BOARD OF MANAGEMENT
ACTION TRACKER

COMMITTEE: **Board of Management Meeting 18 June 2020**

(Paper 1a)

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
28.09.17	1	The Board monitor closely and await the outcome of the Scottish Government's considerations on the provision of funding to meet the capital and interest repayments of the Kilwinning Campus PFI contract. When that outcome is communicated, the Board review Risk BRIC3 with a view to setting it at the appropriate level. The Board and the College continue to ensure that all relevant stakeholders remain fully briefed on the impact that the PFI payment continues to have on the fiscal health of the College.	By March 2019 Ongoing	Board Chair/Chair of BRIC/Principal Board Chair and Principal	Completed Ongoing	Following discussions with SFC, the Board had approved the preparation and submission of a Financial Sustainability Plan (FSP) covering the two years 2019 to 2021 that was forwarded to SFC in November 2018. As a part of this process, an offer of £700K of strategic funding had been received from SFC for each of the two years of the FSP. This represented approximately 50% of the annual PFI costs to the College and the FSP had been calculated on that basis prior to its submission. The FSP had been set against the FFR approved by the Board and returned to SFC at the beginning of October 2019. As a part of this process, an Organisational Review, as approved by the Board, was also underway. The Board noted that SFC intended to introduce a new college funding model with effect from academic year 2022-23. ==A further FFR prepared in line with the above position was considered by the Board at its meeting on 26 September 2019.==

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
Audit 28.09.17	2	Consideration of cross representation between BRIC and Audit Committee[1]	December 2017	Board Chair, Chair of Audit Committee, Board Secretary	Completed	There is now cross representation between the BRIC and Audit Committees.
28.09.17	3	Circulation of Proposed Memorandum (MoA) of understanding with HALO	October 2017	Principal/Board Secretary	Completed	The MoA was circulated, approved and signed in October 2017
28.09.17	4	Consideration to be given as to how the College and the Hospitality Industry can co-operate in an effort to increase the number of people being attracted to learn and train for a future career in the industry.	June 2018	Board/ELT/Directors	In Progress (Updated September 2019)	Under the revised structure operational from August 2019, discussions are taking place between the College and the industry with a view to how best to address the industry's requirements within curricula development moving forward Update September 2019. Principal has met with Bill Costley and further discussions are planned.
14.12.17	5	The Ayrshire College Constitution and Standing Orders be updated to reflect the discussion at the Board	March 2018	Board Secretary	Completed	
14.12.17	6	The Financial Statements be approved as agreed by the Board, signed and submitted.	December 2017	Board Chair/Principal	Completed	
14.12.17	7	A high level summary of the draft budget for 2018-19 be prepared and circulated for the information when sufficient information has been provided by SFC	By Board Development Day on February 20 2018	Director of Finance & Student Services	Completed	

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[1] Traditionally there has been no cross representation between Finance Committee and Audit Committee to ensure that the independence of the Audit Committee was not compromised. With the revision of the Board Committee structure, the sustainability of this position is being revisited alongside the review of the first year of operation of the revised Committee structure.

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
29.03.18	8	The Board and the College would continue to ensure that all relevant stakeholders remained fully briefed on the impact that the PFI payment was continuing to have on the fiscal health of the College.	Provision of regular updates at each meeting until resolution is reached	Board Chair and Principal	Completed	Meetings with elected representatives held in April 2018. Questions being raised at the Scottish Parliament by Elected Representatives.
21.06.18	9	Letter to the CabSec seeking approval for the appointment of new Board Members	1 August 2018	Board Chair and Secretary	Completed	
21.06.18	10	Issues in relation to declining student numbers, demographic decline and increased competition be reflected in the LTC Extract of the Corporate Risk Register	December 2018	Chair of LTC/VP Finance & Skills	Completed	
21.06.18	11	Corporate Risk Register Risk BRIC1 be reviewed in 2018-19 to ascertain whether it remains appropriate in light of the funding that may be available from the ACF in the future	June 2019	Chair of BRIC/VP Finance & Skills	Completed	
27.09.18	12	Approved five year Financial Forecast Return be submitted to SFC	October 2018	VP Finance & Skills	Complete	
28.03.19	13	Future ACSA News publications to be circulated to board members	2019-20	Student President and Vice President	Completed	To be implemented in 2019-20
28.03.19	14	A response from the Board of Management to the Unison letter be prepared and forwarded to Unison.	April 2019	Executive Management	Completed	

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
28.03.19	15	In the light of the discussion held under Item 10 of the minutes, a meeting to be held with the CEO of SFC to discuss the Board's concerns regarding the Outcome Agreement, as set out in Paper 6 above, and the challenges associated in meeting the outcomes in the current financial environment.	Not Specified	Board Chair and Principal	Completed	
20.06.19	16	Immediate approach to the Scottish Government re the appointment of a new board member	June 2019	Board Chair and Board Secretary	Completed	
20.06.19	17	The College to liaise with SFC on retaining the balance of VS budget expenditure	2019/20	Principal	Closed	
20.06.19	18	The Board's Responsibilities and Standing Orders be updated to reflect approval of the revised Committee structure.	September 2019	Board Secretary	Completed	
26.09.19	19	The Student President and Mary McClung meet to discuss the use being made of the College gym facilities.	March 2020	J McCrindle/M McClung	In Progress	
29.09.19	20	The Risk Appetites contained within the Corporate Risk Register be reviewed during 2019-20 in the light of the changes in Board Membership and, thereafter, be reviewed every two years.	June 2020	G James/M Breen	Completed	
12.12.19	21	An externally held Board Meeting, at locations conducive with Board	Annually	Chair/Board Secretary	In Progress	Provisional arrangement to hold the September 2020 meeting at NATS. Now

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
12.12.19	22	Stakeholders, be incorporated annually into the Schedule of Meetings from 2020-21. In relation to the Externally Facilitated Board Effectiveness Review scheduled for Completion by December 31 2020, the Board Chair, the Principal and the Board Secretary identify an appropriate External Facilitator to undertake the review.	March 2020	Board Chair/Principal/ Board Secretary	In Progress	dependant on the progress made in emerging from the Covid19 pandemic. Completion has now been deferred until at least April 30 2021
12.12.19	23	In relation to the Externally Facilitated Board Effectiveness Review scheduled for Completion by December 31 2020, B Ferguson and M Breen to further discuss the potential requirement for the College's tendering process to be used in identifying an appropriate External Facilitator.	March 2020	Board Secretary/Michael Breen	In Progress	
12.12.19	24	The Chair and Principal to highlight and draw the attention of SFC to the legal opinions contained in the Independent Report on the Kilmarnock Campus Delay Event Adjudication outcome, and to the assurance provided therein that the Board had acted in a reasonable and justified manner.	March 2020	Board Chair/Principal	In Progress	

* Not Started / In Progress / Completed

Ayrshire College   *(Paper 2)*

Board of Management Meeting

18 June 2020

Subject:	Student Association Report
Purpose:	To update Board Members on Student Association activity since the last meeting
Recommendation:	That Board Members note the content of the report and feedback any recommendations they may have

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1. Background

The 2020 Student Association elections were due to take place on campus from March 24-27 with results being announced upon close of polling on Friday the 27 March. There were 6 candidates standing in the election, including current Student Vice President. As the Student Association was preparing for the elections, it was announced that, due to the Governments guidelines on COVID-19, all campuses would be closing to students. At this time, it was decided that the Student President Elections could not take place in their planned format and were therefore postponed.

2. Current Situation

The current term for both the Student President and Student Vice president was due to end on the 30 June 2020, with the new officers taking up post on the 1 July 2020. The Student Association was concerned that this would leave a period between the 1 July and any rescheduled elections without student representation and it was therefore proposed that the Student President would complete an additional one month, up until the 31 July, and the Student Vice President would continue in their current post until the elections were rescheduled and new officers take up post. The Student President officially took up post on the 31 July 2018 and remaining in post until the 31 July 2020 takes them to the maximum two year tenure, as written into the legislation (section 22, Post-16 Education (Scotland) Act 2013). As the Student Vice President has served one year in office, they are covered by legislation to serve a further one year, up until the 30th June 2021. A proposal has been submitted to Senior management with regards to ACSA representation for the 2020/21 academic session and we await advice to help determine how to proceed.

3. Association Activity

Periods R Pants

Prior to the campuses closing in March, due to the COVID-19 situation, ACSA put together bags with free sanitary products and handed these out to students. ACSA then worked with the Student Experience Team to arrange with Hey!Girls, our sanitary ware provider, to make packs of sanitary products available free to students during the College closure. Students can apply for a three month pack of sanitary products via a Survey Monkey link. Hey!Girls post the packs directly to the students home

address. The College is invoiced for the cost of these which comes out of the free sanitary provision budget. Due to the effective marketing of this scheme, Ayrshire College has experienced the highest uptake of these products across the sector with over 300 of our students requesting packs. Students who accessed the scheme fed back the following:

I requested these products because I struggle as it is to get sanitary products. With the lock down everything we had access to is basically gone. I couldn't afford them if I were to pay for them myself so I'm very thankful for this help

This is a great service as many girls will already be struggling financially due to the sudden change in circumstances and with children being at home.
It's one less thing to worry about.

Wear it On Your Sleeve Campaign

The Student President is continuing to lead on our Wear it On Your Sleeve Campaign (WIOYS) which encourages our male students and staff to talk about their mental health.
WIOYS Champions have been asked to provide a photograph of them at home wearing their pink WIOYS hoodies, along with a statement on what they are doing to maintain positive wellbeing during lockdown. ACSA and the College's marketing Team will promote these stories to students throughout May, along with promotion of The Big White Wall and the Student President being available for a chat with any student during college hours.

LGBT+ Forum
We have been working with the ACSA, LGBT+ Students' Officers, Victoria Anderson and Eleanor Bailey, and Equalities Advisor, Sara Turkington, on taking our LGBT+ Forum online with the first Forum taking place through Microsoft teams on Thursday 14 May. As well as bringing our LGBT+ students together on a regular basis to share experiences, information and provide peer support, we will use this forum as a pilot for other groups we hope to set up.
In addition to the online forum, we are in the process of creating a dedicated ACSA LGBT+ Facebook page, with the help of the Marketing Team, and this should be up and running soon.

Student Support
We have been dealing with general enquiries from students most of which are signposted to other College teams. The most common enquiries are around IT, course work, applying for funding for next year and general advice where students are worried about the impact of lockdown. We work closely with the student's Student Services Advisor and follow up where necessary, also keeping the lines of communication open with students. Where appropriate we also promote the College's Wellbeing Hub on Moodle and the Big White Wall resource.

NUS Scotland Conference 2020
The Student President and Vice President attended the virtual NUS Scotland Conference on the 19th and 20th March which was moved online as a result of the developing COVID-19 situation. The purpose of the conference is to help NUS Scotland set its priorities for the coming year and to elect the new NUS Scotland

President. Matt Crilly, former Strathclyde University Student President, was the successful candidate. Matt takes over from outgoing President, Liam McCabe. ACSA looks forward to supporting Matt fulfil his manifesto pledges of campaigning for free public transport for students and also developing campaigns around student mental health.

<u>Future Activity</u>

<u>Mental Health Awareness Week</u>
To mark Mental Health Awareness Week, from 18th – 24th May, as part of the Promoting Wellbeing Group, the Student Association will be promoting the theme of 'Kindness' to students. As well as featuring stories from our WIOYS Campaign we are asking our Mental Health wellbeing Champions to share examples of kindness, no matter how small, which they have experienced as either givers or recipients throughout lockdown and the difference this made to them.

<u>Appointment of Student Officers 2020/21</u>

ACSA has submitted a proposal to Senior Management concerning how we move forward with regards to leadership for the 2020/21 Academic Session. The student elections were due to take place from the 24 to the 27 March however these had to be postponed due to the college closure as a result of the COVID-19 situation.
As with the rest of the College, ACSA are facing an unprecedented situation and one which our current constitution does not consider.
ACSA will undertake a constitutional review over the next few months, however, in the meantime, we will need to decide how we move forward with effective student representation throughout the crisis and the academic year ahead.
After talks with our NUS consultant, Will Stringer, other students' associations across the sector, and taking into consideration our legislative requirements, we have submitted a proposal with two possible routes forward.
The first is to hold an online election to elect two officers which would take up post on 1 August 2020 and the second is to retain our current elected Student Vice President until the 2021/22 Student Elections. Pros and cons of each option have been laid out in our paper and we await advice from senior management with regards how we should proceed.

<u>Constitution & Student Partnership Agreement Review</u>

Upon the outcome of the appointment of student officers for the 2020/21 academic session, ACSA propose to conduct a thorough review of the ACSA Constitution and Student Partnership Agreement. This will be complete by the 31st August 2020 with the proposed changes being presented at the first Board Meeting of the 2020/21 session and implemented immediately upon approval.

<u>Virtual Student Association</u>

To adapt to the current COVID-19 situation, ACSA are looking at ways in which they can provide the best online service to our students. We are currently communicating with our networks across the sector to get ideas and look at innovative ways of engaging with our students. As well as increased Social media activity, we are looking to develop our presence on Microsoft teams to create various social groups and communities of interest online.

4. **Proposals**

   N/A

5. **Risks**

   Due to the challenging issues dealt with within the SA there is a risk of reputational damage.

6. **Equality Impact Assessment**

   Due to the nature of this paper an equality impact assessment has not been undertaken.

7. **Conclusion**

   The ACSA will continue to work alongside staff in order to best support and encourage students, and make the 2020/21 session both enjoyable and successful for students.

<div align="right">

Jack McCrindle
Student President
15 May 2020

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Publication

This paper will be published on the College website.

Ayrshire College   *(Paper 3)*

Board of Management Meeting

18 June 2020

Subject:	Covid-19 Update
Purpose:	To update Board members on the impact of COVID-19 on learning and teaching and the student experience.
Recommendation:	Members are asked to note the contents of this paper

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1. **Background**

    The purpose of this paper is to provide Learning and Teaching Committee members with an update on the impact of COVID-19 on learning and teaching and the student experience since the College closed for face-to-face teaching on 20 March 2020.

2   **Current Situation**

    Arrangements for certificating students - 2019-20

    SQA Awarding Body issued guidance around delivery and quality assurance of college qualifications on Friday 3 April – on the evening that lecturers finished for their Spring Break. This was eight working days after SQA had issued its guidance to schools and colleges around National Qualifications - released on 24 March. The messaging was very different with the guidance on National Qualifications confirming that school pupils and college students undertaking National 5, Higher and Advanced Higher qualifications would not be required to undertake any further assessment from 20 March, while the guidance for college qualifications was that students should participate in learning and assessment opportunities until such times as sufficient evidence was deemed to be in place for lecturing staff to make a holistic assessment judgement.

    In addition, the SQA Awarding Body guidance did not cover advice for those qualifications overseen by SQA Accreditation such as SVQs. The College only received guidance for HNC Childhood Practice and HNC Social Services on 15 May and still await guidance for some SVQs and other qualifications in the Construction, Motor Vehicle and Engineering areas. The delayed, and different information has caused confusion and frustration for students, staff and the college's school-college partnerships.

    The guidance asks course teams to take a holistic approach to judging achievement – course teams are working through the guidance and are managing well. In some cases, it will not be possible to make an assessment judgement. This will be the case, for example, where the awarding body has paused the qualification and it is not possible to assess students due to health and safety reasons. The guidance also makes allowances for vulnerable students where the course team are satisfied that the student has been adversely affected by Covid-19 and requires longer to complete course work.

The College will convene Internal Quality Assurance (IQA) panels which will commence on 8 June. Colleges are required to convene these panels as part of the quality assurance arrangements for certification this year.

3. **Student Satisfaction and Engagement survey – 2019-20**

The Scottish Funding Council has confirmed that colleges are not required to submit the mandatory Student Satisfaction and Engagement Survey for 2019-20 due to the direct impact of Covid-19. The SSES would normally be brought to the May meeting of the Learning and Teaching Committee for discussion.

4. **Supporting Vulnerable Students**

The College's message, throughout the lockdown period, is that, although our buildings may be closed, our staff are available to support students remotely. To support students:

- Our curriculum staff are in contact with students and we are continuing to teach, remotely, where this is possible and appropriate.
- We have a FAQ section on our website which is updated regularly.
- We have provided contact details on the FAQs section of the website as well as through social media. These contact details are for Student Funding; Student Services; Inclusive Learning; Moodle; the Learning Resource Centres and ICT.
- We have brought forward the launch of the 'Big White Wall' (a digital mental health and wellbeing service) and promoted it through social media.
- We circulate a list of local organisations who can help prior to our Christmas closure period and so have recirculated this list.
- We have made cash donations to each of our link Food Banks.
- We have also donated goods to local organisations from our hospitality kitchens and refectories.
- A £50 per week discretionary payment has been issued to vulnerable students.
- We have given students, on Universal Credits, a one-off payment of £200.
- Discretionary funds have been made available to our student services team who are in contact with the most vulnerable and can administer these if necessary/appropriate.
- Our Curriculum Administration, Student Services and Inclusive Learning Teams are in contact with those known to us as vulnerable.

5. **Supporting the Ayrshire Region**

The College's strong partnership working is exemplified in being able to deliver on the two areas noted below:

Personal Protective Equipment

The College has been putting its two 3D printers to good use - by printing visor parts for NHS Ayrshire & Arran. As part of a collective effort with GE Caledonian, Emergency One and East Ayrshire Council Education, aeronautical engineering lecturer, Will Morton, has been printing an approved design from his home, before delivering them to Crosshouse Hospital.

Earlier this month, the group met with an NHS contact to establish what style of visor was required at Crosshouse. The engineers and technical teachers then decided what was within each of their capabilities with the equipment they had at their disposal.

Will, GE Caledonian and East Ayrshire Council are all 3D printing headgear for visors, while Emergency One is 3D printing and assembling the complete visor.

Will has the College's two 3D printers set up in his garage and contacted two suppliers of polylactic acid plastic - iDig3Dprinting and Rapid - who kindly donated spools of the material.

He has now printed 150 of the approved design, with a printing time of 2 hours and 12 minutes for each piece.

Will said: *"It is fantastic that we can collaborate and utilise our engineering resources to help our local NHS."*

Supporting the Health and Social Care workforce

In response to the COVID19 pandemic and the pressure that it is placing on social care services, NHS Ayrshire & Arran and the three Local Authorities are working in partnership, with the College, to offer bank, temporary and permanent contract opportunities to Health and Social Care students.

These opportunities will allow students to utilise the practical skills and knowledge gained throughout their studies and work experience placements. This will greatly enhance their 'hands on' experience that will be invaluable in their development and in their depth of knowledge within the sector.

At present, approximately 90 students studying Health and Social Care programmes have applied for positions. Many of these students, from our HNC Social Services, HNC Care and Administrative Practice and SVQ 2 Social Services programmes, have secured positions as health care support workers, personal carers and support workers in nursing and care homes.

Due to the high demand for staff in this sector, the College is also promoting bank work opportunities for students who are completing the NC Higher Health and Social Care level 6. Many of these students will be progressing on to HNC courses in academic term 2020-21 where a placement component forms part of the course framework. Therefore, this opportunity will be greatly beneficial in terms of future course work.

6. **Planning for session 2020-21**

The Scottish Funding Council issued its [Announcement of Outcome Agreement Funding for Colleges – Allocations for AY 2020-21](#) on 7 April 2020. It acknowledges the rapidly changing environment due to Covid-19 but outlines the desire to offer some stability to allow for planning. The College has been allocated the same core credit target activity for AY 2020-21 as it was allocated for AY 2019-20.

Planning for session 2020-21 will have the health, safety and wellbeing of students and staff at the forefront and we will, of course, adhere to both UK and Scottish

Government guidance. We know that physical distancing is more than likely to be in place into next session and so teams are scenario planning around this. Plans centre around:

- Prioritising student cohorts from 2019-20 who cannot be assessed due to awarding bodies pausing qualifications or those who have been directly impacted by Covid-19

- A delayed start to session 2020-21 (with physical distancing)

- A phased start to session 2020-21 (with physical distancing)

- Prioritising curriculum areas linked to economic recovery

- An in college/blended learning delivery model

- Impact of the Scottish Government's *Test, Trace, Isolate, Support* Policy on staff/student attendance due to possible repeated self-isolation

- Repeated lockdowns

- A 'spike' in the virus during winter

7. Student Officer Provision for 2020-21

The Covid-19 situation directly impacted the 2020-21 Student Association elections which were due to take place from 24 to 27 March. Originally, it was proposed that the current Student Vice President would remain in post as an elected officer for the 2020-21 academic year with no student elections taking place in 2020. After discussions, however, with NUS, ACSA will conduct online student elections with campaigning and polling taking place from 25 to 29 May 2020. The successful candidates will take up post, officially, on the 1 August 2020, with the current Student President and Student Vice President's terms extended to 31 July to ensure continuous student representation.

The current Student President officially took up post on the 31 July 2018 and remaining in post until the 31 July 2020 takes him to the maximum two-year tenure as written into the legislation (section 22, Post-16 Education (Scotland) Act 2013).

As the Student Vice President has served one year in office, they are covered by legislation to serve a further one year, up until the 30th June 2021.

8. Conclusion

Members are asked to note the contents of this paper.

Anne Campbell
Vice Principal, Curriculum
18 May 2020

Publication
This paper will be published on the College website

Ayrshire College   *(Paper 5)*

Board of Management

18 June 2020

Subject:	2020-21 SFC funded capital and revenue expenditure programme
Purpose:	To provide Members 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.

> The proposed capital and revenue expenditure programme was presented to the BRIC Committee on 2 June.
>
> The Committee approved the proposal be presented to the Board of Management for approval.

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.

8   Conclusion

Members are asked to approve the proposals within this paper.

Michael Breen
Vice Principal, Finance
9 June 2020

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

Publication

This paper will be published on the College website.

(Paper 7)

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

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

Contents

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	Signature:	Date:
Carol Turnbull		

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	Signature:	Date:
Willie Mackie		

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.

Policy Agreement

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

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

Section 1 - Policy Statement of Intent and Objectives

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   <u>Objectives for Health and Safety Performance</u>

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.

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

Section 2 - Organisation and Responsibilities

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.
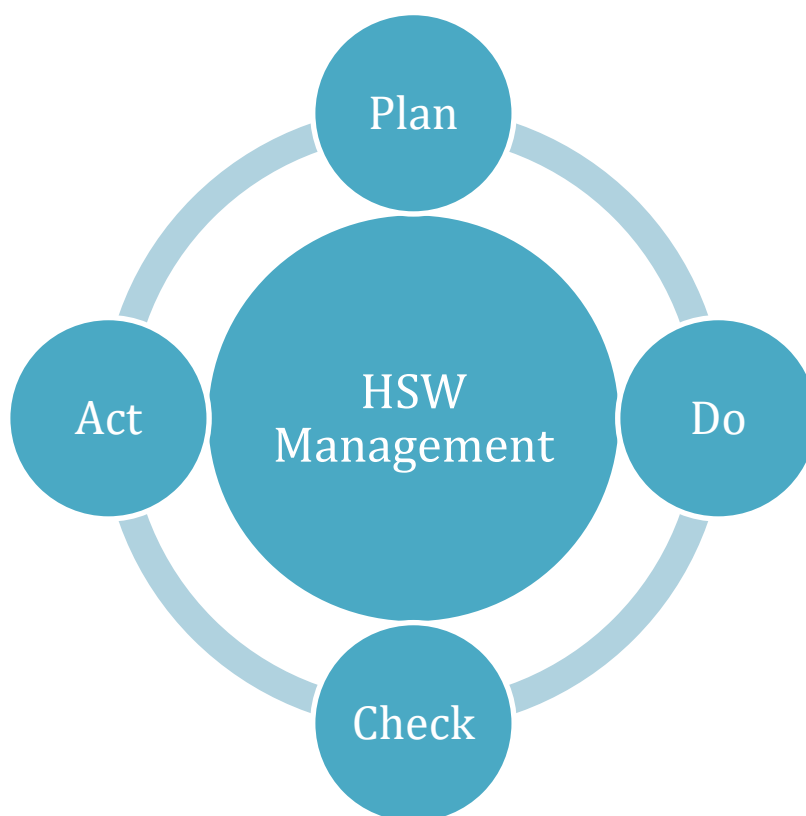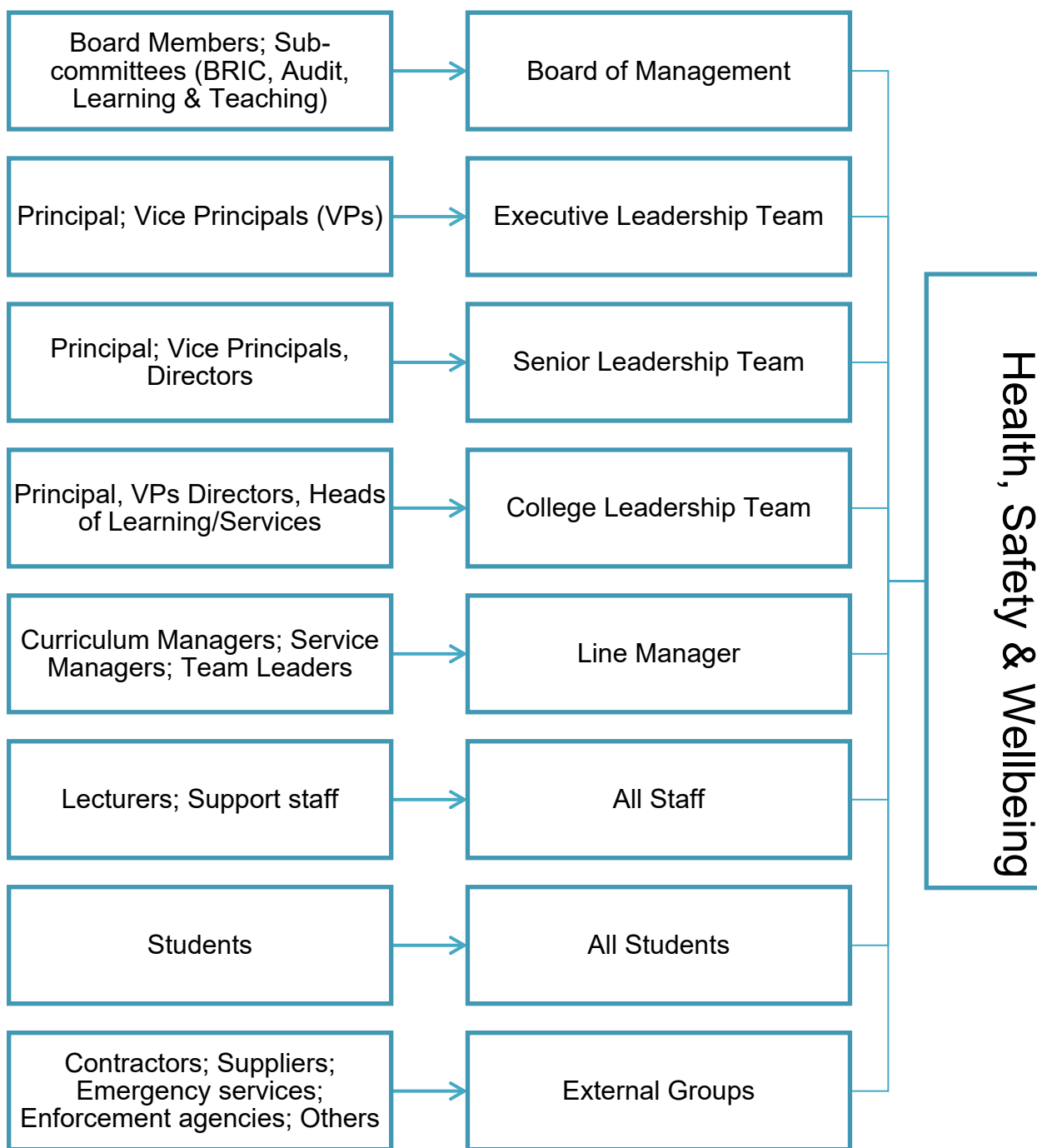
2.1   General HSW Organisational Structure

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.

Board Members; Sub-committees (BRIC, Audit, Learning & Teaching)	→ Board of Management	
Principal; Vice Principals (VPs)	→ Executive Leadership Team	
Principal; Vice Principals, Directors	→ Senior Leadership Team	Health, Safety & Wellbeing
Principal, VPs Directors, Heads of Learning/Services	→ College Leadership Team	
Curriculum Managers; Service Managers; Team Leaders	→ Line Manager	
Lecturers; Support staff	→ All Staff	
Students	→ All Students	
Contractors; Suppliers; Emergency services; Enforcement agencies; Others	→ External Groups	

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.

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   <u>Vice Principals</u>

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   <u>Vice Principal, People</u>

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   <u>Directors, Heads of Learning and Skills/Service</u>

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.

2.8   <u>Health, Safety and Wellbeing Manager</u>

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   <u>All Staff</u>

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

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/SitePages/Home.aspx

Section 4 - Measuring, Monitoring and Reviewing the Policy

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.

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

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 Jane McKie	Signature:	Date:

(Responsible Person)

Equality Impact Assessment - Stage 1 Pro-forma

Decision, Policy or Practice	*Health, Safety and Wellbeing Policy*
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	
		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:			

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

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?

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.

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.

Should the policy, practice or decision be referred for a Stage 2 Assessment?	No
Signed	*Martin Hammond*
Date	27 May 2020

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

Stage 1 Equality Impact Assessment Approved	Yes/No
Signed	
Date	

**Minute of the Learning & Teaching
Committee Meeting
Held at the Kilwinning Campus,
On Thursday 5 March 2020**

Ayrshire College

Present: Fiona McQueen (Chair)   *(Paper 8)*
Elaine Anderson
Fiona Blain
Margarette Bryan
Steve Graham
Christopher Hall
Lauren Howieson
Gordon James
Mary McClung
Jack McCrindle
Mike Stewart
Carol Turnbull
Alan Walker
Steven Wallace

In attendance: Brendan Ferguson (Board Secretary)
Yvonne Melvin (Executive Assistant)
Anne Campbell (Vice Principal – Curriculum)
Michael Breen (Vice Principal – Finance)
James Thomson (Director of Finance, Student Funding & Estates)
Elaine Hutton (Director of Curriculum – Creative, Social Science, Sport and Fitness & Hospitality)
Julie Maxwell (Director of Curriculum – Health & Social Care, Early Years, Essential Skills, Supported Learning and ESOL)
Gavin Murray (Director of Curriculum – ACES, Computing, Games Development & Business Inc. Travel and Tourism)
Ian Beach (HMI, Education Scotland)
Louise Lauchlan – Scottish Funding Council (Outcome Agreement Manager)

1   Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. Members offered introductions to external attendees, Ian Beach and Louise Lauchlan.

There were no declarations of Interest.

2   Invited Input

<u>Education Scotland – Progress Visit</u>

Ian Beach, Education Scotland, provided the Committee with a brief update on the College's recent Progress Visit. Apologies were submitted on behalf of Dr John Laird, HMI, Education Scotland, who was unable to attend for health reasons. While Mr Beach was not permitted to discuss the detailed outcome of the Progress Visit on Dr Laird's behalf, the rational for the visits was explained and information on the format undertaken during the visit was outlined. The Committee was also advised that the visit report was positive. It was noted that Dr Laird would formally present the findings to the Committee at a later date.

The Committee thanked Ian Beach for the update and looked forward to receiving a formal presentation of the findings in due course.

SFC – Draft Regional Outcome Agreement 2020-23

Louise Lauchlan, SFC Outcome Agreement Manager, provided the Committee with an update on the draft Regional Outcome Agreement (ROA) to date. SFC Guidelines, which had been updated from previous years, were published in October 2019 and the "well-developed draft" had been submitted by the College by the deadline date in December 2019. Positive feedback on the draft was subsequently provided by SFC. The Committee was advised that SFC had asked for the final version of the ROA to be submitted at the end of April 2020, with a view to it being signed off by the Board Chair, the Chair of SFC and published in June 2020.

In response to a question, A Campbell advised that despite a dip in national PI figures nationally, the targets for Ayrshire College remained ambitious. It was noted, however, that there had been no formal announcement to date on any realignment of national ambitions target. However, it was the intention that this would be discussed at a seminar in April 2020 at which realistic targets going forward would be considered. C Turnbull provided an update from discussions at a recent College Principals' Group and advised members that there had been significant change in the construct of the sector wide student cohort. A lot of traditional HN students had been lost to the university sector as that sector relaxed its entry requirements in response to the demographic downturn, while the College sector had seen a very significant increase in the number of care experienced students being registered. L Lauchlan noted that this would be on the agenda for discussion at the April 2020 Seminar.

Further discussion took place with a number questions raised and answered satisfactorily.

The Committee thanked Louise Lauchlan for the above update and looked forward to receiving the final version of the Regional Outcome Agreement in due course.

3   Apologies

Apologies were received from Committee member Alison Sutherland and from ELT member Jane McKie.

4   Minutes of the Previous Meeting held on 14 November 2019 *(Paper 1) (C/P)*

The minutes were approved as a correct record.

Proposed: Mike Stewart
Seconded: Steven Wallace

There were no matters arising.

Action Tracker *(Paper 1a)*

The Chair introduced Paper 1a and members agreed the following:

- Action 14 -   Completed.
- Action 18 -   Completed.
- Action 19 -   Completed.

5 Student Association Report *(Paper 2) (P)*

J McCrindle introduced Paper 2 and took the Committee through it as presented. It was noted that the first round of the Your Voice Matters focus group took place in December 2019, with the second phase scheduled to take place from 16 March 2020 and that the Student Association had been working closely with the College's Estates team to secure new vendor contracts for free sanitary products.

J McCrindle highlighted that the Mental Health and Wellbeing Champions handed out goody bags to c400 students on the Kilmarnock Campus to help them when the College closed for the winter break. Also noted was the work being undertaken by "Working with Communities" student placement, Rebecca Staff, who had organised, as part of her graded unit, an event which would take place on the 9th March at the Kilmarnock Campus. Rebecca had been working with the Student Association advisor to invite practitioners from the organisation 'The Bright Path' to deliver two taster meditation workshops to students and staff.

J McCrindle also updated the Committee on the upcoming Student President Elections, commencing on 18 March 2020, and advised that his current tenure as Student President would end on 30 June 2020. Current Student Vice President, L Howieson, was standing for re-election. The outcome would be decided by the number of votes received as per the ACSA Constitution, with the candidate recording the largest share of the vote being appointed as President, and the candidate with the second highest share being appointed as Vice President.

The Committee noted and welcomed the above report.

6 2018-19 Sector KPIs Report *(Paper 4) (P)*

A Campbell introduced Paper 4, advising that the Report illustrated the performance of the College relative to the College sector as a whole. The Committee noted that the College remained above the sector average for FE full-time students for the third consecutive year, while the College remained below the sector average for HE full-time students. A Campbell confirmed that the overall performance of the College was improving year on year with the gap in HE attainment narrowing. Actions for further improving attainment, particularly in HE full-time, would be a central focus of the College's refreshed Evaluative Report and Enhancement plan.

The Committee discussed Paper 4. A number of questions of clarification were asked by members and satisfactory answers received.

The Committee noted the contents of Paper 4 and agreed that it demonstrated an overall positive trend. The Committee looked forward to future updates on actions for improving attainment.

7   2019-20 Credit Position Report (position at 18 February 2020) *(Paper 5) (P)*

A Campbell introduced Paper 5, confirming that the College is expected to exceed its credit target by 355 credits. The Committee noted this as a very positive position. A number of questions were asked and satisfactory responses received.

The Committee noted Paper 5 and the positive 2019-20 credit position of the College.

8   2019-20 Semester 1 Student Satisfaction Survey *(Paper 6) (P)*

A Campbell introduced Paper 6 and took the Committee through it as written. In response to a question, A Campbell advised that the survey was completed by a comparatively small number of students and lacked in-depth coverage. The survey indicated an improvement in satisfaction to 5 statements and a decrease in satisfaction to 7 statements, with no change in 2, and the inclusion of seven additional questions. The College saw the newly appointed Student Ambassadors as integral to the encouragement of student feedback going forward. In addition, the Quality Team would also take a lead role in the future and this would be a part of a discussion to be held later in this meeting.

The Committee was informed that the process was currently under review for Semester 2 and appropriate measures were under consideration.

The Committee noted Paper 6 and the disappointingly low response rate. The Committee also noted the disappointing figures in some of the areas surveyed but was pleased that mitigating actions were being designed to improve the response rate in the future.

The Committee looked forward to receiving Semester 2 feedback in due course.

9   2019-20 Early Withdrawals at November 2019 *(Paper 7) (P)*

A Campbell introduced Paper 7, advising that the figures presented were the most up to date for the College as a whole. It was noted that, despite early indications suggesting an improvement in early withdrawals, there had been a slight increase in the first semester. A Campbell continued that curricula teams would be analysing data for their own respective curriculum areas, with actions and intervention being discussed at the Curriculum Area Review meeting in late February/early March 2020.

A Campbell also advised that staff would be focused, for the remainder of the academic year, on reducing overall withdrawals and on improving outcomes for all students.

During discussion, a number of questions were asked and satisfactory responses received.

The Committee noted Paper 7 and the interventions as listed.

10   2019-20 Student Support Funds at 12 February 2020 *(Paper 8) (P)*

M Breen took the Committee through Paper 8 and pointed to the caveat on page 1 that advised the Committee on the agreement recently reached with SFC to provide a re-profiling payment of £1.5m to the College on 1 April 2020.

The Committee noted that 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 and that the total 2019-20 SFC provided student support funds included circa £1.7m in relation to 203 care-experienced students. The Committee was aware of the work undertaken by the College to actively promote the additional support available to care-experienced students.

The Committee noted Paper 8 and thanked M Breen and the Finance Team for the work that had gone into providing the very useful information contained in the paper.

11   Apprenticeship and Work Based Learning Report *(Paper 9) (P)*

A Campbell introduced Paper 9. The Committee noted that the College was increasing its engagement annually and that the College expected to achieve its Modern Apprenticeship and Commercial SVQ targets. In addition, the College expected to exceed the Sub-Contracted Modern Apprenticeships target. A Campbell highlighted the activities listed that would be taking place during Scottish Apprenticeship Week commencing 2 March 2020.

The Committee noted and welcomed the contents of Paper 9 and commended the ongoing work being undertaken by the College.

12   Risk Register – LTC Extract at March 2020 *(Paper 10) (R)*

A Campbell introduced Paper 10 and a discussion followed. In particular, a query was raised in respect of the potential impact of the Coronavirus on the College, its students and staff. C Turnbull responded that the College Business Continuity Plan had recently been updated and approved by the Board and, in line with the content of that document, the College was monitoring the situation and the required actions on a daily basis.

M Breen advised members that the Risk Register being presented to the Board at its meeting in March 2020 would incorporate the new themes agreed at the Risk Workshop held on 31 January 2020.

The Committee noted Paper 10 and agreed all Risks would be maintained at their current levels.

Received for Information

13   Education Scotland Progress Visit Report *(Paper 11) (P)*

14   SFC – Draft Regional Outcome Agreement 2020-23 *(Paper 12) (P)*

15   SFC – iGAP Guidance *(Paper 13) (P)*

16   **SFC – National Ambition for Care Experienced Students** *(Paper 14) (P)*

17   **Complaints Report (Q1)** *(Paper 15) (P)*

A Campbell proposed that the Quarterly Complaints Report be removed from the L&T Committee agenda and, instead, be a standing item on future Business, Resources & Infrastructure Committee (BRIC) agendas.

S Wallace, in his capacity as chair of BRIC, supported this proposal.

The Committee agreed and approved that the quarterly Complaints Report be removed from the agenda of this Committee and be transferred to the agenda of BRIC.

18   **Date of Next Meeting:** The next meeting will be held on Thursday 28 May 2020 at 4.00pm, Kilmarnock Campus.

(C/P) Confirmed minutes will be published

(P) Papers will be published on the College website

(R) Papers will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality

<u>**Reserved Items on Next Page**</u>

Minute of the Meeting of the Business, Resources and Infrastructure Committee Held at Kilmarnock Campus on 10 March 2020

Ayrshire College

Present: Willie Mackie (Vice Chair)   *(Paper 9)*
                 Scott Cooley
                 Christopher Hall
                 Mary McClung
                 Jack McCrindle
                 Hazel Murphy
                 Mike Stewart
                 Carol Turnbull (Principal)
                 Alan Walker

In attendance: Brendan Ferguson (Board Secretary)
                 Yvonne Melvin (Executive Assistant)
                 Michael Breen (Vice Principal – Finance)
                 Anne Campbell (Vice Principal – Curriculum)
                 Jane McKie (Vice Principal – People)
                 James Thomson (Director of Finance and Student Funding)
                 Liz Walker (Head of Financial Services)
                 Nuala Boyle (Head of Business Growth) - observer

1   Welcome and Declarations of Interest

Willie Mackie, as Acting Chair of the meeting, welcomed everyone.

There were no declarations of interest.

2   Apologies

Apologies were received from Board Members, Steven Wallace (Chair), Fiona Blain, Fiona McQueen and from SLT member, David Davidson, Director of HR and OD.

3   Minutes of the Previous Meeting held on 19 November 2020 *(Paper 1) (P)*

The minutes were approved as a correct record.

      Proposed: Hazel Murphy
      Seconded: Mike Stewart

Action Tracker *(Paper 1a) (P)*

Action 4 -   The Committee agreed this would remain marked as In Progress and an update would be provided at the meeting in June 2020.

Action 9 -   The Committee agreed this would remain marked as In Progress.

Action 15 -   The Committee agreed this would remain marked as In Progress.

Action 16 -   The Committee agreed this would remain marked as In Progress.

Action 19 -   The Committee agreed this would remain marked as In Progress

Action 20 - The Committee agreed this would remain marked as In Progress

Action 21 - The Committee agreed this would remain marked as In Progress

4   Matters Arising

Item 8, Page3 – J McKie reported that the Health, Safety and Wellbeing Policy was still in the process of being updated and would be brought to the June meeting of the Committee.

Action: Updated Health, Safety and Wellbeing Policy to be considered at the June 2020 meeting of the Committee.

5   Management Accounts to January 2020 *(Paper 2) (P)*

J Thomson introduced Paper 2 and took the Committee through it as presented. The Committee noted the favourable variance in the budget at this stage in the academic year and the currently projected positive variance in the trading position. J Thomson also explained the variances within the budget headings.

The Committee approved the Management Accounts to January 2020 and noted the positive position to date.

6   SFC Indicative Funding 2019-20 Revenue and Capital *(Verbal)*

C Turnbull provided the Committee with a verbal update, advising that, whilst no formal announcement of the SFC Grant for 2020-21 had been received to date, the budget announced by the Scottish Government appeared favourable for the college sector, although most of the additional funding was earmarked against additional costs. In effect, a flat cash budget settlement could be expected. The informal indications at this stage suggested that SFC would earmark sector-wide circa £13m for additional pensions costs, additional student funding of circa £6.5m and there would be an inflationary uplift of between 1.5% and 1.8% on the teaching grant. There was no indication on possible capital allocation. At present, these indications were based on budget predictions, until such time as SFC were in a position to formally announce their 2020-21 Grant allocation.

The Committee noted that a draft budget was expected to be submitted to the SFC Board by 3 April 2020.

The Committee thanked C Turnbull for the update and looked forward to receiving further information together with a draft College Budget for 2020-21 at its June 2020 meeting.

7   HR and Organisational Development Report *(Paper 4) (P)*

J McKie took the Committee through Paper 4 as presented, reminding members that with regard to the sickness absence monitoring information, as a key performance indicator for the organisation, the aim was to maintain absence levels between 3 and 4%. J McKie noted that while absences were currently above this level, this was largely a result of the high level of seasonal

illnesses recorded to date in 2019/20. J McKie highlighted the Sickness Absence Reasons table to the members.

J McKie pointed members to paragraph 1.7 that described the introduction of a new employee counselling and support service, the PAM Assist Employee Assistance Programme, launched in February 2020. User feedback would be collated in due course and the Committee would be provided with appropriate monitoring information with regard to the uptake of this new service.

In relation to paragraph 2.2, J McKie confirmed that, following a formal feedback and development session with the College's IiP consultant, it was expected that the final IiP Report would be available for consideration by the Committee at its meeting in June 2020.

A discussion followed, with a number of questions asked and satisfactory responses received. In response to a query raised in relation to paragraph 4.1, J McKie confirmed that she would look to include a percentage completion figure in the Mandatory and Online Training section of the Report, although it was noted that this was a rolling programme

J McKie went on to remind members that the Business, Resources and Infrastructure Committee was created in 2017 with the amalgamation of the Finance, HR and Estates & New Campus Development Committees. Whilst that decision resulted in fewer Committees, it had also resulted in a reduction in the detail included in the HR & Organisational Development Report. In the light of experience, and in order to address this issue, J McKie proposed to the Committee that the Report be split into two papers for future meetings, HR and Employee Resourcing and Staff Learning and Development; and Equality and Inclusion and Health, Safety and Wellbeing. The proposal was discussed by the Committee and the inclusion of two separate reports on future agendas was agreed.

The Committee noted Paper 4 and its content.

The Committee agreed that for future meetings, with effect June 2020, the content of the HR & Organisation Development Report be replaced by two separate reports being:

- **HR and Employee Resourcing and Staff Learning and Development Report**
- **Equality and Inclusion and Health, Safety and Wellbeing Report.**

Action: HR and Organisational Development Report to be split and presented as two separate Papers on future agendas with effect from June 2020.

8   **2018-19 Student Support Funds Position as at 12 February 2020** *(Paper 5) (P)*

J Thomson introduced Paper 5 as presented. The caveat on page 1, advising members on the agreement by SFC to provide a re-profiling payment of £1.5m to the College on 1 April 2020, was noted. M Breen reminded members that this was not additional funding for the Academic Year 2019-20 and that the need for the re-profiling of funding had arisen due to SFC's drawdown

restrictions and the College's expected payments to students in the period to 31 March 2020.

The Committee noted that 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. The total 2019-20 SFC provided student support funds included circa £1.7m in relation to 203 care-experienced students. The Committee was aware that the College actively promoted the additional support available to care-experienced students, with the number of identified care experienced students potentially increasing during AY2019-20.

J Thomson noted that there were no significant issues or concerns to report.

The Committee noted Paper 5 and its content.

9   **PCIP Lite Procurement Report** *(Paper 6) (P)*

J Thomson introduced Paper 6 and noted that the College was subject to a PCIP Lite assessment as its annual non-pay procurement spend was less than £15m The Committee was pleased to note an increase from Bronze to Silver had been achieved in the PCIP assessment banding since the last assessment outcome in November 2016. In so doing, the 2019 PCIP assessment had surpassed the score expectation APUC had projected in 2016.

The Committee noted Paper 6 and commended the achievement of the College in reaching the silver PCIP assessment banding.

10   **AOB**

The Committee voiced its concern over the rapidly evolving worldwide situation regarding the Coronavirus epidemic and its potential impact on the College. C Turnbull provided a verbal update, reminding the Committee that the College's Business Continuity Plan had recently been updated and that steps were being taken to ensure the situation was being monitored on a daily basis. Members were assured that the College was treating the situation very seriously and measures were being taken to mitigate impact to both staff and students, including the creation of a Critical Impact Plan by J Thomson.

The Committee thanked C Turnbull for the verbal update.

11   **Date of Next Meeting –** Tuesday 2 June 2020 in Kilmarnock Campus

(C/P) Confirmed minutes will be published on College Website

(P) – Paper will be published on the College Website

(R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

Reserved Items on the next Page.

(Paper 10)

Present: Gordon James (Chair)
                       Hazel Murphy (Vice Chair)
                       Elaine Anderson
                       Scott Cooley
                       Steve Graham
                       Alison Sutherland

In attendance: Brendan Ferguson (Board Secretary)
                       Yvonne Melvin (Executive Assistant)
                       Michael Breen (Vice Principal - Finance)
                       Jane McKie (Vice Principal – People)
                       James Thomson (Director of Finance, Student Funding & Estates)
                       Tony Barrie (BDO – Internal Auditors)
                       Joanne Buchanan (Mazars – External Auditors)
                       Suzie Graham (Mazars – External Auditors)
                       Lucy Nutley (Mazars – External Auditors)

1   Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting and asked that introductions be made for the benefit of the Auditors present.

There were no declarations of interest.

2   Apologies

Apologies were received from Committee member Margarette Bryan and Executive Leadership Team member Anne Campbell.

3   Minutes of the Previous Meeting held on 18 June 2019 *(Paper 1)* C/P

The minutes were approved as a correct record.

Proposed: Steve Graham
Seconded: Elaine Anderson

Audit Action Tracker *(Paper 1A) (P)*

Action 5   The Committee agreed this would be marked as Completed for 2019-20.

Action 11   The Committee agreed this would remain In Progress with an update provided to the Committee as and when required.

Action 12   The Committee agreed this would be marked as Completed.

Action 14   The Committee agreed this would remain In Progress and that the date would be moved to the Board Development Day on 30.01.20.

Action 15   The Committee agreed this would remain In Progress and a paper would be presented to the Board in March 2020.

4   Matters Arising

There were no matters arising not dealt with on the Agenda.

5   2018-19 Financial Statements to July 2019

i.   BOM Report and Financial Statements 2018-19 *(Paper 2) (P)*

M Breen introduced Paper 2 and reminded Members that the financial section had been presented to the Business, Resources and Infrastructure Committee and a summary of the financial position and relevant disclosures was provided.

In terms of the Audit Committee's responsibilities, M Breen and J Thomson took the Committee through each of the main sections in Part 1 of the Paper. A number of questions of clarification were asked and answered.

ii.   Annual Report to the BOM and the Auditor General *(Paper 3) (P)*

L Nutley provided a comprehensive overview of Paper 3. It was noted that, for each of the areas, an unqualified opinion had been proposed at this stage by Mazars.

L Nutley noted within the report Mazars conclusion that financial sustainability for the final two years of the five-year financial plan period remained a significant risk. The risk related to the uncertainty surrounding future SFC funding beyond academic year 2021-22, as identified by the College. L Nutley added that this opinion may change in the future following further discussions that would be held between the College and SFC.

Paper 3 was discussed in further detail by the Committee and a number of questions of clarification were asked and answered. In particular, members questioned the financial sustainability risk identified in the final two years of the five-year financial plan submitted to SFC. The Committee was advised by M Breen that the position remained the same as that previously discussed by the Board, i.e. that the information currently available from SFC indicated a reduction of funding at that point in the period. This reduction, if it occurred, would require some significant decisions to be made in relation to the future structure and management of the College. However, that remained an issue for the future and further discussion would be held to ensure that both the College and SFC were fully aware of all of the implications associated with future funding proposals. M Breen advised members that a meeting had been arranged with Lorna Macdonald, Director of SFC Finance Directorate, to begin the process of discussing the matter further, and updates would continue to be provided to the Board as further information became available.

iii.   Letter of Representation *(Paper 4) (P)*

The Letter of Representation (Paper 4), that would be proposed for signing at the Board meeting on 12 December 2019 was considered. It was noted that the letter was standard and the Committee had no comment to make.

The Committee approved the BOM Report and Financial Statements 2018-19 for presentation to the Board of Management on 12 December 2019.

The Committee welcomed and approved the Annual Report to the BOM and the Auditor General for presentation to the Board of Management on 12 December 2019.

The Committee noted the proposed Letter of Representation that would be presented to the Board of Management for signature on 12 December 2019.

6   2019-20 Internal Audit Reports - BDO

6.1   Internal Audit Annual Report 2018-19 *(Paper 5) (P)*

T Barrie (BDO) introduced Paper 5 and advised members that the Internal Audit Annual Report 2018-19 summarised the recommendations and assessments for each of the individual Audit areas reviewed.

T Barrie also noted that the proposed audit of the Commercial Income Generating Programmes had been deferred to the 2019-20 audit plan, as agreed by the Committee.

The Committee agreed that the Review of Work Table, included as Page 7 of the Report, should include totals in future reports.

Action: The Review of Work Table included in the Internal Audit Annual Report include totals in future iterations.

6.2   Internal Audit Follow Up Report – June 2019 *(Paper 6) (P)*

T Barrie introduced Paper 6 and noted that, of the 12 Audit recommendations made, two were due for completion in 2018-19 and both had been fully implemented. The remainder were due for implementation in 2019-20.

Following discussion, the Committee agreed that the timing of follow up reports should be discussed and agreed between the College Management and BDO.

6.3   Student Recruitment Internal Audit Report *(Paper 7) (P)*

T Barrie introduced Paper 7 and noted that the internal audit had resulted in a total of 6 recommendations, none of which were of high significance.

M Breen suggested that it would be appropriate for the recommendations to be taken forward by the Learning and Teaching Committee (LTC) and that the findings would lead to real improvements for the College. The Committee agreed that the Chair of the Audit Committee discuss with the Chair of LTC the above Report and its conclusions, with a view to LTC taking these forward.

Action: G James to discuss the conclusions of the Student Recruitment Internal Audit Report with the LTC Chair with a view to LTC taking an overview of the implementation of the recommendations.

6.4   Corporate Governance Internal Audit Report *(Paper 8) (P)*

T Barrie introduced Paper 8 and noted that the internal audit had resulted in a total of 4 recommendations, all of which were of low significance. T Barrie also noted

that a number of areas of good practice were highlighted during the review and that BDO were able to offer substantial assurance over the design and operational effectiveness of the corporate governance controls in place at the College.

The Committee welcomed the above Report and commended the work of the Board Office and the Board Chair in the positive outcome of this internal audit.

6.5 FES Return Internal Audit Report *(Paper 9) (P)*

T Barrie introduced Paper 9, and took the Committee through the report. T Barrie confirmed that no issues had been noted and there were no recommendations or adjustments attached to the report for the year ending July 2019.

6.6 EMA Internal Audit Report *(Paper 10) (P)*

T Barrie introduced Paper 10, advising members that there were no findings to note from the review.

6.7 Student Support Funds Internal Audit Report *(Paper 11) (P)*

T Barrie introduced Paper 11, advising members that there were no findings to note from the review.

6.8 Internal Audit Progress Report – November 2019 *(Paper 12) (P)*

T Barrie introduced Paper 12 and confirmed that progress was in line with the agreed schedule.

The Committee welcomed each of the above Reports and the content of each was noted and approved.

7   2018-19 Audit Committee Draft Annual Report *(Paper 13) (P)*

The Chair introduced Paper 13 as presented, advising members that this Report was part of the Audit Committee's Terms of Reference and included a summary of the reports produced by external Auditors Mazars and internal Auditors BDO in respect of the period 1 August 2018 to 31 July 2019. Section 4.1 of the report was highlighted to members and the Chair stated that Mazars proposed to issue an unqualified opinion in relation to the 2018-19 Annual Financial Statements for the College.

The Committee noted the content and approved the 2018-19 Audit Committee Draft Annual Report for presentation to the Board of Management on 12 December 2019.

8   Business Continuity Plan *(Paper 14) (P)*

J Thomson introduced Paper 14 as presented, highlighting that the College had established a Business Continuity Plan (BCP) Steering Group. The Committee was advised that the Group met on a quarterly basis and that membership included various staff from both curriculum and service areas, to give a cross-representation of the key areas of the College. The BCP Steering Group is chaired by the Director of Finance, Student Funding and Estates. The Business Continuity Plan had been

updated on the basis of both testing and operational experience, with changes tracked to ensure that the Committee was fully cognisant of the updates made. J Thomson added that experience of business continuity issues presented had demonstrated the robustness of the plan in operation.

The Committee discussed the Plan and its operational experience. A number of questions of clarification were asked and answered. It was agreed that the Chair and M Breen discuss further how best to communicate the annual updates of the BCP to Board members.

The Committee noted and approved Paper 14.

Action: G James and M Breen to discuss how the annual update of the Ayrshire College Business Continuity Plan may best be communicated to Board Members

9   **2019-20 Internal Audit Rolling Action Plan at November 2019** *(Paper 15) (P)*

J Thomson introduced Paper 15 and noted that a total of 6 audit recommendations and been actioned in the period and there were no outstanding actions.

The Committee noted Paper 15.

10   **Date of Next Meeting –** Tuesday 17 March 2020 at 4pm in the Kilmarnock Campus.

P - Papers will be published on the College Website

R - Papers will not be published for reasons of commercial confidentiality or for reasons associated with data protection legislation

A/P - Already published on the College Website

C/P - Confirmed minutes will be published on the College Website

Reserved Items on the next page.

Ministear airson Foghlam Leantainneach, Foghlam
Àrd-ìre agus Saidheans
Minister for Further Education, Higher Education and
Science

Scottish Government
Riaghaltas na h-Alba
gov.scot

F/T: 0300 244 4000
E: scottish.ministers@gov.scot

TO: College and University Principals

30th April 2020

WORKING TOGETHER TO RESPOND TO COVID-19

I am writing with an update on the Scottish Government's response to the COVID-19 crisis in the college, university and community learning sectors.

In order to take a joined up, system level view of managing and recovering from this crisis, you will be aware I have established a high level leadership group across the sectors. The purpose of this group is to bring together stakeholders from across the sectors with Government and its agencies to share intelligence, utilise collective expertise and join up efforts in responding to key challenges. We are considering both the ongoing response and planning for the future, working together and supporting each other through this challenging time.

The remit and focus of the group was approved at the first meeting on Thursday 2 April and this together with its membership is attached as **Annex A**. The Group is also a forum for me to be able to extend personal thanks, and gratitude on behalf of the Government and indeed Scotland, to staff and students across our learning and research system who are making such an important and impressive contribution to this effort. From following the public health guidance to stay at home, adapting to news ways of teaching and learning and through contributing equipment and providing research expertise where it is needed most, you should be very proud of what you are contributing to the wider effort. I've written more about this in an article which was published in the Herald last week, which is attached at **Annex C** of this letter.

In addition to the Ministerial Group meetings, I continue to hold bilateral discussions with our unions, and college and university representatives. These multiple and open channels of

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communication are vital to Government understanding the impact on the ground and doing what we can to support you in identifying solutions.

I also want to summarise the headlines of our response and action to date in order to reassure you that protecting and promoting our world class tertiary sector in Scotland is a priority for this Government.

Stability and continuity

- We fully recognise the very significant financial impact likely for our sectors, and particularly the universities, as a result of the pandemic. The Scottish Funding Council (SFC) is leading the work to gather and analyse the data on this, and we are working closely with them to establish options in terms of the response and support needed to shape the HE Financial Sustainability Action Plan

- Communication with the sector remains critical in understanding the impact and needs of the college and university sectors. I have therefore maintained close contact with not only Colleges Scotland and Universities Scotland but also directly with principals to understand the direct effect of this crisis on the individual institutions.

- The Ministerial Group will play an important role in developing and testing these options, and the Deputy First Minister and I are engaging closely and frequently with our UK counterparts (see below for more details) to communicate the position for Scottish universities and to advocate for a proportionate and substantial response to the university sector's asks from the UK Government.

- To ensure that funding continues to flow from the Scottish Government to institutions, the SFC approved the funding allocations for AY2020-21 in early April and were communicated immediately in order to support your financial position and planning.

- The SFC has also provided reassurance that they are continuing with scheduled payments to universities and colleges for the remainder of this academic year and is discussing with the sectors how it can work flexibly during this time, in order that universities and colleges can channel their efforts into their key activities of teaching, learning and research. Alongside this, the SFC will keep their returns and reporting requirements to an absolute minimum during this emergency situation.

- We continue to call on the UKG to recognise the scale of the impact of Covid-19 on higher education and the strategic economic importance of universities in recovery and for HM Treasury to ensure appropriate fiscal support is made available.

- Beyond the financial position, I am also working closely with the sectors on their planning for delivering teaching and learning in the coming academic year. It is imperative that current and potential learners in Scotland, and staff, have as clear as possible an understanding of how the year ahead is being planned for. The Ministerial Group will provide a route for ensuring a common awareness of the plans across our diverse institutions and support the communication of those plans to all with an interest in them.

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- Looking ahead, I am also looking to the sectors to continue to provide a creative and forward looking response to the economic recovery stage which will be ahead of us. People will need new skills given the inevitable labour market changes, and it will be particularly important for colleges and universities to engage with partners in their regions to ensure that our learners are given every opportunity to engage in the studies which are best preparing them for a changed world of work.

- Our colleges will be key to the economic recovery and will envisage courses to help give people the right skills to plug skills shortages, as well as assist businesses with their reach to SMEs - both new and those who have survived, with innovative ideas around business process improvements.

- While I fully welcome the leadership our university research has demonstrated in responding positively to addressing the impact of the pandemic, I also recognise the challenges it faces in the short and longer term. This is an issue I am keen to consider in partnership with the sector.

Engagement with UK Government

- I am in close contact with the UK Government DfE Universities Minister, Michelle Donelan MP, speaking with her weekly in order to discuss the wider range of support that can be offered to institutions at this challenging time. I will be speaking to the UK Government DfE Apprenticeship and Skills Minister, Gillian Keegan MP next week.

- I also have regular calls with the UK BEIS Minister, Amanda Solloway MP to discuss how we can work together to address issues relating to the research base.

- The Deputy First Minister is also in regular contact with his UK Government counterparts, recently participating in a call with the General Public Sector Ministerial Implementation Group.

Exams and assessment

- I welcome your continued support in engaging with SQA and partners to discuss alternative approaches to this year's exam diet and assessment more broadly. I continue to be impressed by the sector's commitment to ensuring that this year's cohort of learners is not disadvantaged by the Covid-19 pandemic.

- Officials continue to work with you and the SQA to support learner continuity and to support those who are intending to move into higher or further education from school this year or to move from college to university or into employment. I want to reassure them that they will receive their results in good time for you to be able to assess their qualifications in the normal way. SQA is also working to ensure that people receive their results no later than 4 August - the scheduled 'results day' in Scotland.

Ayrshire College #484082
06/12/2020 17:11:36

- We have been working with UCAS to support those who are applying to university this year. UCAS has extended its May undergraduate deadlines for two weeks - both for institutions to make offers and for students to make their decisions.

- SQA is working in close partnership with Colleges Scotland, to agree a joint approach to the certification of other qualifications, including Higher National qualifications, to ensure that achievements are recognised in as fair a way as possible.

International students

- I have written to our international students who are currently in Scotland to reassure them of our ongoing support in managing the situation they find themselves in during what is inevitably an uncertain time. I will be notifying them of a new Scottish Government publication which has been created specifically for them setting out key advice and information regarding their stay in Scotland during the coronavirus outbreak.

Student Support and wellbeing

- On Wednesday, 8 April 2020, we announced a £5 million package of emergency financial support to help students facing increased financial hardship as a result of Covid-19. This funding is being made available immediately to support students that are most in need, and help alleviate concerns around accommodation costs, living costs, digital poverty, mental health and wellbeing.

- The Student Awards Agency Scotland (SAAS) has business continuity arrangements in place to ensure that funding continues to be available to existing and prospective students, and SAAS are engaging with HEIs and other providers to help resolve any practical issues that are emerging as the sector adjusts

- I have previously written to institutions, as well as the networks that private providers of student accommodation belong to, asking that students are treated sympathetically in relation to accommodation issues, so they are not disadvantaged. My officials are in regular discussion with providers of student accommodation and their networks to work together to support students.

- The Scottish Government are working closely with the SFC to support institutions to continue to offer mental health support to students during this time. In particular, the SFC will support institutions to flexibly utilise funding provided this academic year to continue to recruit additional counsellors and to offer counselling support to students in an appropriate non face to face format.
- The new Student Information Scotland website provides information on both FE and HE student support, including a dedicated Covid-19 section.

Workforce

- Throughout this time, I have been keen to ensure that our Fair Work principles are to the fore in addressing the challenges facing the FE and HE sectors. Unions

representing staff across the college and university sectors are represented on the Ministerial Leadership Group, and I greatly value their input in ensuring we understand the impact on the workforce. I massively appreciate the efforts of the college and university workforce throughout this difficult time.

Community Learning and Development

- We are working to mitigate the impact on youth work provision and on vulnerable adults and communities. Representatives from Youthlink Scotland, Learning Link, the CLD Standards Council, College Development Network, CLD Managers Scotland and others are collaborating to ensure communities and third sector organisations are receiving the support they need and to maximise uptake of the investment of £350 million announced by the Cabinet Secretary for Local Government and Communities on the 18th March. I have written separately to colleagues in the CLD sector about the matters directly facing them and our most vulnerable learners.

As activity on each of these areas progresses I will ensure that I continue to keep you updated.

Once again, I thank you for your continued support during this unprecedented time and please do not hesitate to get in touch with me or my officials on any issues.

Richard Lochhead

Richard Lochhead

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FURTHER AND HIGHER EDUCATION COVID-19 MINISTERIAL LEADERSHIP GROUP – TERMS OF REFERENCE AND REMIT

Terms of Reference and remit: Established March 2020

Background

1. The Covid-19 Response: Further and Higher education Covid-19 Ministerial leadership group (Ministerial Group) was established in March 2020 by the Scottish Government.

2. The group was established by the Minister for Further Education, Higher Education and Science as a key part of the response to managing the Covid-19 situation.

3. The Minister established the group to bring together the leadership of key stakeholders across the sector with Government and its agencies to provide collective leadership and continued collaboration to support each other and take necessary action in the weeks and months ahead both to deal with the immediate crisis and to plan the recovery phase.

Purpose and remit

4. The Ministerial Group will be an action focused leadership forum for Government and its agencies to come together with the sector and:

   a) Share information, gather intelligence and discuss the response to key challenges across the tertiary sector as a result of the Covid-19 situation;
   b) Unblock any issues where Government can help do this;
   c) Enable us to progress, align and support the communication of the response across the tertiary sector;
   d) Corral the sector's contribution to the economic and broader civic response; and
   e) Begin planning beyond the immediate term/for recovery.

5. The group will consider the following areas:

   a) Teaching, qualifications, admissions;
   b) Student wellbeing (financial and other);
   c) Staff/worker wellbeing (financial and other);
   d) Institutional financial sustainability;
   e) Supporting economic and civic society recovery; and
   f) Indirect impacts and contributions

6. The Ministerial Group does not replace existing governance and decision making mechanisms at Government, agency and individual organisation level

Tha Ministearan na h-Alba, an luchd-comhairleachaidh sònraichte agus an Rùnaire Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh www.lobbying.scot

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

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POSITIVE ABOUT DISABLED PEOPLE

Reference /stakeholder/sectoral groups

7. In order to enable focused discussion on priority issues at meetings and make progress on the most significant issues, individual sectors or organisations may wish to form reference groups to agree issues for escalation to the Ministerial Group. Existing mechanisms can be used for this purpose.

Lifespan

8. The Ministerial Group will operate as long as required, initially meeting weekly for two weeks. It will then move to fortnightly and frequency will remain under review.

9. Membership is determined by the Scottish Government, and regularly as will the remit of the Ministerial Group, to ensure that it continues to add value to the evolving situation. The Scottish Government will provide secretariat function. Current membership can be found at **Annex B.**

10. The Group will be chaired by the Minister for Further Education, Higher Education and Science.

ANNEX B

Further and Higher education Covid-19 Ministerial leadership group Membership

- Minister for Further Education, Higher Education and Science (Chair)
- Shona Struthers (Chief Executive, Colleges Scotland)
- Carol Turnbull (Principal, Ayrshire College)
- Lydia Rohmer (Principal, West Highland College)
- Paul Little (Principal, City of Glasgow College)
- Alastair Sim (Director, Universities Scotland)
- Andrea Nolan (Principal, Napier University)
- Sally Mapstone (Principal, St Andrews University)
- Nigel Seaton (Principal, Abertay University)
- Mary Senior (Scotland Official, UCU)
- Deborah Shepherd (National Officer, EIS)
- John Gallacher (Scottish Organiser (Further Education Lead), Unison)
- Liam McCabe (President, NUS)
- Fiona Robertson (Chief Executive, Scottish Qualifications Authority)
- Karen Watt (Chief Executive, Scottish Funding Council)
- David Robb (Chief Executive, Student Awards Agency Scotland)
- Neville Prentice (Senior Director, Service Development and Delivery, Skills Development Scotland)
- Alan Sherry (Chair, Community Learning and Development Standards Council)
- Susan Stewart (Director of The Open University in Scotland)
- Dr Ailsa Crum (Head of Learning and Enhancement for Scotland, QAA)
- Lorna Gibbs (Director of Advanced Learning and Science, Scottish Government)
- Linda Pooley (Deputy Director Colleges, Young Workforce and SFC Sponsorship, Scottish Government)
- Roddy Macdonald (Deputy Director Higher Education and Science, Scottish Government)
- Danielle Hennessy (Ministerial Group lead, Scottish Government – secretariat)

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Herald Article

Universities and colleges are vital asset in Covid-19 fight

SCOTLAND'S 19 universities and 26 colleges are rightly world-renowned for innovation and creativity – and their leadership and willingness to step up is saving lives in the face of the unprecedented challenge we all face.

Since leading the switch to home and remote learning and teaching – at remarkable speed – our staff, students and alumni have since demonstrated just how important an asset they are to our society and our economy.

As well as looking after their own, keeping staff and students informed and physically and mentally supported, the sector is directly helping save lives on the front line and in our communities.

Final-year medical and nursing and social care students from many Scottish institutions have been quickly moved onto the frontline to help health service staff in caring for coronavirus (Covid-19) patients. Online graduation 'ceremonies' have been as heart-warming as they have been vital to this speedy response.

At the forefront of science, our world-renowned medical research community has shifted into overdrive, with our top universities spearheading the effort to tackle and ease the effects of this global pandemic.

At the very heart are the Universities of Edinburgh and Glasgow. As pivotal members of the Genomics UK Consortium of top scientists, their leading-edge laboratories are being used to sequence the genome of the

ANALYSIS
Further education minister **Richard Lochhead** on how students and staff are key part of Scotland's coronavirus response

virus isolated from Scottish patients.

As many as 150 researchers from Edinburgh's Centre for Inflammation Research are now being re-deployed to work on a project that aims to test existing and experimental drugs to find a treatment for Covid-19.

The team believe new therapies could be discovered and implemented before a vaccine becomes widely available by repurposing medicines for other conditions that are already in clinical use or are currently being tested. The new project – STOPCOVID – will focus on the inflammatory pathways that lead directly to lung injury, which is associated with the most severe aspects of Covid-19.

Researchers at Heriot-Watt University are accelerating the development of 'Socially Assistive Robots' to help reduce the spread of infections like Covid-19 among healthcare workers and patients – reducing person-to-person contact in the reception areas of surgeries and hospitals.

> Our world-renowned medical research community has shifted into overdrive

At the University of Dundee, two KingFisher Flex robots have been donated to the national Covid-19 Diagnostic Centre in Milton Keynes, while another research unit has identified 38 separate proteins in the Covid-19 virus, helping develop antibodies that can fight the virus.

Edinburgh Napier University reacted fantastically quickly, using a laser cutter to produce specially designed visors giving health workers the protection they need when treating Covid-19 patients, and transferring a ventilator from its campus to the intensive care ward at the Royal Infirmary of Edinburgh.

Ayrshire College is using its expertise and 3D Printers to make additional visors for health workers on the frontline. Glasgow Kelvin College, West Lothian College and the University of Stirling have provided vital medical equipment and materials helping thousands of items of PPE – including beds, masks and sterile gloves – to reach the NHS. Dumfries and Galloway College has provided the NHS with remote working tools so key workers can handle calls remotely.

Our alumni continue to make us proud with the contribution they make with their expertise. Dr Kate Broderick, a former Glasgow University student, is one of many at the forefront of the global hunt for a vaccine, alongside researchers across Scotland's institutions and Scottish researchers further afield.

Gin production lines at operations run by Heriot-Watt brewing alumni – Arbikie Highland Estate Distillery on the Angus coast and BrewDog – have been adapted to produce hand sanitiser. Beinn an Tuirc Distillers in Kintyre, owned by a former student of Scotland's Rural University and College, also stopped all gin production in favour of a sanitiser called 'Hogg Wash' – a tribute to the English translation of their name.

These huge adjustments we're all making mean it's vital we look after our mental health, and here too our colleges and universities are leading the way. Jude Kelly, programme leader of Abertay University's Mental Health Nursing BSc, is one of a number of professionals regularly blogging, sharing tips on how to promote wellbeing.

A new online creative community has been kick-started by Glasgow's Royal Conservatoire of Scotland, to help raise spirits and help combat feelings of isolation.

Following last week's review, we now know this lockdown will be in place for at least another three weeks.

Scotland is grateful for everything our colleges and universities are doing to help our country get through this and I know I speak for us all when I say we couldn't be more proud of our world leading sector.

Richard Lochhead is Minister for Further Education, Higher Education and Science