

No.	Date request was received	Nature of information requested
374	28/06/2023	How does the College process DBS applications
373	24/05/2023	Violence at work
372	24/05/2023	Principal Pay Request
371	24/04/2023	Information on trips undertaken by Principal in 2022
370	20/04/2023	Staff Absence
369	22/03/2023	Zero Hours Contracts
368	26/02/2023	College Bursary
367	25/02/2023	Counselling Services
366	24/02/2023	Counselling Services
365	23/02/2023	CO2 Monitors
364	16/02/2023	College Deficit
363	09/02/2023	Average reading and mathematical skills age of students.
362	31/01/2023	Students charged with criminal offence
361	26/01/2023	Supported employment opportunities for students
360	22/01/2023	Fasttrack to E Commerce & Business Course
359	19/01/2023	Adult Education Funding
358	03/01/2023`	Student funding
357	08/12/2022	Information on payments to external suppliers for purchases of goods and services.
356	11/11/2022	Manager list
355	11/11/2022	IT Technical request
354	08/11/2022	Edenred
353	03/11/2022	Lecturing Staff National Dispute Resolution
352	19/10/2022	Capital Funding
351	15/08/2022	Senior Salaries
350	05/08/2022	Details of any current or previous collaborative projects with institutions in India.
349	28/07/2022	Number of students pursuing courses/modules relating to renewable energy
348	22/06/2022	Spend on Employment Agencies
347	21/06/2022	Violence at work
346	22/06/2022	Annual spend of fair trade goods

345	17/05/2022	Costs of provision of external legal, HR or other consultancy advice Jan2021-May 2022
344	23/05/2022	Gender Pay gap
343	18/05/2022	Details of current contract covering reprographics/print
342	28/04/2022	Stakeholder Event Wednesday 23 March 2022
341	29/03/2022	Lighting/carbon management
340	22/03/2022	IT devices and hardware
339	02/02/2022	Ventilation

339 1. How many CO2 monitors are there in your college? **64, monitoring 69 areas in total**
 2. How many rooms are there in your college? **95 in total (offices, workshops and classrooms)**
 3. How many campuses are there in your college? **4**

340 **Please find the information requested in the tables below.**
For Q2 I have not been able to enter costs as we don't know our budget for this type of replacements until nearer the time, however I have entered other information but happy to chat through this before you reply.
There also might be further applications within Q3 we could add, but again happy to chat

Q1. Can you please list the number of devices deployed by your organisation for the following?	
DEVICE TYPE	NUMBER OF DEVICES
Desktop PCs and Laptops	1600
Mobile Phones (Smartphones, PDAs handheld devices)	160
Printers	25
Tablets	20
Servers	38
Storage Devices	0
Networking Infrastructure (E.g., Switches, Routers, etc)	56
Security Infrastructure	2

Q2. Does your organisation have any plans for refreshing or replacing the above devices, if so, can you please provide the indicative or projected expenditure in the below format?

REPLACE/REFRESH PROGRAMME:

IT OR ICT HARDWARE	EXPENDITURE		
	2022/23	2023/24	2024/25
Desktop PCs and Laptops	Rolling replacement	Rolling replacement	Rolling replacement
Mobile Phones (Smartphones, PDAs handheld devices)	Rolling replacement	Rolling replacement	Rolling replacement
Printers			Contract renewal
Tablets	Rolling replacement	Rolling replacement	Rolling replacement
Servers	Hosted service	Hosted service	Hosted service
Storage Devices	Hosted service	Hosted service	Hosted service
Networking Infrastructure		End of support	
Security Infrastructure		End of support	

Note: If the projected expenditure is not available, list the years when the refresh/replacement is due or planned for the above devices.

Q3. Does your organisation have any plans for developing, refreshing, or replacing IT or ICT software applications, if so, can you please provide the information in the below format?

S.No	APPLICATION NAME	MONTH/YEAR
1	ITSM Toolkit (Service Desk Software)	July 2022
2	Finance / HR Systems	TBC
3	CRM System	TBC
4		
5		
6		

- 341** 1. What type of lighting specifically (incandescent, fluorescent, halogen, LED or mixture) does the University use in the following areas?
- Residential Estate
 - Offices
 - Libraries
 - Sport Facilities
 - Non-Residential Estate
 - Others
2. For each building, are solar photovoltaic (PV) panels installed?
3. For each building, what Building Management System (BMS) is in use?
4. Is there a hard services external Facilities Management company under Contract with the University and who is it?
5. Please provide a copy of the University's Net-Zero/Sustainability/Carbon Management Plan.
6. Name, position, email address and contact number of the member of staff responsible for reducing the carbon emissions within the University as part of the overall Government strategy to reach Net-Zero?

<p>342</p>	<p>Total spend or anticipated spend of your college's delegate(s) attendance at the Stakeholder Dinner on Wednesday 23 March 2022 at DoubleTree by Hilton Hotel, Dunblane Hydro hosted by Colleges Scotland Please split down and supply in electronic format; total number of attendees from your college number of overnight accommodation rooms booked and their associated costs food costs bar costs travel expenses other expenses Details of which budget were expenses paid from.</p> <p>1 attendee 2 rooms booked at £100 each (1 unable to attend) Expenses - £27.90 for travel paid from staff expenses budget</p>
<p>343</p>	<ol style="list-style-type: none"> 1. Number of MFDs & photocopiers at Borders College 2. Name of incumbent 3. Start/end date of contract 4. Details of any extension options 5. Is this a managed service? 6. What framework used 7. Number of regular/desktop printers (in addition to above) 8. Is there a support contract on above, if yes then start/end date? 9. Does the college have a print room? 10. If yes, name of supplier, number of devices and start/end date of contract, also details of any extension options 11. What print software does the college run? 12. Name of person responsible for print at the college <p>Response:</p> <ol style="list-style-type: none"> 1. There are 27 MFDs & photocopiers at Borders College. 2. The name of incumbent is Ricoh. 3. 1st July 2020 – 30th June 2025 4. 12-month extension option. 5. Yes 6. SP-16-013 Office Equipment. 7. There are 3 regular/desktop printers. 8. No 9. No 10. n/a 11. Papercut is the print software the college runs. 12. Scott Moncrieff is the person responsible for print at the college.

<p>344</p>	<p>1. What the gender pay gap currently is in your institution? 2. What the gender pay gap was for the previous two reporting sessions?</p> <p>Response: The information that has been requested has already been published on the College's website.</p>
<p>345</p>	<p>Please confirm the costs of the provision of any external legal, HR or other consultancy advice provided to or on behalf of your college including your Board of Management for the period of January 2021 to May 2022, in monthly tranches.</p> <p>Response:</p> <p>Please see Appendix 1 for costs of the provision of external legal, HR or other consultancy advice provided to or on behalf of the College and its Board of Management.</p>
<p>346</p>	<p>Data on Borders College's total annual spend on fair trade goods throughout each of the past two annual accounts? (i.e. data from both 2020-2021 and 2021-2022). By vendor name; whether they were contracted/non-contracted; description of item(s) purchased; and the total value per order.</p> <p>To attach our current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014.</p> <p>Borders College does not record the information requested, therefore I must advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 the information sought is not held.</p> <p>Our Procurement Policy can be accessed on the College website at https://www.borderscollege.ac.uk/documents/policy-procedural-documents</p>
<p>347</p>	<p>For the time period 31st March 2021 to 31st March 2022 please provide the following:</p> <ol style="list-style-type: none"> 1. total number of violent incidents on your staff broken down by job title/category of worker 2. a breakdown of the nature of the violent incident e.g., verbal, physical, threatening behaviour 3. how many violent incidents have been reported under RIDDOR Regulations, with a breakdown by job title/category of worker

	<p>Response:</p> <ol style="list-style-type: none"> 1. 4 incidents. Job category – 3 lecturing and 1 support 2. 4 verbal and threatening 3. 0 RIDDOR reportable
<p>348</p>	<p>How much money, including VAT, did your college spend on employment agencies (hiring agency staff) during the following periods?</p> <ul style="list-style-type: none"> • Financial year 2017/18 • Financial year 2018/19 • Financial year 2019/20 • The month of January 2022 • The month of February 2022 • The month of March 2022 <p>Total number of staff employed</p> <p>Response:</p> <ul style="list-style-type: none"> • Financial year 2017/18 - £65,462.65 • Financial year 2018/19 - £171,036.87 • Financial year 2019/20 - £208,198.94 • January 2022 - £4,659.84 • February 2022 - £10,886.14 • March 2022 - £10,819.20 • Total number of staff employed - 300
<p>349</p>	<p>The number of students currently pursuing courses or modules which relate to renewable energy, broken down by gender.</p> <p>Response: Borders College has 64 male students and 3 female students who completed courses or modules which relate to renewable energy in 2021/22.</p>
<p>350</p>	<p>Details of any current or previous collaborative projects between this college and institutions in India. Please could this include the type of collaboration (eg. A research project), and the name and location of the institution in India that was/ is collaborated with.</p>

	<p>Response:</p> <p>The College has not undertaken any projects with institutions in India.</p>
<p>351</p>	<p>1. How much (in % terms) did the college's executive (or senior) management team members' salaries increase by in 2021-22? 2. Was any form of bonus paid to the college's executive (or senior) management team members in 2021-22? If so, how much. 3. What were the salary increases (in % terms) in 2021-22 for all posts which are above level 3 in the promoted posts lecturing structure? 4. What was the lowest executive (or senior) management salary increase in 2021-22, taking into account any bonus, pension increment or additional payment of any kind? Please give details of these if applicable. 5. What was the highest executive (or senior) management salary increase in 2021-22, taking into account any bonus, pension increment or additional payment of any kind? Please give details of these if applicable. 6. What was the average executive (or senior) management salary increase in 2021-22, taking into account any bonus, pension increment or additional payment of any kind? Please give details of these if applicable.</p> <p>Response:</p> <ol style="list-style-type: none"> 1. 0.89% to 1.25% 2. No 3. Maximum of 2% 4. 0.89% 5. 1.25% 6. 1.05%
<p>352</p>	<p>1. What is the value of the maintenance backlog at the time of the property annual review for each of the last 10 years?</p> <p>Response: We have a life cycle model and sinking fund, avoiding the need to complete a property annual review and subsequent maintenance backlog value due to this being a pro-active solution.</p>
<p>353</p>	<ol style="list-style-type: none"> 1. Are you aware that staff side unions have submitted a dispute on this issue at the NJNC? Yes 2. If yes, have you respected the status quo in relation to this national dispute (not progressing until resolved)? No activity in this area at present 3. Have you received advice from College Employers Scotland following the staff side trade unions dispute? No specific advice required. If so, please supply and detail when this advice was given. Have you progressed this circular at local level and to what extent? Not required 4. If so, which date (s)? Not applicable 5. Were UNISON/GMB/UNITE involved? Not applicable 6. Please outline the process followed. Not applicable

	<p>7. How many current lecturing roles did you review? None</p> <p>8. How many were changed? Not applicable</p> <p>9. How many support staff roles did you review? None</p> <p>10. How many were changed? Not applicable</p> <p>Please supply list of roles? Not applicable</p>
<p>354</p>	<p>1. The types of vouchers or gift cards that the organisation receives from Edenred, either directly or via the Crown Commercial Service. For example, Edenred lists the following vouchers and gift cards: compliments card, incentive award card, childcare vouchers https://www.edenred.co.uk/en/reward-recipient/</p> <p>Following vouchers are provided: Childcare.</p> <p>2. Please provide the number of staff to receive each gift card or vouchers and the monetary value of the gift cards or vouchers provided. For example, 50 staff may have received £50 compliments cards, 20 civil servants may have received £20 childcare vouchers</p> <p>This information would allow any competitor to calculate engagement levels giving them commercial insight and potential advantage.</p> <p>Not disclosed - Individual voucher volumes are not disclosed as it is commercially sensitive information and likely to prejudice commercial interest (Section 43).</p> <p>3. Please also, if possible, include the following information broken down by financial years 2019-20, 2020-21, 2021-22. Monthly payments to the company Edenred.</p> <p>Not disclosed - information is commercially sensitive and likely to prejudice commercial interest (Section 43). It is exempt under Joint Schedule 4 of the CCS RM6133 framework.</p>
<p>355</p>	<p>1.</p> <ul style="list-style-type: none"> a) When was your last networking (LAN, core, edge) refresh, and when is the next refresh planned? b) What would you like to improve upon in your next refresh? c) Could you please confirm contract end dates and current vendors for this? <p>2.</p> <ul style="list-style-type: none"> a) When was your last Wi-Fi refresh, and when is the next refresh planned? b) What would you like to improve upon in your next refresh? c) Could you please confirm contract end dates and current vendors for this? <p>3.</p> <ul style="list-style-type: none"> a) When was your last telephony or Unified Communications refresh, and when is the next refresh planned? b) What would you like to improve upon in your next refresh? c) Could you please confirm contract end dates and current vendors for this?

	<p>4. a) Do you have an integration or workflow solution across the multiple technology systems in the college?</p> <p>Response:</p> <p>1. a) LAN, core, edge refresh 2018 b) Access to Core layer uplinks at least 40Gig (currently 10), central management c) Access Switches support end 2025, Core Switches 2023</p> <p>2. a) 2017 b) Re-asses AP locations to limit the chance of AP congestion, dynamic channel switching to help with channel interference, logs and reports. c) July 2023</p> <p>3. a) 2017 b) Full VOIP, Teams integration c) July 2023</p> <p>4. a) No</p>
356	<p>Can you please provide an up-to-date manager list/organogram containing names, job titles and department areas.</p> <p>Provided via attachment.</p>
357	<p>All payments to external suppliers for purchases of goods and services between 2021-01-01 and 2021-12-31.</p> <p>Supplied via attachment.</p>
358	<ul style="list-style-type: none"> - The number of students who asked the university for financial support in 2022, whether through a hardship fund, a discretionary fund, financial aid or any similar means of help. - How many of these students were awarded any sum of money relating to the above. - The same as the previous two points but for 2019. - The average amount of money given to each student and the overall amount of money given out, both for 2019 and 2022. <p>Response:</p>

	Student Requests	Awards	Average Award	Total Funds Awarded
YE 2019	27	21	£ 1,627	£ 34,172
YE 2022	620	616	£ 1,710	£ 1,053,093

359

1. How much adult education funding did you receive from the EFSA in the last financial year (21/22)?
2. How much, if any, *other* adult education funding did you receive in the last financial year (21/22)?
3. How much adult education funding did you receive from the EFSA in the previous year? (20/21)?
4. How much, if any, *other* adult education funding did you receive in the previous year? (20/21)?
5. Are you expecting your adult education funding budget to increase/decrease/stay about the same this year (22/23)?
6. How much (as a %) of your EFSA adult education funding budget was clawed back in the last financial year (from 21/22 budget)?
7. Has the number total number of adult education courses you offer increased/decreased/stayed the same since last year (22/23 compared with 21/22)?
8. Are you planning to increase/decrease/keep the same the total number of adult education courses you will offer in the near future?

Nil response. Borders College does not receive funding from EFSA.

360

1. What is the status of the Fasttrack to Ecommerce and Business course?
2. How many students are enrolled?
3. How much has the college spent on marketing, promotion etc?
4. Are the course units accredited by the SQA?

Response:

1. Course was offered but did not run due to low numbers.
2. Nil
3. The course was marketed via social media channels, website and existing links with £150 in additional costs.
4. No.

361	<p>Current links that Borders College have with supported employment for ASN students.</p> <p>Response:</p> <p>There are currently 29 students on supported work placement with various employers throughout the Border region.</p> <p>They are placed within land-based, retail and catering industries.</p>
362	<ul style="list-style-type: none"> • Does your university or college conduct background checks on students ahead of enrolment? • Do these checks include spent and unspent criminal convictions and any ongoing criminal investigations – i.e. have they been charged with an offence but not convicted? • For each of the past five academic years have there been any students enrolled with an unspent criminal conviction? • For each of the past five academic years have there been any students enrolled with a spent criminal conviction? • For each of the past five academic years have there been any students enrolled whilst they have subject to an ongoing criminal investigation? <p>Response:</p> <ol style="list-style-type: none"> 1. The student application form asks ‘Do you have any unspent Criminal Convictions?’ The form contains the following statement next to this question: <i>‘You must disclose any unspent conviction you may have. Disclosure will not automatically discount you from interview. The College will accept applications from individuals with a criminal record on their merits, only taking into account convictions considered to be relevant to the course applied for. You will be required to supply details in a letter marked ‘Private and Confidential’ detailing the conviction(s). The content of the letter should outline the incidents(s), when it was, how it was dealt with (i.e. sentence received), explanation of circumstances at the time and what are your current circumstances. You can find out how long it takes for a conviction to become spent by visiting the Liberty website at: http://www.yourrights.org.uk’</i> <p><i>Furthermore, for students undertaking courses that involve placement with vulnerable adults and children, an enhanced disclosure is undertaken. Students do not attend placement until return of their disclosure.</i></p> 2. Only Unspent 3. Total of 255 <ul style="list-style-type: none"> 18/19 - 50 19/20 - 57 20/21 - 76 21/22 - 46 22/23 – 26 4. Data not collected. 5. Data not collected.

363	<p>Please provide me with any documents or correspondence, digital or otherwise, you hold relating to the average reading age of your students attending Borders College.</p> <p>Please provide me with any documents or correspondence you hold relating to the average mathematical skills age of your students attending Borders College.</p> <p>Response: We do not analyse or hold documentation pertaining to average reading or mathematical skills of our College students.</p>
364	<p>College Deficit</p> <p>Response: The information requested does not exist as our Board has not yet set a budget for 2023-24 or beyond and will not be in a position to do so until the Scottish Funding Council (SFC) advises us of our teaching and other grants for those periods.</p> <p>Borders College, along with other Scottish colleges, has submitted to SFC financial forecasts for that period based on a range of scenarios and you may wish to engage with SFC to ascertain the future financial sustainability of the college sector in Scotland.</p>
365	<p>Information regarding the number of teaching rooms at Borders College that have CO2 monitors installed.</p> <p>The College have a total of 82 CO2 monitors fitted across our estate, of which 62 are fitted into all of our teaching rooms, the rest are fitted into multi occupancy office spaces.</p> <p>We also have 11 Air Handling Units covering large shared spaces such as the library and Union which have CO2 monitors built in.</p>
366	<ol style="list-style-type: none"> 1. Do you offer individual counselling for students? Yes 2. Do you offer in-person counselling for students? Yes 3. Do you offer online counselling (e.g., Zoom, Teams) for students? Yes 4. Do you offer email counselling? No 5. Do you offer WhatsApp counselling? No 6. Are you affiliated with a 24/7 hour crisis line? No 7. Do you offer digital mental health apps? Yes 8. If you offer digital mental health apps, please indicate whether you provide the following services:

- a. TogetherAll **Yes**
- b. Silvercloud **No**
- c. Feeling Good App **Yes**
- d. Beat the Blues **Yes**
- e. Other. If so, which? **CALMS**

9. Do you offer Triage and Mental Health Assessments? **Yes**
 10. Do you offer psychoeducational workshops? If so, which? **Yes**

Recognising low mood and mental health difficulties in self and others and coping strategies; Understanding the difference between stress and anxiety; Basic top tips to keeping well; How to recognise Mental Health and being able to support and discuss with appropriate person; Belief systems, unhelpful thinking styles, e.g. catastrophising, self-sabotage, all or nothing. How not to block your potential; Self-esteem (with self-care/valuing self/worth)

11. Do you offer clinical groups? If so, which? **Yes – currently Autism support group.**
 12. Are you able to make direct referrals into Community Mental Health Teams for at risk students? **No.**
 13. What type of counselling model do you provide (e.g., six session model, one at a time model) **6 session CBT model.**
 14. Do you have a limit for the maximum number of counselling sessions students can receive? **Usually 12 however reviewed on individual need.**
 15. Do you offer additional appointments for at risk students? **Yes.**
 16. Do you offer the following therapeutical modalities:
 a. CBT **Yes**
 b. EMDR **No**
 c. Integrative Therapy **Yes**
 d. Person-Centred Counselling **Yes**
 e. Mindfulness-Based Interventions **Yes**
 f. Other. If so, which? **Compassion focused therapy**
17. Do you offer counselling in British Sign Language? **No**
 18. If you answered no to Question 17, are you able to provide alternative counselling support for deaf students? **If required we would use our network to source and allocate appropriate support.**
 19. What was your total student population in the academic year 2021/22? **5301**
 20. How many counsellors (FTE) were employed at your college in the academic year 2021/22? **1.58**
 21. How many disability disclosures were made at your college in the academic year 2011/12? **We do not have that historic information.**
 22. How many disability disclosures were made at your college in the academic year 2021/22? **Disability disclosures = 581**
 23. How many mental disability disclosures were made at your college in the academic year 2011/12? **We do not have that historic information.**
 24. How many mental health disability disclosures were made at your college in the academic year 2021/22? **Mental Health disclosures = 174**
 25. How many students requested counselling in each academic year since 2011/12 until including 2021/22?
Pre 2019/20 We did not offer counselling therefore no requests; 2019/20 = 80; 2020/21 = 106; 2021/22 = 169
 26. What were the average waiting times (in days) for counselling in each academic year since 2017/18 until including 2021/22?

Pre 2019/20 We did not offer counselling Thereafter we have been maintaining an average of a 7 day turnaround for contact.

27. What was the maximum waiting time (in days) for counselling in the academic year 2021/22? 10-15 working days.

28. Please provide the number of students who presented at your counselling service which each of these issues in the academic year 2021/22:

- a. Abuse 6
- b. Academic 12
- c. Addictive behaviours 6
- d. Anxiety 33
- e. Depression and mood change disorder 28
- f. Eating Disorder 8
- g. Loss 9
- h. Other mental health conditions 7
- i. Physical health 2
- j. Relationships 10
- k. Self-harm 43
- l. Self and identity 7
- m. Sexual issues 2
- n. Transitions 2
- o. Welfare and employment n/a

It should be noted that students may present with multiple issues noted above and this has been reflected in the numbers above

29. Please provide more information on the gender of students who received counselling in the academic year 2021/22 (preferably in total numbers rather than percentages). Male = 33; Female = 92; Other = 7

30. Please provide more information on the ethnicity of students who received counselling in the academic year 2021/22 (preferably in total numbers rather than percentages). White = 122; Polish = 2; Did not disclose = 8

31. Please provide more information on the year of study of students who received counselling in the academic year 2021/22 (preferably in total numbers rather than percentages). Most College students study on 1 year programmes so everyone at Borders is following a qualification which is achievable in the 1 academic year.

32. In 2019, the Scottish government announced plans to fund 80 additional mental health counsellors in Scottish colleges and universities between 2019 and 2023. Please indicate how many counsellors (FTE) have been appointed in your college using this funding by the Scottish Government. 1.58

33. In 2019, the Scottish government announced plans to fund 80 additional mental health counsellors in Scottish colleges and universities between 2019 and 2023. If possible, please provide further information about the role descriptions of newly appointed counsellors. Job description can be provided if required.

34. Please indicate the number of student suicides at your college every year since 2016/17 until including 2021/22. If you cannot provide a number for each year for confidentiality reasons, please provide a total number of student suicides between this time period instead. We only record what we are legally obliged to do so for legislative returns, this does not include the cause for death, we only record deceased.

<p>367</p>	<p>Could you please provide me with information on the following questions regarding your university counselling service?</p> <ol style="list-style-type: none"> (1) Do you record clinical outcome measures at the start and end point of a student's counselling journey? (2) If you use clinical outcome measures, which measures do you use? (3) Do you routinely use clinical outcome measures to evaluate the efficacy of your services? If so, please provide details. (4) Do you collect any other feedback from students who attend counselling, such as student feedback through evaluation forms? If so, please provide more detail. (5) Do you routinely use this feedback to evaluate the efficacy of your services? If so, please provide details. (6) Please provide more details about the gender and ethnicity of your counsellors. <p>Response:</p> <ol style="list-style-type: none"> 1. Yes. 2. CORE 34 / GAD 7 & PHQ 9 measures are used where appropriate. 3. Yes, continuously throughout therapy sessions to measure and evaluate progress. 4. Verbal feedback following each session and formal evaluation collected at end of therapy. 5. Yes – use this within Counsellor Supervision sessions and to inform service development. 6. 3 x white female counsellors & 2 x placement trainee counsellors – 1 white male and 1 white female.
<p>368</p>	<p>I would be grateful if you could tell me, separately, for the current academic year and the for the academic years 2020/2021 and 2021/2022:</p> <ol style="list-style-type: none"> 1. The day that student bursary payments are paid to students in the college? 2. How many student bursary payments were stopped for reasons related to attendance/engagement? 3. The policy on informing students that payments are being stopped? 4. If not included in the policy, the amount of notice that students are given prior to payments being stopped? 5. How many of those who had their bursary stopped for reasons related to attendance/engagement were Care Experienced students? <p>For those Care Experience Students:</p> <ol style="list-style-type: none"> 6. What age they were they when payment was stopped? (I would be grateful if you could provide the data in the age categories of 16 and 17, 18-25 and 35+) 7. If not included in the policy noted above, after how many hours/days of absence/disengagement was the bursary stopped? 8. The college policy on managing bursary money that is unpaid to students? 9. Overall, the total amount of money that was withheld from care experienced students for reasons related to attendance/engagement in each academic year?

10. Whether an equality impact assessment has been undertaken by your institution in relation to the bursary policy and withholding/stopping of payments?

11. If it has, can you please provide a copy of that equality impact assessment?

Response:

1. Friday of the 3rd week of the course or, for late applications, the payment run date following the date of award. Thereafter, payments are made fortnightly.

2. 2020/2021 – 45

2021/2022 – 96

2022/2023 – 82

3. National Policy for Further Education Bursaries published by the Scottish Funding Council (SFC).

Borders College attendance policy

4. 3 to 4 days prior to payment date. This is because bursary funds paid on the Friday following the end of the attendance period. Therefore, there is a very short turnaround before payments are processed on the Wednesday.

5. 2020/2021 – 14

2021/2022 – 29

2022/2023 – 22

6.

	2020/21	2021/22	2022/23
Age 16-17	13	19	14
Age 18-25	1	10	8
Age 25+	0	0	0

7. We pay everyone who achieves 80% attendance or above. If a student does not reach this level of attendance, we ask the departments if they have been engaging in their studies, despite their absences.

8. Funds remain within our allocation, to be used for further awards or, if unspent, returned to SFC at the end of the academic year.

9. 2020/2021 – £2,835

2021/2022 – £5,924

2022/2023 – £4,459

10. The bursary policy is published by the Student Funding Council so will be assessed centrally.

11. N/A

- 369**
- 1) The number of teaching staff employed at your college.
 - 2) The number of teaching staff employed at your college on zero hours contracts, variable hours contracts, casual contracts or other such contracts.
 - 3) The number of permanent teaching staff employed at your college on zero hours contracts, variable hours contracts, casual contracts or other such contracts.
 - 4) The number of fixed-term teaching staff employed at your college employed on zero hours contracts, variable hours, casual contracts or other such contracts.
 - 5) The number of teaching staff employed at your college on any other basis via zero hours contracts, variable hours contracts, casual contracts or other such contracts.

Response:

1. There are 105 teaching staff employed at Borders College.
2. There are 17 staff.
3. There are 8 staff.
4. There are 0 staff, all fixed term staff have a defined number of hours as per their timetable.
5. All other staff are employed on a guaranteed number of hours as per their contract.

We currently have 8 staff (as per answer number 3) who have recently joined the College as bank staff to only cover absences of other staff members. We directly employ these staff who have access to all staff benefits, rather than agency staff. This is predominately due to the location of the College and the availability of local agencies to provide staff cover.

- 370**
1. For the past 5 academic years: the number of staff members who have been signed off with stress or poor mental health?
 2. For the past 5 academic years: the number of staff members who are on long term leave/absence?
These questions refer to all staff (lecturers, cleaners, chefs etc)

Response:

For the past 5 academic years: the number of staff members who have been signed off with stress or poor mental health:

Year	No of staff signed off
2022/23	29
2021/22	20

2020/21	20
2019/20	17
2018/19	28

For the past 5 academic years: the number of staff members who are on long term leave/absence:

Year	No of staff
2022/23	37
2021/22	31
2020/21	32
2019/20	26
2018/19	38

371 How many trips your college principal took in 2022 (both domestic and abroad).
How many days each lasted.
Their location.
Whether the college reimbursed any costs of each trip and the exact cost for each.

Response:
Nil return.

372 College principal's salary for the current and two previous financial years. (2022/23, 2021/22, and 2020/21).

Response:

Details of the College Principal's salary can be viewed within the relevant Financial Statements for 2020/21 and 2021/22 at <https://www.borderscollege.ac.uk/documents/reports>. The financial period for 2022/23 is still underway with Financial Statements due to be published in Spring 2024.

373 For the time period 1st April 2022 to 31st March 2023 (or your equivalent 12-month period), please provide the following:

1. total number of violent incidents on your staff broken down by job title/category of worker

2. a breakdown of the nature of the violent incident e.g., verbal, physical, threatening behaviour
3. how many violent incidents have been reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations, with a breakdown by job title/category of worker

Response:

2022-23 Violent incidents – Total of 4

Job Title	Nature of incident
Achievement Coach	Verbal and threatening
Lecturer	Verbally abusive
Lecturer	Verbal and threatening
Lecturer	Physical assault

No RIDDOR reportable incidents.

374 Please can you advise how your establishment process DBS applications where applicable - is this paper or do you use a particular 3rd party provider and if so can you advise how many applications per year do you process?

Response:

Nil. DBS applications are not applicable to the College given that we are a Scottish education provider.