

Stirling Campus, S1.19@ 4.30pm

AGENDA

1. Declarations of interest

FOR APPROVAL

2. Minutes of meeting
 - 2.1 Finance Committee - 13 June 2023
 - 2.2 HR Committee – 20 April 2023

(Elements of item 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. Matters Arising

- 3.1 F/22/029 Q3 High Level Forecast Outturn 2022-23
- 3.2 H/22/019 Health and Wellbeing update

4. Review of Committee Remit Alison Stewart
5. Student Association Outturn for 2022/23 & Budget for 2023/24 Steve Kemlo/Lisa Baxter

(Paper 5 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

6. Procurement Awards Senga McKerr
 - 6.1 Print Solution Contract
 - 6.2 UNIT-e Contract

(Paper 6 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.)

7. Hybrid Working Policy & Procedure Ralph Burns

FOR DISCUSSION

8. Management Accounts 2022/23 Forecast Outturn 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. HR/Payroll System Implementation update (Presentation) James Aston / Karina Buchanan

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|---|------------------------------|-----------------|
| 10. | People Strategy Dashboard | Ralph Burns |
| 11. | Health & Wellbeing Dashboard | Karina Buchanan |
| 12. | Estates Update | David Allison |
| <p>(Paper 12 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.)</p> | | |
| 13. | Health & Safety Dashboard | David Allison |
| 14. | Review of Risk | |
| 15. | Any other competent business | |

FOR INFORMATION

Invoices without Purchase Order

(This paper 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.)

S1.18, Stirling Campus (commencing at 4.30pm)

Present: Liam McCabe
Philip Harris
Jennifer Hogarth

Apologies: Caroline Johnston

In Attendance: Kenny MacInnes, Principal
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Senga McKerr, Director of Finance (DOF)
Moirra France, Finance Manager (FM)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
Ester Vasallo, Supply Chain Manager (SCM) left after F/22/028

The Chair welcomed Philip Harris and Jennifer Hogarth to their first Finance Committee meeting.

F/22/022 Declarations of Interest

None

F/22/023 Minute of Meeting of 15 November 2022

Members approved the minute of the meeting of 15 November 2022.

F/22/024 Matters Arising

None

F/22/025 Tuition Fees & Fee Waiver Policy Session 2023-24

The VPIC presented the updated policy for members consideration.

He confirmed that, as has been the experience in previous years, the College was waiting on SQA releasing their fee levels but, as this had not changed for a number of years, he did not expect changes this time. He did confirm to members that, if there were changes, the policy would be updated to reflect this.

For fees that the College sets, he outlined the rationale behind the decisions on these noting that there had been discussion about increasing these but, upon reviewing the rest of the sector and factoring in the small rise last year, it was found that the College was at the upper end of fee levels across a range of provision.

He did note that the College was below comparable colleges when it came to International/RUK students and therefore an increase was being proposed to bring the College closer to these levels.

He informed members that the national fee waiver policy for next year has not been released year and so the paper had been written based on last year's policy. He confirmed that the College was not proposing any changes to this or the College discretionary fee waiver.

Members queried whether the increase last year had any impact on student numbers.

The VPIC reported that there had not been any particular reduction noted as a result of last year's changes.

a) Members approved the Tuition Fee & Fee Waiver Policy for session 2023-24

F/22/026 Accounting Policies for year ended 31 July 2023

The FM presented members with the proposed accounting policies to be used for the current financial year.

She noted that these had not changed since the previous year and still reflected all the necessary standards.

a) Members approved the Accounting Policies for year ended 31 July 2023

F/22/027 Procurement Update

The SCM presented members with a report covering the first 6 months of the financial year.

She confirmed further reporting on the full year would be brought to the Committee in November 2023 as part of the annual procurement reporting.

She highlighted that the College was seeking approval for changes for procurement threshold limits and for members to approve proposed changes to the procurement strategy.

The DOF also discussed some non-compliant spend which had been identified and the measures being taken to bring this activity under contract.

Members noted the detail provided and also welcomed the implementation of the "No purchase order (PO), No Payment [of unmatched invoices]" approach which is being brought in to further mitigate non-compliant activity as well as to improve end to end processing of the acquisition of goods and services.

The VPFACA confirmed that the plan was to implement the No PO, No Payment approach from the start of the new academic year. There will be a 3 month lead in period to allow budget holders to adjust to the new process before full implementation. Budget holders and those ordering goods would be supported over this transition by the SCM and Finance Office colleagues.

Members queried when the next procurement assessment from APUC would be happening. The SCM noted this should happen later in the year. The VPFACA confirmed the report would be brought to the Committee, likely in March 2024 given the report turnaround times by APUC.

Members noted that there were minor changes to the Procurement Strategy to ensure it remains in line with legislation that the Committee was being asked to approve.

- a) Members approved the increase in procurement levels
- b) Members approved the change to the Procurement Strategy

F/22/028

Tender Approvals

Insurance

The DOF presented the outcome of the tender exercise for the main college insurance policy. She noted that, of the three companies on the framework, two responded with tenders.

She commented that it had been decided, after discussions with the VPIC, to include cyber insurance in the tender.

She informed members that, while close in terms of quality, there was a clear difference in the pricing for the service between the bids submitted.

Following an evaluation, the recommendation was to award the contract to Education Protect Scotland (EPS).

Members noted the low price for the cyber insurance and queried what type of cover this would provide.

The VPIC informed members that, while it would not cover downtime, it did cover hardware costs to recover from an incident.

Members asked some additional cyber security questions which the VPIC answered.

Members asked for some more detail on EPS. The DOF informed members that this was a brokerage which was underwritten by Aviva. The firm was also used extensively across the FE sector including in Scotland.

Members noted the costs were for 4 years and queried if there was a break clause.

The DOF confirmed the contract would be 2 years with 2 options of a 1 year extension.

- a) Members approved the appointment of Education Protect Scotland
-

ECITB Accommodation

The SCM presented members with a paper outlining the recent procurement exercise for the accommodation element of the College's ECITB contract.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

a) Members approved the award of the contract subject to a satisfactory inspection scheduled for 28 June.

F/22/029 Q3 High Level Forecast Outturn 2022-23

The FM presented members with the latest high level forecast, noting that it was largely the same as the Q2 forecast. The Forecast outturn is showing an operational surplus of £34k, which after loan repayments is a deficit of £167k.

She highlighted that there were some risks such as the pay award and final cost of severance that may impact on the figures. One mitigating factor to this is the possibility that SFC will permit the retention of the full Foundation Apprentice credit funding allocation.

Members noted the risks in the paper and the fact that these are largely outwith the direct control of the College.

a) Members noted the content of the report

F/22/030 Revenue and Capital Budgets 2023-24

The DOF presented the revenue and capital budgets for 2023-24 and informed members she was seeking endorsement to submit these to the Board of Management for approval.

[REDACTED]

While the College had received Grant in Aid flat cash, she highlighted increasing costs in areas such as facilities management and energy costs. The Committee members recognised that the funding settlement amounted to a funding cut in real terms.

She discussed the risks outlined in the paper and the impact these might have.

In response to a question from a member, the Principal provided an overview of the current status of national bargaining and the current ask from unions. The offer to employees of x% incorporated in the figures was compared to the 'ask' of y%. He confirmed to members that each percentage point increase in the pay award costs the College circa £250k.

Members queried the use of ALF funding for elements of recurring spend in that the ALF's funds were finite and reducing and that they could reasonably be expected to support recurrent funding on continuing basis.

The VPFAA explained that the ALF had been approached to assist with areas such as energy where costs had spiked and will not be asked to continue this once costs return to a lower level.

She informed members that there had been a meeting of the ALF the previous week and a number of bids had been approved, subject to receiving Board approval on the 22 of June. The VPACA highlighted the unusual sequencing of the approvals in this situation.

a) Members endorsed the report for submission to the Board of Management

F/22/031 Financial Forecast Return 2022-26

The DOF presented the Financial Forecast Return (FFR) and commentary document which accompanies the FFR submission to SFC.

She noted that the FFR was based on the information in the Q3 forecast and the 2023/24 budget as presented earlier. The budget figures had been adjusted for the assumptions that SFC require to be used. The two following years were then extrapolated from the base figures, and the DoF noted that this resulted in deficit positions. It was pointed out to the Committee that as the College is required to show balanced budgets, further staffing FTE reductions were included to bring about that outcome.

She highlighted that, with 78% of all College expenditure being on staffing and non-staffing expenditure already pared back as far as reasonably could be achieved, there was no other option to reach balanced budgets at this time.

Members commented that these assumptions are effectively ongoing real term cuts to the College funding.

The DOF outlined some risks that may impact the figures, including the national job evaluation programme which is not completed yet.

As discussed earlier, there are also rising Facilities Management (FM) costs and the current FM contract is due to expire next year and a new contract negotiated.

The VPIC informed members that, in conjunction with the College Internal Auditors, the current total FM contract had been reviewed to ascertain value for money with the report outstanding. Separately, the College Estates Team are reviewing what activities could potentially be brought back in house, and whether this would reduce cost. Both reviews will be considered, and we will work alongside an FM Contract specialist as we re-tender our FM contract for Session 2024-25 onwards.

Members noted the assumed level of cuts from SFC and queried if this could be challenged. The VPFACA noted that SFC are reliant upon Scottish Government budgets and, until levels of funding are known, we have to work on the assumption of cuts.

The Principal commented that year on year cuts risk the overall viability of the College in its current form and difficult choices would need to be made. These would, in light of the scale of the funding challenge and the requirement to 'balance the books' be significant and tending towards existential in their nature.

Members recommended that the College challenge these level of cuts and the Principal agreed that a strong rebuttal to Scottish Government and Ministers is needed, especially since recent sector reviews highlight the importance of Colleges to Scotland overall.

Drawing together the current funding environment with the very real and material cost pressures currently and in future, members expressed their deep concerns around the College's financial viability. This could begin to crystallise later in the year with there being a perceived risk that the external auditors may not sign off on the College as a going concern.

The VPFACA reported that Audit Scotland have previously stated that going concern is not an issue for College's as they are centrally funded however auditors may have a different view in terms of overall financial sustainability.

a) Members approved submitting the FFR to the Board of Management

F/22/032 Review of Risk

The financial risks outlined in the minute were noted.

F/22/033 Any Other Competent Business

None

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Zoom (commencing at 4.30pm)

Present: Paul Devoy
Katherine Graham (Chair)
Jen Hogarth

Apologies: None

In Attendance: Ken Thomson
Kenny MacInnes
Alison Stewart
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Ralph Burns, Head of Human Resources (HHR)
Karina Buchanan, HR Business Manager (HRBM)
James Aston, Head of Business Transformation (HBT)
Martin Loy, Head of Estates, Facilities Management (HEFM)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)

H/22/013 Declarations of Interest

None

H/22/014 Minutes of Meeting of 10 November 2022

The minutes of the meeting of 10 November 2022 were approved as an accurate record.

H/22/015 Matters arising

4.1 H/22/005 People Strategy 2022-25

The HHR confirmed to members that the request to alter the images in the new People Strategy document from generic images to those of College students and staff had been passed to the marketing team to progress.

Class cancellations

A member raised during the meeting that they had been approached regarding classes being cancelled for a range of reasons that they found surprising and outlined what these were.

The VPLSE outlined the process for staff to be off College and confirmed that the reasons listed would not be acceptable. It was agreed that the College would look into this matter further.

H/22/016 Policy Review

Protection of Vulnerable Groups

The HHR informed members that this policy had been reviewed as part of the three year update cycle. He noted that there had been some minor changes made to the document to reflect changes such as data protection requirements and confirmed that there was no change to the College's approach to ensuring all staff are PVG checked.

a) Members approved the revised Policy document

Redeployment and Redundancy

The HHR presented updates to this policy document noting that these were minor and related to some changes in terminology. He confirmed that the changes had been presented to the College unions before coming to this meeting.

a) Members approved the revised Policy document

H/22/017 Introduction of a new Employment References Policy and Procedure

The HHR presented a new policy and procedure aimed at providing guidance for College staff providing references for students and colleagues.

He outlined the types of reference requests received, the challenges these could present and confirmed that the College approach was to provide factual references only.

Members noted that this approach was used by a number of organisations.

a) Members approved the policy.

H/22/018 Implementation of a new Reservists Policy

The HHR presented a new policy to govern how the College supports staff who are, or may be interested in, functioning in the armed forces reserves. He outlined that the College had had a commitment in this area and noted that this policy was designed to support this.

Members queried whether reservist opportunities were advertised to staff.

The HHR noted that the College was currently applying to be awarded the silver award level for supporting reservists, led by Alistair McKean, and that a key element of this is an increase in marketing of opportunities to staff.

a) Members approved the policy

H/22/019 Health and Wellbeing update

The HRBP presented an update on the Health and Wellbeing project.

She highlighted some of the successes since the last meeting of the Committee, including the national adoption of a menopause policy and noted that the College had had training in support of this for a few years already.

She highlighted that the College has secured some additional funding via the Flexible Workforce Development Fund and had used this to hold an additional 14 training sessions for staff across a range of topics.

She informed members that there was a significant gender imbalance with males staff far less likely to access or attend training sessions and that this was being looked into further to encourage attendance.

She discussed the recent wellbeing project survey that had identified volume of work as an issue and outlined the project launched in February this year focussing on lecturer and departmental administration staff to address this.

She confirmed a further survey would be launched in September to measure the impact of the project.

Members requested further information on the risks listed in the paper relating to resource and budget.

The HRBP informed members that, currently, the mental health project was funded by the College Arm's Length Foundation (ALF). She noted that a further application was being prepared for the ALF to fund next year's activity but a longer term solution would be needed for ongoing interventions.

Members queried whether there were links established with FVSA to pass on lessons learned and resources. The HRBP noted that these links were not in place at this time and the VPLSE informed members that this area would be looked into further.

a) Members noted the content of the report

H/22/020 HR System update (Presentation)

The HBT provided members with a presentation updating them on progress with the new HR system and demonstrated some of the new functions within the system.

He highlighted the range of testing and involvement of staff users in the design and implementation phase.

Members welcomed the update and the involvement of staff in the creation of the new system.

Members queried how well this might integrate with existing systems within the College.

The HBT confirmed that the College had a range of integration tools available including the full ITRENT package and Power-BI.

a) Members noted the content of the presentation.

H/22/021 Health and Safety Dashboard

The HEFM presented that latest dashboard for members' consideration. He highlighted that the tracker showed all tasks complete except one which was reliant on the implementation of the new HR system.

The HHR confirmed this was in relation to mandatory training uptake and outlined future developments in this area which were currently being looked at which include measures like bespoke mandatory training requirements based on role profile.

THE VPFAA noted that this had been discussed and areas within the College identified where the current training methodology might not be best suited to workers such as in the canteen and that alternatives were being explored.

Members noted that there was an error in the audit tracker which listed some tasks as completed but they were still categorised as amber. The HEFM confirmed this was an error and would be updated.

The HEFM informed members that he was seeking to obtain data from other colleges in relation to accidents and incidents to enable a comparison. He noted that there was a slight downward trend in accidents and that work would be done to continue this.

Members noted an ability to compare against peer organisations would be useful context and endorsed a narrative of improvement in relation to prevention of accidents and incidents.

a) Members noted the content of the report

H/22/022 People Strategy Dashboard

The HHR presented a dashboard outlining progress against the objectives of the new strategy.

He noted that a staff working group had been established to look at the objectives. He also reported that the recent cultural survey had yielded results similar to the wellbeing questionnaire.

He informed members that leadership training for managers had been procured and Ceannis training delivered in January 2023.

Members queried whether it was possible to see other College's absence statistics to compare against the College's.

The HHR noted that information from other College's indicated a slight increase overall but the College had stayed around the same level for the last 10 years.

a) Members noted the content of the report

H/22/023 Equal Pay Audit

The HHR presented the outcome from the recent equal pay audit.

He noted that overall it was a positive report with only a couple of recommendations.

He outlined the reasons for these, including where most people join a role at the bottom of the scale as per College policy but that there were instances, owing to scarcity of candidates, where new staff were able to negotiate joining further up the scale. He noted that these were mainly male candidates.

He highlighted that national bargaining would address some of these issues.

a) Members noted the content of the report

H/22/024 Consultation (Verbal)

The VPFACA informed members that the voluntary severance scheme had closed at the end of March, with 25 applicants of which 13 were accepted and 2 provisionally accepted.

She outlined the recent funding allocation announcement from SFC which equated to flat cash and a 10% credit reduction. Given this and the volume of voluntary severance, the College would be launching a consultation exercise on 3 May 2023.

Further information will be provided to the Board at the upcoming meeting.

a) Members noted the content of the report

H/22/025 Review of Risk

No new risks were identified

H/22/026 Any Other Competent Business

The VPFACA informed members that she had been discussing the committee structure with the Chair as there had been issues with quorum. She informed members that it was being proposed to combine the HR Committee with the Finance

Committee and that a paper on this would be taken to the upcoming Board meeting for consideration.

If approved, this would come into effect from 2023/24 onward.

a) Members noted the content of the update

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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
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- 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 discuss and approve a new College Hybrid Working Policy.

2. Recommendation

That members discuss and approve the policy

3. Background

Following a successful trial period where Hybrid working was introduced into the college, a hybrid working survey was undertaken with the results being presented to LMT in March with a request that members agree that Hybrid Working be approved as a permanent employee benefit at FVC following the successful pilot.

Following that a draft policy was written and small working group met to discuss and provide feedback. Amendments were made following LMT input. This draft policy and procedure is found in appendix 1

4. Key Considerations

The policy and procedure need to reflect the learning of the past year and the findings of the survey. It also requires the flexibility needed in any policy so that it does not become unworkable due to its overly defined approach whilst retaining focus on business needs at the forefront of any decision to work hybrid.

Some key points covered in the policy for consideration:

- The [Home Working Policy and Procedure](#) outlines the working arrangements that will apply when a request to work from home or working a hybrid approach has been agreed.
- Hybrid working does not change contractual hours of work or working pattern, and any request to do so should be done through the [Flexible Working Policy](#).
- It is based on trust.
- Business needs change and this may impact on the ability to work on a hybrid basis either short term or permanently.
- Whilst the policy states "It is an informal arrangement that may be changed from time to time depending on business needs" consistency over a period of time may change this into a formal arrangement through custom and practice.
- Staff should be available within agreed working hours to attend the workplace at short notice.

The current attendance ratio for hybrid working is seen generally as 2 days in work as a minimum, however through the trial period findings it was agreed that 50% of time was more realistic percentage that was easier to implement for part time staff.

To support the need to have a flexible approach, wording used in the policy includes terms such as "it is expected" and "depending on". However to balance this and maintain business needs at the forefront, it is clearly stated "On-campus attendance levels will be decided and agreed by the

appropriate department manager”. It should be noted that with any policy the right to appeal a decision is always there through the grievance process.

A final point added to the policy and procedure is due to the potential risk involved - “We are unable to support colleagues working from outside the UK unless it’s necessary for specific roles”. These risks include, Visa needs, data protection, health and safety obligations, liability insurance, PAYE for host country for example the rules for National Insurance contributions depends on which country they are going to work in. All of which may place an onus on us as the employer to resource this extra administration and associated costs. Clearly stating this removes any ambiguity.

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

This policy should clarify the use of hybrid working by providing guidance to managers and staff. Though a new policy may raise queries in the short term, if it is to be introduced on a longer term basis, a policy is required.

6. Equalities

Who does this impact? All Staff

Assessment in Place? –Yes

The fundamental principles is that a refusal needs to be justified and not simply be the preference of the manager, otherwise risk of unequal treatment increases.

7. Communities and Partners N/A

8. 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 –
Yes

	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.

BoM Risk Categories & Risk Appetite (Select one area only)			
Cautious <15		Open 15> <20	Eager >20
Governance		Strategy	People
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

Hybrid Working Policy and Procedure

Status	Draft
Date of version	August 2023
Responsibility for Contents	Human Resources
Responsibility Review	Human Resources
Impact Assessment Review Date	May 2023
Review Date	December 2024
Primary Contact	Human Resource Business Manager

EQUALITIES IMPACT ASSESSMENT

We welcome feedback on this policy and procedure and the way it operates. We are interested to know of any possible or actual adverse impact that this policy and procedure may have on any groups in respect of any protected characteristic.

An Equalities Impact Assessment of this Policy has been carried out. The policy has been written to fully comply with all obligations in respect of employment law and equality legislation and to take account of recommended best practice. It is therefore not anticipated that this policy will result in a negative of adverse impact on one or more groups in respect of any protected characteristic.

DATA PROTECTION

The College processes personal data collected in relation to Hybrid Working. All information is stored and processed in compliance with the Data Protection Act 2018 (DPA) and UK GDPR. The College is the data controller for your data, and is registered with the Information Commissioner's Office. The College will collect and process information relating to you in accordance with the [HR privacy notices](#) which are available on the college website.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the [College Data Policy](#) immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure. Employees should use College data for organisational purposes only, and should not keep personal copies of College data under any circumstances. {Employees should avoid downloading documents to mobile devices, personal PCs, and external drives. Hard copies of documents should be returned to the College for secure destruction, or shredded at home. College devices should be stored securely, at a level of security appropriate to the sensitivity of the data processed.}

If you are unhappy with any aspect of the way your data is handled, you can contact the Data Protection Officer at dataprotection@forthvalley.ac.uk.

1 POLICY

This policy and its related procedures relates to all employees and establishes guidelines for managers and employees in relation to hybrid working. Its aim is to ensure hybrid working issues are addressed consistently and fairly and sets out procedures to support this.

Hybrid working defines an approach that combines on and off campus working. It is open to all staff with a suitable role, regardless of length of service. It allows you, the employee, to split working time between attending a college campus and working remotely. It does not change contractual hours of work or your working pattern, and any request to do so should be done through the [Flexible Working Policy](#).

The [Home Working Policy and Procedure](#) outlines the working arrangements that will apply when a request to work from home or working a hybrid approach has been agreed by your line manager, in addition to those outlined here.

Hybrid Working won't work for all posts, or be available to all staff. Approval for hybrid working will depend on whether or not your work can be done effectively from a location other than your base campus and in consideration of business needs. It will depend on the kind of role you have, the level of support and interaction needed in your role, and any minimum levels of physical cover required. This is especially the case for those who need to be on site to do their jobs (including, but not limited to, customer/learner facing roles in Estates, Student Support and Teaching roles).

Please note academic staff should consider the national working practices agreement in relation to time out of college. Please [click here](#) to find out more.

Flexible working requests

Hybrid Working is not the same as a flexible working agreement. If you want to make a more permanent change to your location, place of work and/or hours of work/working pattern, you will need to request this separately through our Flexible Working policy.

There is a statutory right to request flexible working. For any situation not covered by this policy please refer to the [Flexible Working Policy and Procedure](#) which covers other working patterns including job share, compressed hours and annualised hours. Applications should be made using the Flexible Working application form.

Each flexible working request will be considered individually. The college may not be able to agree to all requests as every job is different.

Wellbeing

Our values, Strategic Plan and [People Strategy](#) detail the importance of your wellbeing. We will continue to provide office spaces for you to collaborate and connect with other colleagues.

Hybrid working brings important benefits through offering flexibility and empowerment, trusting you to flex where this works, in consultation with your manager.

These benefits can help create an inclusive culture, support work-life balance, support positive health and wellbeing and help achieve better outcomes including positively impacting productivity.

Hybrid working should not be used as an alternative to reporting yourself absent from work due to illness and any such requests will normally be declined. It is important for your health and wellbeing that appropriate recuperation time is taken.

Note: There is no requirement to undertake hybrid working and you can choose to work on campus only, if preferred.

Key principles of Hybrid Working:

- It is based on trust. We trust you to choose the appropriate places and technology to match the work you do, and to balance this with business needs, your own needs and the needs of your team.
- We commit to making sure that you have the right technology and equipment to support you to work in this way.
- Business needs change and this may impact on your ability to work on a hybrid basis either short term or permanently. This will be discussed with you by your line manager
- Hybrid working should not impact the level or quality of service to learners, customers, other stakeholders, or your colleagues.
- We know that there might be times when being onsite is crucial, such as when you first start working at college or have started a new role. At these times we may require you to work on site fully to familiarise yourself with the facilities and onsite support we have available, and to imbed you in the culture of the college.
- Working in this way will not change your contractual terms and conditions of employment in respect of working hours or normal location of work; it is an informal arrangement that may be changed from time to time depending on business needs.

2 HYBRID WORKING PROCEDURES

Expected level of attendance on campus

It is expected most employees on hybrid working will spend 50% of their working time on campus as a minimum subject to business requirements.

The number of days per week you spend attending campus compared with working remotely will vary, depending on:

- the needs of the college
- what is happening within your role and team at any particular time
- your individual circumstances
- the nature of your role

Given the degree of flexibility that our home/hybrid working arrangements provide, we expect you to be flexible.

You should be available within agreed working hours to attend the workplace at short notice, including on the same day, taking consideration of safe travel requirements. Staff who are unable to meet that requirement may have hybrid working declined or restricted to meet business needs.

On-campus attendance levels will be decided and agreed by the appropriate department manager with support from the HR department where needed.

Working in a Hybrid Environment

- Your manager will work with you to explore how hybrid working could work for you and your team based on your preferences, the needs of your role and the needs of the business. The needs of the business will normally take priority.
- If you have challenges with your working environment at home and remote working is difficult for you such as having no suitable space to work securely, or inadequate Wi-Fi, hybrid working may not work for you, and may be declined.
- Your hybrid working arrangement will be regularly evaluated by your line manager on the impact and the outcomes you deliver, during your PRD meetings and this may affect the decision to allow you to continue working hybrid/remotely.
- Hybrid working may be considered as a reasonable adjustment.
- Hybrid working arrangements are subject to the ongoing agreement of management and are subject to change for business reasons.
- The college retains the right to require workplace attendance to support health and wellbeing, teambuilding, skills development and training. Also for business requirements on any day such as the potential need for class cover, meetings, departmental activities, planning sessions, and standardisation and verification activities. These may take place on days where working remotely has been previously agreed.
- Due to the nature of the role, the potential need for class cover and the need to minimise disruption to students, teaching departments may operate specific staffing measures for lecturers in some or all areas to allow cover to be on hand.
- Your base of work will remain as one of the three FVC campuses. The expenses you can claim will be unchanged. Please refer to the [campus travel guide](#) for details.
- Travel to and from work should be out with your working day or for specific arrangements to be agreed in advance with your Line Manager

We are unable to support colleagues working from outside the UK unless it is necessary for specific roles. This includes both short and long-term arrangements and requests for permanent relocations outside the UK. This is due to the potential for complex legal and tax implications, associated potential risks, and costs that this presents to the college.

Confidentiality

When working remotely you are responsible for keeping information associated with our college secure at all times. Specifically, you are under a duty to:

- practise good computer security, including using a unique password for your work laptop and any other devices you use for work

- not removing hard copies or work related documentation from college premises unless absolutely necessary
- keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use
- never removing hard copies of work related documentation or digital data that contains sensitive information, without specific permission of your Head of Department, Operations Manager, or Director
- ensure that work-related information is safeguarded by not having confidential/business-sensitive conversations in public spaces.
- if you are unsure about the source of any communication related to sensitive or financial matters, use another route (teams or phone) to check validity

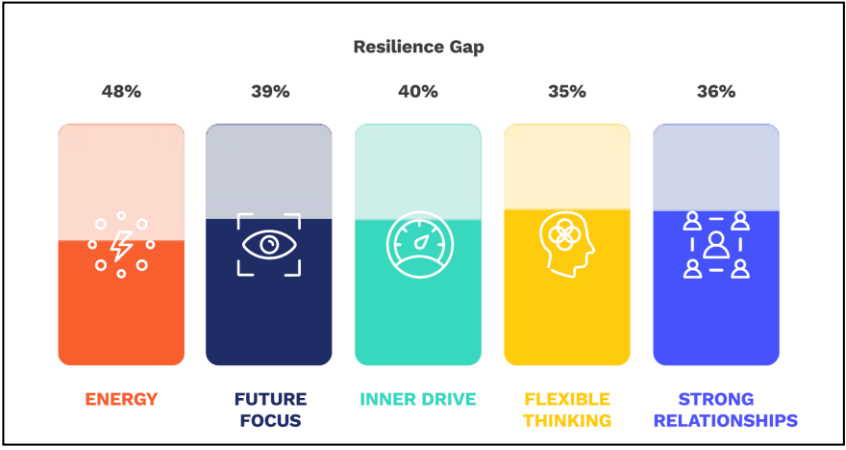
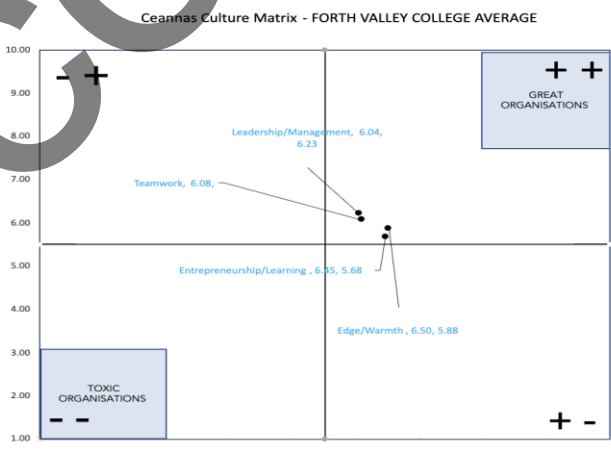
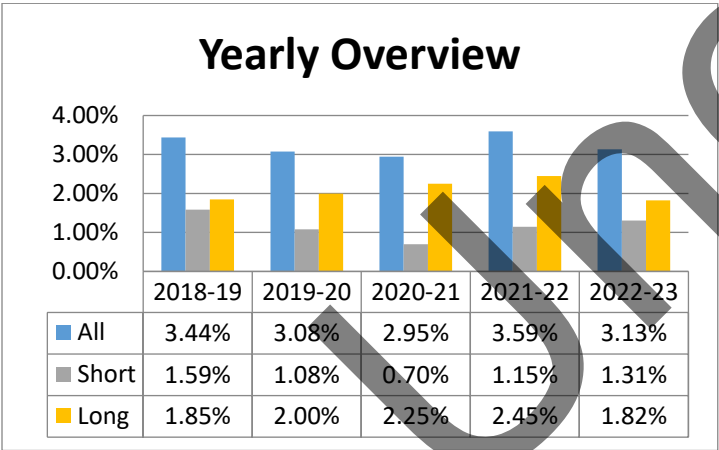
In addition, the laptop/surface and other equipment provided by us must be used for work-related purposes only and must not be used by any other member of your household or third party at any time or for any purpose.

Objectives against Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Comments
<ul style="list-style-type: none">Establishing a holistic approach to health and wellbeingSupporting our people to be all they can be	●	●	●	●	Delivery on track, SharePoint page with comprehensive offerings Learning Needs Analysis enacted, 13 staff completed TQFE, 9 staff completed PDA , L&D9/11 management programmes and personal development (HND supported, MA supported, role specific PDA). College Induction review commenced
<ul style="list-style-type: none">Celebrating the contribution of all, as one teamEmpowering and nurturing a progressive leadership culture	●	●	●	●	In 2 nd half of year focus has been on restructure impacting on morale and resource allocation. In 2 nd half of year focus has been on restructure impacting on morale and resource allocation. However Leadership development was part of the first year goals and achieved

Timeline of Critical Activity (Feb to Jul)								Comments
		Feb	Mar	Apr	May	Jun	Jul	
<ul style="list-style-type: none">Consultation on Ensuring Financial ResilienceImplementation of Health and Wellbeing planBudget ManagementProgramme to support implementing changeHybrid Working		●	●	●	●	●	●	No redundancies, 26 staff on VS
		●	●	●	●	●	●	Work Task Analysis undertaken
		●	●	●	●	●	●	Challenges to budget ongoing but on also budget on target
		●	●	●	●	●	●	Change Management training provided
		●	●	●	●	●	●	Successful trial and agreement to continue LMT approval before going to unions

Highlights	
<ul style="list-style-type: none">Implementation of new integrated HRIS going to planDefence Employer Recognition Scheme (ERS) Silver AwardCollege awarded 'Established' level by Carer Positive Scotland	<ul style="list-style-type: none">13 staff complete TQFE, 9 Places guaranteed for next yearFlexible Workforce Development Fund supports soft skills and wellbeingLinkedIn Learning continues offering CPD to <u>all</u> staff

Top Risks, Issues and Dependencies	
<ul style="list-style-type: none">BudgetStaffing resource	<ul style="list-style-type: none">Lengthy restructure impacting on workload and focusOutput from Work Task Analysis needs actioned



Recognising Success

Establishing a holistic approach to health & wellbeing

How we will recognise success:

- Demonstrate our commitment to healthy working lives through our activities and through relevant accreditation
- Application and success in wellbeing awards
- Favourable feedback gathered through the surveys and maintenance of the high standards resulting in low reportable health and safety incidents
- Attendance at work comparable positively with sector
- Evidence of consultation and support on key areas of change
- Continually review working patterns to support work-life balance and business need
- Invest in innovative mental health and wellbeing support for staff throughout the College

Evidence

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

Maintained Disability Confident status

College awarded ‘Established’ level by Carer Positive Scotland

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

Starting point positive with colleges returning figures with FVC firmly in the mid-range in 2021/22. In2022/23 absence reduced with long term absence returning to pre Covid figures

LNCC, Listening to Employees, input on new induction process and on survey findings.

Launch of new Hybrid Working Survey to influence decision making.

Hybrid Working Policy being introduced for 2023-24

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

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

Work Task Analysis undertaken for academic roles

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
 - Evidence of management and staff partnership working
 - Evidence from equality impact assessments to action and align to inclusive practices
 - Evidence of the staff experience from survey results and activities relating to decision making, communication, equality and team work
- EQIA’s undertaken on key policies and change, Training given to unions and managers
- 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
- 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
- Staff team building day positive feedback, Listening to employees continues, SLWG’s on Cultural Survey. Launch of Hybrid Working Staff Survey resulting in continuation of Hybrid Working and new policy

Supporting our staff to be all they can be

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
- Measurement and evaluation of CPD activity
- Quantify and analyse data and feedback from staff survey and staff groups on flexible work options
- Annual training needs analysis for all staff throughout the College linked to PRD
- Annual training needs analysis for all staff throughout the College linked to PRD
- Analysis of establishment and equalities data actioning change
- Recognising and celebrating our success through multiple mediums

Evidence

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

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

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

Survey results being analysed and working staff groups set up,

On target, complied for 2023-24 utilising Linked In Learning and balanced against individual needs

On target, complied for 2023-24 utilising Linked In Learning and balanced against individual needs

Independent Equal Pay Audit undertaken, Review of leavers informed, management training on EQIA completion and requirements

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

Empowering and nurturing a progressive leadership culture

How we will recognise success:

- New managers undertaking a bespoke induction process
- The availability and utilisation of management and leadership programmes
- Mentoring and coaching programmes developed for all managers
- Change management training embedded and linked to significant changes or challenges

Evidence

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

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

Utilising bespoke coaching, and Leadership coaching, CDN provision of cost effective coaching programme for all. Collaboration with Fife College

Training programmes using flexible workforce development fund in progress, change management, transformational management, managing teams courses run

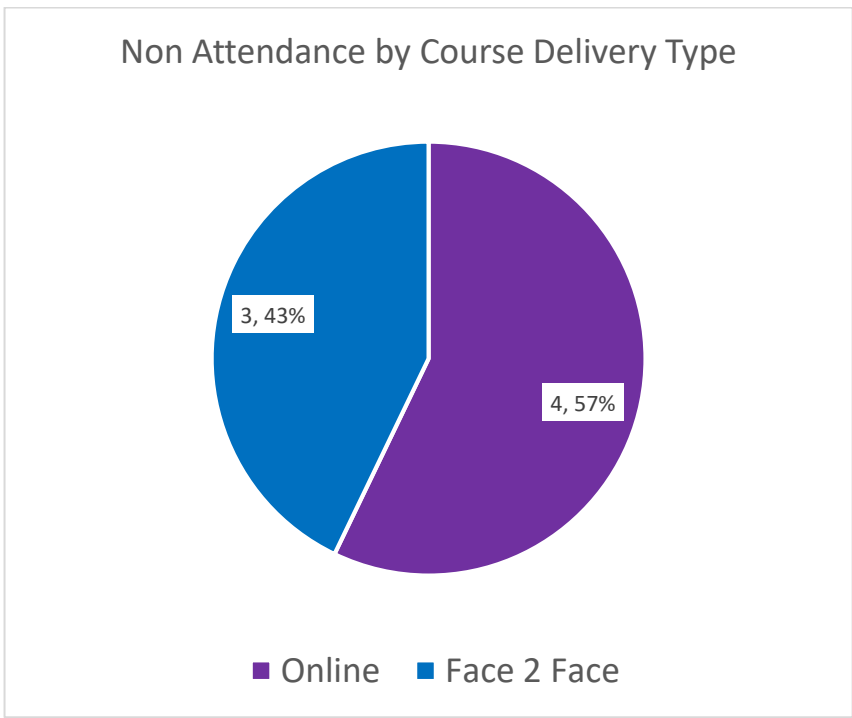
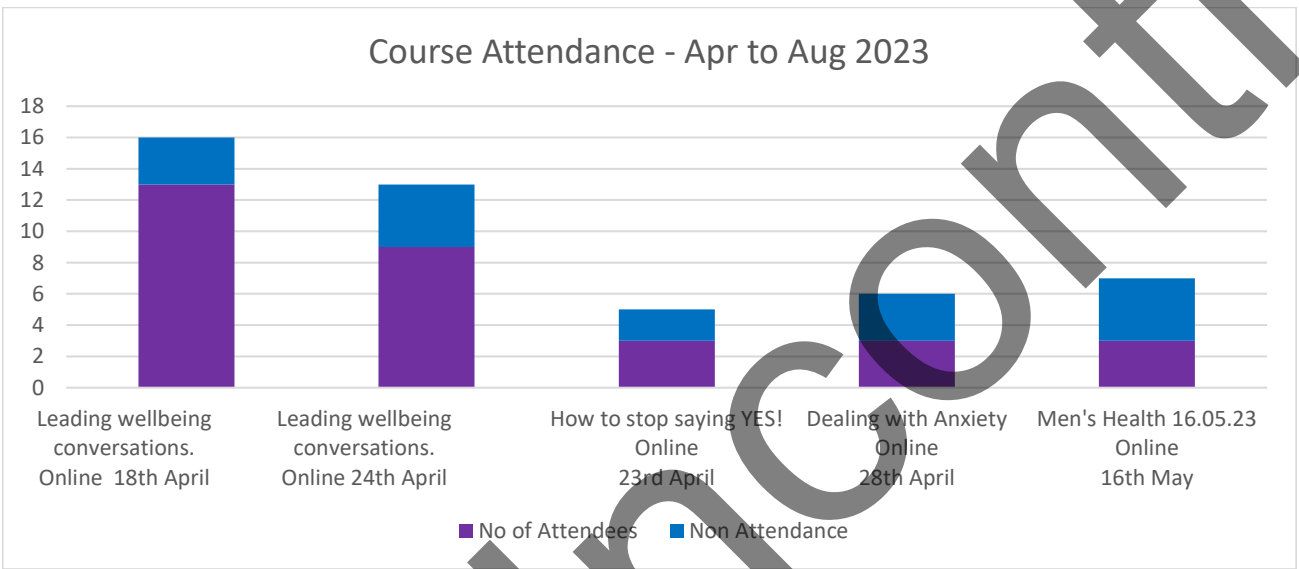
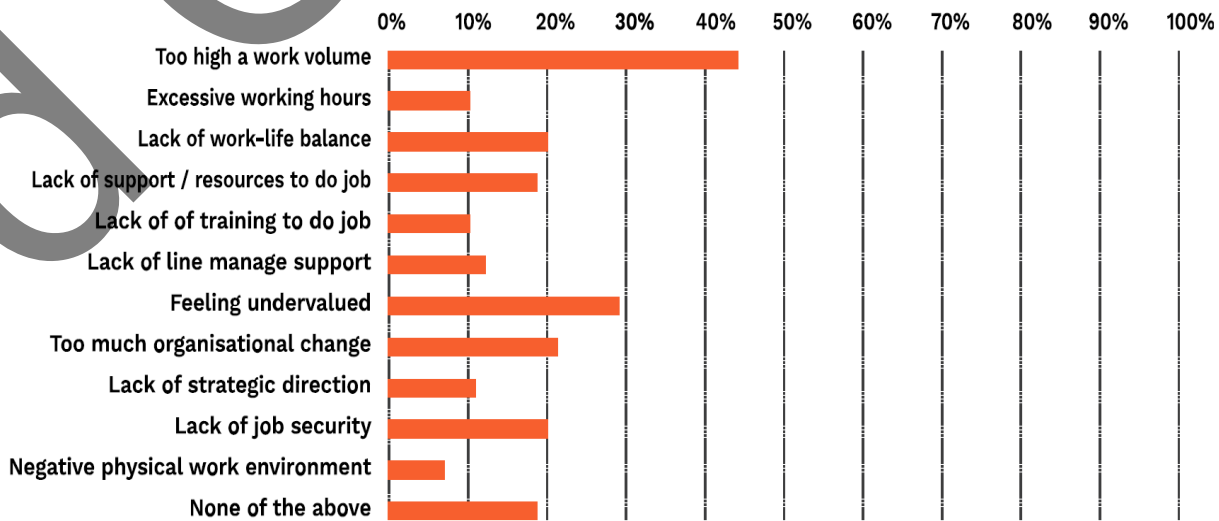
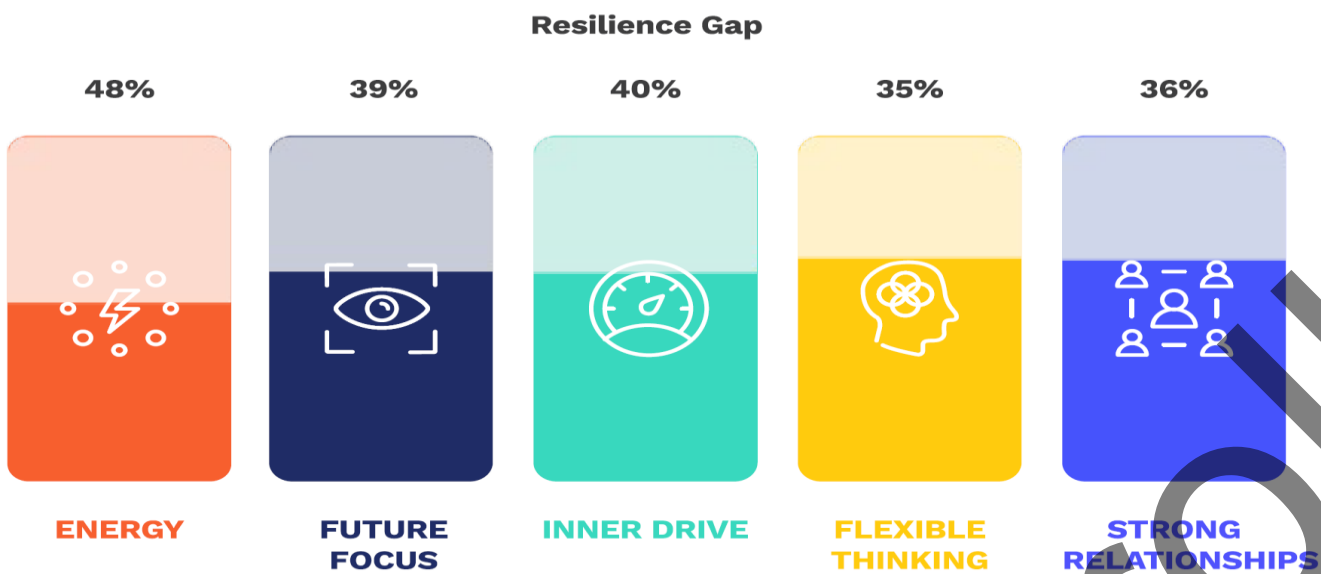
Objectives against Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Comments
<ul style="list-style-type: none"> Establishing a holistic approach to health and wellbeing (in line with the People Strategy) through: <ul style="list-style-type: none"> Creating and maintaining a range of initiatives Providing 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 					<p>Strategic Health & Wellbeing Outcomes Framework for 22/23 was created and implemented and continually updated as more resources become available. There is now an updated Framework for 23/24. 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.</p> <p>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.</p>

Timeline of Critical Activity (February to July)	Feb	Mar	Apr	May	Jun	Jul	Comments
<ul style="list-style-type: none"> Health & Wellbeing webinar/support sessions scheduled/booked in until December 2023 with continual promotion. Health and Wellbeing Calendar Awareness Day/Month promoted each month via efocus. Continued pro-active approach to menopause and peri-menopause The Wellbeing Project is progressing, actions are being taken forward and monitoring is in place. Plans for next Wellbeing Project is underway for September. 							<ul style="list-style-type: none"> Informal roadshows at each campus will continue to run after each main holiday e.g. summer, Easter and Christmas as a reminder of what is available to support staff. Direct promotion of health and wellbeing at Staff Development.

Highlights	
<ul style="list-style-type: none"> Additional funding received through Flexible Workforce Development Fund to re-run essential health and wellbeing sessions. Courses have been identified and booked. Promotion is underway. National Menopause Policy launched. More information sessions have been added and we are currently organising drop-in information sessions for those who can't make the main sessions so all staff get the opportunity to attend. The Wellbeing Project – Following a successful procurement process to carry out Work Task Analysis (WTA) on three key roles – Lecturer, Curriculum Manager and Department Administrator to address too high work volume, the project completed for the consultants at the end of June 2023. LMT has asked that the report be shared with all staff and a communication plan is now being considered. Further WTA is now being explored for Teams. The Wellbeing Project – LMT and Heads have been leading by example and attended a session on how to Lead for Resilience which included how to lead wellbeing conversations. The Wellbeing Project – all line managers were invited to attend sessions on how to lead wellbeing conversations. Both sessions were fully booked. More sessions are being organised for December 2023 to capture managers who couldn't attend last time. The Wellbeing Project – plan still in place to rerun The Wellbeing Project Questionnaire. This will launch in September 2023. These results will determine the Teams to focus on for future Work Task Analysis. 	<ul style="list-style-type: none"> Feedback continues to be excellent from webinars/sessions run Morale Boosters offered throughout the year is proving more popular each time whilst increasing promotion and awareness opportunities. Introduced "SuperChamps" to our Mental Health Ambassadors which is a learning portal to access and build knowledge/skills. We are extending resources out to other groups of people e.g. Work Positive Advisors. Introduction of a new SharePoint page providing support and guidance on long term illness and disabilities. Mental Health First Aid has now been attended by Mental Health Ambassadors Targeted training being organised for academic departments to help them deal with students who suffer with mental health issues. Additional Scottish Mental Health First Aid and Mental Health Champion courses have been arranged as a result of Work Task Analysis findings. Both courses are filling up quickly.

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
- Wellbeing survey highlights workload as key concern and this won't be a quick fix
- Work Task Analysis finding highlighted work was needed in Simplification/IT Support, Communication, Pastoral Care and Impact of Student Behaviours



13. Health & Safety Dashboard – September 2023

Health & Safety Audit Action Tracker		Oct 22	Nov	Dec	Jan 23	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Expected Completion
R1	All H&S Policies and procedures are to be reviewed and updated	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
R2	Review process for identifying mandatory H&S training needs of staff with suitable suite of monitoring reports developed with LMT monitoring completion. H&S to be added to College risk register and review of current processes to ensure student H&S training is effectively monitored.	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Nov 23
R3	A more joined up approach between HR and H&S is required to ensure that H&S training needs are identified and delivered in a cost effective manner.	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Nov 23
R4	A process for reporting refresher training compliance from across the college should be developed.	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Nov 23
R5	The HSE&W policy should be updated with details of mandatory & refresher training	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
R6	ensure RA's are complete, reviewed & updated on-time	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	

Comments

R1 - Complete

R2 – Completed, The College has developed reports which summarise the completion of mandatory training at a high level, and by individual departments. Detailed reports identifying staff who haven't completed mandatory training, or where mandatory training has expired, are now routinely provided to managers.

R3 – In Progress (see below)*

R4 – Completed, The College has developed reports which summarise the completion of mandatory training at a high level, and by individual departments. Detailed reports identifying staff who haven't completed mandatory training, or where mandatory training has expired, are now routinely provided to managers.

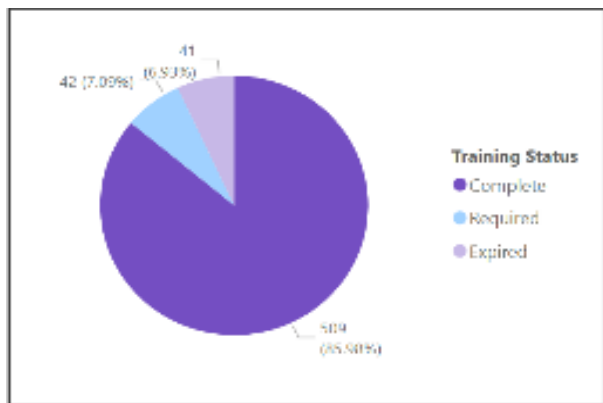
R5 – Complete, now under review. H&S committee are currently reviewing mandatory training requirements for all employees.

R6 – Complete for 2021/2022 (Annual cyclical review required/continually taking place)

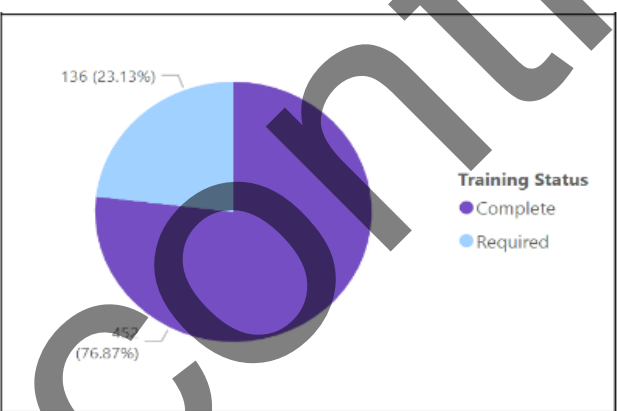
* The College is currently on target to implement a new HR system, and as part of this implementation HR is exploring how best to develop tools which will allow managers to more effectively record training needs, and have more effective access to reporting skills gaps, and when skills are due to be refreshed. The College is also undertaking a full review of the current mandatory training courses, which will include reviewing the number of mandatory courses, the appropriateness of course content and course currency. Following completion of the review a concerted effort will be made to improve completion rates.

Mandatory Health and Safety Training (monitoring)

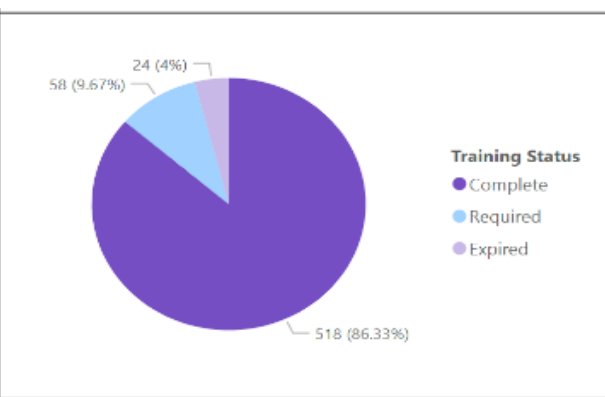
Fire Safety & Evacuation



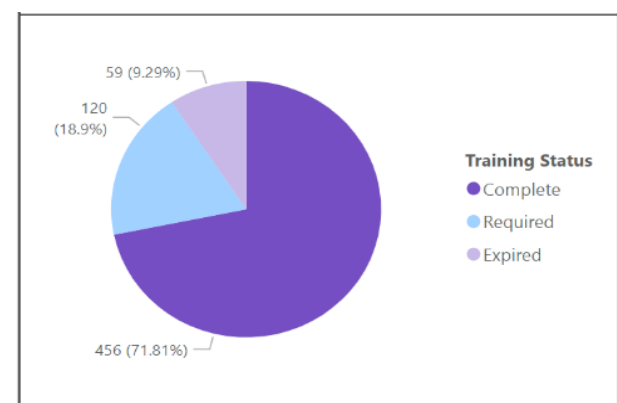
Health & Safety Staff Induction



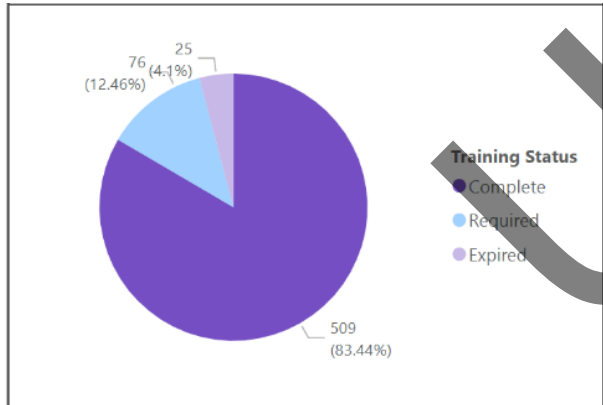
Safe Manual Handling



VDU & Workstation Health & Safety



Sustainability – Staff Induction



- Information attached show most measured areas of completed mandatory training to be in line with last reported statistics with the exception of Mandatory Health & Safety Staff Inductions which show a 6% reduction in completion rates.
- The new HR system will allow for automatic updates to be collated and sent to staff moving forwards (October 2023), this will help to ensure mandatory training is kept high on the training agenda and attended to.

13. Health & Safety Dashboard – September 2023

Estates & Health & Safety Document Review

Annual Policy Statement Review
Annual Emergency Evacuation Statements Review
Annual Sustainability Statement Review
Departmental Risk Assessment Review
Departmental Safe Systems of Work Review

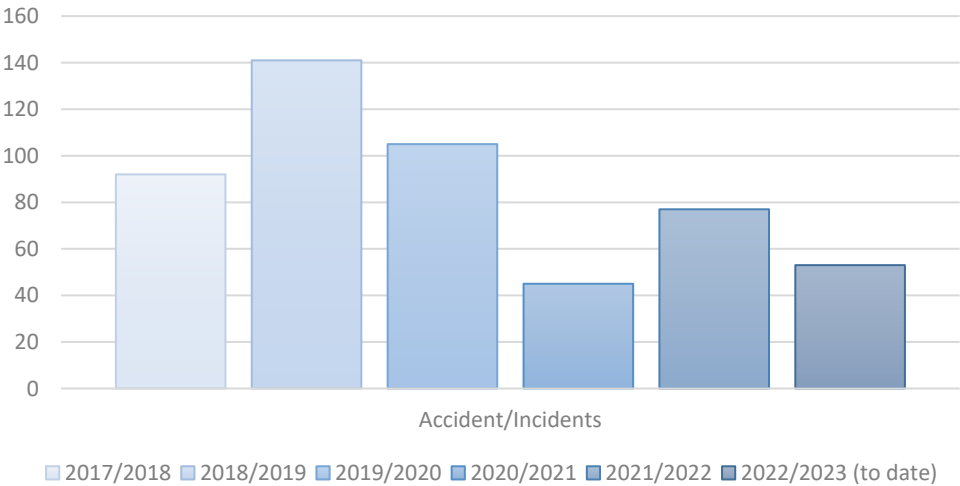


Comments

Complete
Complete
Complete
Complete
Target completion date 30/11/2023

- 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 SLWG comprising Estates, H&S management, Construction & Engineering Departmental Management, and staff (as required) has been formed to carry out this remit within STEM and Construction. Feedback and lessons learned will inform a 'good practice' approach for assessing the remaining Departments.

Historic Annual Accident Stats



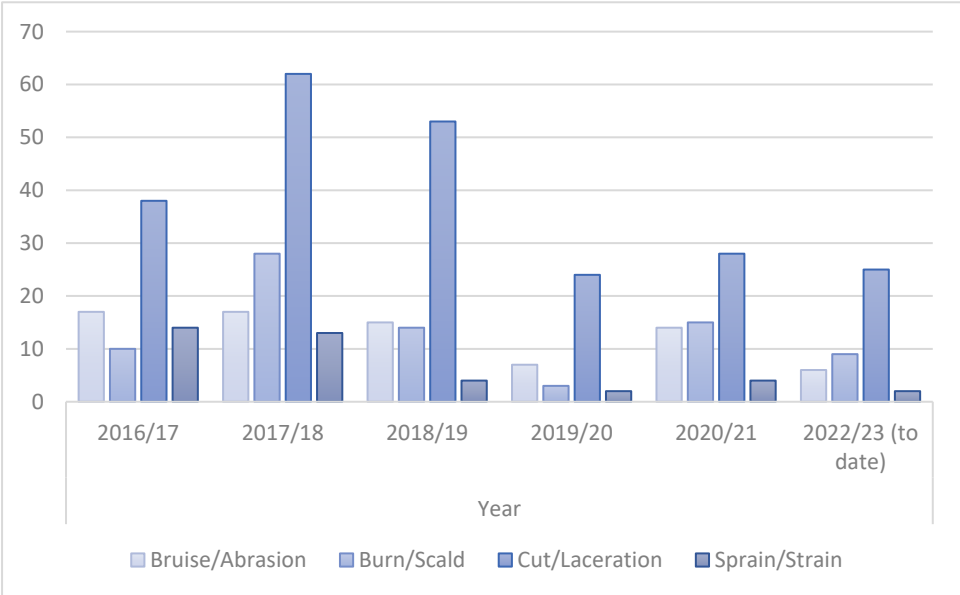
- Continue to be on track to meet key performance Indicator for accident/incident reporting of 100 for academic year 2022-2023.

Academic year 2022-2023 shows a total number of reported accident/incidents of 74 up to April 2023 (2021-2022, 77 accidents/incidents, 2020-2021, 45 accidents/incidents reported).

The Association of Colleges (AoC) annual report for 2021-2022 for Accidents and Incidents within the FE sector shows a national Rate of 32 per 1,000 students and staff (total headcount for all FE colleges who took part in the National Benchmarking Exercise).

FVC continues to compares very favourably with this rate with 2022-2023 to date providing a figure of 3.9 per 1,000 students & staff Total head count.

Likewise FVC continues to compare favourably with the near miss incident rate of 2 per 1,000 students & staff (total head count) reported by the AoC with FVC showing a rate of 1.3 per 1,000 staff & students total head count.



Forward Planning

Provide COSHH Policy
Continual review of H&S policy, arrangements & Organisational sections
Audit departmental Safe Systems of Works

Target Date

October 2024
March 2024
August 2024

Comments

- Introduce benchmarking for accident / incident statistics to provide a reference point for reported figures against suitable national statistics or sector peers.
- Benchmark H&S Policy arrangement and organisational sections against sector good practice.
- SLWG formed to Audit departments to ensure Safe Systems of Work or Standard Operating Procedures are available, suitable and refreshed to sit alongside associated Risk Assessments