

Finance and General Purposes Committee

Agenda

Meeting reference: F&GP2017-18/04

Date: Wednesday 30 May 2018 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 7 March 2018		Chair	Paper 1
5	Actions arising from previous minutes			
6	Accounts			
*6.1	Perth College Management Accounts – 9 months to 30 April 2018	Chief Operating Officer	Chief Operating Officer	Paper 2
*6.2	Year End Forecast	Chief Operating Officer	Chief Operating Officer	Paper 3 Closed
*6.3	AST Management Accounts – 9 months to 30 April 2018	AST Board Secretary	Chief Operating Officer	Paper 4 Closed
7	Indicative budget Outturn for 2018-19	Chief Operating Officer	Chief Operating Officer	Paper 5
8	Estates			
*8.1	Estates Update	Chief Operating Officer	Chief Operating Officer	Verbal

9	Human Resources			
*9.1	Human Resources Update	Head of HR and OD	Head of HR and OD	Paper 6 Closed
10	Standing Committees			
10.1	Joint Negotiating Committee <ul style="list-style-type: none"> • Support Staff – Thursday 26th April • Lecturers – Thursday 26th April 			Paper 7 Paper 8
11	Date and Time of next meeting <ul style="list-style-type: none"> - 26 September 2018 			
12	Review of Meeting (to include check against Terms of Reference to ensure all competent business has been covered)			Paper 9

Finance and General Purposes Committee

Draft Minutes

Meeting reference: FGP2017-18/03
Date and time: Wednesday 7 March 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Jim Crooks, Harold Gillespie, Deborah Hutchison, David Littlejohn, Grant Myles

In attendance: Jackie Mackenzie, Chief Operating Officer (COO)
 Susan Hunter, Head of Human Resources and Organisational Development (Head of HR and OD)
 Ian Martin, Head of Finance
 Maureen Masson, Secretary to the Board of Management

Apologies: None

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
*8.1	Balanced Scorecard Review Balanced Scorecard indicators and format for presentation	COO and Planning and Project Manager when in post	For possible implementation next Academic Year
*9.1	Estates Update Extend the contract for SYHA's summer lease of the College's residences.	COO	As appropriate

Minutes:

Item

1. Welcome and Apologies

The Chair welcomed everyone to the meeting, particularly Susan Hunter who was attending her first meeting of the Committee and Ian Martin, who was in attendance for the last time having resigned as Head of Finance. All members were present and no apologies were noted.

Action

2. Additions to the Agenda

There was one addition to the agenda notified by the COO. An update on the residences project would be taken under Item 9 'Estates Update'.

3. Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest.

4. Minutes of Meeting held on Wednesday 29 November 2017

The minutes were approved as a correct record.

5. Matters Arising from Previous Minutes

Both matters arising from the previous minutes on the budget and external audit annual report would be actioned in the course of the year as part of the normal business cycle.

***6.1 Perth College Management Accounts – 6 months to 31 January 2018**

The Committee discussed the paper and the key considerations in the management accounts at the end of the second quarter. The Committee noted that the College was forecast to achieve operational break even at the year-end, taking account of a number of assumptions explained in the paper and at the meeting. The Committee was reassured that individual budgets were carefully monitored and the Finance team worked closely with budget holders to ensure that expenditure remained within budget.

***6.2 Perth College Group Forecast to year end 31 July 2018**

Closed

***6.3 AST Management Accounts – 6 months to 31 January 2018**

Closed

7 Indicative Funding Announcement

The COO introduced the paper which provided a summary of the recent SFC indicative funding announcement for FE and HE. The Committee noted that final allocations for both FE and HE would be confirmed later in the year. Work would be done to determine

individual allocations across the partnership.

8 Reporting

***8.1 Balanced Scorecard**

The COO introduced the paper highlighting in particular the 'sustainability' measures. Following discussion, the Committee recommended that a review of the Balanced Scorecard indicators should be undertaken to consider their primary purpose and the ways in which the Balanced Scorecard is presented. In addition, it may be pertinent to look at the timing of its presentation to the different Board Committees given that some measures are only available at the end of the Academic Year.

COO and
Planning
and
Project
Manager
when in
post

9. Estates

***9.1 Estates Update**

The COO indicated that it was business as usual for the Estates Department. Consideration was being given as to how to improve the Brahan reception to enhance the student experience. The Committee noted that the Tay Cities deal outcomes would be known soon and that may lead to some bigger project work/estate development.

The COO updated the Committee on the latest position regarding the possible sale of Perth College residences and implications for the UHI residences project. Prior to taking forward to any approach, agreement would have to be reached in terms of price and assurances given that the College could retain the full proceeds from the sale.

The Committee agreed that the contract for SYHA's summer let of the College's residences should be extended by one year. This would give time for a strategy to be developed which would address the points in relation to the sale of the residences at Perth, whilst allowing the College to retain a watching brief over the UHI residences project.

COO

9.2 College Sector estates condition survey

The Group noted, for information, the outcome of the sector wide condition survey commissioned by SFC.

10 Human Resources

***10.1 Human Resources Update**

The Head of HR and OD introduced the paper. The Committee noted key aspects and that staff in the HR team would review the approach to L&D and its recording in due course.

The Committee warmly welcomed developments in all areas HR and

was pleased that a team was in place to support the Head of HR and OD take forward this important work for the College.

11 Standing Committees

11.1 Joint Negotiating Committee

Support Staff – 15 February 2018

Lecturers – 18 January 2018

The Head of HR and OD reported that recent meetings with Unions had been positive and that the Unions were open to change to support managers in their day-today jobs.

12 Date of Next meeting

Wednesday 30 May at 5.30pm.

The Chair thanked the Head of Finance, Ian Martin, for his significant contribution to F&GPC over the years and the Committee joined in wishing Ian all the very best for his life beyond the College.

13 Review of Meeting

The Committee agreed the meeting had covered its Terms of Reference.

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 with removal of closed items **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 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**

Paper for Consideration

Subject: Perth College Management Accounts for the 9 months to 30 April

2018 Author: Head of Finance

Date of paper: 23 May 2018

Date of meeting: 30 May 2018

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 management accounts - 9 months to 30 April 2018 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 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

FINANCIAL ACCOUNTS FOR 9 MONTHS TO 30th April 2018

COMMENTARY

Introduction

This is the seventh set of accounts released for the current financial year 2017/18 and covers the 9 months to 30th April 2018.

INCOME

FE/HE Recurrent Grants

- These accounts reflect 9/12ths of the grant figures for both FE and HE that are expected to be met.
- Adjustments have been made to accurately reflect both income and expenditure in relation to Shared Services.
- £322K of Estates Grants has been released to Income and Expenditure for the period to cover related expenditure.

Tuition Fees

- Fees have been calculated assuming the total amount budgeted for will be achieved.

International Tuition Fees

- There is a reported shortfall of International Income – Non China is down by £180K for the year.

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 9 months is shown as £952K. This is £197K below the pro rata income budget for the 9 month reporting period. Contribution for the 9 months is at £218K, £187K below the pro rata budgeted contribution.

International student fee income is included within the curriculum commercial activity figures. 9/12ths of this income has been taken into these accounts to allow it to be matched against expenditure to date. This can be viewed in more detail on page(5a.) included within these accounts.

Language School commercial income at the 9 month stage of £75K compares to 9 month budget of £81K, and a 12 month budget of £108K. 9/12ths of the full time fee income has been taken into these accounts in order to flex it over the full year. Actual expenditure of £26K is reporting above the 9 month budget. 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 at the 9 months stage is running below budget, reporting at £213K compared to budgeted figure of £229k, with actual expenditure of £235K.

The Income on Research Projects is currently matched against expenditure, with the intention of full release on completion.

Expenditure

Staff Costs

Overall staff costs of £11,678K are reporting under budget for the 9 months to April 2018. Recruitment in relation to staff turnover is being carefully managed in order to achieve budgeted levels.

A provision has also been included within the staff costs, to accommodate further anticipated National Bargaining costs.

Non Staffing Costs

Are showing an overspend against budget for the 9 months to April 2018, predominantly due to the following:

- Teaching Departments - unbudgeted RAG expenditure £33K, essential Student Equipment £21K
- Teaching Support costs include front loaded spend on Computer Equipment £40K.
- Administration & Central Services - unbudgeted organisational costs, Marketing Legal & Professional Services £12K, Printing & Publications £5.5K and HR Legal & Professional Services £5.5K.

An additional two pages have been added to the Management Accounts pack, commentary for these are as follows:

International Activity

This page has been included to allow us to monitor the full costs of the International Activity, split between “China” and “Other International”. This will continue to be developed as required to meet the needs of its users.

ASW

There is an overall shortfall of £152K on income for the 9 months to April 2018. Actual Income is reported at £235K, compared to 9 month budget of £387K.

College Surplus/Deficit

The College has recorded a £377K deficit at the 9 month stage which compares to a £269K budgeted deficit.

AST

Figures reported for AST at £87K are based on estimated Management Accounts for 9 months to April 2017-18.

Final Comments

As we are now into the last quarter of the College Financial Year, it is important that all areas continue to make every effort to remain within expenditure budget limits, whilst continuing to maximise income.

Lynne Stewart
Management Accountant

18th May 2018.

AUGUST 2017 - APRIL 2018				
Management Accounts				
Actual 9 MONTHS to 30-04-2017	PERTH COLLEGE GROUP			
	FINANCIAL STATEMENT			
	9 MONTHS to 30th April 2018			
	Actual 9 MONTHS to 30-04-2018 £000's	Budget 9 MONTHS to 30-04-2018 £000's	Budget 12 MONTHS to 31-07-2018 £000's	
INCOME				
10,782	Funding Council Grants excluding Research based	10,751	10,305	13,740
2,873	Tuition Fees & Education Contracts	2,768	2,726	3,635
678	Catering & Residences	654	677	902
10	European Income	0	0	0
112	UHI Non Recurrent Income	113	124	165
1,308	Other Income Generating Activities	1,027	1,230	1,640
184	Research Centre Activity Income & Grant Funding	213	230	306
144	Release of Deferred Capital Grant	148	148	197
0	ASW & Climbing Centre Income	235	287	383
968	Other Income	554	566	754
17,058	INCOME SUB TOTAL	16,463	16,292	21,723
1,798	Bursary/ Hardship Grant (Excluding Childcare)	2,025	1,895	2,526
18,856	TOTAL INCOME	18,488	18,186	24,249
EXPENDITURE				
Staff Costs				
7,540	Teaching Departments	7,779	7,727	10,302
1,077	Teaching Support Services	1,080	1,113	1,484
1,413	Administration & Central Services	1,324	1,279	1,705
0	Restructuring costs	0	0	0
661	Premises	590	590	787
0	ASW & Climbing Centre	253	260	346
402	Other Income Generating Activities	445	430	573
161	Research Centres	207	185	246
11,254	TOTAL STAFF COSTS	11,678	11,582	15,443
Non Staff Costs				
626	Teaching Departments	573	481	641
398	Teaching Support Services	419	359	478
1,100	Administration & Central Services	1,126	1,018	1,357
1,539	Premises	813	900	1,200
0	ASW & Climbing Centre	184	167	223
637	Catering & Residences	624	628	837
481	Other Income Generating Activities	314	338	450
15	Research Centres	28	38	51
359	Other Expenses - Childcare	349	319	425
0	Student Support Funds Overspend (incl. Childcare)	0	0	0
30	Interest Payable	17	17	23
785	Depreciation	715	715	953
5,970	NON STAFF COSTS SUB TOTAL	5,163	4,979	6,638
0	LESS: Reduction in Early Retirement Pension Provision	0	0	0
5,970	TOTAL NON STAFF COSTS	5,163	4,979	6,638
17,224	EXPENDITURE SUB TOTAL	16,841	16,561	22,081
1,798	Bursary/ Hardship Payments (Excluding Childcare)	2,025	1,895	2,526
19,022	TOTAL EXPENDITURE	18,866	18,455	24,607
(165)	COLLEGE SURPLUS/(DEFICIT)	(377)	(269)	(358)
0	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.	87	0	0
(165)	TOTAL GROUP SURPLUS/DEFICIT(-)	(290)	(269)	(358)
209	REVALUATION DEPRECIATION ADD BACK	209	209	279
44	Group Historical Cost Surplus/(Deficit) for the Period	(81)	(60)	(79)
0	Less: Transfers to ALF	0	0	0
44	Amount to be transferred to retained earnings	(81)	(60)	(79)
	Amount transferred to ALF to date	7,916		
	Amount received from ALF to date	(7,850)		
	Balance retained within ALF	66		

PERTH COLLEGE			
BALANCE SHEET			
as at 30th April 2018			
	AS AT 30/04/2018	AS AT 31/07/2018	AS AT 30/04/2017
	£000	£000	£000
FIXED ASSETS			
TANGIBLE ASSETS	32,707	33,421	33,489
INVESTMENTS	20	20	20
	32,727	33,441	33,509
CURRENT ASSETS			
STOCKS	23	14	24
DEBTORS	1,511	589	1,351
CASH AT BANK AND IN HAND	1,799	852	1,311
AMOUNTS DUE FROM SUBSIDIARY COMPANY	0	20	0
	3,333	1,475	2,686
CREDITORS:AMOUNTS DUE WITHIN ONE YEAR			
BANK TERM LOAN	300	400	300
TRADE CREDITORS	339	342	459
OTHER TAXATION AND SOCIAL SECURITY	318	313	314
OTHER CREDITORS	204	161	276
ACCRUALS AND DEFERRED INCOME	3,858	1,876	3,953
DEFERRED INCOME - CAPITAL GRANT	99	198	6,601
UNSPENT STUDENT SUPPORT FUNDS	200	262	0
AMOUNTS DUE TO SUBSIDIARY COMPANY	0	0	0
	5,318	3,552	11,903
NET CURRENT ASSETS/(LIABILITIES)	(1,985)	(2,077)	(9,217)
TOTAL ASSETS LESS CURRENT LIABILITIES	30,742	31,364	24,292
CREDITORS:AMOUNTS DUE AFTER MORE THAN ONE YEAR			
PROVISION FOR LIABILITIES AND CHARGES / DEFERRED GRANT LOANS	5,413 100	5,462 300	5,660 500
NET ASSETS Excluding Pension Liability	25,229	25,602	18,132
Pension Liability	8,979	8,979	9,069
NET ASSETS Including Pension Liability	16,250	16,623	9,063
REPRESENTED BY:			
DEFERRED CAPITAL GRANTS	0	0	0
REVALUATION RESERVES	14,096	14,305	14,375
DESIGNATED RESERVES	0	0	0
INCOME & EXPENDITURE ACCOUNT	11,132	11,297	3,757
PENSION RESERVE	(8,979)	(8,979)	(9,069)
TOTAL RESERVES	16,250	16,623	9,063
TOTAL	16,250	16,623	9,063

PERTH COLLEGE						
	GRANTS			9		
2016- 17	ACTUAL V BUDGET		2017- 2018	2017- 2018	2017- 2018	ACTUAL V BUDGET
9 MONTHS ACTUAL	to 30-04-2018		9 MONTHS ACTUAL	9 MONTHS BUDGET	12 MONTH BUDGET	VARIANCE +/-
	CODE					
5,152,862	FE MAIN RECURRENT GRANT		£5,108,552	£5,108,552	£6,811,402	0
0	FE LUPS	123	£429,825	£219,825	£293,100	210,000
5,152,862						0
4,809,392	HE MAIN RECURRENT GRANT	108	£4,577,497	£4,577,497	£6,103,329	0
-262,500	MICRORAM		-£262,500	-£262,500	-£350,000	0
358,592	CHILDCARE	524	£422,810	£318,750	£425,000	104,060
41,248	ADDITIONAL ESOL GRANT FUNDING	148	£24,000	£15,000	£20,000	9,000
3,054	ESIF DSW	125	£0	£0	£0	0
0	UHI KNOWLEDGE TRANSFER		£15,000	£0	£0	15,000
6,000	EMA ADMIN SUPPORT & OTHER SUNDRY GRANTS	121	£9,120	£6,000	£8,000	3,120
173,560	ESTATES GRANT RELEASE - F.E.	386	£178,049	£178,049	£237,399	(0)
126,883	ESTATES GRANT RELEASE - H.E.	385	£144,112	£144,113	£192,150	(1)
	ESTATES GRANT RELEASE - FE 16-17	380	£116,000			
120,263	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - F.E.	381	£0	£0	£0	0
265,137	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - H.E.	382	£0	£0	£0	0
10,794,491			£10,762,465	£10,305,285	£13,740,380	131,179
12,707	LESS:UHI FUNDING SHOWN UNDER RESEARCH		£12,707	£0	£0	12,707
10,781,784	PER ACCOUNTS		£10,749,758	£10,305,285	£13,740,380	118,473
	UHI NON RECURRENT					
107,590	PL & Module Unit Payments (Excluding Research Centres)	U26 & U41	£109,190	£105,750	£141,000	3,440
4,140	EXAM BOARD	U11	£3,375	£4,500	£6,000	(1,125)
0	OTHER	U03/U23/U25 U04	£0	£0	£0	0
111,730			£112,565	£110,250	£147,000	2,315
10,893,515			£10,862,323	£10,415,535	£13,887,380	120,788

PERTH COLLEGE				
ESTATES /CAPITAL GRANT RELEASE - 2017-18				
MAKE UP OF FIGURES				
	CODE	2017-18 ORIGINAL BUDGET	EXPENDITURE April 2018 ACCOUNTS	COVERED BY GRANT RELEASE
Planned Building Maintenance etc	B 201001 EPC15	£349,154	£56,296	£56,296
FURNITURE BIDS	B 201001 EPC15 617	£0	£10,147	£10,147
Environmental Sustainability	B 201001 EPC15 619	£0	£1,037	£1,037
Brahan Refectory Furniture	B 201001 EPC15 620	£0	£0	£0
Summer Refurbishments	B 201001 EPC15 626	£0	£0	£0
Asbestos Removal	B 201001 EPC15 625	£0	£0	£0
Maintenance of Academic Equipment	B 201001 EPC15 635	£0	£14,887	£14,887
Fixed Wire Testing & Electrical Dist.	B 201001 EPC15 638	£0	£1,980	£1,980
Consultancy & Feasibility Studies	B 201001 EPC15 654	£0	£9,304	£9,304
Condition Survey Programme	B 201001 EPC15 655	£0	£0	£0
Fire Upgrade Works	B 201001 EPC15 656	£0	£15,220	£15,220
Security Improvements	B 201001 EPC15 657	£0	£0	£0
DDA Works	B 201001 EPC15 658	£0	£177	£177
Backlog Maintenance	B 201001 EPC15 690	£0	£0	£0
Legionella Works	B 201001 EPC15 691	£0	£7,212	£7,212
Goodlyburn Classrooms Project - Phase 1	B 201001 EPC15 591	£0	£0	£0
Footpath Brahan Car Park roadside	B 201001 EPC15 600	£0	£0	£0
Academy of Sport and Wellbeing Less Capitalised Spend	B201001 EPC18 831	£0	£0	£0
Multi Purpose Outdoor Sports Area	B 201001 EPC18 832	£0	£0	£0
Summer Refurbishment	B 201001 EPC15 870	£0	£0	£0
Goodlyburn Roof	B 201001 EPC15 864	£0	£0	£0
Lift Replacment	B 201001 EPC15 581	£0	£900	£900
Demolition former Residences	B 201001 EPC15 414	£0	£0	£0
Footpath Gradient Brahan to Webster	B 201001 EPC15 592	£0	£0	£0
MOT Testing Bay	B 201001 EPC15 593	£0	£0	£0
Brahan Beauty Salon Modernisation	B 201001 EPC15 608	£0	£1,512	£1,512
Brahan Hair Salon Modernisation	B 201001 EPC15 612	£0	£0	£0
<i>Sub Total</i>		<i>£349,154</i>	<i>£118,672</i>	<i>£118,672</i>
ACADEMIC EQUIPMENT Curriculum RAG	B 702005 Various	£0	£34,884	£0
SOFTWARE	B 302051 BMI01	£10,000	£7,162	£0
<i>Sub Total</i>		<i>£10,000</i>	<i>£42,046</i>	<i>£0</i>
Total		£369,154	£160,718	£118,672
ALLOCATION TO PLANNED MAINTENANCE	B 201002 EPC15	£70,000	£85,683	£84,736
ALLOCATION TO PLANNED MAINTENANCE	B201002 EPC20	£0	£0	£0
ALLOCATION TO UNPLANNED MAINTENANCE	B 201003 EPC15	£120,000	£128,868	£118,754
ALLOCATION TO UNPLANNED MAINTENANCE ASW	B 201003 EPC20	£10,000	£0	£0
REVENUE EXPENDITURE FUNDED OUT OF ESTATES GRANT		£569,154	£375,269	£322,162
		£569,154	£375,269	£322,162

PERTH COLLEGE				
TUITION FEE SUMMARY			9	
ACTUAL 9 MONTHS to 30-04-2017	9 MONTHS to 30th April 2018	ACTUAL 9 MONTHS to 30-04-2018	BUDGET 9 MONTHS to 30-04-2018	BUDGET 12 MONTHS to 31-07-2018
2,916,022	H.E.FULL TIME	2,874,577	2,128,212	2,837,616
153,187	H.E.PART TIME	255,495	115,920	154,560
56,106	F.E.PART TIME	99,224	34,500	46,000
188,769	EVENING NON VOCATIONAL	171,512	141,750	189,000
0	CENTRAL ADMIN	0	0	0
12,113	OPEN/DISTANCE LEARNING	23,147	33,750	45,000
75	OPEN ACCESS	400	0	0
101,191	SKILLSEEKERS (Managing Agents)	80,305	105,000	140,000
155,661	TRAINING AGENCY - Mod Appr	145,562	165,000	220,000
111,739	SDS/Foundation Apprenticeships	15,554	0	0
29,249	Employability (Ready to Work)	1,700	2,250	3,000
0	Flexible Workforce Dev Fund	1,200	0	0
-851,173	MONTH END ACCRUAL (PREPAYMENT)	-900,250	0	0
2,872,937		2,768,425	2,726,382	3,635,176
BREAKDOWN OF F.E.P.T.				
15,444	ASC01 - 11 - 802202	40,999	9,750	13,000
0	ATC01 - 09 - 802202	0	0	0
277	ALT01/2	0	0	0
37,336	HIGHERS - 802215	45,766	20,625	27,500
0	EVENING VOCATIONAL - 802401	0	0	0
3,049	Academic Other Fees - 555/556/673 ETC.	12,459	4,125	5,500
0	ABD01 - ABD07	0	0	0
0	ATC01 - 07	0	0	0
56,106		99,224	34,500	46,000

PERTH COLLEGE					
INTERNATIONAL FEE SUMMARY				9	
ACTUAL 9 MONTHS to 30-04-2017	9 MONTHS to 30th April 2018		ACTUAL 9 MONTHS to 30-04-2018	BUDGET 9 MONTHS to 30-04-2018	BUDGET 12 MONTHS to 31-07-2018
UNDERGRADUATE					
1,665	Social Sciences	FSC04	4,882	9,765	13,020
4,937	Hospitality	FSC06	3,750	18,780	25,040
21,739	Business and Accounting	FSC07	0	0	0
12,337	Computing	FSC08	4,882	9,765	13,020
0	Sport and Fitness	FSC09	0	0	0
4,882	Music and Music Business	FTC02	7,875	7,875	10,500
47,976	- Zhoukou	FTC02 867	41,223	49,464	65,952
1,875	Art and Creative Technologies	FTC03	1,875	6,075	8,100
7,369	Sound and Audio Engineering	FTC04	7,380	7,380	9,840
147,427	Aeronautical and Aircraft Engineering	FTC09	41,021	90,064	120,085
3,937	- Zhenghou	FTC09 880	-12	0	0
0	- Chenjdu	FTC09 873	0	0	0
776	Electrical and Mechanical Systems	FTC10	0	60,638	80,850
206,554	- Hunan	FTC00 842	193,216	221,582	295,442
57,045	- HUUC	FTC00 868	69,780	78,302	104,402
518,520	Total Undergraduate		375,872	559,688	746,251
POST GRADUATE					
13,762	Management	FSC05	4,497	14,580	19,440
13,762	Total Post Graduate		4,497	14,580	19,440
TOTAL			380,369	574,268	765,691

PERTH COLLEGE				9	
9 MONTHS ACTUAL to 30-04-2017	STUDENT RESIDENCES		9 MONTHS ACTUAL to 30-04-2018	9 MONTHS BUDGET to 30-04-2018	12 MONTHS BUDGET to 31-07-2018
	INCOME				
£211,482	RENTAL INCOME		£219,440	£221,250	£295,000
£25,456	SUMMER LETS		£22,683	£45,000	£60,000
£2,567	SUNDRY INCOME		£2,821	£2,625	£3,500
£239,505	TOTAL INCOME		£244,944	£268,875	£358,500
	EXPENDITURE				
£10,333	UNPLANNED MAINTENANCE		£12,741	£15,000	£20,000
£18,145	ELECTRICITY, WATER & GAS		£20,407	£13,253	£17,671
£0	WARDEN SALARIES		£2,945	£0	£0
£4,297	EQUIPMENT/MATERIALS/HOSPITALITY		£3,070	£4,125	£5,500
£58	BANK CHARGES		£93	£0	£0
£2,824	Contract Cleaning of Halls		£8,250	£8,250	£11,000
£82,667	SUB CONTRACTED SERVICES - SYHA		£93,000	£93,000	£124,000
£22,910	AGENTS COMMISSION		£20,414	£29,250	£39,000
£141,234	TOTAL EXPENDITURE		£160,920	£162,878	£217,171
£98,271	SURPLUS / (DEFICIT) before Depreciation and Interest		£84,024	£105,997	£141,329
£64,625	DEPRECIATION		£64,625	£64,625	£86,166
£0	LOAN INTEREST		£0	£0	£0
£33,646	SURPLUS / (DEFICIT) after Depreciation and Interest		£19,399	£41,372	£55,163
Done					
9 MONTHS ACTUAL to 30-04-2017	CATERING		9 MONTHS ACTUAL to 30-04-2018	9 MONTHS BUDGET to 30-04-2018	12 MONTHS BUDGET to 31-07-2018
	INCOME				
£161,657	BRAHAN		£119,389	£126,000	£168,000
£137,603	GOODLYBURN		£239,515	£133,500	£178,000
£138,885	SHOP		£50,196	£147,750	£197,000
£438,145	TOTAL INCOME		£409,100	£407,250	£543,000
	EXPENDITURE				
£174,011	BRAHAN		£236,026	£236,250	£315,000
£156,395	GOODLYBURN		£127,208	£126,750	£169,000
£165,488	SHOP		£102,774	£102,000	£136,000
£495,894	TOTAL EXPENDITURE		£466,008	£465,000	£620,000
-£57,750	OPERATING SURPLUS / (DEFICIT)		-£56,908	-£57,750	-£77,000
Done					

PERTH COLLEGE											
OTHER INCOME GENERATING ACTIVITIES											
SUMMARY BY FACULTY/UNIT											
9											
YEAR TO 31st July 2018											
To 30th April 2018											
FACULTY	INCOME BUDGET YEAR TO 31-07-2018	EXPENDITURE BUDGET YEAR TO 31-07-2018	CONTRIBUTION BUDGET YEAR TO 31-07-2018	INCOME BUDGET 9 MONTHS 30-04-2018	EXPENDITURE BUDGET 9 MONTHS 30-04-2018	CONTRIBUTION BUDGET 9 MONTHS 30-04-2018	INCOME ACTUAL 9 MONTHS 30-04-2018	EXPENDITURE ACTUAL 9 MONTHS 30-04-2018	CONTRIBUTION ACTUAL 9 MONTHS 30-04-2018	CONTRIBUTION ACTUAL 9 MONTHS 29-04-2017	
BMCL	109,500	46,100	63,400	82,125	34,575	47,550	52,195	39,429	12,766	53,161	
STEM	778,279	121,331	656,948	583,709	90,998	492,711	424,577	132,132	292,445	449,890	
CI	99,892	1,500	98,392	74,919	1,125	73,794	58,315	9,598	48,717	62,599	
HESS	115,520	20,200	95,320	86,640	15,150	71,490	107,888	13,731	94,157	58,639	
NURSERY	300,000	383,753	(83,753)	225,000	287,815	(62,815)	205,370	261,463	(56,093)	(72,514)	
INTERNATIONAL RECRUITMENT - FEES	FIC 01	9,000	298,843	(289,843)	6,750	224,132	(217,382)	31,694	205,335	(173,641)	(185,790)
INTERNATIONAL RECRUITMENT - ACCOM.	FIC01.L01/5	120,000	120,000	0	90,000	90,000	0	71,590	71,590	0	(272)
Sub Total	1,532,191 0	991,727 0	540,464	1,149,143	743,795	405,348	951,629 0	733,278	218,351 0	365,713	
LANGUAGE SCHOOL - Commercial Income	108,180	31,000	77,180	81,135	23,250	57,885	75,186	25,654	49,532	58,478	
Grand Total	1,640,371	1,022,727	617,644	1,230,278	767,045	463,233	1,026,815	758,932	267,883	424,191	
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 30th April 2017							1,307,979	883,788	424,191		

PERTH COLLEGE										
INCOME & EXPENDITURE SUMMARY SHEET										
RESEARCH CENTRES										
To 30th April 2018										
	INCOME BUDGET YEAR TO 31-07-2018	EXPENDITURE BUDGET YEAR TO 31-07-2018	CONTRIBUTION BUDGET YEAR TO 31-07-2018	INCOME BUDGET 9 MONTHS 30-04-2018	EXPENDITURE BUDGET 9 MONTHS 30-04-2018	CONTRIBUTION BUDGET 9 MONTHS 30-04-2018	INCOME ACTUAL 9 MONTHS 30-04-2018	EXPENDITURE ACTUAL 9 MONTHS 30-04-2018	CONTRIBUTION ACTUAL 9 MONTHS 30-04-2018	CONTRIBUTION ACTUAL 9 MONTHS 29-04-2017
CENTRE FOR MOUNTAIN STUDIES	305,960	296,859	9,101	229,470	222,644	6,826	213,014	235,170	(22,156)	8,371
TOTAL RESEARCH	305,960	296,859	9,101	229,470	222,644	6,826	213,081	235,170	(22,089)	8,371
SURPLUS / (DEFICIT) AT 30th April 2018							184,308	175,937	8,371	

PERTH COLLEGE				
BREAKDOWN OF 'OTHER INCOME'				
9 MONTHS to 30th April 2018				
9 MONTHS to 30-04-2017 ACTUAL		9 MONTHS to 30-04-2018 ACTUAL	9 MONTHS to 30-04-2018 BUDGET	12 MONTHS TO 31-07-2018 BUDGET
1,093	HIRE OF ACCOMMODATION	£1,115	£1,050	£1,400
3,792	LIBRARY	£829	£3,000	£4,000
51,518	SCHOOLS DIRECT	£45,517	£45,750	£61,000
2,000	LEARNING TECHNOLOGY CENTRE	£8,364	£2,250	£3,000
17,065	CENTRAL ADMIN/FINANCE/MIS	£28,245	£5,325	£7,100
2,749	ACADEMIC CENTRAL ADMIN	£611	£1,500	£2,000
3,653	EXAM FEES	£3,185	£2,250	£3,000
58,596	SECONDMENT SALARY RECHARGES	£54,648	£51,728	£68,971
18,750	RECHARGES TO UHI	£21,000	£21,000	£28,000
20,739	COMMUNITY DEVELOPMENT/SVS PROJECTS	£13,430	£17,240	£22,987
4,279	NEW OPPORTUNITIES	£0	£3,750	£5,000
45,676	ADULT LITERACY PROJECT - 470	£25,093	£27,750	£37,000
4,582	SUNDRY INCOME & PROJECTS / STUDENTS UNION	£3,007	£375	£500
33,481	SALES OF BEAUTY THERAPY KITS	£26,461	£25,500	£34,000
154,615	CURRICULUM DEVELOPMENT FUND L & T PROJECTS -	£49,566	£2,250	£3,000
0	H.I.T.SCOTLAND BURSARY AWARDS	£0	£450	£600
20,683	PROPERTY	£23,268	£24,900	£33,200
0	APUC Fees from Partners	£1,585	£0	£0
14,730	PROPERTY CAR PARKING	£18,446	£36,000	£48,000
382	MARKETING/MARKET RESEARCH	£0	£0	£0
19,141	PRIZEGIVING / GRADUATION	£11,614	£7,500	£10,000
2,378	INTEREST RECEIVED	£1,899	£2,250	£3,000
12,400	ABD07 / WEE Centre Project	£4,333	£11,933	£15,911
5,368	H.R. & STAFF DEVELOPMENT	£18	£3,750	£5,000
4,475	STUDENT SERVICES	£2,000	£750	£1,000
29,809	STUDENT SUPPORT - ELS	£33,113	£18,750	£25,000
6,287	LEARNING CENTRES	£-5,179	£3,825	£5,100
37,525	CURRICULUM OTHER INCOME	£40,971	£21,000	£28,000
31,001	Essential Student Equipment - Bursary Funded	£32,795	£27,750	£37,000
0	FUTURE SKILLS FOR CREATIVE INDUSTRIES	£0	£1,500	£2,000
75,000	MANAGEMENT CHARGE TO AST	£75,000	£75,000	£100,000
0	NQ Sports	£915	£750	£1,000
39,179	TCI - Other Income	£17,396	£0	£0
632	Conference & Hospitality Services	£1,567	£750	£1,000
0	Materials Development	£5,509	£6,375	£8,500
0	DONATION FROM AST	£0	£0	£0
13,208	Sale/Purchase of Books	£4,038	£11,250	£15,000
162,106	Development Trust	£0	£0	£0
3,156	CREATIVE IND BURSARY FUND	£3,824	£4,500	£6,000
967,983		£554,183	£469,702	£626,269

9 MONTHS ACTUAL to 30-04-2017	PERTH COLLEGE		9 MONTHS ACTUAL to 30-04-2018	9 MONTHS BUDGET to 30-04-2018	12 MONTHS BUDGET 31-07-2018
	ANALYSIS OF PROPERTY COSTS			9	
£178,814	PLANNED BUILDING PROJECTS		£116,260	£247,912	£330,549
£0	FURNITURE REPLACEMENT		£0	£0	£0
£117,404	PLANNED MAINTENANCE		£85,683	£52,500	£70,000
£436,632	ADDITIONAL PLANNED MAINTENANCE		£2,412	£0	£0
£100,734	UNPLANNED MAINTENANCE	EPC15	£120,259	£90,000	£120,000
£0	UNPLANNED MAINTENANCE -Acad Equip		£0	£3,750	£5,000
£643	CAR PARK REPAIRS AND MAINTENANCE		£5,497	£21,000	£28,000
0	CATERING COSTS		£8,609	£9,000	£12,000
£14,525	GROUND UPKEEP		£15,201	£18,750	£25,000
£193,335	ELECTRICITY		£179,573	£184,895	£246,527
£49,232	GAS	EPC17	£56,628	£48,662	£64,883
£67,935	RATES	EPC17	£66,889	£66,953	£89,270
£0	RATES - REBATE		£0	£0	£0
£16,057	WATER METERED RATES	EPC17	£19,089	£20,231	£26,975
£14,543	CLEANING EQUIPMENT	EPC16	£14,319	£10,500	£14,000
£13,384	JANITORIAL SUPPLIES	EPC16	£16,220	£22,500	£30,000
£12,805	PROPERTY SECURITY	EPC15	£7,661	£9,375	£12,500
£51,199	HIRE OF SKIPS	EPC15	£48,459	£41,250	£55,000
£50,625	Hire of Portacabins	EPC01	£433	£0	£0
£3,955	SUPPLIES & SERVICES ETC.	EPC01	£5,142	£4,125	£5,500
£25,305	TRANSPORT HIRE/TRAVEL	EPC16	£23,689	£26,325	£35,100
£7,896	Vehicle Maintenance		£7,753	£6,750	£9,000
£0	Insurance Claims		£250	£750	£1,000
£14,087	CAR PARK MANAGEMENT		£12,949	£15,000	£20,000
1,369,110	PER BOARD ACCOUNTS - NON STAFFING COSTS		£812,975	£900,228	£1,200,304
£152,012	ADMIN SALARIES		£110,156	£101,956	£135,941
£63,140	TECHNICIAN SALARIES		£65,239	£64,627	£86,169
£179,636	CARETAKERS SALARIES		£201,452	£182,357	£243,143
£186,275	CLEANERS SALARIES		£212,514	£240,939	£321,252
581,063	PER BOARD ACCOUNTS - STAFFING COSTS		£589,361	£589,879	£786,505

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PERTH COLLEGE			9		
9 MONTHS ACTUAL to 30-04-2017	ANALYSIS OF International Activity	9 MONTHS ACTUAL to 30-04-2018	9 MONTHS BUDGET to 30-04-2018	12 MONTHS BUDGET 31-07-2018	ACTUAL V BUDGET VARIANCE
	<i>China</i>				
	Income				
£0	Fees - Partners (China)	£304,207	£299,883	£399,844	4,324
	Total Income	£304,207	£299,883	£399,844	4,324
	Expenditure				
	Staff				
£0	Teaching - (China)	£20,111	£18,750	£25,000	1,361
£0	Management	£15,000	£15,000	£20,000	0
	Total Staff	£35,111	£33,750	£45,000	1,361
	Non Staff				
£0	Supplies & Services - China	£14,549	£7,500	£10,000	7,049
£0	Travel - China	£53,910	£26,498	£35,331	27,412
£0	Agents Commission	£0	£20,625	£27,500	(20,625)
£0	Membership fees & Subscriptions	£0	£12,000	£16,000	(12,000)
	Total Non Staff	£68,459	£66,623	£88,831	1,836
	OPERATING SURPLUS / (DEFICIT)	£200,637	£199,510	£266,013	1,127
	<i>Other International</i>				
	Income				
£0	Fees - Students	99,622	£213,748	284,997	(114,126)
£0	Fees - Summer School	10,561	£16,875	£22,500	(6,314)
£0	Fees - Language School	64,625	£64,260	£85,680	365
£0	Residences - Host Family	71,590	£90,000	£120,000	(18,410)
£0	Other Income	8,234	£6,750	£9,000	1,484
	Total Income	£254,632	£391,633	£522,177	(137,001)
	Expenditure				
	Staff				
£0	Teaching - (Others)		£0	£0	0
£0	Summer School	£4,916	£6,000	£8,000	(1,084)
£0	Admin Salaries - International Centre	£120,031	£136,007	£181,343	(15,976)
	Language School	£7,142	£6,000	£8,000	1,142
	Total Staff	£132,089	£148,007	£197,343	(15,918)
	Non Staff				
£0	Residences Costs - Host Family	£71,590	£90,000	£120,000	(18,410)
£0	Supplies & Services	£9,136	£8,625	£11,500	511
£0	Supplies & Services - Summer School	£5,672	£3,000	£4,000	2,672
£0	Supplies & Services - Language School	£2,326	£2,625	£3,500	(299)
£0	Travel	£25,476	£30,000	£40,000	(4,524)
£0	Bad Debt	£11,250	£11,250	£15,000	0
£0	Advertising - India	£346	£5,625	£7,500	(5,279)
£0	Advertising - Other Overseas	£650	£5,625	£7,500	(4,975)
£0	Membership fees & Subscriptions	£15,638	£12,000	£16,000	3,638
	Agents Commission	£20,625	£20,625	£27,500	0
	Total Non Staff	£162,709	£189,375	£252,500	(26,666)
	OPERATING SURPLUS / (DEFICIT)	-£40,166	£54,251	£72,334	(94,417)

PERTH COLLEGE			9	
9 MONTHS ACTUAL to 30-04-2017	ANALYSIS OF ASW	9 MONTHS ACTUAL to 30-04-2018	9 MONTHS BUDGET to 30-04-2018	12 MONTHS BUDGET 31-07-2018
	ASW			
	<u>Income</u>			
£0	Sports Hall Income	£52,546	£53,250	£71,000
£0	Gym Income	£4,133	£0	£0
£0	Hire of Rooms	£105	£28,125	£37,500
£0	Other Income	£3,477	£18,750	£25,000
£0	Events Income	£4,453	£0	£0
£0	Membership - Students	£45,310	£187,125	£249,500
£0	Membership - Commercial	£19,650	£0	£0
£0	Membership - Staff	£13,349	£0	£0
£0	Total Income	£143,022	£287,250	£383,000
	<u>Pay Expenditure</u>			
£0	Admin Salaries	£156,231	£155,257	£207,009
£0		£156,231	£155,257	£207,009
	<u>Non Pay Expenditure</u>			
£0	Planned Maintenance	£8,048	£0	£0
£0	Unplanned Maintenance	£14,132	£7,500	£10,000
£0	Electricity	£34,111	£37,500	£50,000
£0	Gas	£6,727	£15,000	£20,000
£0	Rates	£10,500	£10,500	£14,000
£0	Water Meter	£3,750	£3,750	£5,000
£0	Cleaning Equipment	£3,455	£750	£1,000
£0	Janitorial Supplies	£0	£1,500	£2,000
£0	Hire of Skips	£5,300	£1,500	£2,000
£0	Supplies & Services	£13,474	£5,625	£7,500
£0	Supplies & Services Events	£1,484	£0	£0
£0	Equipment Rental	£66,197	£69,750	£93,000
£0	Computer Maintenance Agreements	£7,897	£0	£0
£0	Travel	£319	£0	£0
£0	Marketing	£766	£4,500	£6,000
£0	Total Expenditure	£176,160	£157,875	£210,500
£0	OPERATING SURPLUS / (DEFICIT)	-£189,369	-£25,882	-£34,509
	<u>Climbing Centre</u>			
	<u>Income</u>			
£0	Climbing Centre Income	£74,049	£99,375	£132,500
£0	Hire of Equipment	£4,738	£0	£0
£0	Other Income	£7,608	£0	£0
£0	Other Income NICAS	£60	£0	£0
£0	Membership Fees - Students	£1,302	£0	£0
£0	Membership Fees - Commercial	£4,434	£0	£0
£0	Membership Fees - Staff	£32	£0	£0
£0	Total Income	£92,222	£99,375	£132,500
	<u>Pay Expenditure</u>			
£0	Salaries	£94,868	£104,411	£139,215
£0		£94,868	£104,411	£139,215
	<u>Non Pay Expenditure</u>			
£0	Equipment/Materials	£6,755	£4,500	£6,000
£0	Equipment/Materials NICAS	£1,035	£0	£0
£0	Equipment Rental	£0	£0	£0
£0	Marketing	£420	£4,500	£6,000
£0	Total Expenditure	£8,210	£9,000	£12,000
0	OPERATING SURPLUS / (DEFICIT)	-£10,856	-£14,036	-£18,715

Paper for Consideration

Subject: Indicative Budget Outturn for 2018-19

Author: Jackie Mackenzie

Date of paper: 23 May 2018

Date of meeting: 30 May 2018

Action requested of committee:

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

Cost implications:

(Tick as appropriate) Yes: No:

Executive Summary:

Initially under ONS, colleges were required to breakeven or generate a small surplus and to maintain a flat level of cash for each financial year to 31 March. Complications around the treatment of depreciation cash equivalents has resulted in colleges now being allowed to report technical deficits up to amounts agreed by SFC. This is capped at the net depreciation levels of 2015/16 which is £529k for Perth and is to cover loan repayments and other agreed expenditure.

In addition, the College continues to prepare budgets and accounts for its own financial year of 31 July which is aligned to the academic year.

Normally at this point in the academic year, the committee is asked to consider the indicative budget for the following year plus summary forecasts for subsequent years. However, at the time of writing, the FE funding allocation has not yet been received from our Regional Strategic Body and clarity is required on both the amount of funding and the number of credits we will be required to deliver.

At this point in the financial year, work is ongoing on the compilation of the various detailed figures which together comprise the overall budget. These figures will be refined as details crystallise to ensure that the overall budgets set achieve the agreed strategic outturn for the College. The culmination of this process will be the detailed indicative budget which will be considered by the Finance and General Purposes Committee at its first meeting of the new academic year.

The executive team is committed to the financial sustainability of the college and will work within the available resources to ensure this is delivered and the budget presented to the Committee for approval will outline the assumptions made and options available to ensure this.

The Committee is asked to approve that the College Group, including AST, works towards the agreed technical deficit position for the 2018-19 Indicative Budget Outturn.

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** **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 UHI

JNC : Support Staff

Note of Meeting held on Thursday 26 April 2018
1.30pm, Room 019, Brahan

Present: **Management Representatives**
Susan Hunter (Chair), Head of HR & OD
Dr Margaret Cook, Principal

Support Staff Representatives
Jane Edwards, UNISON
Robert Reed, UNISON

Apologies: Winston Flynn, UNISON

Note Taker: Niamh Gilmartin

Summary of Action Items

Ref	Action	Responsibility	Timeline
	<p>Overseas Allowance Proposal SH to update Overseas Allowance Proposal and bring to to the next JNC meeting so that it can be publicised and is easily applicable to all staff.</p>	Susan Hunter	Next committee meeting
	<p>National Bargaining – Change in Annual Leave Year SH to pull together communication so that staff are clear on the change in annual leave year.</p>	Susan Hunter	

Minutes

Item	ACTION
<p>1. Welcome and Apologies</p> <p>Susan Hunter (SH) welcomed all to the JNC for Support Staff meeting. SH explained Niamh Gilmartin (NG) would be taking minutes in Carolyn Sweeney Wilson's absence.</p> <p>Apologies were noted.</p>	

Item		ACTION
2.	<p>Minutes of the last Meeting</p> <p>The notes of the JNC for Support Staff meeting held on 15 February 2018 having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>Overseas Allowance Proposal</p> <p>SH advised that she has been looking into the overseas allowance proposal and she has found the local operating procedure for academic staff and wondered whether this is applied across the board. JE advised that there are incidental one off's and she is reluctant to have them completely different and uniformly where possible. JE advised that she was not sure if this was reasonable.</p> <p>MC advised that this was around average and it is what you would expect. MC also advised that the college does not send support staff overseas often. MC went onto say that there are always issues if you send staff overseas. JE asked about fluctuation and MC advised might see take off in India</p> <p>JE asked about the cost of living and would we build in fluctuation and MC confirmed that it would depend on the exchange. JE stated that she would want to go along with EIS.</p> <p>Action – SH to update Overseas Allowance Proposal and bring to to the next JNC meeting so that it can be publicised and is easily applicable to all staff.</p> <p>Policies and Procedures</p> <ul style="list-style-type: none"> • Shared Parental Leave <p>SH explained that the forms for shared paternal leave are complex. JE agreed and stated that it is complicated and necessary. JE explained she emailed about the last pay deal agreed before national bargaining and we switched.</p> <p>This policy was approved.</p> <p>Business Interruption</p> <p>SH referred to the recent gas leak and explained that there has been lots of pay related questions to this. SH advised that the adverse weather policy is widened to include any type of college building. SH advised that nobody was to suffer detriment or benefit from the closure of the college.</p> <p>MC advised that there were questions regarding holidays and if you were on holiday when the college closed whether you would get</p>	

Item		ACTION
	<p>your holidays back and the answer is that you would not get your holidays back.</p> <p>This policy was approved.</p> <ul style="list-style-type: none"> • Contracts and Terms and Conditions Matrix <p>SH advised that there was lots of issues she would like to resolve surrounding the contracts. SH explained that currently we are issuing offer letters, contracts, terms and conditions and also additional notes. SH explained this causes delays in the contractual process and advised she would like to bring all of these documents together to make one document. SH explained that having one document would allow us to recruit quicker and allow an overall better experience for candidates. SH advised this requires a change in the contract templates.</p> <p>SH advised that our terms and conditions are not legally compliant. SH proposed that track changes are made to the existing document.</p> <p>SH explained that for GDPR she needs to update privacy statement.</p> <ul style="list-style-type: none"> • Annual Professional Development – Review for Building Research Capacity <p>SH handed over to Patrick O'Donnell (PO)</p> <p>PO presented his research on academic and support. PO advised that he would like to get a pilot for this – enclosure 6 and passed out template to SH, MC, JE & RR.</p> <p>PO advised he would like to test this out. SH added that this is currently out of cycle and suggested having it In the normal Appraisal process.</p> <p>PO advised this was to be piloted in Inverness as well.</p> <p>JE commented that support staff do not have remitted time.</p> <p>MC advised that effectively agreed number of teaching contracts. Remitted time comes off. 35 hour week, discussion with manager, Research paper, agree with local discussion the two are so different, consistent.</p> <p>JE advised that support wanted to do that and this would help them.</p> <p>SH advised that academic is much clearer and it gives less people a larger amount of time, SH advised she would have to go through this.</p>	

Item	ACTION
<p>JE suggested that this seems to be a good structure and PO explained that it means he can support the staff through the process. JE confirmed she had no issues with this. SH explained we would need to build in deadlines and milestones when reviewing the objectives.</p> <p>JE explained she would want to build this into the professional review cycle and asked if there would be a risk with people being pulled up about it. PO explained that if you have a mentor there should not be an issue as this will help staff stay on track. MC added that if we are to go ahead with it this has to be properly managed and SH confirmed that time scales are important in relation to grant conditions and REF.</p> <p>JE confirmed this was positive and PO advised that it has structure and that it does what it says on the front. JE suggested this was good for managers. SH to get back to you for next JNC and thanked PO.</p> <ul style="list-style-type: none"> • Contracts <p>Hourly paid it does affect some staff the standard process. Build prep time into the contract.</p> <p>JE firmly agreed.</p> <p>CMT Restructure Update</p> <p>MC began by thanking all for their comments on the new CMT structure. MC advised that the consultation had good attendance and that is what she had wished for. MC also confirmed that there was commonality throughout.</p> <p>MC advised that Engagement with SMT Tuesday morning changes, think will be first meeting, Friday next week assuming there are no changes. MC advised she would need to advertise internally as quickly as possible. MC advised that from external recruitment people will have 3 months' notice to give. MC asked if they wanted to talk through comments around the restructure.</p> <p>JE commented that there is a real need for change. MC added that if your role is not on the restructure it is not changing, there was some confusion around this.</p> <p>MC advised Despite job weight, each have their own area and also collective expertise. JE said she was struggling to understand and MC commented there is lots of commercial work. MC confirmed all posts the same level at 50k mark and will be concentrating on expertise.</p> <p>MC advised that Veronica Lynch, Vice Principal – External Engagement had a say in combining her departments.</p>	

Item		ACTION
	<p>Learning Centres</p> <p>MC advised that the learning centres are important and it is important that we do a lot more with them.</p> <p>JE suggested the learning centres are used more as a community resource.</p> <p>MC advised that we are not being funded by the Scottish Government and we have to fund them.</p> <p>JE asked if these Student Services, Quality, Student Records teams were merging and MC confirmed they are proposed to. JE asked if team leaders are needed and MC advised putting team leaders in does make a difference.</p> <p>RR commented on the unsettling of job evaluation and JE confirmed reassurance for staff is needed.</p> <p>MC suggested summer schools to bring people in.</p> <p>JE advised she felt that we are being left behind and MC agreed and advised we really need to be keeping up.</p> <p>National Bargaining – Change in Annual Leave Year</p> <p>SH advised of Agreement to change support staff annual year only college in the middle. SH suggested that we let the year run out as it is. SH said we would end up sitting down and going through each record individually and SH advised pull together communication so people are clear on it.</p> <p>Action – SH to pull together communication so that staff are clear on the change in annual leave year.</p> <p>Occupational Health</p> <p>SH is aware of issues surrounding Occupational Health. SH advised there are Contractual difficulties, quality of reports, reports being two different versions. SH advised we are seriously reconsidering options and tender documentation.</p> <p>MC advised we need to think of the value for us to have our own Occupational Health. SH confirmed that MC has concerns which are valid such as isolation of the individual.</p> <p>JNC Minutes</p> <p>SH advised she appreciates transparency but sharing the minutes does not allow us to manage the message to staff and we need to be managing the message. SH asked if JE and RR would be comfortable removing certain points?</p>	

Item		ACTION
4.	<p>JE was not sure and wanted to have a think about this.</p> <p>SH confirmed this was fine. SH explained we are trying to build culture transparency but this could also harm. JE confirmed she understood. MC advised on making the minutes briefer as the minutes are quite full currently. SH confirms she is not looking for an answer today.</p> <p>Gender Pay Gap Reporting</p> <p>SH advised the real issue is management in men – women. SH confirmed there is more work to do on management contracts.</p> <p>SH advised the Equality and Diversity Adviser starts in June.</p> <p>Nursery Review – update</p> <p>SH confirmed the implementation group were working on the practical implementation of term time only.</p> <p>Student Services – One Stop Shop</p> <p>SH advised that Richard Ogston has been out of office and there will be a meeting around the building work. MC advised there would also be a staff consultation.</p> <p>JE asked about the plan for the One Stop Shop and MC replied to go over building control, tender over summer and this should take 16 weeks.</p> <p>AOCB</p> <p>SH advised that Ian Bow, Health and Safety Adviser started on 16 April 2018 and he has lots of new ideas for the college.</p> <p>SH also advised that the Equality and Diversity Adviser is starting on 14 June 2018 from Exeter and SH explained she is very excited about this as there is already an Action Plan for 2021.</p> <p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • TBC due to agreement to move so national job evaluation can be discussed <p>All meetings take place on Thursdays, 1.30-3.00pm, in room 019.</p>	

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 26th April 2018
3.00pm, Rm 019, Brahan

Present: **Management Representatives**
Susan Hunter (Chair), Head of HR & OD
Dr Margaret Cook, Principal

Academic Staff Representatives
Sara O'Hagan, EIS-FELA
Declan Gaughan, EIS-FELA

In Attendance: Patrick O' Donnell, Lecturer for Item 4 (D) only

Note Taker: Aishling Fagan

Summary of Action Items

Ref	Action	Responsibility	Timeline
1.	Starter & Leavers list SH to send starter & leaver list to SOH	Susan Hunter	
	Website Link SH to send staff email to website link	Susan Hunter	
4B.	Business Interruption SH to add clause to contract to cover situations where classes need to be covered out of contract due to business closure Organisational Change Procedure SH to fix bottom paragraph page 2	Susan Hunter	
11.	Unprompted Lecturers Pay SH to remind hourly paid lecturers that uplift will be paid one month in arrears.	Susan Hunter	

12A	Annual Leave SH to email up-date after meeting with SD's	Susan Hunter	
12c.	£100 uplift SH to send All Staff email to advise staff of uplift if it is possible to make payment in May		

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>Susan Hunter (SH) welcomed everyone to the JNC for Lecturers meeting.</p> <p>SH advised that Patrick O'Donnell was in attendance to give an update on Remitted Time for Completing the Assessor Award, which would be taken first on the Agenda.</p> <p>There were no apologies.</p>	
4 A.	<p>Policies & Procedures: Annual Professional Development Review for Building Research Time Capacity</p> <p>PO'D outlined the research he had done so far on this project and ask for approval to run a pilot program.</p> <p>Both SH & SOH agreed to a pilot program and that another discussion should be held after to discuss the outcome of the pilot program.</p> <p>3. Review Actions/ Matter arising not included elsewhere on the agenda:</p> <p>Pension Issue has been resolved</p> <p>Back pay for hourly paid lecturers has been resolved.</p> <p>4. Policies & Procedures:</p> <p>Shared Parental Leave: SH explained that this policy had been produced quickly due to a business need.</p> <p>This policy was approved.</p> <p>Business Interruption: SH advised that the policy was an amendment to the adverse weather policy and that the principal of the policy was that there would be no advantage and no detriment to any member of staff.</p> <p>There was a discussion on cases where individuals might be</p>	

Item		ACTION
	<p>required to teach classes out of contract to cover closure days.</p> <p>SH agreed to put a clause in contract going forward.</p> <p>This policy was approved.</p> <p>Contracts & Terms and Conditions Matrix: SH outlined a number of areas that the current contracts and term & conditions were not legally compliant and did not accurately state College policy and proposed that changes were to be made to bring them in-line with College policy</p> <p>MC agreed that it would make it more consistent for staff</p> <p>EIS were supportive of this process.</p> <p>Organisational Change Procedure – Final Ratification</p> <p>SOH identified an error in bottom paragraph on page 2</p> <p>SH to correct</p> <p>This policy was approved.</p> <p>Redundancy Procedure – Final Ratification</p> <p>This policy was approved.</p> <p>Whistleblowing – Final Ratification</p> <p>This policy was approved.</p>	
5.	<p>CMT Restructure</p> <p>MC fed back to all present that the consultation process on the CMT Restructure had now concluded and that there had been good consistent feedback from staff. SMT planned to meet on Tuesday 2nd May to discuss the feedback from the consultation process and that the Structure should be finalised by Friday 4th May. MC outlined that SMT hoped to have the new structure in place by the beginning of Semester 1 2018/2019.</p> <p>SOH confirmed that she had collated all the feedback she had received in a spreadsheet and sent it to MC. She also commented that it would be good to move forward on this matter as it had been going on for some time.</p> <p>MC also confirmed that she had no plans to restructure the levels below CMT but that there may be incremental changes over time.</p>	

Item		ACTION
6.	<p>Gender Pay Gap Reporting</p> <p>SH outline that there was a minor gap reported within academic but that there was a gap in the management where the gap was in favour of women.</p> <p>SH said that this was something she would work on with the new Equality & Diversity Advisor could look at and that it would change with the introduction of the new CMT structure</p>	
7.	<p>Health, Safety & Wellbeing Advisor</p> <p>SH confirmed that Ian Bow had started as Health, Safety & Wellbeing Advisor and that there was plans for health and safety training. SH also outline that there was a plan to change reporting to the Health & Safety meetings</p>	
8.	<p>Equality & Diversity Advisor</p> <p>SH advised that a new Equality & Diversity Advisor had been appointed and that he was due to start on 4th June 2016. She also confirmed that the role was 0.6FTE with Perth College and 0.4FTE with UHI</p>	
9.	<p>JNC Minutes</p> <p>SH outlined that she would like to release an executive summary of the JNC minutes rather than the full minutes. SH explained that the JNC was a confidential meeting and as such there were sensitive matters discussed which should be communicated through a managed message, not via the publication of JNC minutes and it could cause undue concern</p> <p>SOH agreed that EIS had no issue with an executive summary being released so long as there were still full meeting minutes taken.</p>	
10.	<p>Occupational Health</p> <p>SH advised that there were a number of issues with the current Occupational Health provider. She advised that the escalation process was not going well.</p> <p>SH advised that she had been given permission to look into new providers as well as the possibility of an in-house service</p>	
11.	<p>Unprompted Lecturers Pay 2018</p> <p>SH advised that she would send an all staff email to advise unprompted lecturers that their April 2018 uplift would be paid in their April salary.</p>	SH

Item		ACTION
12.	<p>SH agreed to remind hourly paid lecturers that their uplift would be paid a month in arrears</p> <p>National Bargaining Annual Leave: various methods of assigning the two days extra holidays were discussed.</p> <p>SH advised that she would be having a meeting with SDD's and would email an up-date the following week</p> <p>Class contact: SH proposed that to meet the 23 hours class contact required that classes would be cut to 55 minutes and that this was seemed to be the norm across the sector.</p> <p>SOH asked if there had been any student input about this proposal</p> <p>MC advised that she would speak to HISA</p> <p>£100 uplift: SH advised that the aim was to pay the £100 uplift in the May Salary and that she just needed to confirm with HR and Payroll that this was possible and that she would send an all staff email if is possible</p> <p>Promoted Lecturer Back Pay: SH advised that the full amount will have to be paid at one time and that tax and NI will be deduct at that time</p> <p>SOH asked about pension contributions</p> <p>SH confirmed that they would have to back dated also</p> <p>SOH outline that by paying a lump sum lecturers will receive less than if it was paid over a number of months due to tax</p>	
13.	<p>SH advised that monthly payments were not an option and that the college had to abide by the law with regards to the payment</p> <p>Remitted Time For Completing the Assessors Award</p> <p>SH advised that this was now being look at by Lorenz Cairns and that as he was new to his post that he would need more time</p> <p>SOH asked if EIS would get sight of the timetables</p> <p>SH ask if it would be okay to communicate them via email</p>	
14.	<p>SOH agreed</p> <p>Facilities Time for EIS FELA Reps</p>	

Item		ACTION
	<p>SH confirmed with SOH that she was dealing with less general queries but that she had an increase in interactions with HR</p> <p>SOH confirmed that she had done 38 hours over this year and that while she is happy to do it, if it continued that she would like it to be reviewed</p> <p>It was agreed that it would be review if it continued</p>	
15.	<p>AOCB</p> <p>SOH asked for an update on the College Integration Proposal</p> <p>MC advised that there had been a meeting on the 25th April but that she had not get any feedback from this meeting. She advised that the next meeting would be in Fortwilliam. She further advised that she still did not have vision of the project direction and it was 6/7 months further on. She explained that the College Board of Management could not make a valid decision if they did not have full sight of the project direction. She confirmed that Grant Myles had been granted listening right to all future meetings which would be helpful going forward. She also advised that there had been no response from any Politian's as to whether they supported the College Integration Proposal or not which was very frustrating. She also added that as a university that she want to be able to provide staff with the possibility of going beyond the position of Senior Lecturer, to be able to go up to professorship.</p>	
16.	<p>Date & Time of next meeting:</p> <ul style="list-style-type: none"> • 14th June 2018 <p>All meetings take place on Thursdays, 3.00-4.30pm</p>	

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