

**Borders College Regional Board**

**Appointment of Board Members**

**Application Pack**

**March 2022**

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Dear Applicant

**Borders College Board of Management – Appointment of Non-Executive Members**

Thank you for your interest in this appointment to the Borders College Regional Board.

Please find enclosed information outlining the role of a member of the Borders College Regional Board. We trust that the enclosed information demonstrates the value of the work that these roles will have in strengthening our College’s position as a leader in the college sector.

The College is one of 13 regional colleges in Scotland and is governed by a Regional Board. It is the only college in the Borders Region. The College is funded primarily by the Scottish Funding Council on behalf of the Scottish Government.

Successful applicants will quickly have the ability to contribute to a dynamic Board, dealing with a wide range of challenges and promoting the highest standards of governance. This will in turn assist the College’s mission to be a leading contributor to the economic and social development of the Scottish Borders and beyond through excellence in the provision of education, training and skills.

Details on the requirements for the role can be found in the enclosed information.

Please do note that induction, mentoring and development assistance is provided to allow those who may consider themselves to have little experience in this sector or indeed acting as a Board member to fulfill the role.

I look forward to hearing from you.

Yours faithfully

Ray McCowan

Chair of Borders College Regional Board



# APPOINTMENT OF BOARD MEMBERS

**Guidance Notes for Applicants**

Please read these notes carefully before you make your application. Applicants will find it helpful to review the contents of the [College's website](http://www.borderscollege.ac.uk/) which gives detailed information about the College. One section deals specifically with the [Regional Board](http://board.borderscollege.ac.uk/).

### Contents

This pack contains the following:

* Welcome letter
* Role description
* Person specification
* Background information
* Guidance notes for applicants
* Monitoring forms

‘Education is the beating heart of the Borders and this is an exceptional moment. Borders College has a pivotal role in supporting local need within a transforming global economy. I have been a member of the Board for 18 months and it’s been exciting, challenging and humbling. The College provides ample opportunity for Members to learn and develop as well as encouraging each member to bring their own knowledge and experience to the table. Board Members and the executive are supportive yet open to challenge and debate (and this is underpinned by a well-defined governance framework). No voice is too loud, and none is too quiet. There is a strong focus on embedding values such as inclusivity, collaboration and innovation into strategy and action. I have found my membership of the Board a very rewarding experience.’

# ROLE DESCRIPTION

**Borders College Regional Board Member Role Description**

**Responsibilities**

* To contribute actively to the Board’s role in giving the College strategic direction, setting overall policy, defining goals and setting targets and evaluation of performance against agreed targets.
* To safeguard the good name and values of the College.
* To ensure the effective and efficient administration of the College and that effective management arrangements and an effective team are in place at the top level of the organisation.
* To hold management to account for its performance in meeting agreed goals and objectives through purposeful challenge and scrutiny; and to monitor the reporting of performance.
* To ensure that the curriculum of the College meets the needs of learners and the economy of the Borders Region and beyond.
* To ensure that learning and teaching meets the highest standards within the resources available and enables learners to achieve.
* To ensure the financial stability of the College and that financial information is accurate and that financial controls and systems of risk management are robust and defensible.
* To protect the assets of the College.
* To appoint the Principal and monitor their performance.
* To ensure that the College complies with its standing orders and regulations and relevant legislation.
* To act as a trustee of an organisation having charitable status and comply with all duties and responsibilities relevant thereto.
* To declare all interests in the Register of Interests held by the College.

**Duties**

* Be a member of one or more Board Committees as agreed by the Chair.
* Be linked as a Board contact to a curriculum area of the College.
* Attend and participate in other scheduled events as required e.g. strategic planning day, graduation, Board away day.
* Represent the College as appropriate in developing relationships with key stakeholders.

**Behaviours**

* Abide by the College's policies and procedures relating to Quality Assurance, Health and Safety and Equality and Diversity.
* Work with other Board members in a supportive, helpful and constructive way to ensure the Board is effective when it meets.
* Participate in development opportunities to increase their own effectiveness and understanding of the College and sector.

Recognise that, as Board Members of a public body, they should act in ways that demonstrate good governance and should adhere to the Nine Principles of Public Life (see Annex A) namely:

* Public Service
* Selflessness
* Integrity
* Objectivity
* Accountability and Stewardship
* Openness
* Honesty
* Leadership
* Respect

# PERSON SPECIFICATION

|  |
| --- |
| **Criteria Sought** |
| **Essential** |
| **Analytical Skills**  Ability to analyse complex material and to reach sound conclusions based on this analysis. |
| **Challenge**  Ability to challenge constructively within a team environment. |
| **Communication Skills**  Ability to communicate effectively with a diverse range of stakeholders and build effective networks. |
| **Strategic Planning**  Ability to contribute to the Board’s strategic thinking. |
| **Education Landscape**    An understanding of and an interest in education. |
| **Specialist Skills**  Experience and/or qualifications on one of the specialist areas required as identified by the Board, eg tourism, economic development, the rural economy and audit or general business support functions. |
|  |
| **Desirable** |
| **Corporate Governance**  An understanding of corporate governance in public, private or charity sectors and of risk management. |
| **Regional Context**  Good understanding of the needs of the Borders economy, employers, communities and learners, and the challenges of a political environment, at a national and regional level. |
| **Other valuable experience**  Significant experience or knowledge of industry, commerce, third sector or public service. |

**Length of Term of Appointment**

Appointments to the Regional Board come into effect once the Minister’s approval has been granted.

The length of term will be for a period of up to four years, to be advised at the time of appointment. Appointment may be renewed subject to the Minister’s approval and evidence of effective performance and to satisfying the requirements of the person specification for the role at the time of re-appointment.

**Remuneration**

There is no remuneration for these roles. Expenses incurred as a result of carrying out the duties of the appointment including reasonable travel and subsistence will be reimbursed.

### Time Commitment

### Time commitment varies but is unlikely to exceed two meetings per month with time to read papers beforehand, a Board planning day currently once a year and attendance, as appropriate, at training courses and other learning opportunities provided across the sector. We generally hold meetings in the early evening beginning at 4.30 or 5.30pm and Committee meetings normally last about an hour and a half with Board meetings up to two and a half hours (depending on the business to be discussed). Throughout the COVID 19 pandemic the Board and the Committees have continued to meet successfully using MS Teams and we are open to considering alternative ways to hold our meetings and work together as a Board.

### Further Information

If you have any queries or would like a confidential discussion about the opportunity, please contact Donogh O’Brien at our recruitment partners, Aspen People, on 0141 212 7555.

1. **Your Application**

The information in your application is important in determining whether or not you will proceed through the assessment stages conducted by the selection panel. The stages include a review of all applications received, shortlisting for interview, followed by the interview itself and if successful, appointment to the Borders College Regional Board, with the approval of the Chair of the Board and the Minister for Further Education, Higher Education and Science. You must, therefore, demonstrate clearly the evidence required at the first stage to show how you meet the relevant published criteria.

We welcome applications from those who are particularly working in, or have experience of, tourism, economic development, the rural economy and audit. We also welcome applications from those with experience of the key sectors of the Borders economy and those from the education, private, public and third sector. As a business with an annual turnover of around £15m we are also seeking the input of members with knowledge of the functions which support any successful business. However, supporting our mission means that we value the contribution of members from a wide range of backgrounds who are able to represent the wider interests of the people and communities of the Borders region.

Please note that prior board membership experience is not essential, although some Board or committee experience would be helpful. Training and mentoring is available and an induction programme is provided to new members with the Board Secretary available to support all members.

We are especially keen to hear from those groups who are currently under-represented on Boards of Scottish public bodies, such as women, disabled people, ethnic minorities, people under 50 and LGBTQ+ individuals.

Your application in the form of a CV and covering letter should demonstrate how your skills and experience match the published criteria for these appointments and include a separate short career history or CV including dates and a brief description of positions held.

Please review the role description, person specification and assessment criteria before completing the application. You are asked to provide a personal statement which demonstrates that you have the essential skills and experience detailed in the ‘Essential/Desirable Skills, Knowledge, Experience and Attributes’ section (1000 words max.).

We will give consideration to disability-related reasonable adjustments that an applicant might request to enable them to meet the person specification and participate fully in the selection process.

“When I saw the advertisement for Board members of the College it struck a chord with me, particularly in relation to how difficult it is for young people in rural communities to achieve qualifications without leaving their home area. Becoming involved in the local Higher and Further Education provider gave me the opportunity to give back some of my knowledge and experience to help the next generation in achieving their potential. Being on the Board has given me significant further understanding of the importance of the College sector to the local and national economy, especially in how local enterprises and the College can benefit from working together to help drive improvement in the Borders economy. Add to that being part of a diverse, knowledgeable and friendly peer group on the Board and one has to ask why more people do not get involved”.

## Completing Your Application

Applications, which should include your CV, supporting statement and completed monitoring form can be submitted via the Aspen Recruitment portal at <https://jobs.aspenpeople.co.uk/job/board-members-279.aspx>

### Closing date for receipt of applications 5.00pm 31 March 2022. Late applications will not be considered.

The **Equal Opportunities Monitoring Form** is not seen by the selection panel and will not be used to assess your suitability for appointment.

The remaining parts of your application are made available to those involved in the review/short-list and selection for interview stages.

# Background Information

The College is designated as a public body which also has charitable status. The Board comprises a number of independent members who can represent the different interests of the Borders region, as well as the Principal and elected staff and student representatives.

The College’s main market is Further Education, with 15% of activity being HE provision, and in 2019/20 there were 5,300 enrolled students on over 700 learning programmes delivering a 90% student satisfaction rating.

With operations taking place across the Borders and beyond, the College has a significant positive impact on young people, employers and the communities we serve. We are also a significant employer, with over 320 members of staff, and it is therefore important to the Borders economy that we maintain our presence and continue to work with our partners to deliver learning opportunities which support the socio-economic stability of the community we serve. The importance of tertiary education locally has been highlighted as a key priority for the economic prosperity of Scottish Borders by the South of Scotland Enterprise Agency.

Since April 2009, the College’s principal site has been Scottish Borders Campus at Netherdale in Galashiels. The other main sites are at Hawick, Newtown St. Boswells and Tweedbank. We have an extensive digital learning footprint with learning delivered through our Digital Learning and Skills Network. Geographically, the vast majority of our students are drawn from the Scottish Borders.

**Strategic Ambition**

In August 2020, the College agreed a new [Strategic Ambition 2020-2025](https://www.borderscollege.ac.uk/strategicambition). At the core of this is the ambition that the College will provide innovative, life changing opportunities that prepare our students for global citizenship.

In achieving the Strategic Ambition the College strategic objectives are:

* To create high quality learning and training opportunities which are relevant, enabling and flexible.
* To proactively engage with our community and stakeholders to ensure our practice meets their needs.
* To take a leading role in enabling an inclusive, resilient and sustainable Scotland.

We have a set of core values and behaviours that underpin the Strategic Ambition.

Values

* Inspiring
* Innovative
* Collaborative
* Inclusive
* Empowering

Behaviours

* Be respectful
* Value the contribution of everyone
* Strive for excellence
* Be a positive role model
* Behave as one team

## Fit and Proper Person Tests

The selection panel must provide sufficient information and evidence to the Scottish Ministers (in this instance the Minister for Further Education, Higher Education and Science) to enable them to feel confident that the person they are appointing to the Board of the public body is a fit and proper person to take up the appointment.

In the context of public appointments this is an individual who is suitable for appointment because they meet the requirements of the role and because their past or present activities and/or behaviours do not render them unsuitable for a given appointment. This is an on- going process with various checks built in to the stages of the appointment round, designed to gather the appropriate information and evidence required. For this appointment round, the verifications in place for the fit and proper person tests are:

### Verification of relevant information provided by the applicant

* Evaluation of the evidence provided by you in relation to the skills, knowledge and experience required for the role will be tested in the application and explored further at interview, should you be invited.
* If applicants provide information in support of having the relevant competency which details roles or qualifications held which is material to the selection panel’s decision making, this information may be checked as part of the final assessment.

### Ensuring that the individual’s conduct to date has been compatible with the public appointment in question

* Confirmation that you understand the work of the body and the nature of the appointment and that you are not aware of having committed any offence or performed any act incompatible with the position that you are applying for forms part of the declaration statement of the application form. By virtue of submitting the completed form you are declaring that the information provided is, to the best of your knowledge and belief, true and complete.

If invited for interview, further assessment will be through seeking evidence on how you have practically demonstrated the principles of public life through your conduct in a given situation.

### Confirmation that the individual has no inappropriate or unmanageable conflicts of interest incompatible with their appointment

* If invited for interview, you will be asked if you have any potential conflicts of interest.

Further assessment of any potential conflict will be carried out through questioning that you understand what is meant by a conflict, and asking you to confirm that, to the best of your belief, you do not have any conflicts that are incompatible or unmanageable.

### Determining that the individual’s appointment is not barred by reference to the constitution of the body concerned by way of, for example, criminal offences or other relevant matters

* Information on disqualifications is provided in the application pack material and you are asked to review this prior to submitting your application. Confirmation that you are not disqualified on any grounds from being appointed to this Board forms part of the declaration statement of the application form. By virtue of submitting the completed form you are declaring that the information provided is, to the best of your knowledge and belief, true and complete.
* The successful applicant will be subject to a Protection of Vulnerable Groups (PVG) scheme and any appointment will be subject to a satisfactory report.

### Ensuring that the applicant agrees to be bound by the members’ Code of Conduct for the Borders College Regional Board

* Please read the Borders College Regional Board members’ Code of Conduct. This Code sets out the standards of behavior expected of Board members and you should review this prior to submitting your application. You can access the [Code](http://board.borderscollege.ac.uk/wp-content/uploads/2019/03/Corp-Gov-Guide-Annex-B-Code-of-Conduct-December-2018.pdf) on the College Governance web pages.

In summary, by submitting your completed application you are declaring:

* That the information provided is, to the best of your knowledge and belief, true and complete.
* That you are able to meet the time commitment required of the role.
* That you agree to apply and work within the Principles of Public Life in Scotland.
* That you agree to be bound by the Board Members’ Code of Conduct and other relevant Legislative or Regulatory Framework as is required by the Board of Management.
* That you have no unmanageable conflict of interests in respect of the appointment.
* That you are aware of the terms of disqualification and that you are not disqualified from taking up a public appointment.

## How we will handle your application

Following receipt of your completed application the Monitoring Information Section will be separated from the rest of the form.

Initially your completed application will be assessed against the advertised criteria for these appointments. The panel will invite to interview those applicants who most closely meet the criteria.

Applicants invited to interview will be advised of the selection panel in their invitation letter and will be asked to declare if and how they know any of the panel.

Applicants who are not selected for the interview stage of the assessment will be advised of the outcome of their applications in writing.

If invited to the interview stage and you have a disability, it will be at this point that you should let us know (contact details will be provided in your invitation to next stage) if you would like particular arrangements made.

The Board, with approval from the Chair, will appoint successful applicants subject to approval from the Minister for Further Education, Higher Education and Science.

If you are successful you will be invited in writing, by the Chair, to accept the appointment.

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). A privacy notice can be found in Annex Band provides detail regarding how your personal data will be processed. Any statistical data retained will be anonymised.

## Appointment Timetable

The table below shows an **indicative** timeline for the appointments process.

|  |  |
| --- | --- |
| **Process Stage** | **Timescale** |
| Date appointment publicised | 1 March 2022 |
| Closing date for applications | 31 March 2022 |
| Date by which shortlisting will be relayed to applicants | 12 April 2022 |
| Date of interviews | w/c 25 April 2022 |
| Date by which the Chair will decide whom to recommend to the Minister for appointment | 6 May 2022 |
| Board appointments come into effect | August 2022 |

The Minister will aim to make a decision within a month of receiving the recommendation

from the Chair although the time-scale may be longer. Candidates will be informed of the outcome as soon as possible thereafter.

Interviews will be held in Galashiels.

## Nationality

There is no bar on non-British nationals applying for and being appointed to these roles. However, you must be legally entitled to work in the UK.

**8. Equality and Diversity**

Borders College recognises the benefits of having a diverse community of staff, learners and Board members in the College and oppose all unfair forms of discrimination, harassment and victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or social background.

Accessibility to public appointments is a fundamental requirement and the public appointments process promotes, demonstrates and upholds equality of opportunity and treatment of all applicants. We will give consideration to disability-related reasonable adjustments that an applicant might request to enable them to meet the person specification and participate fully in the selection process. If you require any of the application pack documentation in an alternative format, please get in touch with the College’s Head of HR and Development, Debbie Kerr, dkerr@borderscollege.ac.uk*.*

**9. Interviews/Expenses**

Applicants can claim for reasonable expenses incurred in attending for interview, including dependent carer expenses. It is expected that the most efficient and economic means of travel will be used and reimbursement will normally be restricted to that amount.

If invited for interview, you can request a claim form from the College’s Head of HR and Development, Debbie Kerr, [dkerr@borderscollege.ac.uk](mailto:dkerr@borderscollege.ac.uk).

### Receipts must be provided in support of all claims.

**10. Publicising Appointments**

Should you be appointed, some of the information that you have provided may be made public in the press announcement of your appointment. We will liaise with you in advance of any such announcement. This applies particularly to any other public appointments you may hold, and of any significant political activity recently undertaken by you. The press release may include:

* Your name;
* A brief summary of the skills, knowledge and experience you bring to the role;
* The period of appointment;
* Details of all other public appointments held.

## 11. Criteria for Disqualification

### PERSONS NOT ELIGIBLE FOR APPOINTMENT

Once relevant provisions are commenced, legislation provides that the following persons are not eligible for appointment:

Paragraph 6(1) and 6(2) of SCHEDULE 2B to the Further and Higher Education (Scotland) Act 2005 as inserted by section 11(2) of the Post-16 Education (Scotland) Act 2013.

6 (1) A person is not eligible for appointment as a member of the board if the person -

* 1. has within 5 years of the date on which the appointment would take effect, been sentenced (following conviction for an offence in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic) to imprisonment for a period of not less than 3 months, whether suspended or not, without the option of a fine;
  2. is an undischarged bankrupt; or
  3. has been removed from office under section 24 of the 1992 Act (in relation to any college) or section 23Q of this Act (in relation to any regional board).

1. For the purposes of sub-paragraph (1)(b), “undischarged bankrupt” means a person -
2. whose estate has been sequestrated and who has not been discharged (or against whom a bankruptcy order has been made and is still in force);
3. who has granted a trust deed for, or made a composition or arrangement with, creditors (and has not been discharged in respect of it);
4. who is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986;
5. who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts;
6. who has been adjudged bankrupt (and has not been discharged); or
7. who is subject to any other kind of order, arrangement or undertaking analogous to those described in paragraphs (a) to (d), anywhere in the world.

## Annex A

**The Nine Principles of Public Life**

### Public Service

You have a duty to act in the interests of the public body of which you are a member and in accordance with the core tasks of that body.

### Selflessness

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

### Integrity

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

### Objectivity

You must make decisions solely on merit when carrying out public business.

### Accountability and Stewardship

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

### Openness

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

### Honesty

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

### Leadership

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

### Respect

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times.

**Annex B**

**Privacy Notice for Application for Appointment of Non-Executive Regional Board Member**

Borders College is providing you with this information to comply with data protection law and to ensure that you are fully informed and we are transparent in how we collect and use your personal data.

**Who is collecting the information?**

Borders College is the Data Controller. We have an appointed Data Protection Officer (DPO), Lizi Bird, who can be contacted by emailing: gdpr@borderscollege.ac.uk

**Why are we collecting it and what are we doing with it (Purpose)?**

The information is being collected for the purposes of the appointment of new nonexecutive Members to the Borders College Regional Board. The information provided will be used to process applications for these posts including the sifting of applications to decide which applicants will be invited for interview. For those so invited the information will be used in connection with interviews and questions may be asked about it. Applicants chosen by the Board require to be further approved by the Scottish Government and information will be shared with them for that purpose. For those that are appointed the information will be used for administration purposes and some of the information provided will be made available in press announcements of the appointment. Details of the information that the press release may include are the applicant’s name, brief summary of the skills, knowledge and experience of the applicant, the period of the appointment and details of all other public appointments held.

**What personal data do we collect?**

|  |  |
| --- | --- |
| **Personal Data** | **Special Category Personal Data** |
| Name | Health (physical and mental) |
| Address | Ethnic Origin |
| Email address | Racial Origin |
| Telephone number | Religious beliefs |
| Mobile number | Sexual orientation |
| Gender | Criminal convictions/allegations (if applicable and in relation to PVG) |
| Date of Birth (DOB) |  |
| Age |  |
| Marital Status |  |
| Career history |  |
| Potential conflicts of interest |  |
| Undischarged bankruptcy status |  |
| Prior removal from office in relation to a college or a regional board |  |
| Caring responsibilities (if applicable) |  |

**How are we collecting this information? What is the source?**

Information is collected directly from applicants using the details which they provide as part of the application.

**The lawful basis for the processing**

The legal basis for collecting your personal data is GDPR Article 6(1)(b) “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.” For the collection of equalities and diversity information, we do this to meet our statutory obligations under the Equalities Act, therefore the legal basis is GDPR Article 9(2)(b) “processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law.”

**Who we share the information with**

Information provided will be shared with the Nominations Committee of the Borders College Regional Board members of whom will review applications and then constitute the interview panel. The information will also be shared with the Board Secretary and the Board administration assistant and the College’s HR department. It is a condition of the application process that the sifting process and the interview panel includes a third party, independent from Borders College such as a Principal or Board member of another college or a member of a stakeholder organisation such as a local authority who is knowledgeable of the college sector. Information will also be shared with Officials and Ministers of the Scottish Government as part of the selection process. In due course information will be displayed on the College’s website and documentation and in public College documents such as Accounts. For equality and diversity monitoring purposes anonymised data is shared with the Scottish Funding Council and the Scottish Government.

Please note that successful applicants will be subject to a Protection of Vulnerable Groups (PVG) scheme and an appointment will be subject to a satisfactory report. The PVG scheme report is required when individuals will be working with vulnerable children, young people and adults. This scheme is operated by Disclosure Scotland and further information regarding what PVG is and how the organisation processes data for this purpose is available on their website and there will be details on the PVG form which you will be required to complete.

**How long do we hold the personal data?**

If you are unsuccessful in your application, the College will hold your information for six months. We will then destroy this information securely following College procedures.

If you are successful, you will be appointed as a Board Member for a specific period which is up to four years. If you wish to continue then you can be reappointed for a single further period of four years by the Board and Scottish Ministers.

Your information will be held for the duration of your appointment, and a further six years following the end of your appointment. Your information will be destroyed securely.

**Individuals’ rights in relation to this processing**

Under data protection law, individuals (data subjects) have rights in relation to organisations processing their personal data. The rights are as follows:

* The right to be informed – ie a privacy notice.
* The right to access – you have the right to access and have copies of all personal data held about you by the College.
* The right to rectification – this means you can correct inaccurate or incomplete data.
* The right to erasure (commonly known as the Right to be Forgotten) – this means that you can request that all your personal data held is destroyed.
* The right to restrict processing – this means that you can request your personal data processing is restricted (e.g. it is stored but no further activity than storage).
* The right to object – this means you can object to how an organisation is processing your data, this links with the previous restriction right.
* Data portability – this means that you can request your personal data is provided in a machine-readable format (eg .csv file) and either provided to you or transferred to another organisation as requested.
* Right to know of any automated decision making, including profiling – the College does not do this. It does mean that if data is processed in this manner that you have the right to have an explanation as to how this works.

Some of these rights only apply in certain circumstances and depends on the lawful basis for processing. To exercise any of these rights, please email the GDPR mailbox: gdpr@borderscollege.ac.uk The College will respond within one month of receipt of your request.

**Complaints to UK Information Commissioner’s Office (ICO)**

If you are concerned about how your personal data is being used by the College, in the first instance please can you contact the College Data Protection Officer (DPO) at gdpr@borderscollege.ac.uk. If you are not satisfied with the outcome then you can complain to the regulator of data protection, the UK Information Commissioner’s Office (ICO). The ICO has guidance on their website here: <https://ico.org.uk/make-a-complaint/>

You can call them on 0303 123 1113, submit a web form query here <https://ico.org.uk/global/contact-us/> or you can send a letter to them at the following address:

Customer Contact

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

DIVERSITY MONITORING FORM

(CONFIDENTIAL)

Borders College is committed to being an equal opportunities employer. This means the College needs to know details of employees’ protected characteristics as defined by the Equality Act 2010, so that we can ensure that our employment practices are fair and do not discriminate against any group. You can help by completing this form.

The information provided in the monitoring form is used purely to monitor equal opportunities as required by the Equality Act 2010 under the Public Sector Duty.

The information you provide is held securely within the College’s HR management information systems and will be used to produce depersonalised statistical reports. Individuals cannot be identified from these reports.

Thank you for your help.

**Please email your completed form to**[**kbettoli@aspenpeople.co.uk**](mailto:kbettoli@aspenpeople.co.uk)

|  |  |  |
| --- | --- | --- |
| **Title: Mr/Mrs/Miss/Ms/Dr/Mx**  (please circle) | **Surname:** | **Forename:** |

|  |  |  |
| --- | --- | --- |
| **Date of Birth:** | **Age:** | **Marital Status:** |

GENDER

Are you Male  Female  Prefer not to say 

Have you ever identified as transgender? YES/NO

ETHNICITY

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African 

White and Asian  Prefer not to say 

Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/African/Caribbean/Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say 

Any other ethnic group, please write in:

RELIGION, BELIEF AND FAITH

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say 

If other religion or belief, please write in:

SEXUAL ORIENTATION

**What is your sexual orientation?**

Heterosexual/straight  Gay Woman/Lesbian  Gay Man  Bisexual 

Prefer not to say 

If other, please write in:

DISABILITY

Borders College is positive about disability and is aware of the obligations arising from the Disability Discrimination Act 1995. As a Disability Confident Employer we aim to support disabled employees and therefore this information will assist us in providing this support.

Do you consider yourself to have a disability? YES/NO

Do you wish to be considered under this particular scheme? YES/NO

If “Yes”, please tick the box(s) below that best describe your disability:

|  |  |
| --- | --- |
| Visual |  |
| Speech |  |
| Co-ordination, Dexterity or Mobility |  |
| Learning Difficulty |  |
| Mental Health |  |
| Hearing | employer_BandW |

Other, please specify:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Are you a care experienced adult?** Yes/No/Prefer not to say

(Have you been in care?)

Signed ………………………………………………………. Date …………………………