

## Finance and General Purposes Committee

### Agenda

**Meeting reference:** F&GP2018-19/01

**Date:** Tuesday 25 September 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.

	<b>Agenda Items</b>	<b>Author</b>	<b>Led by</b>	<b>Paper</b>
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance and General Purposes Committee held on 30 May 2018		Chair	Paper 1
5	Actions arising from previous minutes			
6	Accounts			
*6.1	Perth College Management Accounts – 12 months to 31 July 2018	Chief Operating Officer	Chief Operating Officer	Paper 2
*6.2	AST Management Accounts – 12 months to 31 July 2018	AST Board Secretary	Chief Operating Officer	Paper 3 <b>CLOSED</b>
7	Budgets			
*7.1	2018/19 Budget Proposals	Chief Operating Officer	Chief Operating Officer	Paper 4
*7.2	Financial Forecast Return 2018/19 - 2022/23	Chief Operating Officer	Chief Operating Officer	Paper 5 <b>CLOSED</b>

*8	Relocation of Pathways	Interim Depute Principal – Academic	Interim Depute Principal – Academic	Paper 6 <b>CLOSED</b>
9	Estates			
*9.1	Estates Update	Chief Operating Officer	Chief Operating Officer	Verbal
10	Human Resources			
*10.1	Perth College UHI Staff Management – Key Statistics	Head of HR and OD	Principal	Paper 7 <b>CLOSED</b>
11	Policies			
*11.1	Fee Waiver Policy	Secretary	Principal	Paper 8
*11.2	Student Support Funds Policy	Secretary	Principal	Paper 9
12	Standing Committees			
12.1	<p>Joint Negotiating Committee</p> <ul style="list-style-type: none"> <li>- Support Staff – 11 September 2018</li> <li>- Lecturers – 18 June 2018</li> <li>• Staff Consultation Forum – 27 June 2018</li> </ul>			<p>Paper 10</p> <p>Paper 11</p> <p>Paper 12</p>
13	<p>Date and Time of next meeting</p> <ul style="list-style-type: none"> <li>- 28 November 2018</li> <li>-</li> </ul> <p>(Joint meeting with Audit Committee)</p>			
14	Review of Meeting (to include check against Terms of Reference to ensure all competent business has been covered)			Paper 13

# Finance and General Purposes Committee

## Draft Minutes

**Meeting reference:** FGP2017-18/04  
**Date and time:** Wednesday 30 May 2018 at 5.30pm  
**Location:** Room 019

**Members present:** Jim Crooks, Harold Gillespie, Deborah Hutchison, David Littlejohn

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

**Apologies:** Grant Myles, Margaret Cook

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
<b>Addition to agenda</b>	HR Procedure documents to be included in the agenda for the Board of Management and papers to be provided by Head of HR and OD	Board Secretary/Head of HR and OD	By 5 June 2018

## Minutes:

### Item

#### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were noted.

#### 2. Additions to the Agenda

There was one addition to the agenda notified by the COO. An update on the development of two College procedures – Redundancy and Organisational Change Procedures – would be added to the end of the agenda.

#### 3. Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest.

### Action

#### **4. Minutes of Meeting held on Wednesday 7 March 2018**

The minutes were approved as a correct record.

#### **5. Matters Arising from Previous Minutes**

##### **\*8.1 Balanced Scorecard**

Review Balanced Scorecard indicators and format for presentation

Action update: A new Planning and Project Manager was now in post and would be reviewing the College's Balanced Scorecard indicators. This would come back to the Committee and the Board in due course.

##### **\*9.1 Estates Update**

Extend the contract for SYHA's summer lease of the College's residences.

This was in process. Two possible contracts had been provided to SYHA – to the start and end of summer 2019 period.

#### **6 Accounts**

##### **\*6.1 Perth College Management Accounts – 9 months to 30 April 2018**

The Committee noted the paper and the key considerations in the management accounts at the end of the third quarter. The COO confirmed that Finance staff were working with budget holders to bring budgets back on track by the end of the financial year.

The Committee discussed the impact of the reduction in international income and the possible reasons for that. The Vice Principal (External) was now in post and would be taking forward the international agenda and exploring opportunities for rebuilding markets in India and China as well as new opportunities in other countries such as Indonesia.

The Committee also discussed the budget for the Academy for Sport and Wellbeing and the key objective for its management team to break even taking account of cost savings. The Committee was reassured that all was being done to grow income through membership, greater use of the climbing wall and new activities such as fencing classes.

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

Closed

##### **\*6.3 AST Management Accounts – 9 months to 30 April 2018**

Closed

## **7 Indicative Budget Outturn for 2018-19**

The COO introduced the paper and the Committee approved the approach the College was taking to formulate the 2018-19 indicative budget and the reporting of the agreed technical deficit position.

The Committee noted that the FE funding allocation was not yet known and concern was expressed about the Regional Strategic Body's delay in informing partner colleges of their budget allocations. The Committee noted that it would receive the detail on indicative budgets at its first meeting next academic year.

## **8 Estates**

### **\*8.1 Estates Update**

The COO indicated that a sum of £7M for Estates had been made available to the sector, of which the College had been allocated £430k. A summer estates works programme would soon commence and include the fit out of a training kitchen for delivery of the BA Food, Nutrition and Textiles and the creation of a One Stop Shop in reception. A number of backlog maintenance priorities had also been identified.

The Principal and COO have requested further information on the residence proposals from UHI before detailed options could be presented to F&GPC.

## **9 Human Resources**

### **\*9.1 Human Resources Update - Closed**

## **10 Standing Committees**

### **10.1 Joint Negotiating Committee**

**Support Staff – 26 April 2018**

**Lecturers – 26 April 2018**

Noted

### **Addition to the agenda notified by the COO**

The COO informed the Committee of two procedure documents (below) that related to staffing and HR matters that were in draft.

- Organisational Change Procedure; and
- Redundancy Procedure.

The College had no up to date policies in relation to these aspects of College business and the Committee agreed there was some urgency to finalise these to support ongoing change management processes. These procedures had been considered and approved by the College Management Team, the Unions and discussed at the JNC meetings. These would normally been taken to F&GPC for approval but the timescales had not allowed this to happen and, consequently, these were being taken directly to the Board for approval at its meeting on 13 June 2018.

Head of  
HR and  
OD/  
Board  
Secretary

**11 Date of Next meeting**

Wednesday 26 September 2018 at 5.30pm.

**12 Review of Meeting**

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

Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

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

**Status of Minutes – Open  with removal of closed items**

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 Draft Management Accounts - 12 months to 31 July 2018

**Author:** Head of Finance

**Date of paper:** 18 September 2018

**Date of meeting:** 25 September 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 Draft Management Accounts - 12 months to 31 July 2018 for discussion.

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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 Year Ended 31 July 2018**

#### **COMMENTARY**

##### **Introduction**

This is the final set of accounts released for the financial year 2017/18 and covers the 12 months to 31<sup>st</sup> July 2018.

#### **INCOME**

##### **FE/HE Recurrent Grants**

- Final HE Main grant is up against budget by £131K.
- Adjustments have been made to accurately reflect both income and Expenditure in relation to Shared Services.
- MicroRAM monies included in these accounts are £105K payable, this is against an original budget of £350K.
- £583K of Estates Grants has been included in Income and Expenditure for the period, to cover related expenditure. This includes both FE & HE.

##### **Tuition Fees**

- Tuition fees have performed well across most areas, some Foundation Apprenticeship income has been released in 17-18 to coincide with expenditure. The Foundation Apprenticeship income will continue to be released as the costs are incurred.

##### **International Tuition Fees**

- There is shortfall of International Income – Non China income being reported £172K below budget 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 year is shown as £1,299K. This is £233K below the income budget for the year. Overall contribution of £357 is £183K below the budgeted contribution.

International student fee income is included within the curriculum commercial activity figures. International fee income for the year is £533K against a budget of £766K. This can be viewed in more detail on page(5a.) included within these accounts.

Language School commercial income of £133K compares to a budget of £108K for the year. Actual expenditure of £34K is reporting on slightly above the 12 month budget due to cost associated with increased income. All teaching delivery costs have been charged through the funded cost centre (ALS01) and no transfer of such teaching costs has been made from the funded costs centre to the commercial cost centre (FLS01).

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

## **Research Centres**

Centre for Mountain Studies income shows £171K, which is lower than budgeted figure of £306K. Expenditure at £311K is higher than budget at £297K giving an overall contribution of (£141K).

Some Research Project income received in 17-18 has been deferred, on the basis that income matched against expenditure, with the intention of full release on completion.

## **Expenditure**

### **Staff Costs**

Overall staff costs of £15,700K compared to budgeted figure of £15,443.  
Predominately due to unbudgeted non recurring Staff Costs.

### **Non Staffing Costs**

Showing a total overspend of £559K against budget for the 12 months,

- Teaching Departments – unbudgeted Academic Equipment
- Administration & Central Services - unbudgeted organisational costs
- Premises, additional maintenance works carried out for One Stop Shop and Rm 324 Home Economics.

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

### **International Activity**

This page has been included to allow us to monitor the full costs of the International Activity, split between “China” and “Other International”.

### **ASW**

There is an overall shortfall of £196K on income for the 12 months July 2018.  
Actual Income is reported at £320K, compared to budgeted figure of £516K.

## **College Surplus/Deficit**

The College has recorded a (£577K) deficit for the year which compares to a (£359K) budgeted deficit. £215K from AST draft accounts will be donated to the College resulting in the Group recording a deficit of (£362K).

## **AST**

Figures included for AST draft accounts are shown at £215K profit. This will be donated to the College, after which, AST will show a position of breakeven. Management Accounts to the end of July 2018.

## **Final Comments**

The actual Group Operating Position at 31<sup>st</sup> July 2018 is an overall deficit of £362K against a budgeted deficit of £359K.

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

Lynne Stewart  
Management Accountant

19<sup>th</sup> September 2018

<b>AUGUST 2017 - JULY 2018</b>			
<b>Management Accounts</b>			
<b>PERTH COLLEGE GROUP</b>			
<b>FINANCIAL STATEMENT</b>			
Actual 12 MONTHS to 31-07-2017	12 MONTHS to 31st July 2018	Actual 12 MONTHS to 31-07-2018 £000's	Budget 12 MONTHS to 31-07-2018 £000's
<b>INCOME</b>			
14,058	Funding Council Grants excluding Research based	14,314	13,740
3,937	Tuition Fees & Education Contracts	3,863	3,635
1,056	Catering & Residences	1,081	902
10	European Income	0	0
160	UHI Non Recurrent Income	167	165
1,731	Other Income Generating Activities	1,431	1,640
230	Research Centre Activity Income & Grant Funding	171	306
197	Release of Deferred Capital Grant	197	197
0	ASW & Climbing Centre Income	320	383
1,025	Other Income	777	754
22,404	<b>INCOME SUB TOTAL</b>	22,321	21,723
2,254	Bursary/ Hardship Grant (Excluding Childcare)	2,430	2,526
24,659	<b>TOTAL INCOME</b>	24,750	24,249
<b>EXPENDITURE</b>			
<b>Staff Costs</b>			
9,793	Teaching Departments	10,333	10,302
1,431	Teaching Support Services	1,440	1,484
1,997	Administration & Central Services	1,934	1,705
0	Restructuring costs	0	0
949	Premises	804	787
0	ASW & Climbing Centre	330	346
548	Other Income Generating Activities	583	573
220	Research Centres	276	246
14,938	<b>TOTAL STAFF COSTS</b>	15,700	15,443
<b>Non Staff Costs</b>			
770	Teaching Departments	689	641
597	Teaching Support Services	467	478
1,291	Administration & Central Services	1,469	1,357
1,727	Premises	1,369	1,200
0	ASW & Climbing Centre	242	223
1,003	Catering & Residences	1,068	837
551	Other Income Generating Activities	393	450
21	Research Centres	35	51
458	Other Expenses - Childcare	489	425
0	Student Support Funds Overspend (incl. Childcare)	0	0
39	Interest Payable	23	23
1,030	Depreciation	953	953
7,486	<b>NON STAFF COSTS SUB TOTAL</b>	7,197	6,638
0	LESS: Reduction in Early Retirement Pension Provision	0	0
7,486	<b>TOTAL NON STAFF COSTS</b>	7,197	6,638
<b>EXPENDITURE SUB TOTAL</b>			
22,424		22,897	22,081
2,254	Bursary/ Hardship Payments (Excluding Childcare)	2,430	2,526
24,678	<b>TOTAL EXPENDITURE</b>	25,327	24,607
(20)	COLLEGE SURPLUS/(DEFICIT)	(577)	(358)
25	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.	215	0
5	<b>TOTAL GROUP SURPLUS/DEFICIT(-)</b>	(362)	(358)
279	REVALUATION DEPRECIATION ADD BACK	279	279
284	<b>Group Historical Cost Surplus/( Deficit) for the Period</b>	(83)	(79)
0	Less: Transfers to ALF	0	0
284	<b>Amount to be transferred to retained earnings</b>	(83)	(79)
<b>Amount transferred to ALF to date</b>			
		7,916	
<b>Amount received from ALF to date</b>			
		(7,850)	
<b>Balance retained within ALF</b>			
		66	

<b>PERTH COLLEGE</b>			
<b>BALANCE SHEET</b>			
as at 31st July 2018			
		<b>AS AT</b>	<b>AS AT</b>
		<b>31/07/2018</b>	<b>31/07/2017</b>
		<b>£000</b>	<b>£000</b>
<b>FIXED ASSETS</b>			
<b>TANGIBLE ASSETS</b>		32,469	33,421
<b>INVESTMENTS</b>		20	20
		<b>32,489</b>	<b>33,441</b>
<b>CURRENT ASSETS</b>			
<b>STOCKS</b>		15	14
<b>DEBTORS</b>		594	589
<b>CASH AT BANK AND IN HAND</b>		1,522	852
<b>AMOUNTS DUE FROM SUBSIDIARY COMPANY</b>		0	20
		<b>2,131</b>	<b>1,475</b>
<b>CREDITORS:AMOUNTS DUE WITHIN ONE YEAR</b>			
<b>BANK TERM LOAN</b>		200	400
<b>TRADE CREDITORS</b>		350	342
<b>OTHER TAXATION AND SOCIAL SECURITY</b>		302	313
<b>OTHER CREDITORS</b>		172	161
<b>ACCRUALS AND DEFERRED INCOME</b>		2,805	1,876
<b>DEFERRED INCOME - CAPITAL GRANT</b>		50	198
<b>UNSPENT STUDENT SUPPORT FUNDS</b>		200	262
<b>AMOUNTS DUE TO SUBSIDIARY COMPANY</b>		0	0
		<b>4,079</b>	<b>3,552</b>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<b>(1,948)</b>	<b>(2,077)</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>30,541</b>	<b>31,364</b>
<b>CREDITORS:AMOUNTS DUE AFTER MORE THAN ONE YEAR</b>			
<b>PROVISION FOR LIABILITIES AND CHARGES / DEFERRED GRANT</b>		5,413	5,462
<b>LOANS</b>		100	300
<b>NET ASSETS Excluding Pension Liability</b>		<b>25,028</b>	<b>25,602</b>
<b>Pension Liability</b>		<b>8,979</b>	<b>8,979</b>
<b>NET ASSETS Including Pension Liability</b>		<b>16,049</b>	<b>16,623</b>
<b>REPRESENTED BY:</b>			
<b>DEFERRED CAPITAL GRANTS</b>		0	0
<b>REVALUATION RESERVES</b>		14,026	14,305
<b>DESIGNATED RESERVES</b>		0	0
<b>INCOME &amp; EXPENDITURE ACCOUNT</b>		11,002	11,297
<b>PENSION RESERVE</b>		(8,979)	(8,979)
<b>TOTAL RESERVES</b>		<b>16,049</b>	<b>16,623</b>
<b>TOTAL</b>		<b>16,049</b>	<b>16,623</b>

PERTH COLLEGE					
GRANTS					
2016-17	ACTUAL V BUDGET		2017-2018	2017-2018	ACTUAL V BUDGET
12 MONTHS ACTUAL	to 31-07-2018	CODE	12 MONTHS ACTUAL	12 MONTH BUDGET	VARIANCE +/-
6,866,753	FE MAIN RECURRENT GRANT		£6,864,122	£6,811,402	52,720
0	FE LUPS	123	£208,877	£293,100	(84,223)
6,866,753					0
6,440,888	HE MAIN RECURRENT GRANT	108	£6,234,302	£6,103,329	130,973
-371,475	MICRORAM		-£105,334	-£350,000	244,666
457,599	CHILDCARE	524	£489,018	£425,000	64,018
49,182	ADDITIONAL ESOL GRANT FUNDING	148	£24,000	£20,000	4,000
3,054	ESIF DSW	125	£4,000	£0	4,000
0	UHI KNOWLEDGE TRANSFER		£20,000	£0	20,000
10,730	EMA ADMIN SUPPORT & OTHER SUNDRY GRANTS	121	£8,000	£8,000	0
0	ESTATES GRANT RELEASE - F.E.	386	£237,399	£237,399	0
175,594	ESTATES GRANT RELEASE - H.E.	385	£192,883	£192,150	733
19,484	ESTATES GRANT RELEASE - FE 16-17	380	£154,076	£0	154,076
120,263	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - F.E.	381	£0	£0	0
303,014	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - H.E.	382	£0	£0	0
14,075,086			£14,331,343	£13,740,380	468,390
16,942	LESS:UHI FUNDING SHOWN UNDER RESEARCH		£16,942	£0	16,942
14,058,144	PER ACCOUNTS		£14,314,401	£13,740,380	451,448
	UHI NON RECURRENT				
154,063	PL & Module Unit Payments (Excluding Research Centres)	U26 & U41	£162,246	£141,000	21,246
5,600	EXAM BOARD	U11	£4,600	£6,000	(1,400)
0	OTHER	U03/U23/U25 U04	£0	£0	0
159,663			£166,846	£147,000	19,846
14,217,807			£14,481,247	£13,887,380	471,294

PERTH COLLEGE				
ESTATES /CAPITAL GRANT RELEASE - 2017-18				
MAKE UP OF FIGURES				
	CODE	2017-18 ORIGINAL BUDGET	EXPENDITURE July 2018 ACCOUNTS	COVERED BY GRANT RELEASE
Planned Building Maintenance etc	B 201001 EPC15	£349,154	£139,178	£139,178
FURNITURE BIDS	B 201001 EPC15 617	£0	£12,739	£12,739
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	£15,553	£15,553
Fixed Wire Testing & Electrical Dist.	B 201001 EPC15 638	£0	£1,980	£1,980
Consultancy & Feasibility Studies	B 201001 EPC15 654	£0	£10,924	£10,924
Condition Survey Programme	B 201001 EPC15 655	£0	£0	£0
Fire Upgrade Works	B 201001 EPC15 656	£0	£15,220	£15,220
Security Improvements	B 201001 EPC15 657	£0	£222	£222
DDA Works	B 201001 EPC15 658	£0	£177	£177
Brahan One-Stop-Shop	B 201001 EPC15 689	£0	£124,412	£124,412
Home Economics RM 324	B 201001 EPC15 690	£0	£134,004	£134,004
Legionella Works	B 201001 EPC15 691	£0	£10,941	£10,941
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	£-2,662	£-2,662
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	£-9,100	£-9,100
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	£0
Brahan Hair Salon Modernisation	B 201001 EPC15 612	£0	£0	£0
<i>Sub Total</i>		£349,154	£456,137	£454,625
ACADEMIC EQUIPMENT Curriculum RAG	B 702005 Various	£0	£34,884	£0
SOFTWARE	B 302051 BMI01	£10,000	£7,321	£0
<i>Sub Total</i>		£10,000	£42,205	£0
<b>Total</b>		<b>£369,154</b>	<b>£498,342</b>	<b>£454,625</b>
ALLOCATION TO PLANNED MAINTENANCE	B 201002 EPC15	£70,000	£90,563	£80,962
ALLOCATION TO PLANNED MAINTENANCE	B201002 EPC20	£0	£0	£0
ALLOCATION TO UNPLANNED MAINTENANCE	B 201003 EPC15	£120,000	£125,320	£0
ALLOCATION TO UNPLANNED MAINTENANCE ASW	B 201003 EPC20	£10,000	£0	£0
<b>REVENUE EXPENDITURE FUNDED OUT OF ESTATES GRANT</b>		<b>£569,154</b>	<b>£714,225</b>	<b>£535,587</b>
		<b>£569,154</b>	<b>£714,225</b>	<b>£535,587</b>

<b>PERTH COLLEGE</b>			
<b>TUITION FEE SUMMARY</b>			
<b>ACTUAL 12 MONTHS to 31-07-2017</b>	<b>12 MONTHS to 31st July 2018</b>	<b>ACTUAL 12 MONTHS to 31-07-2018</b>	<b>BUDGET 12 MONTHS to 31-07-2018</b>
2,918,446	H.E.FULL TIME	2,840,052	2,837,616
156,182	H.E.PART TIME	274,528	154,560
64,311	F.E.PART TIME	120,496	46,000
217,983	EVENING NON VOCATIONAL	181,240	189,000
0	CENTRAL ADMIN	0	0
18,720	OPEN/DISTANCE LEARNING	34,191	45,000
75	OPEN ACCESS	400	0
181,010	SKILLSEEKERS (Managing Agents)	187,097	140,000
223,396	TRAINING AGENCY - Mod Appr	202,320	220,000
125,908	SDS/Foundation Apprenticeships	16,326	0
31,049	Employability (Ready to Work)	1,700	3,000
0	Flexible Workforce Dev Fund	4,217	0
0	MONTH END ACCRUAL ( PREPAYMENT)		0
<b>3,937,080</b>		<b>3,862,567</b>	<b>3,635,176</b>
<b>BREAKDOWN OF F.E.P.T.</b>			
19,375	ASC01 - 11 - 802202	51,875	13,000
0	ATC01 - 09 - 802202	0	0
277	ALT01/2	0	0
39,808	HIGHERS - 802215	45,766	27,500
0	EVENING VOCATIONAL - 802401	0	0
4,852	Academic Other Fees - 555/556/673 ETC.	22,854	5,500
0	ABD01 - ABD07	0	0
0	ATC01 - 07	0	0
<b>64,311</b>		<b>120,496</b>	<b>46,000</b>



PERTH COLLEGE				
INTERNATIONAL FEE SUMMARY				
ACTUAL 12 MONTHS to 31-07-2017	12 MONTHS to 31st July 2018		ACTUAL 12 MONTHS to 31-07-2018	BUDGET 12 MONTHS to 31-07-2018
<b>UNDERGRADUATE</b>				
2,220	Social Sciences	FSC04	6,510	13,020
6,583	Hospitality	FSC06	5,000	25,040
28,985	Business and Accounting	FSC07	0	0
16,450	Computing	FSC08	6,510	13,020
0	Sport and Fitness	FSC09	0	0
6,510	Music and Music Business	FTC02	10,500	10,500
63,968	- Zhoukou	FTC02 867	54,964	65,952
2,500	Art and Creative Technologies	FTC03	-2,000	8,100
9,825	Sound and Audio Engineering	FTC04	9,840	9,840
196,569	Aeronautical and Aircraft Engineering	FTC09	57,195	120,085
	- Zhengzhou International Centre	FIC01 880	23,413	
5,250	- Zhengzhou	FTC09 880	0	0
11,400	- Chenjdu	FTC09 873	0	0
1,035	Electrical and Mechanical Systems	FTC10	0	80,850
275,406	- Hunan	FTC00 842	257,621	295,442
87,610	- HUUC	FTC00 868	93,040	104,402
<b>714,312</b>	<b>Total Undergraduate</b>		<b>522,593</b>	<b>746,251</b>
<b>POST GRADUATE</b>				
18,344	Management	FSC05	6,996	19,440
		FIC01 L65	3,408	
<b>18,344</b>	<b>Total Post Graduate</b>		<b>10,404</b>	<b>19,440</b>
<b>TOTAL</b>			<b>532,997</b>	<b>765,691</b>

12 MONTHS ACTUAL to 31-07-2017	PERTH COLLEGE	12 MONTHS ACTUAL to 31-07-2018	12 MONTHS BUDGET to 31-07-2018
	<b>STUDENT RESIDENCES</b>		
	<b>INCOME</b>		
£278,772	RENTAL INCOME	£292,691	£295,000
£51,839	SUMMER LETS	£25,258	£60,000
£3,464	SUNDRY INCOME	£3,703	£3,500
£334,075	<b>TOTAL INCOME</b>	£321,652	£358,500
	<b>EXPENDITURE</b>		
£15,557	UNPLANNED MAINTENANCE	£12,925	£20,000
£20,210	ELECTRICITY, WATER & GAS	£24,290	£17,671
£0	WARDEN SALARIES	£3,178	£0
£5,543	EQUIPMENT/MATERIALS/HOSPITALITY	£4,251	£5,500
£77	BANK CHARGES	£122	£0
£10,537	Contract Cleaning of Halls	£10,997	£11,000
£123,541	SUB CONTRACTED SERVICES - SYHA	£128,078	£124,000
£38,879	AGENTS COMMISSION	£43,594	£39,000
£214,344	<b>TOTAL EXPENDITURE</b>	£227,435	£217,171
£119,731	<b>SURPLUS / (DEFICIT) before Depreciation and Interest</b>	£94,217	£141,329
£86,166	DEPRECIATION	£86,166	£86,166
£0	LOAN INTEREST	£0	£0
£33,565	<b>SURPLUS / (DEFICIT) after Depreciation and Interest</b>	£8,051	£55,163
Done			
	<b>CATERING</b>		
	<b>INCOME</b>		
£209,569	BRAHAN	£190,929	£168,000
£293,150	GOODLYBURN	£339,880	£178,000
£218,978	SHOP	£228,954	£197,000
£721,696	<b>TOTAL INCOME</b>	£759,762	£543,000
	<b>EXPENDITURE</b>		
£220,427	BRAHAN	£218,387	£315,000
£322,722	GOODLYBURN	£382,441	£169,000
£245,028	SHOP	£239,833	£136,000
£788,177	<b>TOTAL EXPENDITURE</b>	£840,661	£620,000
<b>-£66,480</b>	<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>-£80,899</b>	<b>-£77,000</b>
Done			

PERTH COLLEGE											
OTHER INCOME GENERATING ACTIVITIES											
SUMMARY BY FACULTY/UNIT											
YEAR TO 31st July 2018											
To 31st July 2018											
FACULTY	INCOME BUDGET YEAR TO 31-07-2018	EXPENDITURE BUDGET YEAR TO 31-07-2018	CONTRIBUTION BUDGET YEAR TO 31-07-2018	INCOME BUDGET 12 MONTHS 31-07-2018	EXPENDITURE BUDGET 12 MONTHS 31-07-2018	CONTRIBUTION BUDGET 12 MONTHS 31-07-2018	INCOME ACTUAL 12 MONTHS 31-07-2018	EXPENDITURE ACTUAL 12 MONTHS 31-07-2018	CONTRIBUTION ACTUAL 12 MONTHS 31-07-2018	CONTRIBUTION ACTUAL 12 MONTHS 31-07-2017	
BMCL	109,500	46,100	63,400	109,500	46,100	63,400	70,293	48,001	22,292	75,810	
STEM	778,279	121,331	656,948	778,279	121,331	656,948	580,524	185,646	394,878	606,613	
CI	99,892	1,500	98,392	99,892	1,500	98,392	75,600	12,188	63,412	83,052	
HESS	115,520	20,200	95,320	115,520	20,200	95,320	153,069	15,297	137,772	85,155	
NURSERY	300,000	383,753	(83,753)	300,000	383,753	(83,753)	303,891	353,652	(49,761)	(88,227)	
INTERNATIONAL RECRUITMENT - FEES	FIC 01	9,000	298,843	(289,843)	9,000	298,843	(289,843)	34,274	245,305	(211,031)	(236,621)
INTERNATIONAL RECRUITMENT - ACCOM.	FIC01.L01/5	120,000	120,000	0	120,000	120,000	0	81,145	81,566	(421)	1,043
Sub Total		1,532,191 0	991,727 0	540,464	1,532,191	991,727	540,464	1,298,796 0	941,655	357,141 0	526,825
LANGUAGE SCHOOL - Commercial Income		108,180	31,000	77,180	108,180	31,000	77,180	132,550	33,897	98,653	105,643
Grand Total		1,640,371	1,022,727	617,644	1,640,371	1,022,727	617,644	1,431,346	975,552	455,794	632,468
<p>Note 1 - In the current year all teaching delivery costs have been charged through the funded cost centre (ALS01). No transfer of teaching costs has been made from the funded cost centre (ALS01) to the commercial cost centre (FLS01).</p> <p>In addition to Note 1 above there may be other expenditure incurred in relation to commercial activity that is not charged through the commercial cost centres due to the difficulty in accurately splitting these costs out.</p>											
Comparatives to 31st July 2017							1,731,355	1,098,887	632,468		0

PERTH COLLEGE										
INCOME & EXPENDITURE SUMMARY SHEET										
RESEARCH CENTRES										
To 31st July 2018										
	INCOME BUDGET YEAR TO 31-07-2018	EXPENDITURE BUDGET YEAR TO 31-07-2018	CONTRIBUTION BUDGET YEAR TO 31-07-2018	INCOME BUDGET 12 MONTHS 31-07-2018	EXPENDITURE BUDGET 12 MONTHS 31-07-2018	CONTRIBUTION BUDGET 12 MONTHS 31-07-2018	INCOME ACTUAL 12 MONTHS 31-07-2018	EXPENDITURE ACTUAL 12 MONTHS 31-07-2018	CONTRIBUTION ACTUAL 12 MONTHS 31-07-2018	CONTRIBUTION ACTUAL 12 MONTHS 30-07-2017
				12						
CENTRE FOR MOUNTAIN STUDIES	305,960	296,859	9,101	305,960	296,859	9,101	170,580	311,385	(140,805)	(11,414)
CENTRE FOR CULTURE, HERITAGE & TOURISM	0	0	0	0	0	0	0	0	0	0
CENTRE FOR RURAL CHILD	0	0	0	0	0	0	0	0	0	0
CENTRE FOR ALZHEIMERS RESEARCH	0	0	0	0	0	0	0	0	0	67
<b>TOTAL RESEARCH</b>	<b>305,960</b>	<b>296,859</b>	<b>9,101</b>	<b>305,960</b>	<b>296,859</b>	<b>9,101</b>	<b>170,580</b>	<b>311,385</b>	<b>(140,805)</b>	<b>(11,347)</b>
<b>SURPLUS / (DEFICIT) AT 31st July 2017</b>							<b>229,623</b>	<b>240,970</b>	<b>(11,347)</b>	

PERTH COLLEGE			
BREAKDOWN OF 'OTHER INCOME'			
12 MONTHS to 31st July 2018			
12 MONTHS to 31-07-2017 ACTUAL		12 MONTHS to 31-07-2018 ACTUAL	12 MONTHS TO 31-07-2018 BUDGET
1,460	HIRE OF ACCOMMODATION	£1,487	£1,400
4,093	LIBRARY	-£1,040	£4,000
60,690	SCHOOLS DIRECT	£60,690	£61,000
5,696	LEARNING TECHNOLOGY CENTRE	£4,615	£3,000
25,153	CENTRAL ADMIN/FINANCE/MIS	£39,967	£7,100
4,279	ACADEMIC CENTRAL ADMIN	-£2,822	£2,000
4,005	EXAM FEES	£3,314	£3,000
80,133	SECONDMENT SALARY RECHARGES	£63,713	£68,971
32,235	RECHARGES TO UHI	£31,634	£28,000
24,891	COMMUNITY DEVELOPMENT/SVS PROJECTS	£33,000	£22,987
9,536	NEW OPPORTUNITIES	£100	£5,000
42,398	ADULT LITERACY PROJECT - 470	£40,811	£37,000
5,198	SUNDRY INCOME & PROJECTS / STUDENTS UNION	£5,038	£500
32,469	SALES OF BEAUTY THERAPY KITS	£27,106	£34,000
196,037	CURRICULUM DEVELOPMENT FUND L & T PROJECTS -	£54,876	£3,000
0	H.I.T.SCOTLAND BURSARY AWARDS	£0	£600
32,105	PROPERTY	£33,527	£33,200
0	APUC Fees from Partners	£1,585	£0
28,324	PROPERTY CAR PARKING	£82,635	£48,000
382	MARKETING/MARKET RESEARCH	£0	£0
19,434	PRIZEGIVING / GRADUATION	£11,676	£10,000
2,796	INTEREST RECEIVED	£2,623	£3,000
15,182	ABD07 / WEE Centre Project	£4,740	£15,911
6,536	H.R.& STAFF DEVELOPMENT	£5,203	£5,000
2,490	STUDENT SERVICES	£2,000	£1,000
35,135	STUDENT SUPPORT - ELS	£43,598	£25,000
6,287	LEARNING CENTRES	-£7,098	£5,100
39,148	CURRICULUM OTHER INCOME	£81,382	£28,000
17,580	Essential Student Equipment - Bursary Funded	£18,445	£37,000
0	FUTURE SKILLS FOR CREATIVE INDUSTRIES	£0	£2,000
100,000	MANAGEMENT CHARGE TO AST	£100,000	£100,000
0	NQ Sports	£675	£1,000
46,558	TCI - Other Income	£16,855	£0
15,211	Conference & Hospitality Services	£1,605	£1,000
0	Materials Development	£7,428	£8,500
0	DONATION FROM AST	£0	£0
9,900	Sale/Purchase of Books	£2,658	£15,000
0	Development Trust	£1,915	£0
5,096	CREATIVE IND BURSARY FUND	£2,769	£6,000
910,439		£776,708	£626,269

PERTH COLLEGE				
12 MONTHS ACTUAL to 31-07-2017	ANALYSIS OF PROPERTY COSTS		12 MONTHS ACTUAL to 31-07-2018	12 MONTHS BUDGET 31-07-2018
£168,792	PLANNED BUILDING PROJECTS		£456,137	£330,549
£0	FURNITURE REPLACEMENT		£0	£0
£111,622	PLANNED MAINTENANCE		£90,563	£70,000
£449,563	ADDITIONAL PLANNED MAINTENANCE		£0	£0
£96,683	UNPLANNED MAINTENANCE	EPC15	£125,320	£120,000
£0	UNPLANNED MAINTENANCE -Acad Equip		£377	£5,000
£710	CAR PARK REPAIRS AND MAINTENANCE		£63,817	£28,000
6,871	CATERING COSTS		£14,071	£12,000
£17,844	GROUND UPKEEP		£26,135	£25,000
£243,935	ELECTRICITY		£235,504	£246,527
£60,306	GAS	EPC17	£71,186	£64,883
£89,771	RATES	EPC17	£89,842	£89,270
£0	RATES - REBATE		£0	£0
£23,548	WATER METERED RATES	EPC17	£24,583	£26,975
£18,493	CLEANING EQUIPMENT	EPC16	£14,319	£14,000
£15,925	JANITORIAL SUPPLIES	EPC16	£21,856	£30,000
£16,866	PROPERTY SECURITY	EPC15	£9,587	£12,500
£67,463	HIRE OF SKIPS	EPC15	£69,008	£55,000
£61,232	Hire of Portacabins	EPC01	£433	£0
£4,243	SUPPLIES & SERVICES ETC.	EPC01	£3,358	£5,500
£27,907	TRANSPORT HIRE/TRAVEL	EPC16	£25,769	£35,100
£9,853	Vehicle Maintenance		£7,757	£9,000
£0	Insurance Claims		£750	£1,000
£14,087	CAR PARK MANAGEMENT		£19,025	£20,000
<b>1,505,714</b>	<b>PER BOARD ACCOUNTS - NON STAFFING COSTS</b>		<b>£1,369,397</b>	<b>£1,200,304</b>
£201,762	ADMIN SALARIES		£157,036	£135,941
£84,136	TECHNICIAN SALARIES		£87,072	£86,169
£243,335	CARETAKERS SALARIES		£265,012	£243,143
£264,138	CLEANERS SALARIES		£294,257	£321,252
<b>793,371</b>	<b>PER BOARD ACCOUNTS - STAFFING COSTS</b>		<b>£803,377</b>	<b>£786,505</b>

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12 MONTHS ACTUAL to 31-07-2017		PERTH COLLEGE		12 MONTHS ACTUAL to 31-07-2018	12 MONTHS BUDGET 31-07-2018	ACTUAL V BUDGET VARIANCE
		<b>China</b>				
		<b>Income</b>				
£0	Fees - Partners (China)		£405,626	£399,844	5,782	
	<b>Total Income</b>		£405,626	£399,844	5,782	
		<b>Expenditure</b>				
		<b>Staff</b>				
£0	Teaching - (China)		£21,895	£25,000	(3,105)	
£0	Management		£20,000	£20,000	0	
	<b>Total Staff</b>		£41,895	£45,000	(3,105)	
		<b>Non Staff</b>				
£0	Supplies & Services - China		£25,687	£10,000	15,687	
£0	Travel - China		£51,783	£35,331	16,452	
£0	Agents Commission		£0	£27,500	(27,500)	
£0	Membership fees & Subscriptions		£0	£16,000	(16,000)	
	<b>Total Non Staff</b>		£77,470	£88,831	(11,361)	
		<b>OPERATING SURPLUS / (DEFICIT)</b>		£286,261	£266,013	20,248
		<b>Other International</b>				
		<b>Income</b>				
£0	Fees - Students		124,672	284,997	(160,325)	
£0	Fees - Summer School		44,277	£22,500	21,777	
£0	Fees - Language School		88,273	£85,680	2,593	
£0	Residences - Host Family		81,145	£120,000	(38,855)	
£0	Other Income		10,053	£9,000	1,053	
	<b>Total Income</b>		£348,420	£522,177	(173,757)	
		<b>Expenditure</b>				
		<b>Staff</b>				
£0	Teaching - (Others)			£0	0	
£0	Summer School		£4,916	£8,000	(3,084)	
£0	Admin Salaries - International Centre		£160,556	£181,343	(20,787)	
	Language School		£7,615	£8,000	(385)	
	<b>Total Staff</b>		£173,087	£197,343	(24,256)	
		<b>Non Staff</b>				
£0	Residences Costs - Host Family		£81,566	£120,000	(38,434)	
£0	Supplies & Services		£50,928	£11,500	39,428	
£0	Supplies & Services - Summer School		£7,227	£4,000	3,227	
£0	Supplies & Services - Language School		£2,651	£3,500	(849)	
£0	Travel		£40,421	£40,000	421	
£0	Bad Debt		£15,000	£15,000	0	
£0	Advertising - India		£346	£7,500	(7,154)	
£0	Advertising - Other Overseas		£28,100	£7,500	20,600	
£0	Membership fees & Subscriptions		£15,638	£16,000	(362)	
	Agents Commission		£11,515	£27,500	(15,985)	
	<b>Total Non Staff</b>		£253,392	£252,500	892	
		<b>OPERATING SURPLUS / (DEFICIT)</b>		-£78,059	£72,334	(150,393)

PERTH COLLEGE				
12 MONTHS ACTUAL to 31-07-2017	ANALYSIS OF ASW		12 MONTHS ACTUAL to 31-07-2018	12 MONTHS BUDGET 31-07-2018
	<b>ASW</b>			
	<b>Income</b>			
£0	Sports Hall Income		£71,365	£71,000
£0	Gym Income		£6,471	£0
£0	Hire of Rooms		£2,105	£37,500
£0	Other Income		£7,052	£25,000
£0	Events Income		£4,453	£0
£0	Membership - Students		£58,954	£249,500
£0	Membership - Commercial		£35,386	£0
£0	Membership - Staff		£17,297	£0
£43,497	<b>Total Income</b>		£203,082	£383,000
	<b>Pay Expenditure</b>			
£65,683	Admin Salaries		£199,954	£207,009
£65,683			£199,954	£207,009
	<b>Non Pay Expenditure</b>			
£0	Planned Maintenance		£8,487	£0
£6,371	Unplanned Maintenance		£20,481	£10,000
£35,517	Electricity		£52,614	£50,000
£8,363	Gas		£8,006	£20,000
£0	Rates		£14,000	£14,000
£0	Water Meter		£5,000	£5,000
£5,642	Cleaning Equipment		£3,750	£1,000
£1,744	Janitorial Supplies		£58	£2,000
£287	Hire of Skips		£7,299	£2,000
£21,291	Supplies & Services		£15,607	£7,500
£0	Supplies & Services Events		£1,484	£0
£60,725	Equipment Rental		£86,874	£93,000
£0	Computer Maintenance Agreements		£7,897	£0
£0	Travel		£365	£0
£1,464	Marketing		£1,064	£6,000
£135,033	<b>Total Expenditure</b>		£232,986	£210,500
<b>-£157,219</b>	<b>OPERATING SURPLUS / (DEFICIT)</b>		<b>-£229,858</b>	<b>-£34,509</b>
	<b>Climbing Centre</b>			
	<b>Income</b>			
£0	Climbing Centre Income		£91,074	£132,500
£0	Hire of Equipment		£6,073	£0
£0	Other Income		£40	£0
£0	Other Income NICAS		£13,300	£0
£0	Membership Fees - Students		£1,330	£0
£0	Membership Fees - Commercial		£5,005	£0
£0	Membership Fees - Staff		£32	£0
£39,340	<b>Total Income</b>		£116,853	£132,500
	<b>Pay Expenditure</b>			
£40,290	Salaries		£130,266	£139,215
£40,290			£130,266	£139,215
	<b>Non Pay Expenditure</b>			
£0	Equipment/Materials		£7,881	£6,000
£0	Equipment/Materials NICAS		£728	£0
£156	Equipment Rental		£0	£0
£0	Marketing		£500	£6,000
£156	<b>Total Expenditure</b>		£9,109	£12,000
<b>(1,106)</b>	<b>OPERATING SURPLUS / (DEFICIT)</b>		<b>-£22,522</b>	<b>-£18,715</b>



## Paper for Consideration

**Subject:** Budget 2018-19

**Author:** Jackie Mackenzie

**Date of paper:** 18 September 2018

**Date of meeting:** 25 September 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:

Under ONS, colleges are required to breakeven or generate a small surplus and to maintain a flat level of cash for each financial year to 31 March. However, in addition, the College continues to prepare budgets and accounts for its own financial year of 31 July. However, given the potential treatment of depreciation cash equivalent, colleges can generate a technical deficit in year otherwise cash balances would increase year on year which is not permitted.

It was previously agreed at the Committee's meeting on 30 May 2018 that the College Group, including AST, would budget for a technical deficit in 2018-19. The technical deficit however is based on the net depreciation charge in 2015-16 which is £227k less than the current charge.

Since the previous meeting, compilation of the various detailed figures which together comprise the overall budget for 2018-19 was completed and the detailed budget is attached at Appendix 1.

The underlying assumptions are shown at Appendix 2 which also includes indications of any emerging risks or opportunities which may affect the outturn as forecast.

It must be noted however that the budgeted outturn for 2019-19 includes £200k efficiency savings and work is ongoing to formulate planning to ensure that the College achieves budgeted outturn.

The figures will be refined as details crystallise during the year to ensure that the agreed strategic outturn for the College is achieved. The culmination of this process will be the periodic forecasts and future detailed budgets which will be considered by the Finance and General Purposes Committee during the year.

The Committee is asked to approve the budget for the year ended 31 July 2019.

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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 GROUP				
GROUP SUMMARY FINANCIAL BUDGET				
2016-2017 ACTUAL £000's		2018-2019 BUDGET £000's	2017-2018 BUDGET £000's	£ INCREASE (DECREASE) BUDGET 2018-19 TO BUDGET 17-18
	<b>INCOME</b>			
14,058	Funding Council Grants excluding Research based	15,080	13,740	1,339
3,937	Tuition Fees & Education Contracts	3,618	3,635	(17)
1,056	Catering & Residences	1,203	902	301
10	European Income	0	0	0
160	UHI Non Recurrent Income	166	165	1
1,731	Other Income Generating Activities	1,427	1,640	(213)
230	Research Centre Activity Income & Grant Funding	388	306	82
197	Release of Deferred Capital Grant	196	197	(0)
1,025	Other Income	1,345	1,137	208
22,404	<b>INCOME SUB TOTAL</b>	23,423	21,723	1,701
2,254	Bursary/ Hardship Grant(Excluding Childcare)	2,503	2,526	(23)
24,658	<b>TOTAL INCOME</b>	25,927	24,249	1,678
	<b>EXPENDITURE</b>			
9,793	Staff Costs -Teaching Departments	11,059	10,302	757
1,431	Teaching Support Services	1,502	1,484	18
1,997	Administration & Central Services	1,933	1,705	228
0	Restructuring Costs	0	0	0
949	Premises	1,212	1,133	79
548	Other Income Generating Activities	626	573	53
220	Research Centres	238	246	(8)
14,938	<b>STAFF COSTS SUB TOTAL</b>	16,570	15,443	1,127
	<b>Non Staff Costs</b>			
770	Teaching Departments	741	641	100
597	Teaching Support Services	560	478	82
1,291	Administration & Central Services	1,303	1,357	(54)
1,727	Premises	1,803	1,423	380
1,003	Refractory & Residences Services	1,115	837	278
551	Other Income Generating Activities	354	450	(97)
21	Research Centres	34	51	(17)
458	Other Expenses - Childcare	425	425	0
0	Bursary/Hardship Overspend	0	0	0
39	Interest Payable	16	23	(7)
1,030	Depreciation	928	953	(25)
7,487	<b>NON STAFF COSTS SUB TOTAL</b>	7,280	6,638	642
0	Add:Increase in Early Retirement Pension Provision	0	0	0
7,487		7,280	6,638	642
22,425	<b>EXPENDITURE SUB TOTAL</b>	23,850	22,081	1,769
2,254	Bursary/ Hardship Payments(Excluding Childcare)	2,503	2,526	(23)
24,679	<b>TOTAL EXPENDITURE</b>	26,353	24,607	1,747
(20)	COLLEGE OPERATING SURPLUS/(DEFICIT)	(427)	(358)	(69)
25	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.(E)	100	0	100
	EFFICIENCY SAVING	200		
5	<b>TOTAL GROUP OPERATING SURPLUS/(DEFICIT)</b>	(127)	(358)	31
279	REVALUATION DEPRECIATION ADD BACK	0	0	0
284	<b>Group Historical Cost Surplus/( Deficit) for the Period</b>	(127)	(358)	31
				31
	Release of Deferred Capital Grant		197	
	Depreciation		953	
	Net depreciation	529	756	
	Loan repayment	400	400	
	Technical deficit	129	356	

## Budget 2018-19 Assumptions

### Introduction

The College Budget for 2018/19 has been prepared using the following sources to inform the final outcome which has been agreed in principle by College Senior Management Team (SMT) and recommended to Finance & General Purposes Committee.

- Scottish Funding Council (SFC) Grant Awards circular covering 2018/19.
- Latest version of the UHI Resource Allocation Model (RAM) based on Academic Partners forecast student numbers for 2018/19.
- College Strategic Plan covering 2016/2021.
- Curriculum and Support areas Operational Plans.
- Communications/dialogues with individual budget holders within College Management Team (CMT) and SMT.
- Zero Based Budget submissions from all budget holders.
- Forecast student numbers agreed with Curriculum Managers.
- Estates Resource Allocation Plans.
- College sector communications.

The College Budget for 2018/19 and an initial Air Service Training (AST) budget for 2018/19 will be consolidated into the Financial Forecasting Return (FFR) together with forecast outturn for 2017/18 and estimates for 2018/19 to 2021/22. This is in line with recommendations made by Audit Scotland in its 2016 report on Scotland's Colleges

In addition, individual planning meetings have also been held between the Senior Management Team and each member of the College Management team to discuss plans for 2018-19 including any requests for additional resources including, IT or equipment. These requests have been considered in the budget setting process and prioritised accordingly where funding permits.

### SFC Grants

#### 2018/19

FE funding for the region has been confirmed by SFC. The funding and credits allocation to each college has been agreed by FERB and reflects a reduction of £230k in the allocation of rurality funding for Perth College from previous years. This has been offset by £125k of transitional funding for one year only.

HE funding has also been confirmed by SFC and is allocated using the UHI Resource Allocation Model (RAM) on the basis of agreed delivery targets and any under or over delivery adjusted for in the final quarter of the academic year. There is also provision for adjustments to networked delivery using a micro Ram which adjusts for teaching by other academic partners on modules which are allocated to a specific partner. Currently Perth College is in a net payer for this – the teaching undertaken by Perth

on other partners' courses is outweighed by the teaching done by other partners on Perth College courses.

### **Tuition Fees & Education Contracts**

For 2018/19 these have been calculated from student number targets and information from staff members involved in education contracts activities.

### **Commercial Income/Activities**

#### **Catering & Residences**

This will be at similar activity levels to this year.

#### **European Income and UHI Non Recurrent Income**

This has yet to be quantified in terms of any successful bids but will be offset by matched costs.

#### **Other Income Generating Activities**

This encompasses other commercial activities such as the training restaurant, hair and beauty, nursery, language school and international. Discussions with relevant staff will inform these income estimates based on previous results and current expectations. It is anticipated that the higher staff cost base will make it more difficult to secure sufficient commercial income as the college struggles to compete against other private providers. Income from the new Academy of Sport & Wellbeing as per the prior year.

#### **Research Centre Activity**

This is mainly the Centre for Mountain Studies together with allocations for Research Excellence Grant and Knowledge Transfer Grant.

#### **Other Income**

This is based on prior year results together with discussions with the relevant budget holders. In particular, this category includes income from the College's trading subsidiary AST, which continues to trade in a challenging worldwide market and is further complicated by the implications of Government budgeting and accounting requirements on the purchase of major capital assets. Visa issues and Brexit continue to pose concerns for our overseas business in general.

#### **Expenditure**

Expenditure is derived according to categorisation as staff costs, semi fixed costs or non-staff costs.

#### **Staff Costs**

Budgeted staff costs are based on current salaries adjusted for known changes in 2018/19. A 1% rolling pay award has also been factored in as per SFC guidelines.

Teaching staff costs are calculated using a staffing model utilising the direct relationship between curriculum delivery with required teaching hours.

### **Non-Discretionary Costs**

This category includes, inter alia, depreciation which is calculated according to our accounting policies, loan interest payable, rates and insurance.

### **Discretionary costs**

These are informed by the zero based budget exercise undertaken for the first time this year, prior years' experience and detailed discussions held with all budget holders. This category also includes any overspend in student support funds which is difficult to estimate but processes are being reviewed to ensure that students in need receive the support to which they are entitled. It is assumed that the spend in student support funds is fully funded.

### **Capital Grants**

The continuing uncertainty surrounding capital grants puts additional pressure on college resources with the majority of the funding required to be used for revenue expenditure.

The commitment to the ongoing programme of equipment replacement such as ICT and other academic equipment requires a significant continuing investment from the capital maintenance grant. Government budgeting and accounting requirements only allow capital expenditure to be funded from capital revenue and capital maintenance grants are currently the college's only current source of capital revenue.

### **Air Services Training**

A separate budget setting process is undertaken for AST and the outcome included within the overall College Group budget. Under Government budgeting and accounting requirements, the group has to breakeven but commercial surpluses can be retained by the college for future use. This currently requires a year end transfer into the Scottish Colleges Foundation and a subsequent withdrawal to fund a project subject to the agreement of the SCF Trustees. This has major implications for the funding of capital equipment which is vital to enable AST to retain its accreditations.

### **Risks 2018/19 Onwards**

In 2018/19 and subsequent years, there are both pressures on income generation and on increasing costs, some of which are quantifiable but others are not. The main areas of concern are:

1. H E student numbers – non achievement of targets reduces funding from UHI by circa £3k per FTE plus relevant fees. This includes ESIF targets which are only claimable after the core targets are achieved.
2. Micro RAM and International fee teaching adjustment payment to partners – steadily increased in previous years but reduced in 2017-18. Historically, £90k in 2011-12 to approximately £400k in 2016-17 but reduced in 2017-18 to £80k.

3. International fees – early indications imply a continuing reduction in numbers of new entrants on campus and estimations of progression rates are ongoing. However, our Trans National Education programme in China is growing steadily.
4. National Bargaining. Discussions are continuing and the college must ensure that it receives adequate funding to cover any additional costs. Additional funding for lecturer costs has been built into the budget but implications for support staff are not yet clear however it has been assumed that any additional costs will be covered by additional funding.
5. Implications of our impending exit from the EU are unquantifiable.

## Paper for Consideration

**Subject:** Fee Waiver Policy

**Author:** Board Secretary – cover sheet; Policy document - UHI Policy Groups

**Date of paper:** 17 September 2018

**Date of meeting:** 25 September 2018

### Action requested of committee:

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

### Cost implications:

(Tick as appropriate) Yes: No:

### Executive Summary:

UHI has been progressing work on a Single Policy Environment Project and four policies - Admissions, Fee Waiver, Student Support and Learner Support - have been produced and endorsed. Staff from all colleges have dedicated significant time to the Policy Ownership Groups and there has been lengthy discussion with practitioners throughout this process. The Vice Principal for Further Education has requested that these policies are considered by local Boards of Management - Perth College Board has already approved the Admissions Policy.

F&GPC is requested to consider the Fee Waiver Policy and accompanying Equality Impact Assessment and recommend its approval to the Board of Management in October.

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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**                      (tick as appropriate)

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** (tick as appropriate)

[Partner Logo]



[Partner Name], University of the Highlands and Islands

# Further Education Fee Waiver Policy

## POL

Lead Officer (Post):	
Responsible Office/ Department:	
Responsible Committee:	
Review Officer (Post):	
Date policy approved:	
Date policy last reviewed and updated:	
Date policy due for review:	
Date of Equality Impact Assessment:	
Date of Privacy Impact Assessment:	n/a

This policy covers the 2018-19 academic year.

For all our up-to-date policies, please visit our [website](#).

Accessible versions of this policy are available upon request.

## Policy Summary

Overview	This policy is required to set out a regional approach to Further Education Fee Waivers for (College Name) and all academic partners in the University of the Highlands and Islands.
Purpose	The policy will provide a framework for a consistent and coherent methodology for the awarding of Scottish Funding Council and discretionary fee waivers for further education courses.
Scope	This policy applies to all academic partners who run further education courses.
Consultation	This policy was developed by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from the Finance Directors Practitioner Group and Partnership Council, before the policy went through local consultation and approval by College Boards of Management.
Implementation and Monitoring	Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.
Risk Implications	The policy reduces risk for the University and academic partners by creating a streamlined process and a community of practice for staff. Students will also benefit from a consistent approach across all partners.
Link with Strategy	
Impact Assessment	Equality Impact Assessment: Assessed – No further action to be taken.
	Privacy Impact Assessment: n/a

## 1. Policy Statement

1.1 This document sets out the policy for the awarding of Further Education fee waivers in [Partner Name] University of the Highlands and Islands. This policy refers to Scottish Funding Council policy and guidelines on fee waivers, which is reviewed annually. A position is also set out for the awarding of discretionary fee waivers from a College's individual budget.

## 2. Definitions

2.1 Scottish Funding Council ("SFC") - SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC gives funding to colleges and universities with guidance on how the funds should be distributed to students.

## 3. Purpose

3.1 This policy sets out a robust and transparent framework for the awarding Further Education course fee waivers at the College.

3.2 The policy will create an equality of experience for students across the partnership, whilst allowing individual colleges the flexibility to respond to local needs.

### 3.3 SFC Funded Fee Waivers

The core of this policy is based on the SFC Guidance on Fee Waiver Grant Policy and any associated annexes and appendices. The current SFC Guidance can be accessed [here](#). The majority of fee waivers will be funded by SFC.

### 3.4 Discretionary Fee Waivers

Students attending the University of the Highlands and Islands will have a parity of experience through the use of SFC Fee Waivers. Under exceptional circumstances and subject to individual budgets, colleges have the power to award discretionary fee waivers.

3.4.1 Categories of Discretionary Fee Waivers include but are not limited to:

- Staff development, where a course is an essential part of an approved staff development plan
- Additional academic requirements, where the College stipulates compulsory completion of an additional qualification as part of the main course
- Exceptional requirements, where College Senior Management identify a significant local benefit to use of Discretionary Fee Waivers

3.4.2 Colleges should endeavour to create parity of experiences for students across the region through their use of discretionary fee waivers.

3.4.3 Due consideration should be given to the impact of discretionary fee waiver usage on other colleges in the University of the Highlands and Islands partnership.

## 4. Scope

4.1 This Policy applies to all applicants for further education courses (full-time and part-time), except for the courses set out in Section 5 below.

4.2 Applicants for higher education courses should refer to the [Higher Education Fees Policy](#). Higher education courses are normally Level 7 and above on the [SCQF Framework](#).

## 5. Exceptions

5.1 Courses outwith the scope of this policy are:

- All leisure courses
- All commercial courses
- SVQ courses

5.2 Please refer to the accompanying Fee Waiver Procedures for further information and an eligibility flowchart.

## 6. Notification

- 6.1 Staff engaging with Fee Waivers should be familiar with this policy and all relevant SFC policies.
- 6.2 Annual changes to SFC policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.
- 6.3 Any changes in SFC policy or national legislation will be reflected in this policy.
- 6.4 The policy will be publicly available on the College's website, along with other current policies.

## 7. Roles and Responsibilities

- 7.1 The College's most senior Financial Officer has overall responsibility for the implementation of this policy and the management of Fee Waivers, including the approval of Discretionary Fee Waivers.
- 7.2 Staff administering Fee Waivers are responsible for ensuring up-to-date SFC guidance is followed.
- 7.3 Awarding of Discretionary Fee Waivers will be recorded and reported on annually to the Finance Directors Practitioner Group.

## 8. Legislative Framework

[Further and Higher Education \(Scotland\) Act 2005](#)

[Equality Act 2010](#)

[Scottish Government: Costs of Learning Student Funding Guide](#)

## 9. Related Policies, Procedures, Guidelines and Other Resources

- 9.1 This policy should be read in conjunction with SFC Fee Waiver policies and guidance. The up-to-date information can be accessed [here](#).
- 9.2 University of the Highlands and Islands Further Education Fee Waiver Procedures (forthcoming)
- 9.3 University of the Highlands and Islands Further Education Student Funding Support Policy (forthcoming)
- 9.4 [College Access and Inclusion Strategy \(link to be added\)](#)

## 10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				

Department/Section:  
Author/Owner:

Date of Assessment:  
Signature:

Review Due:  
Date:

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

- New
- Revised
- Existing

Who will be affected?

Who will be consulted?

Evidence available:

## Step 2

Potential Positive/Negative/Neutral Impact Identified. <b>P, N, N/I</b>	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination									
Advancing Equality of Opportunity.									
Promoting Good Relations.									

## Step 3

Action to be taken:

### Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to Nicholas Oakley, Governance and Policy Officer.

## Paper for Consideration

**Subject:** Student Support Funds Policy

**Author:** Board Secretary – cover sheet; Policy document - UHI Policy Groups

**Date of paper:** 17 September 2018

**Date of meeting:** 25 September 2018

### Action requested of committee:

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

### Cost implications:

(Tick as appropriate) Yes: No:

### Executive Summary:

UHI has been progressing work on a Single Policy Environment Project and four policies - Admissions, Fee Waiver, Student Support and Learner Support - have been produced and endorsed. Staff from all colleges have dedicated significant time to the Policy Ownership Groups and there has been lengthy discussion with practitioners throughout this process. The Vice Principal for Further Education has requested that these policies are considered by local Boards of Management - Perth College Board has already approved the Admissions Policy.

F&GPC is requested to consider the Student Support Funds Policy and accompanying Equality Impact Assessment and recommend its approval to the Board of Management in October.

---

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**                      (tick as appropriate)

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** (tick as appropriate)



[Partner Logo]



[Partner Name], University of the Highlands and Islands

# Student Support Funds Policy

POL

Lead Officer (Post):	
Responsible Office/ Department:	
Responsible Committee:	
Review Officer (Post):	
Date policy approved:	
Date policy last reviewed and updated:	
Date policy due for review:	
Date of Equality Impact Assessment:	
Date of Privacy Impact Assessment:	

This policy covers the period (date) to (date).

For all our up-to-date policies, please visit the Policy homepage on our [website](#).

Accessible versions of this policy are available upon request.

## Policy Summary

Overview	This policy is required to set out a regional approach to distribution of student support funds for (College Name) and all academic partners in the University of the Highlands and Islands.
Purpose	The policy will provide a framework for a consistent and coherent methodology for the awarding of student support funds.
Scope	This policy applies to all academic partners.
Consultation	This policy was formulated by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from Partnership Council (TBC), before the policy went through local consultation and approval by College Boards of Management (TBC) and Finance and General Purpose Committee (TBC).
Implementation and Monitoring	Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.
Risk Implications	The policy reduces risk for the University and academic partners by creating a streamlined process and reinforcing the existing staff community of practice.  Students will also benefit from a consistent approach across all partners.
Link with Strategy	This policy is linked to individual Access and Inclusion strategies and the Regional Outcome Agreement.
Impact Assessment	Equality Impact Assessment: (Forthcoming)
	Privacy Impact Assessment:

## 1. Policy Statement

1.1 The purpose of this policy is to outline the principles underpinning the College's process of assessing and distributing Student Support Funds. The overarching aim of this policy is to ensure that as many eligible students as possible have access to funds within allocated budgets.

1.2 Funds are distributed in compliance with the funding regulations as determined by the Scottish Funding Council and Student Awards Agency Scotland. Where discretion is given to the College to determine eligibility, this policy specifies the rationale applied.

## 2. Definitions

2.1 Scottish Funding Council ("SFC") - SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC gives funding to colleges and universities with guidance on how the funds should be distributed to students.

2.2 Student Awards Agency Scotland ("SAAS") – SAAS is an agency of the Scottish Government giving financial support to eligible students doing a course of higher education in the UK. SAAS provides the University of the Highlands and Islands with funds and guidance for distribution of the Higher Education Discretionary Fund.

2.3 For the purposes of this policy, the following terms will be used:

2.3.1 The Further Education Bursary will be referred to as the "Bursary Fund".

2.3.2 The Educational Maintenance Allowance will be referred to as the "EMA".

2.3.3 The College and University Childcare Funds will be referred to the "Childcare Funds".

2.3.4 The Further Education Discretionary Fund will be referred to as the "FE Discretionary Fund".

2.3.5 The Higher Education Discretionary Fund will be referred to the "HE Discretionary Fund".

2.4 Further Education courses are normally up to and including Level 6 on the [SCQF Framework](#). Higher Education courses are normally Level 7 and above.

## 3. Purpose

3.1 The College will utilise the current guidance to ensure fair distribution of the Student Support Funds.

3.2 The College aims to distribute Student Support Funds within the conditions of the respective national policies in a fair and consistent manner to assist students who demonstrate financial need. The College undertakes to maximise the use of available funds to ensure as many students as possible benefit through the qualifying criteria.

### 3.3 Bursary Fund

3.3.1 As defined in the current SFC guidelines, available [here](#), the Bursary Fund may be offered where the student and their course meets eligibility criteria. There is no automatic entitlement to the Bursary Fund, even where eligibility is established.

3.3.2 The Bursary Fund constitutes the following:

- Maintenance Allowance
- Dependant Allowance
- Study Expense Allowance
- Travel Expense Allowance
- Additional Support Needs for Learning Allowance

- 3.3.3 Maintenance Allowance: the College follows the SFC guidance for this element.
- 3.3.4 Dependant Allowance: the College follows the SFC guidance for this element.
- 3.3.5 Study Expense Allowance: the College follows the SFC guidance for this element.
- 3.3.6 Travel Expense Allowance
  - The College will determine the most appropriate and cost-effective route or mode of transport for Travel Expense Allowance.
  - Travel expenses will only be paid for students residing X miles or more from the college.
- 3.3.7 Additional Support Needs for Learning Allowance: the College follows the SFC guidance for this element.
- 3.3.8 The attendance criteria for the Bursary Fund is based on the current SFC guidance. Where the guidance calls for institutional discretion to be applied, the process to be followed is agreed regionally and is available in the Attendance Appendix.

### 3.4 EMA

As defined in the current SFC guidelines, available [here](#), the EMA provides a weekly term time allowance for students normally aged 16-19 years old inclusive from low income households who are studying non-advanced courses.

- 3.4.1 The College follows the current SFC guidance.
- 3.4.2 The attendance criteria for EMA is based on the current SFC guidance. Where the guidance calls for institutional discretion to be applied, the process to be followed is agreed regionally and is available in the Attendance Appendix.

### 3.5 Childcare Funds (Further and Higher Education)

As defined in the current national policy and guidelines, available [here](#), Childcare Funds consist of two elements to help pay for formal or registered childcare expenses: the Lone Parents Childcare Grant and the Discretionary Childcare Funds.

- 3.5.1 The College follows the current national policy and guidelines for Childcare Funds.
- 3.5.2 The College may identify certain groups as priority for allocation of the Discretionary Childcare Funds element, based on assessment of need.

### 3.6 FE Discretionary Fund

As defined in the current [SFC guidelines](#), the FE Discretionary Fund is “primarily for emergency use and instances of financial hardship”.

- 3.6.1 The College follows the current guidance, available above.
- 3.6.2 The College distributes FE Discretionary Funds within allocated budgets in response to student need and circumstances.
- 3.6.3 The FE Discretionary Fund has priority areas for including, but not limited to:
  - Housing and accommodation costs
  - Emergency aid for unforeseen and unmanageable circumstances
  - Students at risk of financial hardship due to substantially higher-than-average utility costs

### 3.7 HE Discretionary Fund

As defined in the current [SAAS guidelines](#), the HE Discretionary Fund is intended to “provide non-repayable assistance for students in financial difficulties in order for them to access and/or continue in Higher Education”.

- 3.7.1 (Partner Name) follows the current guidance, available above.

3.7.2 The college distributes HE Discretionary Funds within allocated budgets in response to student need and circumstances.

3.7.3 The HE Discretionary Fund has priority areas for including, but not limited to:

- Housing and accommodation costs
- Students experiencing excessive travel costs, e.g. where the journey is greater than a reasonable commute
- Childcare costs for part-time HE courses
- Emergency aid for unforeseen and unmanageable circumstances
- Students at risk of financial hardship due to substantially higher-than-average utility costs

### 3.8 Supporting Evidence

3.8.1 Students applying for financial support are required to produce documentary evidence in support of their application before an award can be considered.

3.8.2 Exception may be made for care experienced students who may encounter difficulty in providing documentation in support of their application, which could create or exacerbate financial hardship. In this case, confirmation of the student's circumstances from a third party agency such as the local authority Social Work department will be accepted in place of the normal supporting documentation.

### 3.9 Eligibility

3.9.1 Eligibility criteria are in line with the relevant guidance/policy for each fund.

3.9.2 In addition, all applicants for student financial support will be checked for any outstanding debt to the college. Students with outstanding debt will be required to enter into a repayment agreement before additional funds will be released.

3.9.3 Where a student's experiences an unforeseeable or unavoidable change to their circumstances during an academic year, the college may re-assess the student as appropriate.

### 3.10 Appeals and Grievances

3.10.1 Students are entitled to raise grievances related to the application of this policy and awarding of student support funds.

3.10.2 In the first instance, students should raise their grievance with college staff responsible for student support funds administration.

3.10.3 Should this not resolve the grievance, the student will be able to escalate the issue by means of an impartial review.

3.10.4 Further information is available in the accompanying Student Support Funds Procedures.

## 4. Scope

4.1 Financial support may only be offered if both the student and their course are eligible for support.

## 5. Exceptions

5.1 The policy identifies areas of discretion for colleges, and sets out priority areas for support. Ultimate authority for awarding of discretionary funds rests with the college, and decisions will be made in line with the policy and/or guidelines issued by SFC or SAAS.

5.2 As per the Education (Access Funds) (Scotland) Determination there are different arrangements for students living in the local authority areas of Orkney Islands and Shetland Islands. These students should contact the college at which they intend to study for further information.

## 6. Notification

6.1 Staff members engaging with Student Support Funds should be familiar with this policy and all relevant SFC/SAAS policies.

6.2 Annual changes to SFC/SAAS policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.

6.3 Any changes in SFC/SAAS policy or national legislation will be reflected in this policy.

6.4 The policy will be publicly available on the College's website, along with other current policies.

## 7. Roles and Responsibilities

7.1 The College's [role name] has overall responsibility for the implementation of this policy and the management of Student Support Funds

7.2 The College's [role name] is responsible for the approval of FE Discretionary Funds and HE Discretionary Funds.

7.3 The staff administering Student Support Funds are responsible for ensuring up-to-date local policies and SFC/SAAS guidance is followed.

7.4 [Role name(s)] are responsible for ensuring that all enrolled students receiving EMA support have a signed Learning Agreement.

7.5 [Role Name(s)] are responsible for ensuring that student attendance information is passed to the SITS office for recording on the College SITS system to satisfy the conditions of the Bursary or EMA award.

7.6 Students are responsible for informing the College of changes to their circumstances, including voluntary withdrawal from a course.

## 8. Related Policies, Procedures, Guidelines and Other Resources

8.1 This policy should be read in conjunction with SFC and SAAS policies and guidance. Links are provided above in Section 3.

8.2 University of the Highlands and Islands Student Support Funds Procedures (forthcoming).

8.3 University of the Highlands and Islands Further Education Fee Waiver Policy (forthcoming).

8.4 [Scottish Funding Council \(SFC\) website](#)

8.5 [Student Awards Agency Scotland \(SAAS\) website](#)

## 9. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				
3				
4				

DRAFT

Department/Section:  
Author/Owner:

Date of Assessment:  
Signature:

Review Due:  
Date:

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

- New
- Revised
- Existing

Who will be affected?

Who will be consulted?

Evidence available:

## Step 2

Potential Positive/Negative/Neutral Impact Identified. <b>P, N, N/I</b>	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination									
Advancing Equality of Opportunity.									
Promoting Good Relations.									

## Step 3

Action to be taken:

### Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to Nicholas Oakley, Governance and Policy Officer.



# Unison Meeting

## Minutes

**Date and time:** Tuesday 11 September 2018

**Location:** Room 018A, Brahan

**Members present:** Margaret Cook, Principal and Chief Executive (Chair)  
Susan Hunter, Head of HR and OD  
Winston Flynn, ICT Officer  
Rob Reed, Lead Caretaker

**Note Taker:** Gwen Perry

## Summary of Actions

Ref	Action	Responsibility	Time Line
	There were no points requiring clarification from the previous meeting		

## Minutes

### Item

### Action

**1. Welcome and Apologies**

SH welcomed and apologised for the meeting being called at such short notice. SH said there were a few things needing to be brought forward. In particular needed feedback on the communication she planned to send out.

**2. Minutes of the Meetings of 26 April 2017**

Was there any feedback from the minutes of previous meeting – everything OK

**3. National Bargaining – Change in Annual Leave Year**

The proposed communication had been circulated. There is an agreement to change the holiday year nationally, which means Perth College UHI having an 11 month year next year and returning to a 12 month year the following year. To allow this to happen in terms of Cipher it will need to go down on 1 and 2 October and then be updated. They are able to convert the holidays into hours without any risk to anything else. Employees

Item		Action
	will still have the same holiday entitlement. SH and MC both said that they have undertaken a similar exercise before and there will be lots of questions.	
<b>4.</b>	<b>National Job Evaluation Update</b>	
	On the bottom of the communication SH said she would like to put a sentence about job evaluation. WL said that people were very concerned about it. MC stated that the process has not yet been agreed. WL stated that he was meeting on Friday with members and may mention holiday situation. SH asked if he needed any materials for this meeting, WL said no.	
<b>5.</b>	<b>AOCB</b>	
<b>6.</b>	<b>Date and time of next meeting</b>	
	<ul style="list-style-type: none"><li>• <b>Thursday 25 October 2018, Room 019</b></li></ul> Stuart Hope will be available for this meeting	
<b>7.</b>		

## PERTH COLLEGE UHI

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### JNC : Lecturers

Note of Meeting held on Monday 18 June 2018  
3.00pm, Principal's office, Brahan

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

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

**Note Taker:**           Mary Wright

### Summary of Action Items

Ref	Action	Responsibility	Timeline
3	Union Reps should have a slot at new staff induction days.	S Hunter	Next induction
6	Send email that clarifies Sector Managers happy with the one day either side in annual leave to SOH.	S Hunter	19.06.18
7	Speak to Lorenz Cairns re M Level 20 credit module.	S Hunter	
	Issues regarding school provision.	S Hunter	20.08.18

### Minutes

Item		ACTION
1.	<b>Welcome and Apologies</b>  Susan Hunter (SH) welcomed everyone to the JNC for Lecturers meeting.  There were no apologies.	

Item	ACTION
<p><b>2. Minutes of the Meeting of 26 April 2018</b></p> <p>The minutes of the JNC meeting held on 26 April 2018, having been circulated, were approved as an accurate record of the discussions that had taken place.</p>	
<p><b>3. Review Actions/ Matter arising not included elsewhere on the agenda:</b></p> <p>SH advised that we cannot send a starters/leavers list due to GDPR legislation. We would need to get permission from the individuals to include their name on any list.</p> <p>It was suggested that union reps attend new staff induction days. This may be twice a year and a 10 minute slot to be included for union reps. This was agreed.</p> <p>The £100 uplift will be paid in June's salary run.</p> <p>Unpromoted Lecturer pay – information is now with payroll.</p>	<b>SH</b>
<p><b>4. Policies &amp; Procedures - Update:</b></p> <p>SH advised that there were no major changes to the Organisational Change or Redundancy Procedure policies. There was a slight change to one line in the key definitions regards the One-stop Shop. This was approved at last week's Board meeting. The 2 documents were not in the right layout and DTP have now put them into house style.</p> <p>The Request for Funding to Support Formal Qualification form is an application staff will need to complete for formal qualifications to help management understand why the applicant is applying and what exactly it is they are applying for. This will enable an informed decision to be made whether or not the application will be accepted.</p>	
<p><b>5. CMT Restructure</b></p> <p>After MC had spoken to CMT, adverts are going out this week for the Head of International &amp; Marketing, Head of Business Development and Head of the Student Experience. Closing date for applications is 1<sup>st</sup> July. Interview dates of 13<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> July are in SMT diaries. SH did advise that the personnel will probably not be in post for the start of the new academic year.</p> <p>CMT had asked about their grades on the back of the Sector Managers' grading award. SH our current Job Evaluation contract, for Evaluate is until December 2018.</p>	
<p><b>6. National Bargaining</b></p> <p>Annual leave – Sector Managers happy to have one day each side.</p>	<b>SH</b>

Item	ACTION
<p>SOH would like to get the official clarification and SH will send this email on Tuesday.</p> <p>Class contact (23) –SH explained that some general principles were applied when approving remitted time that to allow us to deliver the 23 hours. These were that;</p> <ul style="list-style-type: none"> <li>- Management support was declined as SMs have 3 hours less contact time under the new arrangements</li> <li>- IV'ing requests were declined due to the additional time the SM's will have</li> <li>- Research approvals were saved for those on the REF list and anyone not in REF was declined, which allowed more time (0.2FTE) to be given to those staff in REF.</li> </ul> <p>Class contact +1 – SH is meeting the SMs on Wednesday to discuss how it will be shown in CELCAT. Deborah Lally will then set this up.</p> <p>Promoted Lecturer back pay – SH explained that David Donaldson the interim Head of Finance ran a dummy payslip and it was agreed that this would be better paid as a lump sum (example, less NI contributions paid). It may have been beneficial had it been paid running over 2 different tax years. Back pay was calculated from 01.04.17 to 31.03.18 and then from 01.04.18 a calculation for 2 months added. New pay rate will be applied as from the June salary run.</p> <p><b>7. AOCB</b></p> <p>Protocols –</p> <p>Staff conference will go ahead on 22<sup>nd</sup> June. There will also be one in August.</p> <p>Head of Academic Practice – David Gourley now has a new job title and this should be updated in the protocol.</p> <p>Confirmed that hourly paid staff will be paid for training days, events, CPD.</p> <p>There was discussion at the last Health and Safety Committee meeting regarding the risk assessment process. Ian Bow has re-worked the form so that it can be completed electronically.</p> <p>School provision – issues regarding contact time, prep time and not being paid at all for this. SH having to look at this and hopefully will have a proposal by the new academic year for adherence across the board.</p> <p>SH thanked SOH and DG for their contribution this year, as it has been a demanding year for all. SH added that National Bargaining</p>	<p>SH</p>

Item		ACTION
	will continue to ensure that we have regular round the table meetings.	
<b>8.</b>	<b>Date and time of next meetings</b>	
	To be confirmed for the next academic session	

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**STAFF CONSULTATION FORUM**

**Note of Meeting Held on Wednesday 27 June 2018  
1.00pm, Room 019**

**Present:** Susan Hunter, Head of HR & OD (Chair)  
Sara O'Hagan, EIS-FELA Rep  
Isobel Syme, Principal's PA  
Jane Edwards, Unison Rep  
Maureen Paris, Curriculum Admin Team Leader

**Apologies:** Declan Gaughan, EIS-FELA Rep  
Jen Thompson-Young, Sector Development Director, STEM  
Winston Flynn, Unison Rep

**Note Taker:** Susan Hunter

**Summary of Action Items**

Ref	Action	Responsibility	Timeline
3	<b>Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</b>  <b>Staff Rooms</b>  SH speak to Gilbert Valentine and find out about the utilisation of space.	Susan Hunter	ASAP
5	<b>Remit of SCF</b>  SH to speak to Carolyn to set future meetings up.	Susan Hunter	ASAP
11	<b>College Charity of the Year</b>  SH to speak to SMT about thoughts for College Charity.	Susan Hunter	ASAP
13	<b>Volunteering</b> SH to speak to SMT about possible volunteering in the community for staff.	Susan Hunter	ASAP

## Minutes

Item	Action
<p><b>1.</b></p> <p><b>Welcome and Apologies</b></p> <p>Susan Hunter (SH) welcomed everyone to the SCF meeting. SH advised that she would be taking the minutes.</p> <p>The apologies were noted.</p>	
<p><b>2.</b></p> <p><b>Approval of Minutes of Last Meeting</b></p> <p>The minutes of the SCF meeting held on 19 April 2018, having been circulated, were approved as an accurate record of the discussions that had taken place, but there were some changes to be made to rectify typos.</p>	
<p><b>3.</b></p> <p><b>Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</b></p> <p><b>Staff Rooms:</b></p> <p>SH advised she had spoken to Gilbert Valentine to find out about the utilisation of space. The student space had been agreed as part of the student engagement strategy and NSS results to develop a sticky campus. Therefore any lack of student utilisation would be worked on with HISA. SH added that there are a lot of moves ongoing and there may be an opportunity to review at some point during those moves.</p>	
<p><b>4.</b></p> <p><b>SMT and CMT Reorganisation:</b></p> <p>SH informed the group that the new CMT structure would commence on 1 August 2018 and that the Quality and Student Services Manager.</p> <p>JE raised a concern that there was a dilution of grades because these roles were being downgraded for the same work. SH explained that these were not the same jobs, these were new roles, with new job descriptions and that the Head of Student Experience would be the CMT member with appropriate responsibility.</p> <p>SH added that CMT pay would be reviewed in accordance with the matching of the promoted lecturers. SH added that this was an SMT decision and she would not be involved as she was affected. JE asked if CMT would receive a larger pay increase than other staff. SH said that any award would take account of equal pay, awards made to other staff groups and be cognisant of national job evaluation.</p>	



Item		Action
5.	<p><b>Policies and Procedures</b> SH stated that the Board had approved the Organisational Change and Redundancy Procedure, with a very minor sentence change to the redundancy procedure.</p> <p>JE stated that the organisational change procedure was not fit for purpose and asked that it be placed back on the agenda for the JNC.</p> <p><b>Action:</b> Organisational Change procedure to be discussed at JNC</p> <p><b>Remit of SCF</b> SH confirmed that the board committee dates had now been released and as such the other committee dates could be set, SH explained these dates were in the process of being agreed and would be set up shortly.</p> <p>JE and SOH asked that papers be sent out timeously, SH agreed. JE asked that meetings not be moved in the next academic year. It was requested that MC attend the SCF.</p> <p><b>Action:</b> MC to attend next SCF</p>	SH
6.	<p><b>Staff T&amp;Cs</b> SH advised that a draft of new terms and conditions is almost ready to be shared and has been updated via tracked changes to take account of legislative changes and local agreements.</p>	
7.	<p><b>National Job Evaluation</b> SH advised that there had been an update meeting, and the contract had still not been signed and this would lead to a delay in the project. SH explained there were 5 implementation options and there would be a standard implementation procedure, but these were not yet agreed. SH added that the implementation date was 1 September 2018 and that a snapshot would be taken on that date for reference purposes.</p>	
8.	<p><b>Nursery Review – update</b> SH advised that consultation meetings were ongoing with regard to the start and end times of shifts and breaks. JE stated this had been ongoing since May 2017 and that staff had known since August 2017.</p>	
9.	<p><b>One Stop Shop – update</b> SH confirmed that Richard and Cat were continuing to consult on this project. SOH added that sharepoint should have been updated, but was not, and the academic staff go off on Friday.</p> <p>SH said she would speak to Simon and Cat and arrange for this to be updated.</p>	

Item	Action
	<b>Action:</b> SH said she would speak to Simon and Cat and arrange for this to be updated.
<b>10.</b>	<p><b>Staff Suggestion Scheme</b> SH advised she had discussed this with SMT who wished this to be a 2 way method of communication. Given that the academic staff were about to finish it was agreed this would carry forward into the next academic year.</p>
<b>11.</b>	<p><b>College Charity of the Year</b> SH advised that she spoke to SMT and that they were happy to review the college charity and had suggested that this be a topic for the staff suggestion scheme.</p>
<b>12.</b>	<p><b>Date and time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• 27 June 2018, 1pm, Room 019.</li> </ul>

**SH**

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## **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**

Chief Operating Officer

Head of Human Resources and Organisational Development

### **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**