

Meeting	Board of Management
Date and time	Tuesday 28 June 2022 at 4.30 p.m.
Location	Hybrid Meeting Via Webex and UHI Inverness Campus (Rooms 203/204)

Board Secretary
21 June 2022

AGENDA

Welcome and Apologies

Declaration of Interests and/or any Statement of Connections or Transparency Statements.

PRESENTATION: EDUCATION SCOTLAND PROGRESS VISIT REPORT – BARBARA NELSON, EDUCATION SCOTLAND

ITEMS FOR DECISION

- 1. MINUTES**
 - a) Meeting of the Board of Management held on 31 March 2022
 - b) Confidential Note of Closed Session (CSN032022) held on 31 March 2022
 - c) Confidential Note of Discussion (CN-01-032022) held on 31 March 2022
- 2. OUTSTANDING ACTIONS**

Action List
- 3. POLICIES FOR APPROVAL:**
 - a) Dignity in the Workplace
 - b) Leaving UHI Inverness
 - c) Staff Code of Conduct
 - d) Supporting Probation
 - e) Staff Recruitment and Selection
 - f) Sustainable Procurement
- 4. a) FEES 2022-23**
b) FINANCIAL FORECAST RETURN – 2021/22 & 2022/23

Report by Assistant Principal – Finance & Audit
- 5. REVENUE BUDGET 2022-23**

Report by Assistant Principal – Finance & Audit

6. **CAPITAL BUDGET 2022-23**
Report by Assistant Principal – Finance & Audit

ITEMS FOR DISCUSSION

7. **CONFIDENTIAL SESSION – UPDATE FROM THE UHI PARTNERSHIP CONFERENCE**
Verbal Update from Chair of Board of Management and Principal
8. **PRINCIPAL’S REPORT – INCLUDING CONFIDENTIAL ANNEX**
Report by Principal
9. **CONFIDENTIAL SESSION – UPDATE ON SHORTLIFE WORKING GROUP**
Verbal update from Shortlife Working Group Chair
10. **FINANCIAL POSITION UPDATE**
Report by Assistant Principal – Finance & Audit
11. **GOVERNANCE CASE STUDY**
Report by Chair of Board of Management
12. **GOVERNANCE UPDATE**
Report by Board Secretary
13. **DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES - (CONFIDENTIAL)**
a) Minutes of the Chairs Committee held on 26 May 2022
b) Minutes of the Audit Committee held on 07 June 2022
c) Minutes of the HR Committee held on 09 June 2022
d) Minutes of the Learning, Teaching and Research Committee held on 14 June 2022
e) Minutes of the Finance and General Purposes Committee held on 16 June 2022

FOR NOTING

14. **UHI UPDATES:**
a) Minutes of the University Court held on 14 December 2021
b) Minutes of the Regional Strategic Committee held on 04 November 2021
c) Minutes of the Regional Strategic Committee held on 07 March 2022
15. **AOCB**
16. **DATE AND TIME OF NEXT MEETING**
25 October 2022 at 4.30 p.m.

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Board Secretary as soon as possible. Additional items of business will only be considered for inclusion in the agenda in advance of the start of the meeting.



Board of Management

MINUTES of the HYBRID MEETING of the BOARD OF MANAGEMENT held via Microsoft Teams and Room 205 UHI Inverness Campus, on Thursday 31 March 2022

PRESENT: Innis Montgomery, Chris O'Neil, Ruth McFadyen, Sally Blyth, Donald MacKenzie, Mark Sheridan, Russell Edwards, Kelly MacKenzie, Gillian Galloway, Jane Rhodes, James Millar, Stephen Sheridan, Michael Beveridge, Dee Bird, Rojan Kumar Subramani, Bonnie Crawford & Matthew Millward

CHAIR: Mark Sheridan

APOLOGIES: Arvinder Kainth, Samantha Cribb, Tina Stones and Amy Goodbrand

IN ATTENDANCE: Assistant Principal – Finance and Audit
Assistant Principal – Operations and External Relations
Assistant Principal – Student Experience and Quality
Assistant Principal – Academic and Research
Wellbeing Activities Officer
Board Secretary

OBSERVER: Alastair MacColl, Chair of Court

The Chair welcomed everyone to the meeting and introductions were made with regards to:

- The Chair of Court who would be observing this meeting.
- Our new Teaching Staff Member Representative.
- The Wellbeing Activities Officer who would be providing the Board with a presentation on Gender Based Violence.

Declarations of Interest

No declarations of interest were noted.

Confidential Closed Session – Board Creative Space

A confidential closed session took place. This session provided the Board with creative space to discuss the Gender Based Violence Presentation, our internationalisation strategy and network building as well as Capital Budget Spending (Note of Session: CSN-032022).

The Wellbeing Activities Officer left the meeting.

Jane Rhodes joined the meeting.

1. MINUTES FOR APPROVAL

a.) Meeting of the Board of Management held on 10 February 2022

Decision: The minutes of the Board of Management Meeting held on 10 February 2022 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note of Closed Session (CSN022022) held on 10 February 2022

Decision: The Confidential Note of the Closed Session of the Board of Management Meeting held on 10 February 2022 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note of Discussion (CN-01-022022) held on 10 February 2022

Decision: The Confidential Note of Discussion of the Board of Management Meeting held on 10 February 2022 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Partnership Agreement** – The Principal advised the Board that a further draft of part 2 of the Partnership Agreement was being considered.
- **Business Solutions Team Presentation** – the Board was advised that this will take place in June 2022.
- **Procurement Strategy** – The Board Secretary confirmed that the updated Procurement Strategy will be taken to the Finance and General Purposes Committee when available.
- **Finance Training** – The Board Secretary advised that she would source appropriate financial training for the Board. The Board Secretary highlighted that she had undertaken an initial discussion with the UHI Inverness Accountant who had indicated that this may be something which the Shared Finance Team could provide, dependant on workload constraints.

3. DRAFT AUDITED ACCOUNTS AND ANNUAL AUDIT REPORT 2020/21

- a) Covering Report by Assistant Principal – Finance and Audit
- b) Draft Inverness College Annual Audit Report by Ernst & Young
- c) Letter of Representations
- d) Annual Report and Accounts for the year ended 31 July 2021
- e) End of Year Return to SFC

The Assistant Principal – Finance and Audit provided the Board with an explanation to the changes which had been made to the Annual Report and Accounts since the Joint Audit and Finance and General Purposes Committee Meeting had been held. The Board noted that these changes were in respect of the value of assets held for sale and the narrative for contingent liabilities.

The Board noted that it was the opinion of the Assistant Principal – Finance and Audit that our liquidity was encouraging and that we had not delivered despite Covid-19 and that we had been aided in part by our Financial Recovery Plan.

The Board discussed our current student numbers, expected credit delivery, current conversion rates and any anticipated clawbacks.

The Board was advised of our current recruitment activities and welcomed the taster sessions which would be offered throughout April and May.

Decision: The Board **APPROVED** the Letter of Representations, the Annual Report and Accounts for the Year Ended 31 July 2021 and the End of Year Return to SFC. The Board **ACCEPTED** the contents of the Annual Audit Report by Ernst and Young.

4. ANNUAL AUDIT COMMITTEE REPORT

The Board Secretary spoke to this report highlighting that it had been subject to review at both the October and March Audit Committee Meetings and that it had been presented to the Joint Audit & Finance and General Purposes Committee on 17 March 2022 and had been recommended for approval by the Board.

The Audit Committee Chair highlighted to the Board that there was a time lapse between the dates which the Internal Auditors carry out and complete their audits and when they are presented to the Committee. Both the Audit Committee and the Finance and General Purposes Chair confirmed that neither the Audit or Finance and General Purposes Committee had any concerns to raise.

The Board thanked the Assistant Principal – Finance and Audit and the Shared Finance Team for all their work over the past year.

Decision: The Board **APPROVED** the Annual Audit Committee Report.

5. ANNUAL PROCUREMENT AND VALUE FOR MONEY REPORT

The Board Secretary advised that following a discussion at the December 2021 Board of Management Meeting the Head of Procurement – UHI Shared Services has updated Appendix A within the report. The Board noted that Appendix A now includes a summary table which provides a list of all contracts – new, extended and cancelled along with a commentary on each contract. The Board was advised that the report and updated Appendix A was discussed at the Finance and General Purposes Committee where it was recommended that it be taken to the Board for final approval.

The Board thanked the Head of Procurement – UHI Shared Services for her work on this report.

Decision: The Board **APPROVED** the Annual Procurement and Value for Money Report.

6. ADOPTION OF UPDATED MODEL CODE OF CONDUCT

The Board Secretary spoke to her report which provided the Board with the background to the variations to the Revised Code of Conduct and highlighted the following key changes:

- That the code is now written in the first person.
- The objective test.
- Collective responsibility
- The distinction between strategic and operational matters.
- Gifts and Hospitality and the new default position.
- Clarification over what is confidential information and confidentiality.
- Registration of Interest. The Board noted that the changes within the Code have resulted in the requirement to update our own Registration of Interest forms.
- Declarations of Interest and transparency statements.

Decisions:

- The Board **APPROVED** the adoption of the revised Code of Conduct.
- The Board **APPROVED** the revised Board of Management Registration of Interest Form.
- The Board **APPROVED** the amendment of all agenda templates to now include the heading: Declaration of Interests and/or any Statement of Connections or Transparency Statements.

Actions:

- All Board Members to complete the revised Registration of Interest Form.
- The Board Secretary will issue all Board Members with a fresh copy of the revised Code of Conduct and all Board Members will sign a fresh acceptance of the code form.
- The Board Secretary will provide the Scottish Government with a copy of our revised code.

7. ABC GARDENS PROCUREMENT STRATEGY

The ICT Project Manager spoke to the ABC Gardens Procurement Strategy advising that it had been taken to the F&GP Committee on 17 March 2022 who had supported the project aims but had reservations over the level of funding being sought from third parties.

The Board discussed the funding options available for this project, the impact which this project would have on both students, staff and the community and the

possible expansion of the project to include other areas such as a community classroom and community larder.

The Board was taken through the strategy and the current plans for the project. The Board noted the large sum of funding that is required for this project and discussed capital expenditure and projected maintenance costs.

The Board welcomed this initiative praising it for advancing the health and wellbeing agenda, research and development and our commitment to net zero. The Board noted that students had welcomed this project.

Decision: The Board **APPROVED** the ABC Gardens Contract Strategy.

8. REVIEW OF COMMITTEE TERMS OF REFERENCE

The Board Secretary advised that she and the Chair of the Board of Management had further reviewed and updated the Terms of Reference for each Committee. The Board noted that all Terms of Reference now include clarification of members who can attend, provide information in respect of deputies and have been amended to ensure that the language within each terms of reference is consistent.

Decisions:

The Board **APPROVED** the following Terms of Reference -

- Board of Management
- Chairs Committee
- Search and Nomination Committee
- Performance Review and Remuneration Committee
- Audit Committee
- Finance and General Purposes Committee
- HR Committee
- Learning, Teaching and Research Committee
- Estates Legacy Project Board

9. OSCR RETURN

The Board Secretary advised the Board that our OSCR return is due to be submitted by 30 April 2022. The Board noted that our responses have been drafted based on the End of Year accounts.

Decision: The Board **APPROVED** the submission of our OSCR return.

10. SCHEDULE OF BOARD AND COMMITTEE MEETINGS

The Board Secretary presented to the Board the proposed Schedule of Board of Management and Committee Meetings for the year 2022-23.

The Board highlighted that a date required to be set for the Board Away Day in 2023.

Decision: Pending a date being set for the Board Away Day 2023 the Board **APPROVED** the Schedule of Board of Management and Committee Meetings for the year 2022-23.

The Assistant Principal – Academic and Research joined the meeting.

The Health and Safety Manager joined the meeting.

Innis Montgomery joined the meeting.

11. HEALTH AND SAFETY ANNUAL REVIEW AND ANNUAL STATEMENT

The Health and Safety Manager spoke to his report providing the Board with the annual report on matters pertaining to health and safety and highlighting in particular:

- The reduction in accident/incident/near miss/fire reporting for the year.
- The success of our Covid-19 arrangements which has enabled our infection rates to remain low.
- Our aim to utilise the USHA HASMAP Standard as the framework upon which our Health and Safety Management System operates.
- The updates to our Health and Safety Management System Software.
- Implementation of our new online training system.
- The review of our Health and Safety Procedures.
- The department resource and the need to appoint a Health and Safety Officer to work with the Health and Safety Manager.

The Board thanked the Health and Safety Manager for this comprehensive report and update and discussed the impact of hybrid working on the reporting of accident/incident/near miss/fire reporting for the year.

A further discussion on the USHA HASMAP Standard took place with the Board noting that this framework allows us to manage and have oversight over our Health and Safety responsibilities and will allow us to work to a standardised model.

12. CONFIDENTIAL SESSION – UPDATE ON SHORTLIFE WORKING GROUP

A confidential discussion with regards residencies took place (CN-01-032022)

13. FINANCIAL POSITION UPDATE

The Assistant Principal – Finance and Audit spoke to his report and provided the Board with an update in relation to loan capital repayments, estimated targets, payroll trends and the expected implications from any move to flat funding.

The Board noted that work on budgets has commenced and these are being looked at in conjunction with the review of payroll trends and analysis and the curriculum planning review.

Matthew Millward left the meeting.

14. PRINCIPAL'S REPORT

The Principal spoke to his report providing the Board with an overview in respect of:

- Education Scotland Visit: The Board were provided with informal feedback on the review; noting that a full report will be presented by Education Scotland at the June 2022 Board Meeting. The Board thanked staff and students for their participation in this review.
- Curriculum Review: The Board discussed our KPI Matrix and noted how this assists us with the monitoring of all courses. The Board was advised that all teams are to be part of any future discussions on the curriculum and targets. The Board noted that our KPI Matrix has been presented to the Partnership Council for adoption by all partners. It was explained to the Board that the adoption of our KPI Matrix will allow consistent management of our data. It was reiterated to the Board the importance of the UHI curriculum review.

Bonnie Crawford left the meeting

- Sports Pitch: The Board was provided with the background to the development of the sports pitch. The Board was advised that the Highland Council and HIE have approved the plan's concept and need and noted that as part of this development we will become a key tenant and stakeholder but that the pitch itself will be run and managed by Highlife Highland on behalf of the Highland Council.
- Pay and Dispute Action: The Board was advised of the expected industrial disputes with notice having been received from all three recognised unions. The Board noted that we are part of a sector wide national negotiation process and that we contribute to policy and negotiations through the employer's association.
- Partnership Working: The Board noted the contents of the 'One UHI' Presentation which had been attached as an appendix to the Principal's report. It was highlighted to the Board that we do not recognise or accept some of the critical comments stated within the presentation which has been received and endorsed by the UHI Court. The Board expressed both their surprise and their concerns over some of the comments contained within this presentation. The Board highlighted that we will continue to engage and participate in all discussions around partnership.

Stephen Sheridan left the meeting.

Jane Rhodes left the meeting

15. GOVERNANCE REPORT

The Board was advised that we are now able to formally ratify the appointments of Dee Bird and Rojan Kumar Subramani as Non-Executive Members of the Board of Management.

Decision: The Board **RATIFIED** the appointment of Dee Bird and Rojan Kumar Subramani as Non-Executive Members of the Board of Management.

The Board was advised that we are also able to formally ratify the appointment of Michael Beveridge as a Co-opted Member to the Audit Committee.

Decision: The Board **RATIFIED** the appointment of Michael Beveridge as Co-opted Member to the Audit Committee.

The Board was advised that following an election Matthew Millward had been elected Teaching Staff Member Representative to the Board of Management.

16. DRAFT MINUTES OF BOARD COMMITTEES (CONFIDENTIAL)

The Board noted the contents of the following minutes of the meetings:

- a) Minutes of the Search and Nomination Committee held on 02 February 2022
- b) Minutes of the Performance, Review and Remuneration Committee held on 02 February 2022
- c) Minutes of the Chairs Committee held on 03 March 2022
- d) Minutes of the Audit Committee held on 08 March 2022
- e) Minutes of the HR Committee held on 10 March 2022
- f) Minutes of the Learning, Teaching and Research Committee held on 15 March 2022
- g) Minutes of the Joint Audit and F&GP Committee held on 17 March 2022
- h) Minutes of the F&GP Committee held on 17 March 2022

17. UHI UPDATES

The Board noted the contents of the minutes of the University Court held on 24 November 2021.

18. AOCB

The Board congratulated the Assistant Principal – Academic and Research and the Director of Remote and Sustainable Communities on their professorial titles.

19. DATE AND TIME OF NEXT MEETING

Tuesday 28 June 2022 at 4.30 p.m.

Board of Management – List of Outstanding Actions

29 June 2021				
Partnership Agreement	<p>A progress update on the timeline will be taken and discussed at each Board meeting to ensure that the partnership is delivering on the agreed timescales.</p> <p>Part 1 has been agreed in principle. Part 2 requires additional work and a further draft is now being considered.</p>	Principal	Ongoing	
05 October 2021				
Closed Session	Business Solutions Team to attend a Board Meeting to present to the board the pro-active ways in which they are working.	AP-O&ER	June 22	
14 December 2021				
Procurement	The updated procurement strategy will be taken to the F&GP Committee for review and then to the Board of Management for final approval.	AP – F&A	Ongoing – March 22	
10 February 2022				
Finance Update	The Board Secretary will source appropriate financial training for Board Members – this will be included within a development training plan for Board Members.	Board Sec	October 22	
31 March 2022				

ITEM 02

Collaboration and Partnership – Role of Board Members	Any ideas for collaboration and partnership working to be forwarded by members to the Board Sec. Any future developments will be included within the Board of Management Action Plan.	Board Members	Ongoing	
Code of Conduct	All Board Members to complete a revised registration of interest form. All Board Members to sign a fresh acceptance of the code form.	Board Members	Ongoing	

UHI | INVERNESS

Subject/Title:	Dignity in the Workplace Policy
Author: [Name and Job title]	Nicola Quinn HR Manager
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	02 June 2022
Brief Summary of the paper:	The Board of Management is asked to approve the revisions to the Dignity in the Workplace Policy. This was approved at the Policy and Procedure Review Panel in August 21, by the EMT Committee and was recommended for approval by the HR Committee in November 2021.
Action requested: [Approval, recommendation, discussion, noting]	Approval

Item 03a

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	Full Staff Consultation and JCC Consultation on updates only.		
Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

ITEM 03a



DIGNITY IN THE WORKPLACE POLICY

REFERENCE: PL/HR/2021/

Lead Officer	Assistant Principal - Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	09 March 2009
First Review Date	May 2010
Date review approved by BoM	
Next Review Date	
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

Contents

ITEM 03a

1. Policy Statement	3
2. Legislative framework/related policies	4
3. Scope	4
4. Compliance	4
5. Monitoring	4
6. Review	4

DRAFT

ITEM 03a

1. Policy Statement

The College is committed to developing and encouraging a working environment and culture whereby every member of staff has the right to work in an environment which is free from bullying and harassment.

The purpose of the Dignity in the Workplace Policy and Procedure is to highlight behaviours that could be construed as bullying or harassment in the workplace and outline the organisation's approach in managing bullying and harassment. The procedure will also explain what steps individuals can take if they encounter such behaviours.

It is important for staff to be aware that bullying and harassment will not be tolerated. Such behaviours will be treated in accordance with disciplinary policies and procedures, an outcome of which may result in dismissal.

Complaints relating to sexual misconduct can be brought at any time, without any indicative time limit.

The College also has a legal responsibility to ensure the health and safety of staff and provide a working environment which is free from unlawful discrimination. All individuals have a responsibility to respect the feelings and sensibilities of others in the workplace, and to behave in a way which does not cause offence.

ITEM 03a

2. Legislative framework/related policies

- 2.1. Employment Rights Act 1996
- 2.2. Equality Act 2010
- 2.3. The Protection from Harassment Act 1997
- 2.4. The Human Rights Act 1998
- 2.5. The Health & Safety at Work Act 1974
- 2.6. UK General Data Protection Regulation
- 2.7. UK Data Protection Act 2018
- 2.8. Staff Disciplinary Procedure
- 2.9. Staff Grievance Procedure
- 2.10. Staff Code of Conduct Policy
- 2.11. Inverness College's Guidance for Staff in Challenging Inappropriate Behaviour

3. Scope

- 3.1. The Dignity in the Workplace Policy applies to all Staff.

4. Compliance

- 4.1. This policy and procedure must be complied with and it will be audited regularly with reports going to the appropriate committee.

5. Monitoring

- 5.1. Each college policy will be monitored and its implementation evaluated.
- 5.2. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

6. Review

- 6.1. The policy and procedure will be reviewed every 3 years or sooner, to continue to meet College requirements and any legislative changes, and to ensure currency of content.

UHI | INVERNESS

Subject/Title:	Leaving UHI Inverness Policy
Author: [Name and Job title]	Nicola Quinn HR Manager
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	09 June 2022
Brief Summary of the paper:	The Board of Management is asked to approve the revisions to the Leaving UHI Inverness Policy. This document was approved at the Policy and Procedure Review Panel on 11 May 2022 and was tabled with the JCC, for consultation, on 31 May 2022. Additionally, the documents were out for staff consultation from 13 May – 03 June 2022, approved at the EMT Forum on Wednesday 01 June 2022 and recommended for approval by the HR Committee on 09 June 2022.
Action requested: [Approval, recommendation, discussion, noting]	Approval

Item 03b

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	Full Staff Consultation and JCC Consultation on updates only.		
Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Item 03b.

Formatted: Font: 20 pt, Bold, Font color: Red

Formatted: Right

Style Definition: Body Paragraphs

UHI | INVERNESS

LEAVING INVERNESS COLLEGE POLICY

REFERENCE: PL/HR/2019/01

Policy Owner	Assistant Principal – Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	2010
First Review Date	December 2011
Date review approved by BoM	17 December 2019
Next Review Date	September 2020
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	17.12.19	Review approved by BoM

Item 03b.

Formatted: Font: 20 pt, Bold, Font color: Red

Formatted: Right

Contents

1. Policy Statement	3
2. Legislative framework/related policies	4
3. Scope	4
4. Compliance	4
5. Monitoring	4
6. Review	5

Item 03b.

Formatted: Font: 20 pt, Bold, Font color: Red

Formatted: Right

1. Policy Statement

The college is committed to the recruitment, development and retention of staff, however it is inevitable that the employment relationship will end at some point whether that be through:

- Staff resignation
- Retirement
- Termination of employment

The purpose of this policy and procedure is to outline the various ways in which staff will leave Inverness College UHI, any actions they are required to undertake and what they can expect.

The College will comply with current legislation and best practice in relation to the policy and associated procedure.

Item 03b.

Formatted: Font: 20 pt, Bold, Font color: Red

Formatted: Right

2. Legislative framework/related policies

Employment Rights Act 1996
The Trade Union and Labour Relations (Consolidation) Act 1992
[Data Protection Act 2018](#)
The Human Rights Act 1998
The Collective Redundancies (Amendment) Regulations 2006
The Equality Act 2010
[General Data Protection Regulation General Data Protection Regulations \(GDPR\) 2018](#)

Protection of children and vulnerable adults policy
Data protection policy
[Staff](#) Disciplinary policy
[Staff](#) Grievance policy
[Attendance Management](#) [Promoting Attendance](#) policy
Staff Code of Conduct
[Staff Redundancy Policy and Procedure.](#)
[Staff PVG Procedure](#)

3. Scope

Leaving Inverness College policy applies to all core staff.

4. Compliance

This policy and [procedure](#) must be complied with and it will be audited regularly with reports going to the appropriate committee.

5. Monitoring

Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

Further monitoring by [the Executive Management Team and the Board of Management](#) ~~he~~ HR committee in respect of KPI reports i.e. [staff](#) turnover. Further analysis provided in respect [of](#) reasons for leaving and analysis of exit interviews.

Item 03b.

Formatted: Font: 20 pt, Bold, Font color: Red

Formatted: Right

6. Review

The Policy and Procedure will be reviewed every 3 years or sooner, to continue to meet College requirements and any legislative framework changes, and to ensure currency of content.

- ~~7. College will review the policy bi annually in September to ensure it continues to meet College requirements and any new legislative~~

UHI | INVERNESS

Subject/Title:	Staff Code of Conduct Policy
Author: [Name and Job title]	Nicola Quinn HR Manager
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	09 June 2022
Brief Summary of the paper:	The Board of Management is asked to approve the revisions to the Staff Code of Conduct Policy. This document was approved at the Policy and Procedure Review Panel on 11 May 2022 and was tabled with the JCC, for consultation, on 31 May 2022. Additionally, the documents were out for staff consultation from 13 May – 03 June 2022, approved at the EMT Forum on Wednesday 01 June 2022 and recommended for approval by the HR Committee on 09 June 2022.
Action requested: [Approval, recommendation, discussion, noting]	Approval

Item 03c

Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change 			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	Full Staff Consultation and JCC Consultation on updates only.		
Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Item 03c.

UHI | INVERNESS

STAFF CODE OF CONDUCT POLICY

REFERENCE: PL/HR/2020/002

Lead Officer	Assistant Principal -Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	15 December 2008
First Review Date	28 March 2011
Date review approved by BoM	06 October 2020
Next Review Date	October 2023
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	28.03.11	Reviewed by BoM
HR Manager	01.06.17	Reviewed by BoM HR Committee
HR Manager	06.10.20	Reviewed by BoM - Approved

Item 03c.

Contents

1. Policy Statement	3
2. Legislative framework/related policies	4
3. Scope	4
4. Compliance	4
5. Monitoring	4
6. Review	5

Item 03c.

1. Policy Statement

Employees are required to work to the best of their ability and always try to promote and develop the business of the College and its interests generally. This Staff Code of Conduct incorporates existing policies, regulations and conditions of service and provides further guidance on the minimum standards of conduct expected of College employees. The Code stands beside but does not, of course, exclude or replace an employee's rights and responsibilities under legislation or under the implied terms of the employment contract: its purpose is to provide clear and helpful advice.

Observance of the terms and requirements of this Code will help to ensure that an employee's relationship with the College is successful and productive. As a member of College staff, employees are expected to conduct themselves with integrity, impartiality and honesty.

Line Managers are responsible for ensuring employees within their team are aware of all relevant policies and procedures and of this Code of Conduct. All employees are responsible for familiarising themselves with College policies, procedures, standards, and for observing them.

A breach of the Code may result in disciplinary action in accordance with the College's Staff Disciplinary Procedure.

Item 03c.

2. Legislative framework/related policies

- 2.1. The Public Interest Disclosure Act 1998
- 2.2. The General Data Protection Regulations
- 2.2. The Data Protection Act 2018
- 2.3. The Freedom of Information Act 2000
- 2.11. The Sexual Offences Act 2003
- 2.12. The Sexual Offences Act (Scotland) 2009
- 2.13. The Smoking, Health & Social Care (Scotland) Act 2005
- 2.14. The Human Rights Act 1998
- 2.15. The Health & Safety at Work Act 1974
- 2.16. The Bribery Act 2010
- 2.17. The Equality Act 2010
- 2.18. Staff Disciplinary Policy
- 2.19. Staff Grievance Policy
- 2.20. Staff Recruitment & Selection Policy
- 2.22. IC Finance Regulations
- 2.23. Public Interest Disclosure Policy
- 2.24. Health & Safety Policy
- 2.25. IC University Partnership – Information Security Acceptable Use Policy
- 2.26. Link to General Teaching Council for Scotland (GTCS) – Professional Standards and Code of Professionalism and Conduct (CoPAC) for lecturers:
[Professional Standards and Code for Lecturers - The General Teaching Council for Scotland \(gtcs.org.uk\)](https://www.gtcs.org.uk/professional-standards-and-code-of-professionalism-and-conduct)

3. Scope

- 3.1. The Code of Conduct applies to all staff of Inverness College. There is a separate Code of Conduct which applies to members of the Board of Management. Reference to this policy should also consider the IC University Partnership – Information Security Acceptable Use Policy.

4. Compliance

- 4.1. This policy must be complied with and will be audited regularly with reports going to the appropriate committee.

5. Monitoring

- 5.1. Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

Item 03c.

6. Review

- 6.1. The Code of Conduct Policy and Procedure will be reviewed every 3 years or sooner, to continue to meet College requirements any legislative framework changes, and to ensure currency of content.

UHI | INVERNESS

Subject/Title:	Supporting Probation Policy
Author: [Name and Job title]	Nicola Quinn HR Manager
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	09 June 2022
Brief Summary of the paper:	<p>The Board of Management is asked to approve the revisions to the Supporting Probation Policy. This document was approved at the Policy and Procedure Review Panel on 11 May 2022 and was tabled with the JCC, for consultation, on 31 May 2022. Additionally, the documents were out for staff consultation from 13 May – 03 June 2022, approved at the EMT Forum on Wednesday 01 June 2022 and recommended for approval by the HR Committee on 09 June 2022.</p>
Action requested: [Approval, recommendation, discussion, noting]	Approval

Item 03d

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	Full Staff Consultation and JCC Consultation on updates only.		
Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Item 03d

UHI | INVERNESS

SUPPORTING PROBATION POLICY

REFERENCE: (to be inserted by Quality Team)

Policy Owner	Assistant Principal, Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	
First Review Date	
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

Item 03d

Contents

1. Policy Statement	3
2. Legislative framework/ related policies	3
3. Scope	3
4. Compliance	4
5. Monitoring	4
6. Review	4

Item 03d

1. Policy Statement

UHI Inverness recognises that a supportive and developmental probation process is vital in providing the appropriate level of support and training for new members of staff on commencement of their employment

The contractual probation period ensures the performance of new UHI Inverness employees is monitored regularly in the first months of their employment, with problems addressed at an early stage and any potential inability to meet the requirements of the role recognised as early as possible and any remedial action taken promptly.

All newly appointed staff will be subject to an agreed period of probation - normally six months.

2. Legislative framework/ related policies

- 2.1. Employment Rights Act 1996
- 2.2. Equality Act 2010
- 2.3. Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
- 2.4. Staff Contract of Employment
- 2.5. Staff Flexible Working Policy and Procedure.
- 2.6. Staff Code of Conduct Policy and Procedure
- 2.7. Maternity and Parenting Policy and Procedure
- 2.8. General Data Protection Regulations (2018)
- 2.9. Staff Disciplinary Policy and Procedure
- 2.10. Promoting Attendance Policy and Procedure
- 2.11. Professional Review and Development Policy and Procedure
- 2.12. Talent Management Framework

3. Scope

- 3.1. This Policy applies to all newly appointed directly employed employees at UHI Inverness which includes the EMT.
- 3.2. For fixed-term employees, this Policy should still be applied irrespective of length of contract in recognition of the fact that fixed-term contracts may be extended.
- 3.3. This Policy does not apply to agency staff, supply staff, contractors, or volunteers.
- 3.4. In circumstances where supply staff move to a permanent employment contract, as a result of two years continuous service on supply, this policy does not then apply.

Item 03d

4. Compliance

4.1. HR Department

The HR department is responsible for providing advice, guidance and support to managers and staff in relation to contractual probation management, and for auditing the implementation of the Policy and Procedure.

4.2. Line Managers.

Line managers are responsible for ensuring the consistent and fair application of this Policy and Procedure, obtaining advice and guidance from HR where necessary. The new appointee's line manager will have responsibility for managing the probationary period. In some instances, the line manager's senior manager may review this to ensure consistency in application of criteria, for example, when conducting a meeting to confirm that the probationary period may be extended or concluded.

4.3. Employees

All new appointees are responsible for attending and fully engaging with all review meetings and outcomes when required as part of the probationary process.

5. Monitoring

5.1. The Supporting Probation Policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

5.2. Further monitoring will be provided to the HR Committee in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of support and training

6. Review

6.1. This Policy will be reviewed every three years unless a legal change warrants an earlier review.

Subject/Title:	Staff Recruitment and Selection Policy
Author: [Name and Job title]	Nicola Quinn HR Manager
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	09 June 2022
Brief Summary of the paper:	<p>The Board of Management is asked to approve the revisions to the Staff Recruitment and Selection Policy.</p> <p>This policy was initially brought before the HR Committee in November 2021 but was subject to further amendments following a NJNC Circular.</p> <p>The Policy was recommended for approval by the HR Committee on 09 June 2022.</p>
Action requested: [Approval, recommendation, discussion, noting]	Approval

Item 03e

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	Full Staff Consultation and JCC Consultation on updates only.		
Status – [Confidential/Non confidential]	Non Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Item 03e.

UHI | INVERNESS

Staff Recruitment and Selection Policy

REFERENCE: PL/HR/2021

Lead Officer	Assistant Principal - Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	22 March 2010
First Review Date	01 January 2014
Date review approved by BoM	06 October 2020
Next Review Date	October 2023
Equality impact assessment	11 April 2012
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	26/03/2012	Changes approved at BoM
HR Manager	06/10/2020	Reviewed at BoM - approved

Item 03e.

Contents

1. Policy Statement	3
2. Legislative framework/related policies	4
3. Scope	4
4. Compliance	4
5. Monitoring	4
6. Review	5

Item 03e.

1. Policy Statement

The College will provide equality of opportunity in the recruitment and selection of vacant posts and ensure applicants are treated on the basis of merit and ability. In doing so the College will promote recruitment and selection practices which do not discriminate on any unfair or unlawful grounds, for example because of sex, race, disability, marital status, sexual orientation, gender reassignment, age, pregnancy or maternity and/or religion or belief.

The purpose of this policy is to:

- Provide a framework which provides a consistent and clear approach to staff recruitment and selection.
- Ensure processes are in place to attract the best possible candidates and determine whether they have the knowledge, skills, attitudes and behaviours to fully undertake the role they are recruited for and in line with organisational culture.
- Develop and encourage a safe and secure working environment within a culture of equality of opportunity for all.
- Support staff through their initial induction period by providing initial and ongoing support that will enable them to understand and embrace organisational culture.
- Provide an environment which allows new staff the opportunity to develop themselves and the functions they are recruited to support.

Item 03e.

2. Legislative framework/related policies

Rehabilitation of Offenders Act 1974
Rehabilitation of Offenders Act (Exceptions) Order 1975
Protection from Harassment Act 1997.
Data Protection Act 2018
General Data Protection Regulations 2018
The Human Rights Act 1998
The Equal Pay Act 1970 (Amendment) Regulations 2003
The Employment Equality (Age) Regulations 2006
The Immigration, Asylum and Nationality Act 2006
UK Borders Act 2007
The Equality Act 2010
Protection of Children and Adults at Risk policy & Procedure
Data Protection Policy
Relocation and Removal Policy and Procedure
Policy Secure Handling use Storage Retention of Disclosure Information
Policy
Equality Outcomes Mainstreaming Report

Any circular which is issued under the provisions of the National Joint Negotiating Committee is binding on Inverness College UHI as a signatory of the National Recognition and Procedures Agreement.

3. Scope

Staff recruitment and Selection policy applies to College vacancy applicants, current employees, recruiting managers, and Human Resources staff.

4. Compliance

This policy must be complied with and it will be audited regularly by the Quality unit with reports provided to the appropriate committee.

5. Monitoring

The Staff Recruitment and Selection policy will be monitored, and its implementation evaluated. Appropriate [procedures](#) for monitoring and evaluation are the responsibility of the lead officer. The procedures will be subject to audit by the College Quality Unit.

Further monitoring will be provided to the HR Committee in respect of KPI reports and in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of advertising, number of applicants, and quarterly diversity monitoring of all applicants and successful starters and leavers.

Item 03e.

6. Review

This Policy will be reviewed every three years unless a legal change warrants an earlier review.

UHI | INVERNESS

Subject/Title:	Sustainable Procurement Policy
Author: [Name and Job title]	Amanda MacKenzie, APUC Head of Procurement – UHI Shared Service
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	05 May 2022
Brief Summary of the paper:	The Board of Management is asked to approve the revisions to the Sustainable Procurement Policy. The policy was approved by EMT following a sense check which had been requested during the March EMT Committee Meeting. The APUC Supply Chain Manager completed this sense check and was content with the policy wording. The EMT therefore approved the policy in April 2022. This policy was recommended for Board approval by the Finance and General Purposes Committee on 16 June 2022.
Action requested: [Approval, recommendation, discussion, noting]	For approval.

Item 03e

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Ensuring compliance with the Sustainable Procurement Duty brought into force through the Procurement Reform (Scotland) Act 2014, the Modern Slavery Act 2015 and statutory guidance on fair work practices and the award of public contracts (Fair Work Practices Act 2017). Maintaining our links through the membership of APUC in conjunction with UHI and other Academic Partners.		
Resource implications:	Yes / No If yes, please specify: Ensuring the promotion of innovative and sustainable savings and benefits through collaboration with other UHI Academic Partners.		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational: Organisational risk associated with not complying with the relevant laws.		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf



Sustainable Procurement Policy
REFERENCE: PL/CS/2020/001

Policy Owner	APUC Supply Chain Manager
Lead Officer	APUC Head of Procurement – UHI Shared Service
Review Officer	Inverness College UHI Director of Finance
Date first approved by BoM	30 June 2020
First Review Date	March 2021 02 November 2021
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
APUC Supply Chain Manager	30/06/20 02/11/21	<p>New Policy approved by BoM</p> <p>Add statutory guidance on Fair work practices and the award of public contracts to the Policy Statement</p> <p>Legislative framework / related policies</p> <p>Equality Act 2010</p> <p>Scottish Procurement Policy Notes (SPPNs).</p> <p>2.24 SPPN 1/2021 - Takes into account of climate and circular economy considerations in public procurement.</p> <p>https://www.gov.scot/publications/taking-account-of-climate-and-circular-economy-considerations-in-public-procurement-sppn-1-2021/</p> <p>2.25 SPPN 3/2021 - Implementation of Fair Work First in Scottish Public Procurement.</p> <p>https://www.gov.scot/publications/implementation-of-fair-work-first-in-scottish-public-procurement-sppn-3-2021/</p> <p>Added new sections to Section 3 Scope:</p> <p>To drive forward its obligations towards global climate emergency being a strategic national priority. The College will focus on the climate and circular economy in its procurement activity and report ongoing progress against these commitments in its annual procurement reports.</p> <p>Fair Work is central to achieving the Scottish Government's priority for sustainable and inclusive growth. In line with SPPN 3/2021 the College will apply the five Fair Work First criteria in any regulated procurement process, where relevant and proportionate to do so</p> <p>Monitoring & Reporting</p> <p>Added, Reporting will be recorded via the use of:</p> <p>The College Strategic Plan (KPI's)</p> <p>The College Financial Regulations</p> <p>The College Procurement Strategy</p> <p>New Section 6 - College Policies & Procedures</p> <p>Added - Elements from the Sustainable Procurement Policy are to be included within other departments policies and procedures where applicable.</p>

Contents

1. Policy Statement	3
2. Legislative framework/related policies	3
3. Scope	4
4. Compliance & Responsibilities	5
5. Monitoring & Reporting	5
6. Review	5

1. Policy Statement

Inverness College UHI is committed to collectively working to deliver value for money whilst being committed to embedding effective sustainable procurement through our supply chain.

We will comply and support the Sustainable Procurement Duty brought into force through the Procurement Reform (Scotland) Act 2014, the Modern Slavery Act 2015 and **statutory guidance on Fair work practices and the award of public contracts**. (Fair Work Practices Act 2017) which will drive the college to achieve economic, social and environmental benefits not only for the college but its wider environment through its procurement activities.

Through the colleges membership of APUC (Advanced Procurement for Universities and Colleges), the sector's procurement centre of expertise and its partnership with UHI and its Academic Partners, the college will, strive to use its collaborative buying power to bring positive impacts on supply chain sustainability.

The College shall support and encourage procurement activities that will assist SMEs, third sector businesses and supported businesses to bid for contracts to sustain and grow our local economic supply chain.

2. Legislative framework / related policies

Legislative framework includes:

- 2.1. Procurement Reform (Scotland) Act 2014
- 2.2. Scottish Government Sustainable Procurement Duty
- 2.3. EU General Data Protection Regulation 2016/679
- 2.4. Protecting Vulnerable Groups (PVG)
- 2.5. UK Data Protection Act 2018
- 2.6. Fair Work Practices
- 2.7. Modern Slavery Act 2015
- 2.8. Criminal Finances Act 2017
- 2.9. Freedom of Information (Scotland) Act 2002
- 2.10. Public Records Scotland Act 2011
- 2.11. **Equality Act 2010**

Related policies, procedures and documents include:

- 2.12. Inverness College Strategic Plan 2017-2020
- 2.13. Local Governance, Inverness College Financial Regulations
- 2.14. Inverness College Procurement Strategy 2017-2020
- 2.15. Inverness College Freedom of Information Policy
- 2.16. ICT - UHI Partnership Information Security Acceptable Use Policy
- 2.17. ICUHI Information Security Incident Management Procedure
- 2.18. ICUHI Records Management Policy (including the college Records Retention Schedule)
- 2.19. ICUHI Business Continuity Policy

- 2.20. ICUHI Secure Handling, Use, Storage and Retention of Disclosure
- 2.21. ICUHI Value for Money Policy
- 2.22. Scotland's Economic Strategy
- 2.23. National Performance Framework

Scottish Procurement Policy Notes (SPPNs).

2.24 SPPN 1/2021 - Takes into account of climate and circular economy considerations in public procurement.

<https://www.gov.scot/publications/taking-account-of-climate-and-circular-economy-considerations-in-public-procurement-sppn-1-2021/>

2.25 SPPN 3/2021 - Implementation of Fair Work First in Scottish Public Procurement.

<https://www.gov.scot/publications/implementation-of-fair-work-first-in-scottish-public-procurement-sppn-3-2021/>

3. Scope

- 3.1. Inverness College UHI is committed through all its procurement activities to drive positive impacts on supply chain sustainability, reaching as far into its supply chain as reasonably possible.
- 3.2. As a member of the APUC (Advanced Procurement for Universities and Colleges), Inverness College UHI has access to the APUC developed policies and tools.
- 3.3. For all contracts national or local, Inverness College UHI is committed to promoting the Sustain Supply Chain Code of Conduct.
- 3.4. Sustainable Procurement Objectives
 - 3.4.1. To ensure the College Sustainable Procurement Policy is promoted and embedded with College staff involved in the procurement of goods and services so they routinely consider how we can enhance and protect our shared environment, contribute to the health and well-being of society and build a sustainable economy through our procurement decisions.
 - 3.4.2. To comply with relevant legislation (PRA, Modern Slavery, Fair Work Practices)
 - 3.4.3. To drive forward it's sustainable procurement policy in order to deliver best value for the College whilst being committed to embedding and effecting sustainable procurement. The College shall, strive to bring about positive impacts and monitor compliance of the policy.
 - 3.4.4. Develop and deliver sustainable outputs within its supply base that support Scotland's Economic Strategy and the national Sustainable Procurement Action Plan assisting to achieve a step change on the [Scottish Sustainable Procurement Flexible Framework](#).
 - 3.4.5. Manage continuous improvements in sustainable procurement by working with the supply chain and other public body organisations.

- 3.4.6. Promote innovation and sustainable savings and benefits through collaboration with other UHI Academic Partners, the wider sector and other like-minded organisations. Will work in collaboration with other like-minded organisations.
- 3.4.7. To drive forward its obligations towards global climate emergency being a strategic national priority. The College will focus on the climate and circular economy in its procurement activity and report ongoing progress against these commitments in its annual procurement reports.
- 3.4.8. Fair Work is central to achieving the Scottish Government's priority for sustainable and inclusive growth. In line with SPPN 3/2021 the College will apply the five Fair Work First criteria in any regulated procurement process, where relevant and proportionate to do so.

4. Compliance including Responsibilities

Inverness College UHI is fully committed to complying with the following.

- 4.1. Procurement Reform (Scotland) Act 2014, and all other related legislation
- 4.2. Scottish Government Sustainable Procurement Duty.
- 4.3. Recording sustainability benefits (BT14) derived through tendering activity in the College Contracts Register (Hunter) in accordance with the Scottish Government Guidance Notes and Benefits Methodology.
- 4.4. The development and delivery of staff training on the Sustainable Procurement
- 4.5. The provision of advice & guidance to college staff at all levels the Sustainable Procurement Policy.
- 4.6. Work with the APUC and the sectors Climate Commission on Sustainable Procurement developments and changes in legislation.
- 4.7. Participate as a Member of the APUC Sustainable Procurement Leadership Group
- 4.8. The College Board of Management are responsible for the approval of the Sustainable Procurement Policy.
- 4.9. The College Senior Management Team are responsible for providing leadership and commitment to the embedding of the Sustainable Procurement Policy principles and on-going review of the Sustainable Procurement Policy.
- 4.10. The Director of Finance has strategic responsibility for Sustainable Procurement Policy.

5. Monitoring & Reporting

Inverness College UHI will encourage our suppliers to work with the College to adopt sustainability improvements and innovations that go beyond contractual requirements.

- 5.1. The College will work with suppliers and contractors so that they are aware of College Sustainable Procurement Policy.

- 5.2. The College will contract manage its Contracts depending on value, criticality and risk.
- 5.3. High and Medium priority contracts will be managed through monthly/quarterly contract review meetings. Sustainability will be an agenda item.
- 5.4. Reporting will be recorded via the use of:
 - The College Strategic Plan (KPI's)
 - The College Financial Regulations
 - The College Procurement Strategy
 - The College Contracts Register
 - The College Annual Procurement & Value for Money Report
 - College Presentations to Management & Staff

6. College Policies & Procedures

- 6.1. Elements from the Sustainable Procurement Policy are to be included within other departments policies and procedures where applicable.

7. Review

- 7.1. The Sustainable Procurement Policy is subject to annual review.

CHI INVERNESS

Subject/Title:	Fees 2022-23
Author:	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	Board of Management Meeting
Meeting Date:	28 June 2022
Date Paper prepared:	27 April 2022
Brief Summary of the paper:	Present the Board of Management with FE Fee proposals for 2022-23
Action requested: [Approval, recommendation, discussion, noting]	Consideration, discussion and ratification of offline approval given by Board Members within May 2022.
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Yes – monitors operational finance that links to strategic plan
Resource implications:	Yes If yes, please specify: Finance
Risk implications:	Yes If yes, please specify: Financial Operational Organisational
Equality and Diversity implications:	N/A If yes, please specify:

ITEM 04

Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Confidential
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No
*If a paper should not be included within “open” business, please highlight below the reason.	
Its disclosure would substantially prejudice a programme of research (S27)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	Y
Its disclosure would constitute a breach of the Data Protection Act (S38)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Subject/Title:	Financial Forecast Return – 2021/22 and 2022/23
Author:	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	Board of Management Meeting
Meeting Date:	28 June 2022
Date Paper prepared:	25 June 2022
Brief Summary of the paper:	Present the Board of Management with the Financial Forecast Returns for 2021/22 and 2022/23.
Action requested: [Approval, recommendation, discussion, noting]	Consideration, discussion and approval by Board Members
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Yes – monitors operational finance that links to strategic plan
Resource implications:	Yes If yes, please specify: Finance
Risk implications:	Yes If yes, please specify: Financial Operational Organisational
Equality and Diversity implications:	N/A If yes, please specify:

Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Confidential
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No
*If a paper should not be included within “open” business, please highlight below the reason.	
Its disclosure would substantially prejudice a programme of research (S27)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	Y
Its disclosure would constitute a breach of the Data Protection Act (S38)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI | INVERNESS

Subject/Title:	Revenue Budget 1 August 2022 – 31 July 2023
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	07 June 2022
Brief Summary of the paper:	Present Revenue Budget 2022-23
Action requested: [Approval, recommendation, discussion, noting]	The F&GP Committee have recommended the Revenue Budget for 22-23 to Board for Approval.

Item 05

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan		
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:		
Risk implications:	Yes If yes, please specify: Financial Operational		
Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI | INVERNESS

Subject/Title:	Capital Budget 1 August 2022 – 31 July 2023
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit
Meeting:	Board of Management Meeting
Meeting Date:	28 June 2022
Date Paper prepared:	13 June 2022
Brief Summary of the paper:	Present Capital Funding Budget 2022-23
Action requested: [Approval, recommendation, discussion, noting]	Recommended by F&GP Committee for Approval

Item 06

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan		
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:		
Risk implications:	Yes If yes, please specify: Financial Operational		
Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Subject/Title:	Principal's Report
Author: [Name and Job title]	Professor Chris O'Neil Principal
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	21 June 2022
Brief Summary of the paper:	<p>This report provides the Board of Management with an overview of new and continuing activity including:</p> <ul style="list-style-type: none"> • REF • Students and Student Experience • Flat Funding 2022-2027 • Partnership Working
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Item 08

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Partnership Services New Opportunities/Change		
Resource implications:	Yes / No If yes, please specify: Impact of Flat Funding on Finances		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify: Students and our work with HISA		
Consultation: [staff, students, UHI & Partners, External] and provide detail	N/A		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI | INVERNESS

Subject/Title:	Finance Position Update
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	07 June 2022
Brief Summary of the paper:	Present Revenue Budget Monitoring and Projected Outturn
Action requested: [Approval, recommendation, discussion, noting]	Noting

Item 10

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Complying with Funding parameters Finance undergirds Strategic Plan		
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:		
Risk implications:	Yes If yes, please specify: Financial Operational		
Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI INVERNESS

Subject/Title:	Report on Governance Case Study
Author: [Name and Job title]	Mark Sheridan Chair of the Board of Management
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	20 June 2022
Brief Summary of the paper:	Background to the Case Study Review
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Noting

Item 11

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change			
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational: Governance Risks		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)	Y	Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

UHI | INVERNESS

Subject/Title:	Governance Update
Author: [Name and Job title]	Lisa Ross, Board Secretary
Meeting:	Board of Management
Meeting Date:	28 June 2022
Date Paper prepared:	21 June 2021
Brief Summary of the paper:	This paper provides the Board of Management with an update on all governance matters.
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Approval

Item 12

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Governance Compliance		
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/ No If yes, please specify:		
Student Experience Impact:	Yes/ No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)	Y	Other (Please give further details)	

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf