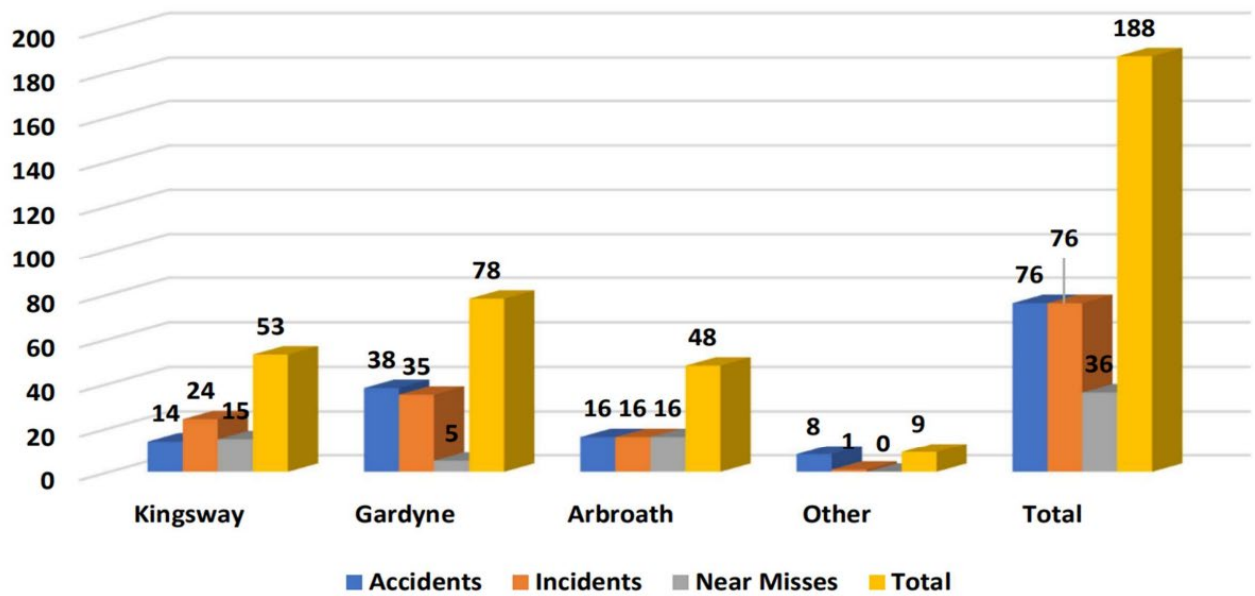


Chart 1A All AINM Stats/Type/Locations 2022-2023 LAST YEAR

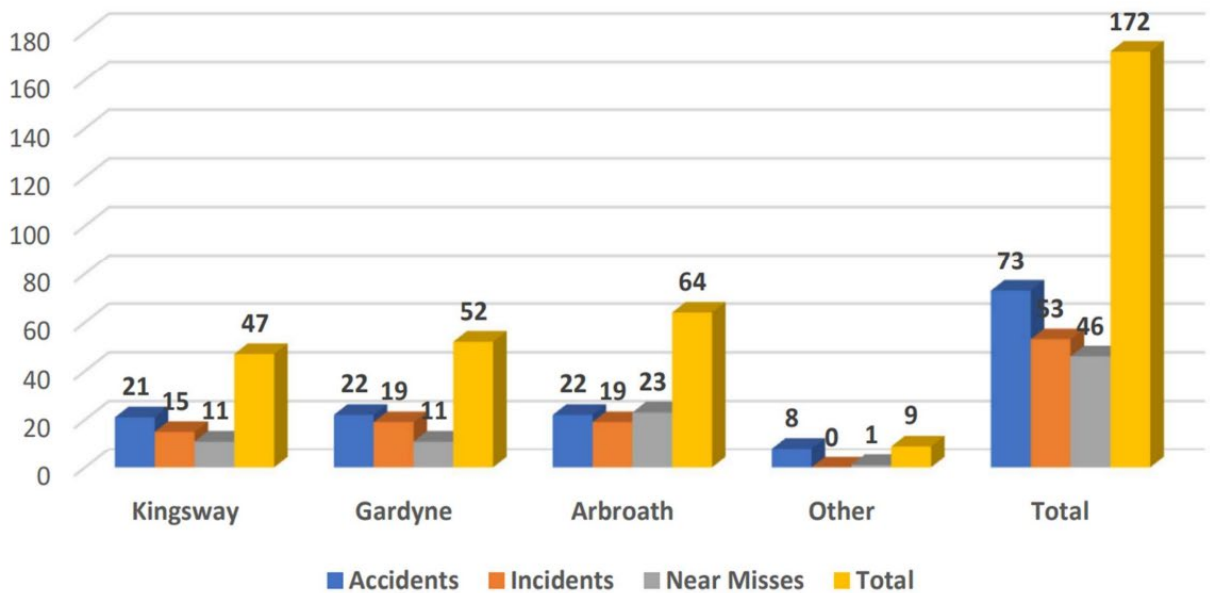


Chart 1B All AINM Stats/Type/Locations 2022-2023 DIFFERENCE

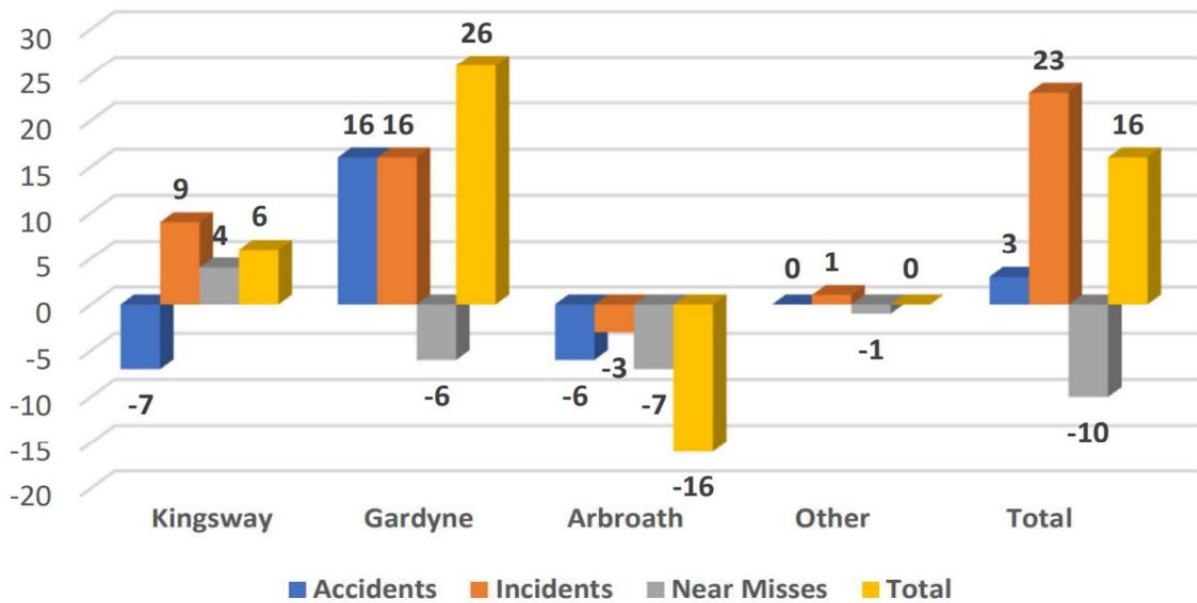


Chart 2 Accidents/First Aid/RIDDOR 2022-2023 THIS YEAR

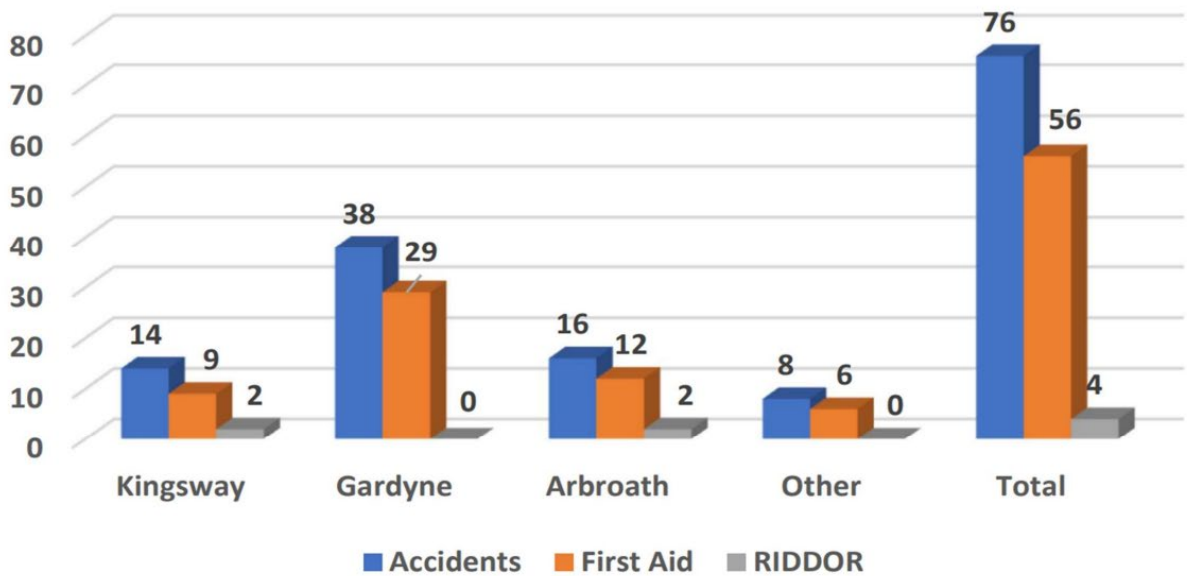


Chart 2A Accidents/First Aid/RIDDOR 2022-2023 LAST YEAR

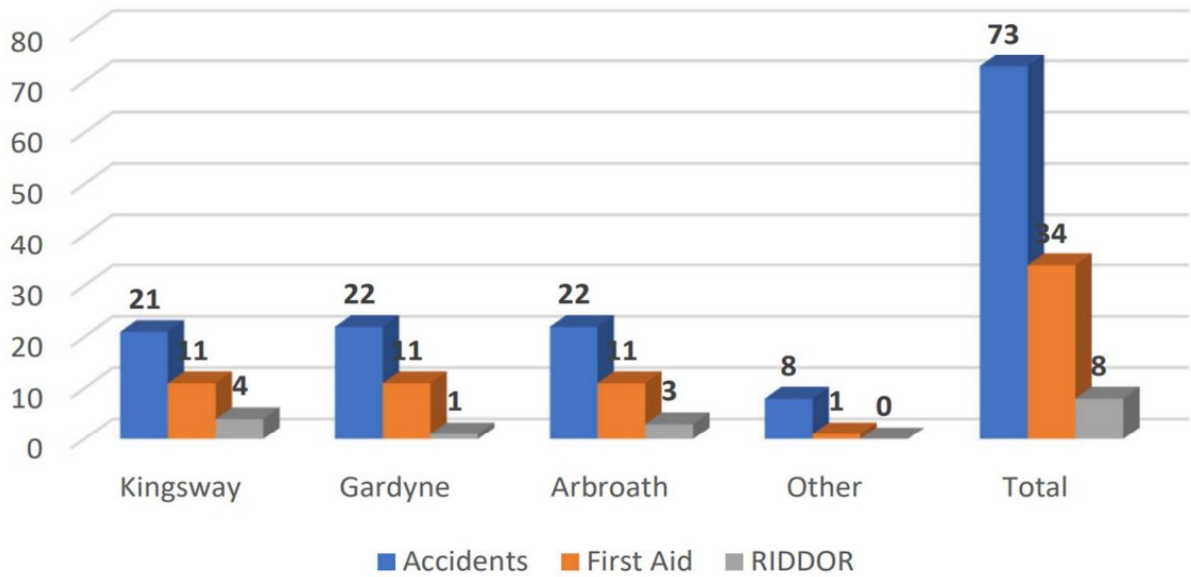


Chart 2B Accidents/First Aid/RIDDOR 2022-2023 DIFFERENCE

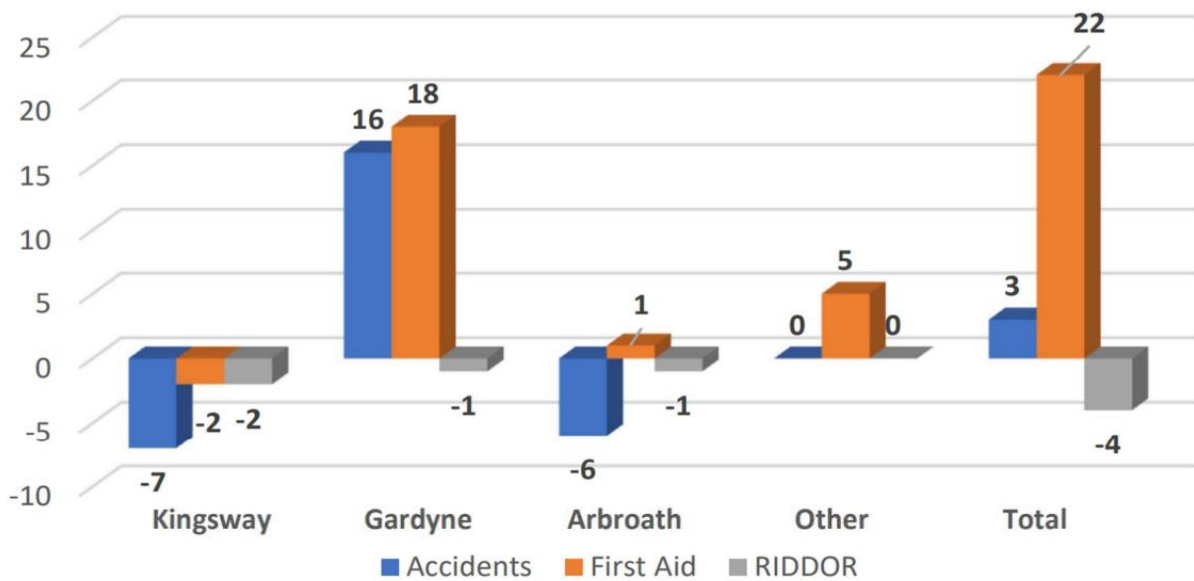


Chart 3

Occupation by Campus 2022-2023 THIS YEAR

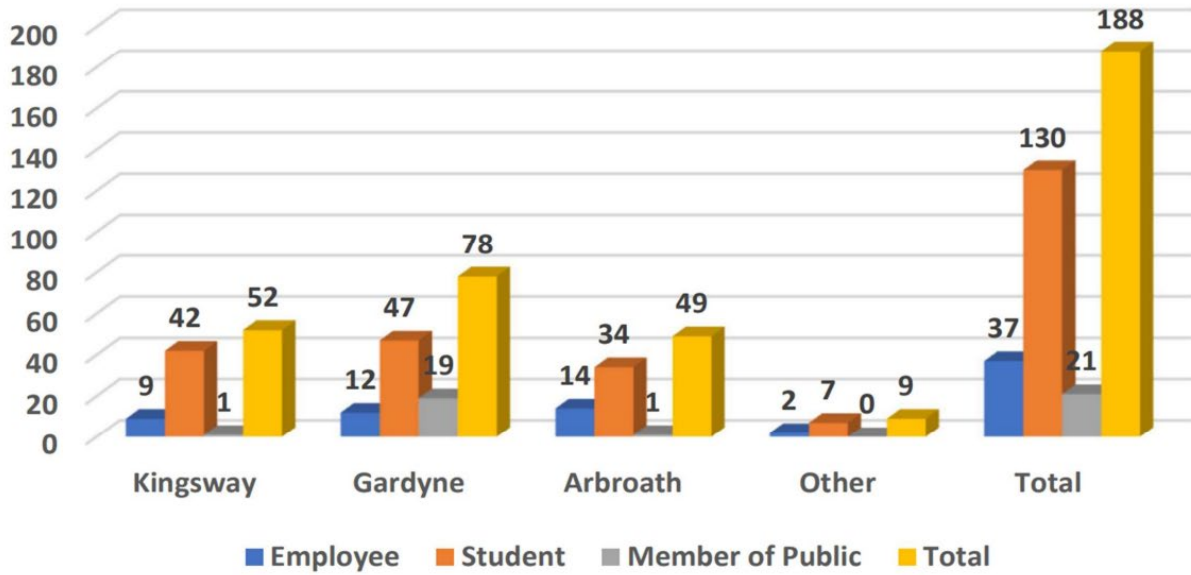


Chart 3A

Occupation by Campus 2022-2023 LAST YEAR

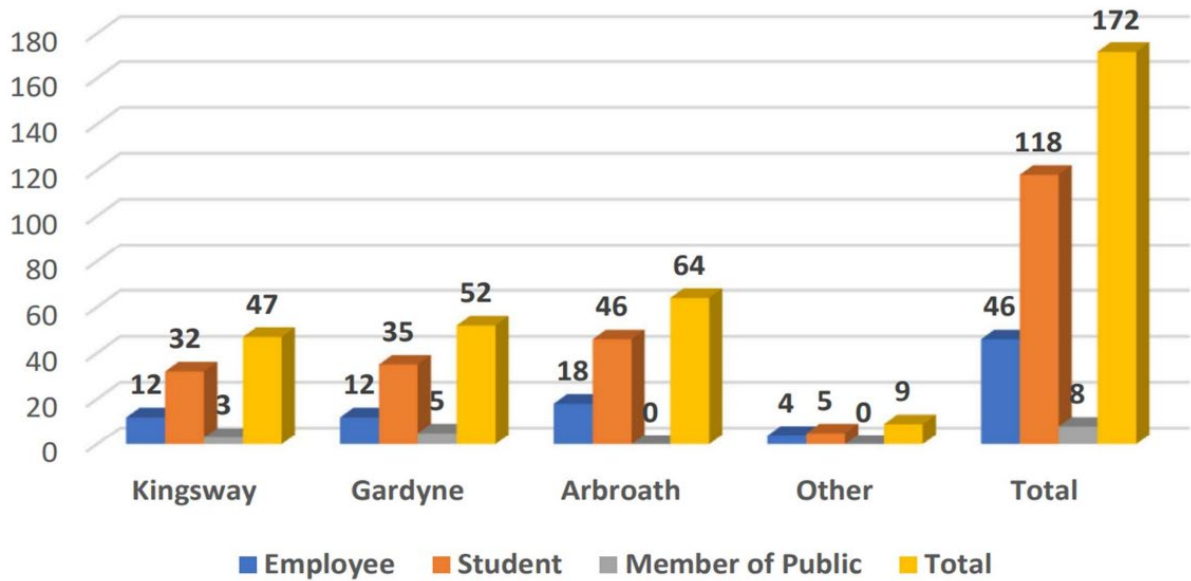


Chart 3B

Occupation by Campus 2022-2023 DIFFERENCE

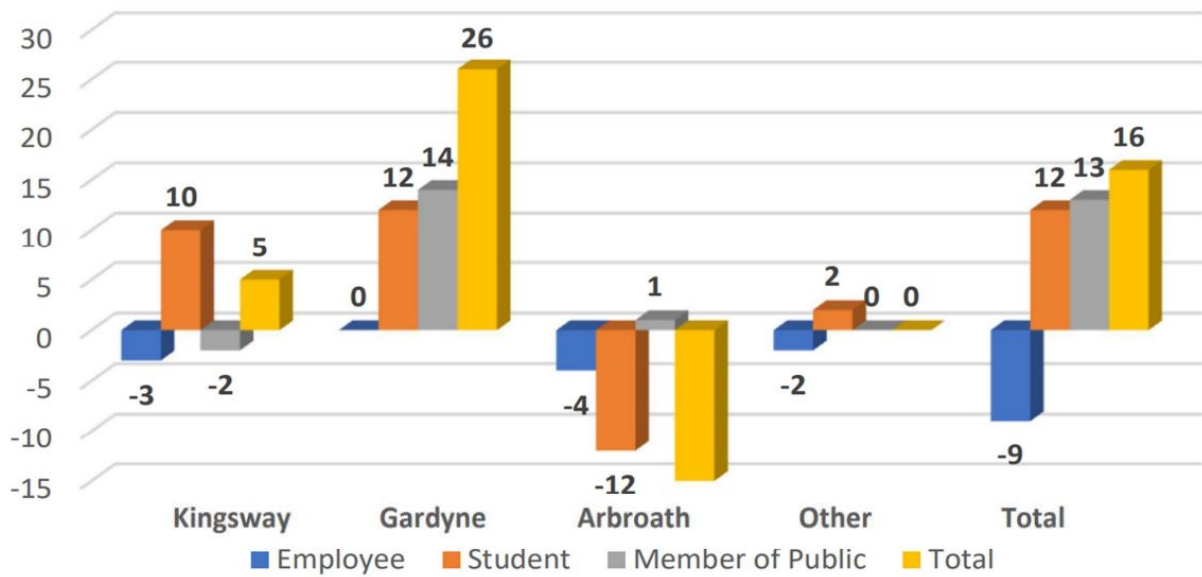


Chart 4

RIDDOR by Occupation 2022-2023 THIS YEAR

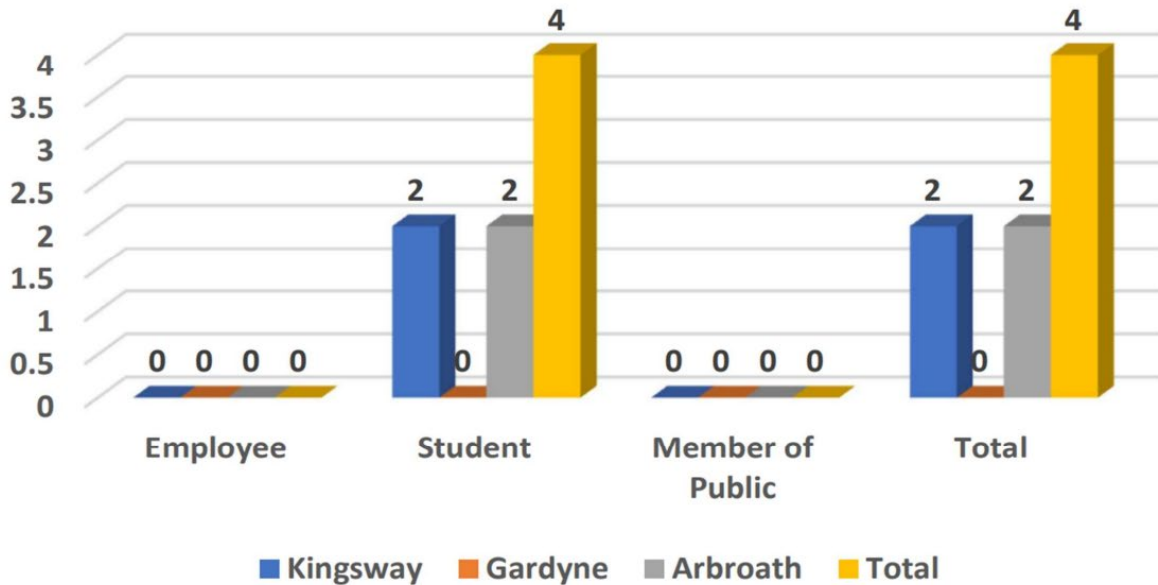


Chart 4A RIDDOR by Occupation 2022-2023 LAST YEAR

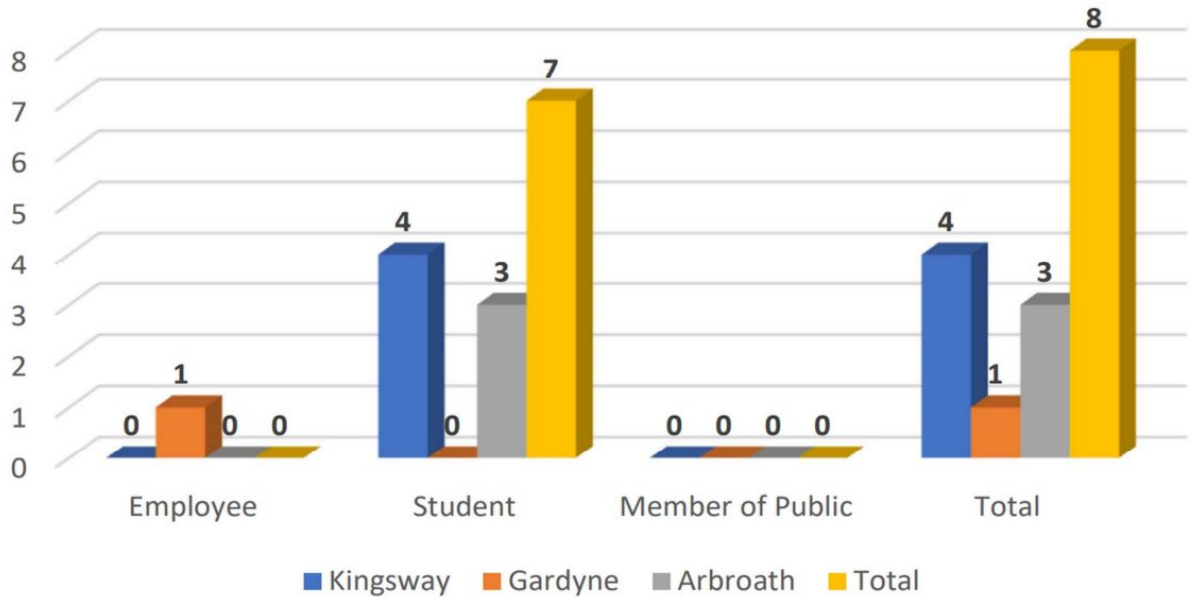


Chart RIDDOR by Occupation 2022-2023 DIFFERENCE

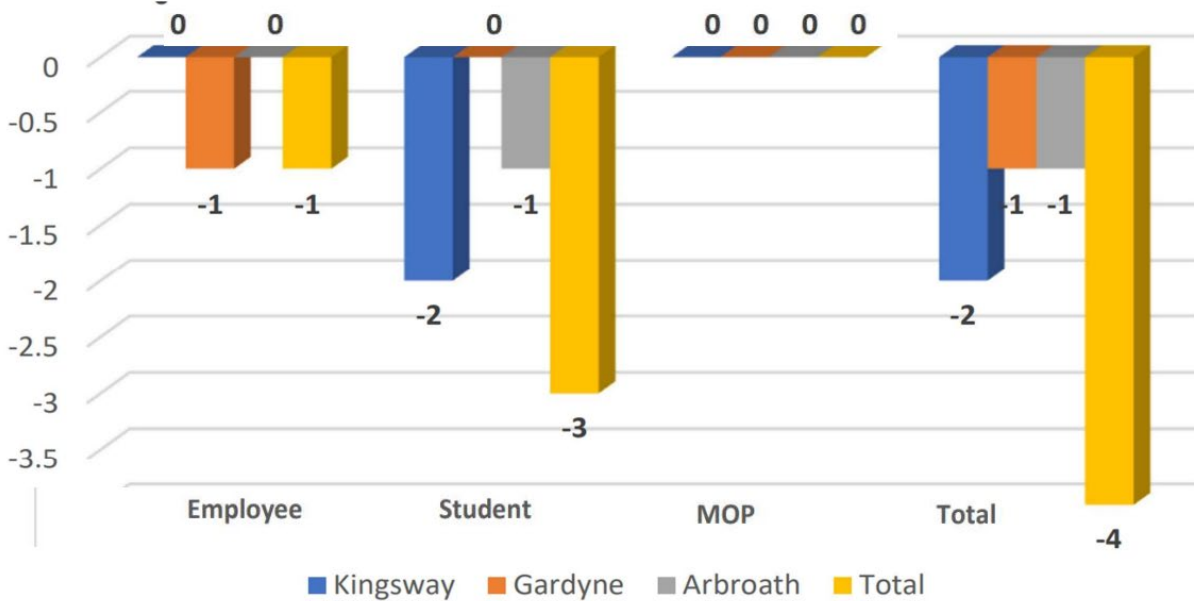


Chart 5

RIDDOR Reportable Accidents 2022-2023

RIDDOR REPORTABLE ACCIDENTS 2022-2023

Date/Time	Role	Location	AINM Details	AI Injury/Symptom
23/09/2022 10:15	Student	Kingsway Campus	IP was carrying out a task using a utility knife whereby the knife slipped with IP sustaining a cut injury to her left hand index finger.	Left hand index finger
20/12/2022 15:30	Student	Arbroath Campus	IP had cut his thumb with a stanley knife whilst forming a tenon joint.	Left hand index finger
19/04/2023 15:20	Student	Kingsway Campus	As the IP lifted an empty bulk bag to place it over his shoulder, his shoulder popped out. Following the incident the student informed the course lecturer that he had previously dislocated his shoulder and that this was a pre-existing condition and that he was having ongoing discussions with his GP about surgery to prevent recurrence.	Shoulder
15/06/2023 10:45	Student	Arbroath Campus Helping Hands Nursery	A child in the garden, run from one area to another area tripped over an uneven surface, and fell. Child complained about a sore arm and said that they cracked their arm. The adult checked the child's arm which looked curved. Although the child had good mobility in their fingers there was a cause for concern. The parent was contacted straight away. A member of staff remained with the child and an ice pack was applied to ease the pain. The child got picked up by mum and taken to the hospital. When the manager contacted Mum to check about the child, they found out that child broke their arm. We apologised to Mum for the accident.	Fracture Left Arm

Chart 6

Accidents by Type 2022-2023 THIS YEAR

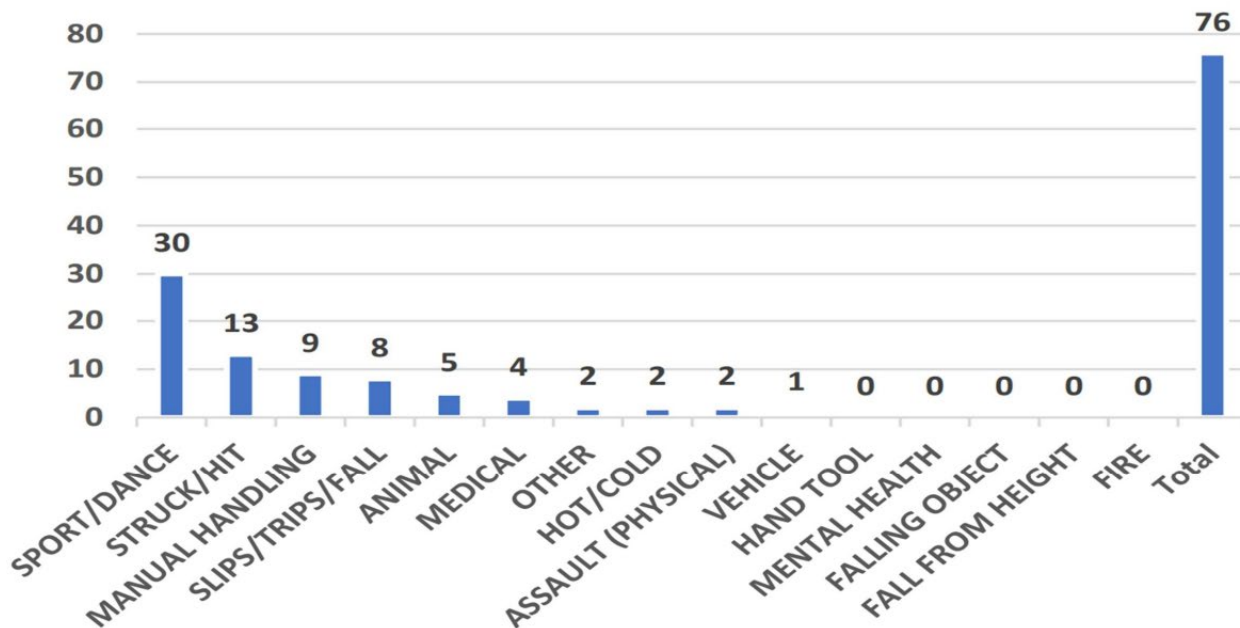


Chart 6A

Accidents by Type 2022-2023 LAST YEAR

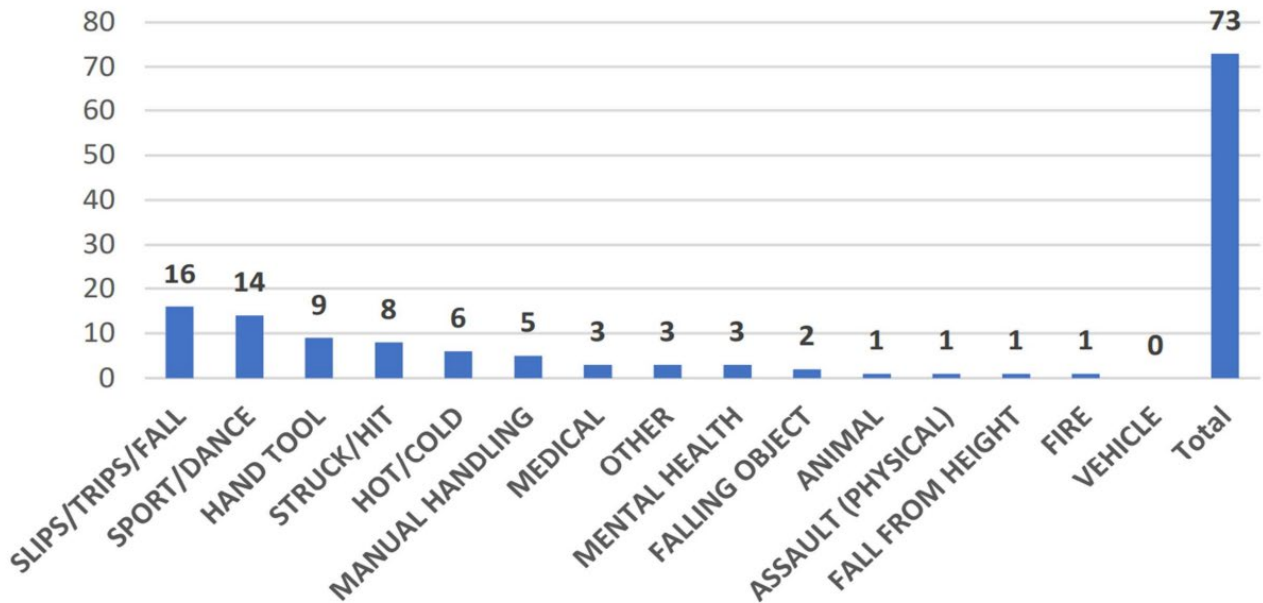


Chart 6B

Accidents by Type 2022-2023 DIFFERENCE

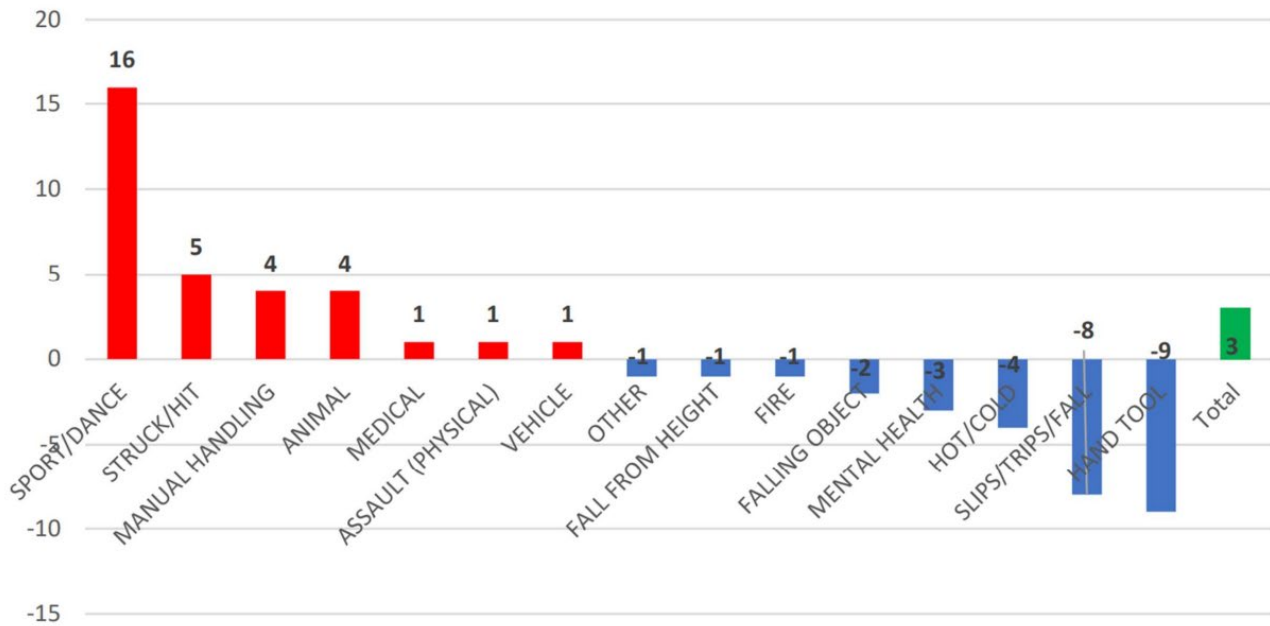


Chart 6C

Accidents by Type 2022-2023 THIS YEAR

5.26%

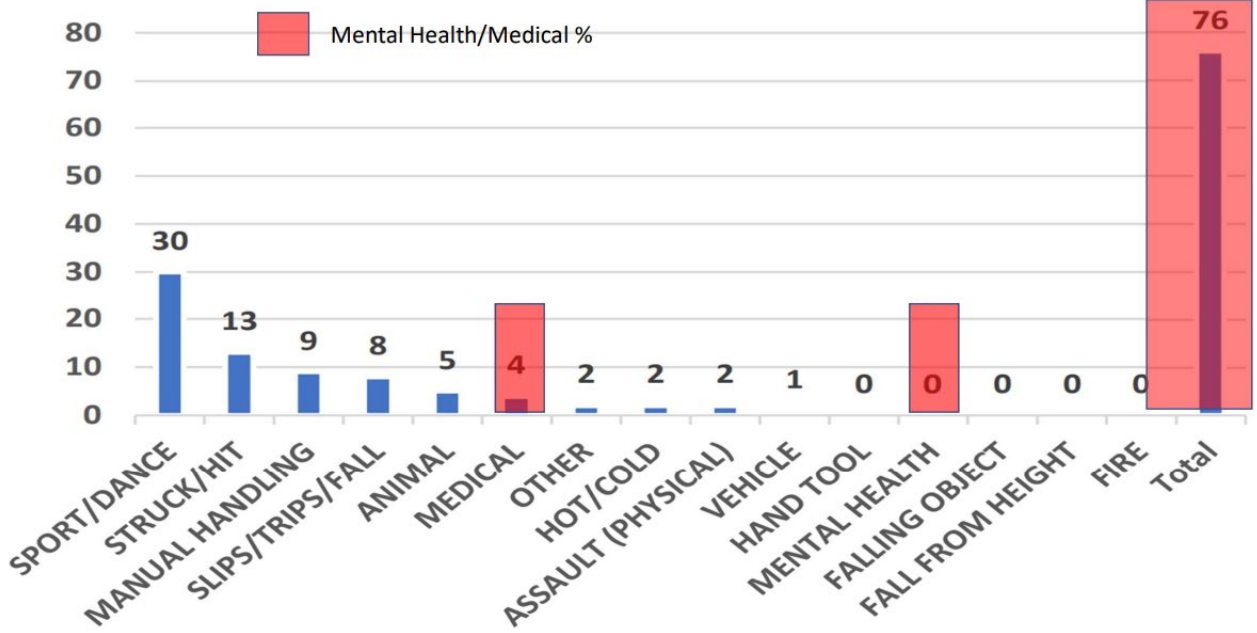


Chart 7

Accidents by Injury 2022-2023 THIS YEAR

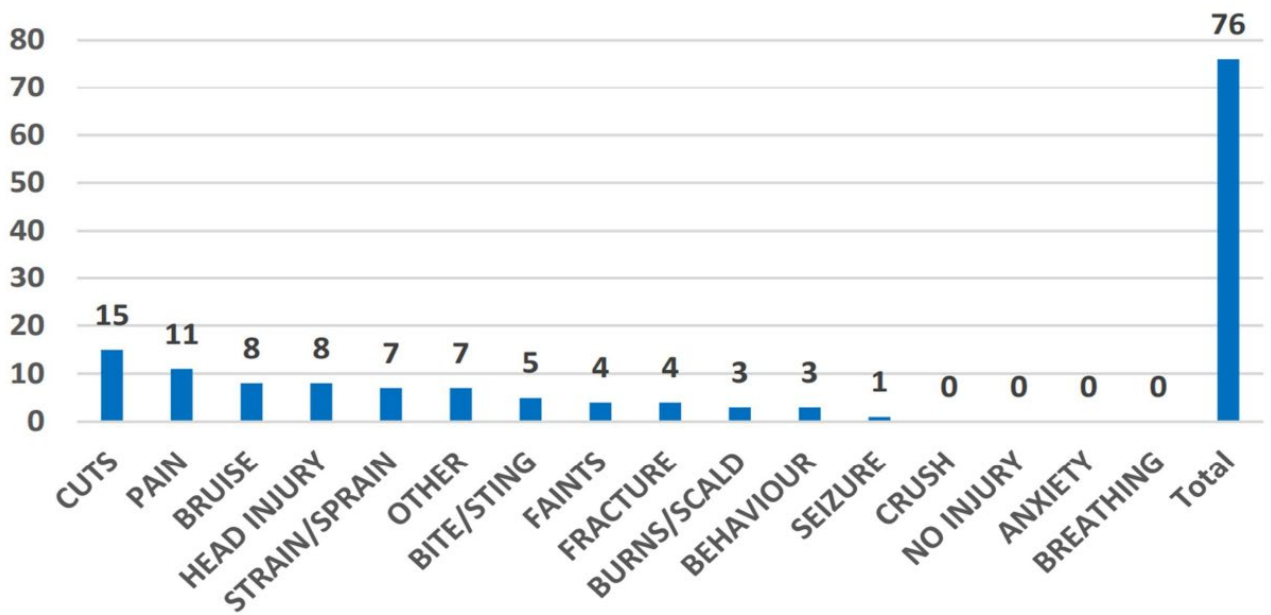


Chart 7A

Accidents by Injury 2022-2023 LAST YEAR

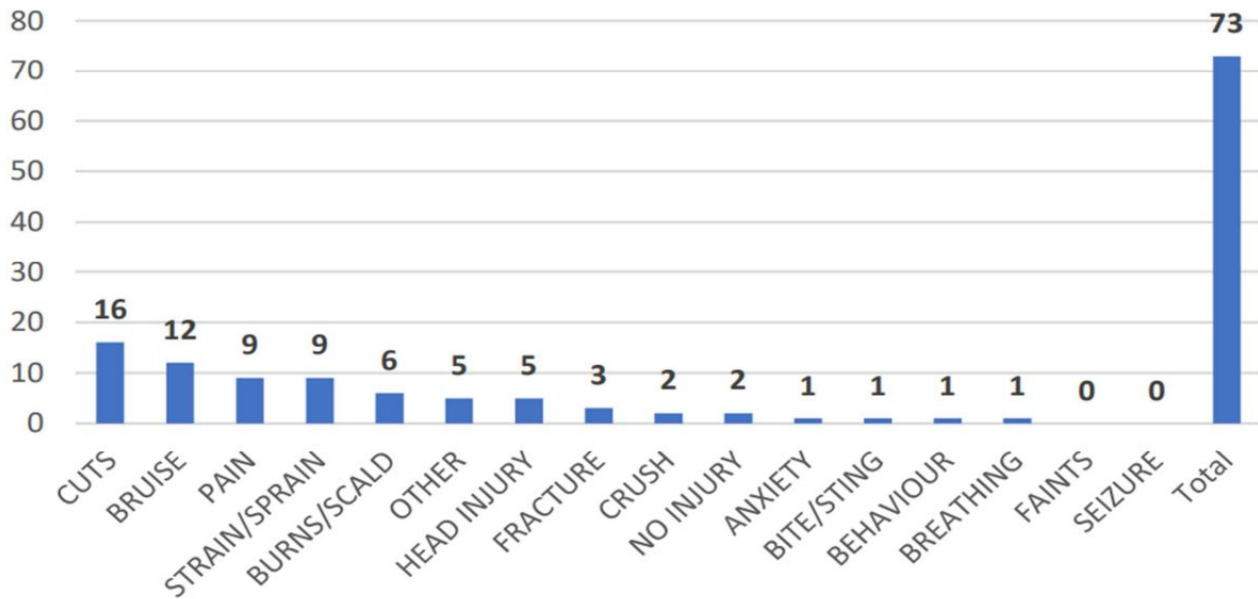


Chart 7B

Accidents by Injury 2022-2023 DIFFERENCE

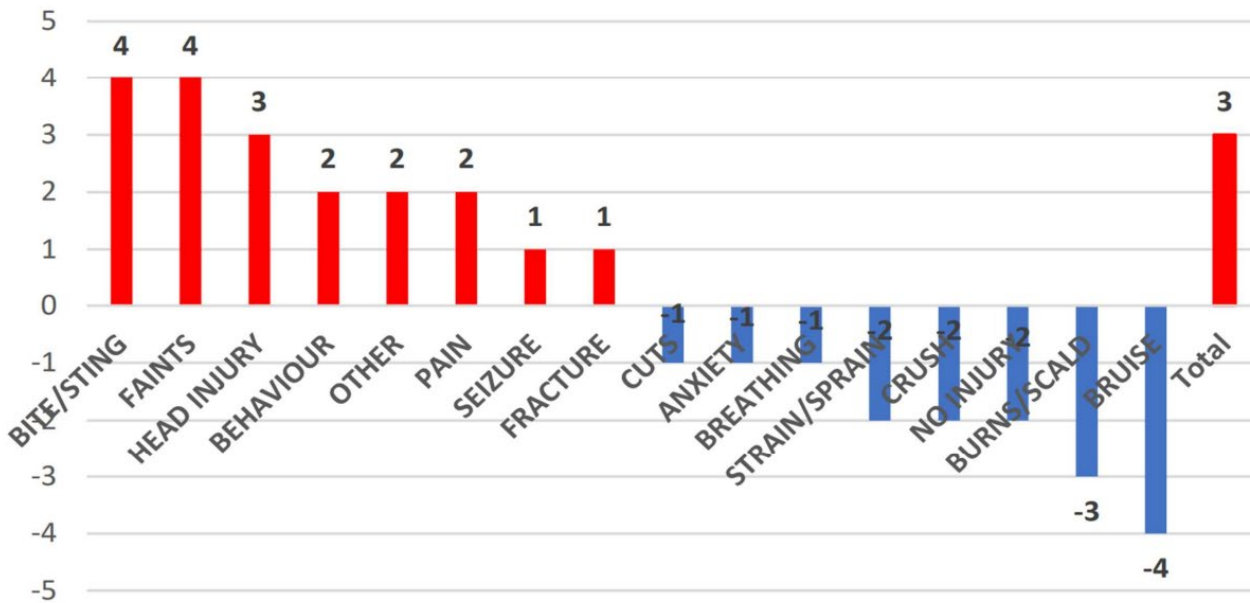


Chart 8

Incidents by Hazard 2022-2023 THIS YEAR

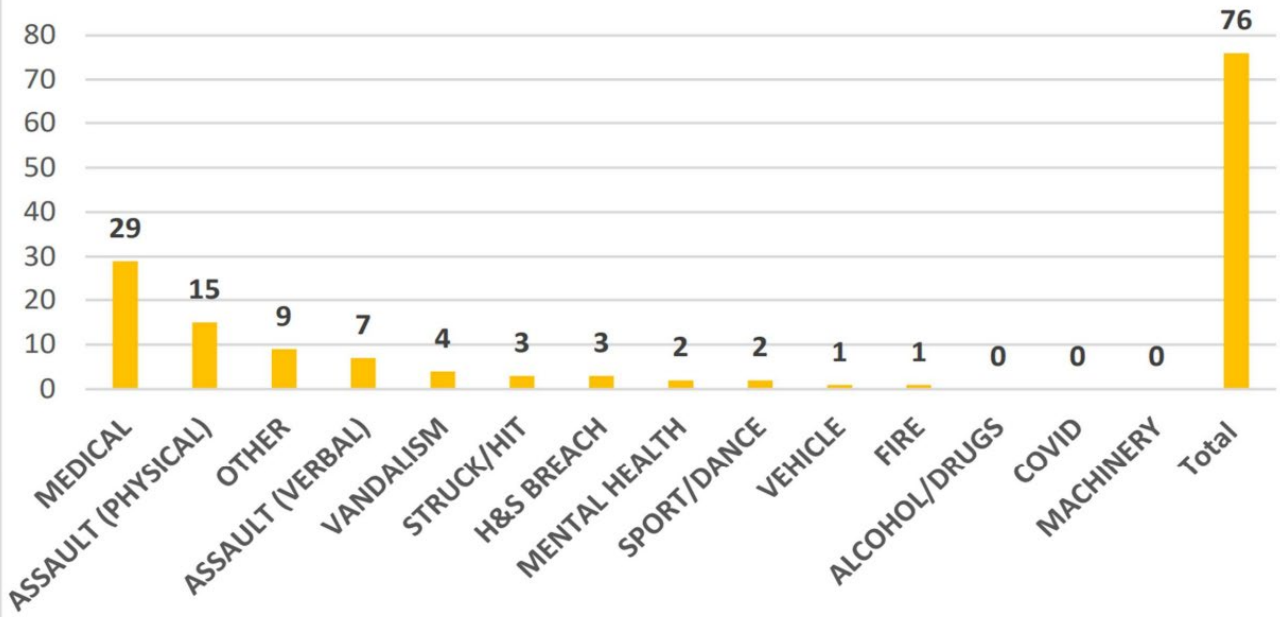


Chart 8A

Incidents by Hazard 2022-2023 LAST YEAR

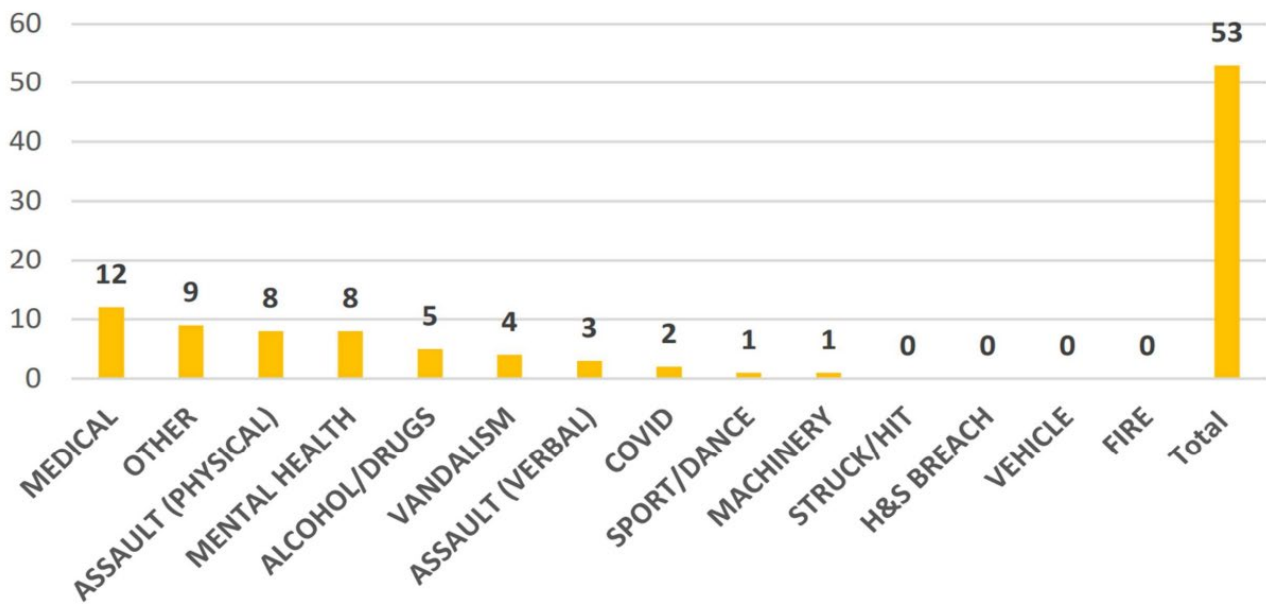


Chart 8B

Incidents by Hazard 2022-2023 DIFFERENCE

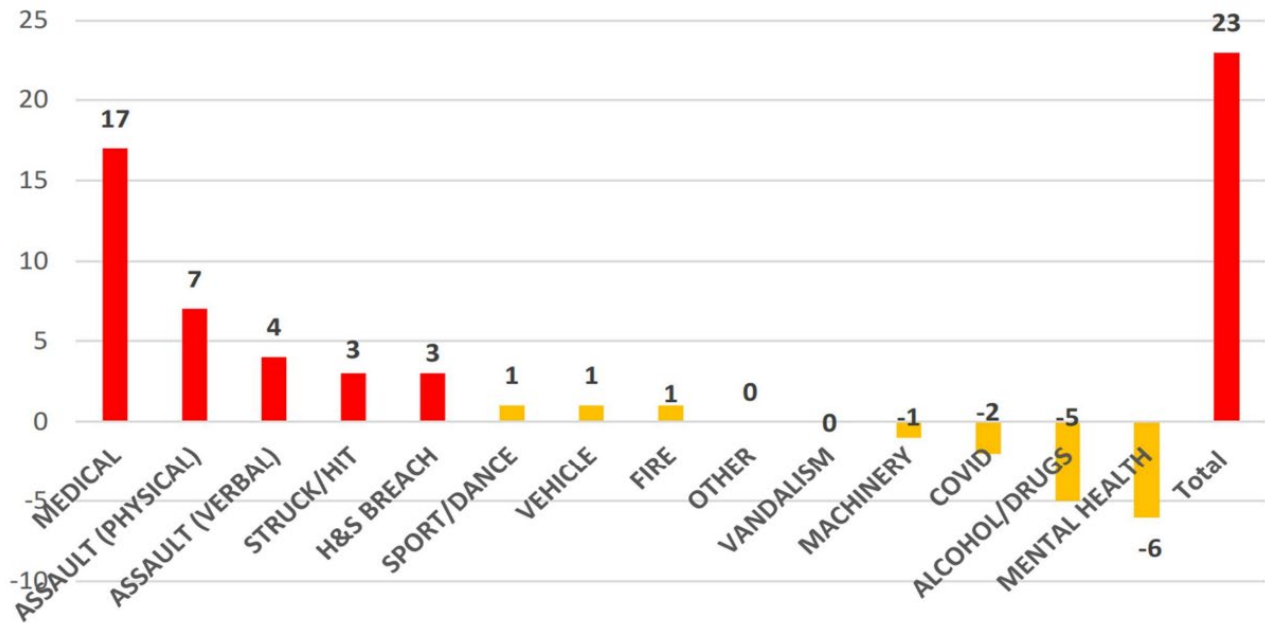


Chart 8C

Incidents by Hazard 2022-2023 THIS YEAR

40.78%

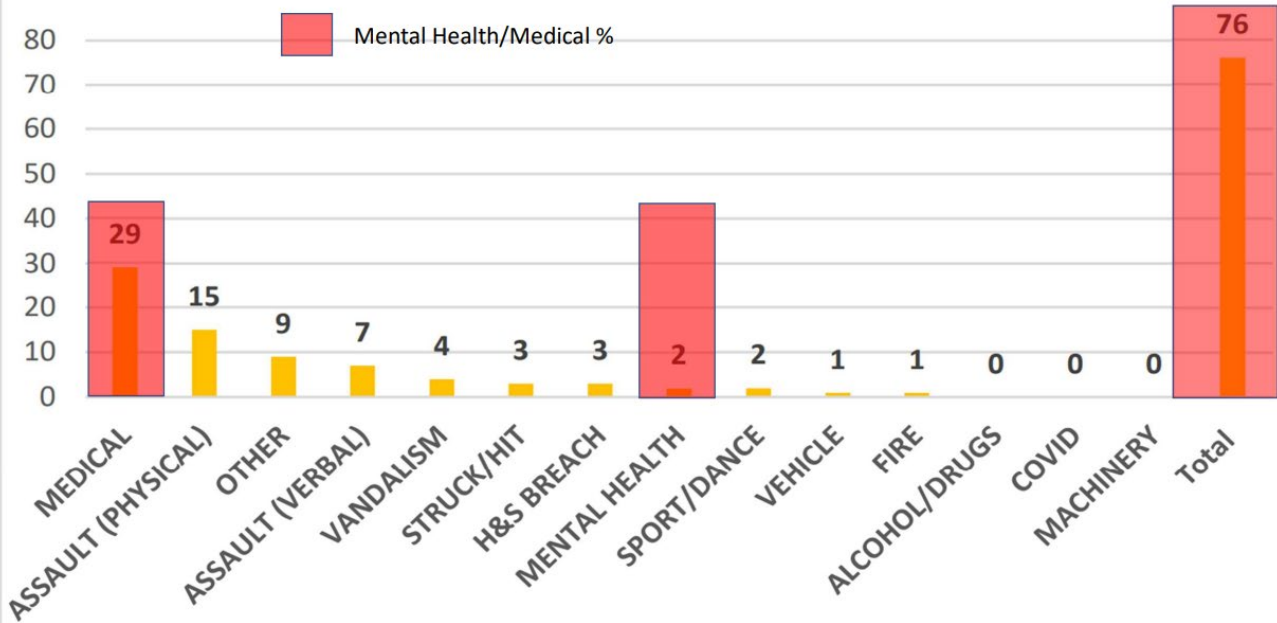


Chart 9

Incidents by Injury 2022-2023 THIS YEAR

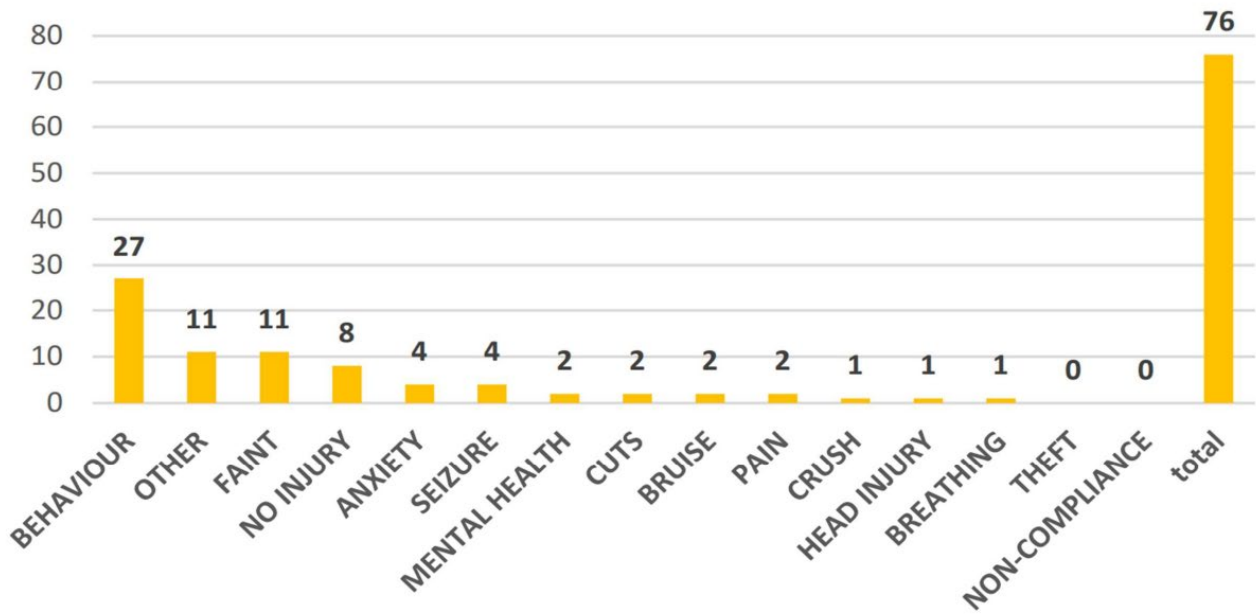


Chart 9A

Incidents by Injury 2022-2023 LAST YEAR

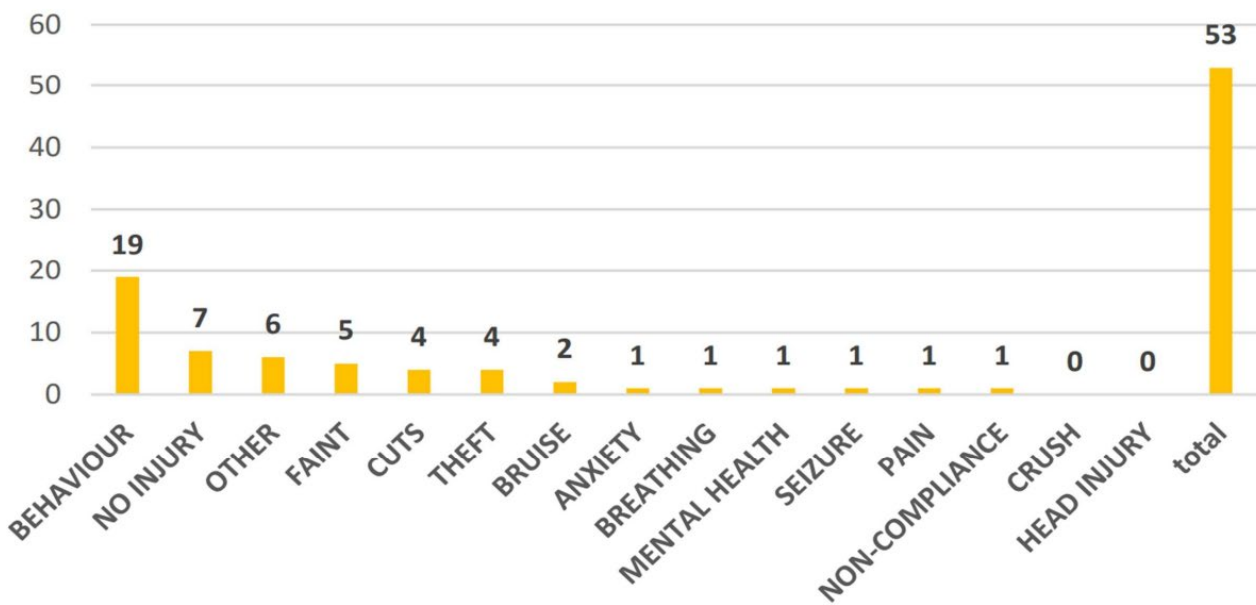


Chart 9B

Incidents by Injury 2022-2023 DIFFERENCE

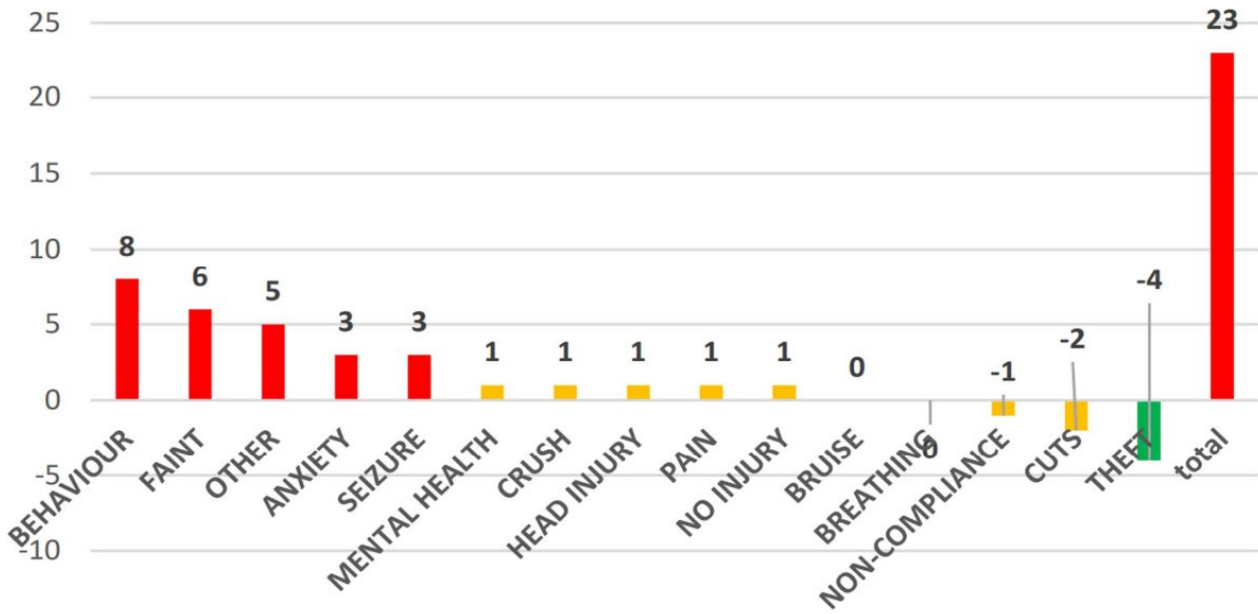


Chart 10

Near Miss by Type 2022-2023 THIS YEAR

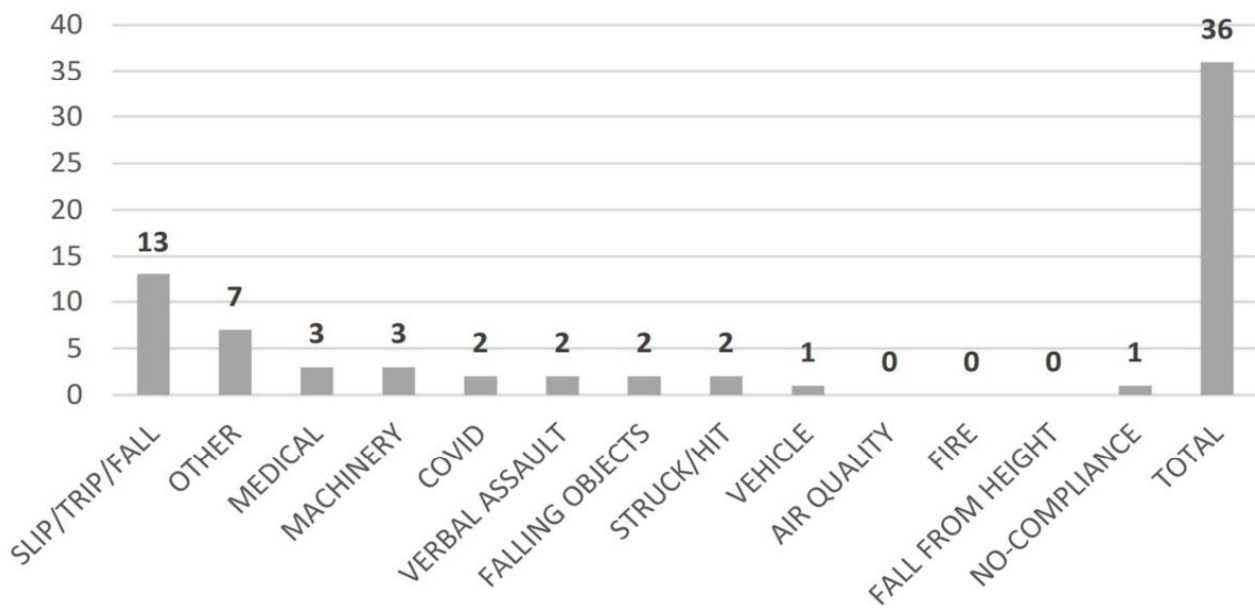


Chart 10A

Near Miss by Type 2022-2023 LAST YEAR

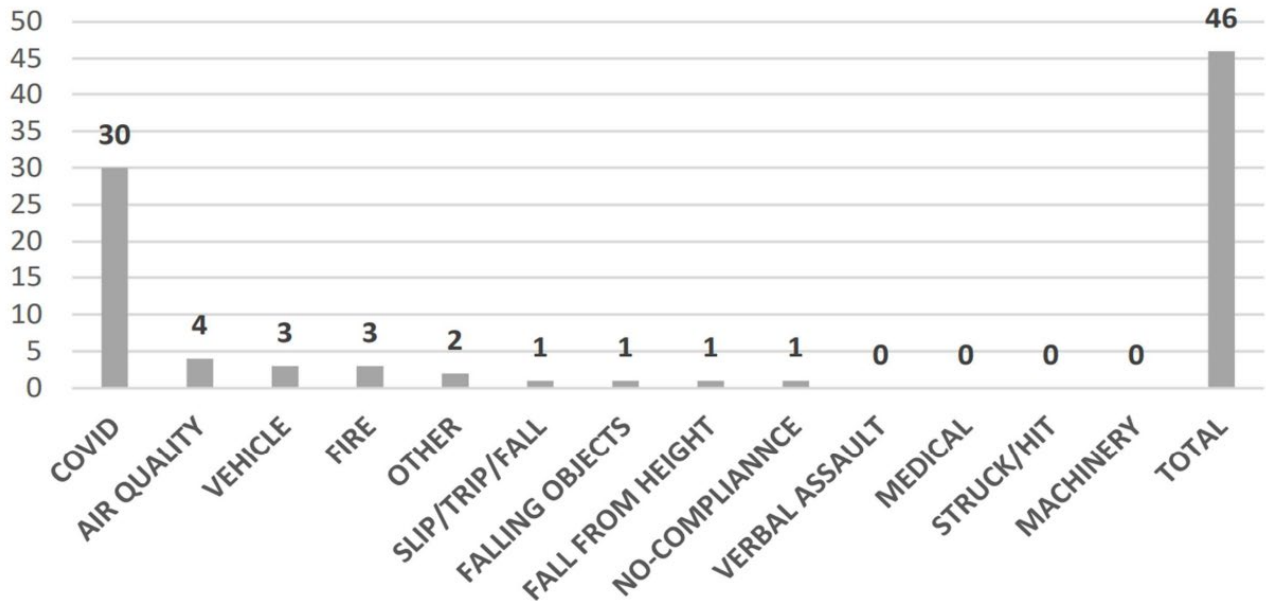


Chart 10B

Near Miss by Type 2022-2023 DIFFERENCE

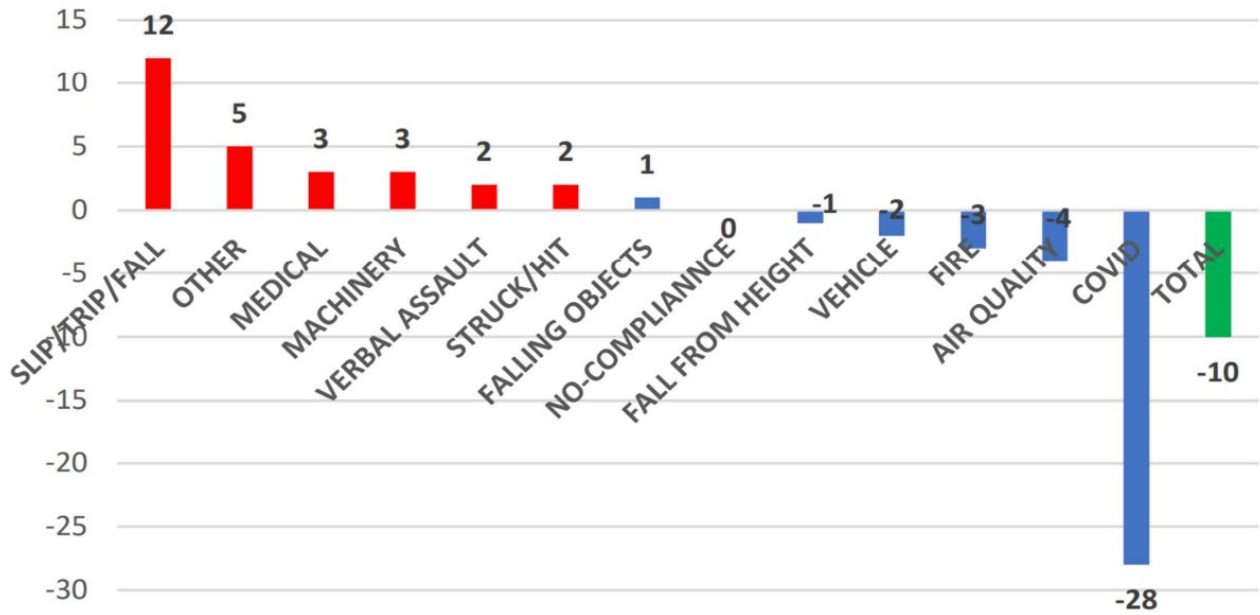


Chart 10C

Near Miss by Type 2022-2023 THIS YEAR

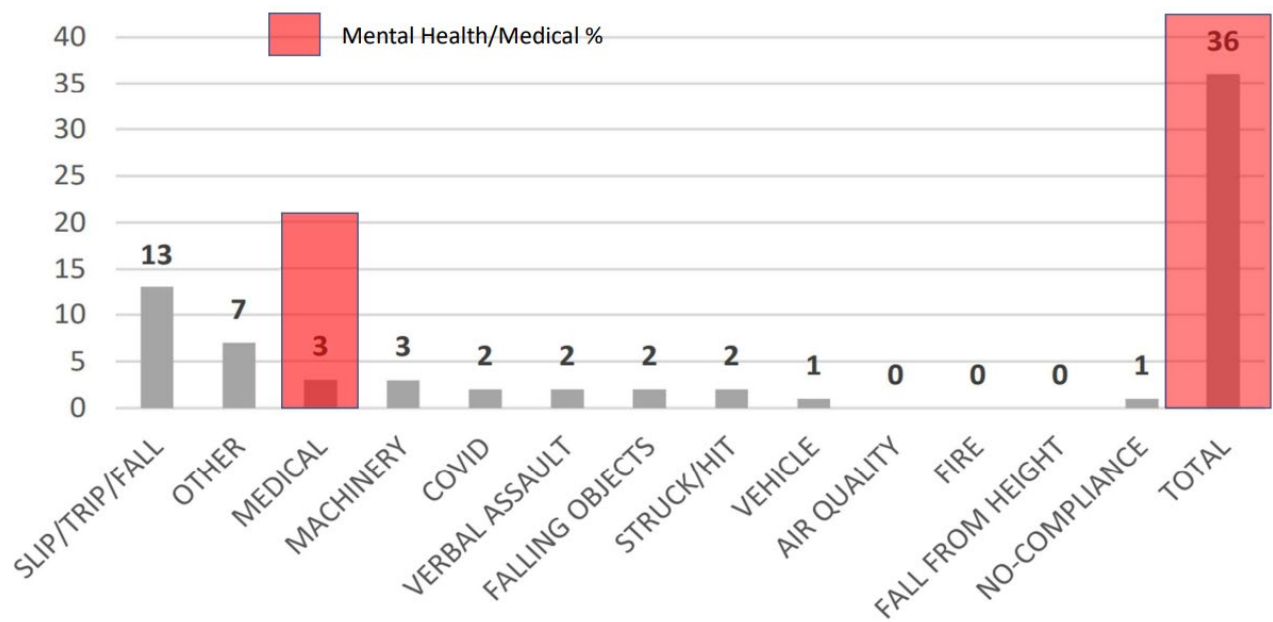


Chart 11

Recorded Accidents by Academic Year (5 year)

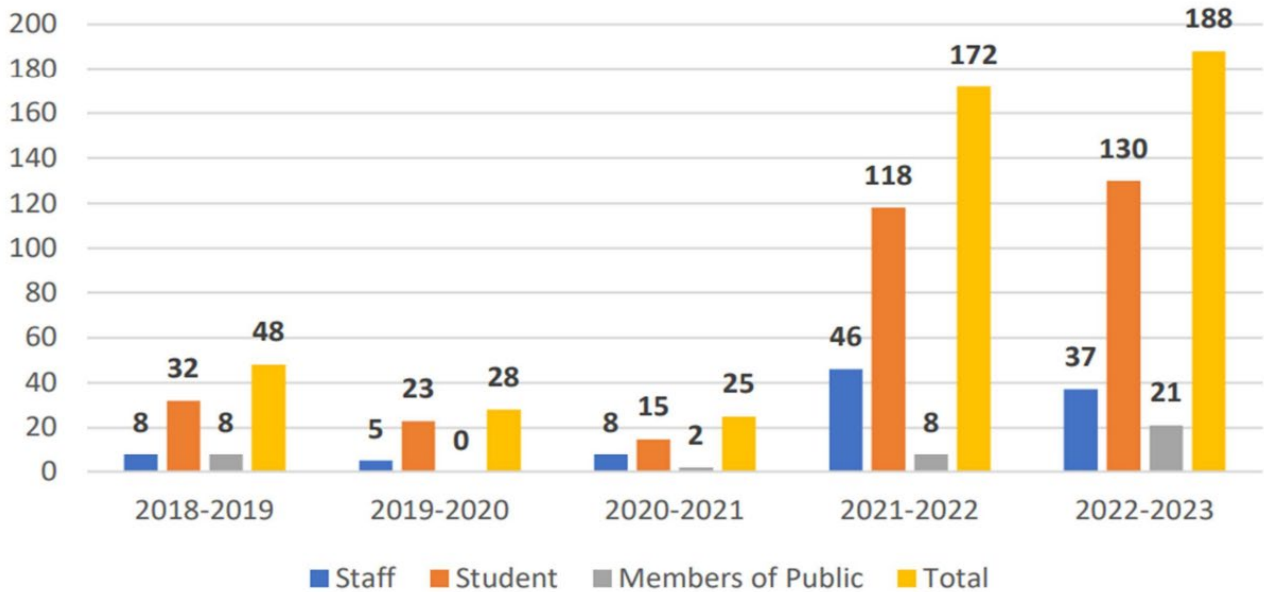


Chart 12

RIDDOR Reported Accidents by Academic Year (5 Year)

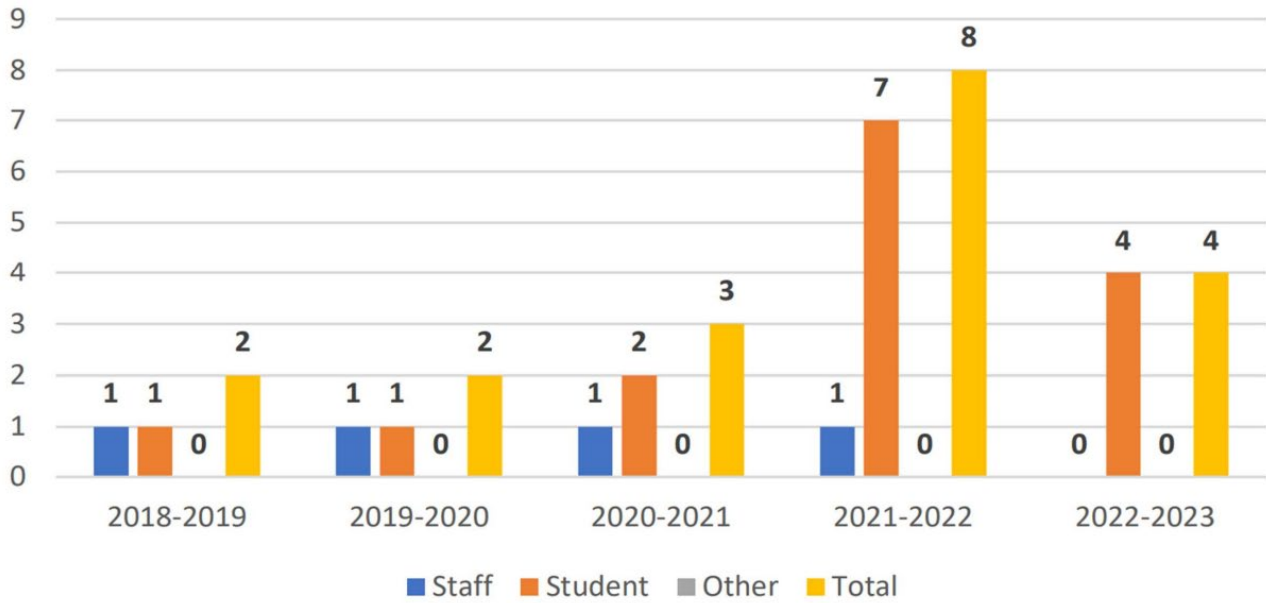


Chart 13

DEPARTMENTAL SAFETY CHECKLIST

Safety Checklist	Category 1 - Critical (Red)		Category 2 - High (Orange)		Category 3 - Medium (Yellow)		Category 4 - Low (Green)		Category 5 - Very Low (Blue)	
	Item	Score	Item	Score	Item	Score	Item	Score	Item	Score
Personnel	1	1	1	1	1	1	1	1	1	1
Procedures	1	1	1	1	1	1	1	1	1	1
Facilities	1	1	1	1	1	1	1	1	1	1
Person	1	1	1	1	1	1	1	1	1	1

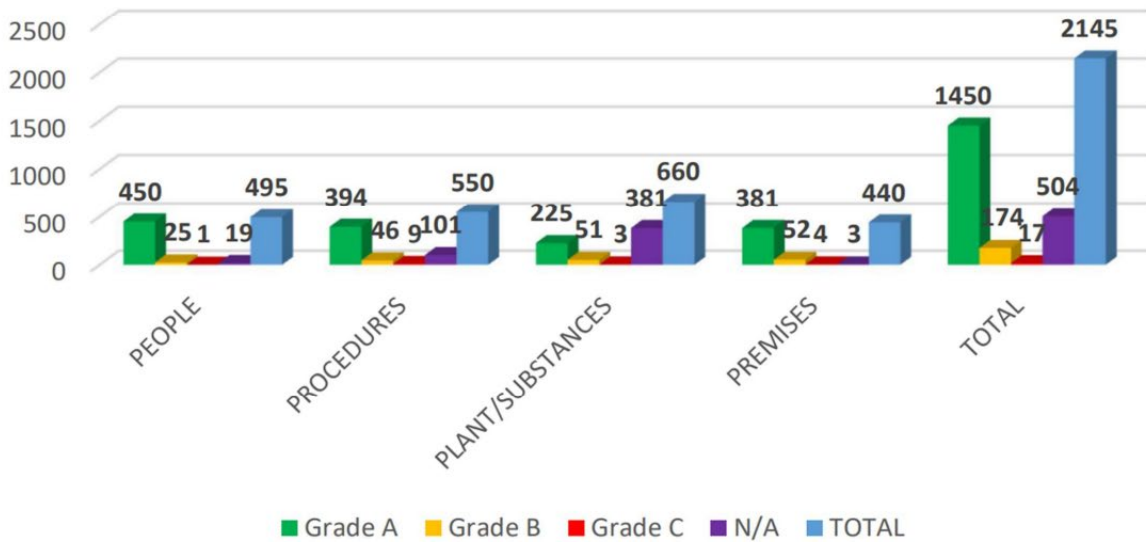
Chart 13A

DEPARTMENTAL SAFETY CHECKLIST

	People (9)				Procedures (10)				Plant & Substance (12)				Premises (8)			
	A	B	N/A	C	A	B	N/A	C	A	B	N/A	C	A	B	N/A	C
Academic Development	9	0	0	0	8	2	0	0	3	0	0	13	8	0	0	0
Admin - AC Help Point	9	0	0	0	9	0	0	0	2	0	0	10	9	0	0	0
Admin - Airbroath Office	9	0	0	0	9	0	0	0	1	2	0	10	9	0	0	0
Admin - GC Help Point	9	0	0	0	9	0	0	0	2	0	0	10	7	0	0	0
Admin - KC Help Point	9	0	0	0	8	0	0	0	10	2	0	0	8	0	0	0
Admin - Student Funding	9	0	0	0	9	0	0	0	0	0	0	10	9	0	0	0
ALE - Animal Care	7	2	0	0	8	3	0	0	2	5	3	0	4	4	0	0
ALE - Horticulture	8	1	0	0	8	0	0	0	8	2	0	3	7	1	0	0
APT	8	0	0	0	8	0	0	0	2	5	0	0	7	1	0	0
ASE - Access Airbroath	7	1	0	0	8	0	0	0	5	3	0	0	9	8	0	0
ASE - Access Gardyne	9	0	0	0	9	0	0	0	3	2	0	0	10	8	0	0
ASE - Access Kingsway	9	0	0	0	7	0	0	0	3	1	0	0	11	8	0	0
ASE - FACE	9	0	0	0	8	1	0	0	1	0	0	0	8	0	0	0
ASE - Rise	9	0	0	0	8	1	0	0	1	0	0	0	17	8	0	0
ASE - SE Airbroath	9	0	0	0	9	0	0	0	5	0	0	0	7	8	0	0
ASE - SE Gardyne	8	1	0	0	9	0	0	0	1	8	0	0	4	6	2	0
BAH & AU	9	0	0	0	7	2	0	0	1	1	2	0	9	7	1	0
Building Services	7	1	0	0	9	1	0	0	10	2	0	0	0	2	0	0
Consulting	7	2	0	0	7	0	0	0	4	3	0	0	3	1	0	0
Construction	7	2	0	0	10	0	0	0	9	3	0	0	5	2	0	0
CS	9	0	0	0	8	0	0	0	10	0	0	0	8	0	0	0
CVP	9	0	0	0	10	0	0	0	0	0	0	0	8	0	0	0
Engineering	9	0	0	0	10	0	0	0	12	0	0	0	7	1	0	0
ESOL	9	0	0	0	5	0	0	0	0	0	0	0	12	6	2	0
Essential Skills	8	0	0	0	3	0	0	0	5	0	0	0	2	0	0	0
Finance	8	1	0	0	1	0	0	0	8	4	0	0	8	0	0	0
Finance	8	0	0	0	3	4	0	0	6	13	0	0	1	8	0	0
Student Theatre	8	0	0	0	4	0	0	0	2	0	0	0	3	1	0	0
Hair & Beauty	9	0	0	0	9	0	0	0	1	2	0	0	8	8	0	0
HSC	9	0	0	0	8	0	0	0	8	0	0	0	6	8	0	0
Hospitality Airbroath	9	0	0	0	8	2	0	0	8	0	0	0	3	8	2	0
Hospitality Kingsway	9	0	0	0	8	2	0	0	8	0	0	0	3	8	2	0
ICT Airbroath	9	0	0	0	8	0	0	0	2	5	1	0	6	8	0	0
ICT Gardyne	9	0	0	0	8	0	0	0	2	5	1	0	6	8	0	0
ICT Kingsway	9	0	0	0	8	0	0	0	2	5	1	0	6	8	0	0
ICT Services	8	0	0	0	8	0	0	0	2	5	1	0	6	8	0	0
LDR - AC	8	0	0	0	3	7	0	0	3	0	1	0	13	9	3	0
LDR - GC	7	0	0	0	6	2	0	0	2	0	1	0	13	7	1	0
LDR - First Services	8	0	0	0	1	7	0	0	8	4	0	1	6	0	0	0
Learning Enhancement	8	1	0	0	7	1	0	0	2	1	0	0	11	1	0	0
Marketing	9	0	0	0	8	2	0	0	0	0	0	0	12	8	0	0
People	9	0	0	0	8	2	0	0	0	0	0	0	12	8	0	0
Performance Arts	9	0	0	0	7	0	0	0	5	4	0	0	8	8	0	0
Quality	9	0	0	0	4	2	0	0	4	7	0	0	10	8	0	0
Refectory Airbroath	7	0	0	0	3	2	0	0	3	10	2	0	0	8	0	0
Refectory Gardyne	7	2	0	0	6	0	0	0	4	13	1	0	0	6	2	0
Refectory Kingsway	7	0	0	0	2	8	0	0	2	6	0	0	0	1	0	0
Science	7	1	0	0	1	8	1	0	1	8	2	0	2	5	3	0
Service Design	9	0	0	0	10	0	0	0	0	0	0	0	12	8	0	0
Social Science	9	0	0	0	10	0	0	0	0	0	0	0	12	8	0	0
Sport Airbroath	9	0	0	0	10	0	0	0	0	0	0	0	12	8	0	0
Sport Gardyne Curriculum	9	0	0	0	10	0	0	0	0	0	0	0	12	8	0	0
Sport Kingsway	7	0	0	0	2	10	0	0	1	1	0	0	5	3	0	0
Student Association	7	0	0	0	2	1	0	0	2	0	1	0	13	7	1	0
Student Services	9	0	0	0	4	3	0	0	3	9	0	0	8	1	0	0
450	25	19	394	495	225	51	381	660	381	524	3	440	1450	74	17	2145
A	450	60	93	503	23	63	394	271	34	199	381	381	86	60	1	1450
B	25	0	55	80	0	17	80	0	7	23	0	0	13	81	0	174
C	19	3	84	106	101	18	36	181	0	45	0	0	0	0	0	524
N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3

Chart 13B

DEPARTMENTAL SAFETY CHECKLIST



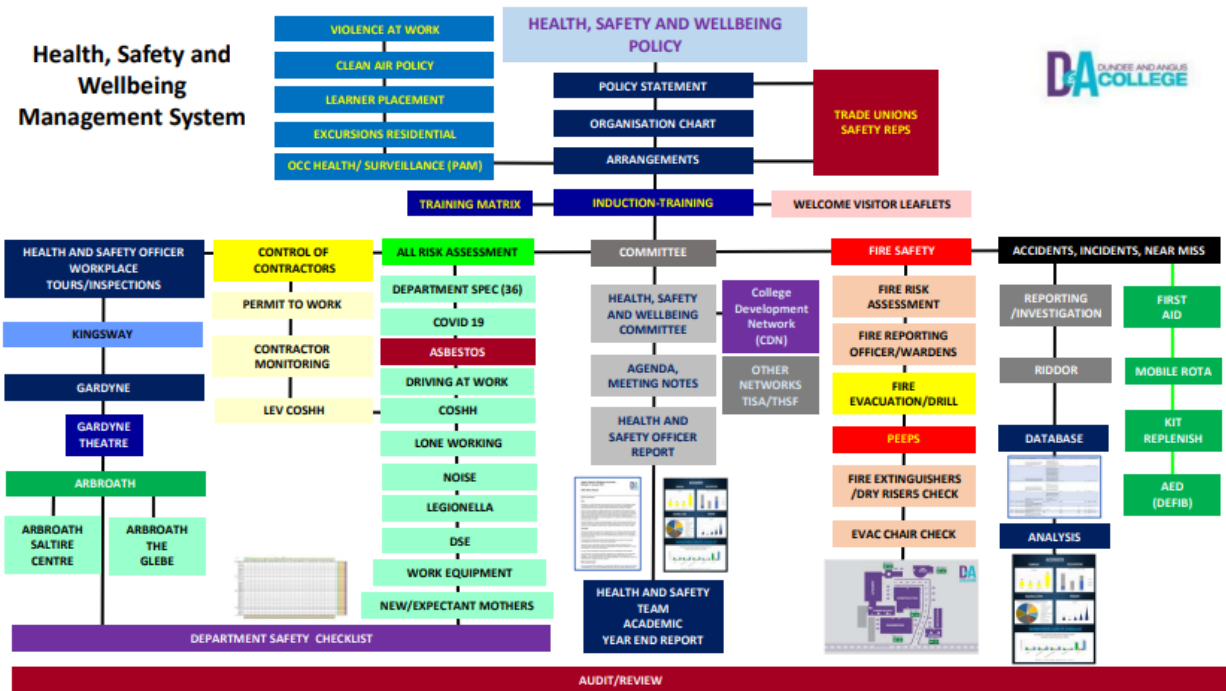
9. Health, Safety and Wellbeing Management System External Audit Henderson Loggie Jan-Feb 2023

An audit was undertaken by Henderson Loggie (Auditors) during Jan-Feb 2023 of the College Health, Safety and Wellbeing Management System (Overview above) with the final report being received from the auditors on 27 February 2023.

The final report included a whole page of strengths and good practice and overall the Health, Safety and Wellbeing system was rated as good with the following 2 recommendations.

- Vulnerable groups section to be expanded in risk assessment documentation.
- Implement a monitoring check on compliance for the mandatory completion of Health and Safety Training

The 2 recommendations were agreed with the auditors and implemented from May 2023.



10. Health, Safety and Wellbeing Management System Policy , Procedures and Guidance Documents Review

The following Health, Safety and Wellbeing Management System Policy, Procedures and Guidance Documents are currently under review:

- HS01 HSW Policy
- HSPL01 Asbestos Management Plan
- HSSP01 Risk Assess Process
- RAF1 Risk Assessment Form
- HSSP02 Excursions/Residential
- HSSP04 COSHH Process
- HSSP06 Safe Use of Work Equipment
- HSSP08 Learner Placement Process



Human Resources and Development Committee

Thursday 9 November 2023

PAPER F

STRATEGIC RISK REGISTER

BOARD OF MANAGEMENT

Human Resource and Development Committee

Thursday 9 November 2023



Strategic Risk Register Update

Paper for approval

1. Allocation of Risks to Board Committees

Following discussion at the Audit and Risk Committee in May 2019, the Board of Management agreed at its meeting in September 2019 that key strategic risks be allocated to each Board Committee for regular review and consideration.

The Strategic Risk Register now highlights the allocation of risk areas across the range of Board Committees.

In identifying these delegated risks, it has been agreed that each Committee consider (and amend/update as appropriate) the key risk areas within their responsibility as a standing item at each future meeting.

Proposed changes arising from this consideration will be brought back to the next appropriate meeting of the Audit & Risk Committee for final approval.

In making these changes, it is important to reinforce that the overall responsibility for risk management will remain with the Board of Management, with delegated authority for the implementation and review of this to the Audit & Risk Committee. The further allocation of areas of risk oversight to Board Committees is intended to improve the awareness, oversight and consideration of risk, rather than amend the terms of the Board of Management scheme of delegation.

2. Consideration of Risks to Board Committees

In making these changes, each Committee has also been asked to consider how it is informed around the areas of key risk and assure itself that the regular reporting and information, updates and opportunities for scrutiny within the operation of the Committee are reasonable and sufficient in respect of this.

3. Review of Risks Allocated to the Committee within the Strategic Risk Register

The draft November 2023 Strategic Risk Register is enclosed.

This has been subject to review following discussion at the September 2023 Board meeting and one change made within the risks and updating to job titles to reflect recent structure changes.

It is noted that none of these changes are in respect of risks allocated to the Human Resource & Development Committee.

4. Approvals

In respect of the above information approval is sought on the Strategic Risk Register as it relates to the operation of the Committee.

Author and Executive Sponsor: Steve Taylor, Vice Principal Support Services and
Operations



STRATEGIC RISK REGISTER

2023 - 2024

As at November 2023

Post Holders	ELT	Executive Leadership Team	Prin	Principal	Score	Impact	Likelihood
	SLT	Senior Leadership Team	DirC&A	Directors of Curriculum & Attainment	1	Routine	Remote
	Board	Board of Management	DirSE	Director of Student Experience	2	Minor	Unlikely
	VPSO	Vice Principal Support & Operations	DirFin	Director of Finance	3	Significant	Possible
	VPCP	Vice Principal Curriculum & Partnerships	HoE	Head of Estates	4	Major	Probable
	DirInf	Director of Infrastructure	Chair	Chair of the Board of Management	5	Critical	Very Likely

Risk Number & Committee	POTENTIAL CONTRIBUTING FACTORS			TREATMENT	POST MITIGATION EVALUATION					
	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
1	Strategic and Structural									

1.1 LT&Q	Failure of College strategy to meet the needs of the D&A Region and/or national priorities (eg Employability, DYW, attainment, articulation)	4	4	16	<ul style="list-style-type: none"> Robust strategic planning Effective environmental scanning Strong partnerships Clear links between strategy and practice Concerted demands for increased activity levels 	4	2	8 ↔	<ul style="list-style-type: none"> Robust monitoring via ROA Clear performance metrics Amendment of strategic direction/plans Rolling curriculum review 	Principal & Chair
1.2 Board	College may be disadvantaged by changes to either UK or Scottish Government policies	4	3	12	<ul style="list-style-type: none"> Effective environmental scanning Negotiation/influence at national level 	4	3	12 ↔	<ul style="list-style-type: none"> Review of changes and amendment of strategic direction/plans Financial strategy sensitivities 	Principal & Chair

Key to Risk Estimation/Score based on scale of 1 – 5 for impact/likelihood: Green (1-8) = Minor Risk; Amber (9-15) = Significant Risk; Red (16-20) = Major Risk; Purple, (>21 - 25) = Fundamental Risk

Post Holders	ELT	Executive Leadership Team	Prin	Principal	Score	Impact	Likelihood
	SLT	Senior Leadership Team	DirC&A	Directors of Curriculum & Attainment	1	Routine	Remote
	Board	Board of Management	DirSE	Director of Student Experience	2	Minor	Unlikely
	VPSO	Vice Principal Support & Operations	DirFin	Director of Finance	3	Significant	Possible
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	DirInf	Director of Infrastructure	Chair	Chair of the Board of Management	5	Critical	Very Likely

Risk Number & Committee	POTENTIAL CONTRIBUTING FACTORS			TREATMENT	POST MITIGATION EVALUATION					
	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
1	Strategic and Structural									

1.3 Board	Difficulties or over commitment arising within large scale/national College led initiatives or projects impact negatively on: <ul style="list-style-type: none"> Ability of the College to meet key regional strategies/objectives Financial loss or unmanageable financial risk Reputational loss 	4	3	12	<ul style="list-style-type: none"> Effective project/activity management in place Clear governance structures Project/initiative finances clearly incorporated within College financial strategy and plans End of project and exit/contingency planning 	3	2	6	<ul style="list-style-type: none"> Regular project updates at Executive/Board level Monitoring of project activities, plans and outcomes Clear project Management arrangements in place Budget reporting and management 	Principal, VPCP
1.4 Board	College disadvantaged as a result of changes arising from major national educational body reviews: SFC, SQA, EdS	4	4	16	<ul style="list-style-type: none"> Negotiation/influence at national level Review of activities/projects and response to new opportunities 	4	1	4	<ul style="list-style-type: none"> Robust monitoring via ROA Amendment of strategic direction/plans Rolling curriculum review 	Principal

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
1	Strategic and Structural									
1.5 Board	Failure of D&A plans and activities to deliver on required carbon reductions and sustainability actions necessary to meet national targets and achieve College climate emergency ambitions.	4	3	12	<ul style="list-style-type: none"> Robust CEAP in place Multiple strands of activity/action Embedding sustainable practices in normal activity and ways of working Clear links between strategy and practice Planned investment in carbon reduction Sustainable procurement 	4	2	8	<ul style="list-style-type: none"> Robust monitoring and reporting of CEAP at SLT and Board level Clear performance metrics Amendment of strategic direction/plans Monitoring of scope 3 emissions 	VPSO, DirInf, HoE

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Responsibility
2	Financial									

2.1 F&P	Change in SFC Funding Methodology and Allocation – Reduction in Funding	3	3	9	<ul style="list-style-type: none"> Negotiation/influence at national level Contingency plans for reduced funding 	3	3	9 ↔	<ul style="list-style-type: none"> Advance modelling of new funding methodologies and allocations Monitoring impact of changes Amendment of strategic or operational direction / plans Financial strategy sensitivities 	VPSO
2.2 F&P	Failure to achieve institutional sustainability	5	4	20	<ul style="list-style-type: none"> Protection of funding through dialogue with SFC Robust annual budget-setting and multi-year financial strategic planning Effective budgetary control Where required, swift action to implement savings 	4	4	16 ↔	<ul style="list-style-type: none"> Monthly monitoring of budgets Regular review of financial strategy and non-core income sensitivity Detailed monitoring of savings programmes 	VPSO
2.3 F&P	National outcomes on salaries and conditions of service outstrip ability to pay	4	4	16	<ul style="list-style-type: none"> Influence within Employers Association Management of staffing expenditures 	4	3	12 ↔	<ul style="list-style-type: none"> Expenditure modelling On-going discussions with staff Financial strategy sensitivities Workforce planning 	VPSO

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
2	Financial (cont)									

2.4 A&R	Financial Fraud	4	3	12	<ul style="list-style-type: none"> Strong financial controls: segregation of duties and review of transactions. Review of impact of any changes in structure or duties Whistleblowing arrangements 	3	2	6 ↔	<ul style="list-style-type: none"> Continuous review of financial controls Internal Audit programme 	VPSO
2.5 F&P	D&A Foundation refuses/withholds funding for key College priorities	5	3	15	<ul style="list-style-type: none"> On-going dialogue with Foundation Trustees Appropriate bid arrangements in place 	3	2	6 ↔	<ul style="list-style-type: none"> Monitor and advise Board of Management 	Prin & VPSO
2.6 F&P	Demands of capital developments / maintenance impacts on financial sustainability or delivery of learning and/or services	3	2	6	<ul style="list-style-type: none"> Multi-year estates strategy and capital planning Lobbying of SFC on capital and backlog maintenance funding Planning for D&A Foundation bids 	2	2	4 ↔	<ul style="list-style-type: none"> Monitoring of capital plans and expenditures Regular review of capital plans/timescales relative to funds 	VPSO

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3	People and Performance									

3.1 LT&Q	Failure to reach aspirational standards in learning, teaching and service delivery	4	3	12	<ul style="list-style-type: none"> Clear quality arrangements and priority actions Continuous self-evaluation and action planning Rigorous CPD arrangements in place Regular classroom observation and learner feedback arrangements 	3	2	6 ↔	<ul style="list-style-type: none"> Comprehensive monitoring of key PIs and student/staff feedback Regular Stop and Review events External review and validation findings 	VPCP, VPSO, DirC&A
3.2 LT&Q	Failure to achieve/maintain compliance arrangements, e.g. contracts; awarding bodies; audit.	4	3	12	<ul style="list-style-type: none"> Robust strategic planning and monitoring Effective environmental scanning Strong partnerships Clear links between strategy and practice Concerted demands for increased activity levels 	2	2	4 ↔	<ul style="list-style-type: none"> Effective internal monitoring/review/verification arrangements External review findings 	VPCP, VPSO
3.3 A&R	Legal actions; serious accident; incident or civil/criminal breach	4	5	20	<ul style="list-style-type: none"> Adherence to legislative and good practice requirements Positive Union relations and staff communication Effective management development programmes 	3	2	6 ↔	<ul style="list-style-type: none"> Monitoring and reporting in key areas – eg H&S, equalities, employee engagement Continuous professional development Internal audit programme Staff surveys 	Prin, VPSO, HoE

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
3	People and Performance (cont.)									

3.4 HR&D	Failure to meet the aspirational standards in respect of the health, safety, wellbeing and development of staff and students	3	4	12	<ul style="list-style-type: none"> Clear and proactive approaches to managing and promoting health, safety, and wellbeing Continuous self-evaluation and action planning Rigorous CPD arrangements in place Regular staff and learner feedback arrangements 	3	2	6 ↔	<ul style="list-style-type: none"> Regular employee engagement monitoring Open communication with staff Comprehensive monitoring of key PIs and student/staff feedback Regular union/management dialogue 	VPSO
3.5 Board	Reputational Risk – Loss of reputation with key stakeholders	4	3	12	<ul style="list-style-type: none"> Marketing strategy Reputation plan Positive marketing approaches 	4	3	12 ↔	<ul style="list-style-type: none"> Stakeholder engagement Social media monitoring arrangements 	VPCP, DirC&A
3.6 HR&D	National bargaining outcomes impact adversely on College operations, activity, and flexibility	4	4	16	<ul style="list-style-type: none"> Influence within Employers Association Management of bargaining outcomes and implementation 	4	3	12 ↔	<ul style="list-style-type: none"> Positive union relations and staff communication On-going discussions with staff Innovation in approaches 	VPSO, VPC&A

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3	People and Performance (cont.)									

3.7 HR&D	Industrial Relations Problems (including industrial action)	4	5	20	<ul style="list-style-type: none"> Adherence to legislative and good practice requirements Positive Union relations and staff communication Effective management development programmes Industrial action continuity planning 	4	2	8	<ul style="list-style-type: none"> Regular union/management dialogue Regular employee engagement monitoring Open communication with staff Industrial action continuity planning 	VPSO
3.8 A&R	Breach of data security / data protection	5	4	20	<ul style="list-style-type: none"> Effective management of GDPR compliance Mandatory staff CPD and awareness raising on data protection (relative to role) 	4	2	8	<ul style="list-style-type: none"> Active data protection monitoring and auditing Effective information and data security policies in operation Regular data security monitoring/testing GDPR Action Plan Staff CPD 	VPCP, DirInf
3.9 HR&D	Failure to meet Prevent and related obligations	5	3	15	<ul style="list-style-type: none"> Prevent training Staff awareness and contingency planning Engagement/practice sharing with local agencies 	5	1	5	<ul style="list-style-type: none"> Business Continuity Plan including scenario testing Information sharing with local agencies 	VPCP, VPSO

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Lead Responsibility
3	People and Performance (cont.)									

3.10 HR&D	College arrangements do not minimise risk associated with Modern Slavery	4	3	12	<ul style="list-style-type: none"> Clear and compliant procurement arrangements and procedures Staff identity checking arrangements and use of PVG. 	4	1	4 ↔	<ul style="list-style-type: none"> Annual procurement monitoring/reporting Regular employee engagement monitoring Open communication with staff 	VPCP, VPSO
3.11 Board	Failure to plan or respond adequately to future pandemic illness.	5	4	20	<ul style="list-style-type: none"> Monitoring and rapid response to WHO and UK/Scottish Government information and alerts Maintenance of COVID-19 good practice approaches to inform future use Effective business continuity planning in place 	4	2	8 ↔	<ul style="list-style-type: none"> Pandemic readiness / response included in business continuity plan reviews and testing COVID/Pandemic Response Group in place Active monitoring and rapid adoption of pandemic guidance / control measures 	Principal

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	Risks	Impact	Likelihood	Score	Mitigation Actions	Impact	Likelihood	Score	Monitoring	Responsibility
4	Infrastructure									

4.1 A&R	Major Disasters – eg Fire, MIS Failure, Failure of Emergency Procedures, RAAC or similar infrastructure failure Updated Text to reference RAAC	5	4	20	<ul style="list-style-type: none"> • Sound systems of administration • Clear fire and disaster recovery arrangements • Staff CPD 	5	1	5 ↔	<ul style="list-style-type: none"> • Business Continuity Plan including scenario testing 	Principal, VPSO, DirInf
4.2 F&P	Failure to achieve ambitions of Digital strategy; strategy and development is ineffective	4	3	12	<ul style="list-style-type: none"> • Planning, careful phasing of changes to processes and systems • Effective management of ICT arrangements • Clear investment plan 	4	2	8 ↔	<ul style="list-style-type: none"> • Regular review/reporting on milestones, systems effectiveness etc • Regular CPD 	VPSO, DirInf
4.3 A&R	Significant breach of ICT/Cyber security resulting in loss of service sufficient to impact College student / staff outcomes	4	3	12	<ul style="list-style-type: none"> • Effective management of ICT arrangements • Active ICT/data security monitoring and cyber security policy 	4	2	8 ↔	<ul style="list-style-type: none"> • Staff CPD on cyber security issues • Regular security monitoring/testing • Cyber resilience plan 	VPSO, DirInf
4.4 A&R	ICT infrastructure fails to support effective data security / data protection	5	3	15	<ul style="list-style-type: none"> • Effective infrastructure and systems design and implementation • Effective management of ICT arrangements and GDPR compliance 	4	2	8 ↔	<ul style="list-style-type: none"> • Active data protection monitoring and auditing • Effective information and data security policies in operation • Regular data security monitoring/testing 	VPSO, DirInf

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Human Resources and Development Committee

Thursday 9 November 2023

PAPER G

HR METRICS

BOARD OF MANAGEMENT

Human Resources and Development Committee

Thursday 9 September 2023



HR Metrics

Paper F for information

1. Introduction

The HR&D Committee agreed a series of standardised HR&OD metrics that are made available to Committee members at each meeting. The template for these metrics is designed to give Board members an easy to read picture of the College's core human resource information.

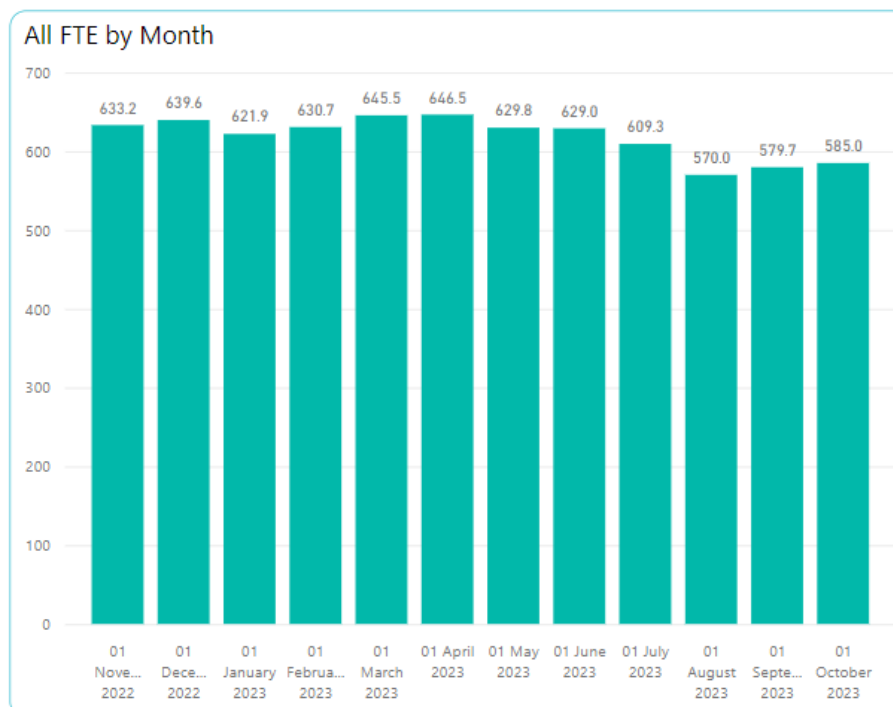
Some of the information is presented as an annual figure and will detail comparisons with previous years. This is of particular importance in identifying trends and changes over time.

Other data is presented on a quarterly basis and taken as a snapshot of the status at that point in time.

2. HR Metrics

FTE and Headcount data is noted as below.

Annual All FTE 618.3	Annual Support VAR FTE 1.9	Active Positions 919	Active Headcount 773
Annual Established FTE 590.7	Annual teaching VAR FTE 25.7	Current Positions 1260	Current Headcount 957

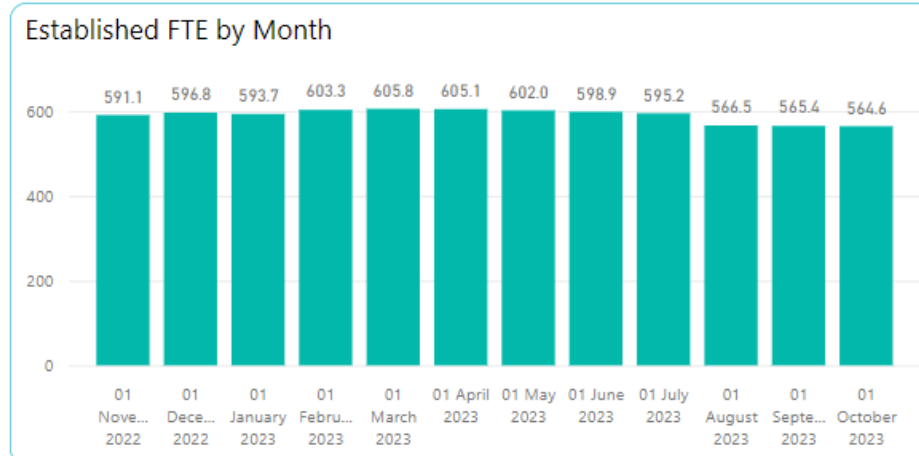
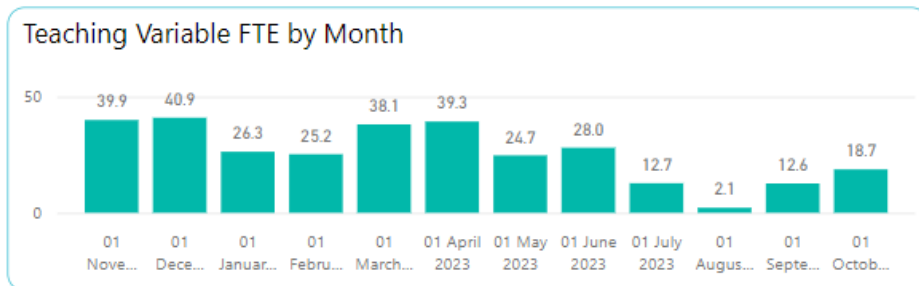
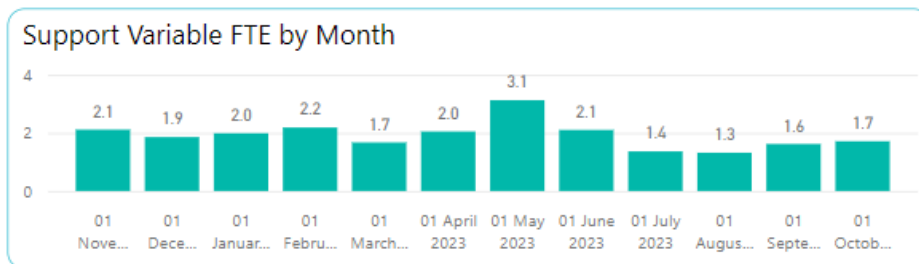


This data covers the FTE, Headcount and Position information as summarised below and is drawn directly from the live dashboard information utilised within the College. Using this data is easier to compile and gives a more accurate snapshot of staffing data at the point in time of each meeting. Thoughts and comments on this revised format are welcomed.

Comparison Data from Previous Meeting **FTE 624.2** **Active Headcount 756**

Explanatory Notes:

- “Annual All FTE” represents the total College FTE by month on a rolling basis over the previous 12 months
- “Annual Established FTE” represents the established (permanent) staff element of the total figure above
- “Annual Support VAR FTE” and “Annual Teaching VAR FTE” represents the non -established variable staff FTE in relation to support staff and teaching staff on a rolling basis over the previous 12 months.
- “Active Positions” and “Active Headcount” show the number of positions and headcount which have been paid over the previous 3 month period (including current month).
- The “Current Positions” and “Current Headcount” shows the total number of occupied roles and headcount live within College systems, regardless of when hours were last worked.
- The first two charts below show the support and variable FTE by month for the last 12 months.
- The last chart shows the established staff contracted FTE by month for the last 12 months



Diversity Data Held	%
Ethnicity/Race	47%
Disability	53%
Gender Pay Gap	7.0%
Diversity Data Gaps	40%

The need to improve equalities data recording for staff within the integrated HR-Payroll system has been recognised for a number of years but has been hampered by other priorities arising through the cyber-attack followed by the COVID pandemic and saving planning. This has been identified as a priority within the College Equalities Mainstreaming report and work will be progressed over 2023/24 to improve data recording across the range of protected characteristics.

Staff Absence Data (year to date)

This data has been updated to reflect that discussed at each Health, Safety and Wellbeing Committee.

*The staff absence rolling year figures and the long-term absences (including stress related absences) have been inflated due to an element of double counting arising from the transition from Hydrogen to ITrent. The reports from both systems for the month of August vary and it has not been possible to identify the variances without incurring significant individual checking.

Absence management and reporting launched on the 1st of September and Hydrogen will not be referred to for future papers however Augusts impacts may affect the remainder of the rolling year (this will be reviewed further as staff time allows).

	Staff Absence Rolling Year to 26/10/23	Staff Absence Rolling Year to 31/07/23
Average working days lost per headcount	*9.21 days	*7.98 days
Working time lost	5.27%	3.07%
Comparison with sector/national rates UK All Sector rate (CIPD 2016) UK Public Sector rate (Unison 2016)	3.3% (2.6% CIPD 2020) 3.4%	

Absence Analysis (Incidents)	Rolling Year to 26/10/23	Rolling Year to 31/07/23
Long Term Absences (4 weeks or more)	136	112
Short Term Absences	843	832
Stress Related Absences – Work related	*13	*14
Stress Related Absences – Non-work related	*86	*77

Other HR Metrics

	2023/2024	2022/23 Full Year
Staff Turnover Rate (non-forced)	2.96%	10.18%
Employee Hearings		
Discipline	1	7
Grievance	0	5
Tribunal Actions	0	1
Recruitment Exercises	37	189
Current Vacancies	11	

3. OD Metrics

	YTD 2022/23	2021/22 Full Year
Engagement with Leading Learning Academy (per team)	100%	100%
Number of internal CPD events delivered and external events supported	320	304
Number of attendances at internal and external CPD events per employee headcount	1560	1371
Organisational Development budget per employee headcount	-	£110
Engagement survey ratings (annual/periodic)	-	-
Employees participating in College-wide strategy and working groups % of employee headcount	-	-
Employees with health and safety certification (this is in addition to mandatory obligations - all new employees have H&S briefing)	See H&S Annual Report	See H&S Annual Report
Employee benefits take up rates	All staff registered	All staff registered

Induction

Induction 2023/24	New Starts	Not Started	In progress: On Track	In progress: Behind	Completed	Total
Academic	4	0	4	0	0	0
Support	3	0	3	0	0	0

Training & Development Completion Rates

Activity	2022/23 Completion Rate to date
Development Reviews	60%
Mandatory Training	
*Safeguarding	90%
*Mental Wellbeing in Children and Young People	96%
*Equality & Diversity	99%
**GDPR	73%
**Cyber Security	92%
#Display Screen Equipment	34%
#Fire Safety	37%
#Health & Safety	28%

The above figures represent completion rates in respect of the 3 year rolling mandatory training cycle of courses as follows.

**2021/22 Mandatory Training List

*2022/23 Mandatory Training List

#2023/24 Mandatory Training List.

4. Link to Strategic Risk Register

Information in this report is intended to provide Board members with reassurance that actions and activities are being progressed and addressed that support the mitigation of a range of risks identified within the Strategic Risk Register namely.

- 2.2 – failure to achieve institutional sustainability
- 3.1 – failure to reach aspirational standards in learning, teaching, and service delivery
- 3.3 – Legal actions; serious accident; incident or civil/criminal breach
- 3.4 – failure to meet aspirational standards in respect of the health, safety, wellbeing and development of staff and students
- 3.9 – failure to meet PREVENT and related obligations

Author: Karen Buchan, HR Manager / Colin Lynagh, Business Intelligence Officer
Executive Sponsor: Steve Taylor, Vice Principal People and Performance



Human Resources and Development Committee

Thursday 9 November 2023

PAPER H

MEETING MINUTES/UPDATES



JOINT CONSULTATION FORUM

Wednesday 27th September 2023 at 2.00pm in Y150 Gardyne Campus and via MS Teams

PRESENT:

S Hewitt	R Gordon
S Taylor	K Buchan
S Oakley	D Smith
J Roscoe	A Williamson
L Crichton	J Grace

Item **Actions**

1. Apologies

Apologies were noted from J Carnegie and D Gaughan. SH welcomed Leann Crichton and Jane Roscoe as Directors to the meeting noting that he was keen to include Directors in the discussions and that it was planned that the different Directors would attend over time.

2. Minute of Previous Meetings, 5th of May 2023

The minutes of the previous meetings were approved.

3. Matters Arising

KB confirmed the offer of the Executive team to meet with staff had been progressed, with a number of meetings taking place.

SO noted due to the change in the structure it would be good to have clarity on who to discuss any issues. JG noted the structure is in the most recent paper which shows the split of teams and services.

4. 2023-24 Student Recruitment

JG provided an update; FT numbers are on a par with last year. Streams have been reduced by 26 but we have maintained the student numbers, the breadth of the offer has also been maintained but consolidated. Class sizes were increased in some areas but had not increased beyond normal accepted levels.

Apprentice levels are stable, whilst school pupil numbers are down. This was concerning given that senior phase is our pipeline for future students. Focus has now moved to student engagement and retention, with improved student retention compared to the same point last year.

DS noted there was one class in engineering which has 18 students but there were only 14 benches. JG asked if this had been highlighted to his HCQ and DS noted that he thought it had. LC noted she would look at the class details and attendance as there are multiple groups.

SO asked if there had been any analysis as to why people are staying this year compared to last year. JG said early indications from Feedback Friday is the feeling of connection to the college, and courses and support being in place had helped students to feel better engaged with College.

LC noted we looked at application conversion trends and over recruited in some areas which means we have started the session with full classes and these students are then staying, rather than trying to fill gaps after the course had started, with 'late starts'.

SO commented we have obviously used the data and acted, it would be good to share this information with other colleges.

JG noted it was a whole curriculum review considering all of the internal data that allowed us make decisions on the portfolio, the reduction in credit target has also helped us take a different approach to what our curriculum should look like for the region.

SH noted by week 5 last year 175 students had left, this year we only have 45, that does show the support, over recruiting, and the correct portfolio is making a difference.

DS noted the daily digest was very good to let you see which students aren't attending and gives the opportunity to speak to that person.

SO commented when we talked about the student experience before systems were really clunky, now it is more personal it focuses on the students, it is more joined up.

JG also noted we are about to open for January recruitment, and there will be work ongoing with stakeholders to promote the offer.

5. College Finances & Financial Sustainability Plans

ST provided an update on finances, stating that the external auditors are in the College now undertaking fieldwork for the 2002/23 annual accounts, with the 2022/23 outturn still showing a deficit, but slightly better than forecast. The biggest reduction was staff savings being made throughout the year and vacancy savings.

Estimated savings reached so far are £2.7 million which will put the College in a strong position this year, we have also received some unexpected funding from SFC for student counsellors.

SH noted we will look at any funding available and where it aligns with what we want to do we will apply for it.

ST notes external funding pots are very tight there is a lot of people who will apply for the funding and often we need to work in partnership to be able to access funds.

The final summary paper was noted and SH highlighted that this included the revised structure chart. There is further development which is included in the paper and as a senior team we are looking at who will be responsible for taking the various pieces of work forward.

SO noted that we have been through difficult times over the last two years and staff want to know if we are going to be in a better position for the year ahead.

SH acknowledged this and noted that we were likely to be one of the few colleges forecasting a break-even budget which isn't great, but much better than we would have been if we hadn't made savings. SH agreed that it would be good to put something out to the staff to give them some clarity and identify some timelines for the 2024/25 budget. SO asked if the update could also be a face to face update rather than just a paper. SH confirmed this.

SH

DS Asked if there was any claw back this year. ST noted we had had to pay back £61k in respect of clawback for FA activity, but had also received an additional £189k for ESF funded places.

AW asked about the backlog maintenance capital fund and asked what level it is sitting at. ST noted he will confirm the numbers which are highlighted in the board papers.

ST

6. ASOS Impacts and Actions

ST noted we are finalising the FES return to the Funding Council and that this showed a small number of staff engaged in the resulting boycott. This was impacting on students, but a large amount of work has taken place to ensure students were not disadvantaged.

Given the on-going nature of the action, it was advised that the College was now looking at potential financial impact for those taking part as they had failed to fulfil their full contract.

SO noted ASOS is an action the unions can take, if there is a change in how the college respond there could be change in how the unions will respond.

SH noted there is a lot of discussion around this nationally to ensure there is a consistent approach.

SO commented if staff have deductions as a result of ASOS there is a risk they come back and they raise concerns of malpractice which is what has happened in other colleges.

Practice around resulting was discussed and JG noted we need to be careful about using the word malpractice as this had a specific awarding body and quality definition.

ST noted in our case the level of ASOS is very small, in other colleges it is higher numbers, and advised that we wouldn't progress any further without discussing it with the unions.

7. College Sector Reform Agenda

SH provided an update, the outcome of the Withers report and the Purpose and Principles report along with the Hayward response, the government has not yet given their response to the findings of these reports, with these expected around about the turn of the year.

There is already work underway with some of the recommendations which shows some good early indications, however until we get a clear steer it there is little further to update.

8. Union Items

SO Noted there were still concerns raised regarding the 32 week semester where other colleges were offering 36 weeks and noted that experiences across Scotland should be equitable.

LC commented there is semesters that run for more than 32 weeks and there is extra time offered to students who need it.

JG noted equity isn't a blanket approach for everyone, it should be looking at what disadvantaged students need and supporting them properly to give them the same chance of success as everyone else. JG stated that any specific concerns could be raised and would be looked at.

RG noted concern regarding an issue with lifts which affects staff and students. He highlighted one lift in Arbroath which hasn't worked for a long time and has now been fixed but there was no communication to state what was happening with the other lifts. RG asked if there could be better communication on work progressing. This was agreed.

SH

SO stated that some concerns had been raised regarding fire evacuation and staff responsibilities within the new process. It was noted that a FAQ for the new fire evacuation process would be helpful, alongside opportunities to discuss at team level. SH noted that this could be done and JG noted that offers to meet with teams on the new arrangements had been made, with little or no uptake, but these would be re-publicised.

SH

SO noted that the People Strategy Group was good for discussing comms and how we communicate and asked that further meetings of this group be arranged. KB noted that this was planned.

SO noted that some specific teams remained concerned regarding the need for future savings as they felt that nothing had changed in their areas. JG noted that any specific concerns could be raised outwith the meeting and SH agreed this communication could be weaved into the more general finance update.

AW asked if there can be some communication to staff about not crossing the picket line to clear about the process for staff. ST stated he would review the feedback with AW and discuss what needs amended to guidance.

ST

9. Policy Review Group

ST noted there will be some policies updated potentially updated due to restructure and advised that any that were simply changes in job titles would be progressed, but anywhere there was a change of process would go back through the policy review group.

KB noted that there were no policies awaiting review.

10. AOCB

No further business was noted.

SH thanked the group for attending.

11. Date of Next Meeting

Wednesday 29 November 2023 at 2.00pm in A625, Kingsway Campus.

Health, Safety & Wellbeing Committee Meeting



Draft Note of Last Meeting Wednesday 21 June 2023

Minute of the Health, Safety and Wellbeing Committee meeting held on Wednesday 21 June 2023 via Microsoft Teams.

PRESENT: Billy Grace (Chair) (BG) Kichelle Williams-Robinson (KWR)
Sandy Fowler (SF) Rosie Ivins
Susan Sloan (SSI) Bob Gray

APOLOGIES: Amy Monks (AM), Sarah Ramminger (SRamm), Mike Swan (MS), Alison Hamon (AH), Sarah Thom (ST), Abi Mawhirt (AM), Pamela Duke (PD), Stephen Swinley (SS), Stephen McGregor (SM), Chris Ditchburn (CD), Wendy Duke (WD), Karen Buchan (KB), John King (JK), Fi O'Duibhinn (FO'D)

1. Welcome & Apologies

BG welcomed all attendees and noted the apologies received.

2. Note of Last Meeting (for approval)

Notes of the previous meeting were agreed as an accurate reflection

3. Matters Arising (for information)

Matter Arising	Status
SF to share new RA template with Union H&S reps	Complete
SF to produce 5 year accident comparisons for Committee	Complete
SF to share safety checklist template with Committee	Complete
SF to provide PEEPs data for Committee	Complete
SF to meet with Student Services/Leann Crichton regarding transfer of PEEPs procedure to induction plans, final development meeting 27 June	Complete
SF to review number of first aiders with People Team	Complete
SF to report the number of mental health incidents to Committee	Complete
SF to report accident information based on top 5 highlights to Committee	Complete

KB – to liaise with managers to ensure all absences are recorded.	Incomplete – KB unable to attend meeting
SR – to investigate alternative food larder suppliers	Incomplete – SR unable to attend meeting
KWR to showcase positive impact of LE workshops to LDF	Incomplete
FOD to highlight personal protection training with Union colleagues and encourage staff to participate.	Incomplete – FOD unable to attend meeting

4. [Committee Terms of Reference](#) (for information)

5. Health, Safety and Wellbeing Management Plan Update

SF advised the committee of the results of the H&S audit carried out by Henderson Loggie and shared H&S management plan for next 12 – 18 months which is now in place

6. Health, Safety and Wellbeing performance

1. Health, Safety & Wellbeing internal Audit

Final version of the H&S audit report was issued 27 Feb, overall all management system was rated as good with only 2 minor recommendations.

2. Health & Safety

SF gave an overview on performance statistics, information shared in Safety Officers report

3. Wellbeing

I. Staff

Absence data paper was shared with the committee highlighting relatively good statistics considering the significant challenges in recent years. Report available in shared folders

II. Students

Student Association and Learner Engagement unable to attend meeting, however activity updates from both teams have been posted and available in shared folders

III. Mental Health

RI highlighted the following points to the committee -

- Student Services still receiving high volumes of cases particularly around low mood/depression/loneliness
- Continual work with SA, LE and community-based services to support students
- Marketing involvement to remove negative association with mental health
- Triage system in place to ensure students receive timely and relevant support
- SIPP training minimal uptake, a wider variety of staff with this training would be beneficial

7. **Accident investigation summary findings and lessons learned**
SF currently working on 2 active cases and will update Committee at next meeting

8. **Health, safety & wellbeing training**
 1. **Health & Safety**
SF noted the H&S audit highlighted an inconsistent approach to mandatory training monitoring. New monitoring process in place for staff (still within induction and H&S themed year) with SF/SSI. Data to be extracted monthly to trigger escalating reminders for staff to complete.

 2. **Health & Wellbeing**
BG noted paper received from KB regarding Wellbeing activity undertaken, available in shared folder

9. **New issues or other reports in internal and external health, safety and wellbeing⁶**
SF highlighted 3 items (included in Safety Officer's report) – safety checklist reporting and fire action have been developed and progressing well. First aid remains an issue with staff leaving and communication issues, SF proposes a working group to ensure continued support. BG acknowledged JB help in assisting SF with the volume of challenging work being undertaken.

10. **AOCB**
None recorded

11. **Date of Meeting: Monday 25 September 2023 at 2.00pm**
(unless there is a particular requirement for an earlier meeting)



Human Resources and Development Committee

Thursday 9 November 2023

DATE OF NEXT MEETING-

**Thursday 15 February 2024 at 5:00pm in Room
A625, Level 6, Kingsway Campus**