

**NORTH EAST
SCOTLAND
COLLEGE**



REGIONAL BOARD

Meeting of 08 December 2017



REGIONAL BOARD

NOTICE

There will be a meeting of the Regional Board of North East Scotland College on Friday 08 December 2017 at 1015 hours in the Boardroom, G10, at Aberdeen City Campus.

AGENDA

Agenda Item		Paper
39-17	Apologies for Absence	
40-17	Declaration of any Potential Conflicts of Interest in relation to any Agenda Items	
41-17	Minutes of Previous Meeting – 23 October 2017	X
42-17	Matters Arising from the Previous Meeting	X
43-17	Minutes of Strategy Event – 16 & 17 November 2017	X
	Reports to the Board	
44-17	Report by the Regional Chair	X
45-17	Report by the Principal	X
46-17	Report by Committee Chairs	X
	Presentation	
47-17	sparqs – Partnership Agreements	
	Matters for Decision	
48-17	Draft Outcome Agreement 2018-19	X
49-17	Whistleblowing Policy	X
	Matters for Information	
50-17	Health & Safety Annual Report	X
51-17	Board Member Recruitment	X
52-17	Summation of Business and Date of Next Meeting	
	Reserved Items of Business	
	Matter for Decision	
53-17	Financial Statements for the Year to 31 July 2017	
	Matter for Discussion	
54-17	Financial Resilience	
55-17	Any Other Business	
56-17	Summation of Reserved Items of Business	



REGIONAL BOARD

Draft Minutes of the meeting of the Regional Board held on 23 October 2017 at 1000 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p>Present: Dave Anderson Doug Duthie – Vice Chair (Chair) Josh Gall Ian Gossip John Henderson Robin McGregor Liz McIntyre Andrew Russell Anne Simpson Adrian Smith</p> <p>In attendance: John Davidson, Vice Principal Curriculum & Quality Roddy Scott, Vice Principal Finance Pauline May, Secretary to the Board Zoe Burn, Minute Secretary</p>
11-17	<p>Apologies: Ann Bell Martin Dear John Harper Abby Miah Ken Milroy – Regional Chair</p>
	<p>Prior to the commencement of business the Chair thanked all College staff for the successful running of the recent Graduation Ceremony held at the Fraserburgh Campus. Mr Duthie also noted the recent Stakeholder Lunch held at the Aberdeen City Campus.</p> <p>In noting her resignation from the Regional Board, Mr Duthie thanked Ms Inglis for her contribution as a Board Member of both the former Banff & Buchan College and NESCol.</p>
12-17	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items Mr Duthie, Mr Gossip and Mr Smith declared potential conflicts of interest by virtue of their role as Directors of ASET.</p>
13-17	<p>Minutes of Previous Meeting – 25 July 2017 The minutes were approved as a true and accurate record.</p>

14-17	<p>Matters Arising from the Previous Meeting Members noted the matters arising report.</p> <p>The Principal provided some additional information on the approach being taken by the College to address the forecast budget deficit for the current academic year. Members were advised detailed information on actions being implemented to address the shortfall would be reported alongside the budget review at the Regional Board's meeting scheduled for February 2018.</p> <p>No further matters were noted.</p>
	<p>Reports to the Board</p>
15-17	<p>Report by the Regional Chair The Board noted the Report.</p>
16-17	<p>Report by the Principal The Board noted the Report.</p> <p>The Principal provided additional information on Weapons in Educational Establishments and the Flexible Workforce Development Fund (FWDF).</p> <p>Following a query, the Principal advised the College would be submitting a bid in line with the conditions of the FWDF. Comment was made on the timescale that has been stipulated for the Fund. It was agreed that the Principal would follow up the possible use of FWDF with the two local authorities.</p>
17-17	<p>Report by the Committee Chairs The Board noted the Report by the Committee Chairs and agreed that the new format was informative and should be adopted for future meetings.</p>
	<p>Matters for Decision</p>
18-17	<p>Draft Evaluative Report & Enhancement Plan The Board considered the College's Draft Evaluative Report for AY2016-17 and Enhancement Plan for AY2017-18.</p> <p>It was noted that feedback on difficulties encountered with the current required format to be adopted for the document would be discussed with Education Scotland and the SFC in the coming months, and that recent sector discussions had indicated that a review of the Framework, 'How good is our college?', is likely to be undertaken in the New Year.</p> <p>Mr Davidson thanked his Senior Management Team colleagues and members of the Leadership Team for their contributions in preparing the document.</p>
19-17	<p>Performance Reporting Members noted a paper enabling consideration to be given to the establishment of a new performance report to assist with the reporting and monitoring of key information and performance indicators.</p> <p>The Principal advised that it was proposed that the circulated draft Report is updated at least twice during each academic year for the Board's consideration and that more detailed monitoring information continues to be provided to the Board's Committees. Members agreed that this was appropriate.</p>

20-17	<p>Regional Board Terms of Reference The Board considered and approved the Terms of Reference, subject to a correction of the Principal's job title and the addition of a statement confirming the Board's role as an employer.</p>
21-17	<p>Programme of Business AY 2017-18 The Board considered and approved the proposed Programme of Business for the academic year 2017-18, noting that it will be added to as required during the academic year.</p>
22-17	<p>Governance Manual The Board considered the updated Governance Manual.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • a statement of clarification as to whom should be the point of contact in disputes on the interpretation of constitutional arrangements should be added to paragraph 3.5. • paragraph 3.11 is amended to replace "Secretary of State" with "Scottish Ministers". <p>Members adopted the Manual noting the amended Standing Orders, Scheme of Delegation and revised Terms of Reference.</p>
23-17	<p>Draft Succession Planning Policy for Board Members The Board considered and approved the new Succession Planning Policy for Board Members, subject to a revision of the wording in paragraph 3.4.2 to remove the word 'limiting' and to replace with a description that implies flexibility.</p> <p>Following a proposal from the Principal, it was agreed that the Senior Management Team would be consulted in terms of desirable skills for the Board going forward e.g. experience in relation to estates development given the ambitions to develop the City Campus.</p> <p>It was that Members would be provided with information on the implementation of the Policy at the Board's Strategy Event scheduled for November 2017.</p>
24-17	<p>Partnership for Change Pledge It was noted that the Board had first considered signing up to the Pledge at its meeting in December 2016. Members noted a paper providing background information on the Pledge, and providing a summary of suggested underlying principles, prepared to reflect previous Board discussions, in relation to NESCol's approach to Board diversity.</p> <p>A discussion was held with Members sharing their views on the Board signing up to the Pledge. The Board reaffirmed its view that Members should never be appointed on the basis of protected characteristics alone. It was noted that the Pledge did not acknowledge those who do not identify as either male or female, with the Board stating that this perhaps did not reflect other Scottish Government initiatives or direction of travel. Members did however agree that signing up to the College demonstrates the Board's commitment to diversity, but recorded their view that diversity should not be focused on a single protected characteristic and that it was important to ensure as much as possible that the membership of the Board reflected the region's population.</p>

	It was agreed, by the majority of Members, that the Board should sign up to the Scottish Government's Partnership for Change Pledge.
25-17	<p>Whistleblowing Policy Members considered the recently reviewed Whistleblowing Policy. It was agreed that the Policy required to be reviewed further in relation to structure and job titles, following which it would be resubmitted to the Board for further consideration.</p>
	Matters for Discussion
26-17	<p>Board Policies The Board considered a paper providing information on the College policies for which it is currently responsible.</p> <p>It was agreed that the review date for the Risk Management Policy should be brought forward to enable it to be updated soon after the Board Strategy Event scheduled for November 2017. It was also agreed that the need for a Strategic Planning Policy should be considered.</p> <p>The proposal to undertake a review of all College policies was noted. Members approved the extension of the review dates of all policies to the end of this academic year to enable a comprehensive review to be undertaken. It was noted that the Board's Governance Steering Group would provide input into the review as appropriate.</p>
27-17	<p>Charity Trustee Status The Board noted a paper providing information relating to the charity trustee status of Board Members.</p> <p>The procedure for addressing Members' queries or concerns in relation to charity trustee status was highlighted with the Board agreeing that it was appropriate.</p> <p>Mr Duthie advised that he had undertaken comprehensive research into this issue which could be consulted as required.</p>
28-17	<p>Gender Action Plan Members noted the College's first Gender Action Plan, published on 31 July 2017.</p>
	Matters for Information
29-17	<p>Annual Report to the Board by the Audit & Risk Committee The Board noted the annual Report from the Audit & Risk Committee for the year to 31 July 2017.</p> <p>Members were advised that the Report had been approved and adopted at the meeting of the Audit & Risk Committee held on 20 September 2017.</p>
30-17	<p>Internal Audit Programme, Year to 31 July 2018 The Board noted the Internal Audit Plan for the academic year to 31 July 2018.</p> <p>Members were advised that the Plan had been approved and adopted at the meeting of the Audit & Risk Committee held on 20 September 2017.</p>

31-17	<p>National Collective Bargaining Update The Board noted a paper summarising recent National Collective Bargaining developments and specific implications for NESCol.</p>
32-17	<p>Summation of Business and Date of Next Meeting The Secretary gave a summation of the business conducted. The next meeting of the Regional Board is scheduled to take place on 08 December 2017 at 1000 hours at the Aberdeen City Campus.</p>
	<p>Reserved Items of Business Matters for Decision</p>
33-17	<p>NESCol-RGU Partnership Proposal</p>
34-17	<p>Senior Staff Annual Leave Entitlement</p>

	Matters for Discussion
35-17	Annual Appraisal of Regional Chair
36-17	Aberdeen Skills and Enterprise Training Limited – Annual Report by Chair
37-18	Any Other Business
38-17	Summation of Reserved Items of Business The Secretary gave a summation of the reserved business conducted
	Meeting ended 1135 hours

Agenda Item	Actions from Regional Board Meeting of 23/10/17	Responsibility	Deadline
14-17	Provide information on actions being implemented to address budget deficit	L McIntyre & R Scott	08 December 2017
16-17	Contact two local authorities in relation to FWDF	L McIntyre	As soon as possible
20-17	Finalise Regional Board Terms of Reference	P May	As soon as possible
22-17	Finalise Governance Manual	P May	As soon as possible
23-17	Finalise Succession Planning Policy	P May	As soon as possible
23-17	Implementation of Succession Planning Policy to be included on agenda for Board Strategy Event	P May	10 November 2017
24-17	Sign NESCol up to the Partnership for Change Pledge	P May	As soon as possible
25-17	Further Review Whistleblowing Policy	L McIntyre with K Donnelly & P May	01 December 2017
26-17	Review Risk Management Policy	SMT	Following Strategy Event

Signed:.....

Date:



REGIONAL BOARD

An update on matters arising from the meeting of the Regional Board of North East Scotland College held on Monday 23 October 2017.

Agenda Item	
14-17	<p>Action: Provide information on actions being implemented to address budget deficit</p>
	<p>Status: The process of revising the budget has begun and initial spending assumptions are being challenged in anticipation of reducing expenditure budgets. The reforecast will be presented to the Finance & Resources Committee in January prior to its submission for consideration at the February meeting of the Regional Board, and will detail the budgetary changes that will result in the achievement of a break-even underlying operating position (as currently defined) for the year.</p> <p>The current forecast deficit will be discussed as part of Agenda Item 54-17.</p>
16-17	<p>Action: Principal to contact two local authorities in relation to potential use of the Flexible Workforce Development Fund</p>
	<p>Status: Complete</p>
20-17	<p>Action: Finalise Regional Board Terms of Reference</p>
	<p>Status: The Terms of Reference have been finalised with the required correction and with the inclusion of the following additional wording:</p> <p style="padding-left: 40px;">“Regional Board must also ensure that the College has in place effective management and financial controls to support the student experience and act as a reasonable employer within a framework of public accountability and transparency.”</p> <p>The Terms can be accessed in the Regional Board’s Collaborative Space on COLIN.</p>
22-17	<p>Action: Finalise Governance Manual</p>
	<p>Status: The finalised Manual can be accessed in the Regional board’s Collaborative Space on COLIN.</p>

23-17	Action: Finalise Succession Planning Policy, and discuss the Policy's implementation at the Board's Strategy Event in November 2017.
	<p>Status: The Policy was finalised with the wording "by limiting the terms of office Replaced with "by clearly defining the terms of office". The Policy has been made available in the Regional Board's Collaborative Space on COLIN</p> <p>The implementation of the Policy was discussed at the Event as requested – see Agenda Item 43-17.</p>
24-17	Action: Sign NESCol up to the Partnership for Change Pledge
	<p>Status: The College has formally signed up to the Pledge, with its logo now being displayed as Pledge partner on the Scottish Government's 'One Scotland' website: http://onescotland.org/equality-themes/5050-by-2020/partners/</p> <p>The '50/50 by 2020' logo will be used in future Board recruitment processes as appropriate.</p>
25-17	Action: Further review Whistleblowing Policy
	Status: See Agenda Item 48-17.
26-17	Action: Review Risk Management Policy after Board Strategy Event scheduled for November 2017
	Status: The Policy will be reviewed in due course after the College's new approach to risk management, as discussed at the Strategy Event, is fully developed.
26-17	Action: Extend review date of all College policies to the end of AY2017-18
	<p>Status: Information on the fundamental review of all College policies has been added to COLIN and the College's website. This includes a statement advising that all policies should be viewed as live, even if the review date has passed.</p> <p>A mapping exercise of all policies has been initiated to collate key information on each which will enable consideration to be given as to whether each individual policy is kept, is now obsolete or should be amended to become a strategy or guidance. A standard template for all College policies will also be developed.</p>
34-17	



REGIONAL BOARD
STRATEGY EVENT

Draft Minutes of the Regional Board's Strategy Event held on Thursday 16 November 2017 at 1300 hours in N204, Sir Ian Wood Building, RGU.

Agenda Item	
	<p>Present: David Anderson Ann Bell Martin Dear Doug Duthie – Vice Chair Josh Gall John Harper John Henderson Robin McGregor Liz McIntyre – Principal & Chief Executive Abby Miah Ken Milroy - Regional Chair Andrew Russell Anne Simpson</p> <p>In attendance: Duncan Abernethy, Director of Business Development Susan Betty, Director of Curriculum Neil Cowie, Vice Principal Access & Partnerships John Davidson, Vice Principal Curriculum & Quality Rhonda Fraser, Director of Marketing & Communications Susan Grant, Director of Curriculum Scott Matthew, Director of IT Roddy Scott, Vice Principal Finance Linda Taylor, Director of Student Access & Support Joan Thorne, Director of Curriculum Pauline May, Secretary to the Board</p>
	<p>Apologies for Absence: Board Members - Ian Gossip and Adrian Smith Director - Kimra Donnelly</p>
	<p>Regional Chair's Introduction The Regional Chair welcomed all attendees, noting that changes to the roles of some College management meant that this was some attendees first participation at a Board Strategy Event.</p> <p>Mr Milroy highlighted that the Event marked a year since the Principal had first met with the Regional Board and noted the significant amount of work undertaken since November 2016. Mr Milroy thanked all attendees for their</p>

	<p>efforts and contributions over the last year and commended their willingness to change where needed.</p> <p>Mr Milroy commented on the benefits gained from a 'fresh pair of eyes' in relation to the appointment of the new Principal, noting the support and willingness from both the Board and College staff to challenge, scrutinise and review to ensure the direction of travel for College is right.</p> <p>It was noted that the most recent Annual Development Board Member Meetings with the Regional Chair had identified unanimous support for the current direction of travel and had also acknowledged the significant number of achievements made over the last year.</p> <p>Mr Milroy stated that it was important to ensure that discussions at the Event remained strategic and did not venture into detailed operational planning.</p> <p>The challenging external environment that the College operates in was acknowledged. Mr Milroy highlighted two key areas of consideration to reflect upon during the Event – the College's contribution to the economy, both at a national and regional level, and the social justice agenda, specifically in relation to inclusion and attainment.</p>
	<p>Principal's Summary of Event The Principal also reflected upon her attendance at the Board's Planning Event held in November 2016.</p> <p>Ms McIntyre also noted the support received from the Regional Board, the Senior Management Team and Leadership Team in driving change over the past year, and thanked attendees for their willingness to implement changes.</p> <p>In noting that the College's current Strategic Plan is in its final academic year. Ms McIntyre advised that the timing was right to consider the development of a new strategy for NESCol.</p> <p>The Principal summarised the planned sessions and key intended outcomes for the Event.</p>
	<p>Update on Actions from Planning Event, May 2017 The Update was noted, with attendees advised that the majority of actions have been completed or are being progressed.</p> <p>It was noted that the Update provided was in line with the approach adopted for the reporting of actions and matters arising at Board and Committee meetings, and that this approach will be adopted for Strategy Events going forward.</p>
<p>Session 1</p>	<p>The Current Context The Principal and Senior Management Team gave a presentation focused on the following areas:</p> <ul style="list-style-type: none"> • National Context and Priorities • Partnership Working and Regional Priorities • Curriculum Context • Financial Challenges.

	<p><u>National Context and Priorities – Liz McIntyre</u> Key areas of focus:</p> <ul style="list-style-type: none"> • Scottish Economic Strategy • Scottish Government strategic priorities and key policy areas • Outcome Agreement intensification targets • Responding to above- the challenges. <p><u>Partnership Working and Regional Priorities - Neil Cowie</u> Key areas of focus:</p> <ul style="list-style-type: none"> • Regional Economic Strategy • Regional Skills Strategy • Community Planning Partnerships. <p><u>Curriculum Context – John Davidson</u> Key areas of focus:</p> <ul style="list-style-type: none"> • Activity levels • Enrolment trends • Learner success • Student satisfaction • New quality arrangements • The Learner Journey • Forward planning. <p><u>Financial Challenges – Roddy Scott</u> Key areas of focus:</p> <ul style="list-style-type: none"> • Financial context • Financial challenges and risks • Estates – backlog maintenance and capital investment • Responding to the challenges.
	<p>The Principal facilitated an exercise – Why are we all here ? Attendees stated in 10 words or less what inspires them to be NESCol Board Member/work at NESCol.</p>
<p>Session 2</p>	<p>Strategic Plan 2018-2021 The Principal gave a presentation on the development of the College’s next Strategic Plan for the planning period AY2018-19 to AY2020-21, highlighting that the Plan needs to provide a clear direction of travel and encourage buy-in from key stakeholders, including staff and students.</p> <p>A proposed format for the new Strategic Plan was presented, noting that it should include what colleges are being asked to address by the Scottish Government.</p> <p>Ms McIntyre advised that the College’s current Vision and Values would be retained as significant work had been undertaken to date to embed them across the College.</p> <p>Attendees were advised that in addition to the new Plan, the College’s supporting strategies will also be reviewed and new Campus specific strategies will be developed. It was also reported that KPIs identified to monitor the progress of the Plan will be revisited throughout the planning period.</p> <p>The key considerations for the development of the College’s overall future strategy were noted – what should NESCol look like in 2021? Key characteristics for 2021? How will the direction of travel be taken forward?</p>

Workshop 1

A workshop was held to enable attendees to consider what they want NESCol to be.

Four discussion groups each identified 50 words which describe their NESCol of the future. Each group then fed back their top ten:

Group 1

Learner-centric	Respected
Innovative	Agile
Resilient	Responsive
Inclusive	Bold
Transformative	On-demand

Group 2

Innovative	Sustainable
Relevant	Inclusive
Engaged	Ambitious
Attractive	Respected
Leading	Challenging

Group 3

Fearless	Prominent
Dynamic	Valued
Progressive	Recognised
Innovative	Disruptive
Pivotal	Visionary

Group 4

Inclusive	Accessible
Dynamic	Sustainable
Customer-focused	Innovative
Transformational	Ambitious
Flexible	Great

(Colours indicate themes)

Upon reflecting on the above, the following was noted:

- Strong feeling of ambition
- Sense of identity is strong
- Innovation is of key importance
- Desire to strengthen the external perception and positioning of College
- Key to maintain current core strengths and values but to also push boundaries further
- Open to opportunity.

A discussion was held on the timeframe for the College's new strategy, with some views shared that 3 years was perhaps not long enough. In response, the current rapid speed of change was noted whilst also acknowledging it is good to identify longer term aspirations, especially those which require a longer lead in time.

Ms McIntyre advised that the new Strategic Plan would include high level statements of purpose e.g. By 2021 NESCol will be a College that is It was suggested that 5/6 strategic goals would be identified to convey the discussions held as part of Workshop 1, with consideration then given as to how

supporting objectives can also be identified to define how they will be achieved.

Workshop 2

A workshop was held to enable attendees to propose a number of key strategic goals for the College using words that convey action.

Group 1

- Develop strategic partnerships with key influencers
- Build a flexible/sustainable/innovative organisation
- Deliver a curriculum to produce adaptable and entrepreneurial workers
- Produce an adaptable and entrepreneurial workforce.

Group 2

- Respond to regional economic and social needs
- Develop a more collaborative approach to curriculum design (nationally & internally)
- Improve learner attainment and opportunity
- Build successful partnership which promote inclusiveness and widen access
- Grow commercial and corporate income
- Develop international opportunities
- Collaborate with local industry to deliver innovation
- Develop our workforce to deliver innovative practice
- Engage student body to shape portfolio and services.

Group 3

- Respond to needs of the regional economy
- Deliver active, collaborative and engaging/inspiring learning and teaching
- Establish a clear identity for each College campus
- Build the skills and resilience of staff and students
- Develop a culture that is inspiring and enabling
- Intensify partnership working to benefit regional stakeholders.

Group 4

- Build capacity towards an innovative and resilient workforce
- Grow and diversify the business
- Develop/enhance effectiveness of regional engagement
- Deliver high quality education and training to meet regional economic need.

Workshop 3

The discussion groups were asked to consider how the Regional Board will be able to identify success in terms of the delivery of the new Strategic Plan e.g. which indicators should be monitored.

Group 1

- X% growth in income from non-SFC sources
- Inclusive pathways
- Measurable destinations
- External recognitions
- High student retention, low staff turnover, high stakeholder/partner engagement - being a 'sticky' college.

	<p><u>Group 2</u></p> <ul style="list-style-type: none"> • Improved student satisfaction attainment and progression • Stakeholder satisfaction in graduate capabilities • Evidence of engaged and motivated staff. <p><u>Group 3</u></p> <ul style="list-style-type: none"> • Growth in business/activity – commercial, part-time, schools • Growth in SFC funding • Innovation (need to define how this can be measured) • Unmet demand • Flexible Workforce Development Fund. <p><u>Group 4</u></p> <ul style="list-style-type: none"> • Student outcomes • Stable finances • Governance framework to ensure data presented is right. <p>The following was also identified during the feedback session:</p> <ul style="list-style-type: none"> • Regional recognition that NESCol is the regional go to for education • Skills set of the Board • Utilising Board Member networks to meet the influencers • Board Member awareness of the College and staff awareness of the Board. <p>It was noted that there was a consensus on the College seeking to grow its commercial and non-SFC income and that this would be explored further in the next session.</p>
<p>Session 3</p>	<p>Business Development Strategy</p> <p>Mr Cowie and Mr Abernethy gave a presentation on the proposed direction of travel for the College’s new Business Development Strategy.</p> <p>In providing attendees with background information on the decision to develop a Business Development Strategy past discussions at Board Planning Events on the need to explore sources of non-SFC income, and the holding of a Stakeholder Employer Event in June 2017 were noted.</p> <p>Members were advised of development work undertaken to date, including the preparation of position papers which are currently being consulted on with key members of staff.</p> <p>The proposed vision and objectives for the new Strategy were presented. Current challenges which require to be considered to ensure the Strategy can be successfully implemented were highlighted.</p> <p>A discussion was held on direction of travel and proposed next steps to fully develop the Strategy.</p> <p>Mr Milroy commented that the proposal captures aspirations voiced during previous Board discussions and discussions held earlier that afternoon. It was agreed that it was useful to identify the challenges at the initial stages of development, especially those that may require a change of culture.</p> <p>Ms McIntyre acknowledged the current challenge in terms of staff capacity and expertise. Considerations in terms of curriculum planning and design, use of IT for delivery, branding, and suitability of current facilities were also noted.</p>

	<p>Attendees also noted the following:</p> <ul style="list-style-type: none"> • The need to create financial headroom – are we investing in the right things? Is the way we deliver services right – inherent inefficiency? • There is a strong sense of ambition - are we willing to invest to achieve these ambitions? If the funding situation doesn't improve, funding for developments will need to be prioritised • Efficiency in curriculum is high but we need to review key business processes and optimum staff numbers for delivery • The current curriculum review will identify areas of increasing and declining demand and consider levels of unmet demand to support a realignment of the College's offering. <p>Attendees supported the direction of travel for the Strategy, but agreed that the College needs to ensure that demand exists for what is proposed – the Strategy needs to be demand-led rather than supply-led. It was therefore requested that consideration is given to the undertaking of quantifiable market-intelligence as part of the Strategy's development.</p>
	<p>Prior to the conclusion of the business of the first day, the Principal thanked attendees for their contributions and their honesty, noting the discussions had identified a lot of key considerations for the College.</p> <p>Mr Milroy echoed the Principal and added that it would be importance to feed the Event's key discussions, as appropriate into the national areas, for example through Colleges Scotland.</p> <p>Day 1 concluded 1655 hours</p>

REGIONAL BOARD

STRATEGY EVENT

Draft Minutes of the Regional Board's Strategy Event held on Friday 17 November 2017 at 0930 hours in N204, Sir Ian Wood Building, RGU.

Agenda Item	
	<p>Present: David Anderson Ann Bell Martin Dear Doug Duthie – Vice Chair Josh Gall John Harper John Henderson Robin McGregor Liz McIntyre – Principal & Chief Executive Abby Miah Ken Milroy - Regional Chair Andrew Russell Anne Simpson</p> <p>In attendance: Neil Cowie, Vice Principal Access & Partnerships John Davidson, Vice Principal Curriculum & Quality Roddy Scott, Vice Principal Finance Pauline May, Secretary to the Board</p>
	<p>Apologies for Absence: Ian Gossip Adrian Smith</p>
Session 4	<p>Students' Association The Regional President and Depute President gave a presentation focused around one of the themes of the Framework for the Development of Strong and Effective College Students' Associations - 'Aware and Active Students'.</p> <p>Information was provided on:</p> <ul style="list-style-type: none"> • the visibility of the Association, specifically in relation to its facilities and key communication mechanisms • the Association's involvement with the wider community • key methods for gathering student views and feedback, and upcoming student engagement activities • the Association's democratic governance structures – sabbaticals, officers, reps, volunteers. <p>Association participation in regard to three specific activities was highlighted – Freshers' Week, Torch Parade, and the Scottish Government's Period Poverty Campaign.</p> <p>Mr Gall and Ms Miah stated that they feel the visibility of the Association has significantly improved, adding that more work is planned to improve this even</p>

	<p>further. Attendees were also advised that the Association is taking opportunities to showcase students' skills and talent wherever possible.</p> <p>In responding to the presentation, the Principal commended the significant distance travelled in the past year and commented that the step change achieved was "stunning". Ms McIntyre advised Mr Gall and Ms Miah that they should be proud of their achievement, with attendees echoing this.</p> <p>Professor Harper suggested that the Association might want to consider introducing a volunteering award to provide volunteers with an addition for their CVs. Mr Gall advised that the Association's Student Engagement Officer was working on an open badge system for Class Reps and that the Association had already participated in the Saltire Award initiative.</p> <p>Mr Milroy asked if the support provided to the Association by the Board and College was appropriate. Mr Gall and Ms Miah confirmed that it was.</p> <p>Mr Cowie noted the Association's involvement in internal committees following the recent review of the College's Committee Structure. It was reported that this would be reviewed to ensure that going forward engagement between the College and Association is undertaken by the most effective means possible whilst recognising the day-to-day demands on Association staff.</p> <p>Attendees agreed that it was important to ensure that the Association's impact both internally and externally is captured.</p>
<p>Session 5</p>	<p>Risk Management Workshop</p> <p>Ms McIntyre facilitated a workshop on risk management. It was noted that a review of how the College manages risk had been initiated following a request from the Regional Board.</p> <p>Attendees were advised that the new approach and a new Risk Register should be developed in tandem with the College's new strategy.</p> <p>Throughout the workshop Ms McIntyre referred to a presentation providing information on:</p> <ul style="list-style-type: none"> • Defining risk and risk management • Risk appetite categories and statements • Risk registers • Risk identification, scoring and control. <p>A discussion was held with attendees reflected on statements made during the previous day regarding the desire to be ambitious and bold. It was noted that if this was to be the direction of travel the Board will need to be open to some risk, with the implementation of effective risk management, in order to implement required changes.</p> <p>The Principal suggested four strategic goals which had been drafted to reflect discussions held during the previous day, noting that they were based on areas of focus for which there appeared to be a sense of agreement from attendees.</p>

Strategic Goal 1

Respond to regional economic and social need

Strategic Goal 2

Grow and diversify our business

Strategic Goal 3

Develop a creative, innovative and resilient workforce

Strategic Goal 4

Deliver high quality learning experiences which produce successful contributors to society and the economy

It was highlighted that the wording of the strategic goals would be worked on further.

Workshop 1

Three discussion groups were each asked to suggest risk appetites for the draft strategic goals listed below, using risk appetite categories developed by the Scottish Government:

Group 1

Strategic Goal 1: Open (changing times and economy, supply and demand need to respond or others will)

Strategic Goal 2: Hungry (if we don't do it someone else will, need to maintain a competitive edge, need to be ambitious)

Strategic Goal 4: Open (strive to improve student outcomes and the student experience)

Group 2

Strategic Goal 1: Open

Strategic Goal 2: Hungry

Strategic Goal 3: Moderate (needs balanced approach)

Strategic Goal 4: Adverse (avoid exposure for existing students, protect what we have already achieved)

Group 3

Strategic Goal 1: Moderate (uncertainty surrounding local economy)

Strategic Goal 2: Open (ready to explore)

Strategic Goal 3: Moderate

Ms McIntyre explained the proposal to develop a new College Risk Register, noting a new way to describe and present the identified risks. It was highlighted that some risks will be within the College's control to resolve, and for those that are not, mitigating actions will need to be identified.

The proposed scoring for the new Register was also explained. Mr Russell advised that the College needs to develop a common understanding of what 'significant' means, and that it is helpful to consider attaching a monetary value to the term to aid understanding.

Copies of a proposed format which could be adopted for the new Risk Register were tabled.

	<p><u>Workshop 2</u> The three Groups were asked to start to consider potential risks to the achievement of the draft strategic goals. Some proposed risks were then shared:</p> <p><u>Group 1</u> If the College fails to respond to the region’s economic and social needs, other providers will fill the space, College’s reputation will then suffer with NESCol becoming unattractive to students and potential students. Scoring – Likelihood 4 x Impact 4</p> <p><u>Group 2</u> If we don’t develop staff strategic objectives will not be achievable Scoring – Likelihood 4 x Impact 4 If we implement change too rapidly morale will drop Scoring – Likelihood 2 x Impact 3</p> <p><u>Group 3</u> If we don’t anticipate change in sufficient time then we have a curriculum not aligned to regional need and viewed as unresponsive, failure to meet Outcome Agreement with subsequent funding implications Scoring – Likelihood 2 x Impact 3</p> <p>It was noted that in the proposed new format for the Risk Register, risk appetites would be set for each strategic goal and would then be consolidated to define an overall general risk appetite statement. The Board will then debate and agreed the risk statement for the College.</p> <p>Attendees agreed that a new Risk Register should be developed and supported the proposed direction of travel.</p> <p>The Principal acknowledged that it will be a significant task to develop the new Register and this will involve the SMT working with the Leadership Team to identify the College’s key risks. It was agreed that the tabled proposed format should be adopted and that the new Register would be developed during AY017-18 and be rolled out to the College at the beginning of AY2018-19. It was noted that once the new Register is in place, risks will be monitored by the relevant Board Committee.</p>
<p>Session 6</p>	<p>Board Business</p> <p><u>Implementation of the Succession Planning Policy for Board Members</u> It was noted that the new policy had been approved at the Board Meeting held on 23 October 2017. Mr Milroy advised of the following in relation to the three current Board Member vacancies:</p> <ul style="list-style-type: none"> • Applicant information pack being refreshed • Area on website to be developed, to include a video from Regional Chair & Principal • Targeted covering letters to be issued to identified organisations/groups/networks to help increase diversity of applicants reflecting the Board’s recent signing up to the Partnership for Change Pledge • Vacancies to be advertised in New Year with the aim of appointments being made by end of March 2018, subject to Scottish Ministers approval.

Mr Milroy reported that the Term of Office of 5 current Members will cease at end of October 2018, with a further 3 coming to the end of their Terms at the end of February 2019. A date will be set in due course for Members to indicate if they wish to stand for reappointment. Mr Milroy confirmed that his own Term of Office would cease at the end of March 2018, and confirmed that he had indicated to the Scottish Government he would like to be considered for re-appointment. Mr Milroy advised that a meeting to determine the process for the next round of Regional Chair appointments was to be held shortly and Members would be updated in due course.

It was noted that going forward the skills mix of the Board should reflect the new strategy for the College. Mr Milroy advised the Board of a proposal for each Member to complete a self-assessment skills matrix. A draft pro forma was tabled for consideration.

It was noted that the SMT would be asked to advise of any desirable skills the Board should prioritise in terms of new Members in line with future significant developments at the College e.g. estates.

Board Member Networks

Mr Milroy asked attendees to consider "How can the College support Members to make best use of their individual networks?".

Ms Bell advised of how the College benefits from some of her networks, suggesting appropriate ways to raise issues, speak with College staff, share key contacts etc.

Board Member Ambassadors

Mr Milroy summarised a proposal to introduce an initiative to enable Members to establish a link and a relationship with curricular departments. It was noted that the proposal had recently been considered by the Board's Governance Steering Group where it was noted that this would form part of the Board's approach to developing and building the knowledge of Members. It was noted that, if implemented, clear parameters would be set and guidance will be provided to Members.

The three Groups took some time to consider the three issues further followed by a whole group discussion.

It was agreed that the proposed pro forma for the self-assessment skills matrix was comprehensive and appropriate, subject to some minor requested amendments. It was agreed the pro forma would be finalised and issued to Members for completion.

A discussion was held on the current skills mix of the Board with Members suggesting that it would be beneficial to consider the appointment of new Members with the following skills/backgrounds:

- Headteacher
- Estates
- Accountancy
- Entrepreneurship/Enterprise
- Business skills for different sectors
- Health
- Culture, travel and tourism.

It was agreed that if any current Members became aware of potential applicants for the vacancies they would direct them to the College website in

	<p>the first instance. It was suggested that a 'find out more' evening could also be held.</p> <p>The following considerations were also raised by Members:</p> <ul style="list-style-type: none"> • Development of a key facts/infographics document for Board Member reference to when discussing the College • Board Members to consider role as speakers at regional clubs and organisations, with a standard presentation/video prepared • Reinstate Board Member commentaries that were prepared for College newsletters • Board Members to be provided with annual calendar of events • Board Members to be provided with name badges that are clearly different from members of College staff. <p>It was agreed that a mapping exercise of Board Members current networks would be undertaken.</p> <p>It was also agreed that the Board Ambassadors initiative would be introduced as a voluntary pilot with interested Members advising which area they would be interested in learning more about. Members requested that 'Ambassadors' be replaced with a different term.</p>
<p>Session 7</p>	<p>Review of Strategy Event</p> <p>Attendees shared their views on the Event, positive feedback included:</p> <ul style="list-style-type: none"> • More structured and focused than past Events • Inclusion of workshop activities very effective • The ask of the Board was clear throughout • A feeling of achievement at the Event's conclusion • Helpful to define an agreed commonality of the sense of travel for the College • New layout of discussion groups rather than Board format preferred • New scheduling of Thursday and Friday instead of Friday and Saturday preferred • Useful to have Directors in attendance for Day 1. <p>The Principal thanked all for the high level of engagement throughout. Mr McIntyre noted that the Event was a key point in the College's strategic planning cycle, noting the following upcoming milestones:</p> <ul style="list-style-type: none"> • Strategic planning workshops as part of the All Staff Conference planned for January 2018 • Board consideration of the draft Strategic Plan 2018-2021 at its Strategy Event scheduled for April 2018 • Final approval of the new Strategic Plan in June 2018 • Publication of the new Strategic Plan when staff return after Summer break 2018. <p>Thanks were recorded to all the staff who had contributed to the Event by means of presentations, arrangements etc. The Students' Association were again thanked for their excellent presentation. Thanks were also recorded for RGU again allowing the Board to use its excellent facilities for the Event.</p> <p>Mr Milroy closed the Event commenting that it had generated very worthwhile discussions.</p>
	<p>Event concluded 1230 hours</p>

Session	Actions from Strategy Event	Responsibility	Deadline
2	Prepare Strategic Plan 2018-2021 <ul style="list-style-type: none"> Finalise strategic goals Identify strategic objectives Identify success indicators 	L McIntyre & SMT supported by P May	Draft to be considered at Regional Board Strategy Event April 2018, Final Plan to be approved June 2018
3	Progress development of new Business Development Strategy	N Cowie & D Abernethy	Strategy to be approved beginning of AY2018-19
5	Develop new Strategic Risk Register <ul style="list-style-type: none"> Identify risks linked to each strategic goal Set risk appetite for each strategic goal Set overall risk appetite statement 	L McIntyre & SMT supported by P May	New Risk Register to be published beginning of AY2018-19
6	Finalise and issue self-assessment skills matrix	P May	As soon as possible
	Initiate recruitment process for three current Board Member vacancies <ul style="list-style-type: none"> Refresh information pack Develop website area Advertise vacancies Issue targeted letters 	P May	Vacancies to be advertised early 2018, with appointments made by end of March 2018
6	Undertake mapping exercise of Board Member networks	P May	As soon as possible
6	Initiate pilot of Board Member Ambassador Initiative <ul style="list-style-type: none"> Participants and their areas of interest to be confirmed Guidance on operation of Programme to be prepared 	P May	As soon as possible

Signed:.....

Date:



REGIONAL BOARD
Meeting of 08 December 2017

REPORT BY THE REGIONAL CHAIR

The purpose of this report is to update the Regional Board on recent developments in the FE sector and at the College.

1	<p>Independent Review of Student Support</p> <p>The final report of the Independent Review of Student Support was published on 20 November 2017.</p> <p>The remit for the review was to “ assess the effectiveness of the system of support for all students engaged in further and higher education in Scotland, and make recommendations for beneficial change”. The remit also asked that the review group acknowledge the constraints on public funding and make connections with relevant policy development in other areas (e.g. the expansion of child-care provision).</p> <p>The report recommends a new social contract for students which will deliver:</p> <ul style="list-style-type: none"> • fair funding with a Minimum Student Income entitlement for Scottish domiciled students studying in Scotland, based on the Scottish Government’s Living Wage of £8,100 • parity of treatment for students of all backgrounds whether they are in further or higher education • clarity of systems and communications to ensure that students and parents fully understand the financial support available. <p>In return more students from diverse backgrounds will have the chance to become successful graduates, for the social and economic good of Scotland.</p> <p>A copy of the report can be accessed online - http://www.gov.scot/Publications/2017/11/3884/downloads</p>
2	<p>NESCol Stakeholder Events</p> <p>A very successful series of Stakeholder Events has been held. The Events were scheduled to enable the College to hear the views and ideas of local stakeholders on how best NESCol can continue to drive forward, as a Regional College in the North East of Scotland, the development and delivery of skills and learning in the region.</p> <p>A number of leads are being taken forward following discussions held at the Events, and due to their success the College will look to hold further Events in the future.</p>

Attendance at the Events was as follows:

Date	Stakeholder Group	Stakeholder Attendees	Board Member Attendees
20 October 2017	MPs & MSPs	7	6
03 November 2017	Aberdeen City & Shire Councillors	14	7
10 November 2017	Aberdeen City Head Teachers	13	7
23 November 2017	Public Bodies	8	7
30 November 2017	Aberdeenshire Head Teachers	4	4

3

Attendance at Meetings – Regional Chair

The Regional Chair has attended various meetings since the last Board Meeting, including:

- Informal meeting with the newly appointed Chair of the SFC,, Dr Mike Cantlay
- In the role of Chair of the Colleges Scotland Board, a new Strategic Futures Group for Colleges involving both the Scottish Government and the SFC
- NESCol's Governance Steering Group
- Joint Dinner with the NESCol Regional Board and RGU's Board of Governors.



REGIONAL BOARD
Meeting of 08 December 2017

REPORT BY THE PRINCIPAL

The purpose of this report is to provide the Regional Board with information relating to key developments since its last meeting.

1	<p>National Collective Bargaining Update</p> <p>Following a round of recent meetings of both the lecturers side and the support side of the NJNC, we are, at the time of writing, awaiting an update and communications briefing from the Employers' Association.</p> <p>In relation to the lecturers side, we believe that all outstanding elements of the May 2017 agreement are now agreed but we have yet to receive official confirmation of that. In relation to the support side, the main element under discussion is the process towards implementation of a national job evaluation system for College support staff.</p> <p>The outstanding matter remains the issue of the 2017-18 lecturers pay claim. This will be discussed at a meeting of the Employers' Association on 11 December 2017.</p> <p>A further update on emerging issues and breaking news will be provided at the meeting of the Regional Board on 08 December 2017.</p>
2	<p>Flexible Workforce Development Fund (FWDF) Update</p> <p>The SFC has confirmed that the deadline for the College receiving FWDF proposals from employers has been extended from 15 December 2017 to 28 February 2018. In addition, the SFC has indicated to colleges that training has to have started, but no longer needs to be completed by, 30 June 2018.</p> <p>The College has 321 organisations on its FWDF mailing list. All of these employers have been contacted in writing and many have also received follow-up phone calls to confirm information relating to the FWDF offer.</p> <p>Business and Community Development (BCD) staff are meeting face-to-face with clients to assist the College's efforts and the Aberdeen and Grampian Chamber of Commerce (AGCC) is, somewhat helpfully, promoting the fund to its customer base. Some initial discussions have taken place with ASET and leads which specifically relate to ASET activity have been passed over for ASET's consideration.</p> <p>Momentum now appears to be increasing with more regular contacts coming directly from customers. Formal FWDF proposals have now been received from 5 major employers including NHS Grampian, Score and Macduff Shipyards. Active communication is on-going with 40</p>

	<p>reasonably diverse employers including Schlumberger, John Clark (Aberdeen) Limited and Cornerstone Community Care.</p> <p>The extended deadline for proposals now makes the College target for FWDF seem more achievable. However, it is important to note that the delivery of programmes will follow soon and this will require considerable cross-College effort to deliver to the prescribed timescale.</p>
3	<p>ITCA</p> <p>On 15 November 2017, the College received notification that ITCA (an Aberdeen-based Training Provider) had gone into receivership. One significant and contributory factor seems to have been a £90k increase in rates for the organisation. ITCA has approximately 100 Engineering, 25 Business/Admin and 24 Logistics Management apprentices.</p> <p>The College is working with ITCA and Skills Development Scotland (SDS) to offer support and to provide continuity for employers and students.</p> <p>Employers with apprentices supported through ITCA had until 24 November to nominate an alternative training provider, otherwise SDS would allocate them to various regional training providers based on current contract performance. As NESCol's contract performance has been positive, we are hopeful that additional MA activity and new employers will come to the College in due course.</p>
4	<p>First Impressions Survey</p> <p>The College's First Impression Survey for AY2017-18 was recently undertaken, with 79% of students responding. Overall, 96% of students stated that they are satisfied with College with 95% enjoying the teaching so far. The College made some changes to the Induction process and this has had a positive impact with 96% of students stating that their first day was welcoming and informative.</p>
5	<p>Retention Audit</p> <p>The College will carry out a full review of its curriculum offer in line with the strategic positioning of each campus within its regional location and economic environment. A key element to this review is curriculum performance in relation to Key Performance Indicators (KPIs) and the expectation of the SFC for the College to improve its KPI's especially at FE level.</p> <p>To address this, the College will look to develop a framework that will focus on the four areas of Access, Retention, Attainment and Progression, and to benchmark with other colleges. The audit will explore current retention policies and practices, seek to benchmark against those who are significantly above national averages, identify evidence of excellence that can be shared, and make significant improvement to our outcomes.</p>
6	<p>Gateway to Medicine</p> <p>The College is working in partnership with University of Aberdeen on a widening access initiative to the Medical School. The first cohort of 21 students is progressing well through their College units and are due to complete their timetabled classes at College in January 2018.</p>

	<p>The initiative was originally funded for one year only, however, following a successful Scottish Government visit in October, we have been very pleased to hear the funding is to be continued to support a second group in AY2018-19.</p>
7	<p>SilverNote Following on from the success at the SQA Star Awards, the College's Music and Sound Enterprise, SilverNote, was successful in winning a second award. On 23 November 2017, SilverNote were presented with first prize for Essential Skills Development from the College Development Network (CDN).</p>



REGIONAL BOARD
Meeting of 08 December 2017

REPORT BY COMMITTEE CHAIRS

The purpose of this report is to provide the Regional Board with information relating to business conducted at the most recent meetings of its Committees.

At the meeting of 08 December 2017, Committee Chairs will be provided with an opportunity to bring matters considered at these meetings to the attention of Members. Members will also be provided with an opportunity to seek further information on business that has been transacted.

1	<p>The following meetings have been held since the last meeting of the Regional Board</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 5px;">Committee</th> <th style="padding: 5px;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Curriculum & Quality</td> <td style="padding: 5px;">08 November 2017</td> </tr> <tr> <td style="padding: 5px;">Audit & Risk Committee</td> <td style="padding: 5px;">21 November 2017</td> </tr> <tr> <td style="padding: 5px;">Finance & Resources</td> <td style="padding: 5px;">21 November 2017</td> </tr> </tbody> </table> <p>Copies of the draft minutes from the above meetings have been made available in the Regional Board’s Collaborative Space on COLIN.</p>	Committee	Meeting Date	Curriculum & Quality	08 November 2017	Audit & Risk Committee	21 November 2017	Finance & Resources	21 November 2017
Committee	Meeting Date								
Curriculum & Quality	08 November 2017								
Audit & Risk Committee	21 November 2017								
Finance & Resources	21 November 2017								

2	<p>Curriculum & Quality Committee – 08 November 2017</p> <p>Summary of key business</p> <ul style="list-style-type: none"> Performance Reporting: Curriculum Activity, KPIs AY2016-17, and Courses for Concern & Most Improved Report AY2016-17 Transitions Annual Report Digital Futures Project Update Students’ Association Activity Report Internal Reviews AY2016-17 – Admissions, & Timetabling Internal Reviews AY2017-18 – Support Delivery, Learning Development, & Care. <p>In addition to the above, the Committee received two presentations:</p> <ul style="list-style-type: none"> School of Creative Industries, Computing, ESOL & Business Enterprise MyNESCol Website and App. <p>Agreed actions</p> <ul style="list-style-type: none"> College Level Review AY2016-17 & Enhancement Plan AY2017-18 to be considered at Committee’s meeting scheduled for January 2018 Awaited AY2016-17 articulation figures for universities which the College has articulation agreements to be provided to the
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	Committee when available (Figures already provided for RGU and University of Aberdeen).										
3	<p>Audit & Risk Committee – 21 November 2017</p> <p>Summary of key business</p> <ul style="list-style-type: none"> • Annual Meeting with External and Internal Auditors without the presence of College management • Audit Certification of Year-end Returns • Financial Statements for the Year to 31 July 2017, considered jointly with Finance & Resources Committee. <p>Agreed actions</p> <ul style="list-style-type: none"> • Minor amendments to EY Annual Audit Report of the Financial Statements for the Year to 31 July 2017. 										
4	<p>Finance & Resources Committee – 21 November 2017</p> <p>Summary of key business</p> <ul style="list-style-type: none"> • Financial Statements for the Year to 31 July 2017, considered jointly with Audit & Risk Committee • Estates Development and Backlog Maintenance Update • The Cole Report – Consideration of Findings • Campus Estate – External Cladding and ACM Content • Performance Reporting - Financial Status, Student Funding, and Monthly Financial Statements. <p>Agreed actions</p> <ul style="list-style-type: none"> • Information to enable Committee to agree how it wishes to monitor the College’s Commercial and non-SFC income to be prepared • Committee to be advised of outcome of the SFC’s consideration of funding further development of NESCol’s Full Business Case for the redevelopment of the Aberdeen City Campus • Future Performance Reports to include information on actions and timescales for addressing variances. 										
5	<p>The Committees will next meet as follows:</p> <table border="1" data-bbox="507 1563 1230 1756"> <thead> <tr> <th>Committee</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Curriculum & Quality</td> <td>24 January 2018</td> </tr> <tr> <td>Finance & Resources</td> <td>24 January 2018</td> </tr> <tr> <td>Audit & Risk</td> <td>18 April 2018</td> </tr> <tr> <td>Human Resources</td> <td>18 April 2018</td> </tr> </tbody> </table>	Committee	Meeting Date	Curriculum & Quality	24 January 2018	Finance & Resources	24 January 2018	Audit & Risk	18 April 2018	Human Resources	18 April 2018
Committee	Meeting Date										
Curriculum & Quality	24 January 2018										
Finance & Resources	24 January 2018										
Audit & Risk	18 April 2018										
Human Resources	18 April 2018										



REGIONAL BOARD	
Meeting of 08 December 2017	
Title: Draft Outcome Agreement 2018-19	
Author: Pauline May	Contributor(s): Liz McIntyre Senior Management Team
Type of Agenda Item:	
For Decision	<input checked="" type="checkbox"/>
For Discussion	<input type="checkbox"/>
For Information	<input type="checkbox"/>
Reserved Item of Business	<input type="checkbox"/>
Purpose: To enable the Regional Board to consider the draft Outcome Agreement 2018-19.	
Linked to Strategic Aim:	
1 To create personal and business growth through learning	
2 To provide accessible programmes of study that lead to positive outcomes for students	
3 To achieve maximum impact from the available resources	
Linked to Annual Priority:	
Executive Summary:	
<p>Since AY2012-13 the College has been required to sign an annual Outcome Agreement with the Scottish Funding Council (SFC). Outcome Agreements are intended to enable the SFC and colleges to demonstrate the impact of the college sector and its contribution to meeting Scottish Government priorities. The Outcome Agreement is also a funding contract between the SFC and each region.</p> <p>As in previous years, the SFC has issued College Outcome Agreement Guidance - http://www.sfc.ac.uk/publications-statistics/guidance/guidance-2017/SFCGD212017.aspx</p> <p>Outcome Agreements must also take cognisance of the Ministerial Letters of Guidance:</p> <ul style="list-style-type: none"> • March 2017 http://www.sfc.ac.uk/web/FILES/AboutUs/SFC_Letter_of_Guidance_2017-18.pdf • October 2017 - http://www.sfc.ac.uk/web/FILES/AboutUs/Outcome_Agreement_Guidance_Letter_2018-19.pdf 	

The timeline for the Outcome Agreement 2018-19 is as follows:

Activity	Deadline
Well-developed draft Outcome Agreement submitted to SFC	15 December 2017
Feedback on draft from SFC	By 31 January 2018
2018-19 Indicative funding allocations announced	February 2018
2018-19 Final funding allocations announced	April 2018
Final Outcome Agreement submitted	By 30 April 2018
Publication of Outcome Agreements	May/June 2018

The College's draft Outcome Agreement 2018-19 is presented in a different format to past NESCoI Outcome Agreements. This Agreement contains three main sections – the regional context, details of how the College will address the SFC's national priority 1, and a national measures data table which details the College's targets for the planning period AY2018-19 to AY2020-21.

The new format of the document has been adopted to present clear measurable outcomes the College plans to achieve during the planning period. The format also enables the College to better demonstrate clear links between its planned activities and developments and the targets set within the national measures data table.

The draft Outcome Agreement 2018-19 has been prepared by the Principal and Head of Strategy & Planning with significant input from the Senior Management Team. The targets contained in the national measures data table were agreed following discussion at a meeting of the Senior Management Team.

A copy of the first draft of the Outcome Agreement AY2018-19 will be circulated to Members under separate cover prior to the meeting on 08 December 2017.

Recommendation: It is recommended that the Board consider, and if so minded, support the submission of the draft Outcome Agreement 2018-19 to the SFC.

Previous Committee Recommendation/Approval (if applicable):

None

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence: The Outcome Agreement provides detailed information on the College's approach to equality & diversity and access & inclusion. The document also includes targets in relation to widening access,



REGIONAL BOARD	
Meeting of 08 December 2017	
Title: Whistleblowing Policy	
Author: Pauline May	Contributor(s): Liz McIntyre Kimra Donnelly, Director HR & OD
Type of Agenda Item:	
For Decision	<input checked="" type="checkbox"/>
For Discussion	<input type="checkbox"/>
For Information	<input type="checkbox"/>
Reserved Item of Business	<input type="checkbox"/>
Purpose: To enable the Regional Board to consider the College's Whistleblowing Policy.	
Linked to Strategic Aim:	
Linked to Annual Priority:	
Executive Summary: The Policy, attached as Appendix 1, has been reviewed with no significant required amendments identified. The Director of HR & OD has confirmed that the Policy continues to reflect good practice. Members will be aware of the current fundamental review of all College policies currently being undertaken. It is felt however that due to the nature of this Policy it is important to ensure that it remains up-to-date and is accessible by staff rather than to wait for the review to be completed. The Board are therefore being asked to consider the attached.	
Recommendation: It is recommended that the Board reapprove the Whistleblowing Policy.	
Previous Committee Recommendation/Approval (if applicable): None	
Equality Impact Assessment:	
Positive Impact	<input checked="" type="checkbox"/>
Negative Impact	<input type="checkbox"/>
No Impact	<input type="checkbox"/>
Evidence: See EIA attached to Policy.	

Whistleblowing Policy

Agenda Item 49-17
Appendix 1



Ref: HR32

Whistleblowing Policy

Review Date: July 2017

1. The Policy

Members of staff will often be the first to be aware of misconduct which may turn out to be fraudulent, or demonstrates corruption, professional malpractice or some other form of dishonesty.

North East Scotland College is committed to providing the means by which an individual may raise serious concerns which he/she may have about malpractice or corruption in the workplace. Members of staff are assured that genuine concerns which are raised without malice will be investigated. This policy outlines the means by which staff may raise concerns without fear of reprisal or victimisation.

This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Definition of Malpractice or Corruption

This policy is not intended to provide a means for staff to express any dissatisfaction with their personal circumstances. Such matters should be raised under the College's Grievance Procedure. Rather, this policy is intended to provide a way by which malpractice or corruption may be reported in confidence, and without fear of reprisal.

The College regards malpractice and corruption to include (but not limited to):

- (a) criminal activity;
- (b) failure to comply with any legal obligation or regulatory requirement;
- (c) miscarriages of justice;
- (d) danger to health and safety;
- (e) damage to the environment;
- (f) bribery under our Anti- Bribery Policy;

- (g) financial fraud or mismanagement;
- (h) negligence;
- (i) unauthorised disclosure of confidential information;
- (j) the deliberate concealment of any of the above matters.

3. The Procedure

All matters raised under this policy will be treated in the strictest confidence.

The procedure for raising a concern under this policy is as follows:

- (a) Concerns should be raised using the College's Whistleblowing Form – a copy of which is attached to this policy. Alternatively concerns can be raised orally with the individuals detailed below or with the [Director of HR & OD/Head of Human Resources](#).
- (b) Wherever possible, member of staff should raise the matter in the first instance with the ~~Vice-Principal (HR)~~, or ~~another~~ member of the Senior Management Team.
- (c) If there is a reason why a member of staff cannot raise the matter with the ~~Vice-Principal (HR)~~, or ~~another~~ member of the Senior Management Team, (e.g. where the matter is more serious, or the individual feels their complaint has not been addressed, or if the concern is about the ~~Vice-Principal (HR)~~ or ~~another~~ member of the Senior Management Team) the matter should be raised with the Principal Secretary to the Board who will inform-

~~If the complaint is against the Principal, the matter should be raised with-~~ the Chair of the College's [Regional Board of Management](#).
- (d) The allegations will then be investigated. This will normally include meeting with the individual to discuss their concerns. The individual may bring a colleague or union official/representative to this meeting should they wish, providing any such companion respects the confidentiality of the disclosure and any subsequent investigation.

- (e) The Principal (or where appropriate Chair of the [Regional Board](#)) will then decide what action (if any) is to be taken. Action could include referral to the police/other relevant authorities or the instigation of the College's Disciplinary Policy.
- (f) The Principal (or Chair where appropriate) will write to the individual who raised the matter and inform him/her of the outcome of the investigation where possible, which should be treated in confidence. However, sometimes the need for confidentiality may prevent the College giving the individual specific details of the investigation or outcome.
- (g) If the individual is dissatisfied with the outcome, he/she may address his/her concerns to the Secretary to the Board ~~of Management~~ who will refer the matter to the appropriate [Board Committee](#).

4. External Disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases individuals should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for a member of staff to report their concerns to an external body such as a regulator. It will very rarely, if ever, be appropriate to alert the media. The College strongly encourages individuals to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are below:

Helpline: (020) 7404 6609

E-mail: whistle@pcaw.eeorg.uk

5. Confidentiality

The College hopes that staff will feel able to voice whistleblowing concerns openly under this policy. However, if an individual wants to raise their concern confidentially, we will make every effort to keep their identity secret. If it is necessary for anyone investigating their concern to know your identity, we

Whistleblowing Policy

will discuss this with you.

However, the College does not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from the individual raising the complaint. It is also more difficult to establish whether any allegations are credible.

6. False Accusations

Abuse of this policy by staff members making false or malicious allegations or with a view to personal gain will be regarded as a serious offence and subject to disciplinary action (up to and including dismissal). This policy does not in any way prevent an individual seeking redress at law against anyone making false allegations against him/her.

7. Victimisation

It will be a disciplinary offence to victimize, discriminate or otherwise subject a member of staff to a detriment who has raised a genuine concern under the terms of this policy.

If a member of staff believes that they have suffered any such treatment, they should inform the ~~Vice-Principal (HR)~~, or another member of the Senior Management Team, immediately. If the matter is not remedied the individual should raise it formally using the College's Grievance Procedure

Status:	Final <u>Draft for reapproval</u>
Approved by:	Regional Board of Management
SMT Sponsor:	Vice-Principal HR
Date of version:	July 2015 <u>December 2017</u>
Responsibility for Implementation/Review:	VP HR <u>Principal</u>
Review date:	July 2017 <u>December 2019</u>
EIA Date:	June 2016 <u>December 2017</u>

Form for making a public interest disclosure (whistleblowing)

This form is intended for use by any individual working for North East Scotland College (including employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers) who wishes to raise an issue about wrongdoing in the workplace.

This form should be used to report wrongdoing within the College (for example, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached).

If you are unsure about whether your concerns are best dealt with under the College's Whistleblowing Policy or Grievance Policy, please read the College's Whistleblowing Policy, which provides examples of the issues that should be reported using this form. If, having read the Whistleblowing Policy, you remain unsure about which procedure to use, please consult the ~~Vice-Principal (HR)~~, or ~~another~~ member of the Senior Management Team, for further advice.

Once you have submitted this form, the College's Whistleblowing Policy will be invoked. This will result in an investigation, which will involve anyone you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the College will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and delivered to the appropriate individual as outlined in the Whistleblowing Policy in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

Whistleblowing Policy

Formal public interest disclosure (whistleblowing)	
Employee's name:	
Employee's job title:	
Employee's department:	
Date:	
Does your public interest disclosure relate to a member of the senior management team?	Yes/No
Summary of disclosure:	
<p>Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.</p>	
Individuals involved:	
<p>Please provide the names and contact details of any people involved in your concerns, including witnesses.</p>	

Whistleblowing Policy

Outcome requested:	
<p>Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.</p>	
Declaration:	
<p>I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the College taking disciplinary action against me.</p>	
Form completed by:	
Signature:	
For completion by the College:	
Date form received by the College:	
Name of recipient and job role:	
Signature:	

Equality Impact Assessment (EIA) Form

Part 1. Background Information. (Please enter relevant information as specified.)

Title of Policy or Procedure. Details of Relevant Practice:	Whistleblowing Policy
Person(s) Responsible.	Principal
Date of Assessment:	12/10/2017
What are the aims of the policy, procedure or practice being considered?	Please see section 1 of the Whistleblowing Policy
Who will this policy, procedure or practice impact upon?	The Policy applies to all employees, officers, consultants, contractors, volunteers, casual workers and agency workers within NESCol.

Part 2. Public Sector Equality Duty comparison (Consider the proposed action against each element of the PSED and describe potential impact, which may be positive, neutral or negative. Provide details of evidence.)

Need	Impact	Evidence
<ul style="list-style-type: none"> • Eliminating unlawful discrimination, harassment and victimisation. • Advancing Equality of Opportunity • Promoting Good relations. 	<ul style="list-style-type: none"> • This Policy applies equally to all staff irrespective of protective characteristics. • Support to raise concerns without fear of reprisal or victimisation. • All information is on the Intranet – arrangements need to be in place for staff unable to use these medium –e.g. visually impaired. 	<p>Consulted with LJNC.</p> <p>Government Regulations.</p>

Part 3. Action & Outcome (Following initial assessment, describe any action that will be taken to address impact detected)

Assistance will be given by HR and Management for any reasonable adjustments in applying this Policy.

Sign-off, authorisation and publishing	
Name:	Kimra Donnelly
Position:	Director of HR & OD
Date of original review:	06/06/2016
Date EIA last reviewed:	12/10/2017



REGIONAL BOARD	
Meeting of 08 December 2017	
Title: Health and Safety Annual Report	
Author: Roddy Scott	Contributor(s): Colin Beattie, Head of Health, Safety and Security
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide information to the Regional Board on health and safety arrangements in the College.	
Linked to Strategic Aim:	
Linked to Annual Priority:	
Executive Summary: The report attached as Appendix 1 provides information that demonstrates that the College has an effective health and safety management system in place to meet its obligations to students and staff.	
Recommendation: It recommended that the Board note the contents of the attached report.	
Previous Committee Recommendation/Approval (if applicable): Not applicable	
Equality Impact Assessment: Positive Impact <input type="checkbox"/> Negative Impact <input type="checkbox"/> No Impact <input checked="" type="checkbox"/> Evidence:	

North East Scotland College

Health and Safety Report

2017

The report gives details of the health and safety management system within the College. It summarises the College's organisation and arrangements in place to deliver the Health and Safety Policy together with relevant performance data, including statistics and benchmarking in relation to both accidents reportable to the Health and Safety Executive (HSE) and non-reportable accidents.

The following report provides a summary of the key points relating to the health and safety function in the year to date, it also covers enforcement action and commentary on health and safety operations during the year including the following:

- Fire safety management
- Statutory compliance
- Policy and legislation
- Accident benchmarking
- Health surveillance.

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

- The College received no HSE Notices for this period.
- North East Scotland College is still the **first and only college** in the Scotland to achieve the Royal Society for the Prevention of Accidents (ROSPA) President's Award (for 14 years gold medal achievement of "outstanding performance in health and safety at work"). This accolade can be used to demonstrate the College's health and safety record, when attempting to gain contracts from organisations such as OPITO and without doubt obtain reduced insurance premiums.
- Increased collaboration and early intervention in estates projects, new works and design.
- The College has achieved re-accreditation of the Healthy Working Lives Gold Award.
- The College continues to be certified to BS OHSAS 18001 (This external standard of excellence for occupational health and safety assessment has been in place since 2009).
- Four defibrillators were purchased and provided to the College First Aid Team, all first aiders have been trained in their use.
- The first aid recovery room in the South Block of the Aberdeen City Campus has proved to be popular and greatly assists the First Aid Team when dealing with individuals requiring a more confidential approach to health related issues.

Health and Safety Risk Management

Control of risk is achieved through co-ordinated action by all members of the College community, which also includes robust management of any contractors working for the College. To this end, the control of contractors has been reviewed this academic term and there are stringent checks undertaken with the regards to control of contractors on College sites with liaison taking place between the relevant Schools, Facilities Management Team and the Health and Safety Department if and when contractors are on site.

Health and safety inspections are carried out throughout the year and there was a 100% completion rate of the Health and Safety Departments inspection programme.

The College's insurers undertake biannual reviews of property and health and safety. These reviews provide valuable external assessment of day-to-day operating risk and the effectiveness of mitigation measures. The most recent review, undertaken in November 2017, provided evidence that the College continues to operate strong and effective controls.

1. HEALTH & SAFETY

1.1 Accidents

Table 1, Total number of accidents at NESCol

All Accidents	2013	2014	2015	2016	2017
	77	43	45	40	25

Table 2, Accidents reportable to the HSE

RIDDOR ¹	2013	2014	2015	2016	2017
	11	4	6	8	1

Accident Incidence Rate (AIR)

This following is probably the most widely used formula for recording risk. It is defined as the number of accidents, in a period, per thousand at risk.

This allows a benchmark to be established for organisations with the same core business but differing numbers of staff and accidents etc.

¹ RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require those in control of premises to report specified workplace incidents.

$$\frac{\text{Number of accidents}}{\text{Average number of people at risk}} \times 1000$$

Table 3 Accident Incident Rates (AIR) at NESCol in relation to Sector Average

Incident rate per 1000 at risk

Accident Incidents rates (AIR) at NESCol	2013 3.70	2014 2.05	2015 2.14	2016 1.90	2017 1.19
Accidents Incident Rates (AIR) in FE sector	4.78	4.10	4.74	4.62	3.90

Near Miss Reporting

28th August 2017 – 1st December 2017 = 4 Reports

The College has a procedure, so staff can raise issues of concern formally on an Incident, Hazard/Near Miss Report Form.

The following information relates to reports sent to the health and safety department in AY 2017-18.

1) 12/09/2017 – School release student was given a task to remove brake calliper/pads by a lecturer. Task had been explained thoroughly but due to a lack of understanding and a possible lack of concentration by the student, the lecturer stopped the task when it was noticed they weren’t completing the task correctly and were told this may have resulted in an accident. All students were reminded of the possible repercussions of their behaviour.

2) 07/10/2017 – A janitor reported that the waste compactor unit used to compact College waste was incorrectly positioned beside the waste bins. There was a risk to the operator. The binds were repositioned and instructions given to relevant staff on the importance of correct positioning.

3) 12/10/2017 – A janitor observed large object on flat roof of Hair & Beauty Department. A roof drain cover had become dislodged from its mounting. Due to close proximity to public footpath this was reported and removed.

4) 31/10/2017 – Bunzle van reversing up the lane between East Block and Dino’s. This vehicle was driving against the College’s one-way flow of traffic. This was reported and the driver reminded of the correct flow of traffic.

1.2 Fire Safety

The College is required to comply with fire safety legislation which includes a continual programme of fire risk assessments of all College properties; any scheduled evacuations and monitoring of unscheduled evacuations; input into building/maintenance projects; general fire advice and guidance for external events held on college premises; and training and information for all staff, students and visitors. There has been a large increase in College fire risk assessments carried out by the Health and Safety Department, this has been due to the improvements made across the College campuses such as the work completed on the new students advice centre, the library and reception area upgrades in the Aberdeen City Campus and various works completed at Fraserburgh Campus. For the year under review fire safety was managed efficiently and effectively.

1.3 Statutory Compliance

Health and Safety Executive Notices

The College had no Fee for Intervention Notices, Prohibition or Improvement Notices issued from the Health and Safety Executive (HSE).

The HSE now operates a Fee for Intervention (FFI) cost recovery scheme, which came into effect on 1 October 2012. Under The Health and Safety (Fees) Regulations, organisations who break health and safety laws are liable for recovery of HSE's related costs, including inspection, investigation and taking enforcement action.

Health & Safety Notices issued by the Health and Safety Team

As part of our proactive monitoring procedures, notices can be served by the College Health and Safety Team during their routine visits to work areas within the College or when a hazardous situation is observed or highlighted that requires immediate action. A full investigation and report is then carried out by the Health and Safety Team.

One notice relating to Motor Vehicle activities at Altens Campus was raised during this review period and a set of remedial actions were identified and put in place to reduce the unsafe conditions found during the inspection. *(The unsafe conditions identified related to poor housekeeping, over population of work area with vehicles and safe walkways were found to be obstructed)*

1.4 Health and Safety Policy and Legislation

The Health and Safety Team have an ongoing rolling programme of updating the College health and safety policies in line with current legislation. To date, 60% of the policy and procedural documents have been reviewed, this is in line with the requirements of the review period. This ensures College policies and procedures are current, correct and provide the appropriate advice to staff.

Policies and procedures reviewed during this year, included;

- Health and Safety at Work Policy

- Driving at Work Policy
- CCTV Policy
- Control of Noise at Work Procedure
- Health and Safety Management Review Procedure
- Meningitis Awareness Procedure
- Mobile Phone Procedure
- Permit to Work Procedure
- Lone Worker Procedure
- Safety Lifts and Hoists Procedure
- Safe Use of Lasers Procedure
- Provision of Prescription Spectacles (Display Screen Regulations)
- Legionella Control Procedure
- Central Health and Safety Committee Procedure
- Manual Handling Procedure
- Pressure Systems and Safety Regulations Procedure
- Control of Contractors Procedure
- Control of Substances Hazardous to Health Procedure.

Co-operation and Communication

Co-operation between the College, its staff and the learners is fostered through the Central Health and Safety Committee. The Committee membership was reviewed this academic term to ensure all areas of the College were represented. The Committee meets once per academic term. Employee and Learner views are represented by an active team of Trade Union Safety and Student Union Representatives sitting on this Committee.

Workplacement Vetting

North East Scotland College has legal, moral and contractual obligations with regards to its learner's health, safety and welfare whilst they are engaged with employers for the purposes of work based learning and work experience. The Health and Safety Department undertake biennial health and safety inspections of proposed providers to ensure suitable arrangements in place, that the relevant level of insurances are in place and as a result of these inspections maintain a database of the approved placement providers.

Food Safety

The Health and Safety Team works with Aramark (College catering contractor) and management teams from the Hospitality and Service areas to ensure high standards of food safety and hygiene are in place. This is achieved through regular meetings and inspections. The College's Health and Safety Department has a qualified Food Hygiene Inspector within its team who conducts monthly kitchen inspections. To date this initiative has ensured full compliance with all external Environmental Health Department Audits. Aramark are also audited by an external specialist, Ideal Catering Consultancy (ICC) this further improves food standards and the quality of service within all College food outlets.

1.5 Health Surveillance

College staff are required to attend and co-operate with health surveillance and inform North East Scotland College of any medical condition that may affect potential to complete work safely, or suspect may have been caused or exacerbated by their work activity.

Frequency of Health Surveillance

Initial health surveillance is undertaken within six weeks of commencement of post to:

- provide a baseline against which subsequent changes can be compared;
- identify pre-existing conditions not attributable to this employment;
- dictate frequency of health surveillance.

Skin Surveillance

Skin surveillance is in place where there is recognised risk of occupational skin disease by staff as defined in COSHH 2002, Regulation 11.

Under the Control of Substances Hazardous to Health Regulations 2002 (amended 2004) and Health and Safety at Work Act 1974. North East Scotland College has an obligation to assess the risk of exposure to such substances and identify employees who are at risk of skin damage.

Employees identified as at risk attend the Occupational Health Department for a skin check on an annual basis, consisting of completion of a health questionnaire followed by a consultation and assessment of skin. Purpose of this review is to identify as early as possible any indications of disease or adverse changes related to exposure, so that steps can be taken to treat skin condition and to notify regarding future management.

Respiratory Health Surveillance

Lung function testing is measured during an assessment of fitness to work as part of the College programme for respiratory health surveillance.

Respiratory health surveillance is required under COSHH 2002, Regulation 11, for employees exposed to known respiratory sensitizers to identify incidence of occupational asthma as early as possible.

Audiometry

Screening for hearing loss is required under the Control of Noise at Work Regulations 2002. The aim of the Regulations is to ensure workers are protected from associated risks to health caused by noise.

Health surveillance is required for all employees exposed at the upper action value (85dB) and those workers at increased risk between the lower and upper action values (80dB-85dB.)

College employees exposed to noise at their work area must undergo audiometric health surveillance screening. Audiometric testing is undertaken to measure

changes in hearing thresholds to detect deterioration before the individual is aware of any deficit. Results will enable the College to classify category of hearing ability in accordance with the HSE categorisation scheme and indicate if any additional action or referral is required.



REGIONAL BOARD	
Meeting of 08 December 2017	
Title: Board Member Recruitment	
Author: Pauline May	Contributor(s): Governance Steering Group
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide the Regional Board with information on the process to be adopted to fill the current Board Member vacancies.	
Linked to Strategic Aim:	
Linked to Annual Priority:	
Executive Summary: The Regional Board currently has three non-executive Board Member vacancies. The Governance Steering Group at its meeting held on 09 November 2017 agreed the following in terms of the recruitment process to be adopted: <ul style="list-style-type: none"> • The current Board Member applicant information pack will be refreshed to reflect sector developments and changes related to the operation of the NESCol Regional Board and its Committees. • A dedicated area on the College’s website will be created for potential applicants to be directed to. This will contain the information pack, application form, a video featuring the Regional Chair and Principal and quotes from current Board Members. Other relevant supporting information will also be made available. • The current skills mix of the Regional Board will be reviewed. This will include consideration of the self-assessment skills matrix Board Members recently each completed. The SMT will also be asked their views on desirable future skills for the Board which are aligned to upcoming developments and priorities. • The vacancies will be advertised in New Year. This will include advertising in the local press, the Scottish Government Public Appointments website and appropriate stakeholder websites – AGCC, SCDI. Consideration will also be given to the holding of an information evening for potential applicants. 	

- The College's commitment to the Scottish Government's Partnership for Change Pledge – 50/50 by 2020.
- Targeted letters advising of the vacancies and highlighting the benefits of being a Board Member will be sent to organisations/groups/networks to help increase diversity of applicants.
- The College's HR Department will support the Secretary to the Board with the applications process.
- It is hoped that appointments will be made to enable the vacancies to be filled by the end of March 2018, subject to Scottish Ministers approval.

A copy of the Recruitment and Selection Policy for Board Members can be accessed in the Regional Board's Collaborative Space on [COLIN](#).

Recommendation: It is recommended that the Board note the information provided.

Previous Committee Recommendation/Approval (if applicable):
None

Equality Impact Assessment:

Positive Impact

Negative Impact

No Impact

Evidence: The recruitment and selection process will be undertaken in a manner that promotes equal opportunities and encourages diversity.