

Finance and General Purposes Committee

Agenda

Meeting reference: F&GP2017-18/01

Date: Wednesday 27 September 2017 at 5.30pm

Location: Room 019

Purpose: Scheduled meeting

* Denotes items for discussion.

Members should contact the Secretary in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declarations of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance and General Purposes Committee held on 31 May 2017		Chair	Enclosure 1
5	Actions arising from previous minutes			
6	Accounts			
*6.1	Draft Perth College Management Accounts – 12 months to 31 July 2017	Head of Finance	Head of Finance	Enclosure 2
*6.2	Draft AST Management Accounts – 12 months to 31 July 2017	AST Company Secretary	Vice Principal Finance and Estates	Enclosure 3 Closed
7	Budgets			
*7.1	2017-22 Budget Proposals including Financial Forecast Return	Vice Principal Finance and Estates	Vice Principal Finance and Estates	Enclosure 4 Closed
8	Estates			
*8.1	Estates Update	Vice Principal Finance and Estates	Vice Principal Finance and Estates	Verbal
9	Human Resources			
*9.1	National Bargaining		Principal	Verbal

10	Standing Committees			
10.1	Joint Negotiating Committee 15 June 2017 <ul style="list-style-type: none"> • Support Staff • Lecturers 		HR	Enclosure 5 Enclosure 6
11	Date and Time of next meeting 29 November 2017 (joint meeting with the Audit Committee)		Secretary	
12	Review of Meeting (to include check against Terms of Reference to ensure all competent business has been covered)			Enclosure 7

Finance and General Purposes Committee

Draft Minutes

Meeting reference: FGP2016-17/04
Date and time: Wednesday 31 May 2017 at 5.30pm
Location: Room 033

Members present: David Littlejohn, Harold Gillespie, Jim Crooks, Grant Myles (from item 8)

In attendance: Jackie Mackenzie (Vice Principal, Finance and Estates)
 Susan Bald (Vice Principal, HR and Communications)
 Ian Martin, Head of Finance

Apologies: Margaret Munckton, John McDonald

Chair: David Littlejohn
Minute Taker: Maureen Masson
Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
10.1	Human Resources Update SB to bring back a report on CPD reporting issues to this Committee.	Susan Bald	31 July 2017
*6.3	3 year gap analysis 2017-20 Options paper to be developed and prepared for the next F&GP meeting	Jackie Mackenzie	Next F&GP meeting
*8.1	Human Resources Update Clarify the heading 'depression' in the sickness absence statistics (when it appeared and if/how it related to the 'stress' heading)	Susan Bald	31 July 2017

Minutes:

Item

1. Welcome and Apologies

David Littlejohn (DL) welcomed members to the meeting.

Action

Apologies were noted.

2. Additions

There were no additions to the agenda.

3. Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest.

4. Minutes of Meeting held on Wednesday 8 March 2017

The minutes were approved as a correct record.

5. Matters Arising from Previous Minutes

**8.1 Balanced Scorecard
Action Update:**

Pam Wilson had confirmed that the final *Amber* on retention and attainment of guaranteed places was related to a change in the way programmes had been measured, but there was no cause for concern.

10.1 Human Resources Update

Susan Bald (SB) had not yet brought back the CPD report but would do so as soon as possible.

SB

No matters arising

6. Accounts

***6.1 Perth College Management Accounts – 9 months to 30 April 2017**

Ian Martin (IM) introduced the paper highlighting the following:

- The College had been active in seeking to maximise income generation;
- At this point in the financial year, we continue to work towards achieving break even position, notwithstanding national bargaining; and
- Budget holders had been given clear messages to remain within budget allocations, and expenditure should begin to slow in the final quarter. Finance had taken a proactive approach in terms of working with budget holders and meetings were ongoing to

discuss the year end position and next year's budgets.

The Committee noted the paper. In particular:

- Areas which had done well in income generation, namely automotive engineering and vehicle damage where new commercial courses had been introduced. There was potential for courses in this area.
- The correlation between expenditure on teaching and additional income given the relatively high cost base. This may have been related to the modelling at the start of the year but more significantly to class sizes which were smaller this year. In some cases classes ran with 16-18 students. The Committee noted, however, that smaller class sizes were part of the discussion around retaining the rurality funding. The College was active in keeping under review changing student numbers and would look to combine courses/classes where that was possible.
- In terms of cash flow and debt, IM confirmed that cash flow is monitored month to month and managed carefully. This was set against a back drop of tight controls being imposed by the Office for National Statistics (ONS).

Following clarification the Committee noted that the 'we' referred to on page 3 of the report was the Finance Department and not the Board of Management.

The Committee noted the ongoing position with national bargaining and, in the run up to year-end, it was important for the College to have a clear understanding of any impact.

F&GP noted the concerns expressed by the Senior Management team that the impact of national bargaining was real and serious, and that the rising costs forecast were not sustainable. In addition, changes to staff contact hours would also have a significant cost impact.

The Committee was keen to reiterate to the Employers Association and SFC that unless additional budget for the agreed pay element was made available, the sustainability of the College would be at risk.

***6.2 Perth College Group Forecast to year end 31 July 2017**

Closed

***6.3 3 year Gap Analysis 2017-2020**

Closed

***6.4 AST Management Accounts – 9 months to 30 April 2017**

Closed

7. Estates

***7.1 Estates Update**

JM reported that the Estates Department had completed an ambitious work plan to ensure that the additional £400K a capital and maintenance grant delivered maximum, structured benefit by the 31 March deadline. A number of projects had been delivered including new teaching and meeting rooms on the third floor and ground floor. A new path providing access had been completed and the old student residences demolished. A new lift would soon be installed and a summer work programme was about to start. A design for the refurbishment of the music practice rooms had been drawn up, but at £250K the cost was too high. The next Board development day would consider the campus for the 21st century.

8. Human Resources

***8.1 Human Resources Update**

SB introduced the paper which provided an overview of key HR performance indicators. The Committee noted the key outcomes. In terms of sickness absence, an improvement was noted, which may in part be due to earlier OH interventions. SB would check on the 'depression' heading in the report as it had not featured in earlier reports. The Committee was keen to hear if it differed from stress.

SB

There was a discussion about why the percentage of time between staff groups might vary. Research had shown that there was a correlation between the level of autonomy staff had in their role and their level of sickness absence. Good terms and conditions whilst positive, occasionally led prolonged sickness on the part of some staff.

***8.2 National Bargaining**

Grant Myles updated the group on the discussions that had been held that afternoon with the Cabinet Secretary about national bargaining. A commitment had been given that the Scottish Government would work with the sector to address the additional cost identified. Some aspects of additional costs would have to be absorbed through productivity improvements.

The Scottish Government would like to see a quick resolution as learners had been disadvantaged and relationships across the sector had been damaged. A meeting of the Employers Association would be held on 19 June and it was understood that EIS had a ballot planned in the near future. The situation was fluid and evolving on a day to day basis and careful monitoring was prudent, particularly in the run up to financial year end.

9. Standing Committees

9.1 Joint Negotiating Committee 9 March 2017

- Support Staff
- Lecturers

Minutes - noted

***10 Student Representation: HISA and PCSA**

The position with the student association would be cash neutral in that the same level of block grant funding would continue. Student CPD had been paid for from College funds previously, but there was no guarantee of that in the future and decisions would be made on a case by case basis.

11 Date and Time of Next Meeting

To be confirmed

12 Review of Meeting

The meeting covered its remit

Information recorded in College minutes is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open but with some closed items

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1998. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998? **Yes** **No**

Finance and General Purposes Committee

Enclosure 2

Paper for Consideration

Subject: Perth College Draft Management Accounts - 12 months to 31 July 2017

Author: Ian Martin

Date of paper: 19 September 2017

Date of meeting: 27 September 2017

Action requested of committee:

(Tick as appropriate) For information only:
For discussion:
For recommendation/approval:

Cost implications:

(Tick as appropriate) Yes: No:

Executive Summary:

Perth College Draft Management Accounts - 12 months to 31 July 2017 for discussion.

Information recorded in College minutes and papers is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Status of Papers **Open** x **Closed**

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes and papers about living individuals, under the terms of the Data Protection Act 1988.

Do the papers contain items which may be contentious under the terms of the Data Protection Act 1988? **Yes** **No**

PERTH COLLEGE

MANAGEMENT ACCOUNTS for Year Ended 31 July 2017

COMMENTARY

Introduction

This is the final set of accounts released for the financial year 2016/17 and covers the full 12 months to 31st July 2017.

INCOME

FE/HE Recurrent Grants

- Final HE Main Grant is up against budget by £350K. This is predominately due to release of prior year funding plus higher than budgeted HE activity.
- Adjustments have been made to accurately reflect both income and expenditure in relation to Shared Services.
- Final MicroRAM monies included in these accounts are £371K payable, this is again an original budget of £350K payable.
- £618K of Estates Grants has been released to Income and Expenditure for the period to cover related expenditure. This includes both FE & HE plus an additional allocation of £423K.

Tuition Fees

- Tuition fees have performed well across most areas with additional Foundation Apprenticeship income being released in 16-17. Foundation Apprenticeship income will continue to be released as expenditure is released.

Catering and Residences

Income and expenditure for these activities are pooled together on the face of the Income and Expenditure Accounts (in line with the format laid down by SFC). There is however a detailed breakdown of the Students Residences and Catering financials as a separate sheet within the pack (Page 6).

Other Income Generating Activities

Excluding Commercial Language School figures, total commercial income for the year is shown as £1,584K. This is £377K above the income budget for the year, which is predominantly due to strong commercial performances within the STEM areas. Overall contribution of £527K is £219K above the budgeted contribution.

International student fee income is included within the curriculum commercial activity figures. An additional page (5a.) has now been included within these accounts to summarise international fee income. International fee income for the full 12 months is £733K against a budget of £826K.

Language School commercial income of £148K compares to a budget of £94K. Actual expenditure of £42K is reporting above the 12 month budget due to costs associated with increased income. This gives an overall contribution of £106K. All teaching delivery costs have been charged through the funded cost centre (ALS01) and no transfer of such teaching costs has been made from the funded costs centre to the commercial cost centre (FLS01).

In addition, it should be noted that there may be certain expenditure incurred in relation to commercial activity that is not charged through the commercial cost centres. This is due to difficulties in being able to accurately split staff time and shared materials between academic and commercial use.

Research Centres

Centre for Mountain Studies income shows £230K for the year, which is lower than budget figure of £280K. Expenditure at £241K is lower than budget at £257K giving an overall contribution of (£11K).

Some income received in 16-17 has been deferred as income is matched to expenditure on Research projects.

Other Income

Other income is up against budget due to 'ring-fenced' income being released to match associated expenditure. In addition, £120K of unbudgeted income was received through the ASW.

Expenditure

Staff Costs

Overall staff costs of £14,938K compare to budgeted figure of £14,227.

- Staff costs are up due to agreements reached with National Bargaining not originally budgeted for. Commercial income is up therefore corresponding staff costs have increased. Curriculum Development income received not included in budget, also has corresponding staff costs associated with it.
- Premises – Costs associated to ASW & Climbing centre not originally budgeted for - £95K. This was in line with the additional in year maintenance allocation.

Non Staffing Costs

Showing a total overspend of £670K against budget for the 12 months predominantly due to the following:

- Premises - ASW £220K of spend not originally budgeted for, £450K of additional maintenance works being carried out in various areas of the campus. This was in line with the additional in year maintenance allocation.

College Surplus/Deficit

The College has recorded a £20K deficit for the year which compares to a £254K budgeted deficit. £25K from AST draft accounts will be donated to the College resulting in the Group recording a surplus of £5K.

AST

Figures included for AST draft accounts are shown at £25K Profit. This will be donated to the college, after which, AST will show a position of breakeven.

Balance Sheet

Following last year's adoption of the new SORP the college remains in a 'net asset' position.

Final Comments

The actual Group underlying Operating Position at 31st July 2017 is an overall surplus of £5K against a budgeted surplus of £3K.

Certain additional entries will be posted for the statutory accounts, which will considerably alter the reported financial position. These Include:

- Release of £7.3m of Non-Government Grant Income for the ASW in line with FRS102.
- FRS102 (28) non cash pension charge of £817K.
- Pension actuarial gain of £907K.

Following these adjustments the financial statements for the year will show a surplus of £7.4m.

The figures in this report are draft and subject to final sign off by our external auditors, Ernst & Young.

Ian Martin
Head of Finance

Lynne Stewart
Management Accountant

19th September 2017

AUGUST 2016 - JULY 2017				
Management Accounts				
Actual 12 MONTHS to 31-07-2016	PERTH COLLEGE GROUP		Actual 12 MONTHS to 31-07-2017 £000's	Budget 12 MONTHS to 31-07-2017 £000's
	FINANCIAL STATEMENT			
	12 MONTHS to 31st July 2017			
	INCOME			
12,831	Funding Council Grants excluding Research based		14,058	13,373
3,584	Tuition Fees & Education Contracts		3,937	3,682
1,009	Catering & Residences		1,056	902
0	European Income		10	0
145	UHI Non Recurrent Income		160	145
1,325	Other Income Generating Activities		1,731	1,593
379	Research Centre Activity Income & Grant Funding		230	280
192	Release of Deferred Capital Grant		197	192
660	Other Income		1,025	624
20,124	INCOME SUB TOTAL		22,404	20,789
2,152	Bursary/ Hardship Grant (Excluding Childcare)		2,254	2,459
22,276	TOTAL INCOME		24,659	23,249
	EXPENDITURE			
	Staff Costs			
9,259	Teaching Departments		9,793	9,551
1,430	Teaching Support Services		1,431	1,447
1,785	Administration & Central Services		1,997	1,725
0	Restructuring costs		0	0
716	Premises		949	772
568	Other Income Generating Activities		548	510
213	Research Centres		220	221
13,971	TOTAL STAFF COSTS		14,938	14,227
	Non Staff Costs			
730	Teaching Departments		770	774
477	Teaching Support Services		597	515
1,342	Administration & Central Services		1,291	1,394
0	Restructuring costs - Pension Strain		0	0
1,022	Premises		1,727	1,278
977	Catering & Residences		1,003	846
394	Other Income Generating Activities		551	444
124	Research Centres		21	36
448	Other Expenses - Childcare		458	425
0	Student Support Funds Overspend (incl. Childcare)		0	0
59	Interest Payable		39	82
945	Depreciation		1,030	1,022
6,518	NON STAFF COSTS SUB TOTAL		7,486	6,817
0	LESS: Reduction in Early Retirement Pension Provision		0	0
6,518	TOTAL NON STAFF COSTS		7,486	6,817
	EXPENDITURE SUB TOTAL		22,424	21,043
2,152	Bursary/ Hardship Payments (Excluding Childcare)		2,254	2,459
22,641	TOTAL EXPENDITURE		24,678	23,503
(364)	COLLEGE SURPLUS/(DEFICIT)		(20)	(254)
360	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.		25	257
(4)	TOTAL GROUP SURPLUS/DEFICIT(-)		5	3
279	REVALUATION DEPRECIATION ADD BACK		279	279
275	Group Historical Cost Surplus/(Deficit) for the Period		284	282
0	Less: Transfers to ALF		0	0
275	Amount to be transferred to retained earnings		284	282
	Amount transferred to ALF to date		7,916	
	Amount received from ALF to date		(7,850)	
	Balance retained within ALF		66	

PERTH COLLEGE			
July 2017			
BALANCE SHEET			
as at 31st July 2017			
		AS AT	AS AT
		31/07/2017	31/07/2016
		£000	£000
FIXED ASSETS			
TANGIBLE ASSETS		33,421	32,602
INVESTMENTS		20	20
		33,441	32,622
CURRENT ASSETS			
STOCKS		14	11
DEBTORS		589	1,016
CASH AT BANK AND IN HAND		852	1,817
AMOUNTS DUE FROM SUBSIDIARY COMPANY		0	369
		1,455	3,213
CREDITORS:AMOUNTS DUE WITHIN ONE YEAR			
BANK TERM LOAN		400	400
TRADE CREDITORS		342	509
OTHER TAXATION AND SOCIAL SECURITY		313	270
OTHER CREDITORS		161	238
ACCRUALS AND DEFERRED INCOME		1,876	2,804
DEFFERED INCOME - CAPITAL GRANT		7,503	6,746
UNSPENT STUDENT SUPPORT FUNDS		262	209
AMOUNTS DUE TO SUBSIDIARY COMPANY		0	0
		10,857	11,176
NET CURRENT ASSETS/(LIABILITIES)		-9,402	(7,963)
TOTAL ASSETS LESS CURRENT LIABILITIES		24,039	24,659
CREDITORS:AMOUNTS DUE AFTER MORE THAN ONE YEAR			
PROVISION FOR LIABILITIES AND CHARGES / DEFERRED GRANT		5,462	5,660
LOANS		300	700
NET ASSETS Excluding Pension Liability		18,277	18,299
Pension Liability		9,069	9,069
NET ASSETS Including Pension Liability		9,208	9,230
REPRESENTED BY:			
DEFERRED CAPITAL GRANTS		0	-
REVALUATION RESERVES		14,305	14,586
DESIGNATED RESERVES			0
INCOME & EXPENDITURE ACCOUNT		3,972	3,713
PENSION RESERVE		(9,069)	(9,069)
TOTAL RESERVES		9,208	9,230
TOTAL		9,208	9,230

PERTH COLLEGE					
GRANTS					
2015- 16	ACTUAL V BUDGET		2016- 2017	2016- 2017	ACTUAL V BUDGET
12 MONTHS ACTUAL	to 31-07-2017	CODE	12 MONTHS ACTUAL	12 MONTH BUDGET	VARIANCE +/-
6,276,117	FE RECURRENT GRANT		£6,866,753	£6,828,445	38,308
6,036,314	HE RECURRENT GRANT	108	£6,440,888	£6,092,189	348,699
-361,190			-£371,475	-£350,000	(21,475)
448,437	CHILDCARE	524	£457,599	£425,000	32,599
37,955	ADDITIONAL ESOL GRANT FUNDING	148	£49,182	£20,000	29,182
100,000	ONS FUNDING	844	£0	£0	0
7,539	OTHER		£1,554	£0	1,554
3,000	ESIF DSW	125	£1,500	£0	1,500
81,363	EMA ADMIN SUPPORT & OTHER SUNDRY GRANTS	121	£10,730	£8,000	2,730
0	ESTATES GRANT RELEASE - F.E.	380	£19,484	£173,560	(154,076)
218,276	ESTATES GRANT RELEASE - H.E.	379	£175,594	£175,594	(0)
0	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - F.E.	381	£120,263	£0	120,263
0	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - H.E.	382	£303,014	£0	303,014
12,847,811			£14,075,086	£13,372,788	279,021
16,942	LESS:UHI FUNDING SHOWN UNDER RESEARCH		£16,942	£0	16,942
12,830,869	PER ACCOUNTS		£14,058,144	£13,372,788	262,079
UHI NON RECURRENT					
139,512	PL & Module Unit Payments (Excluding Research Centres)	U26 & U41	£154,063	£141,509	12,554
5,600	EXAM BOARD	U11	£5,600	£4,000	1,600
0	OTHER	U03/U23/U25 U04	£0	£0	0
145,112			£159,663	£145,509	14,154
12,975,981			£14,217,807	£13,518,297	276,233

PERTH COLLEGE				
ESTATES /CAPITAL GRANT RELEASE - 2016-17				
MAKE UP OF FIGURES				
	CODE	2016-17 ORIGINAL BUDGET	EXPENDITURE July 2017 ACCOUNTS	COVERED BY GRANT RELEASE
Planned Building Maintenance etc	B 201001 EPC15	£349,154	£11,142	£11,142
FURNITURE BIDS	B 201001 EPC15 617	£0	£56,791	£56,791
Environmental Sustainability	B 201001 EPC15 619	£0	£557	£557
Brahan Refectory Furniture	B 201001 EPC15 620	£0	£0	£0
Summer Refurbishments	B 201001 EPC15 626	£0	£306	£306
Asbestos Removal	B 201001 EPC15 625	£0	£2,639	£2,639
Maintenance of Academic Equipment	B 201001 EPC15 635	£0	£31,993	£31,993
Fixed Wire Testing & Electrical Dist.	B 201001 EPC15 638	£0	£187	£187
Consultancy & Feasibility Studies	B 201001 EPC15 654	£0	£14,395	£14,395
Condition Survey Programme	B 201001 EPC15 655	£0	£0	£0
Fire Upgrade Works	B 201001 EPC15 656	£0	£2,380	£2,380
Security Improvements	B 201001 EPC15 657	£0	£0	£0
DDA Works	B 201001 EPC15 658	£0	£0	£0
Backlog Maintenance	B 201001 EPC15 690	£0	£0	£0
Legionella Works	B 201001 EPC15 691	£0	£8,854	£8,854
Goodyburn Classrooms Project - Phase 1	B 201001 EPC15 591	£0	£0	£0
Footpath Brahan Car Park roadside	B 201001 EPC15 600	£0	£12,306	£12,306
Academy of Sport and Wellbeing Less Capitalised Spend	B201001 EPC18 831	£0	£1,864,701 -£1,849,929	£1,864,701 -£1,849,929
Multi Purpose Outdoor Sports Area	B 201001 EPC18 832	£0	£0	£0
Summer Refurbishment 2015	B 201001 EPC15 870	£0	£12,470	£12,470
Goodyburn Roof	B 201001 EPC15 864	£0	£0	£0
Additional Estate Grant		£423,277		
Lift Replacment	B 201001 EPC15 581	£0	£115,415	£115,415
Demolition former Residences	B 201001 EPC15 414	£0	£72,638	£72,638
Footpath Gradient Brahan to Webster	B 201001 EPC15 592	£0	£55,696	£55,696
MOT Testing Bay	B 201001 EPC15 593	£0	£30,154	£30,154
Brahan Beauty Salon Modernisation	B 201001 EPC15 608	£0	£95,346	£95,346
Brahan Hair Salon Modernisation	B 201001 EPC15 612	£0	£80,314	£80,314
<i>Sub Total</i>		<i>£772,431</i>	<i>£618,355</i>	<i>£618,355</i>
ACADEMIC EQUIPMENT Curriculum RAG	B 702005 Various	£100,000	£58,055	£0
SOFTWARE	B 302051 BMI01	£15,000	£16,426	£0
<i>Sub Total</i>		<i>£115,000</i>	<i>£74,481</i>	<i>£0</i>
Total		£1,002,431	£692,836	£618,355
ALLOCATION TO PLANNED MAINTENANCE	B 201002 EPC15/01	£70,000	£111,622	£0
ALLOCATION TO UNPLANNED MAINTENANCE	B 201003 EPC15/01	£120,000	£96,683	£0
REVENUE EXPENDITURE FUNDED OUT OF ESTATES GRANT		£1,192,431	£901,141	£618,355
CAPITALISED EQUIPMENT				
ICT EQUIPMENT- MAIN SPEND 2014-15	B 302050 BMI01	£0	£0	£0
		£0	£0	£0
		£1,192,431	£901,141	£618,355

PERTH COLLEGE			
TUITION FEE SUMMARY			
ACTUAL 12 MONTHS to 31-07-2016	12 MONTHS to 31st July 2017	ACTUAL 12 MONTHS to 31-07-2017	BUDGET 12 MONTHS to 31-07-2017
2,814,644	H.E.FULL TIME	2,918,446	2,758,303
99,948	H.E.PART TIME	156,182	117,040
85,695	F.E.PART TIME	64,311	60,000
174,116	EVENING NON VOCATIONAL	217,983	176,000
0	CENTRAL ADMIN	0	0
26,210	OPEN LEARNING	18,720	45,000
0	OPEN ACCESS	75	0
161,524	SKILLSEEKERS (Managing Agents)	181,010	139,000
178,536	TRAINING AGENCY - Mod Appr	223,396	188,652
0	SDS/Foundation Apprenticeships	125,908	151,581
43,511	Employability (Ready to Work)	31,049	46,021
0	MONTH END ACCRUAL (PREPAYMENT)	0	0
3,584,184		3,937,080	3,681,597
BREAKDOWN OF F.E.P.T.			
24,091	ASC01 - 11 - 802202	19,375	15,500
0	ATC01 - 09 - 802202	0	0
-50	ALT01/2	277	0
46,025	HIGHERS - 802215	39,808	27,000
1,370	EVENING VOCATIONAL - 802401	0	0
14,259	Academic Other Fees - 555/556/673 ETC.	4,852	17,500
0	ABD01 - ABD07	0	0
0	ATC01 - 07	0	0
85,695		64,311	60,000

PERTH COLLEGE				
INTERNATIONAL FEE SUMMARY				
ACTUAL 12 MONTHS to 31-07-2016	12 MONTHS to 31st July 2017		ACTUAL 12 MONTHS to 31-07-2017	BUDGET 12 MONTHS to 31-07-2017
UNDERGRADUATE				
0	International Centre Budget	FIC01L66	0	210,000
0	Social Sciences	FSC04	2,220	0
9,170	Hospitality	FSC06	6,583	13,020
27,053	Business and Accounting	FSC07	28,985	0
19,960	Computing	FSC08	16,450	9,600
1,275	Sport and Fitness	FSC09	0	0
4,400	Music and Music Business	FTC02	6,510	0
6,992	- Zhoukou	FTC02 867	63,968	64,000
11,988	Art and Creative Technologies	FTC03	2,500	0
6,500	Sound and Audio Engineering	FTC04	9,825	0
96,673	Aeronautical and Aircraft Engineering	FTC09	196,569	119,380
0	- Zhenghou	FTC09 880	5,250	
0	- Chenjdu	FTC09 873	11,400	12,000
106,995	Electrical and Mechanical Systems	FTC06	1,035	58,800
73,562	- Hunan	FTC10 842	275,406	222,000
0	- HUUC	FTC10 868	87,610	70,560
364,568	Total Undergraduate		714,312	779,360
POST GRADUATE				
102,949	Management	FSC05	18,344	46,800
102,949	Total Post Graduate		18,344	46,800
TOTAL			732,656	826,160

PERTH COLLEGE			
12 MONTHS ACTUAL to 31-07-2016	STUDENT RESIDENCES	12 MONTHS ACTUAL to 31-07-2017	12 MONTHS BUDGET to 31-07-2016
	INCOME		
£294,970	RENTAL INCOME	£278,772	£295,000
£53,707	SUMMER LETS	£51,839	£60,000
£3,874	SUNDRY INCOME	£3,464	£3,500
£352,551	TOTAL INCOME	£334,075	£358,500
	EXPENDITURE		
£0	PLANNED MAINTENANCE	£0	£0
£25,645	UNPLANNED MAINTENANCE	£15,557	£25,000
£19,897	ELECTRICITY, WATER & GAS	£20,210	£21,248
£0	WARDENS MATERIALS	£0	£0
£5,942	EQUIPMENT/MATERIALS/HOSPITALITY	£5,543	£6,000
£97	BANK CHARGES	£77	£150
£10,075	Contract Cleaning of Halls	£10,537	£11,000
£123,541	SUB CONTRACTED SERVICES - SYHA	£123,541	£124,000
£48,337	AGENTS COMMISSION	£38,879	£39,000
£233,534	TOTAL EXPENDITURE	£214,344	£226,398
£119,017	SURPLUS / (DEFICIT) before Depreciation and Interest	£119,731	£132,102
£86,166	DEPRECIATION	£86,166	£0
£0	LOAN INTEREST	£0	£0
£32,851	SURPLUS / (DEFICIT) after Depreciation and Interest	£33,565	£132,102
Done			
12 MONTHS ACTUAL to 31-07-2016	CATERING	12 MONTHS ACTUAL to 31-07-2017	12 MONTHS BUDGET to 31-07-2016
	INCOME		
£208,277	BRAHAN	£209,569	£168,000
£213,342	GOODLYBURN	£293,150	£178,000
£234,332	SHOP	£218,978	£197,000
£655,952	TOTAL INCOME	£721,697	£543,000
	EXPENDITURE		
£273,938	BRAHAN	£220,427	£315,000
£213,386	GOODLYBURN	£322,722	£169,000
£256,453	SHOP	£245,028	£136,000
£743,777	TOTAL EXPENDITURE	£788,177	£620,000
-£87,825	OPERATING SURPLUS / (DEFICIT)	-£66,480	-£77,000
Done			

PERTH COLLEGE									
OTHER INCOME GENERATING ACTIVITIES									
SUMMARY BY FACULTY/UNIT									
YEAR TO 31st July 2017 To 31st July 2017									
FACULTY		INCOME BUDGET YEAR TO 31-07-2017	EXPENDITURE BUDGET YEAR TO 31-07-2017	CONTRIBUTION BUDGET YEAR TO 31-07-2017		INCOME ACTUAL 12 MONTHS 31-07-2017	EXPENDITURE ACTUAL 12 MONTHS 31-07-2017	CONTRIBUTION ACTUAL 12 MONTHS 31-07-2017	CONTRIBUTION ACTUAL 12 MONTHS 30-07-2016
BMCL		92,120	48,600	43,520		122,004	46,194	75,810	203,159
STEM		319,180	31,000	288,180		869,245	262,632	606,613	283,613
CI		83,500	14,753	68,747		94,298	11,246	83,052	38,434
HESS		106,500	21,200	85,300		99,448	14,293	85,155	116,192
NURSERY		267,498	351,342	(83,844)		268,605	356,832	(88,227)	(100,970)
INTERNATIONAL RECRUITMENT - FEES	FIC 01	218,000	311,972	(93,972)		34,753	271,374	(236,621)	(272,988)
INTERNATIONAL RECRUITMENT - ACCOM.	FIC01.L01/5	120,000	120,000	0		95,215	94,172	1,043	(20,297)
Sub Total		1,206,798 0	898,867 0	307,931		1,583,568 0	1,056,743	526,825 0	247,143
LANGUAGE SCHOOL - Commercial Income		93,500	27,800	65,700	No	147,787	42,144	105,643	115,986
Grand Total		1,300,298	926,667	373,631		1,731,355	1,098,887	632,468	363,129
				373,631				632,468	
		Note 1 - In the current year all teaching delivery costs have been charged through the funded cost centre (ALS01). No transfer of teaching costs has been made from the funded cost centre (ALS01) to the commercial cost centre (FLS01).							
									0
		In addition to Note 1 above there may be other expenditure incurred in relation to commercial activity that is not charged through the commercial cost centres due to the difficulty in accurately splitting these costs out.							
Comparatives to 31st July 2016						1,325,091	961,962	363,129	

PERTH COLLEGE										
INCOME & EXPENDITURE SUMMARY SHEET										
RESEARCH CENTRES										
To 31st July 2017										
	INCOME BUDGET YEAR TO 31-07-2017	EXPENDITURE BUDGET YEAR TO 31-07-2017	CONTRIBUTION BUDGET YEAR TO 31-07-2017	INCOME BUDGET 12 MONTHS 31-07-2017	EXPENDITURE BUDGET 12 MONTHS 31-07-2017	CONTRIBUTION BUDGET 12 MONTHS 31-07-2017	INCOME ACTUAL 12 MONTHS 31-07-2017	EXPENDITURE ACTUAL 12 MONTHS 31-07-2017	CONTRIBUTION ACTUAL 12 MONTHS 31-07-2017	CONTRIBUTION ACTUAL 12 MONTHS 30-07-2016
				12						
CENTRE FOR MOUNTAIN STUDIES	280,364	256,911	23,453	280,364	256,911	23,453	229,556	240,970	(11,414)	47,194
CENTRE FOR ALZHEIMERS RESEARCH	0	0	0	0	0	0	67	0	67	(5,071)
TOTAL RESEARCH	280,364	256,911	23,453	280,364	256,911	23,453	229,623	240,970	(11,347)	42,123
SURPLUS / (DEFICIT) AT 31st July 2016							378,897	336,774	42,123	

PERTH COLLEGE			
BREAKDOWN OF 'OTHER INCOME'			
12 MONTHS to 31st July 2017			
12 MONTHS to 31-07-2016 ACTUAL		12 MONTHS to 31-07-2017 ACTUAL	12 MONTHS TO 31-07-2017 BUDGET
1,451	HIRE OF ACCOMMODATION	£1,460	£1,400
5,262	LIBRARY	£4,093	£3,000
60,690	SCHOOLS DIRECT	£60,690	£61,000
5,054	LEARNING TECHNOLOGY CENTRE	£5,696	£5,000
19,398	CENTRAL ADMIN/FINANCE/MIS	£25,153	£7,100
5,447	ACADEMIC CENTRAL ADMIN	£4,279	£2,000
3,466	EXAM FEES	£4,005	£3,000
54,915	SECONDMENT SALARY RECHARGES	£80,133	£77,756
42,900	RECHARGES TO UHI	£32,235	£25,000
20,776	COMMUNITY DEVELOPMENT/SVS PROJECTS	£24,891	£24,328
15,898	NEW OPPORTUNITIES	£9,536	£7,000
12,540	ADULT LITERACY PROJECT - 470	£42,398	£38,000
4,078	SUNDRY INCOME & PROJECTS / STUDENTS UNION	£5,198	£1,000
21,007	SALES OF BEAUTY THERAPY KITS	£32,469	£25,000
77,490	CURRICULUM DEVELOPMENT FUND L & T PROJECTS -	£196,037	£3,000
744	H.I.T.SCOTLAND BURSARY AWARDS	£0	£600
32,046	PROPERTY	£32,105	£32,200
-10,980	APUC Fees from Partners	£0	£0
37,684	PROPERTY CAR PARKING	£28,324	£48,000
0	MARKETING/MARKET RESEARCH	£382	£0
9,566	PRIZEGIVING / GRADUATION	£19,434	£8,000
9,058	INTEREST RECEIVED	£2,796	£3,000
4,845	ABD07 / WEE Centre Project	£15,182	£4,000
9,946	H.R. & STAFF DEVELOPMENT	£6,536	£9,978
55	STUDENT SERVICES	£2,490	£500
15,411	STUDENT SUPPORT - ELS	£35,135	£5,000
8,636	LEARNING CENTRES	£6,287	£10,100
24,922	CURRICULUM OTHER INCOME	£39,148	£28,000
20,134	Essential Student Equipment - Bursary Funded	£17,580	£37,000
2,047	FUTURE SKILLS FOR CREATIVE INDUSTRIES	£0	£2,000
100,000	MANAGEMENT CHARGE TO AST	£100,000	£100,000
250	Centre for Enterprise	£7,063	£1,000
14,834	TCI - Other Income	£39,495	£0
0	ASW - Income	£65,592	£0
0	Climbing Centre - Income	£54,636	£0
15,211	Conference & Hospitality Services	£1,284	£2,000
0	Materials Development	£0	£9,000
0	DONATION FROM AST	£0	£0
9,900	Sale/Purchase of Books	£19,997	£14,000
0	Development Trust	£0	£0
5,096	CREATIVE IND BURSARY FUND	£3,467	£5,600
659,777		£1,025,206	£603,562

PERTH COLLEGE				
12 MONTHS ACTUAL to 31-07-2016	ANALYSIS OF PROPERTY COSTS		12 MONTHS ACTUAL to 31-07-2017	12 MONTHS BUDGET 31-07-2016
£133,253	PLANNED BUILDING PROJECTS		£168,792	£349,154
£0	FURNITURE REPLACEMENT		£0	£0
£72,617	PLANNED MAINTENANCE		£111,622	£70,000
£0	ADDITIONAL PLANNED MAINTENANCE		£449,563	£0
£114,227	UNPLANNED MAINTENANCE EPC15		£96,683	£120,000
£0	UNPLANNED MAINTENANCE -Acad Equip		£0	£5,000
	UNPLANNED MAINTENANCE - ASW		£8,583	£0
£17,748	CAR PARK REPAIRS AND MAINTENANCE		£710	£28,000
4,406	CATERING COSTS		£6,871	£17,000
£22,278	GROUND UPKEEP		£17,844	£25,000
£235,366	ELECTRICITY		£243,935	£235,015
£0	ELECTRICITY EPC20		£41,938	£0
£75,278	GAS EPC17		£60,306	£77,172
£0	GAS - EPC20		£5,402	£0
£70,267	RATES EPC17		£89,771	£72,010
£0	RATES - REBATE		£0	£0
£34,153	WATER METERED RATES EPC17		£23,548	£27,000
£0	CONTRACT CLEANING EPC20		£36,924	£0
£16,553	CLEANING EQUIPMENT EPC16		£18,493	£14,000
£0	CLEANING EQUIPMENT EPC20		£5,664	£0
£23,305	JANITORIAL SUPPLIES EPC16		£15,925	£30,000
£0	JANITORIAL SUPPLIES EPC20		£2,180	£0
£14,916	PROPERTY SECURITY EPC15		£16,866	£12,500
£69,120	HIRE OF SKIPS EPC15		£67,463	£55,000
	HIRE OF SKIPS EPC20		£3,673	£0
£55,224	Hire of Portacabins EPC01		£61,232	£67,500
£6,233	SUPPLIES & SERVICES ETC. EPC01		£4,243	£5,500
£0	SUPPLIES & SERVICES ETC. EPC20		£21,332	£0
	SUPPLIES & SERVICES ETC. EPC21		£662	£0
£0	EQUIPMENT RENTAL ASW EPC20		£74,364	£0
£0	EQUIPMENT RENTAL Climbing EPC21		£249	£0
£0	Computer Maintenance Agreements EPC20		£18,108	£0
£25,837	TRANSPORT HIRE/TRAVEL EPC16		£27,907	£35,000
£10,839	Vehicle Maintenance		£9,853	£9,000
£250	Insurance Claims		£0	£2,000
£19,936	CAR PARK MANAGEMENT		£14,087	£20,000
£0	FACULTIES/DEPT MARKETING ASW EPC20		£1,464	£0
0	HOSPITALITY		£0	£0
1,021,806	PER BOARD ACCOUNTS - NON STAFFING COSTS		£1,726,257	£1,275,851
£142,548	ADMIN SALARIES		£201,762	£184,860
£0	ADMIN SALARIES EPC20		£94,798	£0
£0	ADMIN SALARIES EPC21		£60,519	£0
£82,282	TECHNICIAN SALARIES		£84,136	£83,381
£214,145	CARETAKERS SALARIES		£243,335	£192,151
£276,901	CLEANERS SALARIES		£264,138	£266,780
715,876	PER BOARD ACCOUNTS - STAFFING COSTS		£948,688	£727,172

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PERTH COLLEGE UHI

JNC : Support Staff

Note of Meeting held on Thursday 15 June 2017
1.30pm, Room 033, Brahan

Present: Management Representatives

Susan Bald (Chair), Vice Principal, HR & Communications
Pam Wilson, Vice Principal, Academic

Support Staff Representatives

Jane Edwards, UNISON
Winston Flynn, UNISON

In Attendance – Item 5: Jackie Mackenzie, Vice Principal, Finance & Estates

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
4.	<p>National Bargaining update (including annual leave)</p> <p>SB to write to support staff to advise that they currently have 43 annual leave days, which was above the minimum 39 days stipulated in the recent NJNC agreement/technical implementation note.</p>	Susan Bald	ASAP
7.	<p>Caretaker Proposal</p> <p>SB to draft a joint communication to Caretakers, to advise them that the proposal has been agreed and ratified at this JNC; to send draft to Unison Reps first, for their approval and then communication to Caretakers.</p>	Susan Bald	ASAP
8.	<p>Overseas Allowance Proposal</p> <p>SB to forward a copy of the Overseas Allowance Proposal to Unison Reps and a meeting to be arranged, outwith the JNC, to begin discussions on the proposal.</p>	Susan Bald	ASAP

Summary of Action Items

Ref	Action	Responsibility	Timeline
9.	<p>AOCB</p> <p>End of Term Date for Support Staff on 40 Week Contracts: SB to respond to Unison Reps regarding their query for the 40 week contract support staff and what date they finish on.</p>	Susan Bald	16 June 2017

Minutes

Item	ACTION
<p>1. Welcome and Apologies</p> <p>Susan Bald welcomed all to the last JNC meeting of the 2016-17 academic year. SB noted that Jackie Mackenzie, Vice Principal, Finance and Estates, was in attendance for item 5 and so this item was taken first on the Agenda.</p> <p>There were no apologies.</p>	
<p>2. Minutes of the last Meeting</p> <p>The notes of the JNC for Support Staff meeting held on 9 March 2017, having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>3. Review of Actions / Matters arising not included elsewhere on the Agenda</p> <ul style="list-style-type: none"> RPA – update: letter to staff SB advised that the letters had now been sent to staff. <p>This item was now completed.</p> <ul style="list-style-type: none"> Staff Conference Days SB advised that the next Staff Conference day would be on 29th August. PW indicated that the format of the day was still being finalised. However, she was aware that this was a busy time of year for many support staff and they would aim to have all staff attend the morning sessions, with the afternoon sessions mainly for the Lecturers. SB said that Linda Lamont will ask speakers if they agree to be recorded and if so, these recordings will be made available to any staff who were not able to attend. 	
<p>4. National Bargaining update (including annual leave)</p> <p>SB asked Unison for an update on National Bargaining.</p>	

Item		ACTION
	<p>WF advised that Unison were reviewing how Job Evaluation (JE) could be carried out across Scotland. Unison have appointed a working group to look at this – this is a joint group with Unison, GMB and Unite. The group will then prepare a document to go to the Employers Association. WF said that Unison had not yet confirmed a date from which job evaluation would take effect from – they were still negotiating with Employers.</p> <p>WF also indicated that Unison were looking at any future industrial action to be done collaboratively with EIS.</p> <p>Regarding holidays, Unison were looking for everyone to be moved up to the same holidays as those on the highest number of days. This would be done in a phased way, likely over a 3 year period.</p> <p>SB asked WF about Unison’s pay claim. WF said the claim had been submitted and Unison were waiting on a response from the Employers Association.</p> <p>WF said that, in terms of committing to a date for the start of JE, if the Employers didn’t agree a date, Unison would set the date as 1st April 2018.</p> <p>SB advised that she had received the NJNC annual leave technical implementation note. However, as Perth College staff already received 43 days of annual leave and this was above the minimum number of 39 days annual leave stipulated in the implementation note, there would be no further action required by Perth College.</p> <p>PW suggested that staff be advised that they already receive 43 days annual leave, which is above the minimum 39 days in the NJNC note. SB agreed to do this.</p> <p>Action: SB to write to support staff to advise that they currently have 43 annual leave days, which is above the minimum 39 days stipulated in the NJNC agreement/technical implementation note.</p>	SB
5.	<p>Financial Update</p> <p>JM distributed an extract from the Management Accounts and talked to this document.</p> <p>JM advised that for the 9 months to April 2017, the College had a deficit of £165K against a budgeted deficit of £188K. JM advised that there would be no contribution from AST this year and the College was aiming to break even.</p> <p>The ASW was now beginning to bring in income. ASW was on target for breaking even next year. JM gave credit to Gareth McKenna and Josie Warburton and the ASW team for their hard work in securing the commercial business.</p>	

Item	ACTION
<p>JM advised that the additional SFC capital grant was being spent in various areas around the College, including the replacement of the lift and the refurbishment of the hair and beauty rooms into classrooms etc.</p> <p>It was noted that while income was slightly up, this was offset by additional expenditure.</p> <p>Staff costs were substantially higher, due to a range of reasons, including the 3.4% increase in NI costs. JM also noted that moving forward, the College would have to pay the Apprentice Levy costs.</p> <p>JM noted that there had been a number of long term absences and maternity/paternity leaves, where these staff positions had to be backfilled, and this had also had an effect on staffing costs..</p> <p>Overall the budget has been pulled back and JM said she was still confident the College should be able to break even for the year, but gave warning that, moving forward, achieving a break even position was going to be harder to accomplish.</p> <p>JM said that the College was not at risk of any section 22 notices. The College was a financially sustainable and well run College, but advised that all reserves, particularly in the A.L.F. we now depleted.</p> <p>JM said she had carried out a GAP analysis for next year's budget and this identified that there would be a gap between income and expenditure (approx. £1m, before taking into account National Bargaining). JM said that the College would have to make significant savings for next year. However, the first priority would be to increase the College's income, then consider non-staffing savings. The last resort would be to review staffing costs.</p> <p>JM advised that If the Government did not make funding available for national bargaining then it would be extremely difficult financially for all Colleges.</p> <p>JE asked if there was any regulation on the amount of income the College could make in a year. JM said there was no limit on the income the College could generate; the only limiting factor was that the College could not carry profits; so income would either need to be spent during the year, or any excess would need to be moved to the ALF.</p> <p>JE asked, in terms of reducing staffing costs, would the most impact be in the non-replacement of staff. JM said that they had to be realistic and pragmatic and every time there was a vacancy the post was reviewed by SMT to consider if it had to be replaced, or if there was something else that could be done in a better way to reduce costs.</p>	

Item		ACTION
	<p>SB asked JM to remain for item 4, National Bargaining, as she felt the two items were linked.</p>	
6.	<p>HR Key Statistics – 3rd Quarter, 2016-17</p> <p>SB distributed the 3rd Quarter statistics and reviewed this paper with Committee members.</p> <p>SB reported that the Sickness Absence Rates were going down from previous quarters.</p> <p>SB advised that she was still concerned about the CPD numbers and the College not meeting the target of 6.5days per person, per year. SB indicated that this was noted as a concern both at SMT and Board of Management meetings and SB would be reviewing this and conducting an analysis to try to establish why these figures were so low.</p>	
7.	<p>Caretaker Proposal</p> <p>SB indicated that a number of discussions had taken place with the Caretakers regarding a change to their rotas and how this could be achieved. SB was pleased to advise that a way forward was achieved and this had been accepted by the Caretakers.</p> <p>Unison indicated that they had consulted with all Caretakers, including 4 who were non-union members. Unison confirmed that 6 out of 8 Caretakers had agreed with management's proposals as set out in the document dated 8 June 2017.</p> <p>Management and Unison Reps confirmed that this proposal was now formally agreed and ratified at this JNC meeting.</p> <p>SB said that, the training needs analysis to be conducted for Caretakers would be extended to the Cleaners.</p> <p>It was agreed that a joint communication will be sent to Caretakers to advise them that the proposal had been agreed and that it had been ratified at the JNC. SB said she would draft a communication and send it to Unison Reps for their approval.</p>	
	<p>Action: SB to draft a joint communication to Caretakers, to advise them that the proposal has been agreed and ratified at this JNC; to send it to Unison Reps first, for their approval.</p>	SB
8.	<p>Overseas Allowance Proposal</p> <p>SB gave background to the Overseas Allowance Proposal. The College has partnerships overseas which require some Lecturers to attend at these overseas institutions to give guest lectures. Sometimes this would require staff to be overseas for several weeks. As a result, Management had discussed with EIS the</p>	

Item		ACTION
9.	<p>possibility of staff travelling overseas for several weeks, receiving an allowance to compensate for them working overseas for a length of time. SB advised that AST provide a similar per diem (daily rate) allowance for their staff in the same situation.</p> <p>Discussions were held with EIS and it was agreed that staff who were working abroad, on approved College business, for up to 6 weeks in an academic year, would receive an allowance to compensate them for working abroad and any out of pocket expenses they may have.</p> <p>SB indicated that this allowance was restricted to those staff below CMT grade. However, if any staff were working overseas for half the year, or more, then these staff wouldn't receive the allowance. Also, any staff who were going overseas for CPD purposes would not get this allowance.</p> <p>The allowance amounted to £40 for each full day abroad and this would be paid via staff salaries, subject to the usual deductions.</p> <p>SB raised this matter at this Committee, as she was aware that there may also be some support who might be in this position and Management would look to apply this allowance to support staff as well.</p> <p>SB said she would circulate the proposal to Unison Reps and then start the process of discussion with them regarding this.</p> <p>Action: SB to forward a copy of the Overseas Allowance Proposal to Unison Reps and a meeting to be arranged, outwith the JNC, to begin discussions on the proposal.</p> <p>AOCB</p> <p>End of Term Date for Support Staff on 40 Week Contracts: JE raised the issue of the end of term date, which had changed to 23rd June for academic staff and asked about the finishing date for support staff members on 40 week term-time contracts. SB advised that she was still reviewing this and agreed to get back in touch with Unison Reps by the end of the week.</p> <p>Action: SB to respond to Unison Reps regarding their query for the 40 week contract term-time support staff on what date their academic year would finish on.</p> <p>Susan Bald Leaving: JE noted that this would be SB's last JNC meeting and she wished to record the thanks of the union reps for all the work SB and the unions had done together. JE said it had been a pleasure working with SB and wished her all the best for the future.</p>	<p>SB</p> <p>SB</p>

Item		ACTION
10.	<p>JE also thanked PW for her work with the unions and wished PW all the best for her future.</p> <p>Date and time of next meeting:</p> <p>Meetings for 2017-18 to be confirmed.</p>	

DRAFT

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 15 June 2017
3.00pm, Rm 033, Brahan

Present:

Management Representatives

Susan Bald (Chair), Vice Principal, HR & Communications
Pam Wilson, Vice Principal, Academic

Academic Staff Representatives

Sara O'Hagan, EIS-FELA
Declan Gaughan, EIS-FELA

In Attendance – Item 4: Jackie Mackenzie, Vice Principal, Finance & Estates

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
	None.		

Minutes

Item	ACTION
<p>1. Welcome and Apologies</p> <p>Susan Bald welcomed everyone to the final JNC meeting of this academic year. In particular she welcomed Jackie Mackenzie, Vice Principal, Finance and Estates, who was attending for item 4. This items was, therefore, taken first on the Agenda.</p> <p>There were no apologies.</p>	
<p>2. Minutes of the Last Meeting</p> <p>The notes of the JNC for Lecturers meeting held on 9 March 2017 were circulated prior to the meeting and were approved as an accurate reflection of the discussions that had taken place.</p>	

Item		ACTION
3.	<p>Matters Arising not included elsewhere on the Agenda / Review of Actions</p> <p>Pension Contributions SB advised that the deadline had been extended, but this had now passed. EIS said they had contacted all the members who had not responded and advised them they had to be in touch before the deadline. EIS said that this had now been actioned and resolved for staff.</p> <p>This item was now complete and was to be removed from the Agenda.</p> <p>RPA – update: letters to staff SB confirmed she had now sent this letter to staff.</p> <p>This item was now complete and was to be removed from the Agenda.</p> <p>Trimester Degrees SB advised that PW had been in touch with Gary Campbell. He had said that, in general, it was not UHI practice to pursue trimesters for degrees and if UHI were to look at this, then they would consult with staff.</p> <p>EIS asked for confirmation of any other UG courses, apart from the Geography degree, being taught in trimesters. PW confirmed there were none, other than the Geography course.</p> <p>This item was now complete and was to be removed from the Agenda.</p> <p>Vice Principal Posts PW advised that UHI EO had previously sent out a communication about the appointment of the new Vice Principal posts, which had all been filled, except for the final VP post of International and External Engagement. This had now been filled by Prof Stuart Gibb, who is the Director of the Environmental Research Institute at North Highland College UHI.</p>	
4.	<p>Financial Update</p> <p>JM circulated copies of the Management Accounts to 30th April 2017 and advised that the accounts showed an actual deficit of £165K, against a budgeted figure of £188K. Unfortunately, AST were not likely to contribute to the group finances this year, so the Group position was showing a deficit £165K, against a budgeted deficit of £93K. However, the College aimed to break even for 2016/2017.</p> <p>Income was up for the year against budget, but this was mainly due</p>	

Item	ACTION
<p>the Development Trust donation for ASW, and additional income from Capital Grants. However, this increase in income was offset by increased expenditure on items such as the lift replacement and the conversion of the old Hair and Beauty areas into classrooms. JM indicated that none of the Capital Grant will be returned as it had all been spent.</p> <p>Expenditure was still a concern, particularly staff costs, which were up against budget. The biggest increase in staff costs was the 3.4% increase in NI contributions.</p> <p>Other staff costs included a number of staff who were off long term sick and their positions had then to be backfilled.</p> <p>JM indicated that Management were looking to make savings where they could and the first target for any savings would be non-staff costs. If these savings were made, then the College should break even for the year and so would avoid any section 22 notices or penalties.</p> <p>However, looking at the budget for next year, the College's financial position was only going to get more difficult. Having received notification of the HE grant for next year, it was noted that this grant had been reduced</p> <p>JM advised that the staff costs for next year had been modelled to try and identify the GAP between income and expenditure and this analysis had shown a figure of just under £1m. The College no longer has any financial cushion, as all the A.L.F. money and provisions had been used.</p> <p>JM indicated that the College aimed to generate more income and, in terms of savings, the target would always be the non-staff costs first. However, staff costs were the biggest expenditure and any time there was a vacancy, it was looked at closely to see if anything could be adjusted, or be done more efficiently, that would reduce costs.</p> <p>JM said that next year was going to be a very difficult year. The GAP analysis did not include national bargaining costs, as this was only affordable if the Government contributed.</p> <p>As Item 6, National Bargaining, was linked with this Item 5, JM was asked if she could remain in the meeting for that item, which was taken next.</p>	
<p>5. HR Key Statistics – 3rd Quarter 2016-17</p>	
<p>SB distributed the HR stats for 3rd quarter and reviewed these with Committee members.</p>	
<p>SB noted that the sickness absence for the 3rd quarter was on a</p>	

Item	ACTION
<p>downward trend.</p> <p>CPD was still a concern and this had been noted at SMT and Board of Management meetings as a concern. SB said she would be addressing this as a priority and would be sending out a staff survey to find out the reasons why the recorded figures were low.</p>	
<p>6. National Bargaining update</p>	
<p>SB advised that the Employers' Association was meeting on Monday (19th June) to ratify the side table negotiations.</p>	
<p>EIS said the Government had announced today that the deal would be honoured. The items in black in the May agreement would be ratified and the rest of the items were still being negotiated at the side table.</p>	
<p>SB asked how close to agreement were they regarding what the 23 hours + 1 meant in practice. EIS said it was their understanding that this meant 23 hours contact, plus up to 1 hour per week to a maximum of 8 hours in a 12 week period where staff could undertake other tasks eg cover for staff off sick etc.</p>	
<p>EIS also advised that the College would be receiving a letter from Stuart Brown, EIS Regional Officer, regarding a Supreme Court decision that strike pay should be deducted at 1/365. SB advised that she was aware of this judgement.</p>	
<p>7. AOCB</p>	
<p>SMT Changes</p>	
<p>EIS said they recognised that there would be changes taking place shortly in SMT, with PW, SB and the Principal leaving. However, they wanted to know if there were likely to be any other significant changes immediately. SB said that the new Principal, Margaret Cook, would likely want to take some time to look at what she wanted in the SMT. However, a Head of HR post is being appointed as an interim measure, until such time as Margaret Cook makes her decision on the makeup of the SMT. SB said that the post of Head of Academic Practice was being recruited for, as well as a number of other roles.</p>	
<p>Thanks to Susan Bald and Pam Wilson</p>	
<p>EIS recorded their thanks to SB for her time, effort and work with the JNC. EIS said they had always had a good working relationship with SB and wished her all the best for her future.</p>	
<p>EIS also recorded their thanks to PW for her time working with the JNC and wished her well for her retirement.</p>	

Item		ACTION
8.	Date and time of next meeting: Meetings for 2017-18 to be confirmed.	

DRAFT

Finance and General Purposes Committee Terms of Reference

Membership

Chairman (ex officio).

Vice Chairman (ex officio).

Principal (ex officio).

No fewer than **2** other Board of Management members.

In attendance

Vice Principal, Finance and Estates

Vice Principal, Human Resources and Communications

Quorum

The quorum shall be 3 members of which **at least 2 to be independent Board of Management members.**

Frequency of Meetings

The Committee shall meet no less than four times per year.

Terms of Reference

- 1 Consideration of the annual estimate of revenue income and expenditure.
- 2 Consideration of the annual estimate of capital income and expenditure.
- 3* Responsibility to ensure that appropriate control systems are in place:
 - a To administer and control all revenue and capital grants received from the Scottish Government and all other sources.
 - b To administer and control the payment of all monies due and the collection of all income due.
 - c To ensure the efficient management of the College Catering Service and Food Court and Halls of Residence.
 - d To administer and control matters relating to the repair, maintenance and upkeep of land, buildings etc.
- 4 Liaison with the Audit Committee in reporting to the Board on the state of the College's finances.
- 5 Consideration and approval of the College's Financial Regulations and Procedures, ensuring their implementation, monitoring and review in relation to all matters financial, including approving organisations in which funds may be invested and setting investment limits.

- 6 Generally the formulation of advice to the Board on financial matters and the supervision of the financial affairs of the Board.
- 7 Strategic oversight of procurement, contract management and ICT service level agreement on behalf of the Board.
- 8* Consideration of tenders received for any works the cost of which are in excess of £50,000.
- 9 The acquisition and/or disposal of heritable property whether by purchase/sale or lease.
- 10* Consideration of any proposals to obtain plant equipment furnishings or fittings the cost of which is expected to be more than £50,000.
- 11 Consideration and assessment of priorities for capital grant for new building work or the major modification of existing buildings. Recommendations to the Board on issues relating to College estates and resources
- 12 The oversight of the Board's statutory functions and responsibilities as an employer of the staff of the College.
- 13 Consideration of all matters relating to:
 - a The establishment and staffing structure of the College.
 - b The salaries, wages and conditions of service of all staff except the Principal, Executive and Managers as individual contracts with the Board.
- 14 Responsibilities for early retirement/early severance policy.
- 15 Oversight of the disciplinary and grievance policies and procedures of the College.
- 16 Consideration of matters relating to staff relations including union recognition and local bargaining agreements.

The functions marked thus * stand delegated.

Approved at Committee – 12 October 2016