

BOARD OF MANAGEMENT ACTION TRACKER

COMMITTEE: Business Resources and Infrastructure Committee 02.06.20

(Paper 1a)

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
14.11.17	1	The addition of information within Section 10 of the Health Safety and Wellbeing Annual Report on the impact of the new Health, Safety and Wellbeing management system reporting mechanisms and the increase in the reported numbers of accidents and incidents.	December 2017	J McKie	Completed	
14.11.17	2	The Committee asked to be kept informed on the progression of preparations for GDPR in the run-up to the implementation date May 2017	June 2017 for final implementation report.	J McKie	Completed	
16.03.18	3	As a requirement of the progression of the progression of the Summer works 2018 proposals the Committee asked that a comprehensive business case be added to the Paper to underpin the proposals presented.	March 2018	D Vallance	Completed	

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DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
16.03.18	4	The Board of Management and the College's Executive Management Team to ensure that SFC and the Scottish Government continue to be kept informed on the impact the contractual PFI payments are having on the fiscal health of the College, until an appropriate and agreed solution is found.	Position to be reviewed and reported back to the Committee in March 2020	Board Chair/Principal	In Progress Update to be provided at the June 2020 Meeting of the Coomittee	March 2018: This will remain a constant work in progress until an agreed solution is reached. Currently, and at the request of SFC, a 2-year Financial Sustainability Plan (2019 – 2021) is in preparation, based on the FFR submitted to SFC on 2 October 2018. SFC has offered to fund 50% of the PFI costs over the 2-year period covered by the plan.
05.06.18	5	Complete the minuted amendments to the Strategic Workforce Plan 2018-2023	June 2018	J McKie	Completed	
05.06.18	6	Risk Register. Risk BRIC5 be revisited in 2018-19 in terms of the risks associated with Cyber Security	June 2019	M Breen/J Thompson	Completed	
11.09.18	7	Paragraph 13.3. of the Financial Regulations be amended to reflect that the accountable officer for Data Security was the VP whose portfolio of responsibilities included ICT	September 2018	M Breen/J Thompson	Completed	

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
11.09.18	8	Transfer of the Enterprise Fund, held by C3, to the Ayrshire College Foundation for the specific purpose of creating a ring fenced Enterprising Students Fund	November 2018	M Breen/J Thompson	Completed	
11.09.18	9	From consideration of the HR&OD Report – the circulation of a calendar of activities for College events be circulated to members in September 2019	September 2019	J McKie	In Progress	
20.11.18	10	The addition of a new Risk, BRIC8, to the Risk Register to reflect the risks attached to the Transfer to Permanency process.	December 2018	M Breen/J Thompson	Completed	
20.11.18	11	Risk Register: <ul style="list-style-type: none"> • BRIC6 and BRIC 8 be cross-referenced for future considerations • BRIC 7 be reassessed following the appointment of the new Principal and new Vice Principal. 	March 2019	M Breen/J Thompson	Completed	
12.03.19	12	Chair of the Committee to meet with M Breen and J Thomson to consider the management accounts reporting.	September 2019	Chair/M Breen/J Thomson	Completed	The Committee agreed on 10 September 2019 this action would be marked as Completed, but would remain on the tracker.

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12.03.19	13	Future reporting of SFC Funded Capital and Revenue Expenditure Programmes to include a narrative commentary on the projects including the benefits to learners.	September 2019 cycle of meetings	M Breen	Completed	In light of the low level of funding received, it was agreed on 10.09.18 the 2019-20 update on Capital Works be removed as a standing item on the agenda. Items for the agreement of this Committee to be brought to any future meetings by exception.
12.03.19	14	The Committee recommends that a discussion on the impact of the role out of Universal Credit on learners should be held at the Learning and Teaching Committee early in 2019-20, with a subsequent discussion at a Board Meeting shortly afterward, informed by the discussion at LTC.	November 2019	Chair to discuss with future Chair of LTC.	Completed	Update on 19.11.19 – Following discussion at the LTC – a Paper on the impact that Universal Credit was having on some vulnerable students was considered by the Board on 12 December 2019.
04.06.19	15	Discuss with SFC the retention of the VS budget expenditure pending the completion of the OR Project	November 2019	C Turnbull	In Progress	
04.06.19	16	The Committee to receive future papers setting out the background relationship to HR Strategy, challenges, benefits, and, where appropriate, a cost benefit analysis of Investors in People	2019/20 Academic Year	J McKie	In Progress	Update on 19.11.19 – The first stage of the IIP review and re-accreditation process began in November 2019. When all stages of the process are complete, the requirements of this action will be fulfilled.
04.06.19	17	The Cashflow Projections Graph be updated to include a reference to expected budget cashflow in its future iterations.	September 2019	M Breen	Completed	It was agreed on 10.09.19 that the Cashflow Projections be removed as a standing item, to

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
						be brought to any future meetings by exception only.
10.09.19	18	A Commercial Income Update paper to be provided as a standing item from 2020.	March 2020	M Breen	Complete	
19.11.19	19	Figures for Accidents & Incidents, as recorded in the Annual Health, Safety & Wellbeing Report, to be benchmarked against other Colleges of similar size and curricula within the sector.	From 2020-21	J McKie	In Progress	
19.11.19	20	Include within the Annual Health, Safety and Wellbeing Report reference to improvements made as a result of data analysis.	From 2020-21	J McKie	In Progress	
19.11.19	21	Graphical presentations of statistics (as contained in Appendix 1 of the Annual Health Safety & Wellbeing Report) from different Ayrshire College Campuses be consistent in their colouring to ensure there is no confusion.	From 2020-21	J McKie	In Progress	
10.03.20	4	Update to be provided at the June 2020 meeting of the Committee (see Item 4 above)	June 2020	M Breen	In Progress	
10.03.20	22	Updated Health, Safety and Wellbeing Policy to be considered at the June 2020 meeting of the Committee.	June 2020	J McKie	In Progress	
10.03.20	23	HR and Organisational Development Report to be split and presented as two separate Papers, being:	June 2020	J McKie	In Progress	

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
		<ul style="list-style-type: none"> i. The HR and Employee Resourcing and Staff Learning and Development Report ii. The Equality and Inclusion and Health, Safety and Wellbeing Report. 				
10.03.20	24	Confirmation in relation to the points of governance in relation to the undertaking of the Future Skills Training Hub Project be confirmed at the next meeting of the Committee in June 2020.	June 2020	M Breen	In Progress	A progress report on this action will now be made when deliberations resume following the Covid19 suspension.

* **Not Started** / **In Progress** / **Completed**

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2019-20 Management Accounts

9 months to 30 April 2020

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Introduction and Background

AY 2019-20 Reporting Period

For Management Accounts purposes, the College reports on the Budget for AY 2019-20 (August 2019 – July 2020).

The Budget for AY 2019-20 was approved by the BRIC Committee on 4th June 2019 and approved by the Board on 20th June 2019. This showed a budgeted surplus for the year of £88,480.

In October 2019 the Budget was updated to reflect additional funding re STSS contributions provided by SFC and the residual AY 2018-19 FWDF income that will be realised in AY 2019-20.

In January 2020 the budget was revised to reflect the 2019-20 FWDF delivery expected to July 2020. The balance of the 2019-20 FWDF allocation will be factored into the budget for 2020-21 in line with SFC guidance on timescales for delivery and claims.

The revised budgeted surplus for the year is **£210,551**.

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Full Year Forecast as at April 2020

	2019-20 Annual Budget	2019-20 Forecast	2019-20 Variance
Total Income	£48,415,287	£46,411,445	£(2,003,842)
Total Expenditure	£47,490,181	£45,559,709	£1,930,472
Operating Surplus /(Deficit)	£925,106	£851,736	£(73,370)
Exceptional Costs	£0	£10,145	£(10,145)
Operating Surplus/Deficit after Exceptional Costs	£925,106	£841,591	£(83,515)
Net Depreciation	£(2,694,783)	£(2,762,702)	£(67,919)
Capital Income	£1,980,228	£1,980,228	£0
Operating Results after Net Depreciation	£210,551	£59,117	£(151,434)

The forecast operating surplus before Exceptional Costs is £851,736. This is an adverse variance of £(73,370) against the budgeted position.

The main trading variances in the forecast are as follows:

(A) Income variances (net £(2,003,842) adverse) mainly being:

- SFC Core Grants - £(877,659) adverse variance primarily due to job evaluation monies not being received. This is the same position for job evaluation monies as last year and is in line with the rest of the sector.
- SFC Other Grants - £247,108 favourable variance. This is mainly due to additional STSS funding announced in April.
- Tuition Fees - £(105,440) adverse variance. The forecast is due to higher levels of income from Full Time Advanced students and evening class students netted against the repayment of £125,000 in fees. This forecast is therefore dependent on decisions taken by SAAS, trade bodies on contract income and the College's own decision regarding self-financing students
- Education Contracts - £(418,989) adverse variance. The forecast is based on the College being able to retain all income received to date. This includes an additional £85,000 forecast for SDS income for the remainder of the year. It also includes commitment from UWS to pay further income for HN articulation fees
- Commercial Income and FWDF - £(517,084) adverse variance. The forecast is based on the College being able to retain all income received to date. This is dependent on decisions taken by SFC and the College's own decision regarding self-financing students. It also includes the assumption that no income will be received from Spirit for the period March to July 2020
- Catering Income - £(223,647) adverse variance. The forecast assumes the College remains closed for the rest of the academic year and that no further catering income will be received other than the actual income to date.

- Other Operating Income - £(104,066) adverse variance. The College has assumed no further income will be received than the actual income to date. This budget line includes ELS and DSA funding provided for in-class student support. Therefore, the income level for the year is dependent on the decisions of SFC and SAAS. Other operating income also includes circa £36,000 of funding held in advance from Diageo. Therefore, this element of income is dependent on Diageo's decision regarding activity to date and their commitment to provide the funding.

(B) Expenditure variances (net £1,930,472 favourable) mainly being:

- Salary Costs - £1,232,550 favourable variance. The College is forecasting salary savings of circa £509,600 in curriculum and service staff costs. These include savings forecast due to a recruitment freeze whilst the College's campuses are closed. The balance of this variance relates to job evaluation expenditure not being incurred.
- Curriculum Expenditure - £402,049 favourable variance. This is based on the assumption that the total spend will be the actual spend to date and no further expenditure is incurred.
- Admin and Central Services - £85,203 favourable variance. This is due to forecasting no further expenditure for the majority of budget lines within this area. The College has however assumed full budget payments for all awarding bodies and registration fees. The College has also provided £30,000 of funding support for additional discretionary support payments. The forecast includes £75,000 for expenditure that will be incurred if the College opens in July 2020.
- Commercial and FWDF Costs - £59,619 favourable variance. This is based on the assumption that the total AY spend will be the actual spend to date and no further expenditure is incurred
- Catering Supplies - £97,400 favourable variance. This is based on the assumption that the total AY spend will be the actual spend to date and no further expenditure is incurred
- Property Costs - £53,651 favourable variance. This is based on the assumption that for the majority of budget lines in this section that the total AY spend will be the actual spend to date and no further expenditure is incurred.

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INCOME: COMMENTARY AND ANALYSIS

SFC Core Grant (Reference A)

- **SFC Grant In Aid (Main Teaching Grant)**

SFC Core Grant funding will be £34,812,491. This is an adverse variance of £(877,659) from the full year forecast. This is made up as follows:

Category	Full Year Annual Budget (£)	Forecast to July 2020 (£)	Variance (£)
Teaching & Fee Waiver	34,166,868	34,166,868	0
European Social Fund	224,056	112,956	(111,098)
National Bargaining	441,138	441,138	0
Job Evaluation	858,088	91,527	(766,561)
Total	£35,690,150	£34,812,491	£(877,659)

SFC Other Grants (Reference B)

- **SFC Capital Grant Release**

The SFC Deferred Capital Grants are being released to offset the depreciation of the underlying assets. The College has assumed that the SFC will continue this funding. The forecast is therefore in line with the full year annual budget.

- **SFC Maintenance Grant Received**

This budget includes normal Maintenance Grant for the full year of £645,000 which has been phased and released monthly. There was an additional £2,000 released relating to historical SFC Backlog Maintenance monies.

- **SFC STSS Funding Grants**

The SFC STSS Funding Grant relates to additional funding re increased STSS contributions. The actual to date is in line with budget with an additional £245,000 forecast to be received as per announcement in April.

- **SFC New Build Funding**

The SFC New Build Funding Grants relate to the SFC funding for the Unitary Charge re Hill Street and is being released in line with budget. The College has assumed that the SFC will continue this funding. The forecast is therefore in line with the full year annual budget.

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Tuition Fees (Reference C)

○ **Total Tuition Fees**

In the period to April 2020 the actual income from self-financing students or employers was £2,972,950. The full year forecast is only for the actual income received to date less accounting for the assumption of the College making repayment on fees of £125,000. The year to date actual is therefore £2,869,679. An adverse variance of **£(105,440)**.

The Total Tuition Fees actual income to date includes income from SAAS and self-financing students. The figures are therefore dependent on SAAS's decisions on the fee position for AY 2019-20 and decisions by the College regarding self-financing students. In addition, Total Tuition Fees includes income received to date from trade bodies and therefore subject to decisions made by the trade bodies on contract income.

In essence, the College is assuming the income received to date will be retained and no further income received in the period to July 2020 whilst including an initial estimate of repayment of fees of £125,000.

Education Contracts (Reference D)

SDS Contracts

The actual income for the Main MA Contract to April 2020 is £490,860. The College is forecasting that an additional £85,000 will be received by the end of the year for claims made after closure. This is an adverse variance of **£(24,140)** from the full year budget.

Foundation Apprenticeships

The actual foundation apprenticeship income to April 2020 is £300,483. The College is forecasting that no further income will be received. This is an adverse variance of **£(326,517)** from the full year budget.

VQ Commercial Income

The actual Commercial income to date is £67,565. The College is forecasting that no further income will be received. This is an adverse variance of **£(82,435)** from the full year budget.

Princes Trust

Princes Trust Income to date is £21,739 and relates to income from the previous financial year. The College is forecasting that no further income will be received. This is an adverse variance of **£(5,261)** from the full year budget.

HN Articulation Monies

The HN Articulation Monies annual budget is £80,000. £99,364 has been receipted by the College to April 2020. This is a favourable variance of £19,364 from the full year budget. The total income figure is however still dependent on decisions taken by SFC.

Commercial Income (Reference E)

- **Commercial Courses**

The actual income received to April 2020 for Commercial Courses is £184,602. The College is forecasting that no further income will be received. This is an adverse variance of £(245,398) from the full year budget of £430,000.

The actual income to date includes income from self-financing students for commercial evening classes. Therefore the total commercial courses income is dependent on decisions taken by the College relating to these students and courses.

Flexible Workforce Development Fund (Reference F)

- **Flexible Workforce Development Fund 2018-19**

The actual income achieved to date is £141,249. This relates to the 2018-19 Flexible Workforce Development Fund (FWDF) funding. The work was contracted for prior to 31 July 2019 but the activity was delivered during the first two months of 2019-20 (September 2019), in line with SFC guidance.

- **Flexible Workforce Development Fund 2019-20**

The budget has been phased equally over the twelve months and the budget to date is £226,000. As at April 2020, the Team has delivered £68,517 of FWDF training from the 2019-20 allocation and identified potential FDWF training opportunities of circa £418,000. The College is however forecasting that no further income will be received this year. This results in an adverse variance of £(272,135) from the full year budget. This figure is also based on the College delivering the balance of circa £141,000 which was the 2019-20 FWDF planned to be delivered in August to October 2020 in line with SFC guidance. The figures are therefore dependent on decisions taken by SFC on FWDF funding for AY 2019-20, specifically on the level of FWDF funding that can be carried forward.

Catering Income (Reference G)

The actual catering income for the year to date is £887,353. The College is forecasting that no further income will be received. This is an adverse variance of £(223,647) from the full year budget.

Other Operating Income (Reference H)

- **Other Trading Income**

Other Trading Income includes all other sources of college income such as rental income, curriculum income from Hair, Beauty and our training restaurants.

The actual income as at April 2020 is £381,054. Actual income includes £160,469 relating to EUS/DSA funding for in-class student support and circa £36,000 received from Diageo held in advance. The College is forecasting that no further income will be received, however the College has also assumed that funds held in advance from Diageo will need to be repaid. This gives a full year forecast of £381,053. An adverse variance of £(104,066) from the full year

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budget. The figures are dependent on decisions taken by SFC/SAAS on ELS/DSA funding. In addition, a decision is required from Diageo on the income received to date.

Investment Income (Reference I)

The actual income as at April 2020 was £1,935. The College is forecasting that no further investment income will be received. This is an adverse variance of £(4,065) from the full year budget.

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EXPENDITURE: COMMENTARY AND ANALYSIS

Total Salary Costs (Reference J)

The annual salary budget of £33,879,198 (71% of the College's total costs) has been split evenly by month while taking account of fluctuations re accrued holiday pay which is paid every quarter.

Total salary costs for 2019-20 are forecast to be £32,646,648. This is a favourable variance of £1,232,550 when compared with the annual salary budget. The largest element of this favourable variance (61%) relates to job evaluation expenditure of £766,561 not being incurred.

Finance completed a detailed analysis at post level across all areas of the College. This has been used to analyse variances to date and project forward for the full year. The work identified savings of circa £186,000 in curriculum staff costs and further savings of circa £307,000 in service staff costs. These include savings forecast due to a recruitment freeze whilst the College's campuses are closed.

Curriculum Expenditure (Reference K)

The College is forecasting that the only additional expenditure in this area will be for ESOL costs, offset by additional ESOL income. The College is therefore forecasting total curriculum expenditure for 2019-20 of £716,998 – a favourable variance of £402,049 from the full year budget.

Administration & Central Services (Reference L)

The College is forecasting a full year total of £4,343,799. This is a positive variance of £85,203 from the full year annual budget. For the majority of areas within this budget area the College is forecasting that there will be no further expenditure and the actual to date will be the full year position. Exceptions to this assumption include internet charges, audit fees and subscriptions.

The forecast assumes the College will make full payments for all awarding bodies and registration fees. The final costs will therefore depend on the decisions taken by SQA and other awarding bodies subject to certification and achievement.

In addition, the College has included circa £75,000 of additional expenditure to reflect the costs that will be incurred if the College opens in July 2020

Commercial and FWDF Costs (Reference M)

The College is forecasting that it will only incur an additional circa £9,000 of expenditure in this area. This results in a full year forecast of £83,382. A favourable variance of £59,619 against the full year annual budget.

Catering Supplies (Reference N)

The College is forecasting that the only additional expenditure in this area is the charges for catering lease equipment. The College is therefore forecasting full year catering supplies expenditure of £512,600. A favourable variance of £97,400 against the full year annual budget.

Property Costs (Reference O)

The College is forecasting full year spend to July 2020 of £2,056,433. This is a favourable variance of £53,651. The majority of savings in this area relate to forecast reductions in utility costs due to the campuses being closed.

PFI/NPD Costs (Reference P)

The PFI and NPD costs are being released to the I&E based on budget and are reviewed regularly. The College is forecasting that total spend will be £5,199,849. This is in line with the full year annual budget.

Exceptional Costs (Reference Q)

The College made partial voluntary severance payments of £10,145 to eight members of our cleaning staff to support the alignment of cleaning staff's hours with the revised campus opening times.

Depreciation (Reference R)

The College is forecasting that depreciation costs will be £2,762,702. This is an adverse variance of £(67,919) when compared to the full year annual budget. This is primarily on ACF depreciation where the full value of grant received from ACF was unknown when budget was prepared.

SFC NPD Capital Income (Reference S)

The College is forecasting that SFC NPD capital income will be in-line with the full year annual budget

Full Year Surplus / (Deficit) (Reference T)

The College is forecasting a full year surplus of £59,117. This is an adverse variance of £(151,434) from the full year annual budget.

The Executive Leadership Team has confirmed that the College will make an application to the UK Government's COVID Job Retention Scheme (CJRS), however the management accounts do not reflect any additional income at this time. Should the College's CJRS application be successful, this would significantly improve the College's currently forecast surplus of £59,117.

I&E Cash Generated (Reference U)

The assumptions used in the full year forecasts equate to the College generating cash movements of £2,821,819. This is an adverse variance of £(83,515) on the College's full year annual budget.

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Total Balance Sheet Payments (Reference V)

The College forecasts total balance sheet payments of £(2,373,983). These are made up as follows:

Repayment of NPD Capital	-1,280,228
Repayment of PFI (Capital element)	-1,003,755
Payments re Early Retirees	-90,000
Total Balance Sheet Payments	-2,373,983

Net Cash Movements 2019-20 (Reference W)

Total net cash movements for 2019-20 are forecast to be £447,836 against a full year annual budget of £531,351. This is an adverse variance on the full year annual budget of £(83,515).

Should the College's CJRS application be successful, this would significantly improve the College's currently forecast net cash movements for 2019-20.

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SUMMARY FORECAST TO JULY 2020

	Full Year Annual Budget	Year to Date Actual Apr-20	FORECAST TO JULY 2020 as at Apr 20
Income			
SGC Core Grant	A 35,690,150	26,099,647	34,812,491
SFC Other Grants	B 5,752,401	3,604,029	5,999,509
TOTAL SFC GRANTS	41,442,551	29,703,676	40,812,000
Tuition Fees	C 2,975,119	2,972,950	2,869,679
Education Contracts	D 1,484,000	980,011	1,065,011
TOTAL TUITION FEES AND EDUCATION CONTRACTS	4,459,119	3,952,961	3,934,690
Commercial Income	E 430,000	184,602	184,602
FWDF Income	F 481,497	209,811	209,811
TOTAL COMMERCIAL AND FWDF	911,497	394,413	394,413
Catering Income	G 1,111,000	887,353	887,353
Other Operating Income	H 485,120	381,054	381,054
Investment Income	I 6,000	1,935	1,935
GRAND TOTAL INCOME	48,415,287	35,321,392	46,411,445
Expenditure			
Curriculum Staff	18,278,366	13,581,941	18,092,245
Service Staff	14,834,271	10,864,165	14,527,202
Other Salary Costs	766,561	20,122	27,201
TOTAL SALARY COSTS	33,879,198	24,466,228	32,646,648
Curriculum Expenditure	K 1,119,047	661,989	716,998
Admin & Central Services	L 4,429,002	2,655,399	4,343,799
Commercial and FWDF Costs	M 143,001	74,212	83,382
Catering Supplies	N 610,000	504,782	512,600
OTHER OPERATING EXPENSES	6,301,050	3,896,382	5,656,779
Property Costs	O 2,110,084	1,665,708	2,056,433
NPD and PFI	P 5,199,849	3,908,431	5,199,849
Interest Payable	0	0	0
GRAND TOTAL EXPENDITURE	47,490,181	33,936,749	45,559,709
OPERATING SURPLUS/(DEFICIT)	925,106	1,384,643	851,736
Exceptional Costs	Q 0	10,145	10,145
OP SURP/DEF AFTER EXCEP COSTS	925,106	1,374,498	841,591
NET DEPRECIATION	R -2,694,783	-2,067,160	-2,762,702
OTHER ADJUSTMENTS			
SFC NPD Capital Income	S 1,980,228	1,485,171	1,980,228
SURPLUS/(DEFICIT)	210,551	792,509	59,117
Checks	0		0
CASH MOVEMENTS			
I&E Cash Generated	U 2,905,334		2,821,819
Total Balance Sheet Payments	V -2,373,983		-2,373,983
NET CASH MOVEMENTS 2019-20	531,351		447,836
Checks	0		0

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Business, Resources and Infrastructure Committee

2 June 2020

- Subject:** 2020-21 SFC funded capital and revenue expenditure programme
- Purpose:** To provide the Committee with proposals for Scottish Funding Council (SFC) funded capital and revenue expenditure for the financial year April 2020 to March 2021.
- Recommendation:** Members are asked to approve the proposals within this paper and recommend approval to the Board of Management.
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1. Background

SFC announced the final capital grant for FY 2020-21 on 7 April 2020 (i.e. for the period April 2020 to March 2021).

The grant funding allocated to the College is £187,000 (2019-20 £124,000) with £969,000 (2019-20 £645,000) identified for revenue maintenance grant purposes.

SFC has continued to use a revised allocation method to colleges for both capital and maintenance funding for 2020-21. The capital allocation for 2019-20 is based around the levels of high priority backlog maintenance across the college sector. The 2020-21 total sector budget for capital is £18,207,000 and therefore the Ayrshire allocation of £187,000 is circa 1%, in line with the 2019-20 allocation. For information, eight college regions/individual colleges account for 86% of the total capital funding being made available.

The revenue maintenance grant funding has been allocated on the basis of the relative volume of credits for colleges. Ayrshire College's volume of credits represent approximately 7.4% of the total sector target.

2. Current Situation

Based on our capital allocation of £187,000 for FY 2020-21 it is clear that the capital expenditure proposals will continue to be significantly limited. Ayrshire College is therefore planning to utilise £300,000 of its revenue maintenance grant funding for capital spend. This gives a revised capital spend of **£487,000**. Members are asked to note that the revised total is still to be agreed by SFC.

The £300,000 will be used towards funding the North Ayrshire Future Skills Hub development planned for the College's Kilwinning campus including funding

secured from North Ayrshire Council, Ayrshire College Foundation and Magnox Socio Economic Panel this will give total funding of £1,500,000.

Table 1 provides the proposed split of the £487,000 capital allocation.

Table 1

Capital Project	Budget (£)
College capital contribution to North Ayrshire Future Skills Hub	300,000
ICT equipment (staff and students)	150,000
Miscellaneous capital projects*	37,000
Total	£487,000

* This can be used towards alterations and capital works due to COVID-19 requirements.

3. Proposals

No further proposals are contained in this paper.

4. Consultation

No further consultation is required.

5. Resource Implications

All resource implications are detailed in section 2 above.

6. Risks

A number of risks exist in relation to estates improvement projects, especially in older buildings. Cost and time overruns are key risks, particularly given limited funding. In addition, any major works over the winter period have to be carefully managed to ensure, for example, that they are not delayed beyond March 2020 due to adverse weather.

7. Equality Impact Assessment

Equality Impact Assessments have been undertaken where necessary.

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8 Conclusion

Members are asked to approve the proposals within this paper and recommend approval to the Board of Management.

Michael Breen
Vice Principal, Finance and Skills
25 May 2020

(James Thomson, Director of Finance, Student Funding and Estates)

Publication

This paper will be published on the College website.

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POLICY AND PROCEDURE	Health, Safety and Wellbeing Policy
POLICY NUMBER	HSWP001
DATE OF FIRST ISSUE	December 2015
REISSUE DATE	June 2020 *
ISSUE NUMBER	3
APPROVING COMMITTEE	Senior Leadership Team (SLT)
DATE OF APPROVAL	June 2020
RESPONSIBLE PERSON	Vice Principal People
EQUALITY IMPACT ASSESSMENT	May 2020
REVIEW DATE	June 2022

** To be confirmed following Board committee stages*

Other Documents Policy Refers to

DOCUMENT NUMBER (if applicable)	DOCUMENT TITLE
Not Applicable	Equality Impact Assessment Toolkit

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HISTORY OF AMENDMENTS		
DATE	VERSION, PAGES OR SECTIONS AFFECTED	SUMMARY OF CHANGES
January 2018	Page 4 Organisational Chart	Revised College structure incorporated
December 2019	Full Document	Full Policy review

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Foreword by the Principal

Our commitment to continuous improvement in the provision of safe and healthy environments for our wide range of staff, students, and stakeholders, can only be achieved through strong leadership and management with health and safety at the core of our values. It is essential, therefore, that we have a highly trained and skilled workforce operating within an environment where people are valued, trusted and involved and are supported by the involvement of all others in the pursuit of our aims.

The positive participation of all people accepting responsibility for themselves and for others can only enhance the reputation of the College. Through active communication, consultation and participation in occupational health and safety initiatives we aim to set and maintain the very highest standards that others in the sector and wider afield aspire to.

This document sets out the commitment of the College to Health, Safety and Wellbeing. It provides a framework to enable Vice Principals, Directors, Heads of Learning and Skills/Service and others in a supervisory capacity to manage safety and create a safe and healthy environment.

Principal Carol Turnbull	Signature:	Date:
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Foreword by Board of Management Chair

The Board of Management regard the management of occupational health and safety risks as important as every other type of business risk. Through a robust risk management approach, we aim to ensure the impacts of such risks are minimised in everything we do and enable us to maintain our corporate and individual reputations.

It is, therefore, essential that everyone involved in the College fully embraces the principles as set out within this Policy and that we all play our part in providing a safe and healthy environment within which to work, study and prosper.

Your commitment to health, safety and wellbeing and to observing this policy is appreciated and I acknowledge your support and professionalism in its delivery.

Health and Safety is the responsibility of us all and benefits everyone associated with the College.

BoM Chair Willie Mackie	Signature:	Date:
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Introduction

This Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974. Ayrshire College's Policy consists of five sections:

- Section 1 Policy Statement of Intent and Objectives;
- Section 2 Responsibilities for achieving the objectives set out in Section 1;
- Section 3 Related Procedures for implementing the Policy;
- Section 4 Measuring, Monitoring and Reviewing the Policy;
- Appendix 1 The Health, Safety and Wellbeing Committee Constitution.

The College is committed to providing a safe and healthy environment in which our students and staff can study and work. As such, we have positioned our statutory Health, Safety and Wellbeing responsibilities within a wider approach to staff and student wellbeing that goes beyond achieving minimum legal compliance.

At the centre of this approach is our Health, Safety and Wellbeing Policy. It is built on the College's strategic values derived from legislation, guidance and recognised good practice.

The values run through our operating structure and are reflected in the responsibilities and duties that everyone has for safety.

The College actively consults with all staff groups and students on health, safety and wellbeing matters. At a corporate level this is achieved through the Health, Safety and Wellbeing Committee and local campus Safety Groups.

Everyone at the College has a role in ensuring that we work and study in a safe and healthy environment:

The Board of Management is responsible for establishing a policy for Health, Safety and Wellbeing and maintaining an oversight of its effectiveness;

The Executive Leadership Team is responsible for implementing the policy and ensuring accountability for the management of Health, Safety and Wellbeing at all levels across the College.

Line managers at all levels across the College are responsible for managing the health, safety and wellbeing of staff and, where relevant, that of students, visitors, contractors or members of the public who may be affected by activities.

Staff have a responsibility for their own health, safety and wellbeing, and to liaise and cooperate with their line manager regarding health, safety and wellbeing.

Students similarly have a responsibility for their own health, safety and wellbeing, and to cooperate with curriculum and support staff regarding health, safety and wellbeing.

Equality Statement

The College is committed to advancing and promoting equality and diversity in all of its activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity and respect.

Aims and Objectives

It is the aim of Ayrshire College to:

- a) Provide a safe and healthy environment, for staff, students, visitors, contractors and members of the public and enable them to realise their full potential and take a proactive approach to health, safety and wellbeing.
- b) Further develop, integrate and implement robust and effective health and safety management systems which support the College's aims of delivering the highest quality in learning and teaching.
- c) Provide the highest standards of health, safety and wellbeing for our staff, students, visitors, contractors or members of the public which would be expected of a world class college.

Review

This policy has been developed in line with best practice and legislative requirements and will be reviewed annually or as deemed necessary.

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Policy Agreement

This policy has been agreed in accordance with the College's procedures for negotiation and consultation.

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Date	
Signature (Unison)	
Date	
Signature (Ayrshire College)	
Date	

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Section 1 - Policy Statement of Intent and Objectives

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1 **Statement of Intent**

The College's vision is to raise aspirations, inspire achievement and increase opportunities by being a dynamic, well run college and creating a stimulating and innovative learning environment that is sensitive and responsive to the needs of the individual, business and the wider community. This will be achieved through ensuring equality of opportunity, promoting respect for and between individuals, and providing an environment in which staff, students and the wider community are supported, valued and empowered to fulfil their maximum potential.

Ayrshire College not only accepts the legal duties of care as set out in the Health and Safety at Work etc., Act 1974 and all other relevant legislation, but also our moral and ethical obligations and to the continuous improvement in the management of the health and safety risks to all stakeholders i.e. staff, students, contractors and visitors. To enable us to meet our objectives in ensuring that all risks are addressed and controlled effectively, the College will provide the necessary resources with which to fulfil our commitment.

1.1 Statement of Health and Safety Philosophy

The Board of Management of Ayrshire College will ensure the strategic direction of the health and safety issues relative to our operations through the accountabilities of the Senior Leadership Team and through effective risk management policies and practices to identify and manage such risks. The continuity of business and effective contingency planning is also a key element of our mission.

1.2 Corporate Direction

All stakeholders are charged to give due care and consideration in their work to health and safety issues and our corporate vision. As part of their duties they must also take all reasonable care for themselves and others, use safe and healthy practices, report hazards and unsafe practices according to College procedures. Further, they are also required to assist in the development of and take a full and active part in any health and safety initiatives in order to meet the health and safety aims of the College. It is vital that health and safety implications must be considered when reaching decisions about other priorities e.g. procurement of new equipment. Health and safety must, therefore, be considered not as an add-on but, as an essential core factor in everything we do.

1.3 Specific Requirements

- 1 Suitably competent and trained staff will be appointed and supported by adequate training.
- 2 Control of health and safety risks will be achieved through the risk assessment process and the provision of information, regular communication, consultation and the cooperation of staff at all levels in the organisation to maintain safe and healthy working conditions, equipment and safe systems of work.
- 3 Procedures will be established following the risk assessment process and reviewed and revised to ensure that plant and equipment provided is maintained and safe for use by staff, students and others.

- 4 Accidents, incidents and 'near misses' will be recorded, investigated and the appropriate action taken to reduce the likelihood of their recurrence.
- 5 Regular monitoring will be carried out to measure our performance against the College's set objectives.
- 6 The Corporate Health and Safety Committee will oversee the functioning of the policy and reporting to the Board of Management.
- 7 The policy will be kept up to date and the way in which it has operated will be reviewed each year.

1.4 Objectives for Health and Safety Performance

- 1 H&S Policy - Review and revise H&S Policy by end of December 2019. This is the cornerstone document for Health, Safety & Wellbeing (HSW) Management with objectives set for continued improvements to enhance the HSW culture. The policy will be available for all staff to access via the College intranet portal.
- 2 H&S Management Support Software – Continue to maintain and develop the Ayrshire College Safety Hub to support the management of all HSW requirements across the campuses.
- 3 H&S Training – Deliver specific H&S training to College Managers and staff.
- 4 Occupational Health - Ensure continued or enhanced provision of Occupational Health support to staff for the purpose of statutory health surveillance, health monitoring, counselling and general support. Deliver appropriate health and wellbeing events across the campuses. Maintain and enhance as necessary the outsourced health surveillance program for staff. Attain Healthy Working Lives (HWL) Bronze Award and achieve HWL Silver Award March 2020.
- 5 Maintain support to staff and students - HSW Team continue to provide support, training and advice to all staff and students to enhance the H&S Culture. Maintain the Intranet portal content for all staff H&S materials including: procedures, responsible persons, forms, information.
- 6 Monitoring and Review – Monitor all aspects of the H&S Management system of the College via proactive and reactive approaches including accident/incident reporting and investigation and inspections, surveys and audits. The allocation of responsibilities for health and safety matters and the particular arrangements in place with which to carry out the policy are set out in the sections which follow.

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Principal Carol Turnbull	Signature:	Date:
Chair of BoM Willie Mackie	Signature:	Date:

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Section 2 - Organisation and Responsibilities

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2 Organisation

The College has adopted the Occupational Health and Safety Management System approach suggested by the Health and Safety Executive (HSE) in their publication - 'Managing for Health and Safety' (HSG65).

This provides the College with a framework for the promotion of a positive occupational health and safety culture and drive for continual improvement. All levels of staff have clear roles in contributing to the successful management of occupational health and safety.

The College's system is based on the Plan, Do, Check, Act quality framework components approach, as summarised below, and achieved by a combined effort through communication, co-operation, competence and control.

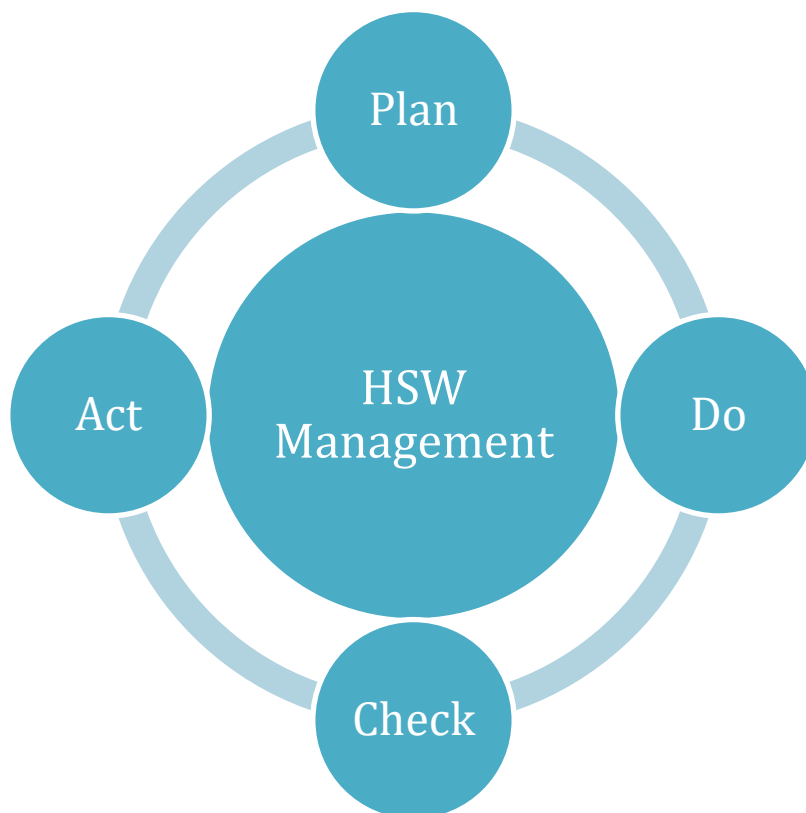
Plan – Setting policy, roles, responsibilities and strategy for managing safety and identifying what, who and how things are done. Planning how risks are to be assessed and controlled and how this is prioritised and disseminated throughout and also external to the College. The allocation of resources supported by the provision of training for all levels of staff, measuring performance against the objectives set and how these are linked to the management of other areas of the College.

Do - Profiling the organisation's health and safety risks, involving staff, communication, consultation and the provision of adequate resources and competent advice. Implementing the plan, selecting and introducing risk control measures; providing and maintaining tools and equipment; and ensuring everyone is competent to carry out their tasks.

Check - Measuring performance through pro-active and reactive approaches, safety system checks and audits; investigating accidents, incidents and near misses.

Act - Reviewing performance to learn from accidents, errors and experiences and to revisit plans, policies and risk assessments and controls to update where necessary.

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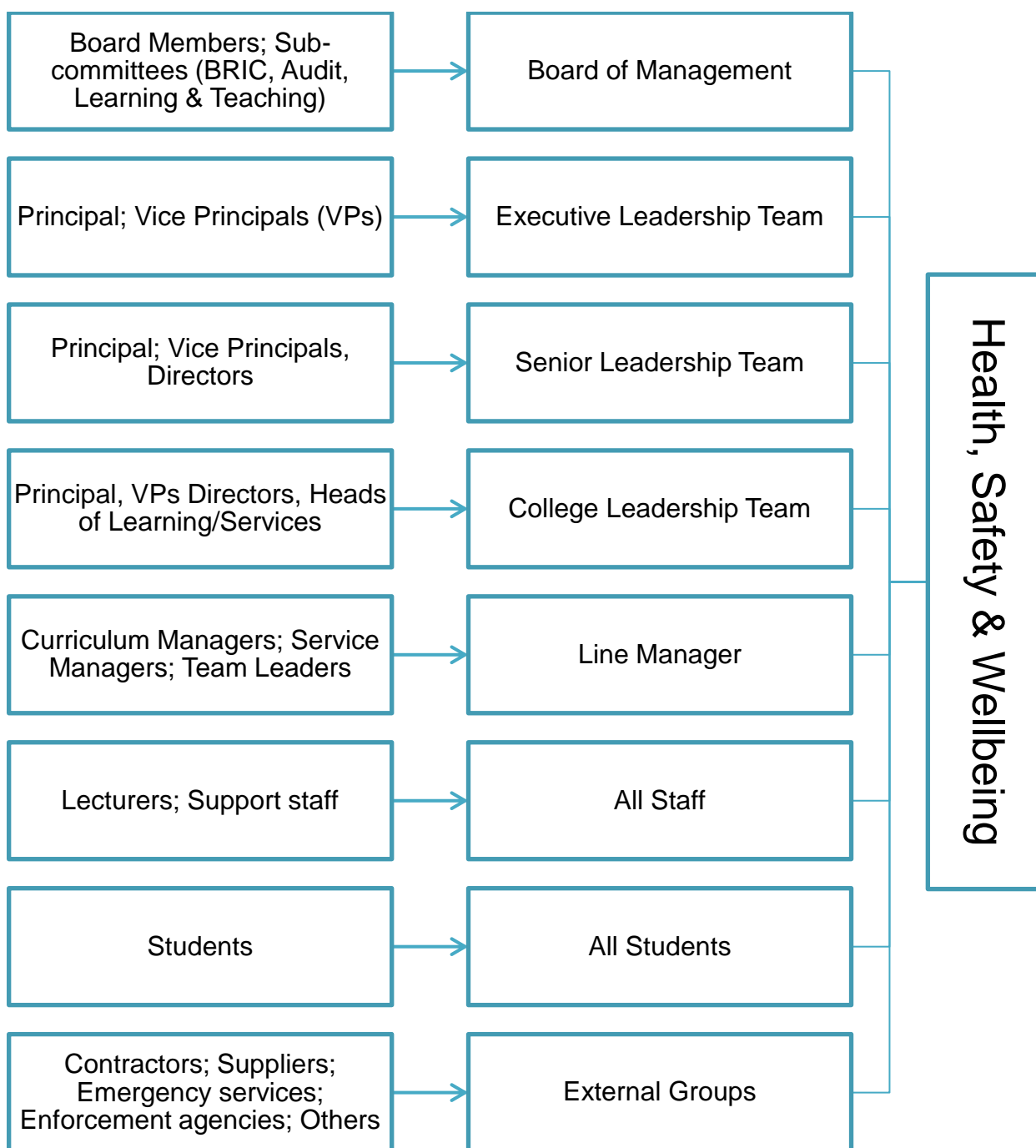


2.1 General HSW Organisational Structure

Ayrshire College recognises the importance of participation, commitment and involvement in health and safety activities at all levels, as shown in the organisational chart below. The Corporate Health, Safety and Wellbeing Committee will oversee the strategic issues that affect the staff, students and others as well as specific groups within. This will be further supported by the three Campus Health, Safety and Wellbeing Groups which focus primarily on campus health and safety matters at a local level. The effectiveness and efficiency for managing health and safety will be reinforced with specific persons appointed accordingly to carry out key functions. Where necessary, external sources will be utilised as and when needs arise to further our pursuit of a safe and healthful workplace for all.

The General H&S Organisational Structure for managing risk is set out on the next page

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2.2 Overview

Board of Management has overall responsibility for the corporate governance of the College business and, in particular, the health, safety and welfare of the staff, students and other stakeholders.

Senior Leadership Team will provide effective and demonstrable leadership in occupational health and safety and ensure managers at all levels fulfil their responsibilities in managing health and safety at local level.

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College Leadership Team, Curriculum Managers, Service Managers and Team Leaders have responsibilities for their particular areas to ensure that all members of staff and students (where applicable) under their control are fully aware of their responsibilities and adhere to the health and safety arrangements established under this policy.

Lecturers/Trainers have responsibilities to ensure that students under their control are fully instructed and supervised in all activities and follow H&S procedures as set, in particular, those specific to their areas of operation and, follow all emergency evacuation and other general procedures.

All Staff have responsibilities to take reasonable care of themselves and for the safety of others who may be affected by what they do or do not do, so as not to cause harm to themselves or others.

Students and others have responsibilities to take reasonable care of themselves and for others who may be affected by what they do or do not do, so as not to cause harm to themselves or others.

Contractors selected to carry out work activities in and around the College property have responsibilities to themselves and to all persons who may be affected by their acts or omissions. In respect of this, all contractors will be required to work in accordance with the health and safety requirements of Ayrshire College in order to maintain its standard of care to staff, students and others. Full co-operation and coordination between all parties is necessary and for the control of risks associated with the work activities.

2.3 The Board of Management

Ayrshire College Board of Management has overall responsibility for the corporate governance of the College's business and, in particular, the health, safety and welfare of the staff, students and other stakeholders.

- Members of the College Board of Management have obligations under health and safety legislation as 'members of the body corporate' and are, therefore, bound by the requirements as contained in Section 37 of The Health and Safety at Work etc., Act 1974 (HASAWA 1974).
- In order to meet the vision, aims and objectives and, to promote a positive health and safety culture, members of the Board must:
 - a) Have an awareness of the general requirements of the Health and Safety at Work etc. Act 1974 and other associated statutory instruments applicable to the College.
 - b) Direct, monitor, measure and oversee the effectiveness of the health and safety management system of the College in line with strategic and health and safety priorities.

- c) Promote a culture of health and safety awareness and continuous improvement through the commitment and co-operation of all stakeholders and others involved with the College to ensure that H&S is regarded as an integral aspect of the corporate risk management of the College.
- d) Ensure, in so far as is reasonably practicable, effective mechanisms are established for the provision of adequate information and training and, for the communication and consultation with staff and their representatives on health and safety matters.
- e) Ensure, in so far as is reasonably practicable, adequate personnel and financial resources are allocated for the effective management of the risks associated with the College.
- f) Promote Corporate Social Responsibility and be good neighbour.
- g) Undertake training as necessary to enable them to better understand and appreciate the responsibilities placed upon them.

2.4 Principal

The Principal is ultimately responsible for the health, safety and welfare of all staff, students and other stakeholders who use or visit the premises or are affected by the activities undertaken. In respect of this, the Principal will:

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the College.
- b) Ensure, in so far as is reasonably practicable, minimum standards are achieved for all applicable health and safety legislative obligations.
- c) Agree the H&S communication and consultation mechanisms with staff and their representatives.
- d) Promote a culture of continuous improvement through the allocation of financial and human resources, adequate levels of control, co-operation, communication and use of competent persons which motivates and involves all stakeholders and others involved with the College to ensure that H&S is regarded as an integral aspect of the corporate risk management of the College.
- e) Monitor the effectiveness of the health and safety management system in place.
- f) Undertake training as necessary to enable understanding of and appreciate the health and safety responsibilities placed upon them.
- g) Ensure, in so far as is reasonably practicable, all 'delegated' functions are carried out properly by persons competent to perform the function.

All levels of management, staff and others have been assigned roles and responsibilities appropriate to their level of operation/relationship with the College as set out below.

2.5 Vice Principals

All Vice Principals have particular responsibility to ensure that all staff under their control fulfil the health and safety responsibilities relevant to their role. All Vice Principals must:

- a) Ensure, in so far as is reasonably practicable, that adequate personnel and financial resources are allocated to address the health and safety risks for their areas of control.
- b) Secure the commitment and co-operation of all College staff and stakeholders.
- c) Arrange for the provision of relevant information, instruction, training, and suitable levels of supervision to all levels of staff.
- d) Provide information on health and safety matters relevant to their areas of control to the Principal and Board of Management as required.
- e) Ensure, in so far as is reasonably practicable, adequate means of communication and consultation are in place as appropriate to all levels of staff and others.
- f) Monitor and measure H&S Management performance of Directors and Heads of Learning/Service, at least annually.
- g) Undertake training as necessary to support their H&S role.

2.6 Vice Principal, People

A designated Vice Principal has particular delegated responsibilities to assume the role of 'Responsible Person' of the College and for directing and overseeing the College's health, safety and fire management arrangements. They will also report on health, safety and wellbeing matters to the Principal and to the Board of Management via the Business, Resources and Infrastructure Committee on a regular basis.

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the College.
- b) Oversee the College's health and safety management arrangements to ensure, in so far as is reasonably practicable, that, at least, the minimum standards of compliance has been achieved with all applicable statutory legislation.
- c) Support managers under their control to meet the H&S arrangements relevant to their areas of control and in line with the College H&S Policy and objectives.
- d) Assist in the annual preparation of the operational objectives for health and safety.
- e) Assist in the preparation of H&S objectives and monitor and review performance.
- f) Ensure, in so far as is reasonably practicable, that personnel and financial resources allocated are appropriate for the effective management of College H&S.

- g) Arrange for regular consultation and communication with Managers and other staff as necessary on any H&S matter.
- h) Ensure, in so far as is reasonably practicable, relevant and up to date information - Legislation, Approved Codes of Practice, Standards, Guidance or other as appropriate to H&S matters - is available for Managers.
- i) Support the Health and Safety Manager and be a key driver in the health and safety agenda throughout all College business and activities.
- j) Provide regular updates to the SLT for Health, Safety and Wellbeing of the College.
- k) Undertake training as necessary to support their H&S role.
- l) Establish and monitor the effectiveness of the staff consultation process and arrange for regular updates to the Principal and Business, Resource and Infrastructure Committee.
- m) Provide annual reports on H&S Performance to the Principal/CEO and Board of Management.

2.7 Directors, Heads of Learning and Skills/Service

Are expected to manage their particular area and deal with the people, plant, equipment, materials, processes and health and safety budgets etc. Directors and Heads of Learning and Skills should ensure that all members of staff and students under their control are fully aware of their responsibilities under this policy. Directors and Heads of Learning and Skills and Heads of Service must also have in place measures to manage effectively, with identified persons having specific roles to play in respect of health and safety for their areas of control.

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the College.
- b) Understand and implement College policy.
- c) Ensure, in so far as is reasonably practicable, minimum standards are achieved for all applicable health and safety legislative obligations in their areas of control through implementing, reviewing, revising and monitoring the health and safety arrangements for their area(s) of control.
- d) Establish annual H&S operational objectives in line with strategic objectives for the areas of control.
- e) Arrange for 'suitable and sufficient' risk assessments for all significant hazards to be carried out, recorded and communicated to all persons likely to be affected within their control and for the review and revision at least annually or sooner if changes occur.

- f) Ensure, in so far as is reasonably practicable, that safe systems of work produced from the risk assessment process are in place for staff and students under their control and that the systems are monitored regularly for suitability and effectiveness.
- g) Allocate necessary personnel and financial resources within their control, to maintain high standards of health and safety.
- h) Ensure, in so far as is reasonably practicable, adequate information on all health and safety matters is provided/made available to the staff and others under their control.
- i) Consult regularly with staff on health and safety matters. NB: Health and Safety should feature as a standing agenda item on all departmental and team meetings.
- j) Encourage staff to participate in the activities of safety committees and health and safety initiatives.
- k) Approve training requirements to enable all staff to work safely within their specific areas.
- l) Liaise with external bodies, as appropriate, in relation to the health and safety provisions in place for their areas of control.
- m) Ensure, in so far as is reasonably practicable, that accidents and incidents are recorded, reported and investigated in accordance with procedures as set out in the Arrangements section of this policy.
- n) Report any failings of contractors working within their areas of control to the Head of Estates and Sustainability and Health, Safety and Wellbeing Manager.
- o) Arrange for regular inspections of their areas of responsibility and undertake audits annually, providing reports for the attention of the Health, Safety and Wellbeing Committee.
- p) Maintain relevant documentation for areas of control.
- q) Undertake training as necessary to support their H&S role.
- r) Provide regular updates to senior management for the purpose of health and safety monitoring.

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2.8 Health, Safety and Wellbeing Manager

The Health, Safety and Wellbeing Manager advises the Principal & Chief Executive, Board of Management and all other staff on policy and compliance issues as per Regulations 6 & 7 of the Management of Health & Safety at Work Regulations 1999; and on all other matters affecting health and safety at work. The manager also leads to improve the health and a safety culture of the College and to achieve the aims and objectives with which to fulfil the mission and values of the policy.

- a) Advise the Principal/Chief Executive Officer and Board of Management on policy and compliance issues as per Regulations 6 & 7 of the Management of Health & Safety at Work Regulations 1999; and all other relevant legislation on all matters affecting health and safety at work.
- b) Advise the Senior and College Leadership Teams on the implementation of College policy and all health and safety matters.
- c) Support and advise managers, H&S representatives and all staff in maintaining the maximum degree of control of health and safety hazards at the workplace and identifying suitable training for all levels of staff.
- d) Review and revise company health and safety policy annually, or sooner as required.
- e) Establish and maintain procedures for reporting, investigating, recording and analysing accidents and incidents ensuring all reportable events are completed in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- f) Conduct joint investigation of accidents with line management/employee representatives as appropriate.
- g) Review and monitor adequacy of training provision.
- h) Provide competent advice and assistance to the health and safety committee and health and safety campus groups.
- i) Review new legislation, Approved Codes of Practice (ACOPs), Guidance Notes or Standards and other information relevant to the College and advise senior management and other staff as to their impact.
- j) Liaise with and maintain contact with relevant enforcement bodies or other external bodies as necessary on any health and safety matter.
- k) Establish and maintain procedures, monitoring, reviews, revisions and audits on the entire H&S Management systems in place.
- l) Oversee and review risk assessments and assist managers and others in the risk assessment process.

- m) Oversee health and safety inspections of all work areas, equipment and health and safety control measures independently and in conjunction with Senior Management, H&S Representatives and others as necessary.
- n) Prepare and present reports to Senior Management and the Board of Management.
- o) Manage and support the Health, Safety and Wellbeing Advisers.

2.9 Health, Safety and Wellbeing Advisors

To assist the Health, Safety and Wellbeing Manager with the implementation of the College's Health and Safety policies and procedures, ensuring the College meets its obligations in complying with all relevant health and safety legislation and good practice.

Key activities:

- a) Assist in the development and implementation of all health and safety policies, procedures and guidance and monitor their application to ensure compliance with current legislation and contribute to a positive health and safety culture throughout the College.
- b) Assist in the preparation of health and safety statistics for SMT and Health and Safety Committee.
- c) Provision of both formal and informal reports to the Health and Safety Manager on the key performance indicators relevant to the Health and Safety team, e.g. workplace inspections and monitoring of campus arrangements.
- d) Advise managers and staff on health and safety matters within limits of their knowledge and competence.
- e) Assist in the implementation of Fire Safety procedures and First Aid provision to ensure that College procedures are well communicated and understood.
- f) Assist in carrying out accident/incident investigations, as required.
- g) Support the co-ordination of risk assessments to ensure that they are completed and updated as required.
- h) Assist in the design and delivery of health and safety related training and ensure competencies are maintained to meet operational requirements, legislation and best practice.
- i) Create wellbeing and health promotion campaigns and training sessions.
- j) Undertake training as necessary to support their H&S role.

2.10 Head of Estates and Sustainability

- a) Ensure adherence to all aspects of the Policy and its associated procedures, in particular that the necessary resources for implementation are available.

- b) Plan, organise, control, monitor and review the arrangements for safety including the arrangements for any visitors and contractors.
- c) Ensure that general risk assessments and specific risk assessments within areas of responsibility are completed as required by legislation.
- d) Ensure that all work processes and systems within areas of responsibility are safe and do not present risk to health.
- e) Ensure that relevant training and appropriate guidance has been provided to all staff within the Estates and Sustainability team
- f) Inform the Health, Safety and Wellbeing Team before any significant hazards are introduced or when significant hazards are identified.
- g) Investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires, and to report immediately to the Health, Safety and Wellbeing Team any serious or potentially serious accidents, incidents or fires.
- h) Ensure that Health and Safety provisions are extended to all buildings owned or leased by the College.
- i) Take the lead role in ensuring that the asbestos policy and actions which arise from this are implemented fully including the maintenance of the asbestos register.
- j) Ensure that contractors are managed in accordance with College procedures and relevant legislation.
- k) Raise issues that may affect the wider College community with the Vice Principal, Finance.

2.11 Estates and Sustainability Team Leaders

- a) Ensure that all equipment is serviced and maintained as required, in accordance with relevant legislation.
- b) Comply with the requirements of the Health, Safety and Wellbeing, Asbestos and Contractors Policies.
- c) Ensure compliance with relevant legislation within areas of responsibility.
- d) Ensure that the Health, Safety and Wellbeing of all students, staff, visitors and others is controlled in relation to contractors on the site. This will include gathering and holding information, managing permits to work and monitoring compliance with Health and Safety legislation, while work is carried out.
- e) Ensure that a planned and prioritised approach to risk assessment is being carried out within areas of responsibility and that this is included in local operating plans.
- f) Undertake accident investigations when necessary with assistance from relevant members of staff and the Health, Safety and Wellbeing Team, liaising with trade union representatives as appropriate.

- g) When alerted to it, ensure that unsafe equipment is adequately isolated and clearly identified as unsafe and not for use. Ensure that all obsolete equipment is removed from work areas.
- h) Ensure that all work areas are maintained in a safe, clean, tidy and environmentally friendly condition.
- i) Ensure that all staff within areas of responsibility are provided with adequate information, guidance, training and supervision in relation to their work activities.

2.12 Human Resources and Organisational Development

- a) The HR team will co-ordinate and manage the occupational health provision within the College.
- b) HR will collate, report and analyse reasons for sickness absence or reasons for leaving College employment and highlight any trends related to Health, Safety and Wellbeing and the relevant line manager.
- c) The Staff Learning and Development Team will organise training as identified by the Principal, Vice Principals, Directors, Heads of Learning and Skills/Service and Managers through the Professional and Personal Development Review (PPDR) process.

2.13 Curriculum Manager

Curriculum Managers have line management responsibilities over permanent and non-permanent, full and part-time members of the teaching staff. In assigning teaching staff members with learners and classrooms/workshops or laboratories, they have the responsibility to ensure that the area provided is safe and suitable for the tasks to be carried out in the environment. Any machinery/equipment/tools/materials/waste production and disposal means must be suitable. Training needs should be identified and forwarded to the Head of Learning and Skills.

- a) Have an awareness of the general requirements of The Health and Safety at Work etc., Act 1974 and all other associated statutory instruments applicable to the College.
- b) Understand and implement College policy.
- c) Identify suitably competent persons to prepare, review and revise as necessary, risk assessments and systems of work that are safe for all activities within their areas of control.
- d) Ensure, in so far as is reasonably practicable, that all equipment used within their areas of responsibility is suitable for the purpose and maintained in a safe condition.
- e) Assist with others as required in the carrying out regular inspections of the areas of control.
- f) Liaise with the Health, Safety and Wellbeing team on any H&S matters relevant to their area(s) of control.

- g) Ensure that suitable arrangements are in place for the use of; all machines, equipment and processes and that safe operating procedures are displayed close to each piece of machinery/ equipment as necessary.
- h) Ensure, in so far as is reasonably practicable, that all necessary risk assessment control measures are in place and being used correctly by all persons using the equipment.
- i) Report to the Head of Learning and Skills any situations that are not in compliance with College policy and procedures or could give rise to serious or imminent danger.
- j) Ensure, in so far as is reasonably practicable, all staff are suitably trained, instructed and informed to perform functions appropriate to their areas of operation.
- k) Identify any induction, refresher or new training for the staff under their direct control and informing Head of Learning and Skills as to immediacy of the training.
- l) Assist in the investigation of accidents and incidents as required and in accordance with procedures set-out in the Arrangements section of this policy.
- m) Liaise with the Estates Team Leader in respect of compulsory examination, testing and maintenance of machinery and equipment.
- n) Ensure, in so far as is reasonably practicable, procedures are in place to identify and prevent the use of defective machinery/equipment for areas of control.
- o) Undertake training as necessary to support their H&S role.

2.14 Service Managers and Team Leaders

Service Managers and Team Leaders have line management responsibilities for the staff under their control and should endeavour to manage effectively within their area of responsibility, ensuring that staff are properly trained and utilising all controls provided. They are expected to identify the main hazards and risks within their areas and either deal with them immediately or notify a more senior manager where he or she considers that controls are not effective or that new hazards/ risks are identified. Service Managers and Team Leaders are required to:

- a) Understand and implement College policy.
- b) Ensure, in so far as is reasonably practicable, that all equipment used within their areas of responsibility is suitable for the purpose and maintained in a safe condition.
- c) Arrange for all statutory external and internal inspections / examinations or testing requirements to be met and inform staff under their control as to the arrangements.
- d) Liaise with the Health Safety and Wellbeing team on any matters relevant to their area(s) of control and assist in any risk assessment procedures.
- e) Ensure, in so far as is reasonably practicable, that health and safety arrangements are in place for all processes, activities, machines, equipment and substances and safe operating procedures as appropriate, are displayed close to each piece of machinery/equipment, process area where appropriate.

- f) Do not use or allow the use of any defective equipment and ensure defective equipment is taken out of use and clearly labelled.
- g) Report defective equipment to Line Manager.
- h) Identify any refresher or new training requirements for the staff under their direct control and inform their manager as to the immediacy of the training.
- i) Provide induction training to staff and identify any refresher and new training as required.
- j) Report and record accidents, incidents and near misses and assist in the investigation of any such occurrences as required.
- k) Inform staff as to their responsibilities and allocate work according to level of training and competency.
- l) Assist in carrying- out regular inspections of their areas of control.
- m) Undertake training as necessary to support their H&S role.

2.15 Lecturers

Are closest to the student and are, therefore, in the best position to ensure that all relevant controls for health and safety are being employed by themselves and students at all times. Lecturers should also be consulted and involved in any risk assessments and preparation of safe systems of work undertaken within their areas. Lecturers are required to:

- a) Understand and implement College policy.
- b) Liaise with the Health, Safety and Wellbeing team on any matters relevant to their area(s) of control.
- c) Assist in the preparation and reviewing of risk assessments and safe systems of work.
- d) Report and record all accidents/incidents/near misses within their area of control.
- e) Co-operate with any provision made by the College for achieving policy objectives, compliance with statutory duties and use any control measures provided to reduce or eliminate risks to health and safety and undertake training as necessary.
- f) Provide adequate levels of supervision, induction, refresher and new training to students and ensure that they apply all health and safety requirements at all times.
- g) Use all work equipment, materials, processes, hazardous substances, personal protective equipment, control measures and safe systems of work in accordance with training received.
- h) Do not use or allow the use of any defective tools or equipment by support staff or students and ensuring defective equipment is taken out of use and clearly labelled.

- i) Report defective equipment and any situation which could give rise to serious or imminent danger, to Curriculum Manager / Head of Learning / Estates and Sustainability / Health, Safety and Wellbeing.
- j) Take the necessary action if they observe inappropriate behaviour or unsafe/unhealthy situation and report immediately to Curriculum Manager / Head of Learning / Health, Safety and Wellbeing.
- k) Assist in regular inspections of the areas of control.
- l) Assist in the development of and take a full and active part in any health and safety initiatives, including risk assessments.

2.16 Evening Duty Supervisor

The Evening Duty Supervisor has responsibility for all evening staff, learners, stakeholders and activities delivered. The Evening Duty Supervisor is responsible for the health, safety and fire provisions relevant to their specific campus. Liaison with Estates and Sustainability Staff and maintaining a visible presence throughout the campus is core to this role. Signing-in/out sheets will be in operation and all staff and visitors must complete the sign-in/out process in order to maintain a register of personnel in the buildings during the provision. Students registered in classes are not required to sign-in/out as they are recorded on the class registers. This is a requirement of the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.

The specific duties are to:

- a) Understand and implement College policy.
- b) Complete Evening Duty Supervisor training and familiarise themselves with the Evening Duty Supervisor H&S Guidance provided.
- c) Be in attendance at the Main Reception desk.
- d) Ensure, in so far as is reasonably practicable, the signing-in/out register is available and is completed by all persons required to sign-in/out (staff, contractors, visitors and students working without supervision). Note: students under the control of a class lecturer are not required to sign-in as they are recorded in the class registers and under supervision.
- e) Liaise with duty Estates staff to ensure the security of the buildings at the end of the night.
- f) Arrange for any emergency first-aid and contact with emergency services as required.
- g) Report and record all accidents/incidents/near misses in line with the College reporting procedures.
- h) Ensure Evacuation Controller check sheets are completed following every emergency evacuation of the campus.

- i) Liaise with Fire and Rescue Service as necessary and take instructions from them with regards re-entering the premises.
- j) Inform Senior Management of any serious situation or condition immediately.

2.17 All Staff

All members of staff are responsible for highlighting hazards or conditions that may adversely affect the health and safety of any person lawfully within the College. It is the duty of College staff to take all reasonable care to work safely and not to endanger themselves or anyone else during their work activities and to:

- a) Work in accordance with College procedures.
- b) Act responsibly to ensure their own health and safety and that of others and assist the College in meeting its health and safety responsibilities.
- c) Use all work equipment, materials, processes, hazardous substances, personal protective equipment and safe systems of work in accordance with procedures, training and instruction received.
- d) Report defective equipment through the College's reporting procedures and ensure that it is not available for use. Update line manager as necessary.
- e) Report dangerous situations and any other situation which could give rise to serious or imminent danger to their Line Manager.
- f) Switch-off/ de-pressurise/lock-off any powered machinery, equipment or other at the end of use or end of the day and leave in a safe state as trained to do so.
- g) Assist in the development of and take a full and active part in any health and safety initiatives including training, as necessary.
- h) Report all accidents, near misses and dangerous occurrences in line with the College reporting procedures and update line manager.
- i) Notify any shortcomings in either the health and safety training of other staff or the arrangements for health and safety to their Line Manager or College Health, Safety and Wellbeing Manager.
- j) Comply with the health and safety procedures of any other organisation while on their premises.
- k) Report, and do not use, any defective equipment while using external premises.
- l) Seek approval from Line Manager and Estates Team Leader for any personal electrical equipment e.g. laptop, kettle, radio etc., to be used in College buildings. Any approval would also be subject to PAT testing, where appropriate.
- m) Refrain from eating and drinking in classrooms, laboratories, workshops, stores, chemical/ waste storage areas and library or any similar other area.

- n) Use all waste receptacles according to waste type. Ensure all personal medications are kept secured in locked drawer/locker and not left on desks and, any hypodermic needles used for administering e.g. insulin, should be disposed of in College sharps bins available.
- o) Undertake training as necessary to support their H&S responsibilities.

2.18 All Students

All students have the following responsibilities:

- a) Work in accordance with College policy and procedures.
- b) Act responsibly to ensure their own health and safety and that of others and assist the College in meeting its health and safety responsibilities.
- c) Use all work equipment, materials, processes, hazardous substances, personal protective equipment, controls and safe systems of work in accordance with procedures, training and instruction/teaching received.
- d) Report defective equipment to their Lecturer or other member of staff as appropriate and do not use.
- e) Use equipment appropriately and only for its intended purpose.
- f) Behave in a responsible manner at all times and do not engage in horseplay or practical jokes.
- g) Report defective equipment, or any situation to their Lecturer or other member of staff as appropriate, which could give rise to serious or imminent danger.
- h) Assist in the development and take a full and active part in health and safety initiatives.
- i) Report all accidents, near misses and dangerous occurrences to their Lecturer or another member of staff as appropriate.
- j) Ensure, in so far as is reasonably practicable, all health and safety requirements are followed when participating in work placement activities.
- k) Students who become pregnant have a duty to inform the College, through their lecturer, to enable the College to manage any resultant risk.
- l) Be aware that health and safety plays a fundamental part in learning and teaching, students who are found to be in breach of this policy will be subject to College disciplinary procedures.
- m) Refrain from eating and drinking in classrooms, laboratories, workshops, stores, chemical/ waste storage areas and library or any similar other area.
- n) Use all waste receptacles according to waste type.

- o) Ensure, in so far as is reasonably practicable, all personal medications are kept secured in locker and any hypodermic needles used for administering e.g. insulin, should be disposed of in College sharps bins available in the campus first aid room.

2.19 Student President

The Student President role can involve arranging student events inside and outside of the College. In respect of this, the holder of the position has the following health and safety responsibilities:

- a) Understand and implement College policy and specific campus arrangements for preventative and protective measures in relation to events being organised.
- b) To undertake all necessary health and safety training appropriate to their position.
- c) Ensure, in so far as is reasonably practicable, that 'suitable and sufficient' risk assessments for all significant hazards are carried out, recorded and communicated to all persons likely to be affected within their control. Risk assessments must include the occupational health risks associated with all activities.
- d) Ensure, in so far as is reasonably practicable, that safe systems of work are in place for students under their supervision and that the systems are monitored regularly for suitability and effectiveness.
- e) Allocate necessary resources within their control.
- f) Provide information on all health and safety matters to students and to Senior Management for the purpose of health and safety monitoring.
- g) Consult with all relevant campus staff on health and safety matters relative to events including the Head of Estates and Sustainability/Estates Team Leader and Health and Safety Manager/Adviser.
- h) Participate in the activities of safety committees and health and safety initiatives across the College.
- i) Identify and assess training requirements to enable all participating students to work safely during events.
- j) Liaise with external bodies in relation to the health and safety preventative and protective measures required for event activities. This includes requesting risk assessments from external organisations providing services relative to the event.
- k) Ensure, in so far as is reasonably practicable, that appropriate accident/incident recording procedures, as set out in this policy, are followed.
- l) Carry out regular inspections of their areas of responsibility.
- m) Maintain relevant documentation for areas of control.

2.20 Trade Union Health and Safety Representatives

Ayrshire College recognises trade unions and their elected health and safety representatives in accordance with The Health and Safety at Work etc., Act Section 2 (4), The Safety Representatives and Safety Committees Regulations 1977 (SRSCR), and the Management of Health and Safety at Work Regulations 1999 and, will be provided with appropriate facilities to allow them to function appropriately. Health and safety representatives will have the following functions:

- a) Participate in consultation with the College on all health, safety and wellbeing matters.
- b) Carry out periodic inspections - normally every three months or sooner if accidents/disease reported or significant changes have taken place.
- c) Inspect any new plant/equipment/processes/documents and assist in the risk assessment process.
- d) Investigate potential hazards, dangerous occurrences and causes of accidents at the workplace.
- e) Investigate complaints made by the members they represent in partnership with College management and also independently.
- f) Receive information from inspectors (HSE & Local Authority) in accordance with Section 28(8) of the Health and Safety at Work Act 1974.
- g) Receive statutory information on all health and safety matters from the College.
- h) Participate in consultation with the College on the arrangements for training, introducing new technologies or any measure which may substantially affect health and safety.
- i) Attend health and safety committee meetings in the capacity of safety representative.
- j) Investigate any complaints presented by their members and from non-members where the matter affects their members.
- k) Make reports to senior management on health and safety matters.
- l) Advise College Management of any concerns in relation to unsafe conditions or working practices which come to their attention.

2.21 Visitors and Others

All visitors must comply with all statutory health and safety requirements and College safe working practices and procedures whilst in or on the College campuses. They must also take reasonable care for themselves and for others who may be affected by their actions or in actions.

In particular all visitors and others must:

- a) Report to the main Reception Desk and complete the sign in procedure.
- b) Refrain from interfering with or misusing anything provided in the interests of health, safety, fire or welfare.
- c) Ensure safe practice using work items and personal protective equipment provided in accordance with information, instruction and training.
- d) Co-operate fully with the policies and procedures in place in respect of fire and emergency evacuation.

2.22 Corporate Health, Safety and Wellbeing Committee

Ayrshire College recognises trade unions and the need to establish a Health and Safety Committee as specified in accordance with The Health and Safety at Work Act 1974 Section 2(7) and The Safety Representatives and Safety Committees Regulations 1977. Members of the Committee will consist of representatives from, SLT, CLT, and line management, Trade Union and non-union health and safety representatives and students. On particular occasions, external specialists or others may be asked to attend specific meetings.

The function of the Committee is to:

- a) Examine the results of investigations into accidents, incidents, occupational illnesses and dangerous occurrences.
- b) Action the introduction of measures to rectify situations as identified in inspections and audits.
- c) Consider remedies introduced in response to a) and b) above.
- d) Consider and review aggregated occupational health and wellbeing absence statistics and the reasons for such absences.
- e) Assist in the review and development of health and safety policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation.
- f) Communicate decisions to Senior Management and ensure all other staff are informed.
- g) Provide a link with the appropriate Inspectorates of the enforcing authority.
- h) Oversee the functioning of the policy and that the objectives as set are being addressed accordingly.
- i) Monitor health and safety training.
- j) The constitution of the Committee is contained within the arrangements section of this policy and will be reviewed and revised as necessary.

2.23 Health, Safety and Wellbeing Campus Groups

Members of the HSW Campus Groups will consist of representatives from SLT, CLT, line management, Trade Union, staff and students.

These meetings shall take place at least two weeks prior to the Corporate Health and Safety Committee meetings with minutes available for the Corporate Health and Safety Committee at least one week prior to meeting.

The function of the Group is to:

- a) Examine the results of investigations into accidents and dangerous occurrences.
- b) Communicate decisions to the Corporate Health and Safety Committee.
- c) Action the introduction of measures to rectify situations as identified in inspections and audits, following approval from the Corporate Health and Safety Committee
- d) Monitor remedies introduced in response to above points.
- e) Assist in the review and development of health and safety policies, risk assessment procedures, documentation, safety rules, safe systems of work and monitoring documentation.
- f) Oversee the functioning of the policy and that the objectives as set and the local health and safety arrangements are suitable and being addressed accordingly.
- g) Monitor campus health and safety training.
- h) Provide a link with the appropriate Inspectorates of the enforcing authority.
- i) The constitution of the Group is contained within the arrangements section of this policy and will be reviewed and revised as necessary.

2.24 Contractors

Ayrshire College will ensure, in so far as is reasonably practicable, the health and safety of persons not in their employment (the Health and Safety at Work etc., Act 1974, s(3.1)). Those intending to carry out work on the College's behalf will be provided with comprehensible information and appropriate instructions regarding any reasonably foreseeable risks to health and safety for that contractor or any of their employees that may exist in or on the premises. The College will ensure that such information and instruction is made available to all contractors and their employees as to the risks, control measures in place and the identification of the competent person within the College nominated to manage emergency evacuation procedures as required under The Management of Health and Safety at Work Regulations 1999, Regulation 12.

The College will endeavour to ensure that all such contractors are selected on the basis of their competences and past performance records in respect of both the quality of work and health and safety. All potential contractors will be vetted for suitability in accordance with the College's procurement procedures.

All contractors selected to carry out work activities in and around the College property have responsibilities to:

- a) Take reasonable care of themselves and all persons who may be affected by their acts or omissions to act, in the work that they are involved.
- b) Work in accordance with and, satisfy the health and safety requirements of Ayrshire College in order to maintain its standards of care to staff, students and others in line with this policy and the management systems in place including permits to work.
- c) Fully co-operate with identified College staff and ensure co-ordination between all parties as necessary for the control of risks associated with the work activities.
- d) Liaise with the College Head of Estates and Sustainability, Estates and Sustainability Team Leaders, Campus Assistants, Health, Safety and Wellbeing Manager or Health, Safety and Wellbeing Advisors as required and inform immediately of any changes in the risks and/or shortcomings with the controls in place.
- e) Consult with the Head of Estates and Sustainability and Health and Safety Manager and others as appropriate, where health and safety measures are deemed to be unacceptable and to ascertain why and to ensure matters are rectified accordingly.
- f) Stop work if health and safety performance is not brought up to requirements Note: College management retain the right to stop the contractor/sub-contractor working on the job until requirements are met.
- g) Ensure that effective procedures through the use of the appraisal documentation used by the contractor are in place for appraising the competence of any sub-contractor hired to carry out work.
- h) Inform relevant College staff (Head of Estates and Sustainability or other as directed) before appointment and indication as to their suitability.
- i) Co-operate fully with the policies and procedure in place in respect of fire and emergency evacuation.
- j) Ensure that all plant and equipment introduced for use on College premises is in a safe and efficient state and supported by any relevant testing and inspection certification.
- k) Ensure that materials are used, handled and stored safely and all waste materials are removed to appropriate waste removal containers.
- l) Ensure that all energy sources are identified and isolated where necessary and in accordance with method statements and risk assessments before work commences, and left in a safe state at the end of each use.

Section 3 - Related Procedures for Policy Implementation

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3.1 Communication

3.1.1 Directors and Heads of Learning and Skills/Service are responsible for ensuring that the Health, Safety and Wellbeing Policy and Procedures are communicated to staff and students at all levels.

3.2 Local Management of Health, Safety and Wellbeing

3.2.1 Directors and Heads of Learning and Skills/Service are responsible for ensuring that local organisational arrangements are put in place.

3.2.2 Local arrangements must include:

- risk assessments,
- local health and safety procedures (include induction)
- campus safety group representation
- health and safety training records

3.3 Individual Procedures

3.3.1 The Policy is supported by a range of specialist Procedures that relate to specific hazards and activities:

- Accident and Incident Reporting and Investigation
- Risk Assessment
- Work Placement
- First Aid
- Control of Substances Hazardous to Health (CoSHH)
- Display Screen Equipment
- Manual Handling
- Management of Noise
- Off Campus Excursions
- Control of Vibration at Work
- Lone Working
- Safe Use and Disposal of Sharps
- Infectious and Reportable Diseases
- Driving for College Business
- Legislation Tracker
- Management of Radioactive Sources
- Health Surveillance
- Internal Audit and Inspections
- Smoke Free Campus

3.3.2 Full details of the Procedures are available from the undernoted website:
<https://intranet.ayrshire.ac.uk/portals/Intranet/HROW/Wellbeing/StaticPages/Home.aspx>

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Section 4 - Measuring, Monitoring and Reviewing the Policy

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4.1 Audit

4.1.1 The implementation of this Policy by curriculum and service areas will be audited by the Health, Safety and Wellbeing team, on an annual basis.

4.1.2 Audits will be undertaken in accordance with the HSG65 Model for Successful Health, Safety and Wellbeing Management, and will cover a representative range of management and hazard specific activities. This will include but not limited to the following:

- Health, Safety and Wellbeing Management
- Accident reporting
- Health & Safety Inspection
- Competency Training

4.2 Monitoring

4.2.1 The effectiveness of this policy will be monitored by a programme of monitoring undertaken by the Health, Safety and Wellbeing team.

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Senior Leadership Team Policy Approval Checklist

To be retained within the meeting records

The approving committee has made the following checks prior to approval of the policy

Policy	Health, Safety and Wellbeing Policy
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The standardised template for presentation has been used	<u>YES</u> / NO
Appropriate consultation has taken place	<u>YES</u> / NO
Impact on other college policies and procedures has been considered and consulted upon where appropriate	<u>YES</u> / NO
Equality Impact Assessment has been consulted on and carried out	<u>YES</u> / NO
Agree the date for review	<u>YES</u> / NO

The Senior Leadership Team endorses the above policy and associated procedure(s)

Vice Principal	Signature:	Date:
Jane McKie		

(Responsible Person)

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Equality Impact Assessment - Stage 1 Pro-forma


Decision, Policy or Practice	<i>Health, Safety and Wellbeing Policy</i>
Lead Manager	Martin Hammond
Purpose of the Decision, Policy or Practice	Full review of Health, Safety and Wellbeing Policy.
Who is affected by the Decision, Policy or Practice?	Ayrshire College Staff and those affected by our activities e.g. students, contractors, members of the public etc.

Does, or could, the decision, policy or practice have an adverse effect on people sharing the following protected characteristics or/and are care-experienced? (Please tick relevant box)			
Protected Characteristic	Yes	No	Unknown
Age		X	
Disability		X	
Gender Reassignment		X	
Marriage or Civil Partnership		X	
Pregnancy and Maternity		X	
Race		X	
Religion or Belief		X	
Sex		X	
Sexual Orientation		X	
Care-experienced		X	
Details of the adverse effect:			

Does, or could, the decision, policy or practice promote or advance equality of opportunity for people sharing the following protected characteristics or/and are care-experienced? (Please tick relevant box)			
Protected Characteristic	Yes	No	Unknown
Age		X	
Disability		X	
Gender Reassignment		X	
Marriage or Civil Partnership		X	
Pregnancy or Maternity		X	
Race		X	
Religion or Belief		X	
Sex		X	
Sexual Orientation		X	
Care-experienced		X	
Details of the positive effect:			
The policy supports the health, safety and wellbeing of all students, staff and others who access and use College facilities			

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<p>In what way does, or could, the decision, policy or practice foster good relations between people who share a protected characteristic or/and are care-experienced and those who do not or/and are not care-experienced?</p>
<p>Provide a safe and healthy environment, for staff, students, visitors, contractors and members of the public and enable them to realise their full potential and take a proactive approach to Health, Safety and Wellbeing.</p> <p>Provide the highest standards of Health, Safety and Wellbeing for our staff, students, visitors, contractors or members of the public which would be expected of a world class college.</p>

<p>Should the policy, practice or decision be referred for a Stage 2 Assessment?</p>	No
<p>Signed</p>	
<p>Date</p>	27 May 2020

Please forward your completed Stage 1 Pro-forma to the Vice Principal of People and Skills

<p>Stage 1 Equality Impact Assessment Approved</p>	Yes/No
<p>Signed</p>	
<p>Date</p>	

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Business, Resources and Infrastructure Committee**2 June 2020**

- Subject:** 2020-21 Student Support Funds Allocation
- Purpose:** To update the Business, Resources and Infrastructure Committee on the 2020-21 Student Support Fund allocations
- Recommendation:** The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.

1. Background

Ayrshire College receives three main funds to support students.

1. SFC funds for FE Bursary, Childcare and Discretionary support
2. Scottish Government Education Maintenance Allowance (EMA)
3. SAAS Funds for Higher Education Discretionary support

2. Current Situation**(1) SFC Funding provided for FE Bursary, Childcare and Discretionary support**

The final funding allocations for AY 2020-21 were published by SFC on 7 April 2020. The College has been allocated a total of £10,607,955 and Table 1 below provides a comparison to AY 2019-20.

Members are asked to note the final AY 2019-20 allocation includes £178,000 received by the College as part of SFC's in-year redistribution exercise.

Table 1

Student Support Fund	AY 2020-21 Funding Allocations	AY 2019-20 Funding Allocations (including redistribution)	Difference
Total Core Funds	£10,607,955	£10,218,480	£389,475

SFC has requested that each college allocates its total funding between bursary support, childcare support and discretionary funding. Ayrshire College's allocations are shown in Table 2 below. The allocations are based on experience and trends from previous years.

Table 2

Student Support Fund	AY 2020-21 Funding Allocation Split	AY 2019-20 Funding Allocation Split	Difference
Bursary	£9,335,000	£8,868,480	£466,520
FE & HE Childcare	£795,597	£1,010,000	£(214,403)
FE Discretionary	£477,358	£340,000	£137,358
Total Core Funds	£10,607,955	£10,218,480	£389,475

The College allocates the total core funds across bursary, FE & HE childcare, and FE discretionary support funds. The allocations shown in Table 1 reflect recent Student Support Fund trends. The increase in bursary support includes additional spend projected due to Care Experienced bursary now being available to all students, not just those aged 25 and under. In addition, the increase in FE discretionary is to meet projected increased demand due to the economic impact of COVID-19.

The College has the autonomy to administer the total funds to meet demand. Therefore funding can be redistributed across the areas shown in Table 1, if required.

(2) Educational Maintenance Allowance (EMA)

EMAs are provided by the Scottish Government to support eligible 16 to 18 year old students.

The initial estimated expenditure for Ayrshire College on EMAs for 2020-21 is **£800,000**, based on our 2018-19 experience. The Scottish Government will reimburse the actual amount paid by the College in full and as such, the College is not exposed to financial risk.

(3) SAAS Funds provided for Higher Education Discretionary support

The College has been allocated HE discretionary funding of £265,011 from the Student Awards Agency for Scotland (SAAS) for eligible students completing HE programmes. The College is allowed to access £31,442 of its HE discretionary allocation for 2020-21 to provide additional financial support for students due to COVID-19. The College is projecting to fully utilise this additional funding support. The HE discretionary funding available for 2020-21 student activity is therefore £233,569.

The budget for AY 2020-21 of £233,569 is projected to be sufficient for the College's requirements and compares favourably with recent years' averages.

3. Consultation

No formal consultation is required given the subject of this paper.

4. Resource Implications

No further resource implications require to be noted.

5. Risks

The disbursement of Student Support Funds and financial monitoring arrangements are key areas of financial risk for Ayrshire College. A number of existing controls are in place including regular reporting and detailed analysis of student information.

6. Equality Impact Assessment

The Student Funding policy and procedure for 2020-21 will be presented to the College Leadership Team in June 2019. The policy and procedure will include an impact assessment as part of the approval process.

7. Recommendation

The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.

Michael Breen
Vice Principal, Finance
25 May 2020

(James Thomson, Director of Finance, Student Funding and Estates)

Publication

This paper will be published on the College website.

Ayrshire College # 484082
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Business, Resources and Infrastructure Committee**2 June 2020****Subject:** Human Resource and Staff Learning and Development Report**Purpose:** To provide members with update information for the reporting period February to April 2020**Recommendation:** That members note and take account of the reporting and monitoring information provided**1 Human Resources Update****1.1 Recruitment and Selection**

During the review period, a total of nine internal adverts and 13 external adverts were placed. Also in that period, five internal candidates were appointed to new roles within the College, one of which was to a promoted post. In addition to this, 18 new members of staff commenced employment with the College across a range of posts.

In response to the Covid-19 pandemic, the HR team are currently reviewing the recruitment processes in order to support selection processes via video conferencing. The considerations for this will take into account job role, candidate access to video conferencing technology, and candidate experience.

During the current period, Disclosure Scotland are only processing PVG applications for essential workers, in accordance with Scottish Government guidance. The HR team are regularly reviewing the updated information provided by Disclosure Scotland to ensure that we can adapt our recruitment processes, as we plan our workforce demands for the academic year 2020/21.

1.2 Sickness Absence

Sickness absence levels for the reporting period are as follows:

Term	Feb 2020	Mar 2020	Apr 2020
Long Term	2.97%	3.39%	2.44%
Short Term	2.63%	1.83%	0.11%
Total absence	5.60%	5.22%	2.55%

In comparison the College sickness absence levels for the same period in 2019 were as follows:

Term	Feb 2019	Mar 2019	Apr 2019
Long Term	2.79%	2.44%	2.24%
Short Term	2.08%	1.75%	1.12%
Total absence	4.87%	4.19%	3.36%

Sickness Absence Reasons

Absence Reason	February 2020		March 2020		April 2020	
	Days Lost	Staff Affected	Days Lost	Staff Affected	Days Lost	Staff Affected
Depression/anxiety/psychological	200	17	131	13	85	5
Stress non-work related	92	7	135	8	80	7
Cold/flu	85.04	23	79.5	14	27	2
Back pain/sprain/strain/musculoskeletal	74	8	117	11	52	3
Accident not work related	67	6	48	3	0	0
Stress work related	55	4	111	6	66	3

- 1.2.1 The HR Team are continuing to review the absence trends and the impact of these on the College, at a time of unprecedented circumstances. The team continue to liaise with line managers, occupational health and staff to identify the appropriate support mechanisms available during the period of lockdown, where traditional services are not routinely available. These include telephone consultations with occupational health, telephone and online referrals to PAM Assist counselling, and signposting to other support mechanisms, where appropriate.

It is of particular note, in analysing the sickness absence data, that the number of short term absence cases reported by staff decreased significantly, following the College campus closure and move to working from home. This was particularly evident in the month of April, during which there were no new cases of short term absence reported or recorded.

The number of long term absence cases also reduced during the reporting period, although there remains a significant proportion of staff on long term sick leave continuing to experience debilitating health conditions. The College has supported a small number of these staff to progress ill health retirement applications, where they are no longer medically able to continue with their employment. Staff on long term sick leave also continue to be supported by their line manager and HR, as appropriate.

1.2.2 Covid -19 Isolation Absence Information

In accordance with Government guidance, the HR team developed a recording and monitoring process for those staff who were advised to self-isolate for seven or 14 days due either to them personally, or a member of their household, experiencing symptoms linked to Covid-19. A 'shielding' category was also established for those staff who received formal notification of their status. The data in the table below outlines the number of staff who have required to self-isolate due to Covid-19, for the period from mid-March to the end of April 2020.

COVID – 19 Isolation Statistics	
Isolation Reason	Total Number of Staff
Personal (including isolation due to pregnancy)	46
Household	20
12 Week Shielding (Official Letter)	5
Overall Total	71

It is also positive to note that no member of College staff has reported as a confirmed Covid-19 case, to date.

1.3 Covid-19 Support

At the outset of the College closure, it was recognised that staff communication and continued engagement with the College, both as an employer and as a place of social connection, was essential. The HR team supported this through the development of Remote Working Support guidance. The document set out key principles to support teams, staff and managers to develop working from home approaches that supported the key priorities of the College, but also recognising the need for staff to balance home and work circumstances. The guide also provided a range of frequently asked questions that the HR team had been responding to, as well as other questions that it was felt were important to share with staff. Finally, the guide shared hints and tips for learning and development, as well as signposting to wellbeing support, available to all staff.

The information shared with staff was received positively and the team, in conjunction with other areas of the College, are continuing to support staff and managers during the current period.

The HR team also worked closely with the Finance team and managers across the College, to ensure that where staff received variable pay due to the nature of their employment or role with the College, that an appropriate average monthly salary was calculated and processed for those staff. This ensured that staff engaged in work by the College, prior to the campus closure, who could have reasonably expected this work to continue, suffered no detriment.

1.4 Maternity, Paternity and Adoption Leave

During the reporting period February to April 2020, 12 members of staff were on maternity leave.

1.5 Employment Relations

Taking account of the current circumstances and campus closure period, all ongoing employee relations cases were placed on hold. The cases will be reviewed to determine the most effective approach to resolving the matters in conjunction with the relevant trade unions.

During the reporting period, Local Joint Negotiating Committee (LJNC) meetings have continued to take place between College management representatives and EIS-FELA and Unison representatives

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2 Staff Learning and Development Update

2.1 Professional Teaching Qualifications

2.1.1 TQFE

The current cohort of lecturers undertaking their TQFE qualification at the University of Stirling, will conclude their programme of study in May 2020. As this was the first year of working with the University of Stirling, a survey is being undertaken to determine the staff's views on the programme, in order to support planning and preparations for the 2020-2021 cohort. Applications for next year's cohort will be submitted before the end of June 2020.

2.1.2 PDA

The 2019/20 PDA cohorts have been impacted by the Covid-19 pandemic, with a number of the participants being unable to complete elements of the qualification, following the move to home working and online student engagement. The College are awaiting guidance from SQA and CDN on these matters.

2.2 Learning and Development Covid-19 support

The Staff Learning and Development team have supported staff, managers and the wider College to access a wide range of online and virtual learning environments and materials, during the working from home period.

2.2.1 Staff Learning and Development Newsletter

A staff newsletter has been introduced, in order to provide staff with ready access to online learning platforms, themed learning opportunities, wellbeing content and programmes, as well as engaging staff to share their learning experiences during lockdown. The newsletters to date have had the themes of personal development at home and accessibility. Future newsletters will build on these themes and introduce new content across the College.

2.2.2 Linkedin Learning

The team engaged with LinkedIn Learning at the beginning of the working from home period to enable them to develop learning collections and pathways to support staff to transition to remote working. These pathways included short courses, videos and practical hints and tips. The engagement with staff through LinkedIn Learning has increased during lockdown, with staff accessing 109 courses and viewing 571 videos during a four-week period from April to May. The range of materials accessed included the following:

- Wellbeing content
- Remote working how to and time management
- Digital skills, including office 365, social media, online learning platforms
- Accessibility materials
- How to cope and respond to change
- Entrepreneurial skills

2.23 Mandatory Training

A College wide CPD programme is planned for June 2020 where all staff will also be required to complete their mandatory training. A significant focus for CPD both in June and August 2020 will be to support staff in the pedagogy of distance and on-line learning and teaching.

Jane McKie
Vice Principal People

(David Davidson, Director HR and Organisational Development)

26 May 2020

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06/01/2020 14:11:23

Business, Resources and Infrastructure Committee**2 June 2020****Subject:** Health, Safety and Wellbeing and Equality and Inclusion Report**Purpose:** To provide members with update information for the reporting period February to April 2020**Recommendation:** That members note and take account of the reporting and monitoring information provided**1 Health, Safety and Wellbeing Update****1.1 Mandatory and Online Training**

Mandatory training completions during the reporting period:

Course	Completions
Introduction to Working Safely	199
Fire Detection & Response	183

A range of health, safety and wellbeing courses were completed on the Staff Learning Portal during the reporting period.

A number of staff have completed the Action Counters Terrorism (ACT) Awareness eLearning training.

To support staff during the Covid-19 period an Infection Control eLearning programme was also introduced.

1.2 Accidents and Incidents

There were 41 incidents recorded during the reporting period, broken down as follows:

Campus	Riddor	Minor Injury	No Injury	Near Miss	Total
Ayr	1	7	2	1	11
Kilmarnock	0	16	2	1	19
Kilwinning	0	2	5	2	9
Dean Park	0	0	0	0	0
Irvine	0	0	0	1	1
Nethermains	0	0	1	0	1
Total	1	25	10	5	41

Five accidents involved members of staff.

One incident was reported to the Health and Safety Executive under RIDDOR*.

* Ayr Campus	March 2020	College	Report of a dangerous gas fitting
<p>The College is currently refurbishing the Gas Training facility on Ayr Campus. The contractor engaged a sub-contractor to undertake part of the work; however, the sub-contractor did not have the correct qualifications to be working on non-domestic systems. Work immediately stopped and sub-contractor was asked to leave site. The contractor ensured that a qualified individual returned to the site and confirmed that the site had been made safe.</p> <p>The College ensured that an individual with the relevant gas safe accreditations returned to the site and confirmed that the site had been made safe.</p> <p>Full investigation undertaken and recommendations identified for implementation. The recommendations have been enacted by the College and can be evidenced when future contracts can be resumed following COVID-19 lockdown.</p> <p>F2508G2 report of a dangerous gas fitting submitted.</p>			

1.2.1 Notable Incidents:

Since the campuses closed on Friday 20 March, two incidents of vandalism have occurred where a window at each of the Kilmarnock and Kilwinning campuses was smashed, both incidents occurring on 2 April 2020.

The Nethermains campus was also broken in to on 2 April 2020 resulting in the theft of a chop saw and table but also damage to the roller shutter as the thieves cut through this with a grinder. The College Estates and Sustainability team and College key holding company are undertaking regular inspections of our campuses to ensure they are secure.

1.3 Fire Safety

Fire Evacuations (*included as near misses in incident statistics*)

Date	Campus	Details
03/02/2020	Irvine Campus	Alarm activated in the school's music department
06/03/2020	Kilmarnock	Steam from water activated detector in hospitality cleaning cupboard

1.4 Claims

The College currently has one liability claim outstanding, which is the same liability previously identified to the Committee

1.5 Risk Assessment

Risk assessments have been undertaken to enable staff to continue to access campus buildings to ensure statutory obligations continue to be met and also to carry out work to support essential College maintenance and activities. This work has included flushing water systems, providing access to contractors to undertake statutory checks such as lifting equipment inspections (Lifting Operations and Lifting

Equipment Regulations) and also members of the ICT team who are reconfiguring laptops for students and staff.

1.6 Supporting the Community during Covid-19

1.6.1 Protective Visors:

The College has been putting its two 3D printers to use to create 150 PPE visor headbands for the NHS. The NHS has now informed the College that demand has been met, however, the College will continue to make the headgear in the event it is required once the College campuses reopen.

1.6.2 Hand Sanitiser and Personal Protective Equipment (PPE):

The College has donated hand sanitiser, and supplies of PPE equipment including masks, goggles, gloves and aprons to key community partners, (NHS, Police Scotland and local authorities) to support their work during the Coronavirus emergency.

1.6.3 Welfare:

The College donated stocks of food from its training restaurants and catering outlets to food banks and other local charities. In addition, the College has made financial donations to local foodbanks in Ayrshire.

1.7 Preparing to Re-open

In preparation for re-opening, the College has placed orders for 10 freestanding and 65 wall mounted hand sanitiser dispensers, 150 litres of hand sanitiser and 70,000 antibacterial wipes. Other suppliers of hand sanitiser products are currently being researched.

The Health Safety and Wellbeing team members are preparing to support College management teams with regard to the arrangements that will be required to support the planned re-opening of campuses, taking account of all national guidance. The HSW team members have already prepared a checklist and document looking at a number of items, such as classroom usage, College environment, fire safety, first aid, and PPE.

1.8 Health and Wellbeing Themes

- The College achieved the Healthy Working Lives Silver award, along with maintaining the bronze award.
- Wellbeing campaigns have been communicated to staff including healthy eating, sun awareness and wellbeing tips
- The College participated in the *Row Britannia* event. The College as a whole rowed 2020 miles and raised £1818.
- Staff from across the College participated in a step count challenge. Fourteen teams took part with the overall winning team walking a total of 1,457,949 steps. The highest stepper's total was 681,913 total steps.

- The College is currently preparing an award submission for the College Development Network (CDN) Health Promoting College award category.
- A College Wellbeing Team page has been established, using Microsoft Teams, for staff to join and share resources with each other in order to promote wellbeing during this period.
- Planning for the annual Staff Wellbeing Day is underway and due to the current situation it will take place virtually. In the morning, staff will be encouraged to participate in e.g. fitness workouts, live cooking demo, and make-up tutorial. In the afternoon, staff will be encouraged to 'get outside' and participate in a gratitude walk, cycle or run.

1.9 Legislative Update

Coronavirus (Scotland) Act 2020. The purpose of the Act is to enable the Government to respond to an emergency situation and manage the effects of a Covid-19 pandemic. It contains temporary measures designed to either amend existing legislative provisions or introduce new statutory powers which are designed to mitigate these impacts.

EH40/2005 'Workplace exposure limits' has been updated to include new and revised workplace exposure limits (WELs) as introduced by the Carcinogens and Mutagens Directive (EU) 2017/2398 amending Directive (2004/37/EC). Control of Substances Hazard to Health (CoSHH) assessments will be reviewed where necessary.

2 **Equality and Inclusion Update**

2.1 Scottish Funding Council Update

Following the memorandum of understanding between the Equality and Human Rights (EHRC) and the Scottish Funding Council (SFC), all colleges and universities in Scotland expect to receive further guidance on this, in the near future, from the SFC. It is understood, currently, that the SFC will now be responsible for the monitoring and reviewing of the Public Sector Equality Duty (PSED) for colleges and universities. In addition, the SFC may set or recommend sector-wide Equality Outcomes (EOs) for the next reporting period and, thereafter, to tackle the persistent inequalities present within the sector. It is also anticipated that colleges and universities will be required to demonstrate a closer alignment between their Outcome Agreement and EOs.

2.2 Shared, Regional Equality Outcomes 2017-2021

All Public Sector bodies have been notified by the EHRC that they are still legislatively bound to meet the requirements of the PSED by 30 April 2021.

To support meeting these requirements successfully, discussions with partners involved in the shared, regional EOs is ongoing. Aside from clear equality implications, Covid-19 also means that the College and its partners must think innovatively as how to engage meaningfully with our communities to progress with and assess impact made against the current EOs. All partners remain committed to working in partnership, however, further discussions are required on the continuing of having shared, regional EOs.

2.3 Promoting Wellbeing Group

To support staff and student wellbeing, the Promoting Wellbeing Group (PWG) members have been active in raising awareness of positive wellbeing through, for example, the creation of a Wellbeing Team on Microsoft Teams and their Twitter account @group promoting.

The PWG led the first cross-college virtual catch-up on Wednesday 20 May with the aim of encouraging staff to connect and share experiences.

As part of Mental Health Awareness week (18-22 May), a sub-group of the PWG has written a collective blog for the College's blog page. In addition, a number of PWG members, College 'Wear it on your Sleeve' champions and other staff promoted key mental health and wellbeing messages during the week through their own Twitter accounts or the PWG account.

2.4 Equally Safe

Covid-19 brings uncertain times for many of our staff and students, especially those who are experiencing domestic abuse and other forms of gender-based violence (GBV). All line managers have been provided with guidance on how to support staff and students can access support through Moodle, the Student Association, and the College's social media. Support contact numbers are regularly promoted and made available.

Engagement with *Fearless Glasgow* and local *Violence against Women (VAW)* partnerships continues.

2.5 Gender Action Plan 2020-2023

Good progress is being made in reviewing the College's success in tackling gender imbalances in subject/course choices. The College is required to report its progress and set new actions by July 2020. An enhanced College process has been established to successfully meet SFC requirements. The new College Gender Action Plan (GAP) 2020-2023 outlines priority actions to be undertaken by all curriculum areas as well as relevant service areas. It also includes actions in reference to trans inclusion and gender-based violence (GBV). The SFC have previously recognised the College's whole-college approach to gender equality and encouraged others in the sector to follow a similar holistic, embedded approach.

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2.6 Positive about Disability: Supporting Staff with a Disability or Long-term Health Condition

Prior to the College's temporary closure of campuses, the *Positive about Disability* project team had agreed to set up a staff peer group for those with a disability or long-term health condition. This may be a very challenging time for many staff who fall into these categories and as such, a staff peer group is currently being established on Microsoft Teams with the first virtual group meeting planned for the end of May.

Jane McKie
Vice Principal People

(David Davidson, Director HR and Organisational Development)

26 May 2020

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**Quarterly Complaints Report
2019/2020
Quarter 2 (November 2019 –
January 2020)**

Total Issues Received

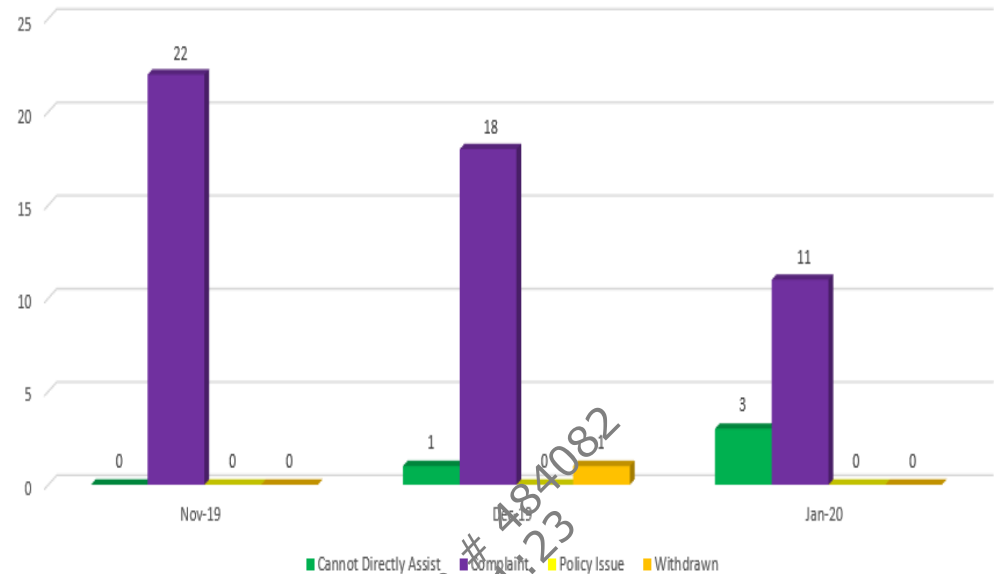
56 issues were received. The chart on the right shows the number of issues received each month, split by the type of issue.

52 complaints were received, 1 of these was withdrawn. 4 issues were recorded as cannot directly assist.

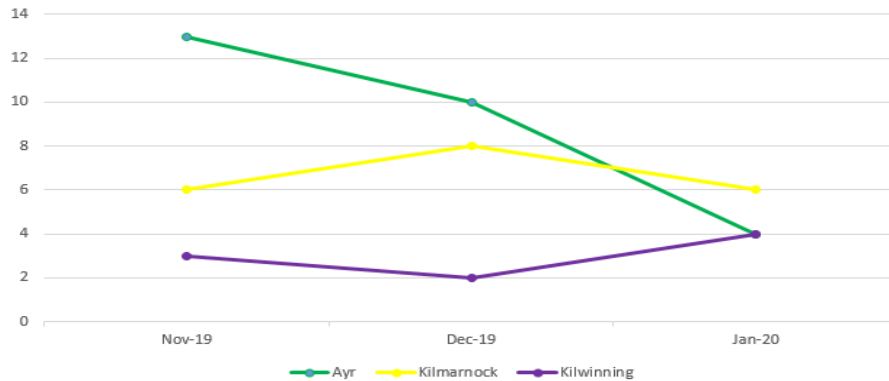
The issues recorded as cannot directly assist were 2 complaints about the conduct of members of staff outwith College, 1 about the conduct of a student outwith College and a complaint about a pick up point for a group of young people not related to the College.

The charts below show the total issues received each month by campus and the total issues received split by campus and type of issue.

Issues received, split by month and type of issue



Issues received, split by month and campus

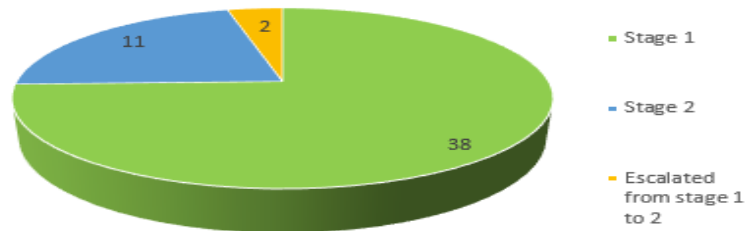


Issues received, split by campus and type of issue



Complaints Received

Complaints received, split by stage



52 complaints were received, 1 of these was withdrawn.

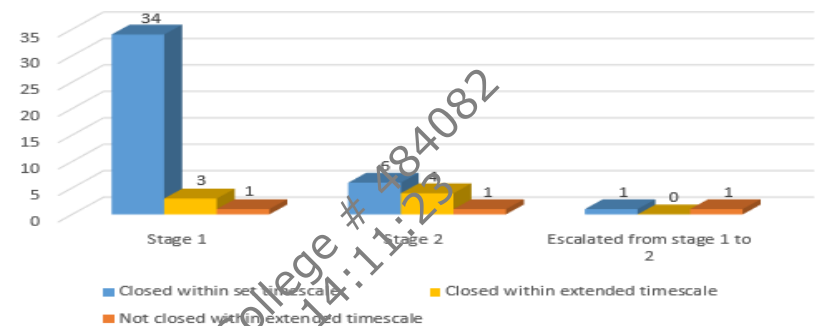
The chart on the left shows the remaining 51 complaints received, split by stage.

38 out of 51 complaints received were dealt with at stage 1, which equates to 75% of complaints.

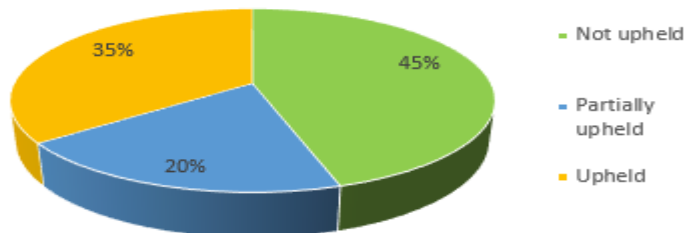
- Stage 1 – SPSO set timescale is 5 working days and extended timescale is 10 working days
- Stage 2 – SPSO set timescale is 20 working days and extended timescale is 40 working days
- Escalated from stage 1 – 2 - SPSO set timescale is 20 working days and extended timescale is 40 working days

80% of complaints were closed within the SPSO set timescale.

Complaints received, split by stage and timescale closed in



Complaints received, split by outcome as a percentage



Of the 51 complaints received, 35% of complaints were upheld, with a further 20% partially upheld. This combines to 28 out of 51 complaints.

Complaints – Sub-category

Quarterly Complaints Report – Q2, 2019/2020

The chart below shows the complaints received, split by sub-category and outcome. Noted below are the reasons for complaint in each of the top 7 sub-categories:

Staff Conduct

- Treatment of students by staff member
- Attitude and behaviour of staff member
- Staff members treating students differently and showing favouritism
- Inappropriate comments made by staff member
- Information given to staff member shared with others
- Action taken by staff member for student not wearing uniform/overalls
- Lack of communication, unhelpful, not prepared
- Asked to show disabled parking badge to enter carpark

Environmental

- Local residents neighbouring the Kilmarnock campus unhappy students and staff using their car park
- Local residents neighbouring the Ayr campus unhappy students and staff are parking in their street and blocking their driveways
- Local resident unhappy with litter being dropped on path near Ayr campus

Health & Safety

- Unable to get a disabled parking space as spaces occupied by cars not displaying a disabled parking badge

Student Conduct

- Students smoking in front of houses in Content Avenue, Ayr
- Students being disrespectful to local residents
- Unhappy with treatment of student by other student(s)/allegations of bullying
- Student made an inappropriate gesture to a bus full of school children
- Student opening cubicle door when another student using the toilet
- Students smoking cannabis in residents' carparks and outside doctors surgery

Application, Admission, Interview, Enrolment, Induction

- Completed all paperwork with assessor but no action taken with application
- May not secure a place on course, as previous performance taken into account

Progression, Articulation & Withdrawal

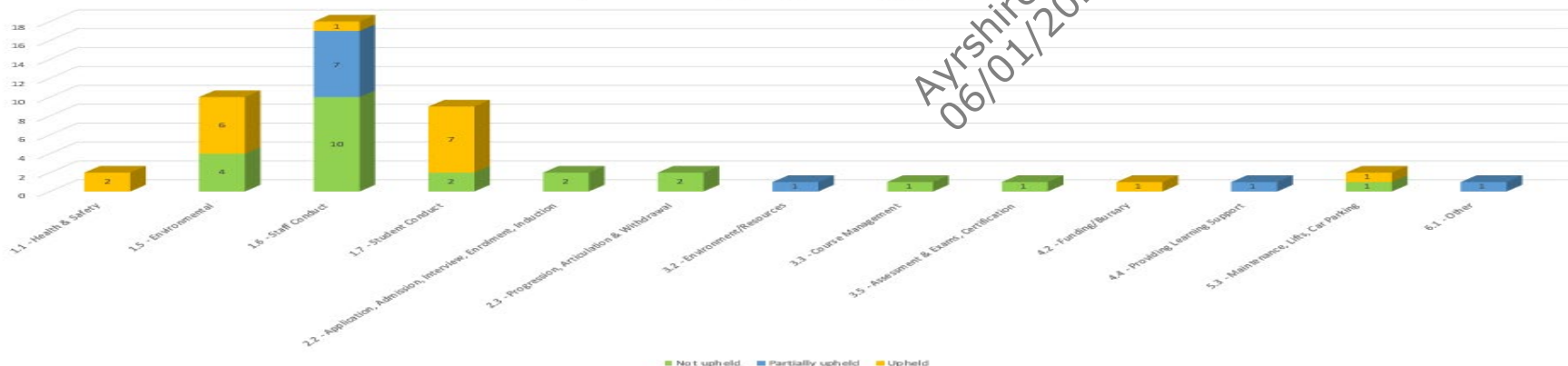
- Unhappy withdrawn from course and this is change in our decision, health issues not taken into account
- Unhappy withdrawn for non attendance

Maintenance, Lifts, Car Parking

- Outdoor blocked drain at the Ayr campus
- Student received parking ticket for being parked on double yellow lines

*Pages 10-12 show all the categories and sub-categories available

Complaints received, split by sub-category and outcome

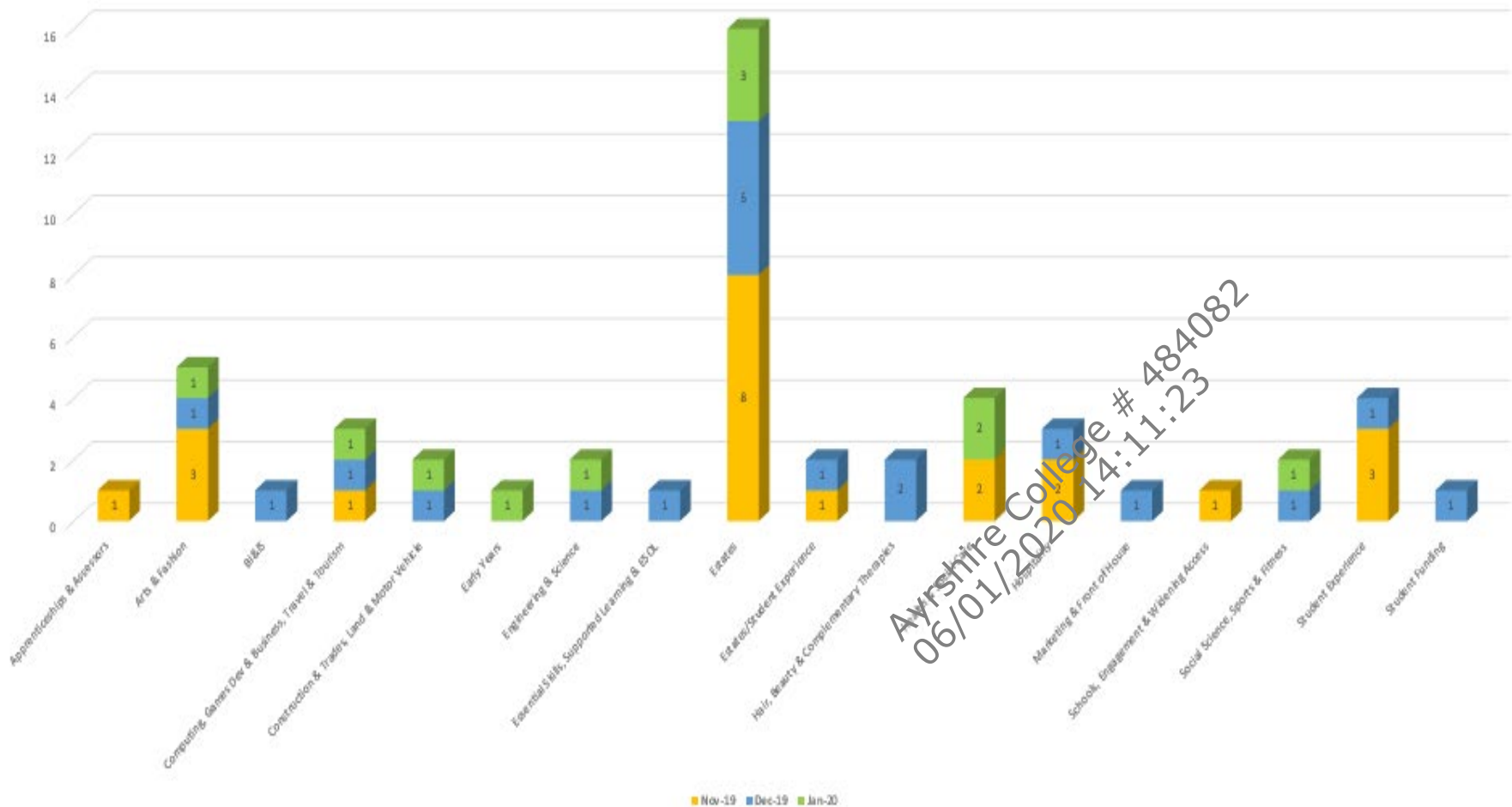


Complaints – Curriculum/Service Area

Quarterly Complaints Report – Q2, 2019/2020

The chart below shows issues received each month, split by curriculum/service area. It should be noted that complaints about our car park and residents' car parks are logged against Estates and complaints about students' behaviour outwith the classroom are mainly recorded against Student Experience.

Monthly complaints (inc withdrawn) received, split by curriculum/service area

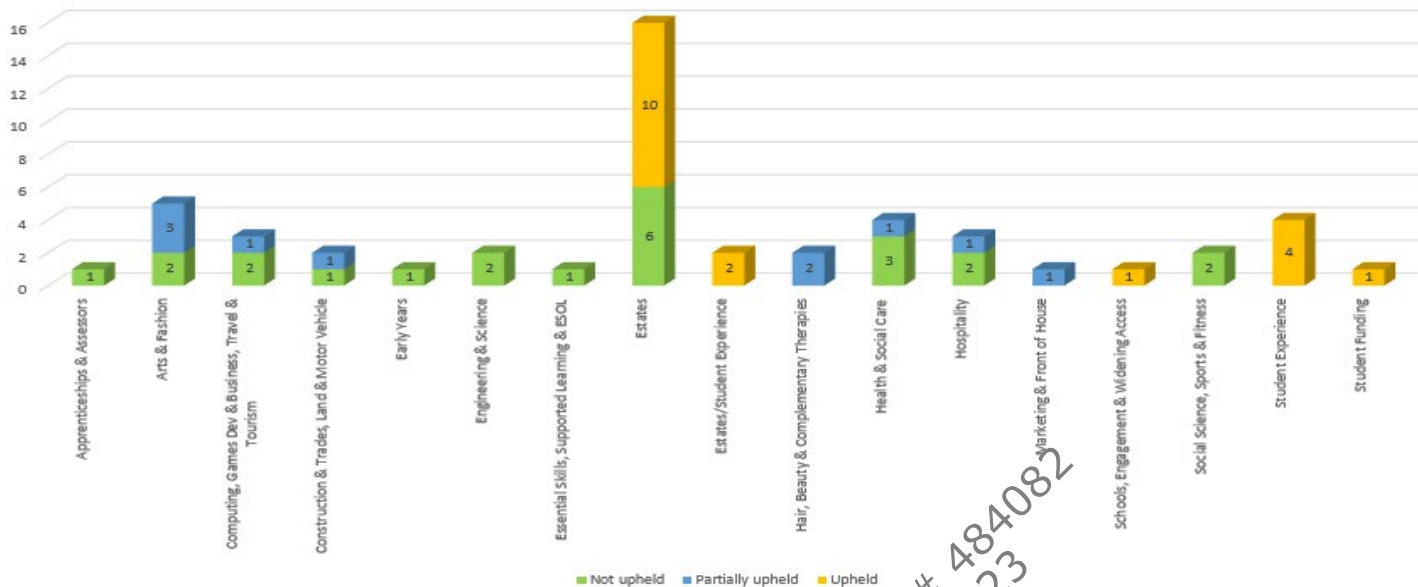


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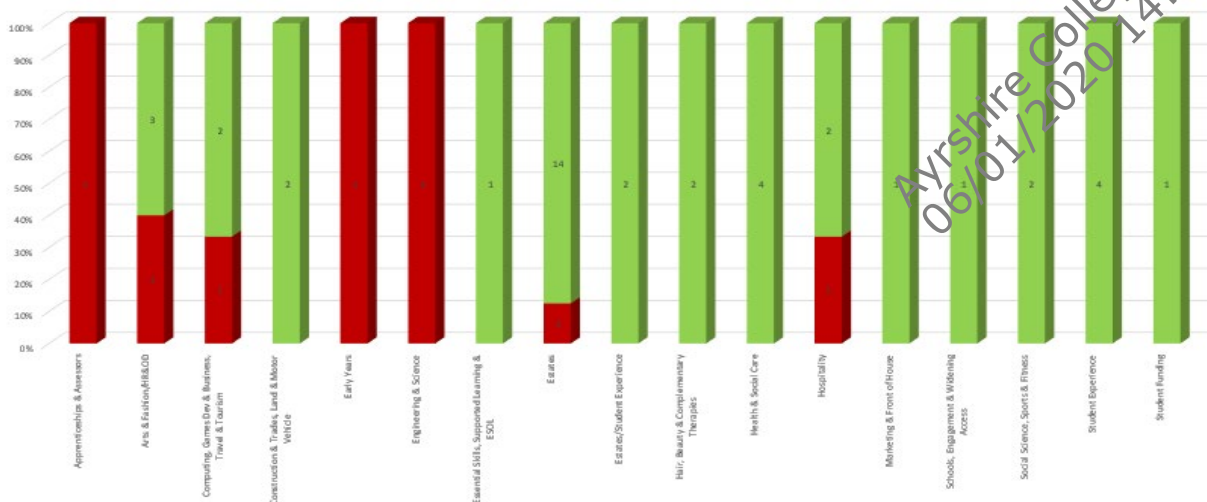
Complaints – Curriculum/Service Area

Quarterly Complaints Report – Q2, 2019/2020

Complaints received, split by outcome and curriculum/service area



Percentage of complaints received, closed within timescale split by curriculum/service area



The chart on the left shows the percentage of complaints received, that were closed within the SPSO set timescale (5 or 20 working days), split by curriculum/service area.

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Actions

Quarterly Complaints Report – Q2, 2019/2020

Complaint Category	Number of actions	Number completed	Number outstanding
1. Customer Care	14	8	6
2. Applications, Admissions & Progression	0	0	0
3. Course Related	2	2	0
4. Services	1	1	0
5. Facilities	1	1	0
6. Others	0	0	0
Total	18	12	6

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Service Improvements

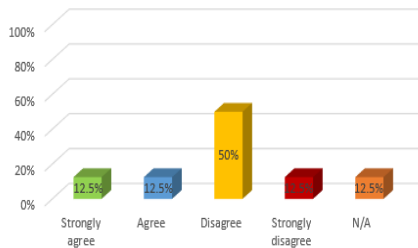
Quarterly Complaints Report – Q2, 2019/2020

Issue	Actions
Student unhappy with the current toilet facilities at Kilwinning Academy on a Thursday night.	Meeting arranged with Estates team at Kilwinning Academy. Head of and Director visited the campus and spoke to all students. Refurbished toilets completed and students now have access to these.
Local MSP complained on behalf of residents at Mount Pleasant Way in Kilmarnock about students parking in their residents' carpark.	The College have approached the Council with an offer of payment for use of 35 spaces in the Morton Street Carpark. This is currently being negotiated. Further meetings held with Ayrshire Roads Alliance who are considering options.
Conduct of a member of staff, feels there is a lack of teaching and lecturer treats students differently showing favouritism. Feedback not received from graded unit last year. Another member of staff in class, feels lecturer will influence degree course application, conflict of interest as lecturer has own business.	<p>Implemented new structure of lecturer one to one time with students.</p> <p>Reviewed delivery materials to ensure clear, structured, concise and details specific techniques covered as per unit descriptor and that any additional techniques are not core to qualification to manage expectations and perceptions.</p> <p>Evaluation pro-forma being created to be used by all lecturers on the course, to provide students with the opportunity to feedback anonymously.</p> <p>Class cover for sickness reviewed and cover now provided from a lecturer on our pre-approved register.</p> <p>Each unit will specify exact quantity of techniques and workshops that will be delivered inline with course descriptors. Additional tutorials, studio time and class recording will now be documented.</p>
Environmental Health received a complaint about an outdoor blocked drain at the Ayr campus.	The drain is not blocked but as this is on a slope is not draining the water away. A soak away drain was fitted to complement existing drain and drain the water away.
Student unhappy that students were not always receiving breaks.	Discussions about the running of the salon on a Thursday and actions agreed, with breaks part of this.
Student unhappy with lecturer as feels they are unprepared and unhelpful and lack of knowledge of the units being taught.	<p>Review of timetabling and the use of lecturers appropriate skill sets.</p> <p>Reviewed the support provided for lecturers delivering units for the first time.</p>

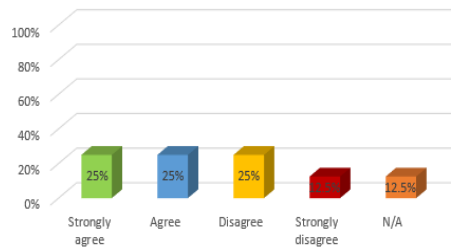
Customer Satisfaction

A total of 29 surveys have been sent, with 8 responses received, this equates to a 28% response rate. The results from the responses received are shown in the charts below.

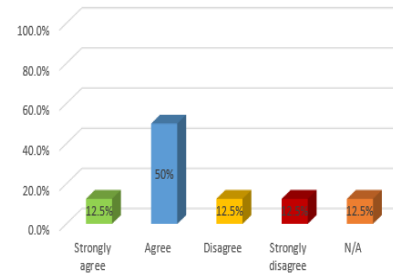
Q2 - I was aware of the complaints procedure before I needed to make a complaint



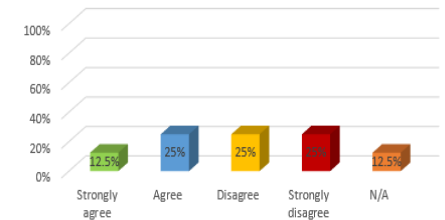
Q3 - I found the complaints process easy to access



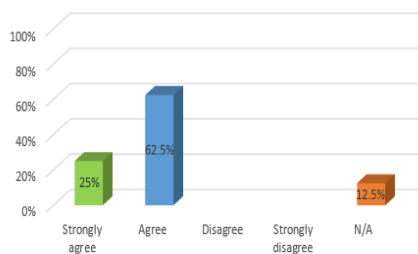
Q4 - I found the complaints form easy to use



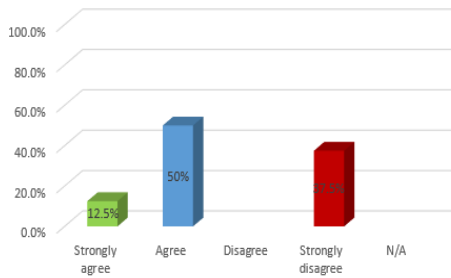
Q5 - I was able to access information and assistance in making my complaint where this was required



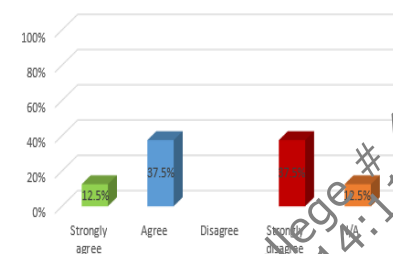
Q6 - I received a prompt acknowledgment of my complaint



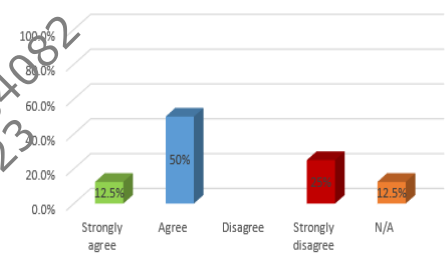
Q7 - I felt my complaint was taken seriously



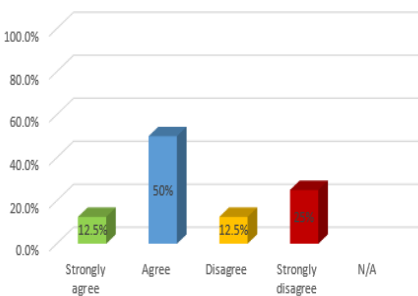
Q8 - I felt my complaint was thoroughly investigated



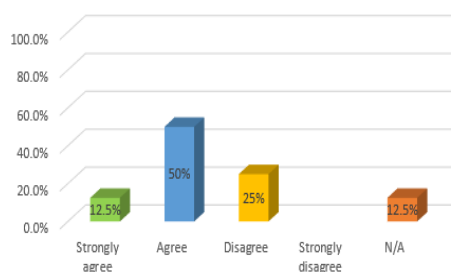
Q9 - I received a fair and objective response to my complaint



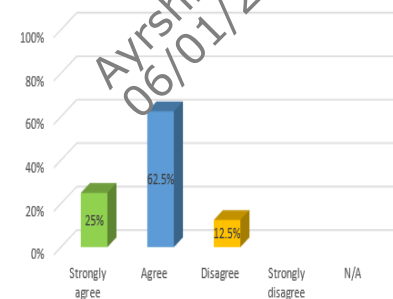
Q10 - I received a clear response to my complaint



Q11 - I received a response to my complaint within an appropriate timescale



Q12 - I was dealt with courteously at all times



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Appendix

The tables below show the College Development Network categories and sub-categories, which we have adopted.

1.0	CUSTOMER CARE	
	Sub-Category	Examples
1.1	Health & Safety	<ul style="list-style-type: none"> Alleged misuse of disability car parking spaces Subject to passive smoking in no smoking area Tripping hazards in workshop
1.2	Security	<ul style="list-style-type: none"> Theft of personal property Padlock on bicycle locker cut by Estates staff
1.3	Diversity & Equality <i>(Protected Characteristics)</i>	<ul style="list-style-type: none"> Failure to make reasonable adjustments under the terms of Equality Act Visitor complains of poor accessibility to toilets and lifts Student not allowed to progress on course due to additional support not being available to support disability Textbook contains racist material
1.4	Data Protection	<ul style="list-style-type: none"> E-mail address divulged to other people Staff shared student personal data with others during classroom discussion
1.5	Environmental	<ul style="list-style-type: none"> Housing Association complains of students littering outside tenants' properties Neighbour complains of noise from construction work at College Residents complain that students and staff used private car-parking spaces
1.6	Staff Conduct	<ul style="list-style-type: none"> Poor customer service Failure to respond to requests by e-mail/phone etc. Requests handled impolitely, discourteously
1.7	Student Conduct	<ul style="list-style-type: none"> Student complains that disciplinary procedure was applied unfairly Students damage neighbouring properties

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Appendix cont...

2.0 APPLICATIONS, ADMISSIONS, PROGRESSION		
	Sub-Category	Examples
2.1	Marketing	<ul style="list-style-type: none"> • Unable to find evening class information on College website • Misleading information in College prospectus
2.2	Application, Admission, Interview, Enrolment, Induction	<ul style="list-style-type: none"> • No acknowledgement of application • Criteria for rejecting application was unfair • Placed on waiting list despite applying quickly • No information on College website to inform applicant course was already full and only found out weeks later • Applicant travelled long distance for interview only to be told they didn't have the necessary entry requirements • Applicant invited to wrong campus for interview
2.3	Progression, Articulation & Withdrawal	<ul style="list-style-type: none"> • Student unhappy that they were not allowed to progress to next level having successfully achieved the previous level • Student complains withdrawal process was not followed • University not supplied with student reference as requested

3.0 COURSE RELATED		
	Sub-Category	Examples
3.1	Learning & Teaching	<ul style="list-style-type: none"> • Quality of teaching not to the standard expected • Teaching from powerpoint for 3 hours without a break • Lecturer unapproachable when requiring support
3.2	Environment/Resources	<ul style="list-style-type: none"> • Classrooms/desks not fit for purpose • Wifi unreliable • Broken smartboard • Workshops too cold • Not enough computers for size of class
3.3	Course Management	<ul style="list-style-type: none"> • Class cancelled at short notice • No contingency for staff absence • Lecturer arrives late/finishes class early
3.4	Facilitated Learning Support	<ul style="list-style-type: none"> • Guidance class not held • Staff do not provide printed materials in format stipulated in PLSP • Staff unaware of changes to PLSP
3.5	Assessment & Exams, Certification	<ul style="list-style-type: none"> • Assessments crammed into end of block • Student not provided with opportunity for re-sit • Delay in providing results/certificates • Not receiving certificate due to College failing to attach student to group award • Noise disruption during exam

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Appendix cont...

4.0 SERVICES		
	Sub-Category	Examples
4.1	Finance	<ul style="list-style-type: none"> Former student unhappy to be threatened with legal proceedings for unpaid fees Student unhappy not to have course fees refunded after withdrawing from course
4.2	Funding/Bursary	<ul style="list-style-type: none"> Delay in processing bursary application Application for hardship fund handled unfairly
4.3	Student Records	<ul style="list-style-type: none"> Student personnel data is incorrect/not updated
4.4	Provided Learning Support	<ul style="list-style-type: none"> Delay in arranging DSA assessment Student unhappy that they could not have the same support worker for every class Student unhappy that additional support requirements have not been put in place
4.5	Library/Learning Technology	<ul style="list-style-type: none"> Student complained that library overdue book notification system was unfair Lack of support provided by the College with regards to provision of IT on evening class Library opening hours
4.6	College Services – Quality etc	<ul style="list-style-type: none"> Delay in handling complaint
5.0 FACILITIES		
	Sub-Category	Examples
5.1	Catering	<ul style="list-style-type: none"> Coffee shop frequently runs out of soya milk Choice on offer
5.2	Student Accommodation	<ul style="list-style-type: none"> Poor wifi service Cleanliness of accommodation
5.3	Maintenance, Lifts, Car Parking	<ul style="list-style-type: none"> Lifts out of order College does not provide sufficient car parking space College signage is misleading
6.0 OTHERS		
	Sub-Category	Examples
6.1		<ul style="list-style-type: none"> No College wide 2 minute silence on Remembrance Day

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BRIC Committee Meeting**2 June 2020****Subject:** 2019-20 Student Support Funds Position as at 15 May 2020**Purpose:** To update Members on the Student Support Funds position and projections as at 15 May 2020**Recommendation:** Members are asked to note the contents of this paper**1 Background**

The College is responsible for administering student support funds on behalf of the Scottish Funding Council (SFC), the Scottish Government and Student Awards Agency for Scotland (SAAS).

2 Current Situation

The following sections of this paper provide details of the position of each student support fund as at 15 May 2020. Members should note that while projected expenditure figures are included within this report there are a significant number of variables still to be factored in. For example, actual awards still to be paid, the impact of the COVID-19 lockdown and ongoing SFC guidance on student support funding during the COVID-19 pandemic.

Financial projections will continue to be refined throughout the year for reporting to both the Strategic Leadership Team and the Business, Resources and Infrastructure Committee.

2.1 SFC Funds provided for Bursary Support

The original total 2019-20 SFC Student Support Funds were £10,040,480. However, the College applied for, and was awarded, £178,000 of additional student support funding from SFC as part of the 2019-20 in-year redistribution, giving a revised total of £10,218,480. Table 1 below details the bursary support funds provided by SFC for 2019-20 together with projected expenditure figures as at 15 May 2020.

Table 1

Student Support Fund	Original Budget	Additional Funding	Revised Budget	Projected Expenditure	Difference
SFC Bursary	£8,690,480	£178,000	£8,868,480	£9,074,332	£(205,852)
FE Childcare	£660,000	£0	£660,000	£503,085	£156,915
HE Childcare	£350,000	£0	£350,000	£225,023	£124,977
FE Discretionary	£340,000	£0	£340,000	£383,641	£(43,641)
Total	£10,040,480	£178,000	£10,218,480	£10,186,081	£32,399

Ayrshire College has recognised that the COVID-19 outbreak has caused significant financial pressures for many of our students. The College has already taken steps to provide extra financial support to those who need it most. For example, the College has awarded additional payments to students who currently receive discretionary financial support. This category of students is the most financially disadvantaged out of all the College's student cohort, as they do not qualify for any other external source of financial support when many others now will. Further financial support and guidance is also being made available to students who are not within this category but who are experiencing additional financial hardship due to COVID-19.

The College ceased making payments for childcare services after 24 April 2020 (invoice 10) as the majority of students do not require further childcare arrangements. The College contacted childcare providers and students who receive childcare support to make them aware of this decision. Additional guidance from SFC however was that college should continue to make payments to childcare service providers who continued to invoice. The figures within Table 1 therefore include the total payments made for childcare services as at 15 May 2020 and projected payments.

The figures in Table 1 are based on the most up to date information on student support funding and latest national guidance. Student Funding will continue to review and revise the situation to take account of any developments, additional funding or changes in student support guidance. In addition, Student Funding will seek to maximise the financial support provided to students.

2.2 Educational Maintenance Allowance (EMA)

EMAs are provided by the Scottish Government to support eligible 16 to 18 year-old students. The College's allocation for AY 2019-20 is £800,000. The College is currently projecting EMA spent of £630,150 at this time. Members are asked to note that this figure includes January 2020 courses.

There is no financial risk in this area as actual amounts paid out are reimbursed in full to the College a month in arrears.

2.3 SAAS Funds provided for Higher Education Discretionary support

The College is also allocated funding from SAAS for eligible students completing HE programmes. This budget is administered in line with SAAS guidance.

The budget for AY 2019-20 of £252,862 is favourable when compared with the AY 2018-19 allocation of £134,613. In addition, the College is allowed to access £31,442 of its HE discretionary allocation for 2020-21 to provide additional financial support for students due to COVID-19. Table 2 below details the HE Discretionary Fund Budget made available by SAAS together with projected expenditure as at 15 May 2020. As such, the funding will be used to support eligible students in line with SAAS guidance.

Table 2

Student Support Fund	Original Budget	Additional Funding	Revised Budget	Projected Expenditure	Difference
HE Discretionary	£252,862	£31,442	£284,304	£284,304	£0
Total	£252,862	£31,442	£284,304	£284,304	£0

3 Proposals

No further proposals are noted in this paper.

4 Consultation

No formal consultation is required given the subject of this paper.

5 Resource Implications

No further resource issues require to be noted in this paper.

6 Risks

The disbursement of student support funds and financial monitoring arrangements are key areas of financial risk for the College. In addition, issues arising from the management of the student support funds can impact significantly on the reputation of the College.

7 Equality Impact Assessment

An impact assessment was completed in respect of the 2019-20 Student Funding Policy and Procedures.

8 Conclusion

Members are asked to note the contents of this paper.

Michael Breen
Vice Principal, Finance
25 May 2020

(James Thomson – Director of Finance, Student Funding and Estates)

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