

**NORTH EAST
SCOTLAND
COLLEGE**



REGIONAL BOARD

Meeting of 12 December 2018



REGIONAL BOARD

NOTICE

There will be a meeting of the Regional Board of North East Scotland College on Wednesday 12 December 2018 at 1000 hours in the Boardroom, G10, at Aberdeen City Campus.

AGENDA

Agenda Item		Paper
95-18	Apologies for Absence	
96-18	Declaration of any Potential Conflicts of Interest in relation to any Agenda Items	
97-18	Minutes of Previous Meeting – 29 October 2018	X
98-18	Matters Arising from the Previous Meeting	X
	Reports to the Board	
99-18	Report by the Regional Chair	X
100-18	Report by the Principal	X
101-18	Report by Committee Chair	X
	Matter for Decision	
102-18	Modern Slavery Act Statement	X
103-18	Write-off of Irrecoverable Debt	
	Matters for Discussion	
104-18	Education Maintenance Allowance	X
105-18	Draft Outcome Agreement 2019-20 (Appendix to follow)	X
	Matters for Information	
106-18	Ministerial Letter of Guidance	X
107-18	Annual Report of the Audit & Risk Committee	X
108-18	Health and Safety Annual Report	X
109-18	Vice Chair Responsibilities	X
110-18	Any Other Business	
111-18	Summation of Business and Date of next meeting	
	Reserved Items of Business	
	Matter for Decision	
112-18	Financial Statements for the Year to 31 July 2018 (to follow)	
	Matters for Discussion	
113-18	SFC Credit Activity Report	
114-18	Principal's Performance Management Objectives – Progress Update	
115-18	Summation of Reserved Items of Business	



REGIONAL BOARD

Draft Minutes of the meeting of the Regional Board held on 29 October 2018 at 1000 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p>Present: David Anderson Ann Bell Martin Dear Doug Duthie – Vice Chair Abdul Elghedafi Susan Elston Kirsty Godsman Ian Gossip John Henderson Robin McGregor Liz McIntyre Neil McLennan Abby Miah Ken Milroy - Regional Chair Andrew Russell Anne Simpson Adrian Smith</p> <p>In attendance: Neil Cowie, Vice Principal Access & Partnerships John Davidson, Vice Principal Curriculum & Quality Peter Smith, Vice Principal Finance & Resources Pauline May, Secretary to the Board Susan Lawrance, Minute Secretary</p>
	<p>Prior to the commencement of business, Mr Milroy acknowledged the meeting was Mr Duthie's last attendance at a meeting of the Regional Board due to his term of office ending on 31 October 2018. Mr Milroy thanked Mr Duthie on behalf of all attendees for his dedication and significant contributions to the Regional Board and the Board of the former Aberdeen College over the 11 years he had served as a Board Member. Members were advised that Mr Duthie and Professor Harper would be attended the upcoming g Strategy Event Dinner to mark the end of their terms of office.</p>
70-18	<p>Apologies: There were no apologies.</p>
71-18	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items Mr Duthie, Mr Gossip and Mr A Smith declared potential conflicts of interest by virtue of their roles as Directors of ASET.</p>
72-18	<p>Minutes of Previous Meeting – 26 September 2018 The minutes were approved as a true and accurate record.</p>

73-18	<p>Matters Arising from the Previous Meeting Members noted the matters arising report.</p> <p>Mr P Smith advised that he would be meeting with Shepherds the following week to take forward discussions relating to the site of the former Balgownie Centre, and advised that further discussion on the College's new Estates Strategy would be facilitated at the upcoming Board Strategy Event.</p> <p>No further matters were raised.</p>
	<p>Reports to the Board</p>
74-18	<p>Report by the Regional Chair Members noted the information provided.</p>
75-18	<p>Report by the Principal Members noted the information provided.</p> <p>The Principal provided additional information on recent developments in relation to National Collective Bargaining.</p>
76-18	<p>Report by Committee Chairs Members noted the information provided.</p> <p>Mr Henderson, in his role as Chair of the Finance & Resources Committee noted recent discussions with Mr P Smith regarding the supporting of new Members in their understanding of reporting in relation to College finances and credit activity. Further information was also provided in relation to a potential GDPR issue noted by the Committee.</p> <p>Ms Bell, in her role as Chair of the HR Committee, commended Ms Donnelly on her work to develop the College's new People Strategy.</p>
	<p>Matters for Decision</p>
77-18	<p>Programme of Business AY2018-19 Members considered a paper detailing a proposed schedule of key items of Committee business throughout AY2018-19. The inclusion of a credits forecast update at every meeting was highlighted to Members.</p> <p>It was agreed that the Programme was appropriate, noting that agenda items would be added to as appropriate during the academic year.</p>
78-18	<p>Vice Chairs Proposal Members noted a paper summarising a proposal to appoint two Vice Chairs following the end of term of office of the current Vice Chair on 31 October 2018.</p> <p>Mr Milroy advised that the proposal had recently been discussed by the Board's Governance Steering Group and noted that the proposed change supported the approach outlined in the Board's Succession Planning Policy. Mr Milroy added that if the appointments were approved a meeting would be held with the two office bearers to discuss the allocation of responsibilities and that this information would be shared with the Regional Board in due course.</p> <p>A short discussion followed with Members approving the appointment of Ms Bell and Mr Henderson to the office of Vice Chair.</p>

79-18	<p>Appointment of ASET College Director Members considered a paper enabling the Regional Board to consider the appointment of a College Director to the Board of ASET, the College's wholly owned subsidiary company.</p> <p>Mr A Smith confirmed that the ASET Board wished for Mr Duthie to continue as a Director. It was noted that in line with ASET's revised Articles of Association, Mr Duthie would be appointed as a College Director of ASET due to his term of office as a Regional Board Member ending on 31 October 2018.</p> <p>A short discussion followed with Members approving the appointment of Mr Duthie's as a College Director of ASET.</p>
80-18	<p>Succession Planning Policy for Board Members Members considered a paper advising that the Board's Governance Steering Group had reviewed the Succession Planning Policy for Board Members and had proposed a number of changes.</p> <p>The inclusion of a new appendix detailing current Board membership and terms of office was highlighted.</p> <p>Members approved and adopted the revised version of the Policy, subject to the correction of the end of term of office dates for Ms Simpson and Mr A Smith in the Policy's Appendix.</p>
81-18	<p>Risk Management Policy Members considered a paper advising that the College's Risk Management Policy had been reviewed to reflect the College's refreshed approach to risk management.</p> <p>It was noted the Audit & Risk Committee, in line with the Governance Manual, had considered and endorsed the proposed amendments prior to the revised Policy being presented to the Board for approval.</p> <p>Members approved and adopted the revised Risk Management Policy as presented.</p>
82-18	<p>Draft Evaluative Report AY2017-18 & Enhancement Plan AY2018-19 Members considered the College's draft Evaluative Report AY2017-18 & Enhancement Plan AY2018-19 (EREP).</p> <p>Ms McIntyre summarised the process adopted to prepare the document, highlighting the preparation of a key evidence source – College Level Review – by the SMT which was informed by curriculum and support team self-evaluations. The involvement of the Regional Learning & Skills Partnership in seeking external views of the College's performance was also noted.</p> <p>It was noted that in comparison to the initial EREPs produced by the sector in the previous academic year, grading outcomes for this year's EREPs would be published.</p> <p>Members were advised of a recent pre-endorsement meeting that had taken place with Education Scotland and the SFC, with key discussions summarised. It was noted that the College would receive a statement of endorsement from the Education Scotland and the SFC in the new year and that the College's HMI was expected to attend the Board Meeting scheduled for March 2019 to present this to Members.</p>

	<p>After some discussion, Members agreed that the EREP and the grading outcomes contained in it were an accurate and honest reflection of the College's performance. The Board approved the EREP's submission to the SFC and Education Scotland by 31 October 2018.</p> <p>A discussion on the sector's current quality arrangements took place, with potential changes noted at recent sector meetings and forums highlighted. Members recorded their concerns that the current arrangements do not incorporate independent validation of the grading outcomes and EREP findings to ensure there is meaningful sector benchmarking.</p> <p>Members were advised of the progress reporting arrangements, noting that a progress update of the College Level Review Enhancement Plan would be provided to the Curriculum & Quality Committee at its meeting scheduled for May 2019, and that an interim progress update on the EREP's Enhancement Plan would be provided to the Board at its meeting scheduled for March 2019.</p> <p>Members and the SMT agreed that it was important for the College to 'make best use' of the EREP process and to ensure that its internal self-evaluation activities produce focused enhancement plans to drive improvement across the College.</p>
83-18	<p>Information Technology Strategy Members considered a new Information Technology Strategy for the College.</p> <p>Ms McIntyre highlighted that the Strategy was one of the suite of Supporting Strategies developed to support delivery of the College's new Strategic Plan, and commented that all of the new Supporting Strategies are closely aligned to the Plan with appropriate synergies between all the documents.</p> <p>A proposal noted at the recent meeting of the Curriculum & Quality Committee to invite authors of key College documents, such as new Strategies, to present them at Board and Committee meetings going forward was noted.</p> <p>Members approved and adopted the Information Technology Strategy as presented.</p>
	<p>Matter for Discussion</p>
84-18	<p>Regional Board Engagement Plan Members considered a paper proposing a strengthened approach to Board engagement activities with external stakeholders, staff and students.</p> <p>Ms May explained the background to the development of the Plan and the link to an areas for development identified in the College's previous EREP to seek to improve the level of Board engagement across the College. The introduction of Campus Visits was noted, with Members supporting the new approach and agreeing that they will be very beneficial for new Members.</p> <p>Mr Duthie encouraged Members to attend the student events, shows and awards whenever possible, noting the benefits of this for both the Board and students.</p> <p>Ms McIntyre highlighted the proposed Networks Dinner in April 2019, adding that Members would be asked to identify two contacts from their networks to invite to the event.</p>

	Members supported the proposed approach to strengthening Board engagement with staff and students. It was noted that a finalised version of the Plan would be circulated in due course.
	Matter for Information
85-18	<p>Internal Audit Programme, Year to 31 July 2019 Members noted a paper providing information on the programme of internal audit work to be undertaken by Wylie and Bisset, the College's internal auditors, in AY2018-19.</p> <p>Mr P Smith advised that the total number of audit days would be reviewed ahead of the setting of the College's next Internal Audit Programme to ascertain if the number, which has remained static over a number of years, is still appropriate.</p>
86-18	<p>Any Other Business Following a Member's question, a short discussion was held regarding diversification opportunities for the College, including the curriculum offer; external organisations contracts, and the role of ASET.</p> <p>Ms McIntyre highlighted to Members the ongoing curriculum review, noting that further information on this would be provided at the upcoming Strategy Event and future meetings of the Curriculum & Quality Committee.</p>
87-18	<p>Summation of Business and Date of Next Meeting The Secretary gave a summation of the business conducted. The next meeting of the Regional Board is scheduled to take place on 12 December 2018 at 1000 hours at the Aberdeen City Campus.</p>
	Reserved Items of Business – Matters for Discussion
88-18	SFC Credit Activity Report

	<i>Mr Milroy left the meeting at this time.</i>
89-18	Annual Appraisal of Regional Chair
	<i>Mr Milroy re-joined the meeting and Ms May left the meeting at this time.</i>
90-18	Annual Appraisal of Secretary to the Board
	<i>Ms May re-joined the meeting at this time.</i>
91-18	Aberdeen Skills and Enterprise Training Limited – Annual Report by Chair

92-18	Summation of Reserved Items of Business The Secretary gave a summation of the reserved business conducted.
	Meeting ended 1150 hours

Agenda Item	Actions from Regional Board Meeting 29/10/2018	Responsibility	Deadline
78-18	Details of the split of responsibilities between two new Vice Chairs to be shared with Regional Board.	K Milroy	In due course
80-18	Terms of Office dates to be corrected in the appendix of the Succession Planning Policy for Board Members.	P. May	As soon as possible

Signed:.....

Date:



Agenda Item 98-18

REGIONAL BOARD

An update on matters arising from the meeting of the Regional Board of North East Scotland College held on Monday 29 October 2018.

Agenda Item	
78-18	Action: Details of the split of responsibilities between two new Vice Chairs to be shared with Regional Board.
	Status: See Agenda Item 109-18.
80-18	Action: Terms of Office dates to be corrected in the appendix of the Succession Planning Policy for Board Members.
	Status: Corrected as required and Policy made available in the Regional Board's Collaborative Space on COLIN .
82-18	Update: The College's Evaluative Report AY2017-18 & Enhancement Plan AY2018-19 was submitted to Education Scotland and the SFC by the required deadline of 31 October 2018.
83-18	Update: The College's new Information Technology Strategy, along with the College's other Supporting Strategies, has been made available on both COLIN and the College's website .



REGIONAL BOARD
Meeting of 12 December 2018

REPORT BY THE REGIONAL CHAIR

The purpose of this report is to update the Regional Board on recent developments in the FE sector and at the College.

1	<p>College Sector Statement of Ambition</p> <p>Colleges Scotland held an event for Chairs and Principals on 05 December 2018 at West Lothian College to launch the College Sector Statement of Ambition at which the Minister for Further Education, Higher Education and Science, Richard Lochhead MSP, gave a keynote address.</p> <p>The purpose of the Statement of Ambition is to set out a vision, mission and set of values for the college sector for the next five years (2018-2023). A set of underpinning ambition have also been outlined which will support the achievement of the vision by the sector.</p> <p>At the time of writing the final Statement was not publicly available, A version of the draft Statement can be accessed at: https://collegesscotland.ac.uk/news/latest-news/1230-draft-statement-of-ambition/file</p>
2	<p>Appointment of SFC CEO</p> <p>The SFC announced on 27 November 2018, that Karen Watt had been appointed as their new Chief Executive, taking up this role on 14 January 2019.</p> <p>Ms Watt joins the SFC from the Scottish Government where, as Director of External Affairs, she has been leading the Scottish Government's response to the EU Referendum. Other previous roles held by Ms Watt include: first CEO of the new Scottish Housing Regulator; Head of Enterprise and Tourism, including responsibility for Scottish Enterprise, Highlands and Islands Enterprise and tourism agency, VisitScotland and Principal Private Secretary to the First Minister of Scotland.</p> <p>In her current role as Director of External Affairs where, in addition to developing the internationalisation strand of the Economic Strategy, touching specifically on the place of education and research, she has been instrumental in developing a network of overseas investment and innovation hubs in key locations outside Scotland and delivering them with pace. Aligned to this work, she has also played a key role in developing Scotland's new international communication and marketing campaign, Scotland is Now.</p> <p>The SFC plans to develop an engagement plan to ensure that their new CEO meets with key stakeholders as soon as possible once in post.</p>

<p>3</p>	<p>Regional Board Member Reappointments Approval was sought from Scottish Ministers in relation to the reappointment of two current Board Members in line with the Board's Succession Planning Policy:</p> <p>David Anderson 01 March 2019 to 28 February 2023 Ann Bell 01 March 2019 to 28 February 2021</p> <p>The above reappointments have been approved and both Members have confirmed that they wish to accept a second term serving on the Regional Board.</p>
<p>4</p>	<p>Attendance at Meetings – Regional Chair The Regional Chair has attended various meetings since the last Board Meeting, including:</p> <ul style="list-style-type: none"> • Briefings with Kirsty Blackman MP and Ross Thomson MP • Score and College senior staff • Scottish Government - Mental Health Support in Colleges • SCDI Members' Meeting Business Seminar "Future Talent for your Business" • SCDI Influencers Dinner, with guest speaker John Pearson (COO Petrofac) • Community Planning Aberdeen Board • Good Governance Steering Group • Strategic Dialogue Meeting – Universities Scotland and Colleges Scotland • Scottish Government - Learner Journey Recommendation 11



REGIONAL BOARD

Meeting of 12 December 2018

REPORT BY THE PRINCIPAL

The purpose of this report is to provide the Regional Board with relevant information relating to the period immediately prior to the Board Meeting, to provide updates and to identify key priorities and challenges for the next period.

1 National Collective Bargaining Update

Employers' Association

The Employers' Association (EA) Executive Committee met on Thursday 06 December 2018 to consider progress against the implementation of the national job evaluation scheme and the status of current disputes with EIS-FELA. A verbal update on the outcomes of this meeting will be provided at the meeting of the Regional Board on 12 December 2018.

Support Staff Side Update

A two year deal with the support staff side has now been accepted by the Support Staff Unions and this has been implemented and paid in the November payroll. Support staff have been consulted on the implementation of the additional leave entitlement and the move to 12 fixed days leave. Fixed days will now include in addition to 10 fixed days at Christmas, 01 February 2019 and 01 May 2019 which are already leave days for academic staff.

Colleges are expected to meet the cost of this pay award through efficiencies.

Work is ongoing with Support Side Unions in relation to the implementation of a national job evaluation scheme. There are many aspects of this process which are not yet agreed and the EA has requested an up to date summary of current agreements and matters yet to be agreed. This will be shared with the Committee when it is received. The key issues are:

- How a national pay scale will be created and implemented;
- If pay across the sector will be harmonised;
- How the decisions regarding job placement will be made.

Lecturing Staff Side Update

A final pay offer has been made to the lecturing union EIS-FELA. This offer covers the period from April 2017 to April 2020 and aims to consider together the impacts of harmonisation and cost of living increases. The lecturing union has now opened a full ballot in relation to industrial action, which closes on 19 December. The Employers' Association fully expects that this ballot will lead to industrial action across the sector. The Principal has written once again to all staff to explain the offer and to ensure that all staff have accurate information relating to the offer. As soon as the outcome of this ballot is known the College will begin to plan for any days of industrial action that follow.

2	<p>Key Priorities and Potential Challenges</p> <p>Key Priorities remain largely as reported at the last Board meeting with a change of focus for faculties on to minimising further withdrawal and a move to the implementation phase of the outcomes of the timetabling review.</p> <p>As reported at the last meeting, during the next three months a number of potential challenges may require significant intervention:</p> <ul style="list-style-type: none"> • The impact of the forecast credit outturn will need to be fully assessed and planned for. • Planning will be required to manage any industrial action as a result of ongoing dispute between EIS-FELA and the Colleges Scotland EA. • The mid-year review of the budget will need to take into account the financial implications of the credit position.
3	<p>Curriculum Update</p> <p>The following highlights a number of curriculum activities and developments:</p> <ul style="list-style-type: none"> • As part of their Local Investigations Class, ESOL students are taking part in guided walks of haunted buildings in Aberdeen City Centre throughout November and December. In addition, during October and November, ESOL students attended a Scottish event created by our Learning Opportunities students as part of their Scotland in Focus Project. • Adam Simpson, founder and owner of Opaque Glassware, a very successful worldwide online retailer based in Aberdeen, facilitated a series of workshops in November for HND Photography students who are working on writing their Business Plans as they prepare to start their own freelance businesses. • Business students received a presentation from Michelle Clark, founder of the upcoming 'Melt 2', Scotland's first cheese restaurant. Michelle explained to students how she was made redundant from the oil & gas industry and spotted a gap in the market for a Grilled Cheese Shop. Students gained an insight into the processes involved in setting up the business as well challenges experienced along the way. • Childcare Workplace Co-ordinators and Assessors have been working with the Digital Futures Team to share how they are using Class Notebook as an e-portfolio tool for HNC Childhood Practice. Staff and HNC Childhood Practice students have produced short video clips on how this tool has been instrumental in changing the way they record evidence and receive feedback from the work they undertake as part of their placements. • Level 5 Care students have been learning what it may be like to be an older adult with mobility issues through engaging in a range of fun learning activities that help people understand the experience of others. Students made use of goggles that simulated a vision impairment, and learned how difficult it is to get in and out of a wheelchair. They then discussed how the role of a carer can help and support independence. • The Music Team were delighted to be announced as one of the winners in the Herald and GenAnalytics Diversity Awards 2018. The award received was for the category of Best Diversity Marketing and Social Issues

Campaign for our work in the 'Pride of Aberdeen' project which took place at the end of AY2017-18 and saw various College bands perform across numerous city venues.

- HND Textiles Year 2 students will host a mini fashion show in the Maritime Museum in January 2019. This opportunity will allow students to showcase their garments which have been inspired by The Maritime Museum project.



REGIONAL BOARD
Meeting of 12 December 2018

REPORT BY COMMITTEE CHAIRS

The purpose of this report is to provide the Regional Board with information relating to business conducted at the most recent meetings of its Committees.

At the meeting of 12 December 2018, Committee Chairs will be provided with an opportunity to bring matters considered at these meetings to the attention of Members. Members will also be provided with an opportunity to seek further information on business that has been transacted.

1	<p>The following meetings have been held since the last meeting of the Regional Board</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="padding: 5px;">Committee</th> <th style="padding: 5px;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Curriculum & Quality</td> <td style="padding: 5px;">21 November 2018</td> </tr> <tr> <td style="padding: 5px;">Audit & Risk</td> <td style="padding: 5px;">21 November 2018</td> </tr> <tr> <td style="padding: 5px;">Finance & Resources</td> <td style="padding: 5px;">21 November 2018</td> </tr> </tbody> </table> <p>Copies of the draft minutes from the above meetings will be made available in the Regional Board’s Collaborative Space on COLIN in due course.</p>	Committee	Meeting Date	Curriculum & Quality	21 November 2018	Audit & Risk	21 November 2018	Finance & Resources	21 November 2018
Committee	Meeting Date								
Curriculum & Quality	21 November 2018								
Audit & Risk	21 November 2018								
Finance & Resources	21 November 2018								

2	<p>Curriculum & Quality Committee – 21 November 2018</p> <p>Summary of key business</p> <ul style="list-style-type: none"> • Curriculum Key Performance Indicators AY2017-18 • Student Enrolment Trends • Credit Activity AY2018-19 • Learner Outcomes – Summary data relating to MD10; disabled & care experienced learners • Students’ Association – Activity Report • Courses for Concern & Most Improved Report • First Impressions Survey AY2018-19 - Results • Transitions Report • Flexible Workforce Development Fund Update • An Independent Review of Student Support in Scotland – ‘A New Social Contract for Students’ <p>In addition to the above, the Committee received a presentation from the College’s Schools Liaison Manager in relation to School-College Links and Senior Phase Vocational Pathways:</p> <p>Agreed actions</p> <ul style="list-style-type: none"> • Corrections to data presented in the Curriculum KPIs AY2017-18 to be made and paper recirculated to Members.
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3	<p>Audit & Risk Committee – 21 November 2018</p> <p>Summary of key business</p> <ul style="list-style-type: none"> • Annual Meeting with External and Internal Auditors • Annual Report of the Audit & Risk Committee to the Regional Board • Audit Certification of Year-end Returns • Draft Internal Audit Assignment Plans 2018-19 • Joint Audit Committee Event with RGU and the University of Aberdeen • Financial Statements for the Year to 31 July 2018 (considered jointly with the Finance & Resources Committee) <p>Agreed actions</p> <ul style="list-style-type: none"> • Correction of typos and terminology used in the Annual Report to the Board by the Audit & Risk Committee, and the Financial Statements to Year Ended 31 July 2018. • Schedule of internal audits to be undertaken in AY2018-19 to be made available in Committee's Collaborative Space. 										
4	<p>Finance & Resources Committee – 21 November 2018</p> <p>Summary of key business</p> <ul style="list-style-type: none"> • Financial Statements for the Year to 31 July 2018 (considered jointly with the Audit & Risk Committee) • Estates Update • Flexible Workforce Development Fund Update • An Independent Review of Student Support in Scotland – Findings & Recommendations • Teachers' Pension Fund – Employers' Contribution Rate • Performance Reporting - Financial Performance, Student Funding, & Credit Activity AY2018-19 <p>Agreed actions</p> <ul style="list-style-type: none"> • None. 										
5	<p>The Committees are scheduled to next meet as follows:</p> <table border="1" data-bbox="509 1532 1230 1720"> <thead> <tr> <th>Committee</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Curriculum & Quality</td> <td>30 January 2019</td> </tr> <tr> <td>Finance & Resources</td> <td>30 January 2019</td> </tr> <tr> <td>Audit & Risk</td> <td>17 April 2019</td> </tr> <tr> <td>Human Resources</td> <td>17 April 2019</td> </tr> </tbody> </table>	Committee	Meeting Date	Curriculum & Quality	30 January 2019	Finance & Resources	30 January 2019	Audit & Risk	17 April 2019	Human Resources	17 April 2019
Committee	Meeting Date										
Curriculum & Quality	30 January 2019										
Finance & Resources	30 January 2019										
Audit & Risk	17 April 2019										
Human Resources	17 April 2019										



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Modern Slavery Act Statement	
Author: Peter D Smith, Vice Principal – Finance & Resources	Contributor(s):
Type of Agenda Item:	
For Decision	<input checked="" type="checkbox"/>
For Discussion	<input type="checkbox"/>
For Information	<input type="checkbox"/>
Reserved Item of Business	<input type="checkbox"/>
Purpose: To enable the Board to approve publication of the College’s Modern Slavery Act Statement.	
Linked to Strategic Goal:	
Linked to Annual Priority:	
Executive Summary: The Modern Slavery Act 2015 places a requirement on all businesses with a turnover in excess of £36M to publish an annual Modern Slavery Act Statement, approved by its governing body. A draft Statement is attached as Appendix 1.	
Recommendation: It is recommended that the Board consider and approve the publication of the College’s Modern Slavery Act Statement, with any amendments, as appropriate.	
Previous Committee Recommendation/Approval (if applicable): n/a None.	
Equality Impact Assessment:	
Positive Impact	<input checked="" type="checkbox"/>
Negative Impact	<input type="checkbox"/>
No Impact	<input type="checkbox"/>
Evidence: The publication of the Statement demonstrates the College’s commitment to equalities, and human rights, particularly in the College’s supply chain. The use of national framework contracts and membership of Electronics Watch give substantial assurance of this.	

North East Scotland College Modern Slavery and Human Trafficking Statement

Purpose

This statement demonstrates the commitment of North East Scotland College and its subsidiary companies to the principles of the [Modern Slavery Act 2015](#) and specifically to section 54 (1). This statement will be reviewed each financial year in accordance with clause 6 of the Modern Slavery Act 2015.

College Policy and Statement

North East Scotland College is committed to working towards the eradication of slavery and human trafficking. This document acknowledges the legislation and laws implemented by the Modern Slavery Act 2015 and details the steps that the organisation is taking to work towards the provision of the Act. We are committed to ensuring that there is no slavery or human trafficking in our organisation and supply chains. This statement reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Organisational Structure and Supply Chains

North East Scotland College is the Regional College for the North East of Scotland, comprising the City of Aberdeen and Aberdeenshire. It provides education to a wide range of learners from age 14 to adult.

The College's subsidiary organisations include: -

- Aberdeen Skills and Enterprise Training Limited, providing specialist training to the Oil and Gas Industry; and
- Clinterty Estates Limited, currently dormant.

The College has a number of suppliers for various parts of the organisation. These include: -

- Agency staff including teaching and business support;
- Business partners;
- Apprentice employers;
- External contractors including facilities management, cleaners, construction, and caterers;
- Suppliers of goods, services and materials for teaching and business support;
- Printing of College promotional materials; and
- Advertising, including digital and print.

The College has adopted the Advanced Procurement for Universities and Colleges' (APUC) Sustainable Procurement Code of Conduct and we refer to this in our procurement exercises. The Code has been used in APUC Framework Agreements since its inception in 2013. Through APUC, the College is an associate member of [Electronics Watch](#) (an independent monitoring organisation working to achieve respect for labour rights in the global electronics industry through socially responsible public purchasing in Europe).

Due Diligence Processes

The College is committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains. We expect the same high standards from all of our suppliers, contractors and business partners, and this is assured through their agreement to follow College policies. We

expect our suppliers to hold their own suppliers to the same high standards. We are satisfied from our own due diligence measures that there is no evidence of any act of modern day slavery or human trafficking within our own organisation. The College's supplier approval process incorporates a review of the controls undertaken by the College's potential suppliers. The College will not knowingly support or deal with any businesses found to be involved with any acts of slavery or human trafficking. The College has a policy of zero-tolerance on matters of slavery and/or human trafficking and expects suppliers and associated businesses to comply with these values. The vast majority of the College's sources are from inside the United Kingdom and as such are less at risk of slavery and human trafficking issues. The College also has a policy for the protection of whistleblowers, to protect those raising the issue of slavery and human trafficking within the organisation or its suppliers. The steps we will take to further the goals of the Modern Slavery Act 2015 are: -

- Conducting risk assessments to determine which parts of the College and its suppliers are most at risk of modern slavery so that efforts can be focussed on those areas;
- Engaging with our suppliers to convey to them the College's position on modern slavery and to understand the measures taken to prevent modern slavery in their own businesses;
- Seek to introduce additional pre-screening measures for suppliers, where appropriate; and
- Publishing this statement and on the College's website to clearly display the College's support to end modern slavery.

Training, Awareness & Involvement

The College actively engages with the multi-agency Serious and Organised Crime (SOC) group, to assist in promoting best practice and ensuring inter-agency approaches in tackling SOC.

Staff involved in procurement of goods and services attend training on ethical procurement.

Responsibilities

Ultimate responsibility for the prevention and prevention of modern slavery within the College rests with the College's Leadership Team. The Regional Board has overall responsibility for ensuring that this policy statement and its implementation comply with our legal and ethical obligations. Managers at all levels are responsible for ensuring those reporting to them understand and comply with this policy statement.

Reporting Modern Slavery within the College or its Suppliers

The College's whistleblowing and safeguarding policies are intended to provide guidance on how concerns can be communicated to the organisation. Concerns about suspected modern slavery associated with the College or its suppliers may be reported by employees in this manner. The aforementioned policies apply to employees and are published on the College Intranet.

Communication and Awareness

This statement is displayed on the College website and on the College's Intranet, and all staff are required to read and indicate their understanding of it.

The Modern Slavery Statement will be reviewed yearly by the College's Senior Management Team.

Approved by North East Scotland Regional Board

December 2018



REGIONAL BOARD			
Meeting of 12 December 2018			
Title: Write-off of Irrecoverable Debt			
Author: Peter D Smith, Vice Principal – Finance & Resources		Contributor(s): Muir Wilson, Financial Controller – External Affairs	
Type of Agenda Item:			
For Decision	<input checked="" type="checkbox"/>		
For Discussion	<input type="checkbox"/>		
For Information	<input type="checkbox"/>		
Reserved Item of Business	<input type="checkbox"/>		
Purpose: To enable the Regional Board to approve the write-off of irrecoverable debt.			
Linked to Strategic Goal:			
5. Optimise the use of our available resources to deliver financial and environmental sustainability.			
Linked to Annual Priority:			
Executive Summary:			
The College's Financial Regulations require that the write-off of any irrecoverable debt valued in excess of £2,000 be approved by the Regional Board.			
The following debt has been pursued as far as is reasonable and the company has now gone into receivership. There is little chance of the debt now being recovered:			
Debtor	Value	Subject	Reason
The Hansen Residence	£11,250	Provision of Student Residences	Instalment plan not maintained – debtor is in receivership
Recommendation:			
It is recommended that the Board approve the write-off of the irrecoverable debt detailed in this paper.			
Previous Committee Recommendation/Approval (if applicable): n/a None.			

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence:



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Educational Maintenance Allowance	
Author: Linda Taylor, Director of Student Access & Information.	Contributor(s):
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Information <input type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To enable the Regional Board to consider Educational Maintenance Allowance (EMA) payments and the impact a student's age has on the amount awarded.	
Linked to Strategic Goal:	
Linked to Annual Priority:	
Executive Summary: The information provided below was prepared at the request of Ms Bell to highlight to the Board the current approach to student's EMA payments. Students who are under the age of 18 at the start date of their course, and are not defined as self-supporting, can apply for an EMA, a weekly allowance of £30. Self-supporting students could include care-experienced students who would receive the new care experienced Bursary, if eligible. Students who are between 18 and 19 can be offered either EMA or Bursary. NESCol chose to offer Bursary to these students, unless they would be better off if they were to receive EMA e.g. if they are also in receipt of benefits which would be affected by Bursary. Students who are over the age of 19 can apply for Bursary. Students who are living at home could get an allowance of £78.17 per week. The maintenance allowance for self-supporting students is £98.79 per week. We only assess age at one date, the start date of the course. If a student turns 18 after the start of the course, they will only be eligible for EMA for the whole	

academic year. There is no opportunity for the student to receive EMA up until their birthday and then switch to Bursary later in the year.

The table shows details for students enrolled which fall into the category of turning 18 years old within the academic year.

Fundable courses		
Students who turned 18 during session	2017-18	2018-19 to date
Enrolled	699	609
Applied for funding	517	497
Received EMA and/or bursary (travel and study expenses)	141	137
Received EMA only	15	4
Received only bursary (travel and study expenses)	332	334
Received no funding and withdrew	5	2
Received some funding and withdrew	112 (incl. 28 who received only EMA)	34 (incl. 7 who received only EMA)
Withdrew and did not apply for any funding	52	21

Recommendation:

It is recommended that the Board consider the information provided.

Previous Committee Recommendation/Approval (if applicable):

None.

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence: The current age criteria applied to levels of EMA payment amounts may affect the ability for some students to continue their studies at NESCol.



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Draft Outcome Agreement AY2019-20	
Author: Pauline May, Head of Strategy & Planning	Contributor(s): Liz McIntyre, Senior Management Team
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Information <input type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide the Regional Board with an opportunity to consider the College's draft Outcome Agreement for 2019-20.	
Linked to Strategic Goal: This Agenda Item is linked to all 5 of the Strategic Goals presented in the College's Strategic Plan for 2018-2021.	
Linked to Annual Priority:	
Executive Summary: Since AY2012-13 the College has been required to sign an annual Outcome Agreement with the Scottish Funding Council (SFC). Outcome Agreements are intended to enable the SFC and colleges to demonstrate the impact of the college sector and its contribution to meeting Scottish Government priorities. The Outcome Agreement is also a funding contract between the SFC and each region. As in previous years, the SFC has issued College Outcome Agreement Guidance - http://www.sfc.ac.uk/publications-statistics/guidance/guidance-2018/SFCGD222018.aspx New information to be included in the new Outcome Agreement includes: <ul style="list-style-type: none"> • Gender based violence • Cyber resilience • Diet and healthy weight • Veterans/Early Service Leavers • Estranged students. Enhanced information to be included in the new Outcome Agreement includes: <ul style="list-style-type: none"> • British Sign Language • Gaelic • Care Experienced 	

- Mental Health and Wellbeing#
- Carers.

The timeline for the Outcome Agreement 2019-20 is as follows:

Activity	Deadline
SFC Board review progress with 2017-18 Outcome Agreements	06 December 2018
Well-developed draft Outcome Agreement submitted	By 10 December 2018
Feedback on draft Outcome Agreement	by 31 January 2019
SFC Board review progress with OA commitments and agree indicative funding allocations for AY 2019-20	30 January 2019
2019-20 Indicative funding allocations announced	February 2019
2019-20 Final funding allocations announced	May 2019
Final Outcome Agreement submitted	by 30 April 2019
Publication of Outcome Agreements	June 2019

The draft Outcome Agreement 2019-20 has been prepared by the Principal and Head of Strategy & Planning with significant input from the Senior Management Team. The targets contained in the national measures data table were agreed following discussion at a meeting of the Senior Management Team.

At the time of writing the draft Outcome Agreement for 2019-20 was being finalised for submission to the SFC on 10 December 2018. A copy of the draft will be circulated to Members as soon as possible in advance of the Board Meeting on 12 December 2018.

Recommendation:

It is recommended that the Board note the College's draft Outcome Agreement for 2019-20.

Previous Committee Recommendation/Approval (if applicable):

None.

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence: The Outcome Agreement provides detailed information on the College's approach to equality & diversity and access & inclusion. The document also includes targets in relation to widening access.



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Ministerial Letter of Guidance	
Author: Liz McIntyre, Principal & Chief Executive	Contributor(s):
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide the Regional Board with an opportunity to note the latest Ministerial Letter of Guidance from the Scottish Government, setting out their priorities for colleges in Scotland.	
Linked to Strategic Goal: This Agenda Item is linked to all 5 of the Strategic Goals presented in the College's Strategic Plan for 2018-2021.	
Linked to Annual Priority:	
Executive Summary: The Ministerial Letter of Guidance, attached as Appendix 1, was issued to colleges by the SFC on 27 November 2018. The Letter from the Minister for Further Education, Higher Education and Science, Richard Lochhead, notes that the Scottish Government's strategic priorities remain unchanged, but highlights some key expectations for 2019-20.	
The Letter confirms that the Strategic Priorities for the Government's investment in universities and college, as detailed in the Letter of Guidance issued in April 2018 , remain unchanged.	
The following key policy areas are highlighted as priorities that will be driven through the Outcome Agreement intensification process: <ul style="list-style-type: none"> • Widening Access • The 15-24 Learner Journey, Developing the Young Workforce and CLD • Student Mental Health and Wellbeing • Equally Safe in Higher and Further Education • Gender Balance • Employability • Apprenticeships • Flexible Workforce Development Fund • Europe and International 	

- STEM
- Specialist Arts Provision.

Recommendation:

It is recommended that the Board note the information contained in the latest Ministerial Letter of Guidance.

Previous Committee Recommendation/Approval (if applicable):

None.

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence: A number of the key policy areas relate to equality & diversity and access & inclusion.

Minister for Further Education, Higher Education and
Science

Richard Lochhead MSP



Scottish Government
Riaghaltas na h-Alba
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Chair

Scottish Funding Council

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EH12 5HD

14th November 2018

2019-20 OUTCOME AGREEMENT GUIDANCE

1. I am writing to set out my expectations and ambitions for the Scottish Funding Council's (SFC) Outcome Agreements (OAs) with colleges and universities in 2019-20.
2. I welcome the preparatory work that the SFC has already taken forward to progress the OA process and am confident that your early guidance and support for institutions will ensure that OAs are successfully negotiated and agreed in good time for academic year 2019-20.
3. I am also pleased to see the significant investment by the SFC and institutions over the last year to support the delivery of OA intensification during 2018-19. When the former Minister for Further Education, Higher Education and Science wrote to you last October she set out her aspirations in this regard: the setting of ambitious targets which would drive improvement and create a robust basis for assessing the impact of Government's investment across all colleges and universities.
4. This remains of critical importance to the Scottish Government and I know that you share my commitment to embedding that clear line of sight between our investment in further and higher education, our policy priorities and ambitions and the impact of our investment in terms of achieving our desired outcomes for learners of all ages, for skills development and ultimately for inclusive economic growth in Scotland. We continue to need to be responsive to the needs of learners, including opportunities for part-time learners, learners over the age of 24 and those returning to learning for up-skilling and re-skilling. Much progress has been made already but there is more to do and I look forward to your continued development of ambitious and measurable action on key priorities, your efforts to maintain support and commitment to OAs in institutions; and your work to develop robust performance reporting.

Strategic Priorities

5. The Letter of Guidance to you of 4 April this year set out the strategic priorities for the Government's investment in colleges and universities and emphasised the need for the SFC to maximise the contribution that investment makes to supporting the achievement of the Scottish Government's priorities.

6. The strategic priorities set out in that letter remain unchanged and the SFC's OA Guidance should be robustly tested against them to enable a clear demonstration of how our investment in colleges and universities contributes to the delivery of the Scottish Government's national priorities. You will be aware that since then the Government has published the National Performance Framework (NPF), which can be accessed [here](#) and Ministers are writing separately to set out the additional strategic context and related interim guidance which the SFC will be expected to take into account on the back of the Economic Action Plan published on 24 October and the Enterprise and Skills Strategic Board's Strategic Plan published on 17 October.

Skills Alignment

7. Skills Alignment seeks to maximise the value for money and return to the Scottish economy, its workforce, and the Scottish taxpayer, of the combined annual investment in skills undertaken by the SFC and Skills Development Scotland. The SFC should continue to prioritise long-term activity to align its skills planning, commissioning and monitoring processes with Skills Development Scotland. Greater collaboration and partnership working between the SFC and Skills Development Scotland, at all levels, should be considered an ongoing priority in this regard.

8. Whilst recognising its incremental and long term nature, we would expect OAs to begin reflecting this enhanced and aligned relationship, and the work of skills alignment more generally. In this OA cycle we expect that this will be most pronounced in those areas where the SFC and Skills Development Scotland are already beginning to apply elements of the Skills Alignment 5 step model, for example in Early Learning and Childcare expansion, in support of the South of Scotland Economic Partnership, and for the Glasgow Colleges Regional Board.

Key Policy Areas

9. As I noted above, the intensification of OAs remains a priority and I expect will be particularly relevant and impactful in driving improvement in the following priority areas in 2019-20:

Widening Access

10. The Letter of Guidance made clear that widening access to university remains a key priority for the Scottish Government and I am clear that it should go beyond *entry* to higher education to include improved retention, qualifications and outcomes for students from disadvantaged backgrounds too. The SFC has a key role in ensuring delivery of the recommendations from the Commission on Widening Access and over the last year has made good progress in setting out its plans for coordination and delivery of these. I expect the SFC to continue to drive progress in the year ahead and to ensure that the importance of the access agenda is clearly reflected throughout the 2019-20 OA Guidance.

11. The SFC should continue to ensure that access targets set through the OA process are sufficient to enable delivery of the targets in the Commission's Recommendation 32, including at institution and national level and for full-time first degree entrants, and within this to:

- Monitor delivery by institutions and identify where targets are not met or where it feels they are not being set at a sufficiently challenging level; and
- Improve transparency by setting out in their OA, a clear plan for how they will achieve their ambitions and for detailing their progress.

12. The SFC should also ensure that articulation targets set through the OA process are sufficient to effectively enable delivery of Recommendations 8 and 9 of the Commission's report, to:

- Support the expansion of articulation, particularly within institutions which have traditionally had relatively low numbers of students entering through articulation with full or partial credit awarded; and
- To ensure that articulation continues to support disadvantaged learners to progress to degree level study.

13. The Commission also identified OAs as a means to monitoring and driving progress on implementation across other recommendations. Improved monitoring will be required to assess the impact of access thresholds and the 2019-20 OA Guidance must therefore clearly reflect the need for better quality and consistency of data relating to these processes.

The 15-24 Learner Journey, Developing the Young Workforce and CLD

14. It is important that the different elements of the education and skills system work well together to make it as straightforward as possible for learners to access, sustain, achieve and progress successfully into employment. With the publication in May this year of the report on the Learner Journey Review, my ambition is clear - to further strengthen this system alignment so that colleges and universities work together, and with schools and communities, in the best interests of the learner. Colleges and universities are at the heart of the learner journey and I look to the SFC to play a lead role in supporting the accelerated implementation of the recommendations of the Learner Journey Review through agreeing related priorities with institutions.

15. Intensification of OA targets and negotiations plays a key part in improving the learner journey, and with it retention and attainment. Given the personal cost of failure, this is a priority for both organisations and for students. I am particularly pleased by the way in which colleges have risen to this challenge, especially those which have embraced the improvement methodology through their participation in the Colleges Improvement Project, and I look to all institutions to build on this good work in 2019-20 to ensure increasing numbers of learners successfully complete their course and progress to higher level study and/or work.

16. In delivering the Developing Young Workforce Programme I look to the SFC to actively engage with Directors of Education, the new Regional Improvement Collaboratives and the DYW Regional Employer Groups to support the continued expansion of planned vocational pathways from school through to college, universities and employment.

17. The SFC should also work more closely with the Community Learning and Development Sector to support colleges to meet their key contribution to learner and community development, maximising pathways for all learners, young or old across a range of communities and abilities, including those for whom English is not their first language. I would expect to see this work reflected in OAs, tailored to contributions of individual institutions and the different communities they serve.

18. In taking forward this work, I am mindful of the diversity of learners that colleges engage with and the challenges they face to succeed. This is why I look to the SFC to continue to play an active role in the College Improvement Project, which aligns with the new quality improvement arrangements, *'How Good is Our College?'*, to target improvements for the learner where they are most needed. This more focussed improvement work is one part of

the concerted effort underway by the college sector to raise retention and attainment and the SFC's full support is key.

Student Mental Health and Wellbeing

19. As set out in our Programme for Government, we want to work with the sector, building on best practice, to develop an integrated approach to student wellbeing in Higher and Further Education. This approach will link and interconnect support for mental health, student safety, pastoral support and information and advice services, including clear pathways to support, such that students will know where to go for information, support and advice and, when required, support can be provided rapidly, to ensure a student is able to successfully stay on their course.

20. This work will complement the plans set out in our Programme for Government to provide more than 80 additional counsellors in colleges and universities over the next four years, with an investment of around £20 million, and we are committed to working closely with the sectors and other stakeholders to implement this.

21. Through OAs, I expect all institutions to have in place, or be making substantive progress towards having in place, a mental health strategy (covering students and staff) which includes a commitment to: work with the students' association to develop a Student Mental Health Agreement; and to sign up to the Scottish Government funded *Think Positive* Project. It should also cover improvement in retention of students who experience mental ill health, partnership working with agencies such as NHS Scotland and the Third Sector, and ensure that there is access to services that meet the needs of diverse student and staff populations. I also look to the SFC to ensure that institutions establish robust governance procedures to ensure that these strategies are monitored, progressed and achieved.

Equally Safe in Higher and Further Education

22. The Letter of Guidance set out our expectation that both colleges and universities adopt and work with the Equally Safe in Higher Education Toolkit. The SFC should continue to work with the sectors on this and ensure that OAs include details of progress in this area, and how the Equally Safe in Higher Education toolkit and/or comparable localised interventions for the prevention and response to gender based violence are being implemented by institutions.

23. I also look to the SFC to consider how, through the OA process, progress can be reported and shared with the Equally Safe in Further and Higher Education Working Group, both to demonstrate the sector's progress and identify areas of good practice.

24. The Scottish Government is commissioning the University of Strathclyde to organise and deliver regional workshops to inform institutional approaches particularly in relation to the start of the academic year. These workshops should support institutions as they are developing their plans to implement the toolkit. These should be highlighted in the OA guidance to encourage participation.

Gender Balance

25. As you know, the Gender Representation on Public Boards (Scotland) Act 2018 sets a 'gender representation objective' that public boards have 50% of non-executive members who are women by 2022. I welcome the progress that many institutions have already made towards gender balance on their boards and, where there are imbalances, of the steps being taken by those institutions to address these. It is important that institutions reflect the wide

diversity within Scotland's society and the student population that they serve, and I wish to see rapid progress in addressing imbalances in gender representation on the Boards and Courts of colleges and universities as well as in their senior ranks. Institutions should continue to highlight how they are proactively promoting gender balance on their Boards and all activity towards achieving these outcomes through a gender action plan.

26. I look to the SFC to identify those institutions where significant imbalance remains and to work with them to ensure that a robust plan is in place to address this as quickly as possible. I expect progress against this ambition to be a key element of Outcome Agreement discussions and to be reported clearly at institutional level as part of that process.

Employability

27. The Scottish Government remains committed to improving employment outcomes for all our citizens and taking forward a range of initiatives aimed at addressing employability and, in particular, support for those who face barriers to working. In order to ensure that these services continue to deliver the required outcomes, the Scottish Government has started a discussion on the reform of pre-employability services. As part of this discussion we are looking at refining and better understanding financial incentives by speaking directly to those who use our current services with a view to gathering evidence to help support improvements on alignment and delivery. I look to the SFC to consider how best to support the findings of this review as they emerge.

28. The SFC should continue to work with SDS and other partners to support delivery of our priorities on employment outcomes, to help provide a range of options to support our citizens and to help facilitate discussions around how we can best achieve the better alignment of employability services.

29. One of the most significant social intervention our colleges and universities can make is preparing people for fair and work and, as part of this, I look to the institutions to play a leadership role, paying the Living Wage and becoming accredited Living Wage employers.

Apprenticeships

30. As reaffirmed in the 2018/19 Programme for Government, expansion of our Modern Apprenticeship family, in terms of both the number of annual starts and the types of Apprenticeship available (expansion of Graduate Apprenticeships and Foundation Apprenticeships), remains a priority commitment for this Government.

31. Colleges and universities have a vital role to play in supporting the delivery of these commitments, the importance of which is underlined by the Strategic Board's actions and recommendations on future skills. The SFC should continue to work closely with SDS to build and strengthen pathways into and across Apprenticeship programmes. Particular attention should be paid to the expansion of Foundation Apprenticeships and more generally in key sectors such as STEM, digital skills and early years workforce expansion, and with respect to increasing the take up of Apprenticeships in those frameworks with underrepresentation by gender, ethnicity, disability, and/or socio-economic background.

Flexible Workforce Development Fund

32. As the Flexible Workforce Development Fund (FWDF) moves into its second year we will maintain the model, used in the first year pilot, of front-line delivery through Colleges,

supported by the SFC distributing and monitoring FWDF funding to Colleges on behalf of the Scottish Government. As with the first year pilot, I look to the SFC to play a key role in the collation of in-year performance management information as this evidence will be central to informing the maintenance, management, and development of the FWDF, in terms of delivery and wider SG policy development.

33. The continuing use of Colleges to deliver the FWDF recognises both the success of the first year pilot and the wider importance of the college sector to Scotland's skills and training system. Where possible, FWDF delivery should be used to leverage and encourage both greater inter-college collaboration, and further college collaboration with local employers, businesses and industries. I would expect OAs to reference these relations and establish ways of demonstrating their effective delivery. This will support wider long term government strategic objectives to more closely align college sector activity with the needs of local and regional economies, and to enhance our collective effort in addressing skills gaps in the workplace and increasing workforce productivity.

Europe and International

34. The withdrawal of the UK from the EU has the potential to have a significant impact on our colleges and universities and their ability to continue to attract talented students and staff, to collaborate across Europe, and to continue to participate in and to benefit from funding from European programmes, such as Erasmus Plus as well as Horizon 2020 and the future Horizon Europe. I firmly believe that the best outcome for Scotland is to maintain our existing relationship with the EU and, if that is not possible, to stay in the single market and customs union.

35. SFC, working with Universities Scotland, Colleges Scotland and other Connected Scotland partners, has a key role in promoting Scotland as an open and connected country. Relationships with other countries support the quality and diversity of Scotland's further education, higher education and research through the development of collaborative partnerships, the sharing of best practice and the ability to attract students and staff from a wide range of backgrounds and with valuable skills.

36. I look to the SFC to continue to work with the sectors and with partners through Connected Scotland, the emerging 'Scotland is Now' nation branding strategy, and other partnerships to identify opportunities to communicate that our colleges and universities remain open to students and academics from across the world and remain absolutely committed to teaching, research and collaborations with our European and international partners. OAs should provide an opportunity for institutions to demonstrate how they are meeting these challenges.

Research and Innovation

37. It is more important than ever to strengthen the international outlook of Scotland with regard to university research and its translation into practical innovations. As set out in the Programme for Government, I look to the SFC to ask universities, innovation centres and research pools to work together to forge strong international research and innovation collaborations in Europe and beyond. There has to be with a clear message that Scotland remains open to the world in this respect.

38. Maintaining our research excellence and effectively applying this in practice to find effective solutions to the key issues facing Scotland, stimulating inclusive economic growth and improving public services should remain fundamental to this approach. SFC should

encourage universities and innovation centres in Scotland to work together and to be proactive in showcasing their significant achievements. They should also seek to learn from international good practice on knowledge exchange and commercialisation.

39. While I cannot confirm a decision at this stage on ring-fencing research and innovation Barnett consequentials in 2019-20, I would expect to see evidence of the positive impact that the 2018-19 uplift in funding has had on university research and innovation activities and partnerships in Scotland. I would also expect OAs to identify how universities will continue to build strong links with industry to maximise competitive funding opportunities from a range of other sources, particularly UKRI.

STEM

40. The Programme for Government affirmed our continuing commitment to the STEM Education and Training Strategy. As a key partner in delivery of the Strategy, the SFC should continue to deliver on each of their designated actions, reporting promptly on progress against milestones and ensuring relevant data and key performance indicators are collected and reported to allow appropriate oversight and evaluation across the programme. Key to this will be the continued contribution to the governance arrangements for the Strategy through representation on the STEM Strategy Implementation Group, and through the official-level Action Group.

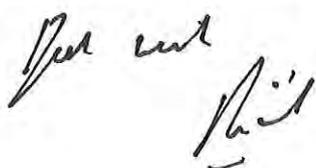
41. Partnership working is critical to the successful delivery of the Strategy, and the SFC should continue to show leadership and work with the full range of partners across the actions of the Strategy to promote the uptake and benefit of STEM learning in Scotland's colleges and universities, including addressing equity imbalances, and supporting the onward promotion and uptake of STEM from early years, through schools and into employment.

Specialist Arts Provision

42. In recognition of the importance of arts and creative education exemplified by specialist arts institutions to the creative industries, future skills, and contribution to culture in Scotland, I expect you to give consideration to ways in which this can be better recognised and articulated through OAs with these institutions from 2019/20 and beyond. I ask that you give thought to how the OAs can better capture the significant performance of these institutions, recognise the work undertaken and the value they represent, and promote improvements where needed. I expect the SFC to work with the further and higher education system and public and private partners to support, protect, and develop creative education and ensure its benefits to society.

Conclusion

43. In conclusion, I hope that this letter allows you to continue your engagement with institutions on the 2019-20 OAs and to finalise your formal Guidance to them. Going forward, I look forward to receiving regular updates on progress with the on-going intensification of Outcome Agreements at our Ministerial Liaison meetings.



RICHARD LOCHHEAD



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Annual Report of the Audit and Risk Committee	
Author: Peter D Smith, Vice Principal – Finance & Resources	Contributor(s): Wylie and Bisset, Ernst and Young
Type of Agenda Item:	
For Decision	<input type="checkbox"/>
For Discussion	<input type="checkbox"/>
For Information	<input checked="" type="checkbox"/>
Reserved Item of Business	<input type="checkbox"/>
Purpose: To inform the Regional Board of the work of the Audit & Risk Committee, covering activities of the College for the period 01 July 2017 to 31 July 2018.	
Linked to Strategic Goal:	
5. Optimise the use of our available resources to deliver financial and environmental sustainability.	
Linked to Annual Priority:	
Executive Summary:	
The Annual Report of the Audit & Risk Committee, attached as Appendix 1, was approved by the Committee at its meeting of 21 November 2018. The Report considers the work of the internal and external audit services.	
Recommendation:	
It is recommended that the Board note the Audit & Risk Committee’s Annual Report.	
Previous Committee Recommendation/Approval (if applicable):	
Audit & Risk Committee meeting of 21 November 2018.	
Equality Impact Assessment:	
Positive Impact	<input type="checkbox"/>
Negative Impact	<input type="checkbox"/>
No Impact	<input checked="" type="checkbox"/>
Evidence:	

**Audit and Risk Committee
Annual Report to the Regional Board
2018**

1. Introduction

- 1.1. The Audit and Risk Committee presents this report for consideration by the Regional Board. The report is part of the Regional Board's arrangements for governance and oversight that fulfill its obligations set out in the Financial Memorandum between the Scottish Further and Higher Education Funding Council (SFC) and the Regional Board, in particular those 'mandatory requirements' relating to audit and accounting, which are detailed in **annex 1** to this report.
- 1.2. The report covers the business conducted by the Committee in the period 1 August 2017 to 31 July 2018.
- 1.3. The Committee at its meeting on 21 November 2018 adopted the report for presentation to the Regional Board.

2. Appointment of Auditors – External Audit

- 2.1. Under the Public Finance and Accountability (Scotland) Act 2000, authority to appoint external auditors of colleges transferred to central authorities. The Auditor General for Scotland appointed Ernst and Young (EY) to be external auditor of the Regional Board for the period 1 August 2016 to 31 July 2021. The appointment is solely as external auditor of the Regional Board.
- 2.2. The Board retains authority to appoint the external auditor of its wholly owned trading subsidiary – Aberdeen Skills and Enterprise Training Limited (ASET). Henderson Loggie was appointed as external auditor of ASET for 3 years to 31 July 2020 as a result of the process agreed at the Annual General Meeting in 2018.

3. Appointment of Auditors – Internal Audit

- 3.1. The Regional Board appointed Wylie and Bisset as internal audit service provider in 2014. The contract provides that the appointment could be extended (for a further 2 years) after a period of 3 years. The Committee decided to exercise the option to extend the appointment and Wylie and Bisset will continue to provide internal audit services until 31 July 2019.

4. Adequacy and Effectiveness of Internal Control Systems

- 4.1. The Audit and Risk Committee has assessed the adequacy and effectiveness of the College's internal control systems.
- 4.2. Wylie and Bisset has reported to the Regional Board:

" We are satisfied that sufficient internal audit work has been undertaken to allow us to draw a conclusion as to the adequacy and effectiveness of the College's risk management, control and governance processes.

In our opinion North East Scotland College did have adequate and effective risk management, control and governance processes to manage its achievement of the College's objectives at the time of our audit work. In our opinion, the College has proper arrangements to promote and secure value for money. However we have produced two weak reports during the year. These being, Data Protection (GDPR Compliance) which was followed up in July 2018 and resulted in an overall opinion of substantial as the recommendations were addressed or in the process of being addressed, and Value for Money – Transport

Our fieldwork was carried out between February 2018 and August 2018."

Source: Wylie and Bisset Annual Report to the Regional Board 2018.

- 4.3. The Internal Audit Annual Report was presented to the Committee by Wylie and Bisset and adopted at the Committee meeting on 26 September 2018. It is attached as **annex 2** to this report.
- 4.4. The reports presented by the internal audit service provider give the level of assurance sought by the Audit and Risk Committee to enable the Committee to reach the view that internal control systems are adequate and effective.

5. Significant Matters identified by Internal Auditors

- 5.1. The Committee and the internal audit service provider have established arrangements for grading the outcomes of internal audit reviews. The internal auditor grades the areas reviewed as:
 - Strong – controls were satisfactory, no significant weaknesses were found, some minor recommendations were identified;
 - Substantial - controls were largely satisfactory although some weaknesses were identified, recommendations for improvement were made;
 - Weak - controls were unsatisfactory and major systems weaknesses were identified that require to be addressed immediately.
- 5.2. In 2017-18, the internal auditor reviewed 15 areas (2016-17 – 16 areas) and graded the areas reviewed as: 'strong' in 11 areas (2016-17 – 14 areas); 'substantial' in 2 areas (2016-17 – 2 areas); and 2 areas were graded as 'weak' (2016-17 – no areas).
- 5.3. The Committee and the internal audit service provider have established arrangements for grading recommendations arising from the programme of internal audit review. Recommendations are graded as 'high', 'medium' and 'low' priority (with 'high' representing matters requiring urgent attention).
- 5.4. In 2017-18, the internal auditor made 34 audit recommendations (2016-17 – 35 findings) and graded those as: 'high' in 3 areas (2016-17 – 3); 'medium' in 18 areas (2016-17 – 6); and 'low' in 13 areas (2016-17 – 26).

6. Value for Money Programme

- 6.1. The internal audit programme for the period 1 August 2017 to 31 July 2018 addressed value for money issues. The programme was designed to address arrangements to ensure that the College secures economy, efficiency and effectiveness in carrying out its activities. Most internal audit assignments contain an element of value for money review.

7. Reports by External Auditors

- 7.1. EY carried out the external audit of North East Scotland College for the 12-month reporting period to 31 July 2018. This was the second year of the organisation's 5-year appointment as external auditor. As in previous years, an unqualified audit opinion was expressed on the consolidated financial statements of the College.
- 7.2. Henderson Loggie carried out the external audit of ASET, the Board's wholly owned subsidiary company, for the 12-month reporting period to 31 July 2018. As in previous years, Henderson Loggie issued an unqualified audit opinion on the financial statements of the ASET.

8. Key Administrative Information

8.1. Audit and Risk Committee membership in the period 1 August 2017 to 31 July 2018 comprised:

- Mr. Anderson
- Ms. Bell
- Mr. Duthie
- Mr. Gossip
- Mrs. Inglis (resigned during 2017-18)
- Mr. Russell
- Ms. Simpson
- Mr. Smith

8.2. Committee Chair

- Mr. Gossip

8.3. Committee Vice-Chair

- Mr. Anderson

8.4. In addition, the following Members of the Regional Board may attend and participate in meetings, but may not vote on matters at issue:

- Chair of the Regional Board (office held by Mr. Milroy);
- Chair of the Finance and Resources Committee (office held by Prof. Harper);
- Principal and Chief Executive (post held by Ms. McIntyre).

8.5. Attendance at Meetings

The Committee has met on 4 occasions during the reporting period. Members' attendance is analysed as:

	<u>Meetings</u>	<u>Percentage</u>
<u>Members of the Committee</u>	<u>Attended</u>	<u>Attended</u>
Mr. Anderson	4	100%
Ms. Bell	2	50%
Mr. Duthie	4	100%
Mr. Gossip	4	100%
Mrs. Inglis	0	0%
Mr. Russell	4	100%
Ms. Simpson	2	50%
Mr. Smith	3	75%
<u>Members in Attendance</u>		
Mr. Milroy	1	
Prof. Harper	1	
Ms. McIntyre	1	

Appropriate staff of Wylie and Bisset or EY attended meetings. Mr. Scott attended all meetings of the Committee as Vice Principal Finance.

8.6. Conduct of Business

The Committee has met throughout the reporting period. Four meetings have been held.

<u>Meeting</u>	<u>Business Conducted</u>
20 Sept. 2017	Consideration of: the Committee Terms of Reference; the Programme of Business for AY2017-18; the Reports on the Internal Audit Review from May 2017, including: Review of the Fraserburgh Estates Project, IT Systems, Payroll, Fixed Asset Management, Estates Management and Course Viability; the Internal Auditors Report to the Regional Board for the Financial Reporting Period Year to 31 July 2017; the Draft Annual Report to the Regional Board 2017; the Internal Audit Programme, Year to 31 July 2018; the refreshed approach to Risk Management and the External Audit Plan for the year to 31 July 2017.
11 Nov. 2017	Consideration of: the Audit Certificate of Year-end Returns; the Financial Statements for the year to 31 July 2017; the publication of a new code of audit conduct;
18 Apr. 2018	Consideration of: the Reports on Internal Audit Reviews, including: ASET, Budgetary and Financial Controls, Follow up Review of Previous Recommendations, GDPR Compliance, Income Collection and Credit Control, Business and Community Development, Creative Industries, Computing, ESOL & Business Enterprise, Environmental Sustainability, Virtual Learning Environment and IT Systems; the Internal Audit Review of Payroll and the External Audit Plan for the year to 31 July 2018.
11 Jul. 2018	Consideration of: the reports on Internal Audit Reviews, including: Human Resources, Management of Contract Managed Services, Value for Money – Transport and Freedom of Information; the new Strategic Risk Register; the Code of Good Governance for Scotland’s Colleges – Review of Compliance and the publication of the Audit Scotland Report “Scotland’s Colleges 2018”.

8.7. Minutes of meetings of the Committee were made available to Regional Board Members and, at meetings of the Regional Board, Members were provided with the opportunity to obtain further information on the business conducted by the Committee.

9. Measurements of Performance – External Audit

- 9.1. The external auditor of the Regional Board was EY.
- 9.2. The Committee was satisfied with the standard of service provided by EY as external audit service provider to the College.
- 9.3. The external audit of the Regional Board and its subsidiary companies was completed on schedule and at the agreed fee. The fee charged for the external audit of the College for FY2017-18 was £35,050 (FY2016-17 - £34,690).
- 9.4. The fee charged for the audit of ASET for 2017-18 was £7,500 (FY2016-17 - £7,300).

10. Measurements of Performance – Internal Audit

- 10.1. The internal audit programme was completed on schedule and at the agreed fee. The fee charged for internal audit services in 2017-18 was £30,650 (2016-17 was £30,650). The amount of audit work undertaken in delivering the core programme in 2017-18 was 70 days (2016-17 – 70 days).
- 10.2. The Committee was satisfied with the standard of service provided by Wylie and Bisset as internal audit service provider to the College for 2017-18, as it had been in previous years. All internal audit assignments were undertaken in accordance with the plan for the period and completed within set deadlines, key performance measures were met in full.

11. Fraud, Theft and Impropriety

- 12.1 No instances of fraud, theft or impropriety have been brought to the Committee's attention during the year or up to the date of approval of this report.

12. Events since 31 July 2018

- 12.1. There are no other matters which have been brought to the Committee's attention which would impact on the opinion expressed in this report.

13. Conclusion

- 13.1. The Committee has obtained assurance that internal control systems are adequate and effective. This is based on the evidence provided by the results of the internal audit service provider in the 12 months to 31 July 2018 and the external auditor's unqualified opinion on the financial statements for the 12-month reporting period to 31 July 2018.
- 13.2. The Committee is satisfied that, on the basis of the information provided to it by internal auditors, arrangements operate to allow the College to secure value for money.
- 13.3. The Committee is satisfied that the Regional Board has complied with the 'mandatory requirements' set by the Scottish Further and Higher Education Funding Council and has discharged its responsibilities in relation to audit and accounting.
- 13.4. The Committee is satisfied with the performance of EY as external auditor to the College for the 12-month reporting period to 31 July 2018 and Wylie and Bisset as internal auditor to the College for the 12 months to 31 July 2018.

Ian Gossip
Chair
Audit and Risk Committee
21 November 2018



Financial Memorandum with Fundable Bodies in the College Sector

Part 2: General requirements

1. Unless otherwise stated, the following general requirements apply to the institution.

Financial Memorandum

2. It is a term and condition of grant payment from SFC that the governing body of the institution and its designated officers comply with the requirements set out in this FM.

Post-16 Education Body criteria

3. In undertaking its functions, the governing body of the institution must keep under review and have in place satisfactory provision in relation to the list of matters set out in section 7 (2) of the 2005 Act, as amended by the Post-16 Education (Scotland) Act 2013. This requirement does not apply to Regional Boards as these are not Post-16 Education Bodies.

Outcome Agreement

4. The institution must deliver its Outcome Agreement with SFC.

Payment of SFC Strategic, Capital or other Grants

5. Where the SFC makes a payment to the institution of a Strategic, Capital or other grant, the institution will be required to comply with any additional requirements attached to the grant, as well as with this FM.

Changes to grant payments

6. If the Scottish Ministers revise their payment of grant to SFC, then SFC reserves the right to make in-year adjustments to its payment of grant to the institution. In this case, SFC and the institution may renegotiate the institution's Outcome Agreement.

Repayment of grant

7. If the institution fails to comply with the requirements of this FM, and any other specific terms and conditions attached to the payment of grant from SFC, it may be required to repay SFC any sums received from it and may be required to pay interest in respect of any period during which a sum due to SFC in accordance with this or any other condition remains unpaid.
8. If, in the reasonable opinion of SFC, any provision set out in this FM is not observed by the institution, SFC will be entitled, in respect of the payment of grant from SFC:

- In the case of funding by way of grant: to require immediate repayment of any and all grants or any part or parts of any grants at any time after the SFC becomes aware of such failure to observe (without prejudice to further demands until the whole of all sums made available by way of grant shall have been paid in full)
- In the case of funding by way of loan (notwithstanding the terms of any agreement attached to the same): to require immediate repayment of the whole or part of each such loan at any time after SFC becomes aware of such failure to observe (without prejudice to further demands until the whole of all sums made available by way of loan shall have been repaid in full).

Public sector pay policy

9. The institution must have regard to public sector pay policy set by the Scottish Ministers.

Tuition fees

10. Where applicable, the institution must charge student tuition fees at the levels set by the Scottish Ministers under either the Student Fees (Specification) (Scotland) Order 2006 or the Student Fees (Specification) (Scotland) Order 2011, whichever is applicable.³ However:
 - the tuition fee levels set by the Scottish Ministers under the Student Fees (Specification) (Scotland) Order 2006 do not apply to students who do not have a relevant connection with the United Kingdom and Islands or are not excepted students within the meaning of the Education (Fees and Awards) (Scotland) Regulations 2007; and
 - The tuition fee levels set by the Scottish Ministers under the Student Fees (Specification) (Scotland) Order 2011 do not apply to students who do not have a relevant connection with Scotland or are not excepted students within the meaning of the Education (Fees) (Scotland) Regulations 2011, but any tuition fees charged to students from the rest of the United Kingdom must not exceed £9,000 per year⁴.

³ The level of tuition fees in 2014-15 for full-time undergraduate first degree students is £1,820. The same fee applies for PGDE and PGDipCE courses. A higher medical fee £2,895 applies only to continuing students. For full-time higher education courses at sub-degree level, a fee of £1,285 should be charged.

⁴ At the moment, this £9,000 limit is not set by legislation but will be once an order is made under section 9D of the Further and Higher Education (Scotland) Act 2005 (as inserted by the Post-16 Education (Scotland) Act 2013.).

Disposal of exchequer funded assets

11. In disposing of exchequer funded assets, the institution must follow the guidance in the relevant procedure notes on the SFC website as amended from time-to-time.

Student activity

12. Where appropriate, the institution must provide data returns requested by the SFC by the deadlines and to the standards specified. Our Student Activity Data Guidance for Colleges can be found on the SFC website.

Student support guidance

13. Where appropriate, the institution must follow SFC's Student Support Guidance.

European Social Funds

14. Where the institution is in receipt of European Social Fund funding, it must follow SFC's ESF guidance.

Audit and accounting

15. The governing body must appoint an audit committee and ensure the establishment and maintenance of effective arrangements for the provision of internal and external audit. For incorporated colleges and Regional Boards, Audit Scotland will appoint external auditors.
16. The Audit Committee must produce an annual report to the governing body of the institution.

Accounts direction

17. The institution must follow the SFC's current Accounts Direction in the preparation of its annual financial statements.

Internal audit

18. The institution must have in place an effective internal audit service. The operation and conduct of the internal audit service must conform to the professional standards of the Chartered Institute of Internal Auditors. For incorporated colleges and Regional Boards, the operation and conduct of internal audit must comply with Public Sector Internal Audit Standards and, where relevant, the Scottish Public Finance Manual.

19. The institution must inform SFC when an internal auditor is appointed and must inform SFC immediately if the internal auditor is removed or departs before the end of their term of office.
20. The internal audit service must provide the governing body and senior management of the institution with an objective assessment of adequacy and effectiveness of risk management, internal control, governance, and value-for-money.
21. The internal audit service must extend its review over all the financial and other management control systems, identified by the audit needs assessment process. It must cover all activities in which the institution has a financial interest, including those not funded by SFC. It must include review of controls – including investment procedures – that protect the institution in its dealings with organisations, such as subsidiaries or associated companies, Arms-Length Foundations, students’ associations, and collaborative ventures or joint ventures with third parties.
22. The head of internal audit must produce an annual report for the governing body on its activities during the year. The report must include an opinion on the adequacy and effectiveness of the institution’s risk management, internal control, and governance. The report must be presented to the institution’s audit committee and a copy sent to SFC.

Value for money

23. The institution must have a strategy for reviewing systematically management’s arrangements for securing value for money.
24. As part of its internal audit arrangements, the institution must obtain a comprehensive appraisal of management’s arrangements for achieving value for money.

External Audit

25. The external auditor must be entitled to receive all notices of and other communications relating to any meeting of the governing body which any member of the governing body is entitled to receive. They must also be entitled to attend any such meeting and to be heard at any meeting which they attend, on any part of the business which concerns them as auditors.
26. The external auditor must also be entitled to attend the meeting of the governing body or other appropriate committee at which the institution’s annual report and financial statements are presented.
27. The external auditor is expected to attend, as a minimum, any meetings of the audit committee where relevant matters are being considered, such as planned

audit coverage, the audit report on the financial statements and the audit management letter. It is the responsibility of the secretary to the audit committee to notify the external auditor of such meetings.

28. The external auditors, notwithstanding responsibilities to their clients, are expected to co-operate fully with any enquiries or routine monitoring that the SFC undertakes.
29. The institution must not in any way limit SFC's access to the institution's external auditors.

North East Scotland College

Internal Audit 2017/18

Annual Report

August 2018

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The IAS objectively examines, evaluates and reports on the adequacy of internal control thus contributing to the economic, efficient and effective use of resources and to the reduction of the potential risks faced by the College. Also, the operation and conduct of the IAS complies with the Public Sector Internal Audit Standards and is carried out in accordance with the standards and guidelines set down by the Chartered Institute of Internal Auditors.

The provision of Internal Audit Services is covered by the Financial Memorandum issued by the Scottish Funding Council ("SFC").

The Financial Memorandum sets out that the internal auditors are required to produce an Annual Report on the internal audit activities addressed to the Board of Management and the Principal.

The Financial Memorandum also sets out that the Annual Report should be considered by the Audit Committee prior to the Audit Committee producing its annual report to the Board of Management.

This Annual Report has been drawn up in accordance with the Financial Memorandum.

A copy of this report requires to be submitted to SFC not later than 31 December following the financial year end to which it relates.

Opinion

Overall Opinion

We are satisfied that sufficient internal audit work has been undertaken to allow us to draw a conclusion as to the adequacy and effectiveness of the College's risk management, control and governance processes.

In our opinion North East Scotland College did have adequate and effective risk management, control and governance processes to manage its achievement of the College's objectives at the time of our audit work. In our opinion, the College has proper arrangements to promote and secure value for money. However we have produced two weak reports during the year. These being, Data Protection (GDPR Compliance) which was followed up in July 2018 and resulted in an overall opinion of substantial as the recommendations were addressed or in the process of being addressed, and Value for Money – Transport.

Our fieldwork was carried out between February 2018 and August 2018.

The overall findings and conclusion of each report are highlighted in Section 3. As can be seen from the summary in Section 3 all areas included in the Operational Plan for 2017/18 are complete.

In forming our opinion above, we have carried out the following work:

- a review and appraisal of financial and other controls operated by the College;
- a review of the established policies and procedures adopted by the College;
- an assessment of whether or not the internal controls are reliable as a basis for producing the financial accounts;
- a review of accounting and other information provided to management for decision making;
- compliance and substantive audit testing where appropriate;
- a review of the College's procedures in place to promote and secure value for money.

The analysis of performance indicators for the internal audit work carried out in the year is included at section 5.

Basis of Opinion

As the Head of Internal Audit at North East Scotland College we are required to provide the Board of Management and the Principal with an opinion on the adequacy and effectiveness of the College's risk management, control and governance processes. In giving our opinion it should be noted that assurance can never be absolute.

The most that we can provide to the Board of Management is reasonable assurance that there are no major weaknesses in the College's risk management, control and governance processes. In assessing the level of assurance given, we have taken into account:

- All audits undertaken during the period ended 31 July 2018;
- Any follow-up action taken in respect of audits from previous periods;
- Any significant recommendations not accepted by management and the consequent risks;
- The effects of any significant changes in the College's objectives or systems;
- Matters arising from previous reports to the Board of Management;
- Any limitations which may have been placed on the scope of internal audit;
- The extent to which resource constraints may impinge on the head of Internal Audit's ability to meet the full audit needs of the College;
- What proportion of the College's audit need has been covered to date;
- The outcomes of our quality assurance processes.

Summary of Work Undertaken

The following table summarises the audit work undertaken in 2017/18. The grading structure used in our reports can be found in Appendix A.

Area	Planned Days	Actual Days	Status	Overall Conclusion	High Priority Recommendations	Medium Priority Recommendations	Low Priority Recommendations
Follow up Review	3	3	Complete	Substantial	-	3	2
Income Collection and Credit Control	5	5	Complete	Strong	-	1	1
Budgetary and Financial Controls	4	4	Complete	Strong	-	-	-
Data Protection (GDPR Compliance)*	4	4	Complete	Weak	-	10	-
Aberdeen Skills & Enterprise Training Ltd	5	5	Complete	Strong	-	-	-
Environmental Sustainability	4	4	Complete	Strong	-	-	-
Virtual Learning Environment	4	4	Complete	Substantial	1	-	-
Departmental Review – Creative Industries, Computing and Business Enterprise	5	5	Complete	Strong	-	-	-
Departmental Review – Business Solutions & Part Time	5	5	Complete	Strong	-	-	3
IT Systems	5	5	Complete	Strong	-	-	-
Payroll	4	4	Complete	Strong	-	1	-
Human Resources	4	4	Complete	Strong	-	-	2
Management of Contract Managed Services	5	5	Complete	Strong	-	-	2

Summary of Work Undertaken

Area	Planned Days	Actual Days	Status	Overall Conclusion	High Priority Recommendations	Medium Priority Recommendations	Low Priority Recommendations
Value for Money – Transport	4	3	Complete	Weak	2	2	1
Freedom of Information	4	4	Complete	Strong	-	1	2
Audit Management	6	6	Complete	N/A	N/A	N/A	N/A
Total	70	70			3	18	13

Recommendations on Follow Up Reports refer to Not Implemented and Partially Implemented recommendations.

* A follow up review on the GDPR Compliance review was undertaken in July 2018 which resulted in five of the original ten recommendations being fully implemented and five being partially implemented.

High Priority Recommendations

Area	Original Finding	Recommendation	Management Response
<p>Value for Money – Transport:</p> <p><i>Cost of pool cars</i></p>	<p>The College has a lease for 7 pool cars that can be used by staff for travel that relates to College use.</p> <p>During our review, we carried out testing to evaluate if the College were receiving value for money on the lease. We found that the total cost of using the pool cars from 1 April 2017 to 31 March 2018 was £49,190 which included lease costs, fuel excess mileage, insurance, winter tyres and valeting costs. We found that the total mileage used for the pool cars was 80,677 which equates to 61 pence per mile. If the College had paid staff members mileage at 45 pence per mile to use their own vehicle, the cost would have been £36,305. We also found that the College carried out a similar calculation for the cost per mile for the calendar year to 31 December 2016 and found that the cost of the was 52 pence mile. We note that the lease for the pool cars expires on the 2nd December 2018. For the period to 31 March 2018, the pool cars would have had to travel an average of 15,015 miles to cost 45 pence per mile.</p> <p>There is the risk that the lease of the pool cars does not represent value for money for the College as they are not being fully utilised.</p>	<p>We recommend that the College considers the findings of their VFM report to 31st December 2016 which highlighted that the cost per mile per car was 52 pence and our findings that highlight the cost for the year to 31 March 2018 was 61 pence. We also recommend that the College reviews the utilisation levels of the vehicles with consideration of the mileage used on personal vehicles.</p>	<p>On a point of accuracy, there have been 2 previous internally produced VFM reports on the College Car Pool. The findings of these VFM reports on pool car utilisation were considered and noted by the (then) College Principal. The simple cost difference per mile was deemed acceptable, given the factors that influence the calculation.</p> <p>‘Value for money’ is not simply about cost; it is also about effectiveness. The College has accepted that the cost of running a car pool, when expressed in terms of cost per mile travelled, will be greater than the cost per mile paid for use of private vehicles.</p> <p>The simple measure of ‘cost per mile’ does not take into account the circumstances of each journey. The analysis is not placed in context. Factors such as the number of passengers carried on a journey, the starting point of the journey, additional cost of safety features on pool cars (e.g. winter tyres) and whether or not the individual holds business motor insurance come together to impact on cost per mile, cost per passenger mile and the individual’s ability to use their own cars.</p> <p>That said, the increase that is now apparent in the difference between the cost per mile of the pool vehicles and the rate per mile for use of personal vehicles is sufficient to warrant a review of procedures and processes with a view to increasing pool vehicle use and reducing personal vehicle use.</p> <p>Action Procedures and processes for use of pool vehicles and mileage payment for use of private vehicles will be reviewed and improved procedures and processes put in place.</p>

High Priority Recommendations

Area	Original Finding	Recommendation	Management Response
<p>Value for Money – Transport:</p> <p><i>Use of Available Pool Cars</i></p>	<p>The College should ensure that personal cars are only utilised by staff in circumstances where a pool car is not available in order to ensure value for money for the pool cars.</p> <p>From our review of the use of pool cars and the use of personal vehicles for the month of November 2017, we identified 10 days during the month where personal vehicles were being used despite at least one pool car being available that day. This would indicate that pool cars are not being fully utilised as 8,000 miles were claimed from personal vehicles. For the year to 31 March 2018, 103,039 miles were used on personal vehicles which would indicate that pool vehicles are being underutilised.</p> <p>There is the risk that pool cars are being under-utilised and that the College is therefore not achieving value for money for their pool cars.</p>	<p>We recommend that the College ensures that personal cars are only utilised in circumstances where all pool cars are unavailable in order to achieve value for money for their pool cars.</p>	<p>The simple measure of ‘utilisation’ does not take into account the circumstances of each journey. As noted previously, factors such as the starting point of the journey and whether or not the individual holds business motor insurance come together to impact on the decision to use a College pool vehicle.</p> <p>That said, the increase in the difference distance travelled between pool vehicles and personal vehicles is sufficient to warrant a review of procedures and processes with a view to increasing pool car use and reducing personal vehicle use.</p> <p>Action Procedures and processes for controlling use of private vehicles rather than pool vehicles will be reviewed and improved procedures and processes put in place.</p>

High Priority Recommendations

Area	Original Finding	Recommendation	Management Response
<p>Virtual Learning Environment:</p> <p><i>Maths for Engineering</i></p>	<p>All courses within the College have a Blackboard page that should be used to deliver online materials to students.</p> <p>During our review, we were informed that the Maths for Engineering staff at the Altens Campus do not use the Blackboard and have set up their own website for hosting their study materials. This is an open webpage operated by two members of staff which does not require students to log in and access is open to anyone. We were able to view and access all content following a Google search. On discussions with the Director of Learning Enhancement and the Learning Technologies Team, we were informed that the College has no control over the security, management and content of this website. The primary control of the website lies with a maths lecturer, but all maths lecturers have access to update the website when required. We note that that the website does not involve any additional cost to the College and the information on the website is backed up and on the College share drive.</p> <p>There is the risk that there is no continuity for students when accessing the virtual learning environment as they are using different online formats. There is also the risk that the lecturer with primary control to the website could leave the College and close the website down. There is also a security risk as the College has no control over the security of the domain website.</p>	<p>We recommend that the College transfer all information on the website to the Blackboard system and close the website at the end of the academic year. This will ensure there is no interruption for potentially affected students.</p>	<p>Whilst acknowledging this particular recommendation, it is important to stress that the grading, and the impact, of this singular risk feels somewhat disproportionate when compared with the wealth of good practice identified in relation to the College's VLE-related activities. This somewhat isolated and localised 'risk', has ultimately led to the overall grading for all College-wide, VLE-related activity dropping from 'strong' to 'substantial'. In order to remedy the issue raised and mitigate any potential risks the Director for Learning Enhancement will work in conjunction with others, including College Leadership Team members, to ensure that any required action is fully implemented. However, it is requested that some further, perhaps more balanced, consideration to the grading of this report, and the finding/risk contained therein, could be given particularly when considering the considerable good practice identified.</p>

We include for your reference comparative benchmarking data of the number and ranking of recommendations made for audits of a similar nature in the previous financial year.

Area	High	Medium	Low	Total
Income Collection and Credit Control				
Average number of recommendations in similar audits	-	-	4	4
Recommendations at North East Scotland College	-	1	1	2
Budgetary and Financial Controls				
Average number of recommendations in similar audits	-	-	1	1
Recommendations at North East Scotland College	-	-	-	-
Data Protection (GDPR Compliance)				
Average number of recommendations in similar audits	-	7	-	7
Recommendations at North East Scotland College	-	10	-	10
IT Systems				
Average number of recommendations in similar audits	-	3	3	6
Recommendations at North East Scotland College	-	-	-	-
Payroll				
Average number of recommendations in similar audits	1	3	1	5
Recommendations at North East Scotland College	-	1	-	1
Human Resources				
Average number of recommendations in similar audits	-	3	2	5
Recommendations at North East Scotland College	-	-	2	2

Area	High	Medium	Low	Total
Management of Contract Managed Services				
Average number of recommendations in similar audits	-	2	2	4
Recommendations at North East Scotland College	-	-	2	2
Freedom of Information				
Average number of recommendations in similar audits	-	-	2	2
Recommendations at North East Scotland College	-	1	2	3
Summary				
Average number of recommendations in similar audits	1	18	15	34
Recommendations at North East Scotland College	-	13	7	20

As highlighted above, North East Scotland College has an overall lower number of recommendations in comparison with the colleges it has been benchmarked against. Benchmarking information was not available for the other audits undertaken as these were bespoke to North East Scotland College.

Analysis of Performance Indicators

Performance Indicator	Target	Actual
Internal audit days completed in line with agreed timetable and days allocation	100%	100%
Draft scopes provided no later than 10 working days before the internal audit start date and final scopes no later than 5 days before each start date	100%	100%
Draft reports issued within 10 working days of exit meeting	100%	100%
Management provide responses to draft reports within 15 days of receipt of draft reports	100%	100%
Final reports issued within 5 days of receipt of management responses	100%	100%
Recommendations accepted by management	100%	100%
Draft annual internal audit report to be provided by 31 August each year	100%	100%
Attendance at audit committee meetings by a senior member of staff	100%	100%
Suitably experienced staff used on all assignments	100%	100%

For each area of review we assign a grading in accordance with the following classification:

Assurance	Classification
Strong	Controls satisfactory, no major weaknesses found, some minor recommendations identified
Substantial	Controls largely satisfactory although some weaknesses identified, recommendations for improvement made
Weak	Controls unsatisfactory and major systems weaknesses identified that require to be addressed immediately
No	No or very limited controls in place leaving the system open to significant error or abuse, recommendations made require to be implemented immediately

For each recommendation we make we assign a grading either as High, Medium or Low priority depending upon the degree of risk assessed as outlined below:

Grading	Risk	Classification
High	High Risk	Major weakness that we consider needs to be brought to the attention of the Audit & Risk Committee and addressed by senior management of the College as a matter of urgency
Medium	Medium Risk	Significant issue or weakness which should be addressed by the College as soon as possible
Low	Low Risk	Minor issue or weakness reported where management may wish to consider our recommendation



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Health and Safety Annual Report	
Author: Peter D Smith, Vice Principal – Finance & Resources	Contributor(s): Colin Beattie, Head of Health, Safety and Security
Type of Agenda Item:	
For Decision	<input type="checkbox"/>
For Discussion	<input type="checkbox"/>
For Information	<input checked="" type="checkbox"/>
Reserved Item of Business	<input type="checkbox"/>
Purpose: To provide information to the Regional Board on health and safety arrangements in the College.	
Linked to Strategic Goal:	
Linked to Annual Priority:	
Executive Summary: The report attached as Appendix 1 provides information that demonstrates that the College has an effective health and safety management system in place to meet its obligations to students and staff.	
Recommendation: It recommended that the Board note the contents of the attached report.	
Previous Committee Recommendation/Approval (if applicable): Not applicable	
Equality Impact Assessment:	
Positive Impact	<input type="checkbox"/>
Negative Impact	<input type="checkbox"/>
No Impact	<input checked="" type="checkbox"/>
Evidence:	

Health and Safety Annual Report

2018

The report aims to give details of the health and safety management system within the College. It summarises the College's organisation and arrangements in place to deliver its Health & Safety Policy and Health & Safety Strategy together with relevant performance data, including statistics and benchmarking in relation to both accidents reportable to the Health and Safety Executive (HSE) and non-reportable accidents.

The following report provides a summary of the key points relating to the health and safety function in the year to date. It also covers enforcement action and commentary on health and safety operations during the year including the following:

- Fire safety management
- Statutory compliance
- Audits
- Policy and legislation
- Accident benchmarking
- Health surveillance.

The College continues to make progress improving its health and safety performance and promoting a positive health and safety culture:

- The College has again received no HSE Prohibition or Improvement Notices for this period.
- North East Scotland College remains the only college in the Scotland to achieve the Royal Society for the Prevention of Accidents (ROSPA) Order of Distinction. This level of award is presented to organisations that have demonstrated the highest level of health and safety management following the ROSPA assessment process over a sustained period, in our case that is 15 consecutive years.
- This accolade is used by various teams within the College to demonstrate the College's health and safety record, when attempting to gain contracts from organisations such as OPITO and other supply chain partners.
- Increased collaboration and early intervention in estates projects, new works and design.
- The College has been recertified to BS OHSAS 18001 (This external UK standard for occupational health and safety assessment has been in place at the College since 2009).
- The College has continued to raise awareness of a range of health and safety issues throughout the year by the process of updates, meetings and procedural reviews.

- The College has sought to collaborate with other agencies working in the area of health and safety when appropriate and possible.
- This report also provides a summary of work that is currently on-going or planned for the future. The College will continue to align its future health and safety activities to changes taking place within the sector and nationally.

Health and Safety Risk Management

Control of risk is achieved through co-ordinated action by all members of the College, which also includes robust management of non-full time employees such as contractors working for the College. To this end, the control of contractors is always in the forefront our health and safety thinking. Regular checks are undertaken with the regards to control of contractors on College sites with liaison taking place between the relevant Faculties, Facilities Management Team and the Health & Safety Department if and when contractors are on site.

Health and safety inspections are carried out throughout the year and there was a 100% completion rate of the Health and Safety Department’s inspection programme.

The College’s insurers undertake biannual reviews of property and health & safety. These reviews provide valuable external assessment of day-to-day operating risk and the effectiveness of mitigation measures. The most recent review, undertaken in November 2017, provided evidence that the College continues to operate strong and effective controls.

1. HEALTH & SAFETY

1.1 Accidents

Table 1, Total number of accidents at NESCol

All Accidents	2014	2015	2016	2017	2018
	43	45	40	25	20

Table 2, Accidents reportable to the HSE

RIDDOR ¹	2014	2015	2016	2017	2018
	4	6	8	1	1

¹ RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require those in control of premises to report specified workplace incidents.

Accident Incidence Rate (AIR)

The following is probably the most widely used formula for recording risk. It is defined as the number of accidents, in a period, per thousand at risk.

This allows a benchmark to be established for organisations with the same core business but differing numbers of staff and accidents.

$$\frac{\text{Number of accidents}}{\text{Average number of people at risk}} \times 1000$$

Table 3 Accident Incident Rates (AIR) at NESCol in relation to FE Sector Average

Incident rate per 1000 at risk

	2014	2015	2016	2017	2018
Accident Incidents rates (AIR) at NESCol	2.05	2.14	1.90	1.19	1.10
Accidents Incident Rates (AIR) in FE sector	4.10	4.74	4.62	3.90	3.80

1.2 Fire Safety

The College is required to comply with fire safety legislation which includes a continual programme of fire risk assessments of all College properties; any scheduled evacuations and monitoring of unscheduled evacuations; input into building/maintenance projects; general fire advice and guidance for external events held on college premises; and training and information for all staff, students and visitors. There has been an increase in College fire risk assessments carried out by the Health and Safety Department; this has been due to the improvements made across the College campuses. For the year under review fire safety was managed efficiently and effectively.

Scottish Fire and Rescue Service Audit

On 14 June 2018, the Scottish Fire and Rescue Service (SFRS) completed a fire safety audit at our Fraserburgh Campus.

As the enforcing authority, the SFRS has a statutory duty to ensure the fire safety measures in premises are appropriate and comply with Part 3 of the Fire (Scotland) Act 2005.

The audit was very detailed and covered many parts of our fire arrangements and procedures.

These included reviewing our;

- Fire Safety Risk Assessments
- Fire Engineering Strategies
- Fire Safety Policy and Fire Emergency Plans
- Staff Training, including records of Evacuation Drills
- Mains Electrical Fixed Installations Servicing and Portable Appliance Testing (PAT) records
- Maintenance and Testing for fire safety measures e.g. Fire detection/Warning Systems, Emergency lighting, Automatic Door Closing Systems, Fire Fighting Equipment such as extinguishers and fire blankets/suppression systems, dry risers etc
- Other Maintenance records e.g. kitchen ducting/ventilation, workshop extract ventilation
- Details of any refurbishments and actions taken, reviews of fire alarm zones, review of Fire Risk Assessments.

The overall responsibility for assessing risk and ensuring fire safety measures are appropriate for the risks therein remains with the College but it is encouraging to get confirmation by the Enforcement Authority that our systems and procedures are suitable and sufficient.

1.3 Statutory Compliance

Health and Safety Executive Notices

The College had no Fee for Intervention Notices, Prohibition or Improvement Notices issued from the Health and Safety Executive (HSE).

The HSE now operates a Fee for Intervention (FFI) cost recovery scheme, which came into effect in 2012. Under The Health and Safety (Fees) Regulations, organisations who break health and safety laws are liable for recovery of HSE's related costs, including inspection, investigation and taking enforcement action.

Health & Safety Notices issued by the Health and Safety Team

As part of our proactive monitoring procedures, notices can be served by the College's Health and Safety Team during their routine visits to work areas within the College or when a hazardous situation is observed or highlighted that requires immediate action.

The Health and Safety Team then carry out a full investigation and report.

No health and safety notices were required in this reporting period.

1.4 Health and Safety Policy and Legislation

The Health and Safety Team have an ongoing rolling programme of updating the College health and safety policies in line with current legislation. To date, 85% of the College policy and procedural documents have been reviewed, this is line with the

requirements of the review period. This ensures College policies and procedures are current, correct and provide the appropriate advice to staff.

UK Statutory Legislation Updates

- Ionising Radiation Regulations 2017 as amended
- Personal Protective Equipment Regulations as amended 2018
- Classification, Labelling and Packaging Regulations (Amendment)
- The Health and Safety (Amendment) (EU Exit) Regulations 2018
- The Gas Safety (Installation and Use) (Amendment) Regulations 2018.

Workplacement Vetting

North East Scotland College has legal, moral and contractual obligations with regards to its learners' health, safety and welfare whilst they are engaged with employers for the purposes of work based learning and work experience. The Health and Safety Department undertake biennial health and safety inspections of proposed providers to ensure suitable arrangements in place, that the relevant level of insurances are in place and as a result of these inspections maintain a database of the approved placement providers.

Food Safety

The Health and Safety Team works with Aramark (College catering contractor) and management teams from the Hospitality and Service Faculty to ensure high standards of food safety and hygiene are in place. This is achieved through regular meetings and inspections. The College's Health and Safety Department has a qualified Food Hygiene Inspector within its team who conducts regular kitchen inspections. Aramark are also audited by an external specialist, Ideal Catering Consultancy (ICC) this further improves food standards and the quality of service within all College food outlets.

No. of Kitchen Inspections	No. of Inspection Failures	Details of Issues Found
8	2	Work surfaces not clean at time of inspection. Cooked meats in the vicinity of raw foodstuffs during Inspection

1.5 Health Surveillance

College staff are required to attend and co-operate with health surveillance and inform the College of any medical condition that may affect potential to complete work safely, or suspect may have been caused or exacerbated by their work activity.

Frequency of Health Surveillance

Initial health surveillance is undertaken within six weeks of commencement of post to:

- provide a baseline against which subsequent changes can be compared;
- identify pre-existing conditions not attributable to this employment;
- dictate frequency of health surveillance.

Skin Surveillance

Skin surveillance is in place where there is recognised risk of occupational skin disease by staff as defined in COSHH 2002, Regulation 11.

Under the Control of Substances Hazardous to Health Regulations 2002 (amended 2004) and Health & Safety at Work Act 1974. The College has an obligation to assess the risk of exposure to such substances and identify employees who are at risk of skin damage.

Employees identified as at risk attend the Occupational Health Department for a skin check on an annual basis, consisting of completion of a health questionnaire followed by a consultation and assessment of skin. Purpose of this review is to identify as early as possible any indications of disease or adverse changes related to exposure, so that steps can be taken to treat skin condition and to notify regarding future management.

Respiratory Health Surveillance

Lung function testing is measured during an assessment of fitness to work as part of the College programme for respiratory health surveillance.

Respiratory health surveillance is required under COSHH 2002, Regulation 11, for employees exposed to known respiratory sensitizers to identify incidence of occupational asthma as early as possible.

Audiometry

Screening for hearing loss is required under the Control of Noise at Work Regulations 2002. The aim of the Regulations is to ensure workers are protected from associated risks to health caused by noise.

Health surveillance is required for all employees exposed at the upper action value (85dB) and those workers at increased risk between the lower and upper action values (80dB-85dB.)

College employees exposed to noise at their work area must undergo audiometric health surveillance screening. Audiometric testing is undertaken to measure changes in hearing thresholds to detect deterioration before the individual is aware of any deficit. Results will enable the College to classify category of hearing ability in accordance with the HSE categorisation scheme and indicate if any additional action or referral is required.

The following College personnel are covered by the surveillance protocols:

Department	Surveillance	Frequency
Hair and Beauty	Respiratory Skin Musculoskeletal	Annual unless results indicate otherwise
Hospitality	Respiratory Skin Food Handlers	Annual unless results indicate otherwise
Construction	Respiratory Skin Audiometric	Annual unless results indicate otherwise Adhere to HSE Categorisation Scheme
Painting/Decorating	Respiratory Skin Audiometric	Annual unless results indicate otherwise Adhere to HSE Categorisation Scheme
Engineering	Respiratory Skin Audiometric	Annual unless results indicate otherwise Adhere to HSE Categorisation Scheme
Multi Media	Audiometric	Adhere to HSE Categorisation Scheme
Fork Lift Truck Drivers	Fork Lift Truck Driver Assessment	PEM 5 yearly from age 40 Annually from age 65 More frequently if medical condition present

1.6 Health and Safety Training

Scaffold Training for our Construction Staff – Eight staff members have undergone this training.

Abrasive Wheels Training – Two members of staff undertook this training gained a certificate on completion.

IOSH Managing Safely for Promoted Staff – There are 39 staff members cross campus that are qualified to this level.

There are three staff cross campus that are qualified at NEBOSH Level.

IOSH Working Safely – There are 18 staff members cross campus that are qualified.

Forklift Training - Four staff are currently trained and qualified to operate forklift trucks

Woodworking Machine Training – Three members of staff were trained at the Altens Campus. This is a three full day course. They all successfully gained a certificate on completion. This training allows use of the following Woodworking machinery:

Radial Arm Crosscut, Circular Saw, Undercut Crosscut, Surface Planer, Combination Planer, Panel Planer, Narrow Band Saw, Band Re-Saw, Four Cutter, and a Vertical Wall Saw.

MIDAS Minibus Training – 40 staff members cross campus are qualified to drive a minibus.

1.7 College Projects

Aberdeen City Campus - Major project works within the tower to upgrade the heating, services and refurbishment of the fifth and sixth floors was completed. Project went well with only minor housekeeping issues raised, which is a credit to all involved.

Aberdeen City Campus - Upgrade to emergency light system for tower block electrical inverters. A cooling system was also required to maintain the temperatures required to ensure the manufacturer's specifications were adhered to.

Altens Campus- ASET plant upgrade and full compliance of the Pressure Systems Regulations was completed, with Authorised Engineers (AE) & Authorised Person (AP) now certified.

Clinterty Campus - Major electrical upgrade to the main workshop building has been ongoing with 90% now completed.

Fraserburgh Campus - Major modernisation to the Campus boiler equipment.

1.8 Health and Safety Inductions

Health and Safety Inductions were delivered to 32 employees this year.

The Health and Safety Inductions cover areas such as:

- Policies and Procedures
- Fire Safety
- Housekeeping Arrangements
- Accident and Incident Procedures
- Risk Assessment Arrangements
- PPE Arrangements
- Employees Responsibilities.



REGIONAL BOARD	
Meeting of 12 December 2018	
Title: Vice Chair Responsibilities	
Author: Ken Milroy, Regional Chair	Contributor(s): Ann Bell, Vice Chair & John Henderson, Vice Chair
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide the Regional Board with information on the allocation of duties between the recently appointed Vice Chairs.	
Linked to Strategic Goal:	
Linked to Annual Priority:	
Executive Summary: The Regional Chair and the Vice Chairs met on 29 November 2018 to discuss the allocation of responsibilities between the two Vice Chair office bearers. The following was agreed: Board Meetings, deputise for Chair in his absence - Vice Chairs will take it in turns to undertake this. Substitute for Chair in his absence - <ul style="list-style-type: none"> • Community Planning Boards – Ann Bell: Aberdeenshire CPP, John Henderson: Aberdeen City CPP • Colleges Scotland – John Henderson • Employers’ Association – Ann Bell • Diversity Champion – Ann Bell • Senior Independent – John Henderson College events, awards etc - endeavour to have at least one of the three in attendance. It was also agreed that the Chair would seek to keep both Vice Chairs up-to-date on key issues and developments through regular emails.	

Recommendation:

It is recommended that the Board note the allocation of responsibilities between the two Vice Chairs.

Previous Committee Recommendation/Approval (if applicable):

None.

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence: