Room A204, Alloa Campus (commencing at 4.30pm)

Present:	Mrs Beth Hamilton (Chair)
	Mrs Fiona Campbell
Apologies:	Mrs Anne Mearns
	Mr Steven Tolson
In Attendance:	Mr Andrew Lawson, Associate Principal and Executive Director, HR and Operational Effectiveness
	Mr Steven Still, Head of HR
	Mr Stephen Jarvie, Corporate Governance and Planning Officer
	Mrs Claire Shiels, Head of Facilities Management and Health and Safety (for item H/15/013 only)

H/15/010   Declarations of Interest

None.

H/15/011   Minutes of meeting held on 10 November 2015

Members did not highlight any changes to the minute of the 10 November 2015 meeting. As this meeting is not quorate, final approval of the minute is deferred to the next committee meeting.

H/15/012   Matters arising

a) H/15/009 Any Other Competent Business

The Chair noted that an update on the second staff cultural survey would be provided under H/15/014

H/15/013   Health and Safety Update

The Head of Facilities Management and Health and Safety presented a report outlining the College's progress with Health and Safety and sustainability.

She confirmed that the College was on track to meet its accident targets for the year.

She outlined the reduction in the cuts and lacerations category and described the changes to practice which accompanied this.

She also noted that the College was on target for all sustainability PI's.

Members requested further information on how the College ensures staff in particular roles undertakes the necessary compliance training.

The Head of Facilities Management and Health and Safety and the Head of HR outlined the process used to ensure both new staff undertook this training and that existing staff undertake refresher training at required intervals.

a)   Members noted the content of the report

H/15/014   Update on Second Cultural Survey

The Associate Principal and Executive Director – HR and Operational Effectiveness circulated a draft version of the survey report for comment. He noted that the report was still being finalised and that the final version would be taken to the Board later in the month for approval.

He highlighted the positive engagement and comments along with the main themes for negative comments. He confirmed that comments had been aggregated and were being used as the basis for developing an action plan.

He confirmed that the action plan would be brought to a future meeting of the committee.

Members queried the response rate of staff (54%) and asked if the College had promoted the survey fully.

The Associate Principal and Executive Director – HR and Operational Effectiveness confirmed that the survey had been widely publicised but that the College would look to improve on this response rate when the next cultural survey is undertaken in 2 years time.

a)   Members noted the content of the report

H/15/015   Staff Development – August 2016

The Head of HR provided a report covering the February 2016 support staff development sessions and the outline for the next academic staff development at the start of the 2017/18 academic year.

He highlighted the increase in compliance based training as well as the flexible nature of the training and the increase in cross-departmental training.

He confirmed that the next Academic Staff Development session would again focus on creative learning for the first day and then have some mandatory compliance based training for the second day.

Members welcomed the continued focus on staff development and recommended that the College should seek wider recognition for the improvements in staff development through applications for appropriate awards.

a)   Members noted the content of the paper

H/15/016   Staffing Establishment Update

The Head of HR presented the regular update on the College staffing establishment. He confirmed that there were no issues of concern and reported that the systems in place ensured robust challenge was provided whenever new posts were requested.

a)   Members noted the content of the report

H/15/017   Review of Risk

Members noted that National bargaining remained a risk

H/15/018   Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness informed members that he had been appointed to the Employer's Association. This is the group that would make recommendations to the NJNC in relation to National Bargaining.

Room A202, Alloa Campus
4.30pm (refreshments available from 4pm)

AGENDA

1. Declarations of interest

2. Apologies

FOR APPROVAL

3. Minutes of Meeting of 10 November 2015

4. Matters Arising

   a) H/15/009 Any Other Competent Business

FOR DISCUSSION

5. Health and Safety Update   Claire Shiels
   (Elements of paper 5 are withheld from publication on the Forth Valley College website
   under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)

6. Update on Second Cultural Survey   Andrew Lawson

7. Staff Development – August 2016   Steven Still

8. Staffing Establishment Update   Steven Still
   (Paper 8 is withheld from publication on the Forth Valley College website under Section 38
   Personal Information of the Freedom of Information (Scotland) Act 2002.)

9. Review of Risk

10. Any other competent business

Room A204, Alloa Campus (commencing at 4.30pm)

Present:	Mrs Beth Hamilton (Chair)
	Mrs Fiona Campbell
	Mr Nigel Scott
Apologies:	Mrs Anne Mearns
	Mr Steven Tolson
In Attendance:	Mr Andrew Lawson, Associate Principal and Executive Director, HR and Operational Effectiveness
	Mr Steven Still, Head of HR
	Mr Stephen Jarvie, Corporate Governance and Planning Officer
	Mrs Claire Shiels, Head of Facilities Management and Health and Safety (for item H/15/004 only)

H/15/001   Declarations of Interest

None.

H/15/002   Minutes of meeting held on 9 June 2015

The Minute of the meeting of 9 June 2015 was accepted as an accurate record.

H/15/003   Matters arising

a) H/14/23 National Recognition Procedure Agreement

The Chair noted that the National Recognition Procedure Agreement (NRPA) had been approved at the last meeting of the Board of Management and requested an update on progress within the sector.

The Associate Principal and Executive Director, HR and Operational Effectiveness reported that information had been received from College's Scotland indicating that all Colleges had now signed up to the NRPA.

He reported that College's Scotland had provided a statement for issuing to staff regarding the impact on NRPA on their terms and conditions. This statement is currently being checked by the College's lawyers before it will be issued.

He provided members with examples of what the impact on College staff terms and conditions could possibly be.

He also reported that both of the College's recognised trade unions have announced that they will be balloting members on strike action linked to pay negotiations. HR staff are working with Departments to put in place mitigation however the effectiveness of this would be dependent on the type and timescale of any industrial action.

Members requested confirmation that this is part of a national approach and not specific to the College.

The Associate Principal and Executive Director, HR and Operational Effectiveness confirmed that this was a national issue and outwith the direct control of the College.

b) H/14/25 Living Wage Registration

The Head of HR confirmed that the College was proceeding with the Living Wage registration. He informed members that the College already fully complied with the living wage and that, as part of the registration, the College was required to work with contractors and sub-contractors to ensure their staff receive the living wage or that they are working towards this position.

He confirmed that this work was underway and that the College anticipated being accepted onto the Living Wage register.

c) H/14/029 Any Other Competent Business

The Associate Principal and Executive Director, HR and Operational Effectiveness noted that members had queried the format of the Equalities report at the last meeting. He confirmed that the format of the report would be changed to match previous versions which had been more user friendly.

H/15/004   **Health and Safety Update**

The Head of Facilities Management and Health and Safety presented a report outlining the College's performance against Health, Safety and Sustainability.

She informed members that overall the College was performing well however there were two KPI's, travel and printing, where further work was required.

She highlighted the new College process for travel arrangements to ensure full utilisation of the College electric vehicles and also future developments to change people's approach to travel and the use of other avenues such as electronic means for meetings across campuses.

Members welcomed this approach and suggested that the College's new approach to creative learning and thinking could be of value here.

She noted that the College had recently won a College Development Network award for sustainability and that this good work would be further built upon by using the self-assessment tool from the Learning In Future Environments (LIFE) awards to audit activity.

She reported that Health and Safety targets for last year had been met and there had been no RIDDOR incidents within the College.

Members highlighted that the Audit Committee were considering the Internal Audit plan for the coming 3 years and that Health and Safety was one of the areas which will be audited. Members queried whether the proposed approach of the College Internal Auditors of a single, in depth audit of Health and Safety was the best approach or whether this activity should be spread out over the three years of the plan.

The Head of Facilities Management and Health and Safety indicated that, owing to the complexities of Health and Safety, her preference would be a single, in depth audit as this would be most likely to identify areas for improvement and provide assurance to the Audit Committee.

a)   Members noted the content of the report and noted their thanks to the team for their continued efforts

H/15/005   **Staff Development**

The Head of HR provided a report outlining the recent staff development days for lecturing staff and support staff who work directly with students. The staff development session focussed on the theme of creative learning and appeared to have been very well received with staff volunteering for further participation via the Colleges Creative Learning Action Community.

Members noted that attendance levels, while very good, did not appear to have risen against last year and asked if this was a concern. The Head of HR clarified that, when factoring in ongoing commercial activity and staff illness rates, an 80% attendance rate was what had been expected.

a)   Members noted the content of the report and welcomed the College's focus on creativity and innovation

H/15/006   **Staffing Establishment Update**

The Head of HR presented an update on the College staffing establishment which compared current establishment against previous years and highlighted areas of change.

Members queried if there was a way to correlate increases in staffing numbers to either increased student numbers or increased results.
The Head of HR noted that this kind of direct comparison was not possible as the staffing establishment includes staffing directly related to contracted commercial activity.

The Associate Principal and Executive Director, HR and Operational Effectiveness assured members that there were processes in place to ensure the College maintains appropriate staffing levels and outlined recent activity which is ongoing as part of changes to demand patterns for courses.

The Head of HR also updated members on the new approach to recruitment advertisement used by the College and highlighted the advantages to the College both in terms of cost and also ensuring that the adverts reach an appropriate audience.

Members congratulated the Head of HR on the significant reduction in advertisement costs.

a)   Members noted the content of the report.

H/15/007   **Complaints Overview 2014/15**

The Corporate Governance and Planning Officer presented members with a report on the complaints received by the Principal in 2014/15.

He outlined the College's approach to complaint handling and how the College used complaints to deliver improvements and noted that this had resulted in a significant reduction in the number of complaints received annually.

a)   Members noted the content of the report

H/15/008   **Review of Risk**

Members noted the potential industrial action by the College's recognised trade unions as a risk.

H/15/009   **Any Other Competent Business**

The Associate Principal and Executive Director, HR and Operational Effectiveness informed the committee that the College would soon be conducting a second cultural survey with staff. This survey would be identical to the first one to allow benchmarking of results.

He noted that it had been highlighted that potential industrial action may influence the survey but that the decision had been to continue with the survey as this in in accordance with the strategic plan

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████████████████████   (Redacted under under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

1. Purpose

To provide the HR Committee with an update on the Health and Safety performance and Sustainability developments in relation to the college session 2015-2016. The update includes the following;

- **performance against the Health and Safety Committee key performance indicators;**
- **information relating to the sustainability performance indicators (Appendix A)**

2. Recommendation

- To note the continual improvements with health and safety and associated performance indicators.
- To note the key measurements illustrated on the key performance indicators within the college sustainability agenda.

3. Background – Health, Safety and Sustainability

A positive health and safety culture in any organisation should include the following five key areas. This report offers the college position against each of these areas. All objectives are listed and tracked through the Estates Operational Plan and Risk Register.

- Accident and Incidents
- Statutory Obligations
- Competency and Training
- Occupational Health
- Safety Culture

In addition to the Estates Operational Plan, the College has a series of scheduled safety audits/inspections and carries these out in conjunction with the College TU HS Representatives. Actions from these visits are captured on the HS audit tracker on SharePoint. It is extremely encouraging that the results of inspections are consistently achieving in excess of 90%.

Inspections carried out so far this session:

Alloa	Department	% of compliance
29/04/2016	Construction W'shops	98
	EICE W'Shops	100
15/01/2016	Learning Resource Centre	98
Stirling	Department	% of compliance
04/12/2015	Construction	98
04/03/2016	Creative Industries	91
Falkirk	Department	% of compliance
06/11/2015	ASMME	92
22/01/2016	EICE	100
13/05/2016	Finance	97

13/05/2016	Student Records	100
Raploch	**Department**	**% of compliance**
20/11/2015	Hospitality and Salon Services	90

Summary of Inspections/Actions;

Any actions arising from the HS Audits are logged on the College SharePoint system, Audit Tracker.

Actions completed so far this year total 59.

17 outstanding actions are summarised below by Department. Some actions are recent or are currently being progressed as part of a Capital/Revenue request, and will remain on the list until the budget has been allocated. These actions are low risk. Any medium or high risk actions are progressed immediately as a priority.

Department	Number of Outstanding Actions
Applied Science Maths and Mechanical Engineering	4
Business	1
Creative Industries	3
Estates and Facilities	5
Finance	1
Hospitality and Salon Services	3
Total	**17**

Sustainability

The Sustainability Committee continues to agree, develop and monitor the sustainability key performance indicators for the College. This group is now well established and will continue to meet, three times per annum, to progress the sustainability initiatives which includes waste, travel, energy, curriculum, printing, Fairtrade, health and wellbeing. The meetings and related documents are all held within SharePoint. The performance indicators, used to monitor and measure progress, have been provided within Appendix A. It is important to note that the indicators are set, monitored and progressed by each "owner" within the Sustainability Committee.

In addition, the Sustainability Committee has agreed to adopt the LIFE Tool (Learning in Future Environments) which is a Framework launched by the EAUC[1] and contains a series of self-assessment criteria designed to help focus on continual improvements. The Committee has completed the first section "Leadership" under the Framework Section for "Leadership and Governance" and will continue to assess a different section at each Committee meeting, collating actions for progression.

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[1] Environmental Association of Universities and Colleges
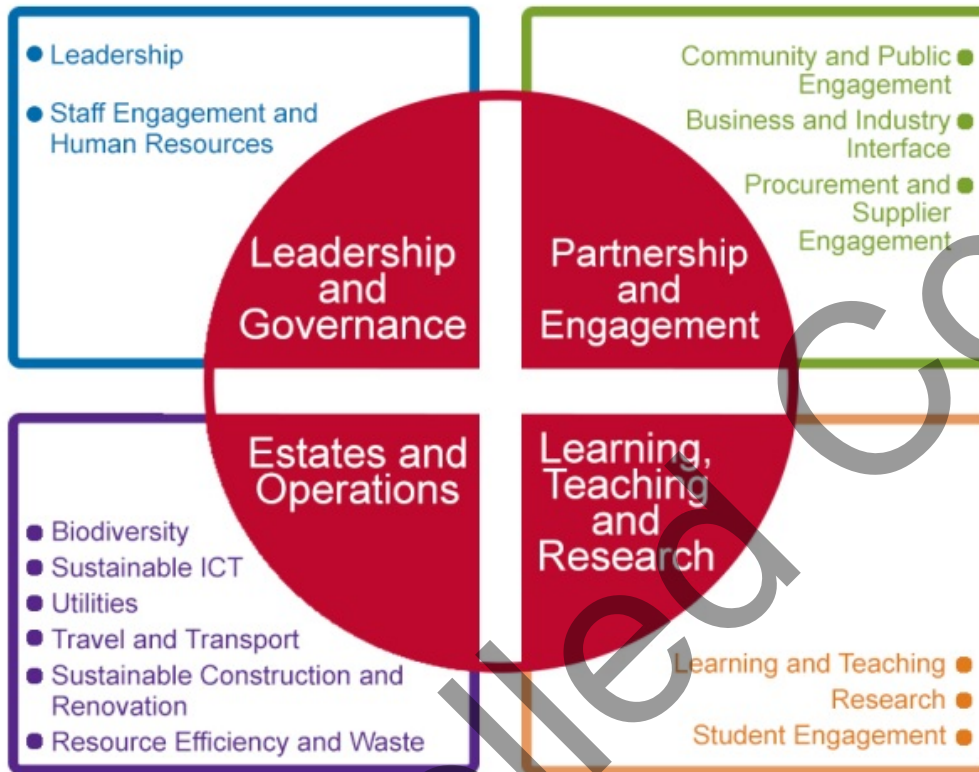
4. **Key Considerations – Health and Safety Key Performance Indicators**

   The College Health and Safety Committee monitors 2 key performance indicators.

   - **Accidents/ Incidents -** to maintain or reduce college accidents/incidents in line with the baseline. The baseline for 2015-2016 was set at 125 p/annum which was taken in line with last year's performance of 123 and 13-14 statistics of 125.

   - **Absence** - to maintain within the current sector average for employee absence statistics (2015 CIPD Absence Management data figure advises 10.1 days absence p/person p.a. within Education, comparably FVC is projecting approximately 6.5 day absence p/person p.a.). Scottish FE sector data indicates approx. 3.7% average. The College figure for 2015/16 is projected as 2.92% better than target. Quarter 3 figures are currently sitting at 2.44%

4.1 Accidents / Incidents Current Data Compared with Last Year's Data

The table below illustrates the annual incident reports for 2015-2016 compared to previous figures from 2014-2015 and annual figure from 2013-2014. At the end of Quarter 3 the 15-16 statistics are reported as 99 – compared to 111 reported incidents in 2014-15. This indicates a reduction of 12 incidents.

Incidents/ Accidents

There were no RIDDOR 2 reportable incidents to date for 2015-2016.

2013- 2014	Bruise/ Abrasion	Burn/ Scald	Crush/ Injury	Cut/ Laceration	Electric Shock	Eye Injury	Fracture/ Dislocation	Other	Puncture Wound	Sprain/Strain	Sting	RIDDOR*	Total	Medical	Horseplay	Near Miss
Annual Total	3	18	0	38	0	5	5	9	3	15	1	1	125	78	0	13

2014- 2015	Bruise/ Abrasion	Burn/ Scald	Crush/ Injury	Cut/ Laceration	Electric Shock	Eye Injury	Fracture/ Dislocation	Other	Puncture Wound	Sprain\/Strain	Sting	RIDDOR*	Total	Medical	Horseplay	Near Miss
Aug- Oct	9	2	2	6	0	0	0	2	1	8	0	0	30	32	0	3
Nov - Jan	5	3	1	12	0	0	2	3	1	8	0	0	35	41	0	4
Feb - April	7	4	3	19	0	2	2	2	1	6	0	0	46	22	0	2
May - July	5	1	0	3	0	0	0	1	0	2	0	0	12	9	0	3
Annual Total	26	10	6	40	0	2	4	8	3	24	0	0	123	104	0	12

2015- 2016	Bruise/ Abrasion	Burn/ Scald	Crush Injury	Cut/ Laceration	Electric Shock	Eye Injury	Fracture/ Dislocation	Other	Puncture Wound	Sprain\/Strain	Sting	RIDDOR*	Total	Medical	Horseplay	Near Miss
Aug- Oct	6	3		14		3		2		5			33	32		1
Nov - Jan	3	2	1	12		6	1	1	2	11			39	27		2
Feb - April	6	1	1	8		1		2		8			27	25		3
May - July																
Annual Total													99			

The number of incidents within the "sprain" and "cuts/laceration" category continues to be a focus for the college. These mainly result from the sports activities and construction/ hospitality activities respectively. Trend analysis is completed within the Health and Safety Operational Team meetings to illustrate what further actions can be taken to mitigate future incidents. This is in addition to the immediate reactive measures taken for each incident reported.

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[2] Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

4.2 Absence

Absence statistics are reported to the HS Committee as one of the key performance indicators. The quarter three figures for 15/16 confirmed an annual absence rate of 2.44%. This equates to 2568 lost days out of 105082 working days available.

Total absence figures for 2015/16 to date are split into long term – over 20 days (0.96%) and short term, under 20 days (1.48%). Absence is categorised to record the various reasons for absence and to assist with mitigation of future absence where possible.

There are three categories showing higher results than others and these are "Stress/Depression/Mental Health" "Viral" and "Work Related Stress"

Overall absence is well controlled with support mechanisms in place and referral services available. Long term absence cases are managed and appropriate support measure put in place.

4.3 Health and Safety Progress is measured and monitored through the Estates Operational Plan.

The Operational Plan covers the outcomes and objectives for health and safety, facilities and sustainability and feeds into the college wider operational objectives.

The following points are key elements of the operational plan and of the health and safety statutory requirements.

Health Surveillance

The Health and Safety Co-ordinator continues to oversee the statutory requirements for the health surveillance of employees, to identify, assess and monitor employees who are exposed to risks at work, which may affect their health. Health Surveillance is carried out at college by health professionals and this provision ensures that the college remains compliant, whilst also supporting the health and wellbeing agenda.

Appointments are held regularly in accordance with the health risk register and categorised. (Audio, Skin, Respiratory, HAVS3)

Health Surveillance took place in May 2016. 35 members of staff had an appointment in May, with 34 attending these appointments (97%).

Reasonable adjustments are made, in conjunction with the relevant teaching department, for any individual who has a negative outcome from their health appointment and regular follow up appointments are carried out to review the situation to a positive outcome.

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[3] Hand Arm Vibration Syndrome

Summary of HS Training carried out this session;

- Fire Warden Refresher training was carried out on the 16 October, 18 January, 15 March, 31 March, 14 April and 4 May– all sessions held at the Falkirk campus. This resulted in 40 fire wardens receiving refresher training.
- Fire evacuation drills have been carried out on each campus at the start of this session and repeated in April/May 2016.
- Personal Emergency Evacuation Plans (PEEP) reports continue to be completed weekly to communicate PEEP requests to departments. This enables the College to support students who require assistance to evacuate in an emergency. PEEPs training was carried out on the 25 November at the Alloa Campus
- PPE[4] checks have being carried out on all campuses and reported full compliance.
- 8 members of staff attended the Evac Chair Training which was carried out in all campuses in October 2015.
- 2 Members of staff attended the Ladder Safety training which was held on 11 March and the 22 April 2016.
- The H&S Department continue audits and inspections in conjunction with the HS Reps. The schedule for 2016-17 will capture all campuses and departments over the coming year.
- General Housekeeping inspections were carried out at all campuses and this included checking the individual desks within workrooms to ensure they comply with the Display Screen Equipment Regulations. Compliance issues were few, but mainly housekeeping issues and these have been passed to the Heads of Departments for action. All actions are recorded and tracked until completion.
- HAV[5]s monitoring was carried out in the Stirling Campus Joinery workshop in November 2015. This was to identify the levels of vibration to the member of staff working in this area and to allow time limits for working on each machine to be measured.
- Air and Lead Monitoring was carried out October 15, in room 115w the plumbing workshop along with a noise survey. No issues were raised as a result; however lead activities continue to be carried out with ear protection being worn.
- All Facilities Assistants attended Lone Worker Pager Training held on the 15, 17 and 18 December 2015.
- Safe Systems of Work Training was held on 18 January with 2 Technicians from the Creative Industries Department.
- Safe Systems of Work has also been planned in the form of video clips for the Hospitality Department at Stirling. This will assist with student inductions and learning processes.
- 8 First Aiders attended the Refresher First Aid Training delivered by Business Development staff on the 8 February 2016. Further training will be offered at Staff Development sessions in August 2016.
- COSHH training was held on the 12 February 2016.

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[4] Personal Protective Equipment
[5] Hand Arm Vibration

4.4 Audits

The College Health and Safety Department has recently been audited by Scott Moncrieff, the College Auditors. The audit was based on our processes and systems and took place over a full week in February 2016. A minor 2 housekeeping points were raised and have been implemented.

No	Control Objective	Objective assessment	Action rating				
			5	4	3	2	1
1	Appropriate policies, procedures and guidance have been developed to address all health and safety requirements and have been communicated to all staff.	GREEN	-	-	-	-	-
2	Roles and responsibilities for ensuring compliance with health and safety legislation are clearly defined.	YELLOW	-	-	-	-	1
3	Health and safety training is provided to all staff at induction and refreshed on a regular basis.	GREEN	-	-	-	-	-
4	Monitoring procedures allow management and the Board to confirm that health and safety policies and procedures are followed consistently across the organisation.	YELLOW	-	-	-	1	-
5	All instances of non-compliance are identified and action taken to address these to ensure future compliance.	GREEN	-	-	-	-	-

Assessment	Definition
RED	The control procedures in place are not effective - inadequate management of key risks.
YELLOW	No major weaknesses in control but scope for improvement.
GREEN	Adequate and effective controls which are operating satisfactorily.
Risk rating	Definition
5	Very high risk exposure – Major concerns requiring immediate Board attention.
4	High risk exposure - Absence / failure of significant key controls.
3	Moderate risk exposure - Not all key control procedures are working effectively.
2	Limited risk exposure - Minor control procedures are not in place / not working effectively.
1	Efficiency / housekeeping point.

4.5 HS Competent Persons

The college continues to maintain a "health and safety competent persons list" for all key health and safety roles within departments. These continue to be reviewed to ensure that requirements and provision are current and sustained across all campuses.

The College recognises the importance of providing information, instruction and training to staff. To support this, the college plans to combine the mandatory health and safety training requirements into the PRD system. This will provide a digital training "diary" for the individual and also create the health and safety profile for their role and include a mixture of on-line and face to face courses. This process is being driven by Information Systems and HR, and progresses from the launch of the new process being the first stage of this new on-line system. The new Employee Record, within SharePoint, now has a section that shows all staff CPD that has been recorded into Unit-e via a SDAF (Staff Development Approval Form) or via a bulk upload following a college staff development week. Staff see the data in several ways. They can see the CPD they have achieved for the last 12 months; in addition they can use the CPD History button to see all their CPD recorded. The next stage is to separate out mandatory training from optional training. The College has now developed "unit-e" to record this data and will start testing with dummy data. The next step is to tag "optional or mandatory" training, depending on the member of staff's role within the organisation.

We are able to extract and report on Moodle activity and have this reflected into Unit-e. The next stage is to have this happening automatically and have it linked to an individual's training requirement. Information systems are continuing to develop this project in line with the college objectives.

4.6 Health and Safety Culture

The College continues to build on the positive health and safety culture established over the past few years. The Estates Operational Plan is a key document in the co-ordination of outcomes and objectives. In addition, the Risk Registers for Health and Safety and for Estates and Health and Safety are regularly reviewed, at the Health and Safety Committee, to progress measures for monitoring and controlling risk.

5   Financial Implications

No additional financial considerations.

6   Equalities

Assessment in Place? – Yes ☐   No ☒

This paper includes reporting of the health, safety and welfare of all staff, students and visitors and does not require a separate impact assessment.

7   Risk

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

	Likelihood	Impact
Very High		
High		x
Medium		
Low		
Very Low	x	

Risk Description – The overall College risk remains low due to the support of all staff and the sound safety management operated in compliance with the established health and safety procedures.

Mitigating Actions – To strive for continual improvement of the health and safety culture.

Risk Owner – Claire Shiels   **Action Owner –** Tom Gorman

8   Other Implications –

Communications – Yes ☐ **No** ☒   **Health and Safety – Yes** ☒   **No** ☐

H&S implications are detailed within this paper.

Paper Author – Claire Shiels   **SMT Owner –** Tom Gorman

Sustainability Performance Indicators 15-16

The following performance indicators will be used to satisfy both the future feedback to the EAUC[1] and future review of the College Sustainability Statement. The progress of these indicators will be tracked on the Estates Operational Plan and reviewed by the Sustainability Committee.

Sustainable Factor	Target to be achieved by July 2016	Baseline	How will this be measured?	Responsibility for Reporting against the PI	Current position (for review end of year Aug/Sep 2016)
WASTE					
Waste Ratio	Aim for 90% recycling to 10 % landfill (confirmed 15.09.15)	90% recycling to 10% landfill average 14-15	Reports received from waste contractor via FES FM	FM Co-ordinator – P Donaldson	
TRAVEL					
Strategic Travel Management Plan; Travel Mileage claimed;	5% Reduction of business travel claimed (incl. college cars) and carbon used	Actual Mileage for 14-15 was recorded as 349,632 miles £157,334	Travel Expenses Claims/ infopath forms; College vehicle mileage records	Finance- Fiona Lovell FM Co-ordinator – P Donaldson	Aiming for less than 332,000 miles
SUSTAINABLE ESTATES					
BREEAM[2]	Achieve a post occupancy "Excellent Rating" for new campus builds (confirmed)	Based on BREEAM 2010 submissions – Alloa Complete	Post occupancy external consultant will assess compliance- Stirling Documentation to be confirmed.	Head of FM and H&S – C Shiels	Stirling on-going
CARBON CONSUMPTION					
Reduce Overall Carbon Emissions	Progressive Target of 25% reduction in tCO2 by 2020 (relating to gas, electric) (confirmed 15.09.15)	Baseline 2008/09 figure 2873.35tCO2 (2489 tCO2 figure form 14-15	Energy supplier monthly statements	Head of FM and H&S – C Shiels	2012/13 = 2632.39tCO2 2013/14 = 2410 tCO2 2014/15 = 2372 tCO2 **(cumulative at Aug 15 17.78% reduction)**

[1] Environmental Association of Universities and Colleges
[2] Building Research Establishment Environmental Assessment Method

		including the distribution electricity charges which were not previously included (Note: Change for the new UCCCfS template- SSN)			
FAIRTRADE					
Sustain Fairtrade status for the College;	Deliver the Fairtrade Fortnight & 2 x Fairtrade Meetings 15- 2016	Fairtrade Renewed August 2014	Fairtrade Folder of Evidence on SharePoint.	Fairtrade Co-ordinator Lisa Hachemi with Ype Vandershaaf	
SUSTAINABILITY IN THE CURRICULUM					
Sustainability Learning Strategy; 1) Departments to increase opportunities for learners to embed their understanding of sustainability issues by 2014/15. (include citizenship and employability)	a) Listening to Learners reflects understanding of sustainability across the curriculum; Sustain target 75% of learners to acknowledge understanding. (confirmed 09.10.15)	Listening to Leaners: Sustainability awareness in 2014-2015 was confirmed as 76%	Analysis of Listening to Learners Focus Group feedback.	Associate Principal and Executive Director Learning and Teaching – SMT Fiona Brown	
2) Key Departments increase student understanding of sustainability;	2a) Core and Essential Skills Departments. Increase number of non advanced students achieving sustainability understanding from previous year. Aim for 60%. (confirmed 15.09.15)	2a) FVC Core and Essential Skills achieved awareness approx. 55% of students in 2014-15 (661 students)	Measured through the Department Developed Projects	Core Skills- Kim Reid	

	2b) Access & Progression Increase the number of certificates issued for sustainability awareness. (confirmed 18.08.15)	2b) 375 certificates during 14-15	Sustainability embedded in some LDW workshops, mainly through Fairtrade workshops.	Access &Progression Linda McPherson	
3) Computers & other technology waste	4) Student Association Aim to have 15 products donated for repair /refurbishment/recycling	3) repaired/ Refurbished 0 Re-cycled 0 New Target	By logging product work repair/donation slips + tracking outcome of work done	Student Services – Lisa Baxter Student Association – David Gentles	
ETHICAL PROCUREMENT OF GOODS AND SERVICES					
Undertake an annual review of the College's effectiveness and compliance of its sustainability procurement targets.	Sustain Level 2 of the Flexible Framework (confirmed 17.09.15)	Level 2 of the Flexible Framework 2011-2012	Measured by APUC against the Scottish Government Flexible Framework Criteria	Procurement Manager P Johnstone	
PAPER CONSUMPTION					
Paper consumption from the print unit.	Increase the print unit figures and reduce the printing from the Multi-function Device printers. 2014/15 MFD Figures- confirmed 9/10/15 Baseline Mono 8,305,670 copies Baseline Colour 1,250,253 copies **Total 14-15 (9,555,923 copies)**	2013 print unit figure was 3,317,919 2014/15 MFD Figures-Baseline Total Copies 9,555,923	Print Unit equipment production figures	Marketing Manager – L Condie Print Unit Co-ordinator – S Smith Graeme Robertson – IT Manager – Danwood Report	

COLLEGE SUSTAINABILITY STATEMENT – ADDITONAL INDICATORS					
Employee Awareness / Levels of training and information for staff	50% of all staff to complete Moodle training course – as part of their PRDs or Staff Development week. "protecting the environment at work and at home"	Nil- new course	Reports provided from the Moodle.	Health and Safety Coordinator – F Duff	
Health and Welfare					
Health Surveillance	90 % of employee health surveillance undertaken against actual required. (confirmed 17.09.15)	2013-14 – 93.5% appointments were met. 2014-15 – 87% were met	Health Risk Register is in place and reviewed against actual attended.	Health and Safety Coordinator – F Duff	
College Gym Users	Maintain the number of staff using the gym facilities- Aim for 228.(confirmed 16.09.15)	2014-2015 figure was 228 members. Overall Gym attendance use for all 3 campus 2013-2014 was 7197 visits Overall Gym attendance use for all 3 campus 2014-2015 was 9201 visits	Gym usage tracked monthly	Gym Coordinator – Wai Mun Lee	

1. **Purpose**

    To update the HR/Nominations Committee on the Staff Cultural Survey.

2. **Recommendation**

    That the HR/Nominations Committee note the contents of the report.

3. **Background**

    Following the success of the Staff Cultural Survey undertaken in October 2013 a second survey was launched in December 2015. To clearly measure the data from this survey it was decide to use the same format and set of questions in the previous survey. This will enable us to benchmark the data and ascertain the differences both positive and negative over the 2 year period. The Cultural Survey closed on 18 December 2015 and a detailed analysis of the data is being carried out. A full report will be made available to all staff. The survey produced a response from staff with over 340 staff undertaking the survey. The number of staff who took part in the survey has reduced slightly from 350 staff undertaking the survey in 2013.

4. **Key Considerations**

    Early indications show the overall response to the Staff Cultural Survey was once again positive and there are a number of areas where the shift from disagree and strongly disagree to agree and strongly agree have shown some improvement. This indicates that a higher percentage of staff have a greater understanding of the colleges values and direction.

    Staff had the option of adding additional comments within each of the sections and although many of the comments were of a negative nature rather than positive, the overall percentage of specific questions in each area suggests an overall improvement and reflects that most staff that completed the survey recognise Forth Valley College has clear objectives and decision making processes in place.

    A plan of improvement will be developed and will be presented to the HR/Nominations Committee on completion.

    The improvement plan will detail, over a period of three years, how the college will improve and or add value on the areas listed above. SMT, Heads of Department and Heads of Service will have an opportunity to contribute to the implementation plan

    The Cultural Survey will be published in June following Board of Management approval.

5. **Equalities**

    Assessment in Place? – Yes ☐   **No** ☐ **Non-Applicable** ☒

6. **Risk**

	Likelihood	Impact
Very High		
High		
Medium		
Low	X	X
Very Low		

    Please describe any risks associated with this paper and associated mitigating actions

    No risk identified.

    Risk Owner – Andrew Lawson   **Action Owner** - Steven Still

7. **Other Implications –**

    Please indicate whether there are implications for the areas below.

    Communications – Yes ☒ **No** ☐   **Health and Safety – Yes** ☐   **No** ☒

    Paper Author – Andrew Lawson   **SMT Owner –** Andrew Lawson

1. **Purpose**

   To provide an update on the staff development event held in February 2016 and arrangements for August 2016.

2. **Recommendation**

   It is recommended that members note the impact of staff development on the College's commitment to 'Making Learning Work' and maintaining a safe environment for staff and students.

3. **Background**

   During July 2015 HR conducted a review of the status and uptake of compliance training such as Safeguarding, Equalities, Data Protection, Freedom of Information and Health and Safety. Although this training forms part of employee inductions there is an ongoing requirement for existing staff to undertake refresher training to ensure they are aware of the minimum standards required while working in the College and to ensure that the College meets the requirements of legislation, training and working towards a secure and safe environment for staff and learners.

   As a result of this review it was agreed to focus on compliance training for all staff throughout 2015/16 and into 16/17 along with other relevant staff development themes. The Support staff development week on the 8-12 February was selected as an online compliance training theme.

   The aims of the compliance training were:
   - Raise the awareness and achieve a greater number of staff having undertaken recent compliance training by hosting a specific online theme
   - Ensure that staff understand the importance of maintaining their compliance training by undertaking the mandatory courses
   - Provide staff with an online interactive and challenging set of courses, both mandatory and optional, to raise awareness and test their knowledge
   - Provide a degree of flexibility and time for staff to undertake a minimum amount of online training
   - Monitor and drive the uptake of these courses through Moodle and line managers

   In addition to the Support staff event a similar themed event would take place on Wednesday 10th and Thursday 11th August 2016 for academic staff returning from the summer break. The focus of the academic training would be split into the 2 days.

   Wednesday 10th August – A continuation of last year's theme 'Creative Learning' would be held in the Stirling Campus for over 300 academic and student facing staff with a specific focus on 'what next' in the implementation of Creative Learning. SMT and Heads of Departments would be attending this event along with Curriculum Managers and Lecturers. Approximately 16 x 1 hour interactive sessions have been arranged, repeated over a 3 hour period. Each member of staff will attend 3 sessions with a selection of cross college staff that they've not worked with

before. Internal and external facilitators have been sourced to deliver a variety of sessions covering everything from practical implementation of a creative idea to inspirational discussion about applying creative learning to the staff role. The Principal and 'The Real' David Cameron will be opening and closing the Staff Development event. The management of the day will be run by HR, Marketing and Fiona Brown, Associate Principal of Learning and Teaching as well as Martin Boyle, Head of Creative Industries. The afternoon will be focused on group sessions and an interactive Q&A Session.

Thursday 11th August - This year we have replaced the Department lead training day with a compliance focus theme. Similar to the support staff event above academic staff will undertake 2 x mandatory sessions on Safeguarding and Equalities. This will bring the College up to date with all employees Safeguarding and Equalities training within 1 year. In addition training on mental health, classroom management and WRAP (Workshop to Raise Awareness to Prevent) training which covers the radicalisation of students will be provided. Departments can undertake any specific training on Friday 12th August.

After the above staff development event in August and on the completion of Department Operational plans the HR Business Managers will work with each department to analyse and create a Training Needs Analysis for 2016/17. This will cover overall department requirements as well as some very specific individual requirements, such as the nationally recognised Gas training qualifications CCN1, CENWAT, CKR1 and HTR1. Implementing this approach will allow the HR Business Managers to support the Head of Departments in focusing on department and individual CPD.

4. **Approach and Outcomes**

   The approach taken to meet the outcome objectives included:
   - Creation of a specific working group that would take into consideration objectives within the College's Operational plan
   - Testing of Moodle platform for delivering staff development
   - Consideration of locations and flexible approach
   - New approach to staff development delivery – self lead
   - Suite of mandatory and optional course available
   - Cost and marketing of the event
   - Monitoring and reporting on the completion rate and feedback via line managers

Creation of a specific working group

HR teamed up with staff from the Department of IT and IS, Curriculum and Quality and Marketing to design, review and amend a suite of courses to be uploaded onto the College VLE system, Moodle. A section within Moodle was designated for Staff development and contains a host of courses that are used for induction purposes and compliance training.
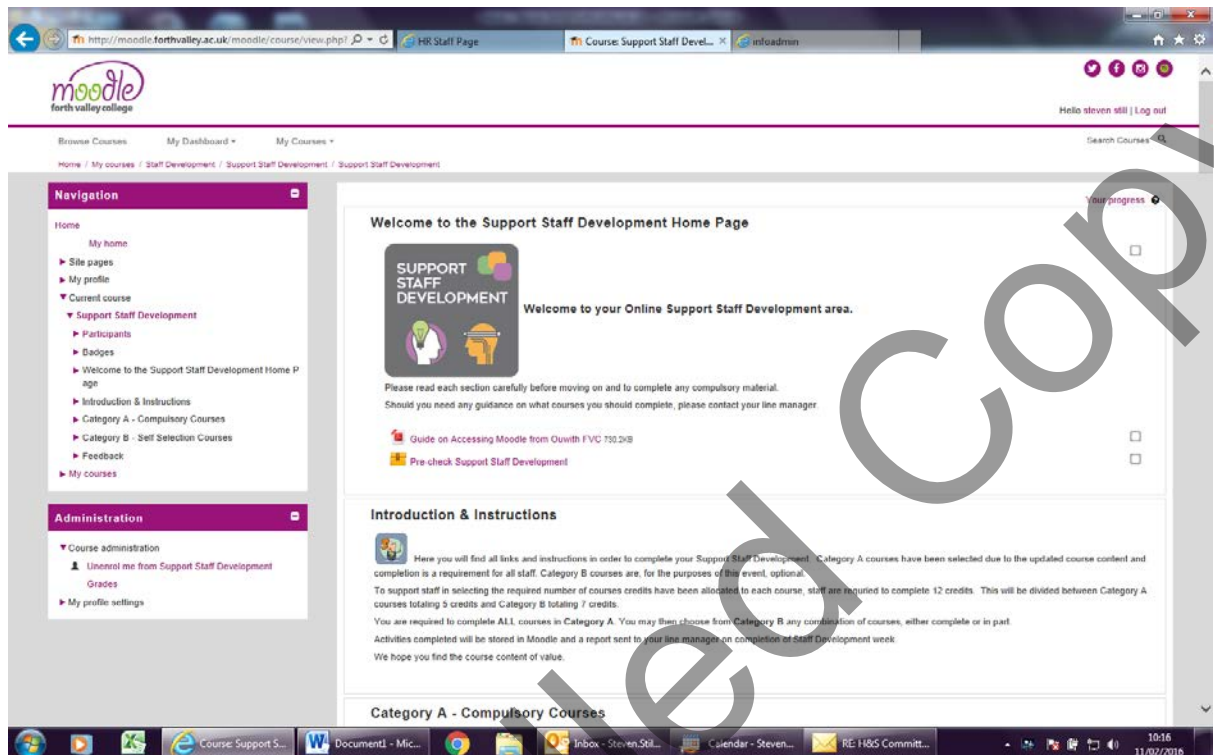
The Working Group considered high volume access and reliability of Moodle for accessing the same course, especially the mandatory compliance courses. In addition the courses were reviewed with the relevant specialist within the College and updated to ensure accuracy of information.

The working group also considered flexibility of approach in undertaking the online training, such as being able to work from your desk, LRC, specific IT labs or from home with your line manager's approval. A minimum amount of online training, equating to approx. 6 hours must be undertaken with both compliance courses being mandatory. The courses available were:

Category A - Mandatory Courses
• Safeguarding Protection of Children, Young People & Adults (2 credits)
• Equalities (3 credits)

Category B - Optional Courses
• Time Management (Variable up to 7 credits)
• Negotiation Skills (Variable up to 5 credits)
• Questioning Skills (Variable up to 4 credits)
• Presentation Skills (Variable up to 3 credits)
• Listening Skills (Variable up to 4 credits)
• SMARTER Objectives (Variable up to 3 credits)
• Freedom of Information (Variable up to 3 credits)
• Data Protection Act (Variable up to 3 credits)
• Asbestos Basics (Variable up to 2 credits)
• Legionella and Legionnaires Disease (Variable up to 2 credits)
• VDU and Workstation Health and Safety (Variable up to 2 credits)
• Repetitive Strain Injury - What is it and how to avoid it (Variable up to 2 credits)
• Staying Safe with Vehicles (Variable up to 2 credits)
• Avoiding Slips, Trips and Falls (Variable up to 2 credits)
• Microsoft Word 2010 - Level 1 to 6 (Variable up to 6 credits per level)
• Microsoft Excel 2010 - Level 1 to 5 (Variable up to 6 credits per level)
• Microsoft PowerPoint 2010 - Level 1 to 5 (Variable up to 6 credits per level)
• Microsoft Outlook 2010 - Level 1 to 4 (Variable up to 6 credits per level)

Launch and Marketing of the event

Details of the theme were discussed at the Head of Service meetings to ensure that Managers were aware of the arrangements. Marketing created art work and a series of e-focus news articles and announcements about the event, such as a list of courses available, how to access the online staff development area both internally and externally and from home and instructions for IT or Moodle support. Curriculum and Quality and IT department's allocated staff for support purposes to liaise with staff that experienced any problems logging in. This worked very well with connection issues being resolved quickly. Staff were able to work from home with their line managers authority to undertake the training.

<u>**Cost**</u>

Costs were mainly indirect and were attributed to the staff development working group and preparation work from all departments involved. Minor costs were allocated for some department lead training.

<u>**Departmental Lead training**</u>

In addition to the online compliance training each support department had the opportunity to undertake a variety of other development sessions. For example some support departments highlighted their best practice and functionality to other departments thus providing a greater understanding and knowledge of what each department does amongst staff. Finance allowed staff to undertake 'a day in the life' of a Finance Assistant while coaching and exploring how they can work better together.

Front facing staff in student services took the opportunity to visit the Scottish Parliament to experience and discuss how they manage customer service within a public environment. The Learner Advisors, Student Finance, LDW & LRC teams and Equalities team shared best practice, how they operate their systems and how they could collaborate together.

In addition to the internal development sessions the college hosted WRAP training in association with Police Scotland. WRAP training is 'Workshop to Raise Awareness of Prevent' which is a national initiative to raise awareness of and focus on supporting and protecting those people that might be susceptible to radicalisation, ensuring that individuals and communities have the resilience to resist violent extremism. Employees with front facing roles and a high level of interaction with students were identified and received the training. Approx. 40 employees undertook the training over 2 days.

Additionally and in association with the Colleges ongoing support of healthy working lives we hosted gym sessions, an introduction to fitness and a 'niggle clinic', which was managed by our partner Life Fit Physiotherapy.

5. **Feedback**

Feedback was excellent and the uptake in compliance training was over 90%, a successful development initiative had been achieved with some minor improvements to be made for future events.

6. **Financial Implications**

Please detail the financial implications of this item – There is a designated budget allocated to College wide staff development days each year which is managed by the HR Dept. This budget caters for academic and support staff training events in August and February.

7. **Equalities**

    Assessment in Place? – Yes ☐   **No** ☒

8. **Risk**

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

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	X	X

    Please describe any risks associated with this paper and associated mitigating actions –

    No risks identified.

    Risk Owner – Andrew Lawson   **Action Owner –** Steven Still

9. **Other Implications –**

    Please indicate whether there are implications for the areas below.

    Communications – Yes ☒ **No** ☐   **Health and Safety – Yes** ☐   **No** ☒

    Paper Author – Steven Still   **SMT Owner –** Andrew Lawson