

**FINANCE AND GENERAL PURPOSES COMMITTEE
MINUTE OF MEETING HELD ON 15 NOVEMBER 2022 AT 16:00
VIA TEAMS**

| Present: | |
|-----------------------|------------------------------|
| Richard Nash | Joanna Campbell |
| Caroline Stuart | Kate Glendye |
| Susan McLellan | Claire McLean |
| Jamie Ross | Sharon Hodgson |
| In attendance: | |
| Bill McMillan | Steve Uphill |
| Douglas Dickson | Karen Hunter |
| Billy Currie | Lorraine Grierson |
| Susan Patterson | Alison Donnelly (note taker) |
| Apologies: | |
| Eddie Black | Jill Galloway |

1. Welcome and Apologies for Absence | Verbal | Chair R Nash

- 1.1. The Chair welcomed everyone to the meeting and the meeting was recorded as quorate.
- 1.2. **Apologies were received from: Jill Galloway and Eddie Black.**
- 1.3 DD asked if he could introduce BM, Director of Commercial and Marketing, to the Committee and it was agreed that Paper 8 would be brought forward and read whilst BM was present.

2. Declaration of Interests | Verbal | Chair R Nash

The Chair reminded Members to indicate any declaration of interest as appropriate throughout the course of the meeting. RN asked SU to give the Committee an update re management accounts. SU confirmed that focus has been on the end of year accounts and RN asked that up to date accounts be presented at the BoM meeting in December.

3. Minute of Meeting held 1 September 2022 | Chair R Nash

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

4. Action Log | FGP1122-2.1| L. Grierson

- 4.1. LG provided an update, and it was noted that all actions had been completed except Point 3 pertaining to the SFC college strategy, however SU advised the Committee that he will be attending an SFC meeting later in November to discuss strategic planning. Point 12 referred to a Values Workshop for Board members and the Committee were advised that this would occur via the face-to-face Board meeting in March.
- 4.2. **The Committee agreed to actions marked as closed.**

5. Matters Arising | Verbal | Chair R Nash

There were no matters arising.

FOR APPROVAL

6. Item 3.1 - Terms of Reference | FGP1122-3.1 | L Grierson

- 6.1 LG noted that this paper had been submitted before the refresh of Ambition 2025 plan was circulated for approval and may now be redundant. However, the KPIs for Commercial and Marketing had been amended to record that they will now be presented quarterly for committee review and not annually.
- 6.2 In respect of the refresh of Ambition 2025, three strategies would need to be updated to the terms of reference and recorded appropriately, therefore a further review would be required. **LG asked the committee to agree to the TofR being reviewed and sent out electronically for comment and approval, which the Committee agreed to.**
- 6.3 RN asked regarding feedback from the committee self-evaluation and if more feedback had been received. **LG advised that she would send the joint self-evaluation to the committee.** The final report would go to The Board Development Committee and brought to the Board.

7. Item 4.1 - Strategic Risk Register | FGP1122-4.1 | L Grierson

- 7.1 LG reported that there had been no change to the scoring for Risks 3 & 7, which sit with FGP. However, the supporting documents have now been updated to show the 3 lines of defence. LG advised that both risks would be submitted to the Audit Committee for a deep dive discussion and asked the Committee to approve the Risk Register.
- 7.2 It was asked if the document could include explanations of the acronyms included. **LG advised that she would update the documentation to include full titles where necessary.**
- 7.3 RN asked if the monitoring box for risk 3 needed more information. It was noted that close links with the Scottish Funding Council show an external focus but regular meetings with the Finance Directors Network should be included. **Action to update accordingly.**
- 7.4 In respect of Risk 7, there was a discussion on the mitigations and whether they reduce the likelihood of failure to achieve effective industrial relations. JC noted that much of the circumstances are out with the control of DGC and that this could be explained in the risk. **JG to update risk narrative.**

8 Item 5.1/2 - Statutory Accounts | FGP1122-5.1/FGP1122-5.2 | S Uphill

- 8.1 SU advised that the focus for this Committee is to review the remuneration report and the core financial statements pages 43-66. The performance report is within the purview of the Audit Committee.
- 8.2 RN noted that his comments had been sent to SU prior to this meeting.
- 8.3 Confidential to members only.
- 8.4 JR asked if the statement on page 72 regarding actuarial gain of £13m on the pension scheme was accurate. It was explained that this should be seen as an accounting adjustment and has no real impact on college finance. The Operating Deficit is the important number to view.
- SU will check pension numbers and review commentary on the statistics for clarity.**
- 8.5 JR asked about the percentage of outstanding creditors and if there was a timing of payments issue.
- 8.6 SU will report a deficit of £70k to FGP.

- 8.7 Given the pension surplus reported, RN asked if it was possible that pensions contributions could decrease from 23%. SU said this was possible but that it was not very likely.
- 8.8 The final read of this report will come in two weeks. The committee were asked to email KH with any grammar edits that were required.

FOR DISCUSSION

9 Item 6.1 - Management Accounts | FGP1122-6.1 | S Uphill

- 9.1 SU advised that the quarter end accounts had not been finalised due to the preparation of the draft accounts which had taken priority. **RN asked that an income and expenditure paper be produced for the Board of Management meeting together with a Contribution Report and asked that this be circulated to FGP Members in the first instance.**

SU noted that these numbers reflect the financial situation to the end of September 2022 due to the work of the Finance group being focused on the audit. There is confidence in the income levels and in the attainment of commercial targets. There is confidence in the achievement of credit levels. It was noted that expenditure is being very controlled.

9.2 ... Confidential to members only

9.3

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10 Item 6.2 – Estates and Sustainability Update | FGP1122-6.2 | B Currie

- 10.1 BC joined the meeting at 17:05 hrs.

BC asked that the volume of work for the Estates team on the UWS co-location project be noted. The mezzanine level has been completed. UWS is expected to fully move into the building in early January 2023. There is 100% implementation of life cycle maintenance works at this time. Works from the condition survey have been identified.

- 10.2 The carbon management report has been completed. It will be verified through peer review and group review. It shows a 1.4% reduction in usage (684 tonnes of CO2 equivalent). There is a 100kw rise in natural gas usage. Estates staff are dialling back setpoints and switching off applicable appliances at night. The 2030 NetZero target is still aimed for.
- 10.3 RN asked about the benefits of solar panels. BC reported they are aiming for 75-100kw benefit. Energy audits are based on real data and DGC must be mindful of payback time when contemplating solar panels and are looking at the best options to save on heating and water.
- 10.4 DGC is looking for grants for LED lighting.
- 10.5 DGC is increasing its footfall through the UWS co-location but not its footprint. This helps with the emissions factor.

- 10.6 RN asked about the EPC value of DGC and BC advised that a new certificate will be issued in early 2023 once building work is completed.
- 10.7 New electric vehicle charging points are being investigated. Currently the charging points are basic and had been being used by other organisations. The current points allow free usage. There have been questions of fairness in providing staff with free electric fuel.

BC left the meeting at 17:19 hrs.

11 Item 7.1 – People Update | FGP1122-7.1 | J Campbell

- 11.1 Confidential to members only
- 11.2
- 11.3 The National Job Evaluation project which started in 2018 is ongoing through Colleges Scotland. This is a large project seeking job description standardisation and remuneration. There is £56m government money banked for this project (which will be backdated to 2018) and Colleges Scotland are looking to move to resolve.
- 11.4 CM asked if the staff turnover rate of 12% was a standard figure. JC responded that this figure had previously been 4%. She also advised that there was a typo error in the recruitment section; where it reads 73 under recruitment, it should read 43.
- 11.5 RN noted that the Learning & Development festival was a very positive event. JC added that Phil S. is doing great work on classroom observation. DD circulated to the group an article by PS which appeared in GTCS magazine.
- 11.6 After some discussion regarding the PRD process and uncertainty as to which periods were being evaluated, it was asked **if JG could clarify the PRD process to the committee.**
- 11.7 The staff wellness platform, Vivup, was discussed. **The committee would like to see uptake statistics.** The committee was informed that the cost of Vivup is very minimal. **CMcL asked to be involved in DGC Diversity & Inclusion discussions.**

12 Item 7.2 – Data Protection Compliance | FGP1122-7.2 | S Patterson

- 12.1 SP spoke about potential changes to Data Protection (DP) law. The bill being proposed was in its second reading but has now been withdrawn due to changes in government. The new Culture Secretary has been appointed to design changes to DP. It is not clear at this time what will happen next. As far as DGC is concerned, it will continue with the existing strategy.
- 12.2 SP has been working on issues pertaining to a new catering contract, card payments, and privacy notices. There have been two recent incidents/breaches. They concerned staff and student data. Neither of the incidents were reportable. Staff training will be released in mid-November. Discussion ensued regarding online training and that it is generally not well observed by staff. RN asked for assurance of high levels of staff engagement in online training. SM asked if DGC could put the responsibility on lecturing staff to complete their PRD and mandatory training.

13 Item 7.3 – Digital Services Update | FGP1122-7.3 | J Campbell

- 13.1 The UWS co-location project has seen DGC IT staff move network infrastructure to accommodate the changes. LapSafe is being installed to house and charge student Chromebooks.
- 13.3 A recent phishing exercise by IT was carried out recently and showed that fewer staff clicked on the malicious link.

13.4 The paper was duly noted

14 Item 8.1 – Business Development & Marketing update | FGP1122-8.1 | D Dickson

14. The new Commercial Director, Bill McMillan was welcomed and introduced.

14.1 Confidential to members

14.2 JR asked for a copy of the business newsletter referred to.

14.3 JR asked for clarification of what constitutes “engagement” on social media. It was answered that any type of interaction with a post constitutes engagement.

14.4 ...

14.5 JC noted that there is a Skills Review in place with SDS and that DGC’s submission is being pulled together. It will address unmet demand and employer interactions.

14.6 **DD to circulate copy of business newsletter.**




15 AOCB

15.1 There was no other business. The meeting was adjourned at 1800 hours.

16 Date of the Next Meeting

The date of the next meeting is scheduled for Tuesday 7 March 2023.



| | |
|---|---------|
| Key | |
|  | Ongoing |
|  | Closed |
|  | Overdue |

F&GP COMMITTEE ACTION LOG 15/11/22

| No | Meeting Date | Action | Lead | Deadline | Status | Commentary |
|----|--------------|---|-------|---|---------|---|
| 1 | 2/3/22 | <p><u>Finance Update</u> Karen Hunter to adopt requested changes to the finance report as detailed.</p> <p>A full income and expenditure statement would be made available to the Committee at future meetings.</p> <p>A commercial costing model would be presented to the Committee</p> | KH | <p>Mar 22 Sep 22 Nov 22</p> | Closed | <p>The documentation changes will be brought to FGP in November when the Management Accounts are prepared for the current year.</p> <p>This will include the full income expenditure and new costing model for commercial.</p> <p>NOV UPDATE: Documentation changes are incorporated into the report for FGP on 15 Nov 22</p> |
| 2 | 2/3/22 | <p><u>Estates and Sustainability Update - Net-Zero</u></p> <p>Carbon Management data for 20/21 to be forwarded to members.</p> | BC/LG | <p>Mar 22 Nov 22</p> | Closed | <p>This will be reported at the next FGP meeting on 1 December 22 when figures are released.</p> |
| 3 | 2/3/22 | <p>Dumfries Campus Condition Survey – VP Finance to explore potential funding via the SFC for Priority 1 projects.</p> | SU | <p>Sep 22 Mar 23</p> | Ongoing | <p>SFC are drafting a College infrastructure strategy including approaches to funding - VP FSS will continue to monitor.</p> <p>NOV UPDATE: No update from SFC at this time. Will continue to monitor.</p> |

Finance & General-Purpose Committee Action Log 16.06.22

| No | Meeting Date | Action | Lead | Deadline | Status | Commentary |
|----|--------------|---|------|----------|--------|--|
| 4 | 1/9/22 | SU to delete the line regarding D&G Council costs being set at zero | SU | Nov 22 | Closed | D&G Council costs deleted. |
| 5 | 1/9/22 | KH to prepare a bridging analysis | KH | Nov 22 | Closed | Bridging analysis completed and present to Board on 16 September along with FFR. |
| 6 | 1/9/22 | SU TO Write-off applicable debt presented in paper 6.3 | SU | Oct 22 | Closed | Debt written off |
| 7 | 1/9/22 | SU to add extra bullet to Risk 3 wording re: income references | SU | Nov 22 | Closed | Risk has been updated (2 nd bullet pt). |
| 8 | 1/9/22 | LG to amend wording to indicate review of KPI achievements at 4.3 should occur at each meeting. LG to send out Terms of Reference document for comment. | LG | Nov 22 | Closed | T of R have been updated accordingly and presented at FGP on 15 November . |
| 9 | 1/9/22 | DD to provide summary KPI to committee regarding marketing campaign success rates/payback | DD | Nov 22 | Closed | Media KPIs is covered in the Commercial and Marketing paper. |
| 10 | 1/9/22 | JG to provide pre-Covid sickness statistics for committee comparison. | JG | Nov 22 | Closed | Provided |
| 11 | 1/9/22 | UWS Co-location - SU to update information to show January 2023, not 2024, as the UWS up and running date. | SU | Nov 22 | Closed | This was an error on the paper and has been updated. |

Finance & General-Purpose Committee Action Log 16.06.22

| | | | | | | |
|----|--|---|----|-------------------------------------|------------------------------|--|
| 12 | | <p>VP People and Transformation would explore the data provided on sickness absence regarding 'other', a Values Workshop for Board members would be scheduled, and an update would be provided on the remit of the Establishment Panel.</p> | JG | <p>Sep 22 Mar 23</p> | <p>Ongoing</p> <p>Closed</p> | <p>Values Session to be considered for next BoM meeting – tbc.</p> <p>NOV UPDATE: A Values Session will be scheduled for the next face-to-face BoM.</p> <p>Establishment Panel – the panel was convened in 2019 to ensure that there was a process of oversight for recruitment and contractual changes which would affect the establishment of the College. Managers submit a business case to their SLT link who in turn pass the request to the panel for discussion. This process is supported by HR.</p> <p>Absence information – the current self-service options for absence have fixed categories without the option to drill down further at this stage. This will be reviewed as part of the iTrent/self service review.</p> |
|----|--|---|----|-------------------------------------|------------------------------|--|



**Dumfries and
Galloway College**

One step ahead

FINANCE AND GENERAL PURPOSES COMMITTEE 15.11.22

FINANCE AND GENERAL PURPOSES COMMITTEE

| | |
|-------------------------|-------------------------|
| Date of Meeting | 15 November 2022 |
| Subject of Paper | Strategic Risk Register |
| Paper No. | FGP1122-4.1 |
| Agenda Item | Paper 4.1 |
| FOISA Status | Disclosable |
| Primary Lead | L Grierson |
| Date of production | 01 November 2022 |
| Intended Outcome | Approval |

| | |
|--------------------------------------|-----|
| Financial Implications: | YES |
| Equality and Diversity Implications: | N/A |
| Learner and Learning Implications: | YES |
| Risks Assessed: | YES |
| Publicly Available: | YES |

Strategic Risk Register

1 Introduction

1.1 The purpose of this paper is to provide the Committee with the opportunity to review the College's Strategic Risks associated with FGP Committee.

2 The Report

2.1 The Principal and Executive Leadership Team routinely review the Strategic Risk Register to reflect the risks the College is facing and the mitigation that will be applied to each risk. Currently F&GP Committee has 2 risks assigned to it for review.

Risk 3 – Failure to Achieve Institutional Sustainability

Risk 7 – Failure to achieve industrial relations

2.2 There has been no change to the scoring of the risks, however, the documentation has been updated to show the 3 lines of defence as discussed at Audit Committee and agreed by Board of Management.

2.3 Both these Risks will be presented to Audit Committee on 29 November for deep-dive scrutiny.

3 Recommendation

3.1 It is recommended that the Committee consider and, if so minded, approve the Strategic Risk Register.

Lorraine Grierson
Secretary to the Board
1 November 2022

STRATEGIC RISK REGISTER UPDATE F&G COMMITTEE – NOV 22

| RISK DEFINITION | | ORIGINAL TASK | | | | RESIDUAL RISK | | | | | |
|---|--|---------------|--------|-------|------------|---------------|--------|-------|------------|---------------|-------|
| No | Risk | Likelihood | Impact | Total | Risk Level | Likelihood | Impact | Total | Risk Level | Risk Appetite | Trend |
| Responsible Person - VP Finance and Commercial Services | | | | | | | | | | | |
| 3 | Failure to achieve institutional sustainability (F&GP) | | | | | | | | | | |
| | | 4 | 5 | 20 | | 4 | 5 | 20 | | | = |
| 7 | Failure to achieve effective Industrial Relations (F&GP) | | | | | | | | | | |
| | | 5 | 4 | 20 | | 4 | 3 | 12 | | | = |

KEY: ASSESSMENT OF RISKS

| | | |
|--|-----------------|------------------|
| Risks which should be monitored by the Risk Management Group: | Scores: 1 – 8 | Minor Risk |
| Risks to be brought to the attention of SMT and the Board of Management: | Scores: 9 - 15 | Significant Risk |
| Risks to be reported to, and monitored by, Board of Management: | Scores: 16 – 20 | Major Risk |
| Risks to be reported to, and monitored by, Board of Management: | Scores: 21 – 25 | Fundamental Risk |

| | | | | | |
|--------------------------|------------|----|----|----|----|
| Risk Score Matrix/Impact | 5 | 10 | 15 | 20 | 25 |
| | 4 | 8 | 12 | 16 | 20 |
| | 3 | 6 | 9 | 12 | 15 |
| | 2 | 4 | 6 | 8 | 10 |
| | 1 | 2 | 3 | 4 | 5 |
| | Likelihood | | | | |

Risk No: 3

| | |
|--|--|
| Reference to Departmental Risk Registers: | Financial |
| Owner: | VP Finance, Strategy and Sustainability |
| Description of the Risk: | Failure to achieve institutional sustainability |
| What are the possible consequences if the risk was to emerge? | The college will be unable to continue, becomes insolvent, contravening governance requirements by SG, Section 22, Reputational damage to Board and F&GP |

| Numerical Scoring of Gross Risk (i.e., without controls in place) | | | | | |
|---|-------------------|--|----------------|--|-------|
| What is the predicted LIKELIHOOD of the risk occurring? | (A) 4/5 | What is the predicted IMPACT of the risk? | (B) 5/5 | What is the total risk score? (A x B) | 20/25 |
| The GROSS risk is therefore: (low/medium/high) | Major Risk | | | | |

| 3 LINES OF DEFENCE | MITIGATIONS | MONITORING |
|--|---|--|
| FRONT LINE (Management Assurance) Operational Delivery /Systems /Quality Assurance /Supervision | <ul style="list-style-type: none"> Increase commercial income to reduce reliance on SFC funding Effective cost control Active tracking of Credits achieved/forecast vs target Protection of funding through dialogue with SFC | <ul style="list-style-type: none"> Regular review of financial strategy and non-core income sensitivity Finance business partnering to review budgets/spend with Managers Continuous monitoring of demand v funding allocation of student funds |
| OVERSIGHT OF MANAGEMENT ACTIVITY Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance | <ul style="list-style-type: none"> Strategic plan and Operating Plans approved by BoM and Committee Budgets approved by BoM and Committee Major project business cases approved by BoM and Committee | <ul style="list-style-type: none"> Regular internal reporting to BoM and Committee |
| INDEPENDENT ASSURANCE Internal Audit / external bodies | <ul style="list-style-type: none"> Internal Audit Programme agreed by BoM/Audit Committee External Auditors appointed through Audit Scotland Regional Outcome Agreement | <ul style="list-style-type: none"> BoM/Committee review and approval of IA reports and action points tracking Audit Committee/BoM oversight Regular returns to Scottish Funding Council (FFR/FES) |

| Numerical Scoring of NET Risk (i.e., with controls in place) (2 cont.) | | | | | |
|--|----------------|--|----------------|--|-------|
| What is the predicted LIKELIHOOD of the risk occurring? | (A) 4/5 | What is the predicted IMPACT of the risk? | (B) 5/5 | What is the total risk score? (A x B) | 20/25 |

| Risk Status | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-------------|------------|------------|-----------|-----------|
| | SIG | MAJ | | |

| MEETING | AMENDMENTS TO RECORD |
|---------|--|
| 1 | No changes. FGP recommendation to increase Net scoring from 3/5 to 4/5 to reflect deficit forecast. |
| 2 | Updated to reflect 3 lines of defence |
| 3 | |
| 4 | |

| No. | Risk and Risk Appetite | Avoid | Averse | Cautious | Moderate | Open | Hungry |
|-----|---|-------|--------|----------|----------|------|--------|
| 3 | Failure to achieve institutional sustainability | | | | | | |

Strategic Objective: **Risk No: 7**

| | |
|--|--|
| Reference to Departmental Risk Registers: | Organisational |
| Owner: | Vice Principal People and Transformation. |
| Description of the Risk: | Failure to achieve effective Industrial Relations |
| What are the possible consequences if the risk was to emerge? | Financial loss, impact to ability to effectively teach, industrial action, loss of reputation. |

| Numerical Scoring of Gross Risk (i.e., without controls in place) | | | | | |
|---|-------------------|--|----------------|--|-------|
| What is the predicted LIKELIHOOD of the risk occurring? | (A) 5/5 | What is the predicted IMPACT of the risk? | (B) 4/5 | What is the total risk score? (A x B) | 20/25 |
| The GROSS risk is therefore: (low/medium/high) | Major Risk | | | | |

| 3 LINES OF DEFENCE | MITIGATIONS | MONITORING |
|---|---|--|
| FRONT LINE (Management Assurance) Operational Delivery /Systems /Quality Assurance /Supervision | <ul style="list-style-type: none"> Constructive formal and informal communication channels Regular meetings Staff awareness and contingency planning | <ul style="list-style-type: none"> LJNC College Employers Scotland advice and updates Regular union/management dialogue |
| OVERSIGHT OF MANAGEMENT ACTIVITY Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance | <ul style="list-style-type: none"> LJNC Representation at Employers Assoc'n NRPA Engagement/practice sharing with local agencies | <ul style="list-style-type: none"> ELT/SLT/Board Regular employee engagement monitoring Regular union/management dialogue |
| INDEPENDENT ASSURANCE Internal Audit / external bodies | <ul style="list-style-type: none"> College Employers Scotland | <ul style="list-style-type: none"> SFC/Scottish Government |

| Numerical Scoring of NET Risk (i.e., with controls in place) (2 cont.) | | | | | |
|--|------------------------------------|--|------------------|--|-------|
| What is the predicted LIKELIHOOD of the risk occurring? | (A) 4/5 | What is the predicted IMPACT of the risk? | (B) 3/5 | What is the total risk score? (A x B) | 12/25 |
| Risk Status | Quarter 1 MIN | Quarter 2 SIG | Quarter 3 | Quarter 4 | |

| MEETING | AMENDMENTS TO RECORD |
|---------|---|
| 1 | Net likelihood reduced to 4 (net of 5 suggests controls having no impact and are therefore not appropriate) - impact increased to 2. Gross and Net impact increased following 010922 meeting |
| 2 | Updated information to reflect the 3 lines of defence. |
| 3 | |
| 4 | |

| No. | Risk and Risk Appetite | Avoid | Averse | Cautious | Moderate | Open | Hungry |
|-----|---|-------|--------|----------|----------|------|--------|
| 7 | Failure to achieve effective industrial relations | | | | | | |



**Dumfries and
Galloway College**

One step ahead

Finance & General Purposes Committee 15.11.22

FINANCE AND GENERAL PURPOSES COMMITTEE

| | |
|-------------------------|-----------------------------------|
| Date of Meeting | <u>15 November 2022</u> |
| Subject of Paper | Estates and Sustainability Update |
| Paper No. | FGP1122-6.2 |
| Agenda Item | Item 6.2 |
| FOISA Status | Disclosable |
| Primary Lead | Billy Currie |
| Date of production | 02 November 2022 |
| Intended Outcome | Discussion |

| | |
|--------------------------------------|-------------------|
| Financial Implications: | Operation budgets |
| Equality and Diversity Implications: | N/A |
| Learner and Learning Implications: | |
| Risks Assessed: | N/A |
| Publicly Available: | NO |

1 Introduction

1.1 The purpose of this report is to provide an update on the Colleges Estates and Sustainability work with an update on the latest carbon data report from calendar year 2021

2 Estates:

2.1 The main focus of the College Estates work has been spilt over the following workstream over the past year:

- UWS project facilitation works. Strategic aim 2 Status is ongoing, College facilitation works complete, UWS works ongoing.
- Continued implementation of lifecycle maintenance works including removal of covid mitigations. Strategic aim 4 Status ongoing, compliance at 100%.
- Budget planning for 2022 works incorporating condition survey and strategic enhancements. Strategic aim 4 – Budget complete and approved, works defined and procurement phase underway.
- Carbon Management. Works to continue to reduce carbon emissions to enable net zero 2030. Successful bid for pre capital funding to enable surveys and final report with off grid solution recommendations. Strategic aim 5. Status Ongoing – Funding approved, awaiting final letter from Scottish Government.

2.2 **Works identified for AY 2022/23 are as follows:**

| Works | Campus |
|---|-----------|
| Roofing repairs on level 2 of Dumfries Campus | Dumfries |
| Remedial internal works on level 2 HR and Quality | Dumfries |
| Car park - replace EV chargers | Dumfries |
| Car Park - Dumfries. Running repairs/New signage/removal of centre bays | Dumfries |
| Lighting revamp - LED lighting | Dumfries |
| Stranraer Campus - Aesthetics works | Stranraer |
| CCTV | Both |

2.3 Updates on the above works will be provided in subsequent reports including status, costs and impacts.

3 Carbon Management:

3.1 The annual Public Bodies Climate Change Duties report is in the process of being compiled ahead of reporting by November 30th 2022. The report reflects the calendar year of 2021. The below table shows the full picture of the Colleges carbon emissions from baseline year 2014 alongside the projected 2021 figure.

| | Year Type | Scope 1 | Scope 2 | Scope 3 | Total Tonnes CO2e |
|------|-----------|---------|---------|---------|-------------------|
| 2014 | Calendar | 315 | 870 | 136 | 1,321 |
| 2015 | Calendar | 324 | 762 | 115 | 1,201 |
| 2016 | Calendar | 365 | 726 | 114 | 1,205 |
| 2017 | Calendar | 338 | 591 | 83 | 1,012 |
| 2018 | Calendar | 402 | 485 | 66 | 952 |
| 2019 | Calendar | 445 | 410 | 51 | 906 |
| 2020 | Calendar | 326 | 283 | 81 | 690 |
| 2021 | Calendar | 343 | 273 | 54 | 670 |

3.2 The projected figures show an annual reduction of around 3%. The figures are still in the process of verification and completion with waste and transport data still to be input however these figures are traditionally low so an estimate has been placed into scope 3 for the purpose of this update.

3.3 The College will be engaging with an energy surveyor to complete a report of net zero solutions for the College early in 2023 with a view to applying for capital funding through Scottish Government as early in 2023 as possible.

4 Health and Safety:

4.1 The College Health and Safety provision was subject to an internal audit across October. The audit report showed that the auditor had substantial assurance that H&S controls are suitably designed, controlled and effective and the early report has found 0 management actions.

4.2 Health and Safety focus has shifted from predominately Covid to integrating Covid into business as usual in line with a full return to campus. A full report will follow to the Board of Management in due course.

Recommendations

To note the content of the update and discuss any of the items presented.

Name: Billy Currie
Designation: Director of Estates and Sustainability
Date: 03/11/2022



**Dumfries and
Galloway College**

One step ahead

FINANCE AND GENERAL PURPOSES COMMITTEE 15.11.22

FINANCE AND GENERAL PURPOSES COMMITTEE

| | |
|--------------------------------------|---|
| Date of Meeting | <u>15 November 2022</u> |
| Subject of Paper | People Update to October 2022 |
| Paper No. | FGP1122-7.1 |
| Agenda Item | Item 7.1 |
| FOISA Status | Not restricted |
| Primary Lead | VP People & Transformation, Jill Galloway |
| Date of production | 03 November 2022 |
| Intended Outcome | Discussion |
| Financial Implications: | N/A |
| Equality and Diversity Implications: | An EDI update is included |
| Learner and Learning Implications: | N/A |
| Risks Assessed: | N/A |
| Publicly Available: | Yes |

1. Introduction

1.1. The purpose of this paper is to provide an update on the people (staff related issues) at the College. The paper covers: -

- Workforce 2025
- National pay negotiations
- Wellbeing
- Sickness Absence
- Values and Behaviours development
- Learning and Development update
- GTCS update
- HR Data update
- Equality and Diversity update

2. Workforce 2025

2.1. Following the Board meeting on 15th September 2022, an application was made to the Scottish Funding Council seeking approval to operate a targeted Voluntary Severance Scheme. Approval was received on 25th October and a decision made (with Board approval) to open a general scheme on Friday 4th November. This scheme will remain open until Friday 18th November.

2.2. In addition a full review of fixed term contracts has been undertaken and 4 contracts will be ended by the end of the year.

2.3. While it is anticipated that the general VSS will enable some salary savings, a targeted scheme is still being developed for Board approval in December 2022.

3. National Pay Negotiations

3.1. Colleges Scotland and all national trade unions have now started reviewing Union requests for 2022 pay awards. The current indications are that Unions are seeking £5000 per pay scale. Support Unions are also requesting a large number of other conditions such as additional annual leave, mental health days, home working costs. Negotiations will take place between Colleges Scotland and Trade Unions and we will provide updates to committee once we have them. Historically, this period of negotiations can be long term and not unusual for it to continue for several months.

3.2. The national Job Evaluation project remains ongoing across the Scottish college sector. Following threat of a potential dispute between Unions and the project team, agreement has now been reached that final rounds of evaluation will be completed by 11 November. College HR teams should shortly start receiving their initial scoring information and further guidance on next steps towards implementation. The effective date of implementation in terms of any back payments which may be owed is 1 September 2018. It is also worth noting that any staff who have left employment since that date, have the right to contact us and request any payments owed to them from 1 September 2018 to their leaving date.

4. Wellbeing

- 4.1.** We now have 7 staff who have enrolled into shared cost AVCs. This currently saves us £259 per month in employer NI costs. We are continually promoting webinars on shared cost AVCs to encourage staff to find out more. The local council pensions team have now contacted us for advice as they are now considering following our lead and opening this out to their employees.
- 4.2.** The HR team is working with Marketing team to re-launch the benefits of the Employee Assistance programme and promote what is available to staff once again.
- 4.3.** Latest MI data is from November 21 to September 22 as follows:
- Vivup portal – 147 registered users (52 % of total headcount)
 - Most frequently accessed between 9am and 4pm
 - The most accessed self-help download themes are anxiety, bereavement, depression and sleep problems.
 - The top 5 themes for support via other methods on line, including counselling, are anxiety, work related stress, other stress, bereavement.
 - A total of 6 staff have utilised the face-to-face counselling option in this period. A total of 67% of those referrals were suggested by HR and the remaining 33% suggested by line managers.
- 4.4.** Cycle to Work is the payroll benefit with highest access, currently 5 loans. The home and electronics scheme allows staff to buy large items such as white goods, furniture, laptops etc over a repayment term through payroll deductions. This has not yet resulted in any loan request, but there is likely to be increasing interest in the current financial climate.
- 4.5.** Online access to retail and services continues to be well used and supported, we will promote these further in the run up to Christmas.

5. Sickness Absence

- 5.1.** The full academic year attendance figure was 96%, an absence rate of 4%. Academic absence formed 59% of the total and support 41%.
- 5.2.** Key themes to note are the continuing higher levels of anxiety/stress/depression, this still reflects the emerging theme on our Employee Assistance MI data. We need to consider current financial climate, unusually high level of diagnosed illness either the employee themselves or family member, continued high level of family bereavements and the loss of work colleagues throughout the year as part of these statistics. Musculoskeletal remains high and line managers are encouraged to ensure that home workstation assessments are conducted for hybrid working. An increase in colds/flu/virus/covid can also be attributed to increased on site activity and removal of enforced safety measures for covid, these are still encouraged but cannot be enforced.

5.3. Confidential To members only ... Another member of staff has been supported with phased retirement, another has been supported with work place adjustments and the final 2 are cases that are unlikely to return to work and ill health dismissals/retirement are likely to be the outcomes. These are being supported through our Occupational Health team also.

| Sickness Absence Breakdown - All Staff | | | | | | |
|---|------------|-------------|------------|-------------|------------------------|-------------|
| | 2019/2020 | | 2020/2021 | | 2021/2022 (Aug to Jul) | |
| Absence Reason | Instances | Days Lost | Instances | Days Lost | Instances | Days Lost |
| Anxiety, Stress and Depression | 25 | 661 | 16 | 501 | 31 | 693 |
| Other | 61 | 524 | 17 | 219 | 45 | 390 |
| Virus/cold/flu | 124 | 363 | 12 | 41 | 84 | 197 |
| Post Operation | 11 | 266 | 2 | 55 | 6 | 351 |
| Musculoskeletal | 40 | 256 | 18 | 219 | 36 | 395 |
| Work Related Stress | 7 | 164 | 2 | 26 | 3 | 52 |
| Digestive | 70 | 107 | 21 | 123 | 28 | 50 |
| Headache | 29 | 34 | 14 | 15 | 15 | 28 |
| Hospital | 4 | 8 | 2 | 3 | 3 | 9 |
| No reason on record | 5 | 6 | 2 | 4 | 1 | 2 |
| COVID-19 Diagnosed and symptoms | 1 | 5 | 1 | 51 | 34 | 106 |
| Totals | 377 | 2394 | 107 | 1257 | 286 | 2273 |

6. Values and Behaviours

6.1. Our Values project commenced in 2021 and the phase of embedding the Values is now underway.

- The Values were launched officially by the Principal at the start of the new academic year. The launch included screening an engaging video of members of staff sharing their enthusiasm for the Values and the Values project. This video will continue to be used to raise awareness of our Values externally on our website for students and prospective staff, and internally during our induction process.
- All line managers and members of the senior leadership team have now attended briefing workshops to encourage individuals to reflect on how they role model the Values and Behaviours with their team and embed these into their team's activities.
- The Values Implementation Group has been established to allow the Values Ambassadors to continue to input to the Values plans and two meetings have been held to date.

6.2. The next steps of the project will be:

- Holding a session with the Board on what the College's Values mean for them.
- Working with Marketing team to obtain new Lanyards and ID card holders for all staff with College branding and the Values graphics.
- Embedding the Values and Behaviours into our recruitment and induction processes, including the introduction of a behavioural interview technique, and providing managers with the required training to be able to utilise this effectively.
- Planning a Wellbeing Week to support staff wellbeing as part of our core value Here for You.

7. Learning and Development Update

7.1. The key focus for May had been the Introduction to Prevent for new staff and a refresher for current staff. All staff were issued online compulsory training via The Home Office website. We are unable to access the completion rates of this training as it is facilitated by the Government. However, we can measure the completion rate based on the digital certificates that the training software provide to staff upon successful completion. We requested that all staff must provide a copy of their digital certificate to allow us to update CPD records accordingly. A total of 35% of this training has been completed at time of this report based on the number of certificates we have received, and we continue to work with managers and teams to increase this further.

7.2. Academic specific training over May, June and July have focused on:

- Let's Talk Digital Learning
- Completion of Digital Learning

7.3. Training events over the last 5 months (May to September) have included, amongst others:

- Award in First Aid at Work Certificate
- Cyber Awareness Training
- DGC Together for Challenging Unacceptable Behavior
- Introduction to Cybersecurity
- PDA Professional Cookery
- Prevent E-Learning Training Course
- Professional Development Workshop - Next Generation of HN Learning for Sustainability - The Journey so far
- Psychological Trauma Informed Practice Training
- Scottish FA B Licence Assessment Week
- Staying Safe Online
- Workrite AssessRite
- Workrite Feelrite
- Workrite GDPR Course
- Workrite Home Workers Course
- Workrite Personal Travel Safety Course
- DGC Digital Learning Transform Learning Module
- DGC Office 365 Knowledge LearnNet Transform
- Diploma in Mental Health
- Meta Skills
- Student Mental Health & Wellbeing Conference
- REHIS Annual Food Update
- SVQ in Business & Administration SCQF L6
- PDA Professional Cookery
- CDN Emerging Leadership Programme
- Responding to sexual violence
- Fabrication and welding refresher course
- EV Safe Isolation
- Brow Lamination
- Excel beginners, intermediate and advanced courses
- First Aid training

7.4. Flexible Workforce Development Fund training has had a few amendments based on input from Managers and teams. The courses will be held between August 22 and January 23. The themes and training identified and those that will take place are detailed below with amendments made since the original publication:

- ILM Leadership and Management Award
- Highfield Award in Effective Auditing and Inspection
- Introduction to Effective Training
- SQA Planning & Delivering Training Sessions to groups
- Certificate in Virtual Training
- First Aid in Mental Health
- Awareness of Mental Health First Aid
- Award in the Prevention and Control of Infection for the Workplace
- REHIS Elementary Health and Safety
- IOSH Managing Safely
- Award in Safe Moving and Handling

7.5. The People Development and HR Systems Officer met our Data Protection Officer on the 1st of September 2022 to discuss our collective approach to roll out the planned Data Protection Training for the new academic year 22/23, created by our Data Protection Officer. This will feature as part of our annual compulsory training for all staff. The proposed launched for the Data Protection Law Induction and Refresher is throughout the month of November 2022.

7.6. We are now collating PRD data via a live document so that at any point in time we can identify PRD progress outstanding by manager and area. Our primary concern is that the original aim was to have completed 100% of annual PRDs by the end of February 2022 to meet our audit expectations. Reminder information had been sent out to senior managers previously to work with line managers to try and achieve this date. Previous data indicated that there was a significant number of annual PRDs outstanding at only 30% completion. Our current data indicates that completion rate has increased to 63%. We continue to encourage senior managers to revisit the conversation with line managers to ensure that further PRDs are completed.

7.7. End of year CPD event was launched week commencing the 20th of June where we had an interesting programme of online and on campus sessions. We encouraged all staff to participate where they could. The theme was **People & Culture** with a focus on the subcategories of **I Believe, I Can, and I Matter**. The sessions that were held are detailed below:

- I Believe - Digital Classrooms/Lecture Recording
- I Matter - Staff benefits platform
- I Can - Improving the Senior Phase
- I Believe - Embedding Meta Skills into the curriculum
- I Matter - I Matter Forum meeting

- I Can - World Skills Hub
- I Matter - Let's Talk Our Values
- I Matter - LGPS & Shared Cost AVC's

7.8. We held a DGC Learning and Development Festival week commencing 15th August for the new academic year where we had an interesting programme of online and on campus sessions over 4 days. We encouraged all staff to participate where they could. The theme was **Improving the Student Experience**. The sessions that were held are detailed below:

- All Staff – Microsoft Innovative Educator with Margaret Lock
- Academic Staff – Observation of Learning with Mandy Wallace
- Academic Staff – Moodle Reset with Steve Baxter and Audrey Rippingale
- All staff – Guest session with Tom Duff, Director of Learning and Teaching @ UHI ~ Future considerations of Learning
- Academic Staff – Computing – Gamification and active learning with Matty Harkin
- Academic Staff – Guest Session with Joe Wilson, Head of Digital Skills @ City of Glasgow College ~ Digital Learning – building VLE's to support student success
- All Staff – Guest session with Rosie Palmer from Dyslexia Scotland
- All staff – Guest session with Lee Coutts, Assistant Principal @ West College Scotland ~ Authentic Assessment
- Academic Staff – An overview of how support services are operating this academic year with Kate Glendye
- Academic Staff – Childcare – Performance improvement experiences and impact with Lyndsey Craig

8. GTCS Update

8.1. The payment of annual registration fee via Deduction at Source (DAS) has been completed. The registration fee is currently £65 for all registrants, irrespective of working hours. The fee is collected annually and is not payable monthly. We deducted the £65 fee from all 52 registered lecturers from their May salary to cover their GTCS membership for 2022-2023, as instructed by GTC Scotland. The College has paid across that collected total of £3380 to GTC Scotland.

8.2. GTCS Registration update as of the final report in June:

- Closed – 49 (completed registration who were eligible)
- Closed but not paid – 3 (Applicant did not make payment)
- Closed but refused – 5 (Applicant did not apply for registration in tranche one)
- Draft – 15 (Applicant did not begin the application process)
- Submitted – 0 (Application in process)

- 8.3.** Application for registration with GTC Scotland. The national roll out via the SharePoint bulk upload system for eligible lecturers as part of tranche one (4 September to 31 March 2022) is now closed. For tranche one GTCS kept the bulk upload option open for those who have not yet applied for registration until 30 June 2022. After this date lecturers are now required to apply for registration via an individual application accessed through the GTC Scotland website. College HR contacts can no longer deal with any GTCS registration applications.
- 8.4.** GTCS moved into tranche two from 1 May 2022 to 30 June 2022 for lecturers with a potential teaching qualification gained outside Scotland based on the data we provided to GTC Scotland in the other teaching qualifications survey in December 2021. GTCS issued invitation emails to lecturers who had been uploaded to SharePoint by DGC to start registration application process through college HR by 30 June 2022. Lecturers who have not applied for registration by 30 June 2022 will show as closed on the database and will need to apply via individual application on the GTCS website thereafter.

9. HR Data update

| Area | Cumulative April to Sept | Comments |
|--|-----------------------------|--|
| | | Key data for HR from Apr 2022 to September 2022 |
| Staff Attendance (full Academic Year data) | 96% | We are now able to collate the full year Academic data and we have hit our attendance target of 96% with 4% absence recorded. |
| Turnover | 12.06% | Data for full Academic Year is now available, Aug 21 to Jul 22 turnover was 12.06%. Excludes end of contract, ill health and VS Inclusive of these, it is 23.3%. This is in main due to the higher number of temporary contracts used than historically. In the 12-month period Aug 20 to Jul 21, the comparative full year turnover was 12.96% excluding end of contracts. This means that currently, year on year, our turnover is marginally lower. |
| Grievances | 4 | Since last update Stage 1 (informal) - 2 currently resolved. Stage 2 - 1 currently ongoing regarding conduct Stage 3 – 1 upheld at appeal – pay grading |
| Disciplinarys | 1 | Investigation and disciplinary concluded and resulted in summary dismissal quoted below for Gross Misconduct |
| Dismissals | 2 | Since last update – 1 summary dismissal Gross Misconduct. 1 dismissal due to failed probation |
| Headcount | 287 | As at September 2022 |
| FTE | 205.75 | As at September 2022. Consists of 185.5 permanent FTE, 20.26 Temp FTE |
| Annual PRD completed | 63% | This is the number of full year annual PRDs completed and submitted to HR as at 30 September 2022. This is up from 48% at last committee. |
| Interim PRD completed | 25% | This is the number of interim PRD's (usually held 6 months after the full annual PRD). This is up from 22% at last committee. These staff will be included in the figure above for having already had their annual review. |
| Recruitment | 73 | We have advertised and run recruitment campaigns for 43 vacancies from April 22 to September 22. There are currently 2 live vacancies (w/c. 24/10/22). Recruitment remains challenging. However, our contract with S1 jobs is ending and we are now using the Scottish Framework supplier TMP who will enable us to focus each recruitment campaign individually rather than generically. |

10. Equality and Diversity Update

- 10.1.** The Equality and Diversity Report 2023 is being prepared and will be submitted to this committee in March to ensure publication by April 2023. This will include the Public Sector Equality Duty (PSED) statutory items required to meet the Equality Act 2010: Specific Duties (Scotland) 2012.
- 10.2.** There is good news to report this year, with reductions in our gender, disability and ethnicity pay gaps and a near doubling of the disability declaration rate across our workforce. Student groups which historically displayed less favourable outcomes related to their profile have notably improved, particularly those who declare a disability related to mental health conditions. A recent Education Scotland safeguarding report praised our awareness raising work to address gender-based violence, and to promote reporting of harassment or hate crime across all protected characteristics.
- 10.3.** We have launched a Menopause Policy, supported by compulsory training sessions for managers and an optional online module for staff. A peer support group has been formed, and there are plans for this to develop into a forum for colleagues who are going through Menopause.
- 10.4.** The Equality and Diversity Forum, made up of staff from across College faculties and functions and our Student Association Officers, recently chose the Cost of Living Crisis and work to support Refugees as their focus for the year ahead. This work will be branded under the banner 'Here For You' to link in with our recently published Values.

11. Recommendation

- 11.1.** The Committee is invited to note the paper and discuss any of the items presented.

Jill Galloway

VP, People and Transformation

November 2022

Finance & General Purposes Committee 15.11.22

| FINANCE AND GENERAL PURPOSES COMMITTEE | |
|---|---|
| Date of Meeting | <u>15th November 2022</u> |
| Subject of Paper | Data Protection Compliance |
| Paper No. | FGP-1122-7.2 |
| Agenda Item | Item 7.2 |
| FOISA Status | Disclosable |
| Primary Lead | Susan Patterson (HEFESTIS, Data Protection Officer (DPO)) |
| Date of production | 18 th October 2022 |
| Intended Outcome | |

| | |
|--------------------------------------|---|
| Financial Implications: | No direct financial implications |
| Equality and Diversity Implications: | No direct equality and diversity implications |
| Learner and Learning Implications: | No direct learner and learning implications |
| Risks Assessed: | Yes |
| Publicly Available: | Yes |

1 Background

- 1.1 Potential changes to UK data protection law are currently unclear. The [Data Protection and Digital Information Bill](#) (DPDI), known as the Data Reform Bill, has not made any further progress through parliament since September 2022.

The UK Government's new Secretary of State for the Department of Culture, Media and Sport (DCMS), Michelle Donelan, announced plans to replace the UK General Data Protection Regulation (UK GDPR) at the Conservative Party Conference in October. DCMS plans to work with businesses to co-design a new data protection system which will replace UK GDPR and simplify the existing legislation. It is, as yet, unclear how and when this will take shape.

- 1.2 As recommended in September, the College should not make changes to its current compliance activity at this stage. HEFESTIS will provide a series of briefings on the changes, as they become apparent, and disseminate information to staff.
- 1.3 The College continues to monitor its levels of compliance with data protection law using the Information Commissioner's Office (ICO) Accountability Framework. Actions are identified and progressed in accordance with this framework.

2 Policies, Procedures and Practice

- 2.1 The Data Protection Team continues to keep policies and procedures under review and to provide input into other appropriate College policies, procedures and practices.
- 2.2 The Data Protection Officer (DPO) has recently advised Procurement on the data protection implications of the new Catering Contract.

3 Privacy Notices

- 3.1 Privacy notices are produced to reflect new data processing activity, are frequently updated and can be found here [Data Protection : Privacy Notices | Dumfries & Galloway College \(dumgal.ac.uk\)](#).
- 3.2 In August-September 2022 notices were added for the following subject areas:
- Zest Training Restaurant
 - Marketing Communications
 - Data Sharing with Capability Scotland
 - Access to Information Requests

4 Data Subject Requests

- 4.1 The Data Protection Team has not dealt with any Data Subject Requests during the period of this report.
- 4.2 Any concerns raised by data subjects are dealt with in a timely manner. Representatives of the department which the concern relates to are consulted prior to responses being issued to data subjects. Additional actions which can be taken to prevent further issues arising are identified and actioned.

5 Data incidents and breaches

- 5.1 Two personal data security breaches were reported during the reporting period (August to October). Following risk assessment, these breaches were not reportable to the ICO.
- 5.2 One breach concerned the disposal of hard copy personal data. The breach was investigated by the Data Protection Officer (DPO) with the manager concerned and with the input of other staff. The Vice Principal for People and Transformation issued a reminder to staff about the proper procedure for disposing of personal data.
- 5.3 One breach concerned staff records. HR communicated with the data subjects involved and put in place mitigations to prevent the recurrence of this type of a breach.

6 Staff training

- 6.1 The Moodle i-Learn module for induction and refresher training for all staff is planned for launch to all staff by 2nd November 2022. The DPO will provide support to staff who are not able to undertake the training via this route in the form of 1-2-1 sessions or group sessions as agreed with the appropriate manager.
- 6.2 The DPO continues to provide training sessions as requested by HR and to fulfil the criteria in the ICO Accountability Framework, in addition to the standard Data Protection module available via Workrite.
- 6.3 The People Development Hub will be developed further to contain addition training resources for data protection compliance.
- 6.4 The data protection section of AdminNet is kept up-to-date with new news items and top tips for good practice on an ongoing basis.



**Dumfries and
Galloway College**

One step ahead

Finance & General Purposes Committee 15.11.22

FINANCE AND GENERAL PURPOSES COMMITTEE

| | |
|--------------------------------------|---|
| Date of Meeting | 15 November 2022 |
| Subject of Paper | Digital Services Update to October 2022 |
| Paper No. | FGP1122-7.3 |
| Agenda Item | Item 7.3 |
| FOISA Status | Not restricted |
| Primary Lead | VP People & Transformation, Jill Galloway |
| Date of production | 03 November 2022 |
| Intended Outcome | Discussion |
| Financial Implications: | N/A |
| Equality and Diversity Implications: | N/A |
| Learner and Learning Implications: | N/A |
| Risks Assessed: | N/A |
| Publicly Available: | Yes |

1.1. Introduction

The purpose of this paper is to provide an update on Digital Services across the College.

1.2. UWS Co-location

Work has continued to accommodate the UWS co-location. The team have been working with the UWS infrastructure team and a 3rd party to enable the presentation of the UWS network over the Eduroam wireless network which is now complete.

1.3. Physical infrastructure has been partially migrated from the primary server room to the secondary comms room. This includes firewalls and core networking. The residual infrastructure will be moved in the coming weeks.

1.4. DGC and UWS IT teams have a scheduled dialogue every 2 weeks to monitor progress.

2. LapSafe

2.1. Power and data partially installed in Learning Zone. Second unit at Dumfries still to have power and data installed as the location was changed following a conversation with the Estates team.

2.2. As soon as power and data are in place, delivery and installation will be arranged.

3. Cyber Security

3.1. A phishing drill was conducted on 11th October to simulate an attack and to gauge user response.

3.2. A total of 364 emails were sent using a variety of templates based on the most common phishing methods.

| Detail | Total number |
|--|---------------------|
| Total emails sent | 364 |
| People who opened the email | 32 |
| People who clicked on the link | 22 |
| People who reported the email to helpdesk | 22 |
| People who reported direct to a technician | 22 |

3.3. 6% of users clicked on the link which is an improvement from 10% the last time a simulation was performed. A further exercise is planned in the New Year.

3.4. Working with our Chief Information Security Officer (CISO), a table top exercise with SLT/ELT is planned to simulate a cyber-attack and gauge the College's response to an incident.

3.5. The TTX will be facilitated by the CISO so that all members of the SLT/ELT will be able to participate.

3.6. It is proposed that this will take place in advance of the Christmas break.

4. Recommendations

- 4.1. The Committee is invited to note the paper and discuss any of the items presented.

Jill Galloway

Vice Principal, People and Transformation
November 2022