

Room 109, Falkirk Campus at 4.30 pm  
(Refreshments available from 4 pm)

**AGENDA**

Demonstration of new Moodle theme

Jasmine Hodge

Demonstration of 'My Info'

James Aston

1. Apologies for Absence
2. Declarations of interest

**FOR APPROVAL**

3. Minutes of meeting held on 11 June 2015
4. Matters Arising
  - a) S/14/045 Student Association Report
5. Falkirk Community Planning Partnership Agreement

Ken Thomson

**FOR DISCUSSION**

6. Oil and Gas Academy Scotland/Energy Skills Partnership Report  
(Elements of paper 6 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)
7. Student Association Report  
(Elements of paper 7 are withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
8. Operational Plan Monitoring
9. Annual report on institution-led review of quality/  
Outcome Agreement Self Evaluation sub-group
10. Student Activity Report
11. Review of Risk
12. Any Other Competent Business

Dean Williams

Lorraine Simpson

David Allison

David Allison

David Allison

**FOR INFORMATION**

Programme of Committee Business

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**Boardroom, Falkirk Campus (commencing at 4.30pm)**

Present: Mrs Caryn Jack (Chair)  
Mrs Fiona Campbell  
Mrs Angela Winchester  
Mr Alan Buchan, Student Member  
Ms Alison Stephen, Staff Member

Apologies: Mrs Anne Mearns  
Mr Andrew Carver  
Mrs Lorna Dougall  
Mr Liam McCabe  
Ms Lorraine Simpson, Student Association President

In Attendance: Mr David Allison, Associate Principal and Executive Director Information Services and Communication  
Mrs Fiona Brown, Associate Principal and Executive Director, Learning and Teaching  
Mrs Alison Stewart, Associate Principal and Executive Director Finance  
Mrs Colette Filippi, Associate Principal and Executive Director Business Development  
Mr Tom Gorman, Associate Principal and Executive Director Estates Development  
Mrs Jean Duff, Student Services Manager for item (S/14/043)  
Mr Stephen Jarvie, Corporate Governance and Planning Officer

**S/14/037 Student Funding Presentation**

Louise Burnett, Angela Beavers and Lisa Garrow presented on the new student funding system. They demonstrated how interaction with students had led to small changes to make the system easier to use and would prompt students throughout the process to ensure all necessary evidence is provided.

They highlighted that this would enable the College to make the first payment run earlier in the year than had previously been the case and would be beneficial to students for initial travel and other costs.

The Student Funding Team have also provided workshops to assist students to complete funding applications for next year. These workshops have been held across all campuses with some in the evening for students whose parents wanted to attend. The workshops will continue over the summer period.

The Associate Principal and Executive Director, Learning and Teaching noted that the funding website had been identified by Education Scotland as an example of good practice.

Members thanked the team for their presentation.

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**S/14/038      Declarations of Interest**

None

**S/14/039      Minutes of meeting held on 26 February 2015**

The Minute of the meeting of 26 February 2015 was accepted as an accurate record.

**S/14/040      Matters arising**

None

**S/14/041      FVC Foundation Annual Project Plan**

The Associate Principal and Executive Director Finance presented the annual project plan for the Forth Valley College Foundation. She reminded members that the process for the annual plan would be to take the project plan via the Strategic Development Committee with final sign off from the Finance Committee.

a)      Members approved the Annual Project plan

**S/14/042      Heads of Term – Falkirk Council Arts Theatre**

The Associate Principal and Executive Director Estates Development outlined the possible joint development with Falkirk Council and Falkirk Community Trust of a 400 seat arts centre within the new Falkirk campus.

He noted that this was in its initial stages and outlined the timelines involved and the associated approval processes at both the College and Falkirk Council.

He noted that the Heads of Term document provided with the report would, while not being a contractual agreement, provide assurance to move forward with this development.

Members queried what impact this might have on the cost of the design.

The Associate Principal and Executive Director Estates Development confirmed that the College was currently undertaking the process to appoint an architect to take the new campus to Full Business Case stage and that the potential arts centre had been communicated to all the tendering firms for inclusion in their submissions.

Members queried what impact this might have on resources such as car parking at the new campus. The Associate Principal and Executive Estates Development noted that this would be addressed in the campus design.

Members queried if there would be additional opportunities for students arising from the development. The Associate Principal and Executive Director Estates

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Development confirmed consideration would be given to explore if this would be built into the agreement and that any curriculum opportunity would be explored to take advantage of the larger facility and additional external visitor numbers.

- a) Members approved the proposed development and noted that maintaining the timelines as outlined in the paper was key so as not to jeopardise the overall campus development

**S/14/043 Protection of Children, Young People and Adults at Risk of Harm - Annual Report**

The Student Services Manager presented the report which had been deferred from the last meeting of the committee.

She highlighted that there had been a number of changes in the last year to the College's processes to take into account developments in areas such as corporate parenting and outlined the training that staff had undertaken to ensure their knowledge remained relevant.

She noted that the number of disclosures to the College had increased and reported on additional support from external organisations such as Rape Crisis and Women's Aid which was now available within the College.

She also reported on the ongoing wider staff development activity which is designed to ensure all College staff have a working knowledge of Child Protection and how to handle any disclosures made to them.

- a) Members noted the content of the report

**S/14/044 Developing Scotland's Young Workforce – Progress on Recommendations**

The Associate Principal and Executive Director, Learning and Teaching and the Associate Principal and Executive Director, Business Development presented a report outlining the College's progress towards the recommendations within Scotland's Youth Employment Strategy.

They noted that the College was concentrating on the KPI's relating to school leavers gaining vocational qualifications, young people moving into employment or higher study and increasing the proportion of MA starts at level 3 and above.

The College's successes over these areas including the SCOTS programme, high levels of full time leavers entering employment or higher education and the continued high demand for MA places at the College was detailed.

- a) Members noted the content of the report
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**S/14/045 Student Association Report**

Alan Buchan presented the report on recent activity within the Student Union.

He covered the revised team structure which would be put in place and also noted the recent participation of the Student Association with the Cabinet Secretary's launch of the Student Association framework.

He highlighted the recent awards nominations the Student Association had received including SPARQS and NUS UK.

- a) Members noted the content of the report and congratulated the Student Association on their nominations

**S/14/046 Operational Plan Monitoring**

The Associate Principal and Executive Director Information Services and Communication presented a report updating members on progress towards the College's operational planning targets.

He reported that, for the first time, a target had been categorised as red. He explained that this was in relation to an external organisation the College utilised for counselling going into liquidation. The College and Strathclyde University were working to appoint a new firm and the objective would be re-assessed once this was in place.

- a) Members noted the content of the update

**S/14/047 Operational Plan 2015/16**

The Associate Principal and Executive Director Information Services and Communication presented the operational plan for 2015/16.

He noted that this was a working draft and that some changes had been identified to ensure that all acronyms were removed from the document. He also reported that, once member comments had been received, the document would be professionally produced by the Communications and Marketing team.

Members noted that, where appropriate, the document should note any links to key external strategies.

- a) Members noted the content of the plan
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**S/14/048      Review of Risk**

No new risks were identified.

**S/14/049      Any Other Competent Business**

None.

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**1. Purpose**

To present the members with the Falkirk Community Planning Partnership Agreement for approval

**2. Recommendation**

That members approve the Falkirk Community Planning Partnership Agreement and delegate the Principal as signatory.

**3. Background**

Forth Valley College are key partners in the Falkirk Community Planning Partnership with the Principal a member of the Leadership Board and the Associate Principal for Business Development, an active member of the Improvement Group. The College recognise the importance of community planning across all three local authorities and are therefore a key contributor and partner in project activity. At the start of 2015 and following an audit from Audit Scotland, the Planning Partnership were asked to develop a mechanism where partners could be held to account. The Partnership Agreement was then developed and agreed by the Leadership Board at the June meeting. A requirement for the agreement by all partners was for Board Committee approval with Leadership Board member sign off.

**4. Key Considerations**

The Agreement is in five parts. Part 1 – a description of community planning in the Falkirk Council area, vision and values for the area and how we as partners can ensure communities are engaged to deliver on the Single Outcome Agreement. Part 2 describes how the Partnership should be organised to deliver on that mission through the Community Planning Leadership Board, the Implementation Group and the identification of lead officers from each organisation to help deliver on the local priorities. Part three identifies the partnership group roles and responsibilities. Specifically the Partnership agreement states that each Board member, and therefore organisation, will lead on promoting community planning within their own organisation and communities; will ensure their organisations are fulfilling their obligations; will ensure the efforts of the organisation are focused on ensuring a meaningful contribution to the partnership; will actively participate in community planning and at Board meetings and will champion community planning in Falkirk.

Part 4 identifies the general provisions to ensure the Community Planning Partnership can conduct its business efficiently and effectively. Finally Part 5 notes the signatories to the Agreement as that of Falkirk Council, Falkirk Community Trust, CVS Falkirk, Police Scotland, Scottish Fire and Rescue, NHS Forth Valley, Scottish Enterprise, Skills Development Scotland, SEStrans, the Scottish Government and Forth Valley College.

As a key partner in Falkirk CPP, the College see this as an important step in delivering on priority projects whilst holding partners to account and ensuring a fair and equitable contribution.

5. Financial Implications

**Please detail the financial implications of this item** – The Colleges contribution to CPP will be built into the annual operational plan and will be budgeted through the normal college processes. Priority projects include LEP, employability and contribution to economic development.

6. Equalities

**Assessment in Place?** – Yes  No

**If No, please explain why** – This is a request for approval to partnership and to hold partners to account in delivering on priorities. We will ensure due consideration of any impact in relation to protected characteristics is undertaken in identifying and delivering on priority projects.

**Please summarise any positive/negative impacts (noting mitigating actions)** – Not Applicable

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		
Medium		
Low	*	*
Very Low		

**Please describe any risks associated with this paper and associated mitigating actions** – Forth Valley College is a lead partner in the Falkirk CPP. Failure to sign the agreement would put us at a disadvantage in working directly and indirectly with partners named as signatories. Indeed we would have to resign from the CPP which is not a position we would wish to be in.

**Risk Owner** – Ken Thomson

**Action Owner** – Ken Thomson

8. Other Implications –

Please indicate whether there are implications for the areas below.

**Communications** – Yes  No

**Health and Safety** – Yes  No

**Paper Author** – Ken Thomson

**SMT Owner** – Ken Thomson



## **FALKIRK COMMUNITY PLANNING PARTNERSHIP – PARTNERSHIP AGREEMENT**

### ***PART 1 - COMMUNITY PLANNING IN THE FALKIRK COUNCIL AREA***

Community Planning in the Falkirk Council area is a partnership between the public, third, private and community sectors to secure a 20 year vision, through the attainment of local outcomes and priorities, improving the wellbeing of the area, securing high quality public services and including effective partnership working and collaboration.

Some of the core aspects of the purpose of Community Planning are to:

- Secure strategic ownership of our Strategic Community Plan and Single Outcome Agreement (SOA);
- Provide oversight of partnership working across the area in securing our local outcomes and priorities;
- Promote opportunities for partnership based solutions in reforming public services;
- Ensure a focus on local outcomes and priorities, including prevention and intervention, underpinned by having a clear understanding of place, in terms of the challenges we face and the needs of our local communities; and
- Ensure that we pass on the benefits of effective partnership working through the delivery of better public services to our communities.

### ***Our Vision***

The 20 year vision the Community Planning Partnership is working towards comprises the following:

- The legacy of our past and the potential of our future are protected;
- Our area is at the centre of Scotland;
- Our future is as one of the most culturally diverse and distinct areas in Scotland;
- Our future has investment in jobs, learning, homes and leisure for all;
- Our area is ‘the place to be’ in the third Millennium.

We have a number of broad themes and local outcomes to contribute towards the attainment of our vision.

### **Our Values as a Partnership**

As a Partnership we will:

- Be visible and champion community planning through strategic leadership, within and out with our organisations and communities to achieve our vision

- Embrace innovation
- Focus on outcomes through effective delivery
- Be committed to excellence
- Be resilient and sustainable
- Integrity, equality, fairness and transparency are our core attributes and will guide how we do our business
- Be open to change
- Being smarter in the way we work.

### ***Community Influence***

As a Partnership we are committed to ensuring our communities are engaged with us in driving change. To achieve this we will:

- ◆ Involve members of the public, local communities, local businesses, the third sector and other key stakeholders in influencing the direction of travel the Community Planning Partnership takes;
- ◆ Foster effective communication, engagement and participation;
- ◆ Support local communities to improve the areas they live in, thus enabling them to make a valued and direct contribution to achieving the vision for their area
- ◆ Receive community feedback on progress, performance and achievement; and
- ◆ Pursue improvement on a continuing basis.

This is underpinned by ensuring we have wide ranging community engagement and participation across the Council area.

### ***PART 2 – HOW WE ORGANISE TO DELIVER OUR VISION***

The Partnership will ensure that it has leadership and delivery structure that is focussed on delivery of outcomes and responsive to changing environments. A delivery structure for each plan will accompany the approval process. This structure and groups will be reviewed every two years to ensure they continue to deliver and continue to be the most relevant mechanism for delivery. A diagram depicting the structure of the CPP will be held by the Partnership alongside this agreement.

In order to oversee the delivery of our vision the partnership is organised as follows:

#### ***Community Planning Leadership Board***

This is the key strategic decision making and scrutiny body for the partnership, and holds to account the work, contribution, performance and progress of partners and partnership groups, in securing our vision, local outcomes and priorities.

#### ***Improvement Group***

This group has a key role in ensuring that the Community Planning Partnership continuously improves, through the oversight, co-ordination and management of the partnership's improvement programme. The group has no direct focus on service

delivery but seeks to secure improvement in the way in which the partnership conducts its business.

In order to secure the attainment of our vision and local outcomes the Community Planning Partnership has a number of thematic and lead officer arrangements approved by the Community Planning Leadership Board.

*Themes & Lead Officer Arrangements for Securing Outcomes*

The primary role of these themes and officers is to co-ordinate and assure the delivery of local priorities and outcomes across their thematic areas of responsibility, as set out in the partnership's strategic documents. This will include reporting on progress and performance on a regular basis to the Leadership Board and supporting the Board in meeting its responsibilities.

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### *PART 3 – PARTNERSHIP GROUP ROLES AND RESPONSIBILITIES*

#### *The Community Planning Leadership Board*

The Community Planning Leadership Board comprises senior leaders and chief officers who share collective responsibility for the strategic leadership, scrutiny and challenge of local partnership working. The Board exercises these responsibilities in order to ensure the attainment of local priorities and outcomes. In order to achieve this, the Board will ensure:

- We set the broad strategic direction of the Falkirk CPP
- We achieve our local outcomes and priorities;
- We fulfil relevant statutory requirements;
- That conflicts are identified and resolved through process;
- Resource allocation is aligned with our local priorities;
- Facilitation, co-operation and sharing of best practice;
- Scrutiny and challenge of partners and delivery structures;
- We develop and publish a strategic plan and an annual performance and achievement monitoring statement;
- We approve partnership strategies and action plans;
- Effective local community engagement and participation;
- Partners and partnership groups are held to account for contribution, progress, performance and achievements in securing local outcomes and priorities; and
- We secure continuous improvement in local partnership working

The Board meets a minimum of four times per year and comprises non executive and executive members of each key partner organisation. This will include Elected Members, Board Members and senior officers drawn from across the following organisations:

- Falkirk Council,
- Falkirk Community Trust;
- CVS Falkirk and District;
- Police Scotland;
- The Scottish Fire and Rescue Service;
- NHS Forth Valley;
- Forth Valley College;
- Scottish Enterprise;
- Skills Development Scotland;
- SEStran;
- The Integrated Joint Board; and
- The Scottish Government

The Board will consider requests to join the partnership as they arise. We will also invite temporary members to join the Board from the community, private and third sectors to advise, support and champion their respective sectors and their contribution to local priorities and outcomes.

### ***Partner Responsibilities***

Each of the organisations represented on the Leadership Board needs to ensure that it is mindful of the statutory requirements that might underpin its involvement in Community Planning. The Partnership expects each agency and organisation to actively:

- Support and resource Community Planning appropriately, across the extent of local partnership working;
- Support the continuous improvement of Community Planning across the Falkirk Council area;
- Support the purpose of the partnership and its groups in undertaking their range of responsibilities;
- Make a proportional and appropriate contribution to and supporting all of the local outcomes and priorities set out in the Strategic Community Plan and SOA;
- Be accountable to the Leadership Board for their contribution to Community Planning including progress and performance on the attainment of local outcomes and priorities;
- Be clear on how its organisational business plans, key policies and strategies, as well as resources align with the delivery of local outcomes and priorities;
- Support the partnership to communicate and report on performance, progress and achievement, through its own publications, websites and other media; and
- Ensure Board Members and participants in Community Planning are able to contribute appropriately and are able to take decisions on behalf of their organisation.

### ***Board Member Responsibilities***

Each Board Member will:

- Lead on promoting community planning within their organisations and communities;
- Ensure their organisations are fulfilling their obligations with regards to the Partnership;
- Ensure the efforts of their organisations are focused on ensuring a meaningful contribution to the partnership;
- Actively participate in community planning and at Board meetings; and
- Champion community planning in Falkirk and more generally act as an ambassador for the area itself.

### ***The Improvement Group***

This group supports the Community Planning Leadership Board in delivering on its responsibilities to assure an effective and efficient approach on partnership working. The group meets a minimum of four times per year but six weeks in advance of a Leadership Board meeting.

The group has a key responsibility for managing and co-ordinating the partnership's improvement programme. This includes ensuring that the partnership's improvement programme addresses the issues emerging from the audit of Community Planning and any additional actions arising from national guidance or good practice.

The group comprises officers from across the partnership that have responsibility for strategic planning, resource & financial planning, performance management and ICT.

This group plays a key role in ensuring the Community Planning Partnership has an effective framework for partnership working and for promoting continuous improvement across the partnership

### ***Themes and Lead Officers***

The Community Planning Leadership Board will approve nominated themes and lead officers with responsibility for the attainment of local priorities and outcomes. They are also accountable to the Board for progress and performance and for regularly reporting on this in an agreed format. It is recognised that themes are inter-related, and therefore it is incumbent on lead officers to take account of the work of other themes. The specific responsibilities of lead officers, include:

- The delivery and attainment of local priorities and outcomes within their area of responsibility;
- Timeous reporting on progress, performance and achievement;
- Securing effective community engagement and participation; and
- Reconciling their role within the Community Planning Partnership.

The Partnership will through its planning process determine strategic priorities and outcome. The delivery structure will follow priorities and will be developed as a critical part of the planning process.

Third Sector activity will be co-ordinated by the Chief Executive, CVS Falkirk and District. This reflects the increased prominence given to the Third Sector in the Strategic Community Plan and reflects that we now have a Third Sector Interface through CVS Falkirk and District.

#### ***PART 4 – GENERAL PROVISIONS***

The following general provisions allow the Community Planning Partnership to conduct its business efficiently and effectively. Although a number of these provisions specify the Leadership Board, they can be adapted and utilised for other groups as required.

Falkirk Council will provide a secretariat for the Board and Improvement Group, unless alternative arrangements are agreed by Partners.

Each partner will nominate one point of contact in order that request for information, reports, meeting dates can be disseminated appropriately within each partner organisation. Falkirk Council, as the secretariat, will keep an up to date list of all Board members and key contacts.

#### ***Notice of Meetings of the Community Planning Leadership Board***

At least five working days prior to a Board meeting, an agenda and related papers will be distributed electronically to Board Members. Hard copies of papers will be provided on the day, provided that a request for this is made at least two working days in advance of the meeting.

Partners will provide the Board Secretariat of notice of reports for meetings at least 10 working days before issuing of papers, with final signed reports being provided the day before the agenda is due to be issued.

No later than ten working days after the meeting, Board papers will be published on Falkirk Council's website, unless there is a valid reason for not publishing, e.g. confidential papers or papers taken in private session.

#### ***Conduct of Meetings***

A quorum of at least one third of Board Members requires to be present for a meeting to proceed. The Chair of the Community Planning Partnership will be renewed every two years. Partners will keep their representation on the Board under regular review to ensure that this remains appropriate.

Partners are able to nominate formal substitute attendees, provided that advance notification is provided, at least two working days ahead of the meeting. It is expected however that Board Members will attend Board meetings unless they have good cause not to. It is for the partner organisation to ensure that the substitute is briefed appropriately and provided with relevant papers.

#### ***Tenure of Board Membership***

Subject to a request from the Chief Executive of Falkirk Council, it is for each partner organisation to nominate appropriate Elected or Board Members and officers for a stipulated period.

Every two years, Falkirk Council on behalf of the partnership will write to each partner seeking confirmation of their non-executive and officer representation on the Leadership

Board. It is from this that the list of Board members will be collated. Partners should advise the Council of changes in representation.

Other representatives from partner organisations can attend Board meetings in an advisory capacity. The Board may also invite temporary members to meetings, particularly from the community, private and third sectors.

***Partnership Finances***

Although the partnership has no dedicated budget, on occasion funding may be allocated to it, particularly by the Scottish Government. In these circumstances a lead partner, subject to Board agreement, will manage these funds on behalf of the Community Planning Partnership.

***Disputes***

In the unlikely event of a dispute occurring between partners, the partnership will seek to deal with this internally. Where this is not possible, the partner(s) with complaint should prepare a report for its own Board or Committee, with a view to resolving the issue(s). Further recourse can be made to the Leadership Board seeking mediation and resolution.

***Termination of the Agreement***

Should any partner wish to terminate the agreement, they should submit a report to the Leadership Board, explaining the reasons for this. The consent of the majority of the Board will be required to terminate or significantly change the terms of this agreement.

***PART 5 – SIGNATORIES***

The following representatives have the appropriate authority to sign the Partnership Agreement on behalf of their organisation:

..... On behalf of Falkirk Council Date:.....

.....On behalf of Falkirk Community Trust Date:.....

.....On behalf of CVS Falkirk and District Date:.....

.....On behalf of Police Scotland Date:.....

.....On behalf of The Scottish Fire and Rescue Service Date:.....



.....On behalf of NHS Forth Valley Date:.....

.....On behalf of Forth Valley College Date:.....

.....On behalf of Scottish Enterprise Date:.....

.....On behalf of Skills Development Scotland Date:.....

.....On behalf of SEStran Date:.....

.....On behalf of The Scottish Government Date:.....

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**1. Purpose**

To update SDC on the Colleges current position with the Oil and Gas Academy Scotland (OGAS) and the Energy Skills Partnership (ESP) with information on the outputs and benefits gained from these partnerships.

**2. Recommendation**

That members note the continued partnership working and support of opportunities through working with OGAS and ESP.

**3. Background**

**OGAS**

FVC has been a member of OGAS for just over 2 years, the only change in membership in this time has been the merger of Aberdeen and Banff and Buchan to NESCOL. Robert Gordon's University, Herriot Watt University and Aberdeen University are the other founding members.

The Scottish Government set up OGAS in response to British Gas requesting funding to set up a training centre in the North East to meet the training needs of Oil and Gas. Aberdeen, Banff and Buchan Colleges, Robert Gordon's University and Aberdeen University were the founder members, although Heriot Watt University and FVC joined in the very early stages of the programme.

**ESP**

FVC was a founder member of the Energy Skills Partnership 3 years ago; there were 5 main themes at ESP at the start:-

1. Power Generation, Transmission & Distribution
2. Offshore/Onshore Wind
3. Wave & Tidal
4. Oil & Gas Upstream
5. Oil & Gas Downstream

FVC (led by Dean Williams) are the theme group leads for Power Generation, Transmission & Distribution and Oil & Gas Downstream.

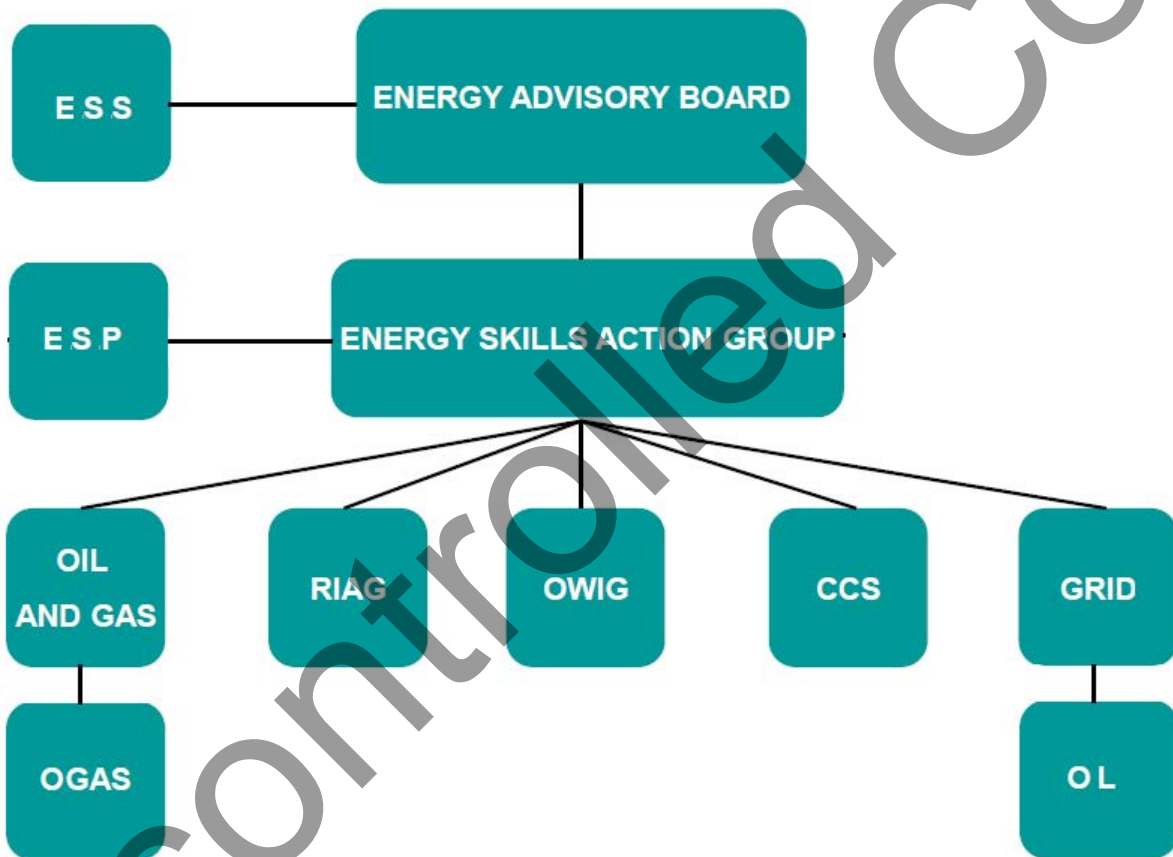
With the following 6 theme groups now in various stages of development

6. Carbon Capture & Storage
7. Micro-renewables – Ian Morrison attends this theme group.
8. Energy Efficiency
9. Emerging Technologies
10. Supply Chain
11. Health & Safety

4. Key Considerations

Energy Skills Network

The overall environment of working in the skills agenda for energy is split across various connected groups as highlighted below. Scottish Government lead at the Energy Skills Scotland (ESS) level with the ESAG and ESP being the main driver of activity.



- ESS – Energy Skills Scotland
- ESP – Energy Skills Partnership
- RIAG – Renewables Industry Action Group
- OWIG – Offshore Wind Industry Action Group
- CCS – Carbon Capture and Storage
- GRID – Power Transmission and Distribution
- OGAS – Oil and Gas Academy Scotland
- OL – Overhead Lines Contractor

The remit of ESAG is to ensure that the skills issues across the energy sector are articulated by industry leaders, understood by the Government agencies and effectively addressed through private and public sector partnerships

The main points of contact in the energy skills network for FVC are OGAS, ESP and OL.

#### OGAS

The main impact from the membership of OGAS was a grant of £1.2 Million in the summer of 2013 which has provided a substantial amount of our sector leading rooms and equipment which has greatly improved the quality of our delivery and in turn has led to increased capacity and resources for delivering new programmes and additional provision for MA and full time delivery.

The key outputs from the investment were:-

- Mechanical Workshop with pumps and hand fitting area to meet current industry specifications, this has allowed for an increase in apprentices from Ineos and ECITB and will facilitate the return of OPITO mechanical apprentices if the contract is awarded in the next academic year.
- Instrumentation workshop with the latest communication including wireless, hart, foundation fieldbus and 4 to 20mA. Process instrumentation and rigs for flow, level, pressure and temperature have been built by the Departments Technicians to meet current industry specifications. This has allowed for an increase in apprentice numbers from Ineos, ECITB and transition training for Shell with greatly enhanced levels of training in a hands on environment.
- Mini rig facility with 3 mini rigs for 3 process vessel control and 3 mini rigs for oil separator units, this frees up rig time on the Westfield Plant allowing more apprentices through the practical rig training.
- Control room simulation suite has greatly enhanced the apprentice training in terms of offshore process control and emergency response training. The equipment has also played a key part in the transition training for the Ineos Adult Process Operator 20 week course and the Shell Technician training course.
- Complex training classroom; this has allowed for greater numbers of Oil and Gas Adult trainees to go through the mandatory training required for working in hazardous areas and has contributed to the additional places we are now able to deliver at the Falkirk campus.

Following our launch Ken Innes, Shell UK and Ireland Production Academy Manager approached OGAS Director Rulzion Rattray asking if OGAS could meet their training requirements. OGAS members were asked to host a tour of their facilities for Shell, and FVC were the only partner to respond; this has led to the partnership with Shell and since last summer we have delivered a number of training programmes: –

- 8 Day Process transition course
- 4 Day Process transition course
- 2 Day Hydraulics course
- Credit and Levelling of above course

These courses have been very profitable and Shell are happy to pay for development time and enhanced rates for delivery. Future planned courses are another 2 - 4 day process courses and 2 – 2 day Hydraulics courses. These courses were co-created with Shell training staff; the Process Course was developed by 2 Shell staff working with 2 College Process Staff for 6 hours every Wednesday for 6 weeks. This course has now been fully accredited by Shell.

**Contribution**


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**ESP**

The ESP was formed 3 years ago by Scotland's Colleges; working in a cohesive and constructive consortium, Scotland's Colleges can demonstrate not only a responsiveness but also a collective capability and capacity to provide the technical skills required by the Energy Sector.

The Director of ESP Jim Brown and the Partnership has worked closely with Government, Scottish Funding Council, SDS, Industry Associations, Energy Technology Partnership and Energy Skills Action Group. The ESP is now viewed as the model every sector should adopt and is highly regarded in the college network.

The successes so far are:-



- Lecturers of the Future Initiative; this was a national recruitment campaign which resulted in FVC employing Andrew Angus and David Letford. This provided an Instrumentation and Hydraulics Lecturer with strong industrial expertise through a recruitment catchment area we would not have achieved on our own.
- Employer Fair in Perth, this is now in its second year and FVC attended with 2 staff and 56 students on the 21<sup>st</sup> of January. There are numerous employers at this event and feedback from students was that the event was excellent.
- ESP are now leading on development of Foundation and Advanced Apprenticeships, FVC involved in developing this delivery and will utilise support, funding and shape standardisation through ESP.

5. Financial Implications

There is a £5K membership fee to ESP annually.

6. Equalities

Assessment in Place? – Yes  No

If No, please explain why – The equipment and employment opportunities are available to all Students, this has been particularly successful in providing higher quality training to full time students who are also benefiting from this investment.

Please summarise any positive/negative impacts (noting mitigating actions) – Not Applicable

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	X	
Low		
Very Low		

Risk Description

The Scottish Government have asked ESS to look at the effectiveness of OGAS, FVC have been very proactive in all of the OGAS activities so far, this paper will form the basis of any response to Government outlining the increased numbers of Oil and Gas Technicians trained and the enhanced quality of the training utilising the equipment procured. Furthermore we have provided transition training to the sector in specific technical areas.

Mitigating Actions

By pre-empting any negative feedback to Government, FVC can highlight the increased numbers trained and the improvements made which could form the basis of a request for more capital going forward.

Risk Owner – Colette Filippi

Action Owner – Dean Williams

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes  No

Health and Safety – Yes  No

To promote activities in relationship to OGAS and ESP across the sector and the connections for FVC in participating in these partnerships.

The enhanced equipment allows us to provide working experience of health and safety issues and emergency response training.

Paper Author – Dean Williams

SMT Owner – Colette Filippi

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### 1. Purpose

The purpose of this report is to inform the Senior Management Team of the Student Association's recent activity.

### 2. Recommendation

That members note the recent activity undertaken by the Student Association.

### 3. Background

The new Student Association team has officially begun their roles working in a rota system across the three main campuses. We now have 5 full time officers and one part-time. This will ensure we can cover all campuses and really raise our profile this year. The roles within the team are now:

Student President (full-time)	Lorraine Simpson
Vice President Education and learner Engagement (full-time)	David Gentles
Vice President Health, Wellbeing and Sport (full-time)	Debbie Jackson
Executive Officer Student Development (part-time)	Alan Buchan
Administrator (full-time)	Lynne McClelland
Student Liaison Officer (full-time)	Angela Muirhead

We have already been attending enrolments and giving students welcome packs and we are encouraging students to visit our offices by giving away a free USB stick to each student who comes in to see us. We have promotional materials such as pens, notepads, bands and key rings and have life sized pop up banners for each officer to place in which ever campus the officer is on that week. We also included a flyer in the staff pay slips this month so they know where to find us and who's who.

### 4. Key Considerations

The recent Student Association activities are detailed in the Student Association Update in Appendix 1.

The individual team member priorities for 2015-2016 are:

**Lorraine:** I will continue in my role of Equality and Diversity officer and have been working with Equalities already on how we can engage students more this year and embed Equality into the curriculum. I will be helping the other team members with their areas of focus, but will be heavily prioritising Learner Engagement and raising the profile of the Student Association as well as having a more partnered relationship with staff as I feel this will be key to the Student Association becoming more present in the everyday life of the college. Other areas I will be hoping to develop are having better relationships with our Apprentices and Class Reps.

**David:** My priorities for the academic year ahead revolve mainly around finding new ways to enhance learner engagement within the college. As such my main aim is to establish better communication links between the SA and the student body. To do this I intend to investigate setting up a Student Board to allow the students further opportunity to provide feedback and highlight areas of concern to them, while also aiding the SA to make more informed decision making. I will also be establishing the GOAL (Go Out And Listen) practice within the team, whereby the SA team will go out with a pre prepared questionnaire and engage with students, to allow us to collate key data through the year on student views. This should in turn allow us to have more presence within the college, creating more awareness, while also being able to identify areas for improvement within the SA and the College. Furthermore I wish to highlight E-books within the college to help aid students to use the facilities provided to them and help them to take more control over their own learning. I will also continue to be involved with the Fair trade activities of the college, the Sustainability Committee and work in partnership with a variety of external bodies.

**Debbie:** My priorities for the year will be to focus on engaging students and promoting Health, Well-being and Sport throughout the college. I have begun preparation on delivering Mental Health Training to classes in the Care, Health and Sport department and hope to roll this out quarterly. I will also be working closely with the NHS to promote smoking cessation throughout the college to staff as well as students. My main objective will to be to achieve a higher rating in the Healthy Body, Healthy Mind award category.

**Alan:** My priorities for the year will be running and maintaining the Open Badges program I have created on Moodle. Throughout the term I will promote this to our students and staff and encourage participation throughout the college. I will be working in partnership with Stirling Council on ways to develop the badges and their criteria and outcomes so they appeal to local employers as well as students.

**Lynne:** I will continue to support the team with the administration workload, as well as planning and managing events.

**Angela:** My role is to continue supporting the team on their roles and activities throughout the year. My main focus is also on the review this year and looking at ways of better engagement with students and making sure there is consistency at all levels of the Student Association on all campuses.

## 5. Financial Implications

**Please detail the financial implications of this item** – There are no specific financial implications for this item.

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6. Equalities

Assessment in Place? – Yes  No

If No, please explain why – Consideration is given to equalities impact of individual Student Association activities and is not required for this summary.

Please summarise any positive/negative impacts (noting mitigating actions) – Not Applicable

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		
Medium	X	
Low		X
Very Low		

Please describe any risks associated with this paper and associated mitigating actions – low student awareness of and engagement with the work of the Student Association could lead to some negative comment in the College's Education Scotland review report. This will be mitigated by the high visibility activities planned by the Student Association and strong support from SMT.

Risk Owner – Fiona Brown

Action Owner – Lorraine Simpson

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes  No

Health and Safety – Yes  No

Please provide a summary of these implications – Communications measures are in place for Student Association activities.

Paper Author – Lorraine Simpson

SMT Owner – Fiona Brown

1. Purpose

To update Strategic Development Committee on progress towards meeting our objectives set out within the College's Operational Plan for 2014/15.

2. Recommendation

That members note the content of the report.

3. Background

The College has developed a monitoring system to allow active monitoring of progress towards achieving the objectives set out within the College's Operational Plan for 2014/15.

4. Key Considerations

Appendix 1 provides an overview of progress. Of our 48 operational plan objectives 42 have been completed, while six are progressing to target. Of these six, four will be completed in September as our accounts are finalised (OP32 and OP41), our PIs are finalised (OP17) and BT complete the work to upgrade our internet connection (OP43).

Of the remaining two recommendations Monitoring of room utilisation (OP9) has become a standard agenda item of the Health & Safety Committee with IT lab utilisation at over 90% across all campuses, and classroom utilisation varying from mid-80% to mid-90% across our campuses. In relation to the Campus Action plans (OP39), Alloa is operational, Falkirk is part of the new Campus plans particularly in relation to STEM, while an approach for Stirling is connected to the new Stirling City Framework.

A full update is also provided, for information.

5. Financial Implications

Please detail the financial implications of this item - none

6. Equalities

Assessment in Place? – Yes  No

If No, please explain why – This is a monitoring report of progress against the College's Operational Objectives. Due consideration of any impact in relation to protected characteristics was undertaken during the setting of these objectives.

Please summarise any positive/negative impacts (noting mitigating actions) – N/A

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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		
Medium		
Low	x	x
Very Low		

Please describe any risks associated with this paper and associated mitigating actions – No significant risks are highlighted - significant progress has been made to achieving the objectives set out within the College's Operational Plan.

Risk Owner – David Allison

Action Owner – David Allison

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes  No

Health and Safety – Yes  No

Please provide a summary of these implications – N/A

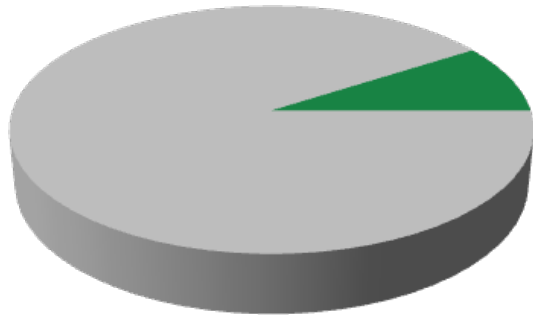
Paper Author – David Allison

SMT Owner – David Allison

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Appendix 1 – Operational Plan Monitoring Update

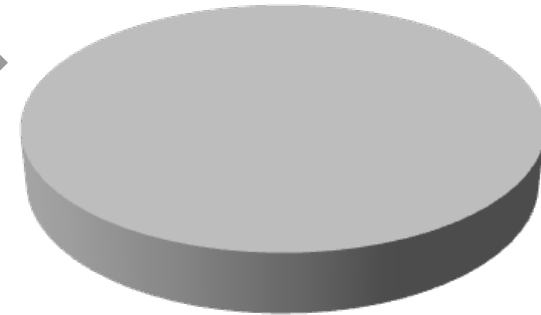
Creating a superb environment for learning



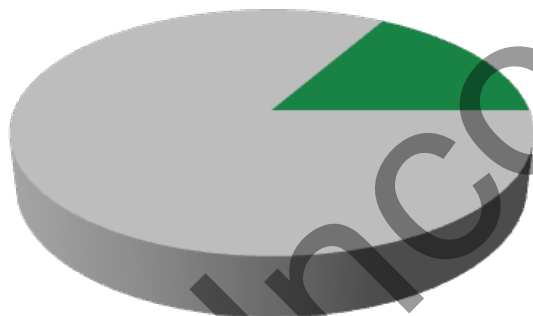
Cultivating a vibrant learning organisation where learners develop skills, achieve qualifications valued by industry and progress seamlessly



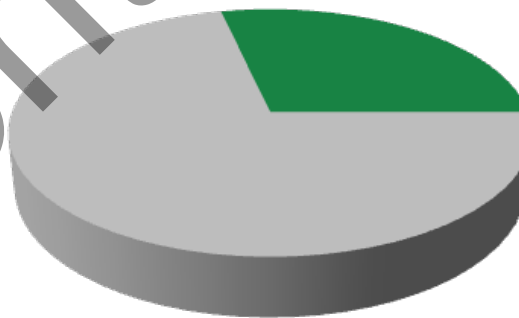
Instilling an energy and passion for our people, celebrating success and innovation



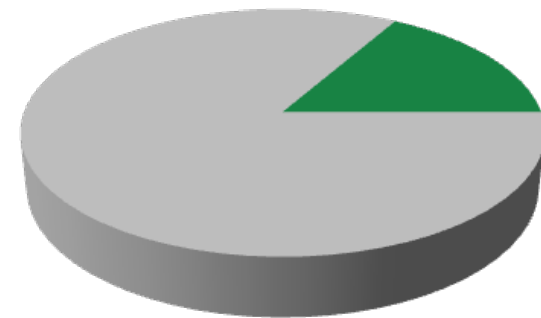
Leading as a business that is a champion for governance, financial control and balanced risk taking



Enhancing our position as the business and community partner of choice



Delivering a whole system approach. Simply effective, efficient and consistent



**1. Purpose**

For members to discuss the request to Strategic Development Committee to establish a sub-group to consider our Annual report on institutional-led review of quality and Outcome Agreement Self-Evaluation.

**2. Recommendation**

That members of the Strategic Development Committee form a sub-group to review both our Annual report on institutional-led review of quality and Outcome Agreement Self-Evaluation prior to submission to SFC.

**3. Background**

The College is required to submit to SFC an Outcome Agreement Self-Evaluation report annually, with the submission date this year being 31<sup>st</sup> October 2015. The College is also required to submit to SFC an annual report on institution-led review of quality, which requires Board sign-off. The submission date of this report this year is 31st December 2015, however colleges are encouraged to submit this report along with their Outcome Agreement Self-Evaluation, which we have done in previous years, and will do this year.

Both reports rely significantly on key Performance Indicator information which isn't finalised until early October, once the College has submitted its final FES (Further Education Statistics) data return, having gone through audit, and as such the September Strategic Development Committee meeting comes too early to allow these reports to be discussed at this meeting.

**4. Key Considerations**

In Session 2014/15 both reports were reviewed by Strategic Development Committee members within its November meeting, after the 31<sup>st</sup> October submission date. As such, committee members suggested the formation of a sub-group to review both documents prior to submission to SFC. This suggestion was gratefully received and welcomed by Senior Management. It's suggested that this review is undertaken by e-mail, with no need for the sub-group to physically meet. It's suggested that the sub-group consists of the chair of the Strategic Development Committee, along with two other committee members.

Both reports will be brought for discussion to the November meeting of the Strategic Development Committee.

**5. Financial Implications**

**Please detail the financial implications of this item – None.**

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6. Equalities

Assessment in Place? – Yes  No

If No, please explain why –The Self-Evaluation report will assess the Colleges performance against targets, which include targets developed to ensure/increase equality.

Please summarise any positive/negative impacts (noting mitigating actions) – Not Applicable

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		
Medium		
Low		
Very Low	x	x

Please describe any risks associated with this paper and associated mitigating actions – No risks identified.

Risk Owner – David Allison

Action Owner – David Allison

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes  No

Health and Safety – Yes  No

Please provide a summary of these implications – Not applicable

Paper Author – David Allison

SMT Owner – David Allison



1. Purpose

To update members on progress towards meeting our activity target for Session 2014-15 and full time recruitment for the new session.

2. Recommendation

That members note the content of the report.

3. Background

The College has a strong track record on meeting its WSUMs target, and could face financial claw-back if this target is not met. This report provides an update on how the College is progressing towards our activity target for Session 2014-15. Full time enrolments equate to approximately 64% of our overall activity target, hence the importance of a strong full time recruitment.

4. Key Considerations

**Session 2014/15 Progress towards our WSUMs Target**

Our WSUMs target for Session 2014/15 is 121,664 comprising an allocation of 118,503 WSUMs through Core Grant and 3,161 through European Social Fund (ESF). We are progressing well towards our WSUMs allocation and are on course to deliver to our activity target as evidenced in Figure 1.

**Figure 1 – WSUMs Delivery for Session 2014/15**

Weighted SUMs Allocation	Total
Core Grant	118,503
ESF	3,161
<b>WSUMs Target</b>	<b>121,664</b>

Weighted SUMs Mode of Attendance	Current WSUMs
Full Time	77,792
Part Time	30,371
Evening	2,658
Assessment of Work Based Learning	4,643
Flexible/Distance Learning	6,306
<b>Total</b>	<b>121,770</b>

<b>Variance</b>	<b>106</b>
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**Session 2015/16 Full Time Applications**

Full time recruitment for Session 2015/16 has been healthy across all teaching Departments as evidenced in Figures 2 below. Overall, we have received over 9,000 applications for 3,270 full time places, with almost all courses over-subscribed. The recruitment process is well advanced, with 3,328 offers being made to date. The recruitment process, as always, is very fluid and Curriculum Managers and Student Records team are very experienced at managing recruitment, with appropriate waiting lists being maintained. All managers have access to real-time information on applications, and a weekly report is distributed electronically to Heads of Department, which is reviewed weekly by the Senior Management Team.

**Figure 2 – 2015/16 Full Time Applications**

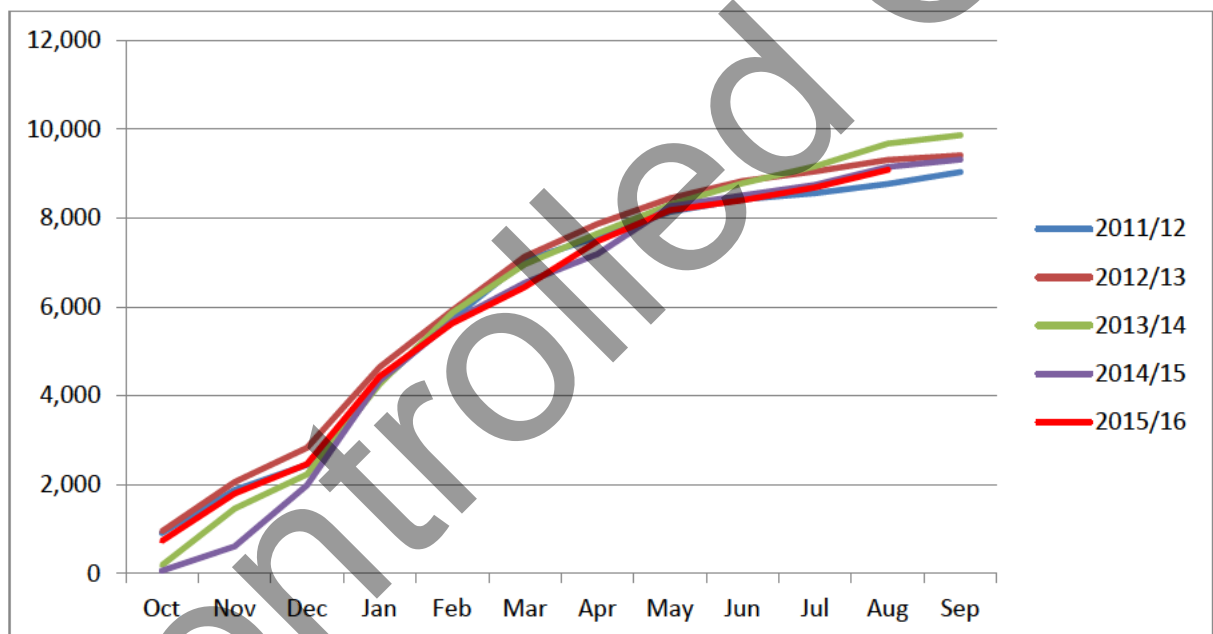
Department	Target	Applications	Application Variance	% Application Variance	Offers	Offer Variance	% Offer Variance
ACCESS & PROGRESSION	222	699	477	215%	219	-3	-1%
APPLIED SCIENCE, MATHS & MECHANICAL ENGINEERING	250	813	563	225%	244	-6	-2%
BUSINESS	486	1,217	731	150%	559	73	15%
CARE, HEALTH & SPORT	572	2,027	1455	254%	617	45	8%
CONSTRUCTION	261	654	393	151%	230	-31	-12%
CREATIVE INDUSTRIES	703	1,631	928	132%	675	-28	-4%
ELECTRICAL INSTRUMENTATION & CHEMICAL ENGINEERING	271	775	504	186%	270	-1	0%
HOSPITALITY & SALON SERVICES	505	1,271	766	152%	514	9	2%
<b>Overall - Summary</b>	<b>3,270</b>	<b>9,087</b>	<b>5,817</b>	<b>178%</b>	<b>3,328</b>	<b>58</b>	<b>2%</b>

A comparison of cumulative applications received by month of application over the last five sessions is shown in Figure 3 and graphically in Figure 4. A similar pattern has evolved for Session 2015/16 as previous sessions. The total figure for August for Session 2015/16 doesn't yet reflect a full month, and it is anticipated that this figure will rise to a similar figure to Session 2014/15. Our Curriculum Managers and Student Records team actively monitor applications, and as such are very adept at closing courses for applications when numbers far exceed the number of places available, and conversely will move to waiting lists or re-open courses for applications should there be a need.

Figure 3 –Cumulative applications by Session and month

Session	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2011/12	914	1,880	2,447	4,309	5,736	7,049	7,573	8,145	8,422	8,559	8,772	9,033
2012/13	947	2,062	2,834	4,646	5,922	7,130	7,865	8,447	8,836	9,048	9,308	9,411
2013/14	188	1,461	2,230	4,266	5,870	6,957	7,648	8,298	8,781	9,164	9,674	9,863
2014/15	62	614	1,990	4,343	5,676	6,545	7,192	8,265	8,512	8,748	9,148	9,318
2015/16	737	1,802	2,466	4,437	5,631	6,445	7,481	8,175	8,401	8,687	9,087	

Figure 4 - Cumulative applications by Session and month



#### Session 2015/16 Full Time Enrolments

We are still at a very early stage of the enrolment process, however after the first week of enrolment we have enrolled over 86% of our target number of full time students, with details provided in Figure 5. A comparison of enrolments processed at the same time last session is also provided which shows that we are ahead this session. I believe this is more down to the timing of our enrolment schedule rather than an actual increase in overall full time enrolments.

Figure 5 – Full Time enrolments (as at 27/8/15)

Department	Target	Enrolments	Enrolment Variance	% Enrolment Variance	Enrolments 14/15 as at 27/8/15	Enrolment Variance 15/16 vs 14/15	% Enrolment Variance 15/16 vs 14/15
ACCESS & PROGRESSION	222	212	-10	-5%	185	27	15%
APPLIED SCIENCE, MATHS & MECHANICAL ENGINEERING	250	257	7	3%	161	96	60%
BUSINESS	486	458	-28	-6%	356	102	29%
CARE, HEALTH & SPORT	572	504	-68	-12%	474	30	6%
CONSTRUCTION	261	191	-70	-27%	225	-34	-15%
CREATIVE INDUSTRIES	703	617	-86	-12%	545	72	13%
ELECTRICAL INSTRUMENTATION & CHEMICAL ENGINEERING	271	195	-76	-28%	100	95	95%
HOSPITALITY & SALON SERVICES	505	383	-122	-24%	372	11	3%
<b>Overall - Summary</b>	<b>3,270</b>	<b>2,817</b>	<b>-453</b>	<b>-14%</b>	<b>2,418</b>	<b>399</b>	<b>17%</b>

5. Financial Implications

Please detail the financial implications of this item – None.

6. Equalities

Assessment in Place? – Yes  No

If No, please explain why – All of our courses are analysed at Department and Course level in relation to protected characteristics, with Departments actively involved in addressing any imbalances.

Please summarise any positive/negative impacts (noting mitigating actions) – Not Applicable

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		
Medium		
Low		
Very Low	x	x

Please describe any risks associated with this paper and associated mitigating actions – No risks identified, as the College is in line to meet its WSUMs target for Session 2014-15, and early recruitment has been robust.

Risk Owner – David Allison

Action Owner – David Allison

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes  No

Health and Safety – Yes  No

Please provide a summary of these implications – Not Applicable

Paper Author – David Allison

SMT Owner – David Allison

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	19 Nov. 2015	25 Feb. 2016	9 June 2016
Apologies for Absence	✓	✓	✓
Declarations of Interest	✓	✓	✓
<b>FOR APPROVAL</b>			
Minutes of Previous Meeting	✓	✓	✓
Forth Valley College Foundation Annual Project Plan	✓	✓	✓
<b>FOR DISCUSSION</b>			
Matters Arising	✓	✓	✓
Bursary Funds	✓		
Student Union Report	✓	✓	✓
Child Protection Policy and Procedure	✓		
Protection of Children, Young People and Adults at Risk of Harm – Annual Update		✓	
Student Activity (applications/enrolment etc)	✓	✓	✓
Annual Engagement Report		✓	
Outcome Agreement			
Equalities Update		✓	✓
Programme of Committee Business	✓	✓	✓
Risk Register/Review of Risks	✓	✓	✓
AOCB	✓	✓	✓