NORTH EAST SCOTLAND COLLEGE

REGIONAL BOARD MEETING

11 October 2023

G25, NESCol City Campus

REGIONAL BOARD

NOTICE OF MEETING
There will be a meeting of the Regional Board of North East Scotland College on Wednesday 11 October 2023 at 1000 hours in G25, NESCol City Campus.

AGENDA		
Agenda Item		**Paper**
01-23	Apologies for Absence	
02-23	Declaration of any Potential Conflicts of Interest in relation to any Agenda Items	
03-23	Minutes of Previous Meeting (21.06.23)	x
04-23	Matters Arising from the Previous Meeting (21.06.23)	x
	Reserved Matters for Decision	
05-23	Regional Outcome Agreement	x
06-23	ASET Chair (S Elston) – verbal update	
07-23	Ratifying of Contracts approved by Chairs Committee	x
	• Nursery Contract	
	• Protocol Contract	
	• South Block Glazing Contract	
	• VLE Contract	
	Governance Matters for Decision	
08-23	Regional Board Terms of Reference	x
09-23	Regional Board Programme of Business	x
	Reports to the Board	
10-23	Report by the Regional Chair (Susan E)	x
11-23	Report by the Principal (N Cowie)	x
12-23	Report by Committee Chairs	x
	Reserved Matters for Discussion	
13-23	Start of year position, including credit activity, enrolments (presentation)	
14-23	Energy Transition & Skills Hub Update (presentation and paper)	x
	Matters for Discussion	
15-23	Strategic Risk Register (S Thompson)	x
	Matters for Information	
16-23	Strategy Event – next steps (N Cowie/S Elston) - verbal	
17-23	Health and Safety Annual Report	x
	Governance Matters for Information	
18-23	Governance update (Susan L)	x
19-23	**Any Other Business**	
	Private Reserved Matters for Information	
20-23	National bargaining update (K Donnelly) - verbal	
21-23	Industrial Action update (K Donnelly) - verbal	

	Private Reserved Matters for Decision	
22-23	Principal's Performance Management Objectives for AY2023/24 (late paper)	
23-23	**Summation of Actions and date of next meeting** Next meeting of the Regional Board will take place on Wednesday 13 December 2023	

	REGIONAL BOARD

	MINUTE OF MEETING
	Minute of the meeting of the Regional Board of North East Scotland College held on Wednesday 21 June 2023 at 1000 hours in the Boardroom of Aberdeen City Campus.

Agenda Item	
	Present: Neil Cowie Susan Elston (Regional Chair) Jim Gifford Bryan Hutcheson Nicole Matthews Carrie Beaton Leona McDermid Andy Rodden David Blackhall Sheena Ross Duncan Cockburn Iain Watt Mark Fotheringham Cindy Dempster **In attendance via Teams:** Neil McLennan **In attendance:** Stuart Thompson, Vice Principal, Finance & Resources Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary **Trade Union Observer:** Sue Porter, EIS/FELA (until Agenda items relating to Private Reserved Matters for Decision) **Guest Attendees:** Joe Mulholland, College HMI, Education Scotland (for Agenda item 66-22) Kirsty Pettitt, Student Engagement & Wellbeing Manager (for Agenda item 78-22) Paul Smith, Director of M&C (for Agenda item 80-22) Susan Grant, Associate Vice Principal, Learning & Quality (for Agenda item 83-22)
66-22	**Education Scotland Progress Visit: Update from J Mulholland** Guest attendee J Mulholland directed members to the outcome report following the 21-23/03/23 Progress Visit, with emphasis placed on the data used being that published by SFC for AY2020/21. J Mulholland highlighted the many positives and limited negatives from the Visit including the valued relationships between staff and learners; the support and staff collaboration; the high positive destinations and the slight drop in f/t FE recruitment. Discussions followed on the 21/22 data (now published by SFC) with J Mulholland providing an overview of NESCol's position within the sector. The Principal highlighted the clear improvement recruitment trajectory, and the positive retention statistics for this year; whilst acknowledging the comments

	regarding a lack of continuity across all curriculum areas in contextualising the APSD unit. Suggestions were offered in terms of going forward: to convert partial successes into full successes, student recruitment and the learning and teaching processes. A discussion on a move towards p/t rather than f/t delivery to aid retention by offering flexibility and agility across the College sector took place; along with possible changes in approach to progress visits took place. Members noted a shortened version of the report is available on the Education Scotland website.
	Guest attendee J Mulholland left the meeting at 10:25am
67-22	**Apologies for Absence** Apologies were received in advance from G Watt, R McGregor and D Anderson.
68-22	**Declaration of any Potential Conflicts of Interest in relation to any Agenda Items** A Rodden declared a potential conflict of interest by virtue of his position with ETZ Ltd and Agenda item 83-22. N McLennan declared a potential conflict of interest by virtue of his position with University of Aberdeen. L McDermid declared a potential conflict of interest by virtue of her position with Aberdeen Foyer.
69-22	**Minutes of Previous Meeting – 22 March 2023** The Minute was approved as a true and accurate record.
70-22	**Matters Arising from the Previous Meeting** Members noted that all matters arising had been addressed with no additional comments made.
	Reports to the Board
71-22	**Report by the Regional Chair (Susan E)** Members noted the summary of meetings attended by the Regional Chair and additional verbal information provided. S Elston drew attention to the Joint Board Event taking place on the evening of 21/06/23. S Elston, in response to a query, confirmed the College's engagement with both Aberdeenshire and Aberdeen City Community Planning, but highlighted the differing approaches of both entities.
72-22	**Report by the Principal (N Cowie)** Members noted the verbal summary of the Report provided by the Principal. N Cowie highlighted the Withers Review which has been welcomed by the Sector, and the developed relationship with Fraserburgh campus' benefactor and NESCol's Director of Business Development D Abernethy, and underlined also the future role industry funding could play in the College's growth ambitions.
73-22	**Report by Committee Chairs (Committee Chairs/Vice Chair)** Members noted the Report by the Committee Chairs.

	As Chair of the Curriculum and Quality Committee, A Rodden summarised key business and noted the valuable oversight provided by credit forecast scenario planning and the increased student engagement generated by the SA.
	L McDermid provided an overview of key activities in her capacity as Chair of the Human Resources Committee. The Equalities Report was recognised as being an exceptional piece of work and the far-reaching implications of AI usage discussed. AI awareness training for all Board members is currently being explored.
	As Chair of the Audit and Risk Committee, J Gifford itemised some of the business undertaken.
	On behalf of the Finance and Resources Committee, Chair S Ross detailed the main items of recent business. An increase in the number of meetings per AY and robust discussions regarding SSJ were highlighted.
	On behalf of the Governance and Nominations Committee, the Board Secretary provided a summation of key matters addressed.
	Governance Matters for Decision
74-22	**Board Policies (Susan L)** • **Succession Planning Policy** S Lawrance directed members to the revised Succession Planning Policy, highlighting the proposed amendments. Members approved the Policy changes as presented. • **Recruitment & Selection Policy** S Lawrance requested members consider the proposed revisions to the Recruitment and Selection Policy. Members approved the amendments as presented.
	Governance Matters for Information
75-22	**Board and Committee Membership (Susan L)** S Lawrance highlighted the proposed changes following the end of tenure for D Russell and the appointment of M Fotheringham. Revisions to Committee Chairs, Vice-Chairs and memberships were summarised. Members noted the information provided.
76-22	**Board Recruitment – verbal update (Susan L)** S Lawrance updated members on Board recruitment, confirming a closing date of 14/07/23 with shortlisting and subsequent interviews planned for July and August 2023. The recruitment drive has been referenced in the AGCC's Morning Bulletin and informal discussions have already been scheduled with 3 interested parties. Members were again encouraged to promote the vacancies across their networks. Members noted the information provided.
77-22	**Trade Union Representation on Regional Board (Susan L)** S Lawrance updated members with regards to Trade Union representation. Members noted the paper's content.
	For Decision
78-22	**SA Strategy 2023/2026(K Pettitt)**

	Guest attendee K Pettitt referred to the shared Strategic Plan and its' anticipated impacts on the work of the SA for 2023-26. Following her summation of the PowerPoint presentation, members were invited to provide feedback. Comments relating to the absence of references to the SA in the Progress Report, the positive engagement of Class Reps and the evidenced healthy and vibrant SA were noted. The SA's understanding of the wider ambitions of the College and its' implementation of this within its' work undertaken was acknowledged, as was its' assistance with improving the student experience and its' building of relationships with internal and external parties.	
	In recognition of the meeting being the last to be attended by Regional SA President, members joined N Cowie in thanking N Matthews and wishing her well and also wishing Depute SA President C Beaton well in her new role for AY2023/24.	
	Guest attendee K Pettitt left the meeting at 11:22am	
79-22	**Programme of Meetings for AY2023/24 (Susan L)** S Lawrance directed members to the shared draft meeting schedule for AY2023/24, drawing attention to the additional F&R and HR Committee meetings in September 2023 and January 2024. Members noted the dates outlined. **Action: S Lawrance to schedule an additional meeting of the A&R Committee for Sept 2023.**	
	Matters for Discussion	
80-22	**Graduation Ceremonies – Fellow Nominations (Paul)** Guest attendee P Smith updated members on Graduation planning to date and requested nominations of NESCol fellows be forwarded to S Lawrance for consideration by mid-July 2023. It was noted that BBC Radio Scotland's Fiona Stalker will once again host the ceremonies. **Action: S Lawrance to share list of current NESCol fellows.**	
	Guest attendee P Smith left the meeting at 11:31am	
	Matters for Information	
81-22	**Strategy Event – next steps (N Cowie/S Elston)** Following the Strategy Event on 27/04/23, a circulated paper outlining "next steps" in addition to plans to hold another Strategy Event in November 2023 was noted by members, with feedback invited. It was suggested that a further consolidation and distillation of the points raised on the day is completed. Whilst appreciation of 1 day of focused activity was expressed, consideration of utilising an off-site venue was advocated.	
82-22	**KPI Data (N Cowie)** N Cowie drew attention to the shared paper, written to provide members with the internal version of the SFC's AY2021/22 KPI report, and highlighted the positive retention figures, the ongoing spotlight reviews, and the quarterly KPI meetings to ensure aspirations are progressing. Comments were invited. Linking with the student satisfaction survey results was mooted. **Action: S Lawrance to discuss with NESCol's Director of Quality G Griffin including the student satisfaction results in the KPI data report.**	
	Reserved Item of Business	
	Matters for Decision	

83-22	**ETZ Progress report (late paper to allow for last minute developments to be included) (S Grant)**
	Guest attendee S Grant left the meeting at 12:01pm
84-22	**2023-24 Financial Budget (S Thompson)**

	N Mathews left the meeting at 12:28pm **L McDermid and A Rodden left the meeting at 12:33pm**	
85-22	**2023-24 Capital Budget (S Thompson)**	
86-22	**SFC FFR (S Thompson)**	
	Matter for Information	
87-22	**Strategic Risk Register (S Thompson)**	
88-22	**Credit Activity Overview AY2022/23**	
89-22	**Any Other Business** In recognition of the meeting being the last to be attended by the Trade Union Observer, members joined N Cowie in thanking S Porter for her contributions.	
	Trade Union Observer S Porter left the meeting at 12:52pm **S Thompson, D Blackhall and C Dempster left the meeting at 12:53pm**	
	Private Reserved Matters for Decision	
90-22	**Regional Board Nominee**	
	S Thompson rejoined the meeting at 1:04pm	
	Private Reserved Matters for Information	
91-22	**National bargaining update**	
92-22	**Think the Unthinkable Convention 5 (N Cowie)**	

	N Cowie, S Thompson and K Fraser left the meeting at 1:05pm
93-22	**Principal's Performance Objectives Update**
94-22	**Summation of Actions and Date of next Meeting** The next meeting will take place on Wednesday 11 October 2023.

Actions from the Regional Board Meeting held on 21 June 2023.			
Agenda Item	**Action**	**Deadline**	**Responsibility**
79-22	**Schedule of Meetings:** Schedule to be circulated to members plus additional meeting of A&R Committee (Sept 2023)	By AY2023/24	Board Secretary
80-22	**Fellows:** List of current Fellows to be circulated to Board Members with nominations submitted to Board Secretary.	August 2023	All & Board Secretary
82-22	**Student Satisfaction Data:** Explore opportunity to include in KPI Data report.	Update for next Meeting.	Board Secretary
83-22	**Chairs Committee:**		
93-22	**Performance Objectives:**		

Signed by S Elston......................................Regional Chair
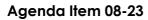
Date: 05.10.23

REGIONAL BOARD

An update on matters arising from the meeting of the Regional Board of North East Scotland College held on Wednesday 21 June 2023.

Agenda Item	
79-22	**Action: Schedule of Meetings:** Schedule to be circulated to members plus additional meeting of A&R Committee (Sept 2023)
	Status: Complete – Schedule circulated plus additional A&R/F&R meetings.
80-22	**Action: Fellows:** List of current Fellows to be circulated to Board Members with nominations submitted to Board Secretary.
	Status: Complete – List circulated to Members along with request for nominations.
82-22	**Action: Student Satisfaction Data:** Explore opportunity to include in KPI Data report.
	Status: Complete – After discussion with G Griffin
83-22	**Action: Chairs Committee:**
	Status:
	Reserved Matters Arising
93-22	**Action: Performance Objectives:**
	Status:

REGIONAL BOARD
Meeting of 11 October 2023

Title: Regional Board Terms of Reference

Author: Susan Lawrance, Secretary to the Board	**Contributor(s):**

Type of Agenda Item:

For Decision ☒

For Discussion ☐

For Information ☐

Reserved Item of Business ☐

Purpose: To enable the Regional Board to review its Terms of Reference.

Linked to Strategic Goal:

Linked to Annual Priority:

Executive Summary:
Attached as Appendix 1 to this paper is the Board's current Terms of Reference. Members are asked to review the attached and consider if the Board's remit accurately reflect its main areas of responsibility and focus.

Recommendation: It is recommended that the Board review and readopt its Terms of Reference.

Previous Committee Recommendation/Approval (if applicable)**:**
None

Equality Impact Assessment:

Positive Impact ☐

Negative Impact ☐

No Impact ☐

Evidence:

	REGIONAL BOARD	
1.1	**Membership**	The membership of the Regional Board will be constituted as required by the Further and Higher Education (Scotland) Act 1992 (as amended), the Further and Higher Education (Scotland) Act 2005 (as amended) and the Post 16 Education (Scotland) Act 2013 and as per the Standing Orders
1.2	**Quorum**	No less than one half of the members entitled to vote.
1.3	**Remit**	

The Regional Board shall observe constitutional arrangements as set out in legislation and the Standing Orders in all its business.

The Regional Board must ensure compliance with the statutes, ordinances and provisions regulating the College and its framework of governance and, subject to these, take all final decisions on matters of fundamental concern to the College.

The Regional Board is responsible for overseeing the business of the College, determining its strategic direction and fostering a safe environment in which the College's vision is achieved and the potential of all learners is maximised through the delivery of high quality learning and outcomes. The Regional Board must also ensure that the College has in place effective management and financial controls to support the student experience within a framework of public accountability and transparency.

The Regional Board shall:

- Determine the College's vision, strategic direction, educational character, values and ethos
- Identify strategic priorities and provide direction within a structured planning framework
- Safeguard the financial and institutional sustainability of the College by ensuring that funds are used as economically, efficiently and effectively as possible, and that effective monitoring arrangements are in place
- Ensure there is a common approach to the management of risk throughout the College through the development, implementation and embedding within the organisation of a formal, structured risk management process
- Monitor agreed key performance indicators to determine if the College's vision and values are being fulfilled and the interests of stakeholders are being met
- Work in partnership to secure the coherent provision of high quality fundable further and higher education across the region
- Provide leadership in equality and diversity

- Ensure that the College conducts its operations in such a way, so far as is reasonably practicable, that employees, students and others who may be affected by its activities are not exposed to risks to their health and safety
- Determine the Board's position regarding National Collective Bargaining and ensure that this is communicated to the Employers' Association.

In observance of the Scheme of Delegation, the Regional Board reserves making decisions on the following matters to itself, upon advice from or recommendation by the relevant Committee where appropriate and must not be delegated:

- determining the objectives of the Board
- final approval of the College's Strategic Plan and Regional Outcome Agreement
- approval of the year-end Annual Report and Accounts
- approval of the Annual Budget
- final consideration of the Annual Audit Report
- approval of the Strategic Risk Register
- acquisition and disposal of heritable property, subject to approval of the SFC
- ensuring a formal and open procedure is in place for recruiting and selecting new non-executive Board Members, having regard to all relevant Ministerial Guidance on board appointments
- ensuring appropriate arrangements are in place for the appointment of Staff and Student Members
- appointment of the Senior Independent Member
- appointment and removal of the Principal and Chief Executive
- appointment and removal of the Secretary to the Board
- approval of terms and conditions of appointment of Board Members
- approval of the Students' Association constitution and the election regulations for student officers
- delegation of functions of the Board including remits of Committees and this Scheme of Delegation
- the making, amendment and revocation of the Standing Orders of the Board
- approval of the awarding of contracts over a value of £250,000
- approval of the College's capital programme.

1.4	**Meetings/Reporting**
	The Regional Board shall meet a minimum of four times per year.
	The Regional Board will normally hold two Strategy Events during each academic year.

Version: 11 October 2023

REGIONAL BOARD – PROGRAMME OF BUSINESS AY2023-24

Please note that the Programme of Business will be amended as required to include agenda items that arise throughout the academic year.

11 OCTOBER 2023
For Decision
Regional Board Terms of Reference
Regional Board Programme of Business
Principal's Performance Management Objectives
Regional Outcome Agreement
For Discussion
Health and Safety Annual Report
ETZ – next Steps/update
ASET Chair
For Information
Start of AY credit/enrolment information

22 NOVEMBER – ABERDEEN CITY CAMPUS
Board Strategy Event to discuss Strategic Plan 2024-2027

13 DECEMBER 2023
For Decision
College Evaluation Report and Enhancement Plan
Audited Financial Statements 2022-23 (including Letter of Representation)
For Discussion
Appraisal of Regional Chair (tbc)
Aberdeen Skills and Enterprise Training Limited – Annual Report by Chief Executive
Indicative Funding Review (if available)
For Information
Annual Report to the Regional Board by the Audit & Risk Committee
First Impressions Survey Results AY2023-24
Strategic Risk Register
Credit Activity Update & Forecast

20 MARCH 2024
For Decision
Equalities Mainstreaming Report
Governance Manual (Annual Review)
Budget Review
BCD Update
For Discussion
KPIs 2022-23 *(Published SFC data & College KPI Publications)*
Outcome & Impact Framework AY2022-23
Strategic Risk Register
ETZ Update
For Information
Indicative Funding Allocation 2024-25
Campus Management Update
PREVENT Annual Report
Board Member Register of Interests (annual update)
Credit Activity Update & Forecast
Principal's Performance Management Objectives - Progress Update

APRIL 2024 (Date TBC)
Strategy Event – Update on NESCol Strategic Plan

19 JUNE 2024
For Decision
Programme of Meetings 2024-25
Budget, Capital Plan & Financial Forecast Return (including final Funding Allocation
Financial Budget
Capital Budget
For Discussion
Strategic Risk Register
Credit Activity Update & Forecast
For Information
KPI Data
Principal's Performance Management Objectives- Update

STANDING ITEMS
Minutes of Previous Meeting
Matters Arising from the Previous Meeting
Report by the Regional Chair
Report by the Principal (to include National Collective Bargaining Update)
Report by Committee Chairs

Red denotes Reserved Item of Business

REGIONAL BOARD **Meeting of 11 October 2023**	
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 and a summary of the Chair's attendance at meetings out with the scheduled meetings of the Board and Committees during the period from 22 June to 10 October 2023	
1	Regular catch up with Principal and Board Secretary
2	Several meetings with Chairs of RGU and UoA
3	**RGU** • 2 x Board Strategy Events • 2 x Board meetings • Audit Committee meetings **Nescol Board** **One to Ones** -11 meetings to date HR /Finance/ Audit Committee meetings Equalities & Wellbeing Committee **ASET** meetings with CEO and Chair Joint NESCol /ASET meeting **CPA (Community Planning Aberdeen)** Quarterly Meeting **Colleges Scotland** Think the Unthinkable **Colleges Employers Scotland** Central Committee Meeting CES Executive Committee NJNC (National Joint Negotiating Committee) Side Tables for Lecturing and Support – 6 meetings **Graduation Ceremonies**

Template Version: August 2019

	Fraserburgh, Aberdeen x 2
4	**Outputs from Think the Unthinkable** The principles identified from the Think the Unthinkable workstream are: • Think Colleges First • Colleges are valued and growing within the skills delivery landscape, delivering maximum opportunities for learners, and producing a skilled workforce for Scotland. • Colleges are financially and operationally stable and sustainable. • Colleges are the lead organisations for Regional Skills Planning and Delivery within the already established structures of Scotland's Regional Economic Partnerships. • Colleges are evolving to be focused on place-based opportunities and supporting their communities to thrive. • Digital Transformation: harness, sustain, and evolve digital opportunities. • The college workforce is highly skilled, diverse, resilient, and valued. KEY Asks of Government: 1.The Scottish Government should give equal recognition to the value of college education, as set out in the Withers report. This would look like colleges gaining parity of visibility across all SG portfolios, parity of visibility in PfG / SG Budget etc. The Cabinet Secretary for Education and Skills should actively connect with other Cabinet Secretaries and Directorates to ensure that colleges are a key part of NHS workforce planning, building a green skills workforce etc. 2. The International Education Strategy incorporates colleges firmly in the role they can play for the benefit of Scotland. An adequately funded careers advice and guidance service is delivered for learners of all ages 3. Deliver a single finding body that releases resource to the front line of college activity. 4. For the role of colleges as a conduit within regional skills pipelines and for pathways to be better defined from school senior phase to applied graduate degrees and embedded within the skills planning structure. For colleges to be designated by Scottish Government and relevant agencies as the leading providers of in-work learning opportunities and skills development, such as stackable qualifications 5. To work with Colleges Scotland and to take the opportunity to collaborate and harness any research support. 6. Ministers to commit that Scottish Government will quickly review the considerable number of existing digital initiatives currently underway in

	order to streamline them, bring a focus and to ensure they are fully joined up

REGIONAL BOARD
Meeting of 11 October 2023

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. 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. Members are asked to note the new Channel No. 8 within Regional Board Team space – Board and Committee Action Log where actions from all Board and Committee meetings, along with Action updates can be found.	
1	The following meetings have been held since the last meeting of the Regional Board:
		---	---
		Human Resource	27 September 2023
		Finance and Resource	27 September 2023
		Audit and Risk	29 September 2023
	Copies of the draft minutes from the above meetings are available in the Meeting Channel of the Regional Board Team space.
2	**Human Resource Committee – 27 September 2023** Summary of key business: • Committee Terms of Reference • Committee Programme of Business AY2023/24 • People Services Management Information (Annual Report) • People Services Enhancement Plan • People Services Equalities Action Plan • Industrial Action • National Collective Bargaining • VLE Presentation • Committee Evaluation Feedback Agreed Actions: • Update on Management Information including areas of concern to be brought back to next meeting. • People Services Director to investigate national data bench marking.
3	**Finance and Resource Committee – 27 September 2023** Summary of key business: • Committee Terms of Reference • Programme of Business AY2023-24 • Course Fees AY2024-25 • Management Accounts (July) • Update on 2023/24 Budget • Annual Accounts 2022/23

	• Credits and Enrolment Update AY2023/24 • Procurement & tender plan and contract register briefing • ASET Update • Committee Evaluation Feedback • Confirmation of Contract Awards • Audit Scotland Annual Report on the College Sector • Short Term Investments Agreed Actions: • Feedback from Committee on format and presentation of monthly accounts. • External Auditors to present Annual Accounts paper to Nov Committees • Provide regular updates on Credits to Committee. • Procurement Policy, authorisation limits and revised Financial Regulations to be taken to next Committee. • ASET Financial updates to be shared with Committee.

4	**Audit and Risk Committee – 29 September 2023**
	
	Summary of Key Business:
	• Internal Audit Plan AY2023/24
	• Internal Audit Reports
	    o Final General Ledger Audit Report
	    o Final NESCol Cash Bank Report
	• Annual Audit Plan 2022/23 – Audit Scotland
	• Committee Terms of Reference
	• Draft Strategic Risk Register
	• Draft Annual Report of the Audit and Risk Committee to the Regional Board
	• Committee Evaluation Feedback
	• National Fraud Initiative Update
	• Data Protection Report AY2022/23
	
	Agreed Actions:
	• Review Scope for planned ASET Internal Audit
	• Revised Strategic Risk Register to be presented to next Committee including Mitigations, summary of parameters/scoring for each risk; revised/reviewed Risk Policy.

Regional Board
Meeting of 11 October 2023

Title: **Strategic Risk Register Update**

Author: S Thompson, Vice Principal – Finance and Resources	**Contributor(s):** Leadership Team & Audit & Risk Committee

Type of Agenda Item:

For Decision   ☐

For Discussion   ☐

For Information   ☒

Reserved Item of Business ☐

Purpose: To update the Board on the changes to the College Strategic Risk Register and the further actions.

Linked to Strategic Theme:

5. Leading Sustainability

Linked to Strategic Risk(s):

n/a

Executive Summary:

The Board and the Leadership have previously raised concern about the format, volume and process of reviewing and updating the College Strategic Risk Register.

The previous version of the strategic risk register contained 50 strategic risks, some very specific detail operational risk, some very detailed descriptions and mitigation and the mix of risk owners for individual risks.

The Leadership Team recently participated in a training session on risk management facilitated by Henderson Loggie. The session covered the principles, objectives, impact and process followed by a detailed review of the College Strategic Risk Register

The attached strategic risk register was discussed and agreed by the College Leadership Team.

Each of the 5 strategic goals now contain 3 high level risks plus 2 additional risk that overarch these goals. Each risk is now owned by a member of the College Executive Team. The College Leadership Team will review the strategic risk register once a month and incorporate any relevant changes.

Template Version: August 2021

Audit & Risk Committee outcome

The committee met on the 29th September 2023 and discussed the updated College Strategic Risk Register. The following points were discussed and agreed

- Positive response to the summarised format
- Retain the summary at a single page
- Additional information requested on management mitigations
- Additional information requested on the criteria/ scale that inform the risk scores
- Concern that some target scores may be too low
- **At November 2023 committee meeting**
    o Provide additional brief mitigation summaries for each strategic risk
    o Provide a summary of the criteria/ scale that inform the risk scores
    o Review the target scores

Recommendation: Acknowledge the updated format, risks, risk scores and the actions for the next Audit & Risk Committee meeting.

Previous Committee Recommendation/Approval (if applicable): n/a

Equality Impact Assessment:

Positive Impact   ☐

Negative Impact   ☐

No Impact   ☒

Evidence:

NORTH EAST SCOTLAND COLLEGE STRATEGIC RISK REGISTER

Ref	Objectives and Risks	Risk Owner	Current Likelihood (1 - 5)	Current Impact (1 - 5)	Current Rating (max=25)	Target Likelihood (1 - 5)	Target Impact (1 - 5)	Target Total (max=25)
1	**Strategic Goal 1: Deliver high quality, accessible and inclusive learning and training opportunities, which transform lives and which support the economic and social development of our region. Risk Appetite - Cautious**							
1.1	Failure to deliver future skills needs of the region & contributing to regional and national economic growth	VP C&Q	3	5	15	2	2	4
1.2	Financial pressures causing continued staff reductions negatively impacting on training provision; quality assurance; assessing.	VP C&Q	3	3	9	2	2	4
1.3	Financial pressures may cause reduced curriculum range, choice and opprotunity to the region.	VP C&Q	5	3	15	2	2	4
2	**Strategic Goal 2: Develop the skills, talents and potential of all of the people who come to college either to learn or to work. Risk Appetite - Cautious**							
2.1	Unable to recruit, retain and develop appropriately qualified staff, adversely impacting on the learner experience, curriculum delivery and development	Principal	3	3	9	2	2	4
2.2	If the College fails to adapt quickly and flexibly to changing demands, may not meet delivery targets for AY 2023-24	VP C&Q	4	4	16	2	2	4
2.3	If the college fails to improve attainment within identified areas of curriculum then fewer students will go on to positive destinations within work or HE.	VP C& Q	3	3	9	1	1	2
3	**Strategic Goal 3: Work with our partners to deliver positive and sustainable change for the individuals, communities and businesses in our region. Risk Appetite - Open**							
3.1	If the College does not successfully engage with employers and other key stakeholders, THEN we will not be able to identify and meet their needs	VP C&Q	3	3	9	2	2	4
3.2	If the College does not work closely with Local Authorites and Schools, THEN effective learner pathways will not be delivered throughout the region	VP C&Q	3	3	9	1	3	3
3.3	If competitions between the College and University sector continues to intensitufy then FT HE student recruitment will be negatively impacted	VP C&Q	4	4	16	3	2	6
4	**Strategic Goal 4: Deliver an excellent learning environment and experience leading to successful outcomes for all learners. Risk Appetite - Cautious**							
4.1	If the SFC fails to provide adaquate funding for counsellors and other targeted health and wellbeing support then student outcomes and experiences will diecline.	VP C&Q	3	4	12	2	3	6
4.2	IF student outcomes do not improve where required, then reputation and future student recruitment may be negatively impacted.	VP C&Q	3	3	9	2	3	6
4.3	Insufficient funding to maintain modern fit-for-purpose buildings, infrastructure and equipment negatively impacting the quality of the student experience	VP F&R	3	4	12	2	3	6
5	**Strategic Goal 5: Optimise the use of our available resources to deliver financial and environmental sustainability. Risk Appetite - Averse**							
5.1	Funding and increasing cost pressures will reduce the College's ability to achieve a balanced budget and challenge future sustainability	VP F&R	5	4	20	1	4	4
5.2	If the College fails to achieve planned activity targets then the SFC may clawback funding increasing the financial sustainability challenge	VP C&Q	4	4	16	2	3	6
5.3	IF ASET do not grow at sufficient rates THEN gift aid will not meet budgeted levels.	VP F&R	4	3	12	3	2	6
6	**Other. Risk Appetite - Averse**							
6.1	IF staff do not adhere to key statutory obligations and legislative requirements THEN the College may face significant financial penalties and/or reputional damage may occur	Principal	4	3	12	1	4	4
6.2	IF the College is the victim of a cyber attack THEN the College may experience IT systems outages and/or data security breaches, both resulting in significant business disruption	VP F&R	3	4	12	3	3	9

89

SCORES	0-8	9-19	>19

REGIONAL BOARD
Meeting of 11th October 2023

Title: Health and Safety Annual Report

Author: Colin Beattie	Contributor(s): **Learning and Development Team**

Type of Agenda Item:

For Decision   ☐

For Discussion   ☐

For Information   ☒

Reserved Item of Business ☐

Purpose: To update the Regional Board on health and safety activities throughout the year.

Linked to Strategic Goal:

4. Deliver an excellent learning environment and experience leading to successful outcomes for all learners.

Linked to Annual Priority:

Choose an item.

Executive Summary:

Attached, as an appendix is the Annual Health and Safety Report.

Members are asked read and accept the report.

Template Version: August 2019

Recommendation: It is recommended that the Board accept this report.

Previous Committee Recommendation/Approval (if applicable)**:**

Equality Impact Assessment:

Positive Impact ☐

Negative Impact ☐

No Impact ☒

Evidence:

Health and Safety Annual Report 2023

The report aims to give the Regional Board 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 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.
- Training

Impact and implications

The reporting process provides the Executive Team and the Regional Board with information on standards of reactive and active health and safety performance.

It provides the Regional Board with information on the College's health and safety performance and ensure health and safety is being managed appropriately and effectively.

The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College as an employer to ensure the health and safety of our employees and those persons not in the employment of the College that could foreseeably be affected by our work activities, so far as is reasonably practicable.

The Fire (Scotland) Act FSA) places a similar duty on the College as an employer in respect of premises which we occupy. Failure to comply with the provisions of health and safety and fire safety law can ultimately lead to enforcement action which can include improvement and prohibition notices; criminal prosecution leading to fines and publicity orders and individual prosecution leading to fines and / or custodial sentences as well as significant reputational damage.

Failures in health and safety management can also pose a risk of civil action against the College as an employer.

If a health and safety offence is committed with the consent or connivance of, or is attributable to a neglect of a duty on the part of any director, manager, secretary or

other similar officer then that person or persons (as well as the organisation) can be prosecuted under the HSAWA and FSA.

The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations set out specific legal duties which support compliance with the HSAWA and the FSA respectively, including assessing risks and making appropriate arrangements for the effective planning, organisation, monitoring, control, and review of the preventive and protective measures.

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

- The College has received no HSE Prohibition or Improvement Notices for this period.

- 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.

- 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 priorities to matters emerging within the sector both locally and nationally.

Health and Safety Risk Management

Control of risk continues to be achieved through co-ordinated approach by all staff, which also includes robust management of 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 curriculum areas, the facilities management team and the health & safety department if and when contractors are on site.

Health & safety inspections and audits are carried out throughout the year and there is a 100% completion rate of the Health and Safety Department's inspection programme.

No major non-conformances or statutory breaches were found during the inspections/audits.

Internal Health and Safety Audit

In November 2022, as part of the Internal Audit programme at NESCOL for 2022/23 Henderson Loggie carried out a 5 day review of health and safety processes in place to ensure that the college could adequately manage any health and safety issues. Responsibility for ensuring the college is compliant with key pieces of legislation such as the Health & Safety at Work Act (1974) and regulations published by the Health and Safety Executive (HSE), sits with the Head of Health, Safety and Security.

Audit Approach

Through discussions with the Head of Health, Safety and Security, the Health & Safety Officers, and review of key documentation, Henderson Loggie identified the internal controls in place and compared these with expected controls. A walkthrough of key systems was then undertaken to confirm their understanding, and this was followed up with compliance testing where considered necessary. The auditors then considered any areas where expected controls are found to be absent or where controls could be further strengthened.

Summary of Main Findings

Strengths

A formal Health & Safety Policy is in place, which is reviewed by the Head of Health, Safety and Security and the Executive Team, and uploaded to the intranet by the Quality Team;

• Induction training is in place for all new students which is managed.by the Learning and Development team and is tailored for each specific course or programme of study;

• People Services liaise with the Health & Safety (H&S) team for inductions for specific courses and / or any job changes for incoming staff to ensure they receive adequate induction training;

• External health and safety audits are undertaken periodically, with follow up of actions by the H&S Officers performed in a timely manner;

• A College designed accident recording and reporting system is in place, which records all accidents occurring in the College;

• From our review of a sample of accident forms, these were complete and recorded in a timely manner;

• Risk assessments are in place across the College, which are monitored for currency by the Department Head responsible for them, with annual reviews undertaken;

• Near miss reporting is in place to help prevent future accidents and incidents, which are reviewed by the H&S team:

• Incident reporting to the H&S team is in place, covering a wide range of incidents, including trespassers on the College estate and instances of drug use on campus;

• A Health & Safety Committee is in place which meets three times per year, with the dates set out at the beginning of each term;

• A detailed Health & Safety Report is submitted to the Board on an annual basis, the contents of which are presented by the Head of Health, Safety and Security,

which allows the members of the committee to raise queries and gain a further understanding of the College's health and safety position:

• The College leadership team meets weekly, which provides an opportunity for the Head of Health, Safety and Security to raise any significant health and safety issues, including any changes relating to the impact of the Covid-19 pandemic, which were still being monitored by the College at the time of our audit fieldwork;

• Certification with the HSE is held for use of radioactive materials, with practices applied by the College subject to review by the HSE to ensure that these College practices comply with the relevant regulations and legislation; and

• Flu vaccinations are to be provided on site, free of charge for staff at all campuses, with individual sessions held at each campus, helping to improve staff wellbeing and reinforcing the overall health and safety culture within the College.

No weaknesses were identified during the audit.

The overall level of assurance was classified as GOOD.

HEALTH & SAFETY

Accidents

Table 1, Total number of accidents at NESCol

All Accidents	2018/19	2019/20	2020/21	2021/22	2022/23
	28	28	16	21	41

Table 2, Accidents reportable to the HSE

RIDDOR[1]	2018/19	2019/20	2020/21	2021/22	2022/23
	2	1	0	4	3

The accidents reported to the HSE under requirements of the Reporting of Injuries,

Fraserburgh Campus

IP was asked to set up a papering table and instructed not to open alone as it had to be a two person operation. IP failed to listen to instructions and attempted to open table on his own resulting in sections of the table closing on his finger near the hinge causing injury. All H&S protocols had been followed and IP admitted fault and not following lecturer's instructions.

---

[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.

Fraserburgh Campus

IP was involved in a wood working exercise using a chisel. IP had been instructed to clamp his work piece and never to chisel towards himself. IP did not follow lecturer's instructions resulting in injury. IP had conducted a risk assessment prior to the exercise highlighting risks and control measures and had a toolbox talk instructing them on how to use the chisel safely.

Fraserburgh Campus

IP was trimming end grain on his work piece. IP was instructed to clamp work piece into clamp or vice but held it in his left hand and started to trim using chisel, chisel slipped and cut IP's thumb. IP had been instructed on safe use of hand tools. IP will receive further hand tools training.

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 of people 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

Accident Incidents rates (AIR) at NESCol	2018/19	2019/20	2020/21	2021/22	2022/23
	1.10	1.33	1.24	0.86	2.00
Accidents Incident Rates (AIR) in FE sector	3.90	3.10	3.10	No figures collated nationally	3.30

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

The Scottish Fire and Rescue Service (SFRS) completed a fire safety audit at our Aberdeen City Campus this year.

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 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.
- 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.

A similar audit was conducted for Fraserburgh Campus last year; these two successful audits demonstrate strong controls and management of fire risk continue to be in force at North East Scotland College.

Statutory Compliance

Health and Safety Executive Notices

The College have not received any Fee for Intervention Notices, Prohibition or Improvement Notices issued by the Health and Safety Executive (HSE).

Health & Safety Notices issued by the College Health and Safety Department
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 or a possible breach of Legislation is found that requires immediate action.

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

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

Health and Safety Policy and Legislation

The Health and Safety Department have an ongoing programme of updating the College health and safety policies in line with current legislation. To date, 100% of the College policy and procedural documents have been reviewed. This ensures College policies and procedures are current, correct and provide the appropriate advice to staff.

College Policies and Procedures updated during the year include;

- Health and Safety at Work Policy
- Control of Noise at Work Procedure
- Health and Safety Management Review Procedure
- Meningitis Awareness Procedure
- Permit to Work Procedure
- Lone Worker Procedure
- Legionella Control Procedure
- Control of Contractors Procedure
- COSHH Procedure

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.

The health and safety department have assessed and passed as suitable; 196 work placement providers for this review period.

Food Safety

The Health and Safety Department is working with the new catering provider Inspire Catering Services (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 kitchen inspections.

No. of Kitchen Inspections	No. of Inspection Failures	Details of Issues Found
7	0	No Issues found

Health Surveillance

Frequency of Health Surveillance

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

Health and Safety Inductions

Health and Safety Inductions were delivered to employees who may have changed their role or place of work 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.

Health and Safety Training

The health, safety and wellbeing of all staff and students is of the utmost importance and training remains an important part of this. The training arranged by the Learning and Development Team falls into a number of key categories and are outlined in detail below:

Induction and mandatory health and safety training

All new colleagues complete induction training. For Health & Safety this includes a mixture of online training and face to face sessions. Details of this training is provided in the table below:

Title	Nature of Training	No. of Attendees
Prevent	UK Government e-Learning	89
H&S Induction	NESCol Live Session	75
Working with Computers	DeltaNet – e-learning	85
Lifting & Carrying	DeltaNet – e-learning	74
Understanding H&S	DeltaNet – e-learning	79
Hazardous Substances	DeltaNet – e-learning	72
DSE Guidance	NESCol – e-learning	188
Fire Safety	NESCol – e-learning	178
Safe Driver Training	Mandatory for driving College vehicles – e-learning	169

Also included as part of the induction programme are various non H&S specific courses which enable staff to recognise where peers or students may need additional support. Many of these relate to statutory obligations that NESCol have as an institution:

Title	Nature of Training	No. of Attendees
Prevent	UK Government e-learning	89
Safeguarding	NESCol Live Session	37
Corporate Parenting	NESCol Live Session	44
Cyber Security	NESCol Live Session	32
Copyright and Digital Accessibility	NESCol Live Session	31
Safeguarding	CDN e-learning	4
Corporate Parenting	CDN e-learning	6

Health & Safety Specific Training

Other Health & Safety related training is specific to the job roles of key individuals and / or College initiatives. During this academic year, the following training was undertaken by colleagues:

Title	Nature of Training	No. of Attendees
Minibus Training		15
Mobile Tower Training	Externally provided, in person	3
Site Management Safety Training	Externally provided, in person	1
IET Wiring Regulations 18th Edn	Externally provided, in person	2
Gas Training OxyFuel Setup	Externally provided, in person	6
B1 Counterbalance Forklift Beginner	Externally provided, in person	4
ACS Gas Assessment Training	Externally provided, in person	1

Sustainability Training

Sustainability is continuing to be a key focus for all departments and there has been a variety of training undertaken to support upskilling in the area of more green energy sources and net zero.

Title	Nature of Training	No. of Attendees
Environmental and Sustainability Training	NESCol e-learning	70
Installation and Maintenance of solar PV systems	Externally provided, in person	1
Electrical Vehicle Maintenance	Externally provided, in person	1

Mental Health Awareness Training

Raising awareness of mental health remains a priority for NESCol alongside a larger wellbeing offering for staff.

Title	Nature of Training	No. of Attendees
How to help learners with mental health issues	This training was run as part of the back to work package aimed at academic tutors and how to help their students	16
Impostor Syndrome	This was one of a series of sessions that ran as part of a well-being lunch and learn package. This was run by a wellbeing coach. It focused on impostor syndrome and what it was and how to deal with it	18
Introduction to Suicide Prevention	An external session run by SAMH. This session covered the topic of suicide and how to identify signs and where to get help	50
Mental Health First Aid Refresher Session	Ran by the SAST team aimed at academic tutors and how to deal with emergency mental health situations	39
Mental Health: Supporting Others	A SAMH run session. This session covers how to spot the signs that someone may be struggling with their mental health and provided practical solutions on how to help	63
Self-Care and Self-Compassion	Another of the lunch and learn sessions with the wellbeing coach that looked at prioritising self-care and compassion and how to do this.	10
Sleep and Rest	Another lunch and learn focusing on the importance of sleep for wellbeing	15
Stress	A lunch and learn on spotting the signs of stress and how to cope with it.	14
Work-Life Balance	A session looking at how to get a good work-life balance	12
Worry	A session around worry and how to deal with this as it arises.	9

Staff Wellbeing Day

Our annual staff wellbeing day took place on Tuesday 27 June 2023. There was a large number of activities on offer for staff to attend, these were:

- Yoga
- Baking
- Basics of Nutrition
- Escape Room
- Cookery
- Dog Walk at Balmedie Beach
- Dry Slope Skiing
- Golf
- Visit to Grampian Transport Museum
- HIIT class
- Hiking the Corrie Fee Trail
- Litter Pick at Aberdeen Beach
- Meditation
- Mosaic Workshop
- Off-Road Gravel Biking
- Outdoor Swimming at Peterhead Lido
- Rock Climbing
- Visit to Fraserburgh Lifeboat
- Walk from St Combs to Rattray Head

In a bumper year for the wellbeing day around 273 member of staff signed up for the events on offer. The feedback from the day was hugely positive with an average rating of 4.82 out of 5 given by the respondents. Many of the feedback given commented on how it was great to be able to spend time with colleagues from different campuses.

Wellbeing Initiatives

Our continuing focus on wellbeing meant that there was a large amount of work done around this topic. Some of the activities that took place included:

- Wellbeing Workshops for Managers – Due to feedback received from our Investors in People audit we decided to work with a wellbeing coach to do these sessions for our managers. The idea was for the coach to help them manage their own wellbeing so that they could better help the wellbeing of their staff.
- Menopause Policy was launched. The national menopause policy was launched at NESCol. This was accompanied by training for managers on the topic and how best to help those going through it. Menopause champions were also created to help support staff.

- Lifestyle assessments were re-introduced to the College. Working with Occupational Health we were able to offer appointments to all staff for checks on things such as blood pressure, cholesterol for example.
- Active NESCol group created. Using funding from the Funding Council the College was able to offer a free 6 week health programme to staff which included personal training sessions.
- We continued to do step challenges and worked with the Students Association on the BRIT challenge to do a joined staff/student one with one of our Learning Opportunities classes crowned the winners.

Winter Development Day

Winter Development Day 2023 took place virtually on Tuesday 31st January 2023. The theme chosen was Neurodivergence; corresponding with NESCol's Respect campaign and the success of the previous development day.

The day was offered in 3 separate sections to allow for colleagues to select which sessions they felt best suited their development needs. The two morning sections offered the same sessions, where the afternoon section offered the opportunity to explore particular topics in more detail and allowed for internal specialisms to be fully utilised.

Colleagues were offered one session from each section on a self-service basis continuing the pick and mix style that received good feedback in 2022 and harnessing the capability of Microsoft Bookings.

The three sections were offered as below:

Sections A and B	Section C
Dyslexia – The Wider Picture	Digital Accessibility (NESCol provided)
Dyspraxia	Neurodiversity in the Workplace
Tourette's	ADHD Management and Strategies
ADHD	Practical Advice for Supporting People with Autism
Autism	Neurodiversity – Supporting Students (NESCol provided)
Intro to Neurodiversity	NESCol Curated Content
NESCol Curated Content	Colleague Collaboration

A new addition this year was the NESCol curated content of which the Library team worked hard to pull together. The content will remain active for colleagues to access as and when they need to.

402 different colleagues booked sessions across the day. This represents approximately 67% of the headcount. (A small number of these may be Protocol National employees but the vast majority are directly employed by NESCol). Overall, there were 935 session bookings across the sections.

Colin Beattie

Head of Health, Safety and Security

<table>
<tr><td colspan="2" align="center">**REGIONAL BOARD**

Meeting of 11 October 2023</td></tr>
<tr><td colspan="2">**Title: Governance Update**</td></tr>
<tr><td>**Author:** S Lawrance, Board Secretary</td><td>**Contributor(s):**</td></tr>
<tr><td colspan="2">**Type of Agenda Item:**

For Decision　　　　　　☐

For Discussion　　　　　☐

For Information　　　　　☒

Reserved Item of Business　☐</td></tr>
<tr><td colspan="2">**Purpose:** To enable the Regional Board to receive the latest update from Good Governance Steering Group.</td></tr>
<tr><td colspan="2">**Linked to Strategic Theme:**

3. Advancing Partnership Working</td></tr>
<tr><td colspan="2">**Linked to Strategic Risk(s):**

Insert relevant risk reference number</td></tr>
<tr><td colspan="2">**Executive Summary:** Regional Members are asked to note the highlighted updates from the Good Governance Steering Group.</td></tr>
<tr><td colspan="2">**Recommendation:** It is recommended that the Regional Board note the contents of the paper.</td></tr>
<tr><td colspan="2">**Previous Committee Recommendation/Approval** (if applicable)**:**</td></tr>
<tr><td colspan="2">**Equality Impact Assessment:**

Positive Impact　　　☒

Negative Impact　　　☐

No Impact　　　　　☐

Evidence:</td></tr>
</table>

Template Version: August 2021

Governance Update

Update from the Good Governance Steering Group (GGSG)

Trade Union Membership on Boards:

Legislation: The lay Draft Order to the Scottish Parliament is still expected within 2023, allowing an implementation date for trade union nominees (ie formal election to Boards) to be mid January (from the previous 1 January date – due to the Public Holiday).

Elections: Trade Unions will lead on election process (using agreed procedure from GGSG). It is anticipated elections will take place during early November/December.

Ts &Cs Exemplar: Exemplars for TU Board Members have been approved by the GGSG and will shortly be available on CDN Governance Hub for use by the Sector.

Length of Tenure: Trade union members will serve an equal term of office as other Board Members, (4 years + a further 4 year term).

Public Appointments Agency: The Governance Professionals Group noted a letter has been sent by the GGSG to the Scottish Government Public Appointment's Team highlighting Colleges are unable to advertise board membership vacancies on the Public Appointments website. As yet no response has been received from Scottish Government, but it was highlighted that discussions have taken place internally and the SG are considering this change as part of future website developments.

Staff Governance Standard: It is envisaged discussions will take place alongside the work currently being undertaken through National Bargaining with regard to the Fair Work agenda.

College Sector Board Appointments: Ministerial Guidance 2014: GGSG advised the revision of this Guidance is almost complete, with the 8 week consultation process date to be shared when known.

Comparison of 2023 Code of Good Higher Education Governance with 2022 Code of Good Governance for Scotland's Colleges: GGSG highlighted no changes are required to the College Sector code following the comparison.

S Lawrance