Zoom call @4.30pm

AGENDA

		Type	Lead
1	Apologies and Declarations of interest	Discussion	Ross Martin

2   Minutes and Matters Arising of Meeting of 29 April 2021   Approval   Ross Martin
     - Approval of BP Technician Training Contract (electronic)
(Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 33
Commercial Interests and the Economy and Section 36 Confidentiality of the Freedom of Information
(Scotland) Act 2002.)

3   Minutes of Committee Meetings

		Type	Lead
	Remuneration Committee – 29 April 2021	Noting	Trudi Craggs
	Audit Committee – 20 May 2021	Noting	Lorna Dougall
	Learning & Student Experience Committee – 27 May 2021	Noting	Davie Flynn
	Draft Finance Committee – 15 June 2021	Noting	Liam McCabe

(Elements of paper 3 are withheld from publication on the Forth Valley College website under Section 38
Personal Information and Section 33 Commercial Interests and the Economy of the Freedom of Information
(Scotland) Act 2002.)

4   Principal's Report   Discussion   Ken Thomson
(Elements of paper 4 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.)

5	Chairs Update (Verbal)	Discussion	Ross Martin
6	Student Association Annual Report	Discussion	Andrew Smirthwaite
7	Student Association Constitutional Changes	Approval	Andrew Smirthwaite

STRATEGIC PLAN IMPLEMENTATION

8   Excambion with Falkirk Council   Approval   David Logue
(Elements of paper 8 are withheld from publication on the Forth Valley College website under Section 36
Confidentiality of the Freedom of Information (Scotland) Act 2002.)

9	Equality Outcomes 2021-2025	Approval	Anna Vogt

10   Budget 2021/22   Discussion   Alison Stewart
(Elements of paper 10 are withheld from publication on the Forth Valley College website under Section 33
Commercial Interests and the Economy and Section 36 Confidentiality of the Freedom of Information
(Scotland) Act 2002.)

GOVERNANCE

11	College Strategic Risk Register	Discussion	Alison Stewart

12	IT Security Policy	Approval	David Allison

OPERATIONAL OVERSIGHT

13	EIS Dispute (Verbal)	Discussion	Kenny MacInnes
14	Review of Risk	Discussion	All
15	Any Other Competent Business	Discussion	All

FOR INFORMATION

Tuition Fee & Fee Waiver Policy – Approved by Finance Committee
Procurement Strategy and Policy – Approved by Finance Committee
Colleges Scotland Draft Statement of Ambition
Audit Scotland Report - https://www.audit-scotland.gov.uk/report/scotlands-colleges-2020
Forward Agenda
Board Calendar

Zoom Meeting, (Commencing at 4.30pm)

Present: Ross Martin (Chair)
             Dr Ken Thomson
             Hazel Burt
             Andrew Caldwell
             Trudi Craggs (Vice Chair)
             Paul Devoy
             Lorna Dougall
             Davie Flynn (Vice Chair)
             Katherine Graham
             Lindsey Hastie
             Jennifer Hogarth
             Liam McCabe
             Alistair McKean
             Emma Meredith
             Ken Richardson
             Aleksandrs Petrovskis, Forth Valley Student Association Vice President (FVSAVP)
             Andrew Smirthwaite, Forth Valley Student Association President (FVSAP)

Apologies: Naila Akram

In Attendance: David Allison, Vice Principal, Infrastructure and Communications (VPIC)
             Kenny MacInnes, Vice Principal Learning and Student Experience (VPLSE)
             Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFCA)
             Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary (CGPO)
             Anna Vogt, Head of Equalities, Inclusion and Learning Services (HEILS) for B/20/055

The Chair welcomed Paul Devoy, Lindsey Hastie and Emma Meredith to their first meeting of the Board of Management. The new members introduced themselves to the Board and the other Board members also provided introductions.

B/20/045   **Apologies and Declarations of interest**

                As noted above

B/20/046   **Minutes and Matters Arising of Meeting of 25 February 2021**

                The Minutes of the meeting of 25 February 2021 were approved as an accurate record.

B/20/047   **Minutes of Committee Meetings**

Finance Committee – 23 March 2021

(Elements of this section are withheld from publication under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

The Chair of the Finance Committee reported on the recent meeting. He highlighted that it had been hoped to review the SFC Indicative Allocations but that this information had not been released at the time of the meeting but was included in the Board agenda for discussion.

He also reported on the positive news that the Q2 forecast outturn was projecting a surplus for the year and thanked the VPFACA and Head of Finance for the paper which provided useful information and a good overview of the risks associated with the projections.

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a) Members noted the update

HR Committee – 15 April 2021

The Chair of the HR Committee reported that there had been discussions on the current dispute by EIS-FELA and that this was on the agenda to provide Board members with an update on the current position.

She also outlined the upcoming Staff Awards, noting that these had been created and were being run by staff. She noted that there was a request for Board members to participate on the judging panel and asked for expressions of interest.

Hazel Burt, Paul Devoy and Lorna Dougall all indicated that they would be happy to support this.

The Chair of the HR Committee also noted that they were looking for a main speaker/presenter for the awards and queried whether members may know someone who may fit the bill and be willing to donate their time.

It was agreed that members would consider this and pass on any names to the Chair of the HR Committee or CGPO.

a) Members noted the content of the report

B/20/048   **Principal's Report**

(Elements of this section are withheld from publication under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

The Principal reported to members on his activities since the last meeting of the Board.

He outlined the work ongoing with the College Principals group and their direct links with Scottish Government to ensure Colleges remain up to date on Scottish Government thinking regarding the pandemic and College operations.

He confirmed to members that a full review had been conducted of all current students and the impact of the lockdowns on completion of their courses. While there were a number of students who would be able to complete either in year, over the summer or with some deferred activity at the start of the 2021/22 academic year, there were approximately 3% or 270 students who would need to repeat the year fully. He outlined the curricular areas affected and confirmed that the College had been in contact with the students to explain the situation and offer them unconditional offers for 2021/22.

He reported that this information had been positively received by the students as it provided clarity and certainty on next steps.

He reported to members on the ongoing Springback project, outlining key areas of activity and highlighting the recent staff survey which has been completed with a 68% response rate from staff.

He outlined a range of innovative, collaborative projects currently under development with NHS Forth Valley and confirmed a paper would be brought on these projects to the June Board meeting.

He discussed the ongoing use of the three campuses as vaccination centres with over 113,000 people from the local area vaccinated in College to date and getting an inside look at our excellent campuses. He confirmed that this activity would continue until mid-August and assured members that the design of the campuses ensured that College and NHS activity could be kept separate.

Members noted the scale and variety of the work being undertaken by the Principal and Senior Management team.

Members noted that there should be a high level discussion on the best use of the campus resources. The Principal agreed and noted that this would fit in with Springback activity which is looking at short, medium and long term projects.

In relation to Senior Management and other staff workloads, the Principal provided an overview of the time4you and recharge initiatives which are designed to give all staff the space to look after their health and wellbeing.

Members noted the 3% of student who would be repeating the year and stated that it would be beneficial if the FVSA and/or College contacted these students to see if they had any additional support requirements. The FVSAP confirmed that the association would be happy to assist in this but that, owing to the numbers of students involved and the staffing within the association, it would be sensible for the College to take the lead on this with FVSA support where needed.

The Principal confirmed this would be taken forward.

a) Members noted the content of the report

B/20/049   **Chair's Report (Verbal)**

The Chair outlined his activities since the last meeting of the Board, noting the significant allocation of time toward the work of the Employer's Association in relation to the EIS national strike action and the development of a national lecturer role profile.

He reported that the national activity has now reached a position that both sides have endorsed and that this will be going for formal approval soon.

He reported on his work to support the Fuel Change project and offered the new members a separate update on this project if they wished. It was also agreed that he would share the recent Fuel Change video with new members.

a) Members noted the content of the update

B/20/050   **Student Association Report**

The FVSAP reported on the work of the FVSA. He highlighted the developments made in e-sports and national competitions students were participating in. He also outlined progress toward the Student Awards, with the shortlist to be announced on 27 May and the development of the online aspects of the awards.

He informed members that, following the additional funding received from SFC and NUS, the FVSA had engaged an external consultant to review student engagement and how to improve this.

The FVSAVP reported on a joint event with the College on the You Fit, We Fit competition.

The FVSAP discussed the recent Student Council where the Principal came to talk about the Springback project and where some proposed changes to the Constitution

were approved and that these changes would be coming to the Board in June 2021 for ratification.

He outlined the upcoming President and Vice President elections. He noted that, at the time of nominations, there were 2 candidates for the President role but none for the Vice President. He confirmed a by-election for this post has been arranged and that there were currently two students interested in the role.

He also outlined the information received via the Feedback Friday initiative, noting that this was appended to the report for members' information.

Members welcomed the report and queried how the students were getting feedback on the issues they raised via feedback Friday.

The FVSAP confirmed to members that there was a student version of the information provided which outlined where the feedback provided was passed to.

Members noted it would be useful to receive an annual review of the feedback from students.

a) Members noted the content of the report

STRATEGIC PLAN IMPLEMENTATION

B/20/051   **Regional Economy**

This item was not covered owing to time. The Chair informed members that he would arrange for a number of smaller sessions where he could present on this topic to them.

a) Members noted the intention to cover this off table

B/20/052   **SFC Indicative Allocations**

The VPFACA presented the indicative allocation information for 2021/22 received from SFC. She noted that this was still draft until it is confirmed after the election but that there were no changes anticipated.

She noted that it was largely positive for the College with a 2.3% increase in Grant-In-Aid funding as well as additional one of monies for the current academic year to support deferred students, increase digital capacity and increase mental health provision. She noted that detailed guidance had yet to be received on the digital capacity or mental health sections of the funding.

She outlined changes to the funding source for Foundation Apprentices (FA's). Previously FA's were funded via Skills Development Scotland who would continue to

fund FA's moving into year 2 of their qualification but that all new FA's would be funded via SFC.

She highlighted concerns that, in future years, FA activity could be included in core funding which could result in a corresponding drop in the number of non-FA students the College could take each year.

She also highlighted the risk associated with the removal of ESF related funding which could impact on the amount of credits available to the College. She noted that a group of Principals had written to SFC to express these concerns.

The Principal informed members that he and the other Principals in that group would be meeting with the SFC Chief Executive next week to discuss this further.

The VPFACA also discussed levels of capital maintenance funding and potential impact on future estates activity.

The Chair of the Finance Committee confirmed that the issue of capital maintenance funding continues to be a risk for the College.

Members queried what impact on the fabric of the building the NHS vaccination centres and high levels of footfall might have. It was confirmed that there was a contract and condition survey in place whereby NHS Forth Valley would return the campus to the condition they received it in at the end of their activity.

Members queried if there had been discussion on replacing ESF activity with funding from the UK Prosperity Fund. The VPFACA noted that this would be looked at but that there was not a significant amount of information on how this fund can be used at this time.

a) Members noted the content of the report

B/20/053   **ALF Application**

The VPFACA provided an overview of the ALF for the newer Board Members.

The FVSAP presented the upcoming application to the ALF from FVSA and outlined the posts this would be funding for the next two years, including an expansion of an existing 0.6FTE post to a 1 FTE post which would be refocussed on student engagement, commercialisation and the work of the FVSA to become a registered charity.

He also noted it was intended to increase the administrative staff member's salary to bring it into line with similar College posts.

Members welcomed the increased focus on student engagement and noted that individual members may be able to offer support if required to FVSA as it moves towards a more commercial basis.

a) Members noted the content of the report

GOVERNANCE

B/20/054   **Board Calendar 2021/22**

The VPFACA presented the proposed calendar for session 2021/22, noting that this had been based on the existing cycle of Board and Committee meetings. She also highlighted the proposed change of the Board strategic session from the August meeting to the October meeting.

She also highlighted that members may wish to consider if some or all Board/Committee meetings continue to be held virtually.

She informed newer members that the Chair had reviewed the Committee memberships and that this information would be circulated.

Members noted that the proposed October meeting fell on a school holiday week and it was agreed to move this back a week.

Members also noted, if some meetings were to be held virtually, it may be worth revisiting the start time for these meetings.

Following discussion, it was agreed to poll members on which meetings would be virtual and what start times would be preferred.

a) Members approved the Board Calendar subject to the points outlined above

B/20/055   **Public Sector Equality Duty Mainstreaming**

Anna Vogt, Head of Equalities, Inclusion and Learning Services (HEILS) presented the Equalities Mainstreaming report to members for approval.

She noted that the report was part of the College's duties under Equalities legislation. She highlighted that the targets used were quite broad and had proven challenging to measure, an issue which was common across the public sector. She noted that the next set of targets, which would be coming to the June 2021 Board meeting for approval, would be more focussed.

She highlighted positive actions outlined within the report such as the College's support for Trans individuals, work in relation to hate incident reporting, more positive engagement with staff in relation to equalities and an increased focus on mental health.

The report shoes a clear strategic direction and this will be further supported by embedding equalities into key initiative such as Project NxGen.

She noted that further work was being planned on reporting measures for gender based violence and race.

Members queried the level of equalities information provided by staff joining the College. The HEILS noted that this was quite low when staff join as they may not be comfortable sharing this data at that point but that disclosures generally increase once staff have been with the College for a period of time.

Members noted comments in the report regarding time constraints which can impact on staff training and queried whether digitising some of these resources would be beneficial.

The HEILS noted that this was being looked at, particularly breaking existing training into bite sized sessions to be held on digital platforms like teams.

a) Members approved the Public Sector Equality Duty Mainstreaming report

B/20/056   **Board Effectiveness Review Management Response**

The VPFACA presented the outcome of the recent externally facilitated review and provided some context to members on the requirements to undertake this review.

She noted that the draft had been presented to the previous meeting of the Board and that comments made had been incorporated. She highlighted that the report contained a number of actions and that the College had drafted responses to these which she was seeking approval for from members.

a) Members approved the Board Effectiveness Review

OPERATIONAL OVERSIGHT

B/20/057   **EIS Dispute (Verbal)**

The VPLSE provided members with an update on the disputes at both the national and local levels, noting that although the national action had been postponed pending ratification of the new lecturer profile the local EIS-FELA branch were refusing to suspend planned strike action to help end the local dispute.

He reported on continued engagement by management locally with EIS-FELA, describing the Review currently underway which has been developed in light of the terms of the proposed national agreement. This approach enables the college to review the Instructor Assessor posts which had previously been created, in the context of the National Agreement, although it was noted this is still draft at this stage.

Members reaffirmed their support for the approach which has been taken to date, and noted the ongoing work being undertaken to try and resolve the local dispute recognising that the National Agreement may well provide a more positive context for these discussions.

It was agreed to share relevant papers with the new members to provide some additional context.

Members queried whether they would have sight of the outcome of the review before it is made public. The Principal confirmed that this would be the case.

a) Members noted the content of the update

B/20/058   **Review of Risk**

Risks were identified in their covering papers and capital maintenance funding was highlighted as a risk for the College.

B/20/059   **AOCB**

None

Falkirk Campus, Principal's Office (commencing at 6pm)

Present: Trudi Craggs (Chair)
              Lorna Dougall
              Davie Flynn
              Ross Martin
              Liam McCabe

Apologies: None

In Attendance: Dr Ken Thomson, Principal (Exited for item R/20/007)
              Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA) (Exited for
              discussion on item R/20/007 after responding to queries on the financial figures in the
              paper)
              Stephen Jarvie, Corporate Governance and Planning Officer (CGPO) - Minute

R/20/001   **Declarations of Interest**

              None.

R/20/002   **Apologies**

              None.

R/20/003   **Minutes of meeting of 30 May 2019**

              The minutes of the meeting of 30 May 2019 were accepted as an accurate record.

R/20/004   **Confirmation of approval of Voluntary Service Scheme – January 2020 (Verbal)**

              The VPFACA confirmed for minuting that this item had received approval from
              members by email.

              a) Members noted the update

R/20/005   **Review of Remuneration Committee Remit**

              The VPFACA presented the remit of the committee for member's consideration,
              noting it was standard practice to conduct periodic reviews to ensure members could
              approve that the remit remains fit for purpose.

              Members noted the point in section 4 of the remit regarding staff and student input
              regarding the Principal.

              It was confirmed that this information is taken from a number of sources including
              staff and student surveys, the staff and student members of the Board of

Management, annual reviews with all Board members and the externally facilitated external review of Board effectiveness.

a) Members approved the remit of the Committee

R/20/006   **Remuneration Policy**

The VPFACA presented an updated remuneration policy for members' consideration. She highlighted that the changes were minimal and related primarily to changes in job titles.

a) Members approved the Remuneration Policy

R/20/007   **Principal & Senior Staff's Remuneration**

She informed members that, as reported to the HR Committee, the recently completed equal pay audit had highlighted the scale ranges for senior staff and the small difference between a Director and Vice Principal role. She confirmed that the College was reviewing the issues highlighted and would be bringing a paper on senior salaries to the June 2021 meeting of the Committee.

The VPFACA exited at this point.

The Chair of the Board of Management outlined the content of the paper noting that, with the exception of the VPLSE, all other proposals were in line with public sector pay policy.

a) Members approved the Principal and Senior Staff's remuneration as outlined in the paper

R/20/008   **Review of Risk**

Members noted the risks as outlined in all the papers.

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R/20/009   **Any other competent business**

The Principal confirmed that there would be a further Committee in June to review the work to align senior salaries with the sector.

Zoom (commencing at 4.30pm)

Present: Lorna Dougall (Chair)
             Hazel Burt
             Paul Devoy
             Alistair McKean

In Attendance: Ken Thomson, Principal
                Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
                Stephen Reid, Ernst and Young
                Stuart Inglis, MHA Henderson Loggie

The Chair welcomed Paul Devoy and Alistair McKean to their first meeting of the Committee. She also informed members that, since the last meeting of the Committee, Steven Torrie and Mandy Wright who were co-opted members had stood down from the Committee. She noted the thanks of the Committee for their contributions during their time of co-option.

A/20/032   **Declarations of Interest**

               None

A/20/033   **Apologies for Absence**

               Emma Meredith

A/20/034   **Minutes of meeting of 17 November 2020**

               The minutes of the meeting of 17 November 2020 were approved.

A/20/035   **Matters Arising**

               a) A/20/025 Presentation of Internal Audit Reports

               The Chair noted that the 2019/20 Student Activity Data report, while covered verbally at the last meeting by Stuart Inglis, had not been presented at that meeting and as such was on the agenda for the meeting for consideration.

A/20/036   **External Audit Plan**

               Stephen Reid (SR) presented the External Audit plan to members, noting that this was the fifth year of Ernst & Young's appointment as external auditors and reminding members that the plan would be passed to Audit Scotland who would publish it on their website as normal.

               He outlined the content of the plan, noting the key elements of the plan and noted areas of risk such as the size of property and equipment on the balance sheet and the pension fund liabilities. He also discussed amendments to the auditing standards and

noted that the code of audit practice required a wider scope, as outlined in section 4 of the plan, focussing on financial management, financial sustainability through the Covid period, governance, transparency and value for money.

The Chair highlighted to members that an Audit Scotland report on going concern in the public sector during Covid was included in the papers for information.

Members discussed concerns with the level of fee for the additional work on going concern and, while welcoming early sight of it this year, questioned whether it was valid given the Audit Scotland guidance.

The Chair also noted that the Finance Committee has expressed concerns regarding the additional fee last year.

SR noted that the proposed approach would be used for all the colleges they were auditing that year and, while hearing the concerns, highlighted that the plan was for noting by the Committee rather than approval.

a) Following discussion, it was agreed that the Committee were content with the plan with the exception of the issue above and that the Chair and VPFACA should discuss this further with the Chair of the Finance Committee.

A/20/037   **Internal Audit Plan 2021/22**

Stuart Inglis (SI) presented the internal audit plan for the coming academic year. He noted that the plan had been drafted in conversation with the College Senior Management Team (SMT). He highlighted that there had been some movement in terms of timings for audits, with some activity brought forward into the current academic year and some deferred and outlined the reasons for these along with a brief overview of the scope of each proposed audit.

Members welcomed the inclusion of student feedback in the proposed Student Application process review. SI confirmed that this would take place either as facilitated workshops or individual interviews with students.

The Principal highlighted that the movement of the corporate plan and service design audits from this academic year to the next reflected the current focus on Covid recovery. He noted that it was intended to bring an early draft of the 2025 strategic plan to the June meeting of the Board of Management.

a) Members approved the Internal Audit Plan 2021/22

A/20/038   **Presentation of Internal Audit Reports**

SI presented the 2019/20 Student Activity Data, referred to as the credits report. He confirmed that this had been discussed verbally at the last meeting as referred to by the Chair under matters arising. He informed newer members that the credits report

would normally be presented to the November Committee meeting and that the delay was due to their being an outstanding query on an aspect of the report with the Scottish Funding Council (SFC) at the time of the November meeting which presented the report being finalised.

He confirmed to the Committee, now that the clarification from SFC had been received, the College had been issued a clean audit certificate.

He also discussed the recommendations contained within the report and the proposed mitigating actions.

a) Members noted the content of the report

A/20/039   **2020/21 Internal Audit Plan Progress Report**

SI presented the report on progress to date against the agreed plan. He noted that the Health and Safety audit report had been recently completed but, owing to staff leave, management responses were needed so this report would come to the next meeting of the Committee.

He confirmed that the Business Continuity audit which was due to be brought to the September meeting had been deferred into 2021/22 with fieldwork commencing in January 2022.

He confirmed that the annual follow up review would occur in August 2021.

a) Members noted the content of the report

A/20/040   **Progress Report on Audit Recommendations**

The CGPO presented the standing report on progress against live audit recommendations. He noted that two recommendations had requested extensions to their completion dates and the reasons for this.

a) Members noted the content of the report

A/20/041   **Risk Management**

The VPFACA presented a revised strategic risk register for member's consideration. She noted the previous version had been in use for a significant period of time and would benefit from a refresh. She noted that the SMT had reviewed the main areas within the corporate plan and identified risks associated with achieving these.

She highlighted that the register had also had an additional column added to reflect the causes of each risk.

She outlined the key risks within the risk register and the causes for each of these.

She asked members to comment on the content and composition of the risk register.

Members welcomed the refresh to the register and asked for further context on the risk relating to capital maintenance which was provided by the VPFACA and Principal regarding capital allocations from SFC and the College's inability to keep surpluses as an arm's length public body.

The VPFACA highlighted that the Covid specific risk register was also attached for information. She noted that a couple of risks were being proposed for removal as the risks hadn't matured but also noted to members, given the move toward the 'Springback' project managing recovery from Covid, going forward it would useful to focus the additional risk register on that activity.

Members agreed that a change in focus from Covid to Springback would be useful.

a) Members noted the content of the report

A/20/042   **Review of Risk**

No new risks identified

A/20/043   **Any Other Competent Business**

The VPFACA noted that there had been discussion at the last Board on the arrangements for meetings going forward.

Following discussion, it was agreed that Board meetings should remain in person and, for the Committee, the joint meeting in November should also remain an in person meeting. Members noted that the other meetings could be held via video conference with a 4pm start.

Zoom (commencing at 4.30pm)

Present:	Davie Flynn (Chair)
	Lorna Dougall
	Kat Graham
	Emma Meredith
	Aleksandrs Petrovskis, Forth Valley Student Association Vice President (FVSAVP)

Apologies: Naila Akram

In Attendance: Ken Thomson, Principal
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Kenny MacInnes, Vice Principal Learning and Student Experience (VPLSE)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
James Aston, Business Transformation Manager (BTM) left after L/20/030
Helen Young, Head of Learning and Quality (HLQ) for item L/20/014 only

The Chair welcomed new members to their first committee meetings.

L/20/023   **Declarations of Interest**

None.

L/20/024   **Minute of Meeting of 11 February 2021**

The minute was accepted as an accurate record of the meeting.

L/20/025   **Matters Arising**

L/20/014 Digital Skills (Verbal)

The Chair mentioned that within the previous meeting, it was noted that information on progress against milestones would be useful and that this was included in the paper being presented to the meeting.

L/20/018 2020/21 in-year PI Prediction Tracker Update

The Chair noted that this was in relation to ensuring feedback to the FVSA on PI Prediction Tracker (PIPT) outcomes.

The Principal confirmed that discussions had taken place in relation to this with the FVSA President and Vice President but that, given current priorities at this time, it was agreed that this would commence in the new academic year.

L/20/026   **Student Association Annual Report 2020/21**

The FVSAVP presented the report on the activities of the FVSA over 2020/21 including the measures taken to overcome the challenges presented by Covid such as online Class Rep training, a Microsoft Teams Student area with over 450 members and a virtual awards ceremony for the annual student awards which had happened that day.

He also discussed other initiatives such as feedback Fridays which were conducted each Friday via the Teams forum.

He highlighted the launch of the new Student Association website and the involvement of a FVSA e-sports team in a College Development Network led competition.

He informed members that the election for next year's FVSA President (FVSAP) had recently been completed and Amber Little had been elected to the position. He also noted that a by-election was underway for the Vice President post.

Members noted the range of societies, such as Women in STEM, mentioned in the report and queried whether there was any scope for members to help with these groups.

The FVSAVP noted that the online aspect had been a challenge in terms of engagement and recommended further discussions on this with the incoming FVSAP.

Members queried whether the annual report would be available for students to view. The FVSAVP confirmed that he thought that this was the case.

a)   Members noted the content of the report

L/20/027   **Learning and Digital Skills Academy Ambition Update**

The Chair introduced Helen Young, Head of Learning and Quality (HLQ), to the new member and noted that she had a standing agenda item to update members on the ongoing development of her work.

The HLQ provided an update on activity since the last meeting. She noted the content of the paper and outlined the details in the appendices which showed activity against each of the 10 ambitions of the strategy and progress against the key milestones of the project.

Appendix 3 outlined the support being provided to colleagues across the College, including coaching and mentoring.

Appendix 4 was the proposed dashboard format that she intends to bring back to the Committee on a regular basis outlining progress against milestones and providing context for those areas not on target such as the staff digital skills self-assessment

tool which is reliant on the roll out of the updated Moodle Virtual Learning Environment. She outlined the content of the dashboard and sought questions and feedback from Committee members.

Members welcomed the format and content of the dashboard contained in Appendix 4. They noted that this should be brought to the Committee as the main document with additional information only where that was relevant.

Members also agreed that the dashboard should accompany the minute of the Committee to the next meeting of the Board of Management.

a) Members noted the content of the report

L/20/028   **Project NXGEN FVC (Verbal)**

The VPLSE provided an update on progress with Project NxGen FVC (NxGen).

He outlined the background to the project and informed members that an internal Committee has been established to oversee NxGen and ensure best practice is shared across the College. He discussed key areas being worked on including attendance monitoring to support students and departments in terms of attendance; a review of the online enrolment and induction processes; a review of student surveying to make the outputs more meaningful to students and the College; and a review of future learning and digital pedagogy.

He discussed the linkages with the College Springback project and the recent restructure of the College's student support functions which is currently underway to ensure resources are directed to meet evolving student demand.

He also outlined the continuous curriculum review process and tools designed to support this activity.

a) Members noted the content of the update

L/20/029   **PI Prediction Tracker Period 2 Update**

Members noted that the report contained a lot of acronyms. The VPLSE took this feedback on board and agreed to review this in future reports. He also noted it would be beneficial for the new member to receive some background information and it was agreed that the CGPO would send this on following the meeting.

The VPLSE presented the report which covered the November 2020 to February 2021 period. He reminded members that the percentage achievement rates monitored in the PIPT change as the academic year progresses and that this period was focussed on areas PIPT identified with an estimated completion rate of below 80%.

He presented the data gathered in this round and outlined some highlights. He noted that some courses, as a result of the various restrictions in place due to Covid, would have to repeat in the 2021/22 academic year as it was not possible to complete the in person requirements of these courses.

He confirmed that all affected students had been offered unconditional offers for the 2021/22 year to provide them with a measure of certainty.

He reported that some Modern Apprentice activity would occur over the summer period and that the College was liaising with their employers in relation to this.

He also outlined the impact of the EIS-FELA strike action which had recently been suspended.

He confirmed to members that, despite the challenges and based on the latest PIPT information, the College would still be able to achieve its Outcome Agreement targets.

Members noted their appreciation for the flexibility displayed by the College over a challenging period and agreed that, if the College does meet its Outcome Agreement targets, this would be a positive outcome.

The Principal noted that, in relation to the arrangements for deferrals, there is consistency on this approach throughout the sector and with Scottish Government and he confirmed that the decision had been made by the College to communicate this to students as soon as possible, as well as providing information on funding for those repeating their year.

a) Members noted the content of the report

L/20/030   **Springback Project (Presentation)**

The Principal introduced the Springback project to members, noting that the content of the project had been informed by working groups of staff, students and Board Members.

James Aston, Business Transformation Manager (BTM) gave a presentation to members on the project noting that the aim of the project was split into three main stages – Recover, Reinvent and Reimagine – over the short, medium and long term.

He discussed the recently completed staff survey seeking their views on changes to working practices, digital approaches and the response to Covid. He noted a 70% (414 staff members) response rate and discussed some key outputs including

- 76% of staff in favour of a hybrid working model going forward
- Improved work life balance

- Cost savings (for example travel between campuses) generated from home working
- Increased 1 to 1 engagement with students
- Some level of concern among staff about returning to campus but that 70% of staff had no additional concerns
- Students were overall positive about online learning and the support from the College but understandably, those on practically based courses found online learning harder

He outlined a range of initial recommendations arising from the feedback and how these would be taken forward in the College's project management plan.

Members welcomed the detail of the presentation and noted that this may be of value to other members of the Board in relation to what benefits have developed from the Covid experience. Following discussion, it was decided that it would be best to take the relevant sections of the project to each Committee, such as the survey outputs to HR Committee, to allow for more discussion.

Members noted the College Internal Auditors had a planned review of the applicant journey and commented that the BTM should link in with the Vice Principal Finance and Corporate Affairs on this. The BTM confirmed he would do so.

The Principal also reported to members on discussions around Springback that were being held with the College's Community Planning Partners and NHS Forth Valley which had identified a number of opportunities for the College.

Members also noted that the outputs from the project should form part of the Board strategic discussions in November.

a) Members noted the content of the presentation.

L/20/031   **Student Activity Report**

The VPIC presented the regular update on student activity. He noted that, as reported in February, Covid and its attendant restrictions had had an impact on College activity and recruitment in terms of the mode of attendance for courses but that, overall, the College should meet its' credits target. He outlined the major shifts across these modes of attendance as outlined in the paper.

He also discussed additional credits the College had received under initiatives such as the Young Persons Fund and the National Transition Fund and informed members that work was still underway in relation to these credits to ensure they could be claimed and he outlined the main challenges to this.

He informed members that recruitment for the 2021/22 academic year remained strong, with the College being in a good position at this time.

He highlighted that the dashboard which accompanied the report currently had two Red areas and outlined the reasons for these.

Members noted the change in recruitment profile for the current year owing to Covid and queried whether the College had figures from other Colleges to see if our experience matched that of the sector.

The VPIC noted that, in a normal year, sector PI's would be available from the Scottish Funding Council (SFC) but that they were not available at this time, he did assure members that, when speaking to colleagues in other Colleges, they were reporting a similar picture to the one being seen by the College.

Members welcomed the news that the College would achieve its credits target, especially in light of all the current challenges.

It was noted that the dashboard, along with an extract from the report, should be appended to this minute when it is taken to the June Board of Management meeting.

a) Members noted the content of the report

L/20/032   **Future Agenda Items**

The VPLSE and VPIC presented an overview of intended future agenda items for the Committee. They highlighted that, as mentioned earlier in the meeting, sector PI's had not yet been released by SFC and would be brought to the next meeting after publication.

The Principal noted the comments on how the College compared to the sector and asked the VPIC to see if he could source further information for the October meeting of the Committee.

Members also noted that the information on application patterns would benefit from further review to see if it were possible to identify concerns and then address communications at this to encourage further participation.

The VPIC noted the suggestion and agreed to discuss this further with the Head of Communications and Marketing.

a) Members noted the content of the report

L/20/033   **Review of Risk**

No additional risks were identified

L/20/034   **Any Other Competent Business**

The CGPO raised arrangements for Committee meetings going forward and asked if members had a preference for in person or virtual meetings.

a) Following discussion it was agreed that one Committee meeting a year should remain in person and the others could be remote.

Members queried when further information would be available on student destinations. The VPIC anticipated that this would be available for the October meeting of the Committee.

The Chair noted that this was the final meeting of the Committee for Aleksandrs Petrovskis and thanked him for his contributions to the work of the Committee.

Appendix 4 Quarterly Update 3 – April 2021

Forth Valley College — Learning and Digital Skills Academy — Making Learning Work

Key Milestones Linked to Ambition (Year 1)

	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Comments
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Launch of LDSA Team and Ambition Document													Complete
Learning Teaching and Enhancement Programme													Complete
Digital Skills Self-Assessment Tool													Moodle upgrade required first
Moodle Upgrade													On track
Project Nx Gen – Online													On track
Accessibility													Moodle upgrade required first
Online Assessment													On track
Use of Analytics													On track
Student Digital Skills Development													On track

Looking ahead - Critical Activities linked to Key Milestones

(Timeline: Feb, Mar, Apr, May, Jun, Jul, Aug, Sep)

- Roll out of Digital Skills Self-Assessment Tool
- Moodle Upgrade Migration Content Process
- Project NxGen Online- Preparation for Phase 1 – Flexible, Virtual Curriculum
- Roll out of new accessibility software (Brickfield labs)
- Student Digital Skills Training included in new student induction

Highlights

- 400 active users on the FVC Digital Community on MS Teams.
- 250 teaching staff supported to date with digital skills development and digital pedagogy training and support.
- 75 teaching staff have been mentored through our Learning and Teaching Enhancement Programme.
- The LDSA successfully launched its digital pedagogy learning programme, 21st Century Learning Design (21CLD), in March 2021 to 35 participants.
- Digital Skills Self-Assessment tool trial with new lecturers underway.
- Digital Skills Baseline for Lecturers, Instructor Assessors and three corporate service areas outlined.
- Virtual work placement developed with Morrisons Contruction - Level 4 &5 FA Construction and Level 6 FA Civil Engineering.

Top Risks, Issues and Dependencies

- List of units planned for virtual delivery in 2021-22 required from curriculum teams to enable LDSA to plan appropriate support activity.
- Moodle upgrade will be complex due to the mass migration of material and can only be carried out during when academic staff are on annual leave. Risk managed through the Digital Skills Steering Group.
- The Digital Skills Self-Assessment tool will be added to the matrix of major College projects to ensure maximum engagement when rolled out in 2021-22.

Outcome Agreement Dashboard

Appendix A shows an updated Outcome Agreement Dashboard. Progress against our targets have been RAG rated, with the following areas highlighted as amber or red. The percentage of Credits delivered to students who have declared a disability is 14% compared to a target of 17%. The target is based on Session 2019-20, which was the highest figure the college has achieved of any session, however this does show a potential drop of 2% from 16% last session. Analysis of the information isn't highlighting any particular curriculum area, and more detailed analysis will be undertaken once the data is finalised.

The percentage of Credits delivered to learners aged under 16 is below target, which can be directly linked to STEM Primary Engagement not running this session. We are also slightly behind (both 1%) on the percentage of Credits delivered to the 20-24 and 25 and over age groups, which is linked to the fall in part time and evening courses, which proportionally have a slightly older cohort. The rise in Credits delivered to 16-19 age group is predominantly linked to the increase in full time Credits.

In terms of our achievement PIs the only one flagged red is FT FE, where the low estimate is below our target of 69%. The high estimate is currently 77%, and we are therefore quietly confident that our final figure will be above target.

Appendix A - Student Activity Dashboard (May 2021)

No	Measure	Target 2020-21	Tracking 2020-21
1a)	**The volume of Credits delivered**		
	Credits Delivered: Core	84,201	84,321
	ESF	1,686	1,686
	Core + ESF	85,887	86,007
1b)	**Proportion of Credits delivered to learners in the most deprived 10% postcode areas**	11%	11%
1c)	**Care Experience -**		
	Gender -		
	Proportion of Credits delivered to males	53%	49%
	Proportion of Credits delivered to females	47%	50%
	Proportion of Credits delivered to Other learners	0%	0%
	Ethnicity -		
	Proportion of Credits delivered to students where ethnicity is Black or an Ethnic Minority	3%	3%
	Disability -		
	Proportion of Credits delivered to students who are disabled	17%	14%
	Age -		
	Proportion of Credits delivered to learners aged under 16	7%	4%
	Proportion of Credits delivered to learners aged 16-19	43%	47%
	Proportion of Credits delivered to learners aged 20-24	22%	21%
	Proportion of Credits delivered to learners aged 25 and over	28%	27%
	Care Experience -		
	Proportion of Credits delivered to Care Experienced Learners	4%	5%
2a)	**Number of senior phase age pupils studying vocational qualification delivered by the College**	495	689
2b)	**Proportion of Credits delivered to senior phase age pupils studying vocational qualifications delivered by colleges**	1.8%	3.6%
2c)	**Proportion of Credits delivered to learners at S3 and above as part of 'school-college' provision**	8%	8%

Appendix A - Student Activity Dashboard (May 2021)

No	Measure	Target 2020-21	Tracking 2020-21	
3)	**Volume and proportion of Credits delivered to learners enrolled on STEM courses**			
	Proportion of Credits delivered to learners enrolled on STEM courses	36%	39%	
4a)	**Proportion of enrolled students successfully achieving a recognised qualification:**		Low	High
	The percentage of FT FE enrolled students achieving a recognised qualification	69%	64%	77%
	The percentage of FT HE enrolled students achieving a recognised qualification	70%	75%	87%
4b)	**Proportion of enrolled MD10 students successfully achieving a recognised qualification:**			
	The percentage of MD10 FT FE enrolled students achieving a recognised qualification	64%	73%	90%
	The percentage of MD10 FT HE enrolled students achieving a recognised qualification	63%	81%	94%
4d)	**Proportion of full-time enrolled Care Experienced students successfully achieving a recognised qualification**			
	The percentage of CE FT FE enrolled students achieving a recognised qualification	58%	70%	86%
	The percentage of CE FT HE enrolled students achieving a recognised qualification	40%	81%	91%
4e)	**Proportion of full-time FE enrolled students aged 16-19 successfully achieving a recognised qualification**	65%	74%	93%

Zoom (commencing at 4.30pm)

Present: Liam McCabe
                Andrew Caldwell
                Lindsey Hastie
                Ken Richardson
                Andrew Smirthwaite

Apologies: Trudi Craggs

In Attendance: Ken Thomson, Principal
                Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
                David Allison, Vice Principal Infrastructure and Communications (VPIC)
                Senga McKerr, Head of Finance (HOF)
                Moira France, Finance Manager (FM)
                Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
                Jennifer Tempany, Director of Strategic Partnerships and Business Development
                (DSBD) for F/20/29 only
                Valerie Armstrong-Surgenor, Partner, MacRoberts LLP (VAS) for F/20/29 only
                Ester Vasallo, Supply Chain Manager (SCM) for F/20/35 only

The Chair advised members that item 9 on the agenda (F/20/029) would be considered first. Members
agreed to the change in the agenda.

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F/20/030   **Declarations of Interest**

The Chair declared an interest owing to the links between the College and University of Stirling in relation to certain degree level courses and under the Scottish Funding Council (SFC) HEI funded activity.

F/20/031   **Minute of Meeting of 23 March 2021**

Members approved the minute of the meeting of 23 March 2021.

F/20/032   **Matters Arising**

a) F/20/024 Q2 Forecast Outturn 20/221

This was covered later in the agenda

F/20/033   **Tuition Fees & Fee Waiver Policy Session 2021-22**

The VPIC presented the annual update to the tuition fees and fee waiver policy to members for consideration. He clarified which aspects were set nationally and which were under the discretion of the College and noted that it was not proposed to increase the College fees or amend the fee waiver criteria at the time and outlined the reasons for this.

Members noted the rational for the proposed fee levels but commented that the College may want to look at small increments in coming years so that, if the fees have to increase to keep track of inflation or other issues, there is not the need to implement a larger increase between years. The VPIC confirmed that this would be taken into consideration for next year and beyond.

Members queried whether this item needed to go to the full Board of Management for approval. The VPFACA confirmed that, following recent changes in delegated powers to Committees, Finance Committee had the authority to approve. She also noted, as part of the overall process, this item would be included for information in the upcoming Board of Management papers so that all members had sight of the detail.

a) Members approved the Tuition Fees and Fee Waiver Policy for 2021-22

F/20/034   **Accounting Policies for year ended 31 July 2021**

The HOF presented members with the proposed accounting policies for year ended 31 July 2021. She highlighted that the accounting policies had been reviewed and no changes were made to the accounting policies which had been approved by Finance Committee in June 2020.

a) Members approved the Accounting Policies for year ended 31 July 2021

F/20/035   **Procurement Strategy and Procurement Policy**

The SCM presented the refreshed Procurement Strategy and Policy. She highlighted that the main changes to the documents were the replacement of EU references, the incorporation on recent Scottish Procurement Policy notes and the embedding of sustainability throughout the documents instead of as a separate document as had been the case in the past.

She noted that additional training would be given to staff to ensure they were aware of the changes.

Members welcomed the embedding of sustainability and queried whether there would need to be extensive training for staff to reflect this. The SCM informed members that sustainability considerations were an existing part of the procurement process so the additional training would not need to be extensive.

The VPFACA noted that the policy and strategy would also be attached to the Board of Management papers for information.

a) Members approved the Procurement Strategy 2020-22 and the Procurement Policy

F/20/036   **Budget 2021-22**

The HOF presented the 2021-22 budget to members for consideration and endorsement for submission to the Board of Management for final approval.

She outlined the key assumptions and risks relating to the budget to members.

Members noted the risk in relation to the Instructor Assessor issue. The Principal updated members on the current position, with the matter referred to the National Joint Secretaries, and confirmed a number of scenarios were being planned for to address any potential output from this process.

Members noted the risk of Foundation Apprenticeships (FA) potentially becoming embedded into core credits for the College following the removal of ESF funding which had been supporting this to date. The HOF confirmed that the College was awaiting further information on this and the Principal noted that this was a sector wide issue which was being pursued with the Scottish Funding Council (SFC) to get to an acceptable outcome.

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The Principal also noted a range of new funds which were becoming available such as the shared prosperity fund which would replace the current European Structural Fund (ESF) funding.

a) Members endorsed the Budget 2021-22 for submission to the Board of Management for final approval

F/20/037   **3 Year Financial Forecast Return (FFR)**

This item was deferred as SFC had recently changed the requirements in relation to submission of FFR's.

F/20/038   **Q3 Forecast Outturn 2020-21**

The FM presented the Q3 forecast outturn to 31 July 2021. She highlighted the key changes from the Q2 position previously presented and outlined the assumptions and attendant risks behind these changes.

She noted, as with previous years, it was planned to donate the surplus, minus the amount to cover loan repayments, to the Arm's Length Foundation (ALF).

Members asked for an overview of the ALF and the Principal outlined the creation of and interaction with the ALF which is autonomous of the College, noting the ALF funded activity such as the Forth Valley Student Association and had contributed to the new Falkirk Campus.

The VPFACA also outlined the need for the ALF which had been created after Colleges had been reclassified as arm's length public bodies and were no longer able to retain cash reserves.

Members commended the team for their work during a difficult year to reach the projected outturn position.

a) Members noted the content of the report

F/20/039   **Review of Committee Meetings (Verbal)**

The VPFACA discussed with members their preferences for meetings going forward.

Following discussion, it was agreed that the November meeting should continue to be in person and that the other meetings would be agreed on a meeting by meeting basis and that a hybrid model would be welcomed by members.

F/20/040   **Review of Risk**

Risks were covered in their papers.

F/20/041   **Any Other Competent Business**

The Chair noted that this was the final Committee meeting for Andrew Smirthwaite and thanked him on behalf of the Committee for his contributions.

1.   Purpose

To present to the Board of Management the thirty first Principal's report on key and strategic activity undertaken since the Board meeting in April 2021.

2.   Recommendation

The Board should note and comment on the activity undertaken by the Principal since the 29th April 2021.

3.   Key Highlights

3.1   We reported the current Covid19 position to the Leadership Management Team on the work the College has done to support all students who have had their work deferred over this last year. For the Board's information, we will have 94% of all students completed by the start of the summer, a further 3% by October 2021 and the remaining 3% will repeat the year. I want to recognise the phenomenal work by staff and students to get us into this position. We have also had feedback from some of the repeating students who have valued the early decision and the fact they will not be disadvantaged financially by repeating a year.

3.2   The SpringBack project has now moved from the Intelligence Gathering to Operational Readiness which will run to July 2022. We have five working groups in place for Hybrid Working, Hybrid Learning, Applicant Journey, Returning to College and Microsoft systems. I continue to chair the Hybrid Working and have met with a group of staff, including union representatives to take forward flexible working and the Time4You project. We are currently rolling out training for all managers on what hybrid learning would look like and will also provide clear guidelines on the expectation between line managers and staff. The other four groups are all moving at a pace project managed by Laura Calder and James Aston with clear timelines for implementation. After the last Board meeting we provided a briefing to Board members on the intelligence gathering exercise and next steps. We have also presented the SpringBack project to a number of organisations including Falkirk and Stirling Community Planning Partnership's (CPP's) with key officials wanting to understand more about our process.

3.3   I wanted to update the Board on three key strategic developments. ███████████ ██ ███████████████████ It was most helpful to have Valerie Armstrong–Surgenor from MacRoberts LLP at the meeting alongside Jen Tempany, Director of Strategic Partnerships and Business Development, to outline the project and to answer questions. We now look forward to a successful project with the potential for more and many thanks for all the additional comments on future ideas.

3.4   ██ ██ ██ ██ ██

[REDACTED]

- [REDACTED]

- [REDACTED]

3.7   With the Boards agreement I want to move the timeline for the College Strategic Plan by six months for publication in January 2022 rather than the original August 2021. This will allow the Board to have more of an input into the draft as a team through the November residential with a draft to the Board in December. There are three reasons for this request, (1) more time is allowed for the Board and the Leadership Management Team (LMT) to consider the outputs from key strategic decisions relating to key documents including the Scottish Funding Council's (SFC's) Coherence of Provision and Sustainability Review, the OECD report on Scottish Education and the Scottish Governments short term plans to move out of tiers and more longer term plans for economic recovery and post Covid. (2) The current state of Covid 19 has meant there are high levels of unplanned activity to account for such as the Young Persons Guarantee, Transition Training, deferred students and the Alternative Certification Model and therefore horizon scanning past 2022 is difficult and finally, (3) the need for a Transitional College Operational Plan for 2021/22 to ensure we are joined up in SpringBack, Digital Ambition and the Scottish Government's short term plans through 21/22. We are already working on such a plan and will present a draft to the August Board.

3.8   On Tuesday 21st I will be launching the Staff Awards at a Virtual event which will be hosted by Amy. This is our first Staff Awards and thanks go to all our judges including Lorna Dougal, Hazel Burt, Andrew Smirthwaite and Paul Devoy from the Board and Kathy Sneddon as a College Fellow. You can register for the event on the eFocus which Board members should have received on 10 June 2021.

3.9   Colleges Scotland have an Ambition document out for consultation and is appended in the "For Information" agenda items. It is very encouraging to see reference to the economic recovery and regional economies which has been a direction for Forth Valley College for a number of years and will be further reflected in both our Transitional Operational Plan and the Strategic Plan 2025.

4   Networking and Presentations

4.1   College Development Network (CDN) lunched their Virtual College Expo on the 16 June 2021 and ran over two days and whilst targeted to Scottish Colleges had attendees from throughout the UK and further afield. I chaired a virtual "Question Time " on Professional Learning with Dr Pauline Stephen, CEO General Teaching Council for Scotland, Professor Frank Rennie from UHI, Robin Ashton, VP Curriculum and Quality Glasgow Kelvin, Carolyn Laird, Assistant Principal New College Lanarkshire and Christine Calder, Academic development Lead from Dundee and Angus College. The 90 minute session is available through CDN but had a real focus on the future need of the sector for professional development. The theme for the Expo was "Press the Reset, re-imagining college learning and life".

4.2   I had a telephone conversation with Mr Jamie Hepburn MSP, our new Minister for Higher Education and Further Education, Youth Employment and Training the week after his appointment. I do believe this is a good appointment for the sector and Mr Hepburn is someone we know well. By the time we meet as a Board I will also have met face to face with Michael Matheson MSP and have in my diary meetings with Michelle Thomson MSP, Keith Brown MSP and Evelyn Tweed MSP. Finally I am meeting with the new Green MSP, Gillian MacKay on the 25 June at the new Falkirk Campus for a bit of "show and tell". Discussion points will include our Vision 2030, our tie into regional economy and regional recovery, support for students and deferred students, innovation with the tertiary sector and school college partnerships. The latter two will be particularly pertinent with the forthcoming OECD Review on Scottish Education and the SFC's report on Coherent Provision and Sustainability, both due over the summer.

4.3   As a Board member of SQA and Chair of the Qualifications Committee we continue to meet regularly as the Appeals process and Alternative Curriculum Model (ACM) continue to be discussed. The Board welcomed the announcement by Shirley Anne Sommerville of reform for SQA and Education Scotland.

4.4   Over the past two months I have worked with the Marketing and Communication to produce four new videos, one on the national "Support College" agenda, one for the launch of the Creative Industries Degree and Diploma virtual exhibition, one on behalf of all the colleges involved in a Green Economy Fund of £500k which saw Forth Valley College receive £59k towards our Renewables Training Centre at the Falkirk Campus and finally I completed a video for all staff which will be shown before the teaching staff leave for the summer.

4.5   I was a lead participant in the recent DYW Workshop on school college partnership noting the forthcoming Report and identifying some of the highlights. .

5.   Key Meetings

I undertook the following key meetings in the period 29 April 2021 to 18 June 2021:

5.1 Ross Martin and I continue to meet weekly. We both took part in a recent Employers Association Chairs and Principals meeting to discuss the future of the Employers Association. Ross also took part in the CDN hosted Colleges and Regional Economic Development event in which the college was a key contributor.

5.2 I met with Douglas Mundie and Fiona Burns, both from SFC, Douglas being a Board member. Douglas leads on estate development and was keen to see our new build and Fiona is the new Director charged with Young People and the School College Partnership and was keen to explore the current sector position. In early May I also met with Rufus Logan the new Assistant Director for Capital and Climate Change to showcase the new Falkirk Campus and highlight the need for ongoing life cycle and maintenance budget.

5.3 I have been working with Jen Kerr of the Falkirk CPP to support the Falkirk Town Centre Partnership, the Falkirk Plan and to showcase our SpringBack Project. In addition the college have committed to supporting a CPP hosted web site to promote and track the new Falkirk Plan. In Stirling, Jacqui MacArthur presented our SpringBack project to the CPP Board in my absence and we have also shared the Intelligence Gathering information with NHS Forth Valley and the University of Stirling. Feedback has been very supportive and complementary.

5.4 I am now also an IoD Ambassador for Education and Skills representing Central Scotland branch and have attended one national workshop on promoting entrepreneurship in graduates.

5.5 As the national representative for College Principals I continue to attend the Curriculum and Assessment Board through Scottish Government and the Foundation Apprenticeship Collaboration Team (FACT), a partnership between Scottish Government, Directorate for Fair Work, Employability and Skills, Skills Development Scotland (SDS) and Education Scotland.

6. Colleges Scotland (CS)

6.1 Colleges Scotland'd College Principal's Group have now moved to monthly meetings where we continue to receive updates from Linda Pooley, Deputy Director, Colleges, SFC and Young Workforce on Scottish Government's ongoing response to Covid-19 and in particular the timing for students back on campus for practical and essential activity not possible on line. In the last two months, I have attended one meeting of the Funding and Finance Group. The School College Partnership Review and Report which I lead on and is currently being researched and written by CDN's new Research team will present the first draft at the end of June with a likely publication in late August. This is a document built on a piece of work I undertook as a member of the Curriculum and Assessment Board which is the national advisory group to Scottish Government. The final report will be rolled out to all colleges, local authorities and schools and Scottish Government.

7. Community Planning Partnership

7.1 There has been one meeting of the Falkirk Community Partnership and one from the Stirling CPP. The Falkirk and Stirling Plans have been key documents under discussion and pleased to see emphasis on employment and skills which will link with our Strategic Plans. I have also attended one meeting of the Falkirk Town Centre Partnership where we discussed the

forthcoming decision on the civic building and Arts Centre to replace the Town Hall and Council offices next to Dollar Park.

8.   Financial Implications

None

9.   Equalities

Assessment in Place? – Yes ☐ No ☒

If No, please explain why – This paper is an overview report only, there are no changes to College policy or practice involved.

10.   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 – None

Risk Owner – Ken Thomson   **Action Owner –** Ken Thomson

12.   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

Annual Report
2020-21

Last updated: 14 June 2021

FVSA Highlights 2020-2021

#fvsa20   **#fvsa21**   **#fvsawelcome**   **#fvsaelections**   **#fvsafreshers**

@forthvslleysa   **@fvsagram**

Contents

Introduction

Welcome to Forth Valley College's FVSA Annual Report 2021-2021. It has been a remarkable academic year for FVSA not only due to COVID and this report will detail all the hard work that has gone into ensuring our students have the most productive and enjoyable learner experience possible.

We would like to thank our executive team, student members, volunteers, and partners for their continued support in making the student experience here at Forth Valley College the best it can be.

About Forth Valley Student Association

Forth Valley Student Association (FVSA) are an autonomous organisation who are responsible for representing the voice of students in order to improve the educational experience of its members and students of the College as a whole.

FVSA Strategic & Operational Plan

Strategic Plan 2018-22: Click here to view the Strategic Plan for 2018-2022

Operational Plan 2020-2021: Click here to view the operational plan for 2020/21.

FVSA Constitution

FVSA are required by the Education Act 1994 to have a Constitution. This Constitution is a legal document that sets out the activities and procedures of FVSA. It provides a framework for the operation of FVSA by:

o   Defining what the Association can or cannot do.

o   Indicating how the Executive Committee can act on behalf of Association members.

o   Outlining how Association members can air their concerns.

The FVSA Constitution also outlines the FVSA structure and role profiles for each Executive Officer. The current version of the Constitution was published in April 2017 however changes were made to the document which were approved at Student Representative Council in April 2021.

Click here to view the FVSA Constitution.

Student Council

The Student Council is the decision making body of FVSA, and forum for students to hold elected officers to account, provide feedback to FVSA on the learner experience and to shape the work of the Student Assocation based on the views of students. Students can put forward motions, vote on issues and vote for changes to the FVSA constitution. FVSA are responsible to the student body via the constitution, which outlines what the Association and it's members can and cannot do.

Student Council takes place twice a year, once in block 1 and once in block 2. The meetings are always well attended and gives the Class Representatives/students a chance to provide feedback on their learning experience directly to a member of the Senior Management Team (SMT) through an open floor discussion.

FVSA Structure

FVSA Student Members

The Sabbatical officers lead the work of FVSA through the Executive Committee, which consists of the Sabbatical and Voluntary officers. All elected members are responsible to the Student Council, which is made of class reps and students from across the College. This ensures that students are fairly represented and able to hold officers to account for their work. Student Council is also the forum where any larger decisions are voted on by the student body, as set out in the FVSA Constitution.

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┌─────────────────────────────────┐
│       Student President         │
│    Full-time paid sabbatical    │
└─────────────────────────────────┘
┌─────────────────────────────────┐
│         Vice President          │
│    Full-time paid sabbatical    │
└─────────────────────────────────┘
┌────────────────┐ ┌──────────────┐
│ Executive      │ │ Liberation   │
│ Officer x 5    │ │ Officers x 5 │
│ Voluntary      │ │ Voluntary    │
│ elected        │ │ Elected      │
└────────────────┘ └──────────────┘
┌─────────────────────────────────┐
│     Class Representatives        │
└─────────────────────────────────┘
┌─────────────────────────────────┐
│          Student Body           │
└─────────────────────────────────┘
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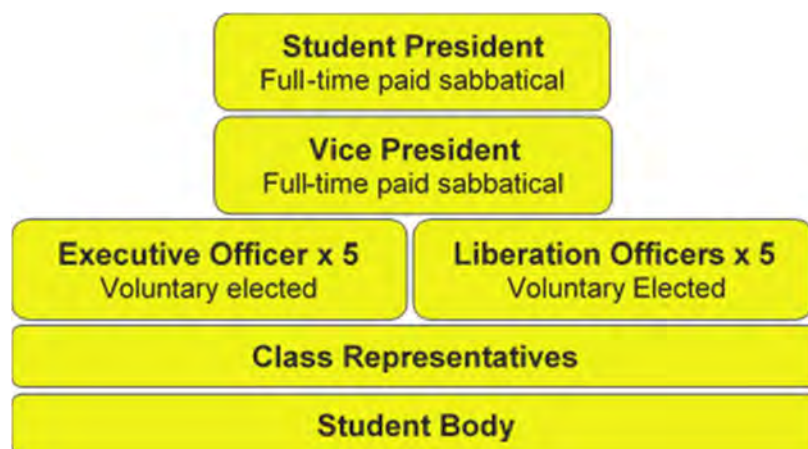
The five liberation[1] officer roles are Black & Minority Ethnic, Disabled, LGBT+, Mature & Womens. This structure follows the liberation/sections representation that the National Union of Students offers on a national level, with our local officers ensuring under represented student groups have a voice within FVSA, and are able to take this to a national platform through NUS Scotland and NUS UK.

FVSA Staff Members

Student Association Co-ordinator College Staff	Administration Assistant Full-time FVSA staff	Activity & Volunteer Coordinator Part-time FVSA Staff
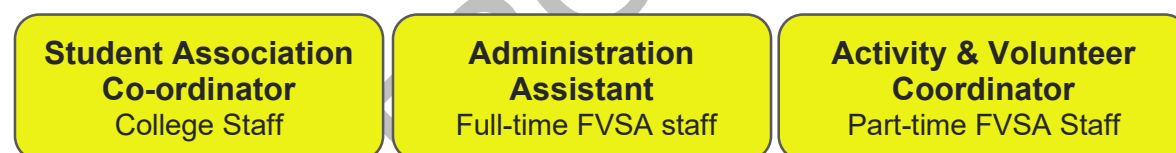
The Student Association Co-ordinator supports FVSA Officers and Staff and is responsible for supporting FVSA to deliver on the Strategic Plan. Staff members are line managed through the Student Association Co-ordianator, however they support the work of FVSA as set out in by the Executive Committee, and within the Strategic Plan.

FVSA Advisory Group

FVSA currently have an advisory group in place, made up of students, sabbatical officers, College Board members, College Staff and an independent member from another Student Union. The group are responsible for supporting the development of FVSA, advising on HR or other challenges we are facing and for advising us on managing our relationship with the College. This is recognised by NUS Scotland as good practice in ensuring good governance within FVSA.

'The term 'liberation' is used as the role of these officers is to remove barriers for under-represented groups, 'setting them free'.

FVSA Team 2020-21

FVSA Executive Committee:

Andrew Smirthwaite
Student President

Aleksandrs Petrovskis
Vice President

Lindsay Graham
Executive Officer
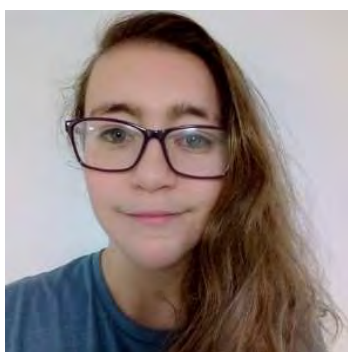
Amber Little
Executive Officer

Kerry Middleton
Executive Officer

Shannon Easton
Executive Officer

Connie-Marie Stevenson
Womens Officer

Sophie Boyce
Disabled Students Officer
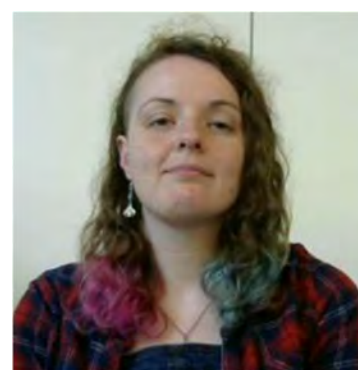
Anna McIvor
LGBT+ Students Officer

FVSA Staff members:

Angela Muirhead
Student Association
Co-ordinator

Elena Semple
Student Activities &
Volunteer Co-ordinator

Lynne Tomlinson
Administration
Assistant

Highlights of 2020-21

Even though the pandemic played a huge part in how we conducted FVSA duties, there were still some great highlights from the year.

Class Rep Training

For the first time, this was all done online. Through the planning stages, it became clear that we would not deliver this physically and had to forward-thinking how this would all look online but still make it fun for Class Reps to engage. FVSA team gave a highly successful training programme to Class Reps by doing LIVE training sessions facilitated by the Student President and Vice President and having these recorded for Class Reps to refer back on if needed. There was also an online training session for students who were unable to make it along or registered later in the year.

Department Class Rep Meetings

These meetings were introduced as another way of engagement with students/Class Reps to gather feedback on their specific department areas such as coursework, welfare etc. These have been very successful and will continue going into the new academic year.

Feedback Fridays

This is a new method of surveying students within FVSA. Every Friday the SA ask a singular question on the MS Teams Student Community that will run until Thursday of the following week. This aim if Feedback Friday is to have a regular feedback cycle with students on topics that are relevant that week. This has worked well and is something that we will look at continuing in the next academic year.

New FVSA Website

The Student Association created and launched a new [FVSA Website](#) via UnionCloud which is now the main platform for FVSA information. Prior to creating the website, the Student Association used Moodle as the main platform, however almost all FVSA information has now been moved from Moodle to the website. The new website allows the SA more flexibility in the way that information is shared and displayed, and is also easily accessible for students, staff and visitors.

Microsoft (MS) Teams

Since the start of lockdown in March 2020, every student was encouraged to learn and engage fully online. MS Teams has been one of those platforms that has worked very well for FVSA. We now have over 450 students engaging with us on our FVSA Student Community page on Teams and we hope this will be something that will continue to be used going into the new academic year 2021-22
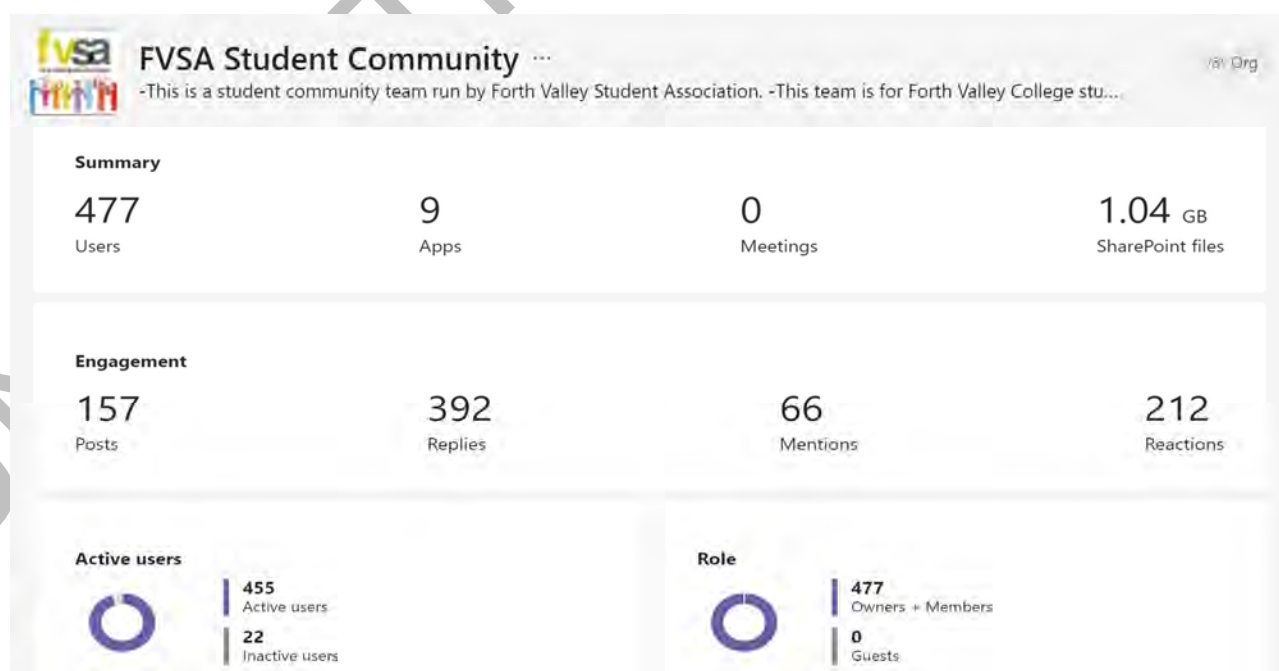
FVSA Student Awards

The Student Association ran a virtual award ceremony in May 2021 to celebrate the amazing achievements of students across the College. The following categories were open for nominations during the month of March which allowed any FVC staff member or student to submit nominations:

- o Student Leadership Award
- o Executive Member of the Year
- o Club/Society of the year

- o Collaboration Award
- o Equality & Diversity Champion
- o Most engaged Class Rep

A shortlisting panel met at the end of March to whittle down the nominations and select the winners. This panel was made up of 3 FVSA members, 1 internal college staff member (Pamela Duncan) and one external Student Union staff member (Rosamund Vickers, Stirling University Students' Union).

Due to the ongoing Covid-19 restrictions, the award ceremony was published on FVSA Social Media platforms on Thursday 27th May throughout the day as a series of pre-recorded videos. This enabled students and staff to watch the awards as they unfolded or at a time fit into their busy schedule.

Consultancy/SFC Funding

In January 2021, Scottish Government provided additional funding to the Scottish Funding Council (SFC) to allocate to college and university Students' Associations in financial year (FY) 2020-21. This complimented the additional funding for student mental health and wellbeing support for 2020-21. The purpose of this funding was to further support Students' Associations to enhance the help they offer students and to allow this to be expanded where needed.

FVSA's use of this fund was towards increasing membership engagement in order that students' views can continue to be heard. Finding new ways to help members engage with each other and the institution is always important in order to maintain the vitality of the association. Therefore, with the funds FVSA hired external consultants to evaluate the SA's engagement and efficacy. The consultancy started after the Easter break and is due to finish at the beginning of August 2021. The final part of the funds will be spent on implementing the final report to help with our next student cohort in 2021-22.

E-Sports in Education

College Development Network (CDN) and British Esports Association approached the Student President in October to create a team of players for their CDN Rocket League Scottish Cup. With the success of the team and the benefit of having a Gaming Socety, the Student President was asked to produce a talk on the benefits of gaming societies and why other institutions should have them. The Rocket League team have now reached the finals of the British Esports Championships and will be attending in person in Nottingham for the final showdown!

Clubs and Societies

In the year where social distancing and learning from home brought new challenges, the student community showed remarkable resilience and established more clubs and societies to our already extensive roster.

We saw the FVC Gaming Society grow exponentially, with over a hundred users meeting online and arranging various games. Our LGBTQ+ Society hosted movie and quiz nights at the start of the year to welcome new members. We hit a milestone with the creation of Women in STEM and the Disabled Students Alliance, which created safe spaces for discussion and peer support.

Our Minds Matter

This training was on the back of Student Mental Health First Aid Training and is currently delivered by our Student Activities and Volunteer Co-ordinator to students. The 'Our Minds Matter' training is a bite-size version and encompasses all the same topics such as depression, anxiety, psychosis etc. Due to the current pandemic, we have seen an enormous increase in mental health and this training course has seen a significant demand.

The two sessions covered Stigma and Discrimination of Mental Illness and Suicide Prevention. The sessions were offered to Class Reps to collect feedback on content and delivery. Fourteen Class Reps took part in the sessions and through their feedback felt the sessions were very useful as a safe space for peer discussions around their own experiences and beneficial in learning what support can be offered through the college to all students.

Student Equalities Forum

The Student Association launched the new forum for students with the following aims:

o   The forum will be a place for students to come together and discuss all things equality and diversity.
o   The forum will be responsible for evaluating campaigns, projects and initiatives of the student association to improve the representation of liberation groups.
o   Your elected student officers will take your feedback and direct input at the college Equality and Inclusion group from the forum.
o   This would also be a place where students could create policy for the student association.

The membership of the forum is open to self-defining students under the following characteristics:

o   LGBT+
o   Mature (25 years and over)
o   Black and Minority Ethnic
o   Women and Non-binary
o   Disabled
o   Care Experienced
o   Student Carer / Parent

The forum has been successful to gather important feedback on the impact of the pandemic on these groups.
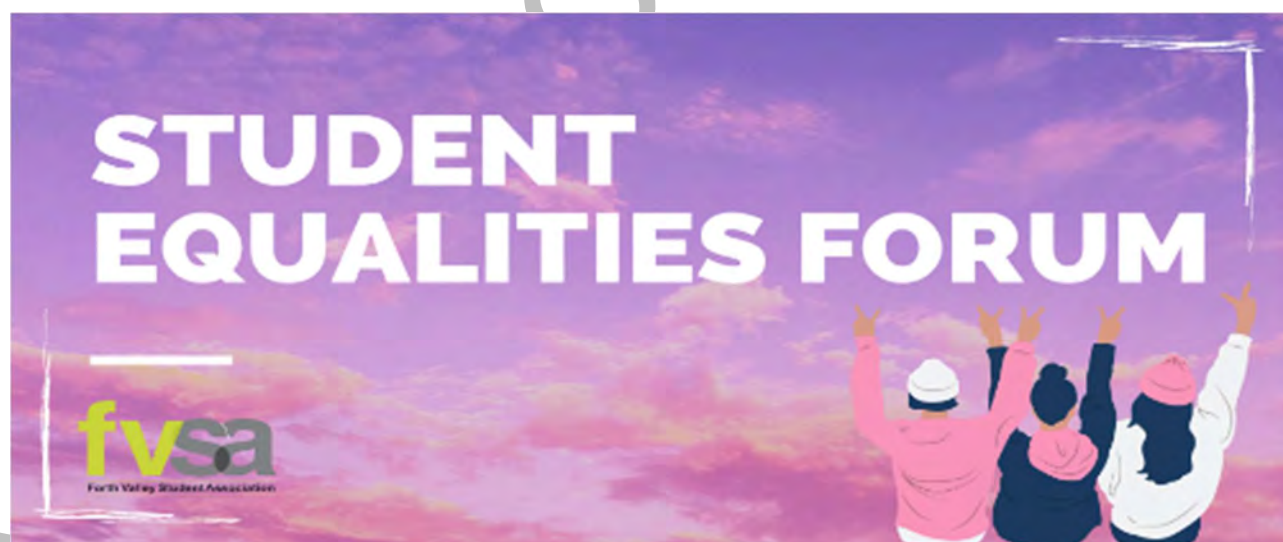
FVSA LGBT+ Support Network

The Forth Valley Student Association sought to create a network between staff and students to provide tailored support for students that identify as lesbian, gay, bisexual, trans and other identities under the LGBT+ umbrella. We recognise that students may wish to discuss some issues around their sexual and/or gender identity while at College, and we believe it would be beneficial to speak to someone who may understand these issues better from their own experiences.

Who can you find in the network and how can they support you?
The network is made up of academic and support staff who identify as LGBT+. Like Learner Advisors, the network members can offer sympathetic support and signpost you to further support within the College, FVSA and elsewhere. If they feel they cannot help you, they will ensure you get support from appropriate sources.

The network can:
o Help you access LGBT+ specific support
o Provide a welcoming, understanding person to speak to

The network cannot:
o Offer befriending or mentoring support
o Provide immediate crisis support

Mental Health Partnership Agreement

Forth Valley College and the Student Association have developed a student mental health agreement. Both the Vice President and the Student Activities & Volunteer Co-ordinator sit on the SMHA team where they provide input on the student voice. In the SMHA the association aims to highlight support services available to students as well as hold mental health events and activities throughout the year. The association also conducted a Wellbeing survey, from which we gathered valuable feedback to bring to the SMHA team. The survey had good engagement from students which saw over 300 responses.

Student Democracy

Student Council

From the previous year we updated our format for the meetings to increase the accountability of officers, encourage more discussion on FVSA activity and to encourage students to shape the work of FVSA through the use of motions/voting.

- Block 1 (November 2020) – Click Here
- Block 2 (April 2021) – Click Here

Motions passed at Student Council in April 2021:

- UKISCA Partnership

NUS Scotland Conference

Due to the global pandemic this was held on Skype for the first time. FVSA submitted a motion which unfortunately didn't get presented at the conference. Motions that were presented revolved around housing, ending the use of Non-Discliosure Agreements (NDA) in cases of sexual misconduct, Erasmus+\ and the climate emergency. All motions passed.

NUS National Conference

Again due to the global pandemic, NUS UK Conference was also held online and was held in a similar manner to NUS Scotland Conference. The policies passed at conference were around mental health, Housing, funding, Erasmus+, and ending the use of NDAs in sexual misconduct cases.

Events and Campaigns

Due to COVID we were unfortunately unable to run our familiar events on-campus this year. However, we did still run them online and they were a BIG success.

Freshers' & Re-Freshers' Fair

Our Freshers' Fair held in September with a number of online workshops which students could take part in. These were:

- Falkirk Citizens Advice Bureau
- 3D Printer in Action
- Scarves into Swag Bag
- Book Folding
- Haiku the Noo
- Learning Support
- Forth Valley Police

- FVSA Clubs & Societies
- FVSA Class Reps
- Who Cares? Scotland
- FVSA Sabbatical Officer session
- Volunteering Matters
- Electoral Registration

We also provided goody bags which included water bottle, FVSA merchandise, phone splitters, USBs etc. In order for students to collect these we made what was available online and students could select what they wanted. They could then choose to come into campus (during the days they were in) to collect the goody bags. Due to the nature of the event we were unable to fundraise but ensured that the students still had a positive event experience.

In January we held our Re-Freshers' Fair event which again was all online. We had a comedian, Marc Jennings, come do a LIVE session with the students, staff were also invited to come along and join in the fun. Unfortunately due to us all being in lockdown we couldn't provide any freebies for the students this time round. The event also hosted a number of online workshops such as:

- o Registering to Vote
- o Bags of Fun – No Sew Bag
- o Volunteering in Falkirk, CVS FALKIRK
- o Clubs & Societies at FVC
- o Your Digital Library Service
- o Learning Support Info Session
- o Energy & Money Saving Advice, CAB

- o Police Scotland
- o Your Elected Student Officers - drop-in
- o Haiku The Noo
- o DOODS, Macrobert Arts Centre
- o Flexible Learning Courses
- o Time Management Workshop

16 Days of Action

This was an online campaign to work with the information highlighted by the UN around the impact of the pandemic and violence against women, This year with the pandemic, more women and children have found themselves in precarious circumstances. The UN have out together some information on how Covid has impacted women and children. We shared this information with our members and provided signposting information.

World Mental Health Day

We raised awareness on World Mental Day through our social media presence on the importance to take time and reflect about our mental health. Our sabbatical officers took charge and wrote messages to their former selves to reflect on a period of time when their mental health was not at its strongest.

By looking back and reflecting, our members can see how far they've come and how much road is left ahead of them. We asked our members to reach out when they're feeling brave and might just help someone else that feels lost.

LGBT+ History Month

This was another online campaign to raise awareness and was shared on all our social media platforms. Using our newly launched website, a collection of media was posted for anyone interested in celebrating or learning more about LGBTQ+ History. We listed films and television shows available to students through Box of Broadcast. We included books and podcasts available as well so students could access a varied array of LGBTQ+ media. Through our engagement with our members, we know that lesbian, gay, bi and trans equality and faith are not mutually exclusive.

We recognise that faith is an important part of many LGBTQ+ people's lives. LGBTQ+ people of faith need to be respected and included in their faith communities, just as they need respect and acceptance in wider society. Therefore, we included information students can access to find support if they were struggling with their faith and identity.

Wee Fit, You Fit

Wee Fit, You Fit was a month-long wellness event with several different activities within it. The Student Association held 2 activities within that being led by the VP, the activities included The Step Count Challenge and a Beat Saber Tournament (a VR game where you slash blocks to a rhythm/song).

The Step Count Challenge ran over 3 weeks and saw good participation from staff and students. The challenge concluded with a top 3 in each category. Staff and students had their own separate category for the top 3 and separate prize pools. The person with the most overall steps was a student who clocked in 274,114 steps in just 3 weeks! There were prizes given out to the winners based on the place they came in, prizes included an engraved medal and a voucher of their choice.

Suicide Prevention Day

In September we held an online campaign for students held over all our social media platforms.

Show Racism the Red Card

As part of Black History Month, Student President and Student Activities and Volunteer Co-ordinator done an online campaign to raise awareness. Unfortunately we were not able to do anything in person this year but this was still a great pledge to get people that racisim will not be tolerated at College or in society as a whole.

Executive Officer Campaigns

Amber Little (Executive Officer)

Activist Society

Amber is currently in the process of setting up a Student Activist Society that will bring student activists and interested students together. The society will give students the ability to campaign/learn how to campaign and learn about activism. There is also the potential to have students out campaigning at "protests" and such to give them experience. This will be set up later in the year.

Women in STEM

Amber successfully set FVC's Women In STEM society this term. The society was for anyone who identifies as a woman (including Trans Women) who's studying a STEM subject on any FVC Campus and hoped to get each member (and the society) affiliated with the STEM Ambassador scheme (more information on that can be found here). Unfortunately no one signed up for the meeting this year, however Amber is currently meeting with the STEM ambassador hub (east) to talk about how we could get the society (or at least it's members) signed up to the STEM ambassador program. Amber also got in contact with Stirling Students Union's Communities Officer to get us affiliated as a "sister society" to their Women in STEM society.

Universal Credit

During the year it has been identified that some students don't qualify for Universal Credit, but also do not qualify for the Hardship Fund at the College, which can leave students struggling. This had previously been looked into however, as it is still an ongoing issue it was decided to look into again. The Student President set up a meeting with Matt Crilly (NUS Scotland President) to talk about if this could be a campaign that NUS would run and they happily agreed to this. Amber drafted up a letter that would be sent to current Sabbatical Officers to other colleges/universities to sign and then sent off to either local MP/MSPs or the Scottish Government themselves to highlight this issue.

Dual Monitors

Amber has done some ground work on getting dual monitors offered as an alternative to students. This is a working progress and hope this will be implemented come next term.

Industrial Action

During the year with Industrial Action taking place Amber had been working closely with the Student President Andrew on how FVSA could do to support staff/students during that time.

In previous months before Amber helped students and various EIS reps with their ideas on what they would like to see FVSA do and communication was made with various college members to help achieve this. Amber done social media posts and videos to show students exactly what was happening and how FVSA plan to support this to help students. A letter was also sent to John Swinney MSP, highlighting these issues in depth and asking him for his support in ending these strikes.

Sophie Boyce (Disabled Students Officer)

Sensory Room

Sophie identified how to improve the sensory rooms within each campus and through working with members of the College and Disabled Students Alliance she has successfully set up a space within each campus on items that should be used as a sensory space for students to help elevate stress or find this highly beneficial. Items such as:

- Sensory bean bags
- Big bubble towers for hyposensitive people to touch
- Sensory basket full of fidget toys and squishy things like squish mallows for hyposensitive people
- Led strip lights to make sure room can be as light or dark as the students might have hyper sensitive needs. (this is still in discussion)
- Noise cancelling headphones
- Air fresher for each of the rooms

Lindsay Graham (Executive Officer)

Mental Health Partnership Agreement

Lindsay fed into the Mental Health Partnership agreement which is run by FVC. To have the student voice alongside other members of FVSA has played a key part into Mental Health this year.

Kerry Middleton (Executive Officer)

Comfort Breaks

Kerry discussed with members of FVC on ensuring comfort breaks are offered/implemented in long learning sessions for students. This is starting progress and hope this will be implemented come next term.

Meetings

FVSA attended various meetings/events throughout the year. These included the following:

Date	Meeting/Description	Attended by
2020		
13th July	Moodle Discussion on new area for FVSA	All Team
15-21 July	Lead and Change Event for Officers	SP and VP
21st July	FVSA Monthly Principal Meeting	All Team
23rd July	Anti-Racist Trustee Board Meeting	SP
30th July	FVSA "Equalities Zone" Meeting	All Team
3rd August	DYW Board Meeting	SP
4th and 5th August	CDN Board Training	SP and VP
6th August	Extra Ordinary Board Meeting due to Covid circumstances	SP and VP
13th and 14th August	That's Quality (SPARQS) Event	SP and VP
19th August	EQ Forum Meeting with Equalities	AVC and SP
27th and 28th August	The Gathering Event for Sabbatical Officers	SP and VP
1st September	COVID Catch Up for Officers with NUS	SP and VP
7th September	DYW Board Meeting	SP
15th September	COVID Catch Up for Officers with NUS	SP and VP
16th September	SPARQS Joint Advisory Group Meeting	SP
22nd September	Finance Committee Meeting (approval of Operational Budget)	SP
23rd September	COVID Manager College Catch up Meeting	SAC
24th September	FVSA Monthly Principal Meeting	All Team
24th September	Mental Health Strategy Meeting	VP and AVC
29th September	COVID Catch Up for Officers with NUS	SP and VP
2nd October	DYW Board Meeting	SP
5th October	White Ribbon Discussion	SP and VP
5th October	Sports Partnership between FVC and FVSA Meeting	AVC and VP
5th October	HMI Meeting	SP

6th October	Project Events Meeting took place with various other departments in the College to meet and discuss upcoming events and if there could be any joint collaboration	SAC and Admin
6th October	NUS UK Parliamentary Group on the UK governments response to the Covid situation	SP
7th October	NEON Meeting with SPARQS	SP and VP
8th October	NUS Scot meeting with Richard Lochhead concerns from students regarding their learning during Covid	SP and VP
8th October	Student Experience Committee	SP
13th October	COVID Catch Up for Officers with NUS	SP and VP
22nd October	Board of Management Meeting	SP and VP
27th October	COVID Catch Up for Officers with NUS	SP andVP
28th October	FVSA Monthly Principal Meeting	All Team
30th October	Student Mental Health Agreement in collaboration with FVC	VP
5th November	Time for Me Meeting Steering Group Meeting. This is a mentoring project that provides targeted support to students who are Care Experienced, caring for others or reside in areas of multiple deprivation.	SAC
10th November	COVID Catch Up for Officers with NUS	SP and VP
12th November	FVSA Advisory Group Meeting	All Team
17th November	FVSA Executive Committee Meeting	All Team
18th November	White Ribbon Training	SP and VP
23rd November	Corporate Parenting Meeting	SAC and VP
24th November	COVID Catch Up for Officers with NUS	SP and VP
25th November	Managers COVID Catch Up	SAC
30th November	FVSA Monthly Principal Meeting	All Team
3rd December	Meeting with Louise from CTSI to discuss partnership expansion.	AVC
3rd December	Board of Management Meeting	SP and VP
4th December	Virtual Bridge Session - VR in the classroom, looking at the use of Virtual reality to assist with learning in a practical environment.	SP
7th December	White Ribbon Training	SP and VP
8th December	COVID Catch Up for Officers with NUS	SP and VP
15th December	FVSA Executive Committee Meeting	All Team
23rd December	FVSA Monthly Principal Meeting	All Team
2021		
13th January	External Board Effectiveness Review Meeting	SP
21st January	NEON Meeting	SP and VP

21st January	Board of Management	SP and VP
25th January	Commercialisation Meeting for FVSA	SP, VP, AVC
26th January	FVSA Executive Committee Meeting	All Team
27th January	Active Travel Meeting with FVC	AVC
27th January	NUS Meeting with Development Consultant	All Team
2nd February	COVID Catch Up for Officers with NUS	SP,VP
4th February	Student Funding Council Meeting	All Team
4th February	Learning Improvement and Student Experience Committee	SP
11th February	Mental Health Student Partnership Agreement	VP, AVC
11th February	Learning Student Experience Committee	SP
16th February	COVID Catch up for Officers with NUS	SP, VP
22nd February	FVSA Monthly Principal Meeting	All Team
23rd February	FVSA Executive Committee Meeting	All Team
23rd February	Project Events Meeting took place with various other departments in the College to meet and disucss upcoming events and if there could be any joint collboaration	SAC, Admin
24th February	FVSA Advisory Group Meeting	All Team
25th February	Board Of Management Meeting	SP, VP
2nd March	COVID Catch Up for Officers with NUS	SP, VP
11th March	Student Mental Health Partnership Agreement Meeting	VP, AVC
11th March	Springback Meeting with FVC	VP
16th March	CTSI Meeting	AVC
16th March	COVID Catch Up for Officers with NUS	SP, VP
18th March	NEON Meeting	SP, VP
23rd March	FVSA Executive Committee Meeting	All Team
24th March	FVSA Monthly Principal Meeting	All Team
24th March	Esports in Education – The benefits of Gaming societies and why you should support one	SP
30th March	COVID Catch Up for Officers with NUS	SP, VP
1st April	Awards Pannel Meeting with FVSA and FVC on Student Awards	SP, VP, Admin, AVC
13th April	COVID Catch Up for Officers with NUS	SP, VP
21st April	Time for Me Steering Group Meeting	SAC

27th April	COVID Catch Up for Officers with NUS	SP, VP
28th April	FVSA Monthly Principal Meeting	All Team
29th April	Equally Safe Bid Discussion with Stiring Uni and FVC	SP, SAC
29th April	Board Of Management Meeting	SP, VP
30th April	FVSA Executive Meeting	All Team
17th May	SWAY Training with Michelle Hamilton	All Team
18th May	Hedgehog Meeting – Build on Campus	All Team
25th May	FVSA Executive Committee Meeting	All Team
25th May	DYW Board Meeting	SP
27th May	FVSA Monthly Principal Meeting	All Team
31st May	Equality Action Group Meeting	AVC
1st June	Advisory Group Meeting (last one)	All Team
8th June	Media Training with Marketing	All Team
10th June	CDN College Expo, Esports Showcase between Alva Alliance and FVG	SP
15th June	Operational Planning meeting for 2021/22	All Team
15th June	DYW Board Meeting	SP
15th June	Finance Committee	SP
23rd June	FVSA Monthly Principal Meeting	All Team
24th June	Board of Management Meeting	SP & VP

SP - Student President
VP - Vice President
SAC - Student Association Co-ordinator
AVC - Activities & Volunteer Co-ordinator
Admin - Administration Assistant
Exec - Executive Officers

Looking ahead to 2021-22

The year ahead for FVSA will provide a real opportunity to improve the level of engagement with students. Even through the pandemic of 2020/21, FVSA have endured and provided different ways of engagement with students, some of which will be going forward into the new academic year!

Sabbatical Elections

The elections this year followed a similar process of that of last year, where it was all done online with their manifestos and campaign videos. There was a difference in timeline for the Student President and Vice President as no one was campaigning for the VP position initially. Therefore there needed to be a By-Election which took place some weeks later.

New Sabbatical Officers for Academic Term 2021-22
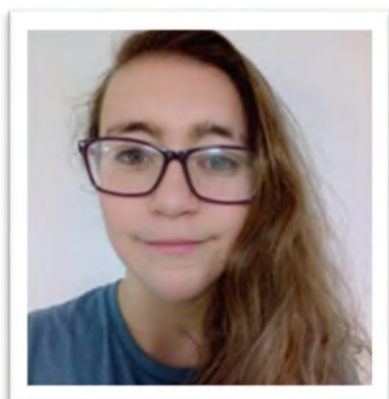
**Student President
Amber Little**
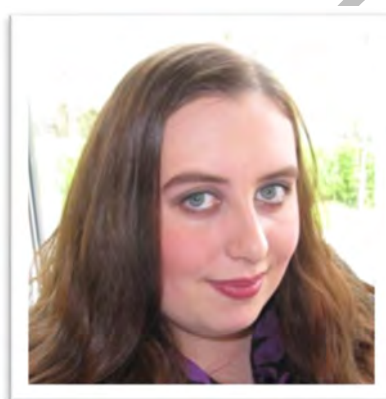
**Vice President
Claire Green**

Operational Plan
Academic Year 2020/21

Last updated on: 18/05/21

Appendix 1

We will be the Student Association that our students need us to be; available, accessible and empowering students to make positive change.

Forth Valley Student Association has developed an operational plan for the academic year 2018/19, which aims to maximise effectiveness for students. The plan has factored in a number of key goals, which were identified via student feedback, elected officer manifestos and tying in with the operational and strategic plans of Forth Valley College.

The Student Association aims to provide our students and partners such as the College with a clear identification of our priorities for the year ahead, and will allow the opportunity for our achievements to be measured.

The operational plan will tie into a four-year strategic plan, which will set out a vision for the future of the Student Association within Forth Valley College. All plans will retain the core values of the Student Association and will reflect the voice of our students.

Strategic Goals:

- To become a sustainable organisation that is able to develop our officers and staff to be the people that our students need them to be

- Cultivating a transparent, student led organisation that influences change for the better

- To develop strong and equal partnerships across our community that will benefit our members and students

Appendix 1

To become a sustainable organisation that is able to develop our officers and staff to be the people that our students need them to be

Increasing our presence across the College in order to ensure students are able to access the representation, support and opportunities we provide.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Sabbatical drop in sessions – ask class reps if this is something they want/need	SAC	Jan 2021	June 2021	**Discontinued**	This has been reviewed and will not be going ahead due to not being back on Campus this side of the year.
Improve Moodle page for better presence (move to Moodle/ditch mahara)	Admin/SAC	July 2020	March 2021	**Didn't go ahead**	Due to lack of flexibility in Moodle, FVSA decided to run a new FVSA website instead. This is now up and running as of February
Improve staff engagement	SAC	August 2020	June 2021	**Complete**	Currently looking at ways of engagement through staff surveys/SA champion etc.

There wasn't a lot of uptake and the outcome of this became a staff hub page on FVSA website as well as working with Marketing over the summer on ways of further engagement next term. |
| Ensure FVSA have a presence at key events that have been organised by other departments within the College | SAC with Admin Support | October 2020 | June 2021 | **Complete** | We meet with members of staff from departments across the College on a quarterly basis to discuss upcoming events/projects and where we can work together. Due to Covid, there have not been any physical events that we can fit into but are working on some online campaigns e.g. LGBT history month. |

Appendix 1

Developing a strong volunteer culture throughout the Association, identifying and creating further opportunities to volunteer and opportunities for development and accreditation for all of our volunteers.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Recognition for members (volunteers, class reps) (award ceremony)	AVC	October 2020	June 2021	**Completed**	An online students award ceremony, Class Rep certificates as well as Saltire Awards were given out
Establishing an online volunteer culture	AVC	August 2020	June 2021	**Completed**	All information has been uploaded onto our new FVSA website.
Look into different forms of accreditation for volunteers	AVC	September 2020	November 2020	**Completed**	Internal recognition system created for class reps and use of external system for Saltire recognition

Building a sense of community across both the Association and the College through events, clubs & societies and other networking opportunities for students.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Consistent calendar of events (incorporating sustainability, welfare, mental health, citizenship/community) and ensuring that all students and departments are aware of FVSA events. Including virtual events	Admin	August 2020	May 2021	**Complete**	Main events such as Freshers', ReFreshers' Fair and FVSA Student Awards are now complete. Smaller events and campaigns took place throughout the year via online platforms.
Plan and implement the 3rd year of the Department Rep pilot	SAC	August 2020	March 2021	**On Hold**	It was agreed as a team that this will be on hold and will be reviewed for the next term in 21/22 due to current situations. Our main focus is currently on the main class reps and to ensure enough support is in place.
Updating online class rep training	SAC with Admin and AVC support	August 2020	October 2020	**Complete**	

Appendix 1

Oversee the development of staff and officers to ensure they have the skills and knowledge to exceed in their roles, and the opportunity to progress within the Association and externally.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Identifying staff & officer training opportunities to develop role/skills.	SAC	August 2020	June 2021	**Complete**	

Appendix 1

Cultivating a transparent, student led organisation that influences change for the better

Strengthening our communication with students and partners, making sure that all students are able to feed into, and hear back on the work of the Association.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Create and utilise an online student community via teams	Admin	August 2020	June 2021	**Complete**	FVSA Student Community Team has been up and running since the start of term and this is the main platform for FVSA communications to students. Team will evaluate over the summer and look at any changes or ways we can improve engagement going forward. This may also feed into the consultation to improve student engagement.

Engaging our members in carrying out work, in order to increase our capacity, empower our students and develop them into future leaders.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Organise and deliver apprentice specific training	SAC	August 2020	January 2021	**Discontinued**	This has been difficult in specific training for Apprentices as we tried to engage with CM's. We have however made some progress with engagement with Business Partners who have direct access to Apprentices and looking at attending CM Meetings to engage directly with CMS. This is currently ongoing.
To work on the changes to the Exec officer roles and for them to be in place for term 2021/22	AVC	October 2020	June 2021	**Completed**	Changes ratified by student council, all that is left will be updating recruitment materials and training materials

Appendix 1
Improving our democratic procedures to increase accountability of elected officers.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Review election policies and procedures (including returning officer position)	SAC	August 2020	December 2020	**Complete**	Changes were approved at Student Council and changes made in Constitution.
Create and publish a social media policy and guidance toolkit	Admin	September 2020	November 2020	**Complete**	The Social Media Policy is now complete and this can be found on the FVSA website under policies and procedures.

Appendix 1

To develop strong and equal partnerships across our community that will benefit our members and students

Developing our partnership with FVC, strengthening how we work with departments across the College by sharing information, increasing support and providing better opportunities for students.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Monitor FVC/FVSA Student Partnership Agreement	SAC	August 2020	June 2021	**Complete**	Our SPA went fairly well this year despite the ongoing situation of COVID. All points were covered in the agreement. We look forward to working with FVC on next years plans.

Increase awareness of existing partnerships, both of the Association and the College, and how these benefit students.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Expand list of partners and how they benefit students	SAC/AVC	September 2020	February 2021	**Completed**	Updated current version is available on Moodle for students to access
Monitor & promote partners via spotlight posts on social platforms, teams etc	Admin	July 2020	June 2021	**Complete**	Partners promoted throughout the year to students via various platforms – events, social media etc

Appendix 1

Engaging with external partners to support the development of our students through volunteering, external learning opportunities and providing support to students in the community.

Objective	Assigned to	Start date	Due Date	Status	Update/Evidence
Improve and monitor partnership with local voluntary organisations to support our volunteer culture	AVC	August 2020	June 2021	**Completed**	All information has been uploaded onto our new FVSA website.
All Exec officers reaching out to relevant organisations for support	AVC	October 2020	June 2021	**Completed**	Disability Officer reached out to some external org as well as our Exec officers who reached out to NUS on various topics.
Volunteer opportunities/training (mental health training etc)	AVC	August 2020	June 2021	**Completed**	Our minds matter training was a big success.

FVSA Calendar of Events 2020 - 2021

Month	Event	Date	Status
September	Suicide Prevention Day	10/9/20	Complete
	Fresher's Fair	21/9/20 - 25/9/20	Complete
	Recycle Week	20/9/20 - 27/9/20	Complete
October	Black History Month	1/10/20 - 31/10/20	Complete
	World Vegetarian Day	1/10/20	Complete
	World Mental Health Day	10/10/20	Complete
	World Students' Day	15/10/20	Complete
	Show Racism the Red Card	16/10/20	Complete
November	World Vegan Day	1/11/20	Complete
	Islam Awareness Month	1/11/20 - 30/11/20	Missed
	International Day for Tolerance	16/11/20	Complete
	International Men's Day	19/11/20	Complete
	Transgender Day Of Remembrance	20/11/20	Complete
	16 Days of Action	25/11/20 - 10/12/20	Complete
December	16 Days of Action…continued	25/11/20 - 10/12/20	Complete
	International Day of Disabled Persons	3/12/20	Completed
	Human Rights Day	10/12/20	Completed
Jan	Blue Monday	18/1/21	Completed
	Holocaust Memorial Day	27/1/21	Completed
	Young Carers Awareness Day	20/1/21	Completed

Forth Valley Student Association Operational Plan 2020/21

Feb	LGBT+ History Month	1/2/21 - 28/2/21	Completed
	Re-Fresher's Fair	2/2/21 - 4/2/21	Completed
	Time to Talk Day	6/2/21	Completed
	World Café Day	8/2/21	Missed
	Student Volunteering Week	8/2/21 - 12/2/21	Completed
	Fairtrade Awareness	22//2/21 - 5/3/21	Complete
March	Endometriosis Awareness Month	1/3/21 - 31/3/21	Complete
	Gender Equality Month	1/3/21 - 31/3/21	Complete
	Scottish Apprenticeship Week	1/3/21 - 5/3/21	Complete
	International Womens Day	8/3/21	Complete
	National No Smoking Day	10/3/21	Complete
April	World Autism Awareness Day	2/4/21	Complete
	Earth Day	22/4/21	Complete
	International Workers' Memorial Day	28/4/21	Complete
May	Borderline Personality Disorder Awareness	3/5/21 - 7/5/21	Complete
	International Day Against Homophobia, Biphobia and Transphobia	17/5/21	Complete
	World Bee Day	20/5/21	Complete
June	Stonewall Riots Anniversary	28/6/21	

1. **Purpose**

   To seek approval from members on the constitutional changes approved by student council

2. **Recommendation**

   That members approve the constitutional changes

3. **Key Considerations**

   The key changes to the constitution that our student members have approved are

Election regulations - introduction of an elections committee (schedule 1)

To allow for a greater level of transparency in our elections we are creating the elections committee. They are also responsible to candidates adhere to rules, provide recommendations to the returning officer in regards to complaints, and issue formal warnings when in agreement with the returning officer.

Removing items from role descriptions that are no longer relevant (Schedule 4)

Removing the learner student experience committee as a required committee and replaced with other relevant College committees to reflect the true nature of the president and vice president positions.

Removed a reference to a Healthy Body Healthy Mind report that is no longer a part of the Student Association.

Updated Executive officer structures (Schedule 4.3)

Under our new structure the executive officers and the liberations officers will not be rolled into 5 new officers these are:

- Diversity and inclusion officer (x2 one reserved for a woman or non-binary student)
- Environmental officer
- Welfare Officer
- Education Officer
- Wellbeing officer

For further details please see appendix

4. **Financial Implications**

   Please detail the financial implications of this item – there are no financial implications

5. **Equalities**

   Assessment in Place? – No

   If No, please explain why – Not applicable

6. **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 – None

7. **Other Implications –**

   Please indicate whether there are implications for the areas below.

   Communications – Yes
   Health and Safety –No

   Please provide a summary of these implications – FVSA extensively promote events, clubs and opportunities to be involved in the work of the association.

   Paper Author – Andrew Smirthwaite   **SMT Owner –** Kenny MacInnes

Appendix

Restructuring the Executive Committee

Elena Semple

Activities & Volunteer Coordinator

INTRODUCTION

- Prior to the changes in 2017, FVSA had focused on building sustainable development. During the strategic planning process and self-evaluation processes, it became clear that a number of changes were needed to improve the Student Association and improve sustainability.
  - A better staff to officer ratio to improve institutional memory.
  - A full review of the FVSA constitution to improve accountability, allow FVSA to hold elections for liberation/executive officers and allow for development of clubs and societies.

Current Structure - Recap

Sabbatical officers carry out the work based on their manifestos and association's active policies.

Executive Officers are responsible for acting on the views of FVC students in order to improve student experience – wide remit.

Liberation Officers are identical to exec officers, but will aim to primarily represent students within the following protected characteristics:

- BME
- Disabled
- LGBT+
- Mature
- Women's

Sabbatical Officers x2

Liberation Officers x5

Executive Officers x5

Report on Current Structure

Term 17/18

- **Claire Green** – Disabled Student Officer
- **Liam Slaven** – Exec Officer
- **Regina Nurney** – Exec Officer
- **Stewart Kirkland** – Mature Student Officer
- **Shannon Easton** – LGBT+ Student Officer

Term 18/19

- **Claire Green** – Disabled Student Officer
- **Theo Blythe** – LGBT+ Student Officer
- **Lizzie Clark** – Exec Officer
- **Andrew Smirthwaite** – Mature Student Officer
- **Shannon Easton** – Exec Officer
- **Aidan Brewins** – Exec Officer
- **Waban Fernandes** – BME Student Officer
- **Lesley McPerson** - Women's' Student Officer - (Feb 2019 – May 2019)
- **Jack Laurenston** - Executive Officer - (Feb 2019 – May 2019)

Proposed Restructure

- **Reduced** number of Exec Officers from **10 to 6**
- Roles given better remits to help set boundaries and allow for creativity in campaign areas that need to be worked on in the association.
- The new roles include:
  - Student Environmental Officer
  - Student Welfare Officer
  - Student Education Officer
  - Student Diversity & Inclusion Officer x 2 (one place reserved for female/non-binary)
  - Student Wellbeing Officer

Environmental Officer

- **What does the role entail?**
  - Represents the views of students concerning issues relating to the environment and sustainability
  - Promotes Students' Association environmental initiatives
  - Ensures that there is a sufficient range of events to promote the issues of sustainability and care

- **You should run for the role if:**
  - Are able to motivate and encourage students to become involved in issues and campaigns related to the environment or ethical practice
  - Have an interest environmental or ethical practices

Student Welfare Officer

- **What does the role entail?**
  - Represent students' views and interests on welfare matters at college level and locally
  - Oversee activities relating to financial hardship, funding and employment issues.
  - Oversee activities relating to accommodation issues, working with our Tenants Union partners.

- **You should run for this role if you:**
  - Want to ensure that the Union operates in a way that is ethical, fair and inclusive
  - Can identify points of concern for students and take action to resolve them
  - Want to represent students' views and rights

Student Education Officer

- **What does the role entail?**
  - Work closely with course reps, relevant Students' Association staff and the academic quality team at the College to ensure students are well represented with regards to their academic experience.
  - Work with relevant Association staff to ensure the smooth running of the Student Academic Representation system.
  - Seek out proactive ways of listening, understanding and engaging the student voice in all levels of representative work

- **You should run for this role if you:**
  - Want to take active role to ensure that the educational experiences of FVC students are the best they can be
  - Want to take an active role in helping to ensure that the Academic Representation System is the best that it can be

Student Diversity & Inclusion Officer

- **What does the role entail?**
    - Working with a committee of Liberation/Diversity Reps
        - (volunteer based/ non –democratic):
        - The standard 5 liberation
        - Diversity Reps: Parent, Carer & Care Experienced
    - Carries the responsibility to champion for the voice of students with the support of Liberation & Diversity reps in order to promote positive and fairer changes.
    - Working with various student groups to gather the student voice and ensure the policies of the student association reflect accurate views
- **Two Officer Places** – one reserved for women/non-binary

Student Wellbeing Officer

- **What does the role entail?**
    - Be responsible for the development and distribution of welfare information (e.g. sexual health, responsible drinking guidance)
    - Represent students with mental health issues and works to improve the experience and wellbeing provisions in place for student mental health through the agreement with the college.
    - Support campaigns based on raising awareness of mental health & wellbeing within Liberation & Diversity Groups
    - Liaison with the leisure facilities to promote physical health and mindfulness

- **You should run for this role if you:**
    - Have an interest hosting events to improve Student wellbeing

Constitution

This Constitution shall take effect from 20th April 2017 and invalidates all former Constitutions of this Association.

This Constitution shall be subject to review by the Students' Association and the Board of Management of Forth Valley College at least every five years, in accordance with the Education Act 1994.

Last updated on: 17/06/21

Contents

Introduction

Part II of the Education Act 1994 requires institutions to *'take steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances.'*

The Board of Management of Forth Valley College recognises Forth Valley Students' Association as an autonomous, democratically run organisation, committed to service and representing the students of the College. The Board of Management of Forth Valley College will endeavour to ensure that the activities of the Association do not contravene the College's Equality Policy nor bring the College into disrepute.

The Constitution is a legal document that sets out the activities and procedures of the Students' Association.

It provides a framework for the operation of the Students' Association by:

Defining what the Association can or cannot do.

Indicating how the Executive Committee can act on behalf of Association members

Outlining how Association members can air their concerns

The Constitution is made up of three sections:

Section 1 – The Articles

This section defines the aims and objectives of the Association as well as setting out what can or cannot be done.

Section 2 – The Schedules

This section gives further operational details in relation to how things get done.

Section 3 – The Appendices

This section includes other regulations that the Association has to follow.

The Articles

Article 1 - Name and Status

Section 1.01

There shall be a Student Association in the name of Forth Valley Student Association (for the rest of the document the organisation will be referred to as FVSA).

Article 2 - Aims and Objectives

Section 2.01

To enhance the educational experience of its members and students of the College as a whole.

Section 2.02

To represent the interests of its members and act as a channel to communication with the College and other bodies.

Section 2.03

To promote and protect the welfare of its members.

Section 2.04

To promote, encourage and co-ordinate student clubs, societies, sports and social activities.

Section 2.05

These aims and objectives shall be practiced without discrimination on the grounds of any protected characteristics except where that action may be taken to promote equality of opportunity.

Section 2.06

To provide an advisory, advocacy and referral service internally and externally for students wishing support in relation to personal, finance or educational matters.

Section 2.07

The FVSA shall practice the above aims and objectives independent of any political party, religious organisation or any other activist groups.

Article 3 - Membership of the FVSA

Section 3.01

All students who are registered at the College, over the age of 16, shall be members of the FVSA unless they have decided to relinquish their membership according to the regulations.

a) Every student shall be able to relinquish their right of membership of the FVSA.

b) A student who opts out of the FVSA shall not be able to participate in the democratic and decision-making function of the FVSA. This includes not being able to stand for any Officers or representative position, including club and society committee members, as contained in the FVSA constitution.

c) A student who opts out of the FVSA shall continue to have the right to attend FVSA run events and participate in the activities of clubs and societies.

d) A student wishing to opt out of membership of the FVSA must indicate this within six weeks of the start of their course in writing to the Sabbatical Officers.

e) A student who has opted out but who subsequently wishes to become a member of the FVSA shall apply in writing to the Sabbatical Officers. The Sabbatical Officers shall then meet and discuss the application. If the application falls within twenty College days of nominations opening for an FVSA election, the student will not be eligible to take up the full privileges of membership until the nomination process has closed.

Section 3.02

All Sabbatical Officers must be full members of the FVSA.

Section 3.03

Registered students of the College under the age of 16 shall not be full members of the FVSA but associate members[1], but may participate in certain activities, as agreed by the student Sabbatical Officers, Executive Committee and any forum for students under the age of 16 and approved by the Student Representative Council.

Section 3.04

All members shall be entitled to use the facilities of the FVSA and take part in its educational, social, sporting and cultural activities. Members shall be allowed to speak and vote at FVSA meetings, to nominate, to stand and to vote in FVSA elections, and to hold office in clubs and societies.

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[1] See section 3.05 for membership details on page 4

Section 3.05

Memberships for the FVSA are as follows:

1. Full member - Full members are defined as being over the age of 16 at the start of study, who have not opted out of full membership. They have full access to the FVSA benefits.

2. Associate member – Associate members are defined as being under the age of 16 at the start of study. They have access to nearly all benefits but will not have voting rights as per the Education Act 1994.

Article 4 - Student Representative Council (SRC)

Section 4.01

The Student Representative Council shall be the supreme decision making body of the FVSA. It shall also raise issues that are of concern to its members to the Senior Management Team of the College. This will be done following the proper FVSA structure.

Section 4.02

The membership of the Student Representative Council shall be made up of the following categories:

a) The Student Sabbatical Officers

b) The Executive Committee

c) The class/course representatives

Section 4.03

The functions of the Student Representative Council shall be to:

a) Set the policy of the FVSA

b) Amend the constitution and schedules as appropriate, subject to the approval of the College Board of Management.

c) Instruct and hold accountable the Executive Committee to their work.

d) Monitor and discuss the events and decisions of the formal College decision making bodies.

e) Elect delegates to appropriate NUS conferences and councils.

f) Approve reports from committees, working parties and the Executive Committee.

g) Approve financial reports from Sabbatical Officers.

To approve motions as part ongoing FVSA work (as in Schedule 6)

Section 4.04

The first meeting of the Student Representative Council shall be held in November and be Chaired by an assigned Sabbatical Officer. This meeting shall also:

- a) Discuss appropriate clubs and societies.
- b) Discuss Executive Committee Elections and confirm arrangements.
- c) Issue members with meeting schedules.

Section 4.05

An ordinary Student Representative Council meeting shall be held on at least two occasions in each Academic Year.

Section 4.06

An emergency Student Representative Council meeting may be called by the Sabbatical Officers to discuss a particular issue.

Section 4.07

All FVSA meetings shall be conducted according to the Meeting Regulations contained within this constitution.

Section 4.08

Who can attend the Student Representative Council?

- a) All members of the Student Representative Council will be expected to attend all meetings of the Student Representative Council to which they will have been given no less than ten College days' notice. Any member of the Student Representative Council who fails to attend two consecutive meetings without giving prior apologies to the assigned Sabbatical Officers, and does not provide satisfactory reasons acceptable to the Student Representative Council, shall be considered to have resigned.
- b) Any full member of the FVSA may attend Student Representative Council meetings in accordance with the constitution. Any individual who is not a member of the FVSA who wishes to attend must receive permission by submitting a request to the assigned Sabbatical Officers no later than five College days before the start of the meeting. The assigned Sabbatical Officers shall then take a vote from the Executive Committee on whether the individual/s may attend.

Section 4.09

Who may speak at the Student Representative Council?

a) Any full member of the FVSA may speak at the Student Representative Council meeting.

b) Members of the College Senior Management Team may attend and speak at the request of the Student Representative Council. Any other individual may attend and speak as a guest, if invited to do so by the Student Representative Council or the Executive Committee.

c) Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking.

Section 4.10

Who may vote at the Student Representative Council?

a) Only members of the Student Representative Council who are present at the meeting may vote.

b) The Chair may not vote unless the vote is tied, in which case the Chair may have the casting vote.

Section 4.11

Who runs the meeting?

a) The assigned Sabbatical Officers shall be responsible for the agenda and publicising the meeting. This involves giving no less than ten college days' notice of the meeting and no less than five college days' notice of the final agenda including any documents or papers relating to agenda.

b) The assigned Sabbatical Officers shall take the role of the Chair for all Student Representative Council meetings for the academic year.

c) In the event of any situation arising not being covered by meeting regulations then the assigned Sabbatical Officers shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of the Student Representative Council.

d) In the event of the assigned Sabbatical Officers having or alleged to have a conflict of interest with the item under discussion, the role of Chair should be passed, for the duration of the item under discussion, to a designated Executive Committee Member.

e) In the event of the assigned Sabbatical Officers being absent at the meeting for whatever reason, then the meeting shall be Chaired by the assigned deputy. In the event of both the deputy and the Sabbatical Officer being absent, the meeting will be adjourned and rescheduled for another date.

Section 4.12

General Rules

    f)   All items and documents discussed at Student Representative Council Meetings will be considered confidential and must not be discussed out with the meeting, without prior approval, until minutes are agreed and published.

    g)   Every Debate shall have a proposer and seconder.

    h)   Individuals may only speak with Chair's permission.

    i)   Anyone who wishes to attend a meeting who is not a Student Representative Council member must have approval of attendance five College days prior to meeting.

    j)   Decisions will be made on the basis of a simple majority of those present. No decision on any matter of business will be taken without a quorum present.

    k)   The quorum for a decision made by Student Representative Council meeting will be 20 members across the campus meetings regarding any single decision.

Article 5 - Executive Committee

Section 5.01

The Executive Committee of the FVSA is led by the Student President who shall run the FVSA on a day to day basis according to the terms of this constitution, relevant legislation and the decisions that have been made by the Student Representative Council.

Section 5.02

The Executive Committee shall be made up of the following FVSA Officers (subject to change in order to best represent the student body), elected by the FVSA membership:

    a)   The Sabbatical Officers

    b)   Liberation Officers

    c)   Executive Officers

Section 5.03

The Non Sabbatical Executive Committee officers shall be elected by 1st of December each year according to the regulations of this constitution. They will serve as members of the Executive Committee from date of election of that year to the end of the academic year.

Section 5.04

The role of the Executive Committee shall be to:

a) Carry out the decisions made by the Student Representative Council.

b) Act in the absence of the Student Representative Council.

c) Act as a channel of communication between members of the FVSA, Sabbatical Officers and also external agencies.

d) Be responsible for contributing to the strategic direction of the FVSA.

e) Liaise with and offer relevant support to any forum of students under the age of 16.

f) Fulfil specific responsibilities laid down in the role descriptions of this constitution.

Section 5.05

Executive Committee meetings shall be called by the Student President and shall meet at least once every month. Further meetings may be called by a written request of a majority of the committee members to the Student President. The Chair will be the Student President or their nominee. The Chair may only vote in the event of a tie.

Section 5.06

Executive Committee meetings shall only take place if there is at least 50% of serving Executive Committee members present throughout the meeting.

Section 5.07

Any member of the Executive Committee who fails to attend two consecutive meetings of the Executive Committee or Student Representative Council without giving prior apologies to the Student President, and does not provide satisfactory reasons acceptable to the Executive Committee, shall be considered to have resigned.

Section 5.08

All members of the Executive Committee must abide by the Code of Conduct for Members of the FVSA Student Executive committee. (See External Document)

Article 6 - Clubs and Societies

Section 6.01

Clubs and societies may be recognised by the Student Representative Council provided that they meet the requirements set out by the Executive Committee in Schedule Two (societies) of this Constitution[2] and do not breach the FVSA aims and objectives.

Article 7 - Affiliations to External Organisations

Section 7.01

Any proposal to affiliate to an external organisation must be approved by both the Executive Committee **and** the Student Representative Council.

Section 7.02

The College and members of the FVSA shall be informed of all new affiliations to external organisations via an email or letter. The notice shall include the name of the organisation being affiliated to and any affiliation or subscription fee to be paid.

Section 7.03

Details of all affiliations to external organisations, including the names of the organisations and each affiliation fee paid, shall be included in the FVSA's financial report which shall be available to all members of the FVSA and to the College.

Section 7.04

In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 200 members of the FVSA must be presented to the Student President. A vote shall be held on the issue at the next Student Representative Council meeting. The vote shall be carried out in accordance with the constitution. A further vote on the same affiliation cannot be called in the same academic year.

Article 8 - Complaints Procedure

Section 8.01

Complaints about an individual Officer, the Executive Committee or any member of the Student Representative Council shall be dealt with under the complaints procedure contained in this constitution.

Section 8.02

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[2] Schedule Two (societies) can be found on page 18 within this document.

Any complaint about the FVSA shall be addressed in writing to the Student President. In any circumstances where the complaint relates to the Student President or another member of the Executive Committee, it shall be addressed to the Secretary to the Board of Management.

Section 8.03

The Student President or the Secretary to the Board of Management, whichever is issued with the complaint, shall make a written reply within twenty working days.

Article 9 - FVSA Finance

Section 9.01

The FVSA shall receive appropriate funds from the College to enable it to effectively pursue its aims and objectives. The Associate Principal and Executive Director of Finance (hereafter referred to as DoF) shall recommend this annual allocation of funding for approval to the Board of Management at the last Board meeting of the financial year. The DoF recommendation will be made after presentation of the Association's estimates for the forthcoming academic year to the Finance Committee.

Section 9.02

The Sabbatical Officers shall supervise all of FVSA's finances and ensure that proper accounting records are maintained and that these records shall be reviewed annually and certificated as correct by a qualified accountant, who could be an accountant from the College Finance team, independent of the FVSA.

Section 9.03

The Sabbatical Officers shall be responsible for ensuring that the annual budget, amendments to the budget, FVSA accounts and all other short-term financial reports and financial proposals are discussed and approved by the Student Representative Council.

Section 9.04

A copy of the FVSA's budget and the annual accounts shall be given promptly to the College each financial year for approval and be made available to all students.

Section 9.05

The financial year of the FVSA shall run from 1st August to 31st July.

Section 9.06

The organisation of the FVSA's finances and systems of control shall be contained in Schedule three (Finance Regulations) of this constitution[3].

Article 10 - Minutes

Section 10.01

At all meetings of the FVSA, draft minutes shall be taken which shall be circulated at the next appropriate meeting or via email to the attendees for approval and any necessary corrections made. Confirmed minutes shall be filed and made available to all students.

Section 10.02

A copy of the constitution, including all amendments, a copy of the annual report and any plans for the FVSA's activities, including the budget, shall be made available to all students and to the Secretary to the Board of Management.

Section 10.03

All meetings of the FVSA shall be considered open to all members of the FVSA. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.

An open meeting is free for all members to attend to observe (no input unless on request)

A closed meeting has no observers, this can be for a single item of a meeting, members would be asked to leave for the duration of the discussion.

Article 11 - Amendments

Section 11.01

The Student Representative Council shall be the only body permitted to amend the constitution and schedules. All amendments will be subject to the approval of the College Board of Management before they can be implemented.
Section 11.02

All amendments to the constitution or schedules shall require the support of a majority of the members present and entitled to vote at a quorate meeting of the Student Representative Council. From here, the amendments will be taken to the Board of Management for approval.

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[3] Schedule three (Finance Regulations) can be found on page 20 of this document.

Section 11.03

The constitution shall be reviewed by the FVSA at least every five years from the date of the current document's implementation and approved by the College Board of Management.

Article 12 - Code of Conduct

Section 12.01

The FVSA and all of its members shall follow the Colleges Code of Conduct and may make reference to it when they see fit in any case.

Section 12.02

All members of the FVSA shall be required to adhere to this code, particularly when on FVSA premises, or attending events organised by the FVSA or its clubs or societies.

Section 12.03

The code of conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of FVSA membership.

Section 12.04

The Executive committee members must follow the FVSA Code of Coduct for Executive Committee members.

(See external document)

Article 13 - Interpretation

Section 13.01

In the event of a challenge to the interpretation of any part of this constitution, the ruling of the Sabbatical Officers shall be sought.

Section 13.02

In the event of a challenge to the Sabbatical Officers' ruling or decision, following legal advice, the decision shall be taken to the Student Representative Council.

Section 13.03

In the event the member of FVSA remains dissatisfied with the ruling of the Student Representative Council, they may appeal to the College Secretary to the Board of Management. The ruling of the College Secretary to the Board of Management shall be final.

The Schedules

Schedule 1 - Election Regulations

This Schedule outlines what to do for all elections for all positions in the Association. It also outlines the procedure to follow if a vacancy occurs in any position.

1.1 Returning Officer

a. The Returning Officer, who shall not be a full member of the Association, shall be the Secretary to the Board of Management or their representative. The Returning Officer shall be responsible for the fair conduct and administration of all Association elections and shall have the sole interpretation of the election regulations.

b. Their duties will include:

i. Take the final decision in relation to any matter concerning Association elections and concerning any breaches of the Election Schedule (Schedule One) attached to the Constitution.

ii. Be responsible for the supervision and conduct of the count.

iii. Oversee the announcement of the result.

iv. Receive a report from the elections committee of the Association in respect of any action taken following any complaint in accordance with section 1.9 below.

v. Make a final decision on the timetable of elections within the parameters of the constitution and this schedule.

1.2 Elections Committee

a. There shall be a standing procedural committee of the Association which shall be called the "Elections Committee" which will:

    i. Help to ensure that all candidates adhere to the rules as set out in this schedule and elections guidebook.

    ii. Provide recommendations to the Returning Officer in relation to election complaints received through the procedure laid out in section 1.9 below.

    iii. Taking action to address, and if required, issue formal warnings for breaches of this schedule or the elections guidebook following agreement from the Returning Officer as outlined in 1.2 d) and e) below.

b. The Committee shall consist of one student volunteer selected prior to any elections taking place and at least one Association Staff member who shall act as Chair of the Elections Committee, plus the Student Association Coordinator to offer support and guidance.

c. All members of the elections committee must remain neutral in all elections. If any member wishes to run for a position or express any public preference for a candidate or outcome they must immediately resign.

d. The Returning Officer or their appointee shall undertake day-to-day work coordinating the elections and advising students on any matters.

e. For any decision of the Elections Committee, the majority vote will apply and the recommendation will be passed to the Returning Officer. The decision made by the Returning officer is final; however, approval of the recommendation of the Elections Committee shall not be unreasonably withheld. Where the Returning Officer does not agree with the recommendation of the Elections Committee, the Returning Officer will provide the Committee members with an overview of why this decision was reached.

f. The Elections Committee shall give an oral or written report to the Student Council Meetings after each set of elections has been completed.

g. Any complaints about the conduct of the Elections Committee must be submitted in writing to the Returning Officer. The complaint will be investigated by the Returning Officer and a decision will be made. The complainant will receive a copy of that decision.

1.3 When Elections Should Happen

a. The Returning Officer shall ensure that the election of the Sabbatical Officers takes place by the end of June each year. Once elected, the Sabbatical Officers shall take office from 1 July.

b. The Returning Officer shall ensure that election of the Executive Committee also takes place by 1st December each year. Once elected, the members of the Executive Committee shall take office pending Disclosure checks and completion of mandatory training.

c. The dates of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations shall be made available to all FVSA members at least 21 College days before the elections.

1.4 Standing for Election

a. The elected members of the Executive Committee shall be:
   i. The Student President
   ii. The Vice President
   iii. The Executive Officer(s)

b. No person shall hold sabbatical Association office, or paid elected Association office, for more than two years in total.

c. All members of the Association are eligible to stand for any of the following Executive Committee positions:
   i. The Student President
   ii. The Vice President
   iii. The Executive Officer(s)

d. All members of the FVSA who identify with the following characteristics for the Diversity & Inclusion Officer(s) role are eligible to stand for the position(s):
   i. Black and Minority Ethnic (BME)
   ii. Disabled
   iii. Lesbian, Gay, Bisexual and Transgender (LGBT+)
   iv. Mature (Ages 25 and Over)
   v. Women and Non-binary
   vi. Care Experienced
   vii. Carers including Student Parents

e. Reopen nominations (RON) shall be a candidate in all Association elections.

f. Nomination forms will be provided by the Returning Officer or their representative and shall be available from the FVSA website and any Student Association Office in line with the election timetable. The nomination form shall contain a copy of the description of the role of each position in the election.

g. Members of the Association may stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder. Candidates at a minimum must produce a supporting statement, which must be handed in with the completed nomination form in order to take part in the election. Failure to submit a supporting statement will null and void a nomination.

h. Nomination forms must reach the Returning Officer or their representative not later than 4.00pm on the closing date outlined in the election timetable.

1.5 Publicity about the Election

a. The Returning Officer shall produce a list of candidates, which shall be displayed on the Association website in line with the election timetable.

b. On receipt of a valid nomination form the Returning Officer or his or her representative shall provide the candidate with an election campaign pack.

c. The contents of the election campaign pack shall be determined by the Returning Officer in conjunction with the Executive Committee.

1.6 Campaigning

a. Candidates may commence campaigning on the date outlined within the election timetable.

b. Candidates cannot use any communication materials that are not sanctioned by the election campaign pack. All election materials, including manifesto and photograph must be submitted by the time and date given by the Returning Officer. No late materials will be accepted under any circumstances.

c. The Returning Officer and Elections Committee shall help publicise the location and arrangements for voting, together with a list of candidates and manifestos.

1.7 Voting Procedures

a. The Returning Officer shall ensure that all members of the Association have access to vote no matter their place or time of study.

b. Voting will be conducted via online, each member of FVSA is entitled to one vote, and is responsible for casting their own vote and ensuring that no one has access to their private login details to vote.

1.8 Counting and Declaring Votes

a. The Returning Officer or their representative shall review the votes cast to ascertain the successful candidate and to verify that no student cast more than one vote.

b. Candidates will have the opportunity, as per the election timetable, to meet with the Returning Officer or their representative to view the election result before this is made public.

c. The Returning Officer or their representative will communicate the result to the Association Executive Team who will then communicate the results to members using such communication methods as it deems appropriate.

1.9 Complaints

a. All complaints must be made in writing (electronically or handwritten) to the Returning Officer. The Returning Officer will acknowledge receipt of the complaint and seek recommendations as to actions from the Elections Committee.
b. Following consideration of the complaint and any necessary evidence gathering, the Elections Committee will make a recommendation to the Returning Officer in line with 1.2 e) of this schedule for a final decision

Recommendations made by the Elections Committee shall fall into the following categories

– Complaint not upheld – no further action recommended
- "minor infraction" by a candidate of the schedule or election guidelines as a result of genuine misunderstanding. Recommended action is the provision of advice and support to ensure no repeat of the incident. Any repeat would warrant a formal warning
- "significant infraction" by a candidate of the schedule or election guidelines. Where it is demonstrable that a candidate has deliberately ignored this schedule ofr the election guidelines, a formal warning will be issued

- "serious infraction" such as providing misleading information about their own campaign, another candidates campaign, engaging in any form of harassment of a candidate or any activity that significantly breaches any FVSA or College procedure, the Elections Committee may consider recommending disqualification as outlined further in 1.9d) below

c. Any challenge or complaint concerning the administration and good conduct of the election will be heard by the Returning Officer and Elections Committee. The Returning Officer will determine as practically possible following such a complaint being lodged by any full member or the candidate.

d. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.

e. Should more than one formal warning be issued to a candidate, or if the seriousness of a single complaint is judged to warrant it, the Elections Committee can suggest disqualifying a candidate from the election. If such a suggestion is agreed to be taken forward, it must be submitted in the form of a report to the Returning Officer as soon as reasonably practicable thereafter for final consideration. If necessary, candidates can be disqualified after the close of voting or after the result has been announced, until they take office or start a new term.

f. In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence and taking into consideration the recommendations of the Elections Committee may not uphold the complaint; or may halt elections for a specific post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final.

1.10 Vacancies for positions on the Executive Committee or Sabbatical Officers

a. If the position of Sabbatical Officer or an Executive Committee post falls vacant, then a by-election may be arranged by the Returning Officer. Nominations shall open, no later than three College days after confirmation of the decision to hold a by-election, if viable in the timeline of the relevant academic year. All other election regulations apply.

Schedule 1 - Election Regulations

This Schedule outlines what to do for all elections for all positions in the Association. It also outlines the procedure to follow if a vacancy occurs in any position.

1.1 Returning Officer

a) The Returning Officer, who shall not be a full member of the Association, shall be the Secretary to the Board of Management or their representative. The Returning Officer shall be responsible for the good conduct and administration of all Association elections and shall have the sole interpretation of the election regulations. The Returning Officer may appoint assistants to support them in undertaking these duties.

1.2 When Elections Should Happen

a) The Returning Officer shall ensure that the election of the Sabbatical Officers takes place by the end of June each year. Once elected, the Sabbatical Officers shall take office from 1 July.

b) The Returning Officer shall ensure that election of the Executive Committee also takes place by 1st December each year. Once elected, the members of the Executive Committee shall take office with immediate effect.

c) The dates of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations shall be made available to all FVSA members at least 21 College days before the elections.

1.3 Standing for Election

a) The elected members of the Executive Committee shall be:

I. The Student President

II. The Vice President

III. The Executive Officer(s)

IV. The Liberation Officer(s)

b) No person shall hold sabbatical Association office, or paid elected Association office, for more than two years in total.

c) All members of the Association are eligible to stand for any of the following Executive Committee positions:

I. The Student President

II. The Vice President

III. The Executive Officer(s)

d) All members of the FVSA who identify with the protected characteristic of the role are eligible to stand for the following Liberation Officer positions:

1. The Black and Minority Ethnic Students' Officer (BME)

2. The Disabled Students' Officer

3. The Lesbian, Gay, bisexual and Transgender+(LGBT+) Students' Officer

4. The Mature Students' Officer

5. The Women's Officer

e) Reopen nominations (RON) shall be a candidate in all Association elections.

f) Nomination forms will be provided by the Returning Officer or their representative and shall be available from the FVSA Moodle Page and any Student Association Office in line with the election timetable. The nomination form shall contain a copy of the description of the role of each position in the election.

g) Members of the Association may stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder.

h) Nomination forms must reach the Returning Officer or their representative not later than 4.00pm on the closing date outlined in the election timetable.

1.4 Publicity about the Election

a) The Returning Officer shall produce a list of candidates, which shall be displayed on the Association Moodle Page in line with the election timetable.

b) Candidates may produce a supporting statement, which must be handed in with the completed nomination form.

c) On receipt of a valid nomination form the Returning Officer or his or her representative shall provide the candidate with an election campaign pack.

d) The contents of the election campaign pack shall be determined by the Returning Officer in conjunction with the Executive Committee.

1.5 Campaigning

a) Candidates may commence campaigning on the date outlined within the election timetable.

b) Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.

c) The Returning Officer shall publicise the location and arrangements for voting, together with a list of candidates and manifestos.

1.6 Voting Procedures

a) The Returning Officer shall ensure that all members of the Association have access to vote no matter their place or time of study.

b) Voting will be conducted via Moodle, each member of FVSA is entitled to one vote, and is responsible for casting their own vote and ensuring that no one has access to their private Moodle login details.

1.7 Counting and Declaring Votes

a) The Returning Officer or their representative and another member of College staff shall review the votes cast via Moodle both to ascertain the successful candidate and to verify that no student cast more than one vote.

b) Candidates will have the opportunity, as per the election timetable, to meet with the Returning Officer or their representative to view the election result before this is made public.

c) The Returing Officer or their representative will communicate the result to the Association Executive Team who will then communicate the results to members using such communication methods as it deems appropriate .

1.8 Complaints

a) Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer as soon as practically possible following such a complaint being lodged by any full member or the candidate or their nominee.

b) Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.

c) In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for a specific post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final.

1.9 Vacancies for positions on the Executive Committee or Sabbatical Officers

a) If the position of Sabbatical Officer or an Executive Committee post falls vacant, then a by-election may be arranged by the Returning Officer. Nominations shall open, no later than three College days after confirmation of the decision to hold a by-election, if viable in the timeline of the relevant academic year. All other election regulations apply.

Schedule 2 - Societies

There shall be societies of the Association.

2.1 Setting up a Society

a) No club or society may receive funds from the FVSA or use FVSA facilities without recognition in each academic year by the Executive Committee.

b) To be considered for recognition, the proposed club or society shall present to the Executive Committee a plan of activities and a list of prospective members in accordance with the clubs and societies schedule.

c) No club or society will be recognised if its objectives conflict with those of the FVSA.

d) Any club or society that wishes to be recognised by the FVSA shall present to the Executive Committee:

   I. A list of five signatures of members

   II. The proposed membership fee (when applicable)

e) Membership can be comprised of students. Associate membership can be offered to staff and non student members

   I. Non student members do not have voting rights within the club or society nor can run for leadership positions

2.2 Money for Societies

a) The Sabbatical Officers shall allocate a sum in the FVSA budget which shall be for grant aid of recognised clubs and societies. This should be used to cover reasonable expenses or the purchase of equipment relating to the purpose of the society.

b) To receive funding, an eligible club/society shall submit a written budget proposal to the Executive Committee. This should be submitted at least one month prior to the date the funding is needed.

c) The Executive Committee will meet and allocate the funds. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and special equipment and travel considerations and available FVSA budget.

d) The allocations shall be approved at a meeting of the Executive Committee or Student Representative Council.

2.3 Responsibilities of Societies

a) No member from a club or society may commit either the club or society or the FVSA to any expenditure without prior authorisation through the FVSA's budgetary control system.

b) All clubs and societies will elect a named person who will be the primary contact between the club/society and FVSA, and are responsible for ensuring that the club/society meet the requirements set out in this constitution.

c) No member from a club or society may apply for or commit the club or society to any expenditure without prior authorisation by a majority vote by members.

d) The club or society shall be responsible for promoting itself during the academic term to encourage new membership.

e) The club or society shall be responsible for fundraising for planned activities, whilst adhering to the College Fundraising Policy. Said funds will then be deposited in a ring-fenced fund for the exclusive access of that club or society.

f) The club or society shall not hold its own bank account and all its finances will be administered through the FVSA.

g) The club or society shall hold no funds whatsoever outside the FVSA accounts.

h) All clubs and societies will produce an activities report and submit an income/expenditure sheet to the Executive Committee at the end of each term.

i) Any equipment purchased by a club or society shall remain property of FVSA, and provided for the use of that club annually on renewal of recognition at the Executive Committee.

j) The named person(s) shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The person(s) shall also ensure that an accurate list of all equipment purchased is kept and the FVSA is supplied with this. The person(s) will also ensure all equipment is returned to the FVSA at the end of the academic year.

k) The Named person(s) shall ensure that all income received by the club or society is passed to the Student Association Coordinator without undue delay and that no funds received by the club/FVSA are withheld. All transactions will be carried out in accordance with the financial regulations of the College.

l) Failure to abide by these regulations and the Constitution may result in suspension of the society by the Executive Committee or disciplinary action against an individual or group of members.

Schedule 3 - Finance Regulations

3.1 Collection of Funds

a)   The collection of all money due to the FVSA shall be the responsibility of the Sabbatical Officers, who shall follow the financial regulations of the College to ensure the money is banked appropriately. These regulations can be found at the end of this document.

3.2 FVSA Funds

a)   The FVSA funds will be held within a separately designated Fund within the College's accounting records, including details of all expenditure incurred, which shall be incurred in accordance with the College's Financial Regulations, and all income received, which shall be banked by College Finance Staff into the designated FVSA Fund.

3.3 Expenditure

All expenditures within the FVSA shall be discussed and agreed amongst the Sabbatical Officers.

All expenditures within the FVSA over £1000.00 shall be discussed and agreed with the Executive Committee Members and must be passed for approval by a member of the College Senior Management Team.

All requests for payment shall be signed by the Student Association Coordinator, and cheques must then be signed by a member of the Senior Management Team.

If it is brought to the Student Representative Council's attention with regards to excessive expenditure then they have a duty to investigate and carry out appropriate actions.

3.4 Security and Insurance

The FVSA shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc. under its control.

The Sabbatical Officers shall inform the Executive Committee and College in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

The College shall be responsible for ensuring that proper insurance cover is in place, including fire risks, theft, damage and loss etc. of property and employers' liability.

3.5 Events

a) All events undertaken or provided by the FVSA must be costed and budgets prepared.

b) Annually, the Executive Committee, in consultation with the Sabbatical Officers, shall draw up a proposed events budget. This shall form the basis of all events expenditure.

c) Records of all expenditure for events shall be kept. The Sabbatical Officers shall advise the Executive Committee if the budget is likely to be exceeded. The Executive Committee is responsible, under the direction of the Sabbatical Officers, for ensuring that agreed budgets are not exceeded, unless necessary approval has been given before the proposed expenditure is incurred.

3.6 Expenses to FVSA members

Any member of the Executive Committee may receive reimbursement of expenses for costs appropriately incurred whilst on FVSA business, with any expenditure reimbursed in line with the College Financial Regulations and Travel and Expenses Policy which can be requested from the Student Association Coordinator.

Expenses for FVSA volunteers must be authorised by the Student Association Coordinator or DoF on production of appropriate expense claim form and receipts.

Expense reimbursement to the Sabbatical Officers will be made by the College through the College payroll system upon authorisation of a College expense form, by the Student Association Coordinator or DoF.

3.7 Petty Cash

The petty cash limit shall be £40.00, under the direction of the Sabbatical Officers. They shall ensure that petty cash stays at or below this limit and that a proper record is kept of all advances and expenditure.

3.8 Donations

FVSA shall not make donations or affiliations to any organisation outside the aims and objectives of the FVSA. FVSA may allow for its facilities to be used for special events which may raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

3.9 Gifts

If any Sabbatical Officer or Executive Committee Member receives a gift over a £25.00 limit in a professional capacity, they must declare this to the Executive Committee within five College days, as this may be seen as a conflict of interest.

3.10 Executive Committee Members Under 18

Any member of the Executive Committee under the age of 18 shall not have budgetary responsibility.

Schedule 4 - Role Descriptions

4.1 Student President

The Student President will be a sabbatical officer, and shall

a) Be the main representative and official spokesperson of the Students' Association.

b) Attend the Board of Management, Learning and Student Experience Committee, and other relevant College committees to represent the student voice, and report back to the Students' Association.

c) Work with the National Union of Students to ensure the voice of FVC students is represented nationally.

d) Encourage Forth Valley College students to get involved with and shape the work of Students' Association.

e) Ensure the Student Association works as a motivated team and encourage executive committee members to work to the best of their ability.

f) Draft the Student Association annual budget, monitor expenditure, ensure that all transactions are correct and that accounts are audited annually.

g) Coordinate the Student Association work in response to the needs and opinion of the student body.

h) Be responsible for any other Student Association duties as decided by the executive committee.

i) Contribute to the Student Association Communication and Engagement strategy in order to promote activity and opportunities to students and staff.

j) Facilitate engagement opportunities within the College including class visits, events, information gathering and participation in Class Rep training/Student Council in order to allow students to inform the activity of the Student Association.

k) Support the Student Association Executive Committee by implementing partnership projects in conjunction with the College.

l) Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice.

m) Attend relevant conferences and courses on behalf of the Student Association, and lead any delegations attending on their behalf.

n) Contribute to all relevant Student Association reports, including the Annual Impact Report, Healthy Body Healthy Mind Report, monthly Student Association reports etc.

o) Liaise with the Student Association Executive Committee on all budgetary decisions such as venues, entertainment, catering etc.

p) Present relevant reports to the Student Association Executive Committee.

q) Share duty rota across campuses.

r) Assist with main office duties and administration.

4.2 Vice President

The Vice President will be a sabbatical officer, and shall;

a) Attend the Board of Management, ~~Learning and Student Experience Committee,~~ and other relevant College committees to represent the student voice, and report back to the Students' Association.

b) Coordinate all activities in response to the needs and opinion of the student body.

c) Work with the National Union of Students to ensure the voice of FVC students is represented nationally.

d) Encourage Forth Valley College students to get involved with and shape the work of Students' Association.

e) Be responsible for any other Student Association duties as decided by the executive committee.

f) Contribute to the Student Association Communication and Engagement strategy in order to promote activity and opportunities to students and staff.

g) Facilitate engagement opportunities within the College including class visits, events, information gathering and participation in Class Rep training/Student Council in order to allow students to inform the activity of the Student Association.

h) Support the Student Association Executive Committee by implementing partnership projects in conjunction with the College.

i) Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice.

j) Attend relevant conferences and courses on behalf of the Student Association, and lead any delegations attending on their behalf in the absence of the Student President.

k) Contribute to all relevant Student Association reports, including the Annual Impact Report, ~~Healthy Body Healthy Mind Report,~~ monthly Student Association reports etc.

l) Liaise with the Student Association Executive Committee on all budgetary decisions such as venues, entertainment, catering etc.

m) Present relevant reports to the Student Association Executive Committee.

n) Share duty rota across campuses.

4.3 Executive Officer(s)

The Executive Officer(s) will be elected voluntary members of FVSA, and shall:

a) Assist in the day to day operation of FVSA, providing support to the Sabbatical Officers in all aspects of FVSA Activity.

b) Act as a channel of communication between members of the FVSA, Sabbatical Officers and also external agencies.

c) Raise the awareness of students on the issues that affect their students through meetings and events.

d) Be responsible for contributing to the strategic direction of FVSA.

e) Act on behalf of FVSA Members, and attend executive committee meetings on their behalf.

f) Contribute to all relevant FVSA Reports.

g) Attend and support the facilitation of the Student Representative Council.

h) Fulfil all other duties asa member of the Executive Committee, as set out in the constitution.

i) Attend relevant conferences and courses on behalf of the Student Association

The Diversity and Inclusion Executive Officer(s) will be elected, voluntary members of FVSA, who identify within the protected characteristic of the respective role, in addition to the duties listed above, they shall:

a) Represent the views and opinions of student's within their respective liberation area are reflected throughout the whole of the FVSA's work.

b) Co-ordinate activities designed to counter discrimination and hate crime.

c) Establish and maintain contact with, and provide information for groups and organisations which work on anti-discrimination issues.

d) Liaise with the relevant NUS Liberation campaigns.

e) Work in collaboration with the College and FVSA to monitor incidents of discrimination.

f) Seek to ensure that the FVSA and College publications and events do not contain discriminatory material and ensure the provision and depiction of a wide range of images.

g) Liaise with the Sabbatical Officers on the development of the College Equality Policy.

The Executive Officer(s) will be elected voluntary members of FVSA, and shall;

a) Assist in the day to day operation of FVSA, providing support to the Sabbatical Officers in all aspects of FVSA Activity.

b) Act as a channel of communication between members of the FVSA, Sabbatical Officers and also external agencies.

c) Be responsible for contributing to the strategic direction of FVSA.

d) Act on behalf of FVSA Members, and attend executive committee meetings on their behalf.

e) Contribute to all relevant FVSA Reports.

f) Attend and support the facilitation of the Student Representative Council.

g) Fulfil all other duties as a member of the Executive Committee, as set out in the constitution.

h) Attend relevant conferences and courses on behalf of the Student Association

4.4 Liberation Officer

The Liberation Officer(s) will be elected, voluntary members of FVSA, who identify within the protected characteristic of the respective role, and shall;

a) Ensure the views and opinions of student's within their respective liberation area are reflected throughout the whole of the FVSA's work.

b) Represent the perspective of their students on all matters concerning FVSA and the College, and encourage regular discussion between the students.

c) Raise the awareness of students on the issues that affect their students through meetings and events.

d) Co-ordinate activities designed to counter discrimination and hate crime.

e) Establish and maintain contact with, and provide information for groups and organisations which work on anti-discrimination issues.

f) Liaise with the relevant NUS Liberation campaigns.

g) Promote the positive involvement of students in all areas of the FVSA's activities.

h) Monitor incidents of discrimination in the College and inform FVSA and the College of these incidents.

i) Seek to ensure that the FVSA and College publications and events do not contain discriminatory material and ensure the provision and depiction of a wide range of images.

j) Liaise with the Sabbatical Officers on the development of the College Equality Policy.

Schedule 5 - Disciplinary Procedure

The FVSA will follow the diciplinary process layed out bellow, however the College diciplinary policy can be used for guidance.

The organisation of the FVSA's disciplinary process shall be contained in Schedule 7 (Disciplinary Process) of this constitution.

Section 5.01

All members of the FVSA shall be expected to abide by the Constitution and its schedules at all times, as well as the College's Equality Policy and the College Code of Conduct which will be published on the FVSA Moodle page.

Section 5.02

The FVSA has authority over any premises managed by the FVSA, any FVSA activities, including the activities of any FVSA club or society, or any misconduct which takes place outside FVSA premises but is connected with the FVSA and is likely to affect the reputation of the FVSA.

Section 5.03

The FVSA has authority over any student attending premises external to Forth Valley College and therefore any behaviour that brings the FVSA into disrepute can be dealt with in accordance to this policy.

Section 5.04

If a student or club or society is deemed to have breached the disciplinary policy, their conduct shall be examined by two Sabbatical Officers and the Student Association Coordinator, known as the disciplinary committee. If these individuals are unavailable or unable to participate, for instance if they are a witness to alleged misconduct, then the College Senior Management Team will be asked to nominate appropriately trained staff to form the disciplinary committee and conduct the investigation and make any recommendations for further action as necessary.

Section 5.06

In cases involving the misuse of FVSA facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, or bring FVSA into disrepute, the student or club or society may be suspended from the use of particular FVSA facilities or resources until the disciplinary committee has reached a decision.

Section 5.07

All persons involved have the right to support on the basis that the individual is for support on a silent basis and not an active part of the hearing.

Section 5.08

The committee may ask questions of any witnesses, the person bringing the charge or the student, club or society.

Section 5.09

The disciplinary committee shall then deliberate on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any sanction.

If Discipline Committee upholds the complaint, it shall have the authority to impose any sanction, or combination of sanctions, at its disposal. This includes recommending a motion of no-confidence in a voluntary officer.

In accepting this code, the members grant the Discipline Committee the additional authority to suspend the officer in question. Such a suspension shall also apply to any committees on which the officer is represented.

In accepting this code, the members grant the Discipline Committee the additional authority to suspend the officer in question. Such a suspension shall also apply to any committees on which the officer is represented.

The ultimate sanction can be expulsion from the FVSA and removal from office as appropriate.

Section 5.10

The FVSA disciplinary committee may refer any matter to the College disciplinary process.

Section 5.11

If the recommendation is a motion of no-confidence, an emergency Executive Officer Meeting will be convened and all Executive Officers will be presented with the Discipline Committee findings. The Executive Officers will then vote to keep or remove the officer(s) in question.

Section 5.12

The disciplinary committee must inform the person of their right of appeal and if any party wishes to appeal, they can do so by raising an agenda item at Student Council. A written request must be submitted to the Student President no later than 5 working days before the next Student Council. No member that had involvement in the original decision making process will be able to cast a vote during the appeal process.

Parties can provide a written statements of their position which will be read out to members and a vote will be taken. The majority will be two-thirds of the votes taken of those present at the quorate meeting and the decision of Student Council is final.

Section 5.13

Any member of the Student Representative Council, Executive Officer Committee, or any other committee who has been absent from or failed to contribute to at least two successive ordinary meetings, without submitting apologies to the Chair of the meeting, shall automatically be deemed to no longer hold office.

Section 5.14

Any resignation must be in writing to the Student President. Resignations shall take effect immediately, and be reported to the Student Representative Council.

Section 5.15

Class/course representatives may be removed from office by:

a) A two-thirds majority vote by their class.

b) A breach of the College Code of Conduct on the grounds of gross misconduct resulting in suspension from the College.

c) The individual being removed has the right to appeal any decisions (Where the FVSA disciplinary process is being followed).

Section 5.16

The Executive Committee officers may immediately be removed from office by:

a) A two-thirds majority vote at a quorate meeting of the Student Representative Council.

b) A breach of the College Code of Conduct on the grounds of gross misconduct, resulting in suspension or expulsion from the College.

c) If any sanction prevents the officer from being able to fully carry out their job description.

d) The individual being removed has the right to appeal any decisions (Where the FVSA disciplinary process is being followed).

Section 5.17

The Sabbatical Officers may immediately be removed from office by:

a) A two-thirds majority vote at a quorate meeting of the Student Representative Council.

b) A breach that is considered to be gross misconduct under the College Discipline and Dismissal policy.

c) If any sanction prevents the officer from being able to fully carry out their job description.

d) The individual being removed has the right to appeal any decisions (Where the FVSA disciplinary process is being followed).

Section 5.18

In the case of any vacancy arising, a by-election may be held in accordance with Schedule One Section 1.9 of the constitution[4].

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[4] Schedule One Section 1.9 can be found on page 15 within this document.

Schedule 6 - Code of Practice

This code of practice is approved by the College in accordance with the requirements of clause 22(3) of the Education Act 1994, which requires that the College shall take such steps as are reasonably practicable, to secure that the Association operates in a fair and democratic manner and is accountable for its finances. The code of practice should be read in conjunction with the constitution, schedules and appendices.

6.1 Constitution

a) The FVSA shall have a written constitution, approved by the Student Representative Council and the Board of Management. This shall be reviewed at intervals of not more than five years.

b) Any amendments to the constitution shall be approved by the Student Representative Council and the College Board of Management.

6.2 Membership

a) All registered students of the College, over the age of 16, shall be full members of the FVSA, those under 16 shall be Associate Members, unless they choose to opt-out in accordance with article three of this constitution[5].

b) The consequences of opting out or expulsion of membership shall be:

   I.   A student may not participate in any of the democratic processes of the FVSA.

   II. A student shall not hold office in any club or society in the FVSA.

   III. A student will not be represented by the FVSA

6.3 Freedom of Speech

a) The Association and its members are bound to observe the College's code of practice in relation to freedom of speech as required by Section 43 (No 2) Act of 1986.

6.4 Motions Passed At Student Representative Council

a) Motions passed at SRC will be in effect for three years. Once the Motion reaches the three year point it will be bought back to the SRC for a vote of continuation or retirement.

   I.   If the motion is voted to be continued it will run for another three years and will be reviewed following this process.

   II. If the motion is voted to be retired it will be removed from active policy at the end of the current teaching year.

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[5] Article three can be found on page 3 of this document.

Schedule 7 – Disciplinary Process

7.1 Sabbatical Officer

If a sabbatical officer is deemed to have breached the constitution and/or policy, their conduct shall be examined by the Secretary to the Board of Management(Or designated appointee). The Secretary to the Board of Management(Or designated appointee) shall make a written reply within twenty working days.

If these Secretary is unavailable or unable to participate, for instance if they are a witness to alleged misconduct, then the College Senior Management Team will be asked to nominate appropriately trained staff to form the disciplinary committee and conduct the investigation and make any recommendations for further action as necessary.

7.2 Volunteer Officer/Ordinary Student Member/Society or Club

If a volunteer officer or ordinary student member is deemed to have breached the constitution and/or policy, their conduct shall be examined by a disciplinary committee comprised of two or three executive officers appointed by the Student Association Coordinator and a sabbatical officer, where they will be convened to discuss and investigate the complaint or breach. If there is a conflict of interest amongst the sabbatical officers, the Student Association Coordinator will take their place on the committee.

1. **Purpose**

   To seek approval from members on to complete the excambion with Falkirk Council.

2. **Recommendation**

   That members approve the excambion in order to rationalise the southern title boundary and permit Falkirk Council to undertake the road widening works to Grangemouth Road with no further impact upon College Land.

3. **Background**

   Early in the new campus development, the Council approached the College to make us aware of their plans for widening Grangemouth Road. In order to permit the widening of the road the Council required to purchase a strip of land 69.4m x 16.65 m at the south east corner of the new campus site (shown blue on the attached plan).

   In March 2017 the Board approved the purchase of a strip of land to the east of our Middlefield site from Callendar Estates to allow a footprint for the new Falkirk campus. The land extended to the edge of Grangemouth Road. The College took the opportunity to regulate its boundary at this location and agreed to swap the land coloured blue with the Council for the land coloured pink in order that our southern boundary is a clear straight line defended by the new footpath.

4. **Key Considerations**

   Our solicitor CMS have prepared the attached purchase report detailing the transaction.

5. **Financial Implications**

   The Council have determined that the net payment for this excambion is £13,500 to the College. Costs to the College relation to the transaction are £5,000.

6. **Equalities – N/a**

7. **Risk**

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	x	x

Risk Owner – Ken Thomson   **Action Owner –** Ken Thomson

Paper Author – Alison Stewart   **SMT Owner – Ken Thomson**

1. **Purpose**

To share with members the proposed Equality Outcomes for 2021 to 2025.

2. **Recommendations**

That the Board approve the proposed Equality Outcomes 2021 – 2025 (Appendix 1).

3. **Background**

As an organisation, we have specific duties under the Equality Act (2010). These duties include reporting on mainstreaming the equality duty, publishing equality outcomes and reporting on our progress. The Public Sector Equality Duty asks that, when working towards mainstreaming equality, we have due regard for;

*   Eliminating discrimination, harassment and victimisation
*   Advancing equality of opportunity between persons who share a protected characteristic and those who do not
*   Fostering good relations between persons who share a protected characteristic and those who do not

With these aims in mind, our equality outcomes for 2017 - 2021 were;

*   All FVC students and staff ensure equality is embedded across all college functions
*   All students at FVC, including those with protected characteristics, can access and benefit from a curriculum that reflects individual and local needs
*   All students and staff are able to access the right support for their individual needs in an environment that is free from discrimination and harassment
*   FVC students with protected characteristics progress equally on to positive destinations
*   All FVC staff promote equality in the fulfilment of their job role and are able to effectively deal with the needs of a wide range of students

We published these outcomes in April 2017 and undertook an interim evaluation of our progress in April 2019. The Equality and Human Rights Commission have highlighted that, across the public sector, equality outcomes have been too broad and generic. For the next reporting cycle (2021 to 2025), they are looking for more specific, measurable outcomes. Our outcomes for the next cycle are specific, align to our priorities as an organisation and also align to the priorities of the sector.

In addition to the work undertake to meet the specific duties, the context that we are working within has changed over the last four years. Equality work has become a focus and discussion point across a wider section of society. The #MeToo and social justice movements, both around the world and in the UK, have highlighted persistent inequalities that those with protected characteristics face. The COVID-19 pandemic has further highlighted these inequalities and

organisations have been challenged to actively demonstrate how they are challenging these inequalities and working towards eliminating them.

4. Key Considerations

Our Equality Outcomes form the enhancement part around our Public Sector Equality Duty work. This is the work that we do in addition to our mainstreaming duty. Through the review of our mainstreaming work over the last four years; considering the drivers from Scottish Government and the Scottish Funding Council and reflecting on the feedback that our staff and students have provided us, we identified five Equality Outcomes for the next reporting cycle;

EO1	**We will improve our use of data and analytics to enhance our understanding of the student and staff experience at Forth Valley College with a view to improving that experience and enhancing our engagement with those who share protected characteristics.**
EO2	**We will work towards building and fostering an antiracist culture by addressing: curriculum and pedagogy, policy and processes, recruitment, and reporting structures.**
EO3	**We will make progress on improving outcomes and the student experience by addressing gender based violence and gender balance in specific subject areas.**
EO4	**We will take significant steps to improve wellbeing and mental health support to those groups who experience consistently poorer outcomes.**
EO5	**We will take significant steps to systemise continuous professional development for staff specifically targeting understanding around anti-racism, gender based violence, disability and wellbeing.**

Over the next four years, we will work towards achieving our Equality Outcomes by;

- Using data to create a baseline to build upon to ensure that we can measure success and impact
- Developing robust plans, with key milestones and targets to ensure that our equality work is strategic, streamlined and responsive to the needs of our staff and students
- Designing our equality work to align with the four year Public Sector Equality Duty reporting cycle (where possible) to ensure clear lines of vision, design and implementation.

Forth Valley College's Board approved our Public Sector Mainstreaming Report in April and this has now been published on our website. Along with this report we published our proposed Equality Outcomes in order to seek feedback from our stakeholders. In addition to requesting

feedback through our website, we also consulted with Leadership Management Team, our Equality Action Group, our Student Association and other partners to ensure that our Equality Outcomes align with our organisational priorities as well as the sectoral priorities.

Our responsibilities under the Public Sector Equality Duty underpins all of the mainstreaming and enhancement work that we do and, if approved, these Equality Outcomes will be the key drivers for our Equality, Diversity and Inclusion work over the next four years.

5. Financial Implications

There are no financial implications to approving this plan and the next set of equality outcomes.

6. Equalities

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

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 – If we do not publish our the next round of equality outcomes, the EHRC has the power to issue FVC with a compliance notice to publish and, ultimately, we can be challenged in court. This outcome is unlikely and reputational damage is a far greater risk. We are aware that the EHRC regularly check organisations websites for publications of reports and provide feedback on our reporting.

Risk Owner – Kenny MacInnes   **Action Owner –** Anna Vogt

8. Other Implications

Please indicate whether there are implications for the areas below.

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

Paper Author – Anna Vogt   **SMT Owner –** Kenny MacInnes

Equality Outcomes 2021 – 2025

Below are our Equality Outcomes for 2021 to 2025. These Equality Outcomes have been developed with involvement and input from;

- Staff
- Students
- External Stakeholders
- Leadership Management Team and Board of Management

We have also made use of sectoral priorities and based these outcomes on the findings from our reporting on and evidence gathering for our last set of equality outcomes. These outcomes will be embedded in our strategic approaches and key projects.

Over the next four years, we will seek to achieve our Equality Outcomes by;

- Using data to create a baseline to build upon to ensure that we can measure success and impact
- Developing robust plans, with key milestones and targets to ensure that our equality work is strategic, streamlined and responsive to the needs of our staff and students
- Designing our equality work to align with the four year Public Sector Equality Duty reporting cycle (where possible) to ensure clear lines of vision, design and implementation.

Equality Outcomes

EO1	**We will improve our use of data and analytics to enhance our understanding of the student and staff experience at Forth Valley College with a view to improving that experience and enhancing our engagement with those who share protected characteristics.**
EO2	**We will work towards building and fostering an antiracist culture by addressing: curriculum and pedagogy, policy and processes, recruitment, and reporting structures.**
EO3	**We will make progress on improving outcomes and the student experience by addressing gender based violence and gender balance in specific subject areas.**
EO4	**We will take significant steps to improve wellbeing and mental health support to those groups who experience consistently poorer outcomes.**
EO5	**We will take significant steps to systemise continuous professional development for staff specifically targeting understanding around anti-racism, gender based violence, disability and wellbeing.**

1. Purpose

To present members with the Revenue Budget for 2021-22 for consideration and approval.

2. Recommendation

That members:
- Approve the revenue budget for 2021-22.

3. Background

This budget is prepared on the basis that we will return to a teaching model that is principally face-to-face in campus from August. The departments have considered the impact of social distancing on income and expenses, and made best endeavours financial estimates, reflecting changes to income and savings in costs for a post-Covid way of working. Much of the expenditure at FVC is unavoidable arising directly from our core business and estates portfolio. Predicted changes to the underlying spend as a consequence of staff working a hybrid between office and home have been taken in to account.

The budgeted surplus for 2021-22 of £520k is entirely due to the inclusion of the engineering programme for ████████. Given the one-off nature of this income, whilst pleased to present a surplus budget for 2021-22, the management team is also focused on the underlying (Core) financial situation of the College. To assist the Board with this distinction, the I&E presented at ██ and shows the underlying Core position as being an operating deficit of £56k, which is a Core deficit of £249k after providing for the loan repayments.

Despite a Core deficit, both LMT and Finance Committee are content with this budgeted position as not only is there the ████████████████ but given the continuing uncertainty remaining around Covid-19, within this budget, we have prudently allowed for a greater than usual contingency of £200k to cushion for additional costs or loss of income.

As with any budget, there remains a number of areas of risk within, and these are discussed in section 7 below, with the potential financial implications of each noted.

4. Key Considerations

The revenue budget for 2021-22, as detailed in Appendix 1, shows an overall operational surplus of £520k, but with a Core operating deficit of £56k for the academic year. The detailed assumptions have been reviewed by the Finance Committee, and as such are not repeated here. Key explanations are provided in Appendix 2. To put the £56k deficit in to some context, the last financial year not to be impacted by Covid was 2018-19 when the outturn was £1,016k. Looking at the breakdown of the 2 periods, it is apparent that Grant in Aid income has not kept pace with FVC staffing and property costs.

The measure for Colleges to monitor financial performance is the Underlying Operating position, which adjusts for non-cash and one-off items, and takes account of loan repayments. The table below highlights the Adjusted Operating Position (AOP) both, with and without, the contribution from the ███████████████ .

Adjusted Operating Position		
	2021/22 Budget £'000	2020/21 Q3 forecast £'000
Surplus/(deficit) before other gains and losses	**(1,441)**	**(757)**
Depreciation (net of deferred capital grant release)	1,961	1,961
Revenue funding allocated to loan repayments	(193)	(184)
Reportable Underlying Operating Position	**327**	**1,020**
███████████████	██	-
Core Underlying Operating Position	**(249)**	**1,020**

5. **Financial Implications**

Inclusion of the ███████████████ provides a healthy overall surplus of £520k (underlying of £327k) for the FVC budget 2021-22. However, the underlying Core position is running at a deficit albeit with the inclusion of £200k contingency. In addition, the budget position includes areas of high financial risk, which are noted in detail in section 7 below, and in summary are:

- Dispute over the Instructor Assessor role   £300k
- Severance costs should FAs be subsumed in to Core Credits   £270k

Tight financial control continues to be of paramount importance, given the narrow margin of surplus the College is working within. Difficult decisions on spending may require to be taken when we look at the Q2 forecast position.

Beyond 2021-22 is likely to be a challenging time financially for the College sector, and as such early steps to prepare for this are needed to ensure financial sustainability in the medium term, including:

- ███
  ███ This is currently being carried out as a high level exercise but we require an indication from SFC of future funding levels before this exercise can be completed.
- Conclusion of the contract between GCU and FVC, income from which will help secure finances for 2021-22 and 2022-23.
- ███████████████████████████████████████ programme to donate to the Forth Valley College Foundation, which is an Arms Length Foundation (ALF), to fund any future significant capital maintenance costs in line with the Estates Maintenance Strategy. This is assuming that it is not required to fund severance costs.

6. **Equalities**
Assessment in Place? ☐   ☒ Not applicable given the nature of this report.

7. **Risk**

	Likelihood	Impact
Very High		x
High	x	
Medium		
Low		
Very Low		

High Risk

- The risk from the ongoing dispute with EIS-FELA on the role of Instructor Assessors could have a financial implication should it be necessary to revert these roles back to lecturers, and the potential impact on other College roles. The annual cost of this is estimated at £250 - £300k based on the current establishment.
- There is a possibility that the delivery of Foundation Apprenticeships will be subsumed in to core Credits from academic year 2022-23, with a resultant loss of income of c£1,126k.

███
███
████████████

Medium Risk

- Delivery of the budgeted £828k FWDF income will depend on companies being willing to prioritise staff training as they adjust to new working practices. This year, despite signing up companies for the majority of the 2020-21 allocation, we continue to have scheduling issues with them so it will be a challenge to deliver on c£200k additional training than we are forecasting for the current year. The value of funds being carried forward for future delivery is growing year on year, with the resultant risk that SFC will request return of funds at some point, although this will not impact the budgeted income for 2021-22.
- This is the final year of ESF funding, and should there be no replacement of the £718k currently received by FVC, ███████████████████████████████████
███
███
███████████████████████████████

Risk Owner – Alison Stewart   **Action Owner –** Alison Stewart

8. **Other Implications**
Communications – Yes ☐   No ☒   **Health and Safety** – Yes ☐   No ☒

Paper Author – Senga McKerr   **SMT Owner** – Alison Stewart

1. **Purpose**

    To present members with the College Strategic Risk register.

2. **Recommendation**

    That members note the content of the register attached to this paper and the actions taken to date.

3. **Background**

    The College continues to monitor Strategic Risks to the College. These risks are discussed at SMT meetings and are also brought to each meeting of the Audit Committee along with annually to the Board of Management.

4. **Changes to the Strategic Risk register**

    As part of the Externally Facilitated Effectiveness Review, a desired to review the risk register and the Board risk appetite was identified.

    The strategic risk register has undergone a full review, tying it back to the overarching strategic plan of the College. Additionally, to make the register more user friendly, a new column on the causes of risk has been added to outline clearly the source of each risk along with another new column to tie the risks back to the relevant internal committee.

    The revised Strategic Risk register is attached as appendix 1

5. **Equalities**

    Assessment in Place? – Yes ☐   No ☒

    If No, please explain why – The Strategic Risk Register document does not require equalities impact assessment. Individual risks may result in Equalities assessments being completed for new/revised College policies and procedures.

    Please summarise any positive/negative impacts (noting mitigating actions) – Not 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 – Risk continues to be comprehensively managed and reviewed across the College on an ongoing basis.

Risk Owner – Ken Thomson   **Action Owner –** Ken Thomson

7. **Other Implications –**

Please indicate whether there are implications for the areas below.

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

Paper Author – Stephen Jarvie   **SMT Owner –** Ken Thomson

No	There is a real or perceived risk that...	Causes	Potential Consequences	Mitigating Actions	Actions/Progress to Date	College Committee	Board Committee	SMT Risk Owner	Action Owner	Likelihood	Impact	Risk Score	Likelihood	Impact	Risk Score	Change to score since last meeting	Date Added and Date Score Updated
				Risk Management and Mitigation		**Owners**				**Initial Risk Score**			**Score After Mitigation**				
1	We are unable to maintain financial sustainability	- Political/regulatory changes - Changes in funding streams - Insufficient funding from Scot Gov/SFC to support core College activities - SFC new funding model potentially - Failure to meet commercial or student enrolment targets	- Inability to deliver high quality learning - Inability to react to changing economic and local environment - Inability to maintain College infrastructure - Impact on College performance indicators - Reputational Damage	- Principal and Chair represented on sector groups to lobby SFC/Scottish Government - Director of Business Development has strategic relationships with key stakeholders - Regular reporting on financial position to Leadership Team, Finance Committee and the Board	May 2021 - Funding allocation for 21/22 is positive and was presented to the Board in April 21. Work on medium term planning is underway and will be presented to FC & Board in June 21.	LMT	F	P	VPFACA	VH	VH	25	H	VH	20		Apr-21
2	We are unable to maximise the long term return on investment on the College estate	- Insufficient capital maintenance funding from SFC - Changes in working practices impact on demand	- We are unable to maintain our estate to an acceptable standard - Impact on Student Experience - Creation of backlog maintenance - Loss of commercial income	- Effective monitoring of lifecycle maintenance programme - Continue to secure best value for TFM contract - Development of commercialisation strategy - Review of campus utilisation	Apr 21 - Available capital allocation has been prioritised to cover the highest priority lifecycle maintenance in AY 21/22. Lifecycle maintenance for the next 5 years, particularly for Alloa and Stirling, is being reviewed by Head of Estates. There are quarterly review meetings of our TFM contract to ensure best value.	LMT	F	P	VPIC	H	VH	20	H	VH	20		Apr-21
3	National bargaining adversely impacts College staffing relationships and finances	- National bargaining process removes ability to implement local agreements - Issues at national level can impact on local union relations	- Impact on staff morale due to delay in implementation of pay awards/job evaluation - Action Short of Strike/Strike Action impacts on student experience - Reputational Damage	- Ongoing engagement with local union representatives and Employers Association	April 2021 - Continued engagement with Unions through monthly, and as required, LNCC and JNC meetings to ensure ongoing communication and relationship building. IA dispute meetings have been held weekly to support negotiations in an effort to seek a resolution. A resolution to the dispute has not been reached but both sides are still in dialogue.	LMT	HR	P	VPLSE	VH	H	20	VH	H	20		Apr-21
4	We fail to deliver a high quality learning experience and meet targets of outcome agreement	- Failure to deliver upon digital learning strategy - Curriculum fails to meet need of students/employers or other stakeholders - Inability to access campus resources owing to Pandemic - Failure to provide required support levels for individual student needs	- Impact on student experience with blended learning - Impact on student retention and attainment - Impact on College meeting credit and PI targets - Impact on student recruitment - Reputational damage with key stakeholders such as SFC - Failure to meet sustainability ambitions	- Implementation of the Digital Skills Academy - Success of Project NxGen - Student Engagement and Feedback - Effective staff structures to support the student experience	April 2021 - LDSA now launched with all staff in place. LDSA Ambitions document released and quarterly reports on progress to targets released to LMT. Project next GEN FVC launched. Continuous Curriculum Improvement process launched and running across all departments to help improve course performance and student outcomes. Learning Improvement and Student Experience Committee (LISEC) also launched to help improve student experience. LISEC will also monitor student engagement and feedback. EILS restructure launched to help improve student support and learning services as part of project NxGen FVC.	LIPSEC	LSE	P	VPLSE	H	VH	20	M	VH	15		Apr-21
5	A major incident prevents the College from operating	- Loss of access to campuses - Loss of access to IT from network issues or cyber attack	- Inability to deliver learning and teaching and the impact on student experience - Additional costs (including ransomware demands) - Staff morale from uncertainty over College reopening - Data protection and other legal issues - Reputational damage	- Business Continuity Plan which is regularly tested - Specific IT cyber security plan and IT business continuity plan - Regular testing of Health and Safety systems inc fire drills	Apr 21 - Additional IT security measures have been introduced to reflect increased remote working. IT Security policy is being updated to reflect these changes. IT Security Incident Response procedure is being updated to reflect current best practice.	LMT	B	P	VPIC	H	H	16	M	H	12		Apr-21
6	We are unable to deliver on the ambitions of the People Strategy	- Changes to staffing establishment impacting on succession planning - Impact of Covid on staff time - Increase in demand for wellbeing support - Inability to recruit/retain staff - Long term affordability of staffing	- People strategy not achieved - Increased staff absence/decreased staff morale - Staffing establishment not adequate to meet operational requirement	- Additional support mechanisms - employee counselling system, mental health ambassadors, carers support forum, signposting to training and wellbeing support days in place. A dedicated space has also been created on SharePoint - Initiatives such as time for me, weekly recharge - Increase in flexible working and staff autonomy - Futures programme to deliver effective and efficient structures	May 21 - weekly recharge and time for you initiatives extended to July 21. Springback project launched and will look at increased flexible working.	LMT	HR	VPFACA	HHR	H	H	16	L	H	8		Apr-21
7	Failure to grow and influence strategic partnerships impacts on our reputation as a partner of choice	- Insufficient resource - Competition from other providers - Inability to adapt to changes in the political/economic environment	- Loss of commercial income - Reduction in Modern Apprentices/Foundation Apprentices - Lack of influence at a regional level - Curriculum becomes outdated	- Director of Business Development works closely with Scottish Government/SFC/SDS and other key stakeholders - FVC key partner in City Deals/Investment Zone activity across the region - Project NxGen	April 2021 - 4C* collaboration in place and delivered on nTTF** and YPG***, relationship will continue into 21/22. Progressing work in FIZ**** and S&C***** regional deal - skills work to be based in FVC as well as possible HQ for SIEC****** at Alloa campus. Fuel Change 1st round of challenges well received and road to COP26 planned. MA numbers down due to Covid-19 and delays on delivery for construction. UKRI bid and BP Senegal contract expected May 21. £353000 investment secured from SE to allow EnableSTEM digitisation to be accelerated.	LMT	B	P	DBDSR	M	H	12	L	H	8		Apr-21

* Four Colleges Collaboration (Forth Valley, Fife, Edinburgh, North East Scotland College)
** National Transition Travel Fund
*** Young Persons Guarantee
**** Falkirk Investment ZONE
***** Stirling and Clacks City Deal
****** Scottish International Environmental Centre

LIKELIHOOD, IMPACT AND CONSEQUENCES

LIKELIHOOD

Description	Scenario	Code Letter	Risk Rating Value	Guide Probability
Very High	Expected to occur	VH	5	100%
High	More likely to occur than not	H	4	75%
Medium	Fairly likely to happen	M	3	50%
Low	Low but not impossible	L	2	25%
Unlikely	Extremely unlikely to happen	VL	1	5%

IMPACT

Description	Scenario	Code Letter	Risk Rating Value
Very High	Critical or Major impact across the organisation	VH	5
High	Critical or Major impact on costs, objectives. Serious impact on output and/or quality and reputation. Medium to long-term effect and expensive to recover.	H	4
Medium	Reduces viability significant waste of time and resources and impact on operational efficiency, output, and quality. Medium term effect, which may be expensive to recover.	M	3
Low	Minor loss, delay, inconvenience or interruption. Short to medium term effect.	L	2
Very Low	Minimal loss, delay, inconvenience or interruption. Can be easily and quickly remedied.	VL	1

Committees

A	Audit Committee
B	Board of Management
F	Finance Committee
H	HR Committtee
L	Learning and Student Experience Committee

1. **Purpose**

    To seek approval of the amended IT Security Policy.

2. **Recommendation**

    That members approve the policy.

3. **Background**

    The IT Security Policy is a key document, for both external and internal parties. It is referenced within the IT Acceptable Use document, that staff, students and sign on joining the college, and external parties sign when accessing college systems. The IT Security Policy is exchanged on agreements between external parties, for example data sharing. The current policy was reviewed, and has been updated to reflect the current IT landscape in 2021.

4. **Key Considerations**

    Four elements have changed in the revised policy.

    These are:
    - Use of multi-factor authentication
    - Move to the use of a Virtual Private Network (VPN) for remote access, which is a change from Terminal Services
    - Access of College data by staff is now only available through a College-owned device
    - Update of secure areas following the move of Campus.

    Multi-factor authentication has been introduced as an additional security measure since publication of the previous version of the IT Security Policy, and this revision now reflects that multi-factor authentication will be used when available.

    Again to enhance security, and as a reflection of increased remote working, the College has deployed and implemented a Virtual Private Network for remote access, which has only been installed on College-owned devices. Remote access through Terminal Services has been disabled as a security precaution.

    As a result of the move of Campus at Falkirk the designated secure areas within our IT infrastructure have been updated.

    Beyond these changes there has been a tidying of the document. The revised policy is attached, showing track changes to allow an easier view of the changes.

5. **Financial Implications**

    No financial implications

6. **Equalities**

    Assessment in Place? – Yes

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 –
    There is no change in the risks associated with this paper. The biggest risk is not having an approved policy in place.

    Risk Owner – Graeme Robertson   **Action Owner –** Graeme Robertson

8. **Other Implications –**

    Please indicate whether there are implications for the areas below.

    Communications – Yes

    Published on website/intranet.

    Health and Safety – No

    Please provide a summary of these implications -

    Paper Author – Graeme Robertson   **SMT Owner –** David Allison

Information ~~Systems~~Services

I.T. Security Policy

Status	Draft for Approval
Date of Version	~~May 2018~~June 2021
Responsibility for Contents	Information Services
Responsibility for Review	Information Services
Impact Assessment Review Date	~~May~~ June 2021
Review Date	~~May 2021~~June 2023
Primary Contact	Head of I.T.

Security Definition

It is Forth Valley College's policy that the information it manages shall be appropriately secured to protect against the consequences of breaches of confidentiality, failures of integrity or interruptions to the availability of that information. This security policy is intended to ensure the confidentiality, integrity and availability of data and resources through the use of effective and established IT security processes and procedures. This Information Security Policy provides management direction and support for information security across Forth Valley College. Specific, subsidiary information security policies, shall be considered part of this policy and shall have equal standing.

Policy Objectives

The College is reliant upon computer systems to manage the information required to conduct its business. The objectives of this policy are:

a) To ensure that all computer users are aware of their obligations in the operation and use of computer based systems.

b) To ensure that adequate controls and procedures are established to effect the secure operations of its business and academic information systems and the security of the data held within the college.

c) To ensure the college complies with all legislation including ~~the~~ Data Protection ~~Act~~ regulations with respect to computerised information systems.

Policy Scope

This policy applies to all computer based systems used in the management and administration of the College and any of its activities. The policy will apply to all staff, systems, equipment and services throughout the College.

Security Standards

1) **Physical Security**

To ensure that all computer and related hardware is adequately protected against theft or physical damage, it should be:

- Kept in a secured area when not in use
- Housed in a separate, secure area when used for processing data of a sensitive nature
- Recorded in the FCT asset register for computer related equipment.
- Marked with security tags or fitted with appropriate locks

2) **Logical Access**

To prevent unauthorised access, all computer users are required to:

- Be issued with unique user identifications (userid) and passwords.
- Have access only to these systems and functions necessary to perform their job.
- Ensure that their passwords remain confidential and are not disclosed to anyone else.
- Ensure that passwords are changed on a regular basis.
- Close down or log out of systems when not in use or attended.
- ~~When accessing College data, u~~Use a College device~~, or use the Remote Access client if you are using your own device. If you are unclear of how to set up Remote Access on your own device please contact the IT Department.~~ only when accessing College data.
- Use multi-factor authentication where available.

3) **Backup and Contingency**

To ensure security and continued availability to applications and data a backup regime should be maintained. This should be a standard cycle of daily, weekly and monthly backups. The integrity of backup media should be tested both in terms of physical media but also the information stored. Media should be stored appropriately, in fire proof data safes, which should be located both on and off site. All weekly, monthly and annual tapes should be stored off-site. A contingency / disaster recovery plan should exist and be tested on a regular basis.

4) **Application Purchase, development and maintenance**

- Staff should follow the I.T. purchasing guidance
- Staff and students must adhere to the College Acceptable Use Policy

Enforcement

Security Oversight will be provided by the Head of I.T. and ~~Associate~~ Vice Principal, ~~Information Systems~~Infrastructure and Communications and Systems and Networks administrator, who will also provide direction and visible management support for security initiatives.

The responsibility for ensuring the protection of information systems and ensuring that specific security processes are carried out shall lie with the head of department running the specific system. The College's information systems security role is undertaken by the Systems and Network Administrator.

This policy has been ratified by Forth Valley College's ~~Senior~~ Leadership Management Team and forms part of its policies and procedures, including regulations for conduct. It is applicable to and will be communicated to staff, students and other relevant parties.

To determine the appropriate levels of security measures applied to information systems, a process of risk assessment shall be carried out for each system to identify the probability and impact of security failures. The Implementation of the information security policy shall be reviewed independently of those charged with its implementation.

Wireless Security Policy

The college has a wireless network covering its three campuses. Currently these networks are available for use by college owned and configured devices only, with the exception of the eduroam wireless service and the guest network. Learners should use their wireless devices with the eduroam service only. Wireless services should not be introduced that disrupt the college wireless provision. No network device may be attached to the college wired network by anyone other than I.T. Staff.

Removable Media

The college supports the use of CD read/write disks, and USB memory sticks. The college does not support the U3 standard of USB sticks that require the installation of software on the PC's within college. The U3 USB sticks allow users to run software directly from their USB stick, and could facilitate the use of unlicensed software or the spread of viruses. No student or staff identifiable data should be kept on any removable media.

Security of portable IT Equipment

Student or staff identifiable data should not be kept on laptops or tablets. Hard disk encryption will be implemented on all College laptops and tablets ensuring that in the case of theft any information stored on the hard disk will be protected, and that no unauthorised user may use the device to enter the College network.

Remote Access Services

This policy is applicable to all staff working for Forth Valley College and is in addition to the acceptable use policy.

The provision of remote access facilities through Virtual Private Networking (VPN) addresses specific business needs of the organisation but introduces a number of risks in the following areas that need to be addressed:

a) Network Security

b) Data Security

c) Health and Safety

Your password should never be disclosed, or written down. ~~Only properly licensed software may be run on equipment having remote access.~~ Users must be aware for the need for a safe and healthy working environment. Staff must comply with all relevant Health and Safety policies and guidance which is stored on the college intranet/sharepoint and take heed of the ~~draft~~ Display Screen Equipment guidance

Particular attention should be paid to:

- Avoiding Trailing Leads
- Not overloading power sockets and multi-outlet cables
- Electrocution risks (e.g. spillage of liquids, damaged power cables)
- Adequate ventilation of Computing Equipment
- Keep Equipment and cables away from children and pets.

Remote access must not be employed for personal use.
~~Terminal Services~~VPN for remote access is deployed to keep data within the college.
Sensitive college data should not be stored on non college I.T. Equipment.
Only authorised college staff should access the computer while remote access is being used.

Computer Asset Disposal

All College computer equipment is procured centrally and is maintained in an asset register. When the equipment reaches the end of its working life it will be disposed of in an environmentally friendly manner following the European regulations on disposal of electrical equipment. All I.T. Equipment must be disposed of through the I.T. Department. Computing Equipment used by Staff, or computers containing sensitive data will be wiped using the appropriate software by internal I.T. department staff.

Other equipment can go to third party disposal companies provided that a duty of care certificate, indicating a contractual liability for the wiping of data. Asset Tags will be removed and retained. The asset register will be updated and a list of disposed equipment retained along with duty of care documentation and any S.E.P.A. documentation. The removal of data is important to comply with data protection regulations and software license regulations. Equipment will only disposed of through third parties, where they are accredited disposal agents with the relevant licenses through the Scottish Environmental Protection Agency.

Designated Secure Areas within the I.T. Infrastructure

The designated secure areas within the I.T. Infrastructure are as follows :-

- Computer Room~~s~~ – Falkirk
- ~~I.T. Staff Room – Falkirk~~
- I.T. "Build Room" – Falkirk
- ~~Telecoms Room~~All node cabinets – Falkirk
- Computer Room – Alloa
- I.T. Staff Room – Alloa
- Main Node Cabinet Room – Stirling
- ~~I.T. Store Rooms (2) – Falkirk~~

Equalities Impact Assessment (EQIA)

revised 10/17

The purpose of this template is to ensure that decision makers consider impacts on equality when making decisions which may impact on people in some way, or develop new - or revise existing - policies, practices or operating guidelines. This EQIA template should be completed in conjunction with the Guidance Notes.

Title of the Policy/Decision considered:	IT Security Policy
Impact Assessed by:	David Allison
Signature(s) of assessor(s):	*David Allison*
Date of Impact Assessment:	10th June 2021

Step 1: (a) Identify the aims of the policy/decision

(i)   What is the purpose of the policy/decision? Why has this policy/decision been developed/reached?
(ii)   How does the policy/decision seek to achieve its purpose?
(iii)   How do the aims of the policy/the decision relate to equality?

(i)   The IT Security Policy sets out the measues which the College has put in place to proect its students, staff and data.

(ii)   It seeks to do so by communicating to staff, students and external parties their responsibilities in relation to IT Security..

(iii)   The IT Security Policy aims to protect all parties indeterminant of any characteristic.

Step 1: (b) Identify who is affected by the policy/decision

(i)   Who benefits from this policy/decision?
(ii)   How does the group of people benefit from the policy/decision?
(iii)   Who does not benefit from the policy/decision? Is anyone disadvanted?
(iv)   If so, how is the group of people disadvantaged by this policy/decision?

Students, staff and external parties who require to access college systems benefit from this policy, by informing all parties of their responsibilities in relation to IT Security.

Step 2: (a) Consider the evidence and impact assess

> (i) What data or evidence have you used to consider the impact of the policy/decision on each Protected Characteristic group? E.g. student/staff demographic data, consultation responses, national data.
>
> (ii) If you lack data/evidence, please outline your plan for obtaining up-to-date data/evidence e.g. consultation, survey, focus group responses, national research.
>
> (iii) Referring to the evidence you have avaliable, would this policy positively or negatively impact on the following Protected Characteristics groups? If so, then how? Detail how it would be possible to minimise negative impact (an action plan may be required to ensure minimal negative impact in practice/change an aspect of the policy). Refer to the following Duties where possible: **elimination of discrimination; advancing equality of opportunity; and fostering good relations.**

Protected Characteristic	Evidence	Impact (and how to minimise negative impact).
Disability		No negative impact identified.
Sex (man or woman)		No negative impact identified.
Race (refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins)		No negative impact identified.
Age		No negative impact identified.
Gender reassignment (the process of transitioning from one gender to another)		No negative impact identified.
Sexual orientation (whether a person's sexual attraction is towards their own sex,		No negative impact identified.———

the opposite sex or to both sexes)		
Religion and belief (inc. no belief)		No negative impact identified.
Pregnancy and maternity		No negative impact identified.
Marriage and civil partnership		No negative impact identified.
Other identified groups (e.g. carers)		

(ii) Action Plan to obtain data and evidence for impact assessmnet:

Step 3: Consultation

Is a consultation required? Are the views of other people required to be sought, incase they may highlight issues arising from the implementation of this policy?	
☐Yes	☒No
Please provide reasons why you did/did not offer a consultation: Having a current IT Security Policy is required to inform all parties of their responsibilities in relation to IT Security.	
If 'yes', please complete the following sections.	
Analysis of the views/evidence gathered from the consultation:	

Recommendation(s):

Step 4: Decision Making

Select an option to summarise how the IA has informed your decision-making:
4.1 No amendment to the policy/decision is required (policy/decision is robust, with no negative impact);
4.2 Adjust the policy/decision (take steps to meet the general duty and reduce negative impact);
4.3 implement the policy/decision without adjustment (continue despite the potential for adverse impact);
4.4 Stop and remove the policy/do not proceed with decision (where adverse effects are not justified and cannot be mitigated or where the policy leads to unlawful discrimination).

No amendment to the policy is required.

Step 5: Publication:

Equality Impact Assessments must be published.

	Does this group need to be aware of this EQIA? (tick if applicable)	How to inform this group:
Students (service users)	X	Equality Impact Assessment will be published alongside the IT Security Policy
Employees	X	Equality Impact Assessment will be published alongside the Outcome Agreement
Partner organisations & stakeholders	X	Equality Impact Assessment will be published alongside the IT Security Policy
Other - please state:		

Are there any barriers to communication?	☐ **Yes**	☒ **No**
If 'yes', how will barriers to communication be overcome?		

Step 6: Monitoring and Review

How will this policy/decision be monitored to assess its impact on protected characteristics groups? E.g. will qualitative/quantitative date be collected? Survey, Student Council, Listening to Learners sessions?
Progress against targets will be reported through the College's Self Evaluation Report. Real time reports are available through the College's 'College Data' reporting tool, and it's planned to monitor targets through an Outcome Agreement dashboard brought to Learning & Student Experience Committees.

Staff member/designation responsible for writing the monitoring report:	David Allison
Monitoring report publication date:	June 2023
Review date: (no later than 3 years after the policy/decision has been impact assessed)	June 2023

Please send the completed EQIA to equality@forthvalley.ac.uk

If you require any assistance in completing an EQIA, please contact equality@forthvalley.ac.uk

TUITION FEES 2021/22

	2020/21	2021/22	Note
	£	£	
Full-time HE (HNC/HND) Courses	1,285	1,285	
Full-time Degree Courses	1,820	1,820	
Full-time FE (non-advanced) Courses	1,008	1,008	
Part-time Courses			
Further Education - rate per credit	115	115	
Higher Education - rate per credit	130	130	
Evening (non-credit based) – rate per course	Priced per course	Priced per course	a
Degree – rate per subject	205	205	
ECDL	360	360	
ECDL rate per module	60	60	
ECDL Advanced per module	105	105	
National 4/National 5/Higher	345	345	
International/RUK Students			
Full Time Higher Education	6,000	6,000	
Higher Education - rate per credit	425	425	b
Full Time Degree	8,000	8,000	
Full Time Further Education	5,000	5,000	b
Further Education – rate per credit	175	n/a	b

Notes

a) evening courses will be priced on a course by course basis, where delivery is outwith standard FE/HE Credit based delivery.

b) for full time students a non-refundable deposit of 50% of total fee required to secure a place, with remainder due prior to Confirmation of Acceptance to Study (CAS) being issued, is required to allow the applicant to apply for a Tier 4 Visa.

c) for all other modes of study, with the exception of flexible/online learning, UKVI legislation requires non-Scottish residing students to provide evidence of settled or pre-settled status.

Examination Fees

Degree (re-sits)	£50 per subject/unit
ECDL Advanced (re-examination)	£25 per module
ECDL Advanced Mock Test	£20 per test
ECDL (re-examination)	£20 per module
ECDL Mock Test	£15 per test

Forth Valley College
Fee Waiver Policy 2021/22

All Students wishing to apply to have their fees waived must complete a fee waiver application form and provide satisfactory proof of eligibility. Students studying on a part-time HE course can be funded through fee waiver to a maximum of 9 credits. Students studying on a part-time FE course can be funded through fee waiver to a maximum of 12 hours per week.

A **Under National Policy**

For qualifying courses[a)] tuition fees (including SQA registration and examination fees) will be waived for eligible students in the following categories.

Further education (FE) students following full-time non-advanced courses for which Credits can be claimed.

Students who were classified as full-time under the previous definition but who are classified as part-time under the new definition [b)].

1.   FE students on courses classified in Credit Price Group 5 – Special Programmes.

2.   Students on part-time courses for which Credits can be claimed who meet the following criteria:

    i)   The student/student's family[c)] are in receipt of:

- Income Support* , or
- Working Tax Credit, or
- Pensions Credit, or
- Housing Benefit, or
- Income Related Employment and Support Allowance**, or
- Income-based Job Seekers Allowance*
- Universal credit
  *(evidence must be dated within 3 months)

or

    ii)   The student is in receipt of:

- Carer's Allowance (or carers who have an 'underlying entitlement' to Carer's Allowance but gave up the allowance to, for example, claim their pension), or
- Carer's Allowance Supplement or the Young Carer's Grant, or
- Disability Living Allowance, or
- Attendance Allowance, or
- Incapacity Benefit, or
- Contributory Employment and Support Allowance* (this also includes people whose contributory ESA has ended due to the time-limiting nature of this benefit, but who remain entitled to NI credits for incapacity.)
- Personal Independence Payment.
  *(evidence must be dated within 3 months)

or

    iii)   Where the student is a home or privately educated school pupil

or

    iv)   where the taxable income of the student's family[c)] in the previous financial tax year (2020-21) is equal to or less than (see table below):

Student Circumstances	Household Income	Evidence Required
households with only one person	£8,282	Council Tax Notice, P60 or last 3 months payslips
households consisting of a couple without children	£12,395	Council Tax Notice, P60 or last 3 months payslips
households with dependent children /adults living in parental home	£18,977	Child Benefit or Child Tax Credit letter, P60 or last 3 months payslips

In such cases, the burden of proof is on the student to satisfy the college with evidence of their low income. Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family[c)] in the current financial tax year can be assessed.

or

    v)   The student is a person, or the spouse or child of a person, who is an asylum seeker living in Scotland (as defined in section 18 of the Nationality, Immigration and Asylum Act 2002), which can be accessed at http://www.legislation.gov.uk/ukpga/2002/41/contents

or

    v1)   Or the student is under 26 and care experienced. This is defined as looked after and in the care of the local authority and can include situations where the student is living in a foster home, children's home, residential home, in kinship care or in the care of the local authority in their own home.

3.   State school pupils undertaking college activities that form part of their school-based curriculum.

4.   A college will be able to use fee waiver grant in respect of the activity of a student only if they meet all the relevant criteria of the fee waiver grant policy and:

    i)   That person falls within the definition of eligibility in Schedule 1 of *The Education (Access Funds)(Scotland) Determination 2019*.
The current regulations are available at:

http://www.sfc.ac.uk/web/FILES/GuidanceStudentSupport/FE_Residency_Guide_April_2019.pdf

or

    ii)   The student is a person, or the spouse or child of a person, who is an asylum seeker living in Scotland on either a full-time English for Speakers of Other Languages (ESOL) course or a part-time non-advanced or advanced course,

or

    iii)   The student is a child of an asylum seeker or a young asylum seeker person on a full-time non-advanced course (excludes ESOL) and meets the criteria outlined in paragraph 5,

or

    iv)   The student is a non-asylum seeker living in Scotland on a part-time ESOL course and the student's main purpose for being in the European Union is not to receive education (note that these students are still subject to the requirements as stated in paragraph 2).

5. The criteria referred to in paragraph 4 (iii) are that the student's asylum application (their own or their family's application) must have been made prior to the end of 2006, and the student:

   i) Is resident in Scotland on 1 August, 1 January, 1 April or 1 July closest to the beginning of the first term of the person's course

   ii) Has been resident in Scotland for a minimum period of three years

   iii) Was under 18 years old on the date when the application for asylum was made (the application must have been made prior to 1 December 2006), and

   iv) Is under 25 years old on 1 August, 1 January, 1 April or 1 July closest to the beginning of the first term of the person's course.

6. This will apply to those students starting a new course or those continuing on a course. These criteria ensure that we meet our obligations under the United Nations Convention on the Rights of the Child.

7. Colleges cannot use fee waiver grant for a student being supported by an Individual Training Account (ITA) grant.

8. Under the temporary non-resident arrangements, forces personnel and veterans are treated as being resident in the country in which they were ordinarily resident before they signed up/enlisted. If they are ordinarily resident in Scotland but are serving overseas, they would also be eligible. Family members of serving forces personnel and veterans are also considered eligible in the country in which the serving forces personnel was ordinarily resident.

9. The Ministry of Defence (MOD) programme to assist service veterans gain access to education is continuing. The MOD will meet the fees for study up to Scottish Credit Qualifications Framework (SCQF) level 6 for some service veterans who do not meet the Scottish Funding Council's fee waiver criteria. More information is available on the Enhanced Learning Credits Administration Service [website](#).

B   **Under College Policy**

For qualifying courses[b)] tuition fees (including SQA registrations and examination fees) will be waived for students in categories 7 through 11. Students under 18 years of age on date of enrolment should be assessed on parental income if not a school pupil **or** in full time Further Education.

10. Full-time students from Forth Valley College undertaking a flexible learning course or a part-time day course (excluding Full Cost Recovery and leisure courses).

11. Students sponsored by sportscotland Institute of Sport's programme for elite athletes.

12. College Staff (including retired staff) and their immediate family (spouse, partner and children under 18 years of age) and Board members undertaking a part-time/evening course (excluding Full Cost Recovery and leisure courses).

13. School pupils where college activity does not form part of their school-based curriculum.

14. College discretion (individual students or groups of students)[d)]

Notes

a) Full-time non-advanced (FE) courses and part-time FE and HE courses for which Credits can be claimed. Excludes certain specialised courses for which a higher fee is charged.

b) The previous definition of full-time may be found in the 2004-05 SUMs guidance (circular FE/26/2004). Credit guidance: 2019-20 student activity data guidance for colleges provides the current definition of full-time and part-time.

c) Family means:

- A married or unmarried couple or;

- A couple in a civil partnership or;

- A married or unmarried couple in a civil partnership and any child or young person who is a member of the same household and the responsibility of either or both members of the couple as described above or;

- A person who is not a member of a married or unmarried couple or civil partnership (this will usually be a lone parent) and any child or young person who is a member of the same household and the responsibility of that person.

d) For use on an individual basis in the interest of good customer care. Such cases to be approved by a member of the Senior Management Team.

If there is any doubt about the interpretation of the National Policy, reference should be made to SFC Circular Fee Waiver Grant Policy 2020-21 (SFC/GD/09/2020) dated 30 June 2020.

If the student's status changes during their period of study, the student will be eligible for fee waiver if they satisfy the eligibility rates on the "required date for funding" for the course.

Procurement Strategy 2020 - 2022

Status	**Approved**
Date of Version	**June 2021**
Responsibility for Contents	**Procurement Manager**
Responsibility for Review	**Vice Principal of Finance and Corporate Affairs**
Review Date	**June 2022**
Primary Contact	**Procurement Manager**

Foreword

This Strategy has been designed to ensure legislative compliance with the Procurement Reform (Scotland) Act 2014 and other relevant legislation and is aligned with the College's and the Scottish Funding Council's key strategic outcomes as detailed in our Regional Outcome Agreement and Strategic Plan.

The key elements of procurement legislation:
- require us to publish a procurement strategy and action plan
- require us to maintain a public contracts register on our external website
- increase the scope of our regulated procurements
- require us to publish an annual procurement report
- require us to meet the sustainable procurement duty

This Strategy sets us challenging but realistic goals for the development of our procurement activities over the next two years, which will be subject to regular and transparent review.

The successful implementation of this Strategy can only be achieved by everyone involved in the procurement of goods, services and works on behalf of the College working in partnership with our Procurement service and collaboratively with our partners across the wider education and public sector.

Working together we can significantly contribute to the future sustainability of the College through the reinvestment of resulting savings and efficiencies from our procurement activities to enhance our students learning experiences and outcomes and meet our Mission Statement **'Making Learning Work'** and the supporting Vision and Value Statements.

Alison Stewart

Vice Principal of Finance and Corporate Affairs

Contents

1.   Formation and approval of our Procurement Strategy

The formation of this Strategy has been guided throughout by the College's Procurement service and Vice Principal of Finance and Corporate Affairs, and is the culmination of consultation and engagement with a wide range of staff involved in procurement across the College as well as external stakeholders.

This Strategy has also been informed by the Scottish Procurement's statutory guidance under the Procurement Reform (Scotland) Act 2014 with the support of APUC, the procurement centre of expertise for all of Scotland's colleges and universities.

The Strategy was approved by the College's Board of Management on the 22nd September 2020 and subsequently published on our website.

The Procurement service and Vice Principal of Finance and Corporate Affairs in consultation with APUC[1] as appropriate, will as a minimum, review this Strategy annually in compliance with the Procurement Reform (Scotland) Act 2014, thus maintaining the alignment of our procurement activity with our broader priorities and allow the College where necessary to revise the Strategy and its related Action Plan.

The Finance Committee will approve, review and monitor the progress of the procurement strategy, reporting into the College's Board of Management or equivalent, where required.

2.   Context

This Procurement Strategy provides the framework within which the procurement activities of the College can develop and help support our strategic objectives and outcomes. It can also be understood as a procurement improvements journey based on a clear understanding of where the College is currently, in terms of our procurement practice and where we want and need to be, and how we should get there.

As above, the College is legally required to have and maintain a procurement strategy as part of the requirements of the Procurement Reform (Scotland) Act 2014, which provides a national legislative framework for sustainable public procurement that supports Scotland's economic growth through improved procurement practice.

The Act focuses on a small number of general duties on contracting authorities regarding their procurement activities and some specific measures aimed at promoting good, transparent and consistent practice in procurement processes detailed in section 6 below.

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[1] Advanced Procurement for Universities and Colleges

The College's spend profile for 2019/2020 is displayed below with a total non-pay spend in the region of £18.7m, of which circa £10.2m was linked to the new Falkirk campus construction and £1.4m was non-core spend[2].

Forth Valley College Spend Profile 2019-2020

Legend:
- Regulated spend (Falkirk campus contruction) — 55%
- Regulated spend — 31%
- Non-regulated spend — 7%
- Non-core spend — 7%
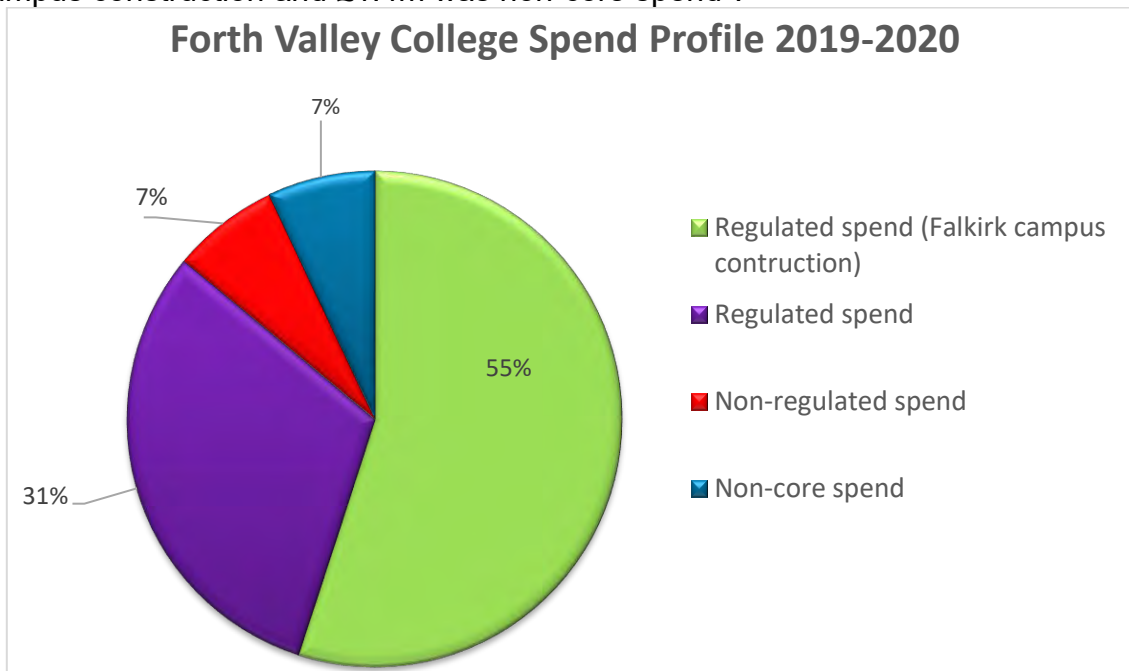
Thus our annual influenceable procurement spend of £17.3m is made up of £15.9m of regulated spend (above threshold) and £1.3m of non-regulated spend (below threshold).

This Strategy recognises that our procurement practice is based on the Scottish Model of Procurement which sees procurement as an integral part of policy development and service delivery and is essentially about achieving the best balance of cost, quality and sustainability.

A key element of this Strategy is about moving the balance of procurement effort away from the buying or tendering phase and towards a greater emphasis on the planning and post contract phases of procurement. Included in this is an increasingly greater engagement with our internal and external stakeholders.

3.   Procurement Mission

The Procurement mission for Forth Valley College is: **"To deliver a best in class, co-ordinated and efficient procurement function which is focused on achieving sustainable best value for all College stakeholders"**

This aligns to the College's Business Model which is formed by our Mission Statement **'Making Learning Work'**, which is supported by the following Vision and Value statements:

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[2] For example, spend on statutory requirements such as tax and other expenditure not covered by procurement legislation

The Procurement service aims to ensure all procurement activities are carried out in the best interests of the College to support the College's Strategic Priorities and Objectives.

To achieve this, the Procurement service will ensure:

- We understand and respond to internal and external stakeholders' business needs and challenges and constantly changing market conditions;
- We will actively seek to use collaborative arrangements where they represent best value for the College;
- We will seek, establish and maintain supplier relationships to enhance the service we provide whilst obtaining best value for money and value added services;
- We will strive to improve processes to facilitate a streamlined approach for procurement of goods, services and works across the College, that drive innovation and reduce transactional costs through continuous improvement of the procurement process;
- We will take a lead role on strategic procurement initiatives;
- We will always remain open and act in a transparent and proportionate manner in all of our procurement activities;
- We will embed best practice Sustainable Procurement taking account of the Strategic National Priority regarding the Global Climate Emergency. Where relevant, we shall include climate impact, circular economy and fair work considerations in our procurement activities;
- We will conduct all regulated procurements in line with the College's Procurement Policy and Procedures; and

- We will have due regard to whether Procurement Policy and Procedures will further the aims of the General Equality Duty, through consideration of Public Sector Equality Duty in our procurement activities

4. Procurement Policy

Our Procurement Policy and Procedures set out the operational framework of how we conduct procurement of goods, services and works across the College, and are based on the principles of equal treatment, non-discriminatory, mutual recognition, transparency, proportionality.

Furthermore, these policies and procedures are largely based upon the Scottish Government's Procurement Journey. This will facilitate our regulated procurements being conducted in accordance with best practice in a legally compliant manner that is consistent with the rest of the Scottish public sector in achieving value for money for our stakeholders.

The policy is therefore intended to:
- Ensure that procedures are in accordance with standards of public accountability;
- Ensure that the College is compliant to its obligations under the Public Procurement (Scotland) Act 2015, the Procurement Reform (Scotland) Act 2014 and Procurement (Scotland) Regulations 2016 and all subsequent amendments; and
- Promote equality, diversity and sustainability through procurement matters.

5. Strategic Procurement Objectives

Our strategic procurement objectives form the core of our Procurement Strategy.

These procurement objectives are designed to link to each of the following:
- College Strategic Priorities and Objectives (Mission/Vision/Value Statements noted above)
- Scottish Funding Council (SFC) Strategic Aims, as detailed in the College's Regional Outcome Agreement
- The Scottish Model of Procurement

5.1. College Regional Outcome Agreement

Forth Valley College Interim Outcome Agreement 2020-21 contains the following SFC key sector priorities and outcomes for students, for economic recovery and social renewal and for responsive and collaborative institutions:

Outcomes For Students
Fair access and transitions
Quality, learning, teaching and participation
Learning with impact
Equalities and inclusion
Outcomes for Economic Recovery and Social Renewal:
Responsive institutions
Work-ready students
Innovation
Responsive and Collaborative
Public health emergency
Collaboration
Climate emergency

5.2. The Scottish Model of Procurement

The Scottish Model of Procurement is based upon achieving the best balance between cost, quality and sustainability (i.e. not simply focusing on cost and quality). This model is supported by a Value for Money Triangle, which consists of the following four objectives:

- Delivering savings and benefits
- Maximising efficiency and collaboration
- Improving supplier access to public contracts
- Embedding sustainability in all we do

Scottish Model of Procurement

5.3. Forth Valley College – Strategic Procurement Objectives

The Strategic Procurement Objectives (PO) for the period of this Procurement Strategy (2020-2022) are set out below:

PO1 - To maximise collaborative procurement opportunities in the delivery of value for money and efficiency

PO2 - To further develop a College wide approach to procurement which is co-ordinated, efficient and effective in the achievement of value for money, and which supports the delivery of high quality learning

PO3 - To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of the College Strategic Priorities and Objectives

PO4 - To embed relevant and appropriate procurement strategies to manage or reduce risk to the College

PO5 - To embed sound economic, social and environmental procurement policies, and to comply with relevant Scottish and UK legislation in performance of the Sustainable Procurement Duty

The Procurement Action Plan in Section 8 shows how each of these link to the College Strategic Plan, Regional Outcome Agreement and Scottish Model of Procurement.

Furthermore, the Procurement Action Plan shows how these actions are measured and reported through our involvement in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP) and through the publication of an Annual Procurement Report (see Section 7).

6. Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

As required by the Act the College must comply with a small number of general duties and some specific measures which are embedded in our Procurement Policy and Procedures or in our Action Plan (Section 8) but for clarity and to ensure full compliance with the Act are stated below:

General Duties/Specific Measures under the Act	What we will do
Contribute to the carrying out of our function and the achievement of our purposes	The College will analyse our non-pay expenditure to identify**:** GPA regulated procurements Goods and Services greater than £189,330 Works worth more than £4,733,252; and

	Procurement Reform Act lower value regulated procurements Goods and Services greater than £50,000 Works worth more than £2 million The College will ensure that all commodity strategies and project specific procurement strategies align to the College's strategic aims and objectives and in turn the College's Regional Outcome Agreement. This will be achieved through appropriate and effective consultation. The College will consider where appropriate the effective use of contract and supplier management to monitor and further improve the regulated procurement contract outcomes.
Deliver Value for Money "Value for money, as defined by the Scottish Model of Procurement, is not just about cost and quality but about the best balance of cost, quality and sustainability"	The College through its Procurement Policy and Procedures will seek to consistently apply the principle of Value for Money, albeit the balance of cost, quality and sustainability will vary for each procurement depending on the particular commodity, category and market. The College will consider the whole-life cost of what is being procured and when applying the above principle of value for money, ensure that it does so in a clear, transparent and proportionate manner; in line with the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition and in complying with the general duties of the Act as well as the sustainable procurement duty (see below).
Treating relevant economic operators equally and without discrimination	The College will conduct all its regulated procurements in compliance with the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition, and will consider early engagement with the supply market where relevant prior to the publication of a contract notice. All regulated procurements will be posted on portals such as Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender(PCS-T) and shall strive to ensure the use of separate lots, where appropriate, with straightforward output based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.

Acting in a transparent and proportionate manner	The College will ensure it engages with its local supply market and through the College's Procurement Policy will mandate the use of clear and precise language in its specifications.
	The College shall ensure contracts are awarded using appropriate quality, risk and sustainability factors as well as cost according to declared score weightings specific to each contract.
	The College will actively take steps to make it easier for smaller and local businesses to bid for contracts through: - the use of Public Contracts Scotland and Quick Quotes; - information contained on the Procurement page of the College website; - the provision of training and/or provide information on third party training opportunities (such as the Supplier Development Programme); - attending local supplier/buyer engagement events (such as Meet the Buyer).
The Sustainable Procurement Duty	The College will give consideration to the environmental, social and economic issues relating to all regulated procurements and how benefits can be accrued, on a contract-by-contract basis by taking proportionate actions to involve SMEs, third sector bodies and supported businesses in our procurement activities and in so doing benefit not only the College but the wider Forth Valley region.
	The College utilises available tools and systems such as the Scottish Public Procurement Prioritisation Tool, the Sustainability Test, Life Cycle Impact Mapping, the Scottish Flexible Framework, APUC's Sustain Code of Conduct and Electronics Watch where relevant and proportionate to the scope of the procurement.
Policy on the use of community benefits	The College will consider for each of its procurements over £4m how it can improve the economic, social or environmental wellbeing of the Forth Valley region through the inclusion of community benefit clauses aligned with the College's own strategic outcomes as well as a number of the Scottish Government's National Outcomes namely outcomes: - Economy - We have a globally competitive, entrepreneurial, inclusive and sustainable economy;

	- Education - We are well educated, skilled and able to contribute to society; - Fair Work and Business – We have thriving and innovative businesses, with quality jobs and fair work for everyone; - Culture - We are creative and our vibrant and diverse cultures are expressed and enjoyed widely; - Environment - We value, enjoy, protect and enhance our environment.. Examples of the scope of community benefits clauses may include, amongst others as appropriate, the delivery of training opportunities or subcontracting opportunities within the Forth Valley region, relevant and proportionate to the particular procurement. The College will strive to engage with internal stakeholders including students where relevant as well engage with the local and wider supplier community to ensure suppliers understand the use of community benefits and how to respond where they are included. Where possible and proportionate, such clauses may also be included in procurements below £4m.
Consulting and engaging with those affected by its procurements	The College will take note of available good practice/principles of engagement including those detailed in the National Standards for Community Engagement as well as ensuring procurement staff have or will be developed to have the relevant communication and engagement skills. The College will consider each procurement, the community affected by the resultant contract and ensure any affected organisations/persons are consulted (e.g. impact on service for students, persons or groups with relevant protected characteristics where reasonable adjustments may be considered as part of a specification, or a local contract that could be combined with other similar institution's needs). Such consultation will always be on a scale and approach relevant to the procurement in question. All of the above will be embedded in the College's procurement practice.
The Living Wage	As an organisation who is a Living Wage employer, the College recognises the value of a well-motivated and dedicated workforce both in its own organisation and in

	those of its suppliers. In compliance with the Act the College will consider, before undertaking a procurement, whether it is relevant and proportionate to include a question on fair work practices along with other relevant criteria, whilst ensuring the appropriate balance between quality and cost of the contract, paying regard to the statutory guidance including the application of the living wage.
Promoting compliance with the Health and Safety at Work Act 1974	The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation. Where proportionate, the College also seek to assess the compliance of subcontractors.
The procurement of fairly and ethically traded goods and services	The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.
The provision of food and improving the health, wellbeing and education of communities in the College's area, and the promotion of the highest standards of animal welfare	The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare. The College will work to put in place affordable contracts, which meet the nutritional requirements for all users of our catering services and will use available good practice and guidance such as that made available by The University Catering Organisation (TUCO) and any other relevant bodies. The College utilises APUC and TUCO Framework Agreements for the vast majority of our food and catering requirements, and the products and services under these Frameworks must comply with all relevant legislation and standards.
Payment terms	The College recognises the importance of paying suppliers promptly once a service has been performed

	or goods delivered and that late payment is particularly detrimental to SMEs, third sector bodies and supported businesses. The College will comply with the Late Payment legislation and will review on a contract by contract basis whether such obligations should be enforced and monitored further down its supply chain.

7. Annual Procurement Report

7.1. Statutory Requirement

In accordance with requirement of the Procurement Reform (Scotland) Act 2014 the College will publish an Annual Procurement Report as soon as practicable after College's financial year end and will describe as required by the Act how it has discharged its obligations under the Act and how it has exercised discretion and judgement as permitted by the public procurement rules to secure strategic objectives in compliance with the Act.

This report will also provide a commentary on the progress of this Strategy and its Action Plan.

7.2. Contents of our Annual Procurement Report

The Annual Procurement Report in compliance with the Act will contain as a minimum:
- A summary of the regulated procurements that have been completed during the year covered by the Report
- A review of whether these procurements complied with this Strategy
- The extent that any regulated procurements did not comply, a statement of how the College intends to ensure that future regulated procurements do comply
- A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year of the Report including for example; apprenticeships completed, curriculum support activities, business support activities, support to communities and resource efficiencies achieved in terms of materials, waste or water
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the Report
- A summary of the regulated procurements the College expects to commence in the next two financial years
- Such other information as the Scottish Ministers may by order specify and where applicable that demonstrate compliance with other legislation that places specific requirements on the College with respect to its procurement activities and the College will also consider including:
  - o A summary of benefits that have had a positive impact on climate change;
  - o What it has learned from its consultation and engagement with stakeholders and those affected by its procurements, and what it is doing to respond to these views, including how procurement has furthered the College's work with regard to the General Equality Duty;

- o What it is doing to improve its performance and impact, drawing on relevant information – for example spend analysis – and what improvements have been achieved since its last report; and
- o How it is working with other bodies – for example procurement centres of expertise – to maximise effectiveness and efficiency.

The College will seek to publish its annual procurement report in an inclusive way that takes into account equality and accessibility issues and allows stakeholders to form a clear view of the College's performance.

8. Procurement Action Plan

8.1. Introduction

The Action Plan consists of a number of specific actions and commitments in relation to each of the strategic objectives and their desired outcomes these are also cross referenced to the relevant section of the Procurement and Commercial Improvement Programme (PCIP).

Progress against this Action Plan (see below) will be regularly monitored by the College's Procurement service and Finance Committee.

As part of the formal annual review of this Strategy, as indicated in section 1 above, this Action Plan will be reviewed and updated as required, to maintain alignment of the College's procurement activity with its broader priorities.

Procurement Action Plan

SFC Priority Outcome	• **Collaboration**						
FVC Strategic Plan Value Statement	• **Leading as a business that is champion for governance, financial control and balanced risk taking** • **Delivering a whole system approach. Simply effective, efficient and consistent**						
Scottish Model of Procurement Objective	• **Maximising efficiency and collaboration** • **Delivering Savings and Benefits**						

Procurement Objective 1	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To maximise collaborative procurement opportunities in the delivery of value for money and efficiency	To maximise the use of collaborative Framework Agreements and Contracts (CAT A, B and C1)	• Review expenditure analysis on an annual basis to identify non-pay expenditure not covered by regulated contract • Develop forward contracting plan and identify opportunities to utilise collaborative opportunities • Identify any sectoral or regional opportunities to collaborate • Further embed collaborative procurement into policies and procedures (aligned to Procurement Journey) • Work with relevant College staff to maximise use of Framework Agreements where possible	• Scottish Procurement Information Hub/FVC expenditure analysis • APUC Annual Benefits Statement • FVC expenditure analysis • CoEs and other Publicly funded Bodies Contracts Registers • FVC procurement policy and procedures • Framework Agreement information on FVC SharePoint site • Periodic departmental review meetings • Quarterly expenditure reports	Increase uptake of available Collaborative Framework Agreements and Contracts annually (% of collaborative contracts used)	November 2022 then annually thereafter	• Dashboard • Assessment Q2.1 • Assessment Q3.3	

SFC Priority Outcome	• **Collaboration** • **Quality, learning, teaching and participation**
FVC Strategic Plan Value Statement	• **Leading as a business that is champion for governance, financial control and balanced risk taking** • **Delivering a whole system approach. Simply effective, efficient and consistent**
Scottish Model of Procurement Objective	• **Maximising efficiency and collaboration** • **Delivering Savings and Benefits**

Procurement Objective 2	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To further develop a College wide approach to procurement which is co-ordinated, efficient and effective in the achievement of value for money, and which supports the delivery of high quality learning	To increase the number of regulated contracts for College wide use for commonly purchased goods, services and works	• Review expenditure analysis to identify categories of goods, services and works which are not currently covered by a College wide contract • Engage with relevant departments/staff to understand common requirements and develop appropriate procurement strategy (including route to market) • Implement College wide contracts, including appropriate contract management approach	• Scottish Procurement Information Hub/FVC expenditure analysis • Stakeholder Focus Groups/Surveys • CoEs and other Publicly funded Bodies Contracts Registers • FVC Contracts Register (website) • FVC SharePoint page (intranet)	Increase the proportion of annual non-pay expenditure covered by a regulated contract (CAT A, B, C or C1)	November 2022 then annually thereafter	• Dashboard • Assessment Q3.3	
				Increase the number of regulated contracts in FVC Contracts Register	November 2022 then annually thereafter		
	To maximise efficiency of processes relating to the requisition and invoicing of goods, services and works	• Ensure procurement policy and procedures maximise efficiency relevant to value/risk of purchase • Maximise use of available electronic processes and tools • Reduce the cost of processing orders and invoices throughout the purchasing cycle	• Relevant staff/stakeholder survey/feedback • FVC procurement policy and procedures • P2P purchasing system • Procurement Cards • PCS/PCS-T • P2P purchasing system/Finance system • Finance Reports	Reduce total number of Purchase Orders and Invoices processed per annum	November 2022 then annually thereafter	• Dashboard • Assessment Q2.3 • Assessment Q4.1	
	To improve the awareness of procurement policies and procedures amongst	• Introduce a short Procurement induction course on Moodle for relevant new staff	• HR induction plan • Moodle Report	Total number of FVC staff that have completed the Induction course	July 2022 then annually thereafter		

				Outputs of staff and supplier surveys/feedback (staff)	November 2022 then annually thereafter		
	relevant College staff and suppliers through various sources of information						
		• Introduce periodical review meetings/training opportunities with departments to provide relevant updates	• Records of meetings/training sessions held and relevant information discussed.	Number of FVC staff attending training sessions on Procurement topics	July 2022 then annually thereafter	• Assessment Q1.4 • Assessment Q1.5	
		• Improve the awareness of procurement information available for College staff	• Periodical department meetings • Procurement SharePoint page • Relevant staff/stakeholder survey/feedback • E-Focus bulletins	Increase the satisfaction percentage in the Procurement Satisfaction Survey (staff)	November 2022 then annually thereafter		
		• Improve the awareness of procurement information available for suppliers	• FVC website • Supplier survey/feedback as appropriate • Supplier engagement events	Increase the satisfaction percentage in the Procurement Satisfaction Survey (suppliers)	November 2022 then annually thereafter		
	To ensure that our procurement policies and procedures continue to deliver the requirements of the College in an efficient and effective manner	• Introduce new approaches to gathering feedback from College staff about the service provided by Procurement and suggestions for improvement • Continue to review and improve our policies and procedures based on feedback received	• Stakeholder Focus Groups/Surveys • Procurement SharePoint Page	Outputs of staff and supplier surveys/feedback (suppliers)	November 2022 then annually thereafter	• Assessment Q1.5 • Assessment Q1.6 • Assessment Q2.3 • Assessment Q3.1 • Assessment Q3.2	

SFC Priority Outcome	• **Collaboration** • **Responsive institutions**						
FVC Strategic Plan Value Statement	• **Leading as a business that is champion for governance, financial control and balanced risk taking** • **Delivering a whole system approach. Simply effective, efficient and consistent**						
Scottish Model of Procurement Objective	• **Maximising efficiency and collaboration** • **Delivering Savings and Benefits**						

Procurement Objective 3	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of College Strategic Priorities and Objectives	To continue to record savings and efficiencies achieved through procurement activity	• Record local savings and efficiencies using agreed sector methodology • Review APUC Annual Benefits Statement for savings and efficiencies achieved through Frameworks	• FVC procurement savings report/Hunter database • APUC Annual Benefits Statement	Annual Report to Senior Management Team showing overall totals of: • Cash Savings • Non-Cash Savings • Added Value	November 2022 then annually thereafter	Dashboard Assessment Q2.3 Assessment Q2.4	
	To report the benefits delivered by the Procurement function in support of College objectives	• Preparation of periodic reports that address the aims and objectives of the College, and the requirements of Procurement Reform (Scotland) Act 2014 • Prepare Annual Report on performance against Procurement Strategy	• FVC procurement savings report/Hunter database • FVC Contracts Register • Stakeholder Focus Groups/Surveys • PCIP report • Forward Contracting Plan	Annual Report showing the achievement of strategic objectives in line with the requirements of the Procurement Reform (Scotland) Act	November 2022then annually thereafter	Assessment Q1.2 Assessment Q2.4	
	To seek to continually improve supplier performance through the management of performance on contracts	• Seek feedback from College staff/departments on key suppliers/contracts • Hold periodic supplier reviews with key suppliers and discuss feedback and/or provide feedback to relevant CoE's for Framework Agreements • Seek supplier feedback on performance and opportunities to deliver further improvements	• Stakeholder Focus Groups/Surveys • Contract KPI's/SLA's • Supplier feedback/performance improvement reports	Level of staff satisfaction/positive feedback on supplier performance from Focus Groups and Surveys	July 2022 then annually thereafter	Assessment Q3.1 Assessment Q3.2 Assessment Q3.3	

SFC Priority Outcome	• **Collaboration** • **Public health emergency** • **Climate emergency**
FVC Strategic Plan Value Statement	• **Leading as a business that is champion for governance, financial control and balanced risk taking**
Scottish Model of Procurement Objective	• **Delivering Savings and Benefits** • **Maximising efficiency and collaboration** • **Embedding Sustainability in all we do**

Procurement Objective 4	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To embed relevant and appropriate procurement strategies to manage or reduce risk to the College.	To understand risks relating to key suppliers/contracts and implement relevant management approach	• Embed risk as a key consideration when developing contract/commodity strategy • Through detailed spend analysis, identify supplier/contract risk levels and determine appropriate tactical and strategic approaches to supply markets and contract management • Review the procurement risk register regularly to collate and manage all identified procurement risks • Communicate appropriate risks to Senior Management Team for inclusion in College Risk Register	• FVC Commodity Procurement Strategy in conjunction with relevant FVC staff • FVC Expenditure Analysis	Review procurement risk register regularly	Quarterly	Dashboard Assessment Q1.5 Assessment Q1.6 Assessment Q3.1	
	To reduce the College's exposure to any forms of risk relating to procurement activity	• Embed risk management processes into Policy and Procedures, including: - Schemes of Delegation - Conflict of Interest - Gifts and Hospitality - Counter Fraud	• FVC procurement policy and procedures • Procurement SharePoint page (intranet) • Periodical departmental meetings	Total number of FVC staff that have completed the Induction course	July 2022 then annually thereafter		

		• Continue to communicate Policy and Procedures to all FVC staff involved in procurement activity	• Moodle induction	Number of FVC staff attending training sessions on Procurement topics	July 2022 then annually thereafter		

SFC Priority Outcome	• **Fair access and transitions** • **Quality, learning, teaching and participation** • **Equalities and inclusion** • **Innovation** • **Collaboration** • **Climate emergency**
FVC Strategic Plan Value Statement	• **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** • **Enhancing our position as the business and community partner of choice**
Scottish Model of Procurement Objective	• **Embedding Sustainability in all we do** • **Improving supplier access to public contracts**

Procurement Objective 5	Target/Outcome	Main Actions	Benchmark Data/ Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To embed sound economic, social and environmental procurement policies and to comply with relevant Scottish and UK legislation in performance of the Sustainable Procurement Duty.	To maximise the economic, social and environmental outcomes from our procurement activity	• Embed sustainability considerations into relevant commodity procurement strategies through the use of the Sustainability Test (including Sustainable Procurement Duty considerations) • Identify and maximise Community Benefit opportunities from contracts where appropriate	• Scottish Government Public Procurement Prioritisation Tool • FVC Commodity Procurement Strategy in conjunction with relevant FVC staff • FVC Contracts Register (website) • FVC procurement policy and procedures • PCS/PCS-T	Measure of sustainability benefits secured in contracts awarded, including Sustainable Procurement Duty considerations	November 2022 then annually thereafter	Dashboard Assessment Q1.2 Assessment Q2.2 Assessment Q2.4	
		• Place at least one contract with a Supported Business • Seek to maximise opportunities for SMEs and local businesses, particularly for below regulated procurement opportunities		Award a contract to a Supported Business	November 2022then annually thereafter	Dashboard Assessment Q2.4	

	To support the achievement of the College's overall Sustainability targets and objectives	• Actively participate in the College Sustainability Committee • Report on economic, social and environmental outcomes from our procurement activity • Maintain Level 2 of Flexible Framework as a minimum • Communicate Sustainable Procurement objectives to College stakeholders	• Sustainability Committee actions/Sustainable Procurement KPI's • Summary of outcomes contained in Award Recommendation Report • Annual Report • Flexible Framework Assessment/Action Plan • Procurement SharePoint page	Annual Report showing the achievement of strategic objectives in line with the requirements of the Procurement Reform (Scotland) Act	November 2022 then annually thereafter	Assessment Q1.2	
				Maintain Level 2 of Flexible Framework	July 2022 then annually thereafter		
	Increase supplier engagement in relation to FVC's sustainable procurement objectives	• Improve information available to suppliers on how to do business with the College, and sustainability objectives • Attend supplier engagement events in the Forth Valley area, such as Meet the Buyer	• FVC website • Supplier survey/feedback as appropriate • Supplier engagement events	• Increase the satisfaction percentage in the Procurement Satisfaction Survey	November 2022 then annually thereafter	Assessment Q2.4	

Procurement Objective	KPI	Actual 2018/2019	Target 2019/2020	Actual 2019/2020	Target 2020/2021	Target 2021/2022
1	Increase uptake of available collaborative FW Agreements (% of collaboration frameworks used)	60%	63%	52%	65%	65%
2	Increase the proportion of annual non-pay expenditure covered by a regulated contract	72%	77%	75%	78%	78%
	Increase the number of regulated contracts in FVC Contracts Register	42	50	56	33	33
	Reduce total number of PO's and Invoices processed per annum	Invoices: 8500 POs: 2751	Invoices – reduce by 100 POs – reduce by 100	Invoices: 6479 POs: 1847	Invoices – reduce by 100 POs – reduce by 100	Invoices – reduce by 100 POs – reduce by 100
	Total number of FVC staff completed induction course	4	4	6	6	6
	Outputs of Staff and supplier surveys/feedback (Staff)	11 staff – 91% satisfied	95%	5 staff - 80% satisfied	97%	97%
	Number of FVC staff attending training sessions on Procurement Topics	11 sessions 39 staff	Increase by 50% (including refresher courses)	8 sessions 18 staff	16 staff	16 staff
	Internal staff - increase the satisfaction percentage in the Procurement Survey	11 staff – 91% satisfied	95%	5 staff - 80% satisfied	97%	97%
	Supplier - maintain the satisfaction percentage in the Procurement Satisfaction Survey	4 suppliers responded 75% satisfied	100% satisfied	2 suppliers responded 100% satisfied	100% satisfied	100% satisfied
	Outputs of staff and supplier surveys/feedback (Supplier)	75% satisfied	100% satisfied	100% satisfied	100% satisfied	100% satisfied
3	Annual report to SMT – showing cash savings Non cash savings Added value	Report presented to SMT on 12 November 2019	November 2020	Annual procurement report presented in November 2020	November 2021	By end of December 2022
	Annual report showing achievement of strategic objectives in line with requirements of Procurement Reform (Scotland) Act	Report presented to SMT on 12 November 2019	November 2020	Annual procurement report presented in November 2020	November 2021	By end of December 2022
	Level of staff satisfaction/positive feedback on supplier performance from Focus Groups and Surveys	6 survey responses from staff – all positive feedback	Aim for 100% positive feedback	5 survey responses from staff – 60% positive feedback	Maintain Level of Positive Feedback – 100%	Maintain Level of Positive Feedback – 100%
4	Review Procurement Risk Register regularly (update to show Bi-annually)	Reviewed March 2019	Review March 2020	Reviewed March 2020	Review March 2021	Review March 2022
	Total no. of FVC staff that have completed induction course	4	Increase by 50%	6	6	6
	Number of FVC staff attending training sessions on different Procurement topics	11 sessions 39 staff	Increase by 50%	8 sessions 18 staff	16 staff	16 staff

5	Measure of sustainability benefits secured in contracts awarded, including Sustainable Procurement Duty considerations	3	3	4	3	3
	Award a contract to a Supported Business	0	1	1 (below regulated)	1	1
	Annual Report showing the achievement of strategic objectives in line with the requirements of the Procurement Reform (Scotland) Act	November 2019	November 2020	Annual procurement report presented in November 2020	November 2021	By end of December 2022
	Maintain Level 2 of Flexible Framework	July 2019	July 2020	Level maintenance – July 2020	July 2021	July 2022
	Maintain the percentage in the Procurement Supplier Satisfaction Survey	50% satisfied (4 supplier responses)	Achieve 100% (see objective 2)	100% Satisfied (2 supplier responses)	Maintain Level of Positive Feedback – 100%	Maintain Level of Positive Feedback – 100%

Procurement Policy

Status	**Approved**
Date of Version	**June 2021**
Responsibility for Contents	**Procurement Manager**
Responsibility for Review	**Vice Principal of Finance and Corporate Affairs**
Review Date	**June 2022**
Primary Contact	**Procurement Manager**

Contents

1. Purpose

1.1. The purpose of this Procurement Policy is to:

- set out the operational steps required for the College to meet its key strategic objectives in the Procurement Strategy

- maintain the highest ethical standards linked to procurement matters and the expenditure of public funds

- ensure a uniform approach to quotation/tendering and contract management procedures for use by the College employees with any element of purchasing responsibility in their job role

- ensure that all potential suppliers are treated in a fair, open and transparent manner

- ensure best value is achieved at all times

- promote and implement best practice sustainable procurement principles

- promote equality and diversity in relation to relevant procurement matters

- comply with all legislative obligations in relation to procurement, including the requirements of the Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014, and the Procurement (Scotland) Regulations 2016 and all subsequent amendments.

2. Scope

2.1. This Procurement Policy applies to all purchases of goods, services or works made by/on behalf of the College. The Policy must be adhered to by all College employees with any aspect of purchasing responsibility in their job role, including Directors, Operational and Curriculum Managers, Head of Service, budget holders, requisitioners and administrators.

2.2. The Policy should be read in conjunction with the following related College Policies/Procedures/Regulations:

- College Procurement Strategy 2020-22
- College Procurement Procedures
- Scheme of delegation as approved by the Finance Committee/Board of Management
- College Financial Regulations
- Gifts and Hospitality Policy
- Anti-Fraud and Anti-Corruption Policy

2.3. There should be clear separation of budgetary authority and procurement authority. Budget holders should have authority to initiate purchasing/procurement activity by specifying their requirements and providing budgetary authority for the expenditure. The authority to purchase (Delegated Purchasing Authority (DPA)) and ultimately place the purchase order should be conducted separately.

2.4. Any proposal to award a contract over £25,000 without competition must be approved in advance by the Scottish Funding Council, in accordance with the requirements of the Scottish Public Finance Manual (SPFM). A Single Source Justification Form must be completed and approved prior to the award of such contracts.

2.5. Any external consultancy contracts with a value of £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council, in accordance with the requirements of the Scottish Public Finance Manual (SPFM).

3. Responsibilities

3.1. This Policy has been approved by the College Finance Committee/Board of Management.

3.2. The Vice Principal for Finance and Corporate Affairs is accountable for the implementation of this Policy and for continuous review of the Procurement Policy and submitting any changes to the College Finance Committee/Board of Management for approval.

3.3. The Procurement service is responsible for the effective operation of this Policy and will ensure that appropriate Procedures are in place and embedded.

3.4. The Procurement service is responsible for managing the College's procurement activity and compliance with all legislative/regulatory/best practice matters.

3.5. The C Directors and Heads of Service are responsible for ensuring that all purchasing activity within their areas is carried out in line with this Policy, associated legislation and regulations.

3.6. All College employees with any aspect of purchasing/procurement responsibility in their job role are responsible for adhering to the Policy and complying with associated Procedures.

3.7. Any breach of this Procurement Policy shall be investigated. Failure by any employee to comply with this Policy may give rise to disciplinary procedures.

4. Key Principles

4.1. Value for Money

4.1.1. A fundamental principle of the Procurement Policy is to ensure the achievement of Value for Money in a legally compliant manner.

4.1.2. Value for Money is the balance between quality and cost, and will vary for every purchase depending on the requirements of the College. The two main aspects that impact on the achievement of Value for Money:

- Product/Service specification – appropriate quality and quantity
- Source of supply – right time, right place, right price

4.1.3. Where you are involved in the purchase of goods, services or works, it is important to consider the following criteria as part of the specification:

- Purpose/performance of goods/services
- Necessary characteristics (size, finish etc.)
- Life span
- Installation/Maintenance requirements
- Sustainability considerations (global climate emergency, circular economy, recycled materials, environmentally friendly characteristics, packaging, safe disposal, fair work)
- Equality and diversity
- Risks

4.2. Collaborative Procurement

4.2.1. The College will seek to maximise opportunities to collaborate in the procurement of goods, services or works where it can be demonstrated that such collaboration delivers the best overall Value for Money solution to meet the College's needs.

4.2.2. Collaboration may include the use of Framework Agreements which have been procured by collaborative procurement organisations such as APUC, Scottish Procurement, Scotland Excel and other similar Procurement 'Centres of Expertise'. Where a Framework Agreement exists and can meet the needs of the College in respect of the product/service required, that Framework Agreement should be used, unless otherwise agreed by the Procurement service.

4.2.3. A list of all Framework Agreements currently available to the College can be found below.

4.2.4. The benefits of utilising a collaborative Framework Agreement include:

- **Economies of scale** – more competitive pricing as a result of the greater purchasing power achieved through collaboration
- **Compliance with procurement legislation** – compliance has already been met when the Framework Agreement was procured by the Centre of Expertise (i.e. APUC), therefore reducing the burden on the College.
- **Supplier vetting** – suppliers on these Framework Agreements have demonstrated compliance in a number of ways including: financial health, insurances, corporate and social responsibility, Health and Safety, Quality Management, Equalities, sustainability
- **Supplier performance** – such Framework Agreements include well defined terms and conditions, as well as Contract and Supplier Management processes to support the College in the event of poor supplier performance
- **Efficiency** – procuring legally compliant contracts can be time consuming and resource intensive both for the Procurement service and the requisitioning department, which is a hidden cost often not considered. Utilising Framework Agreements can reduce time and associated cost for everyone involved.

4.2.5. Collaboration may also include maximising opportunities to work across College departments to deliver contracts for commonly purchased goods and services, such as stationery, materials, equipment or consumables where there are currently no contracts in place.

4.2.6. The benefits of College wide collaboration include:

- **Commonality and Standardisation of products and services** – this provides a College wide standard for the products and services being purchased, as well as the re-assurance that all departments are paying the same prices for the same goods and services.
- **Efficiency** – by everyone working together in the same way, and using the same suppliers and buying the same products/services it reduces duplication of time and effort, thereby creating efficiency benefits
- **Supplier performance monitoring** – if we are all using the same supplier then it is easier to monitor supplier performance, identify common issues and feedback to suppliers.

- **Cross functional learning** – by working together it helps to identify different ways of working and requirements within different departments which can all be used to identify College wide improvements to processes and ways of working

4.3. Legislative Compliance

4.3.1. The College will ensure that it complies with the following procurement legislation and all subsequent amendments:

- Public Contracts (Scotland) Regulations 2015,
- Procurement Reform (Scotland) Act 2014,
- Procurement (Scotland) Regulations 2016

4.3.2. In addition, the Procurement service will ensure compliance with all relevant legislation and all subsequent amendments on a contract by contract basis, including but not limited to:

- Equality Act 2010
- Bribery Act 2010
- Freedom of Information (Scotland) Act 2002
- Health and Safety at Work Act 1974
- UK General Data Protection Regulation (GDPR)

4.4. Sustainable Procurement

4.4.1. The College recognises that procurement can play an important role in improving our economic, social and environmental performance as an organisation through our collective approach to the procurement of goods, services and works. This is recognised within the College's Sustainability Statement and by procurement representation on the College Sustainability Committee.

4.4.2. Additionally, the Procurement Reform (Scotland) Act 2014 introduces a number of duties upon the College including the Sustainable Procurement Duty.

4.4.3. In recognition of the importance placed on sustainable procurement by the College and the Scottish Government, the College has embedded Sustainable Procurement within our Procurement Procedures and templates.

4.4.4. This recognises some of the key measures and tools the Procurement service use in order to improve the sustainability outcomes from our procurement activity, including:

- Compliance with the Sustainable Procurement Duty
- Taking account of the Strategic National Priority regarding the Global Climate Emergency. Where relevant, we shall include climate impact, circular economy considerations in our procurement activities;
- Consider fair work practices and the First Work First criteria;
- Utilise the Sustainable Procurement Prioritisation Tool to assess sustainability risks and opportunities for appropriate categories of goods and services
- Complete the Sustainability Test for relevant procurements to assess any possible social, economic or environmental impacts from a procurement exercise in order to maximise opportunities for improvement in the wellbeing of the local community
- Utilise the Scottish Government's Flexible Framework to assess the College's performance against best practice indicators

4.5. Efficiency and Effectiveness

4.5.1. <u>Procurement Procedures</u>: The College has developed Procurement Procedures to align to this Policy, as dictated by the College's Financial Regulations. These procedures follow the Scottish Government's Procurement Journey with the intention of embedding best practice and legal compliance within the College's procurement function.

4.5.2. The aim of the Procedures is to set out clear guidance to College employees as to their relative roles and responsibilities depending on their job role and levels of responsibility within the purchasing/procurement process.

4.5.3. The Procedures are intended to be proportionate to the value/risk of procuring the goods, services or works and to minimise unnecessary steps or administrative requirements throughout the process.

4.5.4. <u>E-Procurement</u>: The College currently uses a number of e-Procurement systems to maximise the efficiency and auditability of its procurement processes.

4.5.5. The College's e-Procurement system (P2P) must be used for placing purchase orders with suppliers who have been approved by the Procurement service, unless another method has been authorised by the Finance Department.

4.5.6. The Procurement service will continue to identify appropriate e-Procurement systems and processes which aim to increase efficiency for the College.

4.5.7. <u>Terms and Conditions</u>: The College's Terms and Conditions for the supply of goods and services will be issued for all tender processes.

4.5.8. All purchases/contracts entered into by the College which are not made through an authorised Framework Agreement must only be entered into under the College's Terms and Conditions, unless otherwise agreed by the Procurement service. A copy of these Terms and Conditions can be found below.

4.5.9. All purchases/contracts entered into using an authorised Framework Agreement must only be entered into under the Framework Agreement terms and conditions as set out by the relevant purchasing consortia, which the suppliers have agreed to. Please speak to the Procurement Manager for further information.

4.6. Appropriate Skills, Expertise, Integrity

4.6.1. The College will ensure that all employees involved in the procurement process are given the appropriate level of advice and support, whether through access to these Procurement Policy and Procedures, additional advice, or through further training provided by the Procurement service.

4.6.2. In order to maintain the highest ethical standards across the College, all employees involved in the procurement process shall be required to:
- Comply with the College's Anti-Fraud and Anti-Corruption Policies
- Comply with the College's Gifts and Hospitality Policy
- Comply with the College's Ethical Procurement Code of Conduct

4.6.3. <u>Conflict of Interest</u>: Where a potential conflict of interest arises between a College employee and a potential supplier of goods, services or works which may have an influence on the award of business to that supplier, the employee must declare such conflict of interest at the earliest possible opportunity (and before the award of any business to the supplier) by completing a Declaration of Interest form, and returning it to the Procurement service, who shall advise of the next steps to be taken.

4.6.4. If an employee is in doubt as to a potential Conflict of Interest, they should speak to the Procurement service in the first instance.

4.7. Fair and Equal Treatment

4.7.1. <u>Treating all suppliers fairly:</u> A core principle of public procurement regulation, under the procurement legislation, is to ensure that all suppliers are treated in an open, fair, equal and transparent manner. This principle is carried through into this Policy and associated Procurement Procedures to ensure that all suppliers have a fair and equal opportunity to secure contracts with Forth Valley College.

4.7.2. <u>Supplier Compliance with Equality Act 2010:</u> The College has a statutory duty, as defined by the Equality Act 2010, to advance equality of opportunity in all of its functions, including procurement. The College remains responsible for meeting its obligations under the various statutes even when an external contractor provides one or more of the College's functions. Members of staff involved in procurement will take account of the following objectives when placing business with any supplier/contractor:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Ensure that the goods, works and services provided are done so in a way that provide for the needs of all users

4.8. Ongoing Review of Performance

4.8.1. <u>Review of supplier performance:</u> The College has a formal Contract and Supplier Management (C&SM) approach to ensure that contracted suppliers continue to deliver the College's requirements as agreed during the tender process. This includes quality of goods/services provided, pricing, customer service levels, performance against KPI's, and adherence to Terms and Conditions as a minimum.

4.8.2. The C&SM approach is determined on a contract-by-contract basis during the pre-tender contract strategy development, in consultation with relevant stakeholders, and considers the overall risk and value of the contract.

4.8.3. There are 3 levels of Contract Management within the C&SM approach:
- Strategic
- Managed
- Routine

4.8.4. The approach to Contract and Supplier Management is intended to be proportionate for both the College and the supplier.

4.8.5. The Procurement service will work in conjunction with relevant stakeholders to implement and manage the C&SM process on a contract-by-contract basis.

4.8.6. An important aspect of C&SM is feedback from College employees, which can be captured in various ways including SharePoint surveys, email or verbal feedback.

4.8.7. Details of the Contract & Supplier Management process can be found in the links below.

4.8.8. <u>Review of Procurement Performance:</u> The College participates in the Procurement and Commercial Improvement Programme (PCIP), which replaced the Procurement

Capability Assessment (PCA), and is an assessment across all public sector organisations' procurement practices. The PCIP assessment takes place every 2 years, commencing 2016, and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver. Following the formal PCIP assessment, the College receives feedback and an action plan with recommendations to continually improve performance, based upon best practice.

4.8.9. Furthermore as part of the Procurement Reform (Scotland) Act 2014, the College must also publish an annual procurement report disclosing how its procurement activity has complied with its published procurement strategy.

4.8.10. In addition, the Procurement service continually review its processes to ensure continual improvement through lessons learned reviews and stakeholder and supplier feedback. This PCIP focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

5. Review of Procurement Policy

5.1. This Policy will be reviewed on an annual basis, as a minimum, by the Vice Principal Finance and Corporate Affairs in conjunction with the Procurement Manager.

5.2. Any amendments required to the Policy will be presented to the Finance Committee/Board of Management for approval.

6. Relevant Links

Procurement Strategy

Sustainability Statement

Procurement Procedures

Procurement Journey

Terms and Conditions

Ethical Procurement Code of Conduct

Declaration of Interest Form

Contract and Supplier Management

List of currently available Framework Agreements

College Sector Statement of Ambition, 2021 – 2025

**When colleges thrive,
Scotland thrives.**

**Colleges are supporting
Scotland's economic recovery
with innovation, excellent
education and teaching, skills
training, and smart investments
in people and place.**

**Colleges unlock the potential
of students and communities.
Industry gains, and productivity
increases through strong
colleges – we make an impact
beyond our walls.**

**When colleges thrive,
Scotland thrives.**

Supporting and innovating

Support economic recover with innovation, excellent education and teaching, skills training, and smart investments.

Supporting Scotland

Unlock the untapped potential of a stronger and more empowered college sector.

WHEN COLLEGES THRIVE, SCOTLAND THRIVES.

Supporting students

Deliver excellent education, teaching and skills training, available locally.

Supporting industry

First choice delivery partner for work-based skills and training.

Supporting communities

Anchor institutions in our communities and resilient partners for the stakeholders around us.

About Scotland's Colleges

Across Scotland, colleges are equipping students from every background with the education and skills they need to achieve their ambitions, maximise their potential, supporting our country to thrive. Colleges are the first choice destination for students with aspiration, turning potential into qualifications and skills that last a lifetime. Colleges are a great place to work, with routes to professional improvement and opportunities for development and promotion. Every college in Scotland has close links to industry and their local communities, with 26 colleges across 13 regions.

Colleges are inclusive and offer opportunities to everyone, building community wealth through education and training with a hugely diverse course offering. Nearly a third of college students come from Scotland's lowest socio-economic backgrounds, with a supported population of care experience students. Fifteen per cent of students have a recorded disability and three quarters of those students are studying on mainstream programmes. Advancing social inclusion and delivering equality are a vital part of the impact colleges make.

Every year, almost a quarter of a million students benefit from a total of 70 million hours of teaching, with 19 in every 20 students who complete their studies going on to a job, training or continuing in education as positive destinations. More than a quarter of all higher education in Scotland is delivered by colleges.

Our ambition, following the shock of the Covid-19 pandemic, is to unlock the untapped potential of a more empowered college sector, making a strong and positive impact on lives, our environment, our economy and in our communities. By building even closer links with industry now and for the future, strengthening our role as anchor institutions in local communities, and leveraging the energy and innovative spirit of the sector into success, colleges can deliver a game-changing amount of good for Scotland. Students are at the heart of everything colleges do, and they are at the heart of our ambitions for the future. Colleges are organisations built around people - our students, our staff, our stakeholders, and our partners.

A lot has changed in a short period of time, and this refreshed Statement of Ambition for 2021-2025 reflects these changes incorporating the major contributions from a range of stakeholders to the college sector in the past two years, including from 2020 the College of The Future Report; The Cumberford-Little Report; The Report of the Advisory Group on Economic Recovery, and the forthcoming 2021 Review of Coherent Provision and Sustainability by the Scottish Funding Council.

Supporting and innovating

Our ambition is that colleges will support economic recovery with innovation, excellent education and teaching, skills training, and smart investments. Emerging from the Covid pandemic, colleges will play a vital role in Scotland's education-led recovery, and we will work to make an impact on every part of the system to help achieve economic stabilisation, community wealth building and growth.

COLLEGES WILL MAKE AN IMPACT BY:

- Playing a vital part in Scotland's **Covid-19 recovery**. We will influence and advocate for the best learning and working experience at college, while adhering to public health guidelines and keeping people safe. We will be visible in the discussion about economic recovery and active in promoting colleges as a solution to the many harms brought about by the pandemic. Colleges will repurpose the knowledge and expertise garnered in the pivot to digital learning – expertise will not be lost. Scotland's colleges will be a key partner by supporting inclusive and sustainable economic growth – regional economies are key to achieving this Ambition, and colleges as regional partners will be active and visible. Colleges will add to community wealth building and be strong contributers to wellbeing in our communities.

- Influencing decision makers on the need and opportunity to deliver a **coherent, flexible and integrated tertiary system** – in driving economic recovery there should be a move to a seamless skills system.

- Advocating for the urgent need for **fair funding** for institutions. Our ambition is to move to a simplified and streamlined funding landscape under new ways of working with the Scottish Funding Council. Our ambition is to reform the relationship between student headcount and qualifications. We will highlight the need for flexibility across the system.

- Capitalising on the sector's **Digital Ambition**, which has the potential to transform college's future estate requirements as well as bring innovation and creativity to teaching, learning and vocational study. Colleges will continue to be leaders in the national conversation on digital transformation, and we will work strategically and collaboratively with partners.

- **Delivering innovation**. Colleges will work together to investigate the huge opportunities of digital learning and innovative education, accelerated because of the pandemic, reflecting the swift changes to work and learning which have taken place. Colleges will increasingly work with universities to shape the innovation landscape.

- Making **smart investments** with limited resources, to deliver long-term sustainable financial investment for colleges. We will advocate strongly and visibly for appropriate resources to provide high standard facilities for our students and our workforce in a refreshed conversation about funding for estates. Colleges will continue to be efficient, and provide an excellent return for investment. We will work with Scottish and UK Governments to rebalance the loss of funding to colleges because of the UK's exit from the European Union.

Supporting students

Our ambition is to support students to unlock their potential. Colleges will deliver excellent education, teaching, and skills training, available locally and with different methods of delivery, and to everyone whatever their age, ability or circumstance. We recognise the disruption caused by the pandemic to young people and adults.

COLLEGES WILL MAKE AN IMPACT BY:

- **Listening to and empowering students**, understanding what they want and need from college as part of lifetime learning. We will deliver excellent education and teaching, skills training, and smart investments, supporting students to unlock their potential with recognised and trusted qualifications delivered by strong curriculum programmes, and a strong life skills framework. Colleges will continue to work closely with employers and will advocate for suitably resourced careers advice for college students. We will work to increase the baseline amount invested in each college student for education.

- Equipping the college workforce with the resources they need to **deliver excellence** for students. This investment is especially important because of the impact of the pandemic on the college workforce.

- **Strengthening pathways** in a truly tertiary system for students, connecting schools, colleges, universities and employers.

- Advocating for **fair funding for college students** with decision makers, to ensure that anyone who wants to learn can access suitable grants and loans whatever route they take.

- **Supporting students** holistically, delivering increased resource for mental health support, support for care experienced students, and maximising the college experience for students with additional support needs, vulnerabilities, and disabilities. We will recognise the impact of poverty and digital poverty, and address these with effective funding bids.

- Promoting the importance of **higher technical and professional qualifications**.

- Assessing the **current qualifications landscape** and challenging how well this meets the needs of the future workforce.

Supporting communities

Our ambition is to build on the pride we collectively hold as anchor institutions in our communities and to be resilient partners for the stakeholders around us. Colleges are part of a local, regional and national ecosystem which includes the third sector, local authorities, employers, public sector bodies, and government. Colleges also connect internationally. We will capitalise on the opportunities with partners to do more for our students and communities, raising the profile of colleges with stakeholders and with the public.

COLLEGES WILL MAKE AN IMPACT BY:

- Being **anchor institutions**, recognising the rich history and generational connections colleges have within communities, being cognisant of the sense of place and belonging.

- **Looking local first**, responding to local needs and capitalising on local knowledge and expertise on economic, workforces and skills needs.

- **Driving** a fundamental change in the volume and delivery mode of adult and lifelong learning, enabling adults to gain the skills and knowledge that help them as parents, citizens and members of local communities.

- Being part of the development of **20 Minute Neighbourhoods**.

- Continuing work to realise the shared ambition between colleges and the Scottish Government of **widening access** to education for people from all backgrounds, of all ages, ethnicity, and disability. We will increase equality and diversity in the makeup of college leadership and staff to address underrepresentation of BAME staff in tertiary education.

- Minimising the **environmental impact** of colleges, including taking behaviour changes from the pandemic into account when planning around travel and the potential benefits of hybrid learning and working. Colleges will continue to embrace our role as contributors to Scotland becoming a net-zero emission economy.

Supporting industry

Our ambition is to affirm the role of colleges as a core business support enabler, and the first choice delivery partner for work-based skills and training in Scotland.

COLLEGES WILL MAKE AN IMPACT BY:

- Building colleges into the regional economy discussion at every level, working across our **regional partnerships** to increase the role of colleges in economic recovery, development, and regeneration.

- As part of building regional economies and community wealthbuilding, colleges will be key organisations locally and in regions for future workforce development, embedding the skills needed most in the areas which need them most.

- **Supporting** two specific recommendations of the College of the Future Report (2020), 1. by committing to widening the remit of all colleges to include the provision of services to businesses as well as education and training, particularly towards SMEs. This will accelerate strategic partnerships between employers and colleges, help to embed colleges as key partners locally and regionally, and increase national productivity and innovation, and 2. by achieving investment for the development of specialist college 'Employer Hubs'. These would act as a one-stop shop for employers, offering support on skills needs and strategic advice.

- Maximising college provision of **apprentices** and other work-based training intrinsic to colleges, which support employers and help to build a highly trained workforce which fits economic needs.

- Working to recover and then grow **commercial income** for colleges, dented by the pandemic.

- **Supporting employers** through the Just Transition, and the moves to net zero by 2045.

- **Increasing sensitivity** to the quick changes at play in our economy, ensuring that colleges respond to demand for new ways of learning and to a rapidly redefined workforce.

Supporting Scotland

Our ambition is to deliver positive impacts for Scotland through the activity of colleges. Hand-in-hand with the economic recovery is the opportunity to unlock the untapped potential of a stronger and more empowered college sector, helping Scotland to thrive. When colleges thrive, Scotland thrives.

COLLEGES WILL MAKE AN IMPACT BY:

- Working across our **regional partnerships** to increase the role of colleges in economic recovery and regeneration. **Nationally** we will be a trusted partner across the Four Capitals which underly the Scottish Government's ethos – Business, Community, Environment and People – maximising opportunities and making the voice of the college sector heard. **Locally** colleges will be resilient partners for the stakeholders around us.

- Establishing recovery from the pandemic, and then continue to make **positive gains** in the measures set out in the Scottish Government National Performance Framework.

- Responding to the **climate emergency**. Colleges will educate and train students to support the strategic needs of the green economy, providing a pathway to good, green jobs, supporting the ambitions of the Just Transition Commission. We will engage with Scotland's Covid-19 recovery plans and play our part in creating a fair and green future economy. And as institutions, colleges will reduce carbon footprints, again making smart and creative investments to reduce and mitigate our impact on the environment.

- Continuing to **develop and invest** in the college workforce for the future, attracting talent, providing high quality continuing professional development, and career paths for our staff. Colleges will invest in staff, and play our part in the Fair Work agenda. We will deliver impact for our students by equipping the college workforce with the resources they need to deliver excellence for students. This investment is especially important because of the impact of the pandemic on our staff, including the rapid pivot to online and blended learning. Workforce development will be cognisant of the growing demand for higher level technical and professional skills needed in the Scottish economy.

- Supporting the National Joint Negotiating Committee as a means of **delivering progress** and sustainable outcomes for college staff, in partnership with trade unions.

Colleges

● **NORTH EAST SCOTLAND COLLEGE**
www.nescol.ac.uk

● **AYRSHIRE COLLEGE**
www.ayrshire.ac.uk

● **BORDERS COLLEGE**
www.borderscollege.ac.uk

● **FORTH VALLEY COLLEGE**
www.forthvalley.ac.uk

● **DUMFRIES & GALLOWAY COLLEGE**
www.dumgal.ac.uk

● **EDINBURGH COLLEGE**
www.edinburghcollege.ac.uk

● **FIFE COLLEGE**
www.fife.ac.uk

○ **GLASGOW KELVIN COLLEGE**
www.glasgowkelvin.ac.uk

● **GLASGOW CLYDE COLLEGE**
www.glasgowclyde.ac.uk

● **CITY OF GLASGOW COLLEGE**
www.cityofglasgowcollege.ac.uk

● **ARGYLL COLLEGE UHI**
www.argyll.uhi.ac.uk

● **INVERNESS COLLEGE UHI**
www.inverness.uhi.ac.uk

● **LEWS CASTLE COLLEGE UHI**
www.lews.uhi.ac.uk

● **MORAY COLLEGE UHI**
www.moray.ac.uk

● **NORTH HIGHLAND COLLEGE UHI**
www.northhighland.uhi.ac.uk

● **ORKNEY COLLEGE UHI**
www.orkney.uhi.ac.uk

● **PERTH COLLEGE UHI**
www.perth.uhi.ac.uk

● **SHETLAND COLLEGE UHI**
www.shetland.uhi.ac.uk

● **WEST HIGHLAND COLLEGE UHI**
www.whc.uhi.ac.uk

● **SOUTH LANARKSHIRE COLLEGE**
www.south-lanarkshire-college.ac.uk

● **NEW COLLEGE LANARKSHIRE**
www.nclanarkshire.ac.uk

● **DUNDEE AND ANGUS COLLEGE**
www.dundeeandangus.ac.uk

● **WEST COLLEGE SCOTLAND**
www.westcollegescotland.ac.uk

● **WEST LOTHIAN COLLEGE**
www.west-lothian.ac.uk

● **SABHAL MÒR OSTAIG UHI**
www.smo.uhi.ac.uk

● **NEWBATTLE ABBEY COLLEGE**
www.newbattleabbeycollege.ac.uk

● **SCOTLAND'S RURAL COLLEGE**
www.sruc.ac.uk
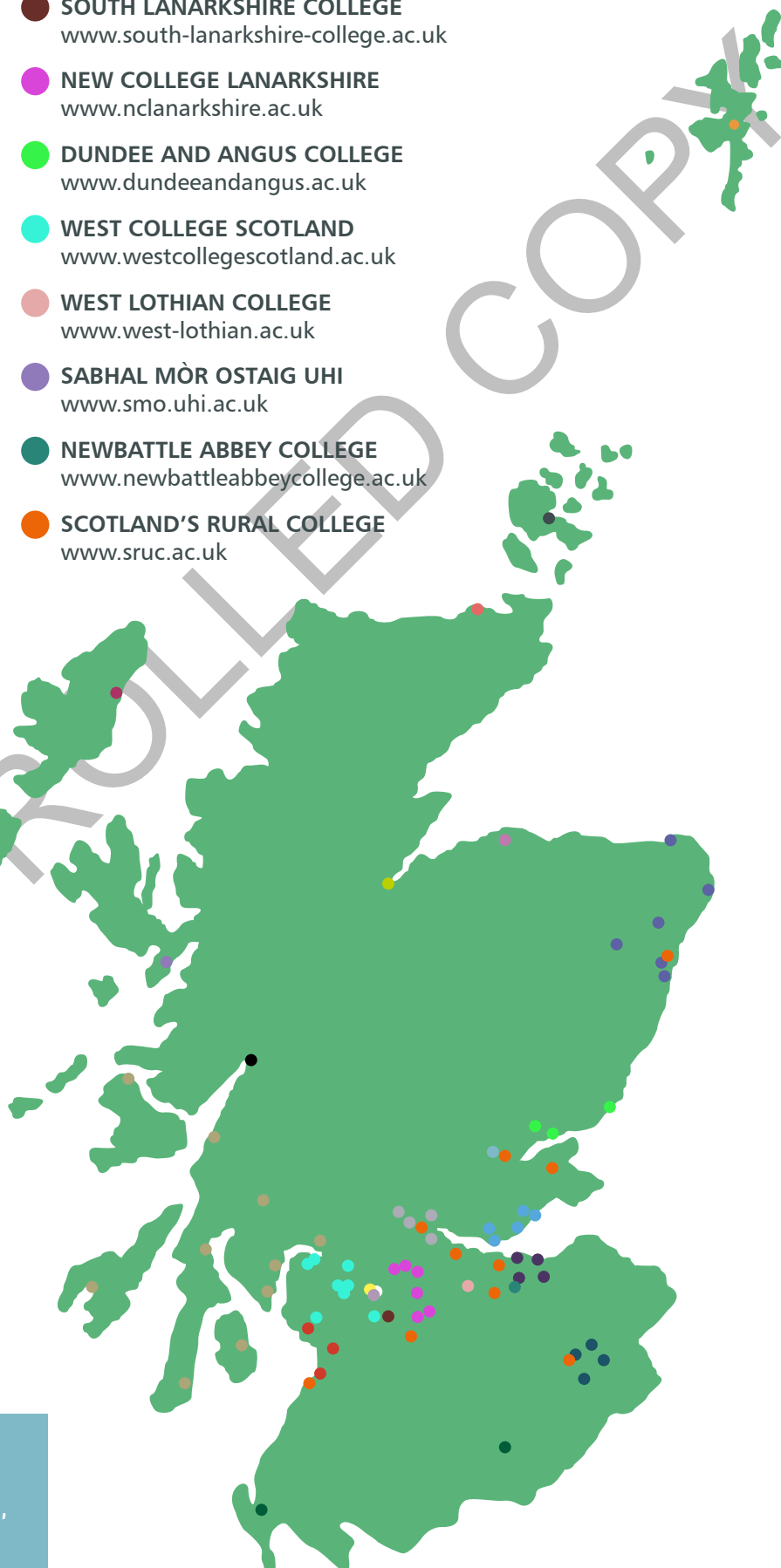
Forth Valley College
Programme of Board of Management Business

		Sep-21	Nov-21	Dec-21	Feb-22	Apr-22	Jun-21
1	Apologies for absence & declaration of interest	✔	✔	✔	✔	✔	✔
2	Minutes of previous meeting & matters arising	✔	✔	✔	✔	✔	✔
3	Minutes of Committee Meetings						
	Audit		✔	✔			✔
	Finance		✔	✔		✔	✔
	HR				✔	✔	
	Learning & Student Experience		✔	✔	✔		✔
	Remuneration	✔					
4	Principal's Report	✔	✔	✔	✔	✔	✔
5	Chairs Update	✔	✔	✔	✔	✔	✔
6	Student Association Report	✔	✔	✔	✔	✔	✔
	STRATEGIC PLAN IMPLEMENTATION						
	Budget 22/23 & 3 year Financial Forecast Return						✔
	Estates Maintenance Strategy		✔				
	FVC Foundation Annual Plan / Grant Applications						✔
	Strategic Plan 2021 -2025		✔				
	Outcome Agreement 21/22		✔				
	Donation to Forth Valley College Foundation				✔		
	SG Budget 22/23 Overview				✔		
	SFC Indicative Allocations 22/23					✔	
	FVSA ALF Application					✔	
	GOVERNANCE						
	Risk Appetite workshop	✔					
	Admincontrol Training	✔					
	Board Secretary Arrangements	✔					
	Honorary Fellowships	✔					
	Review of Strategic Risk Register			✔			
	Annual Report & Financial Statements			✔			
	External Auditor Annual Report & Letter of Representation			✔			
	Audit Committee Chair's Report			✔			
	Board Calendar			✔			
	OPERATIONAL OVERSIGHT						
	Springback	✔	✔				
	Recovery & Futures Programme			✔			
	Review of Risk	✔	✔	✔	✔	✔	✔
	Any other competent business	✔	✔	✔	✔	✔	✔
	FOR INFORMATION						
	Programme of Committee Business	✔	✔	✔	✔	✔	✔
	Board Engagement Calendar	✔					
	CHRISTMAS LUNCH			✔			

Meeting	Academic Year 2021/22					
Board of Management	Thursday 23 September 2021 Falkirk	Thursday pm / Friday am 4 and 5 November 2021 Venue TBC (Strategic Discussion inc overnight stay)	Thursday 2 Dec 2021 Stirling (Morning Meeting and Xmas lunch)	Thursday 24 Feb 2022 Alloa	Thursday 28 Apr 2022 Falkirk	Thursday 23 June 2022 Stirling
Remuneration						
Audit		Thursday 9 Sept 2021 Falkirk	Tuesday 16 Nov 2021 5pm			Thursday 19 May 2022
Finance		Tuesday 21 Sept 2021	Tuesday 16 Nov 2021 4pm		Tuesday 22 Mar 2022	Tuesday 14 June 2022
HR			Thursday 11 Nov 2021		Thursday 21 April 2022	
Learning & Student Experience		Thursday 28 Oct 2021			Thursday 10 Feb 2022	Thursday 9 June 2022
Nominations	As required					