

Steeple Suite, Falkirk Campus 4.30pm

AGENDA

		Type	Lead
1	Apologies and Declarations of interest	Discussion	Ross Martin
2	Draft Minutes and Matters Arising of Meeting of 25 February 2022	Approval	Ross Martin
Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002			
3	Minutes of Committee Meetings		
	Draft Finance Committee – 22 March 2022	Noting	Liam McCabe
	HR Committee – 21 April 2022 - To Follow	Noting	Trudi Craggs
4	Principal's Report	Discussion	Ken Thomson
Elements of paper 4 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy and Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002			
5	Chairs Update (Verbal)	Discussion	Ross Martin
6	Student Association Report	Discussion	Amber Little
7	University College Health Partnership and Opportunity for a Closer Collaboration	Approval	Ken Thomson

Elements of paper 8 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002

STRATEGIC PLAN IMPLEMENTATION

8	SFC Indicative Allocations 2022-23	Discussion	Alison Stewart
9	Restructure Consultation May 2022 - To follow	Approval	Alison Stewart

Paper 9 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002

GOVERNANCE

10	Appointment of Vice Chairs and Senior Independent Member	Approval	Ross Martin
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OPERATIONAL OVERSIGHT

11	Review of Risk	Discussion	All
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12 Any Other Competent Business

Discussion All

FOR INFORMATION

None

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Dunblane Hydro @10.00am

Present: Ross Martin (Chair)
Dr Ken Thomson
Paul Devoy
Lorna Dougall
Davie Flynn (Vice Chair)
Katherine Graham
Jennifer Hogarth
Amber Little, Forth Valley Student Association President (FVSAP)
Liam McCabe
Ken Richardson
Claire Green, Forth Valley Student Association Vice President (FVSAPV)
Alistair McKean

Apologies: Andrew Caldwell
Lindsey Hastie
Alison Stewart, Vice Principal Finance & Corporate Affairs
Naila Akram
Hazel Burt
Emma Meredith
Trudi Craggs (Vice Chair)

In Attendance: David Allison, Vice Principal, Infrastructure and Communications (VPIC)
Kenny MacInnes, Vice Principal Learning and Student Experience (VPLSE)
Helen Young Head of Learning and Quality (HLQ) for B/21/035 only
Anna Vogt Head of Inclusion and Student Services (HISS) for B/21/035 only
Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary (CGPO)

The Chair welcomed members to the meeting. He provided a recap of some of the key points arising from the previous afternoon's strategic session and thanked all the College staff that had presented to the Board and participated in the discussions.

B/21/028 Apologies and Declarations of interest

As noted above

B/21/029 Minutes and Matters Arising of Meeting of 2 December 2021

Members approved the minute of the meeting of 2 December 2021.

Matters Arising

B/21/022 Annual Report and Financial Statements 2020/2021

The Chair confirmed to members that these had been signed the previous day.

B/21/027 AOCB

The Chair provided members with an overview of the current negotiation position between the College Employers Association and the Unions. He highlighted that, despite the offer made being nearly twice public sector pay policy, it was highly likely both unions would seek to enter dispute and potential strikes.

Members queried what level of support the unions have had in the past. The Principal outlined some recent participation levels in ballots.

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B/21/030 Minutes of Committee Meetings

LSE Committee – 10 February 2022

The Chair of the Committee noted that it had been a hybrid meeting with a range of business covered. He highlighted the consideration and approval of the updated Safeguarding Policy and how this would be monitored.

He informed members that the Outcome Agreement had been endorsed for submission to the Board and was on the agenda.

He noted that some demonstrations of the systems which the Committee considered reports on on a regular basis had taken place and were helpful for newer members to understand the depth of information underlying the reports.

a) Members noted the update

B/21/031 Principal's Report

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

The Principal discussed his activities since the last meeting of the Board of Management.

He discussed the reduction in sector funding in the Scottish Government budget and the ongoing work by SMT level to plan for the impact of this. He highlighted that information was being shared with College unions to keep them up to date and more discussion on this point would happen later in the agenda.

He highlighted that there was a new team in place in Education in Scottish Government. He invited the new members in to tour the campus and they were very impressed by what they had seen and subsequently emailed Ministers about the visit – a copy of the email was appended in the report for member’s information.

He circulated copies of the College Strategic Plan 2022-2025 and informed members further information on targets and outcomes would be brought to the June Board meeting.

He noted the success of the two graduation ceremonies and noted his thanks for the marketing team for their work in getting these organised.

He informed members that he had been awarded an honorary Professorship from University of Stirling. Members congratulated him and noted that this allowed the Principal to use the title of Professor.

Members noted the extent of external interest in utilising the campuses and asked if there were opportunities for the Board to assist the College. The Principal welcomed the offer and confirmed he would keep this under consideration.

a) Members noted to content of the report

B/21/032 Chair’s Report (Verbal)

The Chair updated members on his activity since the last meeting.

He noted the highly successful Revitalising the Forth Valley conference which had been organised by College staff and included live and pre-recorded sessions. He also highlighted the relationships the College had throughout the region and how this had assisted in getting attendees to come to the event.

He updated members on the ongoing work he is doing with College’s Scotland on regional economies and highlighted a range of recent work with UHI to support their merger activities.

He outlined the outputs from the review into College’s Scotland in relation to concerns raised by the College and other College’s on value for money and effectiveness. He confirmed a range of options had been developed and would be considered at the next College’s Scotland Board meeting.

a) Members noted the content of the update

B/21/033 Student Association Report

The FVSAP provided members with an update on the activities of the Association.

They confirmed that there were regular meetings with the Principal and VPLSE during Covid to keep up to date on changes and to ensure student issues were highlighted and escalated as appropriate.

They informed members that a food pantry had been opened on each campus where students could access donated foodstuffs as required.

The FVSAVP also informed member of some additional funding in relation to mental health and a project that was being developed in conjunction with the College Learning Resource Centres to provide additional resources to students.

The FVSA reported on their participation in the visit from the Scottish Governments' Advanced Learning and Science Directorate at the invite of the Principal. They also noted that they had met with Education Scotland in the most recent visit.

They reported on other areas under development such as working with estranged students, the launch of the FVSA E-shop and the ongoing creation of a sustainability pledge in response to a motion brought forward by students.

Members queried if there was something the Board could do to help in relation to food insecurity and the VPISC noted that the College was working with Naila Akram and the main College catering provider in regard to this.

a) Members noted the content of the report

STRATEGIC PLAN IMPLEMENTATION

B/21/034 Outcome Agreement 2021-22

The VPISC presented the 2021-22 Outcome Agreement (OA). He reported that the guidance from SFC had not been changed this year so the OA was essentially a refresh of the previous years' submission with no significant changes in the narrative.

He did highlight however that there had been a reduction in the number of targets in the OA appendix and also that SFC had reviewed the draft OA and were not requesting any changes. The Chair of the Learning & Student Experience Committee commented that the OA had been considered at the recent meeting

The FVSAP noted that there could be some tweaks made to the text in relation to the activity of FVSA. The VPISC welcomed this and asked that these be sent through for incorporation into the submitted version of the OA.

a) Members approved the Outcome Agreement 2021-22 subject to the changes to the FVSA text.

GOVERNANCE

B/21/035 Arm's Length Foundation Application

The Principal introduced the two projects, noting comments made earlier in the meeting regarding the use of ALF funding for pump priming purposes.

He reported that the applications had been approved by the Leadership Management Team (LMT) of the College

a) Learning and Digital Skills Academy - Year 3 and 4

The HLQ presented an ALF application seeking funding for the next stages of the Learning and Digital Skills Academy (LDSA). She outlined the impact of the LDSA to date, particularly in relation to supporting the move to virtual learning as a result of Covid.

She also covered the progress against targets to date.

She highlighted that the funding being requested from the ALF would be used to keep up the momentum of the LDSA. She also noted additional funding streams which had been accessed as a result of LDSA and confirmed that the paper to the ALF would be updated to reflect both these points prior to submission.

Members agreed on the importance of the LDSA to the work and development of the College and requested that the ALF application also cover the commitment the College is making, the return on investment that is anticipated, how this funding enables the College to continue to innovate in this field and what potential future commercial developments are there for the materials.

a) Members approved the application subject to the amendments above

b) Time4Me Phase 3

The Principal informed members that the ALF Chair had previously expressed support for further mental health related applications for the College and, for this reason, it was felt appropriate to put in another application in support of Time4Me.

The HISS provided members with an overview of the Time4Me mentoring system and noted the successes to date. She highlighted the range of in College materials and best practice development and provided a timescale for anticipated embedding of mentoring further into the College to ensure more students are not falling through the gaps.

Members noted the importance of this work to students and highlighted potential additional future need for additional mentoring when our student intake includes

those who were isolated at home from school learning during Covid and who may need additional support.

a) Members approved the application to the ALF

B/21/036 Code of Conduct

The CGPO presented members with the updated Code of Conduct for members which had been developed by the Standards Commission for Scotland.

He highlighted the changes in the document compared to the existing Code of Conduct for members and noted that the College was required to confirm adoption of the new code to Scottish Government by June 2022.

a) Members approved the adoption of the code and the submission to Scottish Government.

OPERATIONAL OVERSIGHT

B/21/037 Scenario Planning Presentation

(Elements of this section are withheld from publication under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

The Principal presented to the Board on the scenario planning work being undertaken by SMT at this time. He noted that there were three scenarios being prepared which would depend on the level of savings which would need to be achieved.

He also outlined engagement at SFC and Scottish Government levels individually and outlined the anticipated indicative funding levels which were expected to be announced by SFC in late March 2022.

Further information on this activity would be brought to the Board in due course.

a) Members noted the content of the presentation

B/21/038 Review of Risk

Risks were identified in their covering papers.

B/21/039 AOCB

The Chair informed members that this would be the last meeting for Davie Flynn, Vice Chair. He expressed his thanks for the work Davie had done over the last 5 years and the help he had provided to the Chair in this time.

Davie Flynn thanked the Chair for his kind words and highlighted that he had made the decision to resign owing to time commitments in his job. He thanked the other

members of the Board and the Senior Management Team and encouraged members to take on the opportunities for further participation with the College when they arose as he had enjoyed doing so.

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Zoom (commencing at 4.30pm)

Present: Liam McCabe
Trudi Craggs
Lindsey Hastie
Amber Little
Ken Richardson

Apologies: Andrew Caldwell

In Attendance: Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Senga McKerr, Director of Finance (DOF)
Moirra France, Finance Manager (FM)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)

F/21/020 Declarations of Interest

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

He also noted a declaration in relation to the topics of the City Deal and the Scottish International Environmental Centre which were referred to in the papers.

F/21/021 Minute of Meeting of 16 November 2021

Members approved the minute of the meeting of 16 November 2021.

F/21/022 Matters Arising

Members were informed that the financial statements had been signed as at 24 February 2022.

F/21/023 Travel & Expenses Policy

The DOF presented an update to the policy, noting that it had last been reviewed in 2017.

She highlighted key changes such as the use of a single travel agency for the arrangement of travel outside the local area, the introduction of hybrid working, clarification on claiming timelines, the impact of Brexit on health insurance.

She also informed members that a review had been taken of allowances and, other than a small uplift in the daily allowance rate for business in London, had remained the same.

Members queried the number of College credit cards in use. The DOF confirmed the number was less than 10 and that the largest limit on any card was £7k on the card held by finance with an overall College limit of £35,000, with this card being the one used by the Finance team.

a) Members approved the Travel and Expenses Policy

F/21/024 Q2 Forecast Outturn 2021-22

The DOF presented the forecast outturn for members' consideration. She highlighted the major changes since the budget had been approved in September 2021.

She confirmed SFC had approved the carry forward of the £1.8m surplus from 2020-21 and outlined what areas it had been approved to utilise this surplus for.

She highlighted the costs associated with the voluntary severance scheme currently underway and highlighted that the biggest risk at this time was payrises as this had not been agreed yet and was therefore difficult to budget for.

Members queried the level of interest in the voluntary severance scheme. The VPFACA outlined the scheme and the number of applications that had been received.

Members queried where things were in relation to ESF and any potential clawback. The DOF reported that this was still in progress, with issues around signatures not being received during the national lockdowns and ESF rules being inflexible in relation to the challenges. Once further detail is known, provision for this will be included.

a) Members discussed the forecast outcome and noted the potential increase in the level of provisional funding

F/21/025 Review of Risk

Members noted the contribution from projects such as BP Senegal and the risk should there be problems. The VPFACA confirmed to members that this was already in the register.

F/21/026 Any Other Competent Business

The Chair noted that the management accounts were included for information. The FM informed members that these had been produced at the same time as the Q2 forecast.

The Chair queried whether there was any indication of what the SFC indicative funding announcement might hold.

The VPFACA confirmed it was expected on Thursday of that week and that there were indications that some additional funding for Foundation Apprentices had been

allocated. While welcome if true, this would be one off funding. She noted a further updated would be provided at the next meeting of the Board and, if the information was available, that this would be circulated to Committee members ahead of being issued to the Board.

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Skype (commencing at 4.30pm)

Present: Trudi Craggs (Chair)
Katherine Graham
Jen Hogarth

Apologies: Paul Devoy

In Attendance: David Allison, Vice Principal Infrastructure and Communications (VPIC)
Ralph Burns, Head of Human Resources (HHR)
Gillian Donald, HR Business Manager (HRBM)
Karina Buchanan, HR Business Manager (HRBM)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)

H/21/001 Declarations of Interest

None

H/21/002 Minutes of Meeting of 15 April 2021

The minutes of the meeting of 15 April 2021 were approved as an accurate record.

H/21/003 Matters arising

None

H/21/004 Hybrid Working Inc. Flexible Working Policy and Home Working Policy

Gill Donald, HR Business Manager (HRBM), presented members with a report on the Hybrid working pilot underway at the moment within the College and also outlined and sought approval for changes to the Flexible Working Policy and Home Working Policy.

She provided members with background on the development of hybrid working, noting that consultation had been done with staff which had generated a positive response. She outlined the training that had been provided for both staff in general and managers specifically to effectively manage hybrid working and ensure a consistent approach across the College.

Members queried how these changes could impact the culture of the organisation and how staff with concerns were supported.

The HRBM informed members that there had been a number of roles identified at the outset of the process as unable to access Hybrid working owing to the nature of the role. Additional measures had been looked into to provide some additional flexibility for those roles.

She also confirmed that, at the end of the pilot period, a further survey would be conducted and a short life working group convened to ascertain the impact on the College and on staff.

Members noted it would be worthwhile for the Committee to see the output of the survey at the end of the pilot.

a) Members noted to the content of the report and approved the changes to the attached policies

H/21/005 Recruitment and Selection Policy

The HHR presented members with an update on the Recruitment and Selection Policy for consideration and approval.

He highlighted that the Forth Valley area was not the most diverse and that this posed challenges to ensure a diverse workshop. He noted that, to support this, the Central Scotland Regional Equality Council had been invited to conduct training for managers on interview skills.

Members noted the range of statistics within the Equalities Impact Assessment which accompanied the policy and queried the time period these statistics applied to. The HHR confirmed that these were for the previous academic year.

Members queried if there were additional steps that could be taken, such as anonymisation of application details. The HHR confirmed that this was already in place.

The VPIC informed members that similar diversity awareness training had been provided to staff who interview students.

a) The Recruitment and Selection Policy was approved

H/21/006 Health and Wellbeing update

Karina Buchanan, HRBP, reported to members on developments with mental health and wellbeing as a result of additional SFC funding which had been received.

She outlined the launch of a new mental health support service, Able Futures and the development of an outcomes framework for the College in relation to Health and Wellbeing.

She highlighted the work that had been done to raise awareness of menopause guidance, with the first session running in early 2021 and aimed at both staff and managers. The sessions received very positive feedback so additional sessions have been held and resources are available for all staff in a dedicated SharePoint area.

She reported on 15 workshops/webinars which had been run in the previous year for staff in relation to mental health, the creation of mental health ambassadors and manager specific training sessions to enable managers to effectively support staff with mental health needs.

She informed members that there would be questionnaire launched soon for staff to gauge their mental health and resilience. Beyond the staff receiving a snapshot of their own circumstances and associated links to helpful resources, the College would also be able to gauge the overall mental health and resilience of its staff and use this to further develop the outcomes framework.

Members welcomed the range of support on offer to College staff and requested that the outcome of the resilience survey be shared with the Committee when it was available.

a) Members noted the content of the report

H/21/007 Health and Safety Report

The VPIC informed members that the Head of Facilities and Health and Safety had exited the College and a replacement was currently being recruited.

He covered a number of highlights from the report including the installation of additional CO2 detectors and the black start exercise on the Falkirk campus.

He noted the newsletter which was appended to the report was quite operational and queried members on what information they would like to see included.

Following discussion, it was agreed a dashboard would be developed and that the Chair would meet with the VPIC and new Head when appointed to discuss the content of the report and the areas of focus to ensure the Committee are aware of any concerns the staff may have.

a) Members noted the content of the report

H/21/008 Health & Safety Internal Audit Report

The VPIC presented the internal audit on Health & Safety which had raised some concerns, primarily around the recording and reporting of Health and Safety training for staff.

He outlined the actions taken to date and noted that there was a tracker appended to the paper to give members more detail. He also confirmed that the technical issue underpinning the recording of staff training had been identified and rectified.

a) Members noted the content of the report and the corrective actions taken/underway

H/21/009 Complaints Overview 2020/21

The CGPO provided members with an overview report on complaints received by the executive office. He highlighted that, wherever feasible, lessons learned were identified to prevent a reoccurrence of a College user being dissatisfied.

Members noted the high level of complaints from a single individual and requested further information which was provided.

a) Members noted the content of the report

H/21/010 Review of Risk

Members noted that, given the recommendations in the internal audit on Health and Safety, it would be worthwhile considering whether any additional health and safety measures need to be added to the risk register.

H/21/011 Any Other Competent Business

None

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1. Purpose

To present to the Board of Management the thirty-fifth Principal's report on key and strategic activity undertaken since the Board meeting at the start of February 2022.

2. Recommendation

The Board should note and comment on the activity undertaken by the Principal since the February 2022 Board residential.

3. Key Highlights

- 3.1 Following the last Board residential with three presentations on the University College Hospital Partnership, commercialisation opportunities, our next generation of curriculum and the Risk Appetite Workshop followed the next day with a Board discussion on the College's funding position a lot has happened since February.

We now have our funding allocation and whilst it is not as bad as previously anticipated, we still needed to find savings. We have worked with all our MSP's (and a special mention to Michelle Thomson MSP who has been very engaged in the college's position as well as stepping in at short notice for the Falkirk graduation in February), Scottish Government Learning Directorate, the Education Reform Directorate and SFC with support from SMT and LMT. We now have a position where Foundation Apprenticeships have been given additional funding, at least for this year. A positive direction for the Scottish education system recognising the importance of the Schools College Partnership. SMT have worked through the various scenarios and Alison will present our current position for approval later in the meeting.

Sarah Higgins, Director of Curriculum and lead for the University College Hospital Partnership, will also present a paper seeking approval to formalise the University College Health Partnership, UCHP, a unique venture across the UK which will be launched in September, hopefully by a Ministerial announcement. Following the February Board meeting, and through contacts with Board member Emma Meredith, Sarah and I met with Lewis Cooper, Director on the Independent Commission on the College of the Future and Philippa Alawy from the Association of Colleges (AoC), both of whom are keen to use our experience as a case study for the UK.

[REDACTED]

- 3.2 It is very disappointing to note that the EIS FELA have once again chosen to strike over pay with the first date being 20th April and 13 days thereafter through to the end of May. Currently, they have been offered £850 consolidated and £150 unconsolidated, which was rejected by 78% of the membership who voted. Important to note that only 51.6% of the membership
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voted [REDACTED]. The first day of strike will take place before the Board and we will report numbers at the meeting on the 28th. College Employers Scotland continue to engage and the Cabinet Secretary has requested information on student impact. The press release from College Employers Scotland is attached for information.

- 3.3 On a positive note the work the college is leading on for the Transition Training Skills Project, which is a £4m project as part of the Falkirk Investment Zone Growth Deal, continues at a pace as we develop the outline business case. Work since February has resulted in positive engagement with ScotChem (a strategic collaboration of seven university chemistry departments), the Industrial Biotechnology Innovation Centre (IBioIC), the Eden Project at the University of St. Andrews and Booth Walsh, an engineering technology business based in Irvine who have expertise in digital simulation and gaming. We have agreed to allow ScotChem and IBioIC a small base within the Falkirk Campus in return for PR material to showcase our partnership. We are building a strong case for approval and implementation from next year. The £4m would be available over 8 years and is part of the Innovation Programme which also includes three other projects for carbon dioxide utilisation and natural hydrogen development, bio-economy accelerator plant and a focus on decarbonising public transport. ScotChem and IBioIC have an interest in two of the projects and being based in the college helps both them and ourselves as an anchor institution for the Growth Deal.
- 3.4 Delighted to inform the Board that the ALF approved both the Time4Me mentoring project and the next stage of our Learning & Digital Skills Academy. As a consequence we were given a further £75k in matched funding from the Robertson Trust to continue this excellent work.
- 3.5 Finally, our SpringBack project on hybrid learning and hybrid working was launched in March following a Managers Conference where we reminded all staff of the work undertaken over the last two years, the procedures we have in place and the need for a consistent response from all managers in how we support our staff and students. The project continues to be a pilot through to December where the SpringBack Advisory Group will continue, reassessing and reflecting on a bi-monthly basis. For example, how hybrid working has been enabled over the holiday break, fire and first aid cover and the health and wellbeing impact of the lifting of all restrictions replaced with individual choice from the 18th April.

As recommended by Scottish Government for the next stage in the pandemic, we have put in place a College Resilience Group overtaking the weekly Business Continuity Group (BCG). The Resilience group has representation from staff, students and unions and will be chaired by the Principal. Agendas will reflect Scottish Government communications and feedback from the SpringBack Advisory Group.

4 Networking and Presentations

- 4.1 We have contributed to a number of consultation documents over the last two months, SFC's Innovation and Knowledge Exchange, the Qualifications and Assessment Independent Review by Professor Louise Hayward, and will be commenting on the Purpose and Principles Review of Colleges Scotland – with a closing date of May 6th.

[REDACTED]

[REDACTED]

- 4.2 As part of the Qualifications and Assessment discussion, I was a guest speaker at the President Roundtable Seminar Series on "Equitable, Reliable High Stakes Assessment – A possible dream", a UK wide HE seminar, to showcase vocational education and assessment. The Hayward Review will underpin the Muir Report on SQA and Education Scotland and the Sibbald Report on assessment.

In mid-March I presented to the annual Schools Leadership Scotland (SLS) on the work we are doing in the School College Partnership, particularly on Foundation Apprenticeships, and the ground breaking HNC delivery in sixth year for Larbert and Graeme High Schools.

The College played host to the IoD Central Scotland branch at the Gallery Restaurant in March. Key-note speakers were Rachel Dorman, Programme Co-ordinator for DYW Forth Valley; Ross Martin on regional economic opportunity and Jamie Hepburn MSP, Minister for Further Education, Higher Education, Youth Employment and Training.

5. Key Meetings

- 5.1 Ross Martin and I meet weekly and continue to discuss Colleges Scotland, national Employers Association, the Colleges strategic planning and the regional economy opportunities for the sector and FVC. In addition, Kenny MacInnes, VP Learning and Student Experience and I continue to have monthly meetings with the Student Association. Up until the end of March, Amber Little, Student President and Claire Green, Vice President, have met with myself on a fortnightly basis to share intelligence gathering impacting on both students and staff.

- 5.2 Over the last two months I have had meetings with ScotChem, the Eden Project, Booth Walsh and the IBioIC as noted earlier in the paper. I have also met with the Clare Hicks, the new Director of Education Reform for Scottish Government and her team, where we discussed our role in School College Partnership followed by a tour of the new campus. As a consequence of these meetings and others, with new Directorate in place at Scottish Government and a strong relationship with SFC, we saw Foundation Apprenticeships being given additional credits and funding.

- 5.3 I have also discussed and showcased the college with a tour for senior management from Scottish Canals, who will be relocating their headquarters to Falkirk. We had a similar meeting with the new Falkirk Council Director of Place, Malcolm Bennie, and the Falkirk Council CEO. Malcolm will be leading on the Falkirk Investment Zone for Falkirk Council as lead organisation.

- 5.4 [REDACTED]

- 5.5 Finally, and relating to our role in a thriving college community, we have produced a 3D printed model of the proposed Bainsford War memorial which resulted in a press release and photographs with the Bainsford Trustees, Falkirk Council Provost and Councillor Robert Bisset. Many thanks to Ross McGeever, Lecturer in Engineering, and his expertise with our 3D Printers and Dr Mhairi Hay, Director of Curriculum, for making the whole project possible.

I also wanted the Board to be aware of an initial conversation between myself and Maureen Duff who contacted the college following the death of her husband Roy. Roy was an apprentice in 1969 and still had the Falkirk College of Technology scarf in its original bag. On discussion I found out Maureen was also a nursing lecturer at the original Forth Valley College of Nursing before it went to the University of Stirling. As a consequence of this coffee conversation, Maureen came back to the college for a photo call and to provide more information on her back story to Stuart Hall from our Marketing team. At the time of writing we are hoping this will be picked up by the Falkirk Herald.

6. Colleges Scotland (CS)

- 6.1 Colleges Scotland CPG is now meeting bi-monthly. Most recently, we've had regular updates from Karen Watt and her senior team from SFC. In the last two months, I have also attended one meeting of the Funding and Finance Group.

7. Community Planning Partnership

- 7.1 There has been two meetings of the Falkirk Community Partnership and one of the Stirling CPP. Kenny MacInnes, VP for Learning and Student Experience continues to lead on the Stirling CPP given his responsibility for the Stirling Campus. We play a lead role in community planning and continue to lead on key projects relating to the college's purpose.

8. Financial Implications

None

9. Equalities

Assessment in Place? – Yes No

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

10. Risk

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

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	X	X

Please describe any risks associated with this paper and associated mitigating actions –
None

Risk Owner – Ken Thomson

Action Owner – Ken Thomson

12. Other Implications –

Communications – Yes No

Health and Safety – Yes No

Paper Author – Ken Thomson

SMT Owner – Ken Thomson

1. Purpose

To provide members with an update on the recent activities of the Forth Valley Student Association (FVSA)

2. Recommendation

That members note the content of the report.

3. Key Considerations

Since the last Board of Management on the 25th of February FVSA have conducted several activities.

Competitions galore!

FVSA ran a comic competition during freshers to get the students creative juices flowing (winning submission attached), we also ran a Minecraft build competition in collaboration with our gaming society, Forth Valley Gaming, there were plenty of entries for both and something we're looking to run in the future

FVSA/Director of Commercialisation & Skills

FVSA met with the wonderful Colin McMurray to talk about how FVSA could become a bigger commercial entity with our e-shop, Colin gave us some brilliant ideas that we're looking to take forward in the next few years, as well as our relationship with the commercialisation team

National Union of Students Scotland Conference

The FVSA Student President, Vice President and the Student Engagement Co-ordinator all attended NUS Scotland Conference on the 5th/6th of April, it was extremely informative and incredible to meet so many other Student Association/Union Sabbatical officers!

Student Engagement Co-ordinator

Sadly, the wonderful Elena Semple left us on the 18th of April to work for the wonderful Highlands and Islands Student Association (HISA) as one of their Student Advisors! We wish Elena the best of luck in their new role and hope to hear good things about them!

FVSA Student Awards 2022

The FVSA President, FVC's Leisure Facilities Co-ordinator, FVC's Diversity co-ordinator and the Lord-Lieutenant for Stirling and Falkirk got together and decided the winners of the FVSA Student Awards that will be taking place on the 26th of May in the Falkirk Campus

Food Pantry

FVSA have been running a food pantry trial since January, this was meant to finish its trial stage, however we have decided to expand the pilot until the end of this semester, due to the positive feedback we have received we are planning to relaunch after summer with better locations and a bigger and more accessible layout.

Mental Health Fortnight

FVSA are hosting a “mental health fortnight” to replace our annual refreshers event, this will run from the 3rd to the 13th of May with various events running, such as Litter picking, mocktail making, yoga and much more!

4. Financial Implications

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

5. Equalities

Assessment in Place? – No

If No, please explain why – Not applicable

6. Risk

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

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	x	x

Please describe any risks associated with this paper and associated mitigating actions – None

7. Other Implications –

Please indicate whether there are implications for the areas below.

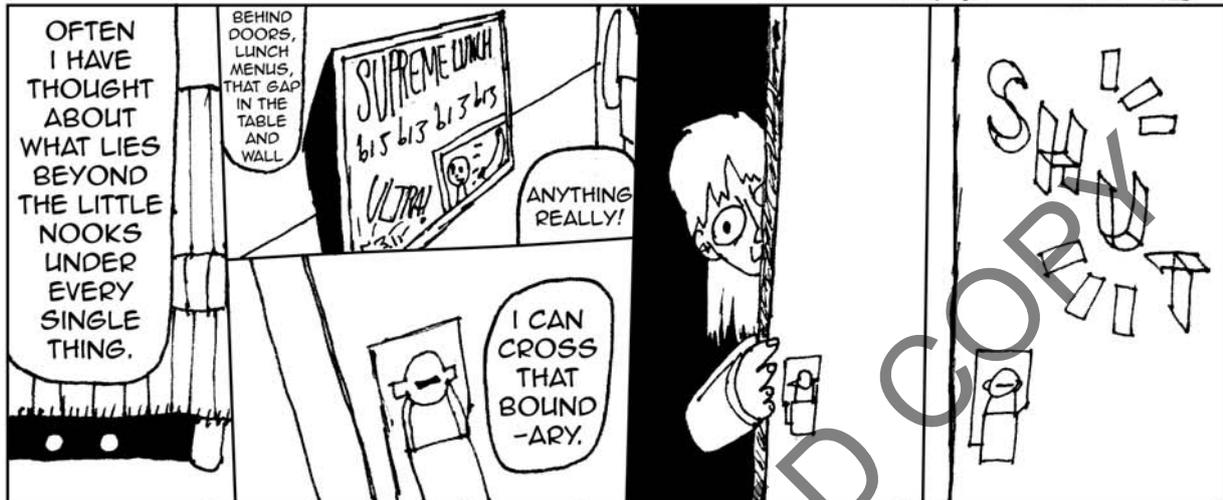
Communications – Yes

Health and Safety –No

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

Paper Author –Amber Little & Claire Green **Owner** – Kenny MacInnes

THE SECRET LIFE of FENCHURCH



1. Purpose

To (i) update the Board of Management on the University College Health Partnership, (ii) gain approval for the draft UCHP project aims and governance and (iii) to take forward a research proposal to identify best practice in University College collaboration within the UK and internationally to look at opportunity to maximise the impact of collaboration between the University of Stirling and Forth Valley College.

2. Recommendation

Following two years in development the University College Health Partnership have developed a project aims and governance paper which has been agreed by the senior executives of Forth Valley NHS, the University of Stirling and Forth Valley College. The paper and appendix is presented for discussion and Board approval to initiate the UCHP project.

With the excellent history of collaboration between the University of Stirling and Forth Valley College, the Board should agree to further work to identify best practice in UK and internationally for a closer collaboration between the two organisations.

3. Background

The University College Health Partnership (UCHP) brings together the collective knowledge, expertise, unique networks and ambition of three anchor organisations in the Forth Valley area – NHS Forth Valley, Forth Valley College and the University of Stirling – under a single, unique brand. UCHP will deliver transformational change, opportunity and improved health outcomes for the communities of Forth Valley and beyond through its delivery of world-class research and education, while driving innovation through skills development, career opportunities and excellence in health and social care.

The partnership will collaborate on problem solving societal challenges that are facing our local communities in a solution focussed manner, where we will work together to develop new approaches. Forth Valley College will lead on establishing skills pathways from senior phase to post graduate study and employment, considering the workforce needs across Forth Valley and planning for a stronger regional economy.

Over the last 12 months the partnership have been establishing aims and governance arrangements that reflect the aspiration, innovation and commitment of this strategic collaboration. This regional partnership is the first of its kind within UK health and social care and our collaborative approach will ensure that we continually evolve and build capacity to meet the changing needs of our communities.

4. Key Considerations for UCHP

The background and outline plan for the UCHP was highlighted to the Board at the Residential on the 24th February 2022 and the slides are attached for information in Appendix 1. The Board noted their support for the project and to take forward the detailed draft for the project aims and governance for approval at Board level for all three organisations.

Appendix 2 details the agreed Project Aims and Governance which was discussed and approved by senior executives of all three organisations with a recommendation that both the Board of Managements at Forth Valley College and NHS Forth Valley and the University Court should approve with a planned launch on the 1st September 2022.

We are bringing the proposal to the Forth Valley College Board of Management in April rather than our Board at the end of June because of timing and circumstances. The NHS Forth Valley Board, to be held in early June, is open to the public and will have press in attendance and we are keen that our Board and the University of Stirling Court can approve the project aims and governance before the Board of NHS Forth Valley to maximise impact for a joint press release.

It will be the Partnership's intention to launch UCHP with an appropriate Minister in September.

5. Investigating a closer collaboration

In addition to the exciting UCHP project, the University of Stirling and Forth Valley College have collaborated together for many years and have developed a special relationship. Most recently we have worked closely in the successful Stirling and Clackmannanshire City Deal; developed and delivered integrated degree programmes; are now working together to support STEM teacher training; have a unique relationship between the two Student Associations and excellent articulation between HE and FE programmes into University of Stirling degrees. [REDACTED]

It was helpful that College Board Member Emma Meredith after the February residential gave an introduction to the Principal to Lewis Cooper and Phillippa Alway of Association of Colleges and

the College of the Future project currently being undertaken across the four UK countries. As a consequence we have been alerted to existing research which will help underpin our own thinking.

[REDACTED]

6. Financial Implications

The UCHP will be an integrated project requiring resource commitment from all organisations. In the first year, the set up and development costs will be absorbed by the appropriate teaching and corporate Departments. Thereafter the partnership intend approaching SFC for additional support through Innovation and Research funding, to the NHS Scotland new Academy, SDS and Scottish Government and UK funding bodies. There is also the potential for commercialising some of the delivery models in the future.

There is no cost to the research proposal other than use of existing resource.

7. Equalities Assessment in Place? – Not Applicable

8. Risk

	Likelihood	Impact
Very High		
High		
Medium	x	x
Low		
Very Low		

The partnership will require a significant investment of time from each partner and will need to be prioritised to create momentum and achieve outcomes for 21/22.

Risk Owner – Ken Thomson

Action Owner – Sarah Higgins

9. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes – Opportunity for excellent promotion running up to the launch of UHCP in September 2022.

Health and Safety – No

Paper Author – Sarah Higgins/Ken Thomson

SMT Owner – Ken Thomson



UNIVERSITY of
STIRLING

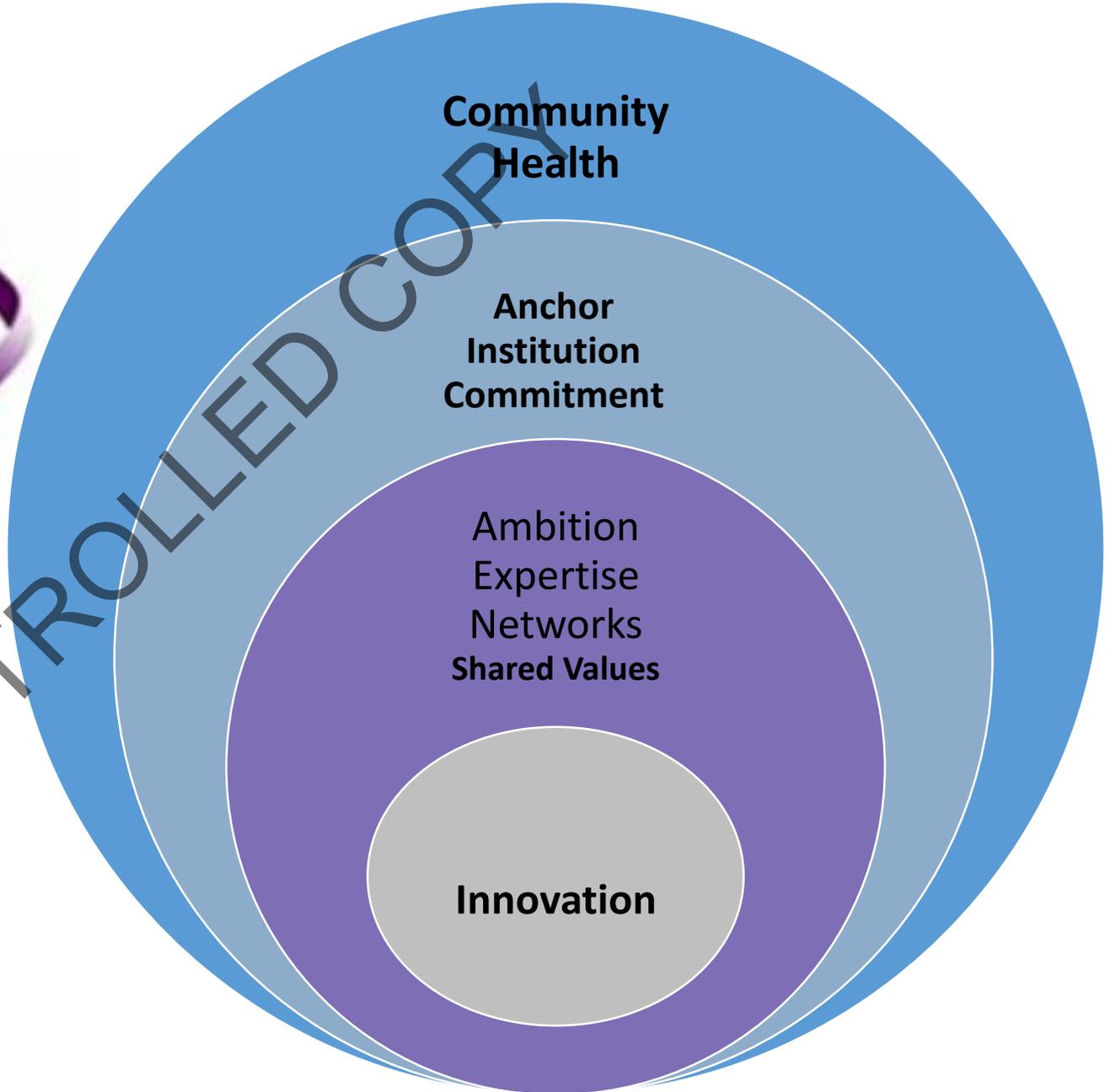


University College Hospital Partnership

*Delivering transformational change, opportunity and improved health
outcomes for Forth Valley communities*



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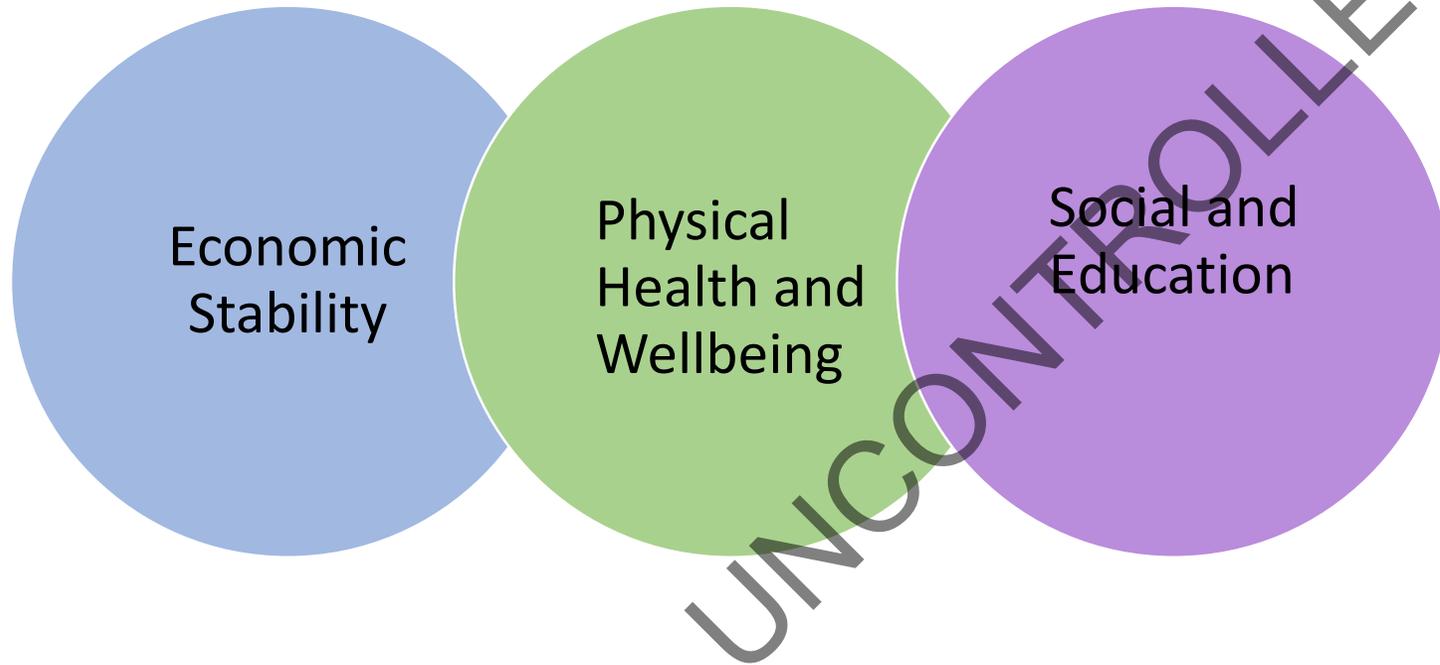
Community Health

Anchor Institution Commitment

Ambition
Expertise
Networks
Shared Values

Innovation

Community Health

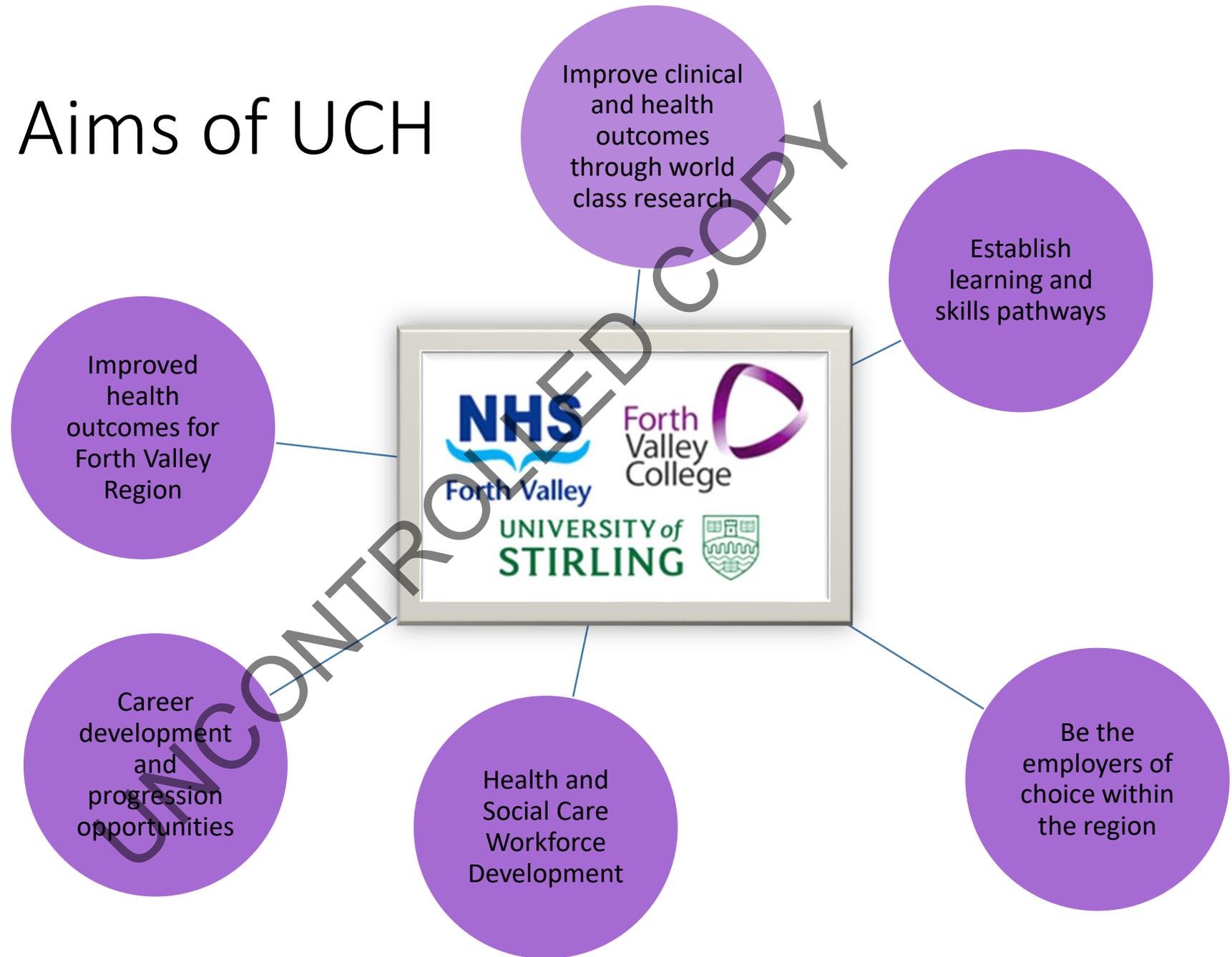


Why?

- As anchor institutions we have a significant influence on the health and wellbeing of our local communities.
- Forth Valley is in a unique position of one NHS trust, one university and one further education college to work together to make a significant contribution to the regional economic recovery and community wealth building.
- We have a responsibility to work together to transform our practices, invest in innovation and create opportunities that will improve social, economic, health and wellbeing of the region.



Strategic Aims of UCH



Strategic Strands

Strategy and Governance

- UCH representation on Boards of Management of each organisation.
- Partners will work collaboratively and invest in approaches to achieve UCH aims and outcomes.
- Partners will work together formulate outputs that address the key societal challenges facing local communities.

Research & Innovation

- At least 75% of all research will be carried out with at least one other Party
- No research will be undertaken without ethical and governance approval by each Party involved
- Disseminate new examples of world-class research that has clinical/health/societal impact to the region and wider as appropriate.

Education and Skills

- Pathways from FVC to UofS will have supported transitions and articulation agreements.
- Skills specific programmes with senior phase partners to provide quality access to further and higher education
- FVC and UofS Course reviews will evidence workforce skills forecasting and consider NHS Forth Valley future workforce requirements.
- NHS Forth Valley workforce to benefit from further and higher education opportunities provided by partnership.
- NHS Forth Valley will work with FVC and UofS to provide work related experiences to students.
- NHS Forth Valley to work with FVC and UofS in review of learning pathways to improve work readiness of graduates at all levels.

Workforce Development and Career Pathways

- Course pathways in FE & HE will have clear employment exit points to a career in NHS Forth Valley.
- Partners will jointly promote work opportunities to underrepresented minorities with NHS Forth Valley e.g. 16-25 age group, care experienced.
- Partners will provide skills development opportunities to health and social care workers across Forth Valley.
- Partners will share and implement staff health and wellbeing initiatives.
- Workforce retention will be better than the national average in NHS, further education and Higher Education sectors
- Health and Social Care workforce skills and career opportunities will be better than the national average within the region
- Leadership capacity and capability will be a priority for the partnership in all levels of the organisations
- Clinical and Academic Associate Contracts to support industrial experience, upskilling, secondments and shared expertise.

Clinical Excellence

- Attracting world class talent to the region
- Investment in immersive training and virtual reality.
- Research funding in new technologies

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Example of Operational Project for 22/23

Health Care Support Workers Workforce Continuity Project



Reduces Disruption to service delivery for patients

Efficient workforce development

Positive destination for all

Recruitment
Aug 22

- NHS HNC Healthcare
- Full-Time HNC Healthcare

Transitions
Jan 23

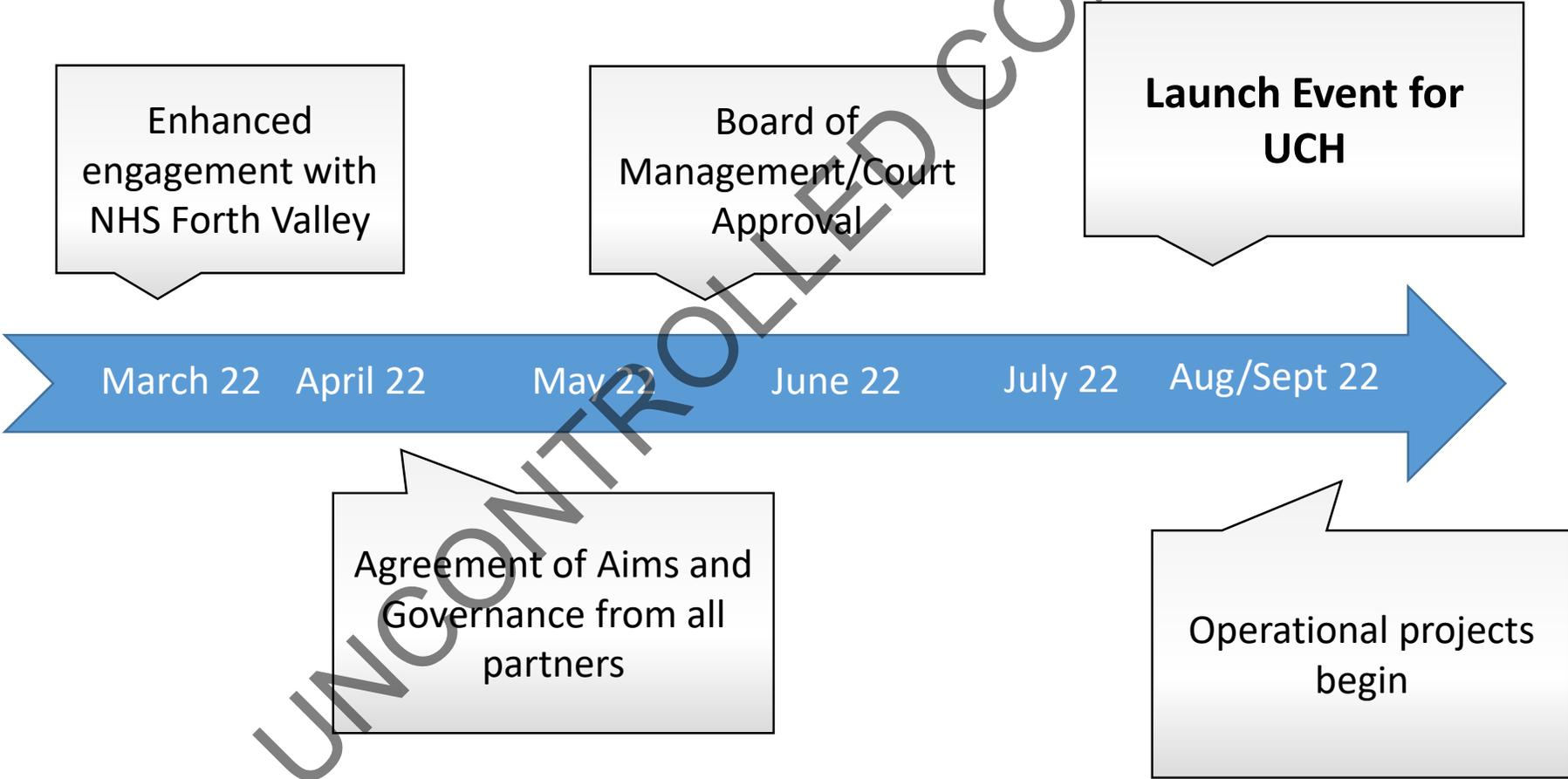
- NHS – Articulate to Year 2 of Nursing Degree
- FT – Work ready students identified

Course Completion
June 23

- NHS Employees resign form post and progress to university
- FVC FT students progress to available HCSW posts

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Next Steps





University College Hospital Partnership

University of Stirling, Forth Valley College and NHS Forth Valley

Vision

1. The University of Stirling, Forth Valley College and NHS Forth Valley have a shared vision to establish a University College Hospital Partnership (UCHP) for the Forth Valley region. The UCHP will bring together the collective knowledge, expertise, unique networks and ambition of three anchor organisations in the Forth Valley area under a single, unique brand.
2. UCHP will deliver transformational change, opportunity and improved health outcomes for the communities of Forth Valley and beyond through its delivery of world-class research and education, while driving innovation through skills development, career opportunities and excellence in health and social care.
3. This regional partnership is the first of its kind within UK health and social care and our collaborative approach will ensure that we continually evolve and build capacity to meet the changing needs of our communities.
4. The partnership will collaborate on problem solving to meet the societal challenges that are facing our local communities in a solution focussed manner, where we will work together to develop new approaches. It will also stand as an exemplar, nationally and internationally, of innovation and improvement in health and social care.

Aims

5. Working collaboratively, the UCHP aims to:
 - Deliver a large scale, high impact programme of grant funded research and innovation that lead to substantial improvement in the health of our communities;
 - Optimise the application of research insights and evidence to improving organisational effectiveness, health and societal outcomes;
 - Deliver a large scale programme of clinical, health improvement, and social care education to create a regional skills academy;
 - Establish learning and skills pathways that support progression to higher education and employment;
 - Develop career pathways and progression opportunities for people working in health, health improvement and social care across the region;

- Be the employers of choice within the region.
- Work together to promote Health, Health Improvement and Social Care workforce development across Forth Valley and improve the health of our communities.

Outcomes

6. The Partnership will work collaboratively to achieve these aims by demonstrating outcomes in four key areas: Joint Strategic Working, Research and Innovation, Education and Skills, Workforce Development and Career Pathways.
7. These areas will each form a workstream within the UCHP. The partners will provide staff resource to develop and deliver strategies and action plans for the workstreams. Key Performance Indicators will be included within the strategies, in order to enable measurement and monitoring of the progress of the partnership.

Joint Strategic Working

8. The UCHP will develop and maintain joint strategic links and close working relationships by:
 - Joint governance arrangements for the UCHP;
 - Co-creation and collaborative delivery of UCHP strategies and action plans;
 - University Hospital representation on key University of Stirling and Forth Valley College strategic and operational boards where appropriate;
 - University and College representation on key NHS strategic and operational boards where appropriate.
 - Working collaboratively and investing in approaches to achieve UCH aims and outcomes;
 - Working together to maintain a mission orientated, place-based approach to address challenges facing local communities, prioritising areas of deprivation and inequality.

Research and Innovation

9. The UCHP will develop a strong partnership in research and innovation by:
 - Working collaboratively to develop and deliver joint mission-oriented research and triple helix innovation strategies linked to the three organisations' priorities;
 - Developing researchers, including clinical academics, across the partnership, within a vibrant, collaborative research culture and environment;

- Increasing research and innovation capacity and capabilities and developing Clinical Research Facility and Innovation Test Bed use;
- Strengthening infrastructure to evaluate the impact of our research and innovation on health, wellbeing and economic outcomes;
- Joint working on research governance to demonstrate the highest standards of research ethics and integrity;
- Articulating and evidencing the positive impact of research on health and care outcomes to the region and society.

Education and Skills

10. The UCHP will deliver high-quality education and skills by:

- Working in close partnership to design and evaluate curricula, learning pathways and associated practice experiences to improve work readiness of graduates at all levels;
- Developing and delivering an outstanding practice learning environment;
- Creating skills pathways from FVC to UoS that have supported transitions and articulation agreements;
- FVC developing skills specific programmes with its senior phase school partners to provide quality access to further and higher education;
- NHS FV forecasting workforce requirements to inform FVC and UoS course review and development, thus ensuring NHS Forth Valley benefits from further and higher education opportunities provided by partnership;
- NHS Forth Valley working with FVC and UoS to provide work related experiences to students;
- Providing learners with appropriate resources including assessors, equipment and facilities, virtual and physical support systems;
- Appointing senior responsible officers for education and skills within each organisation;

Workforce Development and Career Pathways

11. The UCHP will deliver and demonstrate workforce development and career pathways by:

- Ensuring course pathways in further and higher education have clear employment exit points to a career in NHS Forth Valley;



- Jointly promoting work opportunities to underrepresented groups with NHS Forth Valley e.g. 16-25 age group, single parents, deprivation areas;
- Working jointly to provide skills development opportunities to health and social care workers across Forth Valley;
- Working collaboratively to share and implement staff health and wellbeing initiatives;
- Ensuring that leadership and transformational change capacity and capability are priorities for the partnership in all levels of the organisations;
- Creating a Quality Improvement and People Academy.

Key Performance Indicators

12. The UCHP will develop a suite of Key Performance Indicators, based on the following principles:
 - Effective progression pathways are available from school leavers to post graduate study and entry to employment with NHS Forth Valley. Pathways have supported transitional activities that enhance retention and attainment;
 - Staff are confident that their employer values their health and wellbeing and support their participation in approaches that promote it;
 - Workforce retention will be better than the national average in each sector for each partner;
 - Health and Social Care workforce skills supply will be better than the national average within the region;
 - Leadership and transformational change capacity and capability will be developed in all staff with leadership responsibility;
 - A substantial majority of all University of Stirling health research will be carried out with at least one other Party;
 - The UCH Operational Projects, Initiatives and Processes are valued by partners and make an evidenced based contribution to the achievement of the vision, aims and outcomes;
 - The UCH partnership establishes a benchmark for anchor organisation joint working in Scotland and makes a measurable impact on Forth Valley's regional economy and society.



Governance

13. The UCHP will be governed by a University College Hospital Oversight Board. An Operational Board for each of the workstreams will be established, which will report to the Oversight Board.

University College Hospital Oversight Board

Membership: TBC

Frequency: Quarterly (for one year then review)

Remit: The Oversight Board will be accountable to the governing bodies of each of the three partner organisations for the successful establishment and implementation of the UCHP and the programme of work developed within it.

The Board will be chaired by TBC and will include representatives from each institution. The partners will agree Secretariat support arrangements for the Board. The Board will normally meet quarterly and will receive an update at each meeting from the Operational Boards (below). In doing so, the Oversight Board will:

- Provide overall guidance and direction to the UCHP, ensuring it remains within the vision and aims agreed by the partners;
- Developing and implementing a communications strategy for the UCHP;
- Oversee the establishment and implementation of the University College Hospital Partnership, ensuring effective joint strategic working;
- Oversee the development of new opportunities for partnership working;
- Approve the strategies and action plans developed by the Operational Boards for each of the workstreams;
- Monitor progress against those strategies and Plans;
- Establish task and finish working groups for specific issues as required.
- Review the business and project risks and issues.



University College Hospital Operational Boards

Proposed remits:

Note: These will be amended following discussion and agreement of the scope of each of the three workstream areas as set out above.

1. Research and Innovation
 - a. To establish a mechanism for joint working on research governance
 - b. To working collaboratively to develop a joint mission-oriented research strategy linking organisations' priorities
 - c. To jointly produce a development programme for researchers, including clinical academics, across organisations to produce world-leading impactful research that is significant and rigorous
 - d. To strengthen and redefine our research culture and infrastructure post-REF2021
 - e. To work collaboratively to produce evidence of impact of our research to the region and society
 - f. To manage risk
2. Education and Skills
 - a. To evaluate curricula and associated practice experiences
 - b. To proactively promote a world class practice learning environment
 - c. To ensure that learners are provided with appropriate resources such as assessors, equipment and facilities, virtual and physical support systems
 - d. To ensure that key senior officers who are responsible for clinical education report to the Oversight Board on governance and quality of practice learning
 - e. To manage risk
3. Workforce Development and Career Pathways
 - a. To create an infrastructure, such as QI and People Academy, and human resources plan to provide flexibility in educational provision according to workforce needs across the organisations
 - b. To share best practice in leadership and management of people and innovation/improvement projects
 - c. To refine our approach to quality improvement across the organisations
 - d. To manage risk

1. Purpose

To inform members of the indicative funding allocations for Academic Year (AY) 2022-23 announced by SFC on 24 March 2022.

2. Recommendation

That members note the allocations for AY 2022-23 and how this affects the College's finances.

3. Background

The Scottish Funding Council (SFC) announced indicative funding allocations for AY 2022-23 on 24th March 2022. This followed ongoing dialogue with the sector and individual Colleges, so elements of the funding position had been understood prior to the formal announcement.

The circular and sector funding allocations are attached to this paper for information. Final allocations are expected to be published by the end of May 2022.

4. FE Sector Position for 2022-23

The guidance letter of 30th August 2021 from the Minister for Higher Education, Further Education, Youth Employment and Training outlines the Scottish government's policy priorities for SFC. These indicative funding allocations are based on the Scottish Government's Budget 2022-23 announcement, and take account of those priorities.

The key points in this funding announcement for the FE sector for AY 2022-23 are:

- The College fiscal year revenue budget from Scottish Government is a "flat cash" settlement from the baseline 2021-22 budget.
 - The additional COVID-19 related/Barnett consequential funding received by the Scottish Government in 2021-22 enabled it to provide additional funding for Foundation Apprenticeships, digital learning and additional mental health support. This funding is no longer available in 2022-23.
 - Overall SFC's revenue budget has decreased by £46.5m (6.4%) to £675.3m.
 - Teaching funding has decreased by £18.5m (3.4%).
 - Student activity (credit) targets are decreased by c62,000 (3.6%) largely as a result of credits for deferred students and a credit reduction to provide an effective cost of living uplift.
 - Student support funding has decreased by £5.6m.
 - Capital maintenance funding has increased by £1.8m, and an additional £2.9m has been allocated for capital spend on digital poverty.
-

Teaching Funding & Activity Targets

- The total teaching funding net decrease of £18.5m is made up of:
 - £0.8m uplift to ensure the few Colleges with minimal FAs still received a 1% uplift on baseline grant, and the balance being one-off funding pots for 2021-22 now removed, namely:
 - £10m for deferred student places due to Covid (c33,000 credits)
 - £5m for digital capacity to support transition towards the provision of digital learning, and
 - £4.4m for mental health support.
- Core sector credit target has been reduced by c32,000 credits to provide an effective cost of living uplift. Foundation Apprenticeships target remains at c30,000 credits, albeit this is now for 2 years of students as the transition from SDS to SFC funding completes.
- SFC has introduced a tolerance threshold of 2%, whereby there will be no recovery of funding if a College delivers within 2% of its credit target for 2022-23. However, should a College under-deliver for 2 years out of a 3 year period, SFC may revise future targets.

Student Support

- The decrease in Student Support funding is £5.6m when compared against announced allocations for AY 2021-22.

Capital

- Backlog & lifecycle maintenance allocation has increased by £1.8m to £31.2m.
- An allocation of £2.9m is provided for digital poverty.
- £38.5m has been allocated to Fife College for the development of their new campus.

Other Programmes

- Other programmes that are continuing to be funded, but are not allocated by College in this announcement include:
 - Flexible Workforce Development Fund
 - College/University articulation
 - Young Person's Guarantee scheme
 - Counsellors
 - Free sanitary provision
-

5. Forth Valley College position

Funding Source	Funding Allocations				Credit Target		
	22/23 Indicative Allocation	21/22 Final	Variance	%	22/23 Indicative Allocation	21/22 Final	Variance
GIA	24,528,484	24,528,484			84,218	85,830	
Deferred students	-	481,983				1,617	
GIA - Core	24,528,484	25,010,467	(481,983)	-2%	84,218	87,447	(3,229)
Foundation Apprenticeships							
SDS income per financial accounts	226,739	465,238				800 *	
SFC funding for delivery	868,847	945,525			3,679	3,141	
GIA - Foundation Apprenticeships	1,095,586	1,410,763	(315,177)	-22%	3,679	3,941	(262)
Total GIA	25,624,070	26,421,230	(797,160)	-3%	87,897	91,388	(3,491)
YPG/NTTF allocations	-	290,743	(290,743)	-100%	-	1,301	(1,301)
Overall Funding	25,624,070	26,711,973	(1,087,903)	-4%	87,897	92,689	(4,792)
* assumed credits based on level of SDS funding							
Student Support	4,528,032	4,715,754	(187,722)	-4%			
Capital Maintenance	756,498	709,000	47,498	7%			
One-off funding allocations							
Digital capacity	146,668	247,719					
Mental health support	-	217,993					
	146,668	465,712	(319,044)	-69%			

Core Grant in Aid Funding (GIA)

Overall our core GIA funding has decreased by 2% due solely to the removal of funding deferred students. Core credits for GIA have been reduced by 3,229, of which 1,617 relate to the deferred students and a further 1,612 as a means for SFC to provide assistance with cost pressures.

Foundation Apprenticeships (FA)

SFC had previously advised that Foundation Apprenticeships would be consolidated in to core credits for 2022-23, but additional funding of £8.7m has been acquired to provide the sector with some ring-fenced funding this year. The allocation for FVC is £1.1m for 348 new starts and 97 continuing students, and it is currently understood that this will be a one-off allocation for 2022-23 only.

It should be noted that the funding for Foundation Apprenticeships in 2021/22 was split between SFC and SDS. Therefore when we factor in the SDS allocation for 2021/22 the reduction in FA funding is £315k (2%).

YPG/NTTF Allocation

This funding has not yet been allocated by SFC.

Student Support

Student Support has decreased by £188k (4%). We have always been able to work within the level of funding provided, and there is no reason to believe otherwise for 2022-23.

Capital & Maintenance

For financial year (FY) 2022-23 FVC's budget is £756k for lifecycle maintenance, an increase of £47k. This remains below the £1m lifecycle funding identified as required to support the new Falkirk Campus as well as Alloa and Stirling. From this allocation FVC has to top slice £134k of funding for interest payments, which does not apply to the majority of Colleges. SFC has indicated that the majority of this allocation is to be spent on capital projects, leaving most revenue maintenance costs to be funded from College income.

One off Funding

There is no additional funding for mental health support and digital capacity has been reduced by £100k.

6. Financial Implications

The financial implications of current and historical underfunding are significant. The funding allocations announced for AY 2022-23 include an element of non-recurring funding pots, for specific purposes. Whilst the reduction in core credits is welcome, the continual increased costs of implementing beyond public sector pay policy, pension costs and on-going efficiencies identified as required from the 2021 Financial Forecast Return (FFR) it is unlikely this will be sufficient to maintain medium term financial sustainability, without substantial income from other sources combined with continual cost savings. This is well understood by all members of LMT.

7. Equalities - Not applicable given the nature of this report.

8. Risk

	Likelihood	Impact
Very High	X	
High		X
Medium		
Low		
Very Low		

In terms of these Grant in Aid indicative allocations, there is very low risk that the College will not receive this level of funding, since the Scottish Government's funding to SFC is confirmed. The risk sits with the fact that the funding is insufficient to allow College operations to continue in their current form, and necessitates significant efficiencies and restructures with the resultant impact on staff and students.

Risk Owner – Alison Stewart

Action Owner – Alison Stewart

9. Other Implications –

Communications –No

Health and Safety –No

Paper Author – Senga McKerr

SMT Owner – Alison Stewart

1. Purpose

For members to consider and approve non-executive Board of Management members to undertake the roles of Vice Chairs (VCs) and Senior Independent Member (SIM).

2. Recommendation

That members identify and appoint two Vice Chairs and a Senior Independent Member from among the non-executive Board members for a period of 2 years.

3. Background

Following the resignation of Davie Flynn from the Board of Management in February there is currently one Vice Chair (Trudi Craggs) and a SIM (Lorna Dougall) both of whom were appointed on 30 August 2019. This was initially for a period of 2 years as noted above and now needs to be renewed.

The Standing Orders of the Board of Management state:

8 Appointment of Vice Chair

8.1 A Vice Chair shall be appointed by the Board from amongst its members.

8.2 In the absence of the Chair, the Vice Chair shall have the authority the Chair would have under these Standing Orders.

9 Appointment of Senior Independent Member

9.1 A Senior Independent Member shall be appointed by the Board from amongst its members.

9.2 Only non-executive members of the Board shall be eligible to serve as the Senior Independent Member.

4. Key Considerations

There is no formal job description for the role of Vice Chair or Senior Independent Member.

Vice Chair

In order for the Chair and the Board to create the most positive strategic context for the Principal and the Senior Management Team / Leadership Management Team to maximise the college's impact on the regional economy, it is proposed that we continue with two VCs - one focused on people and the other on place.

The development of our relationships with key stakeholders within, and the communities of, the Forth Valley region will be a key aspect of maximising the utilisation of our assets, to provide a solid base for the development of our commercial activity aimed at creating long term financial sustainability for the college.

The Association of Chairs describes the role of a Vice Chair as

- A critical friend - someone a Chair can trust as a sounding board to give them support, giving informal feedback, honest advice and a fresh perspective.
- Someone to share the load - be willing to do more to share tasks, for example chairing a sub-committee, leading on strategy projects or a governance review.
- An informal lightning rod for the Board - If there are tensions among the board, or between Chair and CEO, a Vice Chair potentially has the informal authority to mediate, see the issues more dispassionately and help bridge the gaps.
- Potential successor - not all Vice Chairs want to be (or are suited to being) Chair but in some cases, having a Vice Chair can make succession planning easier.
- A deputy - If the Chair is away, indisposed or ill, it's good to have a clearly designated person the board can turn to first, someone to pick up the slack, chair the meeting, keep things rolling.

Senior Independent Member

The Code of Good Governance for Scotland's Colleges ("the Code") requires Boards to have in place a senior independent member as outlined below -

"A.14 The board must appoint one of the non-executive members to be the senior independent member to provide a sounding board for the chair and to serve as an intermediary for the principal, other board members and the board secretary when necessary (see Annex 1 for the definition of 'non-executive'). The senior independent member should also be available where contact through the normal channels of chair, principal or secretary has failed to resolve an issue or for which such contact is inappropriate."

Annex 1 of the Code as referred to above defines a non-executive member as "a member who is not the chair and who does not otherwise hold a specific position on the board i.e. is not a student or staff member; and ... is not the principal."

The Guide for Board Members in the College Sector further defines the senior independent member as "The Senior Independent Board Member on your board may also be able to assist you. This is an experienced fellow non-executive board member who will have been designated by you and your board colleagues and is expected, amongst other things, to act as an intermediary with the chair if it is ever required."

The College Development Network, in conjunction with the Good Governance Group had produced a SIM role description (last updated April 2022) which is attached for members information.

5. Financial Implications

None

6. Equalities

Assessment in Place? – Yes No

If No, please explain why – Not applicable

7. Risk

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

	Likelihood	Impact
Very High		
High		
Medium		
Low		X
Very Low	X	

Please describe any risks associated with this paper and associated mitigating actions – Failure to comply with the principles of the code can result in poor governance.

Appointment of a vice Chair and Senior Independent Member will fully mitigate this risk

Risk Owner – Alison Stewart

Action Owner – Stephen Jarvie

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Please provide a summary of these implications – Not Applicable

Paper Author – Alison Stewart

SMT Owner – Alison Stewart

Senior Independent Member (SIM) role description

The Senior Independent Member is appointed by the Board as a whole to provide advice and guidance to the Board Chair, as required and on its members' behalf, in order to support good standards of corporate governance and the maintenance of collective responsibility. Situations in which that advice and guidance may be required include

- a) Leading the annual appraisal of the Board Chair, including ensuring:
 - i. All board members have an opportunity to express their views on the Chair's performance over the last year and areas for development over the coming 12 months
 - ii. The Chair is given the opportunity to understand and discuss the collective views with the SIM
 - iii. An annual development plan is agreed with the Chair and the SIM ensures the board is informed of its content
 - iv. If required, the SIM facilitates the provision of information from the appraisal process to the Chair's appointing body (Scottish Government or the Regional Strategic Body)
- b) Intervening with the Chair, on behalf of the Board, if board members, the Governance Professional or senior staff are concerned that the Chair's actions are undermining good standards of corporate governance and the maintenance of collective responsibility, including if the Chair:
 - i. Is unable to fulfil the responsibilities set out in the letter of appointment
 - ii. Fails to make pertinent information available to the Board as a whole
 - iii. Undermines the collective responsibility of the Board as a whole
 - iv. Acts in a manner which brings the Board into disrepute, including failing to address personal conflicts of interest
 - v. Is unable to work with the Principal to ensure that the staff of the organisation provide the Board with the service required, including adequate sources of information and assurance and delivery of performance
- c) Acting as a sounding board for the Chair in pursuit of good standards of corporate governance and collective responsibility.

Should a SIM ever have serious concerns about the propriety, regularity or governance of the college, and these cannot be resolved satisfactorily with the Chair, they should inform the Scottish Funding Council or, in the case of an assigned college, the relevant Regional Strategic Body.



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Attributes of a SIM

When appointing a SIM, Boards should give careful consideration to the personal attributes required of that postholder. The following attributes were suggested –

- Seen as having personal integrity and being independent of the Chair and Principal
- Experienced in and knowledgeable of the requirements of good governance and collective responsibility
- Respected by all board members and able to engage constructively with all concerned
- Ability to consider matters calmly and constructively, striking an appropriate balance between support and challenge

It should be for each Board to decide whether the SIM also holds other senior roles e.g. Vice Chair, Chair of Audit but, in doing so, Boards must satisfy themselves that any additional roles will not undermine the individual's ability to fulfil the role of SIM – the role of SIM is set out in the Code of Good Governance and is therefore a condition of grant.

When appointing the SIM, Boards may wish to give consideration to how long the appointment should last.

5th January 2017 (Updated April 2022)