

Finance and General Purposes Committee

Agenda

Meeting reference: F&GP2018-19/03

Date: Wednesday 27 February 2019 at 5.00pm

Location: Room 019

Purpose: Scheduled meeting

* Denotes items for discussion.

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

	Agenda Items	Author	Led by	Paper
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance and General Purposes Committee held on 28 November 2018		Chair	Paper 1
5	Actions arising from previous minutes			
6	Accounts			
*6.1	Perth College Management Accounts – 6 months to 31 January 2019	Head of Finance	Head of Finance	Paper 2
*6.2	Perth College Group Forecast to year end 31 July 2019	Head of Finance	Head of Finance	Verbal
*6.3	AST Management Accounts – 6 months to 31 January 2019	Head of Finance	Head of Finance	Paper 3 Closed
7	Reporting			
7.1	Balanced Scorecard	Project & Planning Manager	Principal	Paper 4
*8	Learning Centres	Depute Principal (Academic)	Depute Principal (Academic)	Paper 5 Closed

9	Estates			
*9.1	Estates Update	Head of Estates	Head of Estates	Paper 6 Closed
*9.2	Tenders <ul style="list-style-type: none"> Catering contract & Residences 		Head of Estates & Depute Principal (Academic)	Verbal
10	Human Resources			
*10.1	Human Resources Update		Depute Principal (Academic)	Verbal Update
11	Standing Committees			
	Joint Negotiating Committee <ul style="list-style-type: none"> Support Staff – 13 December 2018 Lecturers – 13 December 2018 			Paper 8 Paper 9
12	Date and Time of next meeting <ul style="list-style-type: none"> 22 May 2019 			
13	Review of meeting (to include check against the Terms of Reference to ensure all competent business has been covered)			Paper 10

Finance and General Purposes Committee

Paper 1

Draft Minutes

Meeting reference: FGP2018-19/02
Date and time: Wednesday 28 November 2018 at 4.30pm
Location: Room 019

Members present: Margaret Cook, Brian Crichton, Deborah Hutchison, David Littlejohn, Harold Gillespie, Craig Ritchie

In attendance: Susan Hunter, Head of Human Resources and Organisational Development
Andrea Saunders, Head of Finance
Maureen Masson, Secretary to the Board of Management

Apologies: Jackie Mackenzie, Chief Operating Officer (COO)

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
4	Minutes of Meeting held on 28 November 2018 Update templates in the new year	Secretary	For next round of meetings
7.1	Estates Update Defer to Audit Committee on whether a risk on the estate condition should be added	Principal	Audit Committee meeting
7.2	Residences – Option Appraisal Include the residence matters on the Board agenda for the December meeting	Secretary	Next Board meeting
8 and 9.1	Implementing Lean and Efficiency Savings Provide an update bi-annually on lean and efficiency savings	Secretary	May 2019 meeting
10	HR Report Prepare an HR report for next meeting including on sickness absence figures	Head of HR and OD	Next meeting

Minutes:

Item	Action
<p>1. Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and apologies were noted. The Committee noted that Audit Committee would join the meeting at 5.30pm.</p>	
<p>2. Additions to the Agenda</p> <p>There were no additions to the agenda.</p>	
<p>3. Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
<p>4. Minutes of Meeting held on 25 September 2018</p> <p>The minutes were approved as a correct record. The Committee noted that the templates would be updated for the new calendar year.</p>	Secretary
<p>5. Matters Arising from Previous Minutes</p> <p>8 Relocation of Pathways – Closed</p> <p>Action: Further analysis of statistics and development of a communications plan</p> <p>Action Update: Action complete and considered by the Board at its meeting on 10 October 2018</p> <p>9.1 Estates</p> <p>Action: Paper on options for residences to come forward to the next meeting</p> <p>Action Update: On the agenda for the meeting</p> <p>11 Fee Waiver Policy and Student Support Funds Policy</p> <p>Action: Include on Board agenda for 10 October 2018 meeting</p> <p>Action Update: The policies were approved by the Board at its meeting on 10 October 2018</p>	

6 Accounts

***6.1 Perth College Management Accounts – 3 months to 31 October 2018**

The Head of Finance introduced the paper and indicated that there was nothing of concern in the first quarter. The Committee noted the reasons that staff costs which were marginally under budget in the first quarter. In terms of non-staff costs, the Head of Finance indicated that budgets were allocated on the basis of calendar months, but that could skew the profile depending on expenditure in any given month. Finance staff would review the approach to budgeting and profiling going forward. The Head of Finance worked closely with budget holders to ensure budgets remained on track.

The Committee noted the paper and were invited to provide any feedback to the Head of Finance.

***6.2 AST Management Accounts – 3 months to 31 October 2018 - Closed**

The Committee noted the accounts and commentary for the 3 month position. There were no matters of concern at this stage. The Principal reported that the AST Board met on 20 November and discussed the priorities for the Interim General Manager who was now in post. These included income streams, working more closely with customers, the debt profile and the business plan.

7 Estates

***7.1 Estates Update**

The Principal reported that the sector backlog maintenance and condition survey highlighted a significant cost to address the backlog. SFC was providing funding to Colleges but that grant was insufficient. The Committee noted that a number of other Colleges had added a risk on 'estate condition/funding for maintenance' and F&GPC agreed this matter should be deferred to Audit Committee to decide whether it should be added to the College's Risk Register.

In terms of the grant provided for projects for 2018-19, the Committee noted that SFC had extended its deadline to 31 July 2019 to account for the discrepancy in Financial and Academic Years between the Funding Council and institutions. Work to extend the coverage of CCTV across the Campus was planned as well as a new boiler for Goodlyburn, which would soon be tendered.

Principal

***7.2 Residences – Option Appraisal - CLOSED**

The Principal introduced the paper which comprised two elements:

- i. UHI Student Residences proposal; and
- ii. Management of current College student accommodation

In terms of the UHI Residences proposal, F&GPC noted the background to the UHI Residences Project Proposal and the College's involvement in the project. F&GPC discussed various factors including the financial aspects. It concluded that the College could not continue to support the project as the contract was considered to be onerous and, given the financial uncertainties of the ongoing project proposal, the only option was for the College to withdraw its support.

In terms of management of Perth College Student Residences, F&GPC noted that the current contract with SYHA for management of the summer residences was due for re-tender. The Committee noted the potential benefits to bringing management of the summer contract 'in-house' and the cost savings that may result, and agreed to a proposal to explore this option further.

F&GPC further agreed to the sale of a two bed flat in Morris Court. The Committee noted that the full disposal proceeds would be available for re-investment in the College estate as the property had not be bought or maintained with exchequer funding. The students currently occupying the flat would be moved into the College residences after Christmas when it is was expected a flat would become vacant.

Board approval for these matters would be sought at the next Board meetings

Secretary

8. Implementing Lean and Efficiency Savings

The Committee discussed the proposal outlining how the College would utilise lean methodology in improving processes/collaborations within the College, leading to continuous process improvement.

The Principal commented that the approach would be taken forward by the Project and Planning Manager who was experienced in applying Lean Six Sigma methodology; using this approach would ensure a logical and ordered approach to process improvement. The Committee noted that it was not expected that there would be any extra unbudgeted costs, and a number of staff across the College already had change management experience.

F&GPC welcomed the paper and approved the approach in principle.

In addition, the Committee would like to receive updated reports on a bi-annual basis.

9 Committee Business

***9.1 Forward Calendar for F&GP Committee**

The Committee noted the forward calendar of business and agreed that a lean methodology report (referred point 8 above) should be added to the May meeting agenda.

Secretary

10 Standing Committees

Joint Negotiating Committee

Support Staff – 25 October 2018
Lecturers – 25 October 2018

Noted

The Principal reported that there was no regular HR Statistics Report on the agenda because of technical difficulties with the College's HR System, which were being investigated. A report would be available for the next meeting.

Principal

11 Date of Next meeting

27 February 2018 at 5.30pm

12 Review of Meeting

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

13 Joint Meeting - The Committee was joined by the Audit Committee at 5.30pm

The Chair of F&GPC welcomed the Audit Committee to the joint meeting to review the 2017-18 Financial Statements. Introductions were made and apologies noted. The Chair of F&GPC would continue in the role of chair for the joint meeting.

14 Perth College Management Accounts Year to 31 July 2018 – Final Report and Commentary

The Head of Finance reported a positive overall position in the College management accounts to the year ended 31 July 2018. The Committee noted a positive outturn in relation to SFC income and the

Committee noted the final figures. Members of both F&GP and Audit Committees noted that F&GPC had a positive discussion at its last meeting when the draft year-end accounts had been considered in some detail.

The F&GP Committee approved the Perth College Management Accounts for the year to 31 July 2018.

Audit Committee noted the Perth College Management Accounts for the year to 31 July 2018.

15 Draft Perth College Group Report and Financial Statements for the year Ended 31 July 2018

The Head of Finance introduced the draft College Group Report and Financial Statements for the year ended 31 July 2018. F&GP and Audit Committees discussed the Group Accounts and welcomed the positive outturn position and the detailed explanation of the consequences of the fixed asset revaluation and pension liability.

F&GP Committee approved the Perth College Group Report and Management Accounts for the year to 31 July 2018 and recommended their approval to Audit Committee for its recommendation, in turn, to the Board of Management for approval and signature.

16 External Audit Annual Report 2016-17

The External Auditor presented the External Audit Report for 2017-18. The Committee noted that the scope of the Audit was in line with the Annual Audit Plan presented to the Audit Committee on 22 May 2018. As the College's external auditors, EY prepare the annual audit report to summarise key findings and conclusions from its audit work, for the College's Board of Management and the Auditor General.

The Auditor provided a summary of the key findings of the report. In terms of the financial statements audit, an unqualified audit opinion was provided on the College's consolidated financial risks.

The key messages from wider scope audit were discussed and the Committee noted the Red/Amber/Green (RAG) status for two items. Financial sustainability was assessed as 'amber' as the financial environment continued to be challenging for a number of reasons. Members discussed the projected financial status for the College in the Audit work on the Financial Forecast Return and noted that there were some critical aspects of expenditure that were not absolutely within the College's control including national bargaining and the Central Costs of the University. All agreed that it was important for the College to be

aware of how savings could be achieved. Members also expressed concern over the extent of the control the College had in generating sufficient levels of commercial and other income. No issues were identified in terms of governance, which was assessed as 'green', but a final governance checklist would be completed before the final report is issued to the Board.

F&GPC and Audit Committee welcomed the report and a number of questions were raised about plans for income growth in a tight financial climate. Income diversification would be discussed with budget holders and a more rigorous approach to business case development would be put in place. Discussions with budget holders would allow income centres to set targets levels for non-core funding that they might reasonably be expected to achieve.

SMT and the Board were aware of the deteriorating financial position but the auditor recognised that the College had a good track record in managing its finances in a tightening financial climate, and this provided some reassurance.

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

The Chair of F&GPC thanked the auditor and colleagues in the Finance Team for their work in preparing the financial statements and for a successful overall position.

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

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

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

Status of Minutes – Open with removal of Paper 4

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**

Perth College UHI

Committee	Finance & General Purposes Committee
Subject	Perth College Management Accounts to P5
Date of Committee meeting	27/02/2019
Author	Lynne Stewart – College Management Accountant Andrea Saunders – Head of Finance
Date paper prepared	08/02/2019
Executive summary of the paper	Full Management Accounts Pack for Perth College UHI to 31 st December 2018.
Consultation How has consultation with partners been carried out?	These Management Accounts have been prepared by Lynne Stewart and reviewed by Andrea Saunders, then reviewed by Perth College SMT.
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes/ No There are no resource implications resulting from these papers.
Risk implications (If yes, please provide details)	Yes/ No There are no risk implications with the content of this paper.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance 	This paper is fundamentally linked to the College Strategic and underlying Financial Plan. It encompasses Regulatory Compliance under Financial Reporting requirements, financial sustainability of Perth College and financial risk management by robust financial analysis of the business and commercial operations.

Perth College UHI

<ul style="list-style-type: none"> • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Click or tap here to enter text.</p> <p>There are no equality and diversity implications of this paper.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No</p> <p>If yes, please give details:</p> <p>No</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ No</p> <p>No</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Non Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	<p>This paper should be considered in open business.</p>

* If a paper should **not** be included within ‘open’ business, please highlight below the reason.

<p>Its disclosure would substantially prejudice a</p>	<input type="checkbox"/>	<p>Its disclosure would substantially prejudice the effective conduct of public affairs</p>	<input type="checkbox"/>
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Perth College UHI

programme of research			
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

PERTH COLLEGE UHI

MANAGEMENT ACCOUNTS FOR 5 MONTHS TO 31st December 2018

OVERVIEW

The College are slightly behind the budgeted I&E position to P5, reporting an adverse variance against budget of £26k at the bottom line.

I&E Structure	Manaccs per Budget	Budget to P5	Actuals to P5	Bud v Act to P5
		2018/19 '£'000	2018/19 £'000	2018/19 £'000
Income	Funding Council Grants excluding Research based	- 6,283	- 5,903	- 380
	Tuition Fees & Education Contracts	- 1,508	- 1,574	66
	Catering & Residences	- 502	- 502	0
	UHI Non Recurrent Income	- 69	- 58	12
	Other Income Generating Activities	- 595	- 574	21
	Research Centre Activity Income & Grant Funding	- 162	- 63	98
	Release of Deferred Capital Grant	- 82	- 82	0
	ASW & Climbing Wall	- 179	- 174	5
	Other Income	- 382	- 373	9
	Bursary/ Hardship Grant (Excluding Childcare)	- 1,043	- 1,005	38
Income Total		- 10,804	- 10,308	496
Pays	Teaching Departments	4,608	4,409	199
	Teaching Support Services	626	601	24
	Administration & Central Services	806	833	27
	Premises	346	342	4
	Other Income Generating Activities	261	239	22
	Research Centre Activity Income & Grant Funding	99	100	1
	ASW & Climbing Wall	159	175	17
Pays Total		6,904	6,700	204
Non Pay Expenditure	Teaching Departments	308	341	33
	Teaching Support Services	233	163	70
	Administration & Central Services	543	654	111
	Premises	662	358	304
	Catering & Residences	465	468	3
	Other Income Generating Activities	147	168	21
	Interest Payable	7	6	0
	Other Expenses - Childcare	177	83	94
	Research Centre Activity Income & Grant Funding	14	18	4
	ASW & Climbing Wall	90	104	15
	Depreciation	387	387	0
Bursary/ Hardship Grant (Excluding Childcare)	1,043	1,006	37	
Non Pay Expenditure Total		4,075	3,756	318
Grand Total		175	149	26

INCOME

Income is under recovered against budget by £496k to P5 with the largest adverse variances generated in Funding Council Grants (£380k), Research Income (£98k) and Bursary Income (£38k). These variances are summarised in the table below.

Category	Budget to P5		Actuals to P5		Bud v Act to P5	
	2018/19	'£000	2018/19	£'000	2018/19	£'000
Funding Council Grants excluding Research based	-	6,283	-	5,903	-	380
Tuition Fees & Education Contracts	-	1,508	-	1,574	-	66
Catering & Residences	-	502	-	502	-	0
UHI Non Recurrent Income	-	69	-	58	-	12
Other Income Generating Activities	-	595	-	574	-	21
Research Centre Activity Income & Grant Funding	-	162	-	63	-	98
Release of Deferred Capital Grant	-	82	-	82	-	0
ASW & Climbing Wall	-	179	-	174	-	5
Other Income	-	382	-	373	-	9
Bursary/ Hardship Grant (Excluding Childcare)	-	1,043	-	1,005	-	38
	-	10,804	-	10,308	-	496

FUNDING COUNCIL GRANTS

Grant Description	Budget P5		Actual P5		Bud v Act P5	
	2018/19		2018/19		2018/19	
FE Main Recurrent Grant	-	2,844	-	2,844	-	0
HE Main Recurrent Grant	-	2,431	-	2,467	-	36
National Bargaining Pay Pressures	-	327	-	327	-	0
FE Estates Grant	-	230	-	120	-	109
FE Childcare	-	177	-	83	-	94
ESIF	-	124	-	-	-	124
Additional RAM	-	100	-	100	-	-
FE Estates Grant	-	98	-	-	-	98
PDGE Grant	-	60	-	60	-	0
ESOL Grant	-	8	-	8	-	0
EMA Support for Admin	-	3	-	3	-	0
Knowledge Transfer Grant	-	-	-	10	-	10
MicroRam	-	120	-	120	-	-
TOTAL FUNDING COUNCIL GRANTS	-	6,283	-	5,903	-	380

Funding Council Grants are behind budget to P5 by £380k, with the main adverse variance being attributable to the under-recovery of Estates Grant (£208k) to the period due to slower than budgeted spend. Estates Grant is budgeted in flat 12ths but is released against spend throughout the year while

FUNDING COUNCIL GRANTS (Cont.)

Estates spend is end loaded with most works being completed in the summer months and so will ramp up to the financial year end. More accurate budget profiling will be implemented in the new financial year to eliminate these variances.

The other material adverse variance in Funding Council Grants is ESIF Grant income (£124k) and is due to the collective UHI partnership colleges not meeting amalgamated credit targets to P5. ESIF grant income is only recoverable where the net credit attainment across all partners exceeds targets and by P5, confirmed credits are significantly behind. The full year income budget here is £235k and will consequently result in an adverse variance against budget of this value by year end.

Childcare Income is lower than budgeted by £94k due to income being matched to spend. Spend is often slower in the first half of the year but will ramp up in the second half.

TUITION FEES

Fees have been calculated assuming the total amount budgeted for will be achieved. The accounting for and reporting of tuition fees will be developed in the coming months and implemented in the new financial year.

UHI NON RECURRENT GRANTS

Grant Description	Budget P5		Bud v Act P5		
	2018/19	Actual P5 2018/19	2018/19		
Exam Board	-	3	-	1	2
Programme Leadership	-	58	-	58	0
University Innovation Fund	-	10	-	-	10
TOTAL UHI NON RECURRENT GRANTS	-	70	-	58	11

UHI non recurrent grants are slightly behind budget to P5 by £11k. This is due to a miscoding of income currently shown under Funding Council Grants and will be corrected in P6 and consequently, Non Recurrent Income is on budget to P5.

CATERING & 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

OIGA Area	Budget to P85		Actuals to P5		Bud V Act to P5	
		2018/19 £'000		2018/19 £'000		2018/19 £'000
BMCL	-	51	-	30	-	22
CI	-	41	-	37	-	4
HESS	-	45	-	56	-	11
International - Accommodation	-	50	-	45	-	5
International - Fees	-	2	-	1	-	1
Nursery	-	125	-	112	-	13
STEM	-	234	-	248	-	14
Language School	-	47	-	45	-	2
Grand Total	-	595	-	574	-	21

Total Commercial Income to P5 is £574k and is lower than that budgeted by £21k. Within BMCL, FSC07 Business & Accounting is behind budget by £14k while FSC09 Sport & Fitness is behind budget by £7k.

HESS has over recovered income against budget in FSC10 Health & Social Care, with a favourable variance against budget of £15k.

Nursery fees to P5 are lower than budget by £15k and is a direct result of the reduction in opening hours.

In STEM, FTC00 income generation is ahead of budget by £29k to P5 but is partially offset by an adverse variance in FTC07 of £17k. FTC10 have generated unbudgeted income of £14k for HIE Staff Training.

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

Language School commercial income is £45K to P5 and is on budget. 5/12ths of the full time fee income has been taken into these accounts in order to flex it over the full year.

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, but this will be developed in the second half of the year.

RESEARCH CENTRES

Income Description	Budget to P5 2018/19		Actuals to P5 2018/19		Bud v Act to P5 2018/19	
		'£000		£'000		£'000
CONSULTANCY INCOME	-	69	-	-	-	69
Higher Education - Part Time	-	22	-	14	-	8
OTHER INCOME	-	55	-	17	-	38
RESEARCH INCOME	-	15	-	33	-	17
Grand Total	-	162	-	63	-	98

The Centre for Mountain Studies have generated £63k of income to P5 against a budget of £162k with the largest adverse variance in Consultancy Income with no income generation to date. Income generation here will be adjusted downwards accordingly in the reforecast.

EXPENDITURE

SALARY COSTS

Staff costs total £6,700k to P5 and are lower than budget by £204k with almost all of this underspend originating in Teaching Departments as per the summary below.

Category	Budget to P5	Actuals to P5	Bud v Act to P5
	2018/19 '£000	2018/19 £'000	2018/19 £'000
Teaching Departments	4,608	4,409	199
Teaching Support Services	626	601	24
Administration & Central Services	806	833	- 27
Premises	346	342	4
Other Income Generating Activities	261	239	22
Research Centre Activity Income & Grant Funding	99	100	- 1
ASW & Climbing Wall	159	175	- 17
	6,904	6,700	204

TEACHING DEPARTMENTS

Teaching Departments generate almost all of the salary cost underspend against budget to P5 of £199k. The table below groups academic cost centres by academic area to provide context around these underspends but the cross purpose nature of teaching makes salary costs difficult to track and report.

Academic Area	Budget to P5 2018/19 £'000	Actuals to P5 2018/19 £'000	Bud v Act to P5 2018/19 £'000
BMCL	945	902	44
CI	769	691	78
HESS	1,485	1,468	18
STEM	1,050	1,053	3
Learning Centres, Distance Learning & Evening Classes	250	229	21
Others	108	66	42
Grand Total	4,608	4,409	199

Our accounting, reporting and analysis of teaching staff costs will form a project during the second half of this financial year and updated reporting will follow as progress is made.

ADMINISTRATION & CENTRAL SERVICES

Area	Budget to P5 2018/19 £'000	Actuals to P5 2018/19 £'000	Bud v Act to P5 2018/19 £'000
Central Administration	- 54	- 33	- 21
Finance Department	152	122	29
Human Resources and Organisational Development	118	144	- 25
Health and Safety	15	12	3
Information Systems	158	162	- 4
Marketing Department	79	47	32
Development Trust	10	10	- 0
Materials Development	47	43	4
Procurement	9	56	- 47
Senior Management	272	270	2
	806	833	- 27

Administration and Central Services total salary costs exceed budget by £27k to P5 as shown above with the largest individual adverse variance seen in Procurement (£47k) with an additional overspend being incurred within HR (£25k).

PROCUREMENT

Unbudgeted spend in Procurement has been incurred while Dawne Hodgkinson has been on gardening leave. This has now come to an end and so unbudgeted spend will cease but the overspend will remain to the year end.

HR

HR salary costs have exceeded budget to P5 by £47k and includes a cost of £16k for an unbudgeted Equality & Diversity Officer and a further £27k for unbudgeted HR advisors. This overspend will continue to the year end, and will total £113k.

PREMISES

Area	Budget to P5	Actuals to P5	Bud v Act to P5	
	2018/19 '£000	2018/19 £'000	2018/19	£'000
Halls of Residence		1	-	1
Property Costs - Central	58	59	-	2
Property - Hard Facilities Management	37	38	-	1
Property - Soft Facilities Management	252	244		8
	346	342		4

Premises salary costs are on budget to P5 but will become overspent as the year progresses due to the impact of National Bargaining, specifically around the financial impact of shift allowances. Internally, managers are aware of the changes in Ts and Cs and have been asked to avoid increased payments to staff where at all possible (for example, managing finishing times to restrict hours after 10pm).

OTHER INCOME GENERATING ACTIVITIES

Area	Budget to P5	Actuals to P5	Bud v Act to P5	
	2018/19 '£0	2018/19 £'0	2018/19	£'0
International Centre	99	72		27
Language School - Comm Activity	7	10	-	3
Nursery	155	140		14
EST - General - Comm Activity		3	-	3
EST - Electrical Installation Comm Activity		3	-	3
EST - Electrical And Mechanical Systems Comm Activity		11	-	11
	261	239		22

Salary costs to P5 under other Operating Income college areas are lower than budget by £22k with the largest underspends attributable to the International Centre (£27k) and the Nursery (£14k). These underspends are partially offset by small unbudgeted spends in Engineering cost centres but it should be noted that this spend is offset by commercial income.

ACADEMY FOR SPORT & WELLBEING

The Academy of Sport & Wellbeing have incurred staffing costs totalling £175k to P5, exceeding budget by £17k. The additional staffing costs are due to the facility opening over the Festive Period where these additional staffing costs were not included in the original budget. Conversely, ASW have generated additional commercial income to offset these costs.

Area	Budget to P5	Actuals to P5	Bud v Act to P5	
	2018/19 '£000	2018/19 '£000	2018/19 '£000	
Academy of Sport and Wellbeing (ASW)	95	112	-	18
Climbing Centre	64	63		1
	159	175	-	17

NON SALARY COSTS

Non Salary costs total £3,756k to P5 and are lower than budget by £318k. As the table below summarises, the largest contributor to this underspend is in Premises costs and this is due to the end loaded nature of this expenditure when compared to the flat profile of the budgeted spend. The spend profile of these costs will be incorporated into next year's budget and will eliminate these variances.

Category	Budget to P5	Actuals to P5	Bud v Act to P5	
	2018/19 '£000	2018/19 '£000	2018/19 '£000	
Teaching Departments	308	341	-	33
Teaching Support Services	233	163		70
Administration & Central Services	543	654	-	111
Premises	662	358		304
Catering & Residences	465	468	-	3
Other Income Generating Activities	147	168	-	21
Interest Payable	7	6		0
Other Expenses - Childcare	177	83		94
Research Centre Activity Income & Grant Funding	14	18	-	4
ASW & Climbing Wall	90	104	-	15
Depreciation	387	387	-	0
Bursary/ Hardship Grant (Excluding Childcare)	1,043	1,006		37
	4,075	3,756		318

PREMISES

A further breakdown of Premises spend is included below and highlights that the slower than budgeted spend predominantly lies in "Hard Facilities Management" costs – or planned maintenance costs with an underspend against budget of £253k to P5. Easter and Summer works will significantly increase this spend in the coming months.

PREMISES (Cont.)

CTR Description	Budget to P5 2018/19 £'000	Actuals to P5 2018/19 £'000	Bud v Act to P5 2018/19 £'000
Property - Hard Facilities Management	415	162	253
Property - Soft Facilities Management	55	35	21
Property - Utilities	188	157	30
Property Costs - Central	4	4	0
Grand Total	662	358	304

The other large underspend to P5 lies in Teaching Support Departments and spend here is lower than budget by £70k. The table gives further detail on this variance and shows that the underspend resides in IT spend.

Area	Budget to P5 2018/19 £'000	Actuals to P5 2018/19 £'000	Bud v Act to P5 2018/19 £'000
ICT - General	190	114	75
Learning Technologies Centre	1	0	0
Library	30	21	9
Quality Assurance	4	5	1
Student Services	7	22	15
Union Link	1	1	1
Grand Total	233	163	70

The post of Head of IT has remained vacant during this financial year and as a result, spend in IT has been carefully monitored to date. An interim appointment into this post will allow a spend plan to be created for the second half of the financial year and will result in a ramping up of spend.

ADMINISTRATION & CENTRAL SERVICES

In contrast to the areas of spend noted above, Administration and Central Services non pay costs exceed budget to P5 by £111k as detailed below.

Area	Budget to P5 2018/19 £'000	Actuals to P5 2018/19 £'000	Bud v Act to P5 2018/19 £'000
Academic Central Administration	11	-	11
Central Administration	224	225	1
Development Trust	1	1	0
Finance Department	3	18	16
Health and Safety	2	3	1
Human Resources and Organisational Development	59	128	69
Information Systems	121	123	2
Marketing Department	39	30	9
Materials Development	66	82	16
Procurement	8	17	9
Senior Management	10	27	17
Grand Total	543	654	111

The largest overspend against budget has been incurred in HR due to consultancy costs incurred for a temporary staff member, recruited to provide specific project support during the year. These costs

ADMINISTRATION & CENTRAL SERVICES (Cont.)

generate an adverse variance against budget of £31k to P5 and will continue to P10 this year and so will result in a significant overspend for the financial year.

Similarly, Finance have incurred agency staff costs in the first half of the financial year due to staff changes. This spend will ramp up in the second half of the year with the recruitment of 2 fixed term appointments to bolster the accounting function to the year end.

AUGUST 2017 - DECEMBER 2018				
Management Accounts				
Actual 5 MONTHS to 31-12-2017	PERTH COLLEGE GROUP			
	FINANCIAL STATEMENT			
	5 MONTHS to 31st December 2018			
		Actual 5 MONTHS to 31-12-2018 £000's	Budget 5 MONTHS to 31-12-2018 £000's	Budget 12 MONTHS to 31-07-2019 £000's
	INCOME			
5,836	Funding Council Grants excluding Research based	5,904	6,283	15,080
1,515	Tuition Fees & Education Contracts	1,573	1,508	3,618
368	Catering & Residences	501	501	1,203
0	European Income	0	0	0
64	UHI Non Recurrent Income	58	69	166
562	Other Income Generating Activities	574	595	1,427
52	Research Centre Activity Income & Grant Funding	63	162	388
82	Release of Deferred Capital Grant	82	82	196
0	ASW & Climbing Centre Income	173	179	428
460	Other Income	374	382	916
8,939	INCOME SUB TOTAL	9,302	9,760	23,423
1,002	Bursary/ Hardship Grant(Excluding Childcare)	1,005	1,043	2,503
9,941	TOTAL INCOME	10,308	10,803	25,927
	EXPENDITURE			
	Staff Costs			
4,274	Teaching Departments	4,409	4,608	11,059
599	Teaching Support Services	601	626	1,502
758	Administration & Central Services	833	806	1,933
0	Restructuring costs	0	0	0
459	Premises	342	346	831
0	ASW & Climbing Centre	175	159	381
250	Other Income Generating Activities	239	261	626
113	Research Centres	100	99	238
6,453	TOTAL STAFF COSTS	6,700	6,904	16,570
	Non Staff Costs			
327	Teaching Departments	341	309	741
289	Teaching Support Services	163	233	560
678	Administration & Central Services	655	543	1,303
563	Premises	358	662	1,589
0	ASW & Climbing Centre	104	90	215
340	Catering & Residences	468	465	1,116
200	Other Income Generating Activities	168	147	354
11	Research Centres	18	14	34
121	Other Expenses - Childcare	83	177	425
0	Student Support Funds Overspend (incl. Childcare)	0	0	0
9	Interest Payable	6	7	16
397	Depreciation	387	387	928
2,934	NON STAFF COSTS SUB TOTAL	2,751	3,034	7,281
0	LESS:Reduction in Early Retirement Pension Provision	0	0	0
2,934	TOTAL NON STAFF COSTS	2,751	3,034	7,281
9,386	EXPENDITURE SUB TOTAL	9,451	9,938	23,851
1,002	Bursary/ Hardship Payments (Excluding Childcare)	1,005	1,043	2,503
10,388	TOTAL EXPENDITURE	10,456	10,981	26,354
(447)	COLLEGE SURPLUS/(DEFICIT)	(149)	(178)	(427)
0	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.		42	100
	EFFICIENCY SAVING	0	83	200
(447)	TOTAL GROUP SURPLUS/DEFICIT(-)	(149)	(53)	(127)
116	REVALUATION DEPRECIATION ADD BACK	116	116	279
(331)	Group Historical Cost Surplus/(Deficit) for the Period	(33)	63	152
0	Less: Transfers to ALF	0	0	0
(331)	Amount to be transferred to retained earnings	(33)	63	152

PERTH COLLEGE			
BALANCE SHEET			
as at 31st December 2018			
		AS AT	AS AT
		31/12/2018	31/12/2017
		£000	£000
FIXED ASSETS			
TANGIBLE ASSETS		35,988	33,034
INVESTMENTS		20	20
		36,008	33,054
CURRENT ASSETS			
STOCKS		22	23
DEBTORS		3,358	4,058
CASH AT BANK AND IN HAND		1,532	760
AMOUNTS DUE FROM SUBSIDIARY COMPANY		207	20
		5,119	4,861
CREDITORS:AMOUNTS DUE WITHIN ONE YEAR			
BANK TERM LOAN		100	400
TRADE CREDITORS		73	73
OTHER TAXATION AND SOCIAL SECURITY		339	286
OTHER CREDITORS		201	143
ACCRUALS AND DEFERRED INCOME		6,062	5,977
DEFERRED INCOME - CAPITAL GRANT		115	165
UNSPENT STUDENT SUPPORT FUNDS		395	200
AMOUNTS DUE TO SUBSIDIARY COMPANY		0	0
		7,285	7,244
NET CURRENT ASSETS/(LIABILITIES)		(2,166)	(2,383)
TOTAL ASSETS LESS CURRENT LIABILITIES		33,842	30,671
CREDITORS:AMOUNTS DUE AFTER MORE THAN ONE YEAR			
PROVISION FOR LIABILITIES AND CHARGES / DEFERRED GRANT		4,855	5,413
LOANS		0	100
NET ASSETS Excluding Pension Liability		28,987	25,158
Pension Liability		2,883	8,979
NET ASSETS Including Pension Liability		26,104	16,179
REPRESENTED BY:			
DEFERRED CAPITAL GRANTS		0	0
REVALUATION RESERVES		17,833	14,189
DESIGNATED RESERVES		0	0
INCOME & EXPENDITURE ACCOUNT		11,154	10,969
PENSION RESERVE		(2,883)	(8,979)
TOTAL RESERVES		26,103	16,179
TOTAL		26,103	16,179
		0	-

PERTH COLLEGE						
GRANTS				5		
2017-18	ACTUAL V BUDGET		2018-2019	2018-2019	2018-2019	ACTUAL V BUDGET
5 MONTHS ACTUAL	to 31-12-2018		5 MONTHS ACTUAL	5 MONTHS BUDGET	12 MONTH BUDGET	VARIANCE +/-
	CODE					
2,838,084	FE MAIN RECURRENT GRANT		£3,171,103	£3,171,103	£7,610,646	0
272,125	FE LUPS	123	£0	£124,167	£298,000	(124,166)
3,110,209						0
2,543,054	HE MAIN RECURRENT GRANT	108	£2,627,199	£2,591,145	£6,218,749	36,054
-145,833	MICRORAM		-£120,000	-£120,000	-£288,000	0
120,994	CHILDCARE	524	£83,192	£177,083	£425,000	(93,891)
24,422	ADDITIONAL ESOL GRANT FUNDING	148	£8,333	£8,333	£20,000	(0)
0	ESIF DSW	125	£0	£0	£0	0
7,600	UHI KNOWLEDGE TRANSFER		£9,583	£0	£0	9,583
3,333	EMA ADMIN SUPPORT & OTHER SUNDRY GRANTS	121	£3,333	£3,333	£8,000	(0)
	CIAF College Innovation Fund	114	£0		£0	
	ESTATES GRANT RELEASE - F.E.	386	£0	£0	£0	0
	FE CAPITAL Maintenance FUNDING 17-18- B801010 EPC01 387	387				
	ESTATES CAPITAL FORMULA FUNDING	388	£120,489	£229,938	£551,850	
0	ESTATES GRANT RELEASE - H.E.	385	£0	£98,127	£235,504	(98,127)
98,916	ESTATES GRANT RELEASE - FE 16-17	380	£0	£0	£0	0
80,063	ESTATES GRANT RELEASE - H.E.	379				
5,842,758			£5,903,232	£6,283,229	£15,079,749	(146,381)
7,059	LESS:UHI FUNDING SHOWN UNDER RESEARCH		£0	£0	£0	0
5,835,699	PER ACCOUNTS		£5,903,232	£6,283,229	£15,079,749	(146,382)
	UHI NON RECURRENT					
62,190	PL & Module Unit Payments (Excluding Research Centres)	U26 & U41	£57,526	£57,525	£138,061	1
1,875	EXAM BOARD	U11	£750	£2,500	£6,000	(1,750)
0	OTHER	U03/U23/U25 U04	£0	£0	£0	0
64,065			£58,276	£60,025	£144,061	(1,749)
5,899,764			£5,961,508	£6,343,254	£15,223,810	(148,131)

PERTH COLLEGE				
ESTATES /CAPITAL GRANT RELEASE - 2018-19				
MAKE UP OF FIGURES				
	CODE	2018-19 ORIGINAL BUDGET	EXPENDITURE December 2018 ACCOUNTS	COVERED BY GRANT RELEASE
Planned Building Maintenance etc	B 201001 EPC15	£787,354	-£7,317	-£7,317
FURNITURE BIDS	B 201001 EPC15 617	£0	£17,961	£17,961
Sanitary Products	B201001.EPC15 613	£0	£1,250	£0
Environmental Sustainability	B 201001 EPC15 619	£0	£155	£155
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	£1,169	£1,169
Fixed Wire Testing & Electrical Dist.	B 201001 EPC15 638	£0	£0	£0
Consultancy & Feasibility Studies	B 201001 EPC15 654	£0	£4,820	£4,820
Condition Survey Programme	B 201001 EPC15 655	£0	£0	£0
Fire Upgrade Works	B 201001 EPC15 656	£0	£0	£0
Security Improvements	B 201001 EPC15 657	£0	£0	£0
DDA Works	B 201001 EPC15 658	£0	£0	£0
Brahan One-Stop-Shop	B 201001 EPC15 689	£0	£19,283	£19,283
Home Economics RM 324	B 201001 EPC15 690	£0	-£9,708	-£9,708
Legionella Works	B 201001 EPC15 691	£0	£5,425	£5,425
Goodlyburn Classrooms Project - Phase 1	B 201001 EPC15 591	£0	£0	£0
Goodlyburn Roof	B 201001 EPC15 864	£0	£0	£0
Lift Replacment	B 201001 EPC15 581	£0	£0	£0
Demolition former Residences	B 201001 EPC15 414	£0	£0	£0
<i>Sub Total</i>		£787,354	£33,038	£31,788
ACADEMIC EQUIPMENT Curriculum RAG	B 702005 Various	£0	£0	£0
SOFTWARE	B 302051 BMI01	£30,000	£3,534	£3,534
<i>Sub Total</i>		£30,000	£3,534	£3,534
Total		£847,354	£36,572	£35,322
ALLOCATION TO PLANNED MAINTENANCE	B 201002 EPC15	£28,000	£38,803	£38,803
ALLOCATION TO UNPLANNED MAINTENANCE	B 201003 EPC15	£70,000	£47,133	£47,133
REVENUE EXPENDITURE FUNDED OUT OF ESTATES GRANT		£945,354	£122,508	£121,258
		£945,354	£122,508	£121,258

PERTH COLLEGE				
TUITION FEE SUMMARY			5	
ACTUAL 5 MONTHS to 31-12-2017	5 MONTHS to 31st December 2018	ACTUAL 5 MONTHS to 31-12-2018	BUDGET 5 MONTHS to 31-12-2018	BUDGET 12 MONTHS to 31-07-2019
2,844,207	H.E.FULL TIME	2,900,808	1,182,340	2,837,616
161,384	H.E.PART TIME	235,510	64,400	154,560
60,390	F.E.PART TIME	79,611	19,167	46,000
104,138	EVENING NON VOCATIONAL	81,223	78,750	189,000
0	CENTRAL ADMIN	0	0	0
12,460	OPEN/DISTANCE LEARNING	12,744	29,583	71,000
	OPEN ACCESS	0	0	0
0	SKILLSEEKERS (Managing Agents)	5,337	58,333	140,000
94,107	TRAINING AGENCY - Mod Appr	98,177	75,000	180,000
11,487	SDS/Foundation Apprenticeships	4,638	0	0
1,700	Employability (Ready to Work)	0	0	0
0	Flexible Workforce Dev Fund	9,752	0	0
-1,775,216	MONTH END ACCRUAL (PREPAYMENT)	-1,855,210	0	0
1,514,657		1,572,590	1,507,573	3,618,176
	BREAKDOWN OF F.E.P.T.			
12,414	ASC01 - 11 - 802202	22,387	5,417	13,000
0	ATC01 - 09 - 802202	0	0	0
0	ALT01/2	0	0	0
43,922	HIGHERS - 802215	52,462	11,458	27,500
0	EVENING VOCATIONAL - 802401	0	0	0
4,054	Academic Other Fees - 555/556/673 ETC.	4,763	2,292	5,500
0	ABD01 - ABD07	0	0	0
0	ATC01 - 07	0	0	0
60,390		79,611	19,167	46,000

PERTH COLLEGE					
INTERNATIONAL FEE SUMMARY				5	
ACTUAL 5 MONTHS to 31-12-2017	5 MONTHS to 31st December 2018		ACTUAL 5 MONTHS to 31-12-2018	BUDGET 5 MONTHS to 31-12-2018	BUDGET 12 MONTHS to 31-07-2019
UNDERGRADUATE					
0	Early Education Childcare	FSC03	1,667	0	0
2,712	Social Sciences	FSC04	5,375	5,417	13,000
2,083	Hospitality	FSC06	2,332	4,167	10,000
0	Business and Accounting	FSC07	1,042	0	0
2,712	Computing	FSC08	0	0	0
0	Sport and Fitness	FSC09	0	0	0
4,375	Music and Music Business	FTC02	5,417	0	
22,917	- Zhoukou	FTC02 867	22,917	27,083	65,000
1,042	Art and Creative Technologies	FTC03	3,750	3,375	8,100
4,100	Sound and Audio Engineering	FTC04	4,100	4,167	10,000
23,602	Aeronautical and Aircraft Engineering	FTC09	30,241	33,333	80,000
-12	- Zhengzhou International Centre	FIC01 880	0		
0	- Zhengzhou	FTC09 880	0	0	0
0	- Chenjdu	FTC09 873	0	0	0
0	Electrical and Mechanical Systems	FTC10 842	0	0	0
107,348	- Hunan	FTC00 842	99,781	95,833	230,000
38,767	- HUUC	FTC00 868	79,708	54,375	130,500
209,646	Total Undergraduate		256,330	227,750	546,600
POST GRADUATE					
2,498	Management	FSC05	3,640	4,167	10,000
		FIC01 L65	0		
2,498	Total Post Graduate		3,640	4,167	10,000
TOTAL			259,970	231,917	556,600

PERTH COLLEGE		5		
5 MONTHS ACTUAL to 31-12-2017	STUDENT RESIDENCES	5 MONTHS ACTUAL to 31-12-2018	5 MONTHS BUDGET to 31-12-2018	12 MONTHS BUDGET to 31-07-2018
	INCOME			
£124,174	RENTAL INCOME	£127,605	£125,000	£300,000
£22,683	SUMMER LETS	£21,689	£25,000	£60,000
£1,619	SUNDRY INCOME	£1,467	£1,042	£2,500
£148,476	TOTAL INCOME	£150,761	£151,042	£362,500
	EXPENDITURE			
£6,844	UNPLANNED MAINTENANCE	£19,081	£8,333	£20,000
£10,276	ELECTRICITY, WATER & GAS	£9,046	£7,708	£18,500
£0	WARDEN SALARIES	£0	£0	£0
£3,265	EQUIPMENT/MATERIALS/HOSPITALITY	£1,678	£1,042	£2,500
£33	BANK CHARGES	£35	£0	£0
£0	Contract Cleaning of Halls	£4,708	£4,708	£11,300
£51,667	SUB CONTRACTED SERVICES - SYHA	£60,398	£54,167	£130,000
£16,250	AGENTS COMMISSION	£14,584	£14,583	£35,000
£88,335	TOTAL EXPENDITURE	£109,530	£90,542	£217,300
£60,141	SURPLUS / (DEFICIT) before Depreciation and Interest	£41,231	£60,500	£145,200
£35,903	DEPRECIATION	£35,903	£35,903	£86,166
£0	LOAN INTEREST	£0	£0	£0
£24,238	SURPLUS / (DEFICIT) after Depreciation and Interest	£5,328	£24,598	£59,034
Done				
5 MONTHS ACTUAL to 31-12-2017	CATERING	5 MONTHS ACTUAL to 31-12-2018	5 MONTHS BUDGET to 31-12-2018	12 MONTHS BUDGET to 31-07-2018
	INCOME			
£70,987	BRAHAN	£106,250	£106,250	£255,000
£68,591	GOODLYBURN	£147,917	£147,917	£355,000
£79,719	SHOP	£95,763	£95,833	£230,000
£219,297	TOTAL INCOME	£349,930	£350,000	£840,000
	EXPENDITURE			
£78,100	BRAHAN	£108,333	£114,063	£273,750
£88,024	GOODLYBURN	£150,833	£158,021	£379,250
£85,256	SHOP	£97,187	£101,667	£244,000
£251,380	TOTAL EXPENDITURE	£356,353	£373,750	£897,000
£-32,083	OPERATING SURPLUS / (DEFICIT)	£-6,423	£-23,750	£-57,000
Done				

PERTH COLLEGE											
OTHER INCOME GENERATING ACTIVITIES											
SUMMARY BY FACULTY/UNIT											
5											
YEAR TO 31st July 2019											
To 31st December 2018											
FACULTY											
	INCOME BUDGET YEAR TO 30-11-2018	EXPENDITURE BUDGET YEAR TO 30-11-2018	CONTRIBUTION BUDGET YEAR TO 30-11-2018	INCOME BUDGET 5 MONTHS 31-12-2018	EXPENDITURE BUDGET 5 MONTHS 31-12-2018	CONTRIBUTION BUDGET 5 MONTHS 31-12-2018	INCOME ACTUAL 5 MONTHS 31-12-2018	EXPENDITURE ACTUAL 5 MONTHS 31-12-2018	CONTRIBUTION ACTUAL 5 MONTHS 31-12-2018	CONTRIBUTION ACTUAL 5 MONTHS 31-12-2017	
BMCL	137,805	64,090	73,715	57,419	26,704	30,715	29,862	21,022	8,840	5,667	
STEM	480,500	77,000	403,500	200,208	32,083	168,125	247,902	60,985	186,917	164,108	
CI	97,800	14,000	83,800	40,750	5,833	34,917	36,767	2,396	34,371	22,972	
HESS	108,000	19,500	88,500	45,000	8,125	36,875	56,131	4,393	51,738	41,826	
NURSERY	300,000	378,085	(78,085)	125,000	157,535	(32,535)	112,258	145,234	(32,976)	(25,729)	
INTERNATIONAL RECRUITMENT - FEES FIC 01	4,000	315,557	(311,557)	1,667	131,482	(129,815)	753	107,951	(107,198)	(107,826)	
INTERNATIONAL RECRUITMENT - ACCOM. FIC01.L01/5	120,000	120,000	0	50,000	50,000	0	44,705	44,705	0	9	
Sub Total	1,248,105 0	988,232 0	259,873	520,044	411,763	108,280	528,378 0	386,686	141,692 0	101,027	
LANGUAGE SCHOOL - Commercial Income	113,500	33,325	80,175	47,292	13,885	33,406 No	45,369	20,250	25,119	9,664	
Grand Total	1,361,605	1,021,557	340,048	567,335	425,649	141,687	573,747	406,936	166,811	110,691	
<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>											0
Comparatives to 31st December 2017							562,225	451,534	110,691		

PERTH COLLEGE										
INCOME & EXPENDITURE SUMMARY SHEET										
RESEARCH CENTRES										
To 31st December 2018										
	INCOME BUDGET YEAR TO 31-07-2019	EXPENDITURE BUDGET YEAR TO 31-07-2019	CONTRIBUTION BUDGET YEAR TO 31-07-2019	INCOME BUDGET 5 MONTHS 31-12-2018	EXPENDITURE BUDGET 5 MONTHS 31-12-2018	CONTRIBUTION BUDGET 5 MONTHS 31-12-2018	INCOME ACTUAL 5 MONTHS 31-12-2018	EXPENDITURE ACTUAL 5 MONTHS 31-12-2018	CONTRIBUTION ACTUAL 5 MONTHS 31-12-2018	CONTRIBUTION ACTUAL 5 MONTHS 30-12-2017
CENTRE FOR MOUNTAIN STUDIES	388,327	272,338	115,989	161,803	113,474	48,329	63,370	117,811	(54,441)	(57,874)
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	0
TOTAL RESEARCH	388,327	272,338	115,989	161,803	113,474	48,329	63,370	117,811	(54,441)	(57,874)
SURPLUS / (DEFICIT) AT 30th November 2017							40,912	98,786	(57,874)	

PERTH COLLEGE				
BREAKDOWN OF 'OTHER INCOME'				
5 MONTHS to 31st December 2018				
5 MONTHS to 31-12-2017 ACTUAL		5 MONTHS to 31-12-2018 ACTUAL	5 MONTHS to 31-12-2018 BUDGET	12 MONTHS TO 31-07-2018 BUDGET
620	HIRE OF ACCOMMODATION	£620	£583	£1,400
435	LIBRARY	£5,415	£729	£1,750
25,416	SCHOOLS DIRECT	£17,938	£25,288	£60,690
3,366	LEARNING TECHNOLOGY CENTRE	£3,251	£1,250	£3,000
7,106	CENTRAL ADMIN/FINANCE/MIS	£5,069	£833	£2,000
241	ACADEMIC CENTRAL ADMIN	£21,954	£417	£1,000
37	EXAM FEES	£39	£1,250	£3,000
21,401	SECONDMENT SALARY RECHARGES	£13,914	£9,427	£22,624
11,667	RECHARGES TO UHI	£12,500	£12,500	£30,000
9,569	COMMUNITY DEVELOPMENT/SVS PROJECTS	£22,524	£0	£0
24,938	NEW OPPORTUNITIES	£164	£2,083	£5,000
0	ADULT LITERACY PROJECT - 470	£22,234	£15,417	£37,000
2,312	SUNDRY INCOME & PROJECTS / STUDENTS UNION	£365	£0	£0
28,303	SALES OF BEAUTY THERAPY KITS	£24,986	£10,667	£25,600
30,751	CURRICULUM DEVELOPMENT FUND L & T PROJECTS -	£3,513	£0	£0
0	H.I.T.SCOTLAND BURSARY AWARDS	£0	£250	£600
15,693	PROPERTY	£14,496	£15,500	£37,200
0	APUC Fees from Partners	£-246	£0	£0
9,274	PROPERTY CAR PARKING	£6,908	£20,000	£48,000
11,583	PRIZEGIVING / GRADUATION	£10,400	£5,000	£12,000
666	INTEREST RECEIVED	£3,636	£833	£2,000
3,483	ABD07 / WEE Centre Project	£2,450	£14,337	£34,409
18	H.R. & STAFF DEVELOPMENT	£0	£0	£0
2,000	STUDENT SERVICES	£0	£0	£0
21,953	STUDENT SUPPORT - ELS	£26,370	£12,500	£30,000
-1,578	LEARNING CENTRES	£-1,612	£458	£1,100
4,454	CURRICULUM OTHER INCOME	£34,982	£0	
32,095	Essential Student Equipment - Bursary Funded	£45,229	£11,792	£28,300
0	FUTURE SKILLS FOR CREATIVE INDUSTRIES	£0	£0	
61,667	MANAGEMENT CHARGE TO AST	£41,666	£41,667	£100,000
615	NQ Sports	£0	£0	
7,055	TCl - Other Income	£15,952	£0	£0
525	Conference & Hospitality Services	£916	£0	£0
1,713	Materials Development	£1,612	£2,708	£6,500
0	DONATION FROM AST	£0	£0	£0
2,598	Sale/Purchase of Books	£11,980	£6,250	£15,000
0	Development Trust	£0	£0	£0
3,282	CREATIVE IND BURSARY FUND	£4,622	£2,083	£5,000
343,261		£373,846	£213,822	£513,173

PERTH COLLEGE				5	
5 MONTHS ACTUAL to 31-12-2017	ANALYSIS OF PROPERTY COSTS		5 MONTHS ACTUAL to 31-12-2018	5 MONTHS BUDGET to 31-12-2018	12 MONTHS BUDGET 31-07-2018
£72,125	PLANNED BUILDING PROJECTS		£33,038	£328,064	£787,354
£0	FURNITURE REPLACEMENT		£0	£0	£0
£60,717	PLANNED MAINTENANCE		£38,803	£11,667	£28,000
£2,412	ADDITIONAL PLANNED MAINTENANCE		£0	£0	£0
£62,003	UNPLANNED MAINTENANCE	EPC15	£47,133	£29,167	£70,000
£377	UNPLANNED MAINTENANCE -Acad Equip		£0	£2,083	£5,000
£1,217	CAR PARK REPAIRS AND MAINTENANCE		£0	£11,667	£28,000
2,848	CATERING COSTS		£6,278	£2,917	£7,000
£7,637	GROUND UPKEEP		£9,676	£10,417	£25,000
£100,654	ELECTRICITY		£85,215	£106,583	£255,800
£27,925	GAS	EPC17	£26,459	£27,708	£66,500
£36,924	RATES	EPC17	£29,506	£37,500	£90,000
£0	RATES - REBATE		£0	£0	£0
£8,641	WATER METERED RATES	EPC17	£16,126	£15,833	£38,000
£8,428	CLEANING EQUIPMENT	EPC16	£4,415	£7,500	£18,000
£7,950	JANITORIAL SUPPLIES	EPC16	£11,496	£10,833	£26,000
£5,067	PROPERTY SECURITY	EPC15	£2,990	£5,417	£13,000
£26,189	HIRE OF SKIPS	EPC15	£26,814	£25,000	£60,000
£433	Hire of Portacabins	EPC01	£0	£0	£0
£3,119	SUPPLIES & SERVICES ETC.	EPC01	£1,963	£2,083	£5,000
£14,125	TRANSPORT HIRE/TRAVEL	EPC16	£9,119	£14,583	£35,000
£1,447	Vehicle Maintenance		£2,092	£3,333	£8,000
£500	Insurance Claims		£0	£417	£1,000
£8,057	CAR PARK MANAGEMENT		£6,907	£7,500	£18,000
458,795	PER BOARD ACCOUNTS - NON STAFFING COSTS		£358,030	£660,273	£1,584,654
£76,368	ADMIN SALARIES		£60,450	£57,612	£138,268
£36,580	TECHNICIAN SALARIES		£37,746	£36,770	£88,249
£112,279	CARETAKERS SALARIES		£113,570	£105,673	£253,616
£115,110	CLEANERS SALARIES		£130,659	£146,138	£350,732
340,337	PER BOARD ACCOUNTS - STAFFING COSTS		£342,425	£346,194	£830,865

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PERTH COLLEGE				5		
5 MONTHS ACTUAL to 31-12-2017	ANALYSIS OF International Activity	5 MONTHS ACTUAL to 31-12-2018	5 MONTHS BUDGET to 31-12-2018	12 MONTHS BUDGET 31-07-2018	ACTUAL V BUDGET	VARIANCE
	China					
	Income					
£169,032	Fees - Partners (China)	£202,406	£177,292	£425,500		25,114
	Total Income	£202,406	£177,292	£425,500		25,114
	Expenditure					
	Staff					
£10,584	Teaching - (China)	£13,082	£0	£0		13,082
£6,667	Management	£0	£0	£0		0
£17,251	Total Staff	£13,082	£0	£0		13,082
	Non Staff					
£3,462	Supplies & Services - China	£9,312	£9,275	£22,260		37
£32,960	Travel - China	£29,149	£5,833	£14,000		23,316
£0	Agents Commission	£0	£0	£0		0
£15,638	Membership fees & Subscriptions	£0	£0	£0		0
£52,060	Total Non Staff	£38,461	£15,108	£36,260		23,353
£99,721	OPERATING SURPLUS / (DEFICIT)	£150,863	£162,183	£389,240		(11,320)
	Other International					
	Income					
£43,479	Fees - Students	57,564	£71,292	171,100		(13,728)
£14,121	Fees - Summer School	5,814	£7,083	£17,000		(1,269)
£25,370	Fees - Language School	36,234	£40,208	£96,500		(3,974)
£49,884	Residences - Host Family	44,705	£50,000	£120,000		(5,295)
£7,843	Other Income	4,074	£1,667	£4,000		2,407
£140,697	Total Income	£148,391	£170,250	£408,600		(21,859)
	Expenditure					
	Staff					
£0	Teaching - (Others)	£7,966	£0	£0		7,966
£4,916	Summer School	£1,877	£3,333	£8,000		(1,456)
£65,905	Admin Salaries - International Centre	£72,079	£99,399	£238,557		(27,320)
£5,144	Language School		£3,333	£8,000		(3,333)
£75,965	Total Staff	£73,956	£106,065	£254,557		(32,109)
	Non Staff					
£0	Residences Costs - Host Family	£44,705	£50,000	£120,000		(5,295)
£49,875	Supplies & Services	£1,845	£4,375	£10,500		(2,530)
£8,151	Supplies & Services - Summer School	£3,937	£1,667	£4,000		2,270
£9,232	Supplies & Services - Language School	£2,761	£1,844	£4,425		917
£2,719	Travel	£24,222	£16,667	£40,000		7,555
£8,356	Bad Debt	£2,083	£2,083	£5,000		(0)
£6,250	Advertising - India		£1,250	£3,000		(1,250)
£331	Advertising - Other Overseas	£2,730	£1,250	£3,000		1,480
£410	Membership fees & Subscriptions	£1,284	£4,167	£10,000		(2,883)
£0	Agents Commission	£7,417	£5,792	£13,900		1,625
£17,083	Total Non Staff	£90,984	£89,094	£213,825		1,890
£102,407	OPERATING SURPLUS / (DEFICIT)	£16,435	£61,155	£194,775		8,360
-£37,675	OPERATING SURPLUS / (DEFICIT)	-£16,549	-£24,909	-£59,782		8,360

PERTH COLLEGE				5
5 MONTHS ACTUAL to 31-12-2017	ANALYSIS OF ASW	5 MONTHS ACTUAL to 31-12-2018	5 MONTHS BUDGET to 31-12-2018	12 MONTHS BUDGET 31-07-2018
	<u>ASW</u>			
	<u>Income</u>			
£29,671	Sports Hall Income	£23,987	£29,167	£70,000
£1,562	Gym Income	£4,215	£6,250	£15,000
	Gym Income Other	£53		
£0	Hire of Rooms	£811	£0	£0
£1,095	Other Income	£1,602	£20,800	£49,920
£0	Events Income	£0	£0	£0
£0	Other Income Fitness services	£940	£0	£0
£26,423	Membership - Students	£28,599	£21,667	£52,000
£5,470	Membership - Commercial	£37,649	£21,667	£52,000
£7,418	Membership - Staff	£6,618	£6,667	£16,000
£71,639	Total Income	£104,472	£106,217	£254,920
	<u>Pay Expenditure</u>			
£69,766	Admin Salaries	£112,262	£94,596	£227,031
£69,766		£112,262	£94,596	£227,031
	<u>Non Pay Expenditure</u>			
£2,462	Planned Maintenance	£7,431	£0	£0
£4,393	Unplanned Maintenance	£5,300	£5,417	£13,000
£23,144	Electricity	£27,048	£20,833	£50,000
£2,535	Gas	£4,009	£4,167	£10,000
£5,833	Rates	£0	£0	£0
£2,080	Water Meter	£0	£0	£0
£1,172	Cleaning Equipment	£1,569	£0	£0
£0	Janitorial Supplies	£0	£0	£0
£3,018	Hire of Skips	£1,995	£0	£0
£8,987	Supplies & Services	£5,013	£6,250	£15,000
£0	Supplies & Services Events	£0	£6,250	£15,000
£37,246	Equipment Rental	£41,280	£37,500	£90,000
£7,897	Computer Maintenance Agreements	£5,064	£4,167	£10,000
£319	Travel	£480	£0	£0
£0	Marketing	£1,048	£0	£0
£99,086	Total Expenditure	£100,235	£84,583	£203,000
-£97,213	OPERATING SURPLUS / (DEFICIT)	-£108,025	-£72,963	-£175,111
	<u>Climbing Centre</u>			
	<u>Income</u>			
£38,497	Climbing Centre Income	£52,134	£62,083	£149,000
£2,311	Hire of Equipment	£3,526	£0	£0
£1,698	Other Income	£0	£6,250	£15,000
£60	Other Income NICAS	£10,490	£0	£0
£697	Membership Fees - Students	£696	£1,458	£3,500
£2,111	Membership Fees - Commercial	£1,716	£1,250	£3,000
£0	Membership Fees - Staff	£0	£1,250	£3,000
£45,374	Total Income	£68,562	£72,292	£173,500
	<u>Pay Expenditure</u>			
£48,424	Salaries	£63,010	£64,175	£154,020
£48,424		£63,010	£64,175	£154,020
	<u>Non Pay Expenditure</u>			
£4,731	Equipment/Materials	£3,230	£2,917	£7,000
£720	Equipment/Materials NICAS	£602	£0	£0
£0	Equipment Rental	£0	£0	£0
£0	Marketing	£140	£2,083	£5,000
£5,451	Total Expenditure	£3,972	£5,000	£12,000
(8,501)	OPERATING SURPLUS / (DEFICIT)	£1,580	£3,117	£7,480

Perth College UHI

Committee	Finance & General Purposes Committee
Subject	Air Services Training Management Accounts to P5
Date of Committee meeting	27/02/2019
Author	Patricia McCann – Financial Accountant
Date paper prepared	25/01/2019
Executive summary of the paper	Full Management Accounts Pack for Air Service Training Ltd to 31 st December 2018.
Consultation How has consultation with partners been carried out?	These Management Accounts have been prepared and reviewed with AST Management. Further, the accounts were presented to and reviewed by the AST Board at their meeting dated 29 th January 2019.
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes/ No There are no resource implications resulting from these papers.
Risk implications (If yes, please provide details)	Yes/ No There are no risk implications with the content of this paper.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance 	This paper is fundamentally linked to the College Strategic and underlying Financial Plan. It encompasses Regulatory Compliance under Financial Reporting requirements, financial sustainability of AST and financial risk management by robust financial analysis of the business and commercial operations.

Perth College UHI

<ul style="list-style-type: none"> • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Click or tap here to enter text.</p> <p>There are no equality and diversity implications of this paper.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No</p> <p>If yes, please give details:</p> <p>No</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ No</p> <p>No</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Non Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	<p>This paper should be considered in open business.</p>

* If a paper should **not** be included within ‘open’ business, please highlight below the reason.

<p>Its disclosure would substantially prejudice a</p>	<input type="checkbox"/>	<p>Its disclosure would substantially prejudice the effective conduct of public affairs</p>	<input type="checkbox"/>
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Perth College UHI

programme of research			
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

AST Engineering Limited

Notes to the accounts for the 5 months to December 2018

SUMMARY

The result for the 5 months YTD shows a profit/surplus of £86k versus the budgeted loss of (£1k) for the same period and a £37k improvement vs. 2017. Income is £71k favourable vs. budget and expenditure is £15k favourable vs. budget.

INCOME

Approved courses are £17k above Budget. This is mainly due to residual income from Class 259 not included in budget, as well as two late enrolments in class 263.

Modular courses are £8k above Budget. The improvement is due to NAAT 33k while all the other areas are below budget (25k).

Second Sites are (£4k) below Budget with the deficit being with JorAMco (7k).

Bespoke training for RAFO is £50k above Budget.

(IGM will give a detailed presentation of the income streams).

EXPENDITURE

Direct Costs

Direct costs are £33k favourable vs. Budget. This is mainly against salary £15k, travel £7k, training equipment £5k and AMET £6k.

Salary costs include an accrual for a pay award at 2.5% (budget 2%). Budget includes costs for one additional lecturer not yet appointed (two will commence in January).

Travel and overseas allowances mainly due to timing of training/phasing of budget.

Indirect Costs

Direct costs are (£18k) adverse vs. budget. This is mainly against consultancy fees not budgeted (18k), legal/audit (£3k) and travel £3k.

Salary costs include an accrual for a pay award at 2.5% (budget 2%). The adverse variance (£1.3k) against salaries is mainly due to a new employee who started in December. The former post holder worked 21hrs and there was no provision made in the budget for a FT replacement. Full year this discrepancy will be around (5k).

Legal & Audit fees include Henderson Loggie costs of reviewing the Business Plan & Leonardo contract not included in the budget.

Travel is mainly due to timing of training/phasing of budget.

A 3% increase for Management Fee was budgeted but hasn't been implemented.

Actual Dec	Budget Dec	Positive/ (Adverse) Variance	YTD Actual Dec	YTD Budget Dec	Positive/ (Adverse) Variance	Comments
162,080	140,107	21,973	766,504	696,022	70,482	MTH - Approved 1k, Modular 7k, Second Sites 3k, RAFO 12k YTD - Approved 17k, Modular 8k, Second Sites (4k), RAFO 50k
-	-	-	-	-	-	
26	83	(57)	149	415	(266)	
7,967	5,000	2,967	26,261	25,000	1,261	
170,073	145,190	24,884	792,915	721,437	71,477	
47,529	49,851	2,322	234,059	249,254	15,195	1 HC in Budget not yet appointed, pay award accrued 2.5%
2,021	-	(2,021)	6,397	8,000	1,603	
-	1,250	1,250	1,357	6,250	4,893	
3,872	1,600	(2,272)	13,907	8,000	(5,907)	Budget based on PY actuals
1,000	-	(1,000)	3,100	4,000	900	
3,180	-	(3,180)	17,708	24,800	7,092	
66	208	142	531	1,040	509	
2,073	4,364	2,291	15,610	21,477	5,867	
-	-	-	1,596	4,500	2,904	
59,740	57,273	(2,468)	294,264	327,321	33,057	
110,333	87,917	22,416	498,650	394,116	104,534	
64.9%	60.6%	4.3%	62.9%	54.6%	8.3%	
40,099	38,466	(1,632)	193,611	192,332	(1,279)	Pay award accrued 2.5% (Budget 2%), (1k) var due to Leaver PT/New Emp FT.
632	650	18	3,162	3,250	88	
8,708	8,708	(0)	43,542	43,540	(2)	
3,912	4,031	119	19,561	20,155	594	
800	828	28	4,000	4,140	140	
3,204	1,635	(1,569)	8,062	8,175	113	Actual seasonal variation vs. flat budget
4,382	2,500	(1,882)	14,616	12,500	(2,116)	Upgrade of water heater & annual boiler service
1,578	1,000	(578)	5,223	5,000	(223)	
1,615	1,250	(365)	6,569	6,250	(319)	
1,193	1,250	57	9,724	6,250	(3,474)	HL fees re Leonardo Project & Business Plan
1,813	-	(1,813)	17,813	-	(17,813)	IGM fees accrual
1,000	1,000	-	5,000	5,000	-	
2,309	2,500	191	11,542	12,500	958	
118	290	172	738	1,450	712	
584	584	0	2,835	2,920	85	
291	358	67	2,356	1,790	(566)	
171	333	162	827	1,665	838	
4,000	1,667	(2,333)	8,454	8,335	(119)	RAS advert, Civil Aviation Training Forum Conf - China
2,634	3,333	699	13,628	16,665	3,037	
8,333	8,583	250	41,667	42,915	1,248	3% increase budgeted but not implemented
87,377	78,966	(8,409)	412,929	394,832	(18,098)	
22,956	8,951	14,005	85,721	(715)	86,436	
13.5%	6.2%	7.3%	10.8%	-0.1%	10.9%	
0	0		0	0		

Full Year 5 Mth Act/7 Mth Bud	Full Year Budget	Positive/ (Adverse) Variance
1,928,952	1,858,470	70,482
15,000	15,000	-
734	1,000	(266)
61,261	60,000	1,261
2,005,947	1,934,470	71,477
583,014	598,210	15,195
18,397	20,000	1,603
10,107	15,000	4,893
25,090	19,183	(5,907)
9,100	10,000	900
54,908	62,000	7,092
1,991	2,500	509
52,961	58,828	5,867
6,096	9,000	2,904
761,664	794,721	33,057
1,244,283	1,139,749	104,534
62.0%	58.9%	3.1%
462,876	461,596	(1,279)
7,712	7,800	88
104,502	104,500	(2)
47,778	48,372	594
9,790	9,930	140
19,502	19,615	113
32,116	30,000	(2,116)
12,223	12,000	(223)
15,319	15,000	(319)
18,474	15,000	(3,474)
17,813	-	(17,813)
12,000	12,000	-
29,042	30,000	958
2,788	3,500	712
6,915	7,000	85
4,866	4,300	(566)
3,162	4,000	838
20,119	20,000	(119)
36,963	40,000	3,037
101,755	103,003	1,248
965,714	947,616	(18,098)
278,569	192,133	86,436
13.9%	9.9%	4.0%
0	0	

AST Engineering Ltd
Balance Sheet as at December 2018

	Dec-18	Dec-17
Fixed Assets		
F&F	108,334	131,908
Computers	0	238
Equipment	38,674	44,409
	147,008	176,554
Current Assets		
Cash at bank and in hand	210,860	191,690
Cash - Libya deposit	488,750	488,750
Stock	4,323	2,381
Trade Debtors	567,643	33,049
Other Debtors and Prepayments	28,612	342,858
	1,300,188	1,058,728
Current Liabilities		
Accruals	376,467	106,735
Fees Invoiced in Advance (inclu 488,750 Libya)	905,397	951,290
Creditors < 1 year	56,754	105,357
	1,338,617	1,163,382
Net Current Assets (Liabilities)	-38,429	-104,654
Total Assets less Current Liabilities	108,579	71,900
Represented by: -		
Share Capital	20,000	20,000
Profit and Loss Account	65,624	2,858
Profit (loss) for the period	22,956	49,042
	108,579	71,900

AST ENGINEERING LTD

TUITION INCOME 5 Months to DEC YTD	Actual YTD	Budget YTD	Variance
APPROVED COURSES			
Prior Years Start	146,572	137,159	9,413
Current Year's Start	62,356	55,157	7,199
Total - Approved Courses	208,928	192,316	16,612
MODULAR (INCL.EXAMS)			
Modular Courses - Perth	60,160	75,000	(14,840)
Prestwick Air Maintenance	3,200	3,200	-
HIOS (India/Qatar)	13,085	18,000	(4,915)
CoA	7,191	10,038	(2,847)
Pitot Aviation	11,320	14,000	(2,680)
NAAT (Nepal)	56,673	23,400	33,273
Air Mauritius	-	-	-
East Wings Aviation	6,050	5,700	350
Total - Modular	157,679	149,338	8,341
SECOND SITES			
JORAMCO	42,960	49,740	(6,780)
STPI Indonesian College	34,474	34,474	-
CAT - Kuwait	219,959	219,217	742
Keiler-Iceland	25,657	24,040	1,617
Total - Second Site	323,050	327,471	(4,421)
BESPOKE COURSES			
RAF Oman Officer Training	76,847	26,897	49,950
Total - Bespoke Courses	76,847	26,897	49,950
CONSULTANCY			
Pitot Aviation/EAA	-	-	-
Total - Consultancy	-	-	-
TOTAL	766,504	696,022	70,482

AST ENGINEERING LTD

Debtors Analysis as at 31st December 2018

Month Invoice Raised	Total Outstanding
Dec-18	425,439
Nov-18	1,430
Oct-18	88,516
Sep-18	12,960
Prior to 01/09/2018 ****	71,952
Debtors Balances as at December 2018	600,297
Less: Provision for doubtful debts	(32,654)
Trade Debtors as at December 2018	567,643

AST ENGINEERING LTD

Debtors Analysis as at 31st December 2018

Debtor A/C	Debtor Name	Jan Balance	Dec Balance	Overdue Amounts as at the end of					COMMENTS
				DEC	NOV	OCT	SEP	AUG	
DA21	Agency for National Human Resource Development	17,111	17,111	5,891	5,891	-	-	-	Inv raised Oct, SMT continuing to chase
DC31	College of Aviation Technology	0	308,379	308,379	308,379	288,700	85,365	-	Bob has been chasing and balance now cleared in January
DJ18	JorAMco	39,539	39,539	11,260	11,260	33,384	-	-	SMT continuing to chase
FA133	Aerotech Training Centre	13,532	13,532	13,532	13,532	13,532	13,532	13,532	Doubtful of Recovery - Provision made at year end
FB072	Babcock	1,800	1,800	1,800	1,800	1,800	1,800	1,800	SMT continuing to chase
FB081	BAMG (British Airways Maintenance Glasgow)	2,400	2,400	2,400	2,400	4,200	4,200	-	Inv raised Aug, SMT continuing to chase
FB098	Zion Banton-John	4,820	4,820	4,820	4,820	4,820	4,820	4,820	Student invoiced in advance for May 2019 intake
FC053	Centre of Aviation Islamabad Pvt Ltd	7,326	7,326	7,326	7,326	7,326	7,326	29,674	SMT continuing to chase
FE037	Emirates	2,700	2,700	2,700	2,700	2,700	-	-	Inv raised Sep, SMT continuing to chase
FI018	IAG British Airways UK	1,800	1,800	1,800	-	-	-	-	Inv raised Nov, SMT continuing to chase
FK035	Farad Kartel	2,790	2,890	2,890	2,990	3,090	3,190	3,290	Payment plan at £100 per month
FK062	Luqman Khan	2,090	2,090	2,090	2,090	3,000	-	-	Sept Invoice. No payment received in Dec but has promised to catch up by end Jan. A new payment plan has been set up.
FL030	Lanka Pacific Aviation	11,010	11,010	11,010	11,010	11,010	11,010	11,010	Doubtful of Recovery - Provision made at year end
FM066	Ministry of Interior	6,211	6,211	6,211	6,145	6,211	6,211	6,211	Doubtful of Recovery - Provision made at year end
FN034	Mohamed Zeesth Naseem	13,464	13,464	13,464	13,464	-	-	-	Inv raised Oct, SMT continuing to chase
FN035	Northern Light Academy of Aviation and Technology	52,361	52,361	52,181	62,181	28,386	23,968	100	A payment plan has been agreed at £10k per month
FP016	Hyderabad Institute of Overseas Students (HIOS)	148	3,128	88	5,908	5,908	90	7,577	£108.64 are invoices due in full, remaining balance is payment diffs
FR061	Ragghunath Rajendran	4,820	4,820	4,820	4,820	4,820	-	-	SMT continuing to chase
FS083	Aron Freyr Svansson	6,732	6,732	6,732	6,732	-	-	-	Inv raised Oct, SMT continuing to chase
FS086	Sheharyar Saeed	4,590	4,590	4,590	4,590	-	-	-	Inv raised Oct, SMT continuing to chase
FS100	Kolej TAFE Seremban	5,114	5,114	5,114	5,114	5,114	5,114	5,114	TAFE sent payment to a fraudster, account on hold until payment received. SMT continuing to chase
	Balance	89,873	88,482	131,200	51,532	151,184	319,224	614,327	
Total Debtors		290,229	600,297	600,297	534,682	575,183	485,848	697,454	

Committee	Finance and general Purposes Committee
Subject	Balanced Scorecard Update
Date of Committee meeting	27/02/2019
Author	Simon Fleming, Project and Planning Manager
Date paper prepared	12/02/2019
Executive summary of the paper	<p>The attached paper is the Balanced Scorecard, aligned with the aims and measures for the strategic plan Vision 2021, outlining where possible, the final measures for AY 2017-18.</p> <p>Baseline data has been obtained from data collected for 2015-16. Where this data is only indicative of progress so far and not finalised this has been highlighted in the comments section. Measures are categorised as Red (worsening), Amber (stable) or Green (improving) based on current performance.</p>
Consultation How has consultation with partners been carried out?	For the attached measures within the Balanced Scorecard the Head of Finance was consulted.
Action requested	<input checked="" type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	No

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<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>The Balanced Scorecard KPI's stems directly from the Perth College UHI Strategic Plan 2016-21.</p>
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>No</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>No</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Non-Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in "open" business?*</p>	<p>Open Business</p>

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* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

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

No	Vision 2021 Scorecard Measure	Measure	Baseline	2016-17			2017-18			Comments
			2015-16	Target	Current RAG	Trend	Target	Current RAG	Trend	
Sustainability										
10	Financial:	Record:								
	a) Outturn	Achieve a break-even underlying operating position	-£4,000	Break-even	£2,000	↑	Break-even	-£471,979	↓	Baseline Underlying Operating Position' (2017-18) was a deficit of £-472k.
	b) Gross carbon footprint	Gross carbon footprint	1864 tCO ₂	↓	1681tCO ₂	↓	↓	1532tCO ₂	↓	The Climate Change (Scotland) Act 2009 suggests that annual target reduction figures be 3% over the previous year. A reduction of 9% has been realised for 2017-18, this was down to two main factors; • The Scottish government changed the way electricity generation was done centrally to utilise more wind power • and we specifically chose a waste contractor to ensure that our waste was being incinerated instead of landfill.
	c) Non-core funding income (to include Knowledge Transfer)	% of income from non-SFC sources (inc. KT)	42%	↑	40.40%	↓	↑	39.00%	↓	Non-SFC funding for 2017-18 was 39%. Any non-government grants are recognised in full in the year they are received.

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



Perth College UHI

Paper 5

Committee	F and GP
Subject	Learning Centres
Date of Committee meeting	27/2/19
Author	Lorenz Cairns – Depute Principal
Date paper prepared	20/01/2019
Executive summary of the paper	The paper reviews the financial performance of the 3 College learning centres. It notes changes to the funding mechanism and based on combined evidence, makes a recommendation to close the 3 centres.
Consultation How has consultation with partners been carried out?	This paper was written by Lorenz Cairns, Depute principal and has been discussed at SMT
Action requested	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input checked="" type="checkbox"/> For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	Yes The reaction from small elements within the community <small>Click or tap here to enter text.</small>
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:	Financial stability, sustainability and efficiency

Perth College UHI

<ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	N/A
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	N/A:
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	No
<p>Status (e.g. confidential/non confidential)</p>	Confidential
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	No

* If a paper should **not** be included within ‘open’ business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
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Perth College UHI

Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input checked="" type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? [Click or tap here to enter text.](#)

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Perth College UHI

Learning Centres – Operations

The information in this report is based upon my initial visits to the Learning Centres throughout the month of August 2018, the lead up to the commencement of leisure courses and therein after.

Staff and Patterns of Work

	Mon AM	Mon PM	Mon Ev	Tue AM	Tue PM	Tue Ev	Wed AM	Wed PM	Wed Ev	Thur AM	Thur PM	Thur Ev	Fri AM	Fri PM
Pathways:														
Anne Hughes														
Rachel Ewins														
Kirsty Provan														
Finla Chalmers				09:30 - 15:00			09:30 - 15:00			09:30 - 15:00				
Crieff:														
Susan Carter														
Kinross:														
Maureen Ross														
Blairgowrie:														
Sue Gledhill							External (9.30-12)			External (11-1.30)				

Throughout my visits in August, there were no scheduled courses. Footfall over a 3 hour period ranged between 0-1 visits from potential students and/or students studying flexible courses/drop in using IT facilities. One Learning Centre Manager informed me that there was discussion a few years ago re: the learning centres being open term time only but for reason unknown this was not taken forward. Those centres who have one employee do have to close to accommodate staff holidays.

In preparation of the commencement of leisure classes, upon making contact with the leisure tutors, there were a few instances where tutors were surprised that the College had made contact. They were not aware that we were advertising courses where we would be expecting them to deliver. There was one particular course that has been advertised but has not ran for 3 years! This has also resulted in complaints from potential students who have signed up each time to then be let down by the course being cancelled.

Leisure tutors can teach in all Learning Centres including the leisure courses running at the main campus. It was brought to my attention, at an induction evening for leisure tutors, that some leisure tutors have been authorised to claim for travel expenses when delivering classes at the Learning Centres.

Staff who are employed as lecturers as well as leisure tutors are currently paid at their lecturer rate.

Perth Bridge Club

There is one course that we promote in our material, Learn to Play Bridge. Upon further exploration of this course, it transpires that although we promote via our material/marketing and undertake the administrative tasks of taking bookings and payments, the course is not actually a Perth College course. The course is actually run by the Perth Bridge Club where they then invoice the College for the full amount of fees captured, the College retaining no fees to cover our costs!

I have since met with the Bridge Club (29 October 2018) where they confirmed with me that we have had this arrangement in place for the last three years. They were led to believe that the

individuals who started the course were all enrolled at the College and that we were able to claim them as our students and draw down funding.

Since working with the College, the Club have seen an uptake in those wanting to learn how to play bridge where some individuals have even went on to compete in competitions. There is now a varied age range of those individuals taking up bridge.

The Bridge Club have stressed that the game of bridge is not a card game, it is something that allows individuals to utilise their strategic, numerical and problem solving skills whilst being interactive. To give it its full name, 'Contract Bridge', it does not involve gambling when played in a club.

Perth Bridge Club is the only club in the Perthshire region that offers lessons with other clubs being in neighbouring regions (Dundee and Stirling). The Club have produced course learning materials and do implement a course delivery plan. At the end of each week, relevant material is shared with the learners with some homework before the next scheduled class.

Individuals who commence their studies are registered and become a member of the Scottish Bridge Union (SBU), where there are many organised events and competitions. Stirling University has its own bridge club and have even established a PHD in the Sociology of Bridge. In my opinion it is a hobby that is taken very seriously akin to that of playing/competing in chess.

Perth Bridge Club operate out of their own premises and do have liability insurance.

The Club is run by volunteers and all monies received are invested back into the Club including their premises. The Club would like to continue working with the College albeit under a different arrangement that would work for both parties. The most obvious suggestion being some sort of collaborative partnership where the college will be in receipt of a % of the costs. The Club are keen to engage with our quality assurance systems and processes.

I believe working with the Bridge Club can bring a whole different experience to all our learners, through further promotion there may be the potential to having our own HISA Perth College Bridge Club!

I am looking for SMT to agree this in principle to allow us to move to the next stages of partnership working.

Partnership Working – Use of our facilities

Upon visiting the Learning Centres, the managers shared with me partnership working which transpires other organisations using our premises predominantly free of charge, as follows:

Pathways Learning Centre	
Community Art Group	Use the facilities every Monday for 4 hours (1000-1200 and 1300-1500)
Crieff Learning Centre	
PKC Job Club/CV writing	
PKAVS Carers	Last Tuesday of each month 0930-1430
PKAVS Nurse Appointments	Last Tuesday of each month 0930-1430
MEADS	Alternative weeks on a Tuesday 1400-1600
PKC – Crieff High School	As part of the lease agreement to make available our premises for the school to have 1:1 pupil support (if required)

Essential Skills – Perth College UHI	Every 2 nd Friday (Karen Downs Team) 0900 – 1200
Kinross Learning Centre	
PKC - Kinross High School	Occasionally accommodate non-attender meetings between the school and pupil
SDS	Use of premises to advise and mentor young people (0900-1300)
Parent to Parent	Fortnightly on Wednesday's, a meeting for parents who have disabled children (1300-1600)
Blairgowrie Learning Centre	
PKC – Live Active	As part of the shared premises, occasionally provide our rooms to accommodate meetings
PKC – Blairgowrie High School	As part of our lease agreement, if required, BHS can use our rooms for up to 20 sessions/wk
Learning Centre Manager	Attends Breadalbane Library on Thursdays between 1100-1330 to support drop in surgeries as part of partnership working with PKC (meantime our learning centre is closed at this time)
Learning Centre Manager	Attends Blairgowrie Library on Wednesdays between 0930-1200 to support job club as part of partnership working with PKC (meantime our learning centre is closed at this time)
Citizens Advice	1 st and 3 rd Wednesday of each month from 0930-1200 (both rooms used)

In addition to the above, there are two or possibly three classes being delivered to PKC Primary Teachers (re: languages). Spanish at Pathways and French at Crieff. I have since learned that PKC pay for this service and that it is an arrangement between PC UHI Language School and PKC, but we will need to explore how the members of staff are paid to deliver this service. At the moment it appears that payment is made via the Learning Centre budgets.

Additional findings:

- All staff including tutors have access to the premises (e.g. keys). Last one out is responsible for securing the building including switching off electricals etc. Where applicable, all staff know how to set and unset the alarms.
- Learning Centre Managers participate in other partnership working which can sometimes mean locking up our premises and participating in other tasks for other partners (e.g PKC)
- In addition to the Learning Centres, we also hire out other premises to deliver some of our courses, namely Madderty Hall for Upholstery and Pitlochry Scout Hall for Drawing and Painting also Lochleven Campus in Kinross for Upholstery and Sewing
- Facebook pages exist for all Learning Centres with very few maintained. Learning Centre Managers feel that there is not enough news/material to post regular
- Advertisements for leisure courses are placed in local booklets etc. (Crieff & Comrie Quair; The Atholl Quair; The Breadalbane Quair; Kinross Newsletter).
- To accommodate the dressmaking course, sewing machines were purchased a few years back and will need to be serviced and maintained. Other resources that we need to be

mindful of are the glass grinders for stained glass and the upkeep of maintaining these each term to the cost of £70 each (we have 4), as well as flowers for flower arranging, arts and crafts for drawing and painting etc.,

Learning Centre Budgets

At the moment there is an individual budget for each learning centre. However it is worth noting that the tutors who deliver classes tend to deliver in each of the centres and resources will follow suit. I have yet to establish if tutor contracts are raised for each learning centre or one overall!

September 2018 Classes

Not all courses that are offered actually run, however it is worth noting that there has been a considerable decline in the number of courses that have commenced this academic year in the Learning Centres as well as those delivered at the main campus for Semester 1, as follows:

Location	Classes Offered	Classes Running	
Blairgowrie LC	26	10	38%
Crieff LC	22	12	55%
Kinross LC	32	18	57%
Pathways	37	24	65%
Main Campus	39	11	29%
TOTALS	156	75	48%

Learning Centre Managers have informed me that the learners who have enrolled, mostly all are returning learners with very few new learners. We are all aware that the Learning Centres are running at a loss and with the loss of rurality funding and a reduction seen this time round with enrolments, there will be a further hit to this financial position.

Going Forward – Proposed Action Plan

There is much to do with the Learning Centres and below is how I would suggest we move forward if the Learning Centres are to become sustainable in the future.

Action	Expected Outcome
If information is available, to carry out a 3 year analysis on the leisure courses advertised 'v' what actually ran	To help determine the market demand and focus on promoting courses effectively ensuring that we have the resources (staffing, machinery and materials) in place to delivery effectively
To remove/take down the Learning Centre Facebook pages	To promote leisure courses more effectively on our main Facebook page
Partnership working	To revisit our partnership working to ensure it is beneficial to the community and Perth College.
Collation of travel expenses	To gauge the number of leisure tutors who claim travel expenses and take forward accordingly.
Leisure tutors who are also lecturers	To gauge the number of lecturers delivering leisure classes and therefore potentially

	claiming their lecturer hourly rate and take forward accordingly
To determine what is a viable class size	Cost effective running classes
Effective communication and keeping in touch with leisure tutors (keep warm)	To ensure those who are recruited in advance of a leisure course commencing are kept in the picture
Fully explore the partnership with Perth Bridge Club	To ensure there is no reputational risk to Perth College, loss of costs to market and administer, and potential GDPR breaches.
Fully explore the benefits of advertising in other publications that are not Perth	Cost effective exercise.
Calculate the footfall/usage over the summer period	To determine actual usage, explore other uses and or term time openings
Working with SDDs and Sector Managers	To work in partnership with the curriculum areas to determine what can be offered that could lead to progression onto main stream provision
Working with SDDs, SMs and Marketing	To explore the usage of the Learning Centres with the possibility of reaching out to our community with mini open days running at the Learning Centres
Cost analysis of the hiring of other accommodation (Madderty Hall and Pitlochry Scout Hall)	Cost effective exercise
Learning Centre Budget(s)	To determine if there is a need to have a budget for each learning centre.

I have deliberately not included time-scales against each of the proposed actions above, however I would envisage completing most of these actions, if endorsed by SMT, by the end of the academic year in preparation for the next academic year. Guidance will be sought on how we go forward with the current partnership working.

Pathways Learning Centre – Potential Staff Deployment Opportunities

In addition to the Learning Centre Managers placed at each of the Learning Centres and from the most daily involvement I have had, Rhona Munro must have taken on the role of Learning Centre Manager for those leisure courses that ran at the College. There is an expectation that with the closure of Pathways, all leisure courses that ran at Pathways would be relocated to the College.

I would therefore propose that we explore the deployment of staff at Pathways to the main campus to cover the workload of the courses that will be relocated as well as the leisure classes that currently run at the main campus.

Deborah Lally
Head of Student Experience
22 October 2018 (updated 19 November 2018)

Supplementary Recommendation

Supplementary Recommendation: Perth College UHI Learning Centres

www.perth.uhi.ac.uk



Perth College is a registered Scottish charity, number SC021209.

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Executive Summary

This supplementary recommendation outlines the argument for the consideration of the closure of the Perth College UHI Learning Centres within the Crieff, Blairgowrie and Kinross sites.

Research and analysis into the income and expenditure for all sites has highlighted Perth College UHI running their Learning Centres at a deficit for the last 3 years. Current course numbers and the upcoming loss of rurality funding has further augmented the consideration of the effectiveness the Learning Centres provide for the College.

Alternative opportunities have been reviewed and considered in order to view the potential positive and negative consequences of closure.

The current recommendation for timescales would be for all sites to be closed before the beginning of the 2019/20 academic year. These closures would fall in line with the Pathways site closing and allow for all necessary review and movement of courses and staff to occur.

Background and Introduction

The recommendation follows the detailed *Learning Centres – Operations Report* (Appendix 1.1) presented to the Perth College Senior Management Team in December 2018. Following this analysis and research into the effectiveness and sustainability of the current model was undertaken.

This paper outlines the findings from this research in order to provide a comprehensive recommendation.

For reference, Perth College currently operates 3 Learning Centres within the Perth and Kinross region.

Crieff

Crieff learning centre is situated in the main square of the village.

- *It is in good decorative state and comprises of 2 main rooms, a small IT suite and some smaller rooms*
- *The capacity is again around 10-12 in each room*
- *Leisure offer in crafts, language and low level ICT courses*

Blairgowrie

Blairgowrie learning centre is situated within the Blairgowrie leisure pool complex

- *It comprises of 2 main rooms, one of which is occasionally used by the school as an overflow class*
- *It looks quite run down and the main room has a capacity of 10-12 (using laptops)*
- *Leisure offer in crafts, language and low level ICT short courses*
- *The building is due for demolition within the next 18 months*
- *Perth College will not be housed in the new leisure building*

Kinross

Kinross learning centre is situated on a quiet side street near the village centre.

- Perth College owns the property
- The building is in decent decorative state with off street parking
- An IT suite for approx. 10, plus 2 main teaching areas/rooms – capacity 12 – plus some smaller rooms
- Leisure offer in crafts, language and IT

Research and Analysis

Research and analysis was conducted with various departments with the College in order to obtain the most accurate numbers concerning any financial or statistical information

Course Popularity

As of September 2018, a disproportionate percentage of all courses offered from our Learning Centres actually ran, furthermore when looking historically there has been a considerable decline in the number of courses that have commenced this academic year in the Learning Centres.

As the table below highlights out of a total of 80 classes offered, only 50% (40) actually ran.

Location	Classes Offered	Classes Running	
Blairstown LC	26	10	38%
Crieff LC	22	12	55%
Kinross LC	32	18	57%

Early forecasts for 2019 delivery reflect the same decline.

Financial Viewpoint

The below tables indicate the Income received and expenditure by site for the Leisure Centre sites over the last two years. As highlighted in the totals each centre has made a loss consistently over a four year period – this is with the current Rurality Funding from the Scottish Government.

Blairgowrie

	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	AT	TO	AT	TO	AT	TO	AT	TO
	31/07/2016	31/07/2016	31/07/2017	31/07/2017	31/07/2018	31/07/2018	30/11/2018	31/07/2019
	AOUT 2	AOUT 2	AOUT 2	AOUT 2	AOUT 2	AOUT 2	AOUT 2	AOUT 2
	BLAIRGOWRIE	BLAIRGOWRIE	BLAIRGOWRIE	BLAIRGOWRIE	BLAIRGOWRIE	BLAIRGOWRIE	BLAIRGOWRIE	BLAIRGOWRIE
INCOME								
F.E.GRANT BASED ON WSUMS	0	16,245	0	12,846	0	24,282	0	27,031
F.E.FEE WAIVER GRANT COMPENSATION	0	0	0	0	0	0	0	0
SUBTOTAL GRANT INCOME	0	16,245	0	12,846	0	24,282	0	27,031
OPEN LEARNING	0	0	0	0	0	0	0	0
OPEN ACCESS	0	0	0	0	0	0	0	0
VOCATIONAL/NON VOCATIONAL	21,634	18,500	18,793	20,000	21,222	20,000	9,591	20,000
OTHER INCOME	0	0	0	0	0	0	0	0
OTHER INCOME Digital Ninja Y31					0	0	0	0
SUBTOTAL NON GRANT INCOME	21,634	18,500	18,793	20,000	21,222	20,000	9,591	20,000
TOTAL INCOME	21,634	34,745	18,793	32,846	21,222	44,282	9,591	47,031
EXPENDITURE								
PERM. LECT.SALARIES	0	0	0	0	0	0	0	0
TEMP. LECT. SALARIES	14,706	14,000	14,588	14,000	17,707	14,000	849	14,000
ADMIN. SALARIES	22,276	22,237	23,497	22,733	23,184	23,397	7,301	23,890
CLEANERS PAY & ALLOWANCES	0	0	0	0	0	0	0	0
TRAVEL	200	500	175	500	50	500	48	200
ELECTRICITY	0	0	0	0	0	0	0	0
GAS	0	0	0	0	0	0	0	0
BUILDING RENTALS	0	0	0	0	0	0	0	0
RATES NON DOMESTIC	0	0	0	0	0	0	0	0
WATER METERED CHARGES	0	0	0	0	0	0	0	0
CLEANING EQUIPMENT	0	0	0	0	0	0	0	0
EQUIPMENT & MATERIALS	398	850	411	800	874	800	51	800
PHOTOCOPYING CHARGES	0	0	0	0	0	0	0	0
POSTAGES	0	0	0	0	0	0	0	0
PHONES	0	0	0	0	0	0	0	0
COMPUTING SUPPLIES	0	0	0	0	0	0	0	0
SHARE OF CENTRE OVERHEAD ALLOCATION	6,500	6,500	5,960	6,500	6,160	6,500	2,167	6,500
ADVERTISING (MARKETING)	0	0	0	0	0	0	0	0
HOSPITALITY	0	0	0	0	0	0	0	0
	44,080	44,087	44,631	44,533	47,975	45,197	10,416	45,390
POSITIVE/(NEGATIVE) CONTRIBUTION TO OVERHEADS	(22,446)	(9,342)	(25,839)	(11,687)	(26,752)	(915)	(824)	1,641

Crieff

	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	AT	TO	AT	TO	AT	TO	AT	TO
	31/07/2016	31/07/2016	31/07/2017	31/07/2017	31/07/2018	31/07/2018	30/11/2018	31/07/2019
	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4
	CRIEFF		CRIEFF		CRIEFF		CRIEFF	
INCOME								
F.E.GRANT BASED ON WSUMS	0	16,245	0	12,846	0	24,282	0	27,031
F.E.FEE WAIVER GRANT COMPENSATION	0	0	0	0	0	0	0	0
SUBTOTAL GRANT INCOME	0	16,245	0	12,846	0	24,282	0	27,031
OPEN LEARNING	0	0	0	0	0	0	0	0
OPEN ACCESS	0	0	0	0	0	0	0	0
VOCATIONAL/NON VOCATIONAL	27,881	24,000	31,434	26,000	26,274	28,000	12,617	28,000
OTHER INCOME	54	100	40	100	16	100		100
OTHER INCOME Digital Ninja Y31					0	0	0	0
SUBTOTAL NON GRANT INCOME	27,935	24,100	31,474	26,100	26,290	28,100	12,617	28,100
TOTAL INCOME	27,935	40,345	31,474	38,946	26,290	52,382	12,617	55,131
	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4	AOUT 4
EXPENDITURE								
PERM. LECT.SALARIES	0	0	0	0	0	0	0	0
TEMP. LECT. SALARIES	21,156	17,000	20,009	17,000	20,869	18,000	(170)	15,000
ADMIN. SALARIES	28,947	29,629	28,018	31,282	26,563	26,602	9,424	27,175
CLEANERS PAY & ALLOWANCES	0	0	0	0	0	0	0	0
TRAVEL	742	500	228	600	162	600	23	300
ELECTRICITY	0	0	0	0	0	0	0	0
GAS	0	0	0	0	0	0	0	0
BUILDING RENTALS	2,560	2,400	2,590	3,500	1,840	3,500	800	3,000
RATES NON DOMESTIC	0	0	344	0	375	375	125	375
WATER METERED CHARGES	0	0	0	0	0	0	0	0
CLEANING EQUIPMENT	0	0	0	0	0	0	0	0
EQUIPMENT & MATERIALS	1,350	800	914	800	613	800	203	800
PHOTOCOPYING CHARGES	0	0	0	0	0	0	0	0
POSTAGES	0	0	0	0	0	0	0	0
PHONES	0	0	0	0	0	0	0	0
COMPUTING SUPPLIES	0	0	0	0	0	0	0	0
SHARE OF CENTRE OVERHEAD ALLOCATION	8,000	8,000	11,259	8,000	8,040	8,000	2,667	8,000
ADVERTISING (MARKETING)	0	0	0	0	0	0	0	0
HOSPITALITY	0	0	0	0	0	0	0	0
	62,755	58,329	63,362	61,182	58,462	57,877	13,072	54,650
POSITIVE(NEGATIVE)CONTRIBUTION TO	(34,820)	(17,984)	(31,888)	(22,236)	(32,172)	(5,495)	(455)	481

Kinross

	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	AT	TO	AT	TO	AT	TO	AT	TO
	31/07/2016	31/07/2016	31/07/2017	31/07/2017	31/07/2018	31/07/2018	30/11/2018	31/07/2019
	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5
	KINROSS		KINROSS		KINROSS		KINROSS	
INCOME								
F.E.GRANT BASED ON WSUMS	0	21,660	0	17,129	0	35,075	0	39,045
F.E.FEE WAIVER GRANT COMPENSATION	0	0	0	0	0	0	0	0
SUBTOTAL GRANT INCOME	0	21,660	0	17,129	0	35,075	0	39,045
OPEN LEARNING	0	0	0	0	0	0	0	0
OPEN ACCESS	0	0	0	0	0	0	0	0
VOCATIONAL/NON VOCATIONAL	32,964	36,000	44,764	36,000	41,673	40,000	14,253	40,000
OTHER INCOME	0	0	0	0	0	0	0	0
OTHER INCOME Digital Ninja Y31					0	0	0	0
SUBTOTAL NON GRANT INCOME	32,964	36,000	44,764	36,000	41,673	40,000	14,253	40,000
TOTAL INCOME	32,964	57,660	44,764	53,129	41,673	75,075	14,253	79,045
	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5	AOUT 5
EXPENDITURE								
PERM. LECT.SALARIES	0	0	0	0	0	0	0	0
TEMP. LECT. SALARIES	22,369	20,000	29,128	20,000	27,493	23,000	220	23,000
ADMIN. SALARIES	31,066	30,997	31,625	31,693	31,757	31,640	11,097	32,306
CLEANERS PAY & ALLOWANCES	3,345	3,966	3,474	4,232	3,677	4,418	1,212	4,558
TRAVEL	855	600	449	800	420	600	0	500
ELECTRICITY	872	1,000	1,067	990	1,123	1,129	0	1,200
GAS	2,037	2,270	1,688	1,701	2,006	2,016	646	2,000
BUILDING RENTALS	1,290	1,500	1,443	1,500	1,170	1,200	345	1,200
RATES NON DOMESTIC	1,252	1,250	1,267	1,265	1,298	1,290	442	1,500
WATER METERED CHARGES	1,000	1,000	999	1,000	892	892	333	1,000
CLEANING EQUIPMENT		0		0		0		0
EQUIPMENT & MATERIALS	949	1,000	1,590	1,200	1,410	1,200	340	1,200
PHOTOCOPYING CHARGES	0	0	0	0	0	0	0	0
POSTAGES	0	0	0	0	0	0	0	0
PHONES	0	0	0	0	0	0	0	0
COMPUTING SUPPLIES	0	0	0	0	0	0	0	0
SHARE OF CENTRE OVERHEAD ALLOCATION	1	0	1	0	1	0		0
ADVERTISING (MARKETING)	0	0	0	0	0	0	0	0
HOSPITALITY	0	0	0	0	0	0	0	0
	65,036	63,583	72,731	64,381	71,247	67,385	14,635	68,464
POSITIVE/(NEGATIVE)CONTRIBUTION TO	(32,072)	(5,923)	(27,968)	(11,252)	(29,574)	7,690	(382)	10,581

Other Considerations

Among the current financial challenges of operating the Leisure Centres the College faces numerous fiscal challenges externally.

Perth College UHI is set to lose all rurality funding next academic year 2019/20, when considering funding contributed £120,000 of the budget for 2018/19 a significant proportion of the funds used to run the Learning Centres will no longer be available.

Furthermore the College faces a significant fiscal challenge in meeting the demands of national bargaining, staff permissation, recruitment challenges

and vital improvements to estates infrastructure (impacting on the student experience).

Scoping Alternative Opportunities

The College have met with Perth and Kinross council to explore efficient/sustainable alternative accommodation to maintain our presence in the region. The core outcomes from the meeting highlighted;

- Libraries are not viable as their opening times are severely curtailed by Council funding challenges
- Rental of rooms from Schools for evening provision seems to only other way forward however there is already independent community "leisure " provision taking place in the schools

When reviewing this option for provision it was found that Rental of school facilities to deliver the same type of existing independent community leisure provision would not be cost effective

Recommendation

After review of the *Learning Centres – Operations* Report and further research and analysis into the operational and financial challenges the running of the Leisure Centres brings the recommendation to the Perth College Senior Management Team is to consider closure of all three sites (Crieff, Blairgowrie and Kinross).

In the current fiscal climate with the college facing significant financial challenges (specifically the loss of the annual Rurality Funding) running a cost-effective model that would benefit the College is currently unavailable.

Timescales

The recommended timescales for the closure of all three Learning Centre sites is before the beginning of the 2019/20 Academic year. This would allow it to run in tandem with closure of the Pathways site while also not cost the College the impact of running the sites without a significant proportion of the budget (Rurality Funding).

Appendix

Appendix 1.1 – Learning Centres – Operations Report

Perth College UHI
Learning Centres – Operations

The information in this report is based upon my initial visits to the Learning Centres throughout the month of August 2018, the lead up to the commencement of leisure courses and therein after.

Staff and Patterns of Work

	Mon AM	Mon PM	Mon Ev	Tue AM	Tue PM	Tue Ev	Wed AM	Wed PM	Wed Ev	Thur AM	Thur PM	Thur Ev	Fri AM	Fri PM
Pathways:														
Anne Hughes														
Rachel Ewins														
Kirsty Provan														
Finla Chalmers				09:30 - 15:00			09:30 - 15:00			09:30 - 15:00				
Crieff:														
Susan Carter														
Kinross:														
Maureen Ross														
Blairgowrie:														
Sue Gledhill							External (9.30-12)			External (11-1.30)				

Throughout my visits in August, there were no scheduled courses. Footfall over a 3 hour period ranged between 0-1 visits from potential students and/or students studying flexible courses/drop in using IT facilities. One Learning Centre Manager informed me that there was discussion a few years ago re: the learning centres being open term time only but for reason unknown this was not taken forward. Those centres who have one employee do have to close to accommodate staff holidays.

In preparation of the commencement of leisure classes, upon making contact with the leisure tutors, there were a few instances where tutors were surprised that the College had made contact. They were not aware that we were advertising courses where we would be expecting them to deliver. There was one particular course that has been advertised but has not ran for 3 years! This has also resulted in complaints from potential students who have signed up each time to then be let down by the course being cancelled.

Leisure tutors can teach in all Learning Centres including the leisure courses running at the main campus. It was brought to my attention, at an induction evening for leisure tutors, that some leisure tutors have been authorised to claim for travel expenses when delivering classes at the Learning Centres.

Staff who are employed as lecturers as well as leisure tutors are currently paid at their lecturer rate.

Perth Bridge Club

There is one course that we promote in our material, Learn to Play Bridge. Upon further exploration of this course, it transpires that although we promote via our material/marketing and undertake the administrative tasks of taking bookings and

payments, the course is not actually a Perth College course. The course is actually run by the Perth Bridge Club where they then invoice the College for the full amount of fees captured, the College retaining no fees to cover our costs!

I have since met with the Bridge Club (29 October 2018) where they confirmed with me that we have had this arrangement in place for the last three years. They were led to believe that the individuals who started the course were all enrolled at the College and that we were able to claim them as our students and draw down funding.

Since working with the College, the Club have seen an uptake in those wanting to learn how to play bridge where some individuals have even went on to compete in competitions. There is now a varied age range of those individuals taking up bridge.

The Bridge Club have stressed that the game of bridge is not a card game, it is something that allows individuals to utilise their strategic, numerical and problem solving skills whilst being interactive. To give it its full name, 'Contract Bridge', it does not involve gambling when played in a club.

Perth Bridge Club is the only club in the Perthshire region that offers lessons with other clubs being in neighbouring regions (Dundee and Stirling). The Club have produced course learning materials and do implement a course delivery plan. At the end of each week, relevant material is shared with the learners with some homework before the next scheduled class.

Individuals who commence their studies are registered and become a member of the Scottish Bridge Union (SBU), where there are many organised events and competitions. Stirling University has its own bridge club and have even established a PHD in the Sociology of Bridge. In my opinion it is a hobby that is taken very seriously akin to that of playing/competing in chess.

Perth Bridge Club operate out of their own premises and do have liability insurance. The Club is run by volunteers and all monies received are invested back into the Club including their premises. The Club would like to continue working with the College albeit under a different arrangement that would work for both parties. The most obvious suggestion being some sort of collaborative partnership where the college will be in receipt of a % of the costs. The Club are keen to engage with our quality assurance systems and processes.

I believe working with the Bridge Club can bring a whole different experience to all our learners, through further promotion there may be the potential to having our own HISA Perth College Bridge Club!

I am looking for SMT to agree this in principle to allow us to move to the next stages of partnership working.

Partnership Working – Use of our facilities

Upon visiting the Learning Centres, the managers shared with me partnership working which transpires other organisations using our premises predominantly free of charge, as follows:

Pathways Learning Centre	
Community Art Group	Use the facilities every Monday for 4 hours (1000-1200 and 1300-1500)
Crieff Learning Centre	
PKC Job Club/CV writing	
PKAVS Carers	Last Tuesday of each month 0930-1430
PKAVS Nurse Appointments	Last Tuesday of each month 0930-1430
MEADS	Alternative weeks on a Tuesday 1400-1600
PKC – Crieff High School	As part of the lease agreement to make available our premises for the school to have 1:1 pupil support (if required)
Essential Skills – Perth College UHI	Every 2 nd Friday (Karen Downs Team) 0900 – 1200
Kinross Learning Centre	
PKC - Kinross High School	Occasionally accommodate non-attender meetings between the school and pupil
SDS	Use of premises to advise and mentor young people (0900-1300)
Parent to Parent	Fortnightly on Wednesday's, a meeting for parents who have disabled children (1300-1600)
Blairgowrie Learning Centre	
PKC – Live Active	As part of the shared premises, occasionally provide our rooms to accommodate meetings
PKC – Blairgowrie High School	As part of our lease agreement, if required, BHS can use our rooms for up to 20 sessions/wk
Learning Centre Manager	Attends Breadalbane Library on Thursdays between 1100-1330 to support drop in surgeries as part of partnership working with PKC (meantime our learning centre is closed at this time)
Learning Centre Manager	Attends Blairgowrie Library on Wednesdays between 0930-1200 to support job club as part of partnership working with PKC (meantime our learning centre is closed at this time)
Citizens Advice	1 st and 3 rd Wednesday of each month from 0930-1200 (both rooms used)

In addition to the above, there are two or possibly three classes being delivered to PKC Primary Teachers (re: languages). Spanish at Pathways and French at Crieff. I have since learned that PKC pay for this service and that it is an arrangement between PC UHI Language School and PKC, but we will need to explore how the members of staff are paid to deliver this service. At the moment it appears that payment is made via the Learning Centre budgets.
Additional findings:

- All staff including tutors have access to the premises (e.g. keys). Last one out is responsible for securing the building including switching off electricals etc. Where applicable, all staff know how to set and unset the alarms.

- Learning Centre Managers participate in other partnership working which can sometimes mean locking up our premises and participating in other tasks for other partners (e.g PKC)
- In addition to the Learning Centres, we also hire out other premises to deliver some of our courses, namely Madderty Hall for Upholstery and Pitlochry Scout Hall for Drawing and Painting also Lochleven Campus in Kinross for Upholstery and Sewing
- Facebook pages exist for all Learning Centres with very few maintained. Learning Centre Managers feel that there is not enough news/material to post regular
- Advertisements for leisure courses are placed in local booklets etc. (Crieff & Comrie Quair; The Atholl Quair; The Breadalbane Quair; Kinross Newsletter).
- To accommodate the dressmaking course, sewing machines were purchased a few years back and will need to be serviced and maintained. Other resources that we need to be mindful of are the glass grinders for stained glass and the upkeep of maintaining these each term to the cost of £70 each (we have 4), as well as flowers for flower arranging, arts and crafts for drawing and painting etc.,

Learning Centre Budgets

At the moment there is an individual budget for each learning centre. However it is worth noting that the tutors who deliver classes tend to deliver in each of the centres and resources will follow suit. I have yet to establish if tutor contracts are raised for each learning centre or one overall!

September 2018 Classes

Not all courses that are offered actually run, however it is worth noting that there has been a considerable decline in the number of courses that have commenced this academic year in the Learning Centres as well as those delivered at the main campus for Semester 1, as follows:

Location	Classes Offered	Classes Running	
Blairgowrie LC	26	10	38%
Crieff LC	22	12	55%
Kinross LC	32	18	57%
Pathways	37	24	65%
Main Campus	39	11	29%
TOTALS	156	75	48%

Learning Centre Managers have informed me that the learners who have enrolled, mostly all are returning learners with very few new learners. We are all aware that the Learning Centres are running at a loss and with the loss of rurality funding and a reduction seen this time round with enrolments, there will be a further hit to this financial position.

Going Forward – Proposed Action Plan

There is much to do with the Learning Centres and below is how I would suggest we move forward if the Learning Centres are to become sustainable in the future.

Action	Expected Outcome
If information is available, to carry out a 3 year analysis on the leisure courses advertised 'v' what actually ran	To help determine the market demand and focus on promoting courses effectively ensuring that we have the resources (staffing, machinery and materials) in place to delivery effectively
To remove/take down the Learning Centre Facebook pages	To promote leisure courses more effectively on our main Facebook page
Partnership working	To revisit our partnership working to ensure it is beneficial to the community and Perth College.
Collation of travel expenses	To gauge the number of leisure tutors who claim travel expenses and take forward accordingly.
Leisure tutors who are also lecturers	To gauge the number of lecturers delivering leisure classes and therefore potentially claiming their lecturer hourly rate and take forward accordingly
To determine what is a viable class size	Cost effective running classes
Effective communication and keeping in touch with leisure tutors (keep warm)	To ensure those who are recruited in advance of a leisure course commencing are kept in the picture
Fully explore the partnership with Perth Bridge Club	To ensure there is no reputational risk to Perth College, loss of costs to market and administer, and potential GDPR breaches.
Fully explore the benefits of advertising in other publications that are not Perth	Cost effective exercise.
Calculate the footfall/usage over the summer period	To determine actual usage, explore other uses and or term time openings
Working with SDDs and Sector Managers	To work in partnership with the curriculum areas to determine what can be offered that could lead to progression onto main stream provision
Working with SDDs, SMs and Marketing	To explore the usage of the Learning Centres with the possibility of reaching out to our community with mini open days running at the Learning Centres
Cost analysis of the hiring of other accommodation (Madderty Hall and Pitlochry Scout Hall)	Cost effective exercise
Learning Centre Budget(s)	To determine if there is a need to have a budget for each learning centre.

I have deliberately not included time-scales against each of the proposed actions above, however I would envisage completing most of these actions, if endorsed by SMT, by the end of the academic year in preparation for the next academic year. Guidance will be sought on how we go forward with the current partnership working.

Pathways Learning Centre – Potential Staff Deployment Opportunities

In addition to the Learning Centre Managers placed at each of the Learning Centres and from the most daily involvement I have had, Rhona Munro must have taken on the role of Learning Centre Manager for those leisure courses that ran at the College.

There is an expectation that with the closure of Pathways, all leisure courses that ran at Pathways would be relocated to the College.

I would therefore propose that we explore the deployment of staff at Pathways to the main campus to cover the workload of the courses that will be relocated as well as the leisure classes that currently run at the main campus.

Appendix 1.2 – Overview Analysis

Positive Outcomes of Maintaining Sites	Negative Outcomes of Maintaining Sites
<ul style="list-style-type: none"> • Physical Presence within local communities • Meeting some community (leisure) needs – note age demographic 	<ul style="list-style-type: none"> • Leisure activities rather than learning • Capacity limited by site amenities • Running a financial loss operationally • Reputational damage of removing sites in local communities • No recruitment benefit

Committee	Finance & General Purposes Committee
Subject	Estates Update
Date of Committee meeting	27/02/2019
Author	Gilbert Valentine, Head of Estates
Date paper prepared	01/02/2019
Executive summary of the paper	The report presents the summary results of the SFC Condition Survey Report in 2017 for the information of the Committee. There is also data presented on two tenders for works to be carried out at Goodlyburn Boilerhouse and throughout the Campus to extend the CCTV installation system.
Consultation How has consultation with partners been carried out?	The papers have been reviewed by the senior management team.
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input checked="" type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes Financial resource requirements are noted in the papers.
Risk implications (If yes, please provide details)	Yes There is a risk that increased deterioration and repair will occur, and also a risk to interruption of services in the event of breakdown.

Perth College UHI

<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>The College facilities are an integral part of the student experience and play a part in enhancing the students environment whilst studying here.</p> <p>There is also a link to loss of services, or access to buildings, which links to business continuity.</p>
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>As with all operational activity there are Equality and diversity considerations that will be embedded within any individual elemental plans.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>No</p> <p>Set out any data protection aspects and whether a data protection impact assessment is needed</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>SFC Report is confidential. Tender information is confidential.</p>

Perth College UHI

Freedom of information Can this paper be included in "open" business?*	Papers should be closed.
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* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input checked="" type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? [Click or tap here to enter text.](#)

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>
and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Backlog Maintenance February 2019

Introduction

The Scottish Funding Council carried out a Condition Survey at Perth College UHI during 2017. This involved studying the previous College organised condition survey information around 2012 and carrying out a 2-day visit to the College to survey and inspect the various premises. This was conducted by Gardiner & Theobald and the MAMG Consultancy on behalf of SFC.

SFC Condition Survey

The output report was released in December 2017 and the summary of the costs of backlog maintenance over a 5 year period identified in the table below.

Building names	Average Condition	Condition Spread %				Budget cost - 5 year outlook : Backlog maintenance and renewals excl decant costs, vat & fees and other overheads etc					
		A	B	C	D	Building Total	£/m2	Year 1 High	Year 2 High	Years 3-4 Medium	Year 5 Low
Brahan	C	26	50	20	5	£4,202,446	234	£70,206	£1,482,856	£2,553,864	£95,520
Goodlyburn	C	19	59	21	1	£1,773,169	298	£140,472	£99,360	£1,530,115	£3,222
Academy Sport & Wellbeing	A	100	0	0	0	£120,936	44				£120,936
Webster & Union	B	35	65	0	0	£39,562	80		£720	£21,562	£17,280
Nursery	B	27	66	4	3	£118,034	118	£2,640	£2,174	£38,940	£74,280
Dunne	A	57	42	0	1	£7,910	30		£150		£7,760
Totals						£6,262,057		£213,318	£1,585,260	£4,144,481	£318,998

The intention of the report is to provide a guide to the condition of the survey subjects, the general nature and scale of works necessary to bring the building fabric into a well maintained condition. This condition is known as "Condition B", i.e. generally sound, wind and watertight and to a state whereby existing defects are not significantly worsening or compounding, components can deliver a normal life cycle appropriate to long term use, and whereby operation or use of the premises is not being prevented.

The authors note that all costs estimated do not take account of special attributes, e.g. decants, redecorations, asbestos, operational issues necessary to undertake the works, neither do they include for vat and any professional fees. It is expected when all the detailed estimates are prepared for all individual elements the summary total of £6.2M could approach a figure double this value.

Typical Items

The SFC make reference to typical elemental items in their accompanying text which is summarised below (and updated to include an ongoing issue with sub-floor water ingress at Goodlyburn 407) amongst others.

Ref	Building	Item	SFC Estimate £ exc vat
1	Brahan	Miscellaneous walling e.g. Food Court	£40,000
2	"	Roofing - waterproofing and thermal upgrading	£520,000
3	"	Study Centre boilers	£100,000
4	"	Electrical upgrading - power and lighting	£1,000,000
5	"	Cooling and mechanical plant	£100,000
6	"	Finishes - decoration, ceiling, flooring	£380,000
7	"	Water services	£587,000
8	Goodlyburn	Miscellaneous walling	£20,000
9	"	Electrical upgrading power and lighting	£500,000
10	"	Cooling and mechanical plant	£100,000
11	"	Finishes - decoration, ceiling, flooring	£458,000
12	"	Water services	£300,000
13	"	Roofing - waterproofing and thermal upgrading	£200,000
14	"	Lift upgrading	£94,000
15	"	Water ingress e.g. 407	£40,000
16	External	Roads, footpaths and boundary walls and fences	£795,000

SFC Report Year 1 works.

The works identified in the SFC report for year 1 are either undertaken in summer 2018 or are scheduled to be carried out in summer 2019. Urgent repairs to boundary walling and roadway repairs were undertaken in summer 2018, as was Nursery external painterwork.

Goodlyburn boiler replacement is scheduled for summer 2019 along with campus CCTV maintenance and extension. Partial works will also be carried out in summer 2019 for flooring renewals and redecoration in Brahan and Goodlyburn.

Forward Planning for Remedial Works

If funding can be identified for some or all of these works identified in the SFC report, it will be necessary to consider how they can be programmed in to the College schedule of operations.

Many of the works are disruptive in terms of noise and interruption to services and may well need to be scheduled to summer recess periods each academic year.

The necessary specification and design of refurbishment or renewal, and the subsequent tendering of contracts and mobilisation of contractors will take several months. It is prudent to allow a period in excess of 6 months prior to each of the summer recesses to have certainty of funding to allow due process to occur. It would not necessarily be appropriate to undertake the itemised works on an elemental by elemental basis as this would potentially involve disruption to an area on several occasions.

Experience doing refurbishments in the former Hair and Beauty section at Brahan and at Brahan reception in the last 3 years indicates the substantial costs of dealing with any asbestos debris in Brahan ceiling spaces. This asbestos item would be a substantial cost to be added to the base elements identified in the SFC report.

Given the nett SFC total backlog figure of £6.2M, it may be useful to suggest a gross figure in the region of up to £12M over 5 years, once allowances are made for asbestos, decants, operational alterations, other overheads, vat and fees.

This report highlights the scale of the funding required in future years, if it is intended to address the backlog items highlighted by the SFC.

CCTV Extension – February 2019

The College has 9 CCTV cameras installed around the external perimeter and at the entrance of the Academy of Sport and Wellbeing building. There are also some 6 CCTV cameras installed at the student residences, and a few odd CCTV installations at Goodlyburn entrance, Library, Brahan Shop etc..

The ASW CCTV equipment provides a good quality of image held for 14 days for post-event viewing, and it is proposed to extend the system to include the Brahan and Goodlyburn buildings together with the two vehicle entrance location to the Campus from the Crieff Road. The ASW system allows for nighttime capture of images and this has proved useful in post-event review of images for security purposes.

This extension to the current CCTV provision would enhance the security and safety of the Campus to the level experienced on the ASW building to the rest of the Campus.

Tenders were invited from 4 suppliers/installers of CCTV systems for the supply and installation of systems through the Procurement section via the PCS portal – Spie Scotshield, Chubb, Forth Electrical Services and ICFS all supplied returned tenders. The suppliers were invited to supply an equal or approved system to that currently in operation in the ASW. This ensured comparability of the specification level across campus.

ICFS submitted the lowest tender at £27,405 excluding vat, and it is intended that they be awarded the contract to supply and fit the CCTV systems. The work would be programmed to be carried out in the easter and summer 2019 recess periods subject to availability of access.

Goodlyburn Boiler Replacement – February 2019

The gas-fired boilers serving the Goodlyburn building were installed in the late 1990s and are now 20 years old with increasing maintenance costs and breakdowns. There are 4 modular boilers that are sequenced to operate in rotation and one of the 4 boilers is currently inoperational. The Goodlyburn building can be served for 99% winter weather situations by 3 boilers and thus continues to function. However on two occasions we have had to call out boiler maintenance engineers in week 5 of 2019 to attend to faults and the boilerhouse operated on 2 boilers for short periods of time.

The boilers have all reached a point where they need to be replaced along with associated equipment.

There is also a redundant oil-filled storage tank in the boilerhouse left over from the previous boiler renewal in the 1990's and this should be removed as it is no longer required.

In 2016/2017 we had mechanical and electrical engineering consultants, The Keenan Consultancy prepare a specification for tender and the Goodlyburn boiler replacement was put out to tender via Procurement on the PCS portal. Four tenders were invited from M&E contractors - Forth Electrical Services, Trudeal Building Services, Scan Building Services and Protech. We received two tender responses and Protech were the lowest tender at £143,571 excluding vat, narrowly lower than Trudeal Building Services.

The Goodlyburn boilers replacement tender were not awarded in 2017 due to unavailability of funding.

Funding is now available, and due to continuing deterioration of the boilers, the need is even greater than in 2017, and it is proposed to carry out the work in the summer of 2019.

Protech Heating Ltd have confirmed they are prepared to abide by their original tender submission with an appropriate inflationary uplift and are to undertake the works for £147,734.02 excluding vat.

Protechs proposed method of working will ensure continuity of heating/hot water during the replacement of the boilers and associated equipment during a 4 week period in June/July 2019.

Recommendation : It is recommended that the F&GP Committee Approve the replacement of the Goodlyburn Boilers.

Perth College UHI Staff Accommodation & Kinross Learning Centre - February 2019.

This paper addresses the peripheral staff housing property owned by the College together with the Kinross Learning Centre.

The College has 4 locations (a, b, c, d) where staff accommodation is held at the Crieff Road Campus.

[a] Flat at 28 Morris Court.

The Board of Management made a decision in December 2018 to sell this property and it is due to be vacated in summer 2019 when the current student tenants vacate.

Decision = Sale.

[b] Chief Caretakers house at Appin Terrace Entrance.

The current chief caretaker tenant occupies the house and is on callout for intruder and fire alarm response out-of-hours, as well as winter maintenance and snow clearing. The house is situated between Brahan and the rear car park and is within the Campus footprint. The current chief caretaker is likely to retire in 2019 and a good opportunity exists to review arrangements. There is benefit of having a staff presence on site for security and other reasons.

If the house was to be sold access could be provided via Appin Terrace by moving the access gates down the hill, but we would have an intrusion into the Campus footprint that could hinder potential future development in that campus area. The market value of the property might be nominally in the region of £100,000.

If the house is retained, and planning consent was obtained, the use could be repurposed to non-residential use or alternatively continued for chief caretaker or other staff occupation, if this proves to be a currently desirable option. It may offer a useful site for a small research group or other specialist group requiring proximate but separate accommodation from the College main buildings.

Recommendation = Retain.

[c] Lead Caretakers house at Brahan Entrance.

The current lead caretaker tenant occupies the house when he is on callout, and he also has alternative personal accommodation nearby in Letham. If the Brahan entrance area is re-developed to accommodate an enhanced entrance and access to a potential Aviation Centre building then the demolition of this property along with horticulture outbuildings may become desirable.

Alternatively the area at Horticulture and Lead Caretakers house might form an entrance development project to improve College visibility and access.

Otherwise the house may be retained for caretaker or staff accommodation providing an on-site presence, or alternatively repurposed for a small research group or other specialist group.

The sale of the house might achieve a notional market value of £100,000 but would be a most severe intrusion at a key entrance area to the campus.

Recommendation = Demolish/Retain subject to Campus Developments.

[d] Flat at Webster providing accommodation for student warden.

The flat at Webster is currently tenanted by the student warden who is nearby to the student residences on Campus, but slightly apart for privacy. This should be retained for the purpose of student warden accommodation or estates caretaking staff. **Recommendation = Retain.**

[e] Provision of Callout Response out-of-hours.

The callout response to College fire and intruder alarms out-of-hours, winter maintenance and services interruption is currently carried out by chief caretaker and lead caretaker living on campus. This service could continue in-house on campus or be out-sourced in future subject to further enquiries.

There is also the servicing of Student Residences accommodation out-of-hours, which is currently provided by Hostelling Scotland. This service is under review.

The Caretaker callout allowance is currently £100 per week. This Callout allowance is not intrinsically linked to accommodation and the callout may operate independently of accommodation if desired.

The removal of tied-house accommodation may not release the College from having to reimburse weekly callout payments required to cover for services interruption for weekend operation of ASW and other buildings.

Recommendation = Review Callout Arrangements.

[f] Kinross Learning Centre

The Kinross Learning Centre property is located within a predominantly residential location on the edge of Kinross Town Centre with an Army Cadet Hall lying adjacent. There are 5 rooms and reception with toilet accommodation comprising some 188 square metres of floor area.

The office accommodation owned by the College at Swansacre Kinross has a market value in the region of £120,000.

Recommendation = Review viability of use.

PERTH COLLEGE UHI

JNC : Support Staff

Note of Meeting held on Thursday 13 December 2018
1.30pm, Room 019, Brahan

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

Support Staff Representatives

Winston Flynn, Unison

Apologies: Stuart Hope, Unison Branch Secretary
Rob Reed, Unison

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
3.	Review of Actions / Matters arising not included elsewhere on the Agenda Reporting Facility Time: WF to supply SH with the Unison facility time details.	Winston Flynn	ASAP

Minutes

Item	ACTION
1.	
2.	

Item		ACTION
	<p>The notes of the JNC for Support Staff meetings held on:</p> <ul style="list-style-type: none"> • 25 October 2018 • 27 November 2018 <p>having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>Review of Actions / Matters arising not included elsewhere on the Agenda</p> <p>Support Staff Terms and Conditions SH said these were discussed at the 25th October JNC meeting and she had now updated them to the current state of play, although things had moved on somewhat since the new pay award had been announced. The T&Cs document was a large one and SH said she didn't expect Unison to give feedback today, but hoped to be able to agree matters by correspondence.</p> <p>Reporting Facility Time SH indicated she had not yet received the Unison facility time and asked WF if he could chase this up. WF said he had the dates, but not the times. He said that they might not be 100% accurate in terms of time, but the dates would be.</p> <p>Action: WF and RR to supply SH with the Unison facility time details.</p>	WF
4.	<p>Support Staff Pay Award and Terms and Conditions</p> <p>SH advised that the pay award had been entered into the HR system and was now in the process of being keyed into the Payroll system, but this had to be done manually.</p> <p>The remaining items, such as unsociable hours allowance and shift allowance, and for others with this type of arrangement, Payroll hadn't yet been able to complete this in time for the December payroll, due to the manual task of keying the data into the system. However, it would be completed for the January 2019 payroll and would then be backdated to 1st November 2018.</p> <p>SH said she had booked the Lecture Theatre for Wednesday 19th December 2018 to meet with support staff to go over the new T&Cs.</p> <p>Staff who had more particular T&Cs would be met with separately. Letters had already been drafted to individuals and were ready to be sent out immediately after the meeting on Tuesday.</p> <p>SH said that a final decision had not yet been made for those staff with tied housing. Individual consultations would, therefore, be arranged for these staff. This referred in particular to the staff whose rent was tied to their pay.</p>	

Item		ACTION
5.	<p>Financial Update</p> <p>SH advised that the College accounts for the last financial year had been signed off by the Board of Management and auditors. However, the Head of Finance, Andrea Saunders, was unable to attend today's JNC to give an update on this, but would attend the next JNC instead.</p>	
6.	<p>National Bargaining update</p> <p>Job Evaluation SH indicated that she had circulated the support staff roles questionnaire to all managers on Monday. The deadline had been to respond to Colleges Scotland by Christmas, but they had now extended this beyond Christmas.</p> <p>Permanisation SH referred to the meeting of 27th November, where there was a discussion regarding the date for the technical implementation, as the T&Cs document had not given a specific date. Unison had suggested it should be 1st September and SH had received advice that it was to be 1st November. SH said she had now clarified this with Colleges Scotland and they had confirmed the date was 1st November.</p> <p>SH said HR would now produce a report of the support staff on fixed term contracts, review the criteria and then sit down with managers to go through list.</p>	
7.	<p>Pathways Relocation – update</p> <p>SH said she had entered formal communication with staff since the open meeting. SH also noted that there was a formal project plan in place for the timeline between now and the relocation of staff. SH had also started looking at redeployment options for the staff and had, in fact, already offered a relocation option to a member of staff.</p>	
8.	<p>CMT Restructure – update</p> <p>MC advised that there were still 3 vacancies to fill within CMT – Head of Business Development, Head of Marketing and International and Head of Information Services. These posts would be accounted for in the budget and a decision on when they would be advertised would be taken in due course.</p>	
9.	<p>AOCB</p> <p>Nursery SH advised that there was a vacancy in the Nursery, but this was only for 1 day. As a result of the small size of the vacancy, it was agreed to advertise this internally.</p>	

Item		ACTION
10.	<p>The terms in the advert would be on the basis of the non-protected conditions. However, if one of the Nursery staff on protected conditions applies for the post, then their protected conditions would then apply to this post. If a member of staff on the non-protected conditions was successful in being offered the post, then the post would be paid according to their non-protected rate. SH indicated the advert for this job would be posted online either today or tomorrow.</p> <p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • 7th March 2019 • 13th June 2019 <p>All meetings take place on Thursdays, 1.30-3.00pm, in room 019.</p> <p>Meeting End Time</p> <p>The meeting concluded at 2.00pm.</p>	

DRAFT

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 13 December 2018
3.00pm, Rm 017, Brahan

Present:

Management Representatives

Susan Hunter (Chair), Head of HR & OD

Dr Margaret Cook, Principal

Lorenz Cairns, Depute Principal Academic

Academic Staff Representatives

Sara O'Hagan, EIS-FELA

Declan Gaughan, EIS-FELA

Note Taker:

Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
2.	Minutes of the Last Meeting SH agreed to re-draft the minute and re-circulate it for everyone's approval.	Susan Hunter	ASAP
3.	Matters Arising not included elsewhere on the Agenda / Review of Actions Lecturing Terms and Conditions: SH to ensure correct version control on the Lecturing T&Cs document.	Susan Hunter	Next meeting
5,	Academic Calendar Unions to be added to the circulation list of the draft academic calendars in the future.	Carolyn Sweeney-Wilson	In due course
6.	Timetabling Protocols LC and EIS to meet in February 2019 to review the draft Timetable Protocol document. CSW to book a meeting into the diaries.	Lorenz Cairns, EIS Reps, Carolyn Sweeney-Wilson	ASAP

Summary of Action Items

Ref	Action	Responsibility	Timeline
9.	<p>National Bargaining update</p> <p>a. NJNC Circular 04/18 – Transfer to Permanency: SH to speak to John Gribben, NJNC, to raise the EIS comment that staff might want to opt out of permanisation.</p>	Susan Hunter	ASAP
10.	<p>EIS Items</p> <p>a. Contracts and pay for temporary/fractional staff:</p> <ul style="list-style-type: none"> • SH and SOH to meet to word a communication to temporary/fractional staff regarding contracts/pay. • SOH and SH agreed to meet tomorrow morning (14th) to discuss examples of contract/pay issues. • SH to put the deadline of 14th December on hold until the contract/pay issues have been resolved. <p>d. Staff Survey</p> <ul style="list-style-type: none"> • CSW to arrange a time for LC, SH and SOH to meet to have a further discussion regarding the SCF. 	<p>Susan Hunter, Sara O'Hagan</p> <p>Lorenz Cairns, Susan Hunter, Sara O'Hagan, Carolyn Sweeney-Wilson</p>	<p>ASAP</p> <p>ASAP</p>

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>Susan Hunter (SH) welcomed everyone to the JNC for Lecturers meeting.</p> <p>There were no apologies.</p>	
2.	<p>Minutes of the Last Meeting</p> <p>SOH had provided a copy of the minutes, which she had tracked/ change with alterations. This was circulated to members. SOH said that she thought it was very important to have some accuracy in the minutes, as this was a JNC.</p> <p>Action: SH agreed to re-draft the minute and re-circulate it for everyone's approval.</p>	SH
3.	<p>Matters Arising not included elsewhere on the Agenda / Review of Actions</p> <p>School Travel Time</p> <p>SH said she had spoken about this topic at the last JNC meeting with regard to the differing practice in lots of the sector areas. SH said members had looked for a standard, but didn't know if this was possible, but agreed to put something in place that was reasonable. SH asked EIS if they had feedback from staff as to whether or not they were finding it better. EIS said, as far as they were aware, this had rectified the situation, but they had not had the opportunity to discuss this further with the particular member of staff. Travel being put into the timetable had alleviated the situation.</p> <p>Lecturing Terms and Conditions</p> <p>SH thanked EIS for coming back to her on the draft. She asked EIS if they were happy for HR to review their comments and respond later. EIS were happy with this. However, EIS pointed out that there seemed to be 2 versions of the document, as it was issued to staff with a different footer. EIS said that the one that SH had issued was the one EIS had used to work on, but felt it was important to have good version control on this important document. SH said she would ensure this was corrected.</p> <p>Action: SH to ensure correct version control on the Lecturing T&Cs document.</p> <p>Reporting Facility Time</p> <p>SH thanked EIS for sending this through to her.</p>	SH

Item		ACTION
4.	<p>Financial Update</p> <p>SH said that Andrea Saunders (AS), Head of Finance, had hoped to attend this meeting, but was unable to. However, AS provided SH with a short update, advising that the College accounts had now been signed off by the Board and the Auditors. The next action would be to conduct a budget re-forecast in January and once this had been completed AS would be able to attend the next JNC to provide an update.</p> <p>MC indicated that the re-forecasting in January would help provide an accurate, up-to-date, budget picture.</p>	
5.	<p>Academic Calendar</p> <p>EIS had queried why they had not been copied into draft versions of the 2019-20 calendar. SH gave her apologies and advised that it had not been a deliberate intention to exclude JNC members, but that she hadn't been aware to send them to JNC.</p> <p>EIS referred to a time when the working weeks for Lecturers had become an issue – one particular year the published calendar had 41 weeks noted, when it should have been 40 weeks. EIS felt that having sight of the calendar draft versions, before they were published, would help alleviate any problems, such as this, that might arise.</p> <p>SH said she would be happy to include unions in the circulation of the draft calendars in future.</p> <p>Action: Unions to be added to the circulation list of the draft academic calendars in the future.</p>	CSW
6.	<p>Timetabling Protocols</p> <p>SH reminded JNC members that this was a standing item on the agenda and indicated that LC had produced a document listing the activities required to be completed in the academic year for operational planning.</p> <p>LC said that the Timetable Protocol amendments were slight and he hoped to be able to issue this document in plenty of time.</p> <p>EIS suggested that it would be good to meet before the document was issued, as there may be matters they could highlight, that might not already have been thought about. LC suggested a meeting in February and EIS were happy to meet then.</p> <p>Action: LC and EIS to meet in February 2019 to review the draft Timetable Protocol document. CSW to book a meeting into the</p>	LC, EIS, CSW

Item		ACTION
	diaries.	
7.	<p>Pathways Relocation – update</p> <p>SH advised that there was now a project plan for the Pathways relocation. LC said there was a full implementation plan and that a communication was ready to be sent out. LC said that part of that plan was to ensure there were redeployment opportunities for the staff and, in fact, one member of staff had already been offered a redeployment opportunity.</p> <p>EIS advised that it had been brought to their attention that the Leisure Tutors had not been contacted regarding the relocation. EIS queried if there was something in the plan about that. LC said that the provision for leisure classes was being relocated back to the main campus and, providing there was enough uptake for those courses (capacity was running at 45-50% at Pathways), then those tutors would be the first to be offered contracts.</p> <p>EIS queried how the College were promoting the leisure courses and LC said that, in terms of the plan, there would be a further plan produced, as early as possible, for courses starting in September 2019, so staff would have the summer to review things.</p>	
8.	<p>CMT Restructure – update</p> <p>MC advised that there were still 3 vacancies to fill within CMT – Head of Business Development, Head of Marketing and International and Head of Information Services. These posts would be accounted for in the budget and once the re-forecasting was completed, it was hoped to be able to advertise the posts at the end of January.</p>	
9.	<p>National Bargaining update</p> <p>a. NJNC Circular 04/18 – Transfer to Permanency</p> <p>SH said that she still didn't have the criteria that had to be applied in this case. Colleges Scotland were hoping to agree the same criteria as used for support staff, wherestaff covering maternity and sickness wouldn't be included, as well as those on fixed projects.</p> <p>EIS said that the College would have some staff employed continuously for 2 years. SH said that there were 191 people on the spreadsheet for semester 1. At the end of January SH would have the semester 2 numbers and she would then be able to meet with EIS and managers to discuss this.</p> <p>EIS said that the College also had staff who have substantive contracts and a decision needed to be made, for health and safety reasons, when they get permansised ie they would be on more than</p>	

Item		ACTION
	<p>1 FTE.</p> <p>MC said she didn't think the College would permanise beyond 1 FTE. EIS agreed, that this would seem odd to have someone on a contract beyond 1. EIS advised that they had also received queries from staff who might not want to be permanised and wondering what the arrangements would be for that.</p> <p>SH said she would email these comments to John Gribben, so that this was on their radar when they commence talks on permanisations.</p> <p>Action: SH to speak to John Gribben, NJNC, to raise the EIS comment that staff might want to opt out of permanisation..</p> <p>b. Ballot for Industrial Action SH advised that she and Simon Fleming, Project and Planning Manager, had reviewed the Business Continuity process with regard to Industrial Action and had added in a couple of further steps. All previous actions had involved SMT meeting to make decisions and this had now been changed to a CMT action. This would allow for a better picture of what was happening within the organisation on any given day.</p> <p>EIS queried where the finances were allocated for those staff who would not be paid for taking industrial action. EIS wondered if it would be possible for these finances to be moved to the student hardship fund.</p> <p>MC said that in the past, the college sector the money is re-absorbed. Although, she noted that it is dealt with differently in the university sector.</p> <p>c. TQFE SH advised that having completed the process for remission, there were very few applications for TQFE and the majority of applications were actually from temporary staff. There had, therefore, been some discussion regarding how this was managed moving forward, particularly with the SFC criteria. When the move over to permanisation takes place, the percentage may decrease (at moment it is in the high 80%). SH said they would now look at those who do not have a teaching qualification and will prioritise TQFE in this way, rather than seeking applications.</p> <p>MC said that she had a concern regarding GTCS registration, as they were very clear on this. MC felt that care would have to be taken not to advise staff that they needed to have Higher Education Academy registration and then turn around and inform them that they also needed to have TQFE.</p>	SH

Item		ACTION
10.	<p>EIS queried, in terms of equivalencies, did this sit with circular 3/18. SH said that it did as long as it was level 9.</p> <p>d. Circular 03/18 – Professional Gateway SH said that she had a list of people due payment in 2019 and this was planned in.</p> <p>EIS Items</p> <p>a. Contracts and pay for temporary/fractional staff EIS indicated that this issue has been ongoing. Some contracts had been issued, there had then been some difficulties with these and the same with what staff were getting paid and how they were getting paid. EIS said they had met with HR and Finance yesterday to get some sense of what was happening, particularly for the temporary/ fractional staff, because of the way it had been implemented. AS had indicated she would put information together that could be circulated to staff regarding this.</p> <p>SH said she had recently had a discussion with staff and now realised what some of the confusion was. EIS said there was a general lack of understanding, particularly for those staff who were not permanent. Also, when this was completed, staff were not given any upfront information, so it had been an ongoing issue. SH said that on the back of the last JNC a second set of correspondence was issued. However, it was agreed that a further communication should be issued and SH and SOH would meet to word this new communication.</p> <p>Action: SH and SOH to meet to word a communication to temporary/fractional staff regarding contracts/pay.</p> <p>EIS also advised that there were some staff who had multiple contracts and multiple arrangements and they had suddenly found that they were now being issued with one figure at the top of their payslips. These were some of the issues from a pay point of view. SH said this was a CiPHR issue and she had been speaking to CiPHR about this and whether it was possible for them to provide multiple lines on payslips. Another matter that will need to be taken account of, moving forward, would be the change in legislation in April regarding payslips. Payroll providers were already working on changing the payslips and a project group was already working on what was to be included.</p> <p>EIS said some contracts didn't indicate whether staff were fixed term etc, but in the previous iteration of contract it did state this. Staff were, therefore, having difficulty working out what pay they were due to receive due to the multiple contracts. The salary scale also did not give the full scale and staff were finding this not very helpful. There was nothing about being pro-rata-d and it seemed the old</p>	SH, SOH

Item		ACTION
	<p>T&Cs were being referred to. This was causing a great deal of confusion and EIS said something needed to be done to resolve these issues.</p> <p>Action: SOH and SH agreed to meet tomorrow morning (14th) to discuss these examples.</p> <p>EIS said that if these issues regarding pay and T&Cs weren't resolved soon, this would lead to a real lack of confidence by staff.</p> <p>EIS said that the communication regarding the contracts has also requested staff sign their contract and return it by 14th December and EIS asked that this deadline be put on hold until the contract/pay situation was clarified. SH agreed to do this.</p> <p>Action: SH to put the deadline of 14th December on hold until the contract/pay issues have been resolved.</p> <p>b. Promoted Lecturers on seconded contracts EIS said this item referred to Subject Leaders, Project Leaders etc, and was on the agenda to discuss how this might be moving forward. SH said this had been spoken about in terms of curriculum review and said she would extend this to the end of the academic year. In the meantime she would look at what was being done for the curriculum review.</p> <p>c. Pathways relocation Discussed under item 7 above.</p> <p>EIS queried if there was a project plan for the other centres. MC said there was some planning in place, but it would need to be presented at F&GP first, then the full Board. However, the centres were running at a large loss.</p> <p>EIS queried the rurality funding. LC said the offer was very much about leisure for the rurality funding. There were other areas that would be looked at within the community, although the initial reports were not yet through, the figures on recruitment were not as strong as hoped for.</p> <p>EIS queried if the timescale would be similar to Pathways. MC said there was no more funding as of 1st August, but would need to take a view on the proposals and then follow on with timescales.</p> <p>d. Staff Survey SH advised that the bi-annual staff survey was due out late 2018, but UHI were now considering it for 2019. There was an on-going discussion about which survey to use and whether this was the right time for the College.</p>	<p>SH, SOH</p> <p>SH</p>

Item		ACTION
	<p>EIS said that as the College had been going through a period of change, staff were feeling that they weren't able to have their say, so when there wasn't a survey, when there had been in the past, this makes staff concerned that their view was no longer taken account of. EIS felt that it was important for staff that there was that communication.</p> <p>SH said she would be attending the SMT meeting on Monday and would take this to them as part of her discussion. She would discuss the feedback options and perhaps look to have focus groups and for ideas from staff on this.</p> <p>LC queried how useful EIS found the Staff Consultation Forum (SCF) currently. EIS thought that the meeting on Monday was very productive, that it had an impact and seemed very useful. LC said SMT want to engage more with staff and wondered how wide the representation on the SCF was and if it was wide enough.</p> <p>EIS said that if there were any big decisions affecting Lecturers, then this would need to be done through the JNC and not at the SCF. LC said there was no intention that it should be otherwise.</p> <p>EIS said that one of the issues with SCF was getting staff to join up to this committee.</p> <p>LC said that while a survey was a snapshot in time, regular engagement may provide a different, more accurate, picture.</p> <p>EIS said that another issue with SCF membership for non-union members attending this committee was how they engaged with other staff. These were the challenges faced previously. Maybe from an engagement point of view there were other ways that could be targeted for example there could be an opportunity to do something at the Staff Development days.</p> <p>SH said that she was currently agreeing an email to go out to CMT for staff to join SCF.</p> <p>LC said he would appreciate another discussion with SOH about the SCF.</p> <p>Action: CSW to arrange a time for LC, SH and SOH to meet to have a further discussion regarding the SCF.</p> <p>e. Brightspace LC said he was aware that staff were worried over the migration from Blackboard to Brightspace. UHI were controlling the training programme and initial training proved difficult in getting people up to Inverness and staff couldn't be released to go. David Gourley (DG) had, however, undertaken the training and had an implementation</p>	<p>CSW</p>

Item	ACTION
<p>plan for this. LC was to be holding a CASE meeting on Monday, when DG would share his plan and the idea would be to disseminate this. LC warned that if the College didn't migrate to the new system there would come a day when UHI would just close Blackboard. It was, therefore, about trying to facilitate enough training opportunities for staff through LTLs, Learning Technologists etc.</p> <p>EIS queried this and wondered if that meant staff would be expected to do the migration themselves. This was not what staff were originally told. EIS expressed concern about this and said the College needed to be realistic, as staff were worried about the workload involved.</p> <p>LC said that DG would inform staff how this would work. LC assured EIS that the point had been made about how large Perth College was and they couldn't expect to treat Perth similarly to other, smaller, colleges. There was a need to find out the technicalities involved first and how this would be facilitated - one step at a time. LC said that as soon as there was any further information this would be disseminated.</p> <p>LC said another matter raised today concerned the CLA licensing and, providing it was not obstructive, the opportunity may be taken to audit this. EIS asked if there would be an amnesty on this. LC said that a collective view would be taken if an amnesty was required. LC said he was, however, happy to discuss the idea of an amnesty.</p> <p>MC said the feedback from UHI regarding Brightspace was that it was easy to use and that it was more intuitive than Blackboard</p> <p>EIS said the timescale for this seems to have been particularly short, while it seemed to take a long time to initially decide on which company to use. MC said that Blackboard were a very litigious company and so there was a huge process to ensure Blackboard couldn't take UHI to court and this was what had caused the delay. EIS wanted to ensure that this would be kept on top of. LC said that Perth were ahead of the game because they had forced UHI to bring forward some of the training and also insisted that some of it should be done in Perth.</p> <p>f. Statistics for Sickness Absence/Stress at Work EIS commented that they used to receive regular HR statistics and there hadn't been an issue of these HR statistics for some time. SH said that they had system problems with CiPHR which meant difficulties in running reports without a lot of manual input. For example, running a sickness absence report – the system was incapable of limiting figures to a specific date range, which then meant a lot of manual counting.</p>	

Item		ACTION
	<p>The figures up to end of October 2019 were - 979.5 for the first quarter of this year; the total for 2017-18 was 3538.25 and the full year figure for 2016-17 was 4140. This year's figures were on par for the last 2 years – they were stable. SH said they were looking at the reasons for long absences and it looked like the main reason was work related stress (WRS). EIS queried if the College were working on this. SH said they were and that anyone off with WRS was immediately referred to OH.</p> <p>LC said that the cases he was aware, were quite complex, which may be related to the College or not - there could be other factors involved. EIS said that as employers we needed to be mindful of this, but if we find themes emerging, then we need to be looking at this.</p> <p>SH said that the College has already returned a lot of staff to work who had been off long term.</p> <p>g. Investigations, Discipline and Grievance</p> <p>EIS said that it seemed the College had moved into much more of a punitive arrangement and wondered what anyone else thought. SH said that this was not something the College looked for – they weren't searching for issues and problems. The first stage is always, if possible, to try and resolve matters informally. From the Lecturing side, there was less going on than the support side. There had been a couple of big cases in the last year.</p> <p>h. HISA – role and feedback</p> <p>EIS said they wanted to have a discussion on HISA's role and how they provide feedback. Members had come to EIS feeling threatened by HISA and gave some examples. Although there was some anecdotalness to the examples given, EIS were worried that this might be setting up a 'them and us' relationship. EIS said they would want HISA to be supportive of students, and also staff.</p> <p>LC said that a student engagement group had been set up. They had been tasked with 3 questions to get feedback on and HISA were able to go into classes to speak to students. LC had been made aware of a problem with the approach of one particular representative and there had been some discussion with the student/s about this.</p> <p>LC said any feedback from students was meant to go through the student engagement group, which would feed into the Board. If a theme came from this, it would be the intention to address any issues. If appropriate feedback was not given, then HISA's involvement would be reviewed. The particular representative who had caused an issue had been spoken with.</p>	

Item		ACTION
11.	<p>EIS said they were all for this type of engagement, but wanted to protect their members if students crossed the line.</p> <p>AOCB</p> <p>None.</p>	
12.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • 7th March 2019 • 13th June 2019 <p>All meetings take place on Thursdays, 3.00-4.30pm, in room 019.</p> <p>Meeting End Time</p> <p>The meeting concluded at 4.15pm.</p>	

DRAFT

Finance and General Purposes Committee Terms of Reference

Membership

Chairman (ex officio).

Vice Chairman (ex officio).

Principal (ex officio).

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

In attendance

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