Kildean Suite, Stirling Campus 4.30pm

AGENDA

		Publish on Web?	Type	Lead
1	Apologies, Declaration of Interests and Changes to Members' Register of Interest	N/A	Discussion	Liam McCabe
2	Draft Minutes and Matters Arising of meeting of 11 June 2024	Yes	Approval	Liam McCabe

(Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

3	Review of Action Tracker	Yes	Discussion	Alison Stewart
4	Review of Committee Remit	Yes	Approval	Alison Stewart
5	Student Association Outturn for 2023/24 & Budget for 2024/25	No	Approval	Elena Strachan

(Paper 5 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

6	HR Policies – Family Friendly Policies	Yes if approved	Approval	Karina Buchanan
7	Forecast Outturn 2023-24	No	Discussion	Moira France

(Paper 7 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

8	Finance Update	No	Discussion	Senga McKerr

(Paper 8 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

9	People Strategy Dashboard	Yes	Discussion	Karina Buchanan
10	Health & Wellbeing Dashboard	Yes	Discussion	Karina Buchanan
11	Estates Update	No	Discussion	Martin Loy

(Paper 11 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

12	Health & Safety Dashboard	Yes	Discussion	Martin Loy
13	Skills Transition Centre (Verbal)	No	Discussion	Colin McMurray
14	Review of Risk	Yes	Discussion	All

15	Any Other Competent Business	Yes	Discussion	All

16	16.1 Shared Parental Leave		Information	
	16.2 Adoption Policy			
	16.3 Maternity and Adoption Support			
	16.4 Maternity Policy			

(Paper 16 is withheld from publication on the Forth Valley College website under Section 25 Information Otherwise Accessible of the Freedom of Information (Scotland) Act 2002 - https://www.forthvalley.ac.uk/about-us/plans-policies/)

s1.19, Stirling Campus (commencing at 4.30pm)

Present: Liam McCabe
             Craig Arthur
             Philip Harris
             Graham Leebody

Apologies: Paul Devoy
             Kirsten Kennedy, FVSA Vice President (FVSAVP)

In Attendance: Kenny MacInnes, Principal
             Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
             David Allison, Vice Principal Infrastructure and Communications (VPIC)
             Colin McMurray, Vice Principal Business and Innovation (VPBI)
             Senga McKerr, Director of Finance (DOF)
             Moira France, Finance Manager (FM)
             Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
             Pauline Jackson, Development and Fundraising Manager (DFM) for item F/23/043

F/23/039 Declarations of Interest

None

F/23/040 Minutes of Meeting of 26 March 2024

Members considered the minutes of the previous Committee meeting

a) Members approved the minute of the meeting of 26 March 2024

F/23/041 Matters Arising

Update on Accounts

The DOF updated members on the current status of the finalisation and sign off of 2022/23 annual accounts, noting that the current indications from the College's External Auditors, Mazars, are that they will issue a qualified opinion based on a breach of regularity.

She also informed members that the accounts would need to be updated to take accounts of developments since they were originally prepared up to the date of signing.

Members queried what these updates may be and whether they would have a significant impact on the figures in the accounts.

The DOF noted the changes would include a change to note 21 regarding the change in pension liabilities notified to the College and matters such as Board membership

changes but that the underlying figures would not change significantly from what was initially presented to the Board.

She informed members that Mazars intend to discuss the accounts at the upcoming Board of Management meeting and then move to signing them shortly after the meeting.

The Chair indicated that the dates should be firmed up and Mazars should put the resource in to achieve this, recalling issues the College has had with communication delays from Mazars which have contributed to the length of time this matter has taken to conclude.

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a) Members noted the update

3.2 F/23/028 HR Policies – New

The VPFACA confirmed that there had been no significant changes to the Professional Relationships policy following consultation so there was no need to bring this back to Committee.

a) Members noted the update

3.3 F/23/031 Tuition Fees and Fee Waiver Session 2024/25

The VPIC confirmed the members that the level of international fee's had been discussed and it was agreed to be set at £8,000 per annum in line with the delegated authority limit provided by the Committee.

a) Members noted the update

F/23/042 Accounting Policies for year ended 31 July 2024

The FM presented the accounting policies for member's consideration and approval. She noted that the only change from the previous year's policy was in relation to the addition of an intangible asset policy.

a) Members approved the accounting policies for year ended 31 July 2024

F/23/043 Development and Fundraising Strategy 2023 - 2025

The DFM gave a short presentation on the updated strategy for the Committee's consideration and approval. She provided some context on progress with fundraising to date and outlined the three strategic objectives of the strategy.

She confirmed College staff who have been involved in fundraising activity were consulted on the content of the strategy and that it was aligned to the overall College strategic timeline.

Members noted that the references in the strategy to grant in aid and commercial income levels were a bit confusing and recommended these be removed. The DFM confirmed that this would happen.

Members also queried how the success metrics in the strategy fed into the overall strategic objectives of the College.

The DFM confirmed that the success metrics feed into the wider ASC operational plan which in turn underpins key strategic objectives.

Members noted the significant amount raised to date and queried, when all costs to the College including staffing and overheads were taken into account, whether the fundraising work was a net gain.

The DFM confirmed that fundraising projects were designed to add value to the College and that the resource allocation was carefully managed. She noted that there had not been a cost/benefit analysis carried out but this could be conducted if members wanted to see it.

Members agreed a cost/benefit analysis of fundraising would worthwhile in consideration of the overall effectiveness of this activity.

The DFM provided an overview of some of the funded projects and outlined the benefits the College and students received from these.

a) Members approved the Development and Fundraising Strategy 2023-2025

F/23/044 Q3 High Level Forecast Outturn 2023-24

The FM presented the Q3 high level forecast, noting that an operating surplus was still being forecast, although it is slightly lower than forecast at Q2. She noted that a breakdown of movements since Q2 is included in the annex 2.

She discussed the ongoing risks such as the pay award for lecturing staff which had still not been accepted by EIS-FELA.

Members queried whether the projected surplus took account of the agreed Corporate Services pay award and the projected level of severance from the College consultation. The FM confirmed this was the case.

a) Members noted the content of the report

F/23/045 Revenue and Capital Budgets 2024-25, F/23/046 Financial Forecast Return 2023-27 and F/23/047 Consultation Update (Verbal)

(Note, given the interconnection between these three agenda points, these were considered in a single discussion)

The DOF presented members with the proposed revenue and capital budgets for 2024-25, noting that she was seeking member's endorsement to take the budgets to the Board for consideration and the implications for the FFR which would be submitted SFC.

She discussed the original deficit of £2.5m which has been reduced to £1.6m owing to the current consultation exercise, voluntary severance applications, increased commercial revenue and other factors.

She highlighted ongoing risks such as the increase in the employers' contribution to the lecturers' pension scheme (STSS). Funding for this, while verbally intimated that it would be funded from Scottish Government, has not been confirmed.

She also noted that the Arm's Length Foundation (ALF) would be approached to fund voluntary severance payments but that this would leave little money in the ALF, which also funds areas such as the Student Association.

The Chair noted that this was a significant item to consider for endorsement and highlighted that, as the ALF is independent, their support cannot be taken as given.

Members queried whether the College would consider a recruitment freeze as there were some new posts and there was concern that bringing in new staff while consulting on staff reductions sends the wrong message. The VPFACA confirmed this would be considered.

The Principal informed members that he continued to raise the issue funding with SFC and had secured a meeting with the SFC on the 24th June.

He also informed members that, given the work required to explore the options in appendix 4, the VPFACA was going to be freed from her normal duties to focus exclusively on this to allow for a final Budget for 2024/25 to be presented to the Board for approval in September 2024.

Members queried, given the College is one of the sector's high performing colleges, how others in the sector were fairing. The VPFACA informed members that indications were all or most College would have to report a deficit position in 2024/25.

She confirmed that SFC do not have the budget to intercede so, despite how significant some of the proposed solutions are, the College does need to fully consider these.

Members recognised that the College had no other option than to take action, even where this may not be popular, to ensure the sustainability of the organisation as a going concern.

They also requested that SFC be informed on the types of decisions the College is now required to consider.

The VPFACA confirmed that this has been raised with SFC both by SMT and the Chair of the Board.

In relation to the FFR, members noted that Board members do have personal responsibilities as trustees to consider and it needs to be highlighted that the Board cannot accept the FFR as the underlying assumptions that have been mandated were in some instances flawed.

The VPFACA indicated a letter on this topic would be prepared and brought to the Board of Management for approval.

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Members queried who the VPFACA would be consulting with as she examined costs. She confirmed that a range of staff would be considered from the Principal to Directors of Curriculum to managers of areas where savings could be made.

Members noted that they would be willing to support discussions should the VPFACA want additional input.

The Principal noted that the VPFACA's experience with the College made her the ideal person to lead on this work.

The Principal also noted that ongoing sustainability would be one of the drivers of decision making and that allocation of commercial resource would also be considered before bringing this to the Board of Management.

Members queried what stage the College was at with the current consultation exercise.

The VPFACA reported that the consultation has been completed and anticipated savings made without compulsory redundancies.

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The DOF discussed the proposed capital budget, noting information on identified projects were contained in appendix 3 of the paper. She highlighted that some of the projects related to Health and Safety requirements and therefore had to occur as matters of legislative or regulatory compliance.

Members noted the health simulated skills venue and queried whether this was paid for by the College or if the other partners in the project were contributing as they stood to benefit from this investment.

The VPLSE informed members that at this time, it was only the College and the Principal confirmed that this would be looked into further.

Members discussed a range of the projects outlined in the paper and queried the rationale for these.

After a long and full discussion, the following conclusions were reached:

a) Members endorsed the budget to be presented to the Board with the caveat mentioned earlier by the VPFACA that this was not for approval at this time. ████████

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b) Members approved the FFR and the preparation of an accompanying letter to be taken to the Board for submission to SFC.

c) Members noted the update on the Consultation.

F/23/048 Review of Risk

Risks were identified in their covering papers

F/23/049 Any Other Competent Business

The Chair noted the internal audit report included as a for information paper and welcomed the rating of 'strong' achieved by the Finance team.

1. **Purpose**

   To present the tracking document of Committee actions for discussion and comment.

2. **Recommendation**

   That members review the attached tracker and make any comment/additions as needed.

3. **Key Considerations**

   Members had expressed concerns that actions could become lost over time given the span between meetings. A tracker document has been created to capture actions from the Board and all Committees. The tracker as attached shows those actions believed by the College to be complete and those that are 'live' at this time.

4. **Resource Implications (Financial, People, Estates and Communications)**

   None

5. **Equalities**

   There are no impacts associated with this paper.

6. **Communities and Partners**

   None

7. **Risk and Impact**

   Please complete the risk table below. Risk is scored against Likelihood x Impact, with each category scored from Very Low through to Very High. Risks should be robustly scored and, if the combined score (Likelihood x Impact) is higher than the Board Risk appetite for the risk category identified, additional justification must be provided on why this risk is necessary.

   If the paper is an approval, please reflect on whether the approval will have any direct or indirect impact for any other areas of operational activity internally or externally within the College – No

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)		X
Very Low (1)	X	

   Total Risk Score – 2

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		**Open 15> <20**		**Eager >20**	
Governance	X	Strategy		People	
Legal		Financial		Project/Programme	
Property		Reputational			
		Technology			

Failure to track actions arising from Board and Committee work could lead to increased risk/missed opportunities or other detrimental impacts on the College. The mitigation of maintaining a tracker document and reporting to the Board/committees will help to negate this and well as inform future agenda items.

Is the score above the Board Risk Appetite level? No

Risk Owner – Alison Stewart   **Action Owner –** Stephen Jarvie

Paper Author – Stephen Jarvie   **SMT Owner –** Alison Stewart

Meeting	Date	Minute Ref	Action	Assigned to	Deadline to report?	Status	Output Required	Comment
FRAIC	21/11/23	F/23/018	People Strategy dashboard to have covering paper	Alison Stewart	26/03/2024	Completed	Paper to Committee	
FRAIC	21/11/23	F/23/024	Recommendation that maintenance be discussed at Board	David Allison	22/02/2024	Completed	Included in agenda	
FRAIC	21/11/23	F/23/027	Annual accounts	Alison Stewart		Completed	Paper to Committee	Approved 13/8/24
FRAIC	21/11/23	F/23/028	External Audit Annual Report	Alison Stewart		Completed	Paper to Committee	Approved 13/8/24
FRAIC	26/3/24	F/23/026	Members requested that, following the conclusion of the 22/23 audit process, a meeting be held with Mazars to discuss improving the relationship with the College	Alison Stewart	AS to advise	Completed	Matters Arising	Discussed as part of audit planning meeting
FRAIC	26/3/24	F/23/031	College was authorised to consider and implement international fees up to £8000 per annum	David Allison	11/06/2024	Completed	Update and publish 24/25 fee waiver information	FRAIC updated at June 11 meeting
FRAIC	26/3/24	F/23/032	Members noted their significant concerns regarding capital funding levels. AS confirmed this would be raised to the Board as part of a finance update in April 24	Alison Stewart	25/04/2024	Completed	Paper to Board	
FRAIC	11/6/24	F/23/043	Members agreed a cost benefit analysis of the development and fundraising strategy should be conducted	Colin McMurray	CM to advise	In Progress	Discussion with Principal	
FRAIC	11/6/24	F/23/046	Members requested an accompanying letter to the FFR be prepared and taken to the next Board meeting	Alison Stewart	20/06/2024	Completed	Letter for SFC	

1. **Purpose**

    To review the remit of the Finance, Resource & Infrastructure Committee (FRAIC) to ensure it continues to provide the Board of Management with the appropriate assurances for this Academic Year.

2. **Recommendation**

    That members review the attached remit of FRAIC and recommend any changes to the Board of Management.

3. **Key Considerations**

    The Scottish Government Audit & Assurance Committee Handbook considers it good practice for the remit of committees be reviewed on an annual basis to ensure they continue to fulfil their role of providing the Board of Management with the necessary assurances in relation to good Governance.

    Since the remit was approved by the Board of Management, there has been one suggested change which is highlighted in red under section 5 of the remit.

4. **Resource Implications (Financial, People, Estates and Communications)**

    None

5. **Equalities**

    There are no impacts associated with this paper.

6. **Communities and Partners**

    None

7. **Risk and Impact**

Please complete the risk table below. Risk is scored against Likelihood x Impact, with each category scored from Very Low through to Very High. Risks should be robustly scored and, if the combined score (Likelihood x Impact) is higher than the Board Risk appetite for the risk category identified, additional justification must be provided on why this risk is necessary.

If the paper is an approval, please reflect on whether the approval will have any direct or indirect impact for any other areas of operational activity internally or externally within the College – No

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)		
Very Low (1)	X	X

Total Risk Score – 1

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		**Open 15> <20**		**Eager >20**	
Governance	X	Strategy		People	
Legal		Financial		Project/Programme	
Property		Reputational			
		Technology			

Failure to keep Committee remits under review could lead to a position where the committee is not providing the relevant assurances to the wider Board of Management. Mitigation is this annual review of remit by members.

Is the score above the Board Risk Appetite level? No

Risk Owner – Alison Stewart   **Action Owner –** Stephen Jarvie

Paper Author – Stephen Jarvie   **SMT Owner –** Alison Stewart

Finance, Resource and Infrastructure Committee

1   Committee Rationale

To contribute to good governance by providing -

- Independent advice on the financial management of the College
- A strategic overview of the College's financial direction whilst ensuring a position of financial security, including meeting all relevant audit and legislative requirements
- Oversight of human resources issues
- Oversight of Health and Safety and Equalities matters
- A strategic overview of the College's infrastructure utilisation to obtain best advantage of College facilities and contribute to the College's Strategic Plan ambitions

2   Purpose

- To help the Board of Management meet its responsibilities under the Further and Higher Education (Scotland) Act 1992 in relation to financial and property matters and to ensure compliance with the Financial Memorandum between the Scottish Funding Council and the Board of Management of the College of Further Education.

- To advise the Board of Management on finance related matters and make recommendation on the financial policy of the College.

- To assist the Board of Management to discharge its responsibilities under the Standing Orders and Operating Guidelines and to advise the Board on human resource (HR) related matters

- To consider equalities, health and safety and other relevant areas of College activity as they relate to staff and learners

- To consider College plans for the utilisation of physical resources

3   Membership

- The Committee shall comprise of at least 7 members of the Board of Management (including a Vice Chair of the Board of Management).

- The Chairman of the Board of Management and College Principal shall be ex officio members and are not eligible to vote on committee matters.

- The Chair of the Committee shall be appointed by the Board of Management and should not be the Principal. In the event that the Chair is unavailable to attend a meeting of the committee, a substitute will be nominated by the Committee members in attendance

- Committee members should possess an appropriate level of experience in finance, accounting, auditing, HR or equalities and a professional qualification in one of these areas is desirable

4   Meetings

- The Committee will normally meet quarterly, though other meetings may be arranged as necessary

- The meeting shall be quorate if 4 or more members eligible to vote are in attendance

- Minutes will be kept of the proceedings and circulated after approval by the Chair. The minutes will be presented to the following meeting of the Committee for approval and to the next Board of Management meeting

- Meetings will be held in accordance with the Board of Management Standing Orders and Operating Guidelines

- Other members of College staff may be invited to attend meetings of the Committee

5   Specific Duties of the Committee

- To ensure compliance with the Financial Memorandum between the Scottish Funding Council and the Board of Management of the College of Further Education

- To ensure preparation of annual revenue and capital budgets and to consider them prior to final approval by the Board of Management

- To receive regular financial reports to allow the revenue and capital budgets to be monitored and the financial position of the College to be assessed. (For example, revenue/capital monitoring statements, cash flows, debtors, grant receipts, significant projects etc)

- To ensure that annual accounts are prepared within the timescale, and in the format, determined by the Scottish Funding Council

- To consider the annual accounts in conjunction with the Audit Committee and prior to the Board of Management

- To receive and review such regular reports on such key performance indicators as may be required by the Committee

- To consider and advise on the financial management and control systems within the College – including the approval of Financial Regulations

- To receive advice, and consider recommendations, from the Audit Committee

- To consider and advise on College systems for financial planning

- To consider and advise on all matters concerning the disposal, purchase or major alterations to land and buildings

- To consider and advise on proposals with significant financial implications to be met from within approved budgets, and to consider and advise on proposals not included in approved budgets

- To request reports or investigations on any matter related to the finances of assets of the College and/or matters with current or potential significant financial implications

- To advise on the development and implementation of the College's People Strategy

- To consider and advise on College systems and procedures for health and safety

- To consider and advise on College equal opportunities policies and to monitor College equal opportunities aspirations for staff and students

- To receive and review regular reports on such key performance indicators as may be required by the Committee

- To request reports or investigations on any HR issues, including sanctioning the use of external consultants

- To consider and advise on the College's Infrastructure utilisation plans

6   Authority

- The Committee is authorised by the Board of Management to approve all policies relevant to the Committee, or where appropriate refer to the Board of Management for final approval

To provide advice and monitor the arrangements, for

- Insurance
- Procurement
- Fundraising
- Banking
- Taxation

- To annually review and set the rates for tuition fees for further education courses and most part-time courses
- To act on behalf of the Board of Management in determining trade union recognition
- To review and approve the College's infrastructure utilisation plans

1. **Purpose**

   To make FRAIC aware of a review of the family friendly policies and procedures

2. **Recommendation**

   That member's approve the changes, which are procedural and minor for clarity only.

3. **Background**

   For this paper Family Friendly Policies encompass:
   - Shared Parental Leave
   - Adoption
   - Maternity and Adoption Support Leave
   - Maternity

   Changes are highlighted below and copies of these policies have been attached to the FRAIC papers as 'for information' under item 16.

   These polices are being reviewed nationally and no substantive changes are being made in line with the national approach. Changes are limited to clarity, and legislative changes only.

4. **Key Considerations**

   Changes are limited by a national agreement thus the following areas are points of legislative change or where clarity was needed.

   Shared Parental Leave Policy and Procedure

   - An update to options to share parental leave noting that the mother must, by law, take at least two weeks leave (2.1 and 3.1)

   - Clarification on eligibility that states the employee must be working for their employer a week before leave is taken (2.4 and 4.3)

   Adoption Policy and Procedure

   Clarifications only. Specifically:

   - "The college will write to the employee within 28 days of confirmation of adoption to confirm adoption leave dates." (2.4)

   - "Employees eligible for adoption leave have the right to paid time off work for 5 adoption appointments after being matched with a child. The college may request proof of appointment." (4.1)

- Wording "Adoption Procedure" has been removed to take away confusion over the division of policy and procedure however the process is robust and major changes can wait until this is approved nationally

Maternity and Adoption Support Leave

Legislative changes to 2.3 and 2.4 relating to when and how much leave can be taken.

Maternity Policy and Procedure

Clarification on rights and responsibilities regarding notice of start and end dates

- "You will then receive written confirmation of maternity leave start and end date within 28 days. Amendments can be made to this in discussion with your line manager, where possible, you must give 28 days' notice to change the start date." (6.2)

5. **Resource Implications (Financial, People, Estates and Communications)**

   Staff awareness required.

6. **Equalities**

   Who does this impact? All Staff

   Assessment in Place? –Yes (attached)

7. **Communities and Partners** N/A

8. **Risk and Impact**

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)	X	X
Very Low (1)		

   Total Risk Score 4

   The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the <u>single most relevant </u>risk category in the table below.

   There are no significant changes and the policies remain compliant thus the risk and chances of challenges are low. Changing the policies may increase risk as this would go against national agreements thus as long as they remain legally compliant risk is low.

BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		**Open 15> <20**		**Eager >20**	
Governance		Strategy		People	x
Legal		Financial		Project/Programme	
Property		Reputational			
		Technology			

Is the score above the Board Risk Appetite level? No

Risk Owner – LMT   **Action Owner –** Ralph Burns
Paper Author – Ralph Burns   **SMT Owner –** Alison Stewart

Equality Impact Assessment (EqIA)

The purpose of this document is to ensure that decision makers consider the impact of their policies and procedures on those who share protected characteristics. An EqIA should be undertaken for new practices or changes to current practices that could directly or indirectly affect staff, students and stakeholders.

Title of the Action Considered:	**Family Friendly Policies – includes maternity leave, shared parental leave, adoption leave and maternity and adoption support leave**
Impact Assessed by:	**Gill Donald**
Signature(s) of assessor(s):	
Date of Impact Assessment:	**January 2024**

Step 1: (a) Identify the aims of the action.

(i)   What is the purpose of the action?   (ii)   Why has this action been come about?   (iii)   How does the action seek to achieve its purpose?

Our family friendly policies have been designed in line with an overall commitment to developing the College's policies in relation to work and parents and including expectant mothers.

These Policies are applicable to all members of College staff. The purpose is to detail entitlements to any of the below policies:
- Maternity Leave and Pay
- Adoption Leave and Pay
- Maternity and Adoption Support Leave
- Shared Parental Leave
- Time Off Work for Ante-Natal Care
- Right to Return to Work including Keeping in Touch days

It also clarifies contractual benefits such as annual leave during any of the above periods of leave.

Step 1: (b) Identify who is affected by the policy/decision

(i)   Who benefits from this policy/decision?   (ii)   How does the group of people benefit from the policy/decision?   (iii)   Who does not benefit from the policy/decision? Is anyone disadvanted?   (iv)   If so, how is the group of people disadvantaged by this policy/decision?

It benefits expectant parents and those on or returning from a period of leave linked to maternity, parental leave or adoption.

It benefits staff by ensuring they are aware their entitlement during periods of leave within any of the family friendly policies including time off for antenatal care, keeping in touch days and rights around returning to work. It also ensures line managers understand our family friendly benefits

It explains the eligibililty criteria for different types of pay, and the procedure to be followed to access maternity/paternity/adoption entitlements.

It is not anticipated that this policy will disadvantage any individual or group.

Step 2: Consultation

Where an action is organisation specific, it can be useful to consult those that will be directly impacted. This may not always be appropriate or proportionate. It may useful to explore other types of information available such as college data, Listening to Learners, cultural surveys etc.

Is a consultation required for any stage of this process?	
xYes	o **No**
Detail why there is a need or no need for a consultation.	
Where a consultation was identified as being proportionate and appropriate (i) Outline the analysis of the data gathered during the consultation (ii) The recommendations identified following this analysis	
Data from applications and college stats, consultation with recognised unions, changes to legislation. Data is limited to GDPR restrictions on data retention	

Step 3: Consider the evidence and assess impact by protected characteristic.

(i) What data or evidence have you used to consider the impact of the action on each protected characteristic? For example student/staff demographic data; consultation responses; national data/reports. If you lack data/evidence, where else could you look for/gather data? Is this reasonable/proportionate to the change proposed?

(ii) Referring to the evidence you do have available, would this policy positively or negatively impact on those who share protected characteristics?

(iii) If there is an identified impact, where negative, detail the action required to mitigate this impact. Where positive or no impact, are there any other actions that could be identified to further enhance the positive impacts of the action?

Protected Characteristic	Evidence	Impact	Action Required
Disability	**Disability** No known disability 76.55% Disability declared 20.19% Information refused 3.26% **100.00%**	Positive	Adjustments for disability are embedded in processes, alternative procedures can be instigated where appropriate such as introducing reasonable adjustments or additional support. Where an employee is affected by a number of protected chacteristics, each separate policy will apply at no detriment to the other.
Sex (man or woman)	**Sex** Female 57.52% Male 42.48% **100.00%** It is likely that woman will access these policies particularly the maternity leave policy, however, both sexes are entitled access the family friendly policies.	Positive	The family friendly polices support all employees regardless of sex. The shared parental leave applications are so low we do not figures for this. This should be promoted once the policy update is agreed.
Race (refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins)	**Ethnicity** Scottish 78.34% Other British 11.56% Any other white background 3.42% BAME 1.79% Any other background/Mixed 1.30% Prefer not to say 3.58% **100.00%**	Neutral	The policies and procedures are intended to ensure fair treatment for all ethnicities and no part of this policy is expected to have any impact on race.
Age	**Age Band** 16-24 4.38% 25-34 8.93% 35-44 24.03% 45-54 27.92% 55-64 28.25% 65+ 6.49% **100.00%**	Neutral	This policy and procedures are intended to ensure fair treatment for all ages who may require any time off for parental responsibilities

Gender Reassignment (the process of transitioning from one gender to another)	There is no relevant data to make any conclusion in this area.	Neutral	The College will continue to collect and monitor data in this area
Sexual Orientation (whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes)	**Sexual orientation** Heterosexual or straight 86.11% Bisexual 2.47% Gay Man 0.93% Gay Woman/Lesbian 0.77% Other sexual orientation 0.15% Prefer not to say 9.57% **100.00%**	Neutral	There is nothing to suggest that anything in the policy or procedure will have an adverse impact on sexual orientation
Religion and Belief (including no belief)	**Religion** No Religion 50.65% Christianity 36.48% Muslim 0.81% Buddhist 0.16% Hinduism 0.33% Other Belief 0.81% Prefer not to say 10.75% **100.00%**	Neutral	
Pregnancy and Maternity	There are normally small numbers of women pregnant or on maternity leave at any time and employed at the college	Positive	Specific policies are included to protect employees who are pregnant or on maternity leave.
Marriage and Civil Partnership	**Marital Status** Civil Partnership 2.14% Married 52.47% Not Married/Civil Partnership 27.47% Other 10.03% Prefer not to say 7.89% **100.00%**	Positive	There is nothing to suggest that anything in the policies or procedures that will have an adverse impact on employees who are married or in a civil partnership.Where employees are married or in a civil partnership with another employee – this will have a positive effect as policies will be applied in relation to best suit the needs of both parties.

Other Identified Groups (e.g. carers, care experienced, SIMD10 and 20)	There is limited evidence on which to determine impact however it is recognised that caring responsibilities, particularly amongst women may result in a request to work flexibly.	Positive	The college is supportive of staff with caring responsibilities and this area will be monitored as more data becomes available. Where an employee is affected by a number of protected chacteristics, each separate policy will apply at no detriment to the other.

(iv) If it has been identified that more evidence is required, detail the action plan to collect that evidence and identify the timescale for this;

Data monitoring and capturing processes will continue to be used to review the impact of the policy. For the areas that have been identified as having no data or limited data, these areas will be addressed during the next data capturing exercise. In general, further work on raising awareness of the Family Friendly policies can take place at a local level within team meetings

Step 4: Decision Making

Select an option below that identifies the next stage of the implementation stage;	
No amendment to the action is required. It has been concluded that the action is robust with no negative impact.	**x**
Adjustments the action are required to take steps to meet the general duty and reduce negative impact on those who share protected characteristics.	
Adverse impact has been identified but a decision has been made to implement the action without adjustment.	
Adverse effects have been identified and the impact cannot be justified or be considered reasonable or proportionate. The action will not proceed.	

Step 5: Publication:

It is best practice to publish Equality Impact Assessments. It may not always be appropriate to publish EqIAs at the time of development.

	Does this group need to be aware of this EqIA?	How will information be shared with this group?
Students	No	
Employees	Yes	**Published on SharePoint**
Partner organisations & stakeholders	Yes	
Other - please state:	No	
Are there any barriers to communicating with the groups identified?	No	
If yes, how will any barriers to communication be overcome?		

Step 6: Monitoring and Review

Is monitoring required as part of the process of implementation?	Y**es**
If yes, how will this policy/decision be monitored to assess its impact on protected characteristics groups? E.g. will qualitative/quantitative date be collected? Survey, Student Council, Listening to Learners sessions?	Data is collected from applications and from staff and manager feedback
Staff member/designation responsible for ensuring monitoring/review takes place:	**Gill Donald, HR Business Manager**
Review date:	

Please send the completed EqIA to equality@forthvalley.ac.uk
If you require any assistance in completing an EqIA, please contact equality@forthvalley.ac.uk

1. **Purpose**

   The Dashboard outlines the progress towards the People Strategy outcomes

2. **Recommendation**

   That members note the progress and comment

3. **Background**

   The People Strategy has four key objectives

   - Establishing a holistic approach to health and wellbeing
   - Supporting our people to be all they can be
   - Celebrating the contribution of all, as one team
   - Empowering and nurturing a progressive leadership culture

   The dashboard is a means to monitor progress towards these objectives.

4. **Key Considerations**

   The strategy is progressing as predicted with key factors of influence on its impact being uncertainty over college funding with resulting impact on morale, job security and development options.

   In the second half of the year 2023/24, all-consuming was the preparation and launch of a significant restructure resulting from financial pressures on the college. This is both aligns with and opposes workforce planning, as voluntary severance impacts on skill retention but serves to support the goal of zero compulsory redundancies. While financial uncertainty, more fixed term roles, and no pay deal agreed for lecturing staff, impacts on recruitment. All of which will ultimately impact on retention of key resources.

   Challenges from strike action for more pay continued, though the majority of staff seem to appreciate the efforts of the college to address its financial position. This does however divert resources that could be spent on more productive endeavours towards the mitigation of such action.

   Thus, at a challenging time, the need to support management and staff through positive guidance, clear policies and wellbeing support was prioritised. With both pay awards and the restructure a focus for staff within this period, resources were utilised to support financial and mental wellbeing with numerous courses and guidance organised on this by our wellbeing team.

   Points of interest

   To improve team development and interdepartmental cooperation and understanding, LMT have agreed to formalise corporate services staff development events. With Academic staff having

development events in August prior to teaching commencing, the disparate working demands of corporate services staff, each with unique needs and time constraints, meant a similar event was not practical. However from 2024/25 each department will be expected to plan and undertake set events relevant to their teams including development of digital skills, department planning, and improving cross college awareness.

Policy development has saw implementation of new Flexible Working rights, a strengthening of staff support in cases of sexual harassment through the appropriate policy and the introduction of a new Professional Relationships Policy, and in the relaunch of induction and probation procedures.

ITrent continues its development with steady progress towards full integration and a move away from outdated technology. The development of management information is key here and report development is a priority.

5. **Resource Implications (Financial, People, Estates and Communications)**

   This dashboard outlines activities that have taken place and does not in itself incur any costs

6. **Equalities**

   Assessment in Place? – No this is a report on activities which in themselves may be assessed

7. **Communities and Partners N/A**

8. **Risk and Impact**

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)	x	x
Very Low (1)		

Total Risk Score 4

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

By monitoring actions against set criteria and reflecting on progress risk is significantly reduced by ensure corrective action can take place.

BoM Risk Categories & Risk Appetite (Select one area only)						
Cautious <15		**Open 15> <20**		**Eager >20**		
Governance		Strategy		People		x
Legal		Financial		Project/Programme		
Property		Reputational				
		Technology				

Is the score above the Board Risk Appetite level? No

Risk Owner – LMT   **Action Owner –** Ralph Burns
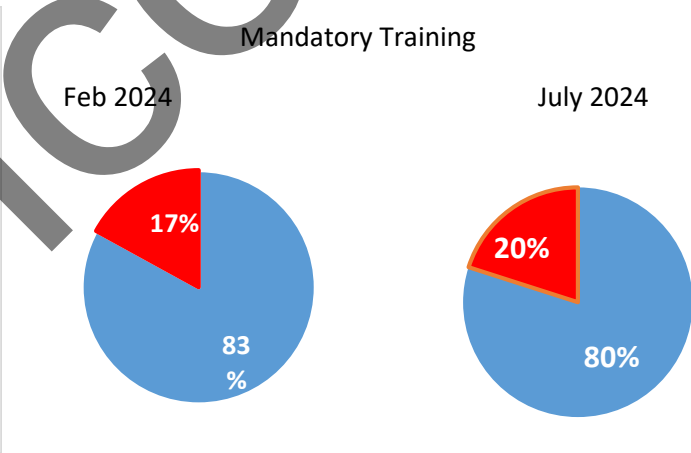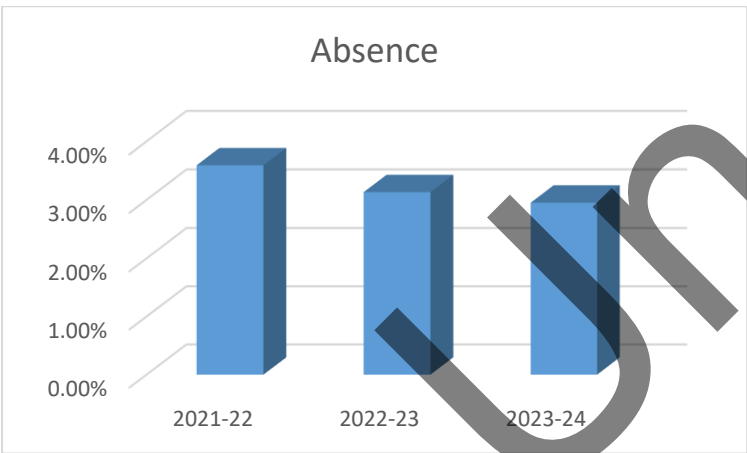
Paper Author – Ralph Burns   **SMT Owner –** Alison Stewart

People Strategy 2022-25

Forth Valley College

Objectives against Target

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Comments
Establishing a holistic approach to health and wellbeing	🟢	🟢	🟢	🟢	Delivery on track, SharePoint page with comprehensive offerings. Andropause guidance launched, application for CDN awards. Impact of Work Task Analysis
Supporting our people to be all they can be	🟢	🟢	🟢	🟢	Induction Procedure leading to Induction event including senior management. Range of policies updated and implemented including Professional Relationships
Celebrating the contribution of all, as one team	🟢	🟢	🟢	🟢	Team Development Day, Launch of new Equalities group, new lead and revamp of Listening to Employees. Corporate Services development time agreed
Empowering and nurturing a progressive leadership culture	🟢	🟢	🟢	🟢	Leadership development 7 staff on Strategic or Emerging Leadership programmes, Also staff participating in CMI, Education in Leadership, Leading and Managing Change & HNC in Business

Timeline of Critical Activity (Feb-Jul)

	Feb	Mar	Apr	May	Jun	Jul	Comments
HRIS implementation	🟡	🟡	🟡	🟡	🟠	🟡	On-boarding launched July 2024 and performance management to follow
Implementation of Health and Wellbeing plan	🟢	🟢	🟢	🟢	🟢	🟢	Men's health and Financial workshops run to meet current needs
Budget Management	🟢	🟢	🟢	🟢	🟠	🟢	Challenges to budget ongoing but budget still on target and despite last minute concerns budget utilised as per plan
Induction and Probation	🟢	🟢	🟢	🟢	🟢	🟢	Probation in place, trial induction event undertaken, contracts updated
Consultation	🟡	🟡	🟢	🟢	🟢	🟢	Robust process was undertaken to minimise risk to college and successful outcomes with savings realised and staffing goals achieved

Highlights

- Implementation of new integrated HRIS going to plan
- Agreement for Corporate Staff Development days
- Corporate Services staff agree in overwhelming numbers to accept pay award
- Money Matters workshops and signposting to support implemented at key time
- 9 staff undertaking TQFE, 10 staff taking PDA, and 12 staff taking L&D 9/11
- Disability Passport being introduced
- LinkedIn Learning continues offering CPD to all staff
- Induction trial event undertaken

Top Risks, Issues and Dependencies

- Impact of consultation on retention, wellbeing and morale
- Loss of Analyst resource and need to review and recreated all reports
- Loss of Flexible Workforce Development Fund on CPD opportunities
- Strike action and pay unresolved impacting on morale and employee relations
- ASOS deductions and impact on relations

Absence

Year	Value
2021-22	~3.5%
2022-23	~3.3%
2023-24	~3.2%

Mandatory Training

Feb 2024: 17%, 83%

July 2024: 20%, 80%

Staff with a reported disability

- 4% Prefer not to say
- 18% With a reported disability
- 78% No reported disability

Line reports

- >=16: 11%
- 10 to 15: 25%
- 6 to 9: 18%
- <=5: 46%
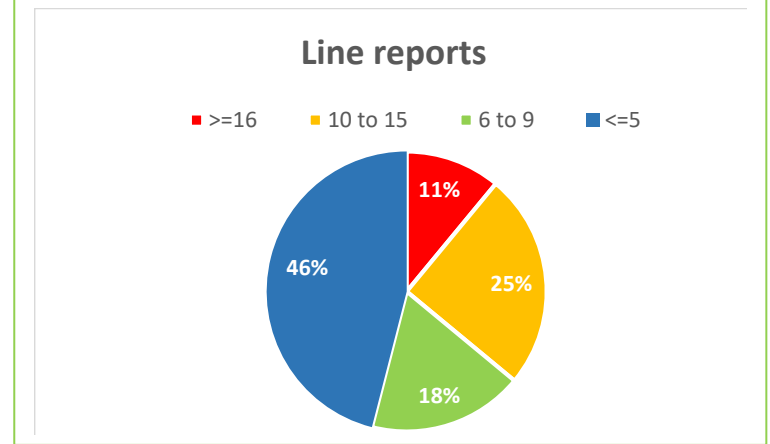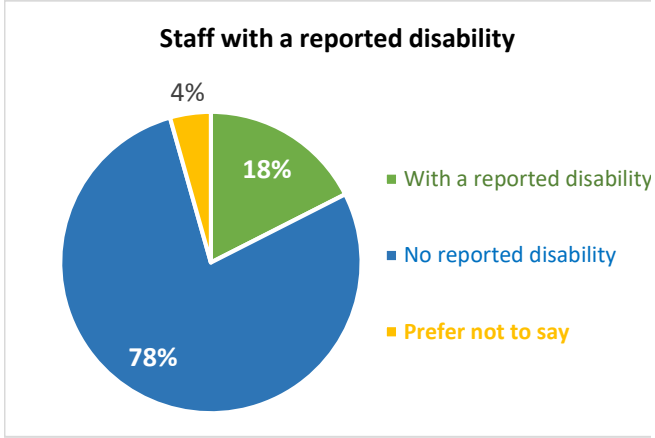
Recognising Success

Establishing a holistic approach to health & wellbeing

Evidence

How we will recognise success:

• Demonstrate our commitment to healthy working lives through our activities and through relevant accreditation

Seeking next level in Carers Positive accreditation- Achieved Carers Established level 2023

Maintained Disability Confident Employer status 2024

FVC delivers a range of First Aid for Mental Health Courses available and utilised by staff. These are accredited via First Aid Awards (FAA).

• Application and success in wellbeing awards

College awarded 'Established' level by Carer Positive Scotland.

Entry to CDN awards 2024 on Health and Wellbeing – Resilience

• Favourable feedback gathered through the surveys and maintenance of the high standards resulting in low reportable health and safety incidents

Initial findings produced in which to benchmark progress. HR undertaking short life working groups with staff to gather information and gain input

Wellbeing project run in 2023 to provide comparison figures with previous figures. No move in results during emotionally difficult period.

• Attendance at work comparable positively with sector

Starting point positive with colleges returning figures with FVC firmly in the mid-range in 2021/22. In 2022/23 absence reduced with long term absence returning to pre-Covid figures

• Evidence of consultation and support on key areas of change

LNCC, Listening to Employees, input on new induction process and on survey findings. New L2E's terms of reference to include greater input into change. Creation of Equalities group with staff representatives 2023/24. Consultation in 2024 went positively with no substantive challenges to procedure or process.

• Continually review working patterns to support work-life balance and business need

Launch of new Hybrid Working Survey to influence decision making.

Hybrid Working Policy introduced for 2023-24

Staff working patterns being added to new HR/Payroll System to allow improved monitoring - 2024

Celebrating the contribution of all, as one team

Evidence

How we will recognise success:

• The College will use equality and diversity reporting and statistical evidence to identify and indicate the extent to which the organisation attracts and employs staff reflecting the diversity of the local community

EQIA's undertaken on key policies and change, Training given to unions and managers. Creation of an equalities focused group with staff members (2023-24). New HR system able to monitor new categories including carers and forces volunteers

• Evidence of management and staff partnership working

Listening to Employees, LNCC, Induction SLWG. Cultural Survey SLWG, Work Task Analysis on Lecturing, Curriculum Manager and Department Administrator role, staff lead working groups (supported by managers) to look at service provision and enhancement

Introduction of LDW forum and Dept Admin forum to share best practice and improve and grow together

• Evidence from equality impact assessments to action and align to inclusive practices

Training for managers and unions put in place. Updated form to meet most recent best practice. Adjustments made during consultation process in to restructure to adapt to new information

EQIA's uploaded to Internet for transparency 2023-24

Update of Bullying and Harassment Policy to reflect stronger protection for sexual harassment and introduction of a Professional Relationships Policy to protect staff and students

• Evidence of the staff experience from survey results and activities relating to decision making, communication, equality and team work

Staff team building day positive feedback, Listening to employees continues 2022, and refreshed Terms of reference for 2024, Cultural Survey. Launch of Hybrid Working Staff Survey resulting in continuation of Hybrid Working and new policy. Work Task Analysis for individual roles and Wellbeing survey (Update) 2023-24. Creation of Equalities group with staff representatives 2023/24

• Invest in innovative mental health and wellbeing support for staff throughout the College

Comprehensive offerings and information on SharePoint Clear training programme developed and published.

Utilisation of FWDF 2022/23

Work Task Analysis undertaken for academic roles resulting in implementation plan to respond to findings

Funding from ALF in 2022, 2023 and 2024

Money Matters workshops run throughout June following pay award with added advice for those on benefits:

- Savings and financial goals
- Money and Work
- Cost of Living, energy and support available.
- Credit and Debt
- Renting, mortgages and buying a home.

Funding secured for two new Active Travel Officers – they support active travel choices but an additional benefit of active travel eg walking, cycling is also improved wellbeing.

Supporting our staff to be all they can be

Evidence

How we will recognise success:

• The indicators for success are having staff with the required skills, performing highly in appropriate roles to realise the College's vision and aims – quantified through a monitoring and evaluation of the personal review and development process (PRD) and activities which are undertaken, together with engagement in reflective practice and objective setting

Revalidation through GTCs of our PRD process. Access to LinkedIn Learning promoted as well as utilisation of FWDF for key development needs. Supporting soft skills and change, including courses on managing time, coping with change, working with a new boss.

Induction process review 2024 to proceed with probation to measure success and ensure best practice.

Data shows that of all staff employed in 2023 who were also employed in 2019, 20% are in promoted posts. This rises to 50% when excluding lecturers

Through the PRD process, together with engagement in reflective practice and objective setting, FVC invest in new Workbased Assessors, supporting them through their assessor and verifier qualifications, as well as any other awarding body specific requirements e.g. attendance at qualification update events.

• Measurement and evaluation of CPD activity

TNAs set, On budget, FWDF utilised

Use of Apt (public social partnership) for free training delivery linked to inclusiveness

13 staff achieved TQFE 2022-23

Empowering and nurturing a progressive leadership culture

Evidence

How we will recognise success:

• New managers undertaking a bespoke induction process

In planning stage, staff involvement with positive feedback on new proposals. Initial update given to LMT and agreement to progress.

• The availability and utilisation of management and leadership programmes

Ceannas, Executive, Developing and Strategic management levels through CDN provided to staff, CMI, Graduate Apprenticeships offered.

The Development and Fundraising Manager has undertaken training related to HM Treasury "Green Book" Business Case development. This need was identified to support the submission of the Growth Deal project.

• Mentoring and coaching programmes developed for all managers

Utilising bespoke coaching, and Leadership coaching, CDN provision of cost effective coaching programme for

9 Staff supported TQFE 2023-24

83% of lecturing staff with TQ, 4% undertaking 6 % under two years' service and on route via support given by L&Q 2023/24

Improvements in Mandatory Moodle figures in Nov 2023 showing 79% compliance

all. Collaboration with Fife College trialled and being reviewed.

• Quantify and analyse data and feedback from staff survey and staff groups on flexible work options

Survey results being analysed and working staff groups set up, Hybrid Working policy introduced on findings Trial period until end 2024.

New survey to be launched Aug 2024

• Change management training embedded and linked to significant changes or challenges

Training programmes using flexible workforce development fund in progress, change management, transformational management, managing teams courses run during 2022 and 2023.

Business Transformation have trained managers in using the colleges Project Management methodology which includes change management

• Annual training needs analysis for all staff throughout the College linked to PRD

On target in 2023, TNA compiled for 2023-24 and utilising Linked In Learning and balanced against individual needs. TNAs send to departments for 2024/25

• Analysis of establishment and equalities data actioning change

Independent Equal Pay Audit undertaken, management training on EQIA completion and requirements. EQIAs undertaking for key policies, influencing decisions.

Work Load impact assessments undertaken during restructure 2024

• Recognising and celebrating our success through multiple mediums

E-focus articles appearing weekly, utilising media and SharePoint, Forces Covenant Silver Award, Finalist for Stirling Award 2022 and Doolan Award, Microsoft Showcase School recognition, Chartered Institute of Public Relations Nominee

Winner of ECI training provider of the year 2023 Winner Green Apple award 2023: EAUC Alliance for Sustainability Leadership in Education in partnership with West Lothian and Border Colleges - Nov 23

Finalists in Veterans Award 2024

Finalist in Heralds Award 2024 for Widening Participation

Finalist in the Green Gowns Award 2024 – Campus Health Food and Drink

• CDN Awards 2023 winner for Professional Services Colleague of the Year Award;

Highly commended for our Sustainability Action; Commended for our Digital Learning

• Finalist in the Green Gowns Award 2023 – Sustainability: Creating Impact category

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Health & Wellbeing Strategy 2023-24

Objectives against Target

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Establishing a holistic approach to health and wellbeing (in line with the People Strategy)	●	●	●	●

- Establishing a holistic approach to health and wellbeing (in line with the People Strategy) through:
  - Creating and maintaining a range of initiatives
  - Providing accessible support options
  - Developing a working environment that is flexible, adaptable and appropriate
  - Celebrating and nurturing the individual and team contributions
  - Providing skills to manage and the support to adapt to change

Comments

Strategic Health & Wellbeing Outcomes Framework for 23/24 was created and implemented and continually updated as more resources become available. There is now an updated Framework for 24/25. The Health & Wellbeing Outcomes Framework is intended to be a strategic and preventative framework and has been prepared in line with an overall commitment to developing the College's approach to the provision of education and awareness learning for the workplace around health and wellbeing.

The Health & Wellbeing Framework evidences the support available to staff to aid them to become involved in creating a culture of openness around health and wellbeing.
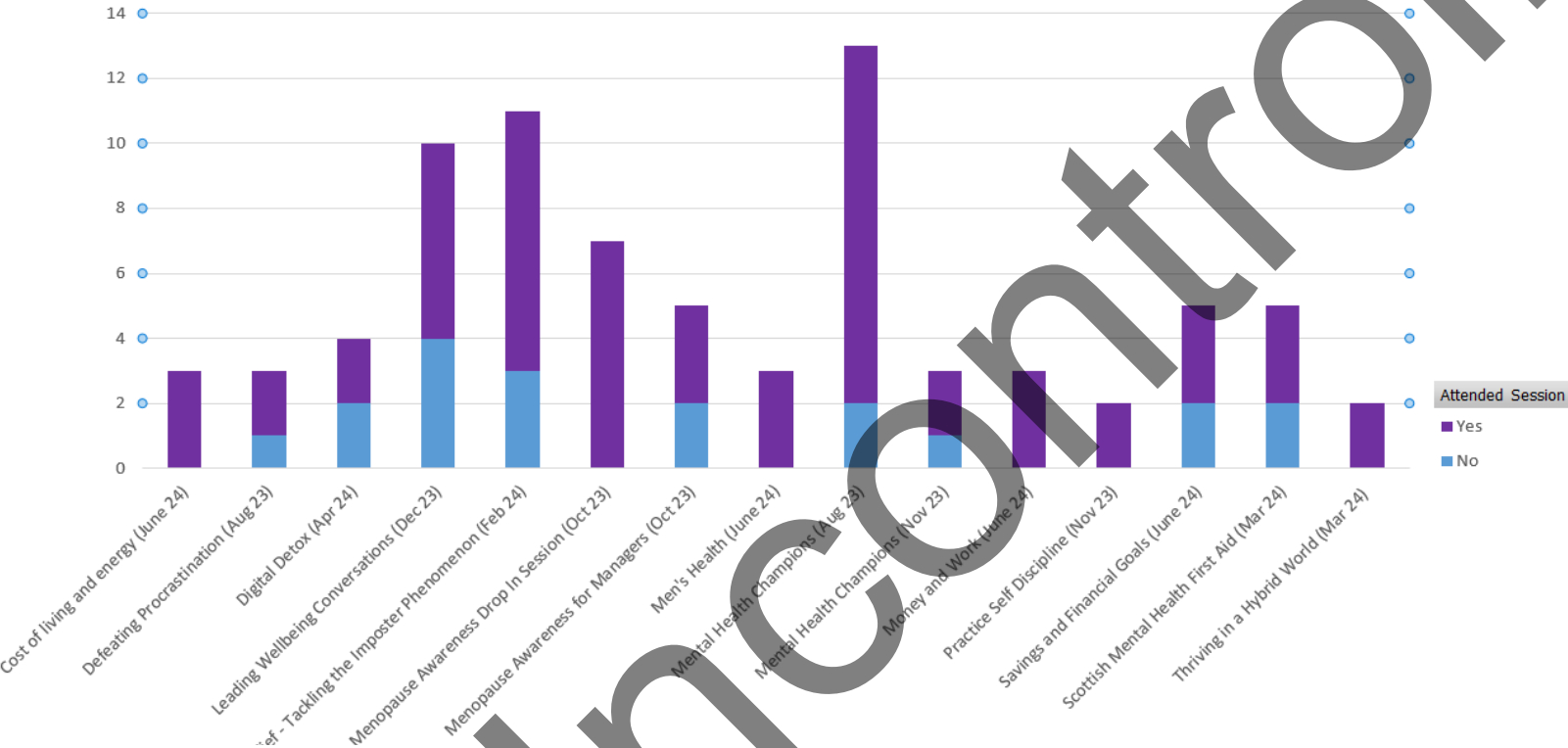
Timeline of Critical Activity (February - July)

- Health & Wellbeing webinar/support sessions scheduled/booked in until December 2024 with continual promotion. Health and Wellbeing Calendar Awareness Day/Month promoted via SharePoint page, efocus and Teams.
- Continued pro-active approach to Men's Health including preparing to launch Andropause support and guidance.
- Reasonable Adjustment Disability Passport Guidance approved by LMT and Unions. Now preparing to launch guidance and training.
- Preparing to run The Wellbeing Project again for a third year as planned. The Health & Wellbeing Outcomes Framework updated with support introduced which is supported by evidence of the results.
- Work Task Analysis action plan approved/published and procurement process underway for future work task analysis.

	Feb	Mar	Apr	May	Jun	Jul
	●	●	●	●	●	●
	●	●	●	●	●	●
	●	●	●	●	●	●
	●	●	●	●	●	●
	●	●	●	●	●	●

Comments

- Direct promotion of health and wellbeing as soon as staff return after summer.
- Introducing Andropause guidance. Visits from Andy's Man Club.
- Training sessions for managers ready to roll-out in coming months.
- Action plan and most recent results have been published and will be highlighted on the re-run.
- Future work task analysis will focus of teams rather than specific roles.

Highlights

- Additional college funding received to re-run essential health and wellbeing sessions were in place until June 2024. Courses such as Scottish Mental health first aid provided required knowledge for student facing staff and corporate services. Planning for future sessions were also promoted to assist staff over the age of 50 who also might have been considering voluntary severance. Additional money advice workshops were also run given the current climate.
- Andropause guidance was approved by LMT. Continuing with the pro-active approach to ensure that as many avenues of support are covered as possible.
- Work Task Analysis Action plan – following the successful work task analysis, the action plan is now in play and published on SharePoint. Some areas have already been actioned. This is led by Sarah Higgins, Vice Principal.
- The Wellbeing Project – bespoke workshops are ready to roll out to all line managers to compliment the addition of the reasonable adjustment disability passport.
- The Wellbeing Project – plans in place to rerun The Wellbeing Project Questionnaire. This will launch in October/November 2024. These results will determine the Teams to focus on for future Work Task Analysis and also provide a benchmark as to where health and wellbeing support is required.
- We gained Established Level for Carer Positive in June 2023. We will now aim for achieving the Exemplary Level which demonstrates our range of support for our workforce who have caring responsibilities throughout 2024.

- Feedback continues to be excellent from webinars/sessions run especially the practical Zinc session.
- Morale Boosters offered throughout the year is proving more popular each time whilst increasing promotion and awareness opportunities.
- Renewed "SuperChamps" for our Mental Health Ambassadors which is a learning portal to access and build knowledge/skills. We have extended resources out to other groups of people e.g. Student Services. Onboarding sessions have also been run to ensure staff with access get the most from the resource.
- Visit from Andys Man club, with dedicated time set aside to support STEM and Construction based on evidence on where to target support.
- Mental Health first aid booked throughout 2023/24 to ensure we have as many staff as possible equipped with the correct skills and knowledge to support those who may need it.
- Targeted training being proposed for departments to help them deal with workload through the Working Smarter Foundation.
- Working with PAM Wellbeing to promote more "In the moment support" access to a counsellor immediately.
- Have entered the CDN Awards for Health and Wellbeing and the Carer Positive Awards.
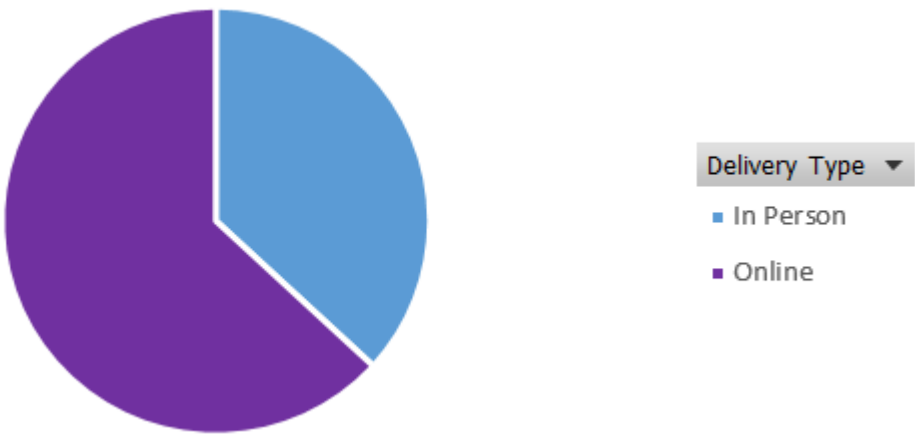
Top Risks, Issues and Dependencies

- Budget
- Staffing resource
- Staff not taking advantage of health and wellbeing initiatives and last minute dropout rates.
- Males not engaging with initiatives as much as females
- Practical drop in session are more attractive than webinars which may limit participation

- Wellbeing survey highlights workload, closely followed by lack of job security as key concerns and this won't be a quick fix.
- Work Task Analysis findings highlighted that simplifying work processes, communication, pastoral care and impact of student behaviours needed further investigation.
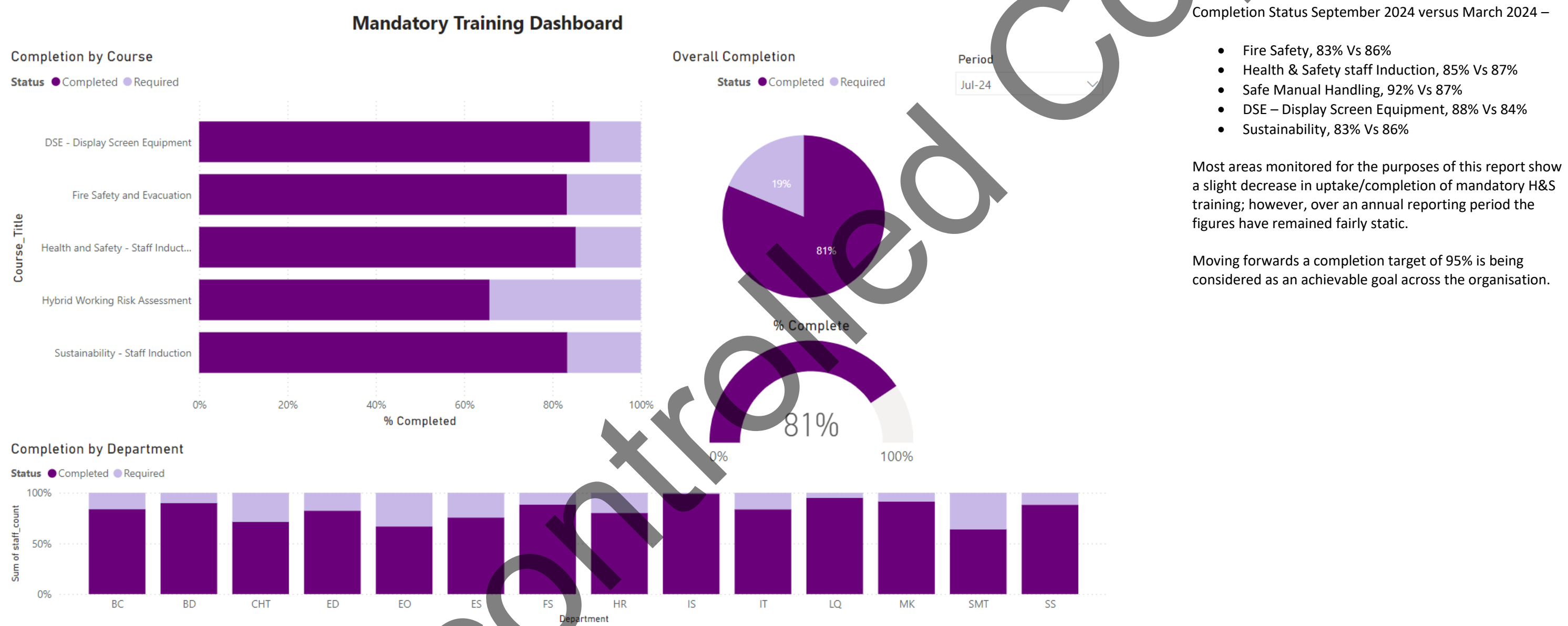
Attendance vs Non Attendance

Attended Session
- Yes
- No

Non Attendance vs Non Attendance

Delivery Type
- In Person
- Online

Forth Valley College
Making Learning Work

Mandatory Health and Safety Training (monitoring)

Mandatory Training Dashboard

Completion Status September 2024 versus March 2024 –

- Fire Safety, 83% Vs 86%
- Health & Safety staff Induction, 85% Vs 87%
- Safe Manual Handling, 92% Vs 87%
- DSE – Display Screen Equipment, 88% Vs 84%
- Sustainability, 83% Vs 86%

Most areas monitored for the purposes of this report show a slight decrease in uptake/completion of mandatory H&S training; however, over an annual reporting period the figures have remained fairly static.

Moving forwards a completion target of 95% is being considered as an achievable goal across the organisation.

Estates & Health & Safety Document Review

Annual Policy Statement Review	🟢	Complete
Annual Emergency Evacuation Statements Review	🟢	Complete
Annual Sustainability Statement Review	🟢	Complete
Departmental Risk Assessment Review	🟢	Complete
Departmental Safe Systems of Work Review	🟡	March 2025

Comments

- FVC H&S Committee and Operational teams consisting a membership of Senior Management (committee), Estates management, Health & Safety and cross college trade union H&S representatives continue to meet on a quarterly/monthly basis.
- H&S policy, including statement of intent, organisation and responsibilities, and safety arrangements, systems and procedures are discussed, monitored and updated as necessary through these teams. Likewise, operational H&S matters continue to be discussed in this forum and acted on as necessary.
- A main focus for H&S moving into 2024 will be ensuring Safe Systems of Work or Standard Operating Procedures are available, suitable and refreshed to sit alongside associated Risk Assessments.

Historic Annual Accident Stats

Legend: 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023, 2023/2024 (Q3)
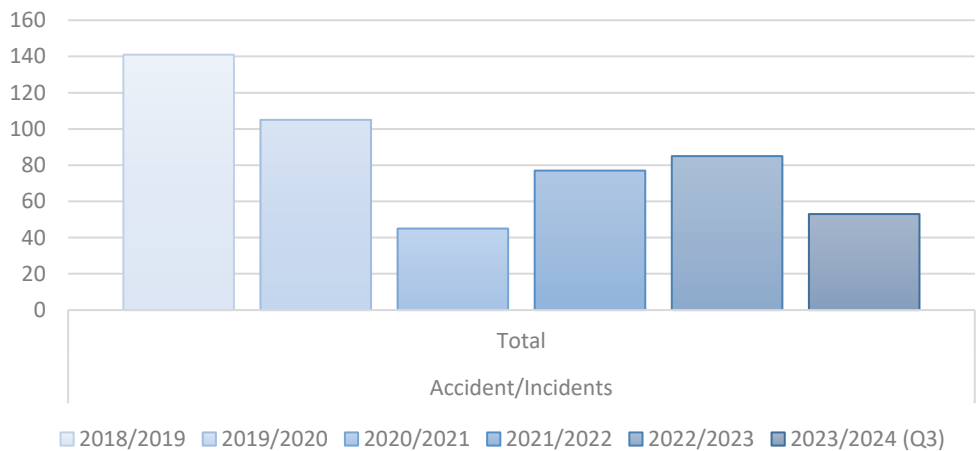
- Key performance Indicator for accident/Incident reporting has been revised down from 100 to 90 for academic year 2023-2024 (previously reduced from 115 to 100 in 2022-2023). Data to end of Q3 indicates that we are currently on target to meet this KPI with a total number of Accidents/Incidents reported at 53.

Academic year 2022-2023 showed a total number of reported accident/incidents of 85 *(2021-2022, 77 accidents/incidents, 2010-2021, 45 accident/incidents reported).*

2022-2023 can arguably be referenced as the first full year of 'business as usual' (BAU) since 2018-2019 following the Coronavirus pandemic. Even with that return to BAU the statistics from 2021 onwards, show a marked improvement on pre pandemic figures with the current reporting year sitting comfortably against figures reported for 2021-2022 and 2022-2023.

Legend: Bruise/Abrasion, Burn/Scald, Cut/Laceration, Sprain/Strain
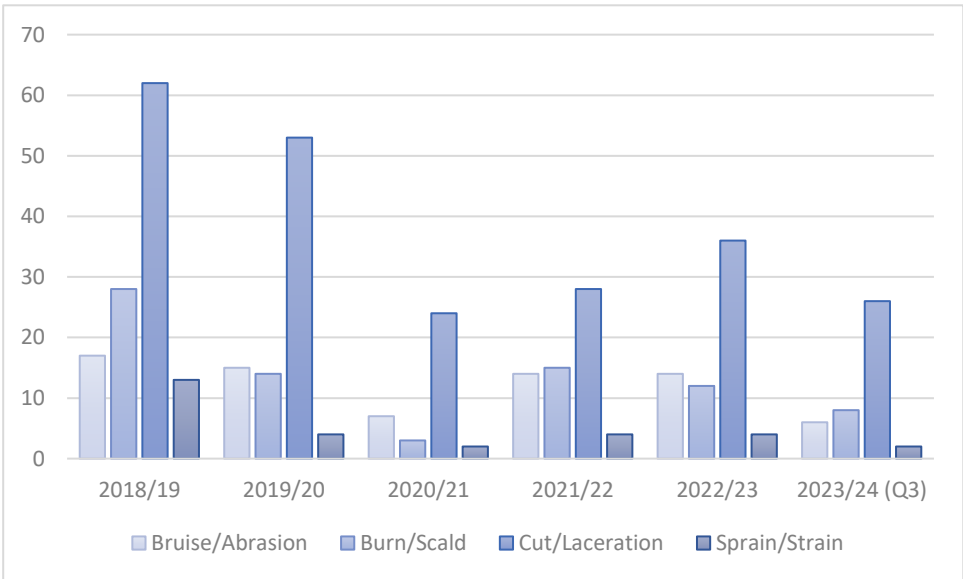
Forward Planning

	Target Date	
Adopt a good practice '3 Section' approach to H&S policy	April 2025	Review and update H&S policy documents and procedures to collate into a 3 section policy – Statement of intent, Organisation and Arrangements.
Continual review of H&S policy, arrangements & Organisational sections	Continual	Target a review of a policy section every two months to ensure continued relevancy
Audit departmental Safe Systems of Works	March 2025	Following completion audit Pilot programme with Engineering, Construction and Science take on board lessons learned and roll out auditing process to all FVC departments to ensure Safe Systems of Work or Standard Operating Procedures are available, suitable and refreshed to sit alongside associated Risk and COSHH Assessments.