



Finance & General-Purpose Committee

5 February 2026 (16:00-18:00hrs) - MS Teams

Agenda

| Time | Item | Lead | Paper |
|-----------------------------|--|----------------------|--|
| | 1. Welcome and Apologies <ul style="list-style-type: none"> ➤ Declaration of Interests and Connections | GC | Verbal |
| For Approval | | | |
| | 2. Minute of Previous Meeting and Matters Arising <ul style="list-style-type: none"> ➤ 13 November 2025 ➤ Action Log | GC LG | Paper 2.1 Paper 2.2 |
| | 3. Strategic Risk Register | LG | Paper 3.1 |
| For Discussion | | | |
| | 4. Corporate Services <ul style="list-style-type: none"> ➤ College Sector Budget 26-27 / Scottish Govt budget ➤ Management Accounts/ Contribution Report to January 2026 ➤ Estates and Sustainability Update (inc Carbon Mgt data and 5-year plan update) ➤ Information Governance update | KH KH BC KG | Paper 4.1 Paper 4.2 Paper 4.3 Paper 4.4 |
| | 5. Commercial Development and Marketing Update | LS | Paper 5.1 |
| | 6. People and Transformation <ul style="list-style-type: none"> ➤ HR enhancement Plan Update (People and Culture) | HJ | Paper 6.1 |
| For Information only | | | |
| | 7. AOCB | GC | Verbal |

| | | | |
|--|--|----|--------|
| | 8. Date of next meeting ➤ Thursday 14 May 2026 | GC | Verbal |
|--|--|----|--------|

Finance and General-Purpose Committee

Minute of Meeting 5 February 2026 15:30-17:00hrs – MS Teams

| Present: | | |
|---------------------------------------|-----------------------|------------------------|
| George Clark – Chair (GC) | Inga McVicar (IM) | Sharon Hodgson (SH) |
| Caroline Stuart (CS) joined 15:48 hrs | Kate Glendye (KG) | Douglas Dickson (DD) |
| Sarah Holland (SH) | | |
| In attendance: | | |
| Karen Hunter (KH) | Steven Binnie (SB) | Lorraine Grierson (LG) |
| William Currie (Item 4.3) | Leona Seaton (Item 5) | Heather Jones (Item 6) |
| Alexandra Rankin (Minute taker) | | |

1 Welcome and Apologies for Absence | Verbal | Chair G. Clark

1.1.1 The Chair welcomed everyone to the meeting and the Governance Professional confirmed that the meeting was quorate. Recently appointed Board Member, Sarah Holland and Steven Binnie, co-opted member, were introduced as they joined the meeting for the first time.

1.2 Declaration of Interests and Connections | Verbal | Chair G. Clark

1.2.1 The Chair reminded Members to indicate any declaration of interest or connections as appropriate throughout the course of the meeting.

FOR APPROVAL

2. Minutes of Previous Meetings and Matters Arising

2.1.1 Minute of Meeting 13 November 2025 | Paper FGP0226-2.1 | Chair G. Clark

2.1.2 The members in attendance agreed that the minutes of the meeting on 13 November 2025 accurately reflected the record of the meeting.

2.1.2 The Committee approved the minute.

2.2 Action Log | Paper FGP0226-2.2 | L. Grierson

2.2.1 The Committee were advised that of the 4 actions recorded, 3 were shown as complete and 1 remained open. The arrangements for signatories had been investigated and a proposal agreed. To close the action the process arrangements were clarified and considered consistent. The Committee agreed to close the item.

2.2.2 A query was raised for the delivery of Action 2, KPI dashboard, it was confirmed that the project was in the initial stages of development.

2.2.3 **The Committee noted the Action Log.**

3 Strategic Risk Register | Paper FGP0226-3.1 | L. Grierson

3.1 Following review by the SLT, Risk 1: National Job Evaluation is currently scoring above appetite with a gross risk of 16 reduced to 9 after mitigations.

3.2 It was confirmed that there had been no further changes to Risk 3 - Failure to Achieve Institutional Sustainability which remains a major risk.

3.3 Risk 7 - Failure to achieve industrial relations, gross risk had been increased to 16 and a net risk of 9 resulting in a moderate position, this reflected the approaching pay negotiations for the lecturing staff pay award. The Chair reminded attendees that the item would be reviewed following the outcome of the May elections in Scotland.

3.4 **The Committee noted the Risk Register without further change.**

FOR DISCUSSION

4 Corporate Services

4.1.1 College Sector Budget 26-27 / Scottish Govt budget | Paper FGP0226-4.1 | K. Hunter

4.1.2 Following the announcement of the budget the Chair acknowledged the impact of the funding allocation and further guidance would be announced on the 23 March 2026. The Principal advised the Committee of future changes in the funding model which were anticipated.

4.1.3 A brief discussion on the impact of the pre-election period to the College took place.

4.1.4 Additional funding to support child poverty is yet to be finalised.

4.1.5 **The Committee noted the update.**

CS Joined the meeting 15:25hrs

4.2 Management Accounts / Contribution Report | Paper FGP0226-4.2| K. Hunter

4.2.1 The VP Corporate Services introduced the accounts which provided a summary of the results to December 2025 and a forecast for the full year to July 2026.

4.2.2 Additional management training was in progress to support sickness absence. The Principal re-iterated the impact of sickness absence within curriculum and noted that staff absence had been lower than the previous year.

4.2.3 Some contribution to employer NI costs would be funded in the budget for 26/27.

4.2.4 EIS-FELA formal pay negotiations would begin later in February 2026; the Principal will undertake negotiating training. A brief discussion on the award followed.

4.2.5 **The Committee noted the update.**

BC Joined the meeting 16:00hrs

4.3 **Estates and Sustainability Annual Report (incl Carbon Management Data) | Paper FGP0226-4.3| B. Currie**

4.3.1 The Director of Estates and Sustainability introduced the Report and noted a high volume of activity because of key projects impacting the area overall. The heating project was nearing completion, and the carbon report included a caveat on gas usage which had shown reduced consumption. The Business Continuity Meeting continued to plan for the transference to temporary generators taking place w/c 16 February. Details of both duty and standby arrangements were shared.

4.3.2 Questions and comments were invited from the Committee; one Member commended progress on the decarbonisation project and queried potential cost savings. A reduction in costs was anticipated, however further measures to reduce heat loss would slow the escalation of energy costs. The Principal advised of next steps to improve energy efficiencies.

4.3.3 The Chair of the Board queried resilience of the temporary generator arrangements, mitigations were explained, and all partners were being provided with guidance. The Executive expressed confidence in the process.

4.3.4 A brief discussion on the modular building concluded the model to be a positive solution.

4.3.5 **The Committee noted the Estates and Sustainability Annual Report.**

BC left the meeting at 16:10 hrs

4.4 **Information Governance Update | Paper FGP0226-4.4| K. Glendye**

4.4.1 At the most recent meeting no areas of concern had been raised, all FOI requests had been answered and processed in accordance with statutory requirements. 3 low risk data breaches were recorded, and additional detail of the items was provided.

4.4.2 Alignment with the NCSC Cyber arrangements was on-going.

4.4.3 The theme of the FOI requests was queried and the majority related to finance, staff and IT Systems, often received for sales purposes, these themes were as expected.

4.4.4 **The Committee noted the update.**

LS joined the meeting 16:15hrs

5 **Commercial Development & Marketing Update | Paper FGP0226-5.1| L. Seaton**

5.1 The Director of Skills and Marketing provided an update highlighting key points.

5.2

5.3 A point of clarification was raised on workplace learning which was delivered through SVQs and the process undertaken to set and review targets. It was confirmed that systems were in place to track progress.

5.4 **The Committee noted the update.**

LS left the meeting at 16.32 hrs.

HJ Joined the meeting 16:30hrs.

6 People and Transformation
HR enhancement Plan Update (People and Culture and employee Assisted Programmes) | Paper FGP0226-6.1| H. Jones

6.1 The Director of People and Culture introduced the paper and noted key highlights: -

- Progress towards the enhancement plan was on track with a shift from traditional HR towards people partnering and upskilling of Line managers the focus.
- Payroll function had moved to the Finance Team.
- EDI quality outcomes had been reviewed, EDI Forum meetings had been re-launched.
- The Scottish Government is extending Fair Work First requirements for colleges with the deadline for adoption of all criteria in April 2027. The College has an additional 5 criteria to adopt. Discussions at the LJNC had begun to support the item.
- Changes to the Employment Rights Act will come into effect from April 2026 with the introduction of 14 items with varied implementation dates. Unfair dismissal claims will move from 2 years to 6-month period with no limitations to claims. The Committee queried the risk management of the item. The Principal advised that circulars communicated through Colleges Scotland provide guidance to the sector. D&G College was in a positive position with TUs at a local level and positive work had concluded several policies and procedures. Additional manager training was planned and BOM training was suggested via CDN. A brief discussion on the context of Fair Work took place and progress towards national arrangements was in place.

6.2 A Member queried the likely challenges from the Fair Work project, and assurance was demonstrated towards full compliance.

6.3 A nominated BoM Member EDI Champion was in process of being filled.

6.4 The Committee commended the paper.

6.5 **The Committee noted the content of the report.**

7 AOCB | Verbal | Chair G. Clark

7.1 The Chair advised presenters to check transferred content of reports for future meetings.

8 Date of the Next Meeting

8.1 The date of the next meeting is scheduled for 14 May 2026.






**Dumfries and
Galloway College**

One step ahead

Finance and General-Purpose Committee

Action Log – 5 February 2026

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

| No | Meeting Date | Action | Lead | Deadline | Status | Commentary |
|----|--------------|--|------|----------|---------|---|
| 1 | 13/11/25 | DD to develop a shortened version of the SIA with an infographic for stakeholders identifying the college's transformation to a high performing college | DD | Feb 26 | Closed | This was suggested and will be done in due course. TQER taking priority. |
| 2 | 13/11/25 | DD with Committee Chairs to agree KPIs in consideration of the Code of Good Governance prior to developing a Level 1 dashboard | DD | Feb 26 | Closed | Distributed to Chairs on 10/12/25 |
| 3 | 13/11/25 | LS to check the Public Finance Manual for signatory stipulations and incorporate into the Scheme of Delegation for Tender sign-off, which can then be circulated by email. | LS | Feb 26 | Ongoing | The PFM does not stipulate sign off for tenders. Update sent to members 27/1/26 |
| 4 | 13/11/25 | Commercial - To report pipeline activity - the bids won and the value per year, the value of tenders bid for and those that would be in the pipeline. | LS | Feb 26 | Closed | To be incorporated in future papers. |

| Finance and General Purposes Committee | | |
|--|--|-----------------------|
| Agenda Item | 3 | |
| Paper Number | FGP0226-3.1 | |
| Date of Meeting | 05 February 2026 | |
| Location | MS Teams | |
| Title of Paper | Strategic Risk Register | |
| Presented by | L Grierson | |
| Recommendation | Approval | |
| Freedom of Information Disclosure Assessment | | |
| FOI flag: | <input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable | |
| Reason/s for choice: | | |
| Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?) | | |
| Further comments/updates after initial submission | | |
| Date added | Added by (name and role) | Comment/detail |
| | | |

Read Time: 7 minutes

1. Recommendation

- 1.1. The Finance and General Purposes Committee are asked to consider any amendments to the risks and approve the Strategic Risks 1, 3 and 7.

2. Executive Summary

2.1. The purpose of this paper is to provide the Committee with the opportunity to review the College's Strategic Risks associated with Finance and General Purposes Committee.

3. Context

3.1 The Principal and Executive Leadership Team routinely review the Strategic Risk Register to reflect on the key risks to the College and the mitigations that are applied to each risk.

3.2 Currently FGP Committee has 3 risks assigned to it for review and any amendment made to these by Risk Owners, is noted below:

- Risk 1: National Job Evaluation
 - SLT have reviewed the risk and note that it is currently scoring above appetite due to the uncertainty around costs to the college and delays to the project which could result in reputational and financial implications.
 - The gross risk is 16 reduced to 9 with mitigations (a moderate risk).
 - Risk appetite has been set at Averse.
- Risk 3: Financial Sustainability remains a major risk – **no changes**. This risk is over appetite however a balanced budget has been approved for 2025-26, and longer-term plans have been considered to provide a break even.
- Risk 7: Industrial Relations – **Gross increased to 16, Net increased to 9 (Moderate)**. This is a result of formal negotiations for lecturing staff due to commence and there is an increased risk of protracted negotiations and potential industrial action.

4. Strategic Implications

4.1 This paper links into the following strategic priorities: Mission 2030 – Pillars 1,2,3,4.

5. Risk

| Risk | Mitigations |
|------------------|-------------------------------------|
| Risks 1, 3 and 7 | ➤ Paperwork attached for reference. |

6. Implications

| | | |
|-----------|-----|--|
| Financial | YES | The College is required to achieve a balanced budget position on an annual basis in a tough fiscal environment. Uncertainty around financing of job evaluation scheme and the implications for the College. |
|-----------|-----|--|

| | | |
|------------------------------|------------|---|
| Legal | YES | Failure could result in insolvency, reputational damage and industrial action. |
| Learning and Teaching | YES | Challenges to deliver on the objectives set out in the SEAP if breakdown in industrial relations. |
| Equalities | NO | |

Lorraine Grierson

Governance Professional

15 January 2026

STRATEGIC RISK REGISTER UPDATE FGP COMMITTEE – FEB 26

| RISK DEFINITION | | ORIGINAL TASK | | | | RESIDUAL RISK | | | | RISK APPETITE | LINK |
|--|---|---------------|--------|-------|------------|---------------|--------|-------|----------------------|---------------------|--|
| No | Risk | Likelihood | Impact | Total | Risk Level | Likelihood | Impact | Total | Risk Level and trend | above/ below | Risk Details |
| Responsible Person – Vice Principal Corporate Services | | | | | | | | | | | |
| 1 | National Job Evaluation (Emerging) | | | | | | | | | | |
| | | 4 | 4 | 16 | | 3 | 3 | 9 | = | Averse 1-6 ↑ | Risk 1 - FGP - National Job Evaluation KH.docx |
| 3 | Failure to achieve institutional sustainability (FGP) | | | | | | | | | | |
| | | 5 | 5 | 25 | | 4 | 5 | 20 | = | Moderate 11-15 ↑ | Risk 3 - FGP- Institutional Sustainability KH.docx |
| 7 | Failure to achieve effective Industrial Relations (FGP) | | | | | | | | | | |
| | | 4 | 4 | 16 | | 3 | 3 | 9 | ↑ | Moderate 11-15 ↓ | Risk 7 - FGP - Ind Rels - KH.docx |

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 | Moderate 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 | Critical Risk |

| Finance and General Purposes Committee | | |
|--|--|----------------|
| Agenda Item | 4 | |
| Paper Number | FGP0226-4.3 | |
| Date of Meeting | 05 February 2026 | |
| Location | MS Teams | |
| Title of Paper | Estates and Sustainability Update | |
| Presented by | Billy Currie | |
| Recommendation | Discussion | |
| Freedom of Information Disclosure Assessment | | |
| FOI flag: | <input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable | |
| Reason/s for choice: | Non confidential information | |
| Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?) | | |
| Further comments/updates after initial submission | | |
| Date added | Added by (name and role) | Comment/detail |
| | | |

Read Time: 5 minutes

1. Recommendation

- 1.1. The Finance and General Purposes Committee are asked to note the contents of this paper and discuss any matters arising.

2. Executive Summary

- 2.1. The Estates area is currently focussed on the delivery of day-to-day maintenance whilst supporting key projects such as the ongoing heating and fabric upgrades.
- 2.2. Estates team have welcomed a new Facilities Manager who will support team leading day to day operational work.
- 2.3. Estates audit has been completed, focussing on planned maintenance and capital project works.

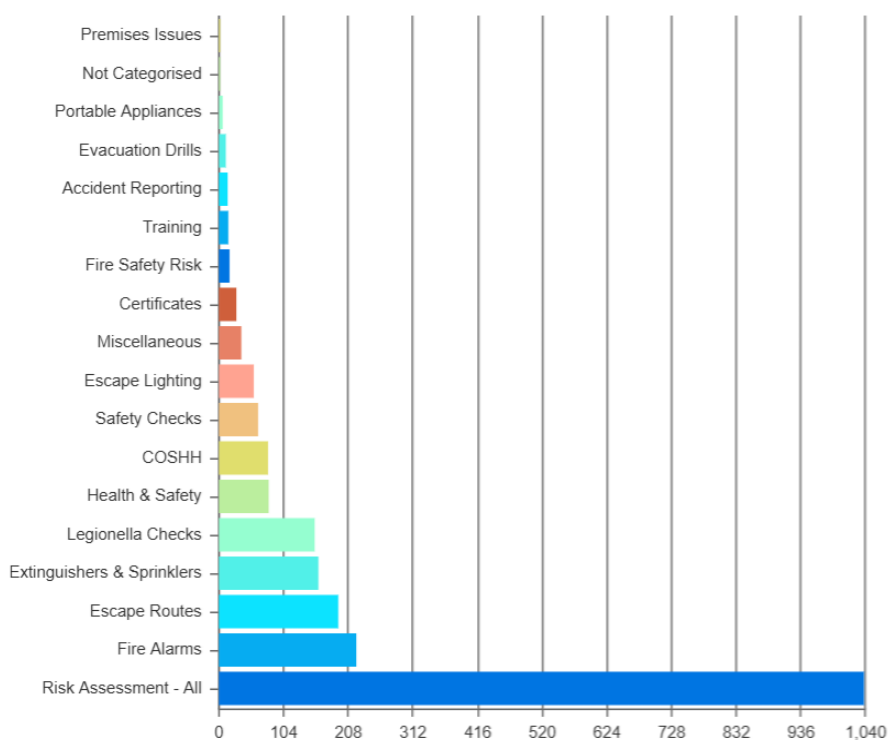
3. Context

3.1 Statutory Compliance:

- 3.1.1 Over the year the Estates team have continued to ensure that all statutory visits are completed in line with the legal requirements, College policy and maintenance calendar.

The following information taken from Smartlog shows the checks and tests carried out in 2025:

| Check | Count |
|----------------------------|-------|
| Risk Assessment - All | 1038 |
| Fire Alarms | 221 |
| Escape Routes | 192 |
| Extinguishers & Sprinklers | 160 |
| Legionella Checks | 154 |
| Health & Safety | 80 |
| COSHH | 79 |
| Safety Checks | 63 |
| Escape Lighting | 56 |
| Miscellaneous | 36 |
| Certificates | 28 |
| Fire Safety Risk | 17 |
| Training | 15 |
| Accident Reporting | 14 |
| Evacuation Drills | 11 |
| Portable Appliances | 6 |
| Not Categorised | 2 |
| Premises Issues | 2 |



3.1.2 In total 2174 checks and tests were carried out over 2025 which cover all areas of legal compliance. Only 1 specific check was carried over into 2026, this was the 6 monthly fire door check and was being completed week commencing 26th January.

3.1.3 The detail will include works carried out by the Estates team which covers daily/weekly/monthly checks as well as those visits carried out by 3rd party suppliers where formal certification is required.

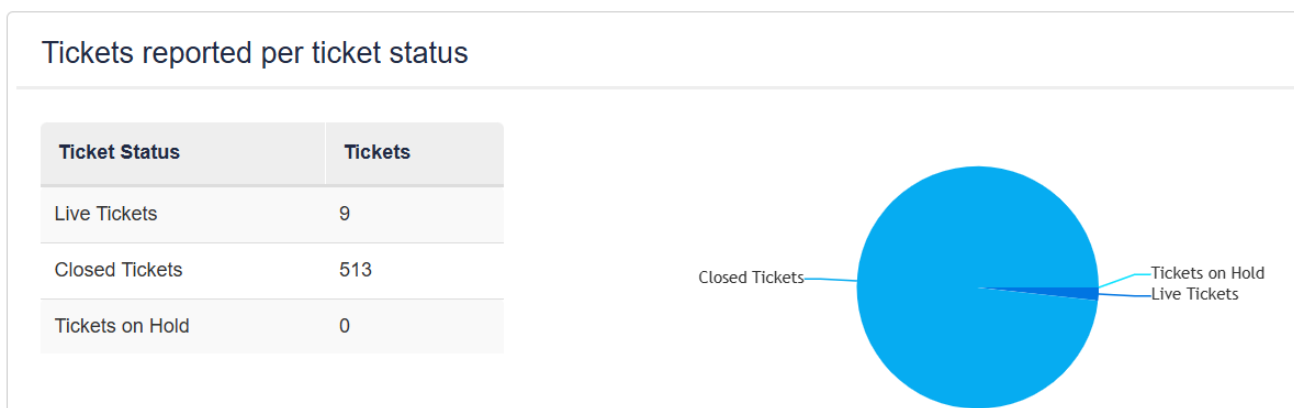
3.2 General Works

3.2.1 Over the year the Estates work has focussed on day-to-day maintenance with some minor projects included. Projects completed include:

- Air condition installations room 0026 and 2009
- EV charger upgrades in Stranraer
- Traffic calming measures in Dumfries
- Learning estate furniture upgrades in Dumfries and Stranraer

3.3 Estates Team Tickets

3.3.1 The Estates team moved all of its help desk function to Smartlog in 2025, allowing for more accurate monitoring and reporting of Estates requests and completion rates. The following table will show the number of tickets raised over 2025 and their status:



With 522 tickets raised, 513 have been completed and closed with 9 remaining live. Of the live tickets, 3 have been merged into 1 and raised with the appropriate contractor, 3 have been sent for deeper investigation, 2 are awaiting parts and 1 has been linked in to a separate potential project

3.4 Capital Projects

3.4.1 There were 2 key Estates based projects for AY 2024/25 which had been granted external funding. These are detailed as follows:

- **Green Public Sector Decarbonisation Scheme (GPSEDS):** This project constitutes the upgrade of the Dumfries campus heating system to a low carbon heating system. This project has been supported by £4.99m of funding from the Scottish Government.

- At present the project remains on track for completion by the end of March 2026. The main significant interventions remaining include an electrical supply transformer upgrade which is taking place week commencing 16th February then the heating system switch over which is scheduled for week commencing 23rd March.
- **UK Shared Prosperity Fund (UKSPF):** The works to install the new modular building, consisting of 2 new classrooms for engineering curriculum use, was completed over the summer and handed over for curriculum use for the start of the new Academic Year. Initial response on this type of building has been largely positive and allows the College to consider further uses of modular construction for future projects.

3.5. SFC Emergency Capital Fund

3.5.1 **2024/25 projects:** 3 bids were issued to the Scottish Funding Council to address key areas of H&S/student facing of condition works. These are:

- Fire door upgrades. £156k awarded to complete repairs, install self-closing devices and replace doors where required.
- Emergency lighting. £90k awarded to upgrade all emergency lights across the College Estate. Existing are a majority of old redundant fluorescent fittings and need upgraded to LED.
- Ventilation and extraction. £114k to upgrade ventilation and extraction in workshops including engineering, motor vehicle and construction.

3.5.2 All of the works were completed in time and to budget. These works will provide significant lifecycle improvements to the college, ensuring it continues to meet compliance requirements over the next 10-15 years.

3.6 2025/26 SFC Emergency Capital Fund.

3.6.1 The College has been successful in obtaining £100,000 from the SFC to carry out further works from the Emergency Capital Fund works budget.

3.6.2 1 key workstream was bid for which was Firestopping. Works which will be undertaken under this fund include: -

- Full fire stopping and compartmentation survey of both Dumfries and Stranraer Campus. Current status – awarded to Bell Group.
- Replacement of fire curtains on Mezzanine floor at Dumfries campus. Current status – tender being prepared.
- Creation of fire rated electrical cupboard in Stranraer campus in line with fire risk assessment action. Current status – cost received, PO to be issued.

3.7 Carbon Management Data

3.7.1 The carbon management data was issued via the Public Bodies Climate Change Duties report in November 2025. The report, based on calendar year 2024, is as follows:

| Reference year | Year | Year type | Scope 1 | Scope 2 | Scope 3 | Total | Units |
|--------------------------|---------|----------------------------------|---------|---------|---------|--------|--------------------|
| Baseline Year | 2014/15 | Financial/ Calendar/ Other | 315 | 870 | 136 | 1,321 | tCO ₂ e |
| Year 1 carbon footprint | 2015/16 | Financial/ Calendar/ Other | 324 | 762 | 115 | 1,201 | tCO ₂ e |
| Year 2 carbon footprint | 2016/17 | Financial/ Calendar/ Other | 365 | 726 | 114 | 1,205 | tCO ₂ e |
| Year 3 carbon footprint | 2017/18 | Financial/ Calendar/ Other | 338 | 591 | 83 | 1,012 | tCO ₂ e |
| Year 4 carbon footprint | 2018/19 | Financial/ Calendar/ Other | 402 | 485 | 66 | 952 | tCO ₂ e |
| Year 5 carbon footprint | 2019/20 | Financial/ Calendar/ Other | 445 | 410 | 51 | 906 | tCO ₂ e |
| Year 6 carbon footprint | 2020/21 | Financial/ Calendar/ Other | 326 | 283 | 81 | 690 | tCO ₂ e |
| Year 7 carbon footprint | 2021/22 | Financial/ Calendar/ Other | 343 | 273 | 72 | 688 | tCO ₂ e |
| Year 8 carbon footprint | 2022/23 | Financial/ Calendar/ Other | 379.90 | 268.43 | 31.00 | 679.14 | tCO ₂ e |
| Year 9 carbon footprint | 2023/24 | Financial/ Calendar/ Other | 392.68 | 295.00 | 28.83 | 716.51 | tCO ₂ e |
| Year 10 carbon footprint | 2024/25 | Financial/ Calendar/ Other | 205.55 | 292.40 | 29.79 | 527.74 | tCO ₂ e |

3.7.2 The report will show that the Colleges carbon emissions have reduced by a further 188.77 tCO₂e since the reporting year 2023. It is to be noted that these figures are subject to caution as the College is investigating a potential issue in gas metering which will directly affect the figures. Whilst the College cannot corroborate the gas figures it is clear from the remaining data that reductions were being realised due to internal usage reductions across all areas.

- 3.7.3 Key emissions reductions in the year included general and trade waste figures, electricity usage and travel due to moving to an all-electric fleet of vehicles.
- 3.7.4 The College has renewed its vehicle fleet due to expiry of leases. The fleet has been increased to include 1 Hybrid vehicle which will aid longer journeys where chargers may not be readily accessible.
- 3.7.5 The GPSEDS project is aimed at further reducing these emissions, results to be seen from AY 2026 onwards.

3.8 College Infrastructure Investment Plan

- 3.8.1 The Director of Estates and Sustainability attended the roundtable on the CIIP at Colleges Scotland in October 2025. The outcome of the roundtable was the relaunch of the baseline data exercise from 2024 which will refresh the campus level data which is summarised as: -
- Current maintenance backlog costs – taken from condition survey.
 - Pipeline projects – those identified and costed and includes digital infrastructure.
 - Space utilisation – College looking at gaining more detail on this with AtkinsRealis to help input to the system.
- 3.8.2 Moving into the new data gathering session, this will run from 2nd February until 31st May. At the end of this exercise the SFC will have a full, detailed view of the funding requirements to help the sector estate meet current and future needs. A detailed view will be given on the needs to Invest, Divest and Maintain which should then reflect on capital allocations in future funding years.

4. Strategic Implications

- 4.1 This paper is directly linked to Strategic Priority 5, Systems and Infrastructure. Further links to Priority 4, Finance and Performance and Priority 1 Student Experience.

5. Risk

| Risk | Mitigations |
|---|--|
| Risk 3. Failure to achieve institutional sustainability (FGP) | ➤ Use of external funding sources for major capital projects. |
| Risk 10. Failure to achieve an effective student experience | ➤ Ensuring projects and works align with enhancing the student experience |
| Risk 12. Health and Safety | ➤ Ensure a suitable programme of works is in place to maintain compliance in line with statutory regulations |

6. Implications

| | | |
|------------------------------|------------|--|
| Financial | YES | Continued investment required in estates projects each year to ensure building and facilities are kept in operational condition. External funding eases the pressure on College budgets in future years. Works targeted to reduce future costs such as utilities (Electricity and Gas) |
| Legal | YES | The College must meet statutory requirements in terms of Estates provision. |
| Learning and Teaching | YES | Estates provision directly affects the provision of high quality learning and teaching |
| Equalities | YES | The College estate must always be suitable for all users. |

Billy Currie

Director of Estates and Sustainability

26 January 2026

| Finance and General Purposes Committee | | |
|--|--|----------------|
| Agenda Item | 4 | |
| Paper Number | FPG0226-4.4 | |
| Date of Meeting | 05 February 2026 | |
| Location | MS Teams | |
| Title of Paper | Information Governance Group Update | |
| Presented by | Kate Glendye | |
| Recommendation | Discussion | |
| Freedom of Information Disclosure Assessment | | |
| FOI flag: | <input type="checkbox"/> Disclosable <input checked="" type="checkbox"/> Non-disclosable | |
| Reason/s for choice: | Contains references to internal systems and security infrastructure. | |
| Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?) | | |
| Further comments/updates after initial submission | | |
| Date added | Added by (name and role) | Comment/detail |
| | | |

Read Time: 3 minutes

1. Recommendation

- 1.1 The Finance and General Purposes Committee are asked to discuss the contents of this paper.

2. Executive Summary

2.1 The College remains compliant and proactive in handling FOI, Data Protection and Cyber Security requirements.

3. Context

3.1 Freedom of Information Requests (FOI)

3.1.1 27 FOI/EIR requests completed in 2025. 100% of requests responded to within statutory 20-day timescales.

3.1.2 Request volumes and subject areas remain stable year-on-year, with no emerging pressure trends.

3.2 Data Protection – Information Compliance Update

3.2.1 Three personal data breaches reported since the last IGG meeting. All assessed as low risk, with mitigating controls in place. No ICO notifications required, and no regulatory action triggered.

3.2.2 Preparatory work underway for the Data (Use and Access) Act 2025, with monitoring of ICO guidance updates.

3.3 Cyber update

3.3.1 One reportable incident relating to stolen devices; all assets were remotely wiped and disabled. No data compromise occurred.

3.3.2 Alignment underway with the NCSC Cyber Assessment Framework (CAF) to strengthen assurance and governance maturity.

4. Strategic Implications

4.1 This paper is linked to Mission 2030 – Pillar 2 – Our Future Workforce – Our People, Pillar 3 – Future Education – Our Learning.

5. Risk

| Risk | Mitigations |
|---|--|
| Penalties or enforcement action by the ICO, reputational damage, litigation | <ul style="list-style-type: none"> ➤ Strong data protection framework in place ➤ Technical and organisational controls ➤ Strong incident response focused on containment, mitigation, and learning lessons from incidents |
| 11 – Failure to achieve and maintain systems and operable and secure ICT | |

| | |
|--|---|
| | ➤ |
|--|---|

6. Implications

| | | |
|------------------------------|-----|--|
| Financial | No | No direct financial implications. |
| Legal | Yes | Compliance with UK GDPR and the Data Protection Act 2018 (DPA 2018) and the Privacy and Electronic Communications Regulation 2003 (PECR 2003). |
| Learning and Teaching | No | No direct Learning and Teaching implications. |
| Equalities | No | No direct Equalities implications. |

Kate Glendye

Director of Student Experience and Innovation

4 February 2026

| Finance and General Purposes Committee | | |
|--|--|----------------|
| Agenda Item | 6 | |
| Paper Number | FGP0226.6.1 | |
| Date of Meeting | 05 February 2026 | |
| Location | MS Teams | |
| Title of Paper | HR Enhancement Plan Update | |
| Presented by | Heather Jones | |
| Recommendation | Discussion | |
| Freedom of Information Disclosure Assessment | | |
| FOI flag: | <input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable | |
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1. Recommendation

- 1.1 The Finance and General Purposes Committee are asked to discuss the contents of this paper.

2. Executive Summary

- 2.1.1. This paper provides a combined update on People & Culture activity and progress against the 2025/26 People & Culture (HR) Enhancement Plan. It aligns operational delivery with Mission 2030 and focuses on building a high-performing, inclusive, and future-ready workforce.
- 2.1.2. The update covers key strategic themes linked to Mission 2030 with updates, information and also outlines key risks, mitigations, and implications for the College.

3. Context and Strategic Alignment

- 3.1 The People & Culture Enhancement Plan underpins Mission 2030 and is structured around four strategic pillars:
 - Equality, Diversity & Inclusion
 - Fair Work & Engagement
 - Employee Journey
 - Digital Transformation
- 3.2 The People & Culture function continues to transition from a traditional transactional HR model to a more strategic, people-centred operating model and the team department is now known as People & Culture. This includes clearer role definition, enhanced leadership capability, and a stronger focus on organisational resilience and workforce planning.
- 3.3 As part of this evolution, payroll activity will transition to Finance, enabling People & Culture to focus on strategic delivery, capability development, and performance against agreed KPIs.

4. Key Updates

4.1 Fair Work and National Reform

4.1.1 National policy changes will impact the college sector:

- **Fair Work First** – The Scottish Government is extending Fair Work First requirements for colleges and universities, with adoption of all criteria by April 2027, and compliance an increasing condition of grant funding.
- **Employment Rights Act** - From April 2026, the new Fair Work Agency will have enhanced investigative and enforcement powers, increasing regulatory and reputational risk for non-compliance.

4.1.2 Strategic Implications

- The planned Fair Work First extension will require demonstrable progress across the full Fair Work framework, covering workforce development, secure and fair

contracts, equality and pay gaps, flexible working, and opposition to practices such as fire and rehire.

- There will be a need to demonstrate clear governance, assurance, and reporting arrangements around working practices and line manager capability.

4.1.3 Mitigations and Next Steps

- The College is taking this work forward through the Local Joint Negotiating Committee (LJNC).
- A gap analysis will be undertaken against the full Fair Work First criteria to assess readiness for April 2027.
- Monitor emerging guidance from the SFC on implementation, reporting, and assurance requirements.
- Ensure policies and practices remain aligned with enhanced employment rights enforcement under the Fair Work Agency.

4.2 Employee Experience

- 4.2.1 Work continues to strengthen the employee experience across the full employee lifecycle, with a focus on consistency, capability, and continuous improvement.
- 4.2.2 Key progress to date includes the review and enhancement of core policies and procedures, alongside improvements to the onboarding experience to ensure new employees receive a clearer, more supportive introduction to the organisation.
- 4.2.3 A key area of focus has been building line manager capability. A new Manager Toolkit has been designed and launched to support consistent people management practice. The first training session has now been delivered, and feedback has been very positive.
- 4.2.4 Work will continue to review and improve all key stages of the employee journey, with ongoing enhancements planned to support engagement, capability, and a positive, consistent employee experience across the organisation.

4.3 Digital Transformation & Automation

- 4.3.1 Implementation of core people systems is progressing as planned, with key platforms now live and delivering measurable improvements in efficiency, data integrity, and governance. The next phase will extend capability from operational delivery to strategic insight and workforce planning, and trend reporting.
- 4.3.2 New tools are being launched - Data Explorer, Case Management and Talent and Succession Planning will strengthen organisational assurance, improve the employee experience, reduce operational risk, and enable a more strategic, data-informed approach to people management aligned to the College's long-term objectives.

4.4 Job Evaluation

- 4.4.1 The National Joint Negotiating Committee (NJNC) – Support Staff agreed a staged approach to progressing the sector-wide Job Evaluation exercise 1 November 2025.
- 4.4.2 The two-staged approach is intended to enable completion of evaluations for current roles (Stage One) within a shorter timescale, followed by the evaluation of historic roles (Stage Two) at a later stage.
- 4.4.3 We have completed the survey ahead of the other colleges. Phase 2, Stage 1 of the project has 69 current in-scope roles, with 16 to date having already been evaluated through ECC.
- 4.4.4 The updated Job Descriptions is our current priority until March 2026.

4.5 Revised National Recognition and Procedures Agreement (NRPA) – Update

- 4.5.1 Further to the sector update issued on 16 December 2025, CES has clarified that colleges are not required to refer the revised National Recognition and Procedures Agreement (NRPA) to their Boards for re-approval or signature. The revised NRPA is not a new agreement, but an updated version of the existing agreement, developed jointly with the recognised trade unions. There are no fundamental changes and no impact on colleges as employers.
- 4.5.2 Accordingly, the revised NRPA will be noted as approved through standard CES processes at the CES meeting scheduled for Wednesday 4 February 2026. A previous sector update in December 2025 confirmed that the revised NRPA has been ratified at national level and is being shared with colleges for information via normal CES arrangements. The revised agreement is intended to take effect from 1 March 2026.
- 4.5.3 No Board action is required; this update is provided for information and assurance.
- 4.5.4 The revisions to the NRPA are primarily clarificatory and consolidating in nature and include: -
 - A revised and more clearly defined glossary.
 - Strengthened introduction and purpose, including explicit reference to fair work and a shared commitment to student success.
 - Incorporation of the Nine Principles of Public Life in Scotland.
 - Consolidation of existing protocols into the main agreement (including NRPA Protocols and the Joint Secretaries Referrals Protocol).
 - Removal of the Central Committee, streamlining governance arrangements.
 - Retention of existing side-table arrangements (now referred to as “committees”), with no material change to their function.
 - Minor procedural updates within the National Negotiating Committees, including simplified disputes processes and updated references to facilities time agreements.
 - Overall, the revisions improve clarity, coherence and efficiency, without altering the substantive position for colleges.

5 Risk

| Risk | Mitigations |
|---|---|
| Risk 7. Failure to achieve effective Industrial Relations (FGP) | ➤ Ongoing engagement with LJNC, NJNC and Trade Unions |

6. Implications

| Impact Area | Applicable | Commentary |
|-----------------------|------------|--|
| Financial | YES | Potential long-term impact on manpower budgets following job evaluation outcomes. Additional short- to medium-term costs linked to system improvements, training, external evaluation, and project resourcing. |
| Legal | YES | Requirement to comply with equal pay legislation, Fair Work principles, and national frameworks. Risk exposure relating to appeals, grievances, and collective consultation processes. |
| Learning and Teaching | NO | No direct impact anticipated. Indirect positive impact expected through improved organisational culture, engagement, and leadership capability. |
| Equalities | YES | Strong alignment with the Public Sector Equality Duty. Focus on transparency, fairness, and non-discriminatory processes, particularly in job evaluation, pay outcomes, and appeals. |

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28 January 2026