

Finance and General Purposes Committee

Agenda

Meeting reference: F&GP2017-18/03

Date: Wednesday 7 March 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 29 November 2017		Chair	Paper 1
5	Actions arising from previous minutes			
6	Accounts			
*6.1	Perth College Management Accounts – 6 months to 31 January 2018	Head of Finance	Head of Finance	Paper 2
*6.2	Perth College Group Forecast to year end 31 July 2018	Chief Operating Officer	Chief Operating Officer	Paper 3 Closed
*6.3	AST Management Accounts – 6 months to 31 January 2018	AST Board Secretary	Chief Operating Officer	Paper 4 Closed
7	Indicative Funding – SFC Announcement	Chief Operating Officer	Chief Operating Officer	Paper 5
8	Reporting			
*8.1	Balanced Scorecard	Head of Student Records	Chief Operating Officer	Paper 6

9	Estates			
*9.1	Estates Update	Chief Operating Officer	Chief Operating Officer	Verbal
9.2	College sector estates condition survey www.sfc.ac.uk/publications-statistics/corporate-publications/corporate-publications-2017/SFCCP052017.aspx		Chief Operating Officer	Verbal
10	Human Resources			
*10.1	Human Resources Update	Head of HR and OD	Head of HR and OD	Paper 7
11	Standing Committees			
11.1	Joint Negotiating Committee <ul style="list-style-type: none"> • Support Staff – 15 February 2018 • Lecturers – 18 January 2018 			Paper 8 Paper 9
12	Date and Time of next meeting Wednesday 30 May 2018			
13	Review of Meeting (to include check against Terms of Reference to ensure all competent business has been covered)			Paper 10

Finance and General Purposes Committee

Draft Minutes

Meeting reference: FGP2017-18/02
Date and time: Wednesday 29 November 2017 at 4.30pm
Location: Room 019

Members present: Margaret Cook, Harold Gillespie, David Littlejohn, Grant Myles (from item 13),

In attendance: Jackie Mackenzie, Chief Operating Officer (COO)
 Ian Martin, Head of Finance
 Debbie Hutchison, New Board Member
 Maureen Masson, Secretary to the Board of Management

Apologies: Jim Crooks

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
7.1	Budgets As in previous years, prepare, as part of the normal cycle of business, a paper with indicative budgets for next AY with key assumptions and sensitivity analysis.	COO	For 30 May 2018 meeting
15	External Audit Annual Report 2016-17 Work to agree the underlying assumptions and methodology for the future treatment of actuarial pension calculations.	COO/EY	For next year's financial statements

Minutes:

Item

1. Welcome and Apologies

The Chair welcomed everyone to the meeting, in particular, to new Board Member, Deborah Hutchison, who was attending her first F&GP meeting.

Apologies were noted.

Action

2. Additions to the Agenda

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 27 September 2017

The minutes were approved as a correct record subject to a correction on page 3 and actions page noting that the 'L' in 'LUPs' was 'Lowlands' and not 'Lothian'.

5. Matters Arising from Previous Minutes

***8.1 and 10.1 Human Resources Update**

CPD report – update to F&GP

Action ongoing: Work to develop HR policies and procedures was ongoing and the recording and reporting of HR data was being looked at as part of that wider review.

***6.1 Accounts**

The credits and associated funding from Lowlands and Uplands Scotland (LUPS) should be identified in the management accounts to ensure the College continues to have sight of it.

Action complete: LUPS now identified within the management accounts

***6.2 AST Board**

Closed

***7.1 Budgets**

Closed

8 Estates Update

Keep under review any opportunities for sharing services/expertise among the partner group.

Action ongoing.

***6.1 Perth College Management Accounts – 3 months to 31 October 2017**

COO

The Committee discussed the paper and the key considerations in the management accounts at the end of the first quarter. There were no particular concerns at this stage, although the College continued to work in a difficult financial climate. The Committee noted:

- The Group operating position and the continuing development of the management accounts report;
- The balance sheet remained healthy;
- The variances in the accounts for catering would be adjusted at the year-end as the full costs of catering became known. The COO held quarterly meetings with Sodexo to ensure income remained on track;
- Any opportunities for potential income generation were being explored such as ASW membership amongst the community. The Committee noted that these memberships could not compromise academic agenda/ curricular activity; and
- Timing for the payment of bursaries tended to be variable but this evened out across the year and was closely monitored.

***6.2 AST Management Accounts – 3 months to 31 October 2017**

Closed

7 Human Resources

***7.1 Human Resources Update**

The Committee noted key HR data. There was a big increase in staffing numbers between 2013 and 2017 and HR would be looking into this to understand the figures. Going forward, the HR staffing structure had been approved by the Senior Management Team and new appointments to strengthen HR would be made soon. There was considerable work to do to improve HR processes and systems and this was ongoing. A more active approach to sickness management had started.

The Depute and Vice Principal posts have been advertised.

8 Committee Business

8.1 Forward Calendar for F&GP Committee

The Committee noted and approved a paper which set out the forward business of the Committee.

9. Standing Committees

9.1 Joint Negotiating Committee 26 October 2017

The Committee noted the JNC minutes for the following meetings:

- Support Staff
- Lecturers

The Principal commented that the meetings with Unions had been positive and that a Redundancy Procedure and an Organisational Change Procedure had been agreed.

10 Date and Time of Next Meeting

7 March 2018

11 Review of Meeting

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

12 Joint Meeting – The Committee was joined by the Audit Committee at 5.30pm

The Chair of F&GP welcomed the Audit Committee to the joint meeting to review the 2016-17 Financial Statements. Introductions were made and apologies noted. The Chair of F&GP would continue in the role of chair for the joint meeting.

13 Perth College Management Accounts Year to 31 July 2017 – Final Report and Commentary

Closed

14 Draft Perth College Group Report and Financial Statements for the year Ended 31 July 2017

Closed

15. External Audit Annual Report 2016-17

Keith Macpherson of Ernst & Young presented the External Audit Report for 2016-17. As the College's external auditors, Ernst & Young prepare the annual audit report to summarise key findings and conclusions from its audit work, for the College's Board of Management and the Auditor General. The scope of the audit was agreed in the Annual Audit Plan that was presented to the Audit

Committee in May 2017.

Keith Macpherson confirmed that EY had issued an unqualified opinion that the financial statements were prepared in accordance with the legislative and compliance framework and that there were no concerns. The Annual Report was very positive.

This was the first year that EY had acted as the College's external auditors and there had been few transitional issues with no material adjustments to processes. The external auditors raised one matter in relation to treatment of pension costs and the impact of that on the final accounts. Whilst the external auditors recognised that the approach to accounting for this was appropriate for 2016-17, as it is normal practice, they would work closely with the senior team in the coming months to review that methodology. An update would be provided to a future F&GPC meeting.

COO/EY

The Chair of Audit Committee asked whether there was any best practice to share from other FE colleges. As this was the first year that EY had acted as external auditors to the sector, this may take shape after a year or so. The Committee noted that the Principal was active in a College Principals' network and close attention was paid to financial sustainability amongst other matters.

F&GP Committee approved the External Audit report to Audit Committee for onward approval to the Board.

The Chair of F&GP thanked Keith Macpherson from EY and colleagues in the Finance Team for their work in preparing the financial statements and for a successful overall position.

F&GP Committee concluded its business and left the joint meeting at this point.

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 marked 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 6 months to 31 January 2018

Author: Ian Martin, Head of Finance

Date of paper: 28 February 2018

Date of meeting: 7 March 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 - 6 months to 31 January 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 6 MONTHS TO 31st January 2018

COMMENTARY

Introduction

This is the fourth set of accounts released for the current financial year 2017/18 and covers the 6 months to 31st January 2018.

INCOME

FE/HE Recurrent Grants

- These accounts reflect 6/12ths 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.
- MicroRAM monies included in these accounts are based on the budgeted figure of £350K payable.
- £215K 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 £200K 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 6 months is shown as £637K. This is £129K below the pro rata income budget for the 6 month reporting period. Contribution for the 6 months is at £148K, £122K below the pro rata budgeted contribution.

International student fee income is included within the curriculum commercial activity figures. 6/12ths 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 6 month stage of £43K compares to a 6 month budget of £54K, and a 12 month budget of £108K. 6/12ths of the full time fee income has been taken into these accounts in order to flex it over the full year. Actual expenditure of £22K is reporting above the 6 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 6 months stage is running below budget, reporting at £93K compared to budgeted figure of £153k, with actual expenditure of £148K which is matched against budget.

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 £7,734K are reporting slightly above budget for the 6 months to January 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 6 months to January 2018, predominantly due to the following:

- Teaching Departments - unbudgeted RAG expenditure £33K.
- Teaching Support costs include front loaded spend on Computer Equipment £54K.
- Administration & Central Services - unbudgeted organisational costs, as well as costs associated with Marketing for Legal & Professional Services £12K, Advertising, Printing and Publishing £14K.

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 and will continue to be developed as required to meet the needs of its users.

ASW

There is an overall shortfall of £109K on income for the 6 months to January 2018. Actual Income is reported at £149K, compared to 6 month budget of £258K.

College Surplus/Deficit

The College has recorded a £412K deficit at the 6 month stage which compares to a £180K budgeted deficit.

AST

Figures reported for AST at £55K are based on completed Management Accounts for 6 months to January 2017-18.

Final Comments

The College continues to operate within a difficult financial climate, and all areas must ensure that they remain within expenditure budget limits whilst making every effort to maximise income.

Ian Martin
Head of Finance

Lynne Stewart
Management Accountant

12th February 2018.

AUGUST 2017 - JANUARY 2018				
Management Accounts				
Actual 6 MONTHS to 31-01-2017	PERTH COLLEGE GROUP			
	FINANCIAL STATEMENT			
	6 MONTHS to 31st January 2018			
	Actual 6 MONTHS to 31-01-2018 £000's	Budget 6 MONTHS to 31-01-2018 £000's	Budget 12 MONTHS to 31-07-2018 £000's	
	INCOME			
6,812	Funding Council Grants excluding Research based	6,968	6,870	13,740
1,841	Tuition Fees & Education Contracts	1,818	1,818	3,635
453	Catering & Residences	455	451	902
0	European Income	0	0	0
73	UHI Non Recurrent Income	76	83	165
870	Other Income Generating Activities	680	820	1,640
73	Research Centre Activity Income & Grant Funding	93	153	306
96	Release of Deferred Capital Grant	98	99	197
	ASW & Climbing Centre Income	149	192	383
434	Other Income	408	377	754
10,653	INCOME SUB TOTAL	10,745	10,861	21,723
1,208	Bursary/ Hardship Grant (Excluding Childcare)	1,240	1,263	2,526
11,860	TOTAL INCOME	11,985	12,124	24,249
	EXPENDITURE			
	Staff Costs			
4,944	Teaching Departments	5,147	5,151	10,302
705	Teaching Support Services	716	742	1,484
946	Administration & Central Services	883	853	1,705
0	Restructuring costs	0	0	0
381	Premises	409	394	787
	ASW & Climbing Centre	141	173	346
257	Other Income Generating Activities	301	287	573
106	Research Centres	136	123	246
7,340	TOTAL STAFF COSTS	7,734	7,722	15,443
	Non Staff Costs			
448	Teaching Departments	390	321	641
311	Teaching Support Services	307	239	478
740	Administration & Central Services	804	679	1,357
962	Premises	508	600	1,200
	ASW & Climbing Centre	126	112	223
428	Catering & Residences	431	419	837
345	Other Income Generating Activities	211	225	450
10	Research Centres	12	26	51
166	Other Expenses - Childcare	146	213	425
0	Student Support Funds Overspend (incl. Childcare)	0	0	0
20	Interest Payable	12	12	23
511	Depreciation	476	477	953
3,942	NON STAFF COSTS SUB TOTAL	3,422	3,319	6,638
0	LESS: Reduction in Early Retirement Pension Provision	0	0	0
3,942	TOTAL NON STAFF COSTS	3,422	3,319	6,638
	EXPENDITURE SUB TOTAL			
11,282	EXPENDITURE SUB TOTAL	11,156	11,041	22,081
1,208	Bursary/ Hardship Payments (Excluding Childcare)	1,240	1,263	2,526
12,489	TOTAL EXPENDITURE	12,397	12,304	24,607
(629)	COLLEGE SURPLUS/(DEFICIT)	(412)	(180)	(358)
74	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.	55	0	0
(555)	TOTAL GROUP SURPLUS/DEFICIT(-)	(357)	(180)	(358)
140	REVALUATION DEPRECIATION ADD BACK	140	140	279
(415)	Group Historical Cost Surplus/(Deficit) for the Period	(217)	(40)	(79)
0	Less: Transfers to ALF	0	0	0
(415)	Amount to be transferred to retained earnings	(217)	(40)	(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 31st January 2018			
	AS AT 31/01/2018	AS AT 31/07/2018	AS AT 31/01/2017
	£000	£000	£000
FIXED ASSETS			
TANGIBLE ASSETS	32,946	33,421	33,959
INVESTMENTS	20	20	20
	32,966	33,441	33,979
CURRENT ASSETS			
STOCKS	23	14	15
DEBTORS	4,019	589	3,373
CASH AT BANK AND IN HAND	374	852	935
AMOUNTS DUE FROM SUBSIDIARY COMPANY	0	20	0
	4,416	1,475	4,323
CREDITORS:AMOUNTS DUE WITHIN ONE YEAR			
BANK TERM LOAN	400	400	400
TRADE CREDITORS	53	342	256
OTHER TAXATION AND SOCIAL SECURITY	306	313	296
OTHER CREDITORS	172	161	269
ACCRUALS AND DEFERRED INCOME	5,396	1,876	6,602
DEFERRED INCOME - CAPITAL GRANT	149	198	6,651
UNSPENT STUDENT SUPPORT FUNDS	200	262	0
AMOUNTS DUE TO SUBSIDIARY COMPANY	0	0	0
	6,676	3,552	14,474
NET CURRENT ASSETS/(LIABILITIES)	(2,260)	(2,077)	(10,151)
TOTAL ASSETS LESS CURRENT LIABILITIES	30,706	31,364	23,828
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	25,193	25,602	17,668
Pension Liability	8,979	8,979	9,069
NET ASSETS Including Pension Liability	16,214	16,623	8,600
REPRESENTED BY:			
DEFERRED CAPITAL GRANTS	0	0	0
REVALUATION RESERVES	14,165	14,305	14,444
DESIGNATED RESERVES	0	0	0
INCOME & EXPENDITURE ACCOUNT	11,028	11,297	3,224
PENSION RESERVE	(8,979)	(8,979)	(9,069)
TOTAL RESERVES	16,214	16,623	8,599
TOTAL	16,214	16,623	8,599

PERTH COLLEGE						
	GRANTS			6		
2016- 17	ACTUAL V BUDGET		2017- 2018	2017- 2018	2017- 2018	
6 MONTHS	to 31-01-2018		6 MONTHS	6 MONTHS	12 MONTH	
ACTUAL	CODE		ACTUAL	BUDGET	BUDGET	
					ACTUAL V	
					BUDGET	
					VARIANCE	
					+/(-)	
3,419,191	FE MAIN RECURRENT GRANT		£3,405,701	£3,405,701	£6,811,402	0
0	FE LUPS	123	£306,550	£146,550	£293,100	160,000
3,419,191						0
3,046,095	HE MAIN RECURRENT GRANT	108	£3,051,665	£3,051,665	£6,103,329	0
-175,000	MICRORAM		-£175,000	-£175,000	-£350,000	0
166,073	CHILDCARE	524	£146,076	£212,500	£425,000	(66,424)
10,000	ADDITIONAL ESOL GRANT FUNDING	148	£13,200	£10,000	£20,000	3,200
3,054	ESIF DSW	125	£0	£0	£0	0
	UHI KNOWLEDGE TRANSFER		£9,200	£0	£0	9,200
4,000	EMA ADMIN SUPPORT & OTHER SUNDRY GRANTS	121	£4,000	£4,000	£8,000	0
86,780	ESTATES GRANT RELEASE - F.E.	386	£118,700	£118,700	£237,399	1
87,797	ESTATES GRANT RELEASE - H.E.	385	£96,075	£96,075	£192,150	0
0	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - F.E.	381	£0	£0	£0	0
172,943	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - H.E.	382	£0	£0	£0	0
6,820,932			£6,976,167	£6,870,190	£13,740,380	(54,023)
8,471	LESS:UHI FUNDING SHOWN UNDER RESEARCH		£8,471	£0	£0	8,471
6,812,461	PER ACCOUNTS		£6,967,696	£6,870,190	£13,740,380	(62,494)
	UHI NON RECURRENT					
70,393	PL & Module Unit Payments (Excluding Research Centres)	U26 & U41	£73,940	£70,500	£141,000	3,440
2,740	EXAM BOARD	U11	£2,250	£3,000	£6,000	(750)
0	OTHER	U03/U23/U25 U04	£0	£0	£0	0
73,133			£76,190	£73,500	£147,000	2,690
6,885,594			£7,043,886	£6,943,690	£13,887,380	(59,804)

PERTH COLLEGE				
ESTATES /CAPITAL GRANT RELEASE - 2017-18				
MAKE UP OF FIGURES				
	CODE	2017-18 ORIGINAL BUDGET	EXPENDITURE January 2018 ACCOUNTS	COVERED BY GRANT RELEASE
Planned Building Maintenance etc	B 201001 EPC15	£349,154	£40,131	£40,131
FURNITURE BIDS	B 201001 EPC15 617	£0	£9,595	£9,595
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	£5,176	£5,176
Fixed Wire Testing & Electrical Dist.	B 201001 EPC15 638	£0	£1,980	£1,980
Consultancy & Feasibility Studies	B 201001 EPC15 654	£0	£2,875	£2,875
Condition Survey Programme	B 201001 EPC15 655	£0	£0	£0
Fire Upgrade Works	B 201001 EPC15 656	£0	£8,629	£8,629
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	£5,935	£5,935
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>£77,947</i>	<i>£77,947</i>
ACADEMIC EQUIPMENT Curriculum RAG	B 702005 Various	£0	£32,794	£0
SOFTWARE	B 302051 BMI01	£10,000	£7,777	£0
<i>Sub Total</i>		<i>£10,000</i>	<i>£40,571</i>	<i>£0</i>
Total		£369,154	£118,518	£77,947
ALLOCATION TO PLANNED MAINTENANCE	B 201002 EPC15	£70,000	£62,533	£62,533
ALLOCATION TO PLANNED MAINTENANCE	B201002 EPC20	£0	£3,532	£3,532
ALLOCATION TO UNPLANNED MAINTENANCE	B 201003 EPC15	£120,000	£66,553	£66,553
ALLOCATION TO UNPLANNED MAINTENANCE ASW	B 201003 EPC20	£10,000	£4,981	£4,210
REVENUE EXPENDITURE FUNDED OUT OF ESTATES GRANT		£569,154	£256,117	£214,775
		£569,154	£256,117	£214,775

PERTH COLLEGE				
TUITION FEE SUMMARY			6	
ACTUAL 6 MONTHS to 31-01-2017	6 MONTHS to 31st January 2018	ACTUAL 6 MONTHS to 31-01-2018	BUDGET 6 MONTHS to 31-01-2018	BUDGET 12 MONTHS to 31-07-2018
2,818,446	H.E.FULL TIME	2,833,214	1,418,808	2,837,616
114,024	H.E.PART TIME	165,139	77,280	154,560
49,974	F.E.PART TIME	65,690	23,000	46,000
143,327	EVENING NON VOCATIONAL	127,529	94,500	189,000
0	CENTRAL ADMIN	0	0	0
7,335	OPEN/DISTANCE LEARNING	14,172	22,500	45,000
0	OPEN ACCESS	320	0	0
5,184	SKILLSEEKERS (Managing Agents)	15,823	70,000	140,000
102,869	TRAINING AGENCY - Mod Appr	103,298	110,000	220,000
0	SDS/Foundation Apprenticeships	8,544	0	0
20,024	Employability (Ready to Work)	1,700	1,500	3,000
-1,417,298	MONTH END ACCRUAL (PREPAYMENT)	-1,517,842	0	0
1,843,885		1,817,588	1,817,588	3,635,176
BREAKDOWN OF F.E.P.T.				
13,108	ASC01 - 11 - 802202	16,919	6,500	13,000
0	ATC01 - 09 - 802202	0	0	0
191	ALT01/2	0	0	0
30,970	HIGHERS - 802215	43,664	13,750	27,500
0	EVENING VOCATIONAL - 802401	0	0	0
2,705	Academic Other Fees - 555/556/673 ETC.	5,108	2,750	5,500
0	ABD01 - ABD07	0	0	0
0	ATC01 - 07	0	0	0
46,974		65,690	23,000	46,000

PERTH COLLEGE					
INTERNATIONAL FEE SUMMARY				6	
ACTUAL 6 MONTHS to 31-01-2017	6 MONTHS to 31st January 2018		ACTUAL 6 MONTHS to 31-01-2018	BUDGET 6 MONTHS to 31-01-2018	BUDGET 12 MONTHS to 31-07-2018
UNDERGRADUATE					
1,110	Social Sciences	FSC04	3,255	6,510	13,020
3,291	Hospitality	FSC06	2,500	12,520	25,040
10,092	Business and Accounting	FSC07	0	0	0
8,225	Computing	FSC08	3,255	6,510	13,020
0	Sport and Fitness	FSC09	0	0	0
3,285	Music and Music Business	FTC02	5,250	5,250	10,500
31,984	- Zhoukou	FTC02 867	27,482	32,976	65,952
1,250	Art and Creative Technologies	FTC03	1,250	4,050	8,100
4,912	Sound and Audio Engineering	FTC04	4,920	4,920	9,840
98,284	Aeronautical and Aircraft Engineering	FTC09	28,322	60,043	120,085
2,625	- Zhenghou	FTC09 880	-12	0	0
0	- Chenjdu	FTC09 873	0	0	0
517	Electrical and Mechanical Systems	FTC10	0	40,425	80,850
137,682	- Hunan	FTC00 842	128,811	147,721	295,442
38,030	- HUUC	FTC00 868	46,520	52,201	104,402
341,288	Total Undergraduate		251,553	373,126	746,251
POST GRADUATE					
11,670	Management	FSC05	2,998	9,720	19,440
11,670	Total Post Graduate		2,998	9,720	19,440
TOTAL			254,551	382,846	765,691

6 MONTHS ACTUAL to 31-01-2017		PERTH COLLEGE	6 MONTHS ACTUAL to 31-01-2018	6 MONTHS BUDGET to 31-01-2018	12 MONTHS BUDGET to 31-07-2018
		STUDENT RESIDENCES		6	
		INCOME			
£146,916		RENTAL INCOME	£149,000	£147,500	£295,000
£25,456		SUMMER LETS	£22,683	£30,000	£60,000
£1,733		SUNDRY INCOME	£1,892	£1,750	£3,500
£174,104		TOTAL INCOME	£173,574	£179,250	£358,500
		EXPENDITURE			
£7,191		UNPLANNED MAINTENANCE	£6,972	£10,000	£20,000
£10,463		ELECTRICITY, WATER & GAS	£11,110	£8,836	£17,671
£0		WARDENS MATERIALS	£0	£0	£0
£2,650		EQUIPMENT/MATERIALS/HOSPITALITY	£3,830	£2,750	£5,500
£32		BANK CHARGES	£48	£0	£0
£1,412		Contract Cleaning of Halls	£6,968	£5,500	£11,000
£68,634		SUB CONTRACTED SERVICES - SYHA	£62,000	£62,000	£124,000
£19,500		AGENTS COMMISSION	£20,414	£19,500	£39,000
£109,882		TOTAL EXPENDITURE	£111,342	£108,586	£217,171
£64,222		SURPLUS / (DEFICIT) before Depreciation and Interest	£62,232	£70,665	£141,329
£43,083		DEPRECIATION	£43,083	£43,083	£86,166
£0		LOAN INTEREST	£0	£0	£0
£21,139		SURPLUS / (DEFICIT) after Depreciation and Interest	£19,149	£27,582	£55,163
Done					
		CATERING			
		INCOME			
£81,285		BRAHAN	£88,912	£84,000	£168,000
£108,604		GOODLYBURN	£95,238	£89,000	£178,000
£89,407		SHOP	£97,046	£98,500	£197,000
£279,296		TOTAL INCOME	£281,196	£271,500	£543,000
		EXPENDITURE			
£84,133		BRAHAN	£125,921	£157,500	£315,000
£117,653		GOODLYBURN	£116,192	£84,500	£169,000
£116,011		SHOP	£77,583	£68,000	£136,000
£317,797		TOTAL EXPENDITURE	£319,696	£310,000	£620,000
-£38,501		OPERATING SURPLUS / (DEFICIT)	-£38,500	-£38,500	-£77,000
Done					

PERTH COLLEGE										
INCOME & EXPENDITURE SUMMARY SHEET										
RESEARCH CENTRES										
To 31st January 2018										
	INCOME BUDGET YEAR TO 31-07-2018	EXPENDITURE BUDGET YEAR TO 31-07-2018	CONTRIBUTION BUDGET YEAR TO 31-07-2018	INCOME BUDGET 6 MONTHS 31-01-2018	EXPENDITURE BUDGET 6 MONTHS 31-01-2018	CONTRIBUTION BUDGET 6 MONTHS 31-01-2018	INCOME ACTUAL 6 MONTHS 31-01-2018	EXPENDITURE ACTUAL 6 MONTHS 31-01-2018	CONTRIBUTION ACTUAL 6 MONTHS 31-01-2018	CONTRIBUTION ACTUAL 6 MONTHS 30-01-2017
CENTRE FOR MOUNTAIN STUDIES	305,960	296,859	9,101	152,980	148,430	4,551	93,340	148,077	(54,737)	(34,631)
TOTAL RESEARCH	305,960	296,859	9,101	152,980	148,430	4,551	93,407	148,077	(54,670)	(34,631)
SURPLUS / (DEFICIT) AT 31st January 2017							61,315	95,946	(34,631)	

PERTH COLLEGE				
BREAKDOWN OF 'OTHER INCOME'				
6 MONTHS to 31st January 2018				
6 MONTHS to 31-01-2017 ACTUAL		6 MONTHS to 31-01-2018 ACTUAL	6 MONTHS to 31-01-2018 BUDGET	12 MONTHS TO 31-07-2018 BUDGET
607	HIRE OF ACCOMMODATION	£743	£700	£1,400
1,250	LIBRARY	£504	£2,000	£4,000
25,416	SCHOOLS DIRECT	£30,345	£30,500	£61,000
0	LEARNING TECHNOLOGY CENTRE	£3,366	£1,500	£3,000
8,659	CENTRAL ADMIN/FINANCE/MIS	£7,775	£3,550	£7,100
1,520	ACADEMIC CENTRAL ADMIN	£241	£1,000	£2,000
1,328	EXAM FEES	£116	£1,500	£3,000
32,106	SECONDMENT SALARY RECHARGES	£39,583	£34,486	£68,971
10,417	RECHARGES TO UHI	£14,000	£14,000	£28,000
9,690	COMMUNITY DEVELOPMENT/SVS PROJECTS	£11,972	£11,494	£22,987
4,021	NEW OPPORTUNITIES	£0	£2,500	£5,000
15,352	ADULT LITERACY PROJECT - 470	£33,183	£18,500	£37,000
1,397	SUNDRY INCOME & PROJECTS / STUDENTS UNION	£2,432	£250	£500
33,614	SALES OF BEAUTY THERAPY KITS	£28,303	£17,000	£34,000
36,515	CURRICULUM DEVELOPMENT FUND L & T PROJECTS -	£33,325	£1,500	£3,000
0	H.I.T.SCOTLAND BURSARY AWARDS	£0	£300	£600
10,545	PROPERTY	£17,537	£16,600	£33,200
0	APUC Fees from Partners	£0	£0	£0
3,714	PROPERTY CAR PARKING	£10,282	£24,000	£48,000
382	MARKETING/MARKET RESEARCH	£0	£0	£0
19,141	PRIZEGIVING / GRADUATION	£11,583	£5,000	£10,000
1,596	INTEREST RECEIVED	£1,003	£1,500	£3,000
6,807	ABD07 / WEE Centre Project	£3,533	£7,956	£15,911
650	H.R.& STAFF DEVELOPMENT	£18	£2,500	£5,000
7,673	STUDENT SERVICES	£2,000	£500	£1,000
6,706	STUDENT SUPPORT - ELS	£30,278	£12,500	£25,000
5,972	LEARNING CENTRES	-£2,149	£2,550	£5,100
12,859	CURRICULUM OTHER INCOME	£22,471	£14,000	£28,000
30,734	Essential Student Equipment - Bursary Funded	£32,932	£18,500	£37,000
0	FUTURE SKILLS FOR CREATIVE INDUSTRIES	£0	£1,000	£2,000
41,667	MANAGEMENT CHARGE TO AST	£50,000	£50,000	£100,000
0	NQ Sports	£615	£500	£1,000
10,543	TCI - Other Income	£12,793	£0	£0
2,255	ASW - Income	£92,212	£191,500	£383,000
0	Climbing Centre - Income	£56,537	£66,250	£132,500
572	Conference & Hospitality Services	£866	£500	£1,000
0	Materials Development	£2,314	£4,250	£8,500
0	DONATION FROM AST	£0	£0	£0
11,455	Sale/Purchase of Books	£2,658	£7,500	£15,000
0	Development Trust	£0	£0	£0
5,412	CREATIVE IND BURSARY FUND	£3,282	£3,000	£6,000
360,575		£556,655	£570,885	£1,141,769

PERTH COLLEGE				6	
6 MONTHS ACTUAL to 31-01-2017	ANALYSIS OF PROPERTY COSTS		6 MONTHS ACTUAL to 31-01-2018	6 MONTHS BUDGET to 31-01-2018	12 MONTHS BUDGET 31-07-2018
£302,590	PLANNED BUILDING PROJECTS		£75,535	£165,275	£330,549
£90,284	PLANNED MAINTENANCE		£63,510	£35,000	£70,000
£0	ADDITIONAL PLANNED MAINTENANCE		£2,412	£0	£0
£71,095	UNPLANNED MAINTENANCE	EPC15	£62,130	£60,000	£120,000
£0	UNPLANNED MAINTENANCE -Acad Equip		£0	£2,500	£5,000
-£3,329	CAR PARK REPAIRS AND MAINTENANCE		£650	£14,000	£28,000
0	CATERING COSTS		£4,423	£6,000	£12,000
£10,145	GROUND UPKEEP		£8,842	£12,500	£25,000
£131,492	ELECTRICITY		£114,214	£123,264	£246,527
£32,747	GAS	EPC17	£36,375	£32,442	£64,883
£60,751	RATES	EPC17	£44,363	£44,635	£89,270
£0	RATES - REBATE		£0	£0	£0
£12,233	WATER METERED RATES	EPC17	£10,991	£13,488	£26,975
£13,542	CLEANING EQUIPMENT	EPC16	£8,553	£7,000	£14,000
£9,845	JANITORIAL SUPPLIES	EPC16	£8,995	£15,000	£30,000
£7,740	PROPERTY SECURITY	EPC15	£5,096	£6,250	£12,500
£30,326	HIRE OF SKIPS	EPC15	£29,314	£27,500	£55,000
£33,750	Hire of Portacabins	EPC01	£433	£0	£0
£3,937	SUPPLIES & SERVICES ETC.	EPC01	£4,504	£2,750	£5,500
£17,506	TRANSPORT HIRE/TRAVEL	EPC16	£14,604	£17,550	£35,100
£4,274	Vehicle Maintenance		£1,912	£4,500	£9,000
£0	Insurance Claims		£500	£500	£1,000
£9,861	CAR PARK MANAGEMENT		£9,633	£10,000	£20,000
968,749	PER BOARD ACCOUNTS - NON STAFFING COSTS		£506,989	£600,152	£1,200,304
£95,460	ADMIN SALARIES		£92,172	£67,971	£135,941
£40,513	TECHNICIAN SALARIES		£43,729	£43,085	£86,169
£116,576	CARETAKERS SALARIES		£134,504	£121,572	£243,143
£117,295	CLEANERS SALARIES		£139,073	£160,626	£321,252
381,440	PER BOARD ACCOUNTS - STAFFING COSTS		£409,478	£393,253	£786,505

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PERTH COLLEGE				6	
6 MONTHS ACTUAL to 31-01-2017	ANALYSIS OF International Activity	6 MONTHS ACTUAL to 31-01-2018	6 MONTHS BUDGET to 31-01-2018	12 MONTHS BUDGET 31-07-2018	ACTUAL V BUDGET VARIANCE
	China				
	Income				
£0	Fees - Partners (China)	£226,733	£199,922	£399,844	26,811
	Total Income	£226,733	£199,922	£399,844	26,811
	Expenditure				
	Staff				
£0	Teaching - (Others)	£0	£0	£0	0
£0	Teaching - (China)	£18,642	£12,500	£25,000	6,142
£0	Management	£10,000	£10,000	£20,000	0
	Total Staff	£28,642	£22,500	£45,000	6,142
	Non Staff				
£0	Supplies & Services - China	£3,972	£5,000	£10,000	(1,028)
£0	Travel - China	£36,964	£17,666	£35,331	19,299
£0	Agents Commission	£3,750	£13,750	£27,500	(10,000)
£0	Membership fees & Subscriptions	£1,284	£8,000	£16,000	(6,716)
	Total Non Staff	£45,970	£44,416	£88,831	1,555
	OPERATING SURPLUS / (DEFICIT)	£152,121	£133,007	£266,013	19,115
	Other International				
	Income				
£0	Fees - Students	53,454	£142,499	284,997	(89,045)
£0	Fees - Summer School	10,561	£11,250	£22,500	(689)
£0	Fees - Language School	32,426	£42,840	£85,680	(10,414)
£0	Residences - Host Family	52,961	£60,000	£120,000	(7,039)
£0	Other Income	5,612	£4,500	£9,000	1,112
	Total Income	£155,014	£261,089	£522,177	(106,075)
	Expenditure				
	Staff				
£0	Summer School	£4,916	£4,000	£8,000	916
£0	Admin Salaries - International Centre	£79,327	£90,672	£181,343	(11,345)
£0	Language School	£5,653	£4,000	£8,000	1,653
	Total Staff	£89,896	£98,672	£197,343	(8,776)
	Non Staff				
£0	Residences Costs - Host Family	£52,961	£60,000	£120,000	(7,039)
£0	Supplies & Services	£8,805	£5,750	£11,500	3,055
£0	Supplies & Services - Summer School	£5,672	£2,000	£4,000	3,672
£0	Supplies & Services - Language School	£2,173	£1,750	£3,500	423
£0	Travel	£9,805	£20,000	£40,000	(10,195)
£0	Bad Debt	£7,500	£7,500	£15,000	0
£0	Advertising - India	£331	£3,750	£7,500	(3,419)
£0	Advertising - Other Overseas	£410	£3,750	£7,500	(3,340)
£0	Membership fees & Subscriptions	£14,354	£8,000	£16,000	6,354
£0	Agents Commission	£10,000	£13,750	£27,500	(3,750)
	Total Non Staff	£112,011	£126,250	£252,500	(14,239)
	OPERATING SURPLUS / (DEFICIT)	-£46,893	£36,167	£72,334	(83,060)

PERTH COLLEGE			6	
6 MONTHS ACTUAL to 31-01-2017	ANALYSIS OF ASW	6 MONTHS ACTUAL to 31-01-2018	6 MONTHS BUDGET to 31-01-2018	12 MONTHS BUDGET 31-07-2018
	ASW			
	<u>Income</u>			
£0	Sports Hall Income	£39,047	£35,500	£71,000
£0	Gym Income	£2,048	£0	£0
£0	Hire of Rooms/Events	£0	£18,750	£37,500
£0	Other Income	£2,103	£12,500	£25,000
£0	Membership - Students	£31,348	£124,750	£249,500
£0	Membership - Commercial	£8,817	£0	£0
£0	Membership - Staff	£8,851	£0	£0
£0	Total Income	£92,214	£191,500	£383,000
	<u>Pay Expenditure</u>			
£0	Admin Salaries	£82,577	£103,505	£207,009
£0		£82,577	£103,505	£207,009
	<u>Non Pay Expenditure</u>			
£0	Unplanned Maintenance	£4,981	£5,000	£10,000
£0	Planned Maintenance	£3,532	£0	£0
£0	Electricity	£28,344	£25,000	£50,000
£0	Gas	£4,550	£10,000	£20,000
£0	Rates	£7,000	£7,000	£14,000
£0	Water Meter	£2,500	£2,500	£5,000
£0	Cleaning Equipment	£1,172	£500	£1,000
£0	Contract Cleaning	£0	£0	£0
£0	Janitorial Supplies	£0	£1,000	£2,000
£0	Hire of Skips	£4,135	£1,000	£2,000
£0	Equipment/Materials	£11,184	£3,750	£7,500
£0	Equipment Rental	£44,686	£46,500	£93,000
£0	Computer Maintenance Agreements	£7,897	£0	£0
£0	Travel	£319	£0	£0
£0	Marketing	£150	£3,000	£6,000
£0	Total Expenditure	£120,450	£105,250	£210,500
£0	OPERATING SURPLUS / (DEFICIT)	-£110,813	-£17,255	-£34,509
	<u>Climbing Centre</u>			
	<u>Income</u>			
£0	Climbing Centre Income	£46,743	£66,250	£132,500
£0	Hire of Equipment	£2,833	£0	£0
£0	Other Income	£3,303	£0	£0
£0	Other Income NICAS	£60	£0	£0
£0	Membership Fees - Students	£961	£0	£0
£0	Membership Fees - Commercial	£2,606	£0	£0
£0	Membership Fees - Staff	£32	£0	£0
£0	Total Income	£56,538	£66,250	£132,500
	<u>Pay Expenditure</u>			
£0	Salaries	£58,045	£69,608	£139,215
£0		£58,045	£69,608	£139,215
	<u>Non Pay Expenditure</u>			
£0	Equipment/Materials	£4,975	£3,000	£6,000
£0	Equipment/Materials NICAS	£720	£0	£0
£0	Equipment Rental	£0	£0	£0
£0	Marketing	£0	£3,000	£6,000
£0	Total Expenditure	£5,695	£6,000	£12,000
0	OPERATING SURPLUS / (DEFICIT)	-£7,202	-£9,358	-£18,715

Paper for Consideration

Subject: Indicative Allocation of Funding 2018-19

Author: Jackie Mackenzie

Date of paper: 28 February 2018

Date of meeting: 7 March 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:

Scottish Funding Council have issued their announcements of indicative outcome agreement funding allocations for academic year 2018-19 for both colleges <http://www.sfc.ac.uk/publications-statistics/announcements/announcements-2018/SFCAN062018.aspx> and universities <http://www.sfc.ac.uk/publications-statistics/announcements/announcements-2018/SFCAN072018.aspx>

These are indicative only and SFC will confirm funding allocations in May 2018.

These documents allocate overall, total funding to UHI, both for HE and as the Regional Strategic Body for FE. The actual allocations to individual colleges has not yet been agreed.

For FE, total core teaching and fee waiver funding for the sector has been increased by £34.2m to meet the full identified harmonisation costs of national bargaining. An additional £4.2 million (1%) has also been added to teaching grants for other financial pressures. The credit target for the sector has increased, but changes to childcare and ESF have resulted in a slight decrease to the overall activity target of around 1%. Capital maintenance funding has increased by £29.3m due mainly to additional funding to cover very high priority backlog maintenance.

For HE, total teaching funding has an inflationary uplift of £11.2m (1.8%), core research and innovation grants have also increased by £4.2m (1.8%) and capital maintenance grant has increased by £2.9m. The transfer of an additional 100 funded places for nursing from University of Stirling will remove a further £557k, in addition to the £538k in 2017-18, of general funding from the UHI's Resource Allocation Model and ring fence it for controlled nursing provision. HE funding allocation to the college is calculated by the UHI's Resource Allocation Model (RAM) which takes many factors into account when apportioning funding. It is based on the targeted numbers by college of fully funded students and fees only students allocated across the six SFC funding groups.

The actual funding allocated to Perth College for both FE and HE is yet unclear until further information is received from UHI. This detail will be presented to the committee once available and will form the basis of the indicative budget for 2018-19.

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 x**

Paper for Consideration

Subject: Balanced Scorecard
Author: Deborah Lally, Head of Student Records
Date of paper: 27 February 2018
Date of meeting: 7 March 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:

The Balanced Scorecard has been revised to align with our Strategic Plan 2016-2021 and therefore renamed to 'The Vision 2021 Scorecard'.

Each section of the scorecard has been identified to be reported to the relevant Board Committee. For the F&GP Committee, please refer to the section titled Sustainability.

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.

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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 Dashboard for Vision 2021: Strategic Plan 2016-21

No	Vision 2021 Scorecard Measure	Measure	ROA FE Measure	Cttee	Baseline			2016-17			2017-18			Comments
					2015-16	Target		Current RAG	Trend	Target	Current RAG	Trend		
Students and staff achieving their potential														
1	Students:	Students:		Engmnt Ac. Affairs										
	a) Number of full-time FE learners undertaking programmes with an element of substantial work experience or volunteering opportunity	a) Number of FT programmes that offer opportunities for work experience of equivalent to 1 unit or more	6		20	↑	24	↑	↑					
	b) Number of apprenticeships	b) Number of students undertaking apprenticeships (total):	5		348	↑	355	↑	↑	299			2017-18 figure indicative only, accurate as at the end of Sept 2017. Overall the number of apprenticeships increased in 2016-17 from the baseline by 7. The number of SDS funded MAs increased by 30, but this was matched by a drop of 23 non-SDS funded apprenticeships.	
		i) SDS-funded			145		175	↑		147				
		ii) Non-SDS Funded			203		180	↓		152				
	c) Vocational qualifications delivered to senior phase pupils	c) Number of Vocational qualifications delivered to senior phase pupils	2a, 2b, 4c		75	↑	145	↑	↑				New measure for 2016-17. 2016-17 saw the number of vocational qualifications delivered to senior phase pupils almost double from the baseline, with an increase of 70 (an increase of 93%)	
2	Perth College students moving on to positive destinations (including progressors)	Proportions of FT students entering positive destinations (including progressors) in:	7,8	Ac. Affairs										
		i) HE			93%	↑			↑				2016-17 data tbc Feb 2018	
		ii) FE			84.4%	↑			↑				2016-17 data tbc Feb 2018	
3	Staff:	Staff:		Engmnt Ac. Affairs										
	a) Number of staff days spent on CPD/year	a) Number of staff days spent on CPD/year (average per head)			5.3	6.5d	4	↓	6.5d					
	b) Proportion of staff with teaching qualifications	b) % of permanent staff with TFQE or equivalent.			84%	↑	88%	↑	↑				New measure for 2016-17. based on % of permanent staff with TFQE or equivalent. In 2016-17 4% of staff undertook and completed TQFE compared with 5.3% in the baseline year. The proportion of staff without TQFE or equivalent dropped from 10.6% in 2015-16 to 8% in 2016-17. The figures are draft only and have not been subject to BoM approval.	
	c) Numbers of staff presenting papers at conferences and number of publications	c) Numbers of		RSKE										
		staff presenting papers at conferences			19	↑	19	↔	↑	5			New measure for 2016-17. Final values for 2016-17 are yet to be confirmed, but are not expected to alter significantly from those presented here. Values for 2017-18 are indicative of progress and are accurate up to end Sept 2017 and based on data received from the current Research Activity Co-ordinator and from HR CPD database.	
		number of publications			8	↑	8	↔	↑	14				
Student satisfaction														
4	Track FE and HE student satisfaction through national student surveys:	The proportions of students overall satisfied with college experience in:	9	Engmnt Ac. Affairs										
	a) Student Satisfaction and Engagement Survey	a) Student Satisfaction and Engagement Survey			93%	↑	95%	↑	↑					
	b) National Student Survey	b) National Student Survey			76%	↑	80%	↑	↑					
5	Proportion of classes with a student representative or agreed structure	Proportion of classes with a student representative or agreed structure		Engmnt	HE = 52% FE = 34%	↑	HE = 52% FE = 34%	↑	↑				New measure for 2016-17. There are 128 Higher Education (HE) classes (containing 5 or more students) and 172 Further Education (FE) classes. We seek to optimise the number of classes that elect Class Reps, and this year achieved 52% of all HE classes and 34% of all FE classes, giving a total of 41% of classes represented by 267 Class Reps (continuing a 4 year upward trend in representation)	
6	End of year Student survey outcomes:	Proportions of students that agree or mostly agree with the statements from the End of Year Student Outcomes (SEES) :		Engmnt										
	a) Course/achievement	i) The course was what I expected (prev. I am satisfied with my course)			84%	↑	89%	↑	↑				Rating baseline: (i) 65, (ii) 73. Satisfaction with course and achievement remained stable from that in 2015-16, with satisfaction in the course increasing by 5 percent points and achievement by 1.	
		ii) I am achieving what I set out to do			91%		92%	↔	↑					
	b) Destination	i) I am aware what I can do after my course			92%	↑	91%	↔	↑				Rating baseline: (i) 78, (ii) 77. Satisfaction in outcomes relating to destination of colleges leavers also remained stable from 2015-16, with both measures showing a decrease of only 1 percent point.	
		ii) I feel prepared to take my next steps			91%		90%	↔	↑					
	c) College	i) I would recommend the College to a friend			92%	↑	94%	↑	↑				Rating baseline: 78. There was a small increase in 2016-17 in the percentage of students agreeing that they would recommend the college to a friend.	

Perth College UHI Dashboard for Vision 2021: Strategic Plan 2016-21

Student activity measures													
7	Recruit to published targets for :	Meet published FTE recruitment targets for:	1a, 1b	Ac. Affairs									
	a) FE	a) FE			26010	26,067	25,368	↓	23867				
	b) HE	b) HE			1885.9	1951	2002.6	↑	1975				
2016-17 Target of 26,067 is broken down as follows: Core target = 23867 and ESIF = 1,200. Core recruitment targets are met but the trend is downward for FE													
8	Track progress towards providing a system of learning that is widely accessible and diverse by analysis of data as follows: age, gender, postcode, protected characteristics and care experienced subject area, numbers from schools with highest rates of negative destinations	Recruitment of learners from the following protected characteristics in FE courses (Enrolments and Credits = Es and Cs):		Ac. Affairs									
		i) SIMD20			Es=347 Cs=3108		Es = 347 Cs = 3108	↔					
		ii) Care Experienced			Es = 63 Cs = 737	↑	Es = 63 Cs = 690	↔		↑			
		iii) Minority Ethnicity			Es = 441 Cs = 4461		Es = 461 Cs = 4474	↔					
		iv) Disability			Es = 945 Cs = 6536		Es = 1022 Cs = 6545	↔					
Number of courses with a gender ratio of greater than 3:1 (75/25 split)					33	↓	34	↔	↓				
2015-16 Total Enrolments = 946 (33% female). Total FE Credits 5961 (12% female); New measure for 2016-17.													
9	Track retention and attainment of all full time and part time funded college programmes	FE RETENTION	4a, 4b	Ac. Affairs									
		a) of students in courses over 160h (inc. FT):											
		i) Overall			83.60%		82.11%	↓					
		ii) SIMD20			84.70%		76.81%	↓					
		iii) Care Experienced			62.50%		67.35%	↑					
		iv) Minority Ethnicity			89.90%		89.51%	↔					
		v) Disability			82.40%		80.09%	↓					
		vi) Gender			F: 80.3% M: 86.6%		F: 79.79% M: 84.18%	↓					
		b) of FT FE students			80.10%	↑	79.08%	↓		↑			
		New measures for 2016-17. Remained mostly stable for 2016-17 compared to baseline (2015-16), with a drop in retention of FE students from SIMD20 and an increase in care experienced learners. Variances greater than 3pp were coloured red or green accordingly.											
		FE ATTAINMENT	4a, 4b	Ac. Affairs									
		a) Proportion of Day 1 attainers for courses over 160h (inc. FT):											
		i) Overall			72.50%		69.54%	↓					
ii) SIMD20			71.40%		65.70%	↓							
iii) Care Experienced			47.90%		55.10%	↑							
iv) Minority Ethnicity			86.50%		83.22%	↓							
v) Disability			69.20%		66.60%	↓							
vi) Gender			F: 67.8% M: 76.8%		F: 63.95% M: 74.68%	↓							
b) Proportion of Day 1 attainers for FT FE courses			72.7%	↑	68.54%	↓		↑					
New measures for 2016-17. The retention of FT FE learners remained stable with only a slight drop of 1.02pp													
New measures for 2016-17. Proportions of Day 1 attainers (FE only) dropped in all categories except those learners identified as care experienced, which increased by 7.2 percent points (pp) compared to the 2015-16 baseline. The gap between proportions of male and female day 1 attainers widened in 2016-17 (10.7pp difference) compared to 2015-16 baseline (9pp). Categories that varied by less than 3pp from the baseline have been identified as amber/stable. Variances greater than 3pp are coloured red or green accordingly.													
New measure for 2016-17. The proportion of Day 1 attainers for FT FE reduced by 4.2pp from the baseline.													
Sustainability													
10	Financial:	Record:		Audit F&GP									
	a) Outturn	Achieve a break-even underlying operating position			-£4,000	Break-even	£2,000	↑	Break-even				
	b) Gross carbon footprint	Gross carbon footprint	10		1864 tCO ₂	↓	1681tCO ₂	↓	↓				
Baseline Underlying Operating Position' (2015-16) was a deficit of £-4k, which was negligible in terms of % of total income (0.017%). For 2016-17 there was as surplus of £2k													
The Climate Change (Scotland) Act 2009 suggests that annual target reduction figures be 3% over the previous year. While a reduction of 3% has not been achieved for 2016-17, there has still be a reduction of 3tCO ₂ despite the College buildings footprint having increased by over 20% with the completion of ASW in 2016, which will have impacted on the carbon footprint. Removal of portacabins during 2017 will impact on 2017-18													
c) Non-core funding income (to include Knowledge Transfer)		% of income from non-SFC sources (inc. KT)			42%	↑	40.40%	↓	↑				
Non-SFC funding for 2015-16 was 42%. Any non-government grants are recognised in full in the year they are received.													
11	Staff rates of turnover (a) and sickness absence (b)	Track:		Engmnt Ac. Affairs									
		a) Staff turnover (%) to be maintained below national average (20.5)			15.4	20.7	20.8	↓	20.5				
Staff turnover for 2016-17 was comparable to the national average, but increased by 5.4% from the baseline.													

Perth College UHI Dashboard for Vision 2021: Strategic Plan 2016-21

		b) No days staff absent on sick leave (average sick days per head)			9.2	↓	7.6	↑	↓			The number of days staff spent on sick leave reduced in 2016-17 by 1.6days compared to the baseline.
12	To maintain a healthy and safe working environment	Number of accidents reported to HSE	Audit H&S	3	↓	7	↓	↓	↓			
13	Number of businesses that engage with Perth College UHI	Number of business on Contacts Database recorded as having had an interaction with Perth College UHI	Engmnt	965	↑	965	↔	↑	↑			New measure for 2016-17.

Definitions:
 Current (R/A/G) = Red, Amber or Green, status at the time of reporting
 Expected (R/A/G) = Red, Amber, Green, status expected once final data have been confirmed
 Trend = improvement (↑), worsening (↓) or no change (↔) in performance compared to previous reporting period
 NM = New Measure for 2016-17
 pp = percentage points



Paper for Consideration

Subject: Human Resources Update

Author: Susan Hunter, Head of Human Resources and Organisational Development

Date of paper: 27 February 2018

Date of meeting: 7 March 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:

The purpose of this paper is to provide Finance and General Purposes Committee with an overview of key HR Performance Indicators for discussion/monitoring purposes.

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 Staff Management – Key Statistics For Year 2017/2018

This paper reports on the key staff management statistics as at the second quarter of the academic year 2017/18 and a comparison with other years' statistics as appropriate.

1. Staffing Numbers from 2013 to 2016 and the second quarter of the Academic year 2017/18

	July 2013	July 2014	July 2015	July 2016	July 2017	January 2018 – 2 nd qtr
Managers	28	27	26	26	25	23
Lecturers	142	151	161	169	172	187
Hourly Paid Staff	141	110	143	144	128	161
Support Staff	198	197	215	216	240	254
Headcount	509	485	545	555	565	624
FTE	304	307	319	324	340	349.54

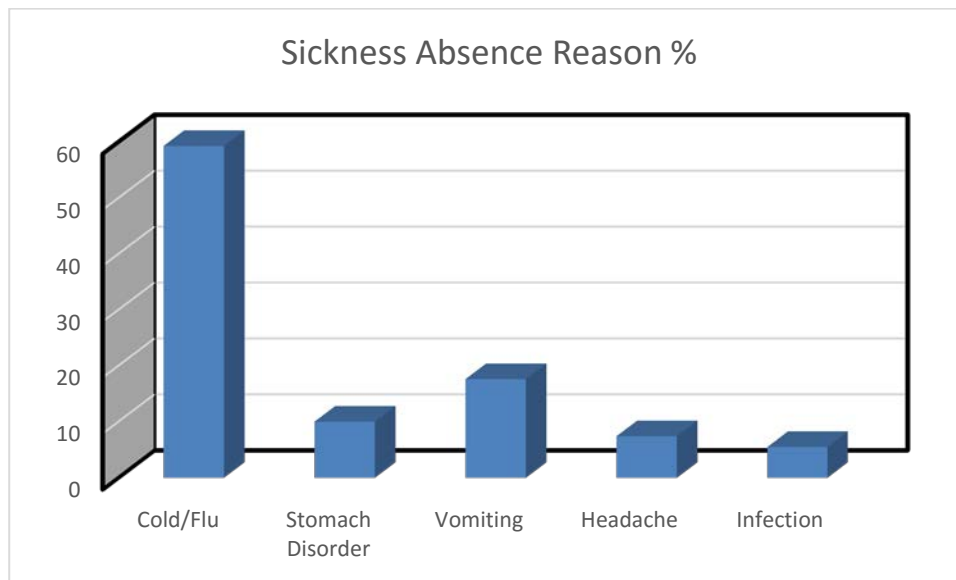
2. Sickness Absence Rates

The following table provides the total sick days lost, average sick days per head and % working time lost as at the end of 2015/2016, 2016/2017 and the 2nd quarter of 2017/2018– these figures do not include hourly paid staff as there are no work patterns applied due to the flexibility within their contract. Perth College UHI statistics below show that there has been a reduction in the average sick days per head, 1.28 days per employee for the 2nd quarter 2017/2018 compared to the corresponding quarter for 2016/2017 with 2.25 days per head. The % of working time lost has decreased from the previous corresponding year quarter by 0.63%.

CIPD'S annual absence management survey 2016 reports an average of 6.3 days sickness absence per employee overall – this is a 5% trimmed mean and average absence levels has decreased in all sectors compared with last year (6.9 days). We are awaiting the release of the CIPD 2017 Absence Management Report.

Ciphr	2015/2016 (full year)			2016/2017 (full year)			2017/2018 (2 nd qtr)		
	Total Sick Days	Average Sick Days per Head	% Working Time Lost	Total Sick Days	Average Sick Days per Head	% Working Time Lost	Total Sick Days	Average Sick Days per Head	% Working Time Lost
Management	207.50	7.98	3.24%	115	4.6	1.92	16	0.73	1.36%
Support	2802	12.97	5.57%	2841	11.59	5.35	526.5	2.07	5.38%
Academic	788.5	4.66	2.03%	1184	6.8	3.09	256	1.36	4.22%
Total	3798	9.24	3.61%	4140	7.6	3.45	798.5	1.28	3.65%

Total number of staff that had absences at the year end of 2016/2017		268
Type of Absence	No of Staff	Action Taken
Long Term >= 20 consecutive days	9	7 X referred to Occupational Health 2 X phased returns 1 X Absence review meeting
Short Term >= 06 sporadic days in 12 month period	11	Managers alerted and absence meetings in progress.
One or 2 days over one or 2 occasions	106	



Sickness Absence – Stress Related (number of staff absent)

	2012/13	2013/14	2014/15	2015/16	2016/17	January 2018 2 nd qrt
Work related	7	8	4	6	5	1
Non-work related	5	5	5	7	9	2

Self-referred to Rowan Counselling (stress related)					
	2013	2014	2015	2016	2017
Work related	5	4	9	8	4
Non-work related	4	0	0	0	0

3. Staff Turnover

The Xpert HR Survey 2016 reported average total labour turnover in the UK as 15.5% (down from 16.1% from the previous year); and median total labour turnover as 13.1% (down from 14.1% from the previous year). Below is a breakdown for the last 7 years (excluding AST Staff)

	Average Staff	Starters	Leavers	Annualised Wastage %
2010/2011	531.5	109	144	27.09
2011/2012	512	85	90	17.57
2012/2013	518	94	57	11.00
2013/2014	508	122	76	14.96
2014/2015	519.5	124	61	11.74
2015/2016	544	111	84	15.44
2016/2017	588	157	122	20.75

4. Disciplinary Cases/Grievances

Disciplinary/Grievance cases are defined as a complaint (staff and student) or conduct issues that have had an investigation team or disciplinary panel appointed and are either in progress or concluded and will be represented once in the annual figures to avoid double counting. This does not include informal complaints that were resolved without the need for formal action as other resolution methods were identified e.g. mediation.

Disciplinary Cases/Grievances					
	2013/14	2014/15	2015/16	2016/17	2017/18 2 nd qrt
Disciplinary	2	2	3	1	0
Grievance	2	2	1	5	3

5. Staff Training and Development

ROSCO Target

The Review of Scotland's Colleges (ROSCO) Report (2007) recommended that all College staff receive a minimum of 6 days of Continuous Professional Development (CPD) per year (pro-rata for part time staff). The College target is 6.5 days of CPD per person per year (pro-rata for part time staff).

College managers are issued with reports for their teams, tracking progress in relation to achieving the target of 6.5 days CPD per year. Managers need to review this report and ensure individual members of staff are undertaking relevant CPD.

Average CPD days per person (including hourly paid staff)

2012/13	2013/14	2014/15	2015/16	2016/17	Q2 – 2017/18
7.99	11.88	5.6	5.27	3.92	4.45

Industrial action impacted the number of CPD days undertaken by College staff in 2016/17.

Mandatory CPD

All staff will be required to undertake refresher training and these figures will be updated during 2017/2018.

6. Teaching Qualifications

The SFC benchmark for number of permanent teaching staff with TQFE or equivalent is 90%. The table below indicates figures for teaching qualifications as at the year end of 2016/17

% of permanent teaching staff with TQFE or equivalent	151	88%
No of staff who undertook TQFE and completed in 16/17	7	4%
No of staff without TQFE or equivalent*	14	8%

* TQFE planned for 2017/18

PERTH COLLEGE UHI

JNC : Support Staff

Note of Meeting held on Thursday 15 February 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
Winston Flynn, UNISON

In Attendance: Ilan Martin, Head of Finance, for item 4 only

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
6.	Policies and Procedures Draft Redundancy Procedure: SH to add in at point 5, "Redeployment and Retraining", that the union would also provide assistance to any member of staff needing to produce a CV for the purposes or redeployment.	Susan Hunter	08/03/18
7.	Overseas Allowance Proposal SH to organise and Extraordinary JNC meeting for Support Staff, specifically to discuss the Overseas Allowance Proposal.	Susan Hunter	08/03/18

Minutes

Item	ACTION
1.	Welcome and Apologies
	<p>Susan Hunter (SH) welcomed everyone to the JNC for Support Staff meeting.</p>
	<p>SH advised that Ian Martin was in attendance to give the Financial Update, which would be taken first on the Agenda.</p>
	<p>There were no apologies.</p>
4.	Financial Update
	<p>IM advised that the Management accounts were currently in draft and were dated to the end of January 2018. The College position was showing a deficit of £447K against a budgeted deficit, for the year, of £358K. IM said that the College was moving towards achieving its annual target. IM said that, at the end of the year, the accounts should land against the original budget.</p>
	<p>IM said the College had 2 accounting cycles, one being from April to March. This cycle was the resource return, which was on track. In answer to a query from Unison regarding what was the other cycle, IM advised that the Management Accounts ran from August to July.</p>
	<p>Unison asked why there was such a large deficit. IM said this was a technical deficit and related to the way the accounts were prepared following ONS. Once the technical ONS calculation was removed, the College would be running at breaking even. Running at this deficit meant the College would break even on the resource budget, which was the budget that the Government was most concerned about.</p>
	<p>Unison enquired about the College income. IM said this was fairly static; it was not increasing and the position was looking like a flat cash situation for this year. MC said the College was not bringing in the income that had been budgeted for eg International and in the current climate, it was getting really tough to bring any income in.</p>
	<p>Unison queried about other money eg the money from AST. MC said that AST had a reduced profit, which would mean less for the College Group as a whole. International was also not bringing in much income either. MC said there was no major source and not a lot of options for extra income, it was just bits and pieces.</p>
	<p>SH thanked IM for his update and IM then left the meeting.</p>
2.	Minutes of the last Meeting
	<p>The notes of the JNC for Support Staff meeting held on 26 October 2017, having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>

Item		ACTION
3.	<p>Review of Actions / Matters arising not included elsewhere on the Agenda</p> <p>Staff Conference Days SH indicated that, along with David Gourley and Linda Lamont, she was organising the conferences centrally and liaising with staff as required. The annual schedule had been kept and SH, moving forward, said she would be discussing these with SMT. This Conference Day had time for personal CPD and a physical activity incorporated, in line with feedback.</p> <p>HR Key Statistics – End of Year 2016-17: Breakdown of fixed term v permanent contracts for staff SH said that the data contained within Enclosure 2 was not representative of the staffing compliment. SH had investigated this and found that the problem lay with the definition of fixed term, temporary and permanent contracts. This would need to be corrected, but it was a very large exercise to re-categorise everyone as it would mean going through every file individually. This would be one of the priorities for Sarah, a new member of the HR staff.</p> <p>Unison said that the statistic they had wanted information on was how many support staff were not on permanent contracts.</p> <p>It was agreed that this item be carried forward to a future date, when the re-categorising exercise had been completed.</p>	
5.	<p>National Bargaining update</p> <p>SH said she had received an email from John Gribbon just that morning. The email discussed the Support Table submission regarding pay protection moving forward and there was a discussion about this request, but nothing was agreed.</p> <p>SH said this was the only update the College had received and asked Unison if they had received anything. Unison said they were aware of the request for pay increments and an additional 4 days leave, otherwise they had no further updates.</p>	
6.	<p>Policies and Procedures:</p> <p>Draft Redundancy Procedure SH reminded members that this procedure had been discussed at the last meeting. However, at that meeting there was a request from Unison, and EIS, to be clearer on 'pools' and the policy now been updated to reflect that.</p> <p>Unison asked how many people the College would be making redundant and how soon this would be taking place. MC said that this was not the purpose of this procedure, just that the College needed to have a procedure in place.</p>	

Item		ACTION
	<p>Unison queried if the College had requested any money for voluntary severance. SH said no, as the College wasn't making any staff redundant at this time.</p> <p>MC pointed out that when fixed term contracts came to an end, this was essentially a redundancy and so the College also needed a way of managing the end of this type of contract, which would be covered by this new procedure.</p> <p>SH said the rationale for the procedure was twofold: making sure that the College had a way of managing the process of ending fixed term contracts and those permanent roles paid for by fixed funding, plus it would be a reference point for any staff who may have questions on how a redundancy process will be managed at the College.</p> <p>Unison queried point 4.1 on page 2, Collective Consultation, where it notes that the "... Proposal will be placed on the agenda of the next Staff Consultation Forum meeting" and wondered why this was SCF and not the JNC. SH said that the reason for this was that according to the remit of the SCF, this was where this procedure would be agreed. The SCF remit does say that policy and procedure would be discussed at SCF.</p> <p>Unison referred to the redeployment pool and queried if there would be an internal redeployment pool. SH said that if we were in that scenario, then the College would require to look for suitable employment for everyone, but this could only be done for roles that the College had available as a vacancy.</p> <p>Unison referred to point 5, where an expression of interest in a post "..... should be accompanied by a CV", and pointed out that not all staff would have a CV and may require some support to produce one. Unison asked if this support could be included in the procedure and reminded SH that unison could help with this. SH agreed to add this to the procedure.</p> <p>Action: SH to add in at point 5, "Redeployment and Retraining", that the College would provide assistance to any member of staff needing to produce a CV for the purposes or redeployment.</p> <p>Unison also queried whether or not the College would keep staff on a supernumerary basis. MC said no, this wouldn't be possible. Unison queried the notice period for staff. SH said it would vary from person to person, based on statutory entitlement. Unison clarified that when staff were then looking at other employment, they would only have a minimum of 4 weeks and up to 12 weeks for this; after that, staff would be redundant. MC confirmed this was correct.</p> <p>Unison queried point 8.3, re ""Enhanced Payment" that there didn't seem to be a formula noted. SH said that if a formula was added to the procedure, then the College would be welded to that formula, no</p>	SH

Item	ACTION
<p>matter what the College financial situation was. MC said that by not including a formula this would give the College flexibility in dealing with individuals. Unison queried whether the College would offer enhanced voluntary severance. MC said that if this was offered it would be a scheme and a one-off instance at that particular time. If it involved a group of people, then everyone would be offered the same package and no personal offers would be made.</p> <p>Draft Organisational Change Process SH reminded members that this process had previously been discussed.</p> <p>Unison queried where Job Evaluation would sit within this. MC said this was just a process that was conducted. Unison queried whether or not Job Evaluation needed to be built in SH said that it wouldn't need to be, as not every job description would require to be changed in these circumstances..</p> <p>Unison asked when this process would become live and SH said it would be discussed at the SCF meeting next week and, if agreed, would become live after that..</p> <p>Whistleblowing (Public Interest Disclosure) Policy and Procedure SH said that this had been reviewed and updated as it originally only covered staff, it had not included students or externals.</p> <p>SH indicated that this document would be discussed at the SCF meeting next week, then would go to the Board Meeting on 21st March for ratification.</p> <p>The Staff Disciplinary Procedure SH said she was not specifically looking to agree this procedure at this meeting, but was looking for agreement in principle.</p> <p>Currently, many of the College's policies immediately escalated up to the Principal. SH said she was looking to lower the level of escalation, so that it would leave the Principal free to deal with appeals etc. At the moment, CMT were not always involved in the process. Unison queried if the SDDs and Heads of Service were appropriately trained to carry out this function. SH said she would ensure that all staff carrying out this function were appropriately trained and, to that end, she was already working with Thorntons to provide some Management and Leadership training. SH also added that in future, the investigating manager would also have HR support for the entire process, which has not been the case previously. SH added that with this support and contact with the employment lawyers, would allow any investigations to be handled appropriately meantime. Currently, there was a pool of trained staff, but there was a need to have more, in particular, all of CMT should be trained.</p>	

Item		ACTION
	<p>Unison referred to point 5, the “Right to be accompanied”, whereby the wording “... or other trade union organisation” was being removed. Unison said they were aware that there were members of staff represented by other trade unions and the removal of this sentence would mean they wouldn’t be able to call upon their own union. SH said that the College didn’t recognise any other trade unions</p> <p>Unison said that some staff were members of GMB or Unite, both unions which were recognised by National Bargaining, and queried if the College would accept these unions. SH said no, if staff weren’t members of the College’s recognised unions, then they would have to be accompanied by a colleague. Unison expressed concern that this might cause a problem in terms of a potential tribunal, if staff were not allowed to be represented by their TU. MC referred to the ACAS guidelines, which indicated an organisation could allow TU reps from recognised unions. MC said she was confident that, if it came to a tribunal, the College would have acted correctly as it had clear procedures regarding this.</p> <p>SH pointed out that when joining the College staff would be aware of the recognised TUs and they would have had the option to move to one of the College recognised unions.</p> <p>Unison queried why this procedure was being re-drafted as “Disciplinary” was part of national negotiation and would be covered by this. MC said that all that would ultimately be agreed at National Bargaining would be the statutory entitlements. It would be difficult to do anything more, given that Colleges all had different procedures.</p> <p>SH said that the College needed a functional procedure that could be agreed now, as national negotiation could take some time.</p> <p>Unison agreed with the procedure in principle.</p>	
7.	<p>Overseas Allowance Proposal</p> <p>SH advised that there was an Overseas Allowance Proposal that was being used but, while EIS had agreed the proposal, SH had noted that it hadn’t been agreed by Unison. The minutes of the SMT meeting, where this was agreed by SMT, had only just been found and so SH proposed that this matter was discussed at an extraordinary JNC meeting, rather than wait for the next JNC.</p> <p>Unison queried if this would also include cover for AST. SH said that, currently, AST had their own policies and procedures, but the intention was for them to move over to the College’s policies. However, this had to be ratified at the AST JNC first.</p> <p>Action: SH to organise and Extraordinary JNC meeting for Support Staff, specifically to discuss the Overseas Allowance Proposal.</p>	SH

Item		ACTION
8.	<p>Disclosure Scotland</p> <p>SH referred to the Disclosure Scotland checks and advised that there was a problem with the College's current practice. The College currently PVGed everyone and this was not compliant with legislation. SH indicated that there was, therefore, a need to move to a position, and procedure, where PVGs were only done for relevant staff and Disclosure-checking for others. SH also said that if there had been an urgency for a member of staff to start and their PVG hadn't been returned in time, the College had been conducting its own personal check, by asking the new member of staff to sign a bit of paper to say they had no convictions. This was not compliant with legislation either. In future, if the College wanted someone to deliver teaching before their PVG was returned, then that member of staff would not be allowed to be left alone in the classroom with the students.</p> <p>SH said everyone would be Disclosure-checked, but not all would be PVG-checked. If something came back from a check, then it would be risk-assessed.</p> <p>SH said she had already had a meeting with Disclosure Scotland to review the College's processes and it had been agreed that the College would put its policies/procedures in place first, before further review.</p> <p>SH also noted that the College needed to be diligent about informing Disclosure Scotland when a member of staff or student had left the College.</p>	
9.	<p>HR Structure Review</p> <p>SH advised that she had now appointed to all the new roles and the new structure would be launched on 5th March.</p> <p>Staff would be informed of which HR staff were aligned with which areas and SH said she would make sure Unison met with the new staff as soon as possible.</p> <p>SH said that there was only one outstanding issue with regard to the new roles, where there was an appeal on one job role. SH had been waiting on the previous evaluators going through refresher training, for this role to be re-evaluated. However, it was likely that this role would be downgraded. Unison asked if the member of staff would be offered pay protection should the role be downgraded and SH said they would.</p>	
10.	<p>Nursery Review</p> <p>SH said that she and JE had met to discuss this review. Following on from that, an email would be issued tomorrow regarding an</p>	

Item		ACTION
	<p>implementation group for moving the Nursery review forward, so there was a smooth transition.</p>	
	<p>JE said she had received a query from staff regarding holiday dates and she said she had advised staff that they wouldn't lose out in the transition to the new format.</p>	
11.	<p>Student Services One Stop Shop</p>	
	<p>SH advised that Richard Ogston was looking at a 'One Stop Shop' for Student Services and had already visited 2 colleges to see their set-up. RO had scheduled a further visit, to a third college. The driver for this has been for this team to be more efficient and more effective.</p>	
	<p>SH advised that this was still at the exploration stage and when RO had finished his visits, he would then present his proposal to SMT for consideration. Thereafter, consultations with staff would commence.</p>	
12.	<p>Contract Review</p>	
	<p>SH indicated that HR were planning to review the contracts of staff.</p>	
	<p>SH said that, over the past months, the HR team had noticed that there were a variety of staff contracts in place and that many were unnecessarily complicated. In addition there was mixed practice within the various contracts eg 5 different ways of paying holidays.</p>	
	<p>SH will establish a contract review group which will include: Jen Thompson-Young to represent the academic staff, Rhona Munro to represent the support staff and SH would also like union representation on this group. SH said she was looking streamline and make contracts more straight forward. Currently some of the contracts were not legally compliant.</p>	
	<p>SH also noted that the Terms and Conditions were out of date. However, this would likely be a big job to review and SH's intention would be to update the sections that were not legally correct now and then send these new versions to the unions for comment.</p>	
13.	<p>Health & Safety Officer Replacement</p>	
	<p>Unison queried the timing of the HSO replacement. SH said that the competent person in the College at the moment was Gilbert Valentine, who was fully qualified. The grade for the HSO role had now been confirmed and the wording of the job description had been changed to make it clear that this was an 'advising' role. As a result the post would no longer be full time – it would be a 0.8FTE. The role title had also been changed to 'Health and Safety Adviser' which</p>	

Item		ACTION
	reflected these changes. SH advised that the post would be advertised shortly.	
14.	<p>Equality & Diversity Adviser Replacement</p> <p>SH said this was much the same as the HSO. The role had been evaluated and it was confirmed that it would come down 2 grades. SH explained the role had remained the same, but had previously been graded as an academic role. SH said that it would be advertised externally, for a permanent role with 0.4 secondment to UHI.</p>	
15.	<p>UHI Merger</p> <p>While Unison had raised this item on the agenda, it was noted that this had been covered at the recent Staff Conference Day.</p>	
16.	<p>Remitted time for support staff for personal development THIS ITEM IS CLOSED</p> <p>Unison referred to personal development for staff and time for study. It was noted that Lecturers received remitted time for study, but Support Staff didn't get this opportunity. Individual line managers worked with their own local operating procedures and this meant that time for study could be a bit "hit and miss" and a lot less structured. Unison queried whether some uniform guidance could be issued to managers for support staff, on whether or not time would be available during working hours, or whether study would have to be done in their own personal time. Unison requested it be made clear what support is offered for study the next time staff were offered CPD.</p> <p>SH said that it was the intention to change the way CPD was offered to staff for the next academic year. Due to budget constraints, there was less money to spend and as such formal qualifications would be driven by the business impact, , and as such, there will need to be some assessment of business need and how the CPD would fit with the department's requirements etc. Any request for formal qualifications will go through a committee and the member of staff will need to present a business case for receiving the CPD. The committee will then make a decision on whether or not they approve the request.</p> <p>Unison pointed out that there was not a lot of CPD aimed at support staff on lower pay grades.</p> <p>MC said there was a big question about what the College funds and how it is funded. MC said CPD was not just an organisational benefit, but it was also a personal benefit.</p> <p>SH said that the only way to maintain training levels was to move to this new process.</p>	

Item		ACTION
	Unison asked if there would be better guidance study time for support staff under the new format. SH said it would be likely that study leave would be given around dissertation/exam time only.	
17.	<p>AOCB</p> <p>Shared Parental Leave Policy: SH said that the College doesn't have a Shared Parental Leave Policy and that a member of staff had just submitted a request today for this. SH said she was looking for agreement to put a policy in place quickly and she would base this on the ACAS guidelines, so the College can support this member of staff. Unison agreed that SH should go ahead on that basis.</p>	
18.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • 8th March 2018 • 14th June 2018 <p>All meetings take place on Thursdays, 1.30-3.00pm, in room 019.</p>	

DRAFT

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 18 January 2018
3.00pm, Rm 017, 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: Ilan Martin, Head of Finance for Item 4 only

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
5.	Policies and Procedures		
	Draft Organisational Change Process SH to amend point 4, Collective Consultation Process, to show that consultation is at both JNC and SCF committees.	Susan Hunter	08/03/18
	Whistleblowing (Public Interest Disclosure) Policy and Procedure SH to review the policies and procedures link so that it points to the external website.	Susan Hunter	08/03/18
	The Staff Disciplinary Procedure SH to check the point regarding conflict and how long this would remain on a person's file.	Susan Hunter	08/03/18
9.	Pension Issues SH to speak with Payroll regarding the unresolved issue relating to the pension of the retired member of staff.	Susan Hunter	Urgent

12.	Remitted Time for Completing the Assessor Award DG to provide SH with a set of requirements, in terms of resource and time, for staff to be given remission to complete the Assessor Award.	Declan Gaughan	08/03/18
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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 Ian Martin was in attendance to give the Financial Update, which would be taken first on the Agenda.</p> <p>There were no apologies.</p>	
4.	<p>Financial Update</p> <p>IM distributed a copy of the accounts to December 2017. He advised that they showed a £447K deficit. However, IM said that Finance were aware of what was making up the deficit and steps were being taken to address that. The deficit was a technical deficit only. All things being equal, IM predicted that the College would land on budget at the end of year. However, IM said that between now and the end of the financial year, any issues would still need to be addressed promptly.</p> <p>2. Minutes of the Last Meeting</p> <p>The notes of the JNC for Lecturers meeting held on 26 October 2017 were circulated prior to the meeting and were approved as an accurate reflection of the discussions that had taken place.</p> <p>3. Matters Arising not included elsewhere on the Agenda / Review of Actions</p> <p>Leavers/Starters List: SH advised that the first list to EIS would be circulated at the end of January.</p> <p>Breakdown of Contracts: SH advised that the figures shown in Enclosure 2 had been extracted straight from the HR system. However, it had been noted that there had been a misunderstanding by staff as to the difference between temporary and fixed term contracts and this had affected the figures. This error will need to be addressed and SH said this would be added to the HR list of work.</p>	

Item		ACTION
4.	<p>National Bargaining update</p> <p>EIS advised that a number of hourly paid staff had not received back pay because they were classed as leavers. EIS had raised this Nationally and also with HR at Perth and received assurance that this would be resolved. However, some hourly paid staff appeared to have been paid the back pay, but others not.</p> <p>SH said she had investigated the individuals concerned and most were queries re placement on the spine point and had been resolved. SH added there was one outstanding, who had not been in post on 31 July 2017, and SH said she had been required to check with Colleges Scotland about, as there were clear instructions on the technical implementation note, which conflicted with the payment for this individual. SH said that other colleges had paid in this situation and SH had now arranged for the same.</p> <p>EIS said they had received some emails from hourly paid staff who said they had not been paid. SH said if that was the case, then they should be in touch with either herself or Leanne Patrick.</p>	
5.	<p>Policies and Procedures</p> <p>Draft Redundancy Procedure Further to the previous meeting, where changes were requested by EIS and Unison, SH confirmed that these had now been done.</p> <p>EIS queried if pay protection came under the remit of National Bargaining (NB). MC said yes, it was part of NB. SH said that the latest email from the Employers Association indicated that protection was for 4 years. SH said that it was 2 years for permanisation of fixed term contracts.</p> <p>EIS confirmed their approval of this procedure.</p> <p>Draft Organisational Change Process SH said the changes had been made per the feedback from Unison. EIS queried if this document was a procedure or a process, as there was conflicting use of the wording. SH confirmed the document was a procedure. EIS referred to point 4, 'Collective Consultation Process', where it refers to JNCs in some parts and the SCF in others and queried if this was correct. SH said that it should really be both, for all parts, and she will update the document to reflect that.</p> <p>Subject to this amendment, EIS confirmed their approval of this procedure.</p> <p>Action: SH to amend point 4, Collective Consultation Process, to show that consultation is at both JNC and SCF committees.</p>	SH

Item		ACTION
	<p>Whistleblowing (Public Interest Disclosure) Policy and Procedure SH advised this document had been updated.</p> <p>EIS said they had no feedback from members and so were happy with the document.</p> <p>SH advised that this procedure was due to go to the Audit Committee in March.</p> <p>EIS indicated that the link to policies and procedures in PerthNet doesn't work. SH advised that all the College's policies and procedures were on the external website, rather than PerthNet. SH said she would amend the link so that it went to the external website.</p> <p>EIS confirmed their approval of this procedure.</p> <p>Action: SH to amend the policies and procedures link in the document so that it pointed to the external website.</p> <p>The Staff Disciplinary Procedure SH advised that AST would be moving across to the College's policies and procedures.</p> <p>SH also noted that some of the processes escalate to the Principal and Board too quickly and so she was intending to bring this down a level. This was one of the reasons why the HR function was being bolstered in order to resource this.</p> <p>SH said that she would bring the Investigation, Grievance and Disciplinary procedures to the JNCs as a batch, but wanted to get EIS views on this procedure now.</p> <p>EIS referred to point 5, 'Right to be Accompanied', and said that the reasons for the right to be accompanied were dependent on circumstances and this wasn't clear. SH said she would amend this section to ensure that it was clearer about the reasons. MC said it was where there was any conflict.</p> <p>EIS referred to the point regarding conflict and queried if this would stay on a person's personnel file forever? SH said she would have a look at this, but it would depend on the issue.</p> <p>Action: SH to check the point regarding conflict and how long this would remain on a person's file.</p>	<p>SH</p> <p>SH</p>
<p>6.</p>	<p>Disclosure Scotland</p> <p>SH referred to the Disclosure Scotland checks and advised that there were essentially two problems with regard to the College's current practice. The College was PVG-ing everyone and this was</p>	

Item		ACTION
7.	<p>not compliant with legislation. SH indicated that there was, therefore, a need to move to a position, and procedure, where PVGs were only done for relevant staff and Disclosure-checking for others. SH advised that the College was not conducting the monitoring which was required of PVGs.</p> <p>SH advised that Disclosure Scotland would be in College to provide staff training and, thereafter, the College would be fully legally compliant.</p> <p>SH said that the College had been conducting its own personal check, if a PVG hadn't been returned in time. This was not compliant with legislation either. If PVGs were taking a longer time to return to the College then this tended to be because the person was a bigger risk and more checks, therefore, tended to need to be required. In future, if the College wanted someone to deliver teaching before their PVG was returned, then they wouldn't be allowed to be left alone in the classroom with the students.</p> <p>SH also advised that the College had agreed to be a pilot organisation for Disclosure Scotland's trial of its online forms.</p> <p>EIS queried if staff needed to be regularly checked. SH said that if staff were PVG registered then the police, or Disclosure Scotland, would be in touch with the College if there were any concerns.</p> <p>HR Structure Update</p> <p>SH said that she had interviewed last week for two Business Partners and an Adviser. Interviewees had been offered the posts and SH had received 3 verbal acceptances and 2 written. SH said there would be a variety of start dates from mid-January to mid-February. All the new appointees were well qualified and used to working with unions.</p> <p>SH also advised that Kathleen Connor, the Equality and Diversity Adviser, would be returning to her substantive post in the Library. SH said she would now review the post and would be looking to have this made up to a full time position, shared with UHI.</p> <p>SH indicated that the Health and Safety Officer role was almost ready to be advertised. Further to a review of this role by HR and Estates, it had been deemed that there will only be a requirement for a 0.8 FTE post.</p> <p>SH said that once the whole HR team were in place, she planned to have an HR open day. SH also intended to have some clinics up and running soon and in different areas of campus.</p>	

Item		ACTION
8.	<p>Contract Review</p> <p>SH said she planned to establish a contract review group, as she thought the process could be made more straight forward.</p> <p>CMT had been asked for representatives to be on the review group and SH said she would also like union and HR reps to be involved.</p> <p>SH said she was planning to have more straight forward contracts, as the contracts were not legally compliant at the moment. They needed updating to reflect current practice, but this would be tied into National Bargaining in due course.</p>	
9.	<p>Pension Issues</p> <p>EIS advised that the matter of a member of staff, now retired, who had 2 years of problems with her pension contributions, was still ongoing and had not yet been resolved. EIS advised that this retired member of staff was still not in receipt of her pension because of this unresolved matter.</p> <p>SH said she would need to speak to Payroll and look to see what the issue is and move it forward quickly.</p> <p>Action: SH to speak with Payroll regarding the unresolved issue relating to the pension of the retired member of staff.</p>	SH
10.	<p>UHI Proposal re integration and efficiency – update</p> <p>EIS queried if there was any further update on this matter after the email sent by the Principal on 20 December 2017.</p> <p>MC said there had been another meeting last week, but there had been no further communication from this. MC said she didn't know what the next steps would be, but that she had tried to clarify the College's position.</p> <p>EIS said that branch officials from every UHI Academic Partner had met last week and a regional committee had been formed. The committee would be requesting that UHI recognise unions, from a teaching perspective. EIS were concerned that if there was a merger, unions would be de-recognised. MC said that Perth would continue to recognise the unions, regardless of what happens within UHI.</p>	
11.	<p>Perth College – restructuring update</p> <p>EIS asked if there was any further update on the senior management positions.</p> <p>MC said that the College had brought in Dixon Walter, recruitment</p>	

Item		ACTION
	<p>specialists based in Edinburgh, to conduct the application process, which would be finished tomorrow (19 January). The consultants were getting a sense of the candidates who will be taken forward for the short leeting. MC said candidates would be interviewed by a panel, there would again be a staff/student panel, and staff will be invited to put their name forward, and then candidates would be given a tour of the campus. EIS queried when the proposed start date for the two posts would be and MC said it would depend on their previous posts and any notice they would be required to give.</p>	
<p>12.</p>	<p>Remitted Time for Completing the Assessor Award</p> <p>EIS advised that it currently took a semester to complete this Award and some members of staff had now requested remitted time for this. This award was compulsory for assessing SVQ. SH asked how much studying was involved in completing the Award and EIS advised that it was approximately 1 hour per week, but that staff had to build a portfolio and observations were also required.</p> <p>SH asked EIS if they could pull together the requirements, in terms of resource and time, and submit this to her for her to then conduct a review. SH said she would also speak with David Gourley to get an academic perspective.</p> <p>Action: DG to provide SH with a set of requirements, in terms of resource and time, for staff to be given remission to complete the Assessor Award.</p>	<p>DG</p>
<p>13.</p>	<p>Facilities Time for EIS FELA Reps</p> <p>EIS advised that the facilities time for EIS FELA reps had not been reviewed for a number of years and they requested that consideration be given to this.</p> <p>EIS indicated that currently SOH received 3 hours per week and DG 2 hours per week for union duties. SOH said that, at the moment, she was averaging 30-40 hours over that.</p> <p>MC queried how many EIS staff members there were. SOH said there were approximately 138 staff members.</p> <p>SH queried what was taking up reps time. SOH said a lot of time was spent dealing with members queries. However, SOH was also on the EIS National Executive. SOH's workload had also increased with the advent of National Bargaining. This week already, for example, SOH had completed 13-14 hours of union duties.</p> <p>MC said she would prefer staff to go to HR, rather than union reps, over HR related queries. SOH said that it would be good if that could happen. SH asked if there had been any attempt to bolster union reps and SOH said EIS had their AGM next week and this was</p>	

Item		ACTION
14.	<p>high on the agenda.</p> <p>AOCB</p> <p>Promoted Lecturer Posts: SH said she had now heard back from Colleges Scotland in terms of the promoted lecturers posts. They have advised that the College needs to provide an internal document that can be used as the basis of a discussion. SH said that she and David Gourley would draft something, taken from the minutes of the last meeting, and use that as the basis for the document. This would then be circulated to EIS reps for discussion. EIS said they had spoken with SMs regarding the areas where agreement was not reached and SMs were working on that. SH said she would send EIS reps the document prior to arranging a meeting to discuss.</p> <p>EIS queried what the timescales were for the referral process. SH said that Colleges Scotland aimed to schedule a hearing 20 days after submission, but since they were still to appoint an independent chair, SH thought this would likely take longer than 20 days.</p> <p>15. Date and time of next meeting:</p> <ul style="list-style-type: none"> • 8th March 2018 • 14th June 2018 <p>All meetings take place on Thursdays, 3.00-4.30pm, in room 019.</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