

MEETING OF ARGYLL COLLEGE BOARD OF GOVERNORS

Friday, 13th March 2020 1pm to 3.30pm

Lunch available from 12.30 VC Code 53943

A G E N D A

To be held at CERC, Lochgilphead

'For information' items will be taken as read, unless a governor wishes to raise a specific issue arising from these papers.

ITEM	SUBJECT	STATUS	
20.1.1	Welcome and apologies		
20.1.2	Declarations of Interest & to identify any items deemed confidential 20.1.17 – Confidential Item 20.1.18i – Confidential Item		
20.1.3	Minutes of previous meeting: 13 th December 2019	To approve	Attached
20.1.4	Matters arising (<i>not covered elsewhere in agenda</i>) i) Update on Helensburgh ii) Update on Nursery iii) Update on Oban	To note To note To note	Oral report Oral report Oral report
20.1.5	Chair's Report: Overview of activity and key issues	To note	Oral report
	RESOURCES		
20.1.6	Draft Finance & General Purposes Committee minute of 28 February 2020	To approve	Attached
20.1.7	Management accounts for period to 31 January 2020	To note	Attached
20.1.8	Internal Auditors discussion with Committee on 2019/20 Audit Plan by VC		Oral report

Please send any apologies or questions to Vicky (Secretary to Board): victoria.daveney@uhi.ac.uk / mobile: 07384 246325

20.1.9	Health And Safety (standing item) : H&S issues <ul style="list-style-type: none"> a) Lone Worker Policy b) Health & Safety Policy c) Fire Policy & Arrangements d) Driving Policy 	For approval For approval For approval For approval	Attached Attached Attached Attached
	STRATEGY AND PERFORMANCE		
20.1.10	Principal's Report for period ended 29 February 2020	For consideration	Tabled
20.1.11	Draft minute of Learning, Teaching & Engagement committee held on 28 February 2020	To approve	Attached
20.1.12	Education Scotland progress visit <ul style="list-style-type: none"> • Report from HMIE 	For information	Attached
20.1.13	Early & Further withdrawal KPIs for full time FE courses to date 2019/20 <ul style="list-style-type: none"> • Revised document 	To note	Attached
20.1.14	Update on progress towards targets – 2019/20 <ul style="list-style-type: none"> a) FE Credits b) HE FTEs c) HE FTE predictions for 20/21 	To note	Attached
20.1.15	Update on learning, teaching and enhancement items in last quarter: <ul style="list-style-type: none"> a) Tutor induction process b) British Sign Language (BSL) delivery – Rothesay schools c) NPA Legal Services and NPA Accountancy delivery to schools d) HNC Horticulture – delivery to Borders College e) HNC Social Services 	To note	Attached
	PEOPLE		
20.1.16	Draft minute of HR&R committee meeting of 28 January 2020	To approve	Attached
20.1.17	Summary of Recruitment <ul style="list-style-type: none"> • Quarterly trends report 	To note	Attached
20.1.18	<ul style="list-style-type: none"> i. Confidential Item ii. Terms of Reference – point 1.4v “financial packages in excess of statutory provisions” 	For information To discuss	Attached Attached

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20.1.19	Employee Assistance Programme	For information	Attached
20.1.20	Coronavirus update	For information	Attached
	BOARD GOVERNANCE AND DEVELOPMENT		
20.1.21	Update on recruitment of board members	For information	Oral
20.1.22	AOCB <ul style="list-style-type: none"> a) Business Continuity Plan - review b) Fraud Policy - review c) Accounting Procedures – review d) Fees Policy – review e) Code of Conduct – Remuneration 3.2.2 	For approval For approval For approval For approval To discuss	Attached Attached Attached Attached Attached
20.1.23	Date of next meeting: Committee Meetings – Friday 22 nd May, Location TBC Board Meeting – Friday 5 th June, Location TBC	To note	

Please send any apologies or questions to Vicky (Secretary to Board): victoria.daveney@uhi.ac.uk / mobile: 07384 246325

FINAL VERSION
MINUTES OF MEETING OF ARGYLL COLLEGE BOARD
Held on Friday 13 December 2019 at 1 pm
at Oban and by VC

Present: Andrew Campbell (AMC) Chair, John Colston (JC) Vice Chair, Martin Jones (MJ), Ken Jones (KJ), Scott Matheson (SM), Jim Findlay (JF) by VC, Tony Dalgaty (TD), Jennifer Swanson (JS)

Apologies: Lesley McInnes (LMcl), Gillian McCready (GMC), Amber Crowley (AC), Danjana Ninkovich (DN) HISA Depute, Vicky Daveney (VD) Board Secretary

In attendance: Elaine Munro (EM), Ailsa Close (AEC)

No	Minute	Who	Action	Date
	Welcome and apologies for absence. The Chair welcomed all governors to the meeting. Apologies from Lesley McInnes, Gillian McCready, Amber Crowley, Vicky Daveney and Danjana Ninkovich.			
19.4.1	Declarations of interest & to determine any items as confidential. JF declared his position as a local authority councillor.			
19.4.2	Minutes of the last meeting. These were approved by the board and signed by the Chair as an accurate record of the meeting.			
19.4.3	Matters arising. <ul style="list-style-type: none"> (i) Helensburgh Centre – MJ updated on current position and indicated that he was taking the matter up with UHI Principal. (ii) Riverside premises – AEC confirmed the Riverside premises have been sold. (iii) Nursery – MJ confirmed that discussions have ceased with the interested parties without any possibility of an imminent sale. Discussions with A&BC will be held early in the New Year to update them on the situation. (iv) Oban – staff from WHHA office moving into centre w/c 16th Dec. A room in the centre has been repurposed to enable a flexible teaching space. This will create a saving of over £20k per annum. 	MJ		
19.4.4	Chair's report.			

	<p>The chair provided a report on his recent activity:</p> <ul style="list-style-type: none"> • Chaired meeting of OaUT project, which is coming to the end of its current term. • Meeting on outcomes of Programme Board • FERB effectiveness review • Regional Board meeting • Meeting with Colleges Scotland 			
	RESOURCES			
19.4.5	<p>Draft Joint Audit and Finance & General Purposes Committee Minute of 29 November 2019</p> <p>Minute noted and approved.</p>			
19.4.6	<p>Audit Chair's annual report to the board</p> <p>Report noted. SM noted the internal and external audit reports were clean. Requirement to appoint external auditors. MJ updated that the management accounts were discussed at the recent senior management team meeting.</p>			
19.4.7	<p>Management accounts for year to 31 October 2019</p> <p>Noted</p>			
19.4.8	<p>Audit report from MHA Henderson Loggie and Letter of Representation</p> <p>Approved</p> <p>Typo on front cover of Audit report to be changed.</p>	AEC		
19.4.9	<p>Internal Audit Reports 2018/19</p> <p>Noted</p>			
19.4.10	<p>Health and Safety (standing item): H&S issues</p> <p>Near miss procedure is being implemented – update to next board meeting.</p> <p>KJ asked if the UHI health and safety group is still active.</p>	MJ		
	STRATEGY AND PERFORMANCE			
19.4.11	<p>Principal's Report for Period ended 30 November 2019</p> <p>MJ updated the board on recent activity.</p> <p>Board agreed up to date tabled oral report is preferable at each meeting.</p> <ul style="list-style-type: none"> • Programme Board – moving into second phase looking at four main areas: professional services, operational structure and coherence, funding and staffing. MJ has been allocated to the operational structure and coherence working group. In addition there is a small group looking at EO functions - MJ is the only college principal on this group. • Employers association meeting – attended by MJ and AEC 			

	<ul style="list-style-type: none"> Faslane – dialogue with Royal Navy on-going, recruitment fair last month where college had a presence. Progress has been made on learning and teaching materials, with the materials now available in a format suitable for submariners. MJ reiterated that the college itself does not control content and relies upon wider UHI elements. Royal Navy has also undertaken focus groups with navy personnel who are existing students or recent withdrawals to understand the issues which will feed into further development or enhancement of the materials. Anticipated to be able to offer provision again from September 2020. Meeting with RN arranged for w/c 16th Dec Dialogue with Argyll & Bute Council: Rural Growth Deal workshop in Stirling reviewing aquaculture and how best to strengthen the links between parts of the bid. HIE meeting to discuss support for the college's built environment and in particular the next stage of the marine industry training centre. HIE are being very supportive. 			
19.4.12	Presentation on progress towards new College Strategy MJ presented the outcomes from an Executive Management Team strategy away day centred on seven key priorities for the college. JC welcomed the initial thinking but asked when a written strategy would be produced. MJ indicated a draft strategy, following consultation with more staff would be on the agenda for next board meeting. JS asked about support for staff and how staff engage across a dispersed operation. MJ also outlined proposals to enhance staff induction and to set minimum standards for teaching staff travelling to teach at other centres to ensure face to face engagement with all students within that cohort. JF suggested the college could consider becoming a centre for excellence for virtual and technological communications for education purposes.	MJ		
19.4.13	Draft Minutes of Learning, Teaching and Engagement Committee held on 12 December 2019 Minute noted. MJ noted it was good to have the HISA Depute attend the meeting.			
19.4.14	Education Scotland progress visit – updated enhancement plan and feedback following visit. Noted. Verbal feedback from HMIE at the end of the visit indicated progress towards action points in our enhancement plan was satisfactory. Full report to follow.			
19.4.15	Final KPIs 2018/19 Noted			
19.4.16	Update on progress towards targets – 2019/20 Noted			
19.4.17	Early withdrawal KPIs for full time FE courses to date 2019/20 Noted that early withdrawal has improved by 3 percentage points from the previous year.			
19.4.18	Early student satisfaction survey – 2019/20 Noted			
19.4.19	Update on learning, teaching and enhancement items in last quarter			

	Noted that graduation ceremony will be in Dunoon in 2020. Looking at the possibilities that the event could be live streamed for staff and family members of graduates who cannot attend in person.			
	PEOPLE			
19.4.20	Draft HR & R Committee Minute 29 November 2019 Noted			
19.4.21	Annual HR Report Noted			
19.4.22	Summary of recruitment and HR in last quarter Noted			
19.4.23	Annual Staff Development Report Noted			
	BOARD GOVERNANCE AND DEVELOPMENT			
19.4.24	Board meetings schedule for 2020 Agreed			
19.4.25	Any other business <ul style="list-style-type: none"> Board recruitment – seeking board members with skills, knowledge and experience in finance and accountancy, FE/HE, project management, political knowledge, business sector eg aquaculture Noted that Lesley McInnes has retired from the College Board. AMC to write to Lesley expressing the college's thanks. Ken Jones indicated this was his last board meeting. AMC thanked KJ for his contribution to the board. Noted that this would have been Amber Crowley's last board meeting. The college will be recruiting for a staff representative on the board in January. 	AMC		
	Date of next meeting. 13 March 2020 - venue TBC			
	<p>.....</p> <p>Signed by Chair of meeting</p>	Date.....		

**FINAL VERSION Minutes of the
Finance & General Purpose committee
held at 2.00pm on Friday 28th February 2020
at CERC, Lochgilphead**

Present: John Colston (JC), Chair, Andrew Campbell (AC), Jim Findlay (JF) by VC, Martin Jones (MJ)
Apologies: No apologies
In Attendance: Elaine Munro (EM), Ailsa Close (AEC), Vicky Daveney (VD) (Board Secretary)

No	Item	Action
20.1.1	Welcome – JC welcomed all committee members to the meeting.	
20.1.2	Apologies & declarations of interest. JF declared his position as a local authority councillor.	
20.1.3	Minutes of previous meetings. Minutes of Joint Audit and F&GP meeting on 29 November 2019 were approved (signed at Dec 2019 Board Meeting).	
20.1.4	<p>Matters arising.</p> <p>i) Update on nursery MJ confirmed that the nursery will close at the end of current school year. All avenues have been explored to keep the nursery open with no viable solution. A 3 week consultation period was held with parents and staff during which a meeting was held by MJ for parents to attend, AC and EM also attended. Meetings have also been held with affected staff.</p> <p>Communication with the local press and all relevant parties has been maintained throughout the process. The next part of the agenda is how supportive can the college be to a successor. The college has a strong social conscience and wants the facility to be used as a nursery, and the terms of lease for the land state that it has to be a nursery. JC asked if we will have lost our expertise in running a nursery, MJ said that the college has an important role to play in training childcare practitioners but no longer by running a nursery.</p> <p>JC reminded the committee that MJ was delivering policy approved by the board and his manner of engagement with the board has been good practice. JC also said that media coverage had been well handled by the college. AC thanked MJ and the team for all they had done in relation to the nursery and the meeting with parents.</p> <p>ii) Update on Helensburgh funding draw down MJ due to meet with Crichton Lang and will discuss this. MJ suggested an email from the Chair of the Committee to CL would be helpful.</p> <p>ACTION: MJ to provide JC with main points for email.</p>	MJ/JC

20.1.5	Internal auditors discussion with Committee - postponed until board meeting on Friday 13 th March.	
20.1.6	Management Accounts to 31st January 2020 AEC confirmed there is a surplus of £61k. There has been an increase in creditors but mainly due to deferred grants being received. This reflects the fact that the accounts now follow an Education SORP rather than Charities SORP. There is still a degree of uncertainty due to National Bargaining. . JC asked what the status is with regard to signing up to NRPA. MJ said no further forward at this time but there is still work to be done on compliancy, eg structure of promoted lecturers. There are still some other colleges who haven't signed up. MJ said that there is a need to invest in growth, and the Dunoon portacabin may need replacing at some point in the very near future. JC asked if there is a possibility of bad debts from the nursery. AEC confirmed the nursery income has been reduced instead of forecasting an amount for bad debts.	
20.1.7	Confidential item	
20.1.8	AOCB External Audit Service – mini competition has been put out in collaboration with West Highland College and SMO. The deadline is 16 th March, tenders will be evaluated by 25 th March and will be awarded by 30 th March. JC asked if any cost efficiency is expected. AEC said there wouldn't be a huge efficiency gain. AEC to inform Board who new External Auditor will be at May Board Meeting	
20.1.9	Date of next meeting Committee Meetings – Friday 22nd May, Location TBC Board Meeting – Friday 5th June, Location TBC	
20.1.10	Signed by Chair of Finance & General Purpose Committee	Date

Agenda Item 20.1.7



Management accounts to 31 Jan 2020

The accounts for the first half of the year are showing a surplus of £61k. There has been an increase in our creditors of £581k since the year end. Much of increase in creditors is due to deferred grants being received but not yet expended. The schedule of deferred grants details what these are. We have also received funding in advance for the year which has been included in accruals.

The management accounts have been amended to reflect the layout of the statutory accounts which now follow the Education SORP rather than the Charities SORP.

We have had funding for Credits for the year confirmed at £53k less than last year, but for the same credit target.

Our HE numbers for the year are now likely to come in at 190, so we have reduced the income from that budgeted, but final figures have still to be confirmed. UHI has advised that they will be looking to provide the MicroRam figure in mid-April when previously it has not been agreed until late June/early July. A figure of £160k for the year has been forecast in these figures based on previous years, but we should have an accurate figure for MicroRam in the next set of management accounts to the end of April 2020.

National Bargaining funding has been included at an amount of £1.17m. Continued receipt of this is dependent on the College signing up to NRPA at some point in the near future. Job evaluation process for support staff is commencing in other colleges, but until we are formally signed up for NRPA, the College will not be able to progress with this.

The decision has been taken, for well documented reasons, to close the nursery at the end of June. We will incur redundancy costs and the recovery of some fee income debts may be difficult

The Balance Sheet shows unrestricted reserves at the period end of £1.7m, but this is before any adjustment for pension liability, which for 2018/19 was £815k.

Ailsa E Close
24/02/20

Argyll College UHI Ltd

	Actual 31/01/2020	Budget 2019/20	Expected Outturn 2019/20	
INCOME				
SFEFC SUMs Income	1,322,024	2,697,403	2,644,048	
SFEFC SUM's Income - ESOL	0	0	0	
UHI Income - RAM	268,701	633,235	530,909	Based on HE FTEs at Nov 2019
UHI Income - PGDE	21,729	67,000	47,238	Per UHI
UHI Income - Other	58,787	130,000	128,550	Flatrate £20k, SSC£108550
SAAS Income	29,789	309,000	281,000	Will be lower because of lower HE numbers
ILA Income	5,200	11,000	11,000	
DYW income	35,949	180,000	180,000	
MITC funding	0		21,667	5 months year 1
Modern/Foundation Apprenticeships	19,648		30,000	
Bursary Income/Student support	26,592	50,000	45,000	
Other PPE reimbursement/CITB	0	10,000	0	
Maintenance/Capital Grant income	44,706	80,000	62,027	£15042 is for capital rather than maintenance
ESF	41,254		41,254	Income now agreed and paid by UHI for ESIF credits
Bank Interest Received	96	3,000	3,000	
FE Student Fees	92,181	105,000	100,000	
HE Student Fees - Taught	32,615	20,000	35,000	
Commercial Training Activity	16,082	40,000	30,000	
Commercial Training Activity - CSCS Income	1,500	8,000	3,000	Lower because we had to stop tests in all but 1 centre
Nursery Income - Fees	75,577	0	180,000	Closure from end of June - bad debts likely
Property Lease Income	3,959	0	3,959	Leased building delay in sale
Room/Facility Hire - With Own Insurance	929	1,500	2,000	
Room/Facility Hire - Without Own Insurance	810	500	1,000	
Vending Machine Income	782	3,000	1,500	
Hairdressing Income - General	4,886	9,100	6,500	
Hairdressing Income - Retail	0	0	0	
Hairdressing Income - Other	0	0	0	
Catering Income	4,378	11,500	10,500	
Feed-In Tariff	2,336	6,500	4,000	
Other income	2,119	0	4,000	
National Bargaining Grant funding	535,696	860,000	1,071,392	Incls £64k for Superann
Income from Staff	0	700	700	
Graduation Income	375	550	400	
Branded clothing income	1,002	700	2,000	
	2,649,702	5,236,988	5,481,644	
LESS: EXPENDITURE				
MicroRam	80,000	150,000	160,000	
Staffing Costs - Salaries	699,698	1,200,000	1,417,333	staff costs not included in original budget, backfill for MITC post from Apr 20
Staffing Costs - Employer's NI	56,587	108,000	125,560	
Staffing Costs - Employer's Pension	87,021	168,000	181,744	
Staffing Costs - Maternity Pay	(8,790)	1,000	1,000	
Staffing Costs - Sick Pay	0	10,000	10,000	Costs still to be analysed
Staffing Costs - Travel and Subsistence	5,990	20,000	20,000	
Staffing Costs - Training	1,240	6,000	6,000	
Staffing Costs - Disclosure	349	1,000	1,000	
Staffing Costs - Recruitment	360	15,000	3,000	
Staffing Costs - Other	9,402	0	20,000	Redundancy costs for Nursery staff
Teaching Staff Costs - Salaries	856,383	1,677,040	1,713,000	Reforecast in line with mid year costs
Teaching Staff Costs - Employer's NI	67,007	150,934	134,000	Reforecast in line with mid year costs
Teaching Staff Costs - Employer's Pension	156,216	335,408	313,000	Reforecast in line with mid year costs
Teaching Staff Costs - Maternity Pay	0	1,000	1,000	
Teaching Staff Costs - Sick Pay	0	10,000	10,000	Costs still to be analysed
Teaching Staff Costs - Travel and Subsistence	5,884	12,000	12,000	
Teaching Staff Costs - Training Other	4,092	12,000	12,000	
Teaching Staff Costs - Disclosure	403	1,300	1,300	
Teaching Staff Costs - Recruitment	0	3,000	3,000	

Teaching Staff Costs - Other	18,935	12,000	38,000	Predominantly cost of subcontractors for Maritime courses
Payments to Subcontractors	27,568	65,000	80,000	Additional costs for Nursery secondment and external contractors
Learning Resources/Matls	34,390	60,000	60,000	
Student PPE/Kit	8,510	20,000	20,000	
Payments to Awarding Bodies - SQA	8,261	60,000	60,000	
Payments to Awarding Bodies - CITB	1,674	5,000	5,000	
Payments to Awarding Bodies - BCS	4,955	8,000	8,000	
Payments to Awarding Bodies - Activ Training	1,268	3,500	3,500	
Apprenticeship levy	7,724	16,000	16,000	
Marketing and Promotion	18,595	50,000	50,000	
Health and Safety Costs	10,690	25,000	25,000	
Non Chargeable Catering Costs	1,693	5,000	5,000	
Property Costs - General maintenance	30,819	70,000	70,000	
Property Costs - Lease Costs	20,817	72,000	57,500	Move from WHHA back to Centre in Dec
Property Costs - Venue Costs	2,392	10,000	10,000	
Property Costs - Rates and Water Charges	700	17,000	17,000	
Property Costs - Utilities	42,390	80,000	80,000	
Property Costs - Cleaning	18,632	30,000	30,000	
Property Costs - Other Property Costs	3,012	4,000	4,000	
Insurance	26,724	31,000	31,000	
ICT Maintenance and Support	62,409	117,000	117,000	
Equipment repairs	2,471	5,000	5,000	
Equipment Lease Costs	23,625	40,000	40,000	
Company Vehicle Costs - Fuel	1,570	5,000	5,000	
Company Vehicle Costs - Repairs and Maintenance	2,554	3,000	3,000	
Company Vehicle Costs - Road Tax	30	300	300	
Company Vehicle Costs - Other	2,240	40,000	40,000	
Supplies and Copying	9,281	10,000	20,000	
Postage	2,892	7,000	6,000	
Telecoms	2,978	18,000	18,000	
Other expenses	1,714	4,000	4,000	
Donations	154	0	500	
Subscriptions	12,550	27,000	27,000	
Professional Fees - Audit and Accountancy	12,210	20,000	20,000	
Professional Fees - Legal	11,723	12,000	30,000	
Professional Fees - Other	899	5,000	5,000	
Payments To/On Behalf of Students - Travel & Subsistence	9,575	20,000	20,000	
Payments To/On Behalf of Students - Hardship	2,507	10,000	10,000	
Payments To/On Behalf of Students - Disclosure	147	3,000	3,000	
Payments To/On Behalf of Students - Graduation	5,522	5,000	7,000	
Payments To/On Behalf of Students - Other	40	3,500	3,500	
Governance Costs - Travel & Subsistence	55	1,500	1,500	
Governance Costs - Other	228	500	500	
Bank Charges	480	550	550	
Loan Interest - BoS Fixed Rate	0	2,000	2,000	
Bad debts	0	1,500	1,500	
Vending Machine Costs	1,131	5,000	2,300	
Hairdressing Supplies - General	125	8,500	500	
Hairdressing Supplies - Retail	0	0	0	
Hairdressing Costs - Other	36	400	400	
Food Purchases	6,413	15,000	15,000	
	2,487,151	4,914,932	5,223,487	
Operating surplus	162,551	322,056	258,157	
Non Capital Fixed Assets	8,846	40,000	40,000	
Depreciation	92,500	185,000	185,000	
Net surplus/(deficit) for the year	61,205	97,056	33,157	

Argyll College UHI Ltd
Statement of Comprehensive Income
For the period ended 31 Jan 2020

	Actual 2019/20 £	Reforecast 2019/20 £	2018/19 £
Income			
SFC grants	1,857,720	3,715,440	3,616,214
UHI grants	355,178	649,978	630,334
Tuition fees and education contracts	179,433	457,000	872,390
Other operating income	159,694	463,226	340,250
Commercial training activity	17,582	33,000	51,534
Release of deferred capital grant	0	0	126,188
Investment income	96	3,000	7,145
Total income	2,569,702	5,321,644	5,644,055
Expenditure			
Staff costs	1,960,777	4,022,937	4,236,833
Other operating expenses	454,740	1,076,500	1,250,050
Depreciation	92,500	185,000	184,842
Interest and other finance costs	480	4,050	9,720
Total expenditure	2,508,497	5,288,487	5,681,445
Income/(Deficit) before other gains and losses	61,205	33,157	(37,390)
Impairment loss	0	0	(122,639)
Total comprehensive income for the period	61,205	33,157	(160,029)

Argyll College UHI Ltd
Balance Sheet
As at 31 Jan 2020

	31/01/2020	2018/19
Tangible fixed assets	3,842,091	3,836,896
Debtors		
Trade debtors	96,411	18,282
Other debtors	124,046	130,635
	<u>220,457</u>	<u>148,917</u>
Cash at bank	2,267,513	1,701,517
	<u>2,487,970</u>	<u>1,850,434</u>
Creditors <1yr		
Trade Creditors	27,868	115,704
Bank Loans	2,964	15,105
Accruals	907,583	553,633
Deferred Grants	3,504,438	3,171,082
Tax & Social Security creditor	58,499	67,017
Other creditors	60,034	57,319
	<u>4,561,386</u>	<u>3,979,860</u>
Net current assets	(2,073,416)	(2,129,426)
Net Assets	<u><u>1,768,675</u></u>	<u>1,707,470</u>
Reserves		
Unrestricted funds	1,707,470	1,707,470
Comprehensive income for the period	61,205	0
	<u><u>1,768,675</u></u>	<u>1,707,470</u>

Argyll College UHI Ltd
Deferred grants
For the period ended 31 Jan 2020

	Balance at 1 August 2019 £	Recd in year £	Balance at 31 Jan 2020 £	
Capital Reserve	3,125,665	73,882	3,199,547	Capital grants recd by the college since its inception being w/o in line with depreciation
Beam Suntory (Laphroaig Fund)	7,289	0	7,289	Funds rec'd from Laphroaig Distillery for courses in Islay
Princes Trust	10,000	0	10,000	Dates back to Fraser Durie's first year
A & B Council MITC funding	0	52,000	52,000	Funding for Maritime Industry Training Centre for 1 year
Scottish Govt Greenfleet	14,446	98,014	112,460	Funding for lease of 9 electric vehicles
Foundation Scotland	2,000	0	2,000	Funding for courses in Islay
Muir of Laurieston Trust	11,682	0	11,682	Funding for tractor for agriculture courses in Campbeltown, w/o in line with depreciation
Campbeltown Legacy		46,590	46,590	New fund for educational activities in Campbeltown area, legacy bequest
Islay alterations		56,514	56,514	Backlog maintenance grant, work not commenced as yet
Hardy PL Society Bursary		6,356	6,356	Funding for horticulture visits
	<u>3,171,082</u>	<u>333,356</u>	<u>3,504,438</u>	

Health and Safety Policy

of



Main office address:
West Bay
DUNOON
Argyll
PA23 7HP

Tel: 01631 559500

Written in accordance with the requirements of

The Health and Safety at Work etc. Act 1974, Section 2(3)
The Management of Health and Safety at Work Regulations 1999 Regulation 5
The Fire Safety (Scotland) Regulations 2006, Regulation 10

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Health and Safety Policy Statement

It is the aim of Argyll College UHI Ltd to minimise the risk of injury or ill health to any person who may be affected by our work activities and the Board of Directors are firmly committed to achieving the standards set out within this policy. High standards of health and safety go hand-in-hand with our ethos of providing a high quality educational experience to our students.

The responsibility for implementing this policy is shared between the Principal and Depute Principal, board directors, managers and staff.

As a College of further and higher education it is important to us to provide a safe environment in which our students can learn and in which our tutors can teach. We are also particularly aware of the need to ensure the safety of customers when the College provides services to the public, in support of our courses.

In particular, Argyll College UHI Ltd will: -

1. Accept its legal responsibilities for securing the health, safety and welfare of all its employees, students and all others affected by their activities;
2. Provide and maintain safe and healthy working conditions, so far as is reasonably practicable and taking account of any statutory requirements;
3. Provide information, instruction, training and supervision to enable staff and students to make a positive contribution to their own safety. Such information will include drawing this policy to their attention at induction;
4. Undertake risk assessments of our activities and implement the identified control measures including safe systems of work;
5. Ensure that all vehicles and work equipment are suitable for purpose and properly maintained;
6. Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
7. Make available all necessary protective clothing and equipment and monitor its correct use;
8. Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety;
9. Ensure that any building work is managed in accordance with our client duties under the Construction (Design and Management) Regulations 2015;
10. Be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health;
11. Promote a positive health and safety culture within the organisation, in particular through managers consulting with employees on health and safety decisions.

It is the responsibility of the board and Principal to monitor the implementation of this policy and to ensure that adequate resources are provided, including appointing competent external advisors. The College will carry out an annual review of this policy to ensure that the policy is up-to-date and that it takes into account the current activities and premises of the organisation.

Signature:

Date:

Signature:

Date:

Martin Jones
Principal

Andrew Campbell
Chair

Argyll College

Organisation for Safety, Health and Welfare

The Board is responsible for oversight of the organisation's policy on health, safety and welfare and compliance with statutory obligations.

The Board has appointed Tony Dalgaty as the board member with responsibility for health and safety. This post holder has responsibility for overseeing that the board acts as described in this policy. All board members however, continue to hold individual and collective responsibilities for their own decisions and actions.

The Board has a particular responsibility to:

1. Lead by good example, acting promptly where deficiencies are identified.
2. Attend training periodically in order to maintain awareness of legal requirements for health and safety and the responsibilities of directors.
3. Make suitable financial provision and allocate other resources as necessary to implement the health and safety policy.
4. Ensure that competent health and safety advice is available to the organisation to meet the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Regulation 17 of the Fire Safety (Scotland) Regulations 2006.
5. Include health and safety as a regular agenda item at all Board meetings, receive reports from the Principal on current health and safety concerns and allocate responsibility for following up necessary actions.
6. Ensure that health and safety is taken into account and that board decisions are consistent with the objectives of this policy.
7. Initiate a programme of monitoring and audit to provide feedback to the board on the level of adherence to the organisation health and safety policy and the adequacy of that policy. At least once per year, formally review the health and safety performance of the organisation.
8. Ensure that the health and safety policy is reviewed on an annual basis.
9. Ensure that where it is intended to undertake a new type of course, take on new premises or other significant change, an assessment is made of any necessary health and safety requirements relating to the change and arrangements are made to implement any necessary action as part of the overall business plan.
10. Oversee the work of the Principal, checking that the responsibilities assigned are being fulfilled.

<https://www.argyll.uhi.ac.uk/t4-media/one-web/argyll/about-us/structure-and-policies/Organisation-chart>

The Principal has overall responsibility for the delivery of services and the supervision of staff. In particular, the Principal will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Inform the board if there are insufficient resources to meet statutory requirements for health and safety or the intentions of this policy.
3. Appoint the organisation's external health and safety advisor and any other specialist advisors as required.
4. Table at the board meeting a report on health and safety performance at least once per year, and in the intervening time report to the board on current health and safety matters.
5. Endorse and table at the board meeting, an annual health and safety action plan and an outline of the resources required to implement it.
6. Report to the board, a summary report of accidents and incidents once per quarter, and where an incident caused or had the potential to cause, serious injury or death, report the matter immediately to the Chair of the board.
7. Advise the board on significant health and safety issues which have arisen or which are anticipated.
8. Update the board on key changes in legislation and industry health and safety standards and propose action which the College should take in order to comply.
9. Ensure that this policy is reviewed annually and at other times as necessary to take into account changes within the organisation, the work activities or legislation and guidance.
10. Ensure that policies for recruitment and staff management are compliant with legislation for health, safety, child and adult protection, and equality.
11. Ensure that managers reporting directly to the Principal are only given tasks for which they are competent, are aware of their health and safety responsibilities and that adequate manpower is provided for the safe completion of tasks.
12. Ensure that any proposal to the board for a new course, premises or other significant change, includes sufficient information on health and safety risks, compliance criteria, resourcing etc. to enable the board to adequately assess the health and safety implications.
13. Periodically review that the Financial Director fulfils the responsibilities under this policy.

The Financial Director has responsibility for the day to day development and delivery of the health and safety management system. In particular, the Financial Director will

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Assist the Principal in the selection of the organisation's external health and safety advisor and any other specialist advisors as required.
3. Take the lead role in responding to any enforcement activity or correspondence from the Health and Safety Executive, Local Authority or Fire and Rescue Service.

4. Oversee the health and safety standards and practices of the organisation to ensure that they meet the requirements of this policy.
5. Update the Principal in a timely manner of any serious health and safety concerns or incidents.
6. Ensure that staff selection processes include a check that qualifications, skills and attitudes of staff are consistent with the high health and safety standards expected.
7. Ensure employees reporting directly to the Financial Director are aware of their specific health and safety responsibilities and monitor that those responsibilities are fulfilled via the staff appraisal system.
8. With the assistance of the Health and Safety Advisor, provide a draft update of this policy to the Principal on an annual basis and ensure that College policies and procedures relating to health and safety, are developed and periodically reviewed, revised and reissued as necessary.
9. Ensure that insurance arrangements, meeting the requirements of the Employers' Liability (Compulsory Insurance) Regulations, are maintained.
10. Ensure (1) that minimum standards of health and safety training are established for key roles with refresher periods identified; (2) that where relevant, central training programmes are established; and (3) there is an effective system for identifying and delivering appropriate skills/ health and safety training to individual employees specific to their role, both on starting employment and when their job role or work activities change.
11. At least once per year, and every time that the policy is amended, circulate the health and safety policy by email to all staff and tutors.
12. Ensure that management practices relating to working hours, driving hours, employment of children and young persons, work experience and arrangements for pregnant employees, meet statutory requirements.
13. Ensure that there is a system in place for the reporting and investigation of all accidents, near misses and cases of ill health that are alleged to be work related, including the prompt escalation of reports when an incident has had, or had the potential for, a serious adverse outcome.
14. Ensure that there is a system in place for the completion of risk assessments in accordance with statutory requirements and that an audit programme is implemented to ensure that these are carried out as required.
15. Ensure that effective arrangements are in place for the selection of competent contractors including checks to reassure the College that the contractor is adequately resourced and capable of undertaking the proposed works safely. Additionally the Director will ensure that there are arrangements to monitor that the work is undertaken in a safe manner and to remove contractors from the approved list where necessary.
16. Implement a health and safety monitoring and audit programme with the assistance of the Health and Safety Advisor.
17. Provide to the Principal, an annual report on health and safety performance, and an annual health and safety action plan (including an indication of resourcing required), in order that he can table the reports to the board.
18. Inform the Principal if there appear to be insufficient resources to meet the objectives of this policy.
19. Ensure that the Principal is informed of the health and safety implications of any prospective new courses, premises or other planned changes, and of any changes in legislation.

20. Ensure that managers reporting directly to the Financial Director are only given tasks for which they are competent, are aware of their health and safety responsibilities and that adequate manpower is provided for the safe completion of tasks.
21. Ensure that any proposal to the Principal or board for a new course, premises or other significant change, includes sufficient information on health and safety risks, compliance criteria, resourcing etc. to enable the board to adequately assess the health and safety implications
22. Periodically review that the Head of Property fulfils the responsibilities under this policy.

The Head of Property supports the Financial Director by coordinating health and safety management activities within the College. They will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified
2. Keep the external health and safety advisor and any other specialist advisors informed of any relevant changes to the organisation, its activities or premises.
3. Initiate a review of this policy on an annual basis with the assistance of the health and safety advisor, and more frequently where appropriate e.g. as a result of changes within the organisation, the work activities or legislation and guidance.
4. Ensure that disclosure checks are undertaken of College staff where applicable.
5. Ensure employees reporting directly to the Head of Property are aware of their specific health and safety responsibilities, by explaining their responsibilities as set out within this policy.
6. Oversee the delivery of any skills and health and safety training programme put in place by the College.
7. Implement management systems which ensure compliance with regulations relating to working hours, driving hours, employment of children and young persons, work experience and the work of new or expectant mothers.
8. Chair the Health and Safety Committee, ensuring that it has a constitution reflecting the legal requirements for health and safety consultation, and operates in accordance with that constitution.
9. Maintain health and safety information systems so that policies, procedures and other relevant information are available to managers, tutors, staff and students as applicable.
10. Oversee arrangements for the reporting of all accidents, near misses and cases of ill health that are alleged to be work related. Investigate such incidents, seeking assistance from the health and safety advisor where necessary, and ensure that statutory reports are made in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
11. Oversee that risk assessments are undertaken as required and reviewed periodically. Instigate an audit programme to monitor that these are completed and enacted, seeking assistance from the organisation's health and safety advisor as required. (The risk assessments required include general risk assessment covering all activities and specific risk assessments where appropriate, e.g. for manual handling, the use of hazardous substances, fire safety, food safety, noise, vibration, display screen use and other areas as identified. Implement a system for the auditing of work placements.
12. Ensure that there are adequate arrangements in place for vetting work placement hosts.

13. Ensure that the College has a policy on the provision of spectacles where required by employees who are users of display screen equipment, and for encouraging them to receive regular eye tests.
14. In respect of any building the College occupies:
 - a. Ensure that building fabric and services are maintained in a safe condition.
 - b. Ensure that fixed wiring installations receive a periodic inspection and test by a SELECT or NICEIC registered electrician at the intervals recommended by the IET wiring regulations and arrange for an annual visual check of condition by someone with appropriate competence.
 - c. Arrange for the testing of all portable electrical equipment provided for use in College' activities using competent internal staff or external electricians according to an agreed schedule and using calibrated equipment.
 - d. Ensure that a fire risk assessment is available and up to date for any premises occupied by the organisation, with the Health and Safety Advisor informed of planned alterations which affect the assessment in order that it can be updated.
 - e. Ensure that fire extinguishers are serviced on an annual basis, the fire alarm and emergency lighting are subject to weekly/ monthly testing respectively and that the alarm system is subject to a service contract.
 - f. Ensure that where premises were constructed prior to the year 2000, that there is an asbestos survey available on site, and that where asbestos is found to be present, there is a management plan and monitoring programme for dealing with it.
 - g. Ensure that there is a legionella risk assessment and water hygiene monitoring and maintenance programme for each premises.
15. Ensure that arrangements are in place for statutory examination as necessary, e.g. pressure systems/ vessels, passenger lifts, lifting equipment and fume/ dust extraction equipment.
16. Ensure that there are adequate arrangements for the maintenance and periodic inspection of gas systems by GasSafe Registered Engineers;
17. Ensure that when statutory inspection reports are received, any corrective action identified is undertaken in the time scale specified, or that the plant is taken out of service;
18. Ensure that procedures are in place to comply with the Construction (Design and Management) Regulations 2015 during the planning and management of construction and alteration works.
19. Ensure that any design and specification work carried out by the organisation in respect of new buildings or alterations, takes into account the safety of those using and maintaining the installation/ equipment thereafter.
20. Oversee the purchase of equipment and materials, and that limitations are placed on the use of staff's own tools, to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied.
21. Ensure that for equipment or materials purchased from outside the EU and the organisation is the 'importer' adequate arrangements are made to ensure that EU product safety legislation and material labelling requirements are met.

22. Ensure that the process for purchasing work equipment, vehicles and personal protective equipment includes an assessment to check that the items supplied are suitable and safe for the intended purpose and there are resources and procedures to keep them properly maintained.
23. Ensure that all hazardous substances purchased from suppliers are supplied with up to date product safety data sheets, that a COSHH assessment is requested from the Health and Safety Advisor and that both COSHH assessments and data sheets these are made available to staff and managers.
24. Ensure that where hazardous or dangerous substances are purchased that there are adequate safety arrangements for their storage, transport and disposal.
25. Oversee the implementation of the no smoking policy which must be applied within all buildings and College' vehicles.
26. Ensure that a first aid needs assessment is undertaken for each permanent location and oversee that there is suitable first aid equipment and training.
27. Ensure that the current certificate of Employers Liability Insurance is circulated to all Centre Managers at the renewal date for display at each Centre.
28. Ensure that prior to authorising anyone to drive on College business that a check is made that they have the relevant licence. Also to ensure that the licence check is repeated periodically in accordance with the driving policy and that the risks of driving are assessed.
29. Maintain records of (1) staff training, disclosure checks, qualifications and (2) premises/ fixed equipment records including safety tests, inspections and certifications.
30. Seek the advice of the College' Health and Safety Advisor before work involving hazardous materials, building alterations, demolition work, roof work, or work involving scaffolding, fork lift trucks, cranes, new lifting equipment, or powered access equipment.

Centre Managers and others who have been allocated with premises responsibilities will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Ensure that an up to date copy of the Health and Safety Law poster and the current certificate of Employers Liability Insurance is displayed where they can be seen by all staff.
3. Ensure that if responsibilities are delegated, staff receive the necessary instruction to undertake the tasks competently and ensure that any employees under their control are adequately supervised.
4. Monitor that premises health and safety rules, including smoking restrictions, are enforced.
5. Ensure that health and safety inductions are completed for all students and staff based at the Centre and that as part of this process that the current health and safety policy is drawn to their attention.
6. Ensure that there are sufficient trained first aiders/ appointed persons at the location in accordance with the first aid risk assessment, monitor the dates when re-training is due and report to the Head of Property any shortfalls in numbers or training.
7. Check the contents of first aid boxes on a quarterly basis, ensuring they are fully stocked and that there are no items, other than first aid equipment, contained.

8. Carry out weekly health and safety inspections and recording the results within the relevant section of the site health and safety file.
9. Ensure that periodic testing is undertaken as advised within the health and safety file, and the results recorded, including a weekly test of the fire alarm, fire drills at least termly, monthly emergency lighting check, monthly check of any panic alarm and annual inspection of 'maintenance free' extinguishers.
10. Report any defects which cannot be safely dealt with immediately, to the Head of Property.
11. In the event of an accident, near miss or case of occupational ill health, ensure that the Head of Property is informed as quickly as possible and that when applicable, an accident report is completed.
12. Ensure that they or their staff (1) meet contractors; (2) ask them to sign in, and sign out when they leave (3) brief them on the fire procedure and local health and safety rules; (4) discuss the work to be carried out; (5) make arrangements to safely accommodate the work; (6) issue a permit to work if requested to do so by the Head of Property; (7) report any immediate concerns or difficulties to the Head of Property; (8) monitor that the contractor works within the scope and area agreed; (9) where possible to do so, and when there is safe access, check the quality of the work and report back to the Head of Property.
13. Prevent their staff from attempting to undertake maintenance or repair work, unless staff are competent and the work has been authorised by the Head of Property.
14. Prohibit access to parts of the premises where safe access is not in place.
15. Ensure that all portable electrical equipment belonging to the College and located at the Centre, is made available to the contractor undertaking portable appliance testing.
16. Coordinate routine cleaning of the premises and oversee opening and locking-up routines, safe use of vehicle charging equipment and the safe use of the premises in general.
17. Report to the Head of Property, any health and safety concerns which could affect the College at other locations and also any concerns which cannot be resolved easily and quickly, locally.
18. Ensure that staff and tutors based at the premises understand procedures for fire emergencies including their role in fire marshalling if applicable and arrangements for calling the fire brigade.
19. Ensure that food preparation and catering arrangements meet food hygiene standards.
20. Inspect any ladder, step ladder or hop-up on an annual basis and record the result in the health and safety file.
21. Read and understand the asbestos survey applicable to the premises, ensure that the recommendations of the asbestos management plan are implemented, ensure that staff and contractors are made aware of the locations where asbestos containing materials have been found and that measures are implemented to prevent disturbance.
22. Read and understand the contents of the legionella risk assessment for the premises, ensure that the recommendations of the action plan are implemented, including routine monitoring and temperature checks, record the outcome of monitoring and inspections in the legionella log book and inform the Head of Property of any problems including temperatures which are outside of the prescribed range.

23. Promptly inform the Head of Property of any visits of enforcing authority inspectors so that a coordinated response to any issues raised can be made.
24. Ensure a general risk assessment is completed for the premises, that the findings are implemented and the assessment is kept up to date.
25. Implement the findings of the fire risk assessment to the extent that the recommended actions are within their control, and keep a copy of the fire risk assessment, annotated with the progress made, in the health and safety file.
26. Ensure that staff under their control complete workstation assessments, and where any actions are delegated back to the Centre Manager, implement such actions as are requested.
27. Ensure that there are applicable manual handling and COSHH assessments for relevant activities within their control, that findings are implemented and the documents are kept up to date. Maintain a register of hazardous substances together with the safety data sheet and COSHH assessment for each one. Also retain copies of manual handling assessments.
28. Ensure that where new fixed equipment is installed, a risk assessment is undertaken to cover the risk posed to staff and students from the equipment.
29. Provide such information as may be requested by the Head of Property, in respect of the location, equipment and any safety checks undertaken.

Heads of Curriculum, all Curriculum Leads and others who have been allocated with responsibility to oversee the work of staff or tutors will:

1. Promote an interest and enthusiasm for health and safety, lead by good example and act promptly where deficiencies are identified.
2. Ensure that if responsibilities are delegated, the necessary instruction is given to enable tasks to be carried out competently.
3. Adequately supervise employees under their control.
4. If responsible for catering activities, ensure that food hygiene legislation is complied with and that the HACCP and associated records are present and up to date.
5. Monitor that premises or course health and safety rules, and the requirements identified within applicable risk assessments, are enforced.
6. Ensure that first aid risk assessment/s for premises used take into account the risks arising from course activities. Where a course takes place away from fixed premises, ensure that first aid equipment and where appropriate, trained personnel, are available.
7. Ensure that a check is made on the contents of first aid boxes kept for mobile activities, regularly, or prior to each activity as appropriate, to ensure they are fully stocked and that there are no items, other than first aid equipment, contained.
8. Report any defects which cannot be safely dealt with immediately, to the Centre Manager or Head of Property as appropriate.

9. In the event of an accident, near miss or case of occupational ill health, ensure that the Head of Property is informed as quickly as possible and that when applicable, an accident report is completed.
10. Ensure that all portable electrical equipment belonging to the College is made available on request for portable appliance testing.
11. Report to the Head of Property, any health and safety concerns which could affect the College at other locations or in other fields and also any concerns which cannot be resolved easily and quickly, locally.
12. Familiarise with the hazards and precautions identified within relevant risk assessments for the premises where the curriculum lead's courses take place (see H&S file at Centre office).
13. Promptly inform the Head of Property of any contact from enforcing authority inspectors so that a coordinated response to any issues raised can be made.
14. Ensure a general risk assessment is completed for each of the courses under their jurisdiction, that the findings are implemented and the assessment is kept up to date.
15. Ensure that staff under their control complete workstation assessments, and where any actions are delegated back to the Centre Manager, implement such actions as are requested.
16. Ensure that there are applicable manual handling, noise, vibration and COSHH assessments for relevant activities within their control, that findings are implemented and the documents are kept up to date. Maintain a register of hazardous substances together with the safety data sheet and COSHH assessment for each one. Also retain copies of all other assessments.
17. Ensure that trip risk assessments are completed prior to any excursion.
18. Provide such information as may be requested by the Head of Property, in respect of the course, risk assessments, training and other applicable aspects of health or safety.

All staff and tutors will:

1. At all times, take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities, whilst they are at work.
2. Conduct general risk assessments of activities under their control when requested to do so, by using the appropriate College' form, and in accordance with any guidance or training provided, seeking further assistance from the Health and Safety Advisor as needed.
3. Familiarise themselves with risk assessments completed by others which are applicable to their work and implement the precautions and safe methods of work identified in the assessments.
4. Ensure that students or staff under their control understand the hazards of applicable activities and the precautions required in order to protect themselves and others from harm, including any risk control measures identified within risk assessments.
5. Comply with organisation instructions and procedures relating to health and safety and make full and proper use of any protective or safety equipment provided.
6. Enforce the health and safety rules and requirements which apply to activities under their control including the health and safety rules set out in this section and the one below (for students).

7. Stop work and report to the manager any serious danger to health or safety, or defects in structures or equipment, or safety procedures that come to their notice and which they cannot immediately rectify.
8. Attend health and safety training and cooperate with any risk assessment, training or other safety programme.
9. Report to the manager any incidents which have led, or might have led, to injury or damage.
10. Look after personal protective equipment, storing it so that it does not become damaged and reporting loss or damage.
11. Not interfere with or misuse anything provided to safeguard their health and safety.
12. Carry out pre-use inspections of vehicles/ equipment and record such checks as requested.
13. Ensure that all equipment in use is in a serviceable condition and has received necessary inspection.
14. Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the organisation.
15. Not use defective equipment and ensure that it is withdrawn from service immediately.
16. Never use a hand-held mobile phone whilst driving on the public road and to restrict the use of hands-free phones to short essential communications only, when conditions allow such calls to be taken without danger.
17. Not work under the influence of alcohol or drugs.
18. Only smoke in designated external areas, safely disposing of smoking materials in the bins provided.
19. Follow the fire procedure.

All students must:

1. Take care of their own safety and the safety of others when on College premises or taking part in College activities.
2. Follow safety instructions including wearing protective clothing and using safety equipment provided.
3. Stop work and report to the tutor if there is an accident or a possible danger to health or safety.
4. Listen during health and safety instruction.
5. Look after personal protective equipment, storing it so that it does not become damaged and reporting loss or damage.
6. Not interfere with or misuse anything provided to safeguard their health and safety.
7. Not engage in horseplay or pranks which put others at risk of harm.
8. Only use equipment which they have been authorised to use and enter areas they have been given permission to access.
9. If permitted to use work equipment such as hand tools or powered equipment, to check its condition before use, including in the case of electrical equipment, a check of the lead and plug for damage.

10. Not use defective equipment and ensure it is reported immediately.
11. Use equipment, materials or substances in accordance with instruction provided.
12. Not attend the College or a course when under the influence of alcohol or drugs.
13. Only smoke in designated external areas, safely disposing of smoking materials in the bins provided.
14. Leave the building and go to the assembly point if the fire alarm sounds (unless informed by staff that the alarm is being tested and that you are not required to leave).

Arrangements for Safety, Health and Welfare

This section sets out the health and safety management system and the way in which specific issues are dealt with.

Policy and Standards

The Board has agreed a statement of health and safety policy as shown at the start of this document. The organisation's policy and all actions taken in relation to health and safety are based on established industry standards, nationally issued guidance or codes of practice and specific legislation. Where the organisation does not have specific procedures for the control of a particular hazard it is our intention to apply these national standards.

Organisation

Our organisation statement that precedes this section is approved by the Board and reviewed annually, or more frequently where needed, for example in the event of changes to the organisation structure.

All persons working for the organisation have clear responsibilities set out in this document for health and safety. Where a staff member has specific health and safety responsibilities, fulfilment of those responsibilities is measured during audits, through annual appraisals and through ongoing monitoring by managers.

Competent health and safety advice is provided in support of our management team by an external Health and Safety Advisor. We also intend to make use of other specialist advisors and services as and when required.

Occupational Health

When inviting candidates for interview we check whether any special arrangements are necessary in order for them to be able to attend. After making a job offer, we ask whether any adjustments are needed to accommodate the employee and where appropriate arrange for assistance from an Occupational Health Advisor to assist us in specifying those adjustments. Similarly we obtain such assistance in the event of an existing employee developing a health condition for which reasonable adjustments appear necessary.

All staff and tutors are encouraged to report any health concerns which they feel are associated with or made worse by work. Such reports will be treated confidentially and occupational health assistance will be sought as needed.

Risk assessments are undertaken for new and expectant mothers at work, by our Health and Safety Advisor initially. Where occupational health support would be of benefit this is identified in the assessment.

The Health and Safety Advisor also provides one-to-one support for those experiencing health concerns associated with the use of display screen equipment.

None of our current activities create a hazard which would require statutory health surveillance but this will be kept under review.

Confidential medical details are held in the strictest confidence and will only be disclosed to the line managers, with the prior consent of the employee. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the relevant managers to avoid putting the employee, or others, at risk.

Competence and Training

All employees and students are to be inducted in the contents of this policy by a designated staff member at each Centre.

Training needs are reviewed at recruitment of new starters and on an ongoing basis as a result of risk assessments, through site inspections and where new legislation or standards lead to additional training needs.

A programme of job-related training is implemented in order to ensure that all employees have the necessary skills and knowledge to work safely.

Specific health and safety training will be provided for employees, as appropriate to their role, for example, as applicable, first aid training, fire marshal training, manual handling training and training in the use of hazardous materials. Such training will be provided either by the Company's appointed health and safety consultancy, or by another specialist provider. The Staff Development Committee is responsible for co-ordinating training arrangements.

Contractors, Construction and Maintenance

Where contractors are engaged, steps will be taken to establish that they are competent to undertake the work safely; essential health and safety information will be exchanged prior to them starting work; and the safety of their working methods will be monitored.

Contractor management, including the management of construction works will be subject to a stand-alone policy.

Consultation

The College has a health and safety committee which includes staff representation. The minutes of meetings are circulated via email and are available to view on Sharepoint. The health and safety committee constitution and operations will be the subject of a stand-alone policy document.

In addition, health and safety is a standing item on all team meeting agendas.

Risk Assessment

Centre Managers, Tutors and some other staff undertake general risk assessments using the College' form and guidance. In addition there is a general risk assessment form designed for 'trip risk assessment'. Risk assessment training is provided periodically for key staff.

The guidance sets out when risk assessments are required and when they must be reviewed.

Our external advisor also assists us in undertaking specific risk assessments such as risk assessments for the use of hazardous or dangerous substances; manual handling; fire safety; the use of display screen equipment; first aid needs; and the needs of new or expectant mothers at work.

Signs and Notices

The Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate are displayed at each Centre.

Signage is displayed as specified within fire and general risk assessments.

Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees and students are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments (except in the case of safety footwear and weather proof clothing which some students require for their course and which we are not obliged to supply). We ensure that it is a good fit, is compatible with other PPE and that instructions are provided in its correct use. The personal issuing of PPE must be logged by the manager who provides it. Replacements are to be made available to employees on request.

Staff are responsible for ensuring that they have the correct PPE, for reporting loss or damage and for wearing it in accordance with the following requirements and as prescribed in risk assessments. Teaching staff are also responsible for enforcing the correct use of PPE for the activities undertaken by students under their supervision. (Note. When assessing the correct use of PPE account must be taken of the actual risk of the task, as well as normal job requirements, e.g. when practicing construction work, head protection should usually be worn, as this is a normal requirement on a construction site).

Head Protection:

Required to be worn whenever there is a risk from falling materials and in designated head protection areas (as indicated by signage).

Ear Protection:

Ear defenders or plugs, required to be worn where due to the noise level it is necessary to raise voices to conduct a conversation at 2 metres separation.

Eye Protection

Required to be worn when there are flying objects such as when drilling masonry.

Hand Protection

Required to be worn when using vibrating tools, working with chemicals and when there is a risk of abrasions and cuts. (note that gloves are not to be worn when there is a risk of being drawn into rotating parts of a tool)

Foot Protection

Required to be worn when there is a risk of injury to feet and required by all staff and students working in construction and engineering workshops.

Cold/wet weather protection and high visibility clothing

To be worn in bad weather conditions, and high visibility clothing to be worn at all times when working in the vicinity of traffic, or in areas where signage dictates it is worn.

Respiratory Protection

Filtering facepieces, or half masks with a particulate filter to be worn where fine dusts are generated. A face fit test is needed if harmful exposure is likely, e.g. where a technician regularly carries out this work.

Sun Protection

Some of our courses involve work out-of-doors where sun protection cream is warranted. The costs of sun cream will be reimbursed where the risk assessment identifies that it is required, provided that the product is at least factor 50.

Life Jackets

Life jackets must be worn when working on boats or next to deep or fast flowing water. Buoyancy aids are required where a life jacket would be restrictive or unsuitable such as when kayaking.

Climbing Equipment

Ropes, gear and harnesses must be utilised in accordance with risk assessments for outdoor activities.

All personal protective equipment must be properly maintained, stored in clean dry conditions and inspected before use. Where PPE has a life expectancy the date of first use, or where applicable end date, must be logged and the PPE replaced in time. Inspections of climbing equipment must be logged before each use. Self-inflating lifejackets must receive a monthly over-night inflation test, and pre-use inspections which check that the cylinder and firing mechanism is undamaged.

First Aid

The organisation ensures that arrangements are in place to respond to medical emergencies. First aid arrangements are in place at each permanent location and these will be reviewed via a first aid needs assessment. First aider details are displayed at each Centre.

Personal first aid kits are provided in College vehicles. These kits are checked by relevant Centre Managers and replacement items are available from Centres.

First aid training is provided for all staff appointed as first aiders. Refresher training is provided at least three yearly.

The Financial Director, in consultation with the Principal, will decide upon the investigation strategy for more serious incidents and will also ensure that reports to the enforcing authority are made where the incident involves a reportable injury, disease, or dangerous occurrence (RIDDOR). Advice will be obtained from the health and safety advisor as necessary.

A separate accident reporting policy is to be developed.

Performance Monitoring and Audit

Our health and safety advisor undertakes a review of our arrangements and this policy once per year, providing advice on any changes in legislation or best practice to be taken into account.

In addition, legal updates are provided once per quarter, the implications of which, are considered at Health and Safety Committee meetings. A programme of auditing and monitoring is to be developed.

Accident reporting software is installed on the College server. If a report is completed it is sent automatically to the Head of Property and Health and Safety Consultant for their review. Records are stored confidentially.

The following are the specific health and safety arrangements that have been implemented to control particular hazards or to comply with specific legal requirements:

Our Working Environment

It is our intention to always maintain high standards at our premises for both the safety and health of our staff, tutors, students and any visitors.

Good standards of cleanliness and housekeeping are considered a priority and we always ensure that responsibilities are clearly allocated and tasks assigned in this respect. High standards of housekeeping are to be maintained in all areas including stores and attic spaces.

Snow and ice can be a hazard on our pathways and car parks in winter. Where possible we make arrangements with a contractor to grit our paths overnight or early in the morning when frost is due. Where we have a large car park and the whole area cannot be gritted we will cordon off or erect signs to warn of this. Where gritting needs to be carried out in-house a risk assessment will be completed to ensure that suitable PPE, work equipment and safety procedures are in place.

Our offices are equipped and repaired to the standards required by the Workplace (Health, Safety and Welfare) Regulations 1992.

Our premises and vehicles are designated as no smoking and statutory signage is displayed to this effect.

Fire Safety

All employees and students should receive a fire, health and safety induction at the Centre where they are based. In any case each premises has a fire plan displayed along with fire action notices.

For each premises, a fire safety risk assessment has been undertaken, we have fire extinguishers and the alarm systems are regularly serviced, emergency lighting is provided etc. A separate fire policy template is being developed in order that responsibilities can be clearly allocated, locally.

Manual Handling

Manual handling is not generally a significant risk although some staff may occasionally lift heavier items. The higher risk areas include practical courses and staff who may need to rearrange furniture.

Specific manual handling risk assessments are to be undertaken whenever loads are moved manually which could cause personal injury. The manual handling risk assessments will specify the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are to be implemented by managers, employees are to be instructed in the outcome and copies of the assessments are to be provided to all employees.

No staff are expected to undertake any type of manual handling work with which they are not comfortable and they are instructed to report to the manager, any health concerns that may make manual handling less safe for them. Staff who expect to be involved in manual handling will be provided with manual handling training to help them in understanding which types of lifting are safe, tasks which require assistance and safe lifting techniques.

Equipment will be purchased where needed to minimise or simplify handling of heavier objects e.g. trolleys, lifting straps, dollies. Gloves will be provided where needed.

Display Screen Equipment

Modern furniture is provided for our office staff, including adjustable chairs. Workstation assessments will be undertaken to identify any particular improvements required to individual workstations used by staff. These will be carried out by self-assessment software once it is introduced.

Eye and eyesight examinations are generally state funded, but where an optician or doctor recommends additional specialist testing this will be accommodated if it is required for use of the display screen equipment by a staff member.

Where needed solely for the use of the equipment by a staff member, the cost of a basic pair of spectacles will be reimbursed by the College.

Work Equipment

Managers ensure that any equipment supplied for use by our employees is suitable for purpose and monitor that it is kept in good condition. Defective equipment is to be removed from service until it can be repaired or replaced. Equipment is to be maintained in accordance with manufacturers' instructions and staff and students are to be instructed in the correct use of powered equipment. Tutors are required to closely supervise the use of any powered equipment made available to students.

All tools must be subject to pre-use checks of condition by staff. Students must also be trained to undertake these checks themselves.

Portable electrical equipment including extension leads, audio-visual equipment, chargers for tools, power tools, hair styling equipment and office equipment are subject to portable appliance testing by an external specialist contractor. The frequency of testing is scheduled in accordance with IET guidance.

It is our policy that any circuit used for workshop activities or wet environments will be protected by RCD protection. Where this is not yet in place, the work has been programmed. Eventually we intend that the majority of circuits will be RCD protected within our premises, as recommended within electrical inspection reports. Workshop equipment is supplied via 110v CTE circuits where reasonably practicable.

Pressure vessels and systems will be subject to a statutory thorough examination and test by a competent specialist when of a type and scale to require it. Any lifting equipment will also be subject to statutory examination at the required frequencies.

In addition, maintenance procedures will be implemented to ensure that critical systems and workshop machinery is properly maintained in working order. Workshop machinery will be maintained by a combination of in-house staff who will undertake basic cleaning as per the user manual, and more involved tasks which will require specific training and will normally be undertaken by a contractor.

Where high noise levels or hand-arm vibration are associated with the use of equipment an initial assessment must be undertaken to identify if the noise or vibration exposure is likely to be hazardous. Where necessary a detailed risk assessment will be carried out. These are a specialist type of assessment on which our Health and Safety Advisor will advise.

Electrical Installations

All work to alter electrical installations is carried out by qualified electricians.

It is the organisation's policy that live working is prohibited although live testing is permitted with appropriate controls and suitable equipment. Such work may only be undertaken by qualified electricians.

No minor electrical work is permitted by staff, other than replacement of fuses in plugs by specific staff who have been authorised by the Head of Property.

Our office installations will be tested and inspected periodically by a competent electrician registered with SELECT or NICEIC. Frequencies of inspection and testing will be as defined in the IET wiring regulations (BS7671). Improvements will be implemented as necessary.

Hazardous and Dangerous Substances

We use limited quantities of hazardous and dangerous substances including paints, lubricants, glues, thinners, and sealants. Each Centre, is to list these on an inventory and a current safety data sheet is to be obtained from the supplier. Our health and safety advisor will assist us in undertaking a risk assessment of the use of each substance and we will then apply the recommended risk control measures.

Employees, tutors and students are provided with any necessary personal protective equipment and instructions on the precautions to be taken with each substance.

Once our COSHH assessments are in place for existing products, employees will only be permitted to purchase hazardous substances on our behalf, for which an assessment has been undertaken. There is no restriction on the purchase of substances which are not designated as hazardous, i.e. without warning symbols on the packaging, although regardless of the hazard status of the product, staff are advised to wear gloves and apply good personal hygiene practices.

Fuel will be kept in correctly labelled, sealed and purpose designed containers in a well ventilated and secure location, in a spill tray and with a dry powder extinguisher close-by on the escape route.

A legionella risk assessment has been undertaken for our Centres and routine water hygiene checks are carried out including water temperature checks of hot and cold water systems. These checks are recorded and the assessment is reviewed at the frequency recommended by the assessor.

There is a possibility of asbestos being present in a small number of our buildings. Where the premises are leased on a serviced basis, we will try to obtain the asbestos register from the landlord. Otherwise, asbestos surveys will be undertaken for all premises built prior to the year 2000 and as a result we will either write a statement explaining that no asbestos containing materials (ACM) have been identified, or, as applicable, write an asbestos management plan. Our Health and Safety Advisor will assist with this process. The asbestos management plan will be implemented by our managers including the provision of information to staff and contractors.

Infection Risks

Our staff may be placed at risk from biological hazards as a result of some of our activities including agriculture, horticulture and childcare. Our precautions for dealing with these hazards, including recommended inoculations, are being reviewed through our risk assessment process.

Although needles are not commonly found at our premises our staff are advised that if they find them they should cordon off the area, report it and seek further advice. A procedure for needle stick injury is being developed.

Insect repellents are provided on request, where required for work purposes.

Working at Height

Fixed ladders, loft ladders and step ladders are provided for carrying out small works at height. Access to shelving may also be undertaken from small hop ups. All ladders and stepladders must meet BSEN131 standards, have a maximum vertical load capacity of at least 150Kg and be inspected on at least an annual basis. A ladder inspection form is being developed.

Staff are not permitted to enter attic spaces unless the work area is securely boarded.

Our staff are not trained to erect tower scaffolds or mobile elevating work platforms, or to carry out roof-work and therefore these activities are not permitted in-house.

Confined Spaces

Staff are not permitted to carry out any work in drains or manholes which involve their head being below ground level due to the fatal risk of asphyxiation.

Hot Work

This type of work is only carried out infrequently by contractors working on our premises. It is not a type of work which we anticipate undertaking ourselves, e.g. use of heat guns. Where this type of contract work is required, we will control the work through a permit to work.

Vehicles and Driving

We check the driving licence of any employee who drives our vehicles at the time of their initial employment and at least annually thereafter. Our employees are expected to carry out pre-use inspections of vehicles and record any issues on the appropriate log sheet. The relevant Centre Manager will regularly review these sheets and take appropriate action. Employees are also required to ensure vehicles are safely loaded.

Our vehicles are maintained at the manufacturers required intervals and motor insurance and when required, MOTs, are arranged.

Our College driving policy has further details of our arrangements.

Stress

Managers maintain a dialogue with staff about work-loads and work pressures to ensure that these are effectively managed. In the event of employees feeling under excess pressure due to either home or work circumstances they are encouraged to report this to their manager so that suitable and effective changes can be explored.

We also provide training to staff and ensure that skills and abilities match the demands of the job.

Lone Working

The majority of staff and tutors are not regarded as lone workers because they would usually be on site when other staff are nearby in the same building, or are on the public road. However lone working does take place when staff are opening up or locking up at the end of the day, sometimes when they are home working and when carrying out visits to sites in preparation for fieldwork.

Risk assessments must take into account any lone working risks and identify additional precautions required. The College has a separate policy on lone working.

I confirm that I have read the College's health and safety policy.

Please return this page to the HR Dept (Staff)

Name	
Signature	
Date	

Fire Safety Policy Statement

It is the aim of Argyll College UHI Ltd to do all that is reasonably practicable to prevent the outbreak of fire on our premises and also to put in place measures to protect our staff, students and visitors in the unlikely event of a fire occurring.

The responsibility for implementing this policy is shared between the Principal and Depute Principal, board directors, managers and staff.

We will achieve our policy by:

- Arranging for a competent fire safety risk assessor to conduct a risk assessment of each premises and review that assessment periodically;
- Delegating responsibilities for the management and implementation of fire safety measures including the outcome of any fire risk assessment;
- Writing a fire action plan for each premises;
- Arranging for the testing and maintenance of fire safety, electrical and gas installations and equipment;
- Ensuring that Directors, employees, students and sub-contractors are provided with appropriate information and instruction regarding the fire preventive measures and the emergency procedures;
- Ensuring that where College activities take place on third-party sites, that the fire procedures are communicated to applicable staff and students;
- Undertaking ongoing monitoring to ensure that our fire safety arrangements have been, and continue to be, implemented effectively.

It is the responsibility of the board and Principal to monitor the implementation of this policy and to ensure that adequate resources are provided, including appointing competent external advisors.

The College will carry out an annual review of this policy to ensure that the policy is up-to-date and that it takes into account the current activities and premises of the organisation.

Signature:

Date:

Signature:

Date:

Martin Jones
Principal

Andrew Campbell
Chair

Fire Safety Management Arrangements

These arrangements set out how we will comply with requirements of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

Responsibilities

All premises which are owned or leased by the College have a designated Centre Manager who oversees its maintenance and use. The Centre Manager is the person with day to day responsibility for fire safety in these premises. They may choose to delegate routine tasks to others, and when doing so will ensure that the individual has the necessary competence to do so correctly and safely, and will monitor that the tasks are being carried out.

A "local arrangements for fire safety" document will be prepared for each premises which is owned or leased by the College. This will be drafted by the fire safety consultant and the Centre Manager and will set out the split of responsibilities between the Head of Property, Landlord/ Agent, Centre Manager, other occupiers and others, as applicable. The document will also include tailored fire safety procedures for the premises.

In shared buildings, the Centre Manager will coordinate and cooperate with other occupiers as needed to ensure that those using the College are not at risk of fire, and that College activities do not put others at risk.

The Head of Property is responsible for oversight of premises safety matters. This includes ensuring that contracts are in place to fulfill any College responsibilities for testing and maintenance of fire safety, electrical and gas installations and equipment.

At other locations used by the College for tutoring, it is the responsibility of the Curriculum Lead, and tutor involved, to check that appropriate fire safety measures are in place and that emergency procedures are communicated to staff and students.

In respect of placements, fire safety is the responsibility of the host employer, however, checks on fire safety arrangements are made by the manager undertaking placement assessments.

All staff have a duty not to place themselves or others at risk of harm and to co-operate fully in complying with fire prevention and emergency procedures. All staff are expected to assist with evacuating the building in the event of a fire alarm and will be instructed in this role. Some staff will also receive training in the use of fire extinguishers.

The College has appointed Clarity Safety Solutions Ltd to provide competent fire safety advice including undertaking fire safety risk assessments, in accordance with Regulation 17 of Fire Safety (Scotland) Regulations 2006.

Fire Safety Risk Assessment

Our fire safety consultant undertakes fire safety risk assessments of our premises which are reviewed on an approximately annual basis.

The risk assessment is held electronically and in the health and safety log book on each premises. Centre Managers are responsible for ensuring that the recommendations arising from the assessment are implemented, and where necessary, seeking additional assistance and resources via the Head of Property.

Fire Prevention

Fire hazards and the recommendations to control them, are identified within the fire safety risk assessment. In particular we implement risk control measures in response to the risks potentially arising from the hazards of electrical installations and appliances, heating systems, dangerous substances, cooking, smoking, contract works, arson and the storage of combustibles.

Fire prevention measures are being implemented including electrical inspection and testing, control of hot work, regular removal of waste, smoking rules, and the safe use of heaters.

Centre Managers undertake weekly fire safety inspections which include a check on housekeeping standards and the implementation of fire safety rules.

Assisted by the fire safety consultant, each Centre Manager will develop a bespoke 'weekly health, safety and fire safety checklist' for each premises taking into account the recommendations for weekly monitoring contained within the fire risk assessment report. The Centre Manager is to implement these checks either directly or by delegating the matter to competent staff.

Alarm System

Our own premises are covered by fire alarm and detection systems as appropriate to the buildings, as assessed by our fire safety consultant. We ensure that alarm systems under our control are subject to routine servicing and maintenance by a specialist fire engineering contractor. In the case of premises which we lease and within which the fire alarm system is maintained by the Landlord or Agent, we check once per year for evidence that the alarm system is being correctly maintained.

Wherever we have a fire alarm panel with more than one zone, a zone plan will be displayed adjacent to the panel, in order that anyone not familiar with the building can quickly identify during an alarm, which parts of the building may be affected by fire. We will ensure that the output of information from the panel matches the terminology on the plan so that there is no scope for confusion.

Where the alarm is under our full control, a step-by-step guide to testing of the fire alarm has been developed for the building, by the Centre Manager. This is kept in the Centre' health and safety log book along with the test key used to trigger alarm call points. The fire alarm within these premises is tested by nominated staff on a weekly basis by activating a different alarm call point each time in rotation. Occupants in the building are given due notice of a planned test of the alarm. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and the correct operation of linked equipment such as gas shut-offs, the release and correct closure of fire doors on hold-open devices, and the release of locks on secure entry doors.

Unwanted alarm activations are investigated by the Centre Manager to identify the cause and take such action as may be needed to reduce future occurrences. Details are recorded in the health and safety log book.

The results of alarm testing, unwanted alarm activations and servicing are recorded and held in the Centre' health and safety log book. The results of weekly alarm tests, and fire drills will also be recorded on our shared drive in order that the information can be monitored by the Head of Property.

Fire Extinguishers

Within the majority of our premises we are responsible for providing our own fire extinguishers.

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. The type of extinguisher provided is generally water or foam with additional types of extinguisher such as carbon dioxide, provided where necessary to cover specific hazards. Some of our staff are to be trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

As part of our weekly health and safety inspections, nominated staff check that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded in our health and safety log book.

Emergency Lighting

Our premises have emergency lighting system incorporating battery back-up, which activates on failure of the lighting circuit and illuminates the internal and external escape routes.

Except where the responsibility falls to the Landlord or Agent, each Centre Manager is responsible for the routine testing of emergency lighting. The health and safety log book includes a register of emergency lighting and details of the method of testing and location of test points. This register and testing instructions are being developed with the assistance of our Fire Safety Consultant or in some cases, as appropriate, by our electrician.

The systems are subject to a monthly activation test and an annual full discharge test by nominated staff. The results of emergency lighting tests are recorded in the Centre's health and safety log book.

The results of monthly activation tests are also written on our shared drive in order that the information can be monitored by the Head of Property.

Signage

Fire escape signs are displayed throughout the building to indicate the location of emergency exits. Signs are also displayed:

- to identify the location of the assembly points;
- to describe the type and function of fire extinguishers;
- to describe the correct operation of exit door hardware
- to show 'fire action' required
- to identify fire exits which must be kept clear
- to designate the building as non-smoking in accordance with smoke free law

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Escape Routes and Exits

On a daily basis the Centre Manager or a designated staff member checks that all escape routes are clear and that fire exits are unobstructed. The correct operation of emergency exits not in normal use, is checked each week and this is recorded on the weekly health and safety inspection sheet.

External routes are kept clean of algae, ice and leaf accumulation which could cause a slip hazard. Each Centre Manager is responsible for ensuring that these actions are included within a schedule of routine maintenance for the premises. Or in the case of external parts of premises maintained by other parties, the routes will be monitored and any hazards promptly reported for correction.

Where designated in the fire risk assessment, escape routes will be protected by the provision of fire resisting construction, and or fire/smoke resisting doors. All staff must ensure that fire doors are kept shut, unless held on bespoke hold-open devices in which case they will be kept clear.

Fire Procedures and Drills

Each Centre has a written fire procedure setting out the emergency procedure to be followed by staff in the event of a fire alarm or on suspicion of fire. This document will be held in the health and safety log book on site and will be used to brief staff in their responsibilities and the action to be taken.

A summary fire procedure will be displayed on fire action notices for the attention of staff, students and visitors, adjacent to all alarm call points, within all teaching and meeting rooms, and in other locations as deemed appropriate by the fire risk assessor.

Personal Emergency Egress Plans (PEEPs) will be documented for anyone regularly attending a College premises. There will also be a special evacuation risk assessment for any Centre receiving routine visits from the public or for one-off courses. This risk assessment considers the routine evacuation procedure which will be in place for anyone requiring special assistance.

Except in simple buildings where it is not deemed necessary by the fire risk assessor, a plan of the building will be displayed at key locations, showing the escape routes and fire facilities provided.

Fire drills are to be carried out at the start of every term, timed, and in sufficient numbers that the majority of groups of students experience at least one per year.

Where another party has control of the fire alarm system and its testing, we will request that these drills take place and take such action as needed to ensure that they happen.

Records of drills are held in the Centre's health and safety log book and are also written on our shared drive in order that the information can be monitored by the Head of Property.

Training

New staff and students are provided with information on emergency procedures on induction including the location of escape routes, the sound of the alarm, the location of the assembly point and fire procedures.

Staff are also to receive fire awareness training which is to be repeated annually. The minimum content of fire awareness training is detailed on the training record provided in the health and safety log book. Those with particular fire safety roles are to be provided with instruction in their responsibilities.

Records of all training are held at the Centre and on central files.

Staff are trained to assist all visitors and students to leave the building swiftly in the event of an alarm.

Contractors

Contractors working on the premises are briefed in essential fire safety matters including the location of escape routes, the sound of the alarm, the location of the assembly points and fire procedures.

We ensure that contractors working on fire, electrical, gas and oil systems are suitably qualified.

Where contractors need to conduct 'hot works', we ensure that fire risks are adequately controlled and apply a permit to work.

Work which is likely to cause breaches within walls, floors, ceilings, or attic cavity barriers, will be identified so far as possible in the planning stages of the work, or otherwise by inspection of the work on completion. Remedial measures will be taken as needed to repair any breaches with suitable intumescent or fire resisting materials, installed to the correct standards.



Driving on College Business Policy (Draft)

Author		Review Date	
Team		Review Officer	
Category	Health & Safety	Date Published	
Date approved by OMG		Equality Assessed	

Reviewer	Date	Review Action/Impact

Driving on College Business Policy

1.0 Purpose

The College recognises its general duty to do all that is reasonably practicable to ensure that employees, representatives of the college and Board members who drive in connection with their work, do so in a safe and legal way and a safe and legal vehicle and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users.

It may be necessary on occasion for students to drive their own vehicles or College vehicles, and transport other students as passengers, for the purposes of attending placements or other functions essential to their studies. Although this is carried out with the College's authority there is a risk attached to this which needs to be managed primarily by following the principles of this policy.

Commented [CR1]: This paragraph has been added

The purpose of this policy is to:

- Ensure that the College complies with current Health and Safety legislation, as it applies to work activities on the roads just as it does to all other work activities. Therefore, any vehicles in which employees, representatives and Board members carry out business on behalf of the College is regarded as a place of work and as such, is subject to said legislation;
- Ensure the College takes all reasonable steps to reduce the health, safety and welfare risks to any student who may be asked to drive for College purposes and to anyone who may be adversely affected as a result of their driving;
- Promote safe and healthy business travel on behalf of the College – this may include attending conferences and seminars, work placements and travelling between College and UHI sites etc;
- Avoid and/or reduce driving-related incidents;
- Reduce the risks to the safety of other road users and members of the public by those driving whilst at work or on College business.

Commented [CR2]: This is a new paragraph

Commented [CR3]: UHI has been added

This document outlines our responsibilities and explains how the risks from driving at work will be managed.

2.0 Scope

- 2.1** This policy applies to all employees and students and the use of College owned and leased vehicles, hired or borrowed vehicles, and private vehicles when used for work or study purposes, irrespective of the frequency of the journeys made or the type of vehicle.

It covers College business related driving on and off campus, including driving between College/ UHI premises, e.g. to Learning Centres, work/study placements etc.

It covers towing trailers of any description for college business, e.g. towing a boat.

Commented [CR4]: 'students' and 'study' added throughout (note that student driving was mentioned in the previous policy in 2.2 but we have made it more explicit in this version). Also added some categories of vehicle.

Commented [CR5]: Added words

Commented [CR6]: Towing has been added throughout

Note: It does not apply to commuting from home to the normal place of work or study and vice versa (but would include travel from home to a location which is not the usual place of work or study).

It is also applicable irrespective of whether or not the driver claims reimbursement for mileage undertaken.

3.0 Definitions

3.1 College Business

Refers to any College business that involves the employee/college representative or Board member driving a vehicle and covers all journeys other than from home to their normal place of work and the return journey.

Any student who is required to drive a College vehicle or private vehicle for the purpose of attending placements or other functions essential to their studies.

Commented [CR7]: Heading changed from 'driving at work'

3.2 College Vehicle

Any motor vehicle or trailer owned, leased, borrowed or hired by the College.

Commented [CR8]: 'trailer' 'borrowed' and 'owned' have been added

3.3 Private Vehicle

Any vehicle used by a person driving on College business which is not owned, leased or hired by the College.

4.0 Key Principles

The College will:

- 4.1** Make arrangements to ensure that all drivers are appropriately qualified, licensed, insured and trained;
- 4.2** Ensure that risk assessments for driving activities are undertaken and provide the drivers with adequate resources for completing these assessments, eg training, time etc;
- 4.3** Ensure that procedures are in place to report, record and where appropriate investigate driving-related incidents including vehicle breakdowns and accidents, see Appendix E;
- 4.4** Ensure that student driving is only undertaken where there is no reasonable and viable alternative. That in no circumstances should a student be required to drive if they feel that they are not sufficiently experienced or confident to make the journeys required, and finally that if they do agree to drive, each student as is the case for any road user, is responsible for ensuring that they drive safely.

5.0 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties is described in detail in the Health, Safety and Wellbeing Policy.

General duties for driving at work remain the same but additional or specific duties relating to this policy are detailed below.

5.1 Managers

It is the responsibility of all managers to:

- Bring this policy to the attention of staff who they line manage;
- Ensure that all staff reporting to them have read and understood this policy, and that they are aware that they must draw this policy to the attention of any student who plans to drive on College business;

Commented [CR9]: Added this sentence

- Ensure that there are risk assessments in place for driving activities;

5.2 All Drivers

It is the responsibility of all drivers to ensure that they:

- Do not drive on College business unless they have registered with the Head of Property, received and returned forms and received authorisation;

Commented [CR10]: added

- Hold the appropriate driving licence entitlement;
- Hold a current MiDAS certificate when driving a minibus;
- Do not use the passenger lifts on minibuses unless they have had the appropriate training, ie MiDAS Accessible;
- Are medically fit to drive (drivers over the age of 70 may be requested to provide evidence of their ongoing fitness to drive in order to receive authorisation from the College);
- Complete the Motor Vehicle Insurance Declaration Form prior to driving on College business;
- Comply with this policy. In cases of staff drivers breaching this policy then College disciplinary procedures may be followed;
- Inform their line manager, Head of Property or tutor if there is a medical reason why they should not drive, eg prescription drugs/medicines;
- Comply with the College's Smoking policy with regard to vehicles;
- Do not use a hand-held mobile phone to communicate whilst driving on College business and keep the use of hands-free devices to a minimum;
- Do not set up or alter a sat nav device whilst the vehicle is in motion;
- Drive with headlights on at all times;
- Take adequate breaks when driving long distances to ensure maximum safety for themselves and other road users;

Commented [CR11]: added this part sentence

Commented [CR12]: added

- Comply with legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for passengers in their vehicles;
- Comply with the legal requirements for seat belts and child restraints when carrying persons under 14 years of age;
- Are satisfied that prior to any journey on College business that the vehicle they are driving is fit for its purpose and roadworthy;
- Inform the Head of Property if they become aware of any faults on College owned or hired vehicles;
- Have 'business use' insurance when using their private vehicle for College business;
- Ensure when towing that they have the correct insurance to tow a trailer (see Appendix C);
- Claim for expenses are per current College T&S policy;
- Report any accidents whilst driving on College business using the appropriate Accident Reporting book for the centre at which they are based;
- Operate vehicles in a safe and legal manner;
- Are aware of the need for risk assessments for driving activities they carry out on behalf of the College (see Appendix A);
- Check weather conditions/ forecasts prior to the onset of a journey and make alternative travel arrangements when necessary;
- Not carry unauthorised passengers in College vehicles;
- Only use College vehicles solely for College purposes.

Commented [CR13]: Sentence added

Whether using your own vehicle, College owned/leased or hired vehicle, the driver is responsible for any fines or penalties for any road traffic offences including:

- Illegal parking;
- Improper use of mobile phones;
- Speeding;

- Administration costs.

Drivers Shall Not:

Travel alone with a student in a vehicle, however short the journey, unless the student is an adult over the age of 18 and provided that they are not considered to be vulnerable. Where circumstances require the transportation of a student under the age of 18, or who is vulnerable, another member of staff or a volunteer should also travel in the vehicle. In an emergency situation, eg a medical emergency, where it is essential that a driver transports a student on their own, it is vital that the appropriate Curriculum Manager, the Safeguarding Officer or a member of the College Executive Team, and the parent/guardian, are notified immediately. (Refer – Safeguarding Policy)

Commented [CR14]: This part sentence added to make the policy read in the way it was probably intended to be in the first place

Carriage of Goods

Commented [CR15]: Added this section

At times, staff may be required to carry goods in their own vehicle, a College vehicle or a hired vehicle. Goods may include, stationery, furniture, equipment or food. Drivers who carry goods on the Colleges behalf must ensure that;

- They know how to load and secure any goods they carry;
- They have familiarised themselves with any applicable manual handling risk assessment relating to the activity;
- Regardless of whether there has been a formal manual handling risk assessment, that they only lift and carry within their physical capabilities and ask for assistance from colleagues where necessary;
- The vehicle they are using is suitable for carrying the goods including means of securing loads to prevent unintended movement;
- Weight limits are not exceeded;

When transporting food in vehicles, drivers must ensure that;

- Food hygiene standards are adhered to;
- A food risk assessment has been carried out based on HACCP principles;
- Food is transported in the correct packaging or containers to prevent spillage or cross contamination;
- The vehicle being used is suitable for transporting food safely.

5.3 Property

The Head of Property will ensure:

- There is a mechanism and checks in place to ensure that drivers are qualified to drive College vehicles (this includes D1 entitlement for drivers of minibuses) or tow trailers and that personal car insurance policies cover the driver for business use;

Commented [CR16]: Added towing

- There is a system in place to ensure that any College vehicle or trailer is maintained in a roadworthy condition and complies with legal requirements;
- That any College vehicle is fit for purpose. This includes a documented service history, valid Ministry of Transport (MOT) certificate (where applicable), current road tax and insurance;
- That any reported road traffic related accidents are investigated accordingly;
- That the College insurers are notified of any accident involving College vehicles;
- Inform Executive Team of reported road traffic related accidents accordingly;
- That drivers of College vehicles are aware of vehicle breakdown and accident procedures (including punctures) as part of the pool vehicle induction;
- Review and update this policy, annually, and ensure an Environmental Impact Assessment is carried out on it;
- Quality approval check of the policy is the responsibility of the Head of Property who will arrange for the policy to be posted on the College website.

5.4 Health & Safety Consultant

The H&S Consultant will:

- Advise as necessary on driving at work risk assessments;
- Advise on specialist training when required, eg MiDAS.

5.5 Staff Development Committee

The Staff Development Committee will:

- Arrange specialist training if required, eg MiDAS, towing a trailer.

6.0 Linked Policies/Related Documents

Health, Safety & Wellbeing Policy

Travel & Subsistence Policy

Safeguarding Policy

Driver Declaration Form

7.0 Relevant Legislation

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Highway Code

The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

Road Traffic Acts and Associated Regulations

APPENDIX A

Driver's Risk Assessment

Staff and students must carry out a simple risk assessment before each journey covering the following:

- Type of vehicle – if Electric Vehicle, also refer to Appendix B or trailer, refer to Appendix C
- Weather
- Road conditions
- Length of journey
- Whether journey is undertaken in daylight or darkness
- Fatigue state prior to starting the journey
- How the vehicle may be loaded with goods and equipment
- The number of passengers/driving alone
- Any other relevant issue that may affect safety during the journey

Commented [CR17]: added

Completion of a travel claim form or completion of a College vehicle log sheet will be deemed to be an acknowledgement that this risk assessment was carried out.

APPENDIX B

Electric Vehicle Checklist

In the first instance, the College Electric Vehicles are automatic so please ensure that you have a test drive with a member of staff prior to your first journey.

When you have booked the College EV through the on-line vehicle booking system, you are responsible for ensuring that it is roadworthy for your journey.

If you are driving an EV for the first time, please ensure that you familiarise yourself thoroughly with the vehicle, how to charge it, the controls eg wipers, lights etc and most importantly, its range capability although this differs quite significantly, depending on the terrain. It should be noted that most relevant information can be found in the small user guide ‘**Getting the most from your ~~Leaf~~electric vehicle**’ in the glove compartment of the vehicle and it is advisable that you read this before going on your first EV journey.

You must also plan your journey carefully, taking into account the location of charging stations en route and leave extra time to allow for a typical fast charging session of around 30 minutes, if need be. Useful websites which supply charging station information are chargeyourcar.org.uk and zap-map.com. There are related phone **Apps** that can be downloaded which carry this information also.

NB When you switch on the ignition, a message from Nissan/[Renault](#) will appear on the dashboard screen asking you to accept or decline the terms and conditions of the Telematics analysis software. As it is a condition of our grant funding award to provide the information which this software can record, every driver must “**Accept**” the terms by depressing the relevant button on the screen.

For all journeys, you must also carry out the following checks before setting off:

- Check that there is sufficient charge in the vehicle for your journey.
- Check that there is no damage to the car.
- Check the tyres.
- Check wipers.
- Check all lights are working and get someone to assist you with the rear, brake and indicator lights.
- Complete the log-sheet with all the requested information, ie, driver’s name, date of journey, destination and starting mileage.
- If there are any faults/defects, please record on the log sheet and e-mail details to Elaine Clark on elaine.clark@uhi.ac.uk when it ~~is~~ convenient to do so.

At end of journey:

- Complete the log-sheet with the finishing mileage.
- Please ensure that the car is fully charged before returning it to its host centre [or on charge at its host centre where this facility is available](#).
- In case of accident/incident, including chipped or cracked windcreens, the insurance details are in the log sheet folder and you must inform Elaine Clark at your **earliest** convenience. Her number is 01631 559764.

APPENDIX C

Commented [CR18]: This is a new appendix

Trailer checklist

Before towing a trailer of any description on college business drivers must ensure the following:

- The vehicle they are using to tow with is suitable for the size and weight of the trailer.
- They have the relevant towing entitlement on their licence.
- They have insurance to tow a trailer.
- They have suitable experience or have received training so that they are competent to carry out the pre-journey checks described, to safely connect and disconnect, and competent to safely drive and reverse the trailer.
- That the towing vehicle is registered to be used for college business.

For all journeys, you must also carry out the following checks before setting off:

- Is the load secure? Have all the ties been checked for: good condition, tension, correct use of the buckles, position to avoid fraying and tied off as security against buckle failure?
- Check tyres free from defects and inflated to the correct pressure (Including spare).
- Ensure the jack and wheel brace are present and in good condition.
- Make sure the tow hitch coupling is secure.
- Check the jockey wheel is raised and secured?
- Ensure the breakaway cable is attached to the tow bar?
- Make sure the correct number plate (of the towing vehicle) is fitted to the trailer.
- Check all the trailer lights work as they should, side lights, brake lights, indicators, fog lights, reversing lights.

APPENDIX D

Commented [CR19]: New appendix

Students driving on college business

Any student who drives their own car or a college vehicle for the purpose of carrying out their studies will be deemed to be driving on college business.

For the purpose of this policy all car travel to teaching placements or other essential course related visits shall be deemed as 'work related driving'.

Students who drive on college business must ensure that;

- They are qualified to drive the relevant type of vehicle.
- They provide a DVLA code to Elaine Clark to enable the College to check their driving licence.

Students who choose to use their own car to travel to placements or their College base are NOT covered by the College's insurance, and in the event of an accident occurring whilst travelling, dealing with the claim would be the student's own responsibility.

In the case of students who use their own private vehicle to attend placements etc, it is their responsibility to ensure that the vehicle (if over 3 years old) has a valid MOT certificate on an annual basis, and that the vehicle is roadworthy and properly maintained.

It is expected that students will only be required to drive for College purposes where there is no viable alternative. Students who intend to drive on College business should ensure that they are capable and confident in driving in different situations including rural locations, extreme weather conditions etc.

If a student has concerns about their capability, they must raise this with a member of staff for consideration or for alternative travel arrangements to be made.

Student checklist

Students should consider the following before driving on College business;

- Has the most suitable route been selected and have details been left with someone? (See Lone Working Policy)
- Is the schedule realistic, providing sufficient time for the journey, making adequate allowance for rest breaks (at least 15 mins rest in every two hours of driving), and taking into account traffic congestion?
- Has sufficient consideration been made of the work activity to be undertaken on arrival to ensure that the driver is not overly tired at the beginning or end of the day?
- Is the driver fully aware of extra measures which may need to be taken in adverse weather conditions?
- Has sufficient time been allowed/advice given on learning the controls, checking the vehicle, warming up and demisting screen etc.? (when using College vehicles)

Students incurring Convictions or Disqualification from Driving

A student who is currently driving on College business, or who is proposing to, is duty bound to inform the relevant College staff of any convictions (including penalty points) or periods of

disqualification immediately. In accordance with the law, no individual may continue to drive on the public highway when they have been disqualified from doing so.

In the event of a student's disqualification from driving, the student and relevant College staff should hold immediate discussions to decide on what action to be taken to assist the student to comply with the requirements of their course.

APPENDIX E

Commented [EC20]: New appendix

Emergency response procedures

The College maintains break-down and rescue policies, details of which are provided in each vehicle (the policy and responder may vary between vehicle types).

At no time should the driver ADMIT LIABILITY, APOLOGISE OR OFFER ANY PAYMENT even if you consider the accident was your fault. To do so could invalidate the company's insurance claim. Even a simple apology can be misconstrued at a later stage of the proceedings.

In the event of an accident, appropriate warning lights (hazard lights) should be illuminated. The driver and passengers should don hi visibility vests, or where insufficient are available, must keep well away from moving traffic. Where present and of use, a warning triangle should be put out to warn other drivers.~~road traffic collision~~ The driver should phone the emergency services (Police, fire or ambulance as necessary), before informing the staff member or manager to whom they report. In the event of unavailability of the relevant staff member or manager, the Head of Property should be informed (switch board 01631 559500). Failure to report injury, damage or loss promptly may invalidate the college's insurance cover.

Using the incident recording form write down:

- Names, addresses and telephone numbers of any witnesses.
- The date and time of accident.
- The registration number of any vehicle whose occupants may have seen the accident.
- Name, number and station of any attending police officers.

Obtain and write down on the incident form, the third party(s):

- Name (if not owner, relevant particulars of owner)
- Address in full and telephone number if applicable
- Owner of vehicle(s) and addresses
- Insurance company including policy numbers
- Make, model, colour and registration of vehicle
- Details of all damage
- The number of people in the vehicle

If possible, take photos of all vehicles involved from various angles, including photos of the road approaching the accident from both directions.

Make a sketch of the incident scene, including vehicles involved, approximate speeds, road markings, skid marks, hazards and witness locations.

Vehicle accidents are recorded and investigated in the same way as other work-related incidents, and improvements made to our policy as necessary to avoid a recurrence.

APPENDIX F

Incident reporting form

Copies of this form below will be in your vehicles glovebox and should be used to record all incidents.

Incident Recording Form

If you have an incident:

1. Stop.

2. Remain calm.

3. Do not admit liability regardless of who is at fault.

4. Call the emergency services if anyone is injured or if vehicles or property are seriously damaged. If the police attend the scene, note the reporting officer's name, identity number and station.

5. Use this incident form to record information about the accident, to exchange details with third parties and to take the names and addresses of witnesses and police officers.

6. Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.

7. If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property.

8. Contact your Line Manager and/or the Head of Property as soon as it is practical to do so, using the following telephone number: 01631 559 500 (college switchboard)

To be Retained by College Driver

Incident Details

Date: _____ Time: _____

Location: _____

Speed limit: _____

Road conditions: _____

Police Details

Police attended: Y/ N Time: _____

Officer's name: _____

Phone: _____

Reporting officer's station: _____

Other Vehicle/Property Damage

(Use additional forms if required)

Vehicle type: _____

Make/model: _____

Driver name: _____

Registration number: _____

Incident Recording Form

Incident Sketch

Make a sketch of the incident scene below. Show the directions of the vehicles involved and note their approximate speeds. Indicate road markings, skid marks, hazards and the witnesses' locations.

Incident Recording Form

To be completed and to be given to the third party involved
(Use additional incident forms if more than one third party is involved)

Driver Details

Driver's name (YOU): _____

Telephone number (YOURS): _____

Home address (YOURS): _____

Vehicle registration number (YOURS): _____

Vehicle make (YOURS): _____

Owner's name (YOUR COMPANY): _____

Owner's address: _____

Owner's insurer: _____

Policy number: _____

Incident Details

Date: _____ Time: _____

Incident location: _____

Description of damage to other vehicles/property: _____

Signature (YOURS): _____



University of the
Highlands and Islands
Argyll College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Earra-Ghàidheil

**FINAL VERSION Minutes – Inquorate Meeting of Learning, Teaching & Engagement Committee
held at 12.30 pm on Friday 28th February 2020
at CERC, Lochgilphead**

Present: Andrew Campbell, Chair (AC); John Colston (JC); Martin Jones (MJ);
Apologies: No apologies
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Secretary)

	Item	Action
20.1.1	Welcome & apologies for absence.	
20.1.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
20.1.3	Minute of previous meeting held on 12th December 2019 (signed at December 2019 board meeting)	Approved & signed
20.1.4	Matters arising: Schools Link KPIs EM said the situation is ongoing and a detailed report on school withdrawal KPIs will be brought to the September meeting. The Schools Link and Apprenticeship Officer has on-going close engagement with the schools. An element of further withdrawal relates to pupils leaving for pre apprenticeship programmes through WorkingRite. ACTION: EM to continue investigation and report back in September.	EM
20.1.5	Education Scotland progress visit EM confirmed that the report from the December visit included areas of identified good practice and areas for development. JC asked whether the college is addressing feedback to learner groups as per the report. EM said that increased engagement with the HISA Depute and student reps has helped with this, but there is room for improvement and the college will continue to identify ways in which the feedback to students can be improved, particularly where issues identified by students have been addressed. MJ stressed that improved relations between HISA and the board are important, timetabling constraints have meant the HISA Depute has been unable to attend many of the meetings this year. EM confirmed that the new Depute will be in place from July allowing a longer induction period before the start of the academic year.	
20.1.6	Update on progress towards targets – 2019/20 a) FE Credits: EM reported that the college is very close to achieving the credit target for the year and expected to substantially exceed the target. The target has not been increased for several years. MJ stated that growth areas such as marine training will require more credits. . This will be the third academic year that the college has substantially exceeded the credit target. b) HE FTEs: Achieved revised ESR target of 194. Next year the college HE FTE prediction is 195.3. In addition, outwith the RAM FTE predictions, the college will enrol PGDE students and there has been an increase in applications this year.	

20.1.7	<p>Early and Further withdrawal KPIs for full time FE courses to date 2019/20</p> <p>The report provided for the committee meeting has been withdrawn due to incorrect figures. A new report is attached.</p> <p>EM confirmed that 23 students have withdrawn in total to date. Centre staff continue to support students and put in place appropriate early interventions when students are identified as at risk of withdrawing. MJ confirmed that there is a new student counsellor starting on Monday 2 March, for which funding has been received. EM said that there has been a significant increase in students disclosing mental health issues.</p> <p>ACTION: EM to produce paper on student mental health for LTE Committee Meeting in May.</p>	EM
20.1.8	<p>Regional curriculum review process</p> <p>EM stated that this will be a useful process for standardising curriculum reviews across the region, with every academic partner undertaking an annual desktop curriculum review and a full review every three years with a focus on engagement with local stakeholders. . The implementation and paperwork has yet to be agreed. AC asked whether it has been met with support. EM and MJ confirmed that it has. JC asked if was developed by the partners. EM confirmed that it was. MJ said that it allows for a more holistic view and wider scope for partnership collaboration.</p>	
20.1.9	<p>Update on learning, teaching and enhancement items in last quarter:</p> <ul style="list-style-type: none"> a) Tutor induction process – this process will have a focus on learning and teaching, including teaching by VC and will initially be delivered to staff new to the college. . AC asked if it will cover all types of teaching. EM confirmed that it will. b) British Sign Language (BSL) delivery Rothesay - School approached centre manager to request BSL teaching to primary and secondary pupils and staff. AC asked if there is a demand for BSL. EM confirmed that there is. c) NPA Legal Services and NPA Accountancy delivery to schools – MJ said that the college is moving into different types of provision, this will deliver legal services and accountancy courses to 6th year students, to widen participation and access. This could also work outside of a school setting. EM confirmed that it will raise the profile of the college within schools and with guidance teachers and parents and it provides a more career orientated than vocational qualification. d) HNC Horticulture – EM confirmed that delivery is being expanded to Borders College. e) HNC Social Services – MJ is keen for the college to lead on Social Work and potentially have a degree. AC stated that the region is lacking in these services. 	
20.1.10	<p>AOCB</p> <p>Graduation - MJ confirmed that students and staff have been informed that this year's graduation will take place in Dunoon. JC asked if there is evidence to show whether FE or HE students are more likely to attend. MJ said that mapping has been carried out on this but is not conclusive. MJ confirmed that there is a good opportunity for PR in Dunoon, there will be space to accommodate more guests and staff with the potential to live stream to centres.</p>	
20.1.11	<p>Date of next meeting.</p> <p>Committee Meetings – Friday 22nd May, Location TBC</p> <p>Board Meeting – Friday 5th June, Location TBC</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	

College Progress Visit Report

Argyll College UHI

December 2019

College Principal	Martin Jones
Progress Visit Date	2-3 December 2019
College Nominee	Elaine Munro
Managing Inspector	Ian Beach
College HMI	Peter Connelly
SFC Outcome Agreement Manager	Seamus Spencer
Outcome of Progress Visit	Satisfactory progress

Background and context

The college and its context

Argyll College UHI provides access to further and higher education for learners, businesses and communities in the Argyll and surrounding Islands area. It is the most geographically dispersed academic partner in the Highlands and Islands region. The college operates through a network of learning centres, four of which are located on islands, and has been successful in exceeding its Scottish Funding Council (SFC) credit target for a fourth consecutive year.

Since publication of the college Evaluative Report and Enhancement Plan (EREP), the new Principal has reflected on the curriculum management needs of the college. Plans are underway to introduce a new leadership model by the start of academic year 2020/21.

Purpose of the progress visit

In 2018, all colleges produced an EREP which were endorsed by Education Scotland and the SFC. During Progress Visits (PV), colleges demonstrate how well they are delivering on the targets and milestones identified in their Enhancement Plan (EP). These visits also provide an opportunity for colleges to outline any changes to their circumstances resulting in revisions to their original objectives. PVs provide reassurance to key stakeholders on the effectiveness of improvement actions undertaken by individual colleges. Whilst undertaking PVs, HM Inspectors of Education take account of the context and individual nature of each college.

Overall judgement regarding progress

At the end of the PV, HM Inspectors of Education, Associate Assessors and Student Team Members review the evidence gathered during their discussions with college managers, staff, learners and stakeholders. They assess the progress that each college has made with their EP, taking account of any changes to local circumstances. Based on this evidence, the team form a view as to whether the college has made satisfactory progress with actions in its EP, or has not

made satisfactory progress with actions in its EP. This outcome is contained within this report, with accompanying commentary to support the findings.

The endorsed EREP for Argyll College UHI can be found at:

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=5276>

Since publication of its current EREP, Argyll College UHI has made adjustments to some EP actions based on the ongoing changes to its circumstances.

Findings from the progress visit

Outcomes and impact

Areas of positive progress

- The college has increased its emphasis on improving learner retention by focusing more closely on individual withdrawals. A recently introduced tracking system is helping staff to monitor and analyse learner attendance. In 2019/20, early withdrawal rates have reduced from 8% to 4.5%. College managers have examined the reasons given by learners for withdrawal and these indicate an increase in the number of learners experiencing issues with mental health. In addition, a number of learners are progressing from school link programmes to other further education (FE) institutions, higher education or employment.
- College managers and staff have introduced a range of interventions aimed at supporting more full-time FE learners to complete their college programme. These include improvements to curriculum planning, earlier identification of learner support needs, improvements to online learning and a greater focus on learner progress and outcomes. However, it is too early to measure the impact of these interventions.
- Centre Managers are very proactive in supporting learners with a wide range of issues including mental health challenges, finance and travel to college. Learning centre staff and tutors work together effectively and flexibly to support learners with induction, additional study skills, guidance and their welfare needs. Learners welcome, and are benefitting from, these improved support arrangements.
- The college has improved access to mental health services for learners. With support from the UHI Mental Health Coordinator, there are advanced plans to expand these services further with the appointment of a part-time mental health counsellor. At all campuses, learners can make appointments with counselling staff. The introduction of drop-in support sessions is helping to reduce learner withdrawal rates.

Areas of further progress and actions required

- The college recognises that further action is required to improve retention rates and successful outcomes for full-time FE learners. College managers acknowledge that they need to strengthen and improve communication with local schools to provide a sustained focus on placing learners on the right programme. The college is undertaking a detailed analysis of the reasons behind the decline in successful outcomes from 76% to 63% for full-time FE learners in 2018/19. Whilst this represents a large reduction, in practice it relates to around twenty learners.
- The college should continue to improve the opportunities for learners to access a range of support services, in particular the availability of quiet confidential meeting spaces.

Delivery of learning and services to support learning

Areas of positive progress

- The college has revisited plans for the induction of full-time FE learners and has piloted weekly timetabled guidance sessions. These provide learners with support and advice on self-study strategies, ensure learners are prepared for assessments, and include development of career management and employability skills. Feedback from learners indicates that this approach is working well. The college is considering how these new arrangements can be rolled out across all full-time FE programmes.
- The college has developed two carefully considered options to improve induction and mentoring arrangements for new tutors. The new arrangements will be implemented next academic year.
- The college continues to extend the use of digital technologies to enhance the learning and teaching experience for learners. A new Virtual Learning Environment (VLE), Brightspace, has been introduced which includes improved interactive features, templates for learning materials and a virtual classroom. Most staff are positive about the new VLE, and have made good use of the transition to refresh teaching materials and approaches to online learning. Staff are also making good use of the functionality of Brightspace to monitor learner engagement and to support learners that are unable to attend classes.
- Two Brightspace champions have been identified by the college to share good practice and develop ways to support learners with planning their own learning and preparations for summative assessments. Most learners are complimentary about the implementation of Brightspace and can highlight examples of how the new functionality and content of the online learning platform has enhanced their learning.
- The college has introduced additional staffing to improve liaison between the Highlands and Islands Students' Association (HISA), the Students' Association and college staff. There is also an improved focus on collaborative working between HISA, the Scottish Association for Marine Science (SAMS) and the college when organising events such as Fresher's Week.
- This academic year, the college has seen an increase in the number of class representatives and has arranged more learner-led activities across all college learning centres. The use of sparqs online training materials has improved access to training for class representatives.
- Staff recognise the difficulties faced by some learners in attending college. Some curriculum areas have successfully trialled a more flexible approach to timetabling, for example by splitting three-hour sessions into smaller sessions at lunchtimes and in the evening. This approach is working well and is beginning to be used in other curriculum areas.
- Senior staff have a clear awareness of both the strengths and future development needs of the college curriculum. They have advanced plans to support the learning needs of the region through the expansion of Foundation Apprenticeship (FA) and Modern Apprenticeship (MA) opportunities. The college's apprenticeship offer is being increased through the introduction of a number of new FAs and the development of MAs in Boat Building and Repair, and Marine Technology.

- The Developing the Young Workforce (DYW) and school-liaison staff have worked effectively to improve partnership arrangements with schools and employers for apprenticeship programmes. This includes increasing the number of work placement opportunities for learners.

Areas of further progress and actions required

- A few teaching staff are not fully proficient in the use of Brightspace and this is hampering its use in lessons. The college should arrange further training for teaching staff to support them to utilise this resource fully and enhance their teaching.
- A few learner groups are concerned that their feedback about issues raised in relation to changes in course structure and content are not being taken seriously. This is leading to a sense of mistrust between class representatives and college staff. The college should improve liaison and communication between learner representatives and senior staff.
- The current uptake of FAs by senior phase pupils has been slow. College managers should maintain a sustained focus on improving participation in apprenticeships, including clearer advice for parents, guidance teachers and pupils.

Leadership and quality culture

Areas of positive progress

- College managers are working collaboratively with UHI partners to implement a formal peer review system. Currently, some teaching staff engage with informal peer observation which helps them to share best practice in learning and teaching.
- The college has renewed its emphasis on improving learning and teaching approaches across all curriculum teams, and are developing staff development modules to support teaching staff. The initiative to provide video feedback to learners is highly effective and was recently recognised with an external award. The college also received an Innovation award for the use of digital technologies with school link pupils on the hairdressing programme.
- Senior managers have plans to re-energise curriculum leadership arrangements to improve capacity following the loss of a number of curriculum managers. New teaching staff are being recruited to ensure that the college has the ability to deliver programmes which meet the needs of industry and employers across a challenging geographical area.

Areas of further progress and actions required

- Staff teams, learners and the Students Association are not engaged sufficiently in the systematic evaluation of curriculum provision, or in planning for improvement. The lack of involvement of learners, and class representatives in particular, is limiting the information available to the college for self-evaluation, forward planning and implementing improvement actions.
- Learners do not routinely receive feedback regarding changes and improvements made as a result of actions taken by the college to enhance the learner experience.

What happens next?

The progress visit report will be shared with SFC, the college board (and in multi-college regions, the Regional Strategic Body). The outcomes of the PV will inform a refreshed EREP (2020-23) due to be submitted by all colleges in October 2020.

Ian P Beach
HM Inspector

To: Board meeting

Date: 13 March 2020

Status: To Note

Subject: Further and Early withdrawal - full time FE to date 2019/20

The early withdrawal statistic is any student who has withdrawn before 1st November. Further Withdrawal is any student who leaves college after 2nd November.

- 174 Full Time FE students enrolled this academic year
- 9 students have withdrawn before 1st November, giving an early withdrawal percentage of 5.2% and an early retention figure of 94.8% This is a 3 % improvement in early withdrawal compared to the previous academic year. Of the 9 early withdrawals 1 student entered employment, 3 left for health reasons, 3 left due to other personal problems and 2 were withdrawn by the college due to lack of attendance.
- To date 14 students have withdrawn since 1st November, giving a further withdrawal percentage of 8% This figure is likely to increase before the end of the academic year. Of the 14 students who have withdrawn after 1st November 2 entered employment, 2 left for health reasons, 2 left due to other personal problems and 8 were withdrawn by the college due to lack of attendance.
- A total of 23 students have withdrawn so far this academic year, giving a current overall withdrawal percentage of 13%, a 6 percentage point improvement compared to the same period last year.

Students have withdrawn from the following courses:

Course	W/d before 1 st Nov 2019	w/d after 1 st Nov
Access to Nursing	3	0
NC Horticulture	2	0
NC Social Science	1	0
SVQ Hairdressing at SCQF levels 4	1	0
SVQ Social Services (Children & Young People) at SCQF level 6	1	2
SVQ Social Services (Children & Young People) at SCQF level 7	1	1
NC Early Education and Childcare	0	2
NC Beauty Care and Make-up	0	4
Access to HN Business, Admin & Computing	0	1
NC Computing with Digital Media	0	2

SVQ professional Cookery at SCQF level 5	0	1
Maritime Skills – SFT	0	1
TOTALS	9	10
Percentage withdrawal	5.2%	8.0%

To: Board of Governors

Date: 13 March 2020

Status: To Note

Subject: 2019-20 Update on progress towards targets

a) FE 2019/20

The FE credit target for 2019/20 is now 6716 - core credit target is 6582, with 134 ESIF credits.

To date, the credit count is 6435, 281 credits short of target. With known and planned activity between now and the end of the academic year the overall final credit count for the year is predicted to exceed target by approximately 400 credits.

The current regional progress towards target is shown below, by partner:

Academic partner	Core credit target	ESIF credit target	Total credit target	Current position (20.2.20)	Over/under achievement
Argyll	6,582	134	6,716	6,435	-281
Inverness	28,915	296	29,211	27,423	-1,788
Lewis	5,348	0	5,348	3,637	-1,711
Moray	18,807	0	18,807	16,975	-1,832
NHC	12,335	155	12,490	11,215	-1,275
Orkney	3,603	145	3,748	3,473	-275
Perth	23,655	1,200	24,855	24,157	-698
Shetland	4,309	0	4,309	3,495	-814
WHC	6,828	270	7,098	6,712	-386
REgional	110,382	2,200	112,582	103,521	-9,061

The Argyll College four year trend is the following:

Year	Core credit target	ESIF target	Total credit target	Final credit count	Over/under achievement
2018/19	6582	100	6682	7504	822
2017/18	6617	0	6617	7149	532
2016/17	6617	0	6617	6702	85
2015/16	6617	0	6617	6706	89

The UHI region four year trend showing the % of Argyll contribution to the regional credit target is:

Academic year	Regional core credit target	Regional ESIF credit target	Total regional credit target	Final regional count	Over / Under achievement	Argyll - % contribution to regional count
2018-19	110,382	2,200	112,582	114,525	1943	6.55%
2017-18	110,968	2,200	113,168	114,843	1675	6.23%
2016-17	110,968	4,400	115,368	116,735	1367	5.74%
2015-16	110,968	3,490	114,458	116,778	2320	5.74%

b) HE 2019/20

Predicted FTEs were 201; revised predictions made at early statistical return (ESR) in early December were 194 FTE. The current FTE count at 19.2.20 is 194.7 which is likely to be the final FTE count at the end of the academic year.

In addition there 12 PGDE teacher education students that are funded outwith the RAM. 8 are studying primary teaching and 4 secondary teaching

The table below compares FTEs and student headcount for the last 4 academic years:

		Headcount		
	FTEs	Total	Full time	part time
2018/19	200.1	280	170	110
2017/18	221.6	290	195	84
2016/17	180.5	226	165	61
2015/16	165.5	212	146	66

c) Predicted HE FTEs for 2020/21

The first round of predicted FTEs for 2020/21 academic year, set at 195.3, have been submitted to UHI.

In addition there will be PGDE teacher education student FTE numbers that are outwith the RAM. The actual number of these are not yet known – interviews are being held on Friday 21.2.20

To: Board of Governors

Date: 13 March 2020

Status: To Note

Subject: Update on learning, teaching and enhancement items in last quarter

a) Tutor Induction process

A new tutor induction process focussed on learning and teaching is under development and is expected to be implemented from September 2020. The induction process will include an observation of learning and teaching followed by constructive feedback and the opportunity of peer support. During the induction process teaching staff will collate evidence against identified areas of the Professional Standards for Lecturers in Scotland's Colleges. The process will also align with and map to the Education Scotland Quality Framework.

b) British Sign Language (BSL) delivery

The college will deliver BSL courses to primary and secondary pupils and teachers at Rothesay joint campus. During March and April this will be to pupils in three primary 6 and 7 classes and twenty four teaching staff. From August, senior phase pupils will be taught as part of the regular senior phase schools link activity. The head teacher wishes to embed BSL into the curriculum of the school to assist in fulfilling their approach to modern languages.

c) NPA Legal Services and NPA Accountancy

A number of pupils leave schools in Argyll each year to enter degree programmes in law and accountancy without having any knowledge, experience or exposure of these curriculum or occupational sectors. To help address this the college is expanding the range of schools link provision to include National Progression Awards (NPAs) in Legal studies and Accountancy. A number of schools are interested in including these courses within options choices to senior phase pupils next year. The Principal is presenting a paper at the Association of Law Teachers conference at Stirling University in April to outline our plans to include these areas of curriculum.

d) HNC Horticulture – delivery to Borders College

The college is expanding delivery of HNC Horticulture to Borders College from next academic year. Students based at the Newton St Boswells campus will be able to access HNC Horticulture via VC from Argyll as well as visiting Argyll for periods of practical sessions at Mount Stuart Trust in Rothesay.

e) HNC Social Services

HNC Social Services will be taught by Argyll College for the first time from September 2020. The college currently offers a range of health and social care courses at SCQF levels 5 and 6 including courses delivered to senior phase school pupils, SWAP Access to Nursing, short full time introduction to Health and Social care courses and work-based SVQ qualifications at SCQF levels 6-8. HNC Social Services will provide a progression route from this existing provision. Argyll College is the only FE partner in UHI not to offer this HNC programme.



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**FINAL VERSION Minutes of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 3.00pm on Friday 28th February 2020
at CERC, Lochgilphead Centre**

Present: Andrew Campbell (AMC); Jennifer Swanson (JS); Martin Jones (MJ)
Apologies: No apologies
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Board Secretary)

No	Item	Action
20.1.1	Welcome & apologies for absence. No apologies received.	
20.1.2	Declaration of interest & to identify if any items deemed to be confidential. 20.1.5 is a confidential item. 20.1.8 is a confidential item.	
20.1.3	Minute of previous meeting Minutes of meeting held on 29 November 2019 were approved (signed at Dec 2019 Board Meeting).	
20.1.4	Matters arising <ul style="list-style-type: none"> Recruitment of board members AC confirmed that the recruitment process had been successful and 6 new board members have been recruited. An away day/induction is to be organised for early May with a view to them attending the June board meeting. ACTION: Discuss away day/induction and make arrangements 	AC/MJ/VD
20.1.5	Summary of Recruitment and HR in last quarter Confidential item	
20.1.6	Amendments to Policies Revised Redundancy Policy & Procedure MJ has added an additional paragraph to this policy regarding support for employees during redundancy. The committee were in agreement.	
20.1.7	Employee Assistance Programme MJ confirmed that the college has signed up to EAP to provide support and health information free to employees. An annual report will be brought to the committee to monitor usage. JS asked if this has been actively promoted. MJ confirmed that all staff have been emailed with the details, including nursery staff.	
20.1.8	Confidential item	
20.1.9	AOCB JS asked if messages are going out about Coronavirus. MJ confirmed that posters and hand gels have been distributed to all centres. EM said that there is also information on the student portal from UHI.	

20.1.10	Date of next meeting Committee Meetings – Friday 22nd May, Location TBC Board Meeting – Friday 5th June, Location TBC	
	Signed by Date Chair of Human Resources & Remuneration Committee	



What is an Employee Assistance Programme (EAP)?

An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing.

Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. We strongly believe in providing an EAP service that offers not only reactive support when someone needs it but also proactive and preventative support to deliver the best possible outcomes.

At Health Assured we pride ourselves on offering the highest level of service quality, assured through the calibre of people we employ and our exceptional clinical governance infrastructure.

With Health Assured there really is a better way

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. With increasing working hours as well as technological developments to support remote working, it is vital to ensure that there's a productive, healthy environment that is conducive to a healthy lifestyle.

Health Assured, in partnership with Argyll College UHI, provides all employees with complimentary access to an enhanced Employee Assistance Programme (EAP) to assist you in achieving this balance.

Services Available

Health Assured offers cover for you and your immediate family members*, 24 hours a day, 7 days a week, 365 days a year:

- **Life support:** Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- **Legal information:** For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- **Bereavement support:** Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- **Medical information:** Qualified nurses are on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- **CBT online:** We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

*Health Assured define dependants as immediate family members (spouse/partners) and children aged 16 to 24 in full time education, living in the same household.

Wellbeing Portal

In addition to the counselling support and advice, we also offer a virtual library of wellbeing information. These informative articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid of an employee's physical and mental health.

We understand that the information needs to be available in a way that is suitable for you, whenever you require it. From simple lifestyle changes to advice for many of life's most common concerns, the portal offers:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans
- Fitness and lifestyle advice, such as detoxing methods
- Four week self-help programmes
- Mini health checks
- Financial wellbeing articles

Health e-Hub Mobile App

Sometimes it can be difficult to balance the pressures of work with the demands of home life. When daily life feels overwhelming you need help and support to deal with the practical and emotional challenges you may be facing. The free Health Assured app offers access to holistic health and wellbeing support at the tap of a finger anywhere and anytime.

- | | |
|---------------------------------|---------------------------------|
| • Support videos and webinars | • Life Support |
| • Four-week programmes | • Emotional Health |
| • Home life support and advice | • Physical Health |
| • Work life assistance | • Online CBT |
| • Physical and emotional health | • Wellbeing videos and webinars |
| • Mini health checks | • Medical information |

To find out more information on what services Health Assured can provide, please visit www.healthassuredeap.com or contact **0800 028 0199**.

To gain access to the Health and Well-being Portal you will require the below login credentials:

Username argyll

Password: college

Board of Management

Subject/Title:	State of preparedness at Inverness College: Coronavirus (COVID-19)
Author: [Name and Job title]	Ken Russell, Depute Principal (Academic Development) & Allan Kerr, Health and Safety Manager
Meeting:	HR Committee
Meeting Date:	12 th March 2020
Date Paper prepared:	4 th March 2020
Brief Summary of the paper:	This paper outlines the steps that we are taking to prepare for the outbreak and spread of COVID-19 and the sources of guidance that we have been drawing on. Further update reports will be provided to the Board.
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with:: 1) compliance • partnership services • risk management • strategic plan • new opportunity/change	Key areas are compliance with Government advice and risk management To embed or reflect our values and commitments in all our work and through our processes, procedures and arrangements
Resource implications:	Yes / No If yes, please specify: 1) additional expenditure on alcohol-based hand gels and wipes 2) potential expenditure on deep cleaning of affected areas
Risk implications:	Yes / No If yes, please specify: Operational: potential closure of College to prevent spread of virus; impact will depend on timing with respect to examinations Organisational: Ability to progress students may be impacted and alternative assessment arrangements may be required to avoid any detrimental effects on students' ability to continue their studies
Equality and Diversity implications:	Yes/No If yes, please specify: Will depend on severity and timing of epidemic and the ability of learners to access IC facilities including Brightspace. This will be reviewed on a stakeholder basis.
Consultation: [staff, students, UHI & Partners, External] and provide detail	UHI (Roger Sendall is the lead); Health Protection Scotland; Colleges Scotland; HISA, Marsh (Insurers), Heads of Schools Details of interactions are included in this paper.

Status – [Confidential/Non confidential]			
Freedom of Information Can this paper be included in “open” business* [Yes/No]			
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Introduction

This update report has been produced to provide the Board with assurance that Inverness College is being vigilant in following best practice guidance as this evolves with the impending spread of the virus and that we are developing contingencies that will be based on the severity of the spread of the virus. The report is structured into three sections:

- 1) Key sources of guidance being utilised to support our actions
- 2) Key actions taken to date in line with the guidance
- 3) Next steps

1. Key sources of guidance being utilised to guide our actions

The SFC dedicated webpage on COVID-19 preparedness is regularly updated with the latest information:

<http://www.sfc.ac.uk/COVID-19/COVID-19.aspx>

Health Protection Scotland has produced: COVID-19 Guidance to educational settings (Version 1.0 published 26 February 2020):

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-to-educational-settings/>

Health Protection Scotland's more general guidance and updates can be found at:

<https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/>

NHS Inform Scotland (also contains a downloadable communications kit which we have been utilising)

<https://www.nhsinform.scot/wuhan-novel-coronavirus>

Marsh & McLennan (IC insurers) guidance factsheet:

<https://www.marsh.com/my/insights/research/coronavirus-resilience.html>

UHI website (support for students):

<https://www.uhi.ac.uk/en/students/support/novel-coronavirus/>

UK Government Latest Advice:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

World Health Organisation:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

BBC updates on outbreak:

<https://www.bbc.co.uk/news/topics/cyz0z8w0ydw/coronavirus-outbreak>

ACAS advice for employers:

<https://www.acas.org.uk/coronavirus>

At this stage of the outbreak, the main guidance is:

How to avoid catching or spreading coronavirus

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell

Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean

Source: <https://www.nhs.uk/conditions/coronavirus-covid-19/> {Accessed 04/03/20}

2. Key actions taken to date in line with the guidance

In the recent days, several actions have been undertaken to assist the College in reducing the potential spread of COVID-19 (Coronavirus) in addition to contingency measures for managing confirmed cases of infection. The Senior Management Team has appointed Ken Russell to head up the COVID-19 Contingency Planning Group and is being provided with direct assistance from Allan Kerr (College Health

and Safety Manager). Close liaison is also being maintained with the Principal and Director for Organisational Development. There will be formal weekly updates for the SMT. The Business Continuity Plan is being reviewed and updated where appropriate.

Preparations for infection prevention are already underway through an information campaign providing NHS hygiene guidance posters at strategic locations in addition to the information provided via I.T systems such as iConnect and Myday and the College website. In addition, the Health Promotion Scotland video is running on a loop in the Atrium and on Plasma screens around the College. To mitigate the potential for the spread of infection at the College, orders have been placed for sanitising wipes and gels to be used in communal areas to allow the sanitising of hands and equipment (i.e. desks, keyboards, phones) – however, the emphasis will still be upon maintaining good hygiene practices as advised by the NHS, such as regular washing of hands and disposal of used tissues.

A tracker database has been created to monitor and record COVID-19 related events at the College. At the time of writing, there have been two events recorded on the database, both of which pertain to students who have recently returned from a Category 2 region of Italy – one student has self-isolated following NHS advice due to having potential infection symptoms and has undergone testing for COVID-19 (results pending at time of writing). Prior to this case, a student returned from a Category 2 region of Italy, without any symptoms, however, after discussion with the Principal and Director of Organisational Development, they were asked not to attend College for that day as a precautionary measure to ensure that there was full awareness of the risk potential involved – the student wasn't timetabled to return for classes until Thursday 5 March and is expected to return on that date. There is liaison in place with Health Protection Scotland who are available to advise as required and in the event of a suspected or confirmed infection event. The College is included in regular updates from several organisations, including UHI on the situation, though any decisions related to Coronavirus will be guided by the advice of the NHS.

Key lines of communication and stakeholder consultations being undertaken (will be on-going and may be amplified if the severity of the outbreak increases):

- ✧ Health Protection Scotland (local contact Dr Jenny Wares)
- ✧ Colleges Scotland
- ✧ SDS – funding arrangements for completion – via Business Solutions Team
- ✧ UHI (contact: Roger Sendall)
- ✧ SMT
- ✧ Joint Consultative Committee (Communication with Unions)
- ✧ HISA Student President & HISA Office Manager (support for students)
- ✧ Heads of School (emphasis will be given to those programmes where there is anticipated legitimate physical contact e.g. hairdressing, contact sports, ASN students, students on placement in care homes etc)
- ✧ Events Team (support for members of the public visiting the College)
- ✧ Hair and Beauty Salons
- ✧ Business Solutions Team (visitors on commercial courses and those using Person Vue assessment centre)
- ✧ HR Team (support for staff)

- ◇ Estates Team (cleaning and special measures)
- ◇ International Office (staff and student travellers)
- ◇ IC Quality Unit (key point of contact for external awarding bodies)
- ◇ IC Examinations Officer (commences on 16/03/20)
- ◇ Researchers (KR will raise at Research and Innovation Committee on 05/03/20)
- ◇ Healthy University Team (Health & Well-being Officer)

Other functions such as ICT and Payroll will be consulted following this first wave of engagement.

3. Next steps

We will continue to exercise vigilance in monitoring the outbreak, act in accordance with the latest available guidance and respond to issues raised via communications with our stakeholders. One aspect that we will keep at the forefront of our contingency planning will be the conduct of examinations. The latest intelligence we have for various categories is outlined below.

UHI Higher Education provision

UHI are currently developing detailed protocols in relation to developing contingency arrangements for academic arrangements. This includes identifying mechanisms and responsibilities of Programme Leaders for communicating with students on networked courses and for alerting students to course information updates via the VLE.

Source: email communication from Roger Sendall (Head of Governance and Records Management, UHI) and UHI website

Scottish Qualifications Authority Guidance

“The Scottish Qualifications Authority (SQA) is continuing to monitor the situation regarding Coronavirus closely, in consultation with the Scottish Government, and will provide further guidance if required.

At present, there is no change to the published National Qualifications 2020 examination timetable, and the exam diet remains on track. Current deadlines for coursework, and other assessments, remain in place.”

Source: <https://www.sqa.org.uk/sqa/93361.html> {Accessed 04/03/20}

Examinations totally within the control of IC

A discussion on arrangements for this category will be initiated at the Academic Management and Quality Meeting on Friday 6th March.

Other awarding bodies

A risk assessment will be conducted in collaboration with the IC Quality Unit. Initial scrutiny suggests that the main awarding bodies concerned are City and Guilds and ACCA (Association of Chartered Certified Accountants) – includes internal and external candidates. Bodies such as these will issue their own guidance for examination centres to follow.



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FRAUD PREVENTION POLICY AND RESPONSE PLAN

Version	1
Date of issue	Dec 2014
Approved by	Board of Governors
Responsibility for review	Financial Director
Date of next review	Mar 2020
Impact assessed	

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DEFINITIONS:

Argyll College Board – Members of Argyll College Board of Directors

FD – Finance Director

FRG – Fraud Response Group

Partners / Collaborators – Organisations with which Argyll College collaborates in the course of business

Argyll College Staff – Staff / Students / Board of directors / partners

INTRODUCTION TO POLICY

This document contains Argyll College’s policy on fraud. Argyll College is fully committed to protecting the funds under its control and to ensure that the resources are utilised for their intended purposes only.

As such Argyll College’s policy on fraud is:

- To treat all allegations of fraud extremely seriously
- To investigate, appropriately, all allegations of fraud
- To put in place and maintain procedures to prevent the occurrence of fraud, assess the risk of fraud, notifying fraud and investigating all instances appropriately
- To offer appropriate education and awareness to Argyll College staff.

This policy therefore applies to all Argyll College staff. Argyll College expects its staff (when conducting business with or on behalf of Argyll College) to act honestly and with integrity at all times and will not tolerate any fraudulent activity.

Following a report of suspected fraud, Argyll College will take appropriate measures to investigate and deal with the fraud in all cases as set out in the Fraud Response Plan. This policy should therefore be used in

conjunction with all other relevant Argyll College policies and procedures as well as the Fraud Response Plan.

DEFINITION OF FRAUD

1.1. Definition

For Argyll College's purposes, the main principle behind the definition of fraud is: 'any action that involves taking personal gain or causing damage to another when it is not moral or legal to do so'. Thus fraud could include (but not limited to):

- Misuse of the purchase and payments system for personal gain
- Theft of money/goods from Argyll College
- False accounting
- Forgery (altering documents, signatures, etc.)
- Non-compliance with the Bribery Act 2010 or corruption (offering or accepting inducements of any kind aimed at receiving in return or at providing, or influencing another person to provide personal benefits)
- Misuse or misappropriation of funds and embezzlement
- Being under undue influence or failing to disclose an interest that conflicts with Argyll College interests and objectives
- Extortion
- Conspiracy and collusion to defraud
- Money laundering

1.2. Possible Consequences of fraud to Argyll College

Fraud in any form is costly to Argyll College in the following ways:

- Loss of resources or property
- Failure to obtain value for money for goods and services paid for
- Cost of and disruptions from investigations
- Damage to Argyll College's reputation and standing with stakeholders
- Negative publicity to Argyll College

Considering that any incident of fraud can be very costly (financially and reputation wise), time consuming and disruptive to Argyll College considerable effort will be made towards fraud prevention through the internal control processes.

1.3. Possible Consequences of fraud to the individual(s) involved

Any cases of fraud at Argyll College will be dealt with appropriately according to the procedures detailed in the Fraud Response Plan. Any individual found guilty may face the following consequences:

- Disciplinary action in accordance with Argyll College disciplinary procedures detailed in the employee handbook and possibly a summary dismissal
- Criminal prosecution involving the police and the judicial system

- Where the fraud led to a loss of property to Argyll College, a recovery of the property will be carried out and the person involved (including their assets) can be subject to civil claims, injunctions and penalties.

RESPONSIBILITIES UNDER THIS POLICY

Depending on individual responsibilities within Argyll College, staff, students and partners will have different roles to play in identifying, reporting, investigating and dealing with fraud.

1.4. Argyll College Staff

- are subject to criminal and civil laws and should at all times while in service to or partnership with Argyll College uphold and comply with the seven principles of public life
- are expected to be aware of the activities around them and should report any suspicions of fraud however minor using the Argyll College Initial Fraud Report Form (see below). Failure to report any incident of fraud may be construed as an act of complicity

1.5. Heads of Departments

- are expected to ensure that their teams comply with the above duties
- are expected to be aware of how a member of their team can report any suspicion of fraud and to follow the fraud procedure in place
- are expected to report any incident of fraud appropriately, immediately after being notified
- are expected to keep each member of their team updated with any changes in this policy
- are expected to document any incident reported to them and follow up, where required, on the evidence from the fraud investigation as well as implementing any recommendations

1.6. Human Resources Officer

Parts of this policy interact with Human Resource policies, particularly with respect to staff codes of conduct and disciplinary procedures. As such, the particular responsibilities of the HR Officer are to:

- Ensure that HR policies tie in with the Fraud Policy and vice versa
- Monitor all investigation processes for compliance with Argyll College's disciplinary procedures and all other HR policies

1.7. Company Secretary

Parts of this policy interact with Governance Policies and the Company Secretary has responsibility to ensure that the Fraud Policy ties in with relevant Governance policies, in particular concerning bribery and conflict of interest.

1.8. Finance Director

The Finance Director has overall responsibility for managing the risk of fraud, developing and implementing internal controls. These include:

- Undertaking regular reviews of fraud risks and directing any internal control processes
- Identifying and implementing procedures to prevent, identify and minimise the losses from any fraud incident as well as recovering to the maximum possible any losses suffered by Argyll College
- Identifying, implementing and maintaining a sound system of internal controls
- Maintaining an effective fraud policy and ensuring that there is full compliance with the policy during any investigations
- Chairing the Fraud Response Group
- Oversight and supervision of all fraud investigations. Maintaining an overall record of all fraud incidents, investigations, actions and recommendations and following up to ensure all changes are made. This will be augmented with support from other senior managers in the case of an investigation of Fraud within the Finance Director's line management chain.
- Reporting to the Principal of Argyll College, the Audit and Finance Committees and Board as required

1.9. Fraud Response Group:

The Fraud Response Group will be responsible for:

- Determining the appropriate course of action for each fraud incident
- Making decisions on fraud investigation outcomes and recovering to the maximum possible any losses suffered by Argyll College
- Making recommendations for improvements based on the outcome of investigations

The FRG is made up of:

- Director of Finance
- Board Secretary
- College Principal
- Human Resources Officer

1.10. Board of Directors:

The Board of Directors have overall responsibility for directing the affairs of Argyll College and ensuring that it is well run and as such must ensure that they at all times uphold the highest principles of public office. Specific responsibilities of directors include:

- Familiarising themselves on the duties and responsibilities of a director as well as Argyll College Fraud Policy and other relevant policies
- Be aware of the duties imposed on a director by law as Company Director's and Charity Trustees as well as Argyll College policies
- Ensuring that processes are in place to prevent or deal with any instances of suspected fraud at Argyll College

FRAUD REPORTING

The procedure for reporting any case or suspicion of fraud shall be as follows:

1.11. Initial Disclosure

- Any suspicions of fraud should initially be reported to the Head of Department, who will then be responsible for reporting it onwards as appropriate.
- In the case where the disclosure relates to a Head of Department, an individual may choose to disclose the matter directly to the Human Resources Officer or to the Finance Director.
- Where the disclosure relates to any of the above mentioned officers the individual may disclose the matter directly to the Principal/Depute Principal.
- Any disclosure relating to the Principal/Depute Principal should be made to the Finance Director, who will liaise with the Chair of Argyll College Board to effect a smooth investigation.
- Staff may also report concerns to a member of the Audit Committee.
- The Finance Director must be notified as soon as possible of any fraud incident or suspicion of fraud. The Finance Director will then convene a meeting of the Fraud Response Group as soon as reasonably possible to determine what action is required in each instance; the Fraud Response Plan provides more details.
- The Finance Director, in consultation with the Fraud Response Group will then take appropriate measures to ensure that each case of fraud is fully dealt with and in line with Argyll College HR policies.

1.12. Anonymous Disclosures

Argyll College encourages individuals to include their name in any disclosures they make. Disclosures expressed anonymously are much less powerful and will only be considered at the discretion of the Finance Director. In exercising this discretion, however, factors that will be considered include:

- The credibility of the disclosure
- The seriousness of the disclosure
- The likelihood of confirming the allegation(s) in the disclosure

1.13. Untrue Allegations

Where an individual makes a disclosure in good faith but such an allegation is not confirmed by an investigation or other procedure(s), no action will be taken against that individual.

If an individual, however, makes a malicious or vexatious allegation, disciplinary procedures may be invoked against that individual.

1.14. Confidentiality

It is important that any potential case which could involve fraud should be dealt with in the strictest confidence and in a sensitive manner. As such Argyll College commits to taking appropriate measures, wherever possible, to protect the identity of the individual making the disclosure as long as it does not impede the investigation process.

However, it should be noted that the investigation process may reveal the source of the information and the individual making the disclosure may be required to provide a statement as part of the evidence. This will be dealt with in a sensitive manner.

1.5 Reports to Board

Annually, a report will be made to the Argyll College Board on the number of reports of fraud made.

ARGYLL COLLEGE INITIAL FRAUD REPORTING FORM

FULL NAME	
DEPARTMENT	

Describe in as much detail as possible the fraud incident being reported, including names, dates and locations (use an extra sheet of paper if required):

Signature (Incident Reporter): _____

Date: _____

Signature (HOD or Similar): _____

Date: _____

Signature (Finance Director or Similar): _____

Date: _____

ARGYLL COLLEGE FRAUD RESPONSE PLAN

1.1 Introduction

The purpose of this fraud response plan is to ensure that any reported incident of fraud against Argyll College is dealt with in a timely manner and appropriate action is taken to:

- Investigate the circumstances
- Eliminate / minimise the risk of any losses or take action to recover or recognise any losses promptly
- Remedy any weaknesses in the system of internal controls
- Initiate any disciplinary or legal procedures where required
- Demonstrate that Argyll College will not tolerate any instance of fraud in its operations

Once a fraud incident or suspected fraud incident is reported to the Finance Director, they will be responsible for proceeding with the investigation process in consultation with the Fraud Response Group.

1.2 Investigation Process

The Finance Director shall consider the information disclosed and, as soon as reasonably possible, shall convene and chair a meeting of the FRG in order to decide on the appropriate course of action to be taken, including what form an investigation, if any, should take. This may include:

- An internal inquiry / investigation
- Referring the matter to the police
- An independent inquiry / investigation

In some instances, it may be necessary to refer the matter to an external authority for further investigation. However, an investigation must not be conducted by any of the individuals who will have to reach a final decision on the matter (FRG). All investigations must be conducted as sensitively and speedily as possible. The FRG will be responsible for appointing the investigator for each fraud incident and setting the scope and a reasonable timeframe for the reporting of findings.

1.2.1 Establishing and Securing Evidence

All fraud investigations must be carried out as sensitively and speedily as possible in order to avoid any tip-off to the suspects. As such, regular monitoring of suspects must be maintained for any signs of a possible tip-off. All evidence secured must be:

- Reliable and relevant
- Treated as highly confidential
- Documented and stored securely as appropriate
- Obtained in line with HR policies and procedures, using legitimate techniques only
- Sufficient for the purposes of decision making
- Admissible for the purposes of criminal proceedings

1.3 Prevention of Further Losses and Recovery of any Losses

Where an initial investigation provides reasonable evidence to suggest the occurrence of fraud, the FRG must be convened to determine how to prevent any further losses to Argyll College. This may involve the initial suspension of the person(s) involved, in line with Argyll College Disciplinary Procedures.

Where the FRG decides to suspend the person(s) suspected, this must be done discreetly and unannounced in order to prevent any destruction of evidence, and the suspect(s) must be supervised at all times before leaving Argyll College premises, once they have been informed of the suspension.

It is the responsibility of the Finance Director and the FRG to recover, to the maximum possible, any losses already suffered by Argyll College as a result of the fraud incident. As such Finance Director should ensure that any losses to Argyll College as a result of the fraud should be quantified. Legal advice may be sought by the FRG on the options and possibility of recovering any losses and associated costs through the civil courts.

However, judgement must be exercised in each case on the balance of recovery costs and the recoverable amount.

1.4 Fraud Investigation Report

The aim of any investigation is to ensure that a final decision is made based on the facts of each individual fraud incident and lessons are learned from each fraud incident. As such, on completion of each investigation, a full report must be prepared and presented to the FRG by the investigator. The report shall contain:

- A full description of the incident (this should include the value of any losses, the person(s) involved, the duration and means through which the fraud was perpetrated)
- Internal control weaknesses that may have been exploited by the fraud perpetrator(s)
- Recommendations on procedures required to prevent the occurrence of a similar incident in the future

The FRG should make a final decision based on the findings of the investigation as soon as the report is presented and reviewed. Both the final decision of the FRG and the reasons must be documented.

The Finance Director shall present the final report as well as the final FRG decision (and reasons) on the incident to the Exec Team (or in the case of Fraud by the Principal / Deputy Principal then the Chair of the Board) and shall ensure that the recommendations are fully implemented where possible on a risk/cost basis.

Any disclosure to Argyll College staff or other stake holders will be dealt with on a case by case basis by the FRG and should only be on a 'need-to-know' basis.

It should be noted that other internal procedures may be invoked as a result of an investigation, including (but not limited to):

- Disciplinary procedures
- Grievance procedures
- Harassment procedures

1.5 Review of Fraud Response Plan

The Fraud Response Plan will be reviewed at least annually or after each fraud incident for fitness of purpose by the Finance Director, with the support of the FRG and amended as required.



University of the
Highlands and Islands
Argyll College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Earra-Ghàidheil

ACCOUNTING PROCEDURES

Version	1
Date of issue	February 2017
Approved by	Board of Governors
Responsibility for review	Financial Director
Date of next review	Mar 2020
Impact assessed	

Argyll College wishes to give as much delegated responsibility as possible to Support staff. That responsibility covers both income and expenditure. An overall balance of income and expenditure is necessary to ensure that Argyll College meets its organisation-wide targets. In all cases, staff are asked only to incur costs when these are essential - having a budget does not mean that the budget needs to be spent.

Each budget holder is to prepare a budget proposal for their department for consideration and discussion at the March/April SMT meeting. Any necessary changes to the proposals will be discussed individually with the budget holder and at least one member of the Executive Team. The final budget will then be prepared from the collated departmental budgets, and the final version will be disseminated once it has been agreed with the Board at the June Board meeting.

Budget holders will receive budget reports where possible at least on a quarterly basis showing spend against budget.

1. Income

Student Fee Income

Students must pay fees at the point of enrolment. If they do not pay fees because of fee waiver, the fee waiver evidence must be obtained at the point of enrolment or as soon as possible thereafter. See the Enrolment Procedures manual.

Students should be encouraged to pay by debit card, credit card, cash or cheque, in that order. If someone has a cheque and cheque card, that means they almost certainly have a debit card facility so this should be used rather than take a cheque.

Students must receive a receipt from the receipt books supplied, in addition to any receipt issued from the electronic payment facility. The receipts must be stamped with the Argyll College stamp provided. The receipt should show student name, Centre name, Course & Course Code, Date, Amount and payment method. The receipt must be signed by the member of staff accepting the payment.

The receipt, and any payment in cash or cheque should be stored securely until banked.

The receipt number should be recorded in the 'payment details' section on the back page of the enrolment form, along with the method, amount and date of payment before the enrolment form is forwarded to the SITS department in Oban.

If fees are being paid by the student's employer, a **Please Invoice Form (mauve)** must be completed and sent to the Accounts Department. Please ensure that a Purchase Order (P.O.) document is obtained from those organisations who implement a P.O. policy e.g.

ACHA, Argyll & Bute Council, UHI, Scottish Power etc. The P.O. document should be attached to the Please Invoice Form before it is sent to the Accounts Department.

Payment by instalments

For full-time students, an instalment payment facility can be spread over a maximum of six months, but require to be paid in full before the commencement of the next year of study (if applicable). Full details of principles and eligibility appear in the Argyll College Course Fees Policy.

The Learning Centre Manager informs the student that the payment profile for paying by instalments is:

Where fees for a programme of study (within an academic year or within a semester) exceed £100, payment may be made by instalments, providing that:

- A first payment of at least £100 is made prior to commencement of study
- The balance is paid by up to five equal payments on the 1st of each following month.
- Full payment is made before the end of the academic year or within the semester (for those studying for less than a full academic year).

The student pays the initial payment on the day of enrolment – the Learning Centre Manager issues a receipt for this. Details should be recorded on the back of the enrolment form sent to SITS and on the **Income Details Form (blue)** sent to the Accounts Department.

The Learning Centre Manager completes a **Please Invoice Form (mauve)** for the total course fees and sends to the Accounts Dept – the Learning Centre Manager needs to provide details of Student Name, Address, course enrolled on and details of the payment profile (i.e. amount and date due) on this form. The Learning Centre Manager also includes a copy of the Please Invoice form with the enrolment form when passed through to SITS.

The Accounts Department issues an invoice to the student that shows the payment profile for instalments – i.e. amounts and dates due for each instalment. A copy of this invoice is sent to the Learning Centre Manager for the student file and also to ensure that if the student comes in to the Centre to pay an instalment and forgets to bring their invoice, the Learning Centre Manager has the details in the student's file.

If a student comes in to a Centre to pay an instalment, the Learning Centre Manager records this on the Income Details form clearly stating 'Invoice' and the invoice reference number in the Coding Details column. This ensures the payment can be recorded against the correct invoice.

Each month, the Accounts Department checks what instalment payments in the accounts system are overdue and at this point contacts the Learning Centre Manager by e-mail, with SITS copied in, to ask if the student is still on the course or has withdrawn. The Learning Centre Manager replies to both the Accounts Department and SITS. If the student is still on the course, the Accounts Department issues the student with a reminder that a payment is due. If the student has withdrawn, the Accounts Department will raise a credit note for the outstanding fees in the accounts system if appropriate and in accordance with

the Student Fees Policy (see Appendix II). SITS checks if a withdrawal form has been completed and if not, requests this from the Learning Centre Manager.

Cash and Cheque Income

On the last working day of each week:

Cash and cheques should be banked by a credit transfer to Argyll College's bank in Dunoon using the double receipt bank giro credit book supplied (replacement books will be supplied by the Accounts Department on request)

An **Income Details Form (blue)** should be completed. The form should be dated on the same day as the income goes into the bank and the total of the sheet must match the amount on the bank giro credit receipt. If more than one amount is banked, a separate income sheet is needed for each bank giro credit receipt.

The copy receipts and bank giro credit receipt should be attached to the blue income sheet then sent to the Accounts Department.

A copy of the **Income Details Form (blue)** should be kept in the Centre.

Cash kept in the Centre should not exceed £500.00; if it does, bank more frequently.

Other income, e.g. hiring of Argyll College facilities, should be taken at the time of booking to avoid raising invoices wherever possible. In the case of facility hire to large organisations such as Argyll & Bute Council, ACHA etc. where payment at the time of hire is not possible, please complete a **Please Invoice Form (mauve)** and send to the Accounts Department. Please ensure that a Purchase Order (P.O.) document is obtained from those organisations who implement a P.O. policy.

If you receive payment for an invoice, please record this on a separate Income Details form clearly stating 'Invoice' and the invoice reference number in the Coding Details column to ensure the payment is recorded against the correct invoice.

Card Payments (i.e. switch, visa, etc)

All electronic payments must be recorded on a **separate** Income Details form from cash and cheques and must be dated on the day the card was swiped. All transactions for one day can be recorded on the same Income Details form if there is more than one card transaction but a separate form is required for each day. End of day procedure must be carried out (press 'Settle' button and swipe Supervisor Card) at conclusion of business on days that the card machine is used.

All other income

Remittance advices should be obtained if at all possible for all other income coming into the Bank account by bank transfer/internet banking. These should be referenced appropriately, and filed in the Income folder. This includes all income from Nursery clients and funders as well as students, employers and other customers.

Honesty Policy

There are times when personal phone calls/postage/printing may be necessary and staff are asked to ensure there is a simple system in each Centre so that any member of staff can pay for the cost of these. A money box or savings bank from the bank should be obtained by the Learning Centre Manager and kept for this purpose. All staff using the Centre should be told where this box is and what it is for. This should be emptied once per month and cash banked using the Income Details form. The account code for this income is 4905.

2. Expenditure

Learning Centre Managers have delegated authority up to £200, over the following expenditure headings and within the annual budget allocation for the relevant centre

Travel and Subsistence –The rules on travel and subsistence are summarised on the claim spreadsheet. Claims must be submitted by e-mail and receipts, where applicable, should be sent immediately to Estates Manager. Claims will not be paid until the claim is correct, receipts have been matched to the claim and the relevant line manager has authorised the claim. In cases where the vehicle used in the claim has been randomly selected for proof of valid business use insurance and MOT (if applicable), the claim will not be paid until documentation has been verified.

Training: Use of this budget heading will be agreed as part of the staff appraisal procedure.

Supplies and Copying: This budget line is for consumables, i.e. paper, toner cartridges, office supplies etc. for the Centres.

Postage: Expenditure as required for the Centre

Marketing: There is no specific marketing budget for each centre. This budget is controlled by the Communications Manager, and any desired marketing activity should be referred to them in the first instance.

In accordance with the Financial Regulations (Section 13) *Heads of Curriculum* have delegated authority up to £1,000, over the following expenditure headings and within the annual budget allocation for the relevant curriculum:

Payments to Sub-contractors: Use of this budget will be for tutoring and curriculum development purposes

Learning Resources/Materials: Use of this budget is for purchases relating to items required for use in the learning and teaching of the curriculum.

Student PPE and kit: Use of this budget is for purchases relating to items required for use in the learning and teaching of the curriculum

Payments to awarding bodies (SQA, CITB, BCS, Other): Use of this budget is for costs relating to certification costs of the relevant curriculum

Hairdressing supplies and food purchases: Use of this budget is for purchases relating to items required for use in the learning and teaching of the relevant curriculum

Travel and subsistence: The rules on travel and subsistence are summarised on the claim spreadsheet. Heads of Curriculum can authorise tutor claims up to £1000. Claims must be submitted by e-mail and receipts, where applicable, and should be sent immediately to Estates Manager. Claims will not be paid until the claim is correct, receipts have been matched to the claim and the relevant line manager has authorised the claim. In cases where the vehicle used in the claim has been randomly selected for proof of valid business use insurance and MOT (if applicable), the claim will not be paid until documentation has been verified.

In accordance with the Financial Regulations (Section 13) *the Head of Estates, Head of Communications, and Head of Student Services* have delegated authority up to £1,000, over the following expenditure headings.

Head of Communications – Marketing and promotion costs and clothing costs

Head of Estates – Property costs, health and safety costs, equipment costs, insurance costs, vehicle costs, any other relevant costs

Head of Student Services – any relevant payments on behalf of students (travel, hardship, graduation, library resources, disclosure, other)

Where purchases are above the delegated limit, Managers should e-mail the Finance Director with brief details of what the expenditure is for, the amount and the supplier details for approval or otherwise

All other expenditure headings are ones where expenditure has been committed by others or where there is no scope for delegated authority and include staff costs these would be under the control of the Executive Team.

Purchase Orders

Argyll College uses the PECOS system for all non-staffing costs where possible. This should be used to source the supplies required by all staff and then the following process followed:

- Where a purchase is required, the Purchase Requisition Form (Appendix) should be completed and submitted to the Procurement Assistant for processing. They will then place the order and track progress until the order is fully satisfied.
- The 'Course Title' and 'Curriculum Lead' boxes should be completed by any teaching staff who are placing orders for their particular courses. The rest of the form is applicable to all staff and **all** sections should be completed.
- The account code and cost centre for each item should be completed for each request. It is imperative the financial coding is correct for accounting/auditing purposes and each centre has an up to date code list, but if in doubt, codes should be checked with finance before submitting.
- When stating the cost of each item VAT should be included or added on the last line of the order. The College is not VAT registered so cannot reclaim VAT.
- Before forwarding purchase requisitions to the Procurement Assistant, approval must be given by the appropriate person, generally the relevant line manager. No purchases will be made without prior approval being shown on the form.
- Deliveries should be checked as soon after they arrive as is possible, and always within 24 hours of receipt. Received items should be checked against the delivery note and a copy scanned to the Procurement Assistant.
- If there are any problems or amendments to be made against an order, the Procurement Assistant is to be made aware of this and *they* will liaise with the supplier as necessary. Staff should *not* contact the supplier direct.
- Where items do not appear available through PECOS, the purchase requisition form is to be completed with as much detail as possible. The Procurement Assistant will source the item and return the completed form to the staff member for approval before being returned to the Procurement Assistant for the order to then be placed.
- **The form at Appendix should be used for all requests**, and orders will not be processed unless this form is used. The only exceptions are when purchasing from Wella or Salon Services. Orders from these suppliers are on a separate form which can be obtained from the Procurement Assistant.

The above applies to all staff and all purchasing.

Purchase Invoices

Invoices should be stamped on the day of receipt using the stamp shown in Annex 1(i). Initial the Processed By: and Authorised By: sections. Complete the Date Rec'd, Expenditure Code(s) and Cost Centre sections detailing any split where there is more than one code for the invoice. The codings used should match the codes used on the official

purchase order form/PECOS system. All invoices should be sent to ACAccounts@uhi.ac.uk.

Invoices should be batched at least once per week and sent to the Accounts Department after completing the **Invoice Details Form (pink)** attached. An invoice with multiple codings should have the multiple codes shown on the Invoice Details form. The form should be completed as fully as possible and a copy of the form retained at the Centre in case the batch goes missing in the post. It is not essential to keep copies of all invoices. If a copy of the Invoice Details form is kept, this will enable duplicate invoices to be obtained in the event the originals go missing.

Any invoices which are in dispute should be confirmed as such by email to the supplier at the earliest opportunity and Cc'd to the Accounts Department. This is the responsibility of the relevant Manager. Where a credit note for all or part of the invoice is going to be issued, do not process and send the invoice to the Accounts Department until the credit note has been received.

Supplier Credit Notes

Credit Notes should be processed in the same way as invoices but recorded as a negative amount e.g. (£200.00) on the Invoice Details Form.

Supplier Statements

The relevant Manager should check that all invoices shown on supplier statements have been received. Any missing invoices should be highlighted and the date recorded when copy invoices were requested from the supplier. The statements should be sent to the Accounts Department.

Petty Cash

Learning Centre Managers will have a petty cash float allocated to them. The amount varies for each Centre. Only one claim up to the allocated limit can be made each month.

Petty cash expenditure **must** be matched by receipts wherever possible. If a receipt is not available, a Petty Cash Voucher must be used (see sample on Annex 1(ii)). The Voucher should be signed by the person receiving the cash and signed by the Learning Centre Manager making the payment.

Petty Cash expenditure should be claimed by completing a **Petty Cash Claim Form (yellow)** which analyses spend against expenditure codings. No credit account invoices should appear on this form. Receipts or petty cash vouchers must be attached to the form before sending it to the Accounts Department. The amount expended will be paid to the Learning Centre Manager by Bacs with the payment date and amount notified by e-mail.

Charges for Argyll College Facilities

Argyll College's Centres are there to provide educational and training opportunities to the local population. Charges need to be levied to cover the costs of running the Centres to ensure facilities and equipment can be maintained properly. Enrolled students of Argyll College must have priority use of the Centres but facilities can be let out to others provided there is a broad educational or training related reason for this.

The charging policy is attached.

If the Centre has to be opened and staffed by Argyll College when the Centre or a room within it is hired, the charge should include the cost of the room **plus** the hourly charge out rate for staff.

Please try to get customers to pay at the time of booking (see **Income** section of this folder)

Please note that the charges attached are negotiable if there is longer term use of the Centre or its facilities requested.

COURSE FEES POLICY

FOR ARGYLL COLLEGE UHI LTD

Policy Number:	Fees1
Revision Number:	1
Date of Issue:	May 2016
Status:	Approved
Date of Approval:	May 2017
Responsibility for Policy:	Director of Finance
Responsibility for Implementation:	
Responsibility for Review:	Director of Finance
Date of Last Review:	June 2016
Date of Last Revision:	May 2017
Date of Next Review:	May 2019

1. Introduction

The purpose of this policy is to outline the principles applied in respect of course fees, offering instalment facilities, fee waivers and refunds. This policy is compliant with the UHI HE Fees Policy and SFC Regulations.

2. Responsibilities

The Finance Director is responsible for annually ensuring this policy is consistent with the UHI HE Fees Policy, SFC regulations and related internal policies. This policy will be fully reviewed every three years taking into account value for money and environmental impact. The Equalities Officer will be responsible for ensuring that this policy and its associated procedures are equality impact assessed.

The Financial Director will ensure appropriate and prompt implementation of this policy within the agreed performance targets and associated procedures.

3. Key Principle

The College sets FE course fees annually, in line, where relevant, with SFC set fees. HE fees as set by The University of the Highlands and Islands (UHI) are adopted under the conditions of the partnership agreement between the academic partners. This policy takes cognisance of UHI policy relating to HE course fees.

The Financial Director is responsible for approving FE course fees, other than those already set by SFC.

All students will be made aware of the course fee at the point of application or enquiry.

4. What Course Fees Include

Course fees normally include all assessment and examination fees and the cost of materials. Students will be advised at the point of enquiry or application if additional fees are to be paid for materials for a specific course, or for certification or examinations.

The cost of materials for evening and leisure classes is not included in course fees.

5. Payment of Course Fees

Fees are due at enrolment. It is the responsibility of the student to pay the course fee at the point of enrolment or to provide evidence that an alternative arrangement has been put in place. Failure to do so may result in the student not being enrolled.

A student may be allowed to start a course without paying the relevant fee if they provide appropriate authorised documentary evidence, including:

- Fees being paid by a third party – Student Award Agency for Scotland (SAAS)*, employer, ILA award, etc.
- Part Time Further Education Fee Waiver Claim
- Argyll College Instalment Payment Plan
- Credit Note or Fee Transfer
- College Fee Waiver

* SAAS stipulate that a student must remain on the course until 01 December to be entitled to payment of the course fee (for courses starting in the Autumn term, other dates apply for other course start dates). If the student leaves before the qualifying date the student becomes liable for the relevant fee as per the table in Section 7.

Where a student is to be supported by a third party and in the event that the third party does not accept liability for the payment, liability for the course fee will revert to the student. Non-payment of fees will be pursued in accordance with the College debt recovery procedures; this may also prevent enrolment to future courses.

6. False Starts

The College acknowledges that despite all attempts to inform students in advance of enrolment, a student may undertake a course of study that they soon discover is not what they had expected. It is anticipated that this will be determined within two weeks after the date of enrolment or commencing the course. Should a student withdraw from the course within this time the withdrawal will be considered as a 'false start' and no fee will be charged for the two weeks of attendance on the course.

This dispensation does not apply to FE Part Time, evening or leisure course students.

7. Withdrawals

A withdrawal is classified by the College where a student has terminated their studies before the normal completion date.

Further Education - Full-time and Part-time

Date of Commencement	Termination of Study Date	Amount Due
Courses commencing in August/September	Within 2 weeks of Commencement date	No Fee due
	Before 01 November and thereafter	Administration Fee of £100
Course commencing at other dates	Within 2 weeks of Commencement date	No Fee due
	At any point thereafter	Administration Fee of £100

Higher Education – Full-time and Part-time

Date of Commencement	Termination of Study Date	Amount Due
Courses commencing in August/September	Within 2 weeks of Commencement date	No Fee due
	Before 01 December	Administration Fee of £100
	Between 01 December and 01 February	50% of Full Year Fee plus Administration Fee of £100
	After 01 February	Full Fee due
Course commencing at other dates	Within 2 weeks of Commencement date	No Fee due
	Within 8 weeks of the date of Commencement of the course (excluding non-teaching weeks)	Administration Fee of £100
	Between 8 and 12 weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of Full Year Fee plus Administration Fee of £100
	After 12 weeks of the date of commencement of the course (excluding non-teaching weeks)	Full Fee due

All other courses, including Evening and Leisure classes – attending 25% or less of the course will incur a fee of 25% of the total invoiced cost. Thereafter, no refund will be due on the total cost of the course.

8. Recognition of Prior Learning and Credit Transfer

Fees will be charged for Recognition of Prior Learning at the full unit rate. Where Credit Transfer is applied no additional fee will be charged, however where Credit Transfer is being applied for more than one credit the College reserves the right to charge the qualification Group Award fee charged by SQA.

9. INSTALMENT PAYMENT FACILITY

Key Principle

The purpose of the Instalment Payment Facility is to allow enrolment on a course for students who are not in a position to pay the full course fee at the time of enrolment.

Where an Instalment Payment Facility has been offered and the student subsequently withdraws from the course, liability for the relevant course fee remains. An Instalment Payment Facility is a route of access to a course and not a pro rata payment agreement.

Eligibility

To be eligible for an Instalment Payment Facility students will be required to provide details of the following:

- Method of study
- Amount of the course fee
- Student's ability to pay

This information will be held in confidence.

Award of an Instalment Payment Facility is not automatic.

Enquiries

Enquires can be made to the local centre manager at any time prior to enrolment or upon receiving notification of rejection of funding..

Rates

For full-time students, an instalment payment facility can be spread over a maximum of six months, but require to be paid in full before the commencement of the next year of study (if applicable).

For part-time students the Instalment Payment Facility can be spread over the life of the course (or a maximum of six months, whichever is shorter), but the first year of study must be paid in full before the student will be allowed to move on to the second year of part-time study.

Where fees for a programme of study (within an academic year or within a semester) exceed £100, payment may be made by instalments, providing that:

- A first payment of at least £100 is made prior to commencement of study
- The balance is paid by up to five equal payments on the 1st of each following month.
- Full payment is made before the end of the academic year or within the semester (for those studying for less than a full academic year).

10. FEE WAIVER

Key Principle

In exceptional circumstances, and where there are mitigating circumstances, the College may offer a fee waiver at their discretion when a request is submitted in writing covering the justification for a fee waiver.

In the event of a fee waiver being requested the College will adopt a fair and consistent approach to ensure compliance with the SFC Fee Waiver Policy, UHI HE Fees Policy and prior applications.

The administration charge of £100 is not subject to application for fee waiver and will remain payable.

Applications will be considered by the Registry Manager on individual merit and within the context of the College's strategic and operational objectives.

In all cases applications for College Fee Waiver must be made on the Fee Waiver Form (attached).

11. FEE REFUND

Key Principle

Course fees are not refundable, except in exceptional circumstances and at the College's discretion. Refunds will not be given where the student has been excluded through the Student Disciplinary Procedure. Particular arrangements apply for service personnel being supported through the Ministry of Defence Enhanced Learning Credits (ELCAS). Applications for refunds for other reasons will be considered by the Financial Director on individual merit and within the context of the College's strategic and operational objectives. In all cases applications for a Fee Refund must be made on the Fee Refund form (attached).

12. APPEALS

Key Principle

Students are informed of their right to appeal against the outcome of any application in relation to course fees that they make. The appeal must be submitted in writing to the Depute Principal and must clearly state the grounds for the appeal. Any appeal must be submitted within ten working days of receiving the outcome of the application.

The Depute Principal will acknowledge receipt of the appeal and undertake to reply within ten working days. This decision is final.

Performance Targets

It is imperative that any application from a student in respect of course fees is dealt with speedily and in this respect, notwithstanding the above details in respect of appeals, the key performance target is that the outcome to any course fees application is communicated to the student within fifteen working days.



Argyll College UHI Board of Governors Code of Conduct

Policy Number:	AC033
Revision Number:	3
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Date of Last Revision:	23 March 2016
Date of Next Review:	14 January 2023
Date of Equality Impact Assessment	24 March 2017

ARGYLL COLLEGE UHI LTD

Board of Governors Code of Conduct

Introduction

- 1.1. The Scottish public has a high expectation of those who serve on the boards of their public services and the way in which they should conduct themselves in undertaking their duties. You, as a member of the Board of Governors of Argyll College UHI Ltd., must meet those expectations by ensuring that your conduct is above reproach.
- 1.2. As a member of the Board of Governors, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct.

Guidance on the Code of Conduct

- 1.3. It is your personal responsibility to comply with the rules contained within the Code. You must review regularly, and at least annually, your personal circumstances with this in mind, particularly when your circumstances change. You must not at any time advocate any action contrary to this Code of Conduct.
- 1.4. This Code has been developed in line with the key principles listed in Section 5.2 and provides additional information on how the principles should be interpreted and applied in practice. No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should seek advice from the Board Secretary. You may also choose to consult your own legal advisers and, on detailed financial and commercial matters, seek advice from other relevant professionals.

Enforcement

- 1.5 As an unincorporated body, Argyll College UHI is not bound by the model code of conduct and enforcement provisions for public bodies introduced through The Ethical Standards in Public Life etc. (Scotland) Act 2000, but does voluntarily align itself with its provisions, modified to Argyll College UHI circumstances where appropriate.
- 1.6 Alleged breaches of the Code will be examined as explained in Annex A. If it is found that there has been a breach of the Code, the sanctions which may be applied are also laid out in Annex A.

2. Key Principles of the Code

The general principles upon which this Code of Conduct are based are:

Public Service: you have a duty to act in the interests of the Board of Governors and in accordance with its core tasks.

Selflessness: have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

Integrity you must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties as a member of the Board of Governors.

Objectivity you must make decisions solely on merit when carrying out public business.

Accountability and Stewardship you are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the Board of Governors uses its resources prudently and in accordance with the law.

Openness you have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty you have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership you have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public's trust and confidence in the integrity of the Board of Governors and its members in conducting public business.

Respect you must respect fellow members of the Board of Governors and employees of the Board of Governors and the role they play, treating them with courtesy at all times. This applies equally to all you come into contact with and it is expected that you will act in ways that accord with the College's value statement and equal opportunities policies.

You should apply the principles of this Code to your dealings with fellow members of the Board of Governors and its employees.

3 General Conduct

3.1. Relationship with Employees of the Board of Governors

You will treat any staff employed by the Board of Governors with courtesy and respect. It is expected that employees will show you the same consideration in return.

3.2 Allowances and Remunerated Work

- 3.2.1. Board members may claim reasonable expenses for Board activity that they attend. These are approved by the Chair of the Board. Claims should be submitted within six months of the event unless there are reasonable grounds for non-submission in that time frame.
- 3.2.2 You should not accept any remunerated work at the College as a member of the Board of Governors.
- 3.2.3 If you are aware, or become aware, that the organisation for which you are employed or are a director tenders for any work at the College this will be dealt with under the College Financial Regulations. Your association with the College should be declared in any procurement process, you should not be part of any tender exercise and neither should you benefit directly from any work awarded as a result.

3.3. Gifts and Hospitality

3.3.1. You must never canvass or seek gifts or hospitality.

3.3.2. You are responsible for your decisions connected with the offer or acceptance of gifts or hospitality and for avoiding the risk of damage to public confidence in the Board of Governors. As a general guide, it is usually appropriate to refuse offers except:

- isolated gifts of a trivial character or inexpensive seasonal gifts such as a calendar or diary, or other simple items of office equipment of modest value;
- normal hospitality associated with your duties and which would reasonably be regarded as inappropriate to refuse; or
- gifts received on behalf of the Board of Governors.

3.3.3 You must not accept any offer by way of gift or hospitality, which a member of the public might reasonably think, could influence you in the performance of your duties as a member of the Board of Governors to show favour, or disadvantage, to any individual or organisation. You should also consider whether a member of the public might reasonably think that you could be influenced in the performance of your duties as a member of the Board of Governors by any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner. The term “gift” includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public. You must not accept repeated hospitality from the same source.

3.3.4. You must record details of all gifts and hospitality received (or offered and rejected) with the Board Secretary. The Board of Governors must make available that record for public inspection.

3.3.5. You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision the Board of Governors may be involved in determining, or who is seeking to do business with the Board of Governors, and which a member of the public might reasonably think could influence you in the performance of your duties as a member of the Board of Governors.

3.4. Confidentiality Requirements

3.4.1. There may be times when you will be required to treat discussions, documents or other information relating to the work of the Board of Governors in a confidential manner. You will often receive information of a private nature which is not yet public, or which is not intended to be public. There are provisions in legislation on the categories of confidential and exempt information and you must always respect and comply with the requirement to keep such information private.

3.4.2. It is unacceptable to disclose any information to which you have privileged access, for example derived from confidential documents, either orally or in writing. In the case of other documents and information, you are requested to exercise your judgement as to what should or should not be made available to outside bodies or individuals. In any event, such information should never be used for the purpose of personal or financial gain, or used in such a way as to bring the Board of Governors into disrepute. It is expected that papers and reports shall not be divulged or disclosed to anyone outside of the Board or its secretariat prior to the meeting of the Board or any of its Committees.

3.5. Use of College Facilities

Members of the Board of Governors must not misuse facilities, equipment, stationery, telephony and services, or use them for party political or campaigning activities.

3.6 Appointment to Partner Organisations

3.6.1. You may be appointed, or nominated by your Board of Governors, as a member of another body or organisation. If so, you are bound by the rules of conduct of these organisations and should observe the rules of this Code in carrying out the duties of that body.

3.6.2. Members, who become directors of companies, as nominees of the Board of Governors will assume personal responsibilities under the Companies Act. It is possible that conflicts of interest can arise for such members between the company and the Board of Governors. It is your responsibility to take advice on your responsibilities to the Board of Governors and to the company. This will include questions of declarations of interest.

3.7. Attendance

3.7.1. It is expected that all Board Members will attend at least three Board meetings in any one academic year and participate in at least one sub-committee of the Board, attending a minimum of two meetings of each Committee of which they are member. Prolonged absences require the permission of the Board. The Chair of the Board will normally attend all Board meetings and a Chair of Committee all the meetings for that Committee, except in exceptional circumstances, in any one academic year.

3.8. Performance

3.8.1. Board members are expected to fulfil the responsibilities detailed in this Code of Conduct and to undertake duties that are consistent with the role description, person specifications and other relevant documentation.

3.8.2 Board members will be required to undertake an annual evaluation of their performance with the Chair of the Board and agree relevant development objectives. Any issues will initially be addressed by the Chair of the Board and where those issues are not adequately addressed will be considered under the "De-selection Policy".

3.9 Statement against Bribery

3.9.1. Members of the Board of Governors are committed to the prevention of bribery and all forms of corruption. The Board of Governors operates a zero tolerance approach to bribery committed by any person working at Argyll College UHI, and any person who provides services for or on behalf of Argyll College UHI. Any allegation of bribery by a member of the Board of Governors or employee will be investigated in accordance with relevant processes and procedures and may be reported to the authorities as appropriate.

3.9.2. The Board of Governors has a justified reputation for acting with integrity transparency and honesty. The Board of Governors are committed to the prevention of bribery because we recognise the importance of maintaining the college reputation and the confidence of our students, the public and other partner organisations.

3.9.3. The Board of Governors will not work with other organisations who it considers does not share the Board of Governors commitment to preventing bribery and corruption.

4 Registration of Interests

- 4.1. The following paragraphs of this Code set out the kinds of interests, financial and otherwise that you must register. These are called “Registerable Interests”. You must at all times ensure that these interests are registered, when you are appointed and whenever your circumstances change in such a way as to require change or an addition to your entry in the Board of Governors’ register.
- 4.2. Annually, there will be a reminder to all Board members to consider their current “Registerable Interests” and if circumstances have changed such that the register requires updating.
- 4.3. This Code sets out the categories of interests which you must register. Annex B contains key definitions to help you decide what is required when registering your interests under any particular category. These categories are listed below with explanatory notes designed to help you decide what is required when registering your interests under any particular category.
- 4.4 The test to apply when considering appropriateness of registration in any of the six categories described in the following paragraphs is to ask whether a member of the public acting reasonably might consider any interest could potentially affect your responsibilities to the Board of Governors and to the public, or could influence your actions, speeches or decision-making.

4.5 Category One: Remuneration

- i. You have a registerable interest where you receive remuneration by virtue of being:
 - employed;
 - self-employed;
 - the holder of an office;
 - a director of an undertaking;
 - a partner in a firm; or
 - undertaking a trade, profession or vocation or any other work.

In relation to i. above, the amount of remuneration does not require to be registered.

- iii. If you receive any allowances in relation to membership of any organisation, the fact that you receive such an allowance must be registered.
- iv. When registering employment, you must give the name of the employer, the nature of its business, and the nature of the post held in the organisation.
- vi. When registering self-employment, you must provide the name and details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.
- vii. Where you undertake a trade, profession or vocation, or any other work, you must specify the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication and the frequency of articles for which you are paid.

- viii. When registering a directorship, you must provide the registered name of the undertaking in which the directorship is held and the nature of its business.

4.6 Category Two: Related Undertakings

- i. You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.
- ii. You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.
- iii. The situations to which the above paragraphs apply are as follows:
 - you are a director of a board of an undertaking and received remuneration - declared under category one; and
 - you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

4.7 Category Three: Contracts

- i. You have a registerable interest where you (or a firm in which you are a partner), or an undertaking in which you are a director or in which you have shares where the nominal value of these shares is (a) greater than 1% of the issued share capital of the undertaking, or (b) greater than £25,000 have made a contract with the College:
- ii. under which goods or services are to be provided, or works are to be executed; and that has not been fully discharged.
- iii. You must register a description of the contract, including its duration, but excluding the value or consideration of the contract.

4.8 Category Four: Houses, Land and Buildings

You have a registerable interest where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of the Board of Governors.

4.9 Category Five: Shares and Securities

You have a registerable interest where you have an interest in shares which constitutes a holding in a company or organisation which may be significant to, of relevance to, or bear upon, the work and operation of the Board of Governors. You are not required to register the value of such interests.

4.10 Category Six: Non-financial Interests

You have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation of the Board of

Governors. It is important that relevant interests such as membership or holding office in other public bodies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described.

5. Declaration of Interests Introduction

- 5.1. The key principles of the Code, especially those in relation to integrity, honesty and openness, are given further practical effect by the requirement for you to declare certain interests *in the proceedings* of the Board of Governors. Together with the rules on registration of interests, this ensures transparency of your interests which might influence, or be thought to influence your actions.
- 5.2. Colleges inevitably have dealings with a wide variety of organisations and individuals and this Code indicates the circumstances in which a business or personal interest must be declared. Public confidence in the Board of Governors and its members depends on it being clearly understood that decisions are taken in the public interest and not for any other reason.
- 5.3. In considering whether to make a declaration in any proceedings, you must consider not only whether you will be influenced but whether anybody else would think that you might be influenced by the interest. You must keep in mind that the test is whether a member of the public, acting reasonably, might think that a particular interest could influence you.
- 5.4. If you feel that, in the context of the matter being considered, your involvement is neither capable of being viewed as more significant than that of an ordinary member of the public, nor likely to be perceived by the public as wrong, you may continue to attend the meeting and participate in both discussion and voting. The relevant interest must however be declared. It is your responsibility to judge whether an interest is sufficiently relevant to particular proceedings to require a declaration and you are advised to err on the side of caution. You may also seek advice from the Standards Commission for Scotland.

5.5 Interests Which Require Declaration

Interests which require to be declared may be financial or non-financial. They may or may not be interests which are registerable under Section 4 of this Code. Most of the interests to be declared will be your personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration.

5.5.1 Financial Interests

Any financial interest which is registerable must be declared.

5.5.2 Shares and Securities

- i. You may have to declare interests in shares and securities, over and above those registerable under category five of this Code. You may, for example, in the course of employment or self-employment, be engaged in providing professional advice to a person whose interests are a component of the matter to be dealt with by the Board of Governors.

- ii. You have a declarable interest where an interest becomes of direct relevance to a matter before the Board of Governors and you have shares comprised in the share capital of a company or other body and the nominal value of the shares is:

- (i) greater than 1% of the issued share capital of the company or other body; or
- (ii) greater than £25,000.

You are required to declare the name of the company only, not the size or nature of the holding.

5.5.3 Houses, Land and Buildings

Any interest in houses, land and buildings which is registerable under category four of this Code must be declared, as well as any similar interests which arise as a result of specific discussions or operations of the Board of Governors.

5.5.4 Non-Financial Interests

- i. If you have a registered non-financial interest under category six of this Code you have recognised that it is significant. There is therefore a very strong presumption that this interest will be declared where there is any link between a matter which requires your attention as a member of the Board of Governors and the registered interest. Nonfinancial interests include membership or holding office in other public bodies, clubs, societies, trade unions and organisations including voluntary organisations. They become declarable if and when members of the public might reasonably think they could influence your actions, speeches or votes in the decisions of the Board of Governors.
- ii. You may serve on other bodies as a result of express nomination or appointment by the Board of Governors or otherwise by virtue of being a member of the Board of Governors. You must always remember that public interest points towards transparency particularly where there is a possible divergence of interest between different public authorities.
- iii. You will also have other private and personal interests and may serve, or be associated with, bodies, societies and organisations as a result of your private and personal interests and not because of your role as a member of the Board of Governors. In the context of any particular matter you will have to decide whether to declare a non-financial interest. You should declare an interest unless you believe that, in the particular circumstances, the interest is irrelevant or without significance. In reaching a view you should consider whether the interest (whether taking the form of association or the holding of office) would be seen by a member of the public acting reasonably in a different light because it is in the interest of a person who is a member as opposed to the interest of an ordinary member of the public.

5.5.5 Interests of Other Persons

- i. The Code requires only your interests to be registered. You may, however, have to consider whether you should declare an interest in regard to the financial interests of your spouse or cohabitee which are known to you. You may have to give similar consideration to any known non-financial interest of a spouse or cohabitee. You have to ask yourself whether a member of the public acting reasonably would regard these interests as

effectively the same as your interest in the sense of a potential effect on your responsibilities as a member of the Board of Governors.

- ii. The interests known to you, both financial and non-financial, of relatives and close friends may have to be declared. This Code does not attempt the task of defining 'relative' or 'friend'. The key principle is the need for transparency in regard to any interest which might (regardless of the precise description of relationship) be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a member of the Board of Governors.

5.6 Making a Declaration

5.6.1 You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether agendas for meetings raise any issue of declaration of interest. Your declaration of interest must be made as soon as practicable at a meeting where that interest arises. If you do identify the need for a declaration of interest only when a particular matter is being discussed you must declare the interest as soon as you realise it is necessary.

5.6.2. The oral statement of declaration of interest should identify the item or items of business to which it relates. The statement should begin with the words 'I declare an interest'.

The statement must be sufficiently informative to enable those at the meeting to understand the nature of your interest but need not give a detailed description of the interest.

Effect of Declaration

5.6.3. Declaring a financial interest has the effect of prohibiting any participation in discussion and voting. A declaration of a non-financial interest involves a further exercise of judgement on your part. You must consider the relationship between the interests which have been declared and the particular matter to be considered and relevant individual circumstances surrounding the particular matter.

5.6.4 In the final analysis the conclusive test is whether, in the particular circumstances of the item of business, and knowing all the relevant facts, a member of the public acting reasonably would consider that you might be influenced by the interest in your role as a member of the Board of Governors and that it would therefore be wrong to take part in any discussion or decision making. If you, in conscience, believe that your continued presence would not fall foul of this objective test, then declaring an interest will not preclude your involvement in discussion or voting. If you are not confident about the application of this objective yardstick, you must play no part in discussion and must leave the meeting room until discussion of the particular item is concluded.

5.7 Lobbying And Access to Members of Board of Governors Introduction

5.7.1. In order for the Board of Governors to fulfil its commitment to being open and accessible, it needs to encourage participation by organisations and individuals in the decision making process. Clearly however, the desire to involve the public and other interests groups in the decision-making process must take account of the need to ensure

transparency and probity in the way in which the Board of Governors conducts its business.

- 5.7.2. You will need to be able to consider evidence and arguments advanced by a wide range of organisations and individuals in order to perform your duties effectively. Some of these organisations and individuals will make their views known directly to you rather than to the Board of Governors as a whole. The rules in this Code set out how you should conduct yourself in your contacts with those who would seek to influence you. They are designed to encourage proper interaction between members of Boards of Governors, those they represent and interest groups.

Rules and Guidance

- 5.7.3. You must not, in relation to contact with any person or organisation who lobbies, do anything which contravenes this Code of Conduct or any other relevant rule of the Board of Governors or any statutory provision.
- 5.7.4. You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon the Board of Governors.
- 5.7.5. The public must be assured that no person or organisation will gain better access to, or treatment by, you as a result of employing a company or individual to lobby on a fee basis on their behalf. You must not, therefore offer or accord any preferential access or treatment to those lobbying on a fee basis on behalf of clients compared with that which you accord any other person or organisation who lobbies or approaches you. Nor should those lobbying on a fee basis on behalf of clients be given to understand that preferential access or treatment, compared to that accorded to any other person or organisation, might be forthcoming from another member of the Board of Governors.
- 5.7.6. Before taking any action as a result of being lobbied, you should seek to satisfy yourself about the identity of the person or organisation who is lobbying and the motive for lobbying. You may choose to act in response to a person or organisation lobbying on a fee basis on behalf of clients but it is important that you know the basis on which you are being lobbied in order to ensure that any action taken in connection with the lobbyist complies with the standards set out in this Code.
- 5.7.7. You should not accept any paid work:
- (a) Which would involve you lobbying on behalf of any person or organisation or any clients of a person or organisation.
 - (b) To provide services as a strategist, adviser or consultant, for example, advising on how to influence the Board of Governors and its members. This does not prohibit you from being remunerated for activity which may arise because of, or relate to, membership of the Board of Governors, such as journalism or broadcasting, or involvement in representative or presentational work, such as participation in delegations, conferences or other events.
- 5.7.8. If you have concerns about the approach or methods used by any person or organisation in their contacts with you, you must seek the guidance of the Board of Governors.

ANNEX A: SANCTIONS AVAILABLE TO THE BOARD OF ARGYLL COLLEGE UHI FOR BREACH OF THE CODE

Sanctions

- (a) Censure – the Board may reprimand the member but otherwise take no action against them;
- (b) Disqualification – removing the member from membership of the Board of Argyll College UHI and membership of any committees pertaining to the Board for a period of no more than five years.

Process

- (a) On being made aware of any breach of the Code, the Chair of the Board will convene a meeting of the Nominations Committee. If the member against whom the allegations are made is a member of the Nominations Committee, then he or she will temporarily relinquish membership of that Committee. If the allegations are against the Chair of the Board, a Vice Chair will convene the meeting.
- (b) The College Secretary will gather all available evidence.
- (c) At the Nominations Committee meeting, the evidence will be presented and the director against whom the allegations are made will be invited to defend him or herself.
- (d) The Nominations Committee will recommend a course of action to the full Board of Governors, consisting of either (1) no further action (2) reprimand or (3) disqualification for a period of five years.

ANNEX B: DEFINITIONS

- “Remuneration” includes any salary, wage, share of profits, fee, expenses, other monetary benefit or benefit in kind. This would include, for example, the provision of a company car or travelling expenses by an employer.
- “Undertaking” means: a body corporate or partnership; or an unincorporated association carrying on a trade or business, with or without a view to a profit. “Related Undertaking” is a parent or subsidiary company of a principal undertaking of which you are also a director. You will receive remuneration for the principal undertaking though you will not receive remuneration as director of the related undertaking.
- “Parent Undertaking” is an undertaking in relation to another undertaking, a subsidiary undertaking, if a) it holds a majority of the voting rights in the undertaking; or b) it is a member of the undertaking and has the right to appoint or remove a majority of its board of directors; or c) it has the right to exercise a dominant influence over the

undertaking (i) by virtue of provisions contained in the undertaking's memorandum or articles or (ii) by virtue of a control contract; or (d) it is a councillor of the undertaking and controls alone, pursuant to an agreement with other shareholders or councillors, a majority of the voting rights in the undertaking.

- "Group of companies" has the same meaning as "group" in section 474(1) of the Companies Act 2006. A "group", within section 474(1) of the Companies Act 2006, means a parent undertaking and its subsidiary undertakings.
- "A person" means a single individual or legal person and includes a group of companies.
- "Any person" includes individuals, incorporated and unincorporated bodies, trade unions, charities and voluntary organisations.
- "Spouse" does not include a former spouse or a spouse who is living separately and apart from you.
- "Cohabitee" includes a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of a husband or wife.