



## Falkirk Campus, 4.30pm

		Publish on Web?	Type	Lead
1	Apologies, Declaration of Interests and Changes to Members' Register of Interest	N/A	Discussion	Abhi Agarwal
2	Draft Minutes and Matters Arising of meeting of 5 December 2024 (Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Yes	Approval	Abhi Agarwal
3	Review of Action Tracker	Yes	Discussion	Alison Stewart
4	Principals Executive Summary Report (Paper 4 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	No	Discussion	Kenny MacInnes
5	Chairs Update (Elements of paper 5 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Yes	Discussion	Abhi Agarwal
6	Forth Valley Student Association Report	Yes	Discussion	Elena Strachan

## STRATEGIC PLAN IMPLEMENTATION

7	Financial Update (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.)	No	Approval	Alison Stewart
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## GOVERNANCE

8	Health, Safety, Environment and Welfare Policy	Yes	Approval	Martin Loy
9	Financial Sustainability Forth Valley College Foundation Application (Paper 9 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	No	Approval	Alison Stewart
10	Fraud Awareness	Yes	Discussion	Alison Stewart

## OPERATIONAL OVERSIGHT

11	College Dashboard (Presentation)	Yes	Discussion	David Allison
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## Agenda

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12	Review of Risk	Yes	Discussion	All
13	Any Other Competent Business	Yes	Discussion	All
<b>FOR INFORMATION</b>				
14	Forward Agenda	Yes	Information	
15	Board Calendar	Yes	Information	

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## 2. Draft Minutes of Meeting of 5 December 2024 For Approval

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BOARD OF MANAGEMENT

### Steeple Suite, Falkirk Campus

Present: Abhishek Agarwal (Chair)  
Kenny MacInnes (Principal)  
Craig Arthur  
Lorna Dougall – Vice Chair  
Rhona Geisler  
Kirsten Kennedy – Student Association Vice President  
Liam McCabe – Senior Independent Member  
Emma Meredith  
Suzanne Reynolds  
Campbell Ure

In Attendance: Alison Stewart, Vice Principal Finance & Corporate Affairs (VPFACA)  
Sarah Higgins-Rollo, Vice Principal Learning and Student Experience (VPLSE)  
Colin McMurray, Vice Principal Business and Innovation (VPBI)  
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO), Minute  
Jamie Allan, Global Partnership Manager (GPM) for item B/24/025 only

### B/24/025 Global Partnerships

The GPM gave a presentation to members. He outlined his experience and covered his activities to date since taking up the new role. He discussed areas of opportunity for the College and also the risks associated with these.

Members welcomed the focus on international opportunities and the plan to promote the College areas of strength. Members also welcomed the recognition that international opportunity can be more than financial and may offer opportunities for staff and students. They noted the comment in the presentation on potential internships for students and requested further information which the GPM provided.

Members highlighted that risks and ethics should be part of the considerations for any international activity.

a) Members noted the content of the presentation

The Chair welcomed Suzanne Reynolds to her first meeting of the Board of Management.

### B/24/026 Apologies and Declarations of Interest

Apologies -

Chris Brodie  
Paul Devoy  
Annemarie Harley – EIS FELA member  
Philip Harris  
Grace Hepburn – Corporate Services staff member



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Jen Hogarth – Teaching staff member  
Graham Leebody – Unison member  
Elena Strachan – Student Association President

No declarations of interest were made.

### **B/24/027 Minutes and Matters Arising of Meeting of 27 September 2024**

Members approved the minute of the meeting of 27 September 2024

#### **Matters Arising**

None were raised

### **B/24/028 Review of Action Tracker**

The VPFAA presented the tracker to members noting that most actions had been completed and that, for the two remaining live actions, one related to an external Education Scotland report which had not been issued yet and the other would be completed at the February 2025 Board meeting.

a) Members noted the content of the update

### **B/24/029 Principals Executive Summary Report**

The Principal presented his update on activity since the last meeting of the Board. He highlighted the successful graduation ceremonies and noted his thanks to the staff and Board members who took part.

He confirmed the signing of the Falkirk and Grangemouth Growth Deal, which the College's Skills Transition Centre is a project of, and that the College had begun to purchase new equipment for the centre.

He commented on the recent College win at the Green Gown awards in the Campus Health Food and Drink Category .

He outlined for members progress with some significant commercial bids and the anticipated timelines for receiving the decisions on these.

He outlined discussions he and the Chair had had with Scottish Government ministers and directors to highlight the challenges in the sector.

He also outlined progress towards the new Tertiary Quality Enhancement Review system, noting that the College and St Andrews University were the pilot organisations in Scotland for this new approach.



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He outlined a meeting with the Chair of SFC and informed members that he has been requested to put his concerns in writing to them by the end of the year.

Members welcomed the opportunity to write to the Chair and discussed what could be included and it was agreed the draft would be shared with the Chair of the Finance, Resource & Infrastructure Committee.

a) Members noted the content of the report

### **B/24/030 Chairs Update (verbal)**

The Chair presented his update, noting that this was presented in a new format and asking members for comment on this.

Members noted the new format seems to be very clear.

The Chair discussed a range of meetings and events that he had been in attendance at and highlighted that, wherever possible, the Principal also attended so that they are seen as a team.

[REDACTED]

a) Members noted the content of the update

### **B/24/031 Student Association Report**

The FVSAVP presented her update on the activities of the association since the last meeting of the Board.

She highlighted the election of FVSA Executive Officers, who are now coming into post.

She informed members that there has been positive development of the student mental health agreement and that the final version is nearly ready to be released.

She discussed the recent Student Council meeting and informed members that an updated constitution for FVSA had been approved and would be brought to the next meeting of the Board for member's approval.

Members noted that there were still some vacancies for Executive Officer and queried what the process for filling these would be.



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The FVAVP confirmed that there would be a by-election for these posts.

a) Members noted the content of the report

**B/24/032**

### **Finance Update**

The VPFA presented a paper providing an overview of the current financial situation of the College and also seeking approval to set up a short life working group as a sub-group of the Finance, Resource & Infrastructure Committee with the Committee Chair as chair of this group to look further at available options.

She noted that the request for the group had come from those Board members who had attended the recent finance review session at the Alloa campus.

Members approved the creation of the Short Life Working Group and noted that the Board Chair and Suzanne Reynolds should also be members of the group.

The VPFA then presented the rest of the paper, noting a number of potential opportunities being considered/pursued.

The Principal commented that each option would be reviewed and further information on selected options would be brought back to the Board.

Members queried what the College's ideal scenario would be. The Principal confirmed that it remained being adequately funded by the Scottish Government.

Members welcomed the range of options under consideration, while noting the possible procurement implications of some of them.

The VPFA provided members with an overview of the impact of recently announced Scottish Government budget 2025/26.

Members commented that it would be useful to take a number of these points and distil them for inclusion in the letter to the SFC Chair.

a) Members approved the creation of the requested Short Life Working Group

b) Members noted the content of the paper

**B/24/033**

### **Independent Report on ESF Clawback**

The Principal presented the independent report on the ESF clawback issue. He confirmed to members that the report had been seen and considered by the Audit Committee on 21 November 2024 with the recommendation that this should be considered by the full Board.

He outlined the situation that gave rise to request an external review and discussed the content of the report and the recommendations made.



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[REDACTED]

Members requested an update be taken to the Audit Committee who can then decide if further monitoring of progress against recommendations is required.

a) Members noted the content of the report

### **B/24/034 Annual Report and Financial Statements 2023/24**

The VPFA presented the accounts for 2023/24 and confirmed to members that they had received an unqualified audit opinion.

She noted that the accounts had been considered at the joint meeting of Audit and the Finance, Resource & Infrastructure Committees on 21 November 2024. She highlighted that, at that time, there had been an outstanding item relating to the treatment of job evaluation but that this had now been resolved following the receipt of further technical guidance from Audit Scotland.

She provided members with a summary of the job evaluation issue, noting that this was sector wide and a result of an SFC decision to return the funding to Scottish government.

Members recommended, given the technical nature of the accounts, the College should consider preparing a statement that explains the accounts in clearer language should this be required in the future.

a) Members approved the Annual Report and Financial Statements 2023/24

### **B/24/035 External Auditor Annual Report and Letter of Representation**

The VPFA presented the report which had been considered at the joint meeting of Audit and the Finance, Resource & Infrastructure Committees on 21 November 2024. She also confirmed that the report presented to members had been updated by the External Auditors to reflect the job evaluation outcome outlined in the previous item.

She also confirmed to members that the letter of representation as presented was a standard one.

a) Members noted the content of the report and approved the letter of representation



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### **B/24/036      Audit Committee Chair's Report to the Board of Management**

The Audit Committee Chair's report was noted.

### **B/24/037      Board of Management Committee Membership**

The VPFACA presented an updated committee membership roster to members. She discussed where the new members of the Board will serve on committees and highlighted the other proposed changes.

a) Members approved the Committee membership

### **B/24/038      Minutes of Committee meetings**

#### **Draft Audit Committee 21 November 2024**

The Chair confirmed that there was nothing to add over and above the matters discussed during this meeting

a) Members noted the content of the minute

#### **Draft Finance, Resource & Infrastructure Committee 21 November 2024**

The Chair highlighted the annual procurement report which had been presented to the Committee and also a report on student support levels.

a) Members noted the content of the minute

#### **Draft Learning & Resource Committee 28 November 2024**

The Chair noted the sections in the minute relating to changes in the College outcome agreement, the introduction of thematic reviews for this and also the tertiary quality thematic reviews.

She commented that the College seemed to be managing this and that the Committee would keep an eye on these topics as they progress.

a) Members noted the content of the minute

### **B/24/039      Review of Risk**

It was agreed that global partnerships should be considered for addition as a risk.

In relation to some of the upcoming project work discussed during the meetings, members expressed the opinion that these may not belong on the strategic risk register but asked that the College ensure that there are project specific risk registers in place.



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It was agreed that the removal of the job evaluation funding should be recorded as a risk.

**B/24/040**

**Any Other Competent Business**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Board Action Tracker

Meeting	Date	Minute Ref	Action	Assigned to	Deadline to report?	Status	Output Required	Comment
Board	22/2/24	B/23/070	Kenny to send copies of Education Scotland report on student support when it is received	Kenny MacInnes	None	In Progress	Email to members	Feb 25 - Still no update in this from Education Scotland. Report still not released.
Board	5/12/24	B/24/034	Draft comms re accounts to be prepared	Alison Stewart	None	In Progress	Plain language overview of the 23/24 accounts	
Board	5/12/24	B/24/040	Comms re section 22 report to be prepared	Kenny MacInnes	None	In Progress	Press release to be ready for use	Feb 25 - Discussions have been held with College Comms & Mrkt team. Comms prepared. Awaiting public release of Section 22 report.

# Chair's Update

## Stakeholder Engagement (External)

[illegible]

## Stakeholder Engagement (Internal)

- I attended the Principal's (strategy) briefing on 29/1/25. It was extremely well delivered and came across very coherent despite a lot of information. I commend the Principal to be very clear, transparent and open with staff. It appears to have been received well by colleagues across the college
- I was involved with the FVC strategy launch. It got a lot of traction on social media. I would like to note my appreciation to the Principal and all his team for the significant amount of work and engagement that got us to this stage.

## Governance

- I continue to have weekly meetings with the Principal, and regular sessions with the Board Secretary as needed. Additionally, I hold meetings with other board as necessary.
- I conducted six self-evaluation meetings with members of the Board over this period. Once all the self- evaluation meetings are conducted, we will take forward any actions arising from these meetings and we will look at developing a training plan for individual board members and for the whole board.
- I have been supporting the search for additional candidates to fill current and upcoming non-executive member vacancies on the Board. The self-evaluation meetings have been useful to develop a fuller understanding of the skills that we should focus on when recruiting new board members.

## Colleges Scotland

- I participated in a Colleges Scotland call to discuss impact of Scottish Budget announcement on 09/12/2024

- I continued engaging with the College's Chairs Group (14/01/2025)
- I attended the Colleges Scotland Board meeting on 30/01/2025
- I am attending the Colleges Scotland Chair's Group meeting on 18/2/2025. It is being attended by Mike Cantlay (Chair) , Francesca Osowska (new CEO) and Martin Boyle from the Scottish Funding Council.
- I am meeting over dinner with Colleges Scotland CEO, Graeme Jackson on 18/02/2025



## 6. Forth Valley Student Association Report For Discussion

20 February 2025  
BOARD OF MANAGEMENT

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### 1. Purpose

To provide members with an update on the recent activities of the Forth Valley Student Association (FVSA).

### 2. Recommendation

That members note the contents of this report.

### 3. Background

To inform the Board of FVSA activities.

### 4. Key Considerations

Since the last Board of Management FVSA have conducted several activities.

#### Tell Us Tuesdays

FVSA continues to ask students for feedback regarding their college experience, questions are changed on a fortnightly rotation.

Recent questions asked:

- \*Have students faced IT issues, allowing space for explanations to be submitted.
- \*What items would students like to see in a £50 hamper?
- \*Student awareness of the 16 days of Activism campaign.

After each Tell Us Tuesday question the responses are considered by the FVSA team and appropriate action is taken. If more information is needed, a follow up question is asked.

The FVSA team meet weekly to discuss possible ideas for future questions.

#### Executive Officer By-Election

FVSA has three active Executive Officers currently in post; an Education Officer, a Diversity & Inclusion Officer and a Welfare Officer. We are hoping candidates will be elected to cover the 3 vacancies.

The nomination period for the Executive Officer by-election has now closed. The nomination period ran 13<sup>th</sup>-17<sup>th</sup> January. Four students responded and put themselves forward for the three vacant posts: Diversity & Inclusion Officer, Environmental Officer and Wellbeing Officer.

The voting period ran from 27<sup>th</sup>-31<sup>st</sup> January, with the announcement of the successful candidates to be held 7<sup>th</sup> February.

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## 6. Forth Valley Student Association Report For Discussion

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### **Welcome Fair-Block 2**

The FVSA team held Block 2 Welcome Fair events in for January-start students.

Activities to encourage student engagement included the return of a firm favourite, the smoothie bike, alongside inflatable darts at Falkirk and Stirling campus and golf and a popcorn machine for Alloa.

FVSA asked that stall holders made their space visually impactful so to encourage student engagement.

Competitions, student feedback surveys and a word hunt were also included. Prizes included a £20 gift voucher, £50 student hamper and an android tablet. FVSA currently have 59 responses to the word hunt and 56 responses to the student feedback survey. In addition, feedback gathered from stall holders at the end of each day indicated that student engagement was high and very positive. FVSA will send each stall holder a feedback survey, gather responses and analyse the data in due course.

### **Class Representatives**

We currently have 212 Class Reps. Recruitment of Class Reps from January-start courses is underway. FVSA Class Rep recruitment spreadsheet continues to be available to academic staff to provide an overview of which courses are, and are not, represented by a Class Rep.

We are aiming for a positive turnout of Class Reps at the February series of Class Rep Conferences.

The FVSA team continues to discuss ways to increase and maximise engagement.

### **Student Community**

The Student Community Teams group currently has 2411 active members on the General channel. Additional channels set up include Class Reps, Executive Officers, Active Campus and Opportunities. These channels allow a centralised space for Students to access information.

The FVSA Administrator has been adding January-start students to the Teams group as quickly as possible to ensure students receive communications from the FVSA and can engage with us via this platform.

### **Class Visits-Block 2**

The total number of class visits booked for Block 2 was 7. This is due to a limited number of courses that started in January. FVSA allowed a 3-week window in which class visits could be booked.

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## 6. Forth Valley Student Association Report For Discussion

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### **Scottish Tertiary Enhancement Programme: Discovery & Navigation**

The FVSA Vice President, alongside the FVC Learning, Teaching and Quality Manager, were involved in the initial meetings of the QAA led STEP activity, which is in line with the TQEF developments. These initial sessions have been focused on deciding the key themes that will be explored as part of this activity, with a clear emphasis on collaboration, creating and highlighting direct outcomes, including the anticipated impact, with an aim to involve every College and University in Scotland in at least one project. The themes discussed have been around improving experience and encouraging engagement and attainment

There are also four Navigation days, these online sessions will help maintain momentum between the scheduled Discovery days. These sessions will provide additional supporting activities such as workshops, networking opportunities and CPD activity related to the topic. There are two further meetings planned over the next six months.

Navigation sessions will take place on:

- \*20 January 2025 (Attended)
- \*17 February 2025
- \*28 April 2025
- \*9 June 2025.

Additional information about the QAA led STEP programme can be found at <https://www.qaa.ac.uk/scotland/tertiary-quality-project>

### **Student Awards**

The FVSA Student Awards 2025 event will take place on Thursday 22<sup>nd</sup> May at Falkirk Campus. Planning is now underway. Award categories have been extended to allow for a Student of the Year to be awarded for each of the departments and a Green Commitment Award. FVSA are hoping to once again secure sponsorships for the student categories.

### **Student Partnership Agreement**

The Student Partnership Agreement has been refreshed for session 2024/25. The focus of the Agreement is now on the achievement of 5 key objectives, which emphasise student engagement and feedback:

- Represent students at all levels of College management
- Encourage students to engage with feedback opportunities
- Encourage students to engage with representation opportunities
- Encourage students to engage with their Student Association
- FVSA and FVC to provide updates to students in response to feedback

We are making progress in terms of achieving these objectives.

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## 6. Forth Valley Student Association Report For Discussion

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The following statement provides context for the new approach:

The elected officers of FVSA represent the student voice at all levels of the College. To focus on students' priorities, we need students to provide feedback on their student experience throughout the year. By working with the College to fulfil the objectives of the Student Partnership Agreement, positive changes will be made for students in response to their feedback, comments, and suggestions. We look forward to increasing the students' numbers who will take part of the college journey and share their experience with us as Student Association and college body too.

### **Student Mental Health Agreement**

The Student Mental Health Agreement has been renewed and will be active January 2025 – January 2027. The Action Plan has been confirmed for the remainder of session 2024/25, membership of the new working group has been confirmed with relevant managers, and the first meeting of the working group will take place in February.

We aim to coincide the launch of the SMHA at FVSA's Mental Health event in March.

### **Student Council**

FVSA will hold Block 2 Student Council meetings on 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> March. The FVSA Student Engagement co-ordinator will utilise Class Reps, and Executive Officers, to encourage attendance for these meetings.

### **SPARQS Meeting**

Our SPARQS Development Consultant met with the team in January to discuss various items including TQEF, STEP, the Ambition model, and the Class Rep system. The team received positive feedback in terms of our activities.

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## 6. Forth Valley Student Association Report For Discussion

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### 5. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	x	x

### 6. Other Implications – None

Paper Author/s – Kirsten Kennedy VP

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## 8. Health, Safety, Environment and Welfare Policy For Approval

20 February 2025  
BOARD OF MANAGEMENT

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### 1. Purpose

To seek approval for the Health, Safety, Environment and Welfare (HSEW) Policy.  
Appendix A – HSEW Policy.

### 2. Recommendation

That Board of Management members note and approve the minor changes to this policy.

### 3. Background

The HSEW Policy is reviewed every three years.

Having a current HSEW Policy in place, demonstrates FVC's Senior Management's commitment to Health and Safety within the workplace. The policy reflects the Health and Safety actions to be taken by FVC and the responsibilities and accountabilities that support our positive safety culture. It details the organisational elements required to ensure the Policy has ownership, and demonstrates how risk is managed.

For information- the HSEW Policy is an overarching Policy within the College. We also have the following documents which were first developed in 2007 which support a positive H&S culture; are reflected in the HSEW Policy through committee and operational team membership and which help FVC to be fully comply with H&S legislation and best practice. These have been, and continue to be, regularly updated to keep pace with good practice and legislation where required.

- H&S Committee Remit
- H&S Operational Team remit
- H&S TU Agreement

### 4. Key Considerations

No major changes have been applied to the policy since the previous version, January 2017, was approved by the BoM. Minor changes have been made to reflect the changes in management structure and Job Roles/titles within the Estates Development function which has responsibility for the HSEW Policy; these can be seen highlighted in red.

In addition

- The Policy Statements have been updated – H&S Policy Statement, Emergency Evacuation Policy Statement and Sustainability Commitment Statement – these will be signed and dated once approval is given.
- A date for FVC to reach Net zero in line with the commitment made by Scotland's Colleges has been added.

As reported to FRAIC in September 2024 via the Health & Safety Dashboard; actions which support the continued practice and development of the HSEW Policy are –

- FVC H&S Committee and Operational teams continue to meet on a quarterly/monthly basis.
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## 8. Health, Safety, Environment and Welfare Policy For Approval

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- H&S policy, including statement of intent, organisation and responsibilities, and safety arrangements, systems and procedures are continually discussed, monitored and updated as necessary through these teams. Policy and procedure documents continue to be reviewed and updated annually in cooperation with our Union representatives. Likewise, operational H&S matters continue to be discussed in this forum and acted on as necessary.

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

No additional financial, people, estates or communications implications created by this reviewed policy.

### 6. Equalities

**Assessment in Place?** – Not applicable; no material changes attached to the policy update that affect the treatment or approach to the Health, Safety, Environment and Welfare of staff, students and visitors.

### 7. Communities and Partners

Not applicable.

### 8. Risk and Impact

Risk to FVC of not having a suitable and sufficient HSEW Policy in place –

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

**Total Risk Score – 25**

- Legal Consequences: Increased risk of legal action, fines, and prosecution due to non-compliance with health and safety Acts and Regulations.
- Increased Incidents and Accidents: Higher likelihood of accidents, leading to injuries, compensation claims, and lost days at work & study.
- Poor Employee Morale and Productivity: Staff feeling unsafe and undervalued, resulting in low morale, absenteeism, and high staff turnover.
- Reputational Damage: Negative publicity from accidents or legal issues damaging the College's reputation and losing student, staff and stakeholders trust.



## 8. Health, Safety, Environment and Welfare Policy For Approval

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- Financial Losses: Significant financial costs from legal fees, fines, compensation claims, and reduced productivity.

Risk to FVC with suitable and sufficient HSEW Policy in place –

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

**Total Risk Score – 8**

Residual Legal Risks: Even with a good policy, there's still a chance of legal action if incidents occur, but the risk of non-compliance is much lower.

Reduced Incidents and Accidents: While incidents can still happen, they are less likely and generally less severe.

Improved Morale and Productivity: Staff are more likely to feel safe and valued, enhancing morale and productivity, though individual issues may still arise.

Minimised Reputational Damage: The risk of reputational harm is lower, but not zero. A well-handled incident will cause less damage than one due to negligence.

Controlled Financial Impact: Financial losses from incidents are less likely and less severe, with lower legal fees, fines, and compensation claims compared to having no policy or an insufficient policy.

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	X	Project/Programme
Property		Reputational		
		Technology		

Much of the risk discussed above cut across many of the risk categories set out in the BoM 'Category and Risk Appetite' table to varying degree; however, of these, Legal and financial risk would sit as the most significant, with financial the most significant risk given that legal action is likely to have a financial cost involved to defend and a financial penalty is the most common and direct consequence of a successful prosecution under H&S Law.



## 8. Health, Safety, Environment and Welfare Policy For Approval

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Is the score above the Board Risk Appetite level? No

**Risk Owner** – David Allison

**Action Owner** – Martin Loy

**Paper Author** – Martin Loy

**SMT Owner** – David Allison

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# HEALTH, SAFETY, ENVIRONMENT AND WELFARE POLICY

<b>Status:</b>	Pending Approval
<b>Date of version:</b>	February 2025
<b>Responsibility for policy:</b>	Vice Principal Infrastructure & Communications, SMT
<b>Responsibility for implementation:</b>	Head of Estates, FM and H&S
<b>Responsibility for review:</b>	Health & Safety Advisor
<b>Date for review:</b>	March 2027

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# BUILDING YOUR SAFER FU-

## Health & Safety Policy Statement

The Board of Management and the Senior Management Team (SMT) recognise that provision of a safe and healthy working environment is essential to ensure the safety of staff and learners and to the continuing success of Forth Valley College (FVC).

It is the policy of FVC to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors and others who may be affected by the organisation's activities. The effectiveness of our Health & Safety Policy will be regularly monitored and reviewed, in consultation with employees and their representatives.

Forth Valley College is committed to continual improvement in the management of health and safety and to development of a high performance health and safety culture. To this aim, the SMT will provide adequate resources to enable health and safety aims and objectives to be met and all departments will include health and safety improvement actions in their Operational Plans.

### Forth Valley College will:

- Systematically identify operational hazards in order to assess and control risks
- Promote positive occupational health practices
- Provide adequate health and safety training
- Periodically review Health & Safety management systems and audit performance across all departments and campuses
- Consult with employees and their representatives on health and safety matters
- Set health and safety objectives, targets and key performance indicators
- Operate to recognised Further Education sector best practice and in accordance with available guidance and legal requirements

Specific health and safety responsibilities are included in Job Profiles, as appropriate to each post. In addition, all employees, learners and others on FVC premises have a duty to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions. However, overall responsibility for effective implementation of health and safety management systems, within Forth Valley College, lies with the Principal and Senior Management Team. All employees must co-operate with the College in fulfilling its statutory duties and the aims of this policy.

The Health & Safety Policy Statement and its implementation will be reviewed at least annually by the SMT and the College Health & Safety Committee to ensure that account is taken of any applicable legislative changes, new guidance or best practices and to identify and correct any deficiencies. The policy will be brought to the attention of all employees at all campuses via the health and safety notice boards and on the staff intranet. All employees must co-operate with the College in fulfilling its statutory duties and aims of this policy.

Signed by the College Principal:

Date:

Chair of the Board of Management:

Date:

### NOTE

The detailed Health, Safety and Welfare Policy and associated procedures are available on the College intranet or from the Health and Safety Department.

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Information contained within this document was correct at time of publishing but may be subject to change. Registered Charity Number: SC021091.





# BUILDING YOUR SAFER FUTURE

## Emergency Evacuation Policy Statement

The Board of Management and the Senior Management Team (SMT) at Forth Valley College recognise and accept in addition to the general provision of responsibilities under the Health and Safety at Work (etc.) Act 1974, their specific responsibilities as an employer to employees and provider of service to non-employees, under the Fire Scotland Act 2005.

Forth Valley College will, so far as is reasonably practicable, ensure the safety of staff, students and others who may be affected by fire or any other emergency in the workplace, which may result in a building evacuation.

Fire Safety is our primary objective as the preservation of life is the utmost goal. Effective fire safety management can also contribute to organisational performance by eliminating or reducing unnecessary risk and liabilities. To facilitate this, we will create and promote a positive fire safety culture that secures the commitment and participation of all staff and students to help achieve high standards of fire safety within our buildings.

### Forth Valley College will:

- Undertake a comprehensive fire risk assessment process to identify fire risks;
- Implement suitable control measures to reduce fire risks as far as reasonably practicable;
- Ensure there is adequate means of fire detection and raising the alarm;
- Ensure there is an adequate and suitable supply of emergency escape lighting and emergency escape egress;
- Ensure there is adequate safety information notices and signs for escape;
- Ensure there is a schedule for the testing and maintenance of these key emergency provisions and adequate practice drills to test the arrangements;
- Ensure there are appropriate arrangements to fully evacuate all persons from our building in the event of an emergency;
- Provide suitable appliances, to fight confinable fires, to protect a persons escape or extinguish a person on fire; and
- Provide adequate information, instruction, training and supervision so that staff, students, and others contribute positively to the fire safety strategy and are aware of the action to take in the event of an emergency.

Specific health and safety responsibilities are included in job profiles, as appropriate to each post. In addition, all employees, learners and others on FVC premises have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. However, overall responsibility for effective implementation of health and safety management systems, within Forth Valley College, lies with the Principal, supported by the Senior Management Team on behalf of the Board of Management.

The Emergency Evacuation Policy Statement and its implementation will be reviewed at least annually by the SMT and the College Health & Safety Committee to ensure that account is taken of any applicable legislative changes, new guidance or best practices and to identify and correct any deficiencies. The policy will be brought to the attention of all employees at all campuses via the health and safety notice boards and on the staff intranet. All employees must co-operate with the College in fulfilling its statutory duties and aims of this policy.

Signed by the College Principal:

Date:

Chair of the Board of Management:

Date:

### NOTE

The detailed Health, Safety and Welfare Policy and associated procedures are available on the College intranet or from the Health and Safety Department.



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# BUILDING YOUR GREEN FUTURE

## Sustainability Commitment Statement

The Board of Management, Principal and Senior Management Team of Forth Valley College recognise its moral and legal responsibilities to sustainable management, including environmental, social, economic and technological factors, in line with the College vision for 'Making Learning Work'.

Forth Valley College is committed to minimising the environmental impact of its activities and recognises its corporate responsibility, as a provider of further education, to act in a responsible manner whilst promoting sustainability issues within course provision and to encourage future generations to adopt and continue development of their heritage and culture. In this way sustainability includes social considerations; interaction with employees, students, stakeholders and the community to ensure a positive role for the college and to minimise negative impacts for future groups.

Forth Valley College has integrated sustainability and emissions reduction into operational and strategic planning through its Strategic Plan, Net Zero Plan, annual Public Bodies Climate Change Duties Reporting and adoption of the Climate Action Roadmap for FE Colleges.

Forth Valley College will, so far as is reasonably practical;

- Establish sound management processes to ensure environmental, social and economic risks are identified and managed appropriately; whilst complying with current legislation;
- Reduce greenhouse gas emissions to achieve national and sectoral net zero targets, whilst measuring and reporting emissions - to fulfil public sector obligations and to monitor progress;
- Manage operations sustainably by making efficient and responsible use of resources, including energy and water, to minimise pollution and waste;
- Minimise material consumption and waste production, developing and maintaining effective waste management and recycling procedures and support a circular economy;
- Collaborate with suppliers to promote responsible procurement of goods and services, new working practices, and the sustainable production and end of life cycle of products;
- Invest in staff development to increase knowledge of sustainable practices;
- Raise and maintain awareness of sustainability initiatives amongst staff and students; promoting individual good practice and encouraging team participation with college aims;
- Promote sustainable modes of transport through delivery of a Strategic Travel Plan;
- Include sustainability in curriculum delivery through key stakeholders and wider community, including raising awareness of the UN Sustainable Development Goals;
- Measure the effectiveness of sustainability initiatives, to identify further and encourage action, monitoring progress against the Net Zero Plan and Climate Action Roadmap for FE Colleges;
- Integrate sustainability into all planning, design and management of its Estate;
- Liaise with the Local Community and other Stakeholders on sustainability issues;
- Deliver a considered approach to climate change adaptation, to identify and prepare for the likely impacts of increasingly severe weather events;
- Maintain emergency procedures and contingency planning to deal effectively with harmful environmental, social and economic events which may occur;
- Maintain and develop outdoor spaces on campus to provide benefit to local biodiversity and associated well-being benefits to stakeholders;
- Provide health surveillance for key employees and health initiatives for staff and learners, providing a basis for maximising longevity potential; including diet, health and exercise;

This statement will be brought to the attention of all employees and students in all Campus sites, via the intranet and health and safety notice boards. It is the duty of all parties to support the college sustainability aims and report any concerns or non-compliance.

Signed by the College Principal:

Date:

Chair of the Board of Management:

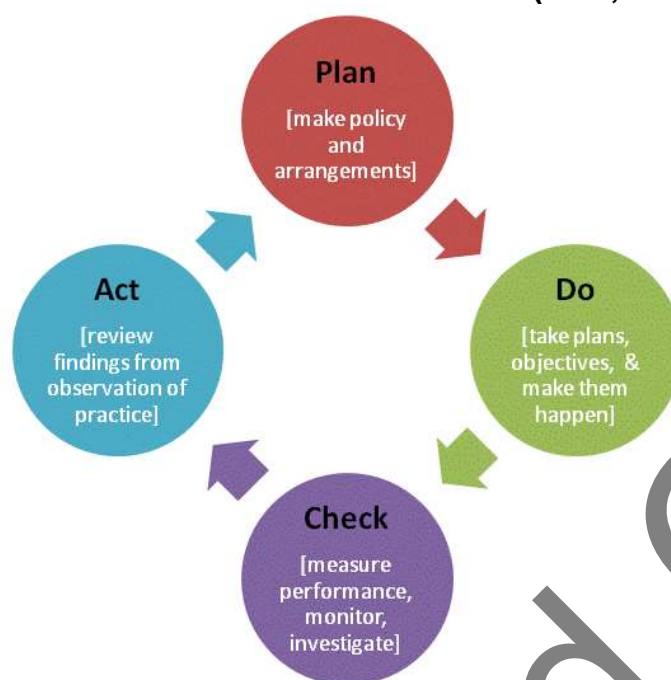
Date:



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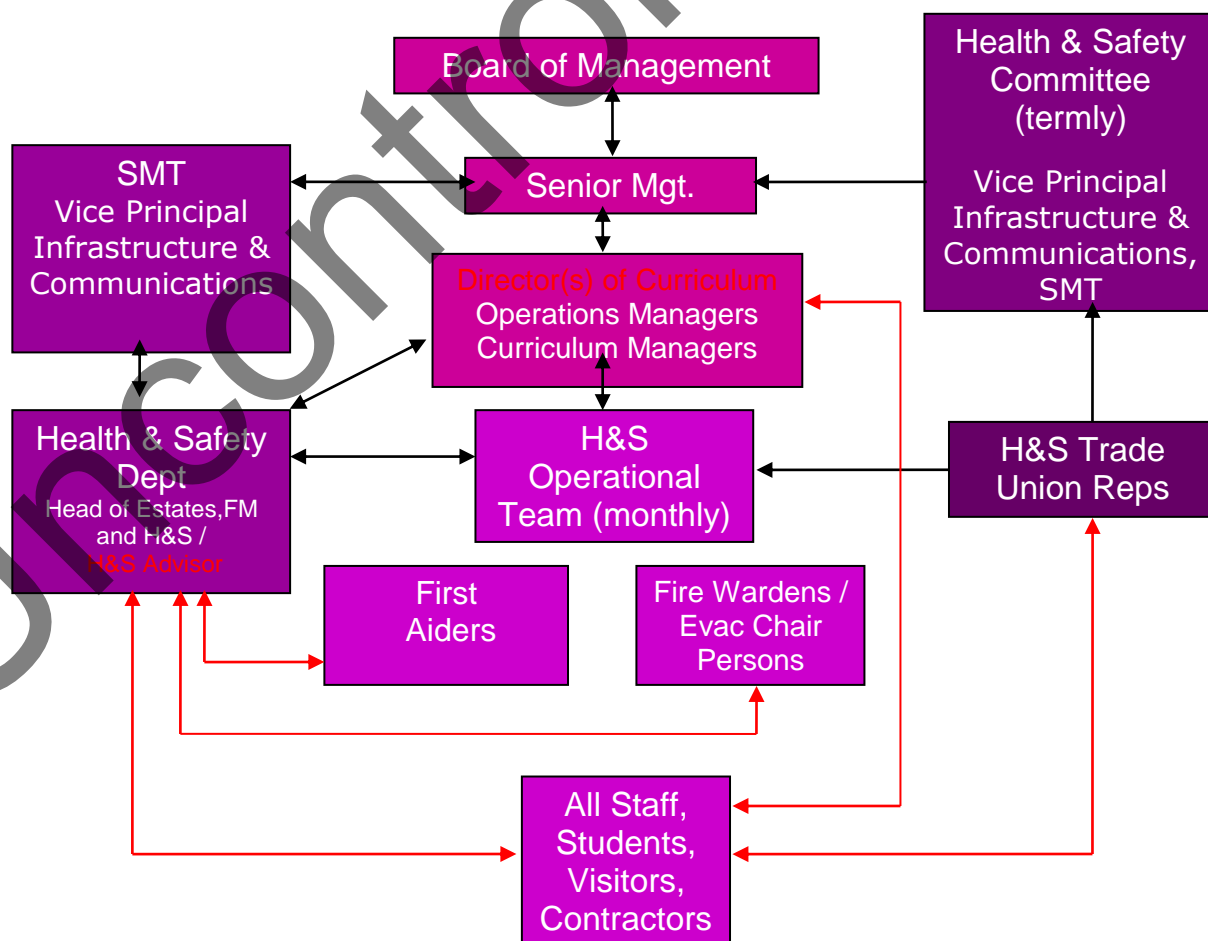
## HEALTH AND SAFETY POLICY DOCUMENT

This policy document is based on the HSG 65 model (Plan, Do, Check, Act)



### 1. PLAN - Organisation and Responsibilities

[Hyperlink to full health and safety structure flow chart](#)



## Board of Management

The Board of Management, as an employer, has the responsibility for ensuring the College is a safe and healthy environment for its employees to work. They ensure the College is fully compliant with Health and Safety legislation and allocate the necessary resources for health and safety provision detailed within this Policy. A termly progress report is provided to the **Finance, Resources and Infrastructure Committee to inform update and advise on H&S matters.**

## Principal and Senior Management Team (SMT)

- Responsible on behalf of the Board of Management for the allocation of financial and other resources to ensure the effective implementation of legislative compliance and the overall risk management policy within the College.
- Ensuring the identification of health and safety roles and the application of a training schedule to meet these requirements.
- Ensuring a “lead by example” approach to health, safety and welfare, undertaking regular focus on health, safety and welfare issues within the college and regular agenda items to cover both analysis of operational health, safety and welfare arrangements along with strategic planning for future health, safety and welfare of employees.

## Health & Safety Committee – refer to the [H&S Committee Remit Document](#)

- The Committee consists of 3 EIS Trade Union Representatives, 3 UNISON Trade Union Representatives, the **Head of Estates, Facilities Management and Health and Safety, Head of Human Resources**, two Department Managers and is chaired by a member of the Senior Management Team, currently the **Vice Principal Infrastructure & Communications, SMT**. The recommended balance between Management and Union Representation according to the Safety representatives and Safety Committee Regulations 1977 will be adopted should Committee matters require a vote.
- The Committee meets once a term to review the progress of the operational plan and to plan for the strategic development of health, safety and welfare issues within the College, including the review of risk.

**Health and Safety Operational Team** – refer to [the Health & Safety Operational Team Remit Document](#) The H&S Operational Team consists of representation from Department Heads, Directors of Curriculum (or Curriculum Managers (Teaching), H&S Trade Union Representatives, the Head of Estates, Facilities Management and Health and Safety, Health and Safety Co-ordinator. This group is the driving force behind operational health and safety within the College and meets monthly to discuss current issues. Actions are recorded and included in the quarterly or annual report to the Senior Management Team. Matters can be escalated to the HS Committee where required.

## Health and Safety Trade Union Representatives Functions: refer to the [Trade Union Agreement Document](#)

- to represent union employees on health and safety matters and offer guidance to other employees on request;
- to carry out health and safety inspections and investigations as necessary;
- to attend the H&S Committee meetings and contribute to the development of a positive health and safety culture;
- to carry out these and other functions as per the College Health and Safety Trade Union Agreement.

## Head of **Estates**, Facilities Management and Health and Safety:

To develop and monitor the progression of the Estates, Facilities and Health and Safety Operational Plan;

- To develop and monitor the Health and Safety Policy and Procedures, updating as required, in keeping with changes to legislation;
- To provide regular health and safety reports to the **Vice Principal Infrastructure & Communications** and **Finance, Resources and Infrastructure Committee**.
- Provide independent health and safety advice to all parties;
- Establish and maintain procedures for communicating relevant health and safety information to employees and others in conjunction with relevant managers;
- Develop and maintain a plan for the management for statutory occupational health provision for employees identified as being at risk;
- To assess risk in line with key statutory requirements, e.g. dust and noise assessments along with the monitoring of activity based risk assessments, undertaking professional external assistance when required;
- Provide a comprehensive report to the **Vice Principal Infrastructure & Communications** and **Finance, Resources and Infrastructure Committee** in relation to any RIDDOR incident;
- Maintain safe access and egress for all users;
- Comply with the Gas Supply Safety Regulations;
- Maintain a suitable temperature for indoor facilities;
- Maintain scheduled testing of all electrical supply, (fixed and portable)
- Maintain the security of the facility;
- Manage the College overall waste and recycling procedures and environmental initiatives;
- Develop and maintain an asbestos risk register including records and co-ordinating any works or contractors relating to the communication of the register information;
- Overall responsibility of the fire safety system and carrying out weekly tests of the system, annual checks of fire extinguishers and safety lighting;
- Liaise with the Emergency Services in the event of a security breach, fire or other emergency;
- Overall Responsibility to prioritise any health and safety reported issues through the "fix it" system;
- Ensure the insurance risk register is maintained and the maintenance and scheduled testing of these items;
- Arrange and monitor the carrying out of statutory maintenance checks on all fixed plant and Local Exhaust Ventilation Systems;
- Manage the system for any contractors and planning of works in accordance with suitable H&S inductions, risk assessments and method statements;
- Co-ordinate and communicate any health and safety information with the Health and Safety Co-ordinator;
- Manage legislative compliance with all Estates related activities which may impact on the safety of the building(s) and their users e.g. L8.

## Health and **Advisor**

- To actively monitor and review college health and safety performance;
- To co-ordinate any accident investigations in conjunction with the relevant manager and comply with the statutory duties for RIDDOR incidents;
- To liaise with First Aiders and Fire Wardens to maintain regular contact and communications and training;
- Liaise with external authorities when appropriate, e.g. HSE, Local Authority, Fire Service, Police, Insurers, Contractors and Consultants;

- To develop health and safety procedures and communicate these to all college employees, students and visitors as required;
- To organise core health and safety training for key roles; and maintain contact with cross college key health and safety roles.
- To communicate with the Trade Union Health and Safety Representatives on health and safety matters that may affect the safety of employees;
- To oversee the risk assessment process in conjunction with Departments;
- Co-ordinate and communicate with the Estates and Facilities Department, Human Resources and Trade Union Health and Safety Representatives on health and safety matters;
- To manage communications of the Policy and Procedures with departments.

### **Director(s) / Head(s) of Services**

- To apply the health and safety policy and procedures within their area of responsibility and ensure the day to day safety standards are maintained;
- Ensure the staff, students and visitors within their area of responsibility are aware of the health and safety procedures and provided with appropriate health and safety information, instruction and training;
- To ensure that competent risk assessments are carried out and regularly updated, in relation to their area of responsibility, and any recommendations or actions reviewed and progressed accordingly;
- Ensure that risk assessments are appropriate and inclusive for all groups of learners and staff, including external outings or events;
- To ensure regular safety inspections are carried out within their area of responsibility and any findings progressed for action; and to attend any scheduled H&S audits.
- Ensure actions listed on the HS Audit Tracker are completed timeously and prioritised for risk reduction;
- Ensure all hazardous substances are on the college index register and all accompanied by safety data sheets.
- Ensure Control of Substances Hazardous to Health (COSHH) assessments are undertaken in their area of responsibility;
- Ensure that risk assessments for display screen equipment users are carried out;
- Ensure that any personal protective equipment and clothing required within their respective areas, is readily available, adequate to control the risk for each individual and worn when required. To enforce the wearing of PPE as necessary in compliance with the PPER2022 regulations;
- To manage the provision and maintenance of departmental equipment or if required co-ordinate this maintenance with the Head of Estates, **Estates**, FM and H&S.

### **Head of Human Resources:**

- Is responsible for retaining all pertinent personal information relating to occupational health of individual employees and providing this information to particular individuals on their written request.
- Overseeing support for individual employees and managers through any process which may require occupational referrals, grievance or disciplinary procedures.
- Retention of any health and safety training and development documentation;
- Provision and arrangement of necessary training and re-training when required;
- Human Resource Department will notify the H&S **Advisor**, as soon as possible, of any individual risk assessment requirement such as New and Expectant Mothers or individuals with possible work related health issues, including new members of staff for review in line with the health surveillance risk register.

**All persons with responsibility for a class or group of learners** will undertake daily enforcement of this health and safety policy and associated procedures and ensure all participants wear the appropriate personal protective equipment (PPE) for the activity if required and adhere to the risk assessment for the activity.

In the event of emergency, all persons in charge of class, will ensure all persons within their responsibility, safely evacuate the building to the assembly point, or follow their “personal emergency evacuation plan” (PEEP).

#### **Fire Wardens:**

Nominated Fire Wardens will be given appropriate training, arranged through the Health and Safety Department. Their role will include, identifying themselves by wearing the fire warden arm band, sweeping a particular area of the building, directing persons to the nearest fire exit and reporting to the Senior Fire Controller/ Information Assistant identifiable in high viz vest at the fire assembly point. In addition, all fire wardens will be expected to adopt a proactive safety role to report any faults, defects or damage that may affect the College fire safety plan.

#### **Trained Users of Evacuation Chairs:**

The College provides evacuation chairs to assist with the emergency evacuation of users with mobility issues. Evacuation chair training will be carried out by the Health and Safety Department. The role of the trained person is, in the event of an evacuation, to assist persons from the refuge points, if safe to do so, and if deemed necessary. All trained persons are expected to attend refresher training when required. [Evac Chair Competent Person List](#)

#### **Personal Emergency Evacuation Plans ( PEEP's)**

A PEEP is an agreed plan to identify suitable evacuation procedures for individuals who may need assisted evacuation. A PEEP is only required if it is foreseeable that the individual may experience difficulties during an evacuation; such as;

- Mobility – unable to descend the stairs ( lifts not permitted)
- Hearing – unable to recognise the evacuation alarm when activated
- Visual – unable to see their nearest fire escape or manual break point to raise the alarm
- Cognitive – confused, anxious or in need of additional support.

Students must inform the College of their need for a PEEP and should request this via their application/ enrolment form or via their Curriculum Manager.

Staff should contact the H&S Dept to request a PEEP.

#### **First Aiders:**

The College will provide First Aid Provision in the form of first aid boxes and supplies, first aid rooms and First Aiders. First Aiders will be trained to the recognised HSE standard training and will be given refresher training when required. First Aiders will be issued with a first aid bag (response kit) for convenience; however additional provision is located throughout the building.

First Aiders are expected to;

- Carry a first aid pager at all times; or the first aid contact mobile phone;
- Contact the emergency number, promptly, if a “page / call” is received;
- Make their way promptly to any incident;
- Administer any first aid according to their first aid training; Preserve Life, Prevent Worsening and Promote Recovery; or seek further advice when unsure.
- Be aware of and follow the College procedure for first aid;
- Consider the medical action register for students/staff with disclosed medical information;
- Complete the online incident report form for every event and submit via Sharepoint which automatically sends to the Health and Safety **Advisor**;
- Contact the Health and Safety **Advisor** when replacement supplies are needed;
- Report any concerns to the Health and Safety **Advisor**;

#### **Employees:**

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- Co-operate with the College in relation to health, safety or welfare matters;
- Follow the health and safety procedures established and communicated; including participation in regular HS refresher training;
- Report any faults, defects or health and safety concerns to the health and safety department, health and safety trade union representatives or “fix it” as appropriate;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- **Undertake mandatory H&S training as and when required not limited to induction training**
- **Keep line management informed of training requirements for roles**

#### **Students:**

All students are responsible for their own health and safety and that of others who may be affected by their acts or omissions. All students will be given a safety induction to the College and inducted to each activity as part of their course. Students are encouraged to ask if they are unsure of any safety aspect of an activity or facility. All students are expected to report health and safety incidents or concerns to a member of staff. Students with additional evacuation requirements should request a PEEP from their Curriculum Manager.

#### **Visitors / Contractors:**

All visitors, visiting lecturers and contractors are responsible for signing in at reception on arrival, and complying with the health and safety information which will be given to them. Any visitor who would require assisted escape during an emergency, should request a detailed PEEP from the Health and Safety Dept. Ext 3189.

- Contractors at any Campus sign in at the main Reception
- Contractors new to site will receive an Induction from a member of the Estates, Facility Management and H&S department.

All visitors must display an identification badge and comply with the health and safety procedures.

## Sustainability Committee

The Committee consists of Representatives from a wide variety of departments and is chaired by a member of the Senior Management Team, currently the **Vice Principal Infrastructure & Communications, SMT**.

The Committee meets three times per academic year. Sustainability KPIs (including sustainability in the Curriculum, Carbon Management, Energy, Waste, Travel, Fairtrade, Printing, IT) are discussed and agreed at this meeting for the forthcoming year in line with FVC's Net Zero Plan whilst reviewing previous years performance. This supports the College "Sustainability Commitment Statement" and aims for continual improvement of sustainable objectives **all towards attaining Net Zero by 2040 in line Scotlands Colleges commitment and route map**.

## 2. DO - Implementing – College Key Principles

### Forth Valley College Senior Management will:

- Ensure that the policy and procedures for emergencies, health and safety and welfare are known and understood by staff, students, visitors, contractors and service providers;
- Ensure suitable and sufficient risk assessments are undertaken for routine and non routine work activities and adequate control measures implemented and evaluated for all user groups. Whilst the College is focussed on embedding health and safety into the culture of the organisation, it will not be used as a barrier to learners or staff with a disability. Activities and risk assessments will be undertaken with a view to remove, reduce and control risk to a reasonable level for all users;
- Ensure inclusive risk assessments are carried out with the individual and recommendations will be made to enable reasonable adjustments to remove barriers;
- Ensure that incidents and accidents and dangerous occurrences are reported and investigative action is taken when required to prevent a re-occurrence; Reactive measures to be carried out as a priority;
- Ensure that adequate competent persons are appointed to uphold and maintain the health and safety requirements of the College;
- In the event of an emergency, ensure effective planning, preparation, training and resources to enable and maintain adequate response and means of escape for all college users of the premises;
- Ensure the reduction of risk to the lowest level reasonably practicable, and the provision of personal protective equipment when the risk cannot be controlled by other means; to enforce the wearing of PPE whenever required.
- Ensure this policy and associated procedures are monitored and reviewed;
- Allocate the necessary resources to;
  - Maintain the health and safety standards for the premises and
  - Ensure that all staff and students receive adequate health and safety training in relation to their ability and role;
- Encourage practices that support a positive safety culture and ensure these practices are adhered to;
- Adopt a proactive view to incorporate active monitoring of areas on a regular basis to compliment the existing risk assessment process.

### 3. CHECK - Measuring and Reviewing Performance

The Health and Safety Department monitors the progress of college health and safety via the operational plan which includes, where required, actions for all Departments.

The Health and Safety Department organises and carries out scheduled active monitoring inspections and audits in conjunction with the Departments and the Health and Safety Trade Union Representatives.

The Health and Safety Department collates and analyses all incident reports, with a view to implementing additional procedures to control risk, if required.

Regular reports on operational performance are provided to the Senior Management Team which reflects progress of the operational plan objectives and strategic outcomes.

Termly reports are provided for the Health and Safety Committee and the Human Resource Committee (including Board of Management Representatives) which outline the progress of the implementation and operational plan, analysis of the performance development and detail future strategic development and resource implications.

### 4. ACT – Implementing Findings

In line with continual improvements the college will adopt and implement the findings from any review process. This carried out via the Health and Safety Audit Tracker and in line with the Health and Safety Operational Team. This may also include actions resulting from any partnership or external audit and may be strategically progressed through the operational plan if required.

#### The previous reviews of this Policy :

- H&S Operational Team, March 2022
- H&S Operational Team, June 2020
- H&S Operational Team, June 2017
- H&S Operational Team, November 2016
- H&S Committee and SMT, Jan 2014
- H&S Committee and SMT, Jan 2009
- H&S Committee and SMT, March 08
- H&S Advisor, August 2005
- H&S Officer, June 2003
- H&S Officer, Feb 2001

#### Associated Policies / Documents

- All Health and Safety Procedures, Forms and Templates
- Health and Safety Committee Remit
- Health and Safety Operational Team Remit
- Health and Safety Trade Union Agreement
- Health and Safety Inspection/Audit Schedule
- Estates Facilities and Health and Safety Operational Plan

- Human Resources Policies and Procedures
- Business Continuity Plan
- College Health and Safety Trade Union Agreement.
- Scottish Colleges' Statement of Commitment.

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## Associated Legislation

- The Health & Safety at Work etc. Act 1974
- The Fire Scotland Act 2005
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Display Screen Equipment Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Equality Act 2010
- All other regulations made under the statutory provision of the Health and Safety at Work etc Act 1974
- All associated Approved Code of Practice (ACOP's) and British Standard Guidance
- Personal Protective Equipment Regulations 2022 (PPER 2022)
- Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 – net zero 2045

**This policy supersedes all previous related documents and was approved by the Senior Management team on June 2020**

Additional Health and Safety Procedures can be found on the staff intranet (SharePoint) or by contacting the H&S Department.

We welcome feedback on this Policy and the way it operates. We are interested to know of any possible or actual adverse impact that this Policy may have on any groups in respect of gender, race, disability, sexual orientation, religion or belief, age or other characteristics.

This Policy has been screened to determine equality relevance for the following equality group: people with disabilities. The policy is considered to be equality relevant for people with disabilities.

This Policy has been disability impact assessed to evaluate compliance with the College Equalities Policy.

Should you wish to offer feedback, comments or request additional information on this Policy, please contact:

Health and Safety **Advisor**  
Head of **Estates**, FM and H&S

Ext 3189, external dial (01324 403189) or  
Ext 3021, external dial (01324 403021)



## 10. Fraud Awareness For Discussion

20 February 2025  
BOARD OF MANAGEMENT

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### 1. Purpose

To make members aware of their responsibilities in relation the College's Fraud Prevention Policy.

### 2. Recommendation

That members note the content of this paper, in particular their responsibilities in relation to the College's Fraud Prevention Policy.

### 3. Background

During the Fuel Change investigation it was identified that the current Anti-Fraud and Corruption Policy had not been reviewed for some time. While it was fit for purpose it lacked detail in certain areas and it was agreed as part of the lessons learned action plan that the policy be reviewed.

A new policy has been developed and was approved by the Audit Committee in May 2024. In developing this policy the Fraud section of the Scottish Public Finance Manual was reviewed and this forms the basis of the new policy.

### 4. Fraud Prevention Policy

The full Fraud Prevention Policy is attached for information and members should be aware of the content of the overall policy. This paper extracts the relevant sections in relation to the Board of Management's responsibilities.

#### S5 Scope

This policy applies to:

- All members of staff and members of the College Board of Management;
- All geographical locations and all College functions/services; and
- All third parties, including subsidiaries, agency workers, consultants, suppliers, contractors and overseas agents.

#### S7 Leadership

The College's Board of Management and senior managers must therefore ensure that their behaviour is always of the highest standard. The Board will, therefore, produce, disseminate and update when required clear policies on:

- Code of conduct;
- Registration and declaration of interests;
- Accepting hospitality and gifts;
- Prosecution of perpetrators of fraud.

#### S9 Responsibilities of Board Members

As nominated representatives, all members of the College Board have a duty to protect the College and public money from any acts of fraud and/or corruption. This is achieved through

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## 10. Fraud Awareness For Discussion

20 February 2025  
BOARD OF MANAGEMENT

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existing practice, compliance with the Code of Conduct for Members, the College's Constitution including Financial Regulations and Policies and relevant legislation. Conduct and ethical matters are specifically brought to the attention of members during induction and include the declaration and registration of interests. The Board Secretary advises members of new legislative or procedural requirements.

### S9.10 Conflicts of Interest

Board members and employees must ensure that they avoid situations where there is potential for a conflict of interest. Such situations can arise with outsourcing of services, procurement tendering, planning and daily transactions etc. Effective role separation and internal controls will ensure that decisions taken are impartial and avoid questions about improper disclosure of confidential information.

### S11 Initial Action

#### S11.1 Audit Committee

Once a concern has been raised to the Vice Principal of Finance & Corporate Affairs he/she must then liaise with the appropriate line manager to gain background information.

When suspected fraud is identified by the College's internal auditors during the course of their regular work programme, the Audit Manager will bring this to the attention of the Vice Principal of Finance & Corporate Affairs.

When an allegation of fraud arises, the Vice Principal of Finance & Corporate Affairs will consult with the Principal and the Chair of the Audit Committee to advise of the course of action to be taken.

The Chair of the Audit Committee will inform the Chair of the Board of Management of all instances of fraud, and detail the investigative action to be taken in line with the **Fraud Response Plan**.

### 11.2 Investigation

Following notification of suspected fraud, and after consultation with the Chair of the Audit Committee, the Vice Principal of Finance & Corporate Affairs or the Principal will commence a full investigation into the allegations.

In the interests of a full investigation, the Vice Principal of Finance & Corporate Affairs or Principal will assign the relevant SMT member to oversee the immediate and safe collection of all relevant data, documents and computer records. This information will form the basis of the investigation.

If a suspected culprit is aware that an investigation is in progress, they may try to frustrate disciplinary or legal action by destroying or removing evidence. The Fraud Response Plan shall cater for the immediate suspension, with pay, of personnel under suspicion. Suspects should be given as little notice as possible so that they have no opportunity to destroy or remove property.

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## 10. Fraud Awareness For Discussion

20 February 2025  
BOARD OF MANAGEMENT

As a general rule, either the College's internal or external auditors will be asked to assist in the investigation and submit a report on their findings to the Audit Committee. In the event of a lengthy investigation process, interim reports will be submitted to the Audit Committee.

When, in the opinion of the Chair of the Audit Committee and the Vice Principal of Finance & Corporate Affairs or Principal, there is sufficient evidence to suggest that a crime may have been committed, Police Scotland shall be notified immediately. The College will seek Police Scotland advice on how best to proceed with the investigation in a manner that will not impair any future Police enquiry.

The Vice Principal of Finance & Corporate Affairs or Principal will be responsible for referring suspected fraud to Police Scotland and will nominate a main point of contact between the College and the Police Scotland.

**5. Resource Implications (Financial, People, Estates and Communications) - None**

**6. Equalities: Assessment in Place? – Yes/No - Not applicable**

**7. Communities and Partners: Not applicable**

**8. Risk and Impact**

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

**Total Risk Score – 3**

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		

There is a risk that Board Members are unaware of their responsibilities in relation the College's Fraud Prevention Policy.

**Is the score above the Board Risk Appetite level? No**

**Risk Owner –** Kenny MacInnes

**Paper Author –** Alison Stewart

**Action Owner –** Alison Stewart

**SMT Owner –** Alison Stewart

	Apr-25	Jun-25	Sep-25	Dec-25	Feb-26
Apologies, Declaration of Interests and Changes to Members' Register of Interest	✓	✓	✓	✓	✓
<b>Standing items</b>					
Minutes and Matters Arising	✓	✓	✓	✓	✓
Review of Action Tracker	✓	✓	✓	✓	✓
Principal's Report	✓	✓	✓	✓	✓
Chair's Update	✓	✓	✓	✓	✓
Student Association Report	✓	✓	✓	✓	✓
<b>Strategic Plan Implementation</b>					
Annual Report and Financial Statements				✓	
Audit Committee Chair's Report to the Board of Management				✓	
Forth Valley College Foundation Grant Applications					
Revenue and Capital Budgets		✓			
Financial Forecast Return		✓			
Financial update	✓	✓	✓	✓	✓
Global Partnerships					
Significant project approval	✓	✓	✓	✓	✓
<b>Governance</b>					
Board Self Evaluation	✓		✓		
Board Appointments	✓				
Committee Membership	✓				
Board Calendar Approval	✓				
Honorary Fellowship Nominations		✓			
Board Secretary Arrangements			✓		
Risk Management	✓	✓			
Members meet with the Senior Independent Member in Private		✓			
Board Development Training					
<b>Operational Oversight</b>					
H&S Dashboard		✓			
Consultation					
College Dashboard	✓	✓	✓	✓	✓
<b>FOR INFORMATION/NOTING</b>					
Committee Minutes and relevant Dashboards	✓	✓	✓	✓	✓
Forward Agenda	✓	✓	✓	✓	✓
Board Calendar	✓	✓	✓	✓	✓



## 15. Board Calendar 2024/25 and 2025/26 For Information

20 February 2025  
BOARD OF MANAGEMENT

Meeting	Academic Year 2024/25				
Board of Management			Thursday 20 Feb 2025  Falkirk – Steeple Suite	Thursday 24 April 2025  Falkirk – Steeple Suite	Thursday 19 June 2025  Falkirk - Steeple Suite
Remuneration				Possible meeting ahead of 24 April 2025 – AS to confirm nearer the time	
Audit					Thursday 15 May 2025
FRAIC				Thursday 27 Mar 2025 Stirling Campus	Thursday 12 June 2025
Learning & Student Experience			Now Thursday 20 March 2025		Thursday 5 June 2025 No Change
Nominations	As required				
Other Key Dates					



## 15. Board Calendar 2024/25 and 2025/26 For Information

20 February 2025  
BOARD OF MANAGEMENT

Meeting	Academic Year 2025/26 (All meetings start at 4.30pm unless stated otherwise)				
Board of Management	Thursday/Friday 25/26 September 2025  Strategic Session Venue TBC	Thursday 4 December 2025  Stirling Campus S1.20 (Morning meeting and xmas lunch)	Thursday 19 February 2026  Falkirk Campus	Thursday 23 April 2026  Falkirk Campus	Thursday 18 June 2026  Falkirk Campus
Remuneration					
Audit	Thursday 4 September 2025  Online	Thursday 20 November 2025  Stirling Campus 5pm start			Thursday 14 May 2026  Online
FRAIC	Thursday 18 September 2025  Stirling Campus	Thursday 20 November 2025  Stirling Campus 4pm start		Thursday 26 March 2026  Stirling Campus	Thursday 11 June 2026  Stirling Campus
Learning & Student Experience		Thursday 13 November 2025  Falkirk Campus	Thursday 20 March 2026  Online		Thursday 4 June 2026  Online
Nominations	As required				
Other Key Dates		Graduation 10 October 2025 (Provisional Date)			