



Board of Management
HUMAN RESOURCES COMMITTEE
Meeting of 20 January 2015



NOTICE OF MEETING

There will be a meeting of the Human Resources Committee on Tuesday 20 January 2015, 1030-1130 hours in Room G10 at Aberdeen City Campus.

MEMBERS OF THE BOARD OF MANAGEMENT

Mr. B Dunn
Mr. I Gossip
Ms. K Gravells
Mr. J Henderson
Ms. C Inglis (Chair)
Mr. K Milroy
Ms. A Simpson
Mr. A Smith
Mr. S Smith
Mr. R Wallen
Ms. S Willox

IN ATTENDANCE

Ms. E Hart, Vice Principal Human Resources
Ms. P May, Secretary to the Board of Management
Ms. P Kesson, Minute Secretary

20 JANUARY 2015

AGENDA

1. Apologies for Absence

2. Minute of Previous Meeting

- 2.1 Minute of 18 November 2014

3. Matters arising from Previous Meeting

- 3.1 To be raised at meeting

4. Report to Committee by the Principal (paper enclosed)

5. Matters for Discussion

- 5.1 HR Priorities and Strategy Implementation (paper enclosed)
- 5.2 Report on the Usage of Protocol National Staff and their Professional Training (paper enclosed)
- 5.3 Professional Development Targets (paper enclosed)

6. Matters for Information

- 6.1 HR Policies (paper enclosed)
- 6.2 Health and Safety Performance Indicators (paper enclosed)

7. Summation of Business and Date and Time of Next Meeting

8. Reserved Items of Business for Discussion

- 8.1 Update on Harmonisation
- 8.2 Update on Voluntary Severance Scheme

9. Reserved Item of Business for Information

- 9.1 Affordable Housing for Staff

10. Summation of Reserved Items of Business

Draft Minute of Meeting of 18 November 2014

The meeting commenced at 1030 hours.

PRESENT: I Gossip, K Gravells, J Henderson, C Inglis (Chair), K Milroy, A Simpson, A Smith, S Smith, R Wallen, S Willox

IN ATTENDANCE: D Duthie, E Hart, P May, P Kesson

Ms Inglis welcomed Mr Henderson and Ms Willox to their first meeting of the Committee.

1. Apologies for Absence

Apologies were received from B Dunn.

2. Minute of previous Meeting

The Minute of Meeting held on 16 September 2014 was approved.

3. Matters arising from previous Meeting

3.1 Voluntary Severance Scheme

Mr Wallen informed Members that agreement had been received from the Scottish Funding Council to extend the College's Voluntary Severance Scheme to 31 December 2015.

4. Report by the Principal

The Committee noted a report providing information on structural re-organisations; organisational development; and the catering contract.

In answer to a query from Ms Willox, Mr Wallen explained the need for, and operation of, the College's Voluntary Severance Scheme.

Mr Milroy commended the organisational development programme.

In response to a query from Ms Simpson, Mr Wallen said the College's revised vision and values would form part of the draft Strategic Plan 2015-16 which will go before the Board at its meeting in December 2014. He said that the Board's comments at the recent Planning Event had been taken into account when they had been reconsidered.

5. Matters for Discussion

5.1 HR Policies and Strategy

The Committee considered a paper providing updates on key HR priorities and the College's HR Strategy.

Ms Hart said she was pleased at the good progress being made in the HR Team in reviewing recruitment practice and other procedures.

Members considered the HR Strategy and agreed that the document should dovetail with the Health & Safety Strategy and that further references to wellbeing should be included. Ms Inglis commended the HR Strategy and said it was a positive and progressive way forward.

In referring to the section on Employee Relations, Mr Milroy informed Members that the College is proactive in the new national agenda on collective bargaining. He said that as a member of the group Mr Wallen was endeavouring to influence decisions on what is best for North East Scotland College.

After some discussion a number of minor amendments were agreed. It was also agreed that the Strategy would be revisited in a year's time. Ms Hart was requested to prepare a 6 monthly update on the implementation of the Strategy for consideration by the Committee.

5.2 HR Policies

The Committee considered a paper providing an update on the development of draft Disciplinary, Grievance and Capability Policies for North East Scotland College.

Mr Wallen apologised for the late issue of the policies to Members and explained that this was due to the receipt of a number of comments from the Local Joint Negotiating Committees for Support Staff and Lecturing Staff. Management had to consider the comments, seek legal advice on matters of detail, and respond to the feedback.

In relation to the Disciplinary Policy it was clarified that in the case of a member of senior management appealing against a disciplinary penalty the appeal would be heard by members of the Board.

After some discussion the Committee adopted the policies subject to minor amendments. Ms Hart requested that any Member wishing to make further minor amendments to any of the policies should contact her by the end of working day on 20 November.

6. Matters for Information

6.1 Investors in People Re-accreditation

The Committee noted a paper providing information on the current status of Investors in People (IiP) reaccréditation.

Ms Inglis commended the College on the excellent work undertaken to ensure that the College retained the current accreditations of Gold and Bronze during the period leading up to full reaccréditation in October 2015.

6.2 Equality and Diversity

The Committee noted a paper providing information on current developments in relation to equality and diversity.

Information was provided on the establishment of the Equality and Diversity Strategy Group and decisions taken at its first meeting. Ms Hart advised that matters of equality and diversity at the College should be seen as ongoing work and that further information would be reported to future meetings of the Committee as appropriate.

Ms Hart provided additional information on the composition of the Equality and Diversity Strategy Group and on the proposed Equalities Committee. In response to a question from Ms Inglis regarding Board representation on the Group, Mr Wallen said that the remit of the Group was operational rather than being the responsibility of the Board. It was agreed that the Equalities Committee be renamed Equalities Implementation Committee.

Members noted that the Outcome Agreement for 2015-16 will need to demonstrate that the College is taking action to address gender segregation.

Ms Inglis commented that the College was starting from a solid base in terms of equality and diversity issues and that it was important to build on this. It was noted that the gathering and interpretation of reliable data would be fundamental to this.

In response to a query from Ms Simpson, Ms Hart agreed to review protected characteristics data to identify if there are any areas which the College needs to address and to provide relevant feedback to the Board at a later date.

6.3 Staff Development and CPD Report

The Committee noted a report providing information on key performance indicators and dialogue relating to staff development and continuing professional development (CPD).

Information was provided on assessment and verification qualifications held by staff; training activity; and plans for the future. Ms Hart informed Members that a Professional Development Tutor had now been appointed at Fraserburgh Campus. She also reported positive feedback from staff who had attended workshops for the implementation of the new performance review scheme.

Mr Milroy raised the issue of how the College ensures the quality of staff employed by Protocol National in the College. Ms Hart said she would provide a paper on the arrangements for staff development and continuing professional development of PN staff for consideration at the next meeting of the Committee.

Mr Wallen said that targets for assessment and verification qualifications would be reviewed and brought back to the Committee.

6.4 Health and Safety Strategy

The Committee considered the College's Health and Safety Strategy.

It was suggested that references to corporate homicide and wellbeing be included in the document. It was also proposed that the Strategy should clarify that it relates only to the College and not to ASET which has its own health and safety responsibilities.

Ms Inglis commented that she would prefer the document to make reference to the fact that everybody has responsibility for health and safety and that the Board is accountable not responsible.

It was also decided that the word 'pragmatic' be removed under the heading of 'Aim'.

Members were informed that data on health and safety would be presented to the next meeting of the Committee, and on a regular basis thereafter.

6.5 OHSAS 18001 Audit

The Committee noted a report providing information of the outcome of the OHSAS 18001 Audit of the College's Health and Safety Management Systems.

The Committee congratulated the College on the successful outcome.

Other Business

The Committee approved the appointment of Mr Adrian Smith to fill the vacancy of Vice Chair of the Human Resources Committee.

7. Summation of Business and date and time of next Meeting

The Secretary gave a summation of the business conducted. The next meeting of the Human Resources Committee is scheduled to take place at 1030 hours on Tuesday 20 January 2015.

Ms Gravells and Mr S Smith left the meeting at this time.

8. Reserved Items of Business for Discussion

8.1 Update on Harmonisation

8.2 Update on Voluntary Severance Scheme

The meeting concluded at 1140 hours.

Report to the Committee by the Principal

1. Introduction

- 1.1 The purpose of this paper is to provide information on significant matters relevant to the Committee.

2. The HR Team

- 2.1 At the time of writing this paper it had not been possible to recruit a Head of HR and recruitment was continuing. The Interim Head of HR is continuing in post and is proving very effective in moving things forward and bringing the Team together.
- 2.2 There is still a lot of work to do in updating the HR System and bringing the two systems together but this work is now moving forward. It is hoped that we will soon be in a position to report effectively from the System.

3. Vision and Values

- 3.1 An SMT Workshop on Implementing the Vision and Values to is planned for 19 January 2015. Workshops for Managers have also been planned during January and February 2015.
- 3.2 Plans are underway to communicate the Vision and Values and launch the "One College" programme but at the time of writing this paper these had not been finalised.
- 3.3 Further information will be provided to the Committee at the next meeting.

4. Investors in People (IiP)

- 4.1 The IiP Assessor undertook a strategic review in December 2014 and is content that the College is moving in the right direction and has the right strategies and plans in place to achieve IiP Gold. He is working with us to develop an action plan.
- 4.2 Further information will be provided to the Committee in due course.

5. English for Speakers of Other Languages (ESOL) Qualifications

- 5.1 It has been decided to consider offering free ESOL classes to staff and their spouses for whom English is not their first language.
- 5.2 This will help these staff and their families to integrate into life in Britain. Often such staff have been recruited into hard to fill posts.
- 5.3 A paper will be considered by the Learning & Teaching and Student Services Committee.

6. Recommendation

- 6.1 It is recommended that the Committee note the contents of this report.

Rob Wallen
Principal

HR Priorities and Strategy Implementation

1. Introduction

- 1.1 The purpose of this paper is to update the Committee on progress regarding the key HR priorities and to the implementation of the HR Strategy approved at the meeting of 18 November 2014.

2. The HR Priorities

- 2.1 The HR Priorities have been updated to reflect the current status and progress to date. Please see Appendix 1.

3. The HR Strategy

- 3.1 The HR Management Team have met to begin work on producing an HR Plan to deliver the Strategy. Further work will be undertaken on this in January 2015.
- 3.2 This plan identifies immediate, medium and longer term priorities and will form the basis of performance management targets for the Team.
- 3.3 The Committee will be kept updated as to progress against this plan and a full report on progress on delivering the HR Strategy will be presented to the Committee's June meeting.

4. Recommendation

- 4.1 It is recommended that the Committee:
 - 4.1.2 considers the Priorities contained in this paper, and
 - 4.1.3 notes the contents of this report.

Rob Wallen
Principal

Elaine Hart
Vice Principal Human Resources

HR PRIORITIES JANUARY 2015

Priority	Priority	Commentary	Timeframe
Develop and implement HR Plan to deliver the Strategy			31 January 2015
Implementation Programme For Vision and Values		Plan under development	31 December 2015
Develop and implement suite of integrated HR Policies and Procedures		See separate paper	
Ensure full and effective utilisation of existing HR system		Project on-going and consultancy underway to ensure full automation and utilisation of system	30 April 2015
Develop and implement Recruitment Strategy		Review of recruitment processes underway	31 January 2015
Complete the issuing of updated contracts and confirmation letters to support staff.			31 January 2015
Issue letters and contracts to lecturers to effect harmonisation		Work will commence on this in January	31 January 2015
Specify new Occupational Health Contract			July 2015
Performance management and succession planning		An interim performance management system has been implemented for this academic year. This will be reviewed for the Academic Year 2015/16	September 2015.
Achieve IiP Gold Status for NESC		Work underway to produce Development Plan	December 2015

KEY	
	High Priority
	Medium Term Priority
	Longer Term Priority

Report on the Usage of Protocol National Staff and their Professional Training

1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on the usage of the contract for temporary lecturing staff within the College and also the training undertaken by these staff.

2. Background

- 2.1 The paper presented to the Committee on 15 June 2014 gave the background to the contract and the arrangements in place across the College for temporary and supply staff.

3. Information on Protocol Bookings

- 3.1 The table below gives information on the numbers and utilisation of Protocol staff:

Total Number of Protocol staff supplied up until November 2014	155
Reasons for Bookings:	
• Curriculum Demand	96%
• Sickness Cover	1%
• Other: maternity, meeting, staff development, holiday cover	3%
Percentage of Assignments Filled	100%
Percentage of Assignments Turned Live within 3 working days	91%
Protocol Staff converted to College employees	12

4. Professional Training

- 4.1 The following table illustrates the position as at January 2015 regarding teaching qualifications for Protocol staff and indicates a plan of action to address any needs:

Qualification	Number and percentage of current associates	Action
TQFE	13 (13%)	No action required.
Introductory teaching qualification	30 (29%)	No action required. The College does not fund Protocol staff to undertake TQFE. However if a Protocol lecturer wishes to undertake the qualification and meets the entry requirement set down by the University of Aberdeen they are welcome to join a College cohort. They would be required to self-finance the course but we would support them in as much as providing support from the College Associate Tutor, supporting signature from the line manager confirming competence, and timetabling in a way that will allow them to attend TQFE providing that this does not cause detriment to any College classes.
Qualified but no teaching qualification	60 (58%)	Of the 60, 36 (35%) have attended New to FE training which introduces them to teaching in the classroom. Lecturers in this category who have over 6 hours per week regular teaching commitment will be invited to undertake the College Development Network "Teaching in Colleges Today" Module in block 2. This will be optional. 24 have not attended "New to FE", however of these eight are teaching by distance learning and three are assessors on community programmes (these staff do not work in a College classroom and many are not based in Aberdeen). The remaining associates will be required to attend "New to FE" during block 2 and sessions will be run to facilitate this.
Not Known	1	The lecturer has been requested to supply his CV.

4.2 Summary

The total number of Protocol lecturers who have a teaching qualification is 43 which is 42% of lecturers currently utilised. A further 36 (35%) are qualified in their subject area and have attended "New to FE" which is an in-house course providing a basic introduction into teaching in the classroom. Therefore 77% of Protocol Associates with live contracts in January 2015 have either a teaching qualification and / or have completed introductory teacher training.

4.3 Action

In block 2 all Protocol lecturers who have not yet completed "New to FE" will be invited to attend a course. Furthermore lecturers who have already attended "New to FE" who have more than six hours per week teaching and who would like a formal certificate to confirm their competence in the classroom will be invited to undertake "Teaching in Colleges Today" which is an induction module developed and certificated by the College Development Network.

4.4 The longer term

In the longer term there is a need to provide an opportunity for Protocol lecturers who have ongoing and regular contracts to obtain a higher level teaching qualification. Historically Protocol staff with nine hours or more teaching were invited to undertake the PDA Teaching in Further Education (An Introduction). This course was last run in AY2011/12 but has not been run in recent years in either of the former Aberdeen or Banff and Buchan Colleges. This has been due to the reduction in staff in Organisational Development and in Aberdeen the requirement to focus on ensuring College staff have appropriate assessor and verifier qualifications. During this period Protocol lecturers have also been invited to undertake Assessor Qualifications and a number have taken this opportunity. The PDA was refreshed in 2013 and is now the PDA Teaching Practice in Scotland's Colleges.

It is recommended that we should seek approval to run this course in AY2015/16. The PDA would be accessible to Protocol lecturers. However, the requirement to ensure permanent College staff are fully qualified in assessment and verification remains, and due to the merger and the number of new College staff employed in recent years this is already generating a high volume of work. Therefore if the PDA is introduced in AY2015/16 it is recommended that Protocol lecturers who have a regular commitment of nine hours or more and who have worked in the College for a minimum of one year will be priority. The cohort will be limited (numbers to be agreed).

Historically Protocol lecturers have been required to pay for the PDA. Again it is recommended that this should be the case although reduced fees only will be charged. (fees to be confirmed and agreed).

5. Recommendation

5.1 It is recommended that the Committee note the contents of this report.

Rob Wallen
Principal

Elaine Hart
Vice Principal Human Resources

Professional Development Targets

1. Introduction

- 1.1 The purpose of this paper is to inform the Committee of professional development targets and actions to achieve them.

2. Professional Development Targets

- 2.1 Attached at Appendix 1 is a table listing all professional qualifications required to be held by staff involved in teaching, assessing, verifying and guidance.
- 2.2 The table states the target, the current position and the actions that are being taken to achieve the targets.
- 2.3 The Organisational Development Team will work with staff and managers across the College in order to ensure that all staff hold the qualifications required for their role. Where staff are recruited and do not hold the necessary qualifications a developmental programme will be put in place to support them.
- 2.4 We are confident that the actions being taken will address any shortfalls and enable these targets to be achieved.

3. Recommendation

- 3.1 It is recommended that the Committee note the contents of this report.

Rob Wallen
Principal

Elaine Hart
Vice Principal – Human Resources

Professional Development Targets 2014 -17

The Organisational Development Team will work with staff and managers across the College in order to ensure that all staff hold the qualifications required for their posts in College. Where staff are recruited and do not hold the necessary qualifications a developmental programme will be put in place to support them.

The following table illustrates the qualification, target and current action taken to address any shortfall:

Qualification	Target	Current Position	Action
TQFE	By 2017 93% of lecturers who hold permanent contracts will hold or be working towards TQFE	In the September 2014 Board report the position was that 82% of College lecturers held or were working towards TQFE. This will be taken as the base line position.	<p>Following Scottish Government recommendations all full time lecturers will be expected to achieve TQFE within 3 years of appointment. We will also apply this recommendation to all part time permanent lecturers who have a minimum of 120 hours class contact.</p> <p>At the present moment lecturers who are not TQFE qualified fall into one of the following categories: -</p> <ul style="list-style-type: none"> Do not hold prerequisite qualifications – arrangements are in place to enable them to obtain entry level qualifications. Do not have sufficient service – a large number of these will be ready to commence TQFE in August 2015. Line manager unable to release them due to operational priorities. These will commence with the next available cohort (August 2015). <p>The majority of these are currently working on other awards such as assessor / verifier.</p> <ul style="list-style-type: none"> Personal problems (e.g. poor health) – will commence when issues are resolved. Insufficient teaching hours – unlikely to commence unless position changes.

Qualification	Target	Current Position	Action
Assessor	By 2017 85% of lecturers who hold permanent contracts will hold or be working towards an assessor qualification.	At the present time 76% of lecturers either hold or are working towards an assessor qualification.	All new lecturers will be enrolled on an assessor award as soon as they have sufficient experience to be able to undertake this. In addition, in consultation with Faculty Managers and according to their priorities we are gradually enrolling Fraserburgh based staff teaching non VQ's who traditionally have not been required to undertake assessor qualifications.
	By 2017 85% of VTAs and Instructor / Assessors who hold permanent contracts will hold or be working towards an assessor qualification.	At the present time 77% of permanent instructors hold or are working towards an assessor qualification.	All new Instructor / Assessors will be enrolled on an assessor award as soon as they have sufficient experience to be able to undertake this. In addition, in consultation with Faculty Managers and according to faculty priorities we will gradually enrol Fraserburgh based VTAs and Instructor / Assessors teaching non VQ's who traditionally have not been required to undertake assessor qualifications.
Verifier	By 2017 70% of lecturers who hold permanent contracts will hold or be working towards a verifier qualification.	At the present time 62% of lecturers either hold or are working towards a verifier qualification.	As lecturers achieve TQFE and assessor qualifications they will be enrolled on verifier awards.
Introductory Teaching Qualifications	By 2017 94% of VTAs and Instructor / Assessors will hold or be working towards an introductory teaching qualification.	At the present time 61% of VTAs and Instructor / Assessors hold or are working towards an introductory teaching qualification.	An introductory teaching qualification will commence in block 2 when we hope to start addressing this shortfall. Staff will be prioritised for this award following discussion with their Faculty Manager. We will hold regular cohorts for new and existing staff each year to meet the target.

Qualification	Target	Current Position	Action
Post Graduate Certificate in Adult Guidance	95% of Guidance Tutors will hold or be working towards a Post Graduate Certificate in Adult Guidance.	82% of Guidance Tutors are currently qualified.	Three Guidance Tutors have recently started their roles in Fraserburgh. These are being allowed to settle into their new role and will be invited to undertake the Post Graduate Certificate commencing October 2015.

HR Policies

1. Introduction

- 1.1 The purpose of this paper is to provide the Committee with an update on the development of Human Resources policies for North East Scotland College.

2. Update

- 2.1 The policies which were part of the negotiations for the harmonisation of terms and conditions of employment have now been finalised and issued being:

- Discipline;
- Grievance;
- Capability;
- Flexible Working;
- Leave in Special Circumstances;
- Time Off in Lieu (TOIL).

- 2.2 Work is on-going in accordance with the policy schedule attached as Appendix 1 to this paper.

3. Recommendation

- 3.1 It is recommended that the Committee note the contents of this paper.

Rob Wallen
Principal

Elaine Hart
Vice Principal Human Resources

Agenda Item 6.1
Appendix 1

Policy	Status	Comment	Priority	Time Frame
Recruitment & Selection		A review of policies and procedures relating to recruitment and selection is underway		January 2015
Employee References				
Secondment Policy	New Policy			
Acting Positions				
Probationary	New Policy			
Equality & Diversity		Under development to go to EDSG		January 2015
Sickness		Under review by OH		February 2015
Maternity	Under Review	Under review due to imminent changes in legislation		February 2015
Shared Parental Leave	New Policy			
Paternity	Under Review			
Adoptive Leave	Under Review			
Anti-Harassment & Bullying	In Draft	Under Development to bring together existing procedures		February 2015
Organisational Change Policy & Procedure	New Policy			March 2015
Staff Development	In Draft			January 2015
Career Break				
Drug & Alcohol				February 2015
Whistleblowing				February 2015
Anti- Corruption & Bribery				February 2015
Disciplinary	Final			
Grievance	Final			
Capability	Final			
Flexible Working	Final			
Leave for Special Circumstances	Final			
Time Off in Lieu	Final			
Job Evaluation	Final			

KEY	
	High Priority
	Medium Term Priority
	Longer Term Priority
	Complete

Health and Safety Performance Indicators

1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to the Health and Safety function and also to provide an update on health and safety activities and strategy in the new College.

2. Accident Statistics

- 2.1 Accident statistics for AY2014/15 are noted below with comparative information for previous years.
- 2.2 Reporting accidents and injuries at work is a legal requirement covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. This means that certain categories of accidents must be reported to the Health and Safety Executive. These categories include accidents which result in attendance at hospital and any which result in absences from work of over 7 days.

Academic Year	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Total No. of Accidents North East Scotland College	77 of which 5 were reported to HSE	86 of which 16 were reported to HSE	50 of which 8 was reported to HSE	77 of which 11 were reported to HSE	43 of which 4 were reported to HSE	10 of which 0 were reported to the HSE

- 2.3 Analysis of the accidents for AY2014/15 shows that they involved the following:

Category	Total
Students	9
School Pupils	0
Employees	1
Contractors	0
Members of the Public	0
Total	10

- 2.4 The categories of accidents were as follows:

Injury	Total
Cut	2
Burn	4
Sprain/Strain	0
Bump/knock	0
Slip Trip	1
Eye Ingress	2
Bite	1
Concussion	0
Fracture	0
Total	10

- Four of the ten reported accidents involved minor burns; these were as a result of using strengthening tongs in the Hair and Beauty Faculty and were very minor in nature.
- Two accident reports involved substance ingress' the eye, whilst safety glasses were being worn at the time, a review on whether a different type with a closer "face fit" profile may be required is being undertaken.
- Two accidents involved minor cuts in the Hospitality Faculty; these were due to relative inexperience chopping vegetables.
- One related to a rabbit bite when returning the animal to its cage.
- One accident related to a staff member tripping over a slightly raised "lock block" at the new Loch Street door way of the Aberdeen City Campus. Contractors were immediately summoned to relay the area.

2.5 The location breakdown of accidents is as follows:

Breakdown by site	
Aberdeen City Campus	7
Aberdeen Altens Campus	
Aberdeen Sports Village	
Craibstone Campus	2
Fraserburgh Campus	1
Clinterty Campus	
Total	10

3. Workplace Dust Monitoring:

- 3.1 Under the Control of Substances Hazardous to Health Regulations (COSHH) a duty is placed on employers to ensure the risk from workplace exposure to dust is removed, so far as reasonably practicable.
- 3.2 Checks to measure the concentration of inhalable and respirable dust in the air are undertaken by the Health and Safety Department and all construction and joinery workshops are included in this program. Each workshop is sampled for respirable dust using a direct reading dust monitor; this monitor also provides the facility for inhalable and thoracic dust checks. The following table provides details on the number of dust samples taken since the last Committee meeting.

Site	No. of Dust Samples Undertaken	No. of Inspection Failures
Aberdeen	4	0
Fraserburgh	1	0

4. Kitchen Inspections:

- 4.1 To comply with the following legislation, Food Safety Act 1990, The Food Labelling Regulation 1996 (as amended), The General Food Regulation 2004 and the Food Hygiene (Scotland) Regulations 2006, the Health & Safety Team have instigated a program of kitchen inspections.
- 4.2 A member of the Health & Safety Team has qualified as a Food Hygiene Inspector and undertakes regular kitchen inspections. All kitchens, including training and contractor controlled areas, are part of the program.

- 4.3 The following table provides details on the number of kitchens inspected since the last Committee meeting.

Site	No. of Kitchen Inspections Undertaken	No. of Inspection Failures
Aberdeen	4	0
Fraserburgh	1	1

4.4 Inspection Failure

- The kitchen inspection failure at Fraserburgh Campus related to cooked food which was not labelled correctly.
- The food was not being served at the time of Inspection and was still within the kitchen area when identified.
- The response of the Catering Manager to these breaches of The Food Safety Act 1990 and the Food Hygiene (Scotland) Regulations 2006 was encouraging.
- The food was immediately disposed of by the Catering Manager and all catering staff were reminded that food must be labelled immediately and expiry dates placed on food containers.

5. Recommendation

- 5.1 It is recommended that the Committee note the contents of this paper.

Rob Wallen
Principal

Elaine Hart
Vice Principal Human Resources