

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interest

Business

- 3 **Presentation and Discussion**
 - Business Development and Employer Skills Forums (report attached)
- 4 Crichton Foundation Membership (verbal update)
- 5 Chair's Update
- 6 Principal's Update (attached)
- 7 Governance Issues
 - 7.1 Code of Conduct (copy letter and draft Code attached)
 - 7.2 Board Recruitment (report to be tabled)

Standing Items

- 8 Minute of Meeting of 28 April 2014 (attached)
- 9 Matters Arising
 - 9.1 Item 12.1 Retention Monies (verbal update)
 - 9.2 Item 15 Dumfries Learning Town (verbal update)
- 10 Strategic Risk Register (attached)
- 11 Scottish Colleges Foundation (copy letter attached)
- 12 Institutional Sustainability (attached)

College Outcome Agreement

- 13 Crichton Campus Consolidated Outcome Agreement (copy attached)

Committee Minutes

- 14 Minute of Audit - 14 May (attached)
- 15 Matters Arising
- 16 Minute of Quality and Curriculum - 14 May (attached)
- 17 Matters Arising
- 18 Minute of Staffing - 26 May (attached)
- 19 Matters Arising
- 20 Minute of F&GP - 2 June (to follow)
- 21 Matters Arising
- 22 Any Other Business
- 23 Date and Time of Next Meeting

Board of Management

Minute of Meeting of the Board of Management of Dumfries and Galloway College held on Monday 16 June 2014 from 2.00 pm in Room 2089, Dumfries campus

Present:

H Carr	C Grant	R Gunnell
J Henderson	K Henry	B Johnstone (Chair)
R Maloney	S Martin	A Nyondo
C Turnbull		

In Attendance:

I Beach, Assistant Principal, Quality and Estates
J Brown, Assistant Principal, Learner Services and Secretary to Board
H Pedley, Director of Human Resources
S Sutherland, PA to the Principal

The Chair intimated that R Gunnell, T Hydes and K Macgillivray-Fallis had decided not to reapply for membership following the end of their current term of office, and that this would also be the last meeting for R Maloney, student representative. He thanked them all for their input to the Board and wished them well for the future.

1 Apologies for Absence

Apologies for absence were intimated on behalf of S Burgess, J Goldie, A Hannah, D Holland, T Hydes, K MacGillivray-Fallis, and A Wright.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

Business

3 Presentation and Discussion: Business Development and Employer Skills Forums

3.1 Business Development

A Jardine, Business Development Manager, provided a verbal report on the work of Complete Training Solutions during the previous 12 months, and key objectives for the coming year.

The Board welcomed the report and agreed that business engagement was a focus for the sector and had a vital role to play in the College's development.

C Turnbull joined the meeting at 2.25

3.2 Employer Skills Forums

N Smith, Business Development Officer, spoke to the report which had been issued.

Members discussed and agreed the establishment, remit and structure of Employers Skills Forums. The Principal advised that the membership and specific focus of each Forum may differ due to the nature of the sector and priorities at the time, but as the forums developed any key players not involved would be identified and invited to join.

The Board enthusiastically welcomed the establishment of these Forums and offered full support. It was noted that Members had already provided names of potential forum members.

4 Crichton Foundation Membership

It was agreed, following the retiral of T Hydes, that John Henderson would represent DAGCOL Board on the Crichton Foundation Board.

5 Chairs Update

The Chair gave a verbal report on his business activity since the April meeting of the Board:

- **Colleges Scotland Board (13 Regional Chairs)**

There had been two meetings of the CS Board since April. Colleges Scotland and College Development Network were now two separate companies and business plans would be published in July.

- **Wood Commission**

The Scottish Government had requested that the Chair join the National Advisory Board following publication of the Sir Ian Wood's Report.

- **South of Scotland Economic Forum**

Attended a meeting which had agreed full membership for each of Borders and DUMGAL colleges (whereas previously they had attended alternate meetings). The next meeting of the Forum would be held in the College.

- **Visit by Chair of SFC**

Alice Brown had visited the Crichton Campus on 6 May on the invitation of the Crichton Campus Leadership Group (CCLG) and had visited each institution before attending a special CCLG meeting to discuss future developments for the Crichton.

- **Dumfries Learning Town**

The Chair had attended various meetings regarding the DLT project and whilst the College was disappointed that the Education Committee had chosen not to site the Learning Hub on the Crichton site, the College would continue to be involved and would continue with its own excellent work with schools.

- **Skills Development Scotland**

Attended a dinner and discussion with SDS and local Councillors.

- **Crichton Trust**

The Chair had met with R Shaw, new CEO of the Crichton Trust on two occasions to discuss future liaison between the two organisations.

- **Apprenticeship Summit**

Attended

H Carr left the meeting at 2.45 pm

6 Principal's Update

The Principal spoke to the report which had been issued and provided a verbal report on two further items. The College had celebrated 'A Year in Review' at the Annual Open Meeting on Monday 9 June which had been the precursor to a week of College celebrations for FE learning as another academic year concluded. Many College, student and staff successes and achievements had been celebrated and British and Olympic Swimming Champion Rebecca Adlington OBE was guest speaker at the AOM and the Sports Awards ceremony.

The Principal had attended an informal Scottish Public Affairs Committee meeting which was held that morning in Dumfries. The Committee was hoping to identify specific issues for the region to prepare a scoping paper for development, which would be circulated to the Board when available.

Members noted the report and verbal update.

7 Governance Issues

7.1 Code of Conduct

The Secretary to the Board spoke to the draft which had been circulated, based on a model template which had been issued by the Scottish Government.

Following discussion, the Code of Conduct was approved.

7.2 Board Recruitment

The Secretary to the Board spoke to the report which was tabled.

The recruitment panel had met with six of the eight applicants on 13 June and agreed to recommend four members for full membership to the Board, and for succession planning purposes varying terms of office for each.

The Board approved the four appointments and the Chair would seek approval to appoint from the Cabinet Secretary for Education and Lifelong Learning. It was hoped the approval would be in place to welcome the new Members to their first meeting in September.

Standing Items

8 Minute of Meeting held on 28 April 2014

The Minute of meeting of the Board of Management of Dumfries and Galloway College, held on 28 April 2014 was approved.

9 Matters Arising

9.1 Retention Monies

The Assistant Principal, Quality and Estates reported on a meeting on 27 May with representatives of Miller Construction. He and the Principal had pointed out the many defects which had already been rectified and the concern following the recent incident with the balustrades, so much so that a full building survey had been. A separate inspection survey had been carried out for Health and Safety purposes.

The College confirmed its preference that Miller waive the retention monies and the College would carry out any outstanding works, with the exception of latent defects. The representatives indicated that they would take this offer back to their Board. No further word had been received to date.

Members noted the position.

9.2 Dumfries Learning Town

C Grant gave a verbal update on progress to date. He advised that the Education Committee had voted (10/9) for the King George V site rather than the Crichton campus, but had also requested financial modelling reports on both sites for their 10 July meeting.

Meantime, ongoing collaboration, in the form of the various workstreams, was progressing positively, especially in terms of the identification of a common timetabling system.

The Board noted the update, and their disappointment that the Hub would not be located on the Crichton campus, but agreed that in the College would continue to forge ahead with its excellent work with schools.

C Grant left the meeting at 3.25 pm

10 Strategic Risk Register

The Assistant Principal, Learning Services (APLS) advised of no change to the SRR since the previous meeting.

The Board noted the Register, and that in terms of item 14, the APQE was currently involved in a scoping exercise to identify a company to carry out a full building survey as there was not one locally, and a further report would be available for the September meeting of the Board.

11 Scottish Colleges Foundation

The APLS confirmed that the College's request to the Scottish Colleges Foundation had been granted and £2.1M had been transferred into the College's bank account, to cover the cost of the Hospitality Development. A copy of the letter from SCF had been distributed, and it was noted that the College would require to provide regular progress reports on the use of the money.

The APLS advised that she would circulate a report for the next meeting September, to inform discussion on the decision whether to remain with the Scottish Colleges Foundation, or move to the College's own trust.

Members noted the position.

12 Institutional Sustainability

The AOLS spoke to the report which had been issued, advising Members of the need for a review of the IS framework which had been established in 2009/10. Following the ONS reclassification, the College was now a government entity for the purposes of accounting and budgeting. This change had wide implications as budgeting, reporting and accounting practices would require revision to align with government organisations, including institutional sustainability.

The Finance and General Purposes Committee had considered this at its meeting on 2 June and recommended that a revised IS framework be presented to the full Board meeting in September 2014. This was agreed.

13 Crichton Campus Consolidated Outcome Agreement

Members noted the OA which had been issued. The Principal advised that this was the second year of the agreement and reflected the unique collaboration on the Crichton Campus, with all institutions outcome agreements informing the collaborative OA. She added that this would support joint projects for the Crichton Campus, eg international recruitment, graduate apprenticeships and additional funded places.

Committee Minutes

14 Minute of Audit Committee – 14 May 2014

The Board noted the minute of Audit Committee held on 14 May 2014.

15 Matters Arising

None

16 Minute of Quality and Curriculum Committee – 14 May 2014

The Board noted the minute of the Quality and Curriculum Committee held on 14 May 2014

17 Matters Arising

None

18 Minute of Staffing Committee – 26 May 2014

The Board noted the minute of the Staffing Committee held on 26 May 2014.

19 Matters Arising

None

20 Minute of Finance and General Purposes Committee

The Board noted the minute of Finance and General Purposes Committee held on 2 June 2014.

21 Matters Arising

The Chair of the Committee, J Henderson, advised that the Committee had welcomed the funding from SFC to support the Students Association, but had expressed concern regarding the possibility of self insurance, and the potential cashflow issue related to the Lennartz monies.

22 Any Other Business

None

23 Date and Time of Next Meeting

The next meeting of the Board would take place on Tuesday 16 September 2014 at 2.00 pm.

Board of Management

EMPLOYER SKILLS FORUMS

1. PURPOSE OF REPORT

The purpose of this report is to seek Board members' approval for the establishment, remit and structure of Employer Skills Forums/IABs.

2. STATEMENT OF PURPOSE AND REMIT

The purpose of Employer Skills Forums is to facilitate employer engagement, input and advice on curriculum matters to ensure the College delivers education and skills development that meets the current and future needs of industry to support the local and national economy, and to ensure the curriculum prepares students to be job (employment) ready

We will establish close working relationships with industry sectors for workforce training and development and will work in partnership to identify work place training opportunities, including Modern Apprenticeships, work placements and internships.

The specific focus of each Forum may differ due to the nature of the sector and priorities at the time, but would be agreed at an early meeting of the group.

3. MEETINGS

It is proposed that a phased approach over 2 years should be adopted, with meetings for each sector being held 2 (or maybe 3 times max) a year. The first Hair and Beauty Forum was held on 4th March 2014 and members felt the next meeting should be scheduled for later in the year (September/October).

Forum members would be encouraged to support particular developments eg guest speakers, work placements etc, and this would be in addition to the 2/3 formal meetings per year.

4. MEMBERS AND MEMBERSHIP

Any College Board member with relevant industry background would be welcome to join the Employer Skills Forum and we would also welcome recommendations from Board members for potential Forum membership (some of which have already been received).

As links to industry are so vital, the ability to maintain some control over membership is important to ensure an appropriate fit. The College teams should therefore have the ability to assess all nominations and have the option to select from nominations.

5. SUCCESS CRITERIA

- One broad aim of Employers Skills Forums is to create and maintain engagement and involvement between the College and industry and for this to have a positive impact on learners, the College and (local) industry.
- One measure of success could be the level of interest/demand for positions on Employer Skills Forums from those in local industry.

- To generate detailed success criteria for specific Forum it is essential that the statement detailing the purpose and remit of the Forum is clear. For example, if we use the draft statement as it is now, the success criteria headings would be:-
- Curriculum Development
- Employability - ensuring students are prepared for industry - including work placements, internships, visits and guest speakers
- Identifying industry training needs: now and in the future
- Within these headings, each Forum would have specific projects, developments, actions that they would be achieving within identified timescales to ensure progress toward identifiable goals.

6. RECOMMENDATION

Following the presentation, The Board of Management is asked to approve of the formulation Employer Skills Forums, note the progress to date and agree next steps required in the process,

Board of Management

Principal's Update

1 Purpose of the Report

To update Members on key College activities.

2 The Report

2.1 Academic Session 2014-15

2.1.1 Curriculum Delivery Plan 2014/15

Curriculum Delivery Plan for 2014/15 shows no significant changes in that the broad range of curriculum offering at different levels has been maintained. Applications are monitored on a regular basis and adjustments are made where necessary, these are mainly to reflect levels of demand.

2.1.2 Applications 2014/15

Our Curriculum Development Plan for 2014/15 targets 1800 full time places. To date, we have received in excess of 2,000 applications, 1,588 offers have been made and 314 interviews have been arranged. Applications are still being received and processed and further Advice Sessions have been arranged throughout the remainder of this academic session.

2.2 College Developments

2.2.1 CREST

We now have temporary occupation of our new CREST pavilion from building control. This allows us to use the facility; however we need to complete an external concrete path before full occupation is given. The number of projects completed is now around 15 which is approaching the half way mark for a project requirement target of 36 by January 2015. Productivity has been boosted through being able to concentrate on projects now the building is complete and the assistance of an extra member of staff (0.4 fte)

2.2.2 TRANSFORM

The 'Transform' project, supported by European funding, ends in July 2014. Much has been achieved over the past 4 years and we are now at a crucial development stage particularly 'piloting' some of the developed courses. The College continues to aspire to offering learners a broader and more flexible way of accessing learning, extending the reach of curriculum delivery both within the region and beyond. We have therefore allocated college budget to continue this transformational process and Faculty Heads have been asked to propose developments to be funded from the 'transformation' fund. The College recognises that supporting and developing staff is key to delivering a transformed curriculum and has therefore now established the blended learning advisors as permanent posts.

2.2.3 Hospitality & Catering Development

Following a rigorous tender process with the assistance of APUC we have appointed the successful contractor; AKP Scotland Ltd and entered into a contract for final completion in December 2014. Cost predictions are within budget. We are currently working on a detailed programme of activity based on establishment of an external site compound in early June, Phase 1 until early August and Phase 2 fit out up to December. Phase 1 will have many challenges including engineering/construction and timescale. Additionally the Phase 1 works will be very intrusive, noisy and disruptive to the central lower concourse. We are working on plans to involve partners such as UWS to ensure we create as little inconvenience as possible. However, to use a helpful pun – you can't make an omelette without breaking eggs!

2.2.4 Graduate Apprenticeships in Engineering

Skills Development Scotland approached the College to discuss the possibility of piloting a Graduate Apprenticeship Scheme in Engineering in the region. SDS are currently working to identify local employers who may be interested in participating in this initiative, and a meeting has been arranged in June with SDS, Dumfries and Galloway College and University of Glasgow who have indicated an interest in exploring this initiative further.

2.2.5 Awards and Achievements

We continue to celebrate student success with our Celebration of Learning and other events. Our Introduction to Health and Social Care students recently handed over a cheque for over £700 to representatives from Macmillan Trust. The students undertook an activity per month to raise money, including :

- ▶ Christmas posters in place of cards, £1 coin collections
- ▶ Calendars
- ▶ Sponsored silence
- ▶ Onesie day
- ▶ Bake sale and raffle
- ▶ Hair Shave
- ▶ Music night

In addition to this and working towards their qualification, the group were the first in Scotland to complete and achieve a Sustainability Award as well as a Personal Development Award.

2.3 External Funding

2.3.1 ESOL Funding

Dumfries and Galloway Community Planning Partnership applied for £42,756 of ESOL funding in April 2014 and I am pleased to advise you that the CPP has been awarded the full amount for 2014-15 via Dumfries and Galloway College.

3 Recommendation

Members are asked to note the update on key College activities.

Carol Turnbull
Principal
June 2014

Chairs of boards of management of incorporated
colleges (as per annex)

In 2014 Scotland Welcomes the World



22 May 2014

Dear chair

MODEL CODE OF CONDUCT FOR MEMBERS OF DEVOLVED PUBLIC BODIES

The Ethical Standards in Public Life etc. (Scotland) Act 2000 provides for Codes of Conduct for local authority councillors and members of relevant public bodies. The Act requires the Scottish Ministers to lay before Parliament a Model Code for Members of Devolved Public Bodies. Public bodies listed in schedule 3 of the Act are required to produce a Code of Conduct in line with the Model Code.

The revised Model Code was approved by Scottish Parliament on 4th December 2013 and we are now seeking your co-operation to ensure a new Code is produced and agreed by the Board of Management of your college.

Where relevant the revised Model Code, takes into account changes introduced in the revised Councillors' Code and also suggestions submitted to the public consultation. The changes introduced in the Model Code are proportionate and make it easier to understand.

In summary, the Model Code now highlights the need for Board members to have an awareness of their Board's policies in relation to a number of areas e.g. appointments, equality, diversity, succession planning, bullying and harassment in the workplace and the Bribery Act 2010. It introduces a new requirement for registration of gifts and hospitality over £50 and shares and securities which may be significant to or relevant to the work of the body.

We would now ask that Board of Management of your college adopts the revised Code **within three months**. If for any reason you are not going to meet this timescale could you please let me know as soon as possible.

The Commissioner for Ethical Standards in Public Life has prepared a model Code for incorporated colleges, based on one for general public bodies. A copy of this Code is attached. We would expect the Board of Management of your college to implement this in

full. If, however, in exceptional circumstances, you require to make an amendment or addition to the Code, we would ask that you refer this to us for further consideration, prior to adoption by your Board.

Please send a copy of the final Code adopted by the Board of Management of your college to Col Baird at colin.baird@scotland.gsi.gov.uk.

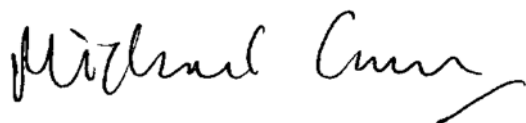
Once the Code is formally approved by Scottish Government, the Code and a copy of the approval letter will be passed to the Standards Commission for their records and for publication of the Code on their website.

If you require any further information about the Code, please do not hesitate to get in touch with Col Baird by email or by 'phone (0300 244 1412).

I am writing separately to the chair of the Regional Board for Glasgow Colleges, as the Regional Board has a slightly different model code to reflect differences in its underpinning legislation.

I am copying this letter to your college's principal.

Yours faithfully



MICHAEL CROSS
Deputy Director

Ayrshire College
Borders College
City of Glasgow College
Dumfries and Galloway College
Dundee and Angus College
Edinburgh College
Fife College
Forth Valley College of Further and Higher Education
Glasgow Clyde College
Glasgow Kelvin College
Inverness College
Lews Castle College
Moray College
New College Lanarkshire
North East Scotland College
Perth College
South Lanarkshire College
The North Highland College
West College Scotland
West Lothian College



CODE of CONDUCT

for

MEMBERS

of

**THE BOARD of MANAGEMENT of DUMFRIES AND
GALLOWAY COLLEGE**

CODE OF CONDUCT for MEMBERS of the BOARD of MANAGEMENT OF DUMFRIES AND GALLOWAY COLLEGE

CONTENTS

Section 1: Introduction to the Code of Conduct

Appointments to the Boards of Public Bodies
Guidance on the Code of Conduct
Enforcement

Section 2: Key Principles of the Code of Conduct

Section 3: General Conduct

Conduct at Meetings
Relationship with Board Members and Employees of Public Bodies
Remuneration, Allowances and Expenses
Gifts and Hospitality
Confidentiality Requirements
Use of Public Body Facilities
Appointment to Partner Organisations

Section 4: Registration of Interests

Category One:	Remuneration
Category Two:	Related Undertakings
Category Three:	Contracts
Category Four:	Houses, Land and Buildings
Category Five:	Interest in Shares and Securities
Category Six:	Gifts and Hospitality
Category Seven:	Non-Financial Interests

Section 5: Declaration of Interests

General
Interests which Require Declaration
Your Financial Interests
Your Non-Financial Interests
The Financial Interests of Other Persons
The Non-Financial Interests of Other Persons
Making a Declaration
Frequent Declaration of Interests
Dispensations

Section 6: Lobbying and Access to Members of Public Bodies

Introduction

Rules and Guidance

Annexes

Annex A: Sanctions Available to the Standards Commission for Breach of Code

Annex B: Definitions

SECTION 1: INTRODUCTION TO THE CODE OF CONDUCT

1.1 The Scottish public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties. You must meet those expectations by ensuring that your conduct is above reproach.

1.2 The Ethical Standards in Public Life etc. (Scotland) Act 2000, “the Act”, provides for Codes of Conduct for local authority councillors and members of relevant public bodies; imposes on councils and relevant public bodies a duty to help their members to comply with the relevant code; and establishes a Standards Commission for Scotland, “The Standards Commission” to oversee the new framework and deal with alleged breaches of the codes.

1.3 The Act requires the Scottish Ministers to lay before Parliament a Code of Conduct for Councillors and a Model Code for Members of Devolved Public Bodies. The Model Code for members was first introduced in 2002 and has now been revised in December 2013 following consultation and the approval of the Scottish Parliament. These revisions will make it consistent with the relevant parts of the Code of Conduct for Councillors, which was revised in 2010 following the approval of the Scottish Parliament.

1.4 As a member of the Board of Management of Dumfries and Galloway College “the Board”, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct which has now been made by the Board.

Appointments to the Boards of Public Bodies

1.5 Public bodies in Scotland are required to deliver effective services to meet the needs of an increasingly diverse population. In addition, the Scottish Government’s equality outcome on public appointments is to ensure that all appointments are more diverse than at present. In order to meet both of these aims, a board should ideally be drawn from varied backgrounds with a wide spectrum of characteristics, knowledge and experience. It is crucial to the success of public bodies that they attract the best people for the job and therefore it is essential that a board’s appointments process should encourage as many suitable people to apply for positions and be free from unnecessary barriers. You should therefore be aware of the varied roles and functions of the public body on which you serve and of wider diversity and equality issues.

1.6 You should also familiarise yourself with how the public body’s policy operates in relation to succession planning, which should ensure the public body have a strategy to make sure they have the staff in place with the skills, knowledge and experience necessary to fulfil their role economically, efficiently and effectively.

Guidance on the Code of Conduct

1.7 You must observe the rules of conduct contained in this Code. It is your personal responsibility to comply with these and review regularly, and at least

annually, your personal circumstances with this in mind, particularly when your circumstances change. You must not at any time advocate or encourage any action contrary to the Code of Conduct.

1.8 The Code has been developed in line with the key principles listed in Section 2 and provides additional information on how the principles should be interpreted and applied in practice. The Standards Commission may also issue guidance. No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should seek advice from the public body. You may also choose to consult your own legal advisers and, on detailed financial and commercial matters, seek advice from other relevant professionals.

1.9 You should familiarise yourself with the Scottish Government publication “On Board – a guide for board members of public bodies in Scotland”. This publication will provide you with information to help you in your role as a member of a public body in Scotland and can be viewed on the Scottish Government website.

Enforcement

1.10 Part 2 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 sets out the provisions for dealing with alleged breaches of this Code of Conduct and where appropriate the sanctions that will be applied if the Standards Commission finds that there has been a breach of the Code. Those sanctions are outlined in **Annex A**.

SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT

2.1 The general principles upon which this Code is based should be used for guidance and interpretation only. These general principles are:

Duty

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core functions and duties of that body.

Selflessness

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

Integrity

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

Objectivity

You must make decisions solely on merit and in a way that is consistent with the functions of the public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

Accountability and Stewardship

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

Openness

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

Honesty

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

Leadership

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

Respect

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.

2.2 You should apply the principles of this Code to your dealings with fellow members of the public body, its employees and other stakeholders. Similarly you should also observe the principles of this Code in dealings with the public when performing duties as a member of the public body.

SECTION 3: GENERAL CONDUCT

3.1 The rules of good conduct in this section must be observed in all situations where you act as a member of the public body.

Conduct at Meetings

3.2 You must respect the chair, your colleagues and employees of the public body in meetings. You must comply with rulings from the chair in the conduct of the business of these meetings.

Relationship with Board Members and Employees of the Public Body (including those employed by contractors providing services)

3.3 You will treat your fellow board members and any staff employed by the body with courtesy and respect. It is expected that fellow board members and employees will show you the same consideration in return. It is good practice for employers to provide examples of what is unacceptable behaviour in their organisation. Public bodies should promote a safe, healthy and fair working environment for all. As a board member you should be familiar with the policies of the public body in relation to bullying and harassment in the workplace and also lead by exemplar behaviour.

Remuneration, Allowances and Expenses

3.4 You must comply with any rules of the public body regarding remuneration, allowances and expenses.

Gifts and Hospitality

3.5 You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term “gift” includes benefits such as relief from indebtedness, loan concessions or provision of services at a cost below that generally charged to members of the public.

3.6 You must never ask for gifts or hospitality.

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

- (a) isolated gifts of a trivial character, the value of which must not exceed £50;
- (b) normal hospitality associated with your duties and which would reasonably be regarded as appropriate; or
- (c) gifts received on behalf of the public body.

3.8 You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision your body may be involved in determining, or who is seeking to do business with your organisation, and which a person might reasonably consider could have a bearing on your judgement. If you are making a visit in your capacity as a member of your public body then, as a general rule, you should ensure that your body pays for the cost of the visit.

3.9 You must not accept repeated hospitality or repeated gifts from the same source.

3.10 Members of devolved public bodies should familiarise themselves with the terms of the Bribery Act 2010 which provides for offences of bribing another person and offences relating to being bribed.

Confidentiality Requirements

3.11 There may be times when you will be required to treat discussions, documents or other information relating to the work of the body in a confidential manner. You will often receive information of a private nature which is not yet public, or which perhaps would not be intended to be public. You must always respect the confidential nature of such information and comply with the requirement to keep such information private.

3.12 It is unacceptable to disclose any information to which you have privileged access, for example derived from a confidential document, either orally or in writing. In the case of other documents and information, you are requested to exercise your judgement as to what should or should not be made available to outside bodies or individuals. In any event, such information should never be used for the purposes of personal or financial gain, or for political purposes or used in such a way as to bring the public body into disrepute.

Use of Public Body Facilities

3.13 Members of public bodies must not misuse facilities, equipment, stationery, telephony, computer, information technology equipment and services, or use them for party political or campaigning activities. Use of such equipment and services etc. must be in accordance with the public body's policy and rules on their usage. Care must also be exercised when using social media networks not to compromise your position as a member of the public body.

Appointment to Partner Organisations

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

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

SECTION 4: REGISTRATION OF INTERESTS

4.1 The following paragraphs set out the kinds of interests, financial and otherwise which you have to register. These are called “Registerable Interests”. You must, at all times, ensure that these interests are registered, when you are appointed and whenever your circumstances change in such a way as to require change or an addition to your entry in the body’s Register. It is your duty to ensure any changes in circumstances are reported within one month of them changing.

4.2 The Regulations¹ as amended describe the detail and timescale for registering interests. It is your personal responsibility to comply with these regulations and you should review regularly and at least once a year your personal circumstances. **Annex B** contains key definitions and explanatory notes to help you decide what is required when registering your interests under any particular category. The interests which require to be registered are those set out in the following paragraphs and relate to you. It is not necessary to register the interests of your spouse or cohabitee.

Category One: Remuneration

4.3 You have a Registerable Interest where you receive remuneration by virtue of being:

- employed;
- self-employed;
- the holder of an office;
- a director of an undertaking;
- a partner in a firm; or
- undertaking a trade, profession or vocation or any other work.

4.4 In relation to 4.3 above, the amount of remuneration does not require to be registered and remuneration received as a member does not have to be registered.

4.5 If a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under category two, “Related Undertakings”.

4.6 If you receive any allowances in relation to membership of any organisation, the fact that you receive such an allowance must be registered.

4.7 When registering employment, you must give the name of the employer, the nature of its business, and the nature of the post held in the organisation.

¹ SSI - The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003 Number 135, as amended.

4.8 When registering self-employment, you must provide the name and give details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.

4.9 Where you undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication, and the frequency of articles for which you are paid.

4.10 When registering a directorship, it is necessary to provide the registered name of the undertaking in which the directorship is held and the nature of its business.

4.11 Registration of a pension is not required as this falls outside the scope of the category.

Category Two: Related Undertakings

4.12 You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.

4.13 You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.

4.14 The situations to which the above paragraphs apply are as follows:

- you are a director of a board of an undertaking and receive remuneration declared under category one – and
- you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

Category Three: Contracts

4.15 You have a registerable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director or in which you have shares of a value as described in paragraph 4.19 below) have made a contract with the public body of which you are a member:

- (i) under which goods or services are to be provided, or works are to be executed; and
- (ii) which has not been fully discharged.

4.16 You must register a description of the contract, including its duration, but excluding the consideration.

Category Four: Houses, Land and Buildings

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

4.18 The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in houses, land and buildings could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision making.

Category Five: Interest in Shares and Securities

4.19 You have a registerable interest where you have an interest in shares comprised in the share capital of a company or other body which may be significant to, of relevance to, or bear upon, the work and operation of (a) the body to which you are appointed and (b) the **nominal value** of the shares is:

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

Where you are required to register the interest, you should provide the registered name of the company in which you hold shares; the amount or value of the shares does not have to be registered.

Category Six: Gifts and Hospitality

4.20 You must register the details of any gifts or hospitality received within your current term of office. This record will be available for public inspection. It is not however necessary to record any gifts or hospitality as described in paragraph 3.7 (a) to (c) of this Model Code.

Category Seven: Non-Financial Interests

4.21 You may also have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation of the body to which you are appointed. It is important that relevant interests such as membership or holding office in other public bodies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described.

4.22 In the context of non-financial interests, the test to be applied when considering appropriateness of registration is to ask whether a member of the public might reasonably think that any non-financial interest could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision-making.

SECTION 5: DECLARATION OF INTERESTS

General

5.1 The key principles of the Code, especially those in relation to integrity, honesty and openness, are given further practical effect by the requirement for you to declare certain interests in proceedings of the public body. Together with the rules on registration of interests, this ensures transparency of your interests which might influence, or be thought to influence, your actions.

5.2 Public bodies inevitably have dealings with a wide variety of organisations and individuals and this Code indicates the circumstances in which a business or personal interest must be declared. Public confidence in the public body and its members depends on it being clearly understood that decisions are taken in the public interest and not for any other reason.

5.3 In considering whether to make a declaration in any proceedings, you must consider not only whether you will be influenced but whether anybody else would think that you might be influenced by the interest. You must, however, always comply with the **objective test** ("the objective test") which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a member of a public body.

5.4 If you feel that, in the context of the matter being considered, your involvement is neither capable of being viewed as more significant than that of an ordinary member of the public, nor likely to be perceived by the public as wrong, you may continue to attend the meeting and participate in both discussion and voting. The relevant interest must however be declared. It is your responsibility to judge whether an interest is sufficiently relevant to particular proceedings to require a declaration and you are advised to err on the side of caution. If a board member is unsure as to whether a conflict of interest exists, they should seek advice from the board chair.

5.5 As a member of a public body you might serve on other bodies. In relation to service on the boards and management committees of limited liability companies, public bodies, societies and other organisations, you must decide, in the particular circumstances surrounding any matter, whether to declare an interest. Only if you believe that, in the particular circumstances, the nature of the interest is so remote or without significance, should it not be declared. You must always remember the public interest points towards transparency and, in particular, a possible divergence of interest between your public body and another body. Keep particularly in mind the advice in paragraph 3.15 of this Model Code about your legal responsibilities to any limited company of which you are a director.

Interests which Require Declaration

5.6 Interests which require to be declared if known to you may be financial or non-financial. They may or may not cover interests which are registerable under the terms of this Code. Most of the interests to be declared will be your

personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration. The paragraphs which follow deal with (a) your financial interests (b) your non-financial interests and (c) the interests, financial and non-financial, of other persons.

5.7 You will also have other private and personal interests and may serve, or be associated with, bodies, societies and organisations as a result of your private and personal interests and not because of your role as a member of a public body. In the context of any particular matter you will need to decide whether to declare an interest. You should declare an interest unless you believe that, in the particular circumstances, the interest is too remote or without significance. In reaching a view on whether the objective test applies to the interest, you should consider whether your interest (whether taking the form of association or the holding of office) would be seen by a member of the public acting reasonably in a different light because it is the interest of a person who is a member of a public body as opposed to the interest of an ordinary member of the public.

Your Financial Interests

5.8 You must declare, if it is known to you, any financial interest (including any financial interest which is registerable under any of the categories prescribed in Section 4 of this Code). If, under category one (or category seven in respect of non-financial interests) of section 4 of this Code, you have registered an interest

- (a) as the Principal of the College;
- (b) as a member of the teaching staff of the College having been elected from their number to the Board;
- (c) as a member of the non-teaching staff of the College having been elected from their number to the Board;
- (d) as a student of the College having been nominated by the Students' Association of the College to the Board; or
- (e) in relation to any particular experience or position which was relevant to / a reason for your appointment to the public body (for example, as director of an education authority)

you do not, for that reason alone, have to declare that interest.

There is no need to declare an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

You must withdraw from the meeting room until discussion of the relevant item where you have a declarable interest is concluded. There is no need to withdraw in the case of an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

Your Non-Financial Interests

5.9 You must declare, if it is known to you, any non-financial interest if:

- (i) that interest has been registered under category seven (Non-Financial Interests) of Section 4 of the Code; or
- (ii) that interest would fall within the terms of the objective test.

There is no need to declare an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

You must withdraw from the meeting room until discussion of the relevant item where you have a declarable interest is concluded. There is no need to withdraw in the case of an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

The Financial Interests of Other Persons

5.10 The Code requires only your financial interests to be registered. You also, however, have to consider whether you should declare any financial interest of certain other persons.

You must declare if it is known to you any financial interest of:-

- (i) a spouse, a civil partner or a co-habitee;
- (ii) a close relative, close friend or close associate;
- (iii) an employer or a partner in a firm;
- (iv) a body (or subsidiary or parent of a body) of which you are a remunerated member or director;
- (v) a person from whom you have received a registerable gift or registerable hospitality;
- (vi) a person from whom you have received registerable expenses.

There is no need to declare an interest if it is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

You must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded. There is no need to withdraw in the case of an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

5.11 This Code does not attempt the task of defining “relative” or “friend” or “associate”. Not only is such a task fraught with difficulty but is also unlikely that such definitions would reflect the intention of this part of the Code. The key principle is the need for transparency in regard to any interest which might (regardless of the precise description of relationship) be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a member of the public body and, as such, would be covered by the objective test.

The Non-Financial Interests of Other Persons

5.12 You must declare if it is known to you any non-financial interest of:-

- (i) a spouse, a civil partner or a co-habitee;
- (ii) a close relative, close friend or close associate;
- (iii) an employer or a partner in a firm;
- (iv) a body (or subsidiary or parent of a body) of which you are a remunerated member or director;
- (v) a person from whom you have received a registerable gift or registerable hospitality;
- (vi) a person from whom you have received registerable election expenses.

There is no need to declare the interest if it is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

There is only a need to withdraw from the meeting if the interest is clear and substantial.

Making a Declaration

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

5.14 The oral statement of declaration of interest should identify the item or items of business to which it relates. The statement should begin with the words "I declare an interest". The statement must be sufficiently informative to enable those at the meeting to understand the nature of your interest but need not give a detailed description of the interest.

Frequent Declarations of Interest

5.15 Public confidence in a public body is damaged by perception that decisions taken by that body are substantially influenced by factors other than the public interest. If you would have to declare interests frequently at meetings in respect of your role as a board member you should not accept a role or appointment with that attendant consequence. If members are frequently declaring interests at meetings then they should consider whether they can carry out their role effectively and discuss with their chair. Similarly, if any appointment or nomination to another body would give rise to objective concern because of your existing personal involvement or affiliations, you should not accept the appointment or nomination.

Dispensations

5.16 In some very limited circumstances dispensations can be granted by the Standards Commission in relation to the existence of financial and non-financial interests which would otherwise prohibit you from taking part and voting on matters coming before your public body and its committees.

5.17 Applications for dispensations will be considered by the Standards Commission and should be made as soon as possible in order to allow proper consideration of the application in advance of meetings where dispensation is sought. You should not take part in the consideration of the matter in question until the application has been granted.

SECTION 6: LOBBYING AND ACCESS TO MEMBERS OF PUBLIC BODIES

Introduction

6.1 In order for the public body to fulfil its commitment to being open and accessible, it needs to encourage participation by organisations and individuals in the decision-making process. Clearly however, the desire to involve the public and other interest groups in the decision-making process must take account of the need to ensure transparency and probity in the way in which the public body conducts its business.

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

Rules and Guidance

6.3 You must not, in relation to contact with any person or organisation that lobbies do anything which contravenes this Code or any other relevant rule of the public body or any statutory provision.

6.4 You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon the public body.

6.5 The public must be assured that no person or organisation will gain better access to or treatment by, you as a result of employing a company or individual to lobby on a fee basis on their behalf. You must not, therefore, offer or accord any preferential access or treatment to those lobbying on a fee basis on behalf of clients compared with that which you accord any other person or organisation who lobbies or approaches you. Nor should those lobbying on a fee basis on behalf of clients be given to understand that preferential access or treatment, compared to that accorded to any other

person or organisation, might be forthcoming from another member of the public body.

6.6 Before taking any action as a result of being lobbied, you should seek to satisfy yourself about the identity of the person or organisation that is lobbying and the motive for lobbying. You may choose to act in response to a person or organisation lobbying on a fee basis on behalf of clients but it is important that you know the basis on which you are being lobbied in order to ensure that any action taken in connection with the lobbyist complies with the standards set out in this Code.

6.7 You should not accept any paid work:-

- (a) which would involve you lobbying on behalf of any person or organisation or any clients of a person or organisation.
- (b) to provide services as a strategist, adviser or consultant, for example, advising on how to influence the public body and its members. This does not prohibit you from being remunerated for activity which may arise because of, or relate to, membership of the public body, such as journalism or broadcasting, or involvement in representative or presentational work, such as participation in delegations, conferences or other events.

6.8 If you have concerns about the approach or methods used by any person or organisation in their contacts with you, you must seek the guidance of the public body.

SANCTIONS AVAILABLE TO THE STANDARDS COMMISSION FOR BREACH OF THE CODE

- (a) Censure – the Commission may reprimand the member but otherwise take no action against them;
- (b) Suspension – of the member for a maximum period of one year from attending one or more, but not all, of the following:
 - i) all meetings of the public body;
 - ii) all meetings of one or more committees or sub-committees of the public body;
 - (iii) all meetings of any other public body on which that member is a representative or nominee of the public body of which they are a member.
- (c) Suspension – for a period not exceeding one year, of the member's entitlement to attend all of the meetings referred to in (b) above;
- (d) Disqualification – removing the member from membership of that public body for a period of no more than five years.

Where a member has been suspended, the Standards Commission may direct that any remuneration or allowance received from membership of that public body be reduced, or not paid.

Where the Standards Commission disqualifies a member of a public body, it may go on to impose the following further sanctions:

- (a) Where the member of a public body is also a councillor, the Standards Commission may disqualify that member (for a period of no more than five years) from being nominated for election as, or from being elected, a councillor. Disqualification of a councillor has the effect of disqualifying that member from their public body and terminating membership of any committee, sub-committee, joint committee, joint board or any other body on which that member sits as a representative of their local authority.
- (b) Direct that the member be removed from membership, and disqualified in respect of membership, of any other devolved public body (provided the members' code applicable to that body is then in force) and may disqualify that person from office as the Water Industry Commissioner.

In some cases the Standards Commission do not have the legislative powers to deal with sanctions, for example if the respondent is an executive member of the board or appointed by the Queen. Sections 23 and 24 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 refer.

Full details of the sanctions are set out in Section 19 of the Act.

DEFINITIONS

“Chair” includes Board Convener or any person discharging similar functions under alternative decision making structures.

“Code” code of conduct for members of devolved public bodies

“Cohabitee” includes a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of husband and wife.

“Group of companies” has the same meaning as “group” in section 262(1) of the Companies Act 1985. A “group”, within s262 (1) of the Companies Act 1985, means a parent undertaking and its subsidiary undertakings.

“Parent Undertaking” is an undertaking in relation to another undertaking, a subsidiary undertaking, if a) it holds a majority of the rights in the undertaking; or b) it is a member of the undertaking and has the right to appoint or remove a majority of its board of directors; or c) it has the right to exercise a dominant influence over the undertaking (i) by virtue of provisions contained in the undertaking’s memorandum or articles or (ii) by virtue of a control contract; or d) it is a councillor of the undertaking and controls alone, pursuant to an agreement with other shareholders or councillors, a majority of the rights in the undertaking.

“A person” means a single individual or legal person and includes a group of companies.

“Any person” includes individuals, incorporated and unincorporated bodies, trade unions, charities and voluntary organisations.

“Public body” means a devolved public body listed in Schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

“Related Undertaking” is a parent or subsidiary company of a principal undertaking of which you are also a director. You will receive remuneration for the principal undertaking though you will not receive remuneration as director of the related undertaking.

“Remuneration” includes any salary, wage, share of profits, fee, expenses, other monetary benefit or benefit in kind. This would include, for example, the provision of a company car or travelling expenses by an employer.

“Spouse” does not include a former spouse or a spouse who is living separately and apart from you.

“Undertaking” means:

- a) a body corporate or partnership; or
- b) an unincorporated association carrying on a trade or business, with or without a view to a profit.

Board of Management

1 Purpose

The purpose of this report is to seek approval from the Board of Management to appoint new members to the Board following recent recruitment.

2 Report

When the College was designated as regional college in March 2014, existing ordinary board members were migrated to the Regional College Board. These Board members can serve until the expiry of their current term of office or until March 2015, whichever comes first. During this migration period ordinary board members appointment cannot be extended. Any current Board member wishing to serve another term must apply through an open recruitment process.

At its March meeting, the nominations committee confirmed that 2 board members were due to retire and a further 4 members term of office comes to an end in July 2014, it was therefore necessary to recruit to the Board. The committee agreed to hold two separate recruitment campaigns, one in May and the other in December 2014. The committee agreed to a recruitment panel consisting of Brian Johnstone (Chair), Delia Holland (Vice-Chair), John Henderson (Chair of F&GP) and Brian Pattinson (Independent Person). In line with Ministerial guidance on College Sector Board Appointments the recruitment process provided clear information on the role of board member, person specification, and assessment criteria to be used. The Board positions were advertised on the Scottish Public Appointments website as well as the Galloway Gazette, Dumfries Newspaper Group, Trinity Newspaper Group, Free Press, Colleges Scotland website, College website, College social media, Business Gateway, Economic Development Dept of D&G Council, Dumfries & Galloway Multicultural Association, DG Voice, and LGBT.

A total of 8 applications were received. The recruitment panel assessed each applicant against the set criteria (as stated in the recruitment information) with 6 applicants being invited for interview on Friday 13th June 2014. Following the interviews the panel is recommending 4 members for full membership to the Board. They are: Hugh Carr; Pat Kirby; Janet Brennan and Karen McGahan. For succession planning purposes the panel is recommending a 4 year term of office for Hugh Carr and Pat Kirby, a 3 year term of office for Janet Brennan and 2 year term of office for Karen McGahan.

3 Recommendation

The recruitment panel of the nominations committee is recommending to the Board the appointment of the above members. Following Board approval the Chair will then seek approval to appoint from the Cabinet Secretary for Education and Lifelong Learning.

Board of Management

Minute of Meeting of the Board of Management of Dumfries and Galloway College held on Monday 28 April 2014 from 2.00 pm in Room 2089, Dumfries campus.

Present:

S Burgess	J Goldie	R Gunnell
J Henderson	K Henry	D Holland
T Hydes	B Johnstone (Chair)	
R Maloney	S Martin	C Turnbull

In Attendance:

- I Beach, Assistant Principal, Quality and Estates
- J Brown, Assistant Principal, Learner Services and Secretary to Board
- H Pedley, Director of Human Resources
- A Wright, Assistant Principal, Curriculum
- S Sutherland, PA to the Principal

- **Handover of Chair**

Professor Russel Griggs confirmed his retiral from the Board and handed over to the new Regional Chair for Dumfries and Galloway, Brian Johnstone.

- **Vision 2020**

John Burt, Director of the SFC Further Education Development Directorate (FEDD) presented to the Board on the Vision 2020 Summary Report, key recommendations and suggested next steps. Members noted the progress to date, and the participation and ownership of the staff in the process.

The Board approved the revised Vision 2020 statement and welcomed the opportunity to be involved in the next phase which would be the formation of focus groups on each of the strategic outcomes. Members agreed to identify any areas of particular interest.

1 Apologies for Absence

Apologies for absence were intimated on behalf of H Carr, A Hannah, K MacGillivray-Fallis and A Nyondo.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of meeting of the Board of Management of Dumfries and Galloway College, held on 20 January 2014 was approved.

4 Matters Arising

4.1 Item 4.1 Retention Monies

The Assistant Principal, Quality and Estates reported that he had received no further communication from Miller Construction since his letter to them of 7 February regarding retention monies, and seeking clarification in respect of the process for rectifying latent defects. The APQE added that Millers had only handed over the Operation and Maintenance Manual in March 2014, and there had been no technical handover with Estates staff as had been the original agreement.

The APQE also reported on two worrying latent defects which had recently come to light: the continuous flooding of a ground-floor classroom and an incident where a panel of glass had fallen from the front balustrade of the building. The Principal reported that in view of this, the College had commissioned a full building survey, to be funded from retention monies, in order to inform an ongoing preventative maintenance plan.

The Board expressed their concern and it was agreed that if a response was not forthcoming from Miller Construction by the end of that week, the APQE would seek legal advice on how best to proceed.

4.2 Item 4.2 Dumfries Learning Town

The Chair reported on various meetings which had taken place involving himself and the Principal, and a position statement which the College had sent to the Council making a case for the Learning Hub to be sited on the Crichton campus, but confirming the College's commitment to supporting the project whatever site option was chosen.

The Director of Education reported on significant and rapid progress to date. The Council Policy and Resources Committee had committed £100M to the project which would transform Dumfries education opportunities. He reported that the first phase would be to establish the Hub and a new build to replace Maxwelltown High school, and refurbishment of St Joseph's College by 2017. The second phase would be to rebuild Dumfries High School and refurbish Dumfries Academy.

All partners had been involved in the ongoing site appraisal group, and two favourite options were emerging, the Crichton Campus or a site at King George V park, and that the focus of the Hub would be additionality and not duplication of existing services. A suggestion had just emerged that potentially the Hub could be located on both sites.

The Board discussed the exciting nature of the project, but confirmed its position that location of the learning hub on the Crichton offered a unique opportunity for the people of Dumfries, which was also the position of the Scottish Government.

STANDING ITEMS

5 Governance Issues

5.1 Appointment of Regional Chairs

Members noted the report which had been issued on the Ministerial appointment of 12 regional chairs in Scotland.

5.2 Revised Scheme of Delegation

The Secretary to the Board spoke to the report which had been issued. She advised that on 3 March 2014 the Board of Management of Dumfries and Galloway was designated as a Regional College, under the Designation of Regional Colleges (Scotland) Order 2014 to amend Schedule 2 of the Further and Higher Education (Scotland) Act 1992 and Sections 23A to 23D of the Further and Higher Education (Scotland) Act 2005.

The Scheme specified the functions which were delegated to Boards of Management in terms of the Act to be exercised within the terms set out by the Financial Memorandum which applied to Scotland's Colleges.

As a result, the Secretary had reviewed the Scheme of Delegation for Members' consideration, with a caveat that the document reflected the position to date as further guidance was expected on the

Code of Governance, and as a result of a current consultation exercise on the appointment of Board Members.

The Board discussed the internal appointment of the Secretary to the Board and confirmed that the decision was based on continuity and added value.

Following discussion the Board approved the revised Scheme of Delegation, subject to the caveat mentioned, and agreed that an Internal Audit of the new arrangements would be carried out in a year's time to review the situation.

5.3 Revised Committee Terms of Reference and Membership

As a result of the Governance changes as discussed in Item 5.2, the existing Standing Orders also need to be revised. The Secretary had issued suggested changes which were discussed and approved, and would now be reflected in the Standing Orders.

6 Chairs Update

The Chair reported on his recent appointment, the establishment of the Regional Chairs Group, and membership of the Board of Colleges Scotland. The first meeting of the Regional Chairs Group had confirmed a focus on engagement with employers and ensuring that the sector was involved in decisions affecting local economies.

7 Principal's Update

Members noted the report which had been issued. The Principal advised that since it was written she had met with the Director of Further Education for SRUC when closer working with Barony College had been agreed, particularly in the areas of engineering, food technology/enterprise and STEM (Science, Technology, Engineering and Maths). She suggested to the Board that the STEM development may be an ideal focus for the new Learning Hub.

8 Key Indicator Report

The Assistant Principal, Learner Services (APLS) spoke to the report which had been issued.

Members noted the report.

9 Strategic Risk Register

The APLS tabled an updated version of the SRR, including the potential health and safety risk following the recent incident involving the external balustrades and noting the commission of a full building survey, as discussed earlier in the meeting under Item 4.1.

Members noted and approved the SRR.

10 Transfer of College Reserves

The APLS spoke to the report which had been issued on the transfer of College reserves to the Scottish Colleges Foundation. Members noted the position and that a grant application had been submitted to the Foundation requesting £2M for the hospitality development, to be considered at the next meeting of the Foundation on 9 May 2014.

11 Institutional Sustainability

The Board noted and approved the suggested changes to the IS table for the College, as issued.

12 Regional Outcome Agreement

The Principal reported that the College had received the Offer of Grant for 2014/15 in line with projections, and as a result she and the Chair would sign off the Regional Outcome Agreement and submit to SFC.

Committee Minutes

13 Minute of Audit Committee – 11 March 2014

The Board noted and approved the minute of Audit Committee held on 11 March 2014.

14 Matters Arising

None

15 Minute of Quality and Curriculum Committee – 11 March 2014

The Board noted and approved the minute of the Quality and Curriculum Committee held on 11 March 2014

16 Matters Arising

None

17 Minute of Finance and General Purposes Committee – 17 March 2014

The Board noted and approved the minute of the Finance and General Purposes Committee held on 17 March 2014.

18 Matters Arising

None

19 Minute of Nominations Committee – 3 April 2014

The Board noted and approved the minute of Nominations Committee held on 3 April 2014.

20 Matters Arising

20.1 Recruitment of Board Members

The Secretary to the Board highlighted that, under new governance arrangements, all ordinary board members who wish to serve on the board after 2nd March 2015, must apply through one of the two recruitment processes planned to take place in May and December 2014. Advertisements would be placed in the local press, and on the Public Appointments Website.

BUSINESS

21 Employer Skills Forum

The Principal advised that the College was looking to widen its engagement with employers and that a draft remit for Employer Skills Forum would be issued for discussion at the June meeting of the Board. She asked Members to indicate any particular interest or to advise of any businesses who they felt should be involved.

22 Date and Time of Next Meeting

The next meeting of the Board would take place at 2.00 pm on 16 June 2014.

Strategic Plan 2008-2014 Risk Register

Risk No.	Strategic Aim	Risk Description	Inherent Risk			Controls in Place	Assurances	Internal/ External	Residual risk			Further Action	Risk Owner
			Likelihood	Impact	Total				Likelihood	Impact	Total		
1	SA 6	Unable to achieve WSUM target	2	4	8	1. Real time monitoring system. 2. Contingency plans in place to offer additional provision as required. 3. Annual review of staffing and provision to rebalance areas of growth with areas of decline. 4. Annual review carried out by internal audit	1. Reviewed by SMT on a weekly basis 2. Reviewed by SMT on a weekly basis 3. Review carried out by HR and presented to SMT for consideration/approval. 4. Internal audit report presented to audit committee	Internal / External	1	3	3	No further action.	JB
2	SA 1, 3 & 6	Loss of collaborative partnership arrangements	2	3	6	1. Policy of limiting dependence on any one partnership. 2. Regular reporting of partnership issues at SMT. 3. Constant scanning to identify new potential partnerships.	1. Currently not specifically reviewed 2. SMT meetings/minutes 3. SMT meetings/minutes	Internal	1	2	2	No further action. Although policy not specifically reviewed, any issues would be identified through regular reporting at SMT. Internal audit review planned for 14/15	SMT
3	SA 1 & 6	Imbalance between demand for student support funds/bursaries and funds available	2	3	6	1. Detailed analysis and monitoring of spend undertaken on an ongoing basis by Finance Manager, reported monthly to SMT. 2. Allocation and amounts reviewed on an annual basis to ensure funding constrained within amount available. 3. Annual review carried out by internal audit	1. SMT meetings/minutes 2. SMT meetings/minutes 3. Internal audit report presented to audit committee	Internal / External	1	2	2	No further action but continue to monitor expenditure and amend student funding policies to match demand with available budget	JB
4	SA 1, 2 & 6	Review of funding methodology impacts on financial sustainability	4	4	16	1. Principal member of Working Group on Funding for the sector. 2. Assistant Principal (LS) college lead in pilot and parallel running of new funding methodology 3. Continuous review of curriculum and delivery by SMT to ensure that adverse impact minimised.	1. Feedback to SMT and Board meetings 2. Reports to Q&C committee	Internal	3	3	9	1. Parallel running of new methodology in 14/15 with full implementation starting 15/16. Internal audit review planning for 15/16	CAT
5	SA5 & 6	Unable to agree Pay Award	2	4	8	1. Detailed financial planning undertaken and approved by Finance and General Purposes Committee to ensure "affordability" of any offer. 2. Clear and well established negotiation processes in place with recognised unions. 3. Government suggested maximum 1% pay awards for 2013/14 and 2014/15.	1. F&GP meetings/minutes 2. Feedback to SMT and the Board 3. Included in budget which is monitored and reported through F&GP	Internal	2	2	4	Monitor Grant settlement and maintain dialogue consultations with unions	HP
6	SA 1,2,3,4,5,6,7	Disruption to business continuity due to Influenza pandemic, terrorism, fire or other disaster	2	4	8	1. Business continuity plan in place (check audit report recs)	1. Reviewed by SMT and report to Board 2. Internal audit review carried out in 11/12	Internal / External	2	2	4	Implementation of audit recs	SMT
7	SA 1 & 6	Failure to maintain student numbers	2	4	8	1. Strategies in place to improve retention. 2. Self evaluation process. 3. Poorly performing programmes removed from the curriculum.	1. Monitored at course level and review by SMT. Exception reporting to Board. 2. Monitored through self evaluation process and reported to SMT and Q&C committee	Internal	1	3	3	Internal audit review planned 13/14	SMT
8	SA 6	Loss of 'charitable' status	2	4	8	1. Internal control and governance arrangements in place to meet requirements of OSCR. 2. Work with Scotland's Colleges to influence and respond to any potential change to legislation affecting charitable status.	1. External audit coverage as part of annual review of financial statements.	External	1	2	2	No further action	CAT
9	SA 6	Downturn impacts on recruitment of Modern Apprentices	2	3	6	1. Maintain regular dialogue with training bodies. 2. Alter curriculum delivery to accommodate low numbers as and when required. 3. Contracts with relevant sector skills bodies and SDS in place.	1. Curriculum plans approved by SMT and Q&C 2. Curriculum monitor contract on ongoing basis	Internal	2	2	4	Reduction in demand and income to be balanced by staffing reductions. Planned internal audit on strategic planning in 14/15	SAW /CAT
10	SA 1,2,3,4,5,6,7	Reduction in SFC Core Grant	4	4	16	1. Scenario planning undertaken and measures to offset reduction identified which is then used to inform curriculum planning. 2. Annual review of provision undertaken through planning and budgetary process to ensure match of income and expenditure.	1. Curriculum plans approved by SMT and Q&C 2. Budget approved by the Board	Internal	2	4	8	Reduce curriculum provision in line with funding and implement cost savings. Seek to increase non SFC income.	SMT
11	SA 6 & 7	Changes to structure of FE colleges in Scotland adversely impacts on DAGCOL	2	4	8	1. D&G now confirmed as a single college region. Uncertainty still exists about future Crichton relationship and impact of being second smallest region in Scotland. Current indications are that college is region earmarked for growth.	1. Scottish Government confirmed D&G as a single college region 2. Principal member of Crichton Leadership group and feeds back to SMT and Board	Internal / External	2	3	6	Proactive involvement of SMT and BoM in process	SMT
12	SA 6 & 7	ONS reclassification of college impacts on governance, financial arrangements and ability to develop capital projects	3	4	12	1. Senior Management and Finance Manager representation at relevant briefings and ongoing monitoring of changes 2. External audit advice	1. Feedback to SMT and Board	Internal/ External	3	3	9	External audit will review any changes to accounting treatments	SMT
13	SA 3,5 & 6	Facilitate and support R&D in small and micro-business through the provision of facilities, equipment and infrastructure to help businesses develop new commercial products and processes	3	4	12	1. Detailed monitoring undertaken on a daily basis by Assistant Principal - Monitoring by and reporting to Lead Partner - Extra support provided by Assistant Principal to ensure efficient start up of CREST project	1. Feedback to SMT and Board	Internal / External	2	4	8	No further action	IPB

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SCOTTISH COLLEGES FOUNDATION

PRINCES EXCHANGE, 1 EARL GREY STREET, EDINBURGH, EH3 9EE

Telephone 0131 228 8111 Fax 0131 228 8118

DX 723300 Edinburgh 43 LPI Edinburgh 14

Scottish Charity Number: SC044621

Jannette Brown
Assistant Principal
Dumfries & Galloway College
Bankend Road
Dumfries
DG1 4FD

Our Ref S.8176.001
Date 15th May 2014
Email p.peattie@tiscali.co.uk

Dear Jannette

Scottish Colleges Foundation
Registered Charity Number: SC044621

As Chair of the Board of Trustees for Scottish Colleges Foundation, I wanted to thank you for your application which was considered at the meeting of the Board of Trustees on 9th May 2014.

I am pleased to confirm that, having considered your grant request carefully, the Trustees have decided to approve the grant in principle. The Trustees would like you to provide us with a note of the exact contractual payments that are due by the College to the contractors.

I appreciate that this information will not be available until the tenders have been completed and the contracts awarded.

Having reviewed the timetable for the project, it appears that it is due to continue until the very end of the financial year. The Trustees appreciate that the timetable on such projects can run beyond the planned end date and were mindful that this could result in you having unnecessary funds on your balance sheet at the end of the financial year.

With that in mind, the Trustees would be willing to make over the £2,000,000 in two or more tranches in order to fit in with your contractual payments if that would be helpful to the college. Alternatively, a Grant Agreement could provide that any funds that had not been spent at, say, 15th March 2015 would be returned to the Foundation. Perhaps you could confirm if these options would be helpful.

We would also like you to provide us with a progress report about the project in time for us to consider it at our meeting on 12th December. Please can you confirm that this does not cause a problem for you?

Partners: Douglas Connell Robin Fulton Simon Mackintosh Alasdair Loudon Ian Clark Jonathan Robertson Adam Gillingham Heather Thompson Niall Stringer
Alison Paul David Ogilvy Alex Montgomery Alexander Garden Gavin McEwan Grierson Dunlop Gillian Crandies Michael Kane Peter Littlefield Donald Simpson
Tom Duguid Alix Storrie Consultant: Robert Turcan

Glasgow Office: Sutherland House, 149 St Vincent Street, Glasgow, G2 5HW Telephone 0141 441 2111

London Office: 12 Stanhope Gate, London, W1K 1AW Telephone 020 7491 8811

Guernsey Office: Borough House, Rue du Pré, St Peter Port, Guernsey, GY1 1EF Telephone 01481 710 867

If there are any material changes to the project including timescales and changes of personnel or if there are any changes at the College which would affect the funding of the project such as a change to the date on which the financial year will end, the Trustees would expect to be informed of this at the earliest possible opportunity.

Finally, it would be helpful if you could confirm the details of the account to which you would like the grant to be paid. If you would like the grant to be split into tranches, please confirm the size of the tranches and the dates on which you would like each of them to be paid. The details should be intimated to Tom Duguid (Tom.Duguid@turcanconnell.com) and David Welsh (David.Welsh@turcanconnell.com).

Please also contact Tom and David if you have any queries at all about the grant.

The Trustees look forward to seeing how the project develops over the next year.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'Patricia Peattie', followed by a horizontal line.

Patricia Peattie
Chair of the Board of Trustees
Scottish Colleges Foundation

Board of Management

INSITUTIONAL SUSTAINABILITY

1. Purpose of Report

The purpose of this report is to advise members of the need for a review of the College Institutional Sustainability framework.

2. The Report

The current institutional sustainability (IS) table was developed following the SFC requirement for the Board of Management to have in place a framework to support institutional sustainability. Back in 2009/10 following various scenario planning events the Board agreed upon a set of indicators to be monitored by means of the current IS table.

Following the reclassification of colleges by the ONS on 1April 2014, the College is now a central government entity, to be referred to as Arms-Length Bodies for the purposes of accounting and budgeting. This change has had wide implications for the College where we need to change budgeting, reporting and accounting practices to align with those of that apply for central government organisations. The College IS framework now needs to be reviewed to reflect this reclassification.

3. Recommendation

Members are asked to note that the Finance and General Purposes Committee considered and recommended that a revised IS framework be presented to the full Board of Management in September 2014.

Jannette Brown
Assistant Principal
June 2014

Crichton Campus Consolidated Outcome agreement and strategic vision: 2014-15 to 2016-17

The Crichton Campus is a unique collaboration between three Universities (University of Glasgow, University of West of Scotland, Open University), Dumfries and Galloway College and Scotland's Rural College - bringing a broad range of further and higher education opportunities to Dumfries and Galloway. In particular, the Campus provides the option of University learning within a region where choice has previously been extremely limited and where study further afield has been the norm for most local people seeking a University qualification.

In recent years this Crichton partnership has become better defined, particularly in relation to the support it receives from the SFC. Evidence is mounting that the 'Crichton vision' is sustainable, measureable and capable of reaching its objectives. It is based on co-location, the sharing of resources and expertise, recognition that the whole is greater than the sum of the parts, as well as a willingness to work across institutional cultures and boundaries. This is a differentiated partnership, matched to the strengths of the relevant institutions – and therefore bringing the potential to leverage major change and development.

The Crichton Campus Leadership Group (CCLG) was created in 2013 to facilitate a shared understanding of the skills, education and training needs of Dumfries and Galloway, through effective engagement with key stakeholders. It also has a key role in raising the profile and maximising the impact of collaborative activity on the Crichton campus for the region, and capitalising on the attractiveness of its unique location in the RUK and international markets.

The membership of the CCLG consists of groups which have a responsibility for Crichton development within their remits but who may not necessarily make strategic plans together. This, therefore, is also the potential strength of the CCLG: to bring those parties together to give a stronger strategic focus for academic provision and community outreach activities, directly relevant to the social, economic, workforce and cultural needs of communities in Dumfries and Galloway.

Mission statement:

“Working in partnership to develop the ability of the Crichton campus to promote sustainable learning, teaching, skills development, research and knowledge exchange, for the benefit of Dumfries and Galloway as a vibrant region with an international outlook”.

Within this mission statement there are four key areas of activity:

Education, employability and skills

The objective is to sustain, enhance and grow current activities on the Campus, providing:

- education that meets the needs and ambitions of the people of Dumfries and Galloway;
- education that provides appropriate skills and education for the future economy of Dumfries and Galloway;
- a quality education experience that retains students in the region and attracts students from RUK and internationally;
- collaboration between providers of school, further and higher education with seamless transition routes, providing 'one educational strategy';
- consolidated employability and training services.

Research and innovation

The objectives for the Campus are:

- to be the centre for meeting the research and knowledge needs of the Dumfries and Galloway region and Scottish economies;
- to support the competitive position of Dumfries and Galloway as a place to live, study, work and visit
- to be a focus for work class research in selected areas of specialism.

Business engagement

The objectives for the Campus are:

- to provide education, skills, training and research that supports business development in the region;
- to develop models to support start-up businesses and graduates of the BA Applied Enterprise;
- to provide business and enterprise incubator units to facilitate business growth, particularly in the Creative and Digital industries;
- to establish an employer engagement and employability centre where liaison officers are identified to work with industry sectors to ensure local and national skills and employability needs are met;
- to provide a centre where student work placement/internships are facilitated.

Student experience and infrastructure

The quality of facilities and amenities on the Crichton campus are central to the student experience. The student body needs support with its ambitions and should be consulted about these on a systematic basis:

- Explore the feasibility for student residences on campus to maximise international recruitment opportunities and help make the campus more attractive to learners making the transition from school.
- Student union facilities
- Outdoor sports facilities: floodlit, multi-use games area

There is increasing pressure on space, carrying capacity and appropriate facilities:

- Urgently to reach a satisfactory conclusion to lease renegotiations
- Investigate the potential requirement for new/additional facilities on the campus

Recent and current areas of attention across these four dimensions are outlined in the following selective examples, which illustrate in particular the *collaborative and partnership nature* of the activities described. These examples are not intended as a comprehensive description of academic activities on the Crichton Campus, but rather as indications of the *types of collaboration* that are being taken forward by two or more partners in any one case.

1. Education, employability & skills – student numbers and growth, collaborative academic developments, widening access, articulation, retention

BA Applied Enterprise

The UWS Business School has developed a BA Applied Enterprise programme in collaboration with Dumfries & Galloway College and University of Glasgow. This provides HND holders with an opportunity to articulate onto the programme and gain the small business and enterprise skills required to support their career. The Creative Industries stream was delivered in 2012/13 and 2013/14 attracting students with HNDs in Visual Communication, Art and Design and Photography. In 2013/14, a second stream in Lifestyle and Wellbeing was developed for students with HNDs in sport, fitness and beauty. The BA (Honours) Applied Enterprise programme was successfully validated at the end of March 2014. The addition of the Honours year (level 10) will enable students to focus on higher level skills, entrepreneurial thinking, reflection, innovation and creativity, and builds upon the more practical focus of Level 9.

Of the 20 students from Dumfries and Galloway College who commenced the new BA Applied Enterprise (Creative Industries) in September 2012, 19 passed. 6 students progressed to BA (Honours) and will graduate this year, 12 students graduated (2 with distinction and 1 student chose not to graduate). The one remaining student will complete studies in May 2014. Three businesses were started from the cohort.

A total of 19 students from Dumfries & Galloway College commenced the BA Applied Enterprise (Lifestyle and Wellbeing) and the BA Applied Enterprise (Creative Industries) in 2013 (10 in the Lifestyle and Wellbeing cohort and 9 in the Creative Industries cohort). The remainder of this year's cohort have come from central belt colleges. There are potentially 2 businesses this year that look likely to progress to actual start up.

Articulation

To facilitate and encourage articulation from College to University 24 funded places were made available to students studying Higher Education Courses in Health and Social Care and Childcare provision for Associate student pathways from Dumfries and Galloway College to the University of Glasgow (12 – from a total of 16 places

allocated to UoG) and University of the West of Scotland (12). Learners have been identified from the current cohort and will receive additional support and information from the Universities, including a bridging course run by University of Glasgow for those articulating to level 2 of the MA Health and Social Policy. Agreement has been reached with the University of the West of Scotland for an additional 12 articulation places to be made available to the College in 2014/15 academic session.

The Open University has a Learning Space Agreement with Dumfries and Galloway College through which OU students are able to access College facilities. The OU also has an agreement with the College to work on progression and articulation to degree study for students who graduate from the College with an HNC or HND. Capturing the learner journeys of part-time students who combine work and study is not straightforward; however, in 2012-13 at least 4 students progressed from the College on to an OU degree.

Three students from the University of Glasgow have progressed to PhD studies at SRUC.

Linkages to NHS Dumfries and Galloway

A wide range of connections exists between Campus partners and NHS Dumfries and Galloway. The College continues to work with NHS on development of the workforce across the region and Scotland. In partnership with Dumfries and Galloway Council and the NHS, it was recently awarded the National COSLA Silver Award for the work undertaken and developed through the Reablement Qualification.

The building of a new Acute Services facility is a key factor in the College's decision to reintroduce hospitality and catering provision at the Campus. Without this development NHS Dumfries and Galloway were considering buying in pre-cooked food as they were not aware of the availability of a skilled labour force in this area. This development will enable them to install fully operational kitchens and recruit staff with relevant skills. See sections below for other developments relating to the reorganisation of acute services in Dumfries and Galloway and the building of the new hospital.

University of the West of Scotland (UWS) nursing students were recently invited to participate in NHS Dumfries and Galloway's first Safer Medicine Week. The week was launched by Chief Executive Jeff Ace who presented a certificate and voucher to UWS Student Nurse, Sarah Inglis who designed the logo for the campaign.

In 2012, University of the West of Scotland launched a new Physical Activity Project, an important initiative set up in partnership with Dumfries and Galloway Council (Health and Wellbeing Unit) and NHS Dumfries and Galloway. Key aims:

- Increase physical activity levels amongst student nurses through the implementation of a physical activity champion programme.
- Deliver a physical activity programme led and championed through the student nurse population.
- Provide students nurses with the skills and competencies in order to feel confident to promote physical activity to members of the community

The UWS School of Health, Nursing and Midwifery in Scotland is ideally placed to educate future healthcare workforce on the importance of physical activity in relation to health and wellbeing. As part of this project, renamed in 2013 as the Fitness Intervention Taskforce (FIT), volunteer student nurses at UWS are working as Physical Exercise Champions to encourage participation in physical activity and to act as fitter, healthier role models to peers and patients. This project is the focus of current academic research and has recently won local community awards.

The University of Glasgow has developed good research links with local clinicians and public health specialists, leading to a number of projects – particularly in end of life care – that are influencing service design and delivery.

The Open University: community-based activity

The Open University works proactively with community based partners and trade unions in Dumfries and Galloway to widen access to higher education. A new set of accredited access modules are being introduced in 2014/15. This community-based work is making increasing use of free Open Educational Resources (OER) to support transitions from informal to formal learning. Specific activity that has had a focus on the region includes work with the Carers Trust, the production of a new OER on Self Directed Support (which includes contextual material from Dumfries and Galloway) and a new free module to support Rural Entrepreneurship. Through a new Open Education Practice project supported by the Scottish Funding Council the OU intends to explore further routes for the development and use of Open Resources in 2014/15.

The Open University is currently working with eight schools in Dumfries and Galloway to enhance transitions to further study and employment. Through the OU YASS scheme S6 pupils in these schools are able to study OU modules from the first year undergraduate curriculum.

Graduate Apprenticeships in Engineering

Skills Development Scotland (SDS) approached the Dumfries and Galloway College to discuss the possibility of piloting a Graduate Apprenticeship scheme in Engineering in the region. SDS is currently working to identify local employers who may be interested in participating in this initiative and discussions are underway with universities to ascertain their interest in becoming the University partners. Longer

term the aspiration of Dumfries & Galloway College would be to offer a BEng at the Crichton.

STEM Development

All Crichton partners have expressed an interest in developing a STEM strategy – either for the Campus or, if Education Services are willing to get involved, possibly for the region. STEM education is recognised as being key to the economic development of Scotland, as well as to education and Sir Ian Wood has made strong reference to STEM in his work on ‘Developing Scotland’s Young Workforce’. The College is seeking to develop a STEM strategy across the curriculum and, it is hoped, this will be widened to include schools and universities so that a regional approach will be developed.

Summer 2014

UWS has launched its Summer 2014 programme, inspired by the 2014 Commonwealth Games and designed to encourage local students to consider embarking on a University programme of study or to enhance their personal development through further study. In doing so, UWS is currently addressing the training and CPD needs of local organisations including Dumfries and Galloway Council and NHS.

In addition, the programme incorporates Summer Schools in Business and Computing, supported by the Crichton Foundation and jointly promoted with the University of Glasgow to school leavers, college leavers and adults returning to study. The First Steps to Nursing, SWAP Access to Nursing Course, delivered in partnership with Dumfries & Galloway College also continues to promote progression to UWS as do other modules including Next Steps to University.

The University of Glasgow will be hosting a Summer School for access in 2014, focussed on Environmental Studies and Health and Social Policy – typically a source of 10% of the annual intake, including local students as well as those from further afield. The University will also deliver a bridging course in the late summer for students articulating to the second year of the MA Health and Social Policy from HNC courses at Dumfries & Galloway College and elsewhere.

Future Collaboration Opportunities between Dumfries and Galloway College and SRUC

Following a recent meeting between the College and SRUC opportunities for future collaboration and exploration were identified in Technology and Engineering, Enterprise, and Hospitality (Farm B&B’s) and Food Technology.

Internationalisation

The University of Glasgow has a clear strategy for internationalisation at the Campus and this includes student recruitment, research collaboration and trans-national education. It will also further develop study abroad and international school

experience opportunities for undergraduates, with named partners and create new links through ERASMUS Plus. An articulation route for University of Nankai students to the UoG postgraduate tourism degrees is being developed and the University is maintaining active links with partner organisations in Azerbaijan, from where healthy numbers of students have come to the Campus in recent years. Significant growth in international postgraduate numbers is anticipated. There are also possibilities to attract international HN students to the College, who may then articulate to undergraduate degree programmes at the Campus Universities. A report on internationalisation opportunities, commissioned by CCLG and published in April 2014, sets out a number of possibilities.

Teaching, Learning and Participation Project

University Teachers at the University of Glasgow are working together on this project with local partners. It has three strands: widening participation, student experience, and innovative learning and teaching. The widening participation strand has focused primarily on partnership with local schools (Wallace Hall Academy, Sanquhar Academy, Maxwelltown High School, Dumfries High School). This includes Campus Days whereby pupils who have the ability, but perhaps not the confidence, to enter higher education come to the University's two campuses and experience a day as a student. Additionally this strand involves a comparative study of assessment and feedback processes in secondary and higher education. The School of Interdisciplinary Studies organised two Campus Days for Year 5/6 secondary pupils from two local schools. They were identified by their school as having the ability to attend higher education but perhaps not the confidence or tradition. The first day was held in March 2013 in Dumfries; the second in Glasgow in October 2013 (with support from the Widening Participation team). The same pupils attended both days. Each day included a bespoke lecture, lunch and a tour of the campus. The Dumfries day also included attendance at a lecture with current students on a specific course (Earth System Science; Spanish; Social Policy and Practice) as well as discussion forums on the differences between secondary and higher education. Secondary school staff provided feedback from the pupils on both days:

Dumfries Campus Day

- *Environment very relaxed and less frightening than I thought;*
- *Easy-going, respectful relationships apparent;*
- *Provided a good representation of university life;*
- *The role of the student ambassadors is invaluable—sharing experience/advice;*
- *Getting shown around the campus grounds by actual students was good as they gave us their view on the university;*
- *I'm more relaxed about going to University;*

- *I'm inspired to get the grades to go to University.*

Glasgow Campus Day

- *The day provided me with an insight into university life;*
- *I found the tour of the Glasgow library was good. I was amazed at the size of the place and facilities;*
- *The experience of attending a lecture to see what it was like was helpful.*

2. Research and innovation

The Campus has a developing portfolio of research and knowledge exchange activities. University partners are engaged in a variety of externally funded activities and notable recent successes have included EPSRC funding to University of Glasgow for work on responsible innovation in water remediation strategies and funding from the Wellcome Trust for a four year global study on end of life issues. University of Glasgow collaboration with NHS colleagues has also led to a recent influential paper on propensity to die among patients in Scottish hospitals, which received very wide media coverage when published in March 2014

Some joint supervision of postgraduate research students takes place across Campus. There are currently two research students being jointly supervised colleagues from University of Glasgow and SRUC on the following topics:

- Effects of different manure treatments on herbage growth and quality
- Farm visits and the Scottish primary school curriculum

In recent years three Masters students from UoG have progressed to PhD studies at SRUC and UoG undergraduate students have also taken advantage of placement opportunities with SRUC for project and dissertation work. This and joint working on other projects has led to joint publications from colleagues across the two institutions and the consolidation of research partnerships.

Crichton Institute

At the core of the Campus's multi-lateral research collaboration is the work of the Crichton Institute (CI) which brings together the Crichton campus academic groups and the wider strategic partners. Its objective is to better exploit the synergies between research, business intelligence, Knowledge Exchange and policy in order to support the economic social and cultural aspirations and regeneration of the South of Scotland and to have a transformational influence. This is leading to the development of the Crichton Institute Regional Observatory (led by UoG) which undertakes stage 1 testing and a 'soft launch' during April-June 2014. Policy work at the CI is led by SRUC and has led to the publication of recent briefings on:

- ‘Policies and Institutions in the South of Scotland: Challenges and opportunities.’
- ‘National Targets, Local Implications: Wind farm development in Dumfries and Galloway.’

The Business Intelligence function of the CI is led by UWS and will include three interactive, sector-based events (creative industries, retail, tourism) in early summer 2014 to identify key business concerns and to present those issues to policy-makers and stakeholders for response. A briefing paper on ‘The Current State of Knowledge about Business Clusters’ has also been published in Spring 2014.

There are three strands to CI’s research strategy, which is led by UoG: work linked to established priority themes; commissioned work; new and wider multi-disciplinary collaborations where there is relevance to CI and wider national and international dimensions.

Work linked to priority themes

- Farm business diversification: Understanding opportunities and best practice for business diversification on farms - as means of strengthening the economic base, contributing to a more diversified rural economy and sustainable communities. (A Literature review has been completed, a research briefing paper published and staff now engaged in sourcing possible funders).
- The Impact of frequent low level flooding: on the wellbeing of business owners and their willingness to invest in their businesses. (A Literature review has been completed, a research briefing paper is in development and CI is now sourcing possible funders).

Commissioned work

- Technical analysis in support of Dumfries and Galloway Regional Economic Strategy 2014 -2020
- Dumfries and Galloway Area profiles (4)
- Destination Dumfries and Galloway: Evaluation of the Wild Spring Festival 2014.
- Evaluation of Wallace Hall Academy Queensberry Initiative

New collaborations under development

- ‘Understanding the Impact of organisational culture on mainstreaming assets-based approaches to public service delivery’

- 'The impact of change in dairy farming systems on the environment: A new approach to policy development
- Horizon 2020: Collaboration with Crichton Carbon Centre to develop large scale application, supported by innovation voucher scheme.
- Regular meetings with Dennis O'Keeffe project Director D&G hospital development in support of major study of community benefits deriving from the project
- Successful application to SFC (in collaboration with the Crichton Carbon Centre) for a three year post-doctoral study to examine 'sustainable rurality'.
- Successful application to SFC for two further three year post-doctoral posts to: 1) to examine the longer-term economic and community impacts of inward capital investment in the region (hospital new build) 2) to investigate education and skills needs within the region.
- CREST – Dumfries and Galloway College are a member of the Crichton Campus Leadership Energy sub group and are currently working with campus partners to identify ways to incorporate the CREST project into a campus wide sustainable renewable energy strategy. University of Glasgow is also undertaking initial scoping of possibilities for geothermal energy generation on the Crichton Campus.

The Solway Centre for Environment and Culture

Established by University of Glasgow in 2012-13, this Centre focusses on three key areas: rural landscape management; sustainable rural tourism; landscape, place and memory. The Centre has already developed a wide range of collaborative activities with others in the region and beyond:

- **The Carnegie Trust** for the Universities of Scotland is supporting an emerging project on 'UNESCO Biospheres' - with a particular focus on Ayrshire and Galloway.
- **Local funders and philanthropic sources**, including The Crichton Foundation and Dumfries & Galloway Council, have supported a four month consultancy, to progress the development of a National Centre for Art and the Environment
- **Leader** support for the pilot project 'Discovering Dumfries and Galloway's Past' has led to a full application to the Heritage Lottery Fund, for a £400K project, in partnership with Dumfries & Galloway Council and the Southern Uplands Partnership, linked to the 'Biosphere' initiative.
- **Third Sector Internships** funded a 350 hour partnership project with the Whithorn Trust, generating a report on pilgrimage activity, which will feed into

a Horizon 2020 emerging bid, in partnership with colleagues in Slovenia and elsewhere.

3. Business engagement – regional engagement, unilateral/multilateral developments

The key focus for collaborative business engagement activities is within the work of the Crichton Institute (see above). An event held in Lockerbie by Crichton Institute in April 2014 with colleagues from University of Glasgow focussed on the relevance of Curriculum for Excellence to local businesses and employers.

University of the West of Scotland (UWS) has joined the Dumfries and Galloway Chamber of Commerce Partners for Business Programme, and will contribute to the development of the regional Chamber of Commerce and the business community in Dumfries and Galloway – bringing the benefits of enhanced partnership to local Chamber members and the wider community.

A recent visit by the Head of Scottish Enterprise has stimulated high level discussion about ideas for transformational change that might be developed on the Campus, including initiatives relating to: dairy production; sustainability; environmental art; food and drink and tourism.

4. Student experience – shared services, CUCSA, sports, accommodation

The Crichton University Campus Student Association (CUCSA) is open to those who attend Universities on the Crichton Campus and provides a social hub for events, sports and information. It represents students both at the University of Glasgow and University of the West of Scotland and welcome those from the University of the Highlands and Islands, Scotland's Rural College and those studying through the Open University with courses based in Dumfries. In the past year CUCSA has become more active than ever before and a wide range of social activities and societies is now flourishing on and off campus. Recent sports successes have been in rowing, sailing, horse riding, netball and football. All College and university students and staff have free access to the newly developed and extended gym at the College. An international society has been established along with a writing club, an educational society and activities relating to the Crichton teaching garden. The 2013-14 freshers and induction activities were more wide ranging and successful than any before seen.

UWS Enterprise Challenge 2013

Sanquhar Academy claimed the UWS Enterprise Challenge award for 2013 for the second year running, following an intensive two day Challenge at the Crichton

Campus. This annual event, now in its fourth year continues to bring together pupils, teachers, head teachers, media representatives and local businesses to inspire a new generation of entrepreneurs. 80 pupils from Dumfries Academy, Castle Douglas High School, St Joseph's College, Maxwelltown High School, Langholm Academy, Dalbeattie High School, Stranraer Academy, Sanquhar Academy, Lockerbie Academy and Moffat Academy participated in the UWS Challenge. The pupils were tasked with developing a business idea to fit the 2013 theme of Dumfries and Galloway's Natural Playground and to pull together a promotional campaign to present their ideas to a panel of judges. The 2013 event was organised in association with Laggan Outdoor, Green Bottle Biking and VisitScotland. The event was sponsored and supported by a range of local organisations including Magnox, Bibliographic Data Services, the Rotary Club of Dumfries, Dumfries & Galloway Chamber of Commerce, Dumfries and Galloway Council's Young Entrepreneur Project, Alba Printers, Hullabaloo, Dumfries & Galloway Life Magazine, Alive 107.3fm, West Sound, Louise Llewellyn Photography and Digital Services.

University of the West of Scotland Student Awards

Over 100 students, sponsors and guests gathered to celebrate student success at University of the West of Scotland's Dumfries Campus on 6th March 2014.

Professor Paul Martin, Depute Principal at UWS hosted the sixth Dumfries Campus Students Awards event which was organised in association with NHS Dumfries and Galloway and Dumfries and Galloway Council Social Work Services.

The event was sponsored and supported by a wide range of local organisations including; Alba Printers, Asher Associates, Bibliographic Data Services, The Crichton Foundation, DNG Media, Dumfries & Galloway Life, D B Alison & Partners Insurance Services, Dumfries & Galloway Chamber of Commerce, Gates Power Transmission Ltd, Arla Foods (Lockerbie Creamery), NHS Dumfries & Galloway, Dumfries and Galloway Council Social Work Services, M.R. Rodger & Partners Chartered Surveyors, The People's Project, The Rotary Club of Dumfries, Alive Radio and Dumfries and Galloway Council Young Entrepreneur Project.

David Livingstone Day Celebrations in Dumfries and Galloway

Local partners teamed up to present a regional David Livingstone Day Celebration in Dumfries on Tuesday 8th October 2013. This collaborative project has been set up by Scotland's Rural College (SRUC), The Crichton Foundation, University of the West of Scotland, Dumfries & Galloway College and the University of Glasgow to celebrate the bicentenary of the birth of Dr David Livingstone and aimed to encourage local people to engage in activities taking place throughout the day. SRUC delivered two 'Life in Malawi' sessions aimed at upper primary school pupils at the SRUC Crichton Royal Farm in conjunction with Royal Highland Educational Trust (RHET). Meanwhile, Dr Lizanne Henderson from University of Glasgow delivered a webinar aimed at secondary school students entitled The History and Legacy of David Livingstone. The focus switched to healthcare in Malawi, when UWS hosted its seminar 'Healthcare – Making a Difference in Malawi' from 2-4.30pm

at Easterbrook Hall. This session was open to the public, and was of particular interest to nursing students and healthcare professionals. Dr Heather Simpson, Head of the School of Health, Nursing and Midwifery at UWS delivered this seminar with other UWS colleagues and Charlie Ager from the Scotland Malawi Partnership. They provided an overview of the leadership, technological and research based projects they have been involved in to help improve healthcare in Malawi. The fourth activity of the day was a networking session involving local organisations and individuals from Dumfries and Galloway who are involved in project work within the David Livingstone Belt. Finally, The Crichton Foundation hosted its first lecture in their annual Crichton Conversation lecture series, entitled 'Livingstone's Legacy: Scotland and Malawi', delivered by Professor Ken Ross.

Shared Accommodation

The academic partners make optimal use of the space available across the Campus. Regardless of ownership or tenure there is a great willingness to share space at best advantage and many examples of each institution benefitting from space made available for teaching and other uses by partner organisations. In addition library services are provided by UWS for the benefit of all students on the Campus. Whilst UWS provides IT services to the University of Glasgow. The Crichton Institute now occupies the Henry Duncan building, adjacent to the College. The College also houses CUCSA and the full range of student services. Detailed discussions are underway between UWS, University of Glasgow and Dumfries and Galloway Council about future accommodation needs on the Campus – with plans being taken forward to provide accommodation in the future which is more fit for purpose and sufficient to meet the needs of a growing portfolio of activity, student and staff numbers.

University of Glasgow has in recent years developed a partnership with the Loreburn Housing Association (LHA), whereby student residences are leased from LHA on mutually agreed terms. This provides an excellent model to deliver appropriate accommodation for those students who seek it and also the potential to lease space in the residences over the summer months, to external organisations. The current accommodation is made available to students from UoG, UWS and UHI.

Annex A: Trend data

Dumfries and Galloway College

Student numbers	Actual 2011/12	Actual 2012/13	Target 2014/15	Target 2015/16	Target 2016/17
Volume of SUMs	31,741	32,673	34,920	34,920	34,920
FE full time enrolments	1,217	1,242	1,297	1,297	1,297
HE full time enrolments	294	359	403	415	415
FE part time enrolments	2,369	2,851	2,960	2,960	2,960
HE part time enrolments	231	273	281	281	281
Number of advanced standing articulating students	19		82	82	82

University of Glasgow, School of Interdisciplinary Studies

Undergraduate	Student Numbers (fte)			
	2010-11	2011-12	2012-13	2013-14 (interim)
Primary Education with Teaching Qualification	59	89	101	121
Environmental Stewardship	6	26	36	46
Liberal Arts (including History, Humanities, Literature and Philosophy)	55.5	67.5	48.5	31.5
Health and Social Policy (Formerly Health and Social Studies)	19	27.5	34	46
Non-graduating	3.5	2.5	1.5	
Science Without Borders			1	
Study Abroad			0.5	1.5
Erasmus	5	0.5	4	2
UG Total	148	213	226.5	248

Postgraduate Taught	Student Numbers							
	2010-11		2011-12		2012-13		2013-14	
	fte	Headcount	fte	Headcount	fte	Headcount	fte	Headcount
Environmental Science, Technology and Society					2	2	3	3
Environment, Culture and Communication							3.5	5
Tourism, Heritage and Development	8	8	4.5	5	13.5	14	8	8
Applied Carbon Management (Formerly Carbon Management)	28.5	33	7.5	13	9.5	12	1	2
Managing Health and Wellbeing	3.5	6	1.5	2	0.5	1		
Scottish Folklore	1.5	3	0.5	1				
PGT Total	41.5	50	14	21	25.5	29	15.5	18

Programme / Group	Actual Funded Places 2013-14	RUK Actual 2013-14 L1 & L2 Information Only	Agreed Funded Places 2014-15	Planned Funded Places	
				2015-16	2016-17
MA Primary Education	108.8	5	118.8	133.5	141.5
BSc Environmental Stewardship	38.4	2	43.4	66	70
MA Health and Social Policy	88.3	2	88.3	66	69
MA Liberal Arts					
HNC Articulation	16		16	16	16
UG Sub Total	251.5	9	266.5	281.5	296.5
PGT Education				10	10
PGT Outcome Agreement	2		4	8	8
PGT Total	2		4	18	18

University of the West of Scotland

Student numbers/FTE		Eligible for funding		Ineligible for funding		Total N	Total FTE
		N	FTE	N	FTE		
Year	Graduate level						
2010-11	UG	681	419.3	35	30.0	716	449.3
	PGT	7	3.3	0	0.0	7	3.3
	PGR	1	0.0	0	0.0	1	0.0
2010-11 Total		689	422.6	35	30.0	724	452.6
2011-12	UG	619	397.2	44	24.0	663	421.2
	PGT	2	1.0	2	2.0	4	3.0
	PGR	1	0.0	0	0.0	1	0.0
2011-12 Total		622	398.2	46	26.0	668	424.2
2012-13	UG	748	421.2	38	20.0	786	441.2
	PGT	49	11.3	4	0.8	53	12.2
	PGR	1	0.5	0	0.0	1	0.5
2012-13 Total		798	433.0	42	20.8	840	453.8
2013-14	UG	602	387.6	49	23.3	651	410.9
	PGT	75	17.9	1	0.7	76	18.6
	PGR	1	0.5	0	0.0	1	0.5
2013-14 Total		678	406.0	50	24.0	728	430.0
Grand Total		2787	1659.8	173	100.8	2960	1760.6

Notes:

Student population, Dumfries campus, 2010-11 to 2013-14. Population split by those eligible and ineligible for SFC funding.

Includes active students enrolled on programmes for academic credit: excludes assessment only students, students who withdrew within 5 weeks of entry.

Data for 2013-14 is as at trimester 2: further recruitment in trimester 3 is likely to increase the overall headcount and FTE.

Source - UWS data for final figures returns to SFC (2013-14 provisional at April 2014).

Summary of student numbers 2013-14 by programme

Year 2013-14	Graduate level	Programme	Eligible for funding		Ineligible for funding		Total N	Total FTE
			N	FTE	N	FTE		
excluding controlled nursing	UG	App Ent Lifestyle & Wellbeing	13	13.0	0	0.0	13	13.0
		Appld Ent(Creative Industries)	10	9.7	1	0.0	11	9.7
		Business	57	46.7	1	1.0	58	47.7
		Business Studies	19	16.5	2	0.0	21	16.5
		Childhood Practice	7	1.2	0	0.0	7	1.2
		Childhood Studies	24	21.3	1	0.0	25	21.3
		Computing	32	30.8	0	0.0	32	30.8
		Health UG Standalone	26	1.3	5	0.0	31	1.3
		Information Technology	16	11.5	0	0.0	16	11.5
		Lifelong Learning	182	22.3	15	0.0	197	22.3
		Modular Undergraduate	3	3.0	0	0.0	3	3.0
		Orthopaedic Care	1	0.5	0	0.0	1	0.5
		Palliative Care	3	0.8	0	0.0	3	0.8
		Social Work	44	44.0	1	1.0	45	45.0
	PGT	Adv.Pr.St Artist Teacher	1	0.3	0	0.0	1	0.3
		Career Guidance & Development	3	1.3	0	0.0	3	1.3
		Enhanced Educational Practice	1	0.3	0	0.0	1	0.3
		Health Studies	41	9.0	0	0.0	41	9.0
		Inclusive	26	5.8	0	0.0	26	5.8

		Education						
		Information Technology	1	0.4	0	0.0	1	0.4
		Vulnerability	2	0.7	1	0.7	3	1.3
	PGR	Research - Business School	1	0.5	0	0.0	1	0.5
2013-14 Total			513	241.0	27	2.7	540	243.7
2013-14 (controlled nursing)	UG	Adult Nursing	129	129.0	23	21.3	152	150.3
		Mental Health Nursing	35	35.0	0	0.0	35	35.0
		Health Studies	1	1.0	0	0.0	1	1.0
2013-14 Total		0	165	165.0	23	21.3	188	186.3

Proportion of Scottish resident students from SIMD 20 and SIMD 40 neighbourhoods (most deprived postcodes) at Dumfries and other campuses. Includes UG, PGT and PGR students, full time and part time.

Year	Campus ALT2	SIMD 20		Year	Campus ALT2	SIMD 40
2010-11	Dumfries	6.15%		2010-11	Dumfries	21.23%
	Other campus	22.18%			Other campus	42.83%
	All	21.43%			All	41.82%
2011-12	Dumfries	6.06%		2011-12	Dumfries	24.07%
	Other campus	22.56%			Other campus	44.47%
	All	21.82%			All	43.55%
2012-13	Dumfries	8.37%		2012-13	Dumfries	27.09%
	Other campus	23.97%			Other campus	45.26%
	All	23.10%			All	44.26%
2013-14	Dumfries	7.12%		2013-14	Dumfries	25.07%
	Other campus	22.69%			Other campus	43.82%
	All	21.90%			All	42.87%

Proportion of full-time first year Scottish-domiciled undergraduate entrants returning to study in year two

	2010-11	2011-12	2012-13	2013-14
Dumfries	79.2%	74.8%	73.0%	83.9%
Other campus	74.7%	74.1%	78.9%	83.1%
All campus	74.8%	74.1%	78.7%	83.1%

Notes

Table shows data on undergraduate retention (degree and other undergraduate), Scottish domiciled, full time students at Dumfries and other campuses. Students entering FT undergraduate study in a baseline year (2009-10 for the 2010-11 PI, 2011-12 for the 2012-13 PI) were tracked into the following year: those who remained active HE students or who exited with an award were in the "continuing" category.

Data for 2013-14 is provisional (HESA will publish PIs for 2013-14 in March 2015): the out-turn on this PI has been estimated using UWS's own HESA files, applying a similar methodology.

Data Source - HESA: underlying data supplied by HESA

Articulation

	2010-11	2011-12	2012-13	2013-14
Level of entry	N	N	N	N
L8	20	11	21	10
L9	3	6	21	21
All	23	17	42	31

Notes

Entrants to degree programmes with HNC and HND qualifications who entered with advanced standing: HNC to level 8 and HND to Level 9 (Scottish domiciled students at Dumfries Campus).

Breakdown by HN qualification type, UWS programme and HN subject for 2013-14 is set out below:

Qualification/ UWS programme/ HN subject	N
HNC	10
Business	1
Business	1
Childhood Studies	9
Early Educaiton and Childcare	9
HND	21
App Ent Lifestyle & Wellbeing	13

Beauty Therapy	2
Fitness, Health and Exercise	10
HND Leisure Management with Sport and Recreation	1
Appld Ent(Creative Industries)	8
Art and Design	4
General Photography and Imaging HND	1
Graphic Design	1
HND Display Design	1
HND Visual Communication	1
Grand Total	31

The Open University

2012-13	UG	PG	All students
Headcount	458	16	472
FTE	172.8	4.3	177.1

Notes: these numbers are almost identical to 2011-12. Registrations at start in the Scotland price area, students resident in Dumfries & Galloway on 1 August 2013. Note that the sum of undergraduate and postgraduate headcount exceeds the total student headcount as two students studies both UG and PG modules within 2012-13.

Scotland's Rural College

SRUC is not currently funded for any student places at the Crichton campus.

Board of Management

Minute of the Meeting of the Audit Committee of the Board of Management of Dumfries and Galloway College held on Wednesday 14 March 2014 at 12.30 pm in Room 2009

Present: Hugh Carr (Chair)
Delia Holland
Stuart Martin

In attendance Carol Turnbull, Principal
Karen Hunter, Finance Manager
Jannette Brown, Assistant Principal Learner Services and Secretary to the Board
Lindsay-Anne Straughton, Baker Tilly (Item 5.1 only – by telephone)
Angela Pieri, Grant Thornton
Susan Sutherland, PA to the Principal

1 Apologies

Apologies for absence were intimated on behalf of Sandy Burgess, and Karen McGillivray-Fallis.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Audit Committee held on 11 March 2014 was approved.

4 Matters Arising

None.

Standing Items

5 SI: Internal Audit Reports

Lindsay-Anne Straughton, on behalf of Baker Tilly, Internal Auditor, spoke (by telephone) to the report which had been distributed.

She highlighted the three main findings, and (medium) recommendations for action, all of which had been accepted by management.

The Committee noted the report and discussed how the College ensured that it remained competitive. The Principal advised that the Business Development Manager and CTS Team were continually reviewing the method and costs of courses offered. She added that the College was trying to reduce reliance on SFC funding that that this was difficult given the make-up of businesses in the Region.

6 SFC Trust: Transfer of Funds

The Assistant Principal, Learner Services (APLS) reported that the College had transferred funds to the Scottish Colleges Foundation, and had subsequently made a submission for return of £2.12M to fund the hospitality development. She had received verbal confirmation that morning that the bid had been successful.

The Committee noted the position.

7 SI: Institutional Sustainability

The Committee noted no change to the table considered at the previous meeting.

8 SI: Strategic Risk Register

The AOLS spoke to the report which had been distributed, and highlighted one addition to the SRR. Item 14 referred to a health and safety incident involving the quality of external glass balustrades. All balustrades had since been tested and secured and would be monitored by the Assistant Principal, Estates. As a result, a full building survey would be commissioned to identify any immediate action and to inform an ongoing planned preventative maintenance scheme, the cost of which would be paid from retention monies.

The Committee noted the report.

Business

9 External Audit Plan

Angela Pieri, on behalf of Grant Thornton, spoke to the External Audit Plan for the period ending 31 March 2014, which had been distributed.

The Plan confirmed the audit strategy in view of local and national key developments affecting the College, especially in terms of ONS reclassification and the change of date for year-end accounting.

In terms of regularity opinion, the Principal and Secretary to the Board advised that they had met with the Trustees of the Scottish Foundation Trust to gain assurance that public funds were being used only for approved purposes. Indeed the constitution of the Trust confirmed that any monies donated by Dumfries and Galloway College would only be used for further education in Dumfries and Galloway.

The Committee was advised that SFC had issued three options for the accounting of Grant Income following the change to year end, but no guidelines on which to adopt. The Finance Manager had prepared a paper detailing the College's decision to adopt the 8/12 option, which would be issued to Committee Members for information.

Members noted the report and planned audit, to commence on 23 June 2014.

10 Any Other Business

None.

11 Date and Time of Next meeting

The next meeting of the Committee would take place on 19 August 2014 at 2.00 pm.

Minute of Meeting of the Quality and Curriculum Committee of the Board of Management of Dumfries and Galloway College held on Wednesday 14 May 2014 from 2.00 pm in Room 2089, Dumfries campus

Present: R Anderson, Academic Staff representative
I Beach, Assistant Principal (Quality and Estates)
T Hydes, Board Member
R Gunnell, Board Member
J Henderson, Board Member
D Holland, Chair
K Henry, Board Member
Cody Hardling, Student representative
W Robertson, Student representative
D Patterson, Academic Staff representative
C Turnbull, Principal
A Wright, Assistant Principal (Curriculum)

Observing: S Martin (for Transform presentation)

In Attendance: B Johnstone, Regional Chair
J Brown, Clerk to the Board
S Sutherland (note)

• **Presentation: Transform developments**

J Holland, L McCourtney and J Sayer presented on two examples of developments under the Transform project:

- The Reablement Project which was formed in partnership with NHS Dumfries and Galloway to provide a qualification for individuals promoting independence in the home. It was noted that other colleges were now using the format, the project had been awarded a COSLA Silver Award, and on the AEV on 9 May was identified as a potential sector leading innovative practice.
- The HNC Social Care had been wholly transformed so that in theory the course could be completed without coming in college. This was being trialled to companies and would be reviewed to make any necessary adjustments.

The Committee welcomed the presentations and noted that all developments were part of an ongoing process and courses would be adjusted in line with candidate feedback.

• **Presentation: Action in areas of Low Attainment**

J Holland, Head of Faculty (HoF), spoke to the reports from the faculty of Business, Computing and Creative Industries, and the faculty of Education Health and Social Studies, which had been distributed.

The Committee noted the reports, the myriad reasons for student withdrawal from their course, and the range of actions taken to try and improve retention and outcomes. The HoF and Assistant Principal Curriculum (APC) stressed that academic teams were constantly reviewing course programmes but there were many different challenges, particularly with Access courses. The Committee discussed the College's open access policy and noted that this may have to be reviewed in light of Education Scotland's ongoing focus on attainment levels.

1 Apologies for Absence

Apologies for absence were intimated on behalf of J Maginess and K Somerville.

2 Declaration of interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Quality and Curriculum Committee held on 11 March 2014 was approved.

4 Matters Arising

None.

Standing Items

5 SI Key Performance Indicators

The APC spoke to the report which had been issued on retention and learner outcomes to date for 2013/14.

He advised that HE retention to date had increased by 3% on the previous year, and FE by 1%, although the sector average for the period was not yet known.

The Committee noted the report and asked that areas with particularly low levels of attainment report to the next meeting.

6 SI Curriculum Developments

The APC spoke to the report which had been issued informing Members of the key developments in the curriculum.

He reported on healthy numbers of applications for 2014/15 in most areas, with the exception of Construction generally. The Committee discussed the situation and noted that the staff team in construction was reviewing its course format in recognition of changing skillsets required by industry.

Members noted the report

7 Quality – internal audit reports

7.1 Learners Voices Review – Summary Reports

The Assistant Principal, Quality and Estates (APQE) spoke to the report which had been distributed, providing a summary of the Learner Voices Review programme which took place in late January/early February 2014.

The Committee noted that the majority of groups were happy with their course, were aware of whom to approach for additional help, felt the resources were adequate and happy with the assessment process. Following completion of the all reviews each Head of Faculty was issued with their Faculty area learner responses, for any further action.

7.2 Complaints Handling Statistics

The APQE spoke to the report which had been distributed, giving a summary of complaints handling information for the period 1 December 2013 to 28 February 2014.

The Committee welcomed the report and noted that all first line complaints had been dealt with within the required five working days.

8 SI Students Association

The student representatives present provided a verbal update on recent and forthcoming Association activities. The Committee also noted that the Association was in the process of reviewing its Constitution.

8.1 *Developing Strong and Effective Student Associations in Scotland*

The APQE reported on recent consultations and of SFC funding being made available to support Student Associations in Colleges. DAGCOL had been awarded £70k for three years and SMT and the Students Association were currently considering how best to use the funding.

8.2 *Scottish Student Sport*

The APC reported that, as part of the Government's Health and Wellbeing Agenda, an initiative had been announced to encourage colleges to participate in national sporting activities. He was representing the College at development events and would report further on progress.

9 SI Institutional Sustainability

The Committee noted the IS table which had been distributed, with no change from the previous meeting.

Business

10 Annual Engagement Visit (AEV) – 9 May 2014

The APC provided a verbal update on feedback from the Education Scotland AEV which had taken place on 9 May 2014. This had gone well, and all learners involved had been positive about their experience at the college. A formal written report would be received in due course.

During the AEV, the Education Scotland officers identified four potential Sector Leading Innovative Practices: the Learning and Teaching Mentors process; the Reablement project; the Healthcare App; and Facebook (Hairdressing) at Stranraer.

The Committee noted this excellent result and recorded their thanks and congratulations to all involved.

11 Any other Business

None.

12 Date and Time of Next meeting

The next meeting of the Learning and Teaching Committee would take place on 7 October 2014 at 2.00 pm.

The Chair also thanked Rona Gunnell, Board Member, and Wendy Robertson, Student representative, for their service on the Committee, as this was their last meeting.

Board of Management

Minute of Meeting of the Staffing Committee of the Board of Management of Dumfries and Galloway College held on Monday 26 May 2014 at 2.00 pm in Room 2097

Present: T Hydes (Chair)
A Nyondo
C Turnbull

In attendance: H Pedley, Director of Human Resources
J Brown, Assistant Principal and Secretary to the Board
S Sutherland, PA to the Principal

1 Apologies for Absence

Apologies were intimated on behalf of Karen MacGillivray-Fallis

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of meeting held on 28 October 2013 was approved.

4 Matters Arising

4.1 Item 8.1 Appeal Hearing

It was noted that the appeal had not been upheld.

Standing Items

5 SI Staff Establishment

The Director of Human Resources spoke to the report, which had been previously distributed.

Members noted a small number of temporary contract changes, due to the extension to the TRANSFORM project and to cover long term staff absence, but no permanent contract changes since the previous meeting.

During discussion, Members were advised that the TRANSFORM project funding would cease in June but SMT was keen that the excellent work should continue and so had identified a development fund to support this, including two permanent Blended Learning Advisor posts

6 SI Staffing Levels 2013-14

The Director of Human Resources spoke to the report, which had been previously distributed, to advise Members of the staffing levels within the Faculty areas analysed by academic, academic support and support members of staff for the current academic session to date.

Members were advised of slight changes to the overall FTE due to part-time staff being employed to work on the TRANSFORM project, and of permanent staff in Engineering as a result of the introduction of the wind turbine course, and the Lines Technician course.

The Director added that upon review of timetables, course delivery and remission agreed, all staff were fully utilised for Block 1 and planned to be fully utilised for Block 2. Adjustments had been made during Block 2 to reflect changes in course timetables due to the merging of groups where learner numbers had decreased which had resulted in a more efficient use of staff time and in some areas, a reduction in staffing levels.

Members noted the report.

7 SI Absence Management 2013-14

The Director of Human Resources spoke to the report which had been previously distributed, giving a summary of the absence levels for the academic session to 30 April 2014.

Overall the absence rate for the session to date was 4.8% which was an increase of 0.89% compared to the same point the previous year, but there had been a large amount of long term absence to date and it was anticipated that this figure would reduce when averaged across the full 12 months.

Members noted the position, and expressed concern at the total cost of lost hours to date of £171,865.

8 SI Disciplinary/Grievance Report 2013-14

Members noted that there had been no disciplinary hearings since the previous meeting, and the result of two grievances held during the period including action taken where one had been upheld.

9 SI Institutional Sustainability

Members noted there had been no changes to Staffing considerations within the IS table, since the previous meeting.

Business

10 Director's Update

The Director of HR spoke to the report which had been previously distributed.

Members noted that the College, with four others, was involved in a pilot of an online recruitment system. The pilot commenced in May 2014 and would run for 12 months after which a report would be made to the Committee.

The Director was also in the process of evaluating two tenders to replace the HR system. An update on the situation would be made to the next Committee meeting.

The Director was developing an HR Strategy to complement the College's Strategic Plan and Vision 2020. Arrangements for the implementation of the Strategy would be outlined in an action plan with regular updates to the Committee on progress against targets.

Members noted the report and the HR developments which had taken place during the academic session 2013-14.

11 Staff Development 2013-14

The Director of HR spoke to the report which had been previously distributed, giving a summary of staff development initiatives across the College during the academic session 2013-14.

She reported that the budget of £76,519 had been divided across two academic years from August 2013 until March 2014, and the remainder until March 2015. The budget was initially prioritised in relation to mandatory training with the remaining budget allocated depending upon discussions with managers and requests from individual members of staff.

The Committee was pleased to learn that 90% of teaching staff currently held a teaching qualification, with 6% due to commence in August 2014. The remaining 4% were temporary staff and would not be returning the following session.

The report also noted the developments under the TRANSFORM project and the intention to recruit two permanent Blended Learning Advisers now that the European funding had ceased.

The College had also invested in identifying areas of good teaching practice by continuing the posts of Learning and Teaching Mentor for a further academic session.

Members noted the excellent staff development programme.

12 Any Other Business

12.1 *Retiral of Chair*

The Principal advised that this would be Tom Hydes last meeting of the Staffing Committee, thanked him for his service and wished him well for the future.

13 Date and Time of Next Meeting

The next meeting would take place on 28 October 2014.