

## AGENDA

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A meeting of the Board of Governors will be held on Wednesday 25 March 2020 at 3.30pm. Please join via Microsoft Teams.

*It will be assumed that members will have familiarised themselves with the papers in advance of the meeting focusing on areas that have particular relevance to the Committees they serve on and specifically in relation to the strategy/risk management documents. Only the items that are starred will be discussed. Where Board Members wish to raise an issue relating to any of the other items, they should advise the Director: Governance and Compliance or Chair prior to the start of the meeting.*

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	DCW	N/A
2	Minutes of the			
	2.1 Previous Meeting: 11 December 2019	Approve	DCW	
	2.2 Strategy Day: 3 March 2020	Approve	DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	3-3
4	* Chair's Update ( <i>Verbal Update</i> )	Note	DCW	N/A
5	* Principal's Update Report	Note	HH	To follow
6	* Business Report	Note	SD/DL/ SR	
7	* Fife College Students' Association (FCSA) Update	Note	CH/JS	4-35
8	* Draft Regional Outcome Agreement	Approve	DL	
9	* Government Draft Budget 2020-21	Note	SD	
10	* Cumberford-Little Report <a href="https://view.pagetiger.com/inlhij/1">https://view.pagetiger.com/inlhij/1</a>	Note	HH	N/A
11	* Update on Governance Matters	Note	MP	36-38
12	Summary of Committee Business	Note	Chairs	39-41
13	* New Campus Update	Note	HH	To follow

For our latest news releases, please see <https://www.fife.ac.uk/news/>

No	Item	Action	Lead	Pages
14	Date of Next Meeting Wednesday 17 June 2020 at 3.30pm Kilmarnock College tbc	Note	DCW	N/A



## Board of Governors

## Actions Outstanding / Progress Made

**Key:**

	Outstanding and deadline passed
	Progressing and on target
	Complete

No	Date of Meeting	Action	Responsible	Deadline	Status	Comment
1	26.06.19	To arrange a briefing event for MPs and MSPs.	M Philp / D C Watt	31.05.20		Deadline has been extended. Meeting arranged to discuss how best to progress this, and it will be taken forward in 2020
2	11.12.19	To circulate the paper issued to the Health and Safety and Human Resources Committee on CLPL activity to members for information.	M Philp	31.12.19		Complete. Emailed link to Gateway on 17.12.19
3	11.12.19	To approve the proposed changes to the FCSA Constitution.	J Burnett / C Hunter	31.01.20		Complete
4	11.12.19	To approve the annual accounts 2018-19.	S Dunsmuir	31.12.19		Complete
5	11.12.19	To approve the Learning and Teaching Strategy.	D Leslie	31.12.19		Complete


**COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD**

<b>Fife College Students' Association (FCSA) Update Report</b>	
<b>Date of Meeting:</b>	25 March 2020
<b>Purpose:</b>	To update members of the Board of Governors on the progress made by the FCSA since the last meeting.
<b>Intended Outcome:</b>	To note the position.
<b>Paper Submitted by:</b>	Carol Hunter / Jade Burnett
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
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<b>Date of Production:</b>	16 March 2020

## FIFE COLLEGE BOARD OF GOVERNORS

### FCSA Update

#### 1 Introduction

This paper captures the work of the FCSA that does not fall under the remit of the College's Academic Quality Committee. This will focus more on our work on Welfare and Equality issues, and enhancing the students' engagement with the work and life of the college. The most recent FCSA report to the Academic Quality Committee is available on the [Gateway](#).

#### 2 Cycling Campus Officer

In December, FCSA interviewed for the position of our new Campus Cycling Officer. Lilith Cooper started with us in January and since then has been working alongside FCSA to create more opportunities for staff and students.

She has worked alongside estates to secure work for the development fund project which will see new shower facilities, lockers, and bike shelters around campus.

Lilith has also signed Fife College up to the Scottish Workplace Journey Challenge, encouraging members of staff to replace regular commuting with active travel/ car shares, established an active travel bulletin, set up monthly climate cafes for student/ staff, organised lunch time bike rides for students at St. Brycedale Campus, won funding for Dr. Bike sessions on campus, and is launching new shower facilities 'The Green Room' at Mediaspace as part of the 'FCSA Action for Health' week.

#### 3 Winter Wonderland

Carol and Jade organised a community event for Dunfermline. The FCSA Winter Wonderland took place on the 12<sup>th</sup> of December, with a wide array of attractions and other entertainment being provided free for our students and the local community. This also tied into the event for the Woodmill S1 cohort who are at Dunfermline that day with an attendance of over 300 individuals. This event has since led to discussions surrounding similar community events to take place within the college for the local high school pupils and students.

#### 4 Microwaves

As part of Jade's Election pledges, she pledged to install microwaves into the campuses for student use following the high demand from students. After extensive research and knockbacks, the college agreed to the installation microwaves for students.

The FCSA ordered the equipment and with the help of estates installed two microwaves on each of the larger campuses and one on each of the smaller. In addition to the FCSA have provided eco-friendly cutlery for the students to access and designed the health and safety poster to be displayed behind each unit. The estates team agreed to create the space and ensure they were safely placed and provided blue roll and spray bottle for students to keep them clean, while the cleaning team agreed to give wipe them over morning and evening.

Having access to these facilities helps to combat student poverty for those who cannot afford to eat at the college canteens. It also allows students who are on certain diets or who have particular eating habits to bring in food from home, as well as providing a

facility for students who are on the later timetable to still manage a hot meal during their college day.

## 5 Cross Campus Events

### Get Ready for Christmas

The FCSA have also participated in the events ran by the Guidance Department in preparation for the Christmas break during the month of December. Providing information on the FCSA, Support advice for over the festive break, along with some Festive games and prizes to over 200 students.

### Care Experienced Festive Fundraisers

The FCSA facilitated space for the “We Care at Fife” festive fundraisers in the form of their “Wish Tree” and reverse advent Calendar.

Carol personally delivered gifts to local residential schools in the community – Starley Hall and Hillside School.

The other donations were made to Falkland Boys School and Aberlour.

Carol also assisted with the personal delivery of the Care Experienced Christmas gifts to our students during the month of December.

### Therapets

Carol and Jade organised Therapet Sessions in January in a bid to combat Student “January Blues” over the campuses, which was well attended by 260 students. These sessions are extremely popular with our students and we work well with Gill from Therapets and facilitate space for them in return for their annual volunteer meetings. Future sessions will be organised around exam time to help with student stress and anxieties, by providing a safe space to calm down and relax.

### Mental Health & the Curriculum

As part of Carol’s Pledges she recognised the support out with the classroom to support student mental health, however would like to see this embedded into the curriculum.

Focus groups were held over the campuses in January along with an online version with 370 students participating anonymously through the use of Menti, an interactive presentation tool.

The findings of these will be reported to the Senior Curriculum Team on the 16<sup>th</sup> March. These will also be reported to the Executive Team, Academic Quality Committee and Learning and Teaching Committee.

### Re-Freshers

Jade and Kirsten led on our Re-Freshers events in February over the campuses for our new intake of students. Providing information on the FCSA, Various stalls, games and crazy golf. With 330 students engaging with the events.

### LGBT History Month

Jade led on LGBT history month, sharing online information and support. Rather than holding “stall style events” for this, she is working with the Marketing department to create a specific LGBT section of the college website, that will be available to staff and students. This will provide guidance and resources that can be used to either research to be a better ally or find a safe space to explore who you are. It also fulfils one of the requirements we need to gain the LGBT Charter for the college.

### **'Ask the Council'**

Jade led on this event, where it is rotated around campuses each year. This year the event took place at our Kirkcaldy Campus. This allowed the students to gain information surrounding their rights as tenants as well as highlighting relevant and reliable sources of information for them for the future. The event involved the attendance of Fife Council Tenants Association, Private Tenants Association, Private Landlords Association and Fife Council General Advisors. 50 Students sought help at this event.

## **6 Sports Events**

Kirsten Mullen hosted the first ever FCSA Festive Football Competition in December at the Michael Woods Sports Centre in Glenrothes, that consisted of 65 players.

Kirsten also hosted "Give It a Go" taster sports sessions as part of the FCSA Sports Week in January. This involved 27 students taking part in Badminton, Dodgeball and Basketball.

67 Students have also taken part in various Scottish Student Sport Competitions since the start of the year in basketball, football and volleyball. These events were held both at Fife College and external colleges, requiring students to travel to other institutions in Scotland.

Kirsten will also be facilitating another upcoming football tournament at Michael Woods Sports Centre and a Table Tennis Tournament at St Brycedale.

There are more fixtures arranged as part of the College National Finals event.

We also hope to increase the number of ladders matches played but at the moment we are limited by the small number of other colleges.

## **7 FCSA Student Groups**

Kirsten's Basketball Club is now well established and meet every Wednesday night at our Kirkcaldy Campus. This involves an average of 8 students per week. This has allowed for us to arrange ladder competitions with other colleges and to enter the Scottish Student Sport College National Finals Event. This achievement has helped Fife College and FCSA achieve the first stage of the College Sport Award.

The FCSA also offers lunchtime badminton and volleyball sessions but uptake has been slow. We are hoping this will increase with the thanks to new equipment we have received from Scottish Student Sport.

The FCSA now have an established Dungeons and Dragons group for students at Halbeath and Stenton Campuses, who meet on a weekly basis. Our gamers club also meet monthly in Stenton campus during the lunch time break.

The recently introduced Free Bookshops have been well-received and well used by both students, staff and visitors. In March, Kirsten and Jade will be launching a promotional campaign to encourage further donations and use.

## **8 Scottish Student Sport Award**

The College and the FCSA signed up for the College Sport Award last year to confirm the College's commitment to sport. Scottish Student Sport's College Sport Award is a self-improvement framework which supports Universities and Colleges to provide physical activity and sport opportunities to their students, staff and communities. The achievement of the 'training towards' level entitles the College to a £500 reward to buy

sporting equipment. The College has used the fund to buy equipment for both badminton and boccia, a precision ball sport, with the hope to increase sport involvement and inclusivity at the college. The College Sport Award is a key project of Scottish Student Sport (SSS) and is part of their drive to build a world class system for physical activity and student sport. The Award is supported by the Scottish Funding Council, and is endorsed by sport Scotland and the College Development Network. The College are now working towards achieving the Bronze level of the award scheme which comes with a further monetary award for more sport equipment.

## 9 Student Partnership Agreement

This document has been created via mediated discussions between the College and FCSA and represents jointly identified priority projects to benefit the students of Fife College.

**Networked for Fife** – will be overseen by the project team of Kris, Carol, and Gloria and will focus on the College's digital environment

**Networked for Life** – will be overseen by the project team of Martin, Jade, and Kirsten and will focus on creating a lifelong health toolkit for our students and staff.

Progress on the agreement will be overseen by the project team of Iain, Wendy and Craig.

The formal Launch of this will take place on the 9<sup>th</sup> March.

## 10 Student Mental Health Agreement

Fife College and the FCSA are committed to improving students overall wellbeing. In this agreement we identify the objectives we are working on to support mental health. Fife College and the FCSA collaborated to ensure the Fife College Mental Health strategy and the SMHA were aligned. This involved the representatives of the Student Experience and Engagement department, including the Health and Wellbeing Advisor, FCSA staff and officers, and academic staff.

1. To increase awareness of mental health support services and initiatives available at Fife College.
2. To support vulnerable student groups by increasing recruitment of voluntary officers and facilitating their engagement with the student body.
3. Work to embed mental health awareness and support into the curriculum.
4. To provide a range of opportunities for students to engage with which could have positive impact on their mental health.

The Student Mental Health Agreement will launch on 17 March.

## 11 Sabbatical Officer Elections

Nominations for our Sabbatical Officer Elections opened on 2 March and close on 20 March.

There are two positions available, President Education & Representation and President Welfare & Equality.

Campaigns will commence at the start of the Easter Break and will close on 30 April, with the results being announced on 1 May.

## 12 NUS Scotland Awards

The FCSA will attend NUS Scottish Conference on 19 and 20 March, where the NUS Scotland Awards will take place. The FCSA have been shortlisted in four categories:

Diversity Award – Care Experienced Voice  
 Education Award – Sensitive Subjects  
 Officer Team of the Year – Carol and Jade  
 College Students' Association of the Year

Our submissions were based on the work that Carol and Jade have done with the FCSA; and this national recognition provides a fitting conclusion for Carol's term and highlights the impact Jade has delivered in a short period of time.

## 13 Other Updates

### **CPR, Defibrillator and First Aid Awareness**

Carol has organised CPR and Defib sessions for students, free of charge from St John's Ambulance Service. These will be facilitated on our Kirkcaldy, Dunfermline and Glenrothes campuses on 16 – 18 March.

There are also First Aid awareness sessions to be facilitated for students at our Dunfermline campus on 24 March.

### **Children's Hearings Scotland**

Carol was also successful in being appointed a trainee panel member for the Children's Hearings Scotland in December. She is currently three quarters way through her training and observations. The FCSA facilitate time away for her to attend this voluntary commitment.

### **Work Placements**

Carol facilitated two Edinburgh Napier work placements for two weeks commencing on 28 February. The students are currently studying their Guidance Career courses and we have asked for them to participate in evaluating and redesigning some of the incentives and training we provide students of the college.

Carol and Kirsten have also facilitated a work placement for a Care Experienced Princes Trust student for two weeks commencing on 2 March. Building on developing the student's skills and confidence.

### **International Women's Day**

Our women's officer is holding international women's day event on 9 March to raise money for Fife Women's aid and inform the students of relevant organisations available to them for multiple issues. Such as checking themselves for breast lumps, the importance of smear testing, where to access help in cases of domestic abuse and some lighter companies like hair and beauty which is available to everyone, regardless of gender.

### **Terrance Higgins**

Terrance Higgins asked to come in and do some testing with students, Jade organised this at our Dunfermline Campus, previously there was a session held at our Kirkcaldy Campus. Around ten people sought advice and two put themselves forward for testing. The FCSA are exploring different avenues to promoting good sexual health and relationships but we are in research and networking stages currently.

**NUS National Conference**

The FCSA will attend NUS National Conference in Liverpool on 30 March – 3 April 2020.

**14 FCSA Performance Support Policy**

As part of the Framework for Strong and Effective Students' Association, it was identified that a Performance Support Policy should be developed. A policy was drafted and is attached as Appendix 1. This has been approved by the FCSA Student Council in March. The Board of Governors is now invited to endorse this. It will be rolled out in time for the new Sabbatical Officers taking up their positions.



# Performance Support Policy

Version: 2020.1.1

Adopted: 1st July 2020

To be Reviewed by 30th June 2024

## Contents

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This policy is in place to support the successful delivery of the work of the FCSA and its Officers.

Where performance standards are not what they should be the policy should be enacted as soon as possible to assist quick resolution of any situation.

Where a situation is difficult to define it is recommended that the best approach is the one with the maximum fairness to the officer and the members of the FCSA.

## FCSA Performance Support Policy

### **1: Introduction**

*The Framework for the Development of Strong and Effective College Students' Associations in Scotland (SA Framework)* recommends that Students' Associations have a Performance Management Policy to address issues relating to the performance of student officers.

The Framework also recommends the following:

1. Student officers are not line managed as staff. Day to day support and challenge is provided by Students' Association staff and senior college staff members to enable the officers to deliver against their democratically agreed objectives.
2. Minor performance issues are addressed informally.
3. Student officers are accountable to the Trustee Board, Advisory Group, or relevant student democratic body for their performance against their democratically agreed objectives.
4. If the association considers there are grounds for formal action over performance issues, the Association's Policy should be followed. This should be a staged process with multiple warnings and provision of support to secure improvement.
5. If there is no improvement, the issue should be referred to the relevant democratic body for a vote of no confidence.

The FCSA Performance Support Policy provides guidance on how issues with the performance of FCSA Officers will be addressed. These issues range from minor performance concerns which can be dealt with informally to serious breaches of the FCSA Executive Officer Code of Conduct.

This policy has been created in-line with the recommendations of the SA Framework. However there is one key difference; where the Framework has stated that if an issue is not improved, this should be referred to a vote of no confidence, the FCSA Performance Support Policy will instead allow a censure to be issued to the Officer in question. If, following an agreed time, the issue is still not improved a second censure will be issued and the officer will be removed from office immediately.

A number of factors have been considered in adopting this difference in approach.

## FCSA Performance Support Policy

The most significant of these are:

Protecting individuals:

A vote of no confidence, regardless of result, will affect all parties involved and may have a detrimental effect on the Officer, complainant and other members of the student executive.

Resolving the issue to the benefit of our members and officers:

A vote of No Confidence may allow poor performance to go unchecked and unaddressed.

Nature of Issues:

A key aim of this policy is to help address issues relating to the day-to-day performance of officer duties. This may not always relate to the delivery of manifesto pledges and as such would not necessarily relate to democratic decisions.

### **2: Key Points**

All FCSA Officers must agree and adhere to the FCSA Executive Officer Code of Conduct and the FCSA Constitution throughout their term as an FCSA Officer.

Where a rule or process is defined in the FCSA Constitution and/or the Code of Conduct this will take precedence over the Performance Support Policy; the prescribed action set out in these documents will be taken instead of actions set out in the Performance support policy.

Voluntary Officers are expected to lead by example and as such, if they receive a disciplinary warning under Fife College's Positive Behaviour Policy they will be immediately removed from office for the duration of the warning.

Any Officer who receives two censures within one academic term will be removed from office with immediate effect.

The FCSA Performance Support Policy is not to be used to counteract the manifesto pledges of officers.

The FCSA Performance Support Policy is not to be used in reference to any peaceful protest or action carried out by an individual where their action does not constitute a breach of the Executive Officer Code of Conduct.

Due to the different nature of the Sabbatical and Voluntary Officer roles, separate approaches are necessary.

Whilst the policy does allow for additional time to be given to help resolve issues, this is done at the discretion of the chair. Additionally this extra time should only be offered where there is a genuinely belief that this will support

## FCSA Performance Support Policy

the full resolution of the issue. If the chair does not think the issue will be resolved they should escalate the issue to the next level.

### **3: What kind of issues does the Performance Support Plan address?**

The Performance Support Plan will aim to address issues with performance in the delivery of the Officer's Remit, where the issues relates to the Officers attitude to fulfilling their role.

Where an Officer is felt to be lacking the aptitude to deliver a task, they will receive the appropriate level of support from the FCSA to achieve their goals and will not be subject to the Performance Support Plan.

Issues relating to the delivery of election pledges can only be raised by student members of the FCSA and should be addressed as per the FCSA Constitution.

### **4: Who can & How to raise issues?**

#### Who should issues be raised with?

If the issue relates to Voluntary Officers, this can be raised with the FCSA Sabbatical Officers or FCSA Staff.

If the issue relates to a Sabbatical Officer this should be raised with the FCSA Manager.

Issues can be raised in person or via digital methods. You may be asked further questions to help the FCSA understand the full nature of the issue.

#### I'm worried about raising an issue

All issues will be dealt with confidentially and information will only be shared where necessary. The FCSA will not tolerate any harassment or victimisation of anyone who raises an issue.

#### Does an issue always start with Level 1?

No. Depending on the nature of the performance issue it may be necessary to address this at higher levels. If the issue is serious enough it may be addressed at Levels 4 or 5 at the first point.

#### Who decides which level should be used?

The FCSA Manager has the responsibility for deciding which level should be used to address an issue. If they are unavailable then the College link person should make the decision.

#### What if I have been through the process and disagree with the process or outcome?

## FCSA Performance Support Policy

Individuals are able to submit appeals against the outcomes of Levels 2 to 5, and these will be reviewed by someone who has not been involved in the meetings. There is no appeal mechanism at Level 1 as this is an informal level, which would only have consequence if the issue is raised to Level 2, at which point the appeals mechanism is available.

### **5: Addressing Issues**

This policy is not meant to be used where an officer lacks the necessary skills to undertake a duty or task. The policy is in place to help address poor performance which has resulted through inappropriate personal conduct, a lack of effort and preparation, or wilful disregard.

*Does this mean if I'm not perfect I'm going to get in trouble?*

No. No-one is perfect and that's not what this policy is for. It will not normally be necessary to use the policy for minor, one-off issues, unless the complainant feels the subsequent impact of the issue is significant enough to necessitate action.

And this policy is not about anyone getting in trouble, it's to support you in addressing issues and to identify how the FCSA can help you to overcome anything that is affecting your performance.

If you are late one day, or miss some emails, accidents happen and you shouldn't be worried about that.

We'll give examples of what might be looked

These include but are not limited to:

#### *Poor timekeeping*

The FCSA understand everyone can be late on occasion, but as long as efforts as made to inform the relevant parties of the reason, lateness shouldn't be an issue. Persistently poor time management or lateness without acceptable reasons would be a significant performance issue.

#### *Missed deadlines*

As with lateness we understand things don't always go to plan, and we would only expect to address this where unacceptable reasons have been provided, or it is evident insufficient work has been done in order to meet the deadlines.

#### *Poor Communication*

The FCSA rely on strong communication to meet the needs of our members effectively. Poor communication can include not responding to voice calls or digital communications, or not providing sufficient

## FCSA Performance Support Policy

information so colleagues know what you are working on. Persistently poor communication would be a significant performance issue.

*Not being prepared for work*

The FCSA understand that things can be forgotten and equipment can break down, however repeatedly not having adequate equipment to undertake your duties means lost time and value for our members.

### **6: Explaining the Levels**

The FCSA Manager has the responsibility for deciding which level an issue should be addressed at. The following explains the normal banding's however discretion may be used in deciding the appropriate level of review.

#### *Level 1: Minor Performance Issues*

A minor performance issue would be something which is an unacceptable practice that has happened on more than one occasion but is not an issue every day.

#### *Level 2: Significant Performance Issues*

A significant performance issue might be something which is an unacceptable practice that has happened frequently. It can also be something that has only happened once however has given sufficient cause for concern that it needs to be addressed, or a minor performance issue that previous intervention has not resolved.

#### *Level 3: Severe Performance Issues*

A severe performance issue might be something which is having a detrimental impact on not only the work of the Officer but also others within the FCSA. These issues need to be resolved quickly so are addressed at this level, to help retain confidence in the officer and the FCSA. This could be something which has only occurred once however has given serious cause for concern and any repetition could lead to severe consequences. This Level is also used to address any issues which have been raised, but not resolved at previous levels.

#### *Level 4: Final Performance Issues Level*

This level will be used for any issues which are not resolved following a previous intervention at Level 3, or any issues which the FCSA deem as severe enough to require near immediate resolution. This does not include issues which could be considered as gross misconduct as they will be dealt with at Level 5.

#### *Level 5: Gross Misconduct*

## FCSA Performance Support Policy

Instances of gross misconduct should be addressed as per the FCSA Constitution and Executive Officer Code of Conduct, however we are covering them here to provide extra clarity on how to proceed with any allegations against an officer. Additionally after the outcome of an investigation it may be necessary for a level of the Performance Support Policy to be put in place to address any issues, which are not thought to have been sufficient to term as gross misconduct.

### *What constitutes gross misconduct?*

Gross misconduct covers a long list of offences that individuals could commit at work. This behaviour is unprofessional and unethical, falling short of standards expected of the FCSA Officers. Conduct this severe destroys the relationship between the Officer and the FCSA and if the Officer has found to have acted in this way, they will be removed from office immediately. For Sabbatical Officers this would be instant dismissal without notice and without pay in lieu of notice.

The following list includes examples of gross misconduct, however it is not exhaustive:

- Theft or fraud
- Physical violence
- Bullying
- Wilful damage to property
- Dishonesty, including filing inaccurate reports and paperwork
- Facilitating abuse and bullying of others
- Serious misuse of an organisation's name or property
- Deliberately accessing internet sites that contain pornographic or other offensive material
- Misuse of confidential information
- Multiple breaches of the FCSA Executive Officer Code of Conduct
- Discrimination or harassment
- Bringing the organisation into serious disrepute
- Offering or accepting bribes
- A serious breach of health & safety regulations
- A serious breach of confidence
- Causing loss, damage, or injury through serious negligence
- Serious incapability at work due to alcohol or illegal drug use

FCSA Performance Support Policy

**7: What happens at each level?**

Level 1: Minor Performance Issues	
1 <sup>st</sup> Action	Informal Conversation Written Record Created
Chaired by	For Voluntary Officers – the FCSA President who oversees the Officers Remit For Sabbatical Officers – the FCSA Manager
Timescale to review improvement	Minimum 1 month (this can be adjusted to include any college closures, officer holidays)
If Issue resolved	Informal Conversation Written Record is removed from file
If Issue is not resolved	If the issue has improved but not resolved, another 1 month can be agreed to support progress to resolution.  If the issue has not improved, or there is no sign of effort to improve from the officer, the issue can be advanced to <b>Level 2</b> .  If the issue gets worse during the time allocated to resolve the issue, it can be immediately advanced to the <b>Level 2</b> .
Appeals	Appeals cannot be made at this level of the process.

Level 2: Significant Performance Issues	
1 <sup>st</sup> Action	Formal Conversation Written Record Level 1 Created
Chaired by	For Voluntary Officers – the FCSA President who oversees the Officers Remit For Sabbatical Officers – the FCSA Manager
Timescale to review improvement	Minimum 1 month (this can be adjusted to include any college closures, officer holidays)
If Issue resolved	Formal Conversation Record remains on file for three months.
If Issue is not resolved	If the issue has improved but not resolved, another 1 month can be agreed to help support progress to resolution.  If the issue has not improved, or there is no sign of effort to improve from the officer, the issue can be advanced to the <b>Level 3</b> .  If the issue gets worse during the time allocated to resolve the issue, it can be immediately advanced to the <b>Level 3</b> .
Appeals against decisions	Voluntary Officers can submit an appeal to the FCSA Manager Sabbatical Officers can submit an appeal to the Returning Officer

FCSA Performance Support Policy

Level 3: Severe Performance Issues	
1 <sup>st</sup> Action	Formal Conversation Written Record Level 2 Created
Chaired by	For Voluntary Officers – the FCSA President who oversees the Officers Remit For Sabbatical Officers – the FCSA Manager
Timescale to review improvement	Minimum 2 weeks (this can be adjusted to include any college closures, officer holidays). Due to the nature of severe performance issues, quick resolution is needed so that the officer can retain the confidence of the FCSA in completion of their duties.
If Issue resolved	Formal Conversation Record Level 2 remains on file until end of Officer term.
If Issue is not resolved	If the issue has improved but not resolved, another 2 weeks can be agreed to help support progress to resolution.  If the issue has not improved, or there is no sign of effort to improve from the officer, it can be advanced to <b>Level 4</b> .  If the issue gets worse during the time allocated to resolve the issue, it can be immediately advanced to the <b>Level 4</b> .
Appeals against decisions	Voluntary Officers can submit an appeal to the FCSA Manager Sabbatical Officers can submit an appeal to the Returning Officer

FCSA Performance Support Policy

Level 4: Final Resolution Level	
1 <sup>st</sup> Action	Officer is suspended and notified of a hearing date. The hearing will be no earlier than three college days and no later than five college days from the initial date of suspension.
Chaired by	For Voluntary Officers – the FCSA Manager For Sabbatical Officers –the College Link Person
In attendance	<p><u>For Voluntary Officers</u> The Officer Officers Companion – who can ask questions and ensure Officer is fully aware of proceedings but cannot offer evidence on Officer's behalf, unless this has been previously agreed by the chair. The FCSA President who oversees Officers remit</p> <p><u>For Sabbatical Officers</u> The Officer Officers Companion – who can ask questions and ensure Officer is fully aware of proceedings but cannot offer evidence on Officer's behalf, unless this has been previously agreed by the chair. The FCSA Manager</p>
Process of Hearing	<p>For Performance Issues, the Officer will be made aware of the issue and may have been through previous levels to get to this point.</p> <p>The Chair will ask the FCSA President, or Staff, to present the reasons for the hearing, along with supporting evidence and documentation of steps already taken to address the issue.</p> <p>The Chair will then give the Officer the chance to discuss their understanding and perspective of the issue, and what steps they have taken to address the issue already.</p>
Possible Outcomes	<p>If the initial hearing decides that the issue has been resolved, then the record from the previous level will be keep on record for the proscribed amount of time.</p> <p>If the initial hearing decides that the issue has not been resolved the officer will receive a censure. Providing this is their first censure within their current term, they will then be given one month to fully resolve the issue.</p> <p>After a month, a second hearing will be held to decide if the issue has been resolved. If the second hearing decides the issue is resolved, the censure which was previously issued will remain on the officer's record, but no further action will be necessary.</p>

FCSA Performance Support Policy

	<p>If this meeting finds the issue is not resolved, a second censure will be issued and the officer will be removed from office with immediate effect.</p> <p>After the initial hearing, if the issue gets worse during the time allocated to resolve the issue, the date of the second hearing can be brought forward with agreement from the Chair.</p> <p>Depending on the outcome of the hearing the FCSA may have to inform Fife College of the reasons behind any decisions that have been made. This will only be done where an appropriate need is identified. This is more likely in relation to the role of Sabbatical Officers as Board Members, but may also relate to situations involving Voluntary Officers.</p>
Appeals against decisions	<p>Voluntary Officers can submit an appeal to the College Link Person</p> <p>Sabbatical Officers can submit an appeal to the FCSA Returning Officer</p>

FCSA Performance Support Policy

Level 5: Allegations of Gross Misconduct	
1 <sup>st</sup> Action	<p>Officer is suspended immediately and notified of an investigation into the allegations.</p> <p>The investigation will start no later than two college days and end no later than five college days from the initial date of suspension.</p> <p>The officer will be invited to three meetings. These are detailed below.</p>
Chaired by	The FCSA Manager
In attendance	<p>The Officer</p> <p>Officers Companion – who can ask questions and ensure Officer is fully aware of proceedings but cannot offer evidence on Officer’s behalf, unless this has been previously agreed by the chair.</p> <p>FCSA Nominated representative to take notes. For voluntary officers this will normally be the FCSA President without oversight for the officer’s role. For sabbatical officers this may be a staff member of FCSA or Fife College.</p>
Process of Investigation	<p>To protect the officer and the parties raising the allegations, the nature of the allegations will not be shared until the first hearing with the officer.</p> <p>If the situation demands it, it may be necessary for the first meeting to take place on the same day that the officer is notified of their suspension.</p> <p>At the first meeting the chair will present the reasons for the investigation, along with any supporting evidence and documentation. The officer does not have to make any statements at this level, however they will be asked some questions to establish their understanding of the situation.</p> <p>The officer will be provided with the date and time of a second meeting.</p> <p>At the second meeting, the officer can provide any supporting evidence that they feel is valid in addressing the allegations.</p> <p>The officer will be provided with the date and time of a third meeting.</p> <p>At the third meeting, the chair will summarise the situation, highlighting evidence provided from all parties and inform the officer of the outcome.</p>

FCSA Performance Support Policy

Possible Outcomes	<p>If the investigation concludes that the officer has acted in a manner constituting gross misconduct, the officer will be removed from office immediately as per the FCSA Constitution Section 2, 2.1.</p> <p>If the investigation concludes that the officer has not acted in a manner that constitutes gross misconduct, but has acted in a manner that is not appropriate for their position they will be issued with a censure, and any performance issues will be subject to the <b>Level 4</b>.</p> <p>If the investigation concludes that the officer has not acted in a manner that constitutes gross misconduct, and has not acted inappropriately, no further action will be taken.</p>
Appeals against decisions	<p>Voluntary Officers can submit an appeal to the College Link Person</p> <p>Sabbatical Officers can submit an appeal to the FCSA Returning Officer</p>

FCSA Performance Support Policy

**8: Templates**

These templates are also available on the FCSA Sharepoint Site.

Level 1 – Minor Performance Issue			
Informal Conversation Written Record			
Initial Meeting			
Officer Name			
Chair Name			
Reason for Meeting			
Officers response to issue			
Agreed actions to resolve this issue:			
The Officer will			
The FCSA will			
Date of 1 <sup>st</sup> Meeting			
Planned Date of Review Meeting (minimum 1 month later)			
Chair Signature (Date)			
1 <sup>st</sup> Review Meeting			
1 <sup>st</sup> Review Meeting Date			
The issue is	Resolved, no further action needed	Improved, but not fully resolved	Not Resolved/ Worsened
Date of Meeting			
Next Action	1 Month extension given / Progressed to next level.		
Reason for Action			
Chair Signature (Date)			
2 <sup>nd</sup> Review Meeting			
2 <sup>nd</sup> Review Meeting Date			
The issue is	Resolved, no further action needed	Not Resolved/ Worsened	
Date of Meeting			
Next Action	No Further Action / Progressed to next level.		
Reason for Action			
Chair Signature (Date)			

FCSA Performance Support Policy

Level 2 – Significant Performance Issue			
Formal Conversation Written Record Level 1			
Initial Meeting			
Officer Name			
Chair Name			
Reason for Meeting			
Officers response to issue			
Agreed actions to resolve this issue:			
The Officer will			
The FCSA will			
Date of 1 <sup>st</sup> Meeting			
Planned Date of Review Meeting (minimum 1 month later)			
Chair Signature (Date)			
1 <sup>st</sup> Review Meeting			
1 <sup>st</sup> Review Meeting Date			
The issue is	Resolved, Conversation Record on file for 3 months from date of meeting.	Improved, but not fully resolved	Not Resolved/ Worsened
Date of Meeting			
Next Action	1 Month extension given / Progressed to next level.		
Reason for Action			
Chair Signature (Date)			
2 <sup>nd</sup> Review Meeting			
2 <sup>nd</sup> Review Meeting Date			
The issue is	Resolved, Conversation Record on file for 3 months from date of meeting.	Not Resolved/ Worsened	
Date of Meeting			
Next Action	No Further Action / Progressed to next level.		
Reason for Action			
Chair Signature (Date)			

FCSA Performance Support Policy

Level 3 – Severe Performance Issue			
Formal Conversation Written Record Level 2			
Initial Meeting			
Officer Name			
Chair Name			
Reason for Meeting			
Officers response to issue			
Agreed actions to resolve this issue:			
The Officer will			
The FCSA will			
Date of 1 <sup>st</sup> Meeting			
Planned Date of Review Meeting (minimum 2 weeks)			
Chair Signature (Date)			
1 <sup>st</sup> Review Meeting			
1 <sup>st</sup> Review Meeting Date			
The issue is	Resolved, Conversation Record on file until end of officer term.	Improved, but not fully resolved	Not Resolved/ Worsened
Date of Meeting			
Next Action	2 Week extension given / Progressed to next level.		
Reason for Action			
Chair Signature (Date)			
2 <sup>nd</sup> Review Meeting			
2 <sup>nd</sup> Review Meeting Date			
The issue is	Resolved, Conversation Record on file until end of officer term.	Not Resolved/ Worsened	
Date of Meeting			
Next Action	No Further Action / Progressed to next level.		
Reason for Action			
Chair Signature (Date)			

FCSA Performance Support Policy

Level 4 – Final Resolution Level		
Officer Suspended and Hearings Scheduled		
Officer Name		
Date Suspension Started		
Initial Meeting		
Chair Name		
In Attendance		
Reason for Meeting		
Officer Response (the Officer does not have to respond at this level)		
This issue is now	Resolved, record from previous level is applied.	Not Resolved, a censure is issued to the Officer
Agreed actions to resolve this issue:		
The Officer will		
The FCSA will		
Date of 1 <sup>st</sup> Meeting		
Planned Date of Review Meeting (minimum 1 month)		
Chair Signature (Date)		
Review Meeting		
Review Meeting Date		
The issue is	Resolved, Initial Censure remains on file for remainder of Officer term.	Not Resolved/ Worsened. Second Censure issued and Officer removed from post immediately.
Date of Meeting		
Reason for Action		
Chair Signature (Date)		

## FCSA Performance Support Policy

**9: Officer Guide**

The following guide shows what you can expect, and are entitled to at each level of the Performance Support Policy.

The main purpose of every level is to help you overcome any issues that are affecting your work. To do this the FCSA will help by offering reasonable adjustments. So if timekeeping is an issue, we won't just say 'Get up earlier.' We will look at changes that can be made to your working pattern, or other approaches that can help.

Level 1 – Minor Performance Issues

This level is an informal attempt to resolve minor issues which are affecting your performance as an Officer. You'll be invited along to a meeting with either the President who oversees your remit or the FCSA Manager.

At the meeting you'll discuss the issue and agree how the issue can be resolved. This will include what you'll do and what the FCSA will do to support you.

You'll be invited to a meeting one month later, where you'll meet with the same person to review the progress on resolving the issue.

If at this meeting it is agreed the issue is resolved, nothing else happens.

If the issue has got better but is still not resolved, we may agree to meet in another month to give more time to get the issue resolved. If the issue is not resolved after this additional time, it will be taken forward to Level 2 – Significant Performance Issues.

If the issue hasn't improved, or if it gets worse at any point, it will be taken forward to Level 2 – Significant Performance Issues.

As this is an informal level, and nothing is kept on your record there is not a process for appealing decisions at Level 1.

Level 2 – Significant Performance Issues

This level is a formal attempt to resolve issues which are affecting your performance as an Officer. You'll be invited along to a meeting with either the President who oversees your remit or the FCSA Manager.

A member of the FCSA Staff may be there in order to take notes of the agreed actions. You can also bring along a companion to offer support, however they won't be able to ask questions on your behalf unless this has already been agreed.

## FCSA Performance Support Policy

At the meeting you'll discuss the issue and agree how the issue can be resolved. This will include what you'll do and what the FCSA will do to support you.

You'll be invited to a meeting one month later, where you'll meet with the same person to review the progress on resolving the issue.

If at this meeting it is agreed the issue is resolved, a Formal Conversation Record Level 1 will remain on your file for three months. If there is no repeat of this issue, the record will be removed after the three months have passed.

If the issue has got better but is still not resolved, we may agree to meet in another month to give more time to get the issue resolved. If the issue is not resolved after this additional time, it will be taken forward to Level 3 – Severe Performance Issues.

If the issue hasn't improved, or if it gets worse at any point, it will be taken forward to Level 3 – Severe Performance Issues.

At this level you can appeal the Formal Conversation Record being added to your file. You have 5 College days to submit your appeal. Voluntary Officers should send this to the FCSA Manager, Sabbatical Officers should send this to the College Link Person of Fife College for the FCSA. You should expect to have a response to your appeal 5 College days after it is received by the necessary person.

### Level 3 – Severe Performance Issues

This level is a formal attempt to resolve issues which are affecting your performance as an Officer. You'll be invited along to a meeting with either the President who oversees your remit or the FCSA Manager.

A member of the FCSA Staff may be there in order to take notes of the agreed actions. You can also bring along a companion to offer support, however they won't be able to ask questions on your behalf unless this has already been agreed.

At the meeting you'll discuss the issue and agree how the issue can be resolved. This will include what you'll do and what the FCSA will do to support you.

You'll be invited to a meeting two weeks later, where you'll meet with the same person to review the progress on resolving the issue.

If at this meeting it is agreed the issue is resolved, a Formal Conversation Record Level 2 will remain on your file until the end of your term as officer.

## FCSA Performance Support Policy

If the issue has got better but is still not resolved, we may agree to meet after another two weeks to give more time to get the issue resolved. If the issue is not resolved after this additional time, it will be taken forward to Level 4 – Final Resolution.

If the issue hasn't improved, or if it gets worse at any point, it will be taken forward to Level 4 – Final Resolution.

At this level you can appeal the Formal Conversation Record Level 2 being added to your file. You have 5 College days to submit your appeal. Voluntary Officers should send this to the FCSA Manager, Sabbatical Officers should send this to the College Link Person. You should expect to have a response to your appeal 5 College days after it is received by the necessary person.

### Level 4 – Final Resolution

This level is a final attempt to resolve issues which are affecting your performance as an Officer. You'll be invited along to a meeting with either the FCSA Manager or the College Link Person

A member of the FCSA Staff may be there in order to take notes of the agreed actions. For Voluntary Officers the President for their remit may also be in attendance. You can also bring along a companion to offer support, however they won't be able to ask questions on your behalf unless this has already been agreed.

At the meeting you'll discuss the issue, what has previously been done to resolve this, and the current state of the issue. If at this meeting it is agreed the issue is now resolved, a Formal Conversation Record Level 2 will remain on your file until the end of your term as officer.

If the issue is not resolved, you will receive a Censure. If this is your first censure, you will be given one month to fully resolve the issue and a date to review this will be set.

At the review meeting, if it is agreed that the issue is resolved, no further action will be taken and the initial censure will remain on the Officers file for the rest of their term.

If the issue isn't resolved, or if it gets worse at any point following the first meeting, the officer will receive a second censure and be immediately removed from Office.

At this level you can appeal the censures which are issued. You have 5 College days from the date of the censure to submit your appeal.

Voluntary Officers should send this to the College Link Person, and Sabbatical Officers to the FCSA Returning Officer.

## FCSA Performance Support Policy

You should expect to have a response to your appeal 5 College days after it is received by the necessary person.

FCSA Performance Support Policy

**10: Indicative Timelines**

Level 1 – Minor Performance Issues	
Officer Suspended	No
Advance notice of meeting	minimum 1 College day maximum 5 College days
Time allocated to resolve	1 month
Further time available	1 month

Level 2 – Significant Performance Issues	
Officer Suspended	No
Minimum time from previous level	3 College days
Advance notice of meeting	minimum 1 College day maximum 5 College days
Time allocated to resolve	1 month
Further time available	1 month

Level 3 – Severe Performance Issues	
Officer Suspended	No
Minimum time from previous level	2 College days
Advance notice of meeting	minimum 1 College day maximum 3 College days
Time allocated to resolve	2 Weeks
Further time available	2 Weeks

Level 4 – Final Resolution	
Officer Suspended	Yes
Minimum time from previous level	N/A Suspension can be enacted from end of Level 3
Advance notice of meeting	minimum 1 College day maximum 3 College days
Time allocated to resolve	1 month
Further time available	Must be resolved after the initial month

Level 5 – Gross Misconduct	
Officer Suspended	Yes
Minimum time from previous level	N/A. Allegations of Gross Misconduct will always be heard at Level 5. As such this Level may supersede any other ongoing levels or reviews.

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Advance notice of meeting	N/A. It may be necessary for the initial meeting to take place on the same date as the suspension is enacted.
Time allocated to resolve	N/A. If the officer is found to have acted in a manner constituting gross misconduct they will be removed from office immediately.
Further time available	N/A. As above.

## FCSA Performance Support Policy

**11. FCSA Staff and the Performance Support Policy**

To show solidarity with our Sabbatical Officer colleagues and Voluntary Officers, the FCSA Staff have agreed to abide with and follow the policy.

As they are staff members there will be slight variations in the approach. Issues pertaining to staff should only be reported to the FCSA Manager, where this is not possible, or they relate to the FCSA Manager, these should be raised with the College Link person or the FCSA Advisory Board Leader.

FCSA Staff members will not receive censures, they will receive records of conversation on their file. Where these would remain on file for 3 months or till the end of the officers term, for staff these terms will be 6 months and 12 months respectively.



**COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD**

<b>Update on Governance Matters</b>	
<b>Date of Meeting:</b>	25 March 2020
<b>Purpose:</b>	To update Board members on governance matters.
<b>Intended Outcome:</b>	To note the updates as provided in the paper and to approve the recommendations as outlined in the paper.
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Marianne Philp; <a href="mailto:mariannephilp@fife.ac.uk">mariannephilp@fife.ac.uk</a> ; 01383 845009
<b>Date of Production:</b>	16 March 2020

## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Update on Governance Matters**

#### **1 Introduction**

This paper is to bring Board members up-to-date on Board membership and governance related issues.

#### **2 Update on Board Membership**

Since the last meeting, Bryan Poole has taken the decision to step down from his position on the Board. Kerri Hamilton has also resigned as a co-opted member of the Health and Safety and Human Resources Committee.

The Chair's Committee recently undertook an exercise to recruit new members to fill all current vacancies on the Board. As previously advised by email, Patrick Carnie, Amanda Kindness, Evelyn McPhail and Gordon Mole have been appointed for the period 23 March 2020 to 31 July 2023.

Brian Fisher was also identified as a new member and will take up his position as a Board member for the period 1 August 2020 to 31 July 2024.

Tony Martin and Zoe Thomson's terms of office were due to end on 31 July 2020. They have been appointed for a second term of office from 1 August 2020 to 31 July 2024.

Garry Dickson's co-option to the Finance, Commercial and Estates Committee has been extended to 31 July 2020. He has thereafter been appointed as a co-opted member of the Health and Safety and Human Resources Committee for the period 1 August 2020 to 31 July 2021.

#### **3 Depute Chair / Senior Independent Members Roles**

A decision was taken by the Chair's Committee previously to separate these roles. Both have become vacant as a result of Bryan Poole's resignation. The Director: Governance and Compliance emailed members asking for expressions of interest. We have received one expression of interest for each of the roles:

- Depute Chair Tony Martin
- Senior Independent Member Bob Black

It is recommended that the Board agrees to appoint these members to the roles with immediate effect.

#### **4 Committee Membership Update**

Committee Membership has been updated to take account of new members joining us on 23 March 2020 and 1 August 2020. It is recommended that the Board agrees to the Committee Membership appointments and changes as outlined in Appendix 1.

**5 New Campus Project Board**

It is proposed that a New Campus Project Board be established, and that it will meet with effect from the first week of May 2020. A draft remit is attached as Appendix 2. It is recommended that the Board approves the draft remit.

The meetings calendars for 2019-20 and 2020-21 have been updated to show the dates of the proposed meetings. These are scheduled as monthly and meetings will be cancelled if there is no business to progress. See Appendix 3.

**6 Adam Smith Foundation: Transfer of Activity to Fife College**

Adam Smith Foundation funds and activity transferred from the Board of Trustees to Fife College with effect from 1 February 2020 as planned. Communications have been issued to donors and other stakeholders and no issues have arisen. A summary of recent activity is available online at <https://view.joomag.com/scholarship-update-asf-scholarship-update-a4-v4/0036515001580898773?short> and <https://www.fife.ac.uk/news/>

**7 Recommendation**

The Board of Governors is invited to note the position and to approve the recommendations as outlined in the paper.



### COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

<b>Summary of Committee Business</b>	
<b>Date of Meeting:</b>	25 March 2020
<b>Purpose:</b>	To summarise the main highlights relating to Committee business that has taken place since the last meeting. The minutes are available on the Gateway (accessible via hyperlinks) should members wish to review these in full.
<b>Intended Outcome:</b>	To note the updates from Committees
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Marianne Philp; 01383 845009; <a href="mailto:mariannephilp@fife.ac.uk">mariannephilp@fife.ac.uk</a>
<b>Date of Production:</b>	11 March 2020

## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Summary of Committee Business**

#### **Chair's Committee - 5 February 2020**

- The Committee shortlisted applications received for the Board vacancies. Five individuals were shortlisted (one of which was received after the meeting and shortlisted by email).
- Membership and Committee allocation was discussed. Recommendations are made in the Governance Update on today's agenda.
- The current Voluntary Severance Scheme was extended for a further year to 31 December 2020.

#### **Chair's Committee – 3 March 2020**

- Committee membership was discussed in light of Board members who had been recommended to Scottish Ministers for appointment to the Board.
- An update was given on progress with the College staffing restructure.

#### **Academic Quality Committee – 19 February 2020**

- The Committee received an update on School College Partnership activity. Excellent progress was being made despite challenging circumstances. Retention and achievement was improving, and a range of qualifications were on offer.
- Performance Indicators had improved across all areas of college activity. The College is ahead of the national average in all areas with the exception of partial success. Further work will be done at course level to ensure that improvement continues and to tackle any particular issues that are identified.
- It was highlighted that the number of articulation routes had grown from 280 to 370 in the past year and that HE activity was overall very positive.

#### **Health and Safety and Human Resources Committee – 25 February 2020**

- Trade Union representatives joined the meeting to discuss working relationships with management. Generally open and positive relationships were described. Partnership working was seen as key by both the representatives and management.
- Health and Safety matters continued to be well managed. There had been one reportable RIDDOR incident since the last meeting. Joint inspections between management and Trade Unions were taking place.
- Excellent progress was being made on the HR Strategy and Workforce Plan. A new HR system was being implemented which would be rolled out in phases. A new leadership framework had been prepared and was being well received.

#### **Finance, Commercial and Estates Committee – 10 March 2020**

- The College had supported Dundee and Angus College with their recent cyber security incident and were using learning from that exercise to reduce the risk of a similar incident at Fife College.
- Discussions with Fife Council on the new build project at Dunfermline were continuing. In addition, a business case was being prepared for a revamp of the Glenrothes Campus. Options would come to the Committee in due course for approval.
- The financial and commercial position for the College were very positive. Whilst a surplus larger than originally forecast was currently predicted, discussions with SFC were underway to ensure this would not be lost. In addition, planned spend for next year was being brought forward where applicable. Overall the 5 year plan showed a predicted deficit.

**Audit and Risk Committee – 12 March 2020**

- Internal Audit Plan is progressing to plan. Two internal audits have been carried out since the last meeting, both of which were positive with only one low level recommendation made in each.
- The risk register was reviewed. There were no major issues identified. Coronavirus had escalated as a significant risk since the papers had been drafted and assurances were given to the Committee on the steps taken to date and planning that was taking place in anticipation of a potential College closure.
- A lot of work had been undertaken on risk assurance and this was presented to the Committee. A link to the document is on the [Gateway](#) and all Board members are encouraged to review this. Managers will review the document every 6 months and the Committee will review it in March each year.